

AGENDA
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY

November 23, 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. #2021-90: Request to Approve Minutes as listed below:
 - 1. Minutes of the Regular Board meeting of October 19, 2021
 - B. #2021-91: Request to Approve Expenditures as listed below:

1. Payroll for Period Ending October 16, 2021	\$127,019.30
2. Payroll for Period Ending October 30, 2021	\$127,168.30
3. Regular Expenditures for November 2021	\$238,578.38
4. Capital Development Fund Expenditures for November 2021	\$ 5,335.00
 - C. #2021-92: Request of the Executive Director to Approve Personnel Actions for the period ending November 12, 2021
 - D. #2021-93: Request of the Executive Director to Receive and File Finance Report for the month of October 2021
 - E. #2021-94: Request of the Executive Director to Receive and File Library Use Statistics for the month of October 2021
 - F. #2021-95: Revised Recommendation from the Administration for the Approval of Holidays and Closings for 2022-2023
- VII. Other Action Items
 - A. #2021-96: Recommendation from the Administration for a First Reading Review of a revised Reference Services Policy
 - B. #2021-97: Recommendation from the Administration to Approve Peoria Public Library's Annual Insurance Renewal with LIRA (Libraries of Illinois Risk Agency) in the amount of \$124,452

- C. #2021-98: Recommendation from the Administration to Approve the Purchase of a Van to Replace the Bookmobile in an amount not to exceed \$60,000

VIII. Report of the Executive Director

- A. Upcoming Programming and Exhibits
- B. COVID Update
- C. Outreach Services Update
- D. Media Literacy Partnership with Peoria Public Schools
- E. Insurance Rates for 2022
- F. Employment Practice Liability Training
- G. McClure Lift Repair Update
- H. FY2022 Budget
- I. Circulation and Door Count Update
- J. Standards for Illinois Public Libraries, Chapter 11 "Youth/Young Adult Services" and Chapter 12 "Technology"
- K. 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
 - 1. #2021-99: Report of the meeting of November 9, 2021
 - 2. #2021-100: Amend the 2021 Budget
 - 3. #2021-101: Approval of 2022 Budget
 - 4. #2021-102: Adopt Resolution to Continue the Capital Development Fund
 - 5. #2021-103: Adopt Resolution to Encumber 2021 Funds
- 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. #2021-104: Executive Session

XIV. #2021-105: Return from Executive Session

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

XVI. #2021-106: Adjournment

MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
October 19, 2021

CALL TO ORDER

Board President Stephen Buck called the meeting of the Board of Library Trustees of Peoria Public Library to order at 5:30 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, Tiffanie S. Duncan, Lucy D. Gulley, Cathie Neumiller, Roberta Parks, Melissa Whitney, and Jeanne Williamson

Board Members Present Via Conference Phone: Barbara Van Auken (arrived at 5:52 p.m.)

Board Members Absent: Margaret E. Cousin

Library Staff Present: Carolyn Conklin, Reference Assistant; Alyce Jackson, Manager of Programming; 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 Tiffanie Duncan, to approve the attendance at this meeting of Barbara Van Auken via conference phone because of illness or disability. Motion carried unanimously.

CORRESPONDENCE TO THE BOARD

Correspondence items were emailed to Board members ahead of this meeting. A folder of the items was also passed around for Board member review at this meeting.

PRESENTATION BY AUDIENCE ON AGENDA ITEMS

None

CONSENT AGENDA

A. #2021-81: Request to Approve Minutes as listed below:

1. Minutes of the Regular Board meeting of September 21, 2021

B. #2021-82: Request to Approve Expenditures as listed below:

- | | |
|-----------------------------------------------------------|--------------|
| 1. Payroll for Period Ending September 18, 2021 | \$123,930.01 |
| 2. Payroll for Period Ending October 2, 2021 | \$126,081.43 |
| 3. Regular Expenditures for October 2021 | \$415,179.34 |
| 4. Capital Development Fund Expenditures for October 2021 | \$ 18,479.00 |

- C. #2021-83: Request of the Executive Director to Approve Personnel Actions for the period ending October 15, 2021
- D. #2021-84: Request of the Executive Director to Receive and File Finance Report for the month of September 2021
- E. #2021-85: Request of the Executive Director to Receive and File Library Use Statistics for the month of September 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 Roberta Parks, seconded by Jeanne Williamson, to approve Consent Agenda items #2021-81 through #2021-85 as presented. Motion passed unanimously.

OTHER ACTION ITEMS

None

REPORT OF THE EXECUTIVE DIRECTOR

- A. Upcoming Programming and Exhibits
The October programming report as well as the October events calendar were provided in the Board packet.
- B. Board Member Introductions
Because three new members have joined the Board of Trustees this year, Randall asked that everyone present introduce themselves.
- C. Annual Staff Day
Randall reported that we returned to hosting our Annual Staff Day this year on Columbus Day. The event was held virtually with staff attending from individual computers at our Library locations. Thanks to a grant from RAILS, we were able to present a session from HR Source on Unconscious Bias. We also presented information on the Employee Assistance Program (EAP) that we offer to all staff and had staff recognition and awards.
- D. Staff Recognition
Randall announced that Becky Partee was honored on Staff Day for her 40 years of service to Peoria Public Library. Additional staff members receiving years of service awards are listed in the Board packet.
- E. Trustees Awards for Extraordinary and Outstanding Service
On Staff Day, Stephen Buck and Tiffanie Duncan presented Jennifer Davis with The Trustees Award for Extraordinary Performance and Laura Fehr with the Trustees Award of Appreciation of for her work on the Library website.
- F. Golden Drawer Award

On Staff Day, Finance & Budget Coordinator Michelle Decker was presented with the Golden Drawer award for outstanding service to Peoria Public Library, selected based on nominations from staff.

G. ILA Annual Conference

Several staff members, including Randall, attended the virtual Illinois Library Association annual conference. Topics ranged from the pandemic's effect on HR policy to building inclusive e-book collections.

H. Little Free Library at the Boys & Girls Club

Randall reported that he presented a Little Free Library to the Boys and Girls Club on Grinnell Avenue on Friday, October 15. These installations have been an ongoing project of the Library, the Board's Community Relations Committee, and the Friends who have donated books to many of our Little Free Library locations. Thank you to Barbara Van Auken who also serves on the Boys & Girls Club Board and to Lisa Fisher, an executive at Boys & Girls Club who helped set this project up, and thanks to the Friends for many of the books featured in the Little Free Library.

I. Ongoing COVID Procedures

Randall reminded Board members that we are continuing to require all patrons and staff in our buildings to wear masks in compliance with the ongoing mask mandate.

J. Media Literacy Week

The Library will be celebrating Media Literacy Week (Oct. 25-29) by hosting multiple events, including a Media Literacy challenge at all locations and classes with topics like how to spot and respond to false news stories.

K. Donation Boxes

Randall reported that we have purchased—with plans to install—donation boxes at all our Library locations. Now that we are fine free and our patron numbers are up, we believe these donation boxes will help generate additional revenue for Library operations. Thanks to the Friends for providing the funds for the purchase of these boxes.

L. McClure Elevator Project

Randall reported that we have received a quote for the first stage of our McClure elevator replacement plan. We would like to seek out an additional quote for the project and are in the process of doing so.

M. Local Author & Art Fair

The Library will return to hosting the Local Author Fair next month. It is being expanded to include local artists, making it the Library's first Local Author & Art Fair. It will be held on Saturday, November 13 from 2 to 4 p.m. in the Main Library Auditorium.

N. Circulation and Door Count Update

The circulation total for September 2020 versus September 2021 is up 4.8%. The visitor total for the same period increased by 32.4%.

O. Standards for Illinois Public Libraries, Chapter 9 "Public Services: Reference and Reader's Advisory Services" and Chapter 10 "Programming"

Randall reviewed Chapter 9 "Public Services: Reference and Reader's Advisory Services." He noted that the Library's Reference Services policy will be reviewed, revised as needed, and brought to the November Board meeting for a first reading. He noted that staff members have access to various reader's advisory webinars that are presented regularly. Randall reviewed Chapter 10 "Programming." He noted that we consider programming suggestions as well as solicit them.

P. None

Barbara Van Auken joined the meeting (virtually) at 5:52 p.m.

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

The September Treasurer's Report was included in the Board packet.

Jeanne Williamson commented that the Friends group has done some very good work over the years, almost doubling their balance. She added that Friends President Margaret Cousin has been very diligent about fundraising. Kudos to Margaret! Barbara Van Auken expressed her agreement.

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

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

D, Finance Committee

1. Report of the meeting of October 12, 2021

Stephen Buck reported that there could possibly be a 30% increase in the building insurance budget line. He added that medical insurance is estimated to see a 2% increase. A possible 1% increase in property tax income could offset the loss of income from fines. Randall reported that the Finance Committee would meet again before the November Board meeting. Board members discussed the reasons for an increase in building insurance and the Libraries of Illinois Risk Agency insurance group of which Peoria Public Library is a member.

F. Strategic Planning Committee

Roberta Parks reported that she met with Randall regarding the committee and the strategic plan. The committee will meet in November.

PRESENTATION BY AUDIENCE

None

OTHER BUSINESS

Roberta Parks asked what expectations exist regarding Board members attending programs. The response is that Board members receive information about Library programs but while they are invited and welcome, they are not expected to attend.

She also thanked IT Manager Nathaniel Lapsley for fixing the PDF issue preventing some Board members from easily opening PDFs emailed from the Library.

Melissa Whitney asked whether the ejector pit repair discussed and voted on last month included replacement of both pumps and Randall responded that it would.

Lucy Gulley asked for a description of the Mango Languages resource on our website. Randall responded that it is online language learning software covering over 60 languages. Popular languages available include Spanish, French, English, Japanese, German, and Korean.

EXECUTIVE SESSSION

None

AGENDA BUILDING

None

ADJOURNMENT

A motion was made by Jeanne Williamson, seconded by Tiffanie Duncan, to adjourn this meeting at 6:08 p.m.

Cathie Neumiller, Secretary
Board of Library Trustees
Peoria Public Library

REPORT OF COMMITTEE

November 16, 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:

\$ 238,578.38

Approved for Payment_____.

Approved for Payment_____.

<u>NAME OF VENDOR</u>	<u>ACTIVITY</u>	<u>AMOUNT</u>
SYNCB/AMAZON	Books/Programming/Automation	\$ 731.64
Baker & Taylor	Books/Non-Print	\$ 5,383.95
Center Point Large Print	Books	\$ 1,448.28
Children's Plus Inc.	Books	\$ 3,926.47
Cengage Learning/Gale	Books	\$ 7,415.00
Information Today Inc	Books	\$ 385.53
Ingram Library Services	Books	\$ 12,238.96
OverDrive, Inc.	Books/Non-Print	\$ 4,105.70
Penworthy Company LLC	Books	\$ 2,022.66
Rowman & Littlefield Publishing Group	Books	\$ 182.90
Scholastic Library Publishing	Books	\$ 972.30
Thomson Reuters - West Payment Center	Books	\$ 398.91
EBSCO	Periodicals	\$ 26,467.28
Gatehouse Illinois Circulation (Journal Star)	Periodicals	\$ 3,042.00
Kanopy, Inc.	Non-Print	\$ 741.00
Midwest Tape	Non-Print	\$ 29,491.08

Proquest LLC	Non-Print	\$ 6,606.31
WTVP 47	Non-Print	\$ 180.00
Hodges Loizzi Eisenhammer Rodick & Kohn LL Professional Services		\$ 131.44
Capital One (Walmart Community)	Programming/Library Supplies	\$ 330.12
Bones Jugs, LLC	Programming	\$ 1,000.00
Fun Express, LLC	Programming	\$ 215.72
Alyce Jackson	Programming	\$ 135.32
Menards - Peoria	Programming	\$ 21.79
Motion Picture Licensing Corporation	Programming	\$ 1,061.72
OTC Brands, Inc.	Programming	\$ 177.71
Allison Ossman	Programming	\$ 92.73
Chase CardMember Services	Non-Print/Automation/Tech. Supplies	\$ 899.38
WWCT-FM	Publicity	\$ 250.00
Xante' Corporation	Publicity	\$ 607.44
City of Peoria - General Fund	Medical Insurance	\$ 57,995.26
Ameren Illinois	Gas & Electricity	\$ 8,445.54
City of Peoria - Stormwater	Water & Sewage	\$ 2,530.50
Greater Peoria Sanitary District	Water & Sewage	\$ 315.08
Illinois American Water	Water & Sewage	\$ 1,117.21
AT&T	Telephones	\$ 2,999.46
AT&T c/o CABS Dept.	Telephones	\$ 2,631.32
Call One	Telephones	\$ 1,353.29
Verizon	Telephones/Automation	\$ 329.05
RK Dixon	Equip. Serv. Cont.	\$ 2,561.13
American Pest Control	Building Services	\$ 3,078.00
Commercial Irrigation & Turf	Building Services	\$ 500.00

Getz Fire Equipment	Building Services	\$ 160.00
Johnson Controls Security Solutions	Building Services	\$ 447.50
Securitas Security Services USA, Inc.	Building Services	\$ 9,864.06
Thermal Services Inc.	Building Services	\$ 2,963.10
Thompson Electronics Company	Building Services/Building Maint. & Rprs.	\$ 1,440.00
Vonachen Services, Inc.	Building Services	\$ 7,307.00
Diversified Mechanical Inc.	Building Maint. & Rprs.	\$ 1,138.25
Home Depot Pro Institutional	Building Supplies	\$ 904.64
Nena Hardware	Building Supplies	\$ 17.26
S & S Builders Hardware Co.	Building Supplies	\$ 487.15
HR Source	Travel, Educ. & Mtgs.	\$ 2,950.00
Bayscan Technologies	Library Supplies	\$ 2,088.00
ID Label Inc.	Library Supplies	\$ 103.20
Office Depot	Library Supplies	\$ 250.38
PTC Select	Library Supplies/Automation	\$ 5,434.90
Quill	Library Supplies	\$ 116.11
Televend Services, Inc.	Library Supplies	\$ 524.85
Telpar	Library Supplies	\$ 989.60
Vanguard ID Systems	Library Supplies	\$ 3,587.96
Kwik Case LLC	Technical Supplies	\$ 832.96
American Library Association	Miscellaneous	\$ 1,763.00
CIWIRC dba IWIRC	Miscellaneous	\$ 58.00
Integrated Payments Consulting LLC	Miscellaneous	\$ 40.00
Unique Management Services, Inc.	Miscellaneous	\$ 278.60
PPL Petty Cash Checking Account	Postage/Miscellaneous	\$ 312.68
		\$ 238,578.38

Books & Related Materials	\$ 105,739.97
Finance Bills	\$ 132,838.41
SUB-TOTAL	\$ 238,578.38
Calpine Energy Solutions	\$ -
TOTAL	\$ 238,578.38

REPORT OF COMMITTEE

CAPITAL DEVELOPMENT FUND

November 16, 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:

\$ 5,335.00

Approved for Payment_____.

Approved for Payment_____.

<u>NAME OF VENDOR</u>	<u>ACTIVITY</u>	<u>AMOUNT</u>
Quality Truck and Equipment Co.	Capital Development	\$5,335.00
		\$5,335.00

PEORIA PUBLIC LIBRARY MEMORANDUM

TO: BOARD OF LIBRARY TRUSTEES
FROM: RANDALL YELVERTON, EXECUTIVE DIRECTOR
DATE: November 16, 2021
SUBJECT: LIBRARY BOARD MEMORANDUM #2021-92
PERSONNEL ACTIONS FOR PERIOD ENDING November 12, 2021

APPOINTMENTS

Unique Qualls, Student Page, McClure Branch.....10/18/2021
Pearl Patel, Student Page, North Branch.....10/22/2021

PROMOTIONS & TRANSFERS

None

RESIGNATIONS

None

DISMISSALS

Jeffrey Eads, Full-time Maintenance I Technician, Main Library.....10/12/2021 – 10/19/2021

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 November 16, 2021

PEORIA PUBLIC LIBRARY FINANCIAL REPORT
OCTOBER 31, 2021

October = 83%

STATEMENT OF REVENUES and EXPENDITURES

	(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	\$ 6,332,469	\$ 6,224,614	0.0%	96.6%
Personal Property Replacement Tax	\$ 473,059	\$ 473,059	\$ 470,227	0.0%	100.0%
Service Charges/Fines/Fees	\$ 118,392	\$ 39,076	\$ 42,942	-9.0%	33.0%
Per Capita Grant	\$ 100,845	\$ 169,635	\$ 143,759	0.0%	168.2%
Grants	\$ -	\$ 7,040	\$ -	0.0%	0.0%
Interest	\$ 10,000	\$ 4,186	\$ 18,718	-77.6%	41.9%
Current Revenue	\$ 7,258,348	\$ 7,025,466	\$ 6,900,260	1.8%	96.8%
Borrowed from Working Cash Fund		\$ -	\$ -	0.0%	
Gift & Mem./Restricted Fund Bal. Fwd.		\$ 26,173	\$ 42,543	-38.5%	
TOTAL REVENUES	\$ 7,258,348	\$ 7,051,639	\$ 6,942,803	1.6%	97.2%

	2021 BUDGET	YTD '21	YTD '20	YTD % Increase/ Decrease	% of Budget Line Items
EXPENDITURES					
Management Salaries	\$ 1,297,207	\$ 1,034,222	\$ 1,049,315	-1.4%	79.7%
Non-Management Salaries	\$ 2,289,444	\$ 1,651,290	\$ 1,729,637	-4.5%	72.1%
IMRF/FICA/Medicare	\$ 520,000	\$ 516,173	\$ 511,062	1.0%	99.3%
Medical Insurance (Medical Premiums)	\$ 651,000	\$ 602,813	\$ 589,846	2.2%	92.6%
GASB 45 Liability	\$ -	\$ -	\$ -	0.0%	0.0%
TOTAL PERSONNEL SERVICES	\$ 4,757,651	\$ 3,804,498	\$ 3,879,860	-1.9%	80.0%

Books / eBooks	\$ 669,138	\$ 278,559	\$ 203,802	36.7%	41.6%
Periodicals	\$ 45,000	\$ 8,446	\$ 10,853	-22.2%	18.8%
Non-Print	\$ 352,559	\$ 230,345	\$ 207,128	11.2%	65.3%
Professional Services	\$ 10,000	\$ 3,516	\$ 10,361	-66.1%	35.2%
Audits & Appraisals	\$ 8,000	\$ 1,280	\$ 9,182	-86.1%	16.0%
Publicity	\$ 28,000	\$ 24,618	\$ 12,373	99.0%	87.9%
Programming	\$ 40,000	\$ 39,580	\$ 35,201	12.4%	99.0%
Technical Services	\$ 45,000	\$ 39,563	\$ 37,658	5.1%	87.9%
Binding	\$ -	\$ -	\$ -	0.0%	0.0%
Digitizing	\$ 4,000	\$ 3,466	\$ 3,398	2.0%	86.6%
Automation Service Contract	\$ 78,000	\$ 80,322	\$ 65,766	22.1%	103.0%
Building Insurance	\$ 116,000	\$ 115,688	\$ 97,417	18.8%	99.7%
Unemployment Insurance	\$ 10,000	\$ 7,946	\$ 6,403	24.1%	79.5%
Electricity	\$ 135,000	\$ 127,053	\$ 101,314	25.4%	94.1%
Gas	\$ 45,000	\$ 47,366	\$ 31,650	49.7%	105.3%
Water & Sewage	\$ 25,000	\$ 21,550	\$ 20,769	3.8%	86.2%
Telephones	\$ 100,000	\$ 69,693	\$ 71,492	-2.5%	69.7%
Equipment Service Contracts	\$ 100,000	\$ 68,876	\$ 73,299	-6.0%	68.9%
Equipment Repairs	\$ 1,000	\$ -	\$ -	0.0%	0.0%
Building Services	\$ 210,000	\$ 217,750	\$ 163,261	33.4%	103.7%
Building Maintenance & Repairs	\$ 40,000	\$ 30,639	\$ 6,616	363.1%	76.6%
Building Supplies	\$ 30,000	\$ 11,811	\$ 24,909	-52.6%	39.4%
Postage	\$ 10,000	\$ 5,109	\$ 10,831	0.0%	51.1%
Travel, Education & Meetings	\$ 25,000	\$ 10,250	\$ 825	0.0%	41.0%
TOTAL CONTRACTUAL SERVICES	\$ 2,126,697	\$ 1,443,424	\$ 1,204,507	19.8%	67.9%

Library Supplies	\$ 35,000	\$ 16,053	\$ 24,582	-34.7%	45.9%
Technical Supplies	\$ 18,000	\$ 12,833	\$ 7,992	60.6%	71.3%
Miscellaneous	\$ 16,000	\$ 9,320	\$ 10,279	-9.3%	58.2%
Furniture & Fixtures	\$ 5,000	\$ 1,300	\$ 651	99.7%	26.0%
Automation	\$ 85,000	\$ 54,524	\$ 44,580	22.3%	64.1%
Vehicles	\$ 15,000	\$ 18,754	\$ 6,357	195.0%	125.0%
City Administrative Fees	\$ 200,000	\$ 150,000	\$ 150,000.00	0.0%	75.0%
TOTAL SUPPLIES & MATERIALS	\$ 374,000	\$ 262,784	\$ 244,441	7.5%	70.3%

TOTAL EXPENDITURES	\$ 7,258,348	\$ 5,510,706	\$ 5,328,809	3.4%	75.9%
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Excess/Deficiency of Revenues over Expenditures		YTD '21 \$ 1,540,933	YTD '20 \$ 1,613,994
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PEORIA PUBLIC LIBRARY FINANCIAL REPORT
ENDING FUND BALANCES

OCTOBER 31, 2021

Excess/Deficiency of Revenues over Expenditures	<u>YTD '21</u>	<u>YTD '20</u>
	\$ 1,540,933	\$ 1,613,994
Working Cash Fund	\$ 1,000,279	\$ 1,000,279
Currently Borrowing from City of Peoria	\$ -	\$ -
Capital Development Fund	\$ 2,233,130	\$ 1,866,435
Earned Vacation Pay	\$ 19,226	\$ 19,226
Obligated Funds	\$ -	\$ -
CASH IN BANK	\$ 4,793,568	\$ 4,499,935

<u>CAPITAL DEVELOPMENT FUND</u>	<u>YTD '21</u>	<u>YTD '20</u>
Capital Development Fund Balance	\$ 2,233,130	\$ 1,866,435

<u>GRANTS</u>		
Ending Fund Balance	\$ 2,000	\$ 12,296

<u>GIFT & MEMORIAL/ENDOWMENT FUND</u>		
Ending Fund Balance	\$ 590,268	\$ 578,997

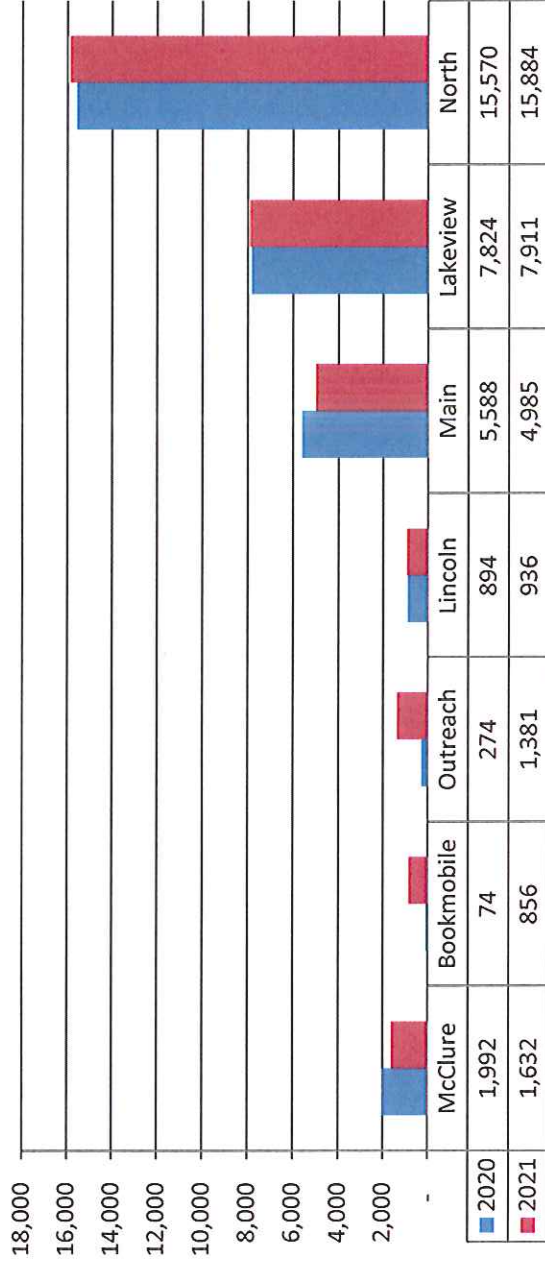
Library Use Statistics

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

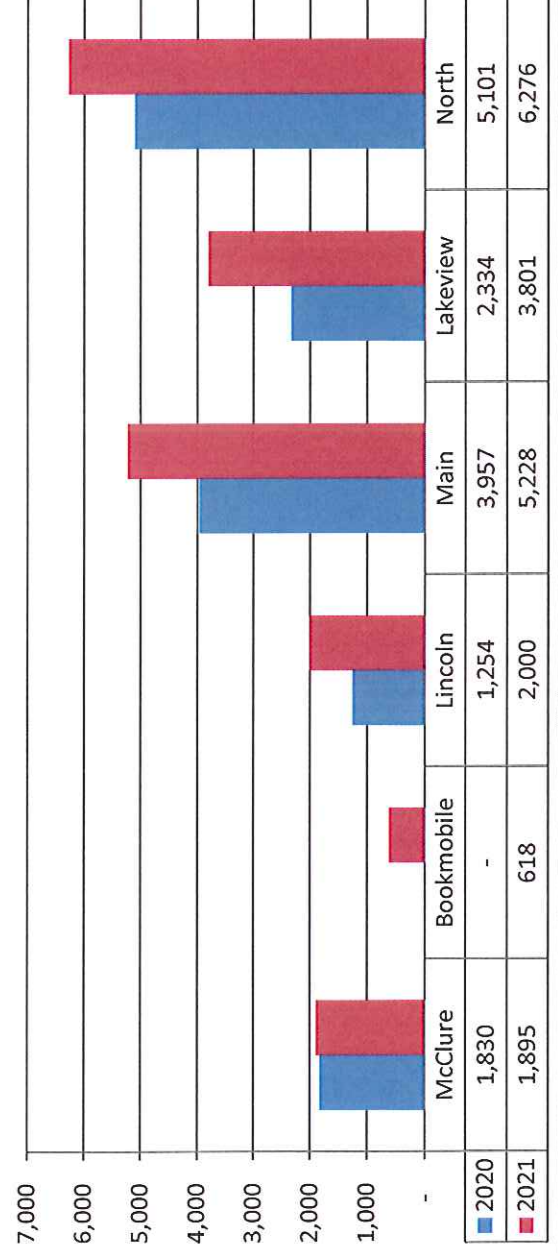
Programs Offered – October 2021

Program Attendance – October 2021

October 2021 Circulation



October 2021 Door Count



PEORIA PUBLIC LIBRARY STATISTICAL REPORT
OCTOBER 31, 2021

CIRCULATION MATERIALS

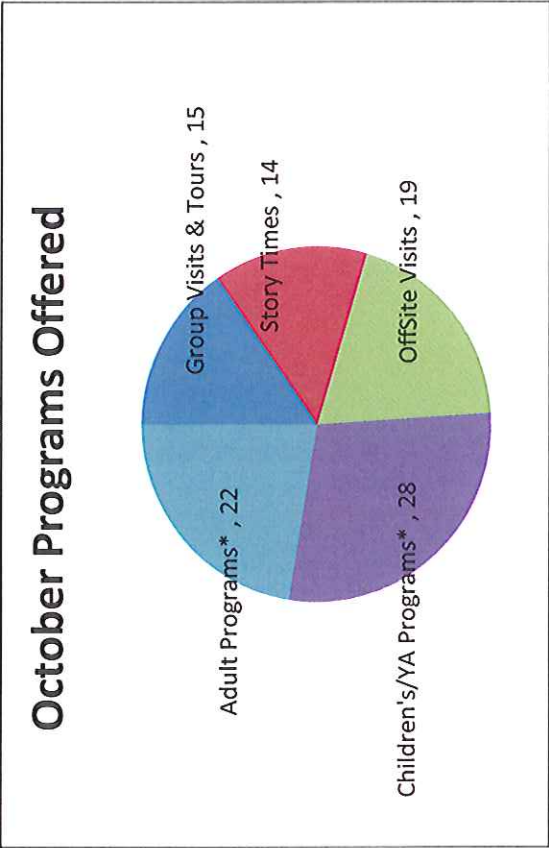
2021	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Main	2,069	4,173	5,710	5,737	3,996	5,511	4,759	5,095	4,648	4,985	-	-	46,683
Lakeview	4,163	7,065	8,097	7,542	7,340	10,659	8,177	8,741	7,993	7,911	-	-	77,688
Lincoln	159	530	681	543	902	1,484	1,508	979	630	936	-	-	8,352
McClure	725	1,636	1,875	1,904	1,792	2,645	2,278	1,985	1,680	1,632	-	-	18,152
North	8,154	15,074	17,857	15,813	17,081	23,119	18,492	19,108	16,045	15,884	-	-	166,627
Bookmobile	8	12	24	149	175	127	52	143	82	856	-	-	1,628
Outreach	122	586	398	1,211	1,351	1,313	1,222	1,348	1,142	1,381	-	-	10,074
E-Books	7,371	6,537	6,688	5,533	5,893	5,896	6,250	6,389	5,656	6,011	-	-	62,224
Music/Movie Downloads	4,693	3,917	3,734	3,567	2,963	2,830	2,614	2,197	2,499	2,191	-	-	31,205
On-Line Renewals	8,438	10,449	14,407	12,451	11,338	12,542	12,328	13,123	11,357	12,611	-	-	119,044
Outgoing Intralibrary Loan	4,543	4,571	5,989	5,042	4,650	4,686	4,307	4,974	6,281	6,440	-	-	51,483
TOTAL	40,445	54,550	65,460	59,492	57,481	70,812	61,987	64,082	58,013	60,838	-	-	593,160
2020	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Main	8,799	8,783	4,181	68	642	903	3,680	5,028	5,653	5,588	-	-	43,325
Lakeview	10,966	10,582	5,803	125	1,580	2,442	7,842	8,579	6,894	7,824	-	-	62,637
Lincoln	1,775	1,846	692	-	6	48	489	776	785	894	-	-	7,311
McClure	2,487	2,484	1,130	4	12	187	1,253	1,786	2,130	1,992	-	-	13,465
North	22,528	21,621	10,458	14	3,453	4,326	15,157	17,379	12,932	15,570	-	-	123,438
Bookmobile	2,529	2,175	1,240	-	-	7	12	41	15	74	-	-	6,093
Outreach	2,486	2,578	2,305	13	10	7	98	163	135	274	-	-	8,069
E-Books	4,655	4,459	5,626	7,285	7,397	7,093	7,096	6,424	6,162	6,483	-	-	62,680
Music/Movie Downloads	3,337	3,434	4,497	4,188	3,924	3,047	4,199	4,203	3,617	3,688	-	-	38,134
On-Line Renewals	12,911	13,637	7,087	381	156	9,021	12,457	12,717	12,432	12,290	-	-	93,089
Outgoing Intralibrary Loan	5,945	5,496	3,077	-	-	2,062	5,826	5,344	4,624	4,138	-	-	36,512
TOTAL	78,418	77,095	46,096	12,078	17,180	29,143	58,109	62,440	55,379	58,815	-	-	494,753

2021	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Main	-	3,325	3,973	3,490	3,392	4,645	5,057	5,221	4,745	5,228	-	-	39,076
Lakeview	-	2,919	2,487	3,068	2,829	4,081	3,805	3,927	3,458	3,801	-	-	30,375
Lincoln	-	1,983	1,158	1,384	1,405	2,046	2,107	1,572	1,667	2,000	-	-	15,322
McClure	-	1,212	1,598	1,565	1,493	1,996	2,042	2,138	1,966	1,895	-	-	15,905
North	-	3,955	5,183	5,585	6,028	6,597	7,178	6,505	5,977	6,276	-	-	53,284
Bookmobile	-	-	-	-	-	-	-	-	-	618	-	-	618
TOTAL	-	13,394	14,399	15,092	15,147	19,365	20,189	19,363	17,813	19,818	-	-	154,580

2020	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Main	17,233	16,736	5,148	-	-	-	3,185	3,874	3,685	3,957	-	-	53,818
Lakeview	10,187	9,585	3,359	-	-	-	2,065	2,395	2,136	2,334	-	-	32,061
Lincoln	8,048	8,507	4,181	-	-	77	1,101	1,025	1,051	1,254	-	-	25,244
McClure	2,410	2,197	1,061	-	-	134	1,231	1,570	1,820	1,830	-	-	12,253
North	16,103	16,259	6,255	-	-	-	4,257	4,959	4,758	5,101	-	-	57,692
Bookmobile	1,746	1,427	791	-	-	-	-	-	-	-	-	-	3,964
TOTAL	55,727	54,711	20,795	-	-	211	11,839	13,823	13,450	14,476	-	-	185,032

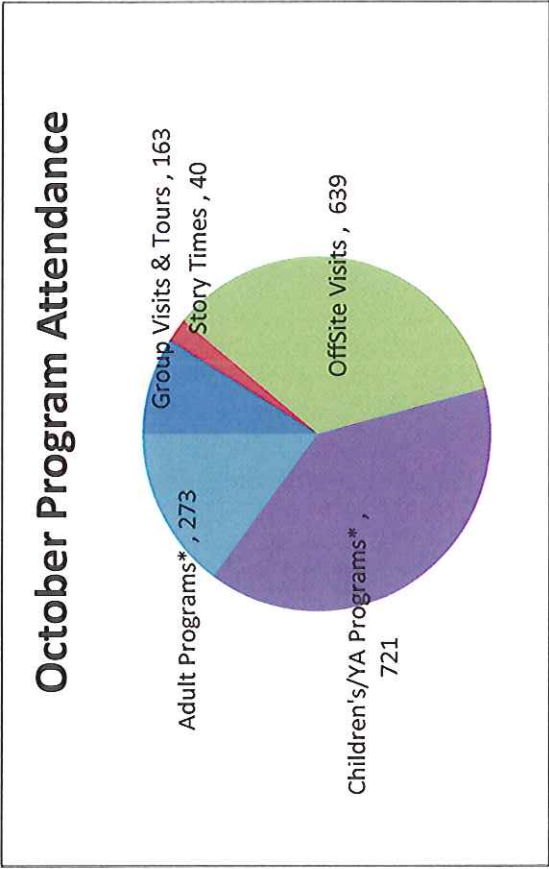
DOOR COUNTS

October 2021 Program Report



Programs Offered	
Group Visits & Tours	15
Story Times	14
OffSite Visits	19
Children's/YA Programs*	28
Adult Programs*	22

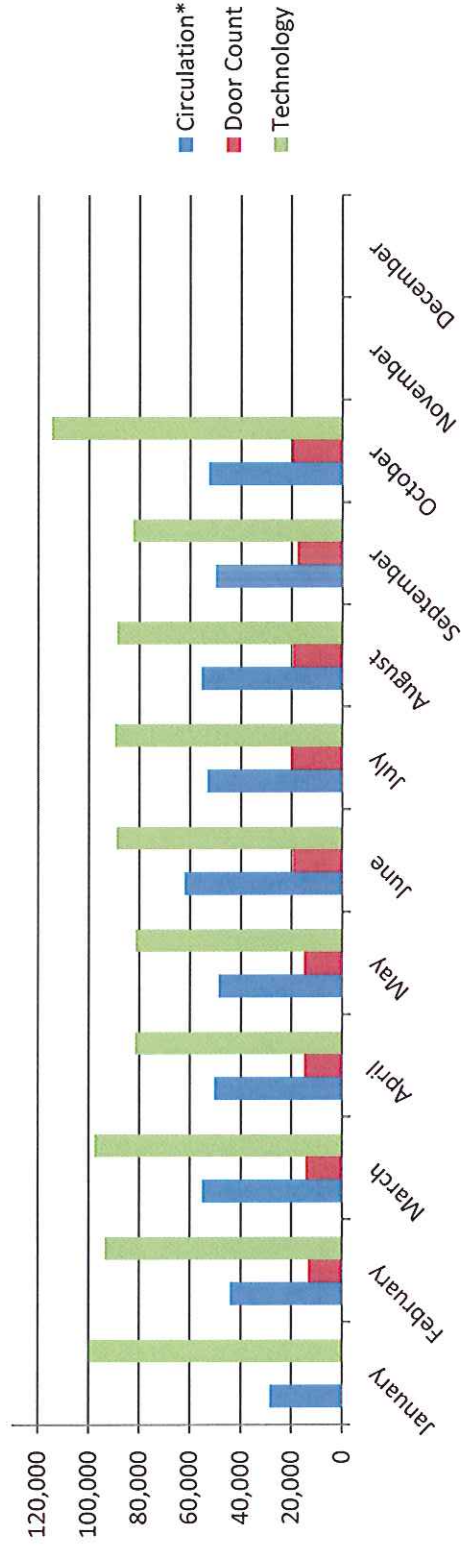
* includes inperson and ZOOM programs



Program Attendance	
Group Visits & Tours	163
Story Times	40
OffSite Visits	639
Children's/YA Programs*	721
Adult Programs*	273

* 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	49,858	52,636	52,636	52,636
Door Count	0	13,394	14,399	15,092	15,147	19,365	20,189	19,363	17,813	19,818	19,818	19,818
Technology	99,741	93,646	97,803	81,628	81,553	89,121	89,735	89,023	82,648	114,712	114,712	114,712

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

PEORIA PUBLIC LIBRARY STATISTICAL REPORT
OCTOBER 31, 2021 - CIRCULATION MATERIALS

Page 2

<u>October-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 INTRA LNS</u>	<u>TOTALS</u>
Adult Fiction	1,085	2,290	129	334	3,051	56	1,209	3,575		1,910	1,275	14,914
Adult Non-Fict.	859	752	58	196	1,439	3	153			1,719	1,024	6,203
Adult Paperbacks	135	243	6	23	259	1	10			397	355	1,429
Y.P.L./Juvenile	981	2,885	430	600	6,618	642	6			5,930	2,255	20,347
Juve. Paperbacks	183	545	31	145	1,617	150	1			1,012	449	4,133
Periodicals	222	97	10	12	194	-	-			199	41	775
Visual Media	1,173	816	266	295	2,102	4	2		615	1,058	753	7,084
Music Media	209	67	4	10	131	-	-		1,576	76	109	2,182
Audio Books	138	209	2	17	468	-	-	2,436		291	179	3,740
Other	-	7	-	-	5	-	-	-	-	19	-	31
TOTAL	4,985	7,911	936	1,632	15,884	856	1,381	6,011	2,191	12,611	6,440	60,838
+/- Over Last Year	-10.8%	1.1%	4.7%	-18.1%	2.0%	1056.8%	404.0%	-7.3%	-40.6%	2.6%	55.6%	3.4%

<u>October-20</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 INTRA LNS</u>	<u>TOTALS</u>
Adult Fiction	1,083	2,035	161	502	2,973	5	206	6,034		1,794	732	15,525
Adult Non-Fict.	756	727	30	161	1,261	1	24			1,673	640	5,273
Adult Paperbacks	162	279	4	86	273	-	8			226	223	1,261
Y.P.L./Juvenile	1,465	2,854	263	494	6,916	41	19			5,578	1,423	19,053
Juve. Paperbacks	374	562	52	95	1,178	27	2			1,143	238	3,671
Periodicals	231	149	10	17	278	-	-			224	18	927
Visual Media	1,220	990	368	569	2,086	-	14		707	1,299	654	7,907
Music Media	135	57	6	52	146	-	1	449	2,981	105	84	3,567
Audio Books	162	171	-	16	456	-	-			224	126	1,604
Other	-	-	-	-	3	-	-	-	-	24	-	27
TOTAL	5,588	7,824	894	1,992	15,570	74	274	6,483	3,688	12,290	4,138	58,815

<u>January - October 2021</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 INTRA LNS</u>	<u>TOTALS</u>
Adult Fiction	9,486	21,225	990	3,936	29,501	65	8,686	48,603		18,614	10,136	151,242
Adult Non-Fict.	8,215	7,660	558	1,831	15,084	5	1,177			17,573	9,141	61,244
Adult Paperbacks	1,166	2,481	59	339	2,810	1	30			2,643	2,889	12,418
Y.P.L./Juvenile	11,370	29,498	3,091	7,331	76,536	1,222	71			53,186	16,859	199,164
Juve. Paperbacks	1,703	5,741	398	1,030	16,244	296	10			11,207	3,045	39,674
Periodicals	1,667	874	188	153	1,991	1	2			1,512	326	6,714
Visual Media	10,012	7,672	2,889	3,086	19,096	38	76		7,269	10,820	6,744	67,702
Music Media	1,739	685	77	191	1,329	-	3		23,936	814	904	29,678
Audio Books	1,306	1,817	102	249	4,010	-	17	13,621		2,454	1,438	25,014
Other	19	35	-	6	26	-	2	-	-	221	1	310
TOTAL	46,683	77,688	8,352	18,152	166,627	1,628	10,074	62,224	31,205	119,044	51,483	593,160
+/- Over Last Year	7.8%	24.0%	14.2%	34.8%	35.0%	-73.3%	24.8%	-0.7%	-18.2%	27.9%	41.0%	19.9%

<u>January - October 2020</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 INTRA LNS</u>	<u>TOTALS</u>
Adult Fiction	7,866	15,617	1,006	2,814	22,472	91	6,979	58,499		14,831	6,879	137,054
Adult Non-Fict.	7,099	6,501	336	1,102	11,905	69	895			14,325	6,304	48,536
Adult Paperbacks	1,161	2,397	101	301	2,395	6	31			1,941	1,839	10,172
Y.P.L./Juvenile	7,372	22,156	1,912	4,017	51,993	4,494	56			39,216	11,758	142,974
Juve. Paperbacks	1,529	4,106	479	704	10,579	1,174	3			8,237	2,366	29,177
Periodicals	1,987	916	95	187	1,608	24	-			1,412	297	6,526
Visual Media	13,300	8,334	3,125	3,921	17,920	232	86		8680	10,054	5,075	70,727
Music Media	1,868	554	28	236	1,101	0	2		29,454	732	745	34,720
Audio Books	1,140	2,038	226	183	3,437	2	17	4,181		2,148	1,249	14,621
Other	3	18	3	-	28	1	-	-	-	193	-	246
TOTAL	43,325	62,637	7,311	13,465	123,438	6,093	8,069	62,680	38,134	93,089	36,512	494,753

PEORIA PUBLIC LIBRARY STATISTICAL REPORT
OCTOBER 31, 2021

REFERENCE	OCT. '21	CUM '21	OCT. '20	CUM '20	ADDITIONAL SERVICES	OCT. '21	CUM '21	OCT. '20	CUM '20
Main	388	4,428	432	4,934	One-on-One Tutorials	52	465	93	605
Lakeview	382	4,058	549	6,321	Youth Group Visits	14	37	-	44
Lincoln	324	2,756	266	1,515	Youth Group Visits Attendance	156	447	-	743
McClure	291	3,021	719	4,741	Youth Story Time	14	63	3	107
North	482	5,823	686	4,863	Youth Story Time Attendance	40	737	4	1,197
Outreach	8	93	10	61	Youth Off-Site Visits & Presentation	9	74	-	22
Bookmobile	-	-	-	100	Youth Off-Site Visits Attendance	499	2,448	-	827
TOTAL	1,875	20,179	2,662	22,535	Children's Programs	12	81	7	55
					Children's Programs Attendance	504	2,072	525	852
					Children's Passive Programs	13	142	23	84
					Children's Passive Prog. Attendance	627	6,912	1,687	3,258
SOURCES USED IN-HOUSE	3,471	34,339	4,083	37,696	Children's ZOOM Programs	1	20	n/a	n/a
TECHNOLOGY USAGE					Children's ZOOM Attendance	1	603	n/a	n/a
Computer Users Signed Up	2,639	19,640	2,431	20,599	Young Adult Programs	15	63	24	48
E-Books	6,011	62,224	6,483	62,680	Young Adult Attendance	216	930	296	573
Movie/Music Downloads	2,191	31,205	3,688	38,134	Young Adult Passive Programs	3	254	2	29
DataBase Usage	15,179	143,346	13,841	136,371	Young Adult Passive Programs Atte	8	5,783	8	780
Website Visits	11,317	108,289	10,709	104,545	Young Adult ZOOM Programs	-	2	n/a	n/a
WiFi Users	1,202	8,512	849	12,466	Young Adult ZOOM Attendance	-	8	n/a	n/a
RSACat Searches	67,888	466,088	49,671	424,204	Lincoln Project Next Generation	-	-	-	149
YouTube Views	293		148		Adult Group Visits	1	2	-	5
Facebook Friends	4,595		4,163		Adult Group Visits Attendance	7	12	-	47
Instagram	1,576		1,392		Adult Off-Site Visits & Presentations	10	57	1	36
Twitter Followers	1,685		1,650		Adult Off-Site Visits Attendance	140	581	15	525
Pinterest Followers	136		136		Adult Programs	18	83	14	109
					Adult Attendance	210	905	95	1,031
Holds	6,691	75,391	7,121	62,190	Adult Passive Programs	2	67	2	18
New Cards Issued	514	4,670	330	3,195	Adult Passive Programs Attendance	208	1,279	99	371
					Adult ZOOM Programs	4	84	n/a	n/a
Loans to Non-Peorians	2,986	29,179	2,142	26,486	Adult ZOOM Attendance	63	1,114	n/a	n/a
Direct	2,903	28,126	2,037	25,818	YouTube Virtual Programs	5	74	n/a	n/a
Interlibrary Loans	83	1,053	105	668	YouTube Program Views	95	1,860	n/a	n/a
					Non-PPL Use of Meeting Rooms	140	605	1	671
DOOR COUNT					Approx. Attendance	1,066	5,678	35	7,406
Main	5,228	39,076	3,957	53,818	Non-PPL Use of Study Rooms	307	1,457	-	996
Lakeview	3,801	30,375	2,334	32,061	Approx. Attendance	414	1,864	-	1,578
Lincoln	2,000	15,322	1,254	25,244					
McClure	1,895	15,905	1,830	12,253					
North	6,276	53,284	5,101	57,692					
Bookmobile	618	618	-	3,964					
	19,818	154,580	14,476	185,032					

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

	<u>2021</u>	<u>2020</u>
Books - # at End of Month	421,907	427,965
Books Added	1,805	1,366
Books Discarded	3,674	3,518
Audio Books - # at End of Month	10,435	11,063
Audio Books Added	27	85
Audio Books Discarded	123	2
Kits - # at End of Month	51	51
Kits Added	-	-
Kits Discarded	-	-
Periodicals - # at End of Month	87,094	87,557
Periodicals Added	344	409
Periodicals Discarded	75	126
Visual Media - # at End of Month	21,108	21,430
Visual Media Added	281	92
Visual Media Discarded	485	18
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	23,320	23,355
Music Media Added	-	3
Music Media Discarded	1	2
Web Resources - # at End of Month	7,130	7,130
Web Resources Added	-	-
Web Resources Discarded	-	-



AGENDA REPORT

Number: #2021-95

Meeting Date: November 16, 2021

To: Peoria Public Library Board of Trustees

From: Randall Yelverton, Executive Director

Subject: Revised Recommendation for Holidays and Closings for 2022-2023

RECOMMENDATIONS:

That the Board of Trustees of the Peoria Public Library adopt resolution #2021-95 to approve the following holidays and closings for 2022-2023:

2022

New Year's Day	Saturday, January 1
Martin Luther King, Jr., Day	Monday, January 17
Presidents' Day	Monday, February 21
Memorial Day	Monday, May 30
Independence Day (observed)	Monday, July 4
Labor Day	Monday, September 5
Thanksgiving Day	Thursday, November 24
Friday after Thanksgiving	Friday, November 25
Christmas Eve	Saturday, December 24
Christmas Day (observed)	Monday, December 26
New Year's Eve – Close at 3:00 p.m.	Saturday, December 31

2023

New Year's Day (observed)	Monday, January 2
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2022 – Additional Library Closings

Easter Sunday (Lakeview, Lincoln, North)	Sunday, April 17
Memorial Day (contractual)	Saturday, May 28 & Sunday, May 29
Independence Day (contractual) (LV, LN, NB)	Sunday, July 3
Labor Day (contractual)	Saturday, September 3 & Sunday, September 4
Staff Development Day	Monday, October 10
Christmas Day (LV, LN, NB)	Sunday, December 25

The Library will close at 6:00 p.m. the evening preceding a major holiday.

- Wednesday, November 23 – day before Thanksgiving
- Friday, December 23 – day before Christmas Eve (normal hours)

BACKGROUND:

The Collective Bargaining Agreement between Peoria Public Library and AFSCME specifies ten paid holidays for employees. They are listed under the "2021" heading above.

We schedule our Staff Development Day to coincide with Columbus Day when other places are closed and people may expect us to be closed as well.

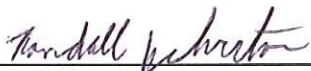
EFFECTS:

Approval of these paid holidays and closings is in compliance with the Collective Bargaining Agreement between Peoria Public Library and AFSCME.

FISCAL IMPACT:


Monies supporting this action would be available in the Personnel line item of the Library budget.

Respectfully submitted,



Randall Yelverton
Executive Director

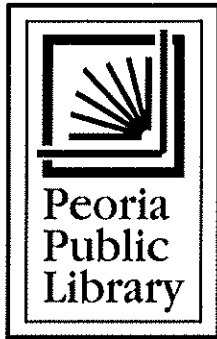
Prepared by:



Roberta Koscielski
Deputy Director

Attachments:

None



AGENDA REPORT

Number: #2021-96

Meeting Date: November 16, 2021

To: Library Board of Trustees

From: Randall Yelverton, Executive Director

Subject: First Reading: Revised Reference Services Policy

RECOMMENDATIONS:

That the Board of Trustees of the Peoria Public Library adopt resolution #2021-96 to accept the first reading of a revised Reference Services Policy.

BACKGROUND:

Serving our Public 4.0: Standards for Illinois Public Libraries, chapter 9, "Public Services: Reference and Reader's Advisory Services," recommends that every "library has a board-approved reference service policy developed by reference staff and administration and it is reviewed biennially."

Members of the Management Team reviewed this policy and changes are indicated on the attached draft revised document. To enhance this policy, wording from Chapter 9 of *Standards for Illinois Public Libraries* has been added on page 2 of the policy.

EFFECTS:

Adoption of a revised Reference Services Policy allows for the public to receive reference services from Peoria Public Library and sets standards for the provision of these services.

FISCAL IMPACT:

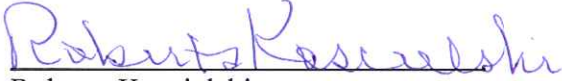
There is no fiscal impact connected to the adoption of this resolution.

Respectfully submitted,



Randall Yelverton
Executive Director

Prepared by:



Roberta Koscielski
Deputy Director

Attachments:

Draft Revised Reference Services Policy

Peoria Public Library Reference Services Policy

(Adopted by Peoria Public Library Board of Trustees, November 18, 2014)
(Revised by Peoria Public Library Board of Trustees, December 20, 2016)

Purpose:

The purpose of reference service is to provide accurate answers to library patrons' questions by trained staff members during all hours the library is open.

- To provide materials and services to meet users' needs for timely, accurate, and useful information.
- To provide trained staff to assist patrons and facilitate access to the library's collections and cooperative resources.
- To assist patrons in the use of reference resources, library materials and in the development of research strategies.
- To provide readers' advisory service.
- To provide efficient referral and effective follow-through including interlibrary loan, resource sharing and supplementary reference services to Peoria Public Library cardholders.
- To keep the community well-informed about the reference services and resources available and encourage their use.

In General:

The staff of Peoria Public Library strives to handle all inquiries ~~with impartiality~~ *impartially* and confidentially in a courteous and efficient manner. Effort is made to answer all kinds of questions. No distinction is made about the purpose of the inquiry or the use of information.

The library subscribes to the American Library Association's Code of Ethics.

Fees

Most reference service at Peoria Public Library is delivered without charge. Patrons using photocopiers and/or printers will be charged a per page fee. In the case of interlibrary loaned items, any fees charged by the lending institution will be ~~incurred by~~ *the responsibility of* the patron.

When sending copies of documents to patrons, Peoria Public Library absorbs the first \$1.00 of copy costs and charges a per page fee for copies thereafter. The cost

of obtaining professional reprints of photographs from the library's collection is the responsibility of the patron.

Definitions:

Readers' Advisory: the process by which library staff provide guidance for patrons seeking recommendations of fiction or non-fiction titles.

Responsibilities:

Availability of Service

Peoria Public Library provides reference assistance to any patron requesting it, regardless of residency. Peoria Public Library does not provide interlibrary loan services to cardholders from other libraries. Remote access to most databases is reserved for Peoria Public Library cardholders. Patrons of other libraries will be referred to their home library when necessary. Peoria Public Library is a member of the Illinois Library and Information Network (ILLINET) and adheres to the ILLINET Interlibrary Loan Code, which promotes efficient resource sharing among ILLINET libraries.

(https://www.cyberdriveillinois.com/publications/pdf_publications/lda130.pdf)

See also Peoria Public Library Interlibrary Loan Policy.

Peoria Public Library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software. Peoria Public Library staff members are encouraged to attend at least one relevant continuing education event each year.

Reference service is provided by trained staff during all hours the library is open. The entire collection - juvenile and adult, circulating and non-circulating - is available to patrons of all ages. *Peoria Public Library promotes and cultivates popular collections which are inclusive, representing all people and their actual experiences to provide an accurate portrayal of the diverse world in which we live.*

Inquiries are accepted in person, by telephone, by electronic means, and through the mail. Answering reference questions has priority over individual staff assignments.

If information appropriate to the patron's need is not available in the library, referral will be made to local or regional resources, interlibrary loan, and/or other

libraries. Staff will verify that the needed information is available from the source referral.

Whenever possible, answers to questions will be provided during the patron's visit or telephone call. When other patrons are waiting, staff may have to limit the initial amount of time spent serving an individual patron but follow-up attention will be given. Staff will attempt to answer a patron's question within the patron's required deadline. Otherwise, questions usually will be answered, referred, or a status report given within 24 hours. A longer response time will be negotiated with the patron when staff needs additional time to locate the needed information.

Providing Service

Library staff will use all available sources of information to answer questions. This includes, but is not limited to books, periodicals, electronic databases, the Internet, government agencies, associations, and organizations. ~~Long-distance telephone calls and/or email may be used to answer questions.~~ Citations to sources of information will be given when questions are answered.

The librarian's personal opinion will never be given as fact. While the librarian will provide sources of information, information will not be interpreted and the librarian will not offer legal, medical, or tax advice. If it is not possible to answer a question by the above means, questions will be referred to another agency, when appropriate.

Staff will guide people doing extensive research or compiling large amounts of information to appropriate sources. Reading and interpretation of materials is the patron's responsibility.

The Reference Services Policy will be reviewed and revised every two years by the Board of Trustees of Peoria Public Library.

Adopted by the Peoria Public Library Board of Trustees on November 18, 2014.

Revised by the Peoria Public Library Board of Trustees on December 20, 2016.

LIBRARIES OF ILLINOIS RISK AGENCY (LIRA)
2021-2022 PROGRAM COST COMPARISON

Library: Peoria Public Library

Statistical Information	2020-2021 Renewal	2021-2022 Renewal
Total Insurable Values (Includes Vehicles)	\$75,459,354	\$78,325,063
Employees	95	95
Vehicles	6	7

Fixed Costs	2020-2021 Renewal	2021-2022 Renewal
Package (Property, Liability, Auto, Crime)	\$15,256	\$16,861
Excess Property \$300,000,000	\$36,616	\$40,314
Boiler & Machinery	\$1,198	\$1,648
Excess Liability \$10,000,000 xs \$1,000,000	\$2,581	\$3,607
Volunteer Accident	\$300	\$300
Cyber/Identity Theft	\$2,504	\$3,267
Crisis Protect (GCP)	\$1,709	\$1,709
Gallagher Administration Fee	\$10,092	\$10,395
GB Claims Fee	\$471	\$464
GB Loss Control Fee	\$1,000	\$1,000
ILA Fee	\$250	\$250
Operation's Fee	\$2,802	\$2,721
Total Fixed Costs	\$74,778	\$82,537
		11.12%
Total Variable Cost (Loss Fund)	\$20,764	\$23,634
Workers Compensation Cost	\$20,145	\$18,280
		-9.26%

RENEWAL RESULTS	\$115,688	\$124,452
		7.58%



AGENDA REPORT

Number: #2021-98

Meeting Date: November 16, 2021

To: Peoria Public Library Board of Trustees

From: Randall Yelverton, Executive Director

Subject: Library Vehicle Replacement

RECOMMENDATIONS:

That the Peoria Public Library Board of Trustees approve a motion to adopt resolution #2021-98 to authorize the expenditure of not to exceed \$60,000 from the Capital Development Fund for the purchase of a vehicle to replace the bookmobile.

1

BACKGROUND:

The Library's bookmobile is nearly 20 years old and had a life expectancy of 20 years at the time of purchase.

After weighing the costs of a new bookmobile, I recommend replacing the vehicle with a van that will cost less than a new bookmobile. I am currently investigating the purchase of an electric vehicle which will dramatically reduce the cost of daily operation.

Outreach service will continue, but a new vehicle will be used to complete these services

EFFECTS:

The new vehicle will be less expensive to drive, have fewer maintenance costs, and be easier to use in all seasons.

FISCAL IMPACT:

We will purchase this vehicle using money from our Capital Development Fund.

Respectfully submitted,



Randall Yelverton
Executive Director

Prepared by:



Roberta Koscielski
Deputy Director

Attachments:

None

To: Randall Yelverton

From: Alyce Jackson

Date: November 12, 2021

Subject: Monthly Programming Report

Local Author & Art Fair

We have over 20 authors/writing groups and artists confirmed for the November 13th event which will be held at the Main Library. 20% of sales will go back to the Friends of the Library.

Virtual author talks (Zoom links on PPL website)

November 15: Sam Quinones Los Angeles-based freelance journalist, author of four books of narrative nonfiction, including "Dreamland: The True Tale of America's Opioid Epidemic"

November 21: Lynsey Addario Pulitzer Prize-winning photojournalist discusses her experience in covering Afghanistan for 20 years

November 14-19: StoryWalk Week

A week-long event celebrating the inspiring work of libraries who spearhead StoryWalks. Visit PPL's StoryWalks and share a picture with us to be entered into a drawing for dinner & ice cream at Peoria's very own Spotted Cow.

Sign & Sing with Communication Junction

For ages 0-5 on the 2nd & 4th Tuesdays, from November through March at the Main Library.

Book Dominoes at Lakeview

Create a jumbo-sized domino chain through the building (using donated books, of course!).

New series starting in 2022

Lunchtime yoga at Main

Cooking demos with Hy-Vee dietician at North

Adult – ish Book Club at Lakeview

Music in the McKenzie 2021-2022

November: New Cats

December: Bones Jugs

January: Nathan Taylor Band

February: Edward David Anderson

March: Still Shine

April: Fox Crossing Stringband

June: The Belle Rangers

August: Switchback

September: Pint & A Half

Main Library Art Gallery 2021-2022

November-December: 22VA

January: Tiny Art Show

February: Chinese photography

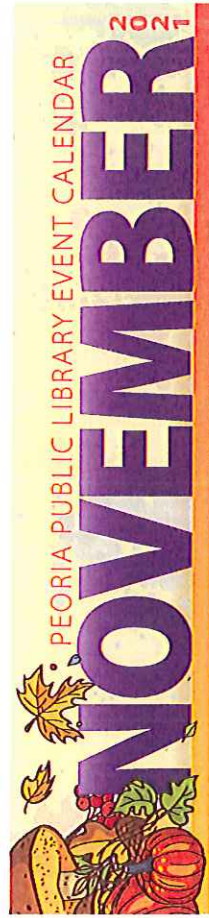
March: Peoria Historical Society

April: Mid Illini – student art show

May: Bradley Senior Capstone

June: Telling A Peoples' Story (traveling exhibit)

July: Ryan Bair



EARLY LEARNERS

Tuesday & Thursday, November 2, 4, 9, 11, 16, 18, 23 & 30 LINCOLN BRANCH
Little Explorers Storytime – 10:00-11:00 AM
 Explore the world through reading! Ages 3 to 5.

Thursdays in November VIRTUAL
Zoom Storytime – 10:30-11:00 AM
 Join us for story time from the comfort of your own home! Please email programming@ppl.peoria.lib.il.us or call 309-497-2100 to receive the Zoom link. Ages 0 to 5.

Friday, November 5 NORTH BRANCH
Toddler Art-to-Go
 Let your child explore the world of colors and shapes. Sign up required. Call 309-497-2100.

Friday & Saturday, November 5, 6, 12, 13, 19, 20, 26 & 27 NORTH BRANCH
Busy Bees Storytime – 10:30-11:00 AM
 Come enjoy some books and your favorite songs! Weather permitting. Dress warm.

Tuesday, November 9 & 23 MAIN LIBRARY
Sign & Sing Storytime with Communication Junction – 11:45 AM-12:15 PM
 Stories, songs, movement and bubbles for ages 0-5.

GRADE SCHOOL

November NORTH BRANCH
Illinois Read Puzzler Pack
 Stop by the information desk and pick up a packet of codes to break and problems to solve.

Thursday, November 4 LINCOLN BRANCH
Candy Animals – 4:00-5:00 PM
 Join us for a delicious STEM activity where we will make animals from prepackaged candy. Ages 6-11.

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

Tuesday, November 9 LINCOLN BRANCH
Storytime STEM: Leaf Man – 4:00-5:00 PM
 Kids will be learning about the elusive Leaf Man from the story by Lois Ehlert. Then you'll be able to create your own Leaf Man! Ages 6 to 11.

Tuesday, November 9 LINCOLN BRANCH
Get the Iron Out – 4:30-5:30 PM
 Watch the iron line up with magnets in this cool experiment! Ages 6 to 11.

Wednesday, Nov. 10 LAKEVIEW BRANCH
Kids Advisory Board – 4:30-5:30 PM
 What types of virtual programs would you like us to offer? Now is the time to let us know! Ages 8 to 12.

Tuesday, November 16 LINCOLN BRANCH | 4:00-5:00 PM
Media Literacy: Movie Messages
 Join us as we talk about media literacy and how it relates to movies. Ages 6 to 11.

Wednesday, Nov. 17 LAKEVIEW BRANCH
Lakeview Ledger – 4:30-5:30 PM
 Articles, artwork, book reviews, & other submissions may be sent to kidnewspaper@gmail.com. Ages 8-17.

Monday, November 29 VIRTUAL
Series Starter Book Club – 5:00-6:00 PM
 For November, we will talk about *The Secret Explorers and the Lost Whales* by SJ King. Ages 6-11.

Tuesday, November 30 LINCOLN BRANCH
Magazine Strip Art – 4:30-5:30 PM
 Design art using strips from magazines, canvas and a silhouette of your choice. Ages 6 to 11.

TEENS

Tuesday, November 2 LINCOLN BRANCH
Stained Glass Sun Catcher Craft – 4:30-5:30 PM
 Savor the beauty of late autumn leaves by designing a stained glass Sun Catcher! Ages 12 to 15.

Friday, November 5 LINCOLN BRANCH
Board Game Night – 4:00-5:00 PM
 Join us to play a variety of board games. Ages 12-18.

Monday, November 8 LINCOLN BRANCH
Bean Art – 4:00-5:00 PM
 Use beans in a variety of colors and shapes to create beautiful artwork. Ages 12 to 18.

Saturday, Nov. 13 LAKEVIEW BRANCH
Tech Take Apart – 3:00-4:30 PM
 Take apart a variety of technology to see the inner workings and reassemble it if possible! Ages 11-18.

Thursday, November 18 LINCOLN BRANCH
Experience VR! – 4:00-5:00 PM
 Partnering with University of Illinois, we will be demonstrating the awesomeness of virtual reality. Call 309-497-2600 to register. Ages 12 to 18.

CHILDREN OF ALL AGES

November 1-6 NORTH BRANCH
Día de los Muertos Craft Kits
 Learn about the Día de los Muertos celebration with a craft kit! While supplies last.

November 7-11 NORTH BRANCH
Veterans Day Craft Kit
 Pick up a craft kit to honor Veterans Day on November 11! While supplies last.

Monday, November 8 NORTH BRANCH | 6:30-7:30 PM
National STEM Day with Robot Casserole
 Help us welcome Robot Casserole for National STEM Day! Come check out their robot, and learn more about the group's STEM activities. Ages 6 to 18.

Monday, November 8 LINCOLN BRANCH
Marble Track Racing – 5:00-6:00 PM
 Compete to see who can build the fastest and strongest marble race track out of aluminum foil and other household materials.

Friday, November 19 LINCOLN BRANCH
Emoji Galaxies – 4:00-5:00 PM
 Create emojis, then put them into space. Ages 12-18.

Sunday, November 21 LAKEVIEW BRANCH | 5:30-7:00 PM
Library After Hours: Book Dominoes
 Help us create a jumbo-sized domino chain throughout the library. Ages 11 to 18. Please sign up online or by calling 309-497-2200.

Sunday, November 28 VIRTUAL
Teen Advisory Board – 2:00-3:00 PM
 Teens will be able to recommend books, help plan programs, and provide critical feedback to ensure the library is best serving teens. Ages 13 to 18.

Tuesday, November 30 LINCOLN BRANCH
Planet Know-How – 4:00-5:00 PM
 We're going to explore some of the more interesting planets that NASA has discovered, such as a planet that rains glass or a zombie planet. Then create and decorate your own planets. Ages 12 to 18.

Monday, November 15 LINCOLN BRANCH
Squishy Circuits – 5:00-6:00 PM
 Explore electricity with Squishy Circuits! They are a fun and easy way to introduce kids to the basics of electrical circuits while playing with playdough.

Tuesday, November 16 LINCOLN BRANCH
Thanksgiving Puzzles & Games – 4:30-5:30 PM
 Join us for an afternoon of Thanksgiving anagrams, puzzles, crafts and games! Children of all ages.

Saturday, November 20 NORTH BRANCH
Princess Day Party – 3:00-4:30 PM
 Meet and take a photo with a real princess, receive royal face-painting treatment, and make your own crown. Costumes encouraged! Registration required! Please email programming@ppl.peoria.lib.il.us or call 309-497-2100 to reserve your space.

Monday, November 22 LINCOLN BRANCH
Space: Rediscovered – 4:00-5:00 PM
 Whether you are new to Space or believe you have discovered everything there is to know about Space, join us to revisit and learn the peculiar and unique facts that make up our universe.

ADULTS

Monday, November 1 LAKEVIEW BRANCH
Learn Something at the Library: Baking with Shay – 6:00-7:30 PM

Learn baking tips and tricks from Shay with Shay's Sweet Treats! Register online or call 309-497-2150.

Friday, November 5 – 10:30-11:30 AM

Saturday, November 6 – 1:00-2:00 PM

Medicare Basics – NORTH BRANCH

Attend this free meeting with local insurance rep Diondre Williams. You will learn what Medicare does and does not cover and how to protect your savings from out-of-pocket Medicare expense.

Saturday, Nov. 6, 13, 20 & 27

NORTH BRANCH | 2:30-4:30 PM

Native American Heritage Month Movies

Nov. 6: *The Education of Little Tree* (PG)

Nov. 13: *Smoke Signals* (PG-13)

Nov. 20: *Geronimo: An American Legend* (PG-13)

Nov. 27: *Thunderheart* (R)

Sunday, November 7 VIRTUAL

Writing Group – 3:00-4:00 PM

With an hour to write every week, this group is perfect for accomplishing your writing goals no matter what they are. Register online.

Monday, November 8

MCCLURE BRANCH | 10:30 AM-12:30 PM

The Book Was First Movie Series

Join in a viewing of the 2013 film *Warm Bodies* based on the book of the same name by Isaac Marion.

Wednesday, November 10 VIRTUAL

The Man Who Lived Underground: A

Discussion 12:00 PM

Please join us for a conversation with Malcolm Wright, grandson of Richard Wright. Richard Wright's powerful novel about police brutality is as relevant today as when it was originally written. The discussion will be lead by author and scholar Farah Jasmine Griffin. Registration is required: <https://evanston.libnet.info/event/5707296>

Monday, November 15 VIRTUAL

Q&A with Same Quinones – 6:30-7:30 PM

Los Angeles-based freelance journalist Sam Quinones will discuss his new book, *The Least of Us: True Tales of America and Hope in the Time of Fantasy and Meth*, and answer questions.

Wednesday, November 17

NORTH BRANCH | 10:30 AM-12:00 PM

Crafting with Adults: Winter Book Nook

We will provide all the supplies you need to create a book nook diorama. Call 309-497-2150 to register.

Thursday, November 18 NORTH BRANCH

Third Thursday Movie Series: The Year of

the Woman – 2:00-4:30 PM

This month: *Hidden Figures* (2016)

Thursday, Nov. 18 MCCLURE BRANCH

What's Cooking? – 6:00-7:00 PM

Know some great kitchen tricks and tips? We'd love to hear them in this ongoing cookbook club! In the concrete park near us. Weather permitting.

Saturday, Nov. 20 LAKEVIEW BRANCH

Autism Resource Group – 10:00 AM-12:00 PM

Join us for resource sharing and support. Register online.

Sunday, November 21

VIRTUAL | 2:00-3:00 PM

An Afternoon With Pulitzer Prize-

Winning Photojournalist Lynsey Addario

Addario shares her work and experiences covering Afghanistan for 20 years.

Monday, November 22

MCCLURE BRANCH | 10:30 AM-12:30 PM

Monday Morning Movie Series

This month: *Rebel Without a Cause* (1955)

Tuesday, Nov. 23 LAKEVIEW BRANCH

Drop In: Board Game Meetup – 5:00-7:45 PM

Bring your favorite games or play one of ours.

ALL AGES

November

Tiny Art Show

Share your artistic talents with us! Patrons can pick up a 3x3 canvas and easel from any location during the month of November. Return your finished artwork by December 15 to have it included in a display at our Main Library Gallery in January 2022.

November 7-14 NORTH BRANCH

Furry Friends Donation Drive

Help us celebrate Animal Shelter Appreciation Week at the North Branch! We'll be collecting donations of food, litter, treats, pet toys, and more all week. When the week is over, we'll bring everything to the Peoria County Animal Protection Services (PCAPS) for our furry friends in need in Peoria! See the PCAPS website for a full list of items they need.

Saturday, November 13 MAIN LIBRARY

Local Author and Art Fair – 2:00-4:00 PM

You will have a chance to meet and talk with favorite local authors and artists and do some holiday shopping. Authors will have tables in the Auditorium where you can preview and buy books, chat with the authors, and have your purchases autographed. A portion of the proceeds will benefit the Friends of Peoria Public Library. Watch our Facebook page for an up-to-date listing of authors. Free parking.

Sunday, November 14

NORTH BRANCH | 2:00-4:00 PM

Music in the McKenzie: New Cats

New Cats is a bluegrass/folk band whose musical backgrounds range widely from jazz to punk. They fuse a mixture of high energy new and traditional music as well as some of their own tunes. CDs will be available to purchase with proceeds going to the Friends of the Peoria Public Library.

November 15-18 NORTH BRANCH

Family Reading Night: Activity Kits, Book

Giveaway, and more!

We'll have craft kits, coloring sheets, and a book giveaway available all week (while supplies last).

November 15-18 MCCLURE BRANCH

Family Reading Night: Storytime Kits

Pick up a themed storytime kit with a few books and a craft to celebrate Family Reading Night on November 18th! While supplies last.

November 15-19

StoryWalk Week Celebration

StoryWalk Week is a week-long event celebrating the work of libraries who spearhead StoryWalks - promoting literacy, reading, health, exercise, and movement in communities. Share a picture of your family's visit to one - or all three! - of our StoryWalks and you will be entered to win a gift card from Spotted Cow. Submit your picture to programming@peoria.lib.il.us or tag the library in your post. Let the walking and reading begin! #StoryWalkWeek2021 #peoriapubliclibrary #PPLStoryWalkweek

November 15-December 18

Giving Tree ALL LOCATIONS

Visit our tree and donate NEW winter scarves, hats, gloves, mittens, socks and toiletries for all ages. Collected items will be distributed to local shelters to help those in need.

Thursday, November 18 NORTH BRANCH

Family Reading Night:

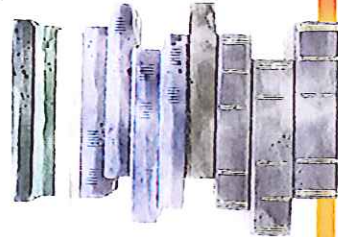
Storyteller Performance – 6:30-7:30 PM

Celebrate Family Reading Night by enjoying a performance from a professional storyteller. Snacks and door prizes too!

Sunday, November 28 NORTH BRANCH

Mason Jar Day Craft – 3:00-4:00 PM

Celebrate Mason Jar Day with a craft! We'll provide some ideas and supplies, and you get to come up with a unique creation. While supplies last!



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

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/>

Chapter 11 (Youth/Young Adult Services)

Service for youth is the provision of all library services to young people ages 0 through 18 in the library and the community. Youth services should meet recreation and education needs with programs, print and digital collections, reader's advisory, reference, outreach, library space and furniture, and library staff.

All Illinois public libraries should provide services to youth.

Youth/Young Adult Services Standards

1. All basic services are available to all youth regardless of age, ability, gender, or sexual orientation when the library is open. For the purpose of this document, basic services are circulation, reference, reader's advisory, and computer/Internet access. If services are provided to youth and adults from two separate points, then the library provides adequate staffing at both locations at all hours the library is open.
2. The library has competently trained staff with thorough knowledge of the various developmental needs of youth, and offers services including collections and programs to reflect these needs.
3. The library has board-approved policies towards serving youth developed by administration and staff who serve children and/or young adults, which is reviewed every two years.
4. The library actively promotes respect for cultural diversity and creates an inclusive, welcoming, and respectful library atmosphere that embraces diversity.
5. The library strives to provide staff trained in serving youth to meet the needs of patrons who have challenges with disabilities, language, and literacies, including support for use of adaptive equipment and software.
6. The library seeks to eliminate barriers to provision of services and information access to youth and families, including examining content restrictions, library card signup, and Internet policies.
7. The library evaluates its services to youth for popularity, effectiveness, accuracy, timeliness, and patron ease at least once annually.
8. The library provides developmentally-appropriate educational, cultural, recreational, and entertainment programs for youth that reflect community needs and interests. Programming is designed to address the diversity within the community. Community members should be encouraged to offer suggestions.
9. Library programs should strive to be free of charge.
10. Provisions should be made to enable persons with disabilities to participate in programs. The availability of these provisions is noted with other information about the program.
11. The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services. Libraries are encouraged to partner with community organizations to offer programs.
12. The library provides services to instruct youth in research and to develop information literacy. This may include tours, training sessions, or one-on-one instruction.

13. The library is aware of the importance of accuracy and currency in reference and reader's advisory service, including knowledge of popular authors, and relies on information sources of demonstrated authority.
14. Youth staff has access to a telephone and a computer to receive and respond to requests for information and materials and to contact other agencies for information, and to accept and respond to reference requests received in all formats, including electronic, print, and phone.
15. Staff responsible for collection management are given access to a variety of reviews and tools for selecting youth materials.
16. The library will include at least one current resource for each nonfiction subject area created and intended for youth. Electronic resources may fulfill this requirement.
17. The library will provide computer access for all ages, and strives to provide guidance on digital literacy and technology use by informed, qualified, and trained staff.
18. The library provides outreach services for youth to increase the awareness and use of library services, to attract new users, and to better reach underserved populations.
19. The library is encouraged to partner with and support all schools, teachers, school libraries, and students of all types in their communities, including private schools and homeschooling families, to provide multifaceted educational opportunities for children. The library should strive for direct partnership and coordination with school librarians in providing these services.
20. Staff members responsible for youth services in their library should attempt to attend as many workshops or continuing education events as possible to stay current.
21. The library provides space allocated for use by children and families. Shelving should be appropriately sized.
22. The library provides services and programming for children and families focused on early literacy skills, including regular storytimes.
23. The library provides programming to facilitate play and fun, and strives to provide toys and other interactive materials for use in the library, during programs, and at home.
24. The library provides a summer reading opportunity to encourage reading and learning during the summer.
25. The library provides a flexible and welcoming environment for young adults both individually and in groups.
26. The library provides developmentally appropriate programming and services for young adults that fosters the development of self-concept, identity, coping mechanisms, and positive interactions with peers and adults, while also encouraging socialization and having fun.
27. The library provides materials produced for a young adult audience that is designated and intended for young adult use.
28. The library fosters young adult leadership and civic engagement.
29. Libraries are encouraged to partner with teens to create and implement teen activities. This can be done with a young adult volunteer group or advisory board.

Youth/Young Adult Services Checklist

- ☐ All basic youth services are available when the library is open.
- ☐ The library provides staff trained in serving youth.
- ☐ The library has policies towards serving youth which it reviews at least every two years, and youth staff have input in these policy revisions and creations.
- ☐ The library actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere for all patrons.
- ☐ The library provides staff trained in assisting youth with disabilities, language, and literacy barriers.
- ☐ The library provides staff trained to assist youth with adaptive equipment and software as needed to for accessibility of resources.
- ☐ The library strives to eliminate barriers of service for youth, including regularly reviewing any content restrictions, library card requirements, and Internet policies.
- ☐ The library regularly, and at least annually, evaluates its services for youth with regard to popularity, effectiveness, accuracy, timeliness, and patron ease. The library seeks input from staff serving youth—as well as the community—regarding these services.
- ☐ The library provides programming for youth which is developmentally appropriate and meets the needs of the community.
- ☐ The library's programming is designed to reflect the needs and interests of youth in the community.
- ☐ Library programs are provided free of charge or on a cost-recovery basis.
- ☐ The library makes provisions that enable persons with disabilities to attend programming, and lists these provisions with other programming information.
- ☐ The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services for youth.
- ☐ The library strives to partner with youth-facing organizations in the community.
- ☐ The library provides youth with research and information literacy instruction through tours, training sessions, and one-on-one interactions.
- ☐ The library has staff who have knowledge of popular authors, titles, and resources to provide these services.
- ☐ Youth staff have access to a telephone and computer to receive and respond to requests for information and to contact other agencies.
- ☐ Youth staff responsible for collection management have access to review journals and tools specifically targeting youth materials.

- ☐ The library includes at least one current resource created and intended for youth for each subject area. Electronic resources also fulfill this requirement.
- ☐ The library provides computer access for all youth, and provides guidance on digital literacy and technology use to youth.
- ☐ The library provides outreach services towards youth to increase awareness of services, attract new users, and reach underserved populations.
- ☐ The library strives to partner with and support local schools, including private schools and homeschoolers.
- ☐ Staff members are encouraged to attend as many continuing education workshops and events as possible to stay current on trends and best practices for serving youth.
- ☐ The library provides a space specifically for use by children and families.
- ☐ The shelving used for housing children's materials is appropriately sized to allow for easier access.
- ☐ The library provides early literacy programming, including regular story time, for children and families.
- ☐ The library provides programming which facilitates play and fun for children and families.
- ☐ The library provides toys and interactive materials for use in the library, during programs, and/or at home that facilitate play, fun, and imagination.
- ☐ The library provides a summer reading opportunity to encourage reading and learning during the summer.
- ☐ The library provides a welcoming environment for young adults both individually and in groups.
- ☐ The library provides developmentally appropriate programming for young adults that encourage self-identity and positive interactions while providing opportunities to socialize and have fun.
- ☐ The library provides materials both physical and digital for young adults that are intended for them.
- ☐ The library partners with young adults in the community to provide opportunities for leadership such as a young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.

Chapter 12 (Technology)

Technology is ubiquitous and permeates most aspects of our lives, environments, and expectations. Libraries are challenged to cope with the integration of technology solutions for all library services as well as to plan for and assess the impact of technology based on users' expectations. Technology, however, is only a tool that is interwoven into all aspects of library services, programs, and operations. The significant keys that serve as the catalyst to unlock technology, the tool, include:

- an informed, qualified, and trained staff whose direct interaction, insight, and instruction in the provision of quality patron services are imperative;
- an adequate budget to maintain and improve all aspects of the library's technological environment and services; and,
- a long-range/strategic technology plan that embraces integration of new technologies into library services, programs, and operations.

The multifaceted roles for technology in the library environment include but are not limited to:

- communications conduit(s): telephone, fax, chat, email, social media;
- providing access to relevant digital content and enabling community members to create their own digital content (workstations, printers, use of software, Internet access, email, makerspaces);
- access to resources within and beyond the local library's resources through the library's website (e-books, audio books, real-time reference);
- expedited and enhanced patron services (automated circulation systems, self-checkout, e-commerce solutions);
- 24/7 library access (via the library's website); and
- improved staff efficiency in both serving patrons and in handling day-to-day routine library functions/operations (remote servers, Cloud, off-site servers).

Technology Standards

1. Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.
2. The library must have:
 - a telephone, with a listing in the phone book and via Internet search engine;
 - a telephone voice mail and/or answering machine;
 - a fax and/or scanner;
 - a photocopier;
 - effective Internet access, with sufficient capacity to meet the needs of both the staff and the public;
 - library and/or departmental email accounts for patron communication with the library (email must be read and responded to during library hours.)
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - up-to-date computers with sufficient capacity to meet needs for staff and public access;

- up-to-date printers with sufficient capacity to meet needs for staff and public access;
 - up-to-date anti-virus protection and Internet security software installed on every library computer;
 - up-to-date Internet browsers, web applications, and plug-ins;
 - a valid email address, accessible via the library's website, for the library administrator; and
 - a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act*.
3. The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis. The wait time for patron-accessible workstations/devices is minimal and does not exceed 15 to 30 minutes.
 4. The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness. Illinois libraries participate in the Illinois telecommunications network/backbone, i.e., the Illinois Century Network [www.illinois.net] when such participation is economically feasible.
 5. The library provides 24/7 remote access to library services and resources through:
 - a web-accessible library catalog;
 - *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - appropriate regional, state, national, and international bibliographic databases;
 - other authenticated electronic resources that are available for direct patron use; and
 - virtual reference service, instant or text messaging services, and/or library email account.
 6. The library staff must be:
 - computer literate;
 - trained to use and assist patrons in the use of electronic resources and materials; and,
 - accessible via phone, email, and/or through messaging services.
 7. The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.
 8. The library provides web links and access to regional and/or statewide initiatives including:
 - regional library system consortial web-based catalogs;
 - the CARLI academic library catalog (I-Share);
 - Illinois State Library-sponsored databases/e-resources;
 - other electronic collections as available; and
 - virtual reference service.
 9. As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
 10. The library has a board-adopted Internet acceptable use policy that is reviewed annually.
 11. The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.

12. The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.
13. The library develops and updates at regular intervals a long range/strategic plan for its future technology needs based on community needs and priorities. The plan includes the date of implementation, the planned review schedule, and addresses, at a minimum, the areas noted below as required in the School and Libraries Program of the Universal Service Fund [www.universalservice.org/sl/applicants/step01/default.aspx]
 - goals and realistic strategy for using telecommunications and information technology;
 - a professional development strategy;
 - an assessment of telecommunications and information technology services, hardware, software, and other services needed;
 - budget resources; and
 - ongoing evaluation process.
14. The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies, community feedback about library technology, and service enhancements including but not limited to:
 - wireless access (Wi-Fi);
 - Internet connectivity upgrades sufficient for patron and staff use;
 - networking (local vs. wide area);
 - library Intranet;
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, and is interactive and mobile compatible;
 - patron self-checkout functionality;
 - new technologies/potential services; for example, social networking, makerspaces, and mobile apps;
 - current and functional meeting room technology;
 - adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and
 - ongoing staff continuing education/training related to all aspects of technological services.
15. The library protects the integrity, safety, and security of its technological environment via:
 - anti-virus software and other Internet security software;
 - Firewalls with advanced threat protection;
 - authentication;
 - routine installation of upgrades, patches, etc.;
 - scheduled data backup; and
 - remote/off-site storage of data backups with a plan for redundancy in case of backup failure.

16. The library's automated catalog and its components comply with current state, national, and international standards including, for example, but not limited to:
- Illinois statewide cataloging standards [<http://www.cyberdriveillinois.com/departments/library/grants/cmc.html>]
 - MARC 21 (Machine Readable Cataloging) formats [www.dublincore.org/]
 - ANSI (American National Standards Institute);
 - NISO (National Information Standards Organization);
 - ISO (International Organization for Standardization); and
 - Specific standards including ANSI/NISO Z39.50 protocol, the Bath Profile, and ISO 16160, 10161.
17. The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC) and applies as determined by the local library board [www.usac.org/sl].

Technology Checklist

- ☐ Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.
- ☐ The library has:
 - a telephone, with a listing in the phone book;
 - a telephone voice mail and/or answering machine;
 - a fax and/or scanner;
 - a photocopier;
 - effective Internet access with sufficient capacity to meet the needs of both the staff and the public;
 - library and/or departmental email accounts for patron communication with the library (the library email account is reviewed and responded to during library hours);
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - up-to-date computers for staff and public access with sufficient capacity to meet needs;
 - up-to-date printers for staff and public access with sufficient capacity to meet needs;
 - up-to-date antivirus and Internet security software protection installed on every library computer;
 - up-to-date Internet browsers, web applications, and plug-ins;
 - a valid email address, accessible via the library's website, for the library administrator; and
 - a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act*.

- ☐ The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.
- ☐ The wait time for patron workstations does not exceed 15 to 30 minutes.
- ☐ The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.
- ☐ The library provides 24/7 remote access to library services and resources through:
 - a web-accessible library catalog;
 - an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly;
 - appropriate regional, state, national, and international bibliographic databases;
 - other authenticated electronic resources that are available for direct patron use; and
 - virtual reference service, and/or text messaging services, and/or a library email account.
- ☐ The library staff must be:
 - computer literate;
 - trained to use and assist patrons in the use of electronic resources and materials; and
 - accessible via email and/or through messaging services.
- ☐ The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.
- ☐ The library provides web links and access to regional and/or statewide initiatives including:
 - regional library system consortial web-based catalogs;
 - the CARLI academic library catalog (I-Share);
 - Illinois State Library-sponsored databases/e-resources;
 - other electronic collections as available; and
 - virtual reference service.
- ☐ As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
- ☐ The library has a board-adopted Internet acceptable use policy.
- ☐ The Internet acceptable use policy is reviewed annually.
- ☐ The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.
- ☐ The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.

- ☐ The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on community needs and priorities.
- ☐ The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to:
 - wireless access (Wi-Fi);
 - Internet connectivity upgrades sufficient for patron and staff use;
 - networking (local area vs. wide area);
 - library Intranet;
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive;
 - patron self-checkout functionality;
 - new technologies/potential services; for example, social networking, makerspace, and mobile apps;
 - current and functional meeting room technology;
 - adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and
 - ongoing staff continuing education/training related to all aspects of technological services.
- ☐ The library protects the integrity, safety, and security of its technological environment.
- ☐ The library's automated catalog and its components comply with current state, national, and international standards.
- ☐ The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).

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

CHECKING ACCOUNT BALANCE – END SEPTEMBER 2021 **\$49,280.59**

RECEIPTS:

Donations	\$ 42.72
Memberships	25.00
Author Event – Donna Roberts	110.00
Glass Case	63.00
Book Sales	1,108.27
L'il Readers Campaign (includes CAT matches)	<u>1,310.06</u>
TOTAL	\$2,659.05

DISBURSEMENTS:

Peoria Zoo	\$ 150.00*
SYNCB/Amazon	81.72
Royal Remembrance	<u>350.00*</u>
TOTAL	\$ 581.72

CHECKING ACCOUNT BALANCE – END OCTOBER 2021 **\$51,857.92***

MORGAN STANLEY

Beginning Value 10/1/2021	\$124,071.67
Change in Value	+2,035.87
End Value 10/31/2021	\$126,107.54

TOTAL ALL ACCOUNTS **\$177,965.46**

FRIENDS OF PEORIA PUBLIC LIBRARY
ANNUAL REPORT 2020/2021

REVENUE

Memberships	\$ 5,563.97
Glass Case	525.10
Book Sales	11,760.35
AmazonSmile	104.11
Donations	5,526.79
Memorials	908.25
Programs (books/commissions/etc.)	198.64
CAT Matching Gift Program	225.00
Ben Franklin Club	1,100.00
Li'l Readers Campaign	7,485.06*
Fundraising – Online Anonymous	<u>36.94</u>

TOTAL \$33,434.21

DISBURSEMENTS

Library Program Funding	\$20,994.00
Library Program Expenses	1,781.00
Business Expenses (ads, flyers, tax docs, supplies, etc.)	1,555.22
Miscellaneous	<u>5.00</u>

TOTAL \$24,335.22

FUND BALANCES

Busey Bank checking account	\$51,857.92
Morgan Stanley (net change \$4,264.12 for period 11/1/20 – 10/31/21)	\$126,107.54

TOTAL **\$177,965.46**



AGENDA REPORT

Number: #2021-100

Meeting Date: November 16, 2021

To: Library Board of Trustees

From: Randall Yelverton, Executive Director

Subject: Amend the 2021 Budget

RECOMMENDATIONS:

Approve amendments of the 2021 Budget by authorizing the City of Peoria Finance Department to transfer funds representing Federal, State and Community Grants, Gifts & Memorials and Capital Development Fund expenditures in the amount of \$38,542. (See attachment for detailed information.)

BACKGROUND:

The Budget is amended at mid-year and at end of year to account for expenditures from the Capital Development Fund, Gifts & Memorials Account and Grants throughout the year.

EFFECTS:

Provide additional funding that is not already in the regular budget for:

- Technology Equipment Upgrades
- Building Repairs and Upgrades
- Help promote and fund the Summer Reading Program
- Help bring innovative programming to the community
- Provide additional materials to the collection through generous donations

FISCAL IMPACT:


Adjusting the Budget by the amounts for Capital Development Fund, Gifts & Memorials and Grant expenditures will help keep the budget balanced.

Respectfully submitted,



Randall Yelverton
Library Executive Director

Prepared by:



Michelle Decker
Budget & Finance Coordinator

Attachments:
See Attached Documentation

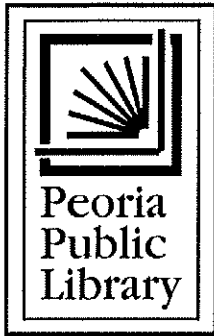
TO: Kyle Cratty, Finance Dept.
FROM: Michelle Decker, Director's Office
DATE: 11/16/21
SUBJECT: Library Amended Budget

PEORIA PUBLIC LIBRARY
2021 AMENDED BUDGET - NOVEMBER 16, 2021

	<u>FEDERAL</u> <u>GRANTS</u>	<u>STATE</u> <u>GRANTS</u>	<u>COMMUNITY</u> <u>GRANTS</u>	<u>GIFT &</u> <u>MEMORIALS</u>	<u>CAPITAL</u> <u>DEV. FUND</u>	<u>TOTAL</u>
Books	\$ -	\$ -	\$ -	\$ 689	\$ -	\$ 689
Non-Print	\$ -	\$ -	\$ -	\$ 335	\$ -	\$ 335
Publicity	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Programming	\$ -	\$ -	\$ -	\$ 7,588	\$ -	\$ 7,588
Travel, Educ. & Mtgs.	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000
Building Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Library Supplies	\$ -	\$ -	\$ -	\$ 222	\$ -	\$ 222
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Automation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Development Fund	\$ -	\$ -	\$ -	\$ -	\$ 27,709	\$ 27,709
TOTAL	\$ 2,000	\$ -	\$ -	\$ 8,833	\$ 27,709	\$ 38,542

2022 Budget

	<u>2022</u>
Salaries	\$ 3,460,000
IMRF/FICA/Medicare	\$ 720,000
Med. Insur. (Premiums)	\$ 700,000
GASB 45 Liability	\$ -
Books	\$ 622,691
Periodicals	\$ 52,000
City Administrative Fees	\$ 200,000
Non-Print	\$ 290,000
Professional (Legal) Serv.	\$ 23,000
Audits & Appraisals	\$ 9,200
Publicity	\$ 28,000
Programming	\$ 40,000
Technical Services	\$ 38,000
Binding	\$ -
Digitizing	\$ 3,500
Automation Serv. Cont.	\$ 80,000
Building Insurance	\$ 125,280
Unemployment Insur.	\$ 10,000
Electricity	\$ 135,000
Gas	\$ 45,000
Water & Sewage	\$ 27,000
Telephones	\$ 100,000
Equipment Serv. Cont.	\$ 98,000
Equipment Repairs	\$ 1,000
Building Services	\$ 215,000
Bldg. Maint. & Rprs.	\$ 25,000
Building Supplies	\$ 40,000
Postage	\$ 15,000
Travel, Educ. & Mtgs	\$ 25,000
Library Supplies	\$ 39,000
Technical Supplies	\$ 28,000
Miscellaneous	\$ 20,000
Furniture & Fixtures	\$ 5,000
Automation	\$ 55,000
<u>Vehicles</u>	<u>\$ 10,000</u>
TOTAL	\$ 7,284,671



AGENDA REPORT

Number: #2021-102

Meeting Date: November 16, 2021

To: Library Board of Trustees

From: Randall Yelverton, Library Director

Subject: Resolution to Continue Capital Development Fund

RECOMMENDATIONS:

Adopt the resolution to continue the Capital Development Fund for 2022.

BACKGROUND:

The Board of Library Trustees approves the resolution to continue the Capital Development Fund pursuant to 75 Illinois Compiled Statutes 5/5-8 annually. This fund, accumulated from unexpended balances at the end of the fiscal year, is to be spent to acquire land for future main or branch libraries, for further parking at Main Library, to build new and/or expand existing main or branch libraries, for the rental of buildings, for the opening day collections, furniture for building projects, and for planned or emergency repairs.

1

EFFECTS:

The encumbrances of the Capital Development Fund in 2021 included continued expenses due to the completion of Lincoln Branch Roof Replacement and Main Library Roof Repairs, Purchases of Truck with Salt Spreader, Digital Printer for Main Library, SafeSensor Door/People Counters for all five Library Locations and Annual Charge for this Service, Painting of Handrails at McClure Branch, Long Range Maintenance items, and unencumbered balances.

FISCAL IMPACT:

The Capital Development Fund allows funds to be reserved to pay for the capital improvements so as to not compete with other departments of the City for scarce capital improvement monies and also to reduce the amount of borrowed money that would otherwise be needed by way of bond measures or other similar funding sources.

Respectfully submitted,



Randall Yelverton
Library Director

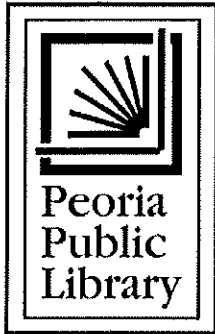
Prepared by:



Michelle Decker
Budget & Finance Coordinator

Attachments:
Resolution

2



AGENDA REPORT

Number: #2021-103

Meeting Date: November 16, 2021

To: Library Board of Trustees
From: Randall Yelverton, Library Director
Subject: Resolution to Encumber 2021 Funds

RECOMMENDATIONS:

Adopt the resolution to encumber 2021 general funds payable the first 90 days of 2022.

BACKGROUND:

The Board of Library Trustees approves this resolution annually to legally create an encumbrance upon the current year's budget and income of the Peoria Public Library in a sum of money equal in amount to the total of Library Equipment or Services authorized for purchase and ordered by the Peoria Public Library on or before December 31st each year.

EFFECTS:

The extent of services or equipment purchased have not been delivered and/or billed to the Peoria Public Library before the end of the fiscal year but should be paid with 2021 monies.

FISCAL IMPACT:

The amount of money so encumbered shall be transferred to a separate encumbered budget of the Peoria Public Library general funds account for the fiscal year 2021 and payment for such undelivered and unfilled items shall be made from encumbered general funds in 2021 and upon receipt of delivery of such items and the billings therefrom.

Respectfully submitted,



Randall Yelverton
Library Director

Prepared by:



Michelle Decker
Budget & Finance Coordinator

Attachments:

Resolution

RESOLVE: That the Peoria Public Library continue the Capital Development Fund pursuant to 75 Illinois Compiled Statutes 5/5-8, and that this fund, accumulated from unexpended balances at the end of the fiscal year, is to be spent to acquire land for future main or branch libraries, for further parking at the Main Library, to build new and/or expanded existing main or branch libraries, for the rental of buildings, for planned or emergency repairs, and the purchase of equipment. Such plan subsequently may be amended as circumstances may require.