

AGENDA
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY

September 21, 2021

5:30 p.m., Main Library, Lower Level 2 Conference Room

- 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. #2021-70: Request to Approve Minutes as listed below:
 - 1. Minutes of the Building Committee meeting of March 30, 2021
 - 2. Minutes of the Nominating Committee meeting of May 11, 2021
 - 3. Minutes of the Strategic Planning Committee meeting of May 26, 2021
 - 4. Minutes of the Regular Board meeting of August 17, 2021
 - B. #2021-71: Request to Approve Expenditures as listed below:

1. Payroll for Period Ending August 21, 2021	\$121,077.95
2. Payroll for Period Ending September 4, 2021	\$121,204.66
3. Regular Expenditures for September 2021	\$233,590.87
4. Capital Development Fund Expenditures for September 2021	\$ 3,895.00
 - C. #2021-72: Request of the Executive Director to Approve Personnel Actions for the period ending September 17, 2021
 - D. #2021-73: Request of the Executive Director to Receive and File Finance Report for the month of August 2021
 - E. #2021-74: Request of the Executive Director to Receive and File Library Use Statistics for the month of August 2021
- VII. Other Action Items
 - A. #2021-75: Recommendation from the Administration to Adopt a Revised Circulation Policy Manual
 - B. #2021-76: Recommendation from the Administration to Purchase a Xante Digital Multi-Media Press in the amount of \$19,000

- C. #2021-77: Recommendation from the Administration to Replace the Ejector Pit at Main Library in the amount of \$14,420

VIII. Report of the Executive Director

- A. Upcoming Programming and Exhibits
- B. Board Member and Orientation
- C. New IT Manager
- D. Mask Mandate
- E. Greg and Dan Show
- F. Fresh Food Drive
- G. 9-11 History Exhibit
- H. ARC Blood Drives
- I. Circulation Policy
- J. Joint Review Board
- K. Ejector Pit Repairs at Main
- L. Circulation and Door Count Update
- M. Standards for Illinois Public Libraries, Chapter 7 "Collection Management" and Chapter 8 "System Member Responsibilities and Resource Sharing"
- N. Other

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

X. Committee Reports

- A. Building Committee
- B. Community Relations Committee
- C. Executive Committee
- 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. #2021-78: Executive Session

XIV. #2021-79: Return from Executive Session

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

XVI. #2021-80: Adjournment

MINUTES
BUILDING COMMITTEE MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
March 30, 2021

CALL TO ORDER

The meeting of the Building Committee of the Board of Library Trustees of Peoria Public Library was called to order at 5:31 p.m. by Chair Jeanne Williamson via Zoom.

ROLL CALL

Members Present: Margaret E. Cousin, Dr. Arun Pinto, and Jeanne Williamson

Members Absent: Lucy D. Gulley and Dr. Mandar Pattekar

Staff Present: Jay Furniss, Roberta Koscielski, and Randall Yelverton

Others Present: None

APPROVAL OF MINUTES

None

PRESENTATION BY AUDIENCE

None

ORDER OF BUSINESS

A. Capital Development Plan

Randall Yelverton reviewed the FY2021-FY2025 Capital Development Fund plan and responded to questions from committee members about it. This is a potential plan for capital development spending for the next five years. It was created by Randall and Jay Furniss. Jeanne Williamson remarked that this is a very detailed plan and she appreciated the work that went into creating it.

B. Main Library Lounge

Randall Yelverton reminded committee members of the original intent of the Main Library Lounge and noted that it has really not met that intent. As a result, Randall recommends making the lounge a meeting space that can be reserved. Randall noted that people who are homeless are still welcome to use the Library. He will make a decision regarding the vending machines that are currently in the lounge.

C. Charging Stations for North Branch

Randall Yelverton informed committee members that he intends to purchase three charging stations with 2 port USB and AC outlets for North Branch. These charging stations securely clamp to a table top.

EXECUTIVE SESSION

None

OTHER BUSINESS

Jeanne Williamson asked about the installation of the new patio furniture for the landscaped area behind North Branch. She would like to invite the donors to come out and take a look at it after installation. Jay Furniss responded that he plans for installation this Friday.

TOPICS TO GUIDE FUTURE AGENDAS

None

ADJOURNMENT

A motion was made by Dr. Arun Pinto, seconded by Margaret Cousin, to adjourn this meeting at 6:16 p.m. Motion carried unanimously by roll call vote.

Jeanne Williamson, Chair
Building Committee
Board of Library Trustees
Peoria Public Library

MINUTES
NOMINATING COMMITTEE
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
May 11, 2021

CALL TO ORDER

The meeting of the Nominating Committee of the Board of Library Trustees of Peoria Public Library was called to order at 5:30 p.m. by Chair Barbara Van Auken via Zoom.

ROLL CALL

Committee Members Present: Margaret E. Cousin, Lucy D. Gulley, and Barbara Van Auken
Committee Members Absent: None

ORDER OF BUSINESS

A. Recommend slate of Board officers for 2021/2022

The purpose of this meeting is to recommend a slate of officers for 2021-2022 to be presented to the full Board at the Regular May Board meeting and be voted on at the Regular June meeting. A motion was made by Margaret Cousin, seconded by Lucy Gulley, to recommend the following slate of officers for 2021-2022:

- Stephen Buck – President
- Tiffanie Duncan – Vice-President
- Cathie Neumiller – Secretary

Motion carried unanimously by roll call vote.

EXECUTIVE SESSION

None

OTHER BUSINESS

None

ADJOURNMENT

A motion was made by Lucy Gulley, seconded by Margaret Cousin, that this meeting be adjourned at 5:35 p.m. Motion carried unanimously by roll call vote.

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

MINUTES
STRATEGIC PLANNING COMMITTEE
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
May 26, 2021

CALL TO ORDER

The meeting of the Strategic Planning Committee of the Board of Trustees of Peoria Public Library was called to order at 5:30 p.m. by Committee Chair Lucy Gulley via Zoom.

ROLL CALL

Committee Members Present: Margaret Cousin, Tiffanie Duncan, and Lucy Gulley

Committee Members Absent: None

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

ORDER OF BUSINESS

A. Approval of minutes of the November 24, 2020 meeting

A motion was made by Margaret Cousin, seconded by Tiffanie Duncan, to approve the minutes of the meeting of November 24, 2020. Motion carried unanimously by roll call vote.

B. Review draft strategic plan

Randall Yelverton explained that those who read our strategic plan can get a sense of where the Library is headed and what the goals are for 2021 through 2023 by reviewing the core focus areas.

Margaret Cousin said that she was impressed by the entire document and noted that the Library needs to work specifically with Peoria Public Schools to promote the value of literacy and education and perhaps provide tutoring. She added that Randall did an excellent job making these focus areas for the good of the Library and our community. She noted that work in the areas of providing educational programs specific to our community's needs and leveraging partnerships could bear a lot of fruit.

Tiffanie Duncan complimented the great visual infographics in the plan. She suggested that a page or two be added to describe what the Library has done and the positives we can leverage during the next few years as we work with the community to grow. She added that offering new types of programs bring new visitors.

Lucy Gulley echoed the importance of including in the plan what the Library has accomplished and continuing to engage with partners for further collaboration.

Randall noted that we will continue to offer and accentuate core services and strengths. He will work with Jenni Davis on tweaks and an additional page or two for the plan. It will be presented at the June Board meeting.

OTHER BUSINESS

None

ADJOURNMENT

A motion was made by Margaret Cousin, seconded by Tiffanie Duncan, that this meeting be adjourned at 5:58 p.m. Motion carried unanimously by roll call vote.

Lucy Gulley, Chair
Strategic Planning Committee
Board of Library Trustees
Peoria Public Library

MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
August 17, 2021

CALL TO ORDER

Board President Stephen Buck called the meeting of the Board of Library Trustees of Peoria Public Library to order at 5:32 p.m. This Regular meeting was in the Lower Level 2 Conference Room, at Main Library, 107 NE Monroe, Peoria, Illinois.

PLEDGE OF ALLEGIANCE

The President requested that all those who are able to please stand and join him in saying the Pledge of Allegiance.

ROLL CALL

Board Members Physically Present: Stephen M. Buck, Margaret E. Cousin, Tiffanie S. Duncan, Lucy D. Gulley, and Roberta Parks

Board Members Present Via Conference Phone: Barbara Van Auken and Jeanne Williamson

Board Members Absent: Cathie Neumiller and one vacancy

Library Staff Present: Carolyn Conklin, Reference Assistant; Jennifer Davis, Manager of Public Relations; 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

A motion was made by Roberta Parks, seconded by Margaret Cousin, to approve the attendance at this meeting of Barbara Van Auken via conference phone because of illness or disability and Jeanne Williamson via conference phone because of family or other emergency. Motion carried unanimously.

CORRESPONDENCE TO THE BOARD

None

PRESENTATION BY AUDIENCE ON AGENDA ITEMS

None

CONSENT AGENDA

A. #2021-58: Request to Approve Minutes as listed below:

1. Minutes of the Regular Board meeting of July 27, 2021
2. Minutes of the Regular Board meeting Executive Session of July 27, 2021

B. #2021-59: Request to Approve Expenditures as listed below:

- | | |
|---|--------------|
| 1. Payroll for Period Ending July 24, 2021 | \$125,540.50 |
| 2. Payroll for Period Ending August 7, 2021 | \$153,082.57 |

3. Regular Expenditures for August 2021

\$235,155.46

- C. #2021-60: Request of the Executive Director to Approve Personnel Actions for the period ending August 13, 2021
- D. #2021-61: Request of the Executive Director to Receive and File Finance Report for the month of July 2021
- E. #2021-62: Request of the Executive Director to Receive and File Library Use Statistics for the month of July 2021

Mr. Buck asked Board members if they wished to have any Consent Agenda items removed for further discussion. Hearing none, a motion was made by Margaret Cousin, seconded by Tiffanie Duncan, to approve Consent Agenda items #2021-58 through #2021-62 as presented. Motion passed unanimously.

OTHER ACTION ITEMS

- A. #2021-63: Recommendation from the Administration to Adopt a 2021-2023 Strategic Plan
A motion was made by Barbara Van Auken, seconded by Margaret Cousin, to approve the 2021-2023 Strategic Plan as presented. Motion passed unanimously.
- B. #2021-64: Recommendation from the Administration to Adopt a Reconsideration of Materials Policy
A motion was made by Barbara Van Auken, seconded by Margaret Cousin, to approve the Reconsideration of Materials Policy as presented. The motion carried with one nay vote (Williamson).
- C. #2021-65: First Reading Review of a Recommendation from the Administration to Adopt a Revised Circulation Policy Manual
Randall noted that revisions to this policy include the implementation of a Fine Free Policy in September 2020. A motion was made by Margaret Cousin, seconded by Roberta Parks, to approve the first reading of the Revised Circulation Policy Manual as presented and bring it to the September meeting for Board approval.

REPORT OF THE EXECUTIVE DIRECTOR

- A. Upcoming Programming and Exhibits
The August programming report as well as the August events calendar were provided in the Board packet.
- B. New Board Member Introduction
Randall welcomed Roberta Parks to the Board of Trustees.
- C. Orientation for New Board Members
Randall reported that he and Roberta Koscielski provided an orientation to new Board member Roberta Parks and will provide an orientation to new Board member Melissa Whitney ahead of the September Board meeting.

D. COVID Updates

Randall reported that we have continued to allow patrons and staff to opt in to wearing masks in Library locations if they choose. We continue to ask unvaccinated visitors to wear masks.

E. ILA Fundraising Committee

Randall attended an Illinois Library Association Fundraising Committee meeting this month and discussed new fundraising methods for this professional organization.

F. Meeting with Area Directors

Randall met with area library directors to discuss current challenges in the pandemic environment as well as ongoing policy issues

G. Circulation Policy Updates

Randall noted that he and Roberta have worked on updating the Circulation Policy Manual with extensive help from Cossandra Stokes as well as assistance from other Library managers.

H. Distributing Library Cards to PPS Kindergarten Students

Randall reported that today was Kindergarten Welcome Day at Peoria Public Schools. Alyce Jackson put out the call to staff so that each of the 12 participating schools had a Library staff member on hand to sign children and family members up for Library cards.

I. IT Manager Job Search

Randall reported that we have concluded the application phase of the IT Manager job search and will now begin reviewing application materials and setting up interviews.

J. McClure Branch Lift Repairs

Randall reported that the Building Committee met last night and information regarding the needed repairs will be shared during the committee reports section of this meeting.

K. Door Count and Circulation Update

Randall reported that the circulation total for July 2021 versus July 2020 is up 6.7%. The visitor total for the same period increased by 71%. Downloads of digital videos, audio books, books, and songs are down 27%.

L. Standards for Illinois Public Libraries, Chapter 5 "Building Infrastructure and Maintenance" and Chapter 6 "Safety"

Randall noted that these two chapters were included in the Board packet and asked for any questions about them.

M. Other

None

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

Margaret Cousin reported that the August Liaison Report and July Treasurer's Report were included in the Board packet. She added that last year the Ben Franklin Club fundraiser brought in \$13,000 and she hopes to match or surpass that amount with this year's Li'l Readers campaign. She noted that Friends membership has doubled in 2 years and income from memberships has more than tripled in the during the same period.

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

The Community Relations, Executive, Finance, Nominating/Appeals, Personnel/Negotiations, and Strategic Planning Committees did not have a report.

A. Building Committee

1. Report of the meeting of August 16, 2021

Committee Chair Jeanne Williamson reported that the Building Committee met last night and major work is needed to get the McClure Branch lift back in working condition and ensure it is up to code and ADA compliant. The cost could be up to \$100,000. The next step will be to hire an architect to work on the specifications. No Board action is needed at this point.

Jeanne Williamson added that the purchase of a new digital printing press at a cost of \$19,000 will be recommended for approval at the September Board meeting. She also noted that Jay Furniss will be working on replacing the 2004 Impala with a large van. Funding for all three of these projects will come from the Capital Development Fund.

PRESENTATION BY AUDIENCE

None

OTHER BUSINESS

None

EXECUTIVE SESSSION

None

AGENDA BUILDING

None

ADJOURNMENT

A motion was made by Margaret Cousin, seconded by Roberta Parks, to adjourn this meeting at 6:00 p.m. Motion carried unanimously.

Cathie Neumiller, Secretary
Board of Library Trustees
Peoria Public Library

REPORT OF COMMITTEE

September 21, 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:

\$ 233,590.87

Approved for Payment_____.

Approved for Payment_____.

<u>NAME OF VENDOR</u>	<u>ACTIVITY</u>	<u>AMOUNT</u>
SYNCB/AMAZON	Books/Programming/Automation	\$ 304.08
Baker & Taylor	Books	\$ 26,909.09
Center Point Large Print	Books	\$ 44.34
Cengage Learning/Gale	Books	\$ 3,276.64
Ingram Library Services	Books	\$ 478.53
Library Ideas	Books	\$ 859.00
OverDrive, Inc.	Books/Non-Print	\$ 2,517.97
Thomson Reuters - West Payment Center	Books	\$ 398.91
Kanopy, Inc.	Non-Print	\$ 609.00
Midwest Tape	Non-Print	\$ 13,515.18
News Bank, Inc.	Non-Print	\$ 30,852.00
Sam's Technical Publishing	Non-Print	\$ 1,494.00
Hodges Loizzi Eisenhammer Rodick & Kohn LL Professional Services		\$ 295.74
Capital One (Walmart Community)	Programming	\$ 235.41
Demco	Programming	\$ 71.08
Fun Express, LLC	Programming	\$ 589.92

Duncan Katlack	Programming	\$ 75.00
Sarah Erickson LLC	Programming	\$ 80.00
Rupert Wates	Programming	\$ 300.00
Chase CardMember Services	Non-Print/Publicity/Automation/Travel	\$ 728.59
ULINE	Publicity	\$ 105.92
WWCT-FM	Publicity	\$ 250.00
Illinois Heartland Library System - OCLC	Technical Services	\$ 3,465.76
City of Peoria - General Fund	Medical Insurance	\$ 57,064.89
Ameren Illinois	Gas & Electricity	\$ 14,396.80
City of Peoria - Stormwater	Water & Sewage	\$ 148.50
Greater Peoria Sanitary District	Water & Sewage	\$ 373.25
Illinois American Water	Water & Sewage	\$ 1,727.27
AT&T	Telephones	\$ 3,003.55
AT&T c/o CABS Dept.	Telephones	\$ 2,631.32
Call One	Telephones	\$ 1,361.55
Verizon	Telephones/Automation	\$ 507.68
RK Dixon	Equip. Serv. Cont.	\$ 1,380.54
Pipco Companies, Ltd.	Building Services	\$ 350.00
Securitas Security Services USA, Inc.	Building Services	\$ 10,426.03
Thermal Services Inc.	Building Services	\$ 5,457.21
Vonachen Services, Inc.	Building Services	\$ 7,307.00
Commercial Glass Co., Inc.	Building Maint. & Rprs.	\$ 960.00
Home Depot Pro Institutional	Building Maint. & Rprs.	\$ 880.30
Laser Electric Inc.	Building Maint. & Rprs.	\$ 4,920.00
Tee Jay Central, Inc.	Building Maint. & Rprs.	\$ 137.20
Thompson Electronics Company	Building Maint. & Rprs./Building Services	\$ 1,830.68

Lowe's	Building Supplies	\$ 68.28
Menards - Peoria	Building Supplies	\$ 18.23
Quadient Finance USA, Inc.	Postage	\$ 4,970.61
Gwendolyn Ayler	Travel, Education & Meetings	\$ 3,912.00
Midland	Library Supplies	\$ 1,876.64
Office Depot	Library Supplies	\$ 69.86
PTC Select	Library Supplies/Publicity	\$ 934.70
Televend Services, Inc.	Library Supplies	\$ 137.65
Illinois Library Association	Miscellaneous	\$ 500.00
Integrated Payments Consulting LLC	Miscellaneous	\$ 40.00
Peoria Area Chamber of Commerce	Miscellaneous	\$ 500.00
Unique Management Services, Inc.	Miscellaneous	\$ 199.00
B & H Photo	Automation	\$ 1,373.93
CDW Government	Automation	\$ 3,148.56
Envisionware	Automation	\$ 2,048.25
Green Ford	Vehicles	\$ 507.50
Truck Centers, Inc.	Vehicles	\$ 3,043.35
PPL Petty Cash Checking Account	Reimburse to Petty Cash Checking	\$ 579.44
		\$ 226,247.93
	Books & Related Materials	\$ 81,258.74
	Finance Bills	\$ 144,989.19
	SUB-TOTAL	\$ 226,247.93
	Calpine Energy Solutions	\$ 7,342.94
	TOTAL	\$ 233,590.87

REPORT OF COMMITTEE

CAPITAL DEVELOPMENT FUND

September 21, 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: **\$ 3,895.00**

Approved for Payment_____.

Approved for Payment_____.

<u>NAME OF VENDOR</u>	<u>ACTIVITY</u>	<u>AMOUNT</u>
McClanahan Painting, Inc.	Capital Development	\$3,895.00
		\$3,895.00

PEORIA PUBLIC LIBRARY MEMORANDUM

TO: BOARD OF LIBRARY TRUSTEES
FROM: RANDALL YELVERTON, EXECUTIVE DIRECTOR
DATE: September 21, 2021
SUBJECT: LIBRARY BOARD MEMORANDUM #2021-72
PERSONNEL ACTIONS FOR PERIOD ENDING September 17, 2021

APPOINTMENTS

Riley Aldridge, Full-Time Library Assistant, Lakeview and North (Split).....08/23/2021
Grace Figgers, Part-Time Library Assistant, Circulation.....08/30/2021
Chrystal Pehm, Full-Time Library Assistant, Circulation.....09/08/2021
Ginger Adams, Part-Time Library Assistant, Lakeview Branch.....09/09/2021

PROMOTIONS & TRANSFERS

Spencer Kelly, PT-LA to FT-LA, Lakeview Branch.....08/29/2021
Andrea Keyes, FT-LA to FT-RA, Main Library.....09/07/2021
Beth Smagacz, PT-LA to FT-LA, North Branch.....09/07/2021
Lakayla Gonzalez, Student Page to PT-LA, Main Library.....09/13/2021

RESIGNATIONS

Diane Morr, Maintenance I, Main Library (personal).....05/13/19-08/13/21

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 September 21, 2021

PEORIA PUBLIC LIBRARY FINANCIAL REPORT

AUGUST 31, 2021

STATEMENT OF REVENUES and EXPENDITURES

August = 67%

	(1) 2021 BUDGET	(2) YTD '21	(3) YTD '20	(4) YTD % Increase/ Decrease	(5) (5 = 2/1) % of Budget Line Items
REVENUES					
Property Taxes	\$ 6,556,052	\$ 3,635,445	\$ 3,483,866	0.0%	55.5%
Personal Property Replacement Tax	\$ 473,059	\$ 473,059	\$ -	0.0%	100.0%
Service Charges/Fines/Fees	\$ 118,392	\$ 26,541	\$ 35,806	-25.9%	22.4%
Per Capita Grant	\$ 100,845	\$ 169,635	\$ -	0.0%	168.2%
Grants	\$ -	\$ 7,040	\$ -	0.0%	0.0%
Interest	\$ 10,000	\$ 2,461	\$ 17,456	-85.9%	24.6%
Current Revenue	\$ 7,258,348	\$ 4,314,182	\$ 3,537,128	22.0%	59.4%
Borrowed from Working Cash Fund		\$ 1,000,279	\$ 1,000,279	0.0%	
Gift & Mem./Restricted Fund Bal. Fwd.		\$ 24,772	\$ 40,001	-38.1%	
TOTAL REVENUES	\$ 7,258,348	\$ 5,339,233	\$ 4,577,409	16.6%	73.6%

	2021 BUDGET	YTD '21	YTD '20	YTD % Increase/ Decrease	% of Budget Line Items
EXPENDITURES					
Management Salaries	\$ 1,297,207	\$ 849,602	\$ 853,233	-0.4%	65.5%
Non-Management Salaries	\$ 2,289,444	\$ 1,337,674	\$ 1,413,894	-5.4%	58.4%
IMRF/FICA/Medicare	\$ 520,000	\$ 344,116	\$ 340,708.00	1.0%	66.2%
Medical Insurance (Medical Premiums)	\$ 651,000	\$ 488,117	\$ 413,906.89	17.9%	75.0%
GASB 45 Liability	\$ -	\$ -	\$ -	0.0%	0.0%
TOTAL PERSONNEL SERVICES	\$ 4,757,651	\$ 3,019,509	\$ 3,021,742	-0.1%	63.5%

Books / eBooks	\$ 669,138	\$ 218,442	\$ 145,312.92	50.3%	32.6%
Periodicals	\$ 45,000	\$ 8,446	\$ 7,953.45	6.2%	18.8%
Non-Print	\$ 352,559	\$ 145,510	\$ 163,734.79	-11.1%	41.3%
Professional Services	\$ 10,000	\$ 2,629	\$ 6,216.67	-57.7%	26.3%
Audits & Appraisals	\$ 8,000	\$ 1,280	\$ 2,874.00	-55.5%	16.0%
Publicity	\$ 28,000	\$ 23,049	\$ 10,498.66	119.5%	82.3%
Programming	\$ 40,000	\$ 35,224	\$ 34,601.55	1.8%	88.1%
Technical Services	\$ 45,000	\$ 39,563	\$ 37,657.72	5.1%	87.9%
Binding	\$ -	\$ -	\$ -	0.0%	0.0%
Digitizing	\$ 4,000	\$ -	\$ -	0.0%	0.0%
Automation Service Contract	\$ 78,000	\$ 80,322	\$ 52,378.54	53.3%	103.0%
Building Insurance	\$ 116,000	\$ 115,688	\$ 97,417.00	18.8%	99.7%
Unemployment Insurance	\$ 10,000	\$ 7,331	\$ 6,056.44	21.0%	73.3%
Electricity	\$ 135,000	\$ 90,760	\$ 72,379.64	25.4%	67.2%
Gas	\$ 45,000	\$ 40,846	\$ 28,031.07	45.7%	90.8%
Water & Sewage	\$ 25,000	\$ 17,387	\$ 16,230.15	7.1%	69.5%
Telephones	\$ 100,000	\$ 55,006	\$ 57,211.60	-3.9%	55.0%
Equipment Service Contracts	\$ 100,000	\$ 64,496	\$ 67,794.27	-4.9%	64.5%
Equipment Repairs	\$ 1,000	\$ -	\$ -	0.0%	0.0%
Building Services	\$ 210,000	\$ 167,290	\$ 113,657.75	47.2%	79.7%
Building Maintenance & Repairs	\$ 40,000	\$ 21,498	\$ 3,365.56	538.8%	53.7%
Building Supplies	\$ 30,000	\$ 8,396	\$ 18,222.91	-53.9%	28.0%
Postage	\$ 10,000	\$ 32	\$ 10,824.22	0.0%	0.3%
Travel, Education & Meetings	\$ 25,000	\$ 5,482	\$ 374.95	0.0%	21.9%
TOTAL CONTRACTUAL SERVICES	\$ 2,126,697	\$ 1,148,676	\$ 952,794	20.6%	54.0%

Library Supplies	\$ 35,000	\$ 11,431	\$ 20,194.98	-43.4%	32.7%
Technical Supplies	\$ 18,000	\$ 11,750	\$ 4,406.00	166.7%	65.3%
Miscellaneous	\$ 16,000	\$ 6,478	\$ 8,201.99	-21.0%	40.5%
Furniture & Fixtures	\$ 5,000	\$ 1,050	\$ 651.02	61.3%	21.0%
Automation	\$ 85,000	\$ 40,697	\$ 38,218.41	6.5%	47.9%
Vehicles	\$ 15,000	\$ 13,872	\$ 4,678.84	196.5%	92.5%
City Administrative Fees	\$ 200,000	\$ 100,000	\$ 100,000.00	0.0%	50.0%
TOTAL SUPPLIES & MATERIALS	\$ 374,000	\$ 185,278	\$ 176,351	5.1%	49.5%

TOTAL EXPENDITURES	\$ 7,258,348	\$ 4,353,463	\$ 4,150,887	4.9%	60.0%
---------------------------	--------------	--------------	--------------	------	-------

Excess/Deficiency of Revenues over Expenditures		YTD '21 \$ 985,770	YTD '20 \$ 426,522		
--	--	------------------------------	------------------------------	--	--

PEORIA PUBLIC LIBRARY FINANCIAL REPORT
ENDING FUND BALANCES

AUGUST 31, 2021

Excess/Deficiency of Revenues over Expenditures	<u>YTD '21</u>	<u>YTD '20</u>
	\$ 985,770	\$ 426,522
Working Cash Fund	\$ -	\$0
Currently Borrowing from City of Peoria	\$ 1,000,279	\$0
Capital Development Fund	\$ 2,255,504	\$ 1,872,204
Earned Vacation Pay	\$ 19,226	\$19,226
Obligated Funds	\$ 455,646	\$395,306
CASH IN BANK	\$ 4,716,425	\$2,713,258

	<u>YTD '21</u>	<u>YTD '20</u>
<u>CAPITAL DEVELOPMENT FUND</u>		
Capital Development Fund Balance	\$ 225,504	\$ 1,872,204

GRANTS

Ending Fund Balance	\$ 2,000	\$ 12,796
---------------------	----------	-----------

GIFT & MEMORIAL/ENDOWMENT FUND

Ending Fund Balance	\$ 587,823	\$ 577,694
---------------------	------------	------------

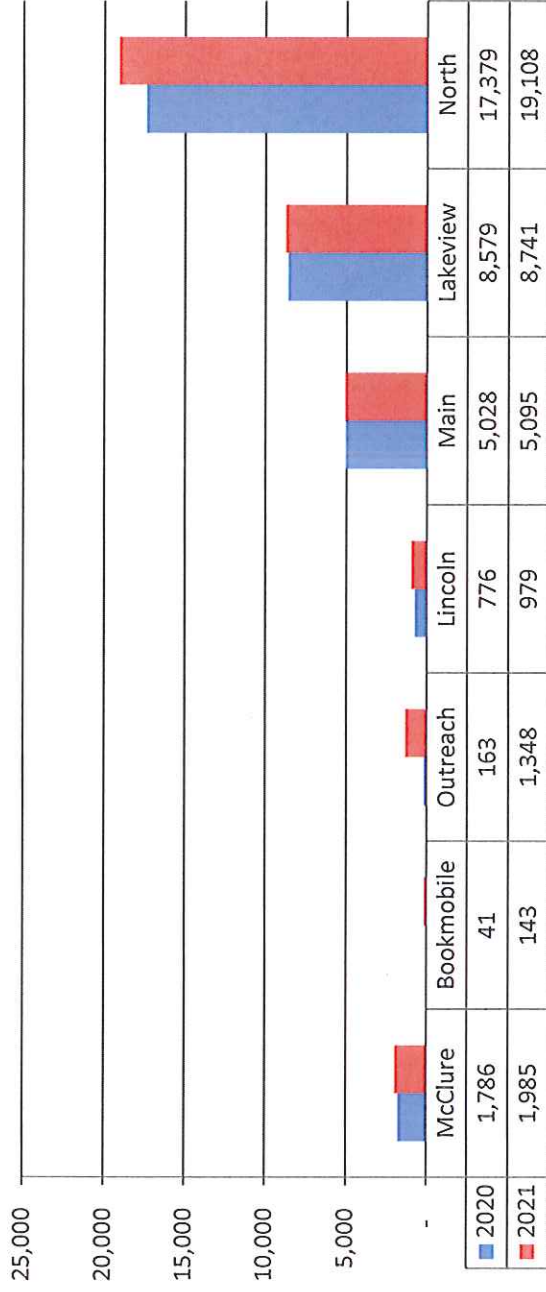
Library Use Statistics

- Circulation by Location August 2020/August 2021
- Door Count by Location August 2020/August 2021
- 2021 Monthly Circulation, Door Count, and Technology Usage
- Pie Charts

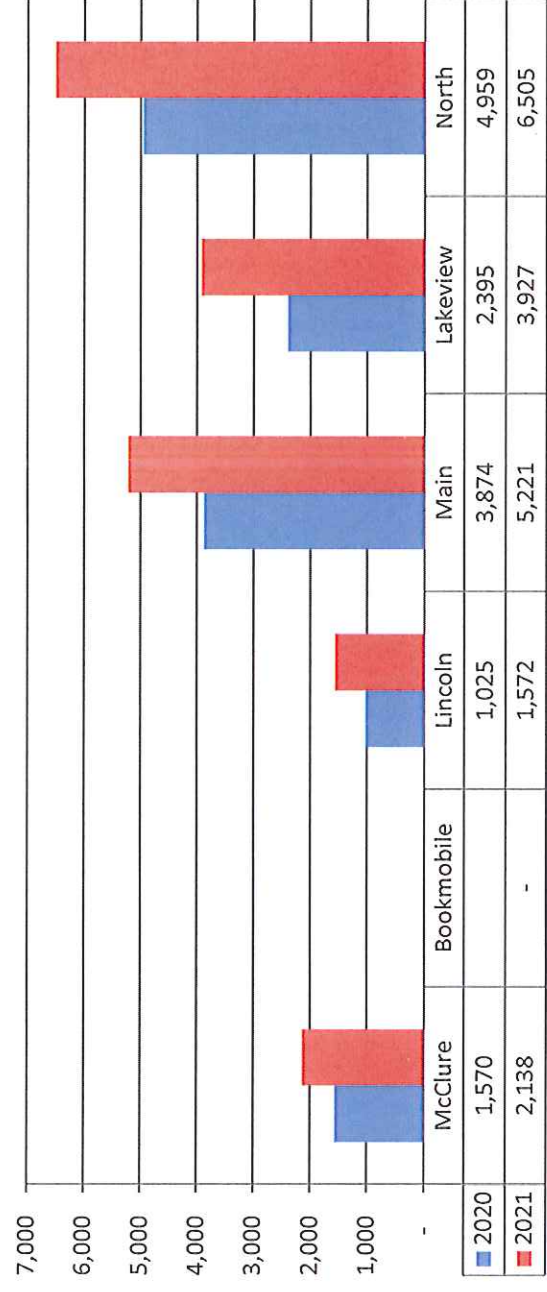
Programs Offered – August 2021

Program Attendance – August 2021

August 2021 Circulation



August 2021 Door Count



PEORIA PUBLIC LIBRARY STATISTICAL REPORT

AUGUST 31, 2021

CIRCULATION MATERIALS

	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
2021													
Main	2,069	4,173	5,710	5,737	3,996	5,511	4,759	5,095					37,050
Lakeview	4,163	7,065	8,097	7,542	7,340	10,659	8,177	8,741					61,784
Lincoln	159	530	681	543	902	1,484	1,508	979					6,786
McClure	725	1,636	1,875	1,904	1,792	2,645	2,278	1,985					14,840
North	8,154	15,074	17,857	15,813	17,081	23,119	18,492	19,108					134,698
Bookmobile	8	12	24	149	175	127	52	143					690
Outreach	122	586	398	1,211	1,351	1,313	1,222	1,348					7,551
E-Books	7,371	6,537	6,688	5,533	5,893	5,896	6,250	6,389					50,557
Music/Movie Downloads	4,693	3,917	3,734	3,567	2,963	2,830	2,614	2,197					26,515
On-Line Renewals	8,438	10,449	14,407	12,451	11,338	12,542	12,328	13,123					95,076
Outgoing Intralibrary Loan	4,543	4,571	5,989	5,042	4,650	4,686	4,307	4,974					38,762
TOTAL	40,445	54,550	65,460	59,492	57,481	70,812	61,987	64,082					474,309

	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
2020													
Main	8,799	8,783	4,181	68	642	903	3,680	5,028					32,084
Lakeview	10,966	10,582	5,803	125	1,580	2,442	7,842	8,579					47,919
Lincoln	1,775	1,846	692	-	6	48	489	776					5,632
McClure	2,487	2,484	1,130	4	12	187	1,253	1,786					9,343
North	22,528	21,621	10,458	14	3,453	4,326	15,157	17,379					94,936
Bookmobile	2,529	2,175	1,240	-	-	7	12	41					6,004
Outreach	2,486	2,578	2,305	13	10	7	98	163					7,660
E-Books	4,655	4,459	5,626	7,285	7,397	7,093	7,096	6,424					50,035
Music/Movie Downloads	3,337	3,434	4,497	4,188	3,924	3,047	4,199	4,203					30,829
On-Line Renewals	12,911	13,637	7,087	381	156	9,021	12,457	12,717					68,367
Outgoing Intralibrary Loan	5,945	5,496	3,077	-	-	2,062	5,826	5,344					27,750
TOTAL	78,418	77,095	46,096	12,078	17,180	29,143	58,109	62,440					380,559

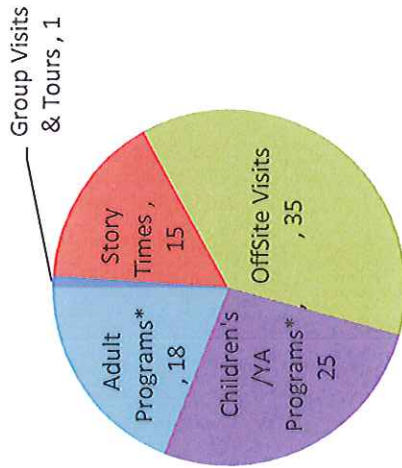
DOOR COUNTS

	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
2021													
Main	-	3,325	3,973	3,490	3,392	4,645	5,057	5,221					29,103
Lakeview	-	2,919	2,487	3,068	2,829	4,081	3,805	3,927					23,116
Lincoln	-	1,983	1,158	1,384	1,405	2,046	2,107	1,572					11,655
McClure	-	1,212	1,598	1,565	1,493	1,996	2,042	2,138					12,044
North	-	3,955	5,183	5,585	6,028	6,597	7,178	6,505					41,031
Bookmobile	-	-	-	-	-	-	-	-					-
TOTAL	-	13,394	14,399	15,092	15,147	19,365	20,189	19,363					116,949

	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
2020													
Main	17,233	16,736	5,148	-	-	-	3,185	3,874					46,176
Lakeview	10,187	9,585	3,359	-	-	-	2,065	2,395					27,591
Lincoln	8,048	8,507	4,181	-	-	77	1,101	1,025					22,939
McClure	2,410	2,197	1,061	-	-	134	1,231	1,570					8,603
North	16,103	16,259	6,255	-	-	-	4,257	4,959					47,833
Bookmobile	1,746	1,427	791	-	-	-	-	-					3,964
TOTAL	55,727	54,711	20,795	-	-	211	11,839	13,823					157,106

August 2021 Program Report

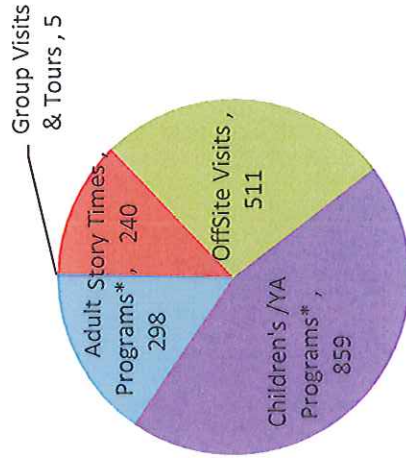
August Programs Offered



Programs Offered	
Group Visits & Tours	1
Story Times	15
OffSite Visits	35
Children's /YA Programs*	25
Adult Programs*	18

* includes inperson and ZOOM programs

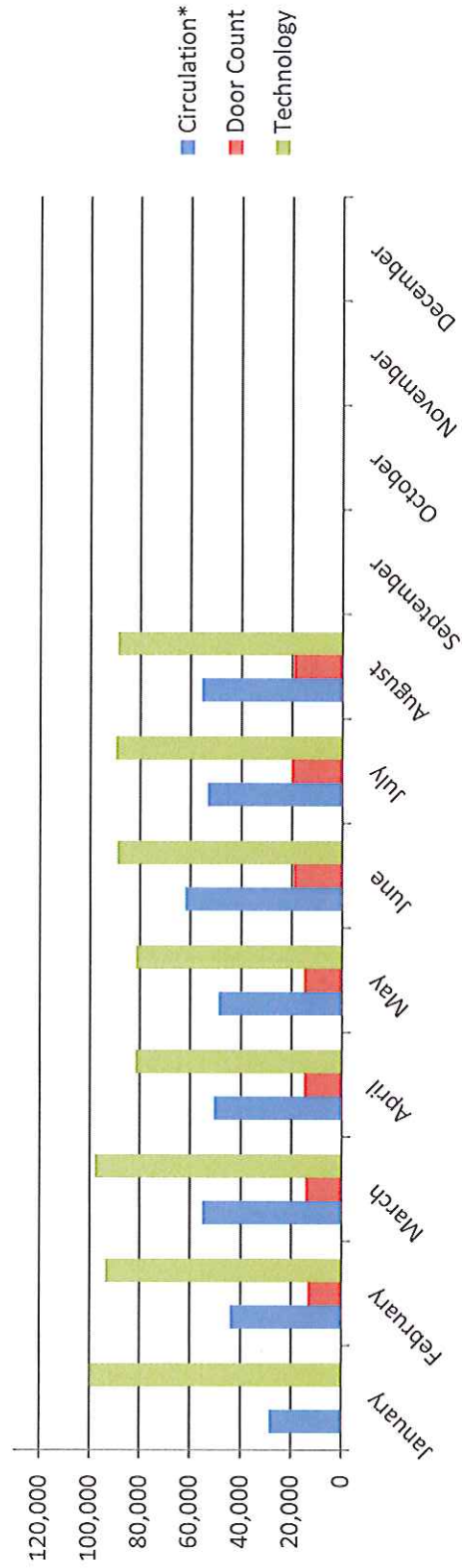
August Program Attendance



Program Attendance	
Group Visits & Tours	5
Story Times	240
OffSite Visits	511
Children's /YA Programs*	859
Adult Programs*	298

* includes inperson and ZOOM programs

2021 Monthly Circulation, Door Count, and Technology Usage



	2020	January	February	March	April	May	June	July	August	September	October	November	December
Circulation*		28,381	44,096	55,038	50,392	48,625	62,086	53,123	55,496				
Door Count		0	13,394	14,399	15,092	15,147	19,365	20,189	19,363				
Technology		99,741	93,646	97,803	81,628	81,553	89,121	89,735	89,023				

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

**PEORIA PUBLIC LIBRARY STATISTICAL REPORT
AUGUST 31, 2021 - CIRCULATION MATERIALS**

Page 2

<u>August-21</u>	<u>MAIN</u>	<u>LAKEVIEW</u>	<u>LINCOLN</u>	<u>MCCLURE</u>	<u>NORTH</u>	<u>BOOK- MOBILE</u>	<u>OUT- REACH</u>	<u>E-BOOKS</u>	<u>MOVIE/MUSIC DOWNLOADS</u>	<u>On-LINE RENEWALS</u>	<u>OUTGOING INTRALNS</u>	<u>TOTALS</u>
Adult Fiction	1,198	2,537	125	396	3,496	1	1,172	3,832		2,211	1,118	16,086
Adult Non-Fict.	917	868	54	192	1,614	-	156			2,055	851	6,707
Adult Paperbacks	135	300	9	30	319	-	4			314	294	1,405
Y.P.L./Juvenile	952	3,095	274	794	8,637	109	6			5,503	1,504	20,874
Juve. Paperbacks	102	764	39	122	1,955	29	1			1,254	311	4,577
Periodicals	227	60	42	23	188	-	1			180	34	755
Visual Media	1,209	823	408	383	2,284	4	5		637	1,213	630	7,596
Music Media	215	67	15	17	191	-	-		1,560	84	89	2,238
Audio Books	137	223	13	28	424	-	3	2,557		283	142	3,810
Other	3	4	-	-	-	-	-	-	-	26	1	34
TOTAL	5,095	8,741	979	1,985	19,108	143	1,348	6,389	2,197	13,123	4,974	64,082
+/- Over Last Year	1.3%	1.9%	26.2%	11.1%	9.9%	248.8%	727.0%	-0.5%	-47.7%	3.2%	-6.9%	2.6%
<u>August-20</u>												
Adult Fiction	1,134	2,356	169	412	3,320	5	139	5,904		2,182	965	16,586
Adult Non-Fict.	877	950	47	170	1,570	13	12			2,036	805	6,480
Adult Paperbacks	148	291	7	17	334	-	4			260	248	1,309
Y.P.L./Juvenile	859	2,997	110	587	7,543	8	6			5,415	1,827	19,352
Juve. Paperbacks	236	497	23	113	1,400	2	-			983	462	3,716
Periodicals	249	151	20	22	209	-	-			185	61	897
Visual Media	1,155	1,060	393	408	2,402	13	2		863	1,235	709	8,240
Music Media	212	76	2	20	92	-	-		3,340	130	89	3,961
Audio Books	158	197	5	37	497	-	-	520		271	178	1,863
Other	-	4	-	-	12	-	-	-	-	20	-	36
TOTAL	5,028	8,579	776	1,786	17,379	41	163	6,424	4,203	12,717	5,344	62,440
<u>January - August 2021</u>												
Adult Fiction	7,392	16,762	776	3,203	23,294	7	6,485	41,822		14,764	7,614	122,119
Adult Non-Fict.	6,508	6,128	468	1,467	12,165	2	899			14,100	7,151	48,888
Adult Paperbacks	868	2,011	45	279	2,238	-	19			2,011	2,207	9,678
Y.P.L./Juvenile	9,521	23,360	2,485	6,054	62,980	516	59			42,375	12,341	159,691
Juve. Paperbacks	1,357	4,629	332	788	13,043	134	9			9,100	2,199	31,591
Periodicals	1,297	692	173	116	1,634	1	2			1,142	250	5,307
Visual Media	7,843	6,162	2,351	2,550	15,203	30	62		6,066	8,801	5,240	54,308
Music Media	1,221	580	63	160	1,083	-	3		20,449	680	695	24,934
Audio Books	1,024	1,436	93	217	3,038	-	11	8,735		1,925	1,064	17,543
Other	19	24	-	6	20	-	2	-	-	178	1	250
TOTAL	37,050	61,784	6,786	14,840	134,698	690	7,551	50,557	26,515	95,076	38,762	474,309
+/- Over Last Year	15.5%	28.9%	20.5%	58.8%	41.9%	-88.5%	-1.4%	1.0%	-14.0%	39.1%	39.7%	24.6%
<u>January - August 2020</u>												
Adult Fiction	5,529	11,772	715	1,744	16,936	81	6,656	46,662		11,205	5,269	106,569
Adult Non-Fict.	5,395	5,175	276	782	9,592	67	866			10,950	5,029	38,132
Adult Paperbacks	805	1,941	94	172	1,867	6	19			1,509	1,370	7,783
Y.P.L./Juvenile	4,609	16,599	1,460	2,804	39,325	4,444	34			27,862	8,666	105,803
Juve. Paperbacks	904	3,121	358	495	8,408	1,147	1			6,070	1,830	22,334
Periodicals	1,525	668	62	145	1,102	24	-			1,016	232	4,774
Visual Media	10,877	6,482	2,417	2,910	14,079	232	66		7280	7,417	3,809	55,569
Music Media	1,605	445	22	153	883	0	1		23,549	533	579	27,770
Audio Books	834	1,708	225	138	2,722	2	17	3,373		1,666	966	11,651
Other	1	8	3	-	22	1	-	-	-	139	-	174
TOTAL	32,084	47,919	5,632	9,343	94,936	6,004	7,660	50,035	30,829	68,367	27,750	380,559

PEORIA PUBLIC LIBRARY STATISTICAL REPORT
AUGUST 31, 2021

<u>REFERENCE</u>	<u>AUG. '21</u>	<u>CUM '21</u>	<u>AUG. '20</u>	<u>CUM '20</u>	<u>ADDITIONAL SERVICES</u>	<u>AUG. '21</u>	<u>CUM '21</u>	<u>AUG. '20</u>	<u>CUM '20</u>
Main	494	3,646	480	3,840	One-on-One Tutorials	65	379	78	450
Lakeview	396	3,324	835	5,220	Youth Group Visits	-	6	-	44
Lincoln	275	2,039	154	1,069	Youth Group Visits Attendance	-	48	-	743
McClure	341	2,420	643	3,330	Youth Story Time	15	35	-	104
North	596	4,794	544	3,705	Youth Story Time Attendance	240	550	-	1,193
Outreach	18	77	15	51	Youth Off-Site Visits & Presentation	11	54	-	22
Bookmobile	-	-	-	100	Youth Off-Site Visits Attendance	403	1,443	-	827
TOTAL	2,120	16,300	2,671	17,315	Children's Programs	7	59	1	46
					Children's Programs Attendance	87	1,424	17	287
					Children's Passive Programs	10	117	14	49
					Children's Passive Prog. Attendance	640	5,580	440	1,206
<u>SOURCES USED IN-HOUSE</u>	<u>3,660</u>	<u>23,239</u>	<u>4,352</u>	<u>28,820</u>	Children's ZOOM Programs	1	19	n/a	n/a
<u>TECHNOLOGY USAGE</u>					Children's ZOOM Attendance	2	602	n/a	n/a
Computer Users Signed Up	2,715	14,456	2,195	16,136	Young Adult Programs	4	39	-	24
E-Books	6,389	50,557	6,424	50,035	Young Adult Attendance	10	617	-	277
Movie/Music Downloads	2,197	26,515	4,203	30,829	Young Adult Passive Programs	3	242	5	21
DataBase Usage	12,873	116,568	14,560	108,662	Young Adult Passive Programs Atte	120	5,365	293	647
Website Visits	11,002	86,626	11,367	93,836	Young Adult ZOOM Programs	-	1	n/a	n/a
WiFi Users	1,086	6,281	727	10,801	Young Adult ZOOM Attendance	-	6	n/a	n/a
RSACat Searches	44,539	357,934	46,804	330,944	Lincoln Project Next Generation	-	-	-	149
YouTube Views	259		139		Adult Group Visits	1	1	1	4
Facebook Friends	4,606		4,066		Adult Group Visits Attendance	5	5	2	45
Instagram	1,551		1,355		Adult Off-Site Visits & Presentations	24	38	1	33
Twitter Followers	1,670		1,632		Adult Off-Site Visits Attendance	108	309	30	466
Pinterest Followers	136		136		Adult Programs	10	44	8	84
					Adult Attendance	134	403	79	841
					Adult Passive Programs	4	63	5	14
Holds	7,132	61,422	7,761	47,942	Adult Passive Programs Attendance	115	1,068	33	255
New Cards Issued	739	3,316	454	2,501	Adult ZOOM Programs	4	74	n/a	n/a
					Adult ZOOM Attendance	49	1,027	n/a	n/a
Loans to Non-Peorians	3,637	23,592	3,517	21,902	YouTube Virtual Programs	3	67	n/a	n/a
Direct	3,511	22,730	3,402	21,447	YouTube Program Views	48	1,731	n/a	n/a
Interlibrary Loans	126	862	115	455	Non-PPL Use of Meeting Rooms	82	342	3	668
					Approx. Attendance	669	3,558	77	7,314
<u>DOOR COUNT</u>					Non-PPL Use of Study Rooms	266	872	-	996
Main	5,221	29,103	3,874	46,176	Approx. Attendance	336	1,127	-	1,578
Lakeview	3,927	23,116	2,395	27,591					
Lincoln	1,572	11,655	1,025	22,939					
McClure	2,138	12,044	1,570	8,603					
North	6,505	41,031	4,959	47,833					
Bookmobile	-	-	-	3,964					
TOTAL	19,363	116,949	13,823	157,106					

PEORIA PUBLIC LIBRARY STATISTICAL REPORT
AUGUST 31, 2021 - TECHNICAL SERVICES

	<u>2021</u>	<u>2020</u>
Books - # at End of Month	425,390	429,589
Books Added	2,509	2,117
Books Discarded	2,546	2,982
Audio Books - # at End of Month	10,480	11,250
Audio Books Added	61	20
Audio Books Discarded	41	454
Kits - # at End of Month	51	51
Kits Added	-	-
Kits Discarded	-	-
Periodicals - # at End of Month	86,707	87,002
Periodicals Added	390	361
Periodicals Discarded	132	294
Visual Media - # at End of Month	21,096	21,158
Visual Media Added	257	102
Visual Media Discarded	49	38
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	23,382	23,428
Music Media Added	-	14
Music Media Discarded	3	2
Web Resources - # at End of Month	7,130	7,130
Web Resources Added	-	-
Web Resources Discarded	-	-



AGENDA REPORT

Number: #2021-75

Meeting Date: September 21, 2021

To: Library Board of Trustees

From: Randall Yelverton, Executive Director

Subject: Recommendation to Approve a Revised Circulation Policy Manual

RECOMMENDATIONS:

That the Board of Trustees of Peoria Public Library adopt resolution #2021-75 to revise the Circulation Policy Manual

BACKGROUND:

This policy was last revised in December 2018 to reflect an increase in the numbers of audiobooks, music CDs, and visual media that a patron can have checked out. This current revision represents a review of the entire document by Administration and managers to attempt to answer many more questions posed by staff and/or patrons.

Policy has been more fully explained in the section on requirements for getting and having a library card. The area of the Illinois Administrative Code which defines from which public library a non-resident shall apply for a library card has been added to this manual. References to fines have been removed and replaced with information about our Fine Free Policy which was adopted in September 2020.

EFFECTS:

The effect of having an updated circulation policy manual will be that each staff member will have this information readily available and ensure that policies and procedures are carried out consistently across all Peoria Public Library locations.

FISCAL IMPACT:

There should be no cost associated with this policy change.

Respectfully submitted,



Randall Yalverton
Executive Director

Prepared by:



Roberta Koscielski
Deputy Director

Attachments:

Draft Revised Circulation Policy Manual

PEORIA PUBLIC LIBRARY

CIRCULATION POLICY

MANUAL

Adopted by the Peoria Public Library Board of Trustees on May 21, 2013

Revised by the Peoria Public Library Board of Trustees on March 18, 2014 and July 15, 2014

Revised by the Peoria Public Library Board of Trustees on June 21, 2016

Revised by the Peoria Public Library Board of Trustees on October 17, 2017

Revised by the Peoria Public Library Board of Trustees on December 18, 2018

Revised by the Peoria Public Library Board of Trustees on _____

Table of Contents *(will be revised)*

Peoria Public Library Cards: Eligibility and Registration.....	2
Requirements.....	2
Non-Resident Fee Card.....	2
City Tax Card.....	3
System Card.....	3
Teacher Card.....	3
Student Card.....	4
Three or Six Month Card <i>Three Month/Six Month/One Year Cards</i>	4
Computer Card.....	4
Bradley University Quik Card.....	4
<i>Bradley University Faculty Card</i>	4
Renewing Library Cards.....	4
Lost or Stolen Library Cards.....	5
Renewing Materials.....	5
Interlibrary Loan.....	5
Valid <i>Active</i> Peoria Public Library Cards.....	5
Checking Out Library Materials Without a Library Card.....	6
Returning Library Materials.....	6
Lost or Damaged Library Materials.....	6
Holds.....	6
Responsibilities of Library Ownership.....	6
Fine <i>Free</i> Policy.....	7
Loan <i>Periods</i> and Charge Limits <i>Per Card</i>	7

Peoria Public Library Cards: Eligibility and Registration

Library cards are **FREE** to anyone who lives in the city limits of Peoria.

Obtaining a Peoria Public Library card is required to utilize many library services. All patrons wishing to obtain a library card must provide identification (photo I.D. and proof of current address).

Requirements:

- Completion of an application form
- Current driver's license or photo I.D. *and If the patron's driver's license or photo ID does not have their current address on it, then the patron must show an additional piece of identification with the current address. This can be any one of the following: personal check, postmarked current mail, voter's registration card, etc. If the patron does not have something with them showing their current address, a post-it note will be affixed to the application to indicate that the patron must bring the postcard with them to pick up the new card.*
- ~~Children up to the 8th grade must be present with a parent or legal guardian to apply for a library card.~~ *To apply for a library card for a child who is birth through 8th grade, a parent or legal guardian must fill out and sign the back of the juvenile library card application. The parent, legal guardian, or the child must fill out the front of the application. ~~Parents or guardian~~ The parent or legal guardian who signed the back of the child's application will be responsible for all materials checked out on a child's card. Only the parent or legal guardian who signed the back of the child's application can pick up the library card, ask for the library card number (in person or over the phone), or ask for any information on the account.*
- High School students must show a high school I.D.
Exceptions: Parochial high school Peoria Christian does not have school I.D.'s *ID cards*. High school students who live at the Children's Home receive a card for one year.
- *The patron will receive a postcard from the library when their card is ready to be picked up. This postcard should be presented when the patron arrives to pick up the card. It is only required to be presented if there is a post-it note on the application indicating that the postcard must be presented to verify the patron's address.*

Types of Library Cards

Non-Resident Fee Card

A Fee Card is for people who are not served by a public library because they reside outside of library taxing boundaries. West Peoria is an *example of an* area that is unserved by a library. Effective every July, the non-resident fee is adjusted pursuant to Section 3050.20, "Public

Library Responsibilities,” of Part 3050 of the *Illinois Administrative Code*, “Public Library Non-Resident Services” [23 IL ADC 3050]. *Section 3050.25 “Applying for a Non-Resident Library Card” of the Illinois Administrative Code defines from which public library a non-resident shall apply for a non-resident library card. This card A non-resident card issued by Peoria Public Library can be used at all Peoria Public Library locations and at all RAILS (Reaching Across Illinois Library System) libraries. Patrons with a non-resident card issued by Peoria Public Library can also request materials through interlibrary loan via Peoria Public Library. Non-Resident fee cards expire one year from date of issue. Use profile name NRESNT.*

City Tax Card

Patrons eligible to receive a city tax card do not live within the city limits of Peoria, but own property in the city limits of Peoria. A library card will be issued to a non-resident taxable property owner per specifications of the *Illinois Local Library Act* [75 ILCS 5/4-7(12)] and the *Illinois Administrative Code*, “Non-Resident Property Owner” [23 IL ADC Sec. 3050.70]

A current paid tax receipt must be shown at the time of application. The card is in the name that is on the city tax receipt. Only one card may be issued per residence. City tax cards are local use only and good for *expire* one year *from date of issue*.

System Card

For a patron whose home library is not online, *they can participate in reciprocal borrowing by filling out a gray system application must be filled out to which will* allow the patron to use Peoria Public Library services. *A Peoria Public Library patron bar code is affixed to the patron’s home library card. The expiration date on the patron’s home library card is the expiration date to be entered into the patron’s record. Use profile name RCIP-A.*

Teacher Card

This card is available to any teacher who teaches at Peoria Public Schools OR any teacher at Dunlap Schools who lives in an area served by a tax-supported public library. Peoria Public Schools teachers who live in an unserved area can obtain a teacher card under the Intergovernmental Agreement between Peoria Public Library and Peoria Public Schools. This card is available to Peoria Public Schools, District 323 (*Dunlap*), private, parochial, and daycare teachers. *This card is to be used only for materials related to classroom instruction. A teacher can have both a teacher card as well as a regular library card from their home library. The teacher card* is valid year-round from August 1 through August 15 of the following year and is to be used for classroom purposes only. *Use profile name PO_TEACH.*

Student Card

This card is available for any Peoria Public Schools student who resides outside the city of Peoria. It is valid year-round from August 1 through August 15 of the next year. *Use profile name PO_STUDENT.*

~~Three or Six month card~~ *Three Month/Six Month/One Year Cards*

These cards are for patrons who are temporarily staying at transitional housing. Refer to the City Directory for the current addresses of transitional housing. *These cards expire in three months, six months, or one year. Refer to the City Directory for the appropriate expiration date.*

Computer Use Card

A computer use card is issued for computer use only. To obtain a computer use card, the patron must present their photo I.D. Residents of Peoria ~~must~~ *should* apply for and present their Peoria Public Library card to use library public computers. *However, if a Peoria resident prefers not to apply for a Peoria Public Library card, they may be issued a computer use card.* Cardholders from other WorkFlows libraries must present their home library card to use library public computers. Non-library card holders from outside Peoria must obtain and present a computer use card. In all cases, the library card or computer use card may be used only by the person named on the card and ~~must~~ *should* be presented every time to use a library public computer. *If a patron does not have their library card with them, staff can look up their card number and assign them a computer if they present their photo ID. Computer use cards expire six months from the date of issue. Use profile name COMPUSE.*

Bradley University Student ~~Quik~~ *Quick* Card

All Bradley students who are registered for the current semester must show their Bradley ~~Quik~~ *Quick* Card to obtain a Peoria Public Library card. *They must fill out a gray application card. Stamp "Bradley Student" on the gray library card and laminate it. These cards expire at the end of each semester (May 20, August 1, and December 20).*

Bradley University Faculty Card

Bradley faculty members must show their **faculty** ID to obtain a ~~two-year~~ card. *They must fill out a gray application card. They receive a Peoria Public Library card which is good for two years from date of issue.*

Renewing Library Cards

- ~~All library cards should be cleared of fines/fees upon renewing.~~ *Before a card can be renewed, all amounts due must be paid.*

- Library cards are renewed *expire* every two years, with the exception of Bradley student cards that are renewed every semester. ~~Non-resident fee cards and city tax cards are renewed yearly~~ *non-resident cards, city tax cards, teacher cards, student cards, three month/six month/one-year cards, computer use cards, and Bradley student cards. See the appropriate section of this manual for these expiration dates*
- *Any parent or legal guardian of a child can renew or replace that child's card. The parent information should be changed on the child's account to the parent or legal guardian who signed the application to renew or replace the card.*

Lost or Stolen Library Cards

There is a \$2.00 replacement fee for lost cards that have not expired. A patron must report their card lost or stolen by immediately calling the Circulation Department at 309-497-2164.

Renewing Materials

ALL Peoria Public Library items may be renewed a **maximum of three times** unless an item is **ON HOLD** for another patron. Patrons may renew in person, by phone, online, *or via text*. Overdue material may also be renewed in person, by phone, online, *or via text*. ~~If overdue materials are renewed in person or by phone, please inform the patron of the amount due.~~ **LOST material** (material which is at least eight weeks overdue) may not be renewed.

Interlibrary Loan

Interlibrary loan extends library services beyond local boundaries by borrowing materials from other libraries for our cardholders. Requests may be placed at all Peoria Public Library locations either in person or by phone. This is a special service that is available only to Peoria Public Library patrons. As a member of ILLINET (Illinois Library and Information Network), Peoria Public Library follows the ILLINET Interlibrary Loan Code. This code, approved by the Illinois State Library Advisory Committee, endorsed by the Illinois Library Systems, and adopted by the Illinois State Library effective March 12, 2008, governs interlibrary lending policy within ILLINET. Based on the most current American Library Association National Interlibrary Loan Code, this code promotes efficient resource sharing among ILLINET libraries. *Patrons whose home library is not PPL must request ILLs through their home library.*

~~Valid~~ **Active** Peoria Public Library Cards

Cards that have not expired and have ~~less than \$5.00 in fines~~ *no billing* are considered to be ~~valid~~ *active*. If the library card is expired and has fines *billing*, the patron must renew it in person. All fines *billing* **MUST** be paid at the time of renewal.

Checking Out Library Materials Without a Library Card

All Peoria Public Library locations use self-checkout for circulating materials. To protect your personal information, you must use your library card OR a digital image of your library card barcode to check out materials or to sign on to public computers. Please note that patrons may carry their PID number and barcode with them in digital format, for example, on their cell phone. *If a patron does not have their card with them but they do have their driver's license or photo ID, a staff member may use the ID to check out the materials for them.*

When our computers are down for any reason, the library is unable to check out material without the library card.

Returning Library Materials

All library materials may be returned to any Peoria Public Library location or RAILS (Reaching Across Illinois Library System) member library. The Main Library and its branches have 24-hr book drops for patrons' convenience. Materials returned in the book drop prior to open hours are credited with being returned on the previous day.

Overdue Fines

~~Overdue fines range from 10 cents to \$1.00 per day depending on the item. Please refer to the Fine Schedule on page 6 to get the appropriate fine for different materials.~~

Lost or Damaged Library Materials

Patrons are responsible for the replacement cost of any lost or damaged material including a \$5.00 processing fee per item. ~~Patrons who pay the replacement cost of a lost item do not pay the overdue charge.~~ Once an item is paid there are **NO REFUNDS**. Patrons have the option of replacing the lost or damaged item. The replacement **MUST** be new and identical to the item that was lost or damaged and the patron is still responsible for the \$5.00 processing fee.

Holds

Holds can be placed in person, by phone or online.

Responsibilities of Library Card Ownership

The patron is to inform the library of any name or address changes. The card will be updated for the patron at no charge. The patron is responsible for the care and return of all material(s) charged on the library card and is therefore advised NOT to loan their library card *or materials checked out on it* to anyone.

Fine **Free** Policy

In an effort to remove barriers to access, effective September 8, 2020, patrons are no longer charged for returning items past the due date. This change is in accordance with the American Library Association's recommendation to remove barriers to social equity. Patrons will receive an email or paper overdue notice when items are two weeks overdue, a second overdue notice (paper) when items are four weeks overdue, and a bill when items are six weeks overdue. Patrons will receive a collection letter when items are eight weeks overdue. If a cardholder has materials with a total value of more than \$50.00 that are ten weeks overdue, their account will automatically be sent to a collection agency. Patrons who have provided the Library with an email address or text phone number will also receive an email or text reminder three days before items are due.

Loan Periods and Charge Limits Per Card

Effective January 1, 1999 the maximum fine allowed to accumulate on a library card before blocking privilege is \$5.00. When a library card reaches \$5.00 in fines, the patron must reduce the \$5.00 balance to check out. This is a global standard policy adopted by the area libraries in the Reaching Across Illinois Library System. For more information, contact the Circulation Department at 309-497-2164. Please see also the "Loan and Charge Limits / Fine Schedule" table below.

A total of 50 items may be checked out on an adult card at one time, 20 of which may be children's materials. Twenty items may be checked out on a juvenile card. Do not **OVERRIDE** the item type charge limit. Please see the "Loan **Periods** and Charge Limits / Fine Schedule" table below.

~~Loan and Charge Limits per Card / Fine Schedule~~

<u>Item Type</u>	<u>Check out period</u>	<u>Charge Limit</u>	<u>Fines per day per item</u>	<u>Maximum Fine per item</u>
Books	2 weeks		10 cents	\$10.00
Audiobooks*	2 weeks	8 titles	50 cents	\$10.00
Music CDs	2 weeks	8 titles	50 cents	\$10.00
Interlibrary Loans	Set by lending library	5 items	50 cents	No maximum
Magazines	2 weeks	10 items	10 cents	\$10.00
Visual Media**	2 weeks	8 titles	\$1.00	\$10.00

*Audiobooks include CD-Books, Mp3, and Playaways.

**Visual Media include BluRay and DVDs.



AGENDA REPORT

Number: #2021-76

Meeting Date: September 21, 2021

To: Peoria Public Library Board of Trustees

From: Randall Yelverton, Executive Director

Subject: Xante Digital Multi-Media Press

RECOMMENDATIONS:

That the Peoria Public Library Board of Trustees approve a motion to adopt resolution #2021-76 to authorize the expenditure of \$19,000.00 from the Capital Development Fund for the purchase of a Xante Digital Multi-Media Press.

1

BACKGROUND:

Peoria Public Library needs to find a solution for our printing needs which doesn't rely on our off-set press. Laura Fehr, the Library's Graphic Designer, has worked on researching options and, along with Jenni Davis, Manager of Public Relations, has identified their top selection.

The Xante Digital Multi-Media Press can handle envelopes yet also perform our print needs on cardstock, etc. It comes with iQueue software, which would enable us to create, print, and address postcards very easily. It can handle much heavier cardstock than we currently use. It prints 65 envelopes per minute and would work directly with Laura's Adobe InDesign software. It would need a space 3' deep by 10' long and a dedicated 110v outlet and Ethernet cable.

Cost: \$19,000

Comes with a 1-year warranty. No service agreement, but they do have a technician within 90 minutes of us if repairs are needed.

EFFECTS:

The lifespan of the Xante Digital Multi-Media Press depends on usage, but average lifespan is 10 years.

FISCAL IMPACT:

We will purchase the Xante Digital Multi-Media Press from our Capital Development Fund.

Respectfully submitted,



Randall Yelverton
Executive Director

Prepared by:



Roberta Koscielski
Deputy Director

Attachments:

Xante Digital Multi-Media Press information and specifications

DIGITAL MULTI-MEDIA PRESS

XANTÉ



■ PlateMaker **8**
INSIDE

■ Includes
iQueue 14
Simply Brilliant Workflow
with iQueue Mail - USPS® certified
address verification, correction,
sorting, and barcoding!



■ **ENTERPRISE-SP**
COMPACT HIGH SPEED SYSTEM



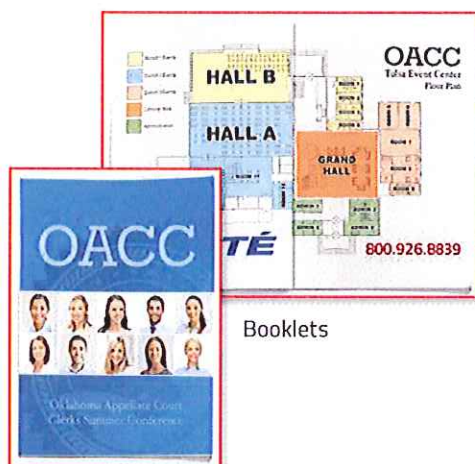
Reliable. Profitable. Production.

The En/Press Digital Multi-Media Press with the patented Enterprise High Speed Feed System offers users an affordable way to go digital and meet the demand for fast, full-color printing. Enterprise's groundbreaking design features a straight feed path for a faster and smoother delivery. The complete digital solution is powered by iQueue Simply Brilliant Adobe Postscript PDF® Workflow that offers Dead-On Spot Color Matching, advanced variable data capabilities, full imposition, intelligent sequential numbering, over a thousand royalty free customer-ready templates and so much more.

Improve In-House Productivity

En/Press Digital Multi-Media Print Systems allow you to do more for your customers, in-house

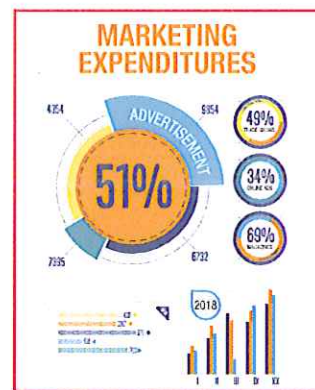
- Print on a wider variety of media and in a wider range of sheet sizes.
- Up to 4,000 full color envelopes per hour
- Features a lower cost per sheet
- Run full color jobs including variable data in one pass.
- iQueue Simply Brilliant Workflow automates prepress production and provides critical color adjustments.



Booklets



NCR Forms



Full color sheets, envelopes and cards



Label stocks

Astonishing Full-Color Results

The En/Press Digital Series features a multi-bit print engine that delivers production color and print quality your customers demand

- Resolutions up to 4800 for exceptional sharpness, clarity and color quality.
- iQueue can match any spot color that can be created with CMYK **dead-on every time**. Xanté's patented RightON® color matching technology makes spot color matching simpler than ever.
- New HD toner offers a wider color gamut. The smaller particles enable the En/Press Digital Color Series to capture subtle changes in color and tone.
- Output is waterproof and laser safe.

More Media / Feed Choices

Outstanding media flexibility allows you to offer your customers more and helps eliminate costly outsourcing

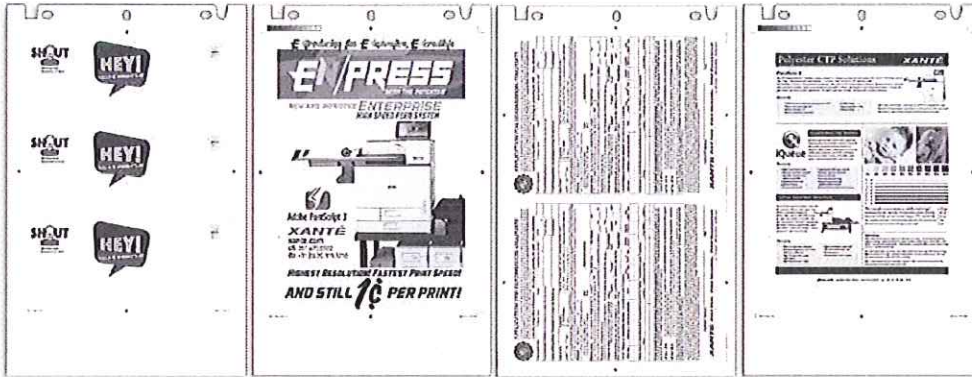
- Prints on a variety of stocks including: Uncoated, coated, NCR, card stocks, textured stocks, label stocks and envelopes (from 3.5" x 3.5" up to 13" x 49").
- Prints on 18pt cover (400gsm).
- Print oversized sheets / banners up to 13" (330 mm) x 49.6" (1260 mm).

Computer-to-Plate

PlateMaker 8

INSIDE

Xanté is pleased to announce a revolutionary advancement in Computer-to-plate (CTP) printing technology. The En/Press Revolutionary Digital Multi-Media Press with PlateMaker 8 inside is a brand new polyester CTP system. Specifically designed for small commercial printers, this solution is low cost, high quality, chemical free, and fast. The best part is that it's all contained WITHIN the En/Press which is already the best way to print your envelopes, NCR forms, stationery, invitations, announcements and more!



PlateMaker 8 Specifications

Myriad 2 Plates	Available in the following sizes: 10" x 15" - 13" x 19 ⁷ / ₈ "
340mm Option	13 ³ / ₈ " x 19 ⁷ / ₈ " (340mm x 505mm)
Plate Thickness	4 mil plates

Customize with the Feeder System that works for your needs. (Enterprise-SP or the complete Enterprise Feed System)



- **THE BEST envelope feed system IN THE WORLD**
- Load up to 1,000 #10 envelopes and walk away
- Quick adjust guides for faster media changes

Available in *five* configurations:

1. Standalone
2. Standalone with the Compact Enterprise-SP Feeder (500 #10 envelopes)
3. Digital Production Press with the Enterprise (1,000 #10 envelopes)
4. Additional Trays (2 Extra trays for up to 12.5"x18")
5. High Capacity (Hi-Cap Tray for Letter or A4)



- **NEW COMPACT DESIGN**
33" x 11.5" x 20"
- Load up to 500 #10 Envelopes
- Media from 3.5" x 3.5" up to 13" x 49"
- Load media on-the-go



EN/PRESS



ENGINE SPECIFICATIONS

Configuration	Desktop
Technology	Laser-beam scanning & electrophotographic printing with dual component toner development, 4-drum tandem method, output water proof and laser safe
Printing Speed	Color 60 ppm / Black & White 60 ppm / 75 #10s ppm 60, 26 and 17 ppm for letter/A4 depending on media thickness Envelopes less than 8.5" in width 25 ppm
Warm-Up Time	22 seconds or less
First Print Speed	8 seconds or less
Duplex Print Speed	Near 100% productivity for all paper sizes
Print Resolution	600, 1200, 2400 or 4800
Input Capacity	Standard: 2 x 550 sheets + 100-Sheet Bypass Tray
Output Capacity	Standard: 500 sheets face down
Paper Sizes	
Feed Tray 1:	Letter / A4
Feed Tray 2:	Min: 7.17" W x 5.83" L (182 x 148 mm) Max: SRA3* 12.5" W x 18" L (320 x 457 mm)
Multi-Purpose Tray:	Min: 3.5" W x 3.5" L (89 x 89 mm) Max: 13" W x 49.6" L (330 x 1260 mm)*
High Capacity Tray:	8.5" W x 11" L (216 x 279 mm)
Dual Tray:	Min: 7.17" W x 5.83" L (182 x 148 mm) Max: SRA3* 12.5" W x 18" L (320 x 457 mm)
Paper Weights	
First / Second Tray:	16 - 68 lb. Bond - 14pt Cover (60 - 320 gsm)
Bypass Tray:	16 - 68 lb. Bond - 18pt Cover (60 - 400 gsm) Feed source for Labels, OHP and Envelopes
Duplex Unit:	60 - 256 gsm
Paper Types	Bond, Plain, Recycled, Preprinted, Special, Color, Letterhead, Card Stock, Glossy, Coated, Labels, OHPs and Envelopes (4 Bar, Monarch, #10, window* and larger)
Auto Duplex	Standard
Dimensions (Base Model)	23.2" W x 27" D x 28.6" H (587 x 685 x 725 mm) (Standard Configuration)
Weight (Base Model)	With consumables loaded (except toner) 187 lb. (85 kg)
Power	120-127V / 220-240V (50/60 Hz)
Operating Power	992W Consumption
Maximum Power	1.854 kw or less
Energy Saver	2.2W

PRINTER CONTROLLER (Standard)

CPU	Intel Atom Processor Bay Trail 1.75GHz
Memory	2 GB
Hard Disk Drive	320 GB HDD Standard on all models
Printer Languages	PCL 5c, PCL 6, RPCS, Adobe® PS® 3™, PDF Direct Print
Fonts	Standard: 45 PCL fonts, 13 Int'l fonts, 136 PS 3 fonts Optional: OCR and Barcode fonts available
Standard Interface	Ethernet (1000Base-T/100Base-TX/10Base-T), USB 2.0, SD Slot
Operating Systems	Windows 7 to current / Mac OS 10.7 to current

SYSTEM SPECIFICATIONS

ENTERPRISE HIGH SPEED FEEDER

Capacity	Load up to 1,000 #10 (241 x 105mm) Envelopes
Media Sizes	3.5" x 3.5" (89 x 89 mm) - 13" x 49.6" (330 x 1260 mm)
Paper Weights	16 - 68 lb. Bond - 18pt Cover (60 - 400 gsm)

ENTERPRISE-SP COMPACT HIGH SPEED FEEDER

Dimensions	33" x 11.5" x 20" (84cm x 29cm x 51cm)
Capacity	Load up to 500 #10 (241 x 105mm) Envelopes
Paper Sizes	3.5" x 3.5" (89 x 89 mm) - 13" x 25.5" (330 x 648 mm)
Paper Weights	16 - 68 lb. Bond - 18pt Cover (60 - 400 gsm)

SUPPLIES

Consumables	Yield (ISO 19,798 Yields)	Consumables	Yield
Black Toner	43,000 pages	Yellow Toner	34,000 pages
Mag. Toner	34,000 pages	Cyan Toner	34,000 pages
Fuser	160,000 pages*	Imaging Drums	120,000 pages*
Image Transfer Belt	200,000 pages*		
Part Numbers			
Cyan Toner	200-100373	Cyan Drum	200-100377
Magenta Toner	200-100374	Magenta Drum	200-100378
Yellow Toner	200-100375	Yellow Drum	200-100379
Black Toner	200-100376	Black Drum	200-100380
		CMY Drum Set	200-100381
110V Fusing Unit	200-100383	Transfer Belt	200-100382
220V Fusing Unit	200-100384	Waste Toner Bottle	200-100387

En/Press ships with starter toner cartridges that yield 21,500 pages for Black and 17,000 pages for each color. *based on letter/A4 size pages at 5% coverage. Use only Xanté or Xanté approved consumables.



iQueue Simply Brilliant Workflow (Included)

Digital Color Workflow with Advanced Color Matching and File Management Tools



FULLY VERIFIED, CORRECTED, SORTED, AND BARCODED!

Available Features:

- USPS® certified address verification, correction, sorting, and barcoding
- Over a Thousand Design Templates
- Multi-Part Form Design
- Sequential Numbering
- Booklet Creation
- Universal Print Driver
- Independent CMYK Color Controls
- Patented Spot Color Matching
- Job Cost Estimator
- Full Imposition and Tiling
- Custom Barcode Generator
- Import Variable Data with Intelligent Mail barcodes*
- Automatic Creep Adjustment and more

XANTÉ
xante.com

US: 251.473.6502

EU: +31 (0) 26.319.3210



Adobe PostScript 3™

©2020 Xanté Corporation. All rights reserved. Xanté, HWC, iQueue, iQueue Mail and Right-On are trademarks or registered trademarks of Xanté Corporation. Adobe, Adobe PDF, and PostScript 3 are registered trademarks of Adobe Systems, Incorporated. USPS® is a registered trademark of the United States Postal Service. All other trademarks or registered trademarks are the property of their respective owners. The Specifications listed here are subject to change without notice.

*Paper size only. **Laser safe window envelopes only. Patent pending technology. *Call for details.

02.27.2020



AGENDA REPORT

Number: #2021-77

Meeting Date: September 21, 2021

To: Peoria Public Library Board of Trustees

From: Randall Yelverton, Executive Director

Subject: Replacement of Ejector Pit at Main Library

RECOMMENDATIONS:

That the Peoria Public Library Board of Trustees approve a motion to adopt resolution #2021-77 to authorize the expenditure of \$14,420.00 from the Capital Development Fund for the replacement of the ejector pit at Main Library.

1

BACKGROUND:

Two pumps sit in a four-foot hole (ejector pit) in the floor of a non-public area of lower level 2 at Main Library. The pumps are situated at the bottom of the pit about 12 feet down.

These two pumps are original to the Main Library building. One of the two pumps stopped working in May 2021.

They pump out all water/waste from the LL2 level from restrooms, mop sinks, and the boiler room. (They do not pump water/waste from the new restrooms on the parking lot side of LL2 as these restrooms have their own ejector pit.)

Listed below is the pricing information:

Plumbing	12,480.00
Electrical	<u>1,940.00</u>
Bid price	\$14,420.00

EFFECTS:

This work is expected to take one day. On that day, water will be shut off on lower level two because water cannot be draining into the holding tank while workers are in it.

FISCAL IMPACT:


Funding for this work will come from our Capital Development Fund.

Respectfully submitted,



Randall Yelverton
Executive Director

Prepared by:



Roberta Koscielski
Deputy Director

Attachments:

None

PEORIA PUBLIC LIBRARY EVENT CALENDAR **SEPTMBER**

EARLY LEARNERS

Tuesday & Thursday, Sept. 2, 7, 9, 14, 16, 21, 23, 28 & 30 LINCOLN BRANCH
Little Explorers Storytime 10:00-11:00AM
 This storytime is perfect for kids 3-5 years old.

Friday, September 3 NORTH BRANCH
Toddler Art-to-Go
 Pick up an artful activity for toddlers.

Sept. 3, 10, 17 & 24 NORTH BRANCH
Busy Bees Storytime – 10:30-11:00 AM
 Enjoy the books and a snack on your personal blanket. Call 497-2100 to reserve your space.

GRADE SCHOOL

September
100 Books Before High School
 We're challenging all grade school students to read 100 books before high school! Participate by signing up via Beanstack, picking up a paper log, or printing a form from our website. For every 25 books, you'll receive a prize!

Friday, Sept. 3 MCCLURE BRANCH
First Friday Game Night – 4:00-5:00 PM
 Play video, tabletop, & card games! Ages 6-11.

Wednesday, Sept. 8 LAKEVIEW BRANCH
Kids Advisory Board – 4:30-5:30 PM
 Discuss what types of programs and materials you want to see at the library. Ages 8-12.

Friday, September 10
 LINCOLN BRANCH | 3:45-4:45 PM
Storytime STEM: 3 Little Pigs
 Explore the 3 Little Pigs with us in this STEM storytime. Ages 6 to 11.

Monday, September 27 VIRTUAL
Series Starter Book Club – 5:00-6:00 PM
 Each month we will talk about the first book from a series. This month: *Trouble at Table 5: The Candy Caper* by Tom Watson. Ages 6-11.

Tuesday, September 7, 14, 21 & 28
 LAKEVIEW BRANCH | 10:15-10:45 AM
Toddler Tales
 This storytime is for ages 2 to 4.

Tuesday, September 14 & 28
 MCCLURE BRANCH | 11:30 A.M.-12:00 PM
Sign & Sing Storytime with Communication Junction
 This storytime is great for children ages 0-5 and is created around a theme, filled with stories, songs, movement and bubbles.

Wednesday, Sept. 15 LAKEVIEW BRANCH
Lakeview Ledger – 4:30-5:30 PM
 Help us work on content for our latest issue of the Lakeview Ledger. Send submissions to kidnewspaper@gmail.com. Ages 8 to 17.

Saturday, Sept. 18 NORTH BRANCH
PAWS to Read – 10:30-11:30 AM
 Children ages 5 to 14 will partner with a special dog friend to read their favorite books aloud. To register, please call 309-497-2100 or email programming@ppl.peoria.lib.il.us.

Monday, Sept. 20 LINCOLN BRANCH
DIY Fidget Spinner – 5:00-6:00 PM
 Learn how to make a fidget spinner. Ages 6-11.

TEENS

Monday, September 13
 LINCOLN BRANCH | 5:00-6:00 PM
Cool Lava Lamps Experiment
 Using everyday household ingredients, make amazing, mesmerizing, colorful blobs that become beautiful DIY lava lamps. Ages 12-18.

Thursday, September 16 VIRTUAL
Illinois Reads Discussion Group for Teens – 6:00-7:00 PM
 This month: *Verify* by Joelle Charbonneau

Friday, September 24 LINCOLN BRANCH
Magnetic Slime – 3:45-4:45 PM
 We'll be making this fun and wacky slime.

CHILDREN OF ALL AGES

September 1-11 NORTH BRANCH
Grandparents Day Make & Take Crafts
 Pick up a craft kit to make a handprint gift for Grandparent's Day. One kit per family, please.

September 22-30 MCCLURE BRANCH
Fall Craft-to-Go
 Get a craft to-go to celebrate the start of Fall!

ALL AGES

September
Library Card Sign-Up Month
 September is Library Card Sign-Up Month, so it's the perfect time to sign up for a new card or renew your expired card! Sign up in the month of September and receive an awesome reusable tote bag for all of those materials you will be checking out.

Saturday, Sept. 25 MCCLURE BRANCH
Tile Art – 3:00-3:30 PM
 Create a set of drink coasters to take home!

Sunday, Sept. 26 LAKEVIEW BRANCH
Teen Advisory Board – 2:00-3:00 PM
 Recommend books, help plan programs, and provide critical feedback.

Monday, September 27
 LINCOLN BRANCH | 5:00-6:00 PM
Elephant Toothpaste Explosion
 Create giant foam that looks like toothpaste.

Friday, September 24 NORTH BRANCH
Mr. Fuzzy Ears Storytime – 10:30-11:00AM
 Special guest author Donna Roberts will read her second book *The Adventures of Mr. Fuzzy Ears: The Mystery of the Missing Bunnies*. We will have a few special guests from the PHS PAWS to Read program. The full range of Mr. Fuzzy Ears artwork will be on display in the Main Library Art Gallery September 13-30.

September ALL LOCATIONS
Banned Books Bingo
 Submit your bingo for a prize and chance to win a \$10 Barnes & Noble gift card.

September LAKEVIEW BRANCH
Butterflies in the Library
 Come see our butterfly habitat and watch the life cycle of the Painted Lady Butterfly.



For more information on programs and Zoom links for virtual events, visit peoriapubliclibrary.org or email programming@ppl.peoria.lib.il.us

ADULTS

September

PPL Photo Challenge

Send your submissions to programming@ppl.peoria.lib.il.us This month: Macro

September MCCLURE BRANCH

Books+ Box

Let us know what type of read you're looking for and we'll create a themed box for pick up. Call 309-497-2700 or stop in to request.

Thursday, September 2

MCCLURE BRANCH | 6:00-7:30 PM

Parents, Get Ready for School!

Nicole Couri Wood, Executive Director of Primary Education for Peoria Public Schools, will share her experience as both a parent and an educator. Learn about apps, software, and organization tips to make school life easier.

Thursday, Sept. 9 NORTH BRANCH

Crafting with Seniors: Halloween

Book Stack – 1:30-4:00 PM

September's program will be a Halloween book stack table decoration. Preregistration is suggested. Please call 309.497.2143 or email programming@ppl.peoria.lib.il.us to register.

Thursday, September 9 VIRTUAL

Illinois Reads Discussion Group for

Adults – 6:00-7:00 PM

This month: *The Vanishing Man* by Charles Finch

Monday, September 13

MCCLURE BRANCH | 10:30 A.M.-12:30 PM

The Book Was First Movie Series

Join in a viewing of the 2007 film *No Country for Old Men* based on the book of the same name by Cormac McCarthy.

September 15-October 31

LAKEVIEW & NORTH BRANCH

Horror Bingo

You can pick up a Bingo card or print one from our website. One winner at each location will receive a gift card to Barnes and Noble!

Thursday, Sept. 16 NORTH BRANCH

Third Thursday Movie Series: The

Year of the Woman – 2:00-4:30 PM

This month: *A League of Their Own* (1992)

Thursday, Sept. 16 MCCLURE BRANCH

What's Cookin? – 6:00-7:00 PM

Let's talk food! Know some great kitchen tricks and tips? We'd love to hear them in this ongoing cookbook club! Meet on the third Thursday at the Community Art Exhibition at Cement Park, weather permitting.

Saturday, September 18

LAKEVIEW BRANCH | 10:00 A.M.-12:00 PM

Autism Resource Group

Join us for resource sharing and support. Email elisehearn@ppl.peoria.lib.il.us for more information.

Monday, September 27

MCCLURE BRANCH | 10:30 A.M.-12:30 PM

Monday Morning Movie Series

This month: *Psycho* (1960)

Tuesday, September 28

LAKEVIEW BRANCH | 5:00-7:45 PM

Drop In: Board Game Meetup

Bring your favorite games or play one of ours.

Wednesday, September 29

NORTH BRANCH | 4:00-5:00 PM

Know Your Roots: Midwest Foraging

We will learn about local plants that can be used in teas, poultices and other home remedies and how to properly identify them.

Want to join one of our Book Clubs?

We have something for practically everyone! So many, in fact, we can't list them all here. Check them all out at <https://peoriapubliclibrary.org/book-clubs/>

ALL AGES

Wednesday, September 1 VIRTUAL

Pottering Around the UK: Real Life

Locations from the World of Harry

Potter – 6:30-7:30 PM

Travel vicariously as Claire Evans takes you on a historic, scenic, architectural and occasionally culinary tour of Harry Potter's magical world.

Saturday, September 11 MAIN LIBRARY

September 11, 2001: The Day That

Changed the World – 10:00-11:00 AM

Commemorate the 20th anniversary of 9/11. View a film highlighting first-person accounts of the attacks and their aftermath and connect with 9/11 Memorial & Museum staff in real-time through an interactive live chat.

Saturday, September 11

NORTHMOOR OBSERVATORY

International Observe the Moon

Night – 6:00-10:00 PM

We will have a Moon Storytime and some fun activities, and you will have a chance to look through the big telescope! Please call 497-2143 with any questions.

Monday, Sept. 13 LINCOLN BRANCH

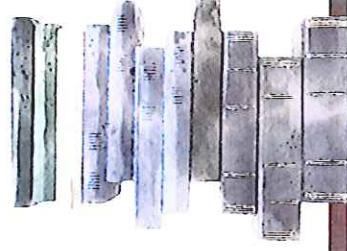
Crayon Melts – 4:00-5:00 PM

We will create designs from shavings that will be melted down into colorful works of art.

Tuesday, Sept. 14 LINCOLN BRANCH

Minute to Win It – 4:00-5:00 PM

Can you complete the challenges in 1 minute?



Wednesday, Sept. 15 NORTH BRANCH

Full Cannon: An Evening with Carl

Cannon and Lance Zedric – 6:00-8:00 PM

Spend the evening with Carl Cannon and his co-author and friend, Lance Zedric. Cannon's book, *Full Cannon*, will be available for purchase with a portion of the proceeds going to the Friends of the Library.

September 17-19 LAKEVIEW BRANCH

Batman Weekend

Help celebrate the Caped Crusader's 82nd year with activities for all ages!

Sunday, September 19

NORTH BRANCH | 2:00-4:00 PM

Music in the McKenzie: Switchback

Brian Fitzgerald and Martin McCormack entertain audiences with their American Roots music blended with Celtic Soul.

Monday, Sept. 20 NORTH BRANCH

Snacks at the Storywalk – 10:00-11:00 AM

Stop by our tent in the North Branch Storywalk Art Garden for drinks and a snack.

Tuesday, Sept. 21 LINCOLN BRANCH

LEGO Challenges – 4:00-5:00 PM

Compete against your friends to see who has the skills to be the LEGO master! All ages.

Wednesday, Sept. 22 NORTH BRANCH

Hobbit Day Trivia Night – 6:00-7:30 PM

Celebrate your favorite Bagginses birthdays with Hobbit/Lord of the Rings trivia!

Saturday, Sept. 25 LAKEVIEW BRANCH

Speedcubing – 3:00-4:00 PM

Bring a collection of Rubik Cubes to share, connect with others, and learn techniques.

Thursday, Sept. 30 LINCOLN BRANCH

Science Experience – 4:00-5:00 PM

Explore different science experiments using eggs, milk, and "elephant toothpaste."

Chapter 7 (Collection Management)

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

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

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

Collection Management Standards

1. The library spends a minimum of 8 to 12 percent of its operating budget on materials for patrons. For the purposes of calculating spending on materials refer to Appendix I (Collection Management Worksheet).
2. The library has a board-approved, written collection management policy based on community needs and interests, demographic makeup, the diversity of American society, and on professional standards. The library's collection development policy shall address the following issues: materials selection; request for reconsideration of materials; handling of print donations, collection specialties and purchase priorities; and evaluation and weeding of the collection.
3. Staff responsible for collection management is professionally trained in general principles of selection and weeding as well as in their specific areas of responsibilities.
4. Staff responsible for collection management has access to a variety of review sources and selection tools including both print and web-based sources.

5. The library staff uses accepted professional techniques for collection management. Such techniques may include quantitative measures (i.e., circulation-per-capita and turnaround rates, weeding (i.e., the CREW method), user surveys, and questionnaires.
6. The library places a high priority on collection development. Although use of the collection and the size of the population are the primary factors, there may be additional factors that affect the size of the collection. Examples of these additional factors include local history, genealogy, and a linguistically diverse population.
7. The library provides access to materials in a variety of formats to ensure equal access for special population groups. Examples of some of these formats are e-books, audio books on CD or MP3, books in Braille, vetted information found online; and closed-captioned, described, or signed videos or DVDs.
8. The library strives to complement its print collection by purchasing electronic materials and make these materials available to all users through a variety of resources.
9. The library publicizes and promotes interlibrary loan to its patrons. The library develops procedures that ensure that interlibrary loan is a simple and effective way for patrons to receive materials and information after all local resources have been exhausted.
10. Library staff members are trained in and follow the policies and procedures relating to the ILLINET *Interlibrary Loan Code* and the ALA *Interlibrary Loan Code*.
 - a. The library agrees to be a responsible borrower. Before initiating an interlibrary loan request, requesting libraries should exhaust their own local resources.
 - b. Library budgets should put priority on purchasing materials that best serve their community.
 - c. Libraries should check statewide resource sharing databases such as OCLC FirstSearch before placing any requests and be responsible for copyright compliance.
 - d. The borrowing library is always responsible for items, including materials lost in transit or by the patron as specified by the ALA and ILLINET *Interlibrary Loan Codes*.

Collection Management Checklist

- ☐ The library board of trustees ensures that the library has a publicly funded budget to purchase materials. The minimum annual expenditure for materials for any size library should be a minimum of 8 to 12 percent of the operating budget.
- ☐ Library budgets should put priority on purchasing materials that best serve their community.
- ☐ The library has a written collection development policy approved by the board.
- ☐ Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, Sears/LC subject headings, and RDA.
- ☐ Library collections are evaluated annually to measure the effectiveness of community use of the collection and weeded if deemed appropriate.
- ☐ The library considers forming a cooperative collection plan with other libraries in close proximity to one another.

Collection Management

- ☐ The library strives to complement its print collection by purchasing electronic materials and making them available to patrons through a variety of methods.
- ☐ The library publicizes and promotes interlibrary loan to its patrons.
- ☐ Library staff is trained in and follows policies and procedures related to the ILLINET *Interlibrary Loan Code* and the ALA *Interlibrary Loan Code*. Libraries agree to be responsible borrowers and lenders.

Appendix I (Collection Management Worksheet)

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

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

Materials:

Cost:

Books (print) _____ \$ _____

E-Books _____

Magazines/newspapers (print) _____

Magazines/newspapers (electronic) _____

Audio CDs _____

Audio CDs (downloadable) _____

DVDs _____

DVDs (downloadable/streaming) _____

Electronic Databases (available in-house & remotely) _____

Computer Software _____

Microfilm _____

Local History resources _____

Photographs _____

Video Games _____

Non-Book or Media _____

Automation:

Cost:

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

OCLC Membership costs _____

MARC Records costs _____

Additional consortia cost _____

Virtual reference service _____

Supplies:***Cost:***

Barcodes for circulating items and for patrons' cards _____ \$ _____

User library cards _____

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

Staffing:***Cost:***

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

Collection development/ordering staff _____

Cataloging staff _____

Circulation staff _____

ILL staff _____

Book page or shelver _____

Training for staff _____

Chapter 8 (System Member Responsibilities and Resource Sharing)

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

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

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

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

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

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

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

System Member Responsibilities and Resource Sharing Standards

1. Public library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. Public libraries are charged with the responsibility to promote statewide cooperative services in addition to their own local services.
2. All Illinois public libraries agree to make their resources, information, and expertise available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and participate in system delivery.
3. All Illinois public libraries abide by the ILLINET *Interlibrary Loan Code* as well as other formal regional/consortial agreements.
4. Public library directors, library staff, and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association. Participants should bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.
5. All public libraries, in cooperation with regional library systems and the Illinois State Library, share the responsibility for promoting statewide tax-supported public library service for every Illinois resident.
6. Every public library has a responsibility to offer its residents quality library services; therefore, any legally established public library that currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants should work in cooperation with its regional library system regarding grant eligibility and compliance.

System Member Responsibilities and Resource Sharing Checklist

- ☐ Library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. The library promotes statewide cooperative services in addition to their own local services.
- ☐ Library resources, information, and expertise are available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and the library participates in system delivery.
- ☐ The library abides by the ILLINET *Interlibrary Loan Code* as well as other formal regional/consortial agreements.
- ☐ The library administrator, library staff, and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association, and bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.
- ☐ The library, in cooperation with regional library systems and the Illinois State Library, promotes statewide tax-supported public library service for every Illinois resident.
- ☐ If a legally established public library currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants, the library should work in cooperation with its regional library system regarding grant eligibility and compliance.

September 2021 Friends Liaison Report

Executive Director's Office

There was one funding request from Alyce: \$450 to buy candy for Lincoln Branch's Halloween's "trunk or treat" event.

Bookstore Highlights and Other Business

Follow-up from August/September Board meetings and a Friends volunteer gathering:

1. PayPal training from Library IT staff for Friendly Finds volunteers was completed, and patrons are now using PayPal to make purchases. These will be reflected in the monthly spreadsheet that Michelle Decker completes to track sales.
2. There will no longer be one large annual Friends book sale. Instead, mini-sales throughout the year will be held, which are less difficult to organize and are advertised very successfully by Jenni Davis on social media and via flyers to all branches plus Main Library. The results thus far have been tremendous.
3. After comparisons with several local used book sellers, prices will be raised at Friendly Finds Bookstore and North Branch, a warranted and long-time-coming decision. Prices at Lincoln, Lakeview, and McClure Branches will not be raised to match the increase because of the much smaller display, volume, and revenue of their shelves.
4. North Branch Manager Jamie Jones and Friends volunteer Lea McCall sat in on the September Friends Board meeting to help plan a book sale in the McKenzie Room at North Branch this coming December 10th, 11th, and 12th. Library staff, as well as Friends volunteers, will be available to help work the sale.
5. A general discussion was held on the possibility of once again offering retail items for sale at Friendly Finds Bookstore. The topics of what type of merchandise and sales tax implications will be investigated.

TREASURER'S REPORT FOR AUGUST 2021
Friends of Peoria Public Library

CHECKING ACCOUNT BALANCE – END JULY 2021

\$42,641.78

RECEIPTS:

Donations	\$ 56.71
Memorials	110.00
Memberships	175.00
Author Program Contribution	28.64
AmazonSmile	18.66
Glass Case	90.50
Book Sales	1,748.32
L'il Readers Campaign	<u>2,575.00</u>

TOTAL **\$4,802.83**

DISBURSEMENTS:

Peoria Public Library – 13 folding tables	\$ 520.00
PayPal refund – Brian's test	<u>5.00</u>

TOTAL **\$ 525.00**

CHECKING ACCOUNT BALANCE – END AUGUST 2021

\$46,919.61

MORGAN STANLEY

Beginning Value 8/1/2021 **\$125,015.26**

Change in Value 995.35

End Value 8/31/2021 **\$126,010.61**

TOTAL ALL ACCOUNTS

\$172,930.22