

AGENDA  
REGULAR MEETING  
BOARD OF LIBRARY TRUSTEES  
PEORIA PUBLIC LIBRARY

May 17, 2022

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. #2022-49: Request to Approve Minutes as listed below:
    - 1. Minutes of the Building Committee meeting of February 8, 2022
    - 2. Minutes of the Community Relations Committee meeting of March 1, 2022
    - 3. Minutes of the Regular Board meeting of April 19, 2022
  - B. #2022-50: Request to Approve Expenditures as listed below:

1. Payroll for Period Ending April 16, 2022	\$128,925.89
2. Payroll for Period Ending April 30, 2022	\$126,794.69
3. Regular Expenditures for May 2022	\$196,583.41
4. Capital Development Fund Expenditures for May 2022	\$ 17,179.83
  - C. #2022-51: Request of the Executive Director to Approve Personnel Actions for the period ending May 13, 2022
  - D. #2022-52: Request of the Executive Director to Receive and File Finance Report for the month of April 2022
  - E. #2022-53: Request of the Executive Director to Receive and File Library Use Statistics for the month of April 2022
  - F. #2022-54: Request to Adopt Resolution to renew participation in the Illinois Non-Resident Card program and to establish a fee of \$135 for the non-resident card for the year beginning July 1, 2022 and ending June 30, 2023
- VII. Other Action Items
  - A. #2022-55: Recommendation from the Administration to Adopt a Revised Freedom of Information Act Policy

- B. #2022-56: Recommendation from the Administration to approve an Intergovernmental Agreement with the Peoria County Election Commission

VIII. Report of the Executive Director

- A. Upcoming Programming and Exhibits
- B. COVID Update
- C. Welcome, Veronica De Fazio!
- D. Veronica's First Week
- E. McClure Branch Update
- F. Summer Reading Begins Soon
- G. Partnership with Peoria County Election Commission
- H. Special Board Event to Honor Roberta Koscielski
- I. Circulation and Door Count Update
- J. Other

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

X. Committee Reports

- A. Building Committee
  - 1. Report of the meeting of May 10, 2022
- B. Community Relations Committee
  - 1. Report of the meeting of May 3, 2022
- C. Executive Committee
- D. Finance Committee
- E. Nominating/Appeals Committee
- F. Personnel/Negotiations Committee
- G. Strategic Planning Committee

XI. Presentation by Audience

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

XII. Other Business

XIII. #2022-57: Executive Session

XIV. #2022-58: Return from Executive Session

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

XVI. #2022-59: Adjournment

MINUTES  
BUILDING COMMITTEE MEETING  
BOARD OF LIBRARY TRUSTEES  
PEORIA PUBLIC LIBRARY  
February 8, 2022

**CALL TO ORDER**

The meeting of the Building Committee of the Board of Library Trustees of Peoria Public Library was called to order at 5:36 p.m. by Chair Margaret Cousin in the Lincoln Room of Lincoln Branch, 1312 West Lincoln, Peoria, Illinois.

**ROLL CALL**

Members Present: Stephen Buck, Margaret Cousin, Roberta Parks, and Melissa Whitney

Other Board Members Present: None

Members Absent: Lucy Gulley

Staff Present: Roberta Koscielski and Randall Yelverton

Others Present: None

**APPROVAL OF MINUTES**

A motion was made by Roberta Parks, seconded by Melissa Whitney, to approve the minutes of the Building Committee meeting of August 16, 2021. Motion carried unanimously.

**PRESENTATION BY AUDIENCE**

None

**ORDER OF BUSINESS**

**A. McClure Branch Lift**

Randall Yelverton reminded committee members that the library worked with PCM+D Architects on an RFP for the McClure Branch lift replacement. This afternoon the bid opening was held at Main Library. Two bids were received:

- George Rump Construction - \$64,200
- Zobrist Construction - \$64,300

Both construction companies are recommended by PCM+D Architects. Randall will call their references and will have a recommendation to present to the Board at their February meeting.

**B. Lincoln Carnegie Doors**

Randall Yelverton reported the doors do need to be stained. This work has been lined up for this spring, since the weather has to reach a certain temperature for the staining to be successful. The stain is expected to last ten years.

**C. Portraits of Peoria at Main Library**

Randall Yelverton reported that the library was approached by Big Picture of Peoria about putting up vinyl portraits of famous Peorians in the windows of Main Library. Randall and Roberta Koscielski met with Mark Misselhorn at the former South Side Bank Building on

Adams Street to view the portraits from both the interior and exterior. The portraits do little to affect the light inside the building. Committee members were positive about participating in this project and Margaret Cousin stated that she would like to see a diverse collection of portraits at Main Library.

Because of a maintenance issue at Main Library, Randall Yelverton exited the meeting.

**D. Tour of Lincoln Branch**

Lincoln Branch Manager Cynthia Smith led committee members on a tour of Lincoln Branch. Margaret Cousin requested that Cynthia point out any repair needs as they walked around the building. Committee members commented on how well the branch has been maintained since the addition was completed 10 years ago. Margaret Cousin made notes of items for follow-up.

**EXECUTIVE SESSION**

None

**OTHER BUSINESS**

None

**TOPICS TO GUIDE FUTURE AGENDAS**

None

**ADJOURNMENT**

A motion was made by Stephen Buck, seconded by Roberta Parks, to adjourn this meeting at 6:07 p.m. Motion carried.

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Margaret E. Cousin, Chair  
Building Committee  
Board of Library Trustees  
Peoria Public Library

MINUTES  
COMMUNITY RELATIONS COMMITTEE  
BOARD OF LIBRARY TRUSTEES  
PEORIA PUBLIC LIBRARY  
March 1, 2022

**I. CALL TO ORDER**

The meeting of the Community Relations Committee of the Board of Trustees of Peoria Public Library was called to order at 5:30 p.m. by Chair Barbara Van Auken in the 2<sup>nd</sup> Floor Community Room of Peoria Public Library Main Library.

**II. ROLL CALL**

Committee Members Present: Margaret Cousin, Barbara Van Auken, Cathie Neumiller, Cathy Curtis, and Tom Menger

Committee Members Absent: Steve Buck and Roberta Parks

Staff Present: Randall Yelverton, Roberta Koscielski, Jennifer Davis, Alyce Jackson, Karla Wilkinson, and Sarah Couri

**III. ORDER OF BUSINESS**

A. Approval of July 6, 2021 Minutes

Margaret Cousin made a motion to approve the minutes from the July meeting. Cathie Neumiller seconded the motion. The motion carried.

**IV. COMMUNITY PARTNERSHIP UPDATES**

A. Media Literacy

Jenni Davis reported that library programs on media literacy launched in October. The library was contacted by Bradley University professor Dr. Cory Barker. He will be presenting monthly programs on media literacy.

B. Make Art Your Superpower!

Sarah Couri introduced the artist-in-residence program starting at McClure Branch. It is being supported by a grant in partnership with Delta Kappa Gamma Nu Chapter and will include collaboration with community organizations, as well as programs for the public.

C. AARP Tax Help

Alyce Jackson said that tax appointments are nearly full. AARP will be helping people through the end of April at North Branch and Main Library.

D. Vaccine Clinics at Main, Lincoln, North, and Lakeview

The library hosted COVID vaccine clinics at 4 locations. There are no attendance numbers available yet.

E. Peoria Reads!

Alyce Jackson shared that there are lots of programs planned for Peoria Reads! this year. There will be a proclamation at city hall on March 22 to kick off programming.

F. Women's History Programs

The library has a banner on the website that links to books and programs related to Women's History Month. There will be a panel discussion with three female reporters, as well as special talks by representatives of the Peoria Historical Society.

G. Yoga

The library is offering free yoga classes during the lunch hour at Main Library in the hopes of attracting people who work downtown.

H. OLLI Tour of Main Library

Jenni Davis and Roberta Koscielski led an OLLI class on a tour of Main Library. It included some behind-the-scenes areas and instruction on library databases.

I. Portraits of Peoria

Randall Yelverton reported that Big Picture Peoria has offered to install vinyl portraits of famous Peorians in the windows of Main Library.

**V. OTHER BUSINESS**

Roberta Koscielski received a request from the chief of police to help stock a Little Free Library at the police station. The Friends of the Library will provide books, and Cathy Curtis volunteered to be in charge of stocking it.

Goodwill of Peoria will have a representative at Main Library every other Thursday to offer job assistance to patrons.

Barbara Van Auken asked for an updated list of library community partners to be sent to the committee.

**VI. ADJOURNMENT**

Barbara Van Auken adjourned the meeting at 6:13 p.m.

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

MINUTES  
REGULAR MEETING  
BOARD OF LIBRARY TRUSTEES  
PEORIA PUBLIC LIBRARY  
April 19, 2022

**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 held 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 Present: Ruth Bittner, Stephen M. Buck, Margaret E. Cousin, Tiffanie S. Duncan, Lucy D. Gulley, Roberta Parks, and Melissa Sanchez

Board Members Absent: Cathie Neumiller and Barbara Van Auken

Library Staff Present: Carolyn Conklin, Reference Assistant; Jennifer Davis, Manager of Public Relations; Jennifer Jacobsen-Wood, Manager of Technical Services; Roberta Koscielski, Deputy Director; Rufus Nelson, Manager of Facilities; and Randall Yelverton, Executive Director

Others Present: None

**CORRESPONDENCE TO THE BOARD**

The folder of correspondence items was passed around for Board member review at this meeting. Items included a letter from Congressman Darin LaHood thanking Karla Wilkinson for local the local Congressional Art Competition. As well as a variety of thank you items from children and adults who appreciate the library.

**PRESENTATION BY AUDIENCE ON AGENDA ITEMS**

None

**CONSENT AGENDA**

A. #2022-40: Request to Approve Minutes as listed below:

1. Minutes of the Digitization Subcommittee meeting of August 2, 2016
2. Minutes of the Digitization Subcommittee meeting of January 19, 2017
3. Minutes of the Finance Committee meeting of October 12, 2021
4. Minutes of the Finance Committee meeting of November 9, 2021
5. Minutes of the Strategic Planning Committee meeting of January 11, 2022
6. Minutes of the Regular Board meeting of March 15, 2022

B. #2022-41: Request to Approve Expenditures as listed below:

1. Payroll for Period Ending March 19, 2022 \$126,185.76

- |   |              |
|---|--------------|
| 2. Payroll for Period Ending April 2, 2022              | \$128,543.22 |
| 3. Regular Expenditures for April 2022                  | \$390,560.22 |
| 4. Capital Development Fund Expenditures for April 2022 | \$ 4,534.39  |
- C. #2022-42: Request of the Executive Director to Approve Personnel Actions for the period ending April 15, 2022
- D. #2022-43: Request of the Executive Director to Receive and File Finance Report for the month of March 2022
- E. #2022-44: Request of the Executive Director to Receive and File Library Use Statistics for the month of March 2022

A motion was made by Margaret Cousin, seconded by Roberta Parks, to approve Consent Agenda items #2022-40 through #2022-44 as presented. Motion passed unanimously.

#### **OTHER ACTION ITEMS**

- A. #2022-45: Recommendation from the Administration to Adopt a Revised Freedom of Information Act Policy  
 Randall Yelverton reported that items in this policy, including FOIA officers, Library budget, and Library Board member information have been revised. This policy will be brought to the May 2022 meeting for approval.

#### **REPORT OF THE EXECUTIVE DIRECTOR**

- A. Upcoming Programming and Exhibits  
 The April programming report was provided in the Board packet.
- B. FOIA Request  
 A FOIA request was received in the Admin Office on Friday, April 8, and a response was sent on Friday, April 15.
- C. COVID Update  
 Randall reported no changes in COVID procedures at this time. He will continue monitoring for any changes to be addressed.
- D. Deputy Director Selection Process  
 Randall reported that the Deputy Director interview process was completed after reviewing applications from across the country. It was a long and productive process.
- E. New Deputy Director Veronica DeFazio  
 Randall reported that new Deputy Director Veronica DeFazio will begin duties the second week of May. Veronica De Fazio has more than 20 years of experience at suburban Chicago libraries. She's also spent the last three years as part of leadership at the Illinois Library Association and is currently serving as immediate past president of ILA. During her term as ILA president, she helped steer the organization and member libraries through the pandemic, met and collaborated with libraries across the state, and worked to ensure that ILA's strategic



goals of building a culture of diversity and inclusion, advocacy, member value, and leadership were always top of mind.

F. Meeting with New Facilities Manager

Randall introduced Rufus Nelson, our new Facilities Manager, and reported that he has been hard at work this month and has been meeting with the Executive Director to talk about possible improvements and facilities issues.

G. Roberta Koscielski Retirement

Randall reported that a retirement party for Roberta Koscielski will be held at Main Library on Friday, May 13 from 2:30 to 4:30 p.m.

H. McClure Branch Lift Replacement

Randall reported that McClure Branch will be closed for approximately three weeks in order to facilitate the safe and speedy installation of the new accessible lift. Lifts of Illinois has not received the lift yet, but is anticipating delivery at the end of April. The project will likely begin in early May and last through most of the month. Updates will be sent as dates are firmed up.

I. Wil Haygood Program

Randall reported that Wil Haygood spoke at Lincoln Branch on April 10 about his book *Colorization: One Hundred Years of Black Films in a White World*. This was a Black History Month program that had to be rescheduled due to some scheduling conflicts with the author. It was an engaging and interesting presentation.

J. Circulation and Door Count Update

Randall noted that the visitor total for March 2022 was up 49.4% over March 2021. The circulation total for the same period was down 6.3%.

K. Other

None

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

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

Friends President Margaret Cousin informed Board members that David Vaughn Investments will donate \$5,000 to the McClure Branch Life Replacement Project if the Friends of Peoria Public Library will match that amount. Margaret ensured that the Friends will achieve this match with new money.

Margaret is also looking to raise money for the summer reading program. Roberta Parks suggested applying to the Community Foundation of Central Illinois and possibly their Women's Fund.

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

The Building, Executive, Finance, Nominating/Appeals, Personnel/Negotiations Committees did not have a report.

**B. Community Relations Committee**

Randall Yelverton reported that he, Roberta Koscielski, and Jennifer Davis attended an event at Dream Center to present a little library built by Dream Center kids to the Peoria Police Department. Peoria Public Library, courtesy of Cathy Curtis and Tom Menger, will keep the library stocked with donations from the Friends group. The little library will be located in the lobby of the downtown police department.

Margaret Cousin reported that the "Make Art Your Superpower" artist in resident project funded via a collaboration with Delta Kappa Gamma Nu Chapter is wrapping up its second month. Project director Sarah Couri, Manager of McClure Branch, intends to continue facilitating additional artist in residence opportunities by applying for the next round of funding available through DKG.

**G. Strategic Planning Committee**

Committee Chair Roberta Parks noted that the first quarterly report on strategic plan progress was included in the Board packet. Different color ink will be used to indicate progress made each quarter.

**PRESENTATION BY AUDIENCE**

None

**OTHER BUSINESS**

None

**EXECUTIVE SESSION**

None

**AGENDA BUILDING**

None

**ADJOURNMENT**

The meeting was adjourned on a motion by Margaret Cousin, seconded by Roberta Parks at 5:48 p.m.

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Cathie Neumiller, Secretary  
Board of Library Trustees  
Peoria Public Library

## REPORT OF COMMITTEE

May 17, 2022

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:

**\$ 196,583.41**

Approved for Payment\_\_\_\_\_.

Approved for Payment\_\_\_\_\_.

<u>NAME OF VENDOR</u>	<u>ACTIVITY</u>	<u>AMOUNT</u>
SYNCB/AMAZON	Books/Programming/Non-Print/Automation	\$ 1,034.41
Baker & Taylor	Books	\$ 16,139.67
Center Point Large Print	Books	\$ 1,130.73
Children's Plus Inc.	Books	\$ 120.90
Cengage Learning/Gale	Books	\$ 6,899.40
Ingram Library Services	Books	\$ 3,402.05
OverDrive, Inc.	Books/Non-Print	\$ 3,151.78
Rowman & Littlefield Publishing Group	Books	\$ 217.35
Thomson Reuters - West Payment Center	Books	\$ 398.91
ABC-CLIO LLC	Non-Print	\$ 9,440.00
Brainfuse Inc.	Non-Print	\$ 15,000.00
Kanopy, Inc.	Non-Print	\$ 592.00
Midwest Tape	Non-Print	\$ 3,526.71
HR Source	Professional Services	\$ 1,465.00
Capital One (Walmart Community)	Programming	\$ 228.12
Chase CardMember Services	Programming/Automation	\$ 444.24
Abbey Cook dba Communication Junction	Programming	\$ 540.00
Kenneth Todd Kelly	Programming	\$ 500.00

Adam Larson	Programming	\$ 800.00
Teri Miller	Programming	\$ 106.90
Kaitlyn Ostolaza	Programming	\$ 300.00
Jillian Rosenberger	Programming	\$ 21.86
Swank Movie Licensing USA	Programming	\$ 1,585.00
Midland Paper	Publicity	\$ 847.54
WWCT-FM	Publicity	\$ 250.00
City of Peoria - General Fund	Medical Insurance/Vehicles	\$ 56,000.63
Ameren Illinois	Gas & Electricity	\$ 12,566.76
AT&T	Telephones	\$ 2,833.08
AT&T c/o CABS Dept.	Telephones	\$ 2,554.79
Peerless Network, Inc.	Telephones	\$ 1,126.76
Verizon	Telephones/Automation	\$ 59.81
City of Peoria - Stormwater	Water & Sewage	\$ 2,530.50
Greater Peoria Sanitary District	Water & Sewage	\$ 789.91
Illinois American Water	Water & Sewage	\$ 1,016.71
RK Dixon	Equip. Serv. Cont.	\$ 1,025.02
ATIS Elevator Inspections, LLC	Building Services	\$ 230.00
BluSky Restoration Contractors, LLC	Building Services	\$ 8,114.86
Getz Fire Equipment	Building Services	\$ 260.00
Illinois Office of the State Fire Marshal	Building Services	\$ 75.00
Johnson Controls Security Solutions	Building Services	\$ 481.06
Securitas Security Services USA, Inc.	Building Services	\$ 9,754.74
Vonachen Services, Inc.	Building Services	\$ 7,307.00
C. L. O'Brien & Co. Inc.	Building Maintenance & Repairs	\$ 1,118.24
Home Depot Pro Institutional	Building Supplies	\$ 27.60
Menards - Peoria	Building Supplies	\$ 62.90
SiteOne Landscape Supply	Building Supplies	\$ 154.98

Wieland's Lawn Mower Hospital, Inc.	Building Supplies	\$ 60.68
ODP Office Solutions	Library Supplies	\$ 57.28
PTC Select	Library Supplies/Automation	\$ 4,435.00
Quill	Library Supplies	\$ 219.53
Televend Services, Inc.	Library Supplies	\$ 336.05
Demco	Technical Supplies	\$ 76.37
Tech Logic	Technical Supplies	\$ 2,973.00
CIWIRC dba IWIRC	Miscellaneous	\$ 64.00
Illinois Library Association	Miscellaneous	\$ 250.00
Integrated Payments Consulting LLC	Miscellaneous	\$ 40.00
Joan's Trophy	Miscellaneous	\$ 17.70
Unique Management Services, Inc.	Miscellaneous	\$ 139.30
ULINE	Furniture & Fixtures	\$ 415.20
CDW Government	Automation	\$ 172.68
Illinois Department of Innovation & Technology	Automation	\$ 25.00
Peoria Tire & Vulcanizing Co.	Vehicles	\$ 31.00
PPL Petty Cash Checking Account	Reimburse to Petty Cash Checking	\$ 112.00
		<b>\$ 185,657.71</b>
	Books & Related Materials	\$ 61,053.91
	Finance Bills	\$ 124,603.80
	SUB-TOTAL	\$ 185,657.71
	Calpine Energy Solutions	\$ 10,925.70
	TOTAL	\$ 196,583.41

REPORT OF COMMITTEE

CAPITAL DEVELOPMENT FUND

May 17, 2022

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: \$ 17,179.83

Approved for Payment\_\_\_\_\_.

Approved for Payment\_\_\_\_\_.

<u>NAME OF VENDOR</u>	<u>ACTIVITY</u>	<u>AMOUNT</u>
SYNCB/AMAZON	Capital Development Fund	\$266.99
CDW Government	Capital Development Fund	\$2,488.54
George H. Rump Construction Co.	Capital Development Fund	\$14,424.30
TOTAL		<b>\$17,179.83</b>

# PEORIA PUBLIC LIBRARY MEMORANDUM

**TO:** BOARD OF LIBRARY TRUSTEES  
**FROM:** RANDALL YELVERTON, EXECUTIVE DIRECTOR  
**DATE:** May 17, 2022  
**SUBJECT:** LIBRARY BOARD MEMORANDUM #2022-51  
PERSONNEL ACTIONS FOR PERIOD ENDING May 13, 2022

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## APPOINTMENTS

Katie Turck, Part-time Library Assistant, Main Library, Circulation.....05/03/2022  
Veronica De Fazio, Deputy Director, Main Library.....05/09/2022

## PROMOTIONS & TRANSFERS

None

## RESIGNATIONS

Roberta Koscielski, Deputy Director, Main Library (Retirement).....01/30/1984-05/13/2022

## DISMISSALS

None

All appointments or promotions were as of the effective dates shown following each entry and at the entering salary step for the position filled under the Official Classification and Salary Schedule now in effect by Board action and as shown on the Table of Organization. Approval of these personnel actions as outlined above and as already taken is now recommended.  
See Minutes of May 17, 2022

**PEORIA PUBLIC LIBRARY FINANCIAL REPORT**

**APRIL 30, 2022**

Apr = 33.3%

**STATEMENT OF REVENUES and EXPENDITURES**

	(1) 2022 <u>BUDGET</u>	(2) <u>YTD '22</u>	(3) <u>YTD '21</u>	(4) YTD % Increase/ <u>Decrease</u>	(5) (5 = 2/1) % of Budget <u>Line Items</u>
<b>REVENUES</b>					
Property Taxes	\$ 6,621,612	\$ -	\$ -	0.0%	0.0%
Personal Property Replacement Tax	\$ 473,059	\$ 482,250	\$ -	0.0%	101.9%
Service Charges/Fines/Fees	\$ 30,000	\$ 21,197	\$ 14,286	48.4%	70.7%
Per Capita Grant	\$ 150,000	\$ -	\$ -	0.0%	0.0%
Grants	\$ -	\$ -	\$ 5,040	0.0%	0.0%
Interest	\$ 10,000	\$ 1,913	\$ 1,645	16.2%	19.1%
Current Revenue	\$ 7,284,671	\$ 505,360	\$ 20,971	2309.8%	6.9%
 Borrowed from Working Cash Fund		\$ 1,000,279	\$ 1,000,279	0.0%	
Gift & Mem./Restricted Fund Bal. Fwd.		\$ 5,936	\$ 13,731	-56.8%	
<b>TOTAL REVENUES</b>	\$ 7,284,671	\$ 1,511,575	\$ 1,034,981	46.0%	20.8%

	2022 <u>BUDGET</u>	<u>YTD '22</u>	<u>YTD '21</u>	YTD % Increase/ <u>Decrease</u>	% of Budget <u>Line Items</u>
<b>EXPENDITURES</b>					
Management Salaries	\$ 1,245,600	\$ 391,309	\$ 394,677	-0.9%	31.4%
Non-Management Salaries	\$ 2,214,400	\$ 654,970	\$ 628,164	4.3%	29.6%
IMRF/FICA/Medicare	\$ 720,000	\$ 136,071	\$ 172,058	-20.9%	18.9%
Medical Insurance (Medical Premiums)	\$ 700,000	\$ 230,576	\$ 245,700	-6.2%	32.9%
GASB 45 Liability	\$ -	\$ -	\$ -	0.0%	0.0%
<b>TOTAL PERSONNEL SERVICES</b>	\$ 4,880,000	\$ 1,412,926	\$ 1,440,599	-1.9%	29.0%

Books / eBooks	\$ 622,691	\$ 65,002	\$ 71,704	-9.3%	10.4%
Periodicals	\$ 52,000	\$ 801	\$ 1,300	-38.4%	1.5%
Non-Print	\$ 290,000	\$ 65,578	\$ 70,945	-7.6%	22.6%
Professional Services	\$ 23,000	\$ 329	\$ 197	66.7%	1.4%
Audits & Appraisals	\$ 9,200	\$ 1,315	\$ 1,280	2.7%	14.3%
Publicity	\$ 28,000	\$ 5,857	\$ 12,606	-53.5%	20.9%
Programming	\$ 40,000	\$ 14,195	\$ 15,406	-7.9%	35.5%
Technical Services	\$ 38,000	\$ -	\$ -	0.0%	0.0%
Binding	\$ -	\$ -	\$ -	0.0%	0.0%
Digitizing	\$ 3,500	\$ -	\$ -	0.0%	0.0%
Automation Service Contract	\$ 80,000	\$ 40,161	\$ 26,774	50.0%	50.2%
Building Insurance	\$ 125,280	\$ 124,452	\$ 115,688	7.6%	99.3%
Unemployment Insurance	\$ 10,000	\$ 6,598	\$ 5,478	20.4%	66.0%
Electricity	\$ 135,000	\$ 30,504	\$ 30,159	1.1%	22.6%
Gas	\$ 45,000	\$ 34,473	\$ 23,570	46.3%	76.6%
Water & Sewage	\$ 27,000	\$ 5,555	\$ 4,898	13.4%	20.6%
Telephones	\$ 100,000	\$ 26,189	\$ 25,452	2.9%	26.2%
Equipment Service Contracts	\$ 98,000	\$ 61,730	\$ 60,627	1.8%	63.0%
Equipment Repairs	\$ 1,000	\$ -	\$ -	0.0%	0.0%
Building Services	\$ 215,000	\$ 76,677	\$ 78,323	-2.1%	35.7%
Building Maintenance & Repairs	\$ 25,000	\$ 4,594	\$ 8,358	-45.0%	18.4%
Building Supplies	\$ 40,000	\$ 1,721	\$ 5,220	-67.0%	4.3%
Postage	\$ 15,000	\$ 4,178	\$ 10	0.0%	27.9%
Travel, Education & Meetings	\$ 25,000	\$ 717	\$ 525	0.0%	2.9%
<b>TOTAL CONTRACTUAL SERVICES</b>	\$ 2,047,671	\$ 570,626	\$ 558,519	2.2%	27.9%

Library Supplies	\$ 39,000	\$ 3,111	\$ 5,847	-46.8%	8.0%
Technical Supplies	\$ 28,000	\$ 3,711	\$ 6,283	-40.9%	13.3%
Miscellaneous	\$ 20,000	\$ 3,399	\$ 3,396	0.1%	17.0%
Furniture & Fixtures	\$ 5,000	\$ 41	\$ 1,050	-96.1%	0.8%
Automation	\$ 55,000	\$ 10,532	\$ 11,477	-8.2%	19.1%
Vehicles	\$ 10,000	\$ 1,486	\$ 2,617	-43.2%	14.9%
City Administrative Fees	\$ 200,000	\$ 50,000	\$ 50,000	0.0%	25.0%
<b>TOTAL SUPPLIES &amp; MATERIALS</b>	\$ 357,000	\$ 72,280	\$ 80,671	-10.4%	20.2%

<b>TOTAL EXPENDITURES</b>	\$ 7,284,671	\$ 2,055,833	\$ 2,079,789	-1.2%	28.2%
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<b>Excess/Deficiency of Revenues over Expenditures</b>		<u>YTD '22</u>	<u>YTD '21</u>		
		\$ (544,258)	\$ (1,044,808)		



PEORIA PUBLIC LIBRARY FINANCIAL REPORT  
ENDING FUND BALANCES

APRIL 30, 2022

<b>Excess/Deficiency of Revenues over Expenditures</b>	<b><u>YTD '22</u></b>	<b><u>YTD '21</u></b>
	\$ (544,258)	\$ (1,044,808)
Working Cash Fund	\$ -	\$ -
Currently Borrowing from City of Peoria	\$ 1,000,279	\$ 1,000,279
Capital Development Fund	\$ 2,099,056	\$ 1,822,406
Earned Vacation Pay	\$ 19,226	\$ 19,226
Obligated Funds	\$ 386,342	\$ 455,646
<b>CASH IN BANK</b>	<b>\$ 2,960,645</b>	<b>\$ 2,252,750</b>

	<b><u>YTD '22</u></b>	<b><u>YTD '21</u></b>
<b><u>CAPITAL DEVELOPMENT FUND</u></b>		
Capital Development Fund Balance	\$ 2,099,056	\$ 1,822,406

<b><u>GRANTS</u></b>		
Ending Fund Balance	\$ 400	\$ 12,057

<b><u>GIFT &amp; MEMORIAL/ENDOWMENT FUND</u></b>		
Ending Fund Balance	\$ 608,461	\$ 584,804

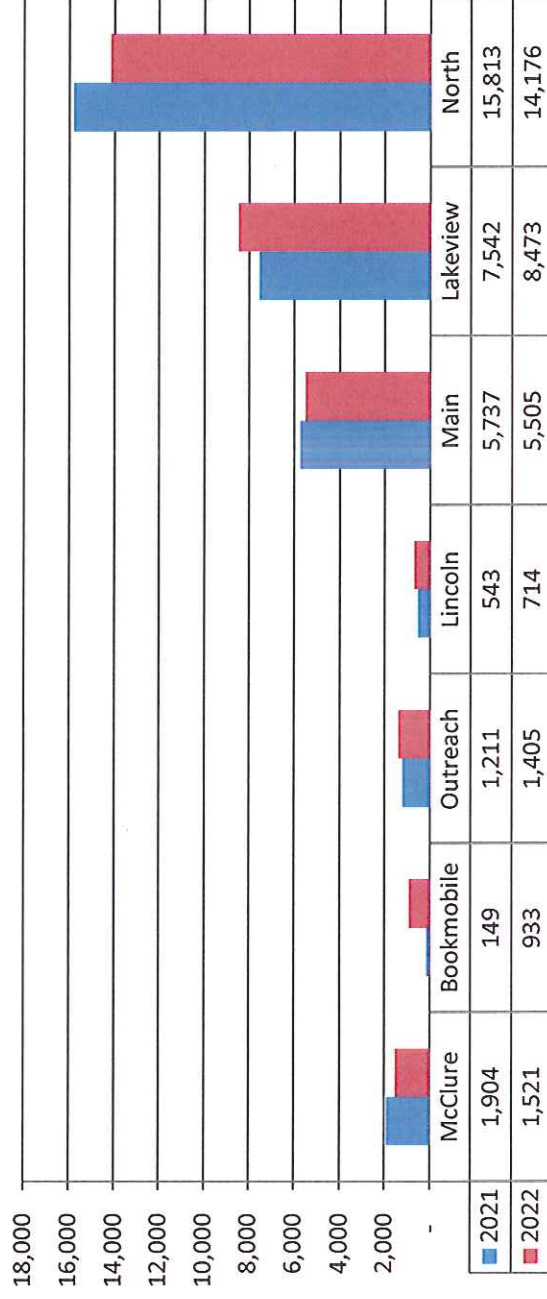
# Library Use Statistics

- Circulation by Location April 2021/April 2022
- Door Count by Location April 2021/April 2022
- 2022 Monthly Circulation, Door Count, and Technology Usage
- Pie Charts

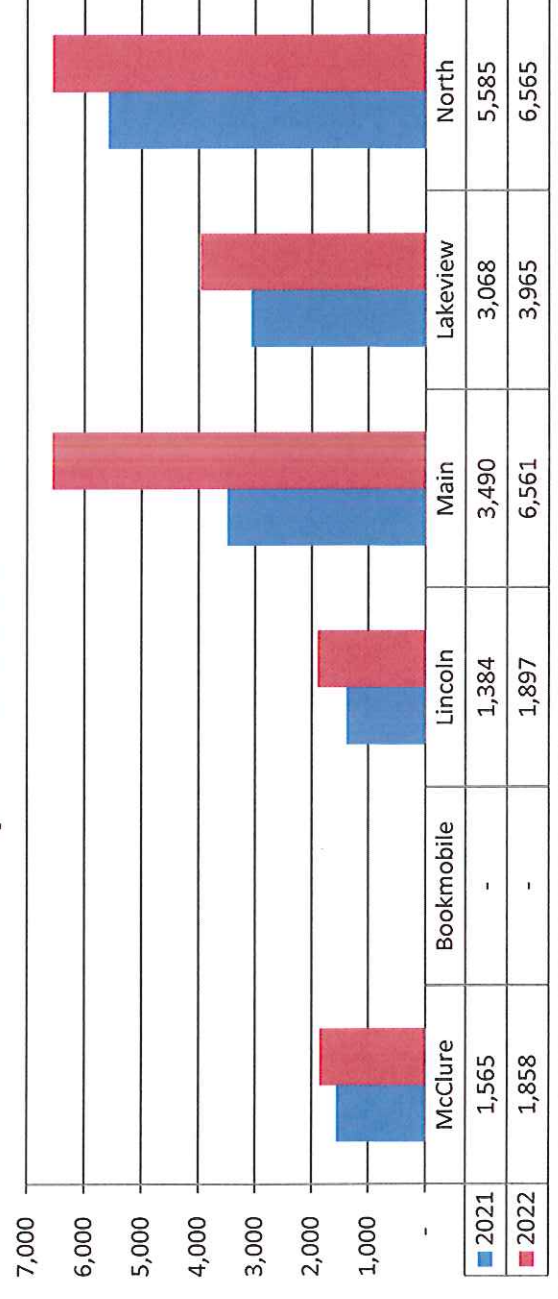
Programs Offered – April 2022

Program Attendance – April 2022

## April 2022 Circulation



## April 2022 Door Count

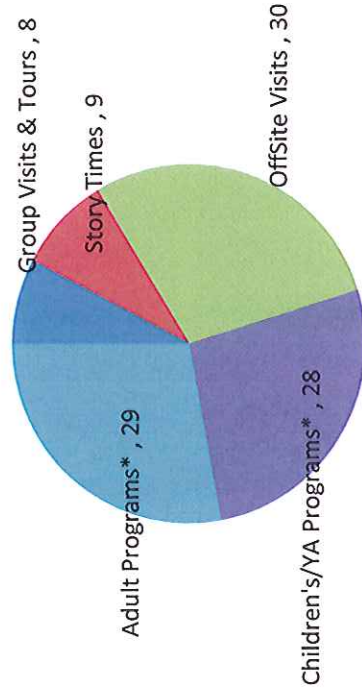


## DOOR COUNTS

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# April 2022 Program Report

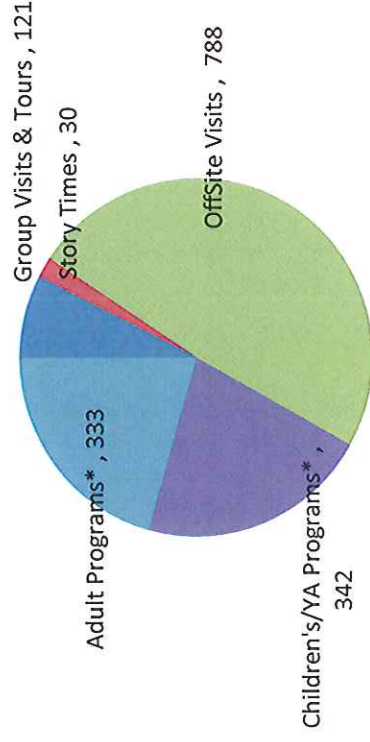
## April Programs Offered



Programs Offered	
Group Visits & Tours	8
Story Times	9
OffSite Visits	30
Children's/YA Programs*	28
Adult Programs*	29

\* includes in-person and ZOOM programs

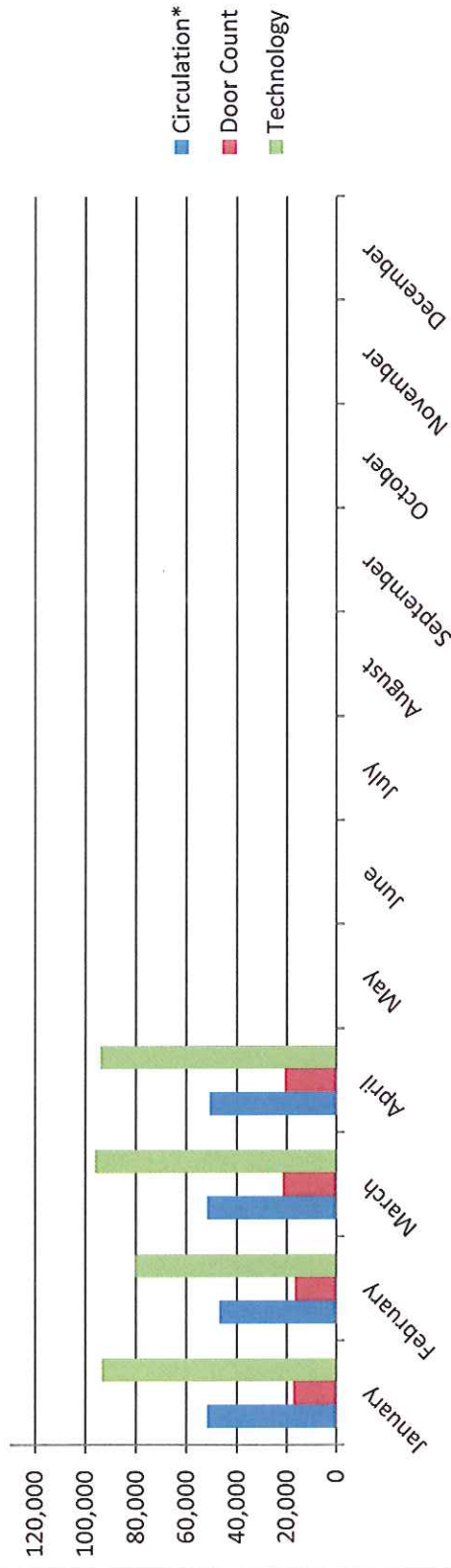
## April Program Attendance



Program Attendance	
Group Visits & Tours	121
Story Times	30
OffSite Visits	788
Children's/YA Programs*	342
Adult Programs*	333

\* includes in-person and ZOOM programs

## 2022 Monthly Circulation, Door Count, and Technology Usage



2022	January	February	March	April	May	June	July	August	September	October	November	December
Circulation*	51,690	46,935	51,677	50,600								
Door Count	17,414	16,785	21,509	20,846								
Technology	93,438	80,237	96,192	94,034								

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

**PEORIA PUBLIC LIBRARY STATISTICAL REPORT  
APRIL 30, 2022 - CIRCULATION MATERIALS**

Page 2

	MAIN	LAKEVIEW	LINCOLN	MCCLURE	NORTH	BOOK-MOBILE	OUT-REACH	E-BOOKS	MOVIE/MUSIC DOWNLOADS	On-LINE RENEWALS	OUTGOING INTRALNS	TOTALS
<b>April-22</b>												
Adult Fiction	1,291	2,285	77	382	3,166	6	1,213	3,754		1,881	1,569	15,624
Adult Non-Fict.	879	784	59	200	1,382	-	163			1,672	1,030	6,169
Adult Paperbacks	132	212	6	30	297	1	8			173	294	1,153
Y.P.L./Juvenile	1,014	3,138	260	511	5,633	713	5			5,038	1,996	18,308
Juve. Paperbacks	225	626	102	63	1,253	204	1			1,058	338	3,870
Periodicals	205	91	22	16	168	4	-			183	38	727
Visual Media	1,406	1,104	179	287	1,775	5	10		741	1,193	749	7,449
Musical Media	205	62	1	9	91	-	-		1,877	88	115	2,448
Audio Books	146	167	8	23	409	-	5	2,750		223	190	3,921
Other	2	4	-	-	2	-	-	-	-	45	-	53
<b>TOTAL</b>	<b>5,505</b>	<b>8,473</b>	<b>714</b>	<b>1,521</b>	<b>14,176</b>	<b>933</b>	<b>1,405</b>	<b>6,504</b>	<b>2,618</b>	<b>11,554</b>	<b>6,319</b>	<b>59,722</b>
<b>+/- Over Last Year</b>	<b>-4.0%</b>	<b>12.3%</b>	<b>31.5%</b>	<b>-20.1%</b>	<b>-10.4%</b>	<b>526.2%</b>	<b>16.0%</b>	<b>17.5%</b>	<b>-26.6%</b>	<b>-7.2%</b>	<b>25.3%</b>	<b>0.4%</b>
<b>April-21</b>												
Adult Fiction	949	2,117	106	405	2,887	3	1,039	5,022		1,815	935	15,278
Adult Non-Fict.	915	762	37	203	1,500	1	162			1,823	927	6,330
Adult Paperbacks	109	254	6	36	314	-	1			259	253	1,232
Y.P.L./Juvenile	2,135	2,771	85	781	7,077	112	3			5,758	1,730	20,452
Juve. Paperbacks	168	489	14	71	1,515	28	-			1,139	266	3,690
Periodicals	164	143	10	23	187	-	-			163	30	720
Visual Media	1,066	742	282	353	1,754	5	6		777	1,135	652	6,772
Musical Media	93	84	1	6	149	-	-	511	2,790	110	105	3,338
Audio Books	136	180	2	25	428	-	-			231	144	1,657
Other	2	-	-	1	2	-	-	-	-	18	-	23
<b>TOTAL</b>	<b>5,737</b>	<b>7,542</b>	<b>543</b>	<b>1,904</b>	<b>15,813</b>	<b>149</b>	<b>1,211</b>	<b>5,533</b>	<b>3,567</b>	<b>12,451</b>	<b>5,042</b>	<b>59,492</b>
<b>January - April 2022</b>												
Adult Fiction	4,645	8,776	376	1,492	12,267	13	4,992	15,466		7,802	5,762	61,591
Adult Non-Fict.	3,365	3,095	244	802	5,946	12	672			7,296	4,767	26,219
Adult Paperbacks	479	863	14	134	1,205	3	23			895	1,254	4,870
Y.P.L./Juvenile	3,354	11,379	896	2,034	24,486	1,876	31			20,077	8,145	72,278
Juve. Paperbacks	705	2,220	204	301	5,312	598	3			4,294	1,442	15,079
Periodicals	738	369	60	93	707	24	-			593	165	2,749
Visual Media	5,625	3,787	1,094	1,138	7,320	15	18		3,382	4,505	3,022	29,906
Musical Media	595	208	4	38	368	-	4		6,675	235	550	8,677
Audio Books	516	682	31	88	1,705	-	15	10,520		1,041	789	15,387
Other	2	17	-	6	11	-	-	-	-	153	-	189
<b>TOTAL</b>	<b>20,044</b>	<b>31,396</b>	<b>2,923</b>	<b>6,126</b>	<b>59,327</b>	<b>2,541</b>	<b>5,758</b>	<b>25,986</b>	<b>10,057</b>	<b>46,891</b>	<b>25,896</b>	<b>236,945</b>
<b>+/- Over Last Year</b>	<b>13.3%</b>	<b>16.9%</b>	<b>52.8%</b>	<b>-0.2%</b>	<b>4.3%</b>	<b>1216.6%</b>	<b>148.5%</b>	<b>-0.5%</b>	<b>-36.8%</b>	<b>2.5%</b>	<b>28.5%</b>	<b>7.7%</b>
<b>January - April 2021</b>												
Adult Fiction	3,276	7,450	369	1,468	9,967	5	1,925	23,782		7,013	3,646	58,901
Adult Non-Fict.	3,121	2,859	237	666	5,602	2	283			6,755	3,726	23,251
Adult Paperbacks	380	847	15	149	1,046	-	11			952	1,074	4,474
Y.P.L./Juvenile	5,064	9,846	343	2,160	26,065	138	47			20,811	6,795	71,269
Juve. Paperbacks	680	1,746	54	301	5,038	38	7			4,289	1,139	13,292
Periodicals	574	413	26	56	757	-	-			510	92	2,428
Visual Media	3,684	2,846	827	1,182	6,461	10	37		3,330	4,173	2,791	25,341
Musical Media	427	209	19	61	496	-	2		12,581	275	345	14,415
Audio Books	471	643	23	91	1,455	-	4	2,347		886	537	6,457
Other	12	8	-	6	11	-	1	-	-	81	-	119
<b>TOTAL</b>	<b>17,639</b>	<b>26,867</b>	<b>1,913</b>	<b>6,140</b>	<b>56,898</b>	<b>193</b>	<b>2,317</b>	<b>26,129</b>	<b>15,911</b>	<b>45,745</b>	<b>20,145</b>	<b>219,947</b>

PEORIA PUBLIC LIBRARY STATISTICAL REPORT  
APRIL 30, 2022

REFERENCE	APR. '22	CUM '22	APR. '21	CUM '21	ADDITIONAL SERVICES	APR. '22	CUM '22	APR. '21	CUM '21
Main	521	1,857	515	1,797	One-on-One Tutorials	66	303	76	124
Lakeview	519	1,710	436	1,695	Youth Group Visits	8	28	-	-
Lincoln	176	607	368	1,003	Youth Group Visits Attendance	121	377	-	-
McClure	406	2,003	329	1,052	Youth Story Time	9	28	-	-
North	535	2,036	622	2,103	Youth Story Time Attendance	30	244	-	-
Outreach	7	24	9	19	Youth Off-Site Visits & Presentation	19	50	2	2
Bookmobile	-	-	-	-	Youth Off-Site Visits Attendance	627	2,354	94	94
TOTAL	2,164	8,237	2,279	7,669	Children's Programs	23	89	2	5
					Children's Programs Attendance	321	788	303	341
					Children's Passive Programs	34	104	17	56
SOURCES USED IN-HOUSE	4,685	16,290	3,872	12,585	Children's Passive Prog. Attendance	654	2,638	557	2,806
					Children's ZOOM Programs	1	16	5	15
TECHNOLOGY USAGE					Children's ZOOM Attendance	20	52	511	591
Computer Users Signed Up	2,688	9,645	1,852	5,379	Young Adult Programs	3	15	-	-
E-Books	6,504	25,986	5,533	26,129	Young Adult Attendance	1	35	-	-
Movie/Music Downloads	2,618	10,057	3,567	15,911	Young Adult Passive Programs	-	8	60	177
DataBase Usage	17,203	61,117	14,084	67,262	Young Adult Passive Programs Atte	-	345	925	2,746
Website Visits	12,058	48,028	8,516	44,821	Young Adult ZOOM Programs	1	1	-	-
WiFi Users	1,416	4,932	619	2,521	Young Adult ZOOM Attendance	-	-	-	-
RSACat Searches	42,702	169,467	39,598	179,785	Lincoln Project Next Generation	-	-	-	-
YouTube Views	322		207		Adult Group Visits	-	3	-	-
Facebook Friends	5,003		4,358		Adult Group Visits Attendance	-	52	-	-
Instagram	1,667		1,498		Adult Off-Site Visits & Presentations	11	34	1	6
Twitter Followers	1,717		1,660		Adult Off-Site Visits Attendance	161	798	18	93
Pinterest Followers	136		136		Adult Programs	28	105	2	13
					Adult Attendance	326	997	12	105
Holds	6,300	26,533	8,259	31,542	Adult Passive Programs	5	23	7	40
New Cards Issued	408	1,502	312	1,079	Adult Passive Programs Attendance	4	146	95	523
					Adult ZOOM Programs	1	7	11	37
Loans to Non-Peorians	2,567	9,917	3,567	9,994	Adult ZOOM Attendance	7	64	122	376
Direct	2,452	9,500	3,460	9,542	YouTube Virtual Programs	3	9	7	43
Interlibrary Loans	115	417	107	452	YouTube Program Views	25	80	180	695
					Non-PPL Use of Meeting Rooms	175	653	38	51
DOOR COUNT					Approx. Attendance	1,154	4,154	867	1,306
Main	6,561	23,072	3,490	10,788	Non-PPL Use of Study Rooms	321	1,202	45	45
Lakeview	3,965	14,945	3,068	8,474	Approx. Attendance	527	2,411	54	54
Lincoln	1,897	6,388	1,384	4,525					
McClure	1,858	6,498	1,565	4,375					
North	6,565	25,291	5,585	14,723					
Bookmobile	-	360	-	-					
	20,846	76,554	15,092	42,885					



PEORIA PUBLIC LIBRARY STATISTICAL REPORT  
APRIL 30, 2022 - TECHNICAL SERVICES

	<u>2022</u>	<u>2021</u>
Books - # at End of Month	420,126	427,516
Books Added	1,883	2,666
Books Discarded	2,092	2,723
Audio Books - # at End of Month	10,284	10,428
Audio Books Added	19	53
Audio Books Discarded	230	449
Kits - # at End of Month	62	51
Kits Added	11	-
Kits Discarded	-	-
Periodicals - # at End of Month	85,371	85,715
Periodicals Added	320	350
Periodicals Discarded	132	190
Visual Media - # at End of Month	20,913	21,312
Visual Media Added	223	100
Visual Media Discarded	88	436
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	22,857	23,533
Music Media Added	-	-
Music Media Discarded	122	19
Web Resources - # at End of Month	7,130	7,130
Web Resources Added	-	-
Web Resources Discarded	-	-



# AGENDA REPORT

Number: #2022-54

Meeting Date: May 17, 2022

To: Board of Library Trustees

From: Randall Yelverton, Executive Director

Subject: Non-Resident Card Program Participation Policy for July 1, 2022 - June 30, 2023

## **RECOMMENDATIONS:**

Adopt resolution #2022-54 to renew participation in the Illinois Non-Resident Card Program and to establish a fee of \$134 for the non-resident card for the year beginning July 1, 2022 and ending June 30, 2023.

1

## **BACKGROUND:**

Each year, Illinois public libraries are required to submit a form by June 1 stating their participation status in the non-resident card program to their Illinois Library System. The fee for the non-resident card is calculated using one of two methods: General Mathematical Formula or Tax Bill Method. Peoria Public Library uses the General Mathematical Formula method. According to the Illinois State Library, "the nonresident fee cannot be any less than that paid by residents but should approximate the cost paid by residents." The Board can establish a fee higher than the minimum amount determined by the General Mathematical Formula. If the Board rules to charge a fee higher than the calculated minimum, the fee ruled by the Board, "shall be equitable and proportionate to the fee paid by residents" (*Illinois Administrative Code* Title 23: Education and Cultural Resources, Subtitle B: Cultural Resources, Chapter I: Secretary of State, Part 3050 Public Library Non-Resident Services, Section 3050.60 Non-Resident Fee Formula).

## **EFFECTS:**


The intent of the law is to ensure that non-residents who choose to purchase a non-resident library card do not pay less to receive library services than those who reside within the legal boundaries of the library's service area and do not have the option to support the library via payment of taxes. The decision to participate must be decided annually by a library's Board of Directors and the formula must be recalculated each year.

Peoria Public Library typically sells 7 to 10 non-resident cards per year.


**FISCAL IMPACT:**

Peoria Public Library typically receives approximately \$900 - \$1,400 in fees depending on the number of non-resident cards sold and deposits the fees in the PPL Revenue "Service Charges/Fines/Fees" budget line.

**Respectfully submitted,**

  
\_\_\_\_\_  
Randall Yelverton  
Executive Director

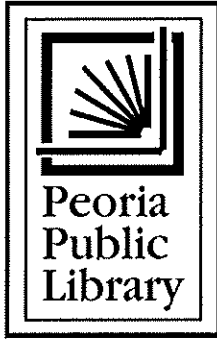
**Prepared by:**

  
\_\_\_\_\_  
Roberta Koscielski  
Deputy Director

2

**Attachments:**

Illinois Non-Resident Card Program General Mathematical Formula Fee Calculator



# AGENDA REPORT

Number: #2022-54

Meeting Date: May 17, 2022

To: Board of Library Trustees

From: Randall Yelverton, Executive Director

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1

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## **EFFECTS:**

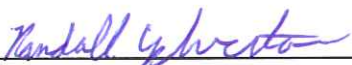
The intent of the law is to ensure that non-residents who choose to purchase a non-resident library card do not pay less to receive library services than those who reside within the legal boundaries of the library's service area and do not have the option to support the library via payment of taxes. The decision to participate must be decided annually by a library's Board of Directors and the formula must be recalculated each year.

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**FISCAL IMPACT:**

Peoria Public Library typically receives approximately \$900 - \$1,400 in fees depending on the number of non-resident cards sold and deposits the fees in the PPL Revenue "Service Charges/Fines/Fees" budget line.

**Respectfully submitted,**

  
\_\_\_\_\_  
Randall Yelverton  
Executive Director

**Prepared by:**

  
\_\_\_\_\_  
Roberta Koscielski  
Deputy Director

2

**Attachments:**

Illinois Non-Resident Card Program General Mathematical Formula Fee Calculator

## General Mathematical Formula

The library divides its total local property tax revenue (excluding state and federal funds) by the local population (using the most recent federal census information available). This number is multiplied by the average number of persons per local household (again, using the most recent federal census data). This is the fee charged to all nonresidents when purchasing a library card.

### General Mathematical Formula Fee Calculator

Enter your local *total library property tax income*, *population*, and *average household size* below.

**Total property tax income:** \$6,481,083

**Local population:** 113,150

**Average household size:** 2.34

Calculate

**Your library's nonresident card fee would be:** \$134.03



# AGENDA REPORT

**Number: #2022-55**

**Meeting Date: May 17, 2022**

**To: Library Board of Trustees**

**From: Randall Yelverton, Executive Director**

**Subject: Freedom of Information Act (FOIA) Policy**

**RECOMMENDATIONS:**

That the Board of Trustees of the Peoria Public Library adopt resolution #2022-55 to adopt a revised Freedom of Information Act (FOIA) Policy.

**BACKGROUND:**

This policy provides the process for receiving and responding to FOIA requests as well as what information every public body should include on their website. Revisions include updated FOIA officer, Library budget, and Library Board member information.

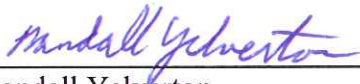
**EFFECTS:**

Adoption of a revised FOIA Policy puts us in compliance with the Freedom of Information Act, provides a form for requesters to use, and provides the Library FOIA Officers with guidelines and templates to use when responding to requests.

**FISCAL IMPACT:**

There should be no cost associated with the adoption of this revised policy.

**Respectfully submitted,**



---

Randall Yelverton  
Executive Director

**Prepared by:**



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Roberta Koscielski  
Deputy Director

**Attachments:**

Draft Revised Freedom of Information Act Policy



**Peoria Public Library**  
**Freedom of Information Act Policy**  
(Adopted by Peoria Public Library Board of Trustees, August 19, 2018)  
(Revised by Peoria Public Library Board of Trustees, May 17, 2022)

---

**A brief description of our public body is as follows:**

- A. The mission of the Peoria Public Library is to provide all residents books, other printed materials, new technologies, and programs that stimulate personal intellectual growth and development, and provide a satisfying experience that nurtures a love of reading and the joy of discovery.
- B. An organizational chart is attached.
- C. The total amount of our operating budget for FY20~~22~~ is \$7,284,671.  
Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations.
- D. The office is located at this address:  
Peoria Public Library, 107 Northeast Monroe, Peoria IL 61602
- It has branch locations at:  
Lakeview Branch, 1137 West Lake, Peoria IL 61614  
Lincoln Branch, 312 West Lincoln, Peoria IL 61605  
McClure Branch, 315 West McClure, Peoria IL 61604  
North Branch, 3001 West Grand Parkway, Peoria IL 61615
- E. We have approximately the following number of persons employed:  
Full-time     **67**  
Part-time     **20**
- F. The following organization exercises control over our policies and procedures:  
*The Peoria Public Library Board of Trustees*, which meets monthly on the third Tuesday of each month, 5:~~30~~ p.m., at the library.

Its members are: ***Stephen Buck, President; Tiffanie Duncan, Vice President; Cathie Neumiller, Secretary; Ruth Bittner; Margaret E. Cousin; Lucy D. Gulley; Roberta Parks; Melissa Sanchez; and Barbara Van Auken.***

- G. We are required to report and be answerable for our operations to:  
*Illinois State Library*, Springfield, Illinois. Its members are: State Librarian, Jesse White (State Librarian); Director of State Library, **Greg McCormick**; and various other staff.

**You may request the information and the records available to the public in the following manner:**

- A. Use request form (see attached) in person or by mail to the office address.
- B. Your request should be directed to the following individual:  
Randall Yelverton FOIA officer ([RandallYelverton@ppl.peoria.lib.il.us](mailto:RandallYelverton@ppl.peoria.lib.il.us)); or  
**Veronica DeFazio FOIA officer** ([VeronicaDeFazio@ppl.peoria.lib.il.us](mailto:VeronicaDeFazio@ppl.peoria.lib.il.us))
- C. You must indicate whether you have a “commercial purpose” in your request.
- D. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.
- E. To reimburse us our actual costs for reproducing and certifying (if requested) the records you will be charged the following fees:  
There is a \$1.00 charge for each certification of records.  
There is no charge for the first fifty (50) pages of black and white text either letter or legal size.  
There is a \$.15 per page charge for copied records in excess of 50 pages.  
The actual copying cost of color copies and other sized copies will be charged.
- F. If the records are kept in electronic format, you may request a specific format and if feasible, they will be so provided, but if not, they will be provided either in the electronic format in which they are kept (and you would be required to pay the actual cost of the medium only, i.e. disc, memory stick, etc.) or in paper as you select.
- G. All requests must be in written form. The office will respond to a written request within five (5) business days or sooner if possible. An extension of an additional five (5) business days may be necessary to properly respond. A “business day” is a regular day of the week (Monday through Friday) when public offices and most businesses are open. Saturdays, Sunday and legal



holidays are not business days and cannot be counted in the five (5) business day time period.

- H. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
- I. The place and times where the records will be available, by appointment, are as follows:  
Monday – Friday 9:00 a.m. to 5:00 p.m.  
Peoria Public Library Administrative Offices

**Certain types of information maintained by us are exempt from inspection and copying per the Library Confidentiality Act (75 ILCS 70/71). However, the following types or categories of records are available for public inspection:**

- A. Monthly Financial Statements
- B. Annual Receipts and Disbursements Reports
- C. Budget and Appropriation Ordinances
- D. Levy Ordinances
- E. Operating Budgets
- F. Annual Audits
- G. Minutes of the Library Board of Trustees
- H. Library Policies, including Materials Selection
- I. Adopted Ordinances and Resolutions of the Board
- J. Annual Reports to the Illinois State Library

**For more information on the Illinois Freedom of Information Act, visit the website posted by the Illinois Attorney General at <http://foia.ilattorneygeneral.net/default.aspx>.**

The Freedom of Information Act Policy will be reviewed and revised as necessary by the Board of Trustees of Peoria Public Library.

Adopted by the Peoria Public Library Board of Trustees on August 19, 2014.  
Budget, staff, and Board member information is updated as changes necessitate.

# Peoria Public Library

## Freedom of Information Request

Requestor's Name (or business name, if applicable)		Date of Request	Phone number
Street Address		Certification requested: _____ Yes _____ No	
City	State	Zip	
Description of Records Requested: _____ _____ _____			
Is the reason for this request a "commercial purpose" as defined in the Act? _____ Yes _____ No			
<i>Library Response (Requestor does not fill in below this line)</i>			
A P P R O V E D	( )	The documents requested are enclosed.	
	( )	You may inspect the records at _____ on the date of _____.	
	( )	The documents will be made available upon payment of copying costs of \$_____.	
	( )	<b>For "commercial requests" only:</b> the estimated time of when the documents will be available is _____, at the prepaid costs stated above.	
	( )	The request creates an undue burden on the public body in accordance with Section 3(g) of the Freedom of Information Act, and we are unable to negotiate a more reasonable request.	
D E N I E D	( )	The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons: _____ _____	
		Individual(s) that determined request to be denied and title: _____ _____	
	( )	In the event of a denial, you have the right to seek review by the Public Access Counselor at (217) 558-0486 or 500 S. Second St., Springfield, IL 62705 or you have the right to judicial review under Section 11 of FOIA. Request delayed, for the following reasons (in accordance with 3(e) of the FOIA): _____. You will be notified by the date of _____ as to the action taken on your request.	

**NOTE: This form cannot be MANDATORY under FOIA, but it is preferred.  
Failure to use it may result in the request not being properly or promptly processed.**

FOIA Officer	Date of Reply
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# AGENDA REPORT

Number: #2022-56

Meeting Date: May 17, 2022

**To: Peoria Public Library Board of Trustees**

**From: Randall Yelverton, Executive Director**

**Subject: Intergovernmental Agreement on Election Ballot Box**

**RECOMMENDATIONS:**

That the Board of Trustees of Peoria Public Library adopt resolution #2022-56 to adopt an agreement with Peoria County Board of Election Commission regarding the placement of an Election Ballot Box at North Branch.

**BACKGROUND:**

Peoria Public Library has been contacted by Thomas Bride, Executive Director of the Peoria County Election Commission, who requested the placement of an election ballot collection box at North Branch. After discussion of specifics, Randall Yelverton requested that Thomas Bride draw up an agreement for administrative and Board review. The agreement is attached to this memo.

**EFFECTS:**

Establishment of this collection box will provide voters with a 24-hour site to deposit their ballots. In addition, the location of this site may raise awareness of the North Branch location and entice more people to visit and use the branch.

**FISCAL IMPACT:**

There should be no cost associated with the adoption of this intergovernmental agreement.

**Respectfully submitted,**



---

Randall Yelverton  
Executive Director

**Prepared by:**



---

Roberta Koscielski  
Deputy Director

**Attachments:**

Intergovernmental Agreement Between PEORIA Public Library and Peoria County Board of  
Election Commission  
Exhibit A - Map Showing Location of Prospective Election Ballot Box

## ELECTION BALLOT BOX AGREEMENT

THIS ELECTION BALLOT BOX AGREEMENT ("Agreement") is being made and entered into on the first date that it is fully executed by all of the parties hereto, by and between the PEORIA PUBLIC LIBRARY ("Library") and PEORIA COUNTY BOARD OF ELECTION COMMISSION ("BEC").

WHEREAS, 10 ILCS 5/19-6 authorizes election authorities to establish secure collection sites for the return of vote by mail ballots.

WHEREAS, the State Board of Elections has established additional guidelines for the placement and security of such collection sites.

WHEREAS, the guidelines include, among other things, the establishment of 24-hour ballot collection sites.

WHEREAS, the BEC proposes to install a ballot box on a Library Property or Right-of-Way.

WHEREAS, the Intergovernmental Cooperation Act, 5 ILCS 220/1 et. seq. and Sections 3 and 5 authorizes the parties to enter into agreements with other governmental entities to permit the use of Library property or right-of-ways for the construction, operation, and use of facilities thereon.

WHEREAS, the desired location for the ballot box is depicted on the attached map, which may be updated from time to time if more locations are added by agreement of the parties.

WHEREAS, the Library agrees to allow the BEC to install a ballot box on a portion of Library Property or Right-of-Way, subject to the conditions set forth herein and in compliance with applicable regulations and state and federal law.

NOW, THEREFORE, in consideration of the foregoing and the mutual promises and covenants contained herein, the parties hereby agree as follows:

### **Article 1. Definitions.**

- 1.1 Ballot Box means the election ballot collection box, in-ground post(s), and concrete pad located and installed on a portion of Library Property or Right-of-Way.
- 1.2 Property or Right-of-Way means the portion of the property, street, sidewalk, parkway, or park owned and controlled by the Library for public purposes.
- 1.3 Site Map means the documents depicting the location of a Ballot Box.

### **Article 2. Responsibilities of the Library.**

- 2.1 The Library grants to the BEC permission to construct, install, maintain, and use a Ballot Box located in a section of Property or Right-of-Way as depicted in the Site Map attached hereto as **Exhibit A**. The footprint of the Ballot Box shall be no greater than 4' x 4' x 4". Additional locations to construct, install, maintain, and use a Ballot Box may be approved from time-to-time by execution of an addendum signed by the BEC (or designee) and the

Library's Executive Director (or designee). The rights granted to the BEC shall be subordinate to the Library's use of the Property or Right-of-Way.

- 2.2 Effective Date; Term.** This Agreement shall be effective upon the date it is fully executed. The term of this Agreement shall be for a period of one year from the effective date and shall automatically renew for subsequent one-year terms, subject to the right of either party to terminate the agreement within thirty days' (30) days' notice pursuant to the Termination provisions of Section 6.1 herein. This Agreement may be amended from time-to-time by agreement of the parties.

### **Article 3. Responsibilities of the County.**

- 3.1 Ballot Box.** The BEC agrees to install, maintain, and operate a Ballot Box as depicted in the Specifications attached hereto as **Exhibit B** and in accordance with 10 ILCS 5/19-6 as well as the associated guidelines published by the State Board of Elections. Ballot Boxes at additional locations may be approved from time-to-time by execution of an addendum signed by the BEC (or designee) and the Library's Executive Director (or designee). All design, construction, installation, and maintenance activity shall be at the BEC's sole cost and expense.
- 3.2 Identification and Inspection of Property or Right-of-Way.** The BEC is solely responsible for determining whether the Property or Right-of-Way is safe, suitable, and appropriate for the installation, maintenance, and operation of a Ballot Box and shall inspect the Property or Right-of-Way prior to and subsequent to the installation of a Ballot Box to determine the suitability of the Property or Right-of-Way for any contemplated use and to identify potential safety hazards or dangerous conditions. The BEC shall take reasonable measures to protect citizens, volunteers, staff, participants, spectators, electors, voters, balloters, visitors, guests, officials, and like or similar persons, from known safety hazards or potential risks. The BEC shall promptly advise the Library of any known safety hazard(s) or potentially dangerous condition(s) associated with the Property or Right-of-Way on which a Ballot Box is installed.
- 3.3 Maintenance of Property or Right-of-Way and Ballot Box.** The BEC shall maintain the Ballot Box in a good and operating condition, free from accumulation of snow, ice, and debris. All maintenance, repair and replacement required under this Agreement will be performed in a timely and workmanlike manner at the sole cost and expense of the BEC. Upon notice of termination of this Agreement, the BEC shall remove the Ballot Box subject to this Agreement within thirty (30) days, otherwise the Library has the right to remove the Ballot Box and obtain from the BEC reimbursement for the costs of removal and restoration, which shall be paid within a reasonable time.
- 3.4 Assignment; Transfer.** The privileges granted under this Agreement may not be assigned or transferred to any other governmental unit without the express written approval of the other party. Such approval shall not be unreasonably withheld.



#### **Article 4. Indemnification.**

- 4.1 BEC Indemnification of the Library.** The BEC will defend, indemnify and hold harmless the Library, its commissioners, officers, employees, and agents from and against all claims, damages, liabilities and expenses (including, without limitation, reasonable attorneys' fees and costs) that are incurred, sustained by, or claimed against the Library in connection with any damages arising from this Agreement, including but not limited to any claims related to ballots, ballot storage, ballot handling, use of ballot boxes in elections, loss of life, personal injury, infringement of rights, or property damage arising from the exercise of the rights granted herein, except to the extent caused by the gross negligence or willful misconduct of the Library, or its contractors, agents, licensees, or employees. This Section shall survive termination of this Agreement. In connection with any indemnification hereunder, the Library will tender to the BEC the defense of any claim made against the Library that is subject to indemnification hereunder in sufficient time to avoid prejudice to the BEC. Notwithstanding the foregoing, the BEC retains all defenses and immunities provided by the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101, *et seq.*
- 4.2 Library Indemnification of the BEC.** The Library will defend, indemnify and hold harmless the BEC from and against all claims, damages, liabilities and expenses (including, without limitation, reasonable attorneys' fees and costs) that are sustained by the BEC in connection with any damages arising from this Agreement, which are caused or contributed to by the willful and wanton misconduct of the Library, or its contractors, agents, licensees, or employees. This Section shall survive termination of this Agreement. In connection with any indemnification hereunder, the BEC will tender to the Library the defense of any claim made against the BEC that is subject to indemnification hereunder in sufficient time to avoid prejudice to the Library. Notwithstanding the foregoing, the Library retains all defenses and immunities provided by the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101, *et seq.*

#### **Article 5. Default and Remedies.**

- 5.1 Breach or Default.** Unless otherwise provided herein, in the event of a breach/default of this Agreement by a party, such breaching/defaulting party shall, upon written notice from the other party, cure or remedy such breach/default immediately. In the event the breaching/defaulting party has not cured the breach/default or made a good faith effort to do so within thirty (30) days of said notice, the aggrieved party may institute such proceedings as it deems necessary to cure and remedy such breach/default. Uncured breach/default by any party to this Agreement shall entitle the aggrieved party reasonable attorneys' fees, costs, and related expenses directly incurred due to the breach/default of this Agreement.
- 5.2 Cumulative Remedies.** The rights and remedies of the parties to this Agreement shall be cumulative of each other and of rights and remedies under other provisions of applicable

regulations and state and federal law. Exercise of one or more rights or remedies shall not waive or bar exercise of any other, unless expressly waived in writing.

#### **Article 6. Termination.**

**6.1 Right of Termination.** Each party has the right to terminate all or part of this Agreement upon thirty (30) days prior written notice to the other party.

**A.Rescission.** Upon termination of this Agreement by either party, the grant of benefits to the BEC shall be rescinded pursuant to this Agreement.

**B.Removal and Restoration.** If this Agreement is terminated by either party or it is cancelled due to the BEC's default or breach, then the BEC shall pay for the costs to remove the Ballot Box and restore the Property or Right-of-Way within thirty (30) days to at least as good a condition as it was existing prior to the construction, installation, maintenance and use of the Property or Right-of-Way by the BEC. Reimbursement of costs shall be undertaken pursuant to Section 3.4 herein. This Section and Sections 4.1 and 4.2 shall survive termination of this Agreement.

#### **Article 7. General Conditions.**

**7.1 Applicable Laws.** Except as otherwise provided herein, this Agreement shall not be construed to reduce the effectiveness of any laws, resolutions, or ordinances applicable to the BEC or Library. Any claims arising directly or indirectly from this Agreement shall be litigated in accordance with the laws of the State of Illinois in the Peoria County Circuit Court.

**7.2 Third Party Beneficiaries.** This Agreement is entered into solely for the benefit of the contracting parties, and nothing in this Agreement is intended, either expressly or implied, to provide any right or benefit of any kind or character whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge, establish, give rise to, or impose any legal duty to any third party.

**7.3 Severability.** If any provision of this Agreement is rendered invalid for any reason, such invalidation shall not render any other provision invalid if it can be given effect without the invalid provision.

**7.4 Merger.** This Agreement contains all the terms and conditions relating to the agreements of the parties, and no oral representations, covenants or agreements existing between the parties other than those herein stated.

**7.5 Time.** The parties agree that time is of the essence to the performance by said parties of the terms and conditions of this Agreement.

**7.6 Dispute Resolution.** In the event a dispute arises regarding the interpretation of the provisions of this Agreement, or breach thereof, the parties shall make a good faith effort to resolve such dispute. If the parties are unable to resolve the dispute then the parties may but are not obligated or required to submit the dispute to mediation.

**7.7 Notice.** Any written notice under this Agreement shall be sent and be effective the day of mailing via certified mail, or upon personal service to the following parties as designated:

For the Library:

For BEC:                      Executive Director  
4422 Brandywine Dr, Ste 1  
Peoria, IL 61614

**7.8 Signatures.** This Agreement may be executed in counterparts, each of which shall be deemed an original. Facsimile, pdf, or other electronic signature (e.g. DocuSign) shall be deemed to have the same legal effect as an original ink signature.

IN WITNESS WHEREOF, the Library and the BEC have caused this Agreement to be executed by the parties as of the dates written below.

\_\_\_\_\_  
James Manning, Chairman  
Peoria County Board of Election Commissioners

\_\_\_\_\_  
Date

\_\_\_\_\_  
Randall Yelverton, Executive Director  
Peoria Public Library

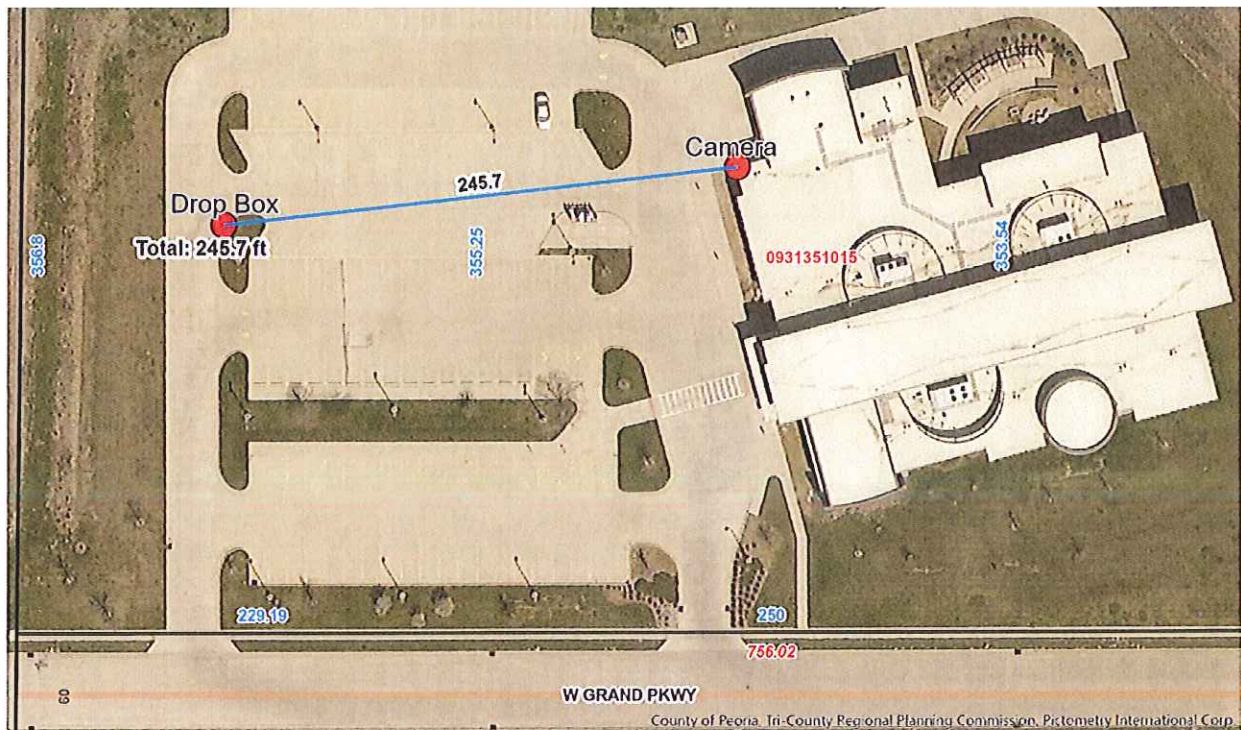
\_\_\_\_\_  
Date

Exhibit A

Peoria North Branch Library

3001 W Grand Pky

Peoria IL 61615

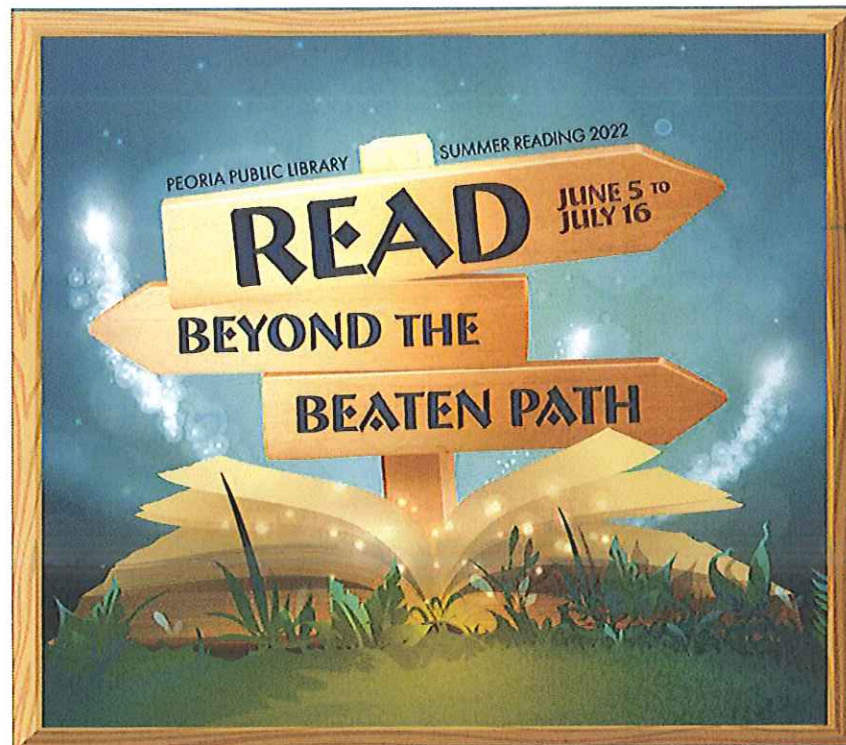


To: Randall Yelverton

From: Alyce Jackson

Date: May 10, 2022

Subject: Monthly Programming Report



June 5 – July 16

Open to all ages – birth to 100+

Participate online using Beanstack or sign up at your favorite branch.

Read at least 3 hours per week and earn a small weekly prize.

Read anything you want to read ---- books, magazines, audio books, read with a friend, read to your pet!

Read 5 of the 6 weeks to earn a party pass to the Zoo Party!

#### Peoria Reads 2022

*This is Where You Belong: Finding Home Wherever You Are* by Melody Warnick will inspire you to love where you live — whether you are a lifelong Peorian or a new transplant. Watch our website and social media for related programming through September.

### Outreach storytimes starting in May/June

Peoria Riverfront Market – first Saturdays at 10am through the summer

Springdale Cemetery – second Saturdays at 10am through the summer

Luthy Botanical Garden – second and fourth Thursdays at 10:30 through the summer

### Pride month programming and displays

All locations will have a display of books and other materials celebrating Pride Month as well as a listing of materials on the website. There are also several programs planned including a storytime, movies, and crafts.

### Summer brings fun performances by outside groups...

Including a puppet show, a magician, animals from Forest Park, tai chi, giant bubble making, and a stuntwoman.

### Main Library Art Gallery 2021-2022

May: Bradley Senior Capstone

June: Telling A Peoples' Story (traveling exhibit)

July: Ryan Bair

October: Jam Rohr

November: 22VA

December: 22VA

### Participate in our monthly photo challenge!

May - Vines

June - Reflections

July - Springdale Cemetery

August - Creeks

September - Books

October - Bridges

November - Food

December - Hands

### Music in the McKenzie 2021-2022

May 22 Goodnight Gracie

June 26 The Belle Rangers

July 24: Harvest Sons

August 28: Switchback

September 25: Pint & A Half

October 23: Butterfield Creek

November 13: Andy Hatfield

December 11: Sarah Marie Dillard & Friends

**TREASURER'S REPORT FOR APRIL 2022**  
**Friends of Peoria Public Library**

**CHECKING ACCOUNT BALANCE -- END MARCH 2022**

**\$39,722.59**

**RECEIPTS:**

Donations	\$ 217.72
Glass Case	40.00
Book Sales	1,361.32
Peoria Reads! (books sold)	140.00
Wil Haygood (books sold)	280.00
Memberships	925.00
McClure Branch Lift	2,950.00
Caterpillar Matching Gifts	850.00
Meeting Room Donations	<u>70.00</u>
<b>TOTAL</b>	<b>\$6,834.04</b>

**DISBURSEMENTS:**

UPS (return of Wil Haygood books)	\$ <u>69.39</u>
<b>TOTAL</b>	<b>\$ 69.39</b>

**CHECKING ACCOUNT BALANCE -- END APRIL 2022**

**\$46,487.24**

**MORGAN STANLEY**

Beginning Value 4/1/2022	<b>\$120,575.54</b>
Change in Value	-5,347.14
End Value 4/30/2022	<b>\$115,228.40</b>

**TOTAL ALL ACCOUNTS**

**\$161,715.64**