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
   that 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. Golley, 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 Kocichliski, 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 SESSION
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

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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: $ 3,896.00

Approved for Payment

Approved for Payment

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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 1, 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

<table>
<thead>
<tr>
<th>REVENUES</th>
<th>2021 BUDGET</th>
<th>YTD '21</th>
<th>YTD '20</th>
<th>% Increase/Decrease</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Taxes</td>
<td>$6,556,052</td>
<td>$3,635,445</td>
<td>$3,483,866</td>
<td>0.0%</td>
<td>55.5%</td>
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<tr>
<td>Personal Property Replacement Tax</td>
<td>$473,059</td>
<td>$473,059</td>
<td>-</td>
<td>0.0%</td>
<td>100.0%</td>
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<tr>
<td>Service Charges/Fines/Fees</td>
<td>$118,392</td>
<td>$26,541</td>
<td>$35,806</td>
<td>-25.9%</td>
<td>22.4%</td>
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<tr>
<td>Per Capita Grant</td>
<td>$100,845</td>
<td>$169,635</td>
<td>-</td>
<td>0.0%</td>
<td>168.2%</td>
</tr>
<tr>
<td>Grants</td>
<td>-</td>
<td>$7,040</td>
<td>-</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Interest</td>
<td>$10,000</td>
<td>$2,481</td>
<td>$17,456</td>
<td>-85.9%</td>
<td>24.6%</td>
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<tr>
<td>Current Revenue</td>
<td>$7,258,348</td>
<td>$4,314,182</td>
<td>$3,537,128</td>
<td>22.0%</td>
<td>59.4%</td>
</tr>
</tbody>
</table>

| Borrowed from Working Cash Fund | $1,000,279 | $1,000,279 | 0.0% |
| Gift & Mem./Restricted Fund Bal. Fwd. | $24,772 | $46,001 | -38.1% |

**TOTAL REVENUES** | $7,258,348 | $5,339,233 | $4,577,409 | 16.6% | 73.6% |

<table>
<thead>
<tr>
<th>EXPENDITURES</th>
<th>2021 BUDGET</th>
<th>YTD '21</th>
<th>YTD '20</th>
<th>% Increase/Decrease</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management Salaries</td>
<td>$1,297,207</td>
<td>$849,602</td>
<td>$853,233</td>
<td>-0.4%</td>
<td>65.5%</td>
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<tr>
<td>Non-Management Salaries</td>
<td>$2,289,444</td>
<td>$1,337,874</td>
<td>$1,413,694</td>
<td>-5.4%</td>
<td>58.4%</td>
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<tr>
<td>IMRF/FICA/Medicare</td>
<td>$520,000</td>
<td>$344,116</td>
<td>$340,708</td>
<td>1.0%</td>
<td>66.2%</td>
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<tr>
<td>Medical Insurance (Medical Premiums)</td>
<td>$651,000</td>
<td>$488,117</td>
<td>$413,506</td>
<td>17.9%</td>
<td>75.0%</td>
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<tr>
<td>GASB 46 Liability</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
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</table>

**TOTAL PERSONNEL SERVICES** | $4,757,651 | $3,019,509 | $3,021,742 | -0.1% | 63.5% |

| Books / eBooks     | $669,138    | $218,442 | $145,312 | 50.3% | 32.6% |
| Periodicals        | $45,000     | $8,446   | $7,953   | 6.2% | 18.8% |
| Non-Print           | $352,559    | $145,510 | $163,734 | -11.1% | 41.3% |
| Professional Services | $10,000   | $2,629   | $6,216   | -57.7% | 26.3% |
| Audits & Appraisals | $8,000      | $1,280   | $2,874   | -55.5% | 16.0% |
| Publicity           | $28,000     | $23,049  | $10,498  | 119.5% | 52.3% |
| Programming         | $40,000     | $35,224  | $34,601  | 1.8% | 81.1% |
| Technical Services  | $45,000     | $39,663  | $37,657  | 5.1% | 79.7% |
| Binding             | -           | -       | -       | 0.0% | 0.0% |
| Digitizing          | $4,000      | -       | -       | 0.0% | 0.0% |
| Automation Service Contract | $78,000 | $80,322 | $52,378 | 53.3% | 133.0% |
| Building Insurance  | $116,000    | $115,688 | $97,417 | 18.6% | 59.7% |
| Unemployment Insurance | $10,000   | $7,331   | $6,066   | 21.0% | 73.3% |
| Electricity         | $135,000    | $90,760  | $72,379  | 25.4% | 67.2% |
| Gas                 | $45,000     | $40,846  | $28,031  | 45.7% | 50.8% |
| Water & Sewage      | $25,000     | $17,387  | $16,230  | 7.1% | 69.5% |
| Telephones          | $100,000    | $55,006  | $57,211  | -3.9% | 55.0% |
| Equipment Service Contracts | $100,000 | $64,496 | $67,794 | -4.9% | 64.5% |
| Equipment Repairs   | $1,000      | -       | -       | 0.0% | 0.0% |
| Building Services   | $210,000    | $167,200 | $113,657 | 47.2% | 79.7% |
| Building Maintenance & Repairs | $40,000   | $21,498  | $3,365   | 538.8% | 53.7% |
| Building Supplies   | $30,000     | $8,396   | $18,222  | -53.9% | 28.0% |
| Pctogo              | $10,000     | $32      | $10,824  | 0.0% | 0.3% |
| Travel, Education & Meetings | $25,000   | $5,482   | $374      | 0.0% | 21.9% |

**TOTAL CONTRACTUAL SERVICES** | $2,128,697 | $1,148,876 | $952,794 | 20.6% | 54.0% |

| Library Supplies   | $35,000     | $11,431  | $20,194  | -43.4% | 32.7% |
| Technical Supplies | $18,000     | $11,750  | $4,406   | 166.7% | 65.3% |
| Miscellaneous      | $16,000     | $6,478   | $8,201   | -21.0% | 40.5% |
| Furniture & Fixtures | $5,000     | $1,050   | $651     | 61.3% | 21.0% |
| Automation          | $85,000     | $40,597  | $38,218  | 6.5% | 47.9% |
| Vehicles            | $15,000     | $13,872  | $4,678   | 196.5% | 52.5% |
| City Administrative Fees | $200,000 | $100,000 | $100,000 | 0.0% | 50.0% |

**TOTAL SUPPLIES & MATERIALS** | $374,000 | $185,278 | $176,351 | 5.1% | 49.5% |

**TOTAL EXPENDITURES** | $7,258,348 | $4,353,483 | $4,150,887 | 4.9% | 60.0% |

Excess/Deficiency of Revenues over Expenditures | $985,770 | $426,522 |
## Excess/Deficiency of Revenues over Expenditures

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>YTD '21</th>
<th>YTD '20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working Cash Fund</td>
<td>$ 985,770</td>
<td>$ 426,522</td>
</tr>
<tr>
<td>Currently Borrowing from City of Peoria</td>
<td>$ 1,000,279</td>
<td>$ 0</td>
</tr>
<tr>
<td>Capital Development Fund</td>
<td>$ 2,255,504</td>
<td>$ 1,672,204</td>
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<tr>
<td>Earned Vacation Pay</td>
<td>$ 19,226</td>
<td>$ 19,226</td>
</tr>
<tr>
<td>Obligated Funds</td>
<td>$ 455,646</td>
<td>$ 395,306</td>
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### Cash in Bank

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<tr>
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<th>YTD '21</th>
<th>YTD '20</th>
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<tbody>
<tr>
<td>Cash in Bank</td>
<td>$ 4,716,425</td>
<td>$ 2,713,258</td>
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## Capital Development Fund

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>YTD '21</th>
<th>YTD '20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Development Fund</td>
<td>$ 225,504</td>
<td>$ 1,872,204</td>
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## Grants

<table>
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<tr>
<th>Fund Type</th>
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<th>YTD '20</th>
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<tbody>
<tr>
<td>Ending Fund Balance</td>
<td>$ 2,000</td>
<td>$ 12,796</td>
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</table>

## Gift & Memorial/Endowment Fund

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>YTD '21</th>
<th>YTD '20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ending Fund Balance</td>
<td>$ 587,823</td>
<td>$ 577,694</td>
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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
## CIRCULATION MATERIALS

<table>
<thead>
<tr>
<th></th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main</td>
<td>2,089</td>
<td>4,173</td>
<td>5,710</td>
<td>5,737</td>
<td>3,996</td>
<td>5,511</td>
<td>4,759</td>
<td>5,095</td>
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<td>37,050</td>
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<tr>
<td>Lakeview</td>
<td>4,163</td>
<td>7,065</td>
<td>8,097</td>
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<td>7,340</td>
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<td>8,741</td>
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<td>543</td>
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<td>1,484</td>
<td>1,508</td>
<td>979</td>
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<td>1,985</td>
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<td>17,081</td>
<td>23,119</td>
<td>18,492</td>
<td>19,108</td>
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<td>134,598</td>
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<td>Outreach</td>
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<td>586</td>
<td>398</td>
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<td>1,351</td>
<td>1,313</td>
<td>1,222</td>
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<td>Music/Movie Downloads</td>
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<td>On-Line Renewals</td>
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<td>TOTAL</td>
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<td>65,460</td>
<td>59,492</td>
<td>57,481</td>
<td>70,812</td>
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<td>64,082</td>
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## DOOR COUNTS

<table>
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<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main</td>
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<td>3,325</td>
<td>3,973</td>
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<tr>
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<td>1,493</td>
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<tr>
<td>TOTAL</td>
<td>-</td>
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<td>14,399</td>
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<td>116,949</td>
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## 2020

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<th>April</th>
<th>May</th>
<th>June</th>
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<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main</td>
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<td>16,736</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>3,185</td>
<td>3,874</td>
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<td>I innin</td>
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<td>11,839</td>
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August 2021 Program Report

August Programs Offered

- **Group Visits & Tours**: 1
- **Story Times**: 15
- **OffSite Visits**: 35
- **Children’s /YA Programs**: 25
- **Adult Programs**: 18

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

- **Group Visits & Tours**: 5
- **Story Times**: 240
- **OffSite Visits**: 511
- **Children’s /YA Programs**: 859
- **Adult Programs**: 298

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

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

[Signature]
Randall Yelverton
Executive Director

Prepared by:

[Signature]
Roberta Koscielski
Deputy Director

Attachments:
Draft Revised 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 _________
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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. ID. 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 card 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. It 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 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 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 Quick Card

All Bradley students who are registered for the current semester must show their Bradley 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.

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

*Audiobooks include CD-Books, MP3, and Playaways.

**Visual Media include BluRay and DVDs.
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.

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,

[Signature]
Randall Yelverton
Executive Director

Prepared by:

[Signature]
Roberta Koscielski
Deputy Director

Attachments:
Xante Digital Multi-Media Press information and specifications
DIGITAL MULTI-MEDIA PRESS

EN/PRESS

WITH THE ENTERPRISE HIGH SPEED FEED SYSTEM

PlateMaker INSIDE

Includes

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

Adobe PDF

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.

**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

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 19¾" 
  - 340mm Option: 13¾" x 19¾" (340mm x 511mm)
- Plate Thickness: 4 mil plates

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

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"x10")
5. High Capacity (Hi-Cap Tray for Letter or A4)

- 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

Enterprisesp
Compact High Speed System

- 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
ENGINE SPECIFICATIONS

**Configuration**
Desktop

**Technology**
Laser-beam scanning & electrophotographic printing with dual component toner development, 4-drum tandem method, cut-up water proof and laser safe

**Printing Speed**
Color 60 ppm / Black & White 80 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**
Letter / A4

**Feed Tray 1**: 
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: 10" W x 15.5" H (300 x 1200 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 - 10pt Cover (60 - 400 gsm)

**Duplex Unit**: 60 - 256 gsm

**Paper Types**
Bond, Plain, Recycled, Preprinted, Special Color, Letterhead, Card Stock, Glossy, Coated, Labels, OHPs and Envelopes

**Auto Duplex**: Standard

**Dimensions**
23.2" W x 27.0" D x 26.8" H (587 x 685 x 725 mm)

**Weight (Base Model)**
With consumables included: 137 lb. (62 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, RPOS, Adobe* PS* 3TM, PDF Direct Print

**Fonts**: Standard: 45 PCL fonts, 13 Int 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

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**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 40.6" (330 x 1260 mm)

**Paper Weights**: 16 - 60 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 646 mm)

**Paper Weights**: 16 - 68 lb. Bond - 18pt Cover (60 - 400 gsm)

**SUPPLIES**

<table>
<thead>
<tr>
<th>Consumables</th>
<th>Yield (500 pages)</th>
<th>Consumables</th>
<th>Yield</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black Toner</td>
<td>43,000 pages</td>
<td>Yellow Toner</td>
<td>34,000 pages</td>
</tr>
<tr>
<td>Mag. Toner</td>
<td>34,000 pages</td>
<td>Cyan Toner</td>
<td>34,000 pages</td>
</tr>
<tr>
<td>Fuser</td>
<td>160,000 pages*</td>
<td>Imaging Drums</td>
<td>120,000 pages*</td>
</tr>
<tr>
<td>Image Transfer Belt</td>
<td>200,000 pages*</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Part Numbers**

<table>
<thead>
<tr>
<th>Part Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cyan Toner</td>
</tr>
<tr>
<td>Magenta Toner</td>
</tr>
<tr>
<td>Yellow Toner</td>
</tr>
<tr>
<td>Black Toner</td>
</tr>
<tr>
<td>Cyan Drum</td>
</tr>
<tr>
<td>Magenta Drum</td>
</tr>
<tr>
<td>Yellow Drum</td>
</tr>
<tr>
<td>Black Drum</td>
</tr>
<tr>
<td>CMY Drum Set</td>
</tr>
<tr>
<td>110V Fusing Unit</td>
</tr>
<tr>
<td>220V Fusing Unit</td>
</tr>
</tbody>
</table>

EnPress ships with starter toner cartridges that yield 21,500 pages for Black and 17,000 pages for each color. *Based on Letter/A4 size paper at 6% 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 Date with Intelligent Mail Barcodes* 
- Automatic Creep Adjustment and more

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

02.27.2020

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US: 251.473.6502
EU: +31 (0) 26.319.3210

Adobe* PostScript® 3™
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.

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 1,940.00
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

Meeting of: September 21, 2021

Agenda Item: #2021-77
**EARLY LEARNERS**

**Tuesday & Thursday, Sept. 2, 7, 9, 14, 16, 21, 23, 28 & 30** LINCOLN BRANCH

Little Explorers Storytime 10:00-11:00 AM
This storytime is perfect for kids 3-5 years old.

**Friday, September 3** NORHT BRANCH

Toddler Art-to-Go
Pick up an artful activity for toddlers.

**Sept. 3, 10, 17 & 24** NORHT 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 read, 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.

**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 AM-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.

**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: Verity 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** NORHT BRANCH

**Grandparents Day Make & Take Crafts**
Pick up a craft kit to make a handmade gift for Grandparents' 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** ALL LOCATIONS

**Banned Books Bingo**
Submit your bingo for a 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.

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For more information on programs and Zoom links for virtual events, visit [peoriapubliclibrary.org](http://peoriapubliclibrary.org) or email [programming@ppl.peoria.lib.il.us](mailto: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 Couric 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, September 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. Pre-registration 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.

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**Thurday, 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 elsehearn@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.

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**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 an 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**

**NORTHWOOD 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 Cape Crusader's 82nd year with activities for all ages!

**Sunday, September 19**

**NORTH BRANCH | 2:00-4:00 pm**

**Music in the McKeen Gardens**
Mary 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 Baggins's birthdays with Hobbit/Lord of the Rings trivia!

**Saturday, Sept. 25**

**LAKEVIEW BRANCH**

**Speedcubing**
- 3:00-6:00 pm
Bring a collection of Rubik's 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 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.
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.

<table>
<thead>
<tr>
<th>Materials:</th>
<th>Cost:</th>
</tr>
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<tbody>
<tr>
<td>Books (print)</td>
<td>$</td>
</tr>
<tr>
<td>E-Books</td>
<td></td>
</tr>
<tr>
<td>Magazines/newspapers (print)</td>
<td></td>
</tr>
<tr>
<td>Magazines/newspapers (electronic)</td>
<td></td>
</tr>
<tr>
<td>Audio CDs</td>
<td></td>
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<tr>
<td>Audio CDs (downloadable)</td>
<td></td>
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<tr>
<td>DVDs</td>
<td></td>
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<tr>
<td>DVDs (downloadable/streaming)</td>
<td></td>
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<tr>
<td>Electronic Databases (available in-house &amp; remotely)</td>
<td></td>
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<tr>
<td>Computer Software</td>
<td></td>
</tr>
<tr>
<td>Microfilm</td>
<td></td>
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<tr>
<td>Local History resources:</td>
<td></td>
</tr>
<tr>
<td>Photographs</td>
<td></td>
</tr>
<tr>
<td>Video Games</td>
<td></td>
</tr>
<tr>
<td>Non-Book or Media</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Automation:</th>
<th>Cost:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Cost for local automation system (including cataloging/circulation software as well as hardware necessary for operation)</td>
<td>$</td>
</tr>
<tr>
<td>OCLC Membership costs</td>
<td></td>
</tr>
<tr>
<td>MARC Records costs</td>
<td></td>
</tr>
<tr>
<td>Additional consortia cost</td>
<td></td>
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<tr>
<td>Virtual reference service</td>
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</tbody>
</table>
**Supplies:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barcodes for circulating items and for patrons' cards</td>
<td>$</td>
</tr>
<tr>
<td>User library cards</td>
<td></td>
</tr>
<tr>
<td>Processing supplies (example: spine labels, book covers, book table, RF tags, property stamps, etc.)</td>
<td></td>
</tr>
</tbody>
</table>

**Staffing:**

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)

<table>
<thead>
<tr>
<th>Staff Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collection development/ordering staff</td>
<td></td>
</tr>
<tr>
<td>Cataloging staff</td>
<td></td>
</tr>
<tr>
<td>Circulation staff</td>
<td></td>
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<tr>
<td>ILL staff</td>
<td></td>
</tr>
<tr>
<td>Book page or shelve</td>
<td></td>
</tr>
<tr>
<td>Training for staff</td>
<td></td>
</tr>
</tbody>
</table>
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 10/1]. 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:

<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
<td>Donations</td>
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<tr>
<td>Memorials</td>
<td>110.00</td>
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<td>Memberships</td>
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<td>Author Program Contribution</td>
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<td>AmazonSmile</td>
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<td>Glass Case</td>
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<tr>
<td>Book Sales</td>
<td>1,748.32</td>
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<tr>
<td>L’il Readers Campaign</td>
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TOTAL $4,802.83

DISBURSEMENTS:

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<tbody>
<tr>
<td>Peoria Public Library – 13 folding tables</td>
<td>$ 520.00</td>
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<tr>
<td>PayPal refund – Brian’s test</td>
<td>5.00</td>
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TOTAL $ 525.00

CHECKING ACCOUNT BALANCE – END AUGUST 2021 $46,919.61

MORGAN STANLEY

<table>
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<tr>
<td>Change in Value</td>
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<tr>
<td>End Value 8/31/2021</td>
<td>$126,010.61</td>
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</table>

TOTAL ALL ACCOUNTS $172,930.22