

AGENDA
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
January 30, 2024

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. Public Comment
- VI. Consent Agenda
 - A. #2024-01: Request to Approve Minutes as listed below:
 - 1. Minutes of the Regular Board meeting of November 28, 2023
 - B. #2024-02: Request to Approve Expenditures as listed below:

1. Payroll for Period Ending November 25, 2023	\$160,295.88
2. Payroll for Period Ending December 9, 2023	\$128,655.07
3. Payroll for Period Ending December 23, 2023	\$126,369.58
4. Payroll for Period Ending January 6, 2024	\$129,473.38
5. Regular Expenditures for December 2023	\$122,431.36
6. Capital Development Fund Expenditures for December 2023	\$ 25,920.76
7. Regular Expenditures for January 2024	\$291,483.46
8. Capital Development Fund Expenditures for January 2024	\$ 2,875.00
9. 2023 Obligated Fund Expenditures for January 2024	\$ 85,975.27
 - C. #2024-03: Request of the Executive Director to Approve Personnel Actions for the periods ending January 12, 2024
 - D. #2024-04: Request of the Executive Director to Receive and File Finance Reports for the months of November and December 2023
 - E. #2024-05: Request of the Executive Director to Receive and File Library Use Statistics for the months of November and December 2023
- VII. Other Action Items
 - A. #2024-06: Furnace Replacements at Lakeview Branch
 - B. #2024-07: Furnace Replacement at McClure
- VIII. Report of the Executive Director

- Monthly Programming Report
- Early closures due to inclement weather
- Closing for Martin Luther King Jr. Day
- South-West Kiwanis presentation
- Manager of Circulation Services position filled
- Cossandra Stokes retirement party
- New Manager of Collection Development
- Phone system update
- Computer Lab presentation to the Mayor
- Interview with WMBD
- Requirements for libraries under the new anti-book banning legislation
- Visitors and circulation increase for 2023
- Reviewing the second half of Serving Our Public 4.0

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

X. Committee Reports

- A. Building Committee
- B. Community Relations Committee
 - 1. November and December Report
- C. Executive Committee
- D. Finance Committee
- E. Nominating/Appeals Committee
- F. Personnel/Negotiations Committee
- G. Strategic Planning Committee

XII. Other Business

XIII. #2024-08: Executive Session

- A. #2024-09: Illinois State Law Public Act 93 0523 (2.06) – Closed Session Recordings Review
- B. #2024-10: 5 ILCS 120/2 (c)(21) – Closed Session Minutes Review
- C. #2024-11: Discussion of Personnel Matters 5ILCS 120/2 (c)(1) - Executive Director Mid-Year Review

XIV. #2024-12: Return from Executive Session

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

XVI. #2024-13: Adjournment

MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
November 28, 2023

CALL TO ORDER

Board President Pro Tem Ruth Bittner called the meeting of the Board of Library Trustees of Peoria Public Library to order at 5:34 pm. This Regular meeting was held in the Lower Level 2 Computer Lab at the Main Library, 107 NE Monroe St., Peoria, Illinois.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

Board Members Present: Ruth Bittner, Margaret Cousin, Courtney Lee, Roberta Parks, and Melissa Sanchez

Board Members Absent: Stephen Buck, Lucy Gulley, Steven Marx, Barbara Van Auken

Library Staff Present: Carolyn Conklin, Reference Assistant; Jennifer Davis, Public Relations Manager; Veronica De Fazio, Deputy Director; Rose Farrell, Reference Assistant; Alyce Jackson, Programming Manager; Jennifer Jacobsen-Wood, Technical Services Manager; Philip Moats, IT Manager; Jennifer Sevier, Reference Manager; and Randall Yelverton, Executive Director.

Others Present: None

Yelverton provided a brief overview of the software and equipment now available in the Computer Lab.

CORRESPONDENCE

Correspondence received since the last meeting was recognized.

PUBLIC COMMENT

None

CONSENT AGENDA

- A. #2023-102: Request to Approve Minutes as listed below:
 - 1. Minutes of the Regular Board meeting of October 17, 2023

- B. #2023-103: Request to Approve Expenditures as listed below:
 - 1. Payroll for Period Ending October 14, 2023
 - 2. Payroll for Period Ending October 28, 2023
 - 3. Payroll for Period Ending November 11, 2023
 - 4. Regular Expenditures for November 2023

\$129,983.33
\$127,184.52
\$126,277.20
\$182,936.99

5. Capital Development Fund Expenditures for November 2023 \$ 48,028.22
- C. #2023-104: Request of the Executive Director to Approve Personnel Actions for the periods ending November 24, 2023
- D. #2023-105: Request of the Executive Director to Receive and File Finance Reports for the month of October 2023
- E. #2023-106: Request of the Executive Director to Receive and File Library Use Statistics for the month of October 2023
- F. #2023-107: Establish dates and times for 2024 Regular Board of Library Trustee Meetings
- G. #2023-108: Recommendation from the Administration for the Approval of Holidays and Closings for 2024-25

A motion was made by Margaret Cousin, seconded by Roberta Parks to approve Consent Agenda items #2023-102 through #2023-108. Motion passed unanimously.

ACTION ITEMS

A. #2023-109: Adopt Revised Employee Handbook

The second reading of the Employee Handbook was held. Yelverton noted that part of the Social Media Policy had been added to the Social Media section of the Handbook and thanked Trustee Sanchez for assistance in formatting the document.

A motion was made by Roberta Parks, seconded by Margaret Cousin to approve the Revised Employee Handbook. Motion passed unanimously.

REPORT OF THE EXECUTIVE DIRECTOR

A. Monthly Programming Report

A report from Programming Manager Alyce Jackson was included in the packet.

B. Per Capita Grant

As part of the preparation for the annual Per Capita Grant, the Board of Library Trustees will review the Standards for Illinois Public Libraries at both the November and January Board meetings. The results of these discussions will be reported in the 2024 grant application which is due to the State Library at the end of January.

C. No meeting in December

Reminder that there is no Board meeting scheduled for December. The next meeting is January 16, 2024.

D. Holiday Season Closings

The Library will be closed on Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day.

E. RSA Independence

RSA, the Resource Sharing Alliance, a consortium of Central Illinois Libraries, will become independent of RAILS (Reaching Across Illinois Library System). This will not affect service for library patrons and is consistent with the actions of other consortia across the state. In 2024, an Inter-Governmental Agreement will be presented to the Board for review that details the Peoria Public Library's relationship to the soon-to-be independent RSA.

F. Summer Reading Planning Committee

Alyce Jackson is leading a new Summer Reading Planning committee comprised of representatives from multiple branches and departments. The group is examining what worked well during the past summer reading events, what can be improved, and beginning plans for summer 2024.

G. Meeting with John Morris

Yelverton and De Fazio met with John Morris at the Riverfront Museum where they discussed possible future partnerships, including summer reading opportunities.

H. Cossandra Stokes, Circulation Manager, retiring

Circulation Manager Cossandra Stokes will be retiring on December 20. De Fazio, Jenny Sevier and Yelverton reviewed several candidates for the position and will be announcing the new Circulation Manager soon.

I. Interviews for Manager of Collection Development

Interviews for the Manager of Collection Development are being held this week.

J. South-West Kiwanis Presentation

Yelverton will be presenting to this group at the end of the month.

K. Legislative Breakfast

The City has chosen to host its annual Legislative Breakfast at the Library for a second year. The City will be inviting area legislators to the Library to discuss issues relevant to Peorians with City leaders.

L. Door count and circulation

Library staff were unable to collect the visitor count total for September 2023 due to a software issue which has now been fixed. The September 2023 visitor count total was up 10.2% over September 2022.

The October 2023 visitor count total was up 17.9% over October 2022. The circulation total for that same period was up 4.1%.

M. Reviewing Chapters 1-7 of *Serving Our Public 4.0*

Yelverton presented a list of action items related to Chapters 1-7:

Chapter 2

- Research hiring third party for Strategic Planning to elicit feedback from users, non-users and staff
- Review collection development policy in 2024
- Emphasize continuing education opportunities for board members

Chapter 3

- Seeking to add more staff to fulfill library responsibilities
- Make staff aware of continuing education resources

Chapter 4

- Update children's areas to better serve younger patrons and their caregivers

Chapter 5

- Update Capital Development plan and share with Building Committee

Chapter 6

- Update disaster plan

Chapter 7

- New evaluative tools have been implemented to help guide collection development. The new Collection Development Manager will use these tools to guide purchasing and weeding decisions.

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

Friends of the Library President, Margaret Cousin provided an overview of the Annual Report.

COMMITTEE REPORTS

A. Building Committee – No Report

B. Community Relations Committee

1. **November Staff Report** – De Fazio highlighted some of the activities from the report.

C. Executive Committee – No Report

D. Finance Committee

1. **Report of the Meeting of November 7, 2023** – Ruth Bittner reported that the committee met and came to this meeting with two recommendations.
2. **#2023-111 Amend the 2023 Budget** – Yelverton stated that twice a year the budget is amended. This is the final amendment for 2023. This amendment as presented in the packet was recommended to the Board by the Finance Committee.

Ayes: Bittner, Cousin, Lee, Parks, Sanchez Nays: None

3. **Approve the 2024 Budget** – The budget as presented in the packet was recommended to the Board by the Finance Committee.

Ayes: Bittner, Cousin, Lee, Parks, Sanchez Nays: None

4. **Adopt Resolution to Continue the Capital Development Fund**

A motion was made by Roberta Parks, seconded by Melissa Sanchez to continue the Capital Development Fund.

Ayes: Bittner, Cousin, Lee, Parks, Sanchez Nays: None

5. **Adopt Resolution to Encumber 2023 Funds**

A motion was made by Margaret Cousin, seconded by Courtney Lee to encumber 2023 Funds.

Ayes: Bittner, Cousin, Lee, Parks, Sanchez Nays: None

E. Nominating/Appeals Committee – No Report

F. Personnel/Negotiations Committee – No Report

G. Strategic Planning Committee – No Report

OTHER BUSINESS

Trustee Parks requested that a schedule for discussing the action items presented for meeting *Serving Our Public 4.0* be created.

EXECUTIVE SESSION

None

AGENDA BUILDING

ADJOURNAMENT

The meeting was adjourned at 6:12 pm

Melissa Sanchez, Secretary
Board of Library Trustees
Peoria Public Library

REPORT OF COMMITTEE

December 19, 2023

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:

\$ 122,431.36

Approved for Payment_____.

Approved for Payment_____.

<u>NAME OF VENDOR</u>	<u>ACTIVITY</u>	<u>AMOUNT</u>
Amazon Capital Services, Inc.	Books/Programming/Publicity/Supplies	\$ 669.25
Baker & Taylor	Books	\$ 12,243.75
Center Point Large Print	Books	\$ 1,071.45
Cengage Learning/Gale	Books	\$ 5,988.98
Ingram Library Services	Books	\$ 22,962.03
Library Ideas LLC	Books	\$ 826.44
OverDrive, Inc.	Books/Non-Print	\$ 263.49
Rockford Map Publishers Inc.	Books	\$ 55.95
Thomson Reuters - West Payment Center	Books	\$ 460.98
World Book Inc.	Books	\$ 1,199.00
Gannett Holdings - Central	Periodicals	\$ 1,306.00
Encyclopaedia Britannica Inc.	Non-Print	\$ 3,400.00
Kanopy, Inc.	Non-Print	\$ 591.00
Midwest Tape	Non-Print	\$ 903.97
Hodges Loissi Eisenhammer Rodick & Kohn LLP	Professional Services	\$ 757.90
Capital One (Walmart Community)	Programming/Publicity	\$ 573.12
Chase CardMember Services	Books/Non-Print/Publicity/Automation/Trav	\$ 1,492.83
Gwen Ayler	Programming	\$ 20.00

Detrail Davis	Programming	\$ 300.00
Jorge Espinoza	Programming	\$ 55.34
Marwin Spiller	Programming	\$ 350.00
Midland Paper	Publicity	\$ 325.15
WGLT-Normal/WCBU	Publicity	\$ 3,500.00
WWCT-FM	Publicity	\$ 250.00
Xante	Publicity	\$ 411.90
TELUS Health (US) Ltd.	Medical Insurance	\$ 669.60
Ameren Illinois	Gas & Electricity	\$ 12,914.49
AT&T c/o CABS Dept.	Telephones	\$ 2,631.32
Peerless Network, Inc.	Telephones	\$ 1,053.77
Verizon	Telephones/Automation	\$ 299.81
City of Peoria - Stormwater	Water & Sewage	\$ 148.50
Greater Peoria Sanitary District	Water & Sewage	\$ 1,156.34
Illinois American Water	Water & Sewage	\$ 1,107.48
Midwest Mailing & Shipping Systems, Inc.	Equip. Serv. Cont.	\$ 789.00
Watts Copy Systems, Inc.	Equip. Serv. Cont.	\$ 249.04
Chemsearch FE	Building Services	\$ 6,350.40
Getz Fire Equipment	Building Services	\$ 220.00
Lifts of Illinois, Inc.	Building Services	\$ 225.00
Securitas Security Services USA, Inc.	Building Services	\$ 8,763.34
Thermal Services Inc.	Building Services	\$ 6,256.30
Thompson Electronics Company	Building Services	\$ 1,837.50
Vonachen Services, Inc.	Building Services	\$ 8,052.00
C. L. O'Brien & Co. Inc.	Building Maint. & Rprs.	\$ 290.70
Batteries Plus Bulbs	Building Supplies	\$ 71.80
Grainger	Building Supplies	\$ 402.30
Menards	Building Supplies	\$ 85.38

Quadient, Inc.	Postage	\$ 480.00
Background Screening Consultants, LLC	Miscellaneous	\$ 37.00
CIWIRC DBA IWIRC	Miscellaneous	\$ 198.00
Integrated Payments Consulting LLC	Miscellaneous	\$ 40.00
Unique Management Services, Inc.	Miscellaneous	\$ 388.05
Uline	Furniture & Fixtures	\$ 726.87
B & H Photo	Automation	\$ 1,552.99
Illinois Department of Innovation & Technology	Automation	\$ 25.00
Kaseya US LLC (dba IT Glue)	Automation	\$ 471.50
PPL Petty Cash Checking Account	Reimburse to Petty Cash Checking	\$ 514.47
		\$ 117,986.48
	Books & Related Materials	\$ 51,942.29
	Finance Bills	\$ 66,044.19
	SUB-TOTAL	\$ 117,986.48
	Calpine Energy Solutions	\$ 4,444.88
	TOTAL	\$ 122,431.36

REPORT OF COMMITTEE

CAPITAL DEVELOPMENT FUND

December 19, 2023

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: \$ 25,920.76

Approved for Payment_____.

Approved for Payment_____.

<u>NAME OF VENDOR</u>	<u>ACTIVITY</u>	<u>AMOUNT</u>
Heart Technologies, Inc.	Capital Development Fund	\$ 25,920.76
TOTAL		\$ 25,920.76

REPORT OF COMMITTEE

January 23, 2024

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:

\$ 291,483.46

Approved for Payment_____.

Approved for Payment_____.

<u>NAME OF VENDOR</u>	<u>ACTIVITY</u>	<u>AMOUNT</u>
Baker & Taylor	Books	\$ 757.80
Ingram Library Services	Books	\$ 622.80
Thomson Reuters - West Payment Center	Books	\$ 460.98
Gannett Holdings - Central	Periodicals	\$ 2,034.00
Midwest Tape	Non-Print	\$ 45,000.00
Proquest LLC	Non-Print	\$ 12,820.44
Amazon Capital Services, Inc.	Non-Print/Programming	\$ 1,000.14
RAILS	Non-Print	\$ 1,400.00
Bones Jugs LLC	Programming	\$ 1,200.00
Charles Mahieu	Programming	\$ 200.00
Fun Express, LLC	Programming	\$ 479.04
Wanda Haynes	Programming	\$ 47.00
Historic Voices (Laura Frances Keyes)	Programming	\$ 275.00
Zoobean, Inc.	Programming	\$ 3,002.15
EBSCO	Publicity	\$ 3,997.00
Resource Sharing Alliance NFP	Automation Serv. Cont.	\$ 43,012.00
TELUS Health	Medical Insurance	\$ 677.97
Risk Program Administrators	Building Insurance	\$ 23,138.00

Libraries of Illinois Risk Agency	Building Insurance	\$ 118,612.91
AT&T c/o CABS Dept.	Telephones	\$ 2,631.32
Peerless Network, Inc.	Telephones	\$ 1,054.21
KONE	Building Services	\$ 673.29
PIPCO Companies, Ltd.	Building Services	\$ 3,349.37
Vonachen Group	Building Services	\$ 8,855.70
Grainger	Building Supplies	\$ 1,471.20
Lowe's	Building Supplies	\$ 590.64
ODP Business Solutions, LLC	Library Supplies	\$ 176.31
PTC Select	Library Supplies	\$ 2,946.00
Quill	Library Supplies	\$ 221.35
Demco	Technical Supplies	\$ 720.13
Illinois Library Association	Miscellaneous	\$ 100.00
Integrated Payments Consulting LLC	Miscellaneous	\$ 40.00
Rotary Club of Peoria	Miscellaneous	\$ 490.00
B & H Photo - Video Inc.	Automation	\$ 398.77
CFI Security LLC	Automation	\$ 7,955.50
Kaseya US LLC (dba IT Glue)	Automation	\$ 471.50
Koenig Body and Equipment, Inc.	Vehicles	\$ 600.94
		\$ 291,483.46
	Books & Related Materials	\$ 64,096.16
	Finance Bills	\$ 227,387.30
	SUB-TOTAL	\$ 291,483.46
	TOTAL	\$ 291,483.46

REPORT OF COMMITTEE

CAPITAL DEVELOPMENT FUND

January 23, 2024

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: \$ 2,875.00

Approved for Payment_____.

Approved for Payment_____.

<u>NAME OF VENDOR</u>	<u>ACTIVITY</u>	<u>AMOUNT</u>
PTC Select	Capital Development Fund	\$ 2,875.00
TOTAL		\$ 2,875.00

REPORT OF COMMITTEE

2023 OBLIGATED FUNDS

January 23, 2024

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:

\$ 85,975.27

Approved for Payment_____.

Approved for Payment_____.

<u>NAME OF VENDOR</u>	<u>ACTIVITY</u>	<u>AMOUNT</u>
Baker & Taylor	Books	\$ 1,880.96
Cengage Learning/Gale	Books	\$ 456.21
InfoUSA Marketing, Inc.	Books	\$ 3,400.00
Ingram Library Services	Books	\$ 2,347.32
Library Ideas LLC	Books	\$ 43.96
OverDrive, Inc.	Books	\$ 21.74
EBSCO	Periodicals/Non-Print	\$ 16,876.22
Kanopy, Inc.	Non-Print	\$ 556.00
Amazon Capital Services, Inc.	Programming/Publicity/Library Supplies	\$ 753.89
Capital One (Walmart Community)	Programming	\$ 655.94
Amber Lowery	Programming	\$ 29.88
Chase CardMember Services	Publicity/Travel/Miscellaneous/Automation	\$ 587.23
Velocity Creative Concepts	Publicity	\$ 1,700.00
WWCT-FM	Publicity	\$ 250.00
City of Peoria - General Fund	Vehicles	\$ 1,942.51
Illinois Department of Employment Security	Unemployment Insurance	\$ 785.52
Ameren Illinois	Gas & Electricity	\$ 15,446.04

City of Peoria - Stormwater	Water & Sewage	\$ 237.00
Greater Peoria Sanitary District	Water & Sewage	\$ 241.37
Illinois American Water	Water & Sewage	\$ 1,087.37
AT&T	Telephones	\$ 2,268.35
Verizon	Telephones/Automation	\$ 177.03
Watts Copy Systems, Inc.	Equip. Serv. Cont.	\$ 164.80
Johnson Controls Security Solutions	Building Services	\$ 916.71
Securitas Security Services USA, Inc.	Building Services	\$ 9,029.08
Laser Electric Inc.	Building Maint. & Rprs.	\$ 7,538.50
C. L. O'Brien & Co. Inc.	Building Maint. & Rprs.	\$ 110.00
Home Depot Pro Institutional	Building Supplies	\$ 2,178.50
Unique Management Services, Inc.	Miscellaneous	\$ 467.65
B & H Photo - Video Inc.	Automation	\$ 51.66
CDW Government	Automation	\$ 6,516.00
Illinois Department of Innovation & Technology	Automation	\$ 25.00
PTC Select	Automation	\$ 2,662.00
PPL Petty Cash Checking Account	Reimburse to Petty Cash Checking	\$ 125.95
		\$ 81,530.39
	Books & Related Materials	\$ 25,582.41
	Finance Bills	\$ 55,947.98
	SUB-TOTAL	\$ 81,530.39
	Calpine Energy Solutions	\$ 4,444.88
	TOTAL	\$ 85,975.27

PEORIA PUBLIC LIBRARY

MEMORANDUM

TO: BOARD OF LIBRARY TRUSTEES

FROM: RANDALL YELVERTON, EXECUTIVE DIRECTOR

DATE: January 23, 2024

SUBJECT: LIBRARY BOARD MEMORANDUM #2024-3
PERSONNEL ACTIONS FOR PERIOD ENDING January 12, 2024

APPOINTMENTS

Sue Kaufman, Full-time Librarian, Main Library.....11/27/2023

Luke Burcham, Full-time Maintenance I Technician, Main Library.....11/27/2023

PROMOTIONS & TRANSFERS

Emily Byron, Reference Assistant, Lincoln to Manager of Circulation Services, Main Library.....11/26/2023

Sarah Couri, Manager of McClure Branch to Manager of Collection Development Services.....12/10/2023

Gwendolyn Ayler, Reference Assistant, McClure to Full-time Librarian, McClure Branch.....01/05/2024

RETIREMENTS

Cossandra Stokes, Manager of Circulation Services, Main Library.....12/31/2023

RESIGNATIONS

Seth Peterson, Full-time Reference Assistant, Main Library.....12/03/2023

DISMISSALS

Brett Bonn, Full-time Maintenance I Technician, Main Library.....12/04/2023

All appointments or promotions were as of the effective dates shown following each entry and at the entering salary step for the position filled under the Official Classification and Salary Schedule now in effect by Board action and as shown on the Table of Organization. Approval of these personnel actions as outlined above and as already taken is now recommended. See Minutes of January 23, 2024.

PEORIA PUBLIC LIBRARY FINANCIAL REPORT

NOVEMBER 30, 2023

November = 91.7%

STATEMENT OF REVENUES and EXPENDITURES

	(1)	(2)	(3)	(4)	(5)
	2023			YTD	(5 = 2/1)
REVENUES	BUDGET	YTD '23	YTD '22	% Increase/ Decrease	% of Budget Line Items
Property Taxes	\$ 6,939,449	\$ 6,646,434	\$ 6,326,269	0.0%	95.8%
Personal Property Replacement Tax	\$ 482,250	\$ 482,250	\$ 482,250	0.0%	100.0%
Service Charges/Fines/Fees	\$ 46,996	\$ 79,069	\$ 77,326	2.3%	168.2%
Per Capita Grant	\$ 166,896	\$ 166,896	\$ 166,896	0.0%	100.0%
Grants	\$ 30,000	\$ 32,480	\$ 37,594	0.0%	0.0%
Interest	\$ 86,640	\$ 181,817	\$ 74,218	145.0%	209.9%
Current Revenue	\$ 7,752,231	\$ 7,588,947	\$ 7,164,554	5.9%	97.9%
Borrowed from Working Cash Fund		\$ -	\$ -	0.0%	
Gift & Mem./Restricted Fund Bal. Fwd.		\$ 56,758	\$ 39,484	43.8%	
TOTAL REVENUES	\$ 7,752,231	\$ 7,645,704	\$ 7,204,038	6.1%	98.6%

	2023			YTD	
	BUDGET	YTD '23	YTD '22	% Increase/ Decrease	% of Budget Line Items
EXPENDITURES					
Management Salaries	\$ 1,300,593	\$ 1,069,966	\$ 1,101,251	-2.8%	82.3%
Non-Management Salaries	\$ 2,372,682	\$ 1,898,879	\$ 1,894,221	0.2%	80.0%
IMRF/FICA/Medicare	\$ 795,631	\$ 301,796	\$ 410,191	-26.4%	37.9%
Medical Insurance (Medical Premiums)	\$ 696,000	\$ 455,912	\$ 608,425	-25.1%	65.5%
GASB 45 Liability	\$ -	\$ -	\$ -	0.0%	0.0%
TOTAL PERSONNEL SERVICES	\$ 5,164,906	\$ 3,726,554	\$ 4,014,089	-7.2%	72.2%

Books / eBooks	\$ 585,508	\$ 457,429	\$ 281,712	62.4%	78.1%
Periodicals	\$ 45,000	\$ 23,826	\$ 34,335	-30.6%	52.9%
Non-Print	\$ 364,797	\$ 310,124	\$ 224,003	38.4%	85.0%
Professional Services	\$ 30,000	\$ 50,420	\$ 6,849	636.1%	168.1%
Audits & Appraisals	\$ 9,200	\$ 1,325	\$ 6,515	-79.7%	14.4%
Publicity	\$ 43,000	\$ 35,046	\$ 18,358	90.9%	81.5%
Programming	\$ 45,000	\$ 77,111	\$ 51,241	50.5%	171.4%
Technical Services	\$ 38,000	\$ 42,384	\$ 41,150	3.0%	111.5%
Binding	\$ -	\$ -	\$ -	0.0%	0.0%
Digitizing	\$ 3,500	\$ 3,685	\$ 3,535	4.2%	105.3%
Automation Service Contract	\$ 83,000	\$ 84,027	\$ 81,275	3.4%	101.2%
Building Insurance	\$ 125,820	\$ 124,605	\$ 124,452	0.1%	99.0%
Unemployment Insurance	\$ 10,000	\$ 10,825	\$ 9,775	10.7%	108.2%
Electricity	\$ 214,000	\$ 170,829	\$ 204,401	-16.4%	79.8%
Gas	\$ 72,000	\$ 41,070	\$ 61,127	-32.8%	57.0%
Water & Sewage	\$ 27,500	\$ 26,149	\$ 26,673	-2.0%	95.1%
Telephones	\$ 100,000	\$ 66,707	\$ 71,323	-6.5%	66.7%
Equipment Service Contracts	\$ 98,000	\$ 81,393	\$ 73,797	10.3%	83.1%
Equipment Repairs	\$ 1,000	\$ 120	\$ -	0.0%	12.0%
Building Services	\$ 225,000	\$ 252,969	\$ 236,489	7.0%	112.4%
Building Maintenance & Repairs	\$ 25,000	\$ 25,791	\$ 19,573	31.8%	103.2%
Building Supplies	\$ 40,000	\$ 25,113	\$ 10,890	130.6%	62.8%
Postage	\$ 15,000	\$ 12,840	\$ 8,751	0.0%	85.6%
Travel, Education & Meetings	\$ 30,000	\$ 13,821	\$ 11,297	0.0%	46.1%
TOTAL CONTRACTUAL SERVICES	\$ 2,230,325	\$ 1,937,611	\$ 1,607,521	20.5%	86.9%

Library Supplies	\$ 39,000	\$ 35,336	\$ 26,206	34.8%	90.6%
Technical Supplies	\$ 28,000	\$ 23,169	\$ 17,362	33.4%	82.7%
Miscellaneous	\$ 20,000	\$ 18,050	\$ 19,901	-9.3%	90.2%
Furniture & Fixtures	\$ 5,000	\$ 851	\$ 840	1.3%	17.0%
Automation	\$ 155,000	\$ 151,243	\$ 28,041	439.4%	97.6%
Vehicles	\$ 10,000	\$ 9,197	\$ 7,069	30.1%	92.0%
City Administrative Fees	\$ 100,000	\$ 75,000	\$ 150,000	-50.0%	75.0%
TOTAL SUPPLIES & MATERIALS	\$ 357,000	\$ 312,844	\$ 249,418	25.4%	87.6%

TOTAL EXPENDITURES	\$ 7,752,231	\$ 5,977,009	\$ 5,871,028	1.8%	77.1%
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Excess/Deficiency of Revenues over Expenditures		YTD '23	YTD '22		
		\$ 1,668,696	\$ 1,333,010		

**PEORIA PUBLIC LIBRARY FINANCIAL REPORT
ENDING FUND BALANCES**

NOVEMBER 30, 2023

Excess/Deficiency of Revenues over Expenditures	<u>YTD '23</u>	<u>YTD '22</u>
	\$ 1,668,696	\$ 1,333,010
Working Cash Fund	\$ 1,000,279	\$ 1,000,279
Currently Borrowing from City of Peoria	\$ -	\$ -
Capital Development Fund	\$ 2,243,362	\$ 2,133,173
Earned Vacation Pay	\$ 19,226	\$ 19,226
Obligated Funds	\$ 383,071	\$ 386,342
CASH IN BANK	\$ 5,314,634	\$ 4,872,030

<u>CAPITAL DEVELOPMENT FUND</u>	<u>YTD '23</u>	<u>YTD '22</u>
Capital Development Fund Balance	\$ 2,243,362	\$ 2,133,173

<u>GRANTS</u>		
Ending Fund Balance	\$ 29,450	\$ 31,677

<u>GIFT & MEMORIAL/ENDOWMENT FUND</u>		
Ending Fund Balance	\$ 795,482	\$ 685,779

**PEORIA PUBLIC LIBRARY FINANCIAL REPORT,
NOVEMBER 30, 2023**

	<u>NOV. '23</u>	<u>YTD. '23</u>	<u>NOV. '22</u>	<u>YTD. '22</u>
Library Fines	\$ 352.13	\$ 6,479.86	\$ 246.26	\$ 5,964.93
Lost & Paid Materials	\$ 637.58	\$ 6,061.10	\$ 446.12	\$ 5,490.03
Miscellaneous	\$ 640.38	\$ 18,687.51	\$ 519.70	\$ 33,530.16
Computer Fees	\$ 804.95	\$ 7,895.30	\$ 572.89	\$ 6,014.56
Copiers	\$ 465.85	\$ 4,394.36	\$ 404.00	\$ 4,748.46
Contract Services	\$ -	\$ 85.00	\$ -	\$ 20.00
Reimbursements Received	\$ -	\$ 35,466.23	\$ 4,531.51	\$ 21,558.25
Grants	\$ 28,580.42	\$ 32,480.42	\$ -	\$ 37,594.49
Per Capita Grant	\$ -	\$ 166,896.25	\$ -	\$ 166,896.25
Tax Distributions	\$ -	\$ 6,646,433.60	\$ -	\$ 6,326,269.14
Personal Property Replacement Tax	\$ -	\$ 482,250.00	\$ -	\$ 482,250.00
Interest Income	\$ 29,172.88	\$ 181,816.87	\$ 20,556.15	\$ 74,218.16
SUB-TOTAL REVENUES	\$ 60,654.19	\$ 7,588,946.50	\$ 27,276.63	\$ 7,164,554.43
Capital Development Fund	\$ 48,028.22	\$ 168,910.06	\$ -	\$ 218,418.36
Gift & Memorial Income	\$ 605.94	\$ 26,252.45	\$ 665.44	\$ 31,465.95
2022 Restricted Fund Balance	\$ -	\$ 30,505.53	\$ -	\$ 2,100.00
Working Cash Fund	\$ -	\$ 1,000,279.38	\$ -	\$ 1,000,239.38
TOTAL REVENUES	\$ 109,288.35	\$ 8,814,893.92	\$ 27,942.07	\$ 8,416,778.12
Library Expenditures	\$ 437,275.78	\$ 5,977,008.51	\$ 444,251.30	\$ 5,871,028.20
Capital Development Fund	\$ 48,028.22	\$ 168,910.06	\$ -	\$ 218,418.36
Grant Expenditures	\$ 2,831.32	\$ 33,536.09	\$ 2,928.44	\$ 8,017.64
Gift & Memorial Expenditures	\$ 605.94	\$ 26,252.45	\$ 665.44	\$ 31,465.95
Less Restricted Income	\$ -	\$ 30,505.53	\$ -	\$ 2,100.00
Reimb. To Working Cash Fund	\$ 1,000,279.38	\$ 1,000,279.38	\$ -	\$ 1,000,279.38
BALANCE AVAILABLE	\$ (1,379,732.29)	\$ 1,578,401.90	\$ (419,903.11)	\$ 1,285,468.59

TAX DISTRIBUTIONS

<u>MONTH</u>	<u>2023</u>		<u>2022</u>	
	<u>AMOUNT</u>	<u>BALANCE</u>	<u>AMOUNT</u>	<u>BALANCE</u>
January	\$ -	\$ -	\$ -	\$ -
February	\$ -	\$ -	\$ -	\$ -
March	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -
May	\$ 1,260.06	\$ 1,260.06	\$ -	\$ -
June	\$ 3,216,964.29	\$ 3,218,224.35	\$ 3,094,995.71	\$ 3,094,995.71
July	\$ 367,838.00	\$ 3,586,062.35	\$ 370,571.76	\$ 3,465,567.47
August	\$ 261,803.30	\$ 3,847,865.65	\$ 189,032.71	\$ 3,654,600.18
September	\$ 2,310,082.42	\$ 6,157,948.07	\$ 2,235,425.88	\$ 5,890,026.06
October	\$ 488,485.53	\$ 6,646,433.60	\$ 436,243.08	\$ 6,326,269.14
November	\$ -	\$ 6,646,433.60	\$ -	\$ 6,326,269.14
December		\$ 6,646,433.60		\$ 6,326,269.14

Earned Vacation Pay	\$ 19,226.10
Restricted Grant Income	\$ 29,449.86

Working Cash Fund \$ 1,000,279.38

GIFT & MEMORIALS

ENDOWMENTS

Capital Development Fund Balance \$ 2,243,361.53

Beginning Balance	\$ 786,547.34
Income	\$ 9,540.99
Expenditures	\$ 605.94
Ending Balance	\$ 795,482.39

PEORIA PUBLIC LIBRARY FINANCIAL REPORT, NOVEMBER 30, 2023

<u>RESTRICTED FUNDS - GRANTS</u>		<u>GRANT</u> <u>AMOUNTS</u>	<u>NOVEMBER</u>	<u>CUMULATIVE</u>	<u>BALANCE</u>
<u>2021-2023</u>					
L2104	Delta Kappa Gamma Society	\$ 2,100.00	\$ -	\$ 2,060.23	\$ 39.77
L2203	Fine Arts Society of Peoria	\$ 1,832.45	\$ -	\$ 1,734.77	\$ 97.68
L2204	USAC (E-Rate)	\$ 35,762.04	\$ 1,554.88	\$ 35,762.04	\$ -
L2205	Delta Kappa Gamma Society	\$ 2,000.00	\$ -	\$ 536.65	\$ 1,463.35
L2305	Community Foundation of Central Illinois	\$ 3,900.00	\$ 200.00	\$ 3,554.92	\$ 345.08
L2307	USAC (E-Rate)	\$ 28,580.42	\$ 1,076.44	\$ 1,076.44	\$ 27,503.98
TOTAL RESTRICTED FUNDS		\$ 74,174.91	\$ 2,831.32	\$ 44,725.05	\$ 29,449.86

PEORIA PUBLIC LIBRARY FINANCIAL REPORT, NOVEMBER 30, 2023

2023

2022

AMENDED

	BUDGET	NOVEMBER	CUMULATIVE	BALANCE	BUDGET	SPENT
Salaries	\$ 3,541,838	\$ 253,461.72	\$ 2,968,845.49	\$ 572,992.51	\$ 3,460,000	\$ 2,995,472.51
IMRF/FICA/Medicare	\$ 767,162	\$ -	\$ 301,795.76	\$ 465,366.24	\$ 720,000	\$ 410,190.99
Med. Insur. (Premiums)	\$ 696,000	\$ -	\$ 455,912.33	\$ 240,087.67	\$ 700,000	\$ 608,425.39
GASB 45 Liability	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Books / eBooks	\$ 640,691	\$ 49,163.92	\$ 457,429.09	\$ 184,694.13	\$ 622,691	\$ 281,712.36
Periodicals	\$ 45,000	\$ 19,339.04	\$ 23,826.08	\$ 21,173.92	\$ 52,000	\$ 34,334.55
Non-Print	\$ 364,797	\$ 6,428.91	\$ 310,123.86	\$ 54,673.14	\$ 290,000	\$ 224,002.87
Professional Services	\$ 30,000	\$ 2,204.80	\$ 50,420.20	\$ (20,420.20)	\$ 23,000	\$ 6,849.44
Audits & Appraisals	\$ 9,200	\$ -	\$ 1,325.00	\$ 7,875.00	\$ 9,200	\$ 6,515.00
Publicity	\$ 43,000	\$ 3,449.00	\$ 35,045.50	\$ 7,954.50	\$ 28,000	\$ 18,358.33
Programming	\$ 45,000	\$ 6,032.33	\$ 77,111.31	\$ (4,691.13)	\$ 40,000	\$ 51,240.65
Technical Services	\$ 38,000	\$ -	\$ 42,384.05	\$ (4,384.05)	\$ 38,000	\$ 41,149.56
Binding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Digitizing	\$ 3,500	\$ -	\$ 3,685.31	\$ (185.31)	\$ 3,500	\$ 3,535.07
Automation Serv. Cont.	\$ 83,000	\$ -	\$ 84,027.00	\$ (1,027.00)	\$ 80,000	\$ 81,275.00
Building Insurance	\$ 125,820	\$ -	\$ 124,604.83	\$ 1,215.17	\$ 125,280	\$ 124,452.00
Unemployment Insur.	\$ 10,000	\$ -	\$ 10,824.98	\$ (824.98)	\$ 10,000	\$ 9,774.52
Electricity	\$ 214,000	\$ 14,258.63	\$ 170,829.19	\$ 43,170.81	\$ 135,000	\$ 204,401.10
Gas	\$ 72,000	\$ 3,310.18	\$ 41,070.37	\$ 30,929.63	\$ 45,000	\$ 61,126.74
Water & Sewage	\$ 27,500	\$ 4,563.75	\$ 26,148.90	\$ 1,351.10	\$ 27,000	\$ 26,673.11
Telephones	\$ 100,000	\$ 9,064.94	\$ 66,707.49	\$ 62,237.03	\$ 100,000	\$ 71,323.28
Equipment Serv. Cont.	\$ 98,000	\$ 6,982.50	\$ 81,392.73	\$ 16,607.27	\$ 98,000	\$ 73,796.76
Equipment Repairs	\$ 1,000	\$ -	\$ 120.25	\$ 879.75	\$ 1,000	\$ -
Building Services	\$ 225,000	\$ 23,687.67	\$ 252,969.05	\$ (27,969.05)	\$ 215,000	\$ 236,488.86
Bldg. Maint. & Rprs.	\$ 25,000	\$ 4,004.83	\$ 25,790.61	\$ (790.61)	\$ 25,000	\$ 19,573.35
Building Supplies	\$ 40,000	\$ 5,026.21	\$ 25,113.39	\$ 14,886.61	\$ 40,000	\$ 10,890.41
Postage	\$ 15,000	\$ 162.29	\$ 12,840.11	\$ 2,159.89	\$ 15,000	\$ 8,751.23
Travel, Educ. & Mtgs	\$ 30,000	\$ 1,377.25	\$ 13,821.42	\$ 16,178.58	\$ 25,000	\$ 11,296.73
Library Supplies	\$ 39,000	\$ 9,868.34	\$ 35,335.52	\$ 3,834.98	\$ 39,000	\$ 26,205.68
Technical Supplies	\$ 28,000	\$ 5,042.20	\$ 23,168.75	\$ 4,831.25	\$ 28,000	\$ 17,362.29
Miscellaneous	\$ 20,000	\$ 2,323.67	\$ 18,049.91	\$ 3,571.21	\$ 20,000	\$ 19,900.92
Furniture & Fixtures	\$ 5,000	\$ 104.99	\$ 850.69	\$ 4,149.31	\$ 5,000	\$ 839.90
Automation	\$ 155,000	\$ 6,559.83	\$ 151,242.84	\$ 3,757.16	\$ 55,000	\$ 28,041.00
Vehicles	\$ 10,000	\$ 858.78	\$ 9,196.50	\$ 803.50	\$ 10,000	\$ 7,068.60
City Administrative Fees	\$ 100,000	\$ -	\$ 75,000.00	\$ 25,000.00	\$ 200,000	\$ 150,000.00
TOTAL	\$ 7,647,508	\$ 437,275.78	\$ 5,977,008.51	\$ 7,210,232.22	\$ 7,284,671	\$ 5,871,028.20
Grants (Included in Regular Budget Totals)		\$ 2,831.32	\$ 33,536.09			\$ 8,017.64
Gifts & Memorials (Included in Reg. Budget)		\$ 605.94	\$ 26,252.45			\$ 31,465.95
Capital Development Fund		\$ 168,910.06	\$ 168,910.06			\$ 218,418.36

PEORIA PUBLIC LIBRARY FINANCIAL REPORT, NOVEMBER 30, 2023

<u>BREAKDOWN BY BRANCH</u>	<u>2023</u>		<u>2022</u>	
	<u>BUDGET</u>	<u>NOVEMBER</u>	<u>BALANCE</u>	<u>BUDGET</u> <u>SPENT</u>
Salaries				
Main		\$ 148,340.56	\$ 1,784,059.66	\$ 1,825,610.92
Lakeview		\$ 30,614.26	\$ 349,893.66	\$ 337,288.74
Lincoln		\$ 19,021.10	\$ 204,586.56	\$ 220,834.72
McClure		\$ 11,286.38	\$ 131,731.28	\$ 103,807.37
North		\$ 28,742.52	\$ 321,003.93	\$ 338,698.59
Outreach		\$ 15,456.90	\$ 177,570.40	\$ 169,232.17
Total Salaries	\$ 3,541,838	\$ 253,461.72	\$ 2,968,845.49	\$ 3,460,000 \$ 2,995,472.51
Books / eBooks				
Popular Non-Fiction		\$ 7,811.19	\$ 71,372.34	\$ 40,085.98
Fiction		\$ 23,369.65	\$ 211,505.88	\$ 152,842.02
Paperbacks		\$ 866.90	\$ 11,375.78	\$ 4,975.70
Standing Orders		\$ 1,697.56	\$ 33,465.80	\$ 16,187.27
Youth Services		\$ 15,418.62	\$ 129,709.29	\$ 67,621.39
Total Books	\$ 640,691	\$ 49,163.92	\$ 457,429.09	\$ 622,691 \$ 281,712.36
Electricity				
Main		\$ 6,961.13	\$ 70,824.81	\$ 101,560.08
Lakeview		\$ 848.22	\$ 12,160.04	\$ 16,066.24
Lincoln		\$ 1,858.40	\$ 22,136.71	\$ 29,200.04
McClure		\$ 272.35	\$ 4,410.66	\$ 5,373.60
North		\$ 4,318.53	\$ 61,296.97	\$ 52,201.14
Total Electricity	\$ 214,000	\$ 14,258.63	\$ 170,829.19	\$ 135,000 \$ 204,401.10

PEORIA PUBLIC LIBRARY FINANCIAL REPORT, NOVEMBER 30, 2023

<u>BREAKDOWN BY BRANCH</u>	<u>2023</u>		<u>2022</u>	
	<u>BUDGET</u>	<u>NOVEMBER</u>	<u>BUDGET</u>	<u>SPENT</u>
Gas				
Main		\$ 787.49	\$ 13,772.05	\$ 25,474.61
Lakeview		\$ 206.61	\$ 2,984.28	\$ 3,905.09
Lincoln		\$ 770.93	\$ 9,556.01	\$ 12,018.68
McClure		\$ 111.29	\$ 1,399.62	\$ 1,595.91
North		\$ 1,433.86	\$ 13,358.41	\$ 18,132.45
Total Gas	\$ 72,000	\$ 3,310.18	\$ 41,070.37	\$ 45,000
			\$ 30,929.63	\$ 61,126.74
Water & Sewage				
Main		\$ 1,631.87	\$ 10,006.21	\$ 11,447.02
Lakeview		\$ 239.88	\$ 1,553.70	\$ 1,906.69
Lincoln		\$ 206.56	\$ 2,226.76	\$ 2,582.16
McClure		\$ 159.44	\$ 940.22	\$ 1,295.27
North		\$ 2,326.00	\$ 11,422.01	\$ 9,441.97
Total Water & Sewage	\$ 27,500	\$ 4,563.75	\$ 26,148.90	\$ 27,000
			\$ 1,351.10	\$ 26,673.11
Building Services				
Main		\$ 10,003.41	\$ 120,072.69	\$ 105,580.50
Lakeview		\$ 1,463.00	\$ 12,856.10	\$ 15,477.06
Lincoln		\$ 7,467.38	\$ 71,991.70	\$ 75,121.01
McClure		\$ 917.38	\$ 6,692.83	\$ 5,751.05
North		\$ 3,836.50	\$ 41,355.73	\$ 34,559.24
Total Building Services	\$ 225,000	\$ 23,687.67	\$ 252,969.05	\$ 215,000
			\$ (27,969.05)	\$ 236,488.86

PEORIA PUBLIC LIBRARY FINANCIAL REPORT, NOVEMBER 30, 2023

<u>BREAKDOWN BY BRANCH</u>	<u>2023</u>		<u>2022</u>	
	<u>BUDGET</u>	<u>NOVEMBER</u>	<u>BUDGET</u>	<u>SPENT</u>
Bldg. Maintenance & Repairs				
Main	\$	2,794.00	\$	10,912.12
Lakeview	\$	-	\$	731.54
Lincoln	\$	567.83	\$	2,890.78
McClure	\$	-	\$	642.45
North	\$	643.00	\$	10,613.72
Total Bldg. Maint. & Rprs.	\$	25,000	\$	(790.61)
			\$	25,000
			\$	19,573.35
Furniture & Fixtures				
Main	\$	104.99	\$	-
Lakeview	\$	-	\$	-
Lincoln	\$	-	\$	-
McClure	\$	-	\$	415.20
North	\$	-	\$	424.70
Total Furniture & Fixtures	\$	5,000.00	\$	5,000.00
			\$	4,149.31

PEORIA PUBLIC LIBRARY FINANCIAL REPORT, NOVEMBER 30, 2023

RESTRICTED EXPENDITURES FOR NOVEMBER, 2023

<u>GRANTS</u>	<u>JAN - OCT</u>	<u>NOVEMBER</u>	<u>CUMULATIVE</u>	<u>GIFTS & MEM.</u>	<u>JAN - OCT</u>	<u>NOVEMBER</u>	<u>CUMULATIVE</u>
Books	\$ -	\$ -	\$ -	Books	\$ 1,432.22	\$ -	\$ 1,432.22
Non-Print	\$ -	\$ -	\$ -	Non-Print	\$ -	\$ -	\$ -
Publicity	\$ -	\$ -	\$ -	Publicity	\$ -	\$ -	\$ -
Programming	\$ 4,391.57	\$ 200.00	\$ 4,591.57	Programming	\$ 22,422.67	\$ 605.94	\$ 23,028.61
Telephones	\$ 26,313.20	\$ 2,631.32	\$ 28,944.52	Telephones	\$ -	\$ -	\$ -
Library Supplies	\$ -	\$ -	\$ -	Library Supplies	\$ 170.50	\$ -	\$ 170.50
Miscellaneous	\$ -	\$ -	\$ -	Miscellaneous	\$ 1,621.12	\$ -	\$ 1,621.12
Automation	\$ -	\$ -	\$ -	Automation	\$ -	\$ -	\$ -
TOTAL	\$ 30,704.77	\$ 2,831.32	\$ 33,536.09	TOTAL	\$ 25,646.51	\$ 605.94	\$ 26,252.45

<u>AMENDED TOTALS</u> <u>AS OF 11/30/23</u>	<u>AMENDED</u>	<u>GRANTS</u>	<u>GIFT & MEMORIALS</u>	<u>CUMULATIVE</u>	<u>BALANCE</u>
Books	\$ 1,432.22	\$ -	\$ 1,432.22	\$ 1,432.22	\$ -
Non-Print	\$ -	\$ -	\$ -	\$ -	\$ -
Publicity	\$ -	\$ -	\$ -	\$ -	\$ -
Programming	\$ 27,420.18	\$ 4,591.57	\$ 23,028.61	\$ 27,620.18	\$ (200.00)
Telephones	\$ 28,944.52	\$ 28,944.52	\$ -	\$ 28,944.52	\$ -
Library Supplies	\$ 170.50	\$ -	\$ 170.50	\$ 170.50	\$ -
Miscellaneous	\$ 1,621.12	\$ -	\$ 1,621.12	\$ 1,621.12	\$ -
Automation	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 59,588.54	\$ 33,536.09	\$ 26,252.45	\$ 59,788.54	\$ (200.00)

<u>AMENDED</u>	<u>JAN - OCT</u>	<u>NOVEMBER</u>	<u>CUMULATIVE</u>	<u>BALANCE</u>
Capital Development Fund	\$ 168,910.06	\$ 120,881.84	\$ 168,910.06	\$ 2,243,361.53

PEORIA PUBLIC LIBRARY FINANCIAL REPORT

DECEMBER 31, 2023

December = 100%

STATEMENT OF REVENUES and EXPENDITURES

	(1)	(2)	(3)	(4)	(5)
	2023			YTD	(5 = 2/1)
REVENUES	BUDGET	YTD '23	YTD '22	% Increase/ Decrease	% of Budget Line Items
Property Taxes	\$ 6,939,449	\$ 6,864,285	\$ 6,539,483	0.0%	98.9%
Personal Property Replacement Tax	\$ 482,250	\$ 482,250	\$ 482,250	0.0%	100.0%
Service Charges/Fines/Fees	\$ 46,996	\$ 80,806	\$ 82,041	-1.5%	171.9%
Per Capita Grant	\$ 166,896	\$ 166,896	\$ 166,896	0.0%	100.0%
Grants	\$ 30,000	\$ 34,433	\$ 39,594	0.0%	0.0%
Interest	\$ 86,640	\$ 228,643	\$ 100,773	126.9%	263.9%
Current Revenue	\$ 7,752,231	\$ 7,857,312	\$ 7,411,038	6.0%	101.4%
Borrowed from Working Cash Fund		\$ -	\$ -	0.0%	
Gift & Mem./Restricted Fund Bal. Fwd.		\$ 58,028	\$ 43,498	33.4%	
TOTAL REVENUES	\$ 7,752,231	\$ 7,915,340	\$ 7,454,536	6.2%	102.1%

	2023			YTD	
	BUDGET	YTD '23	YTD '22	% Increase/ Decrease	% of Budget Line Items
EXPENDITURES					
Management Salaries	\$ 1,300,593	\$ 1,211,385	\$ 1,229,788	-1.5%	93.1%
Non-Management Salaries	\$ 2,372,682	\$ 2,172,781	\$ 2,142,565	1.4%	91.6%
IMRF/FICA/Medicare	\$ 795,631	\$ 301,796	\$ 410,191	-26.4%	37.9%
Medical Insurance (Medical Premiums)	\$ 696,000	\$ 456,582	\$ 660,269	-30.8%	65.6%
GASB 45 Liability	\$ -	\$ -	\$ -	0.0%	0.0%
TOTAL PERSONNEL SERVICES	\$ 5,164,906	\$ 4,142,544	\$ 4,442,812	-6.8%	80.2%
Books / eBooks	\$ 585,508	\$ 502,681	\$ 331,280	51.7%	85.9%
Periodicals	\$ 45,000	\$ 25,132	\$ 34,335	-26.8%	55.8%
Non-Print	\$ 364,797	\$ 315,844	\$ 250,125	26.3%	86.6%
Professional Services	\$ 30,000	\$ 51,178	\$ 7,917	546.4%	170.6%
Audits & Appraisals	\$ 9,200	\$ 1,325	\$ 6,515	-79.7%	14.4%
Publicity	\$ 43,000	\$ 40,040	\$ 20,881	91.8%	93.1%
Programming	\$ 45,000	\$ 79,654	\$ 54,674	45.7%	177.0%
Technical Services	\$ 38,000	\$ 42,384	\$ 41,150	3.0%	111.5%
Binding	\$ -	\$ -	\$ -	0.0%	0.0%
Digitizing	\$ 3,500	\$ 3,685	\$ 3,535	4.2%	105.3%
Automation Service Contract	\$ 83,000	\$ 84,027	\$ 81,275	3.4%	101.2%
Building Insurance	\$ 125,820	\$ 124,605	\$ 124,452	0.1%	99.0%
Unemployment Insurance	\$ 10,000	\$ 10,825	\$ 9,775	10.7%	108.2%
Electricity	\$ 214,000	\$ 178,345	\$ 220,353	-19.1%	83.3%
Gas	\$ 72,000	\$ 46,469	\$ 70,382	-34.0%	64.5%
Water & Sewage	\$ 27,500	\$ 28,561	\$ 28,516	0.2%	103.9%
Telephones	\$ 100,000	\$ 70,597	\$ 77,577	-9.0%	70.6%
Equipment Service Contracts	\$ 98,000	\$ 82,431	\$ 76,692	7.5%	84.1%
Equipment Repairs	\$ 1,000	\$ 120	\$ -	0.0%	12.0%
Building Services	\$ 225,000	\$ 282,836	\$ 275,839	2.5%	125.7%
Building Maintenance & Repairs	\$ 25,000	\$ 27,919	\$ 23,693	17.8%	111.7%
Building Supplies	\$ 40,000	\$ 25,818	\$ 13,945	85.1%	64.5%
Postage	\$ 15,000	\$ 13,384	\$ 9,293	0.0%	89.2%
Travel, Education & Meetings	\$ 30,000	\$ 14,065	\$ 11,366	0.0%	46.9%
TOTAL CONTRACTUAL SERVICES	\$ 2,230,325	\$ 2,051,926	\$ 1,773,570	15.7%	92.0%
Library Supplies	\$ 39,000	\$ 35,519	\$ 33,245	6.8%	91.1%
Technical Supplies	\$ 28,000	\$ 23,177	\$ 17,362	33.5%	82.8%
Miscellaneous	\$ 20,000	\$ 18,972	\$ 23,936	-20.7%	94.9%
Furniture & Fixtures	\$ 5,000	\$ 1,578	\$ 840	87.8%	31.6%
Automation	\$ 155,000	\$ 153,829	\$ 31,887	382.4%	99.2%
Vehicles	\$ 10,000	\$ 9,197	\$ 8,070	14.0%	92.0%
City Administrative Fees	\$ 100,000	\$ 75,000	\$ 150,000	-50.0%	75.0%
TOTAL SUPPLIES & MATERIALS	\$ 357,000	\$ 317,272	\$ 265,341	19.6%	88.9%
TOTAL EXPENDITURES	\$ 7,752,231	\$ 6,511,742	\$ 6,481,723	0.5%	84.0%
Excess/Deficiency of Revenues over Expenditures		YTD '23	YTD '22		
		\$ 1,403,598	\$ 972,813		

PEORIA PUBLIC LIBRARY FINANCIAL REPORT
ENDING FUND BALANCES

DECEMBER 31, 2023

Excess/Deficiency of Revenues over Expenditures	<u>YTD '23</u>	<u>YTD '22</u>
	\$ 1,403,598	\$ 972,813
Working Cash Fund	\$ 1,000,279	\$ 1,000,279
Currently Borrowing from City of Peoria	\$ -	\$ -
Capital Development Fund	\$ 2,217,441	\$ 2,125,690
Earned Vacation Pay	\$ 19,226	\$ 19,226
Obligated Funds	\$ 383,071	\$ 386,342
CASH IN BANK	\$ 5,023,615	\$ 4,504,350

<u>CAPITAL DEVELOPMENT FUND</u>	<u>YTD '23</u>	<u>YTD '22</u>
Capital Development Fund Balance	\$ 2,217,441	\$ 2,125,690

<u>GRANTS</u>		
Ending Fund Balance	\$ 28,121	\$ 30,506

<u>GIFT & MEMORIAL/ENDOWMENT FUND</u>		
Ending Fund Balance	\$ 795,757	\$ 756,534

**PEORIA PUBLIC LIBRARY FINANCIAL REPORT,
DECEMBER 31, 2023**

	<u>DEC. '23</u>	<u>YTD. '23</u>	<u>DEC. '22</u>	<u>YTD. '22</u>
Library Fines	\$ 149.05	\$ 6,628.91	\$ 212.25	\$ 6,177.18
Lost & Paid Materials	\$ 239.25	\$ 6,300.35	\$ 248.85	\$ 5,738.88
Miscellaneous	\$ 428.46	\$ 19,115.97	\$ 385.35	\$ 33,915.51
Computer Fees	\$ 469.79	\$ 8,365.09	\$ 415.40	\$ 6,429.96
Copiers	\$ 314.80	\$ 4,709.16	\$ 234.15	\$ 4,982.61
Contract Services	\$ 10.00	\$ 95.00	\$ 10.00	\$ 30.00
Reimbursements Received	\$ 125.00	\$ 35,591.23	\$ 3,209.02	\$ 24,767.27
Grants	\$ 1,952.23	\$ 34,432.65	\$ 2,000.00	\$ 39,594.49
Per Capita Grant	\$ -	\$ 166,896.25	\$ -	\$ 166,896.25
Tax Distributions	\$ 217,851.24	\$ 6,864,284.84	\$ 213,213.82	\$ 6,539,482.96
Personal Property Replacement Tax	\$ -	\$ 482,250.00	\$ -	\$ 482,250.00
Interest Income	\$ 46,826.06	\$ 228,642.93	\$ 26,554.88	\$ 100,773.04
SUB-TOTAL REVENUES	\$ 268,365.88	\$ 7,857,312.38	\$ 246,483.72	\$ 7,411,038.15
Capital Development Fund	\$ 25,920.76	\$ 194,830.82	\$ 7,483.39	\$ 225,901.75
Gift & Memorial Income	\$ 1,269.70	\$ 27,522.15	\$ 843.34	\$ 32,309.29
2022 Restricted Fund Balance	\$ -	\$ 30,505.53	\$ -	\$ 2,100.00
Working Cash Fund	\$ -	\$ 1,000,279.38	\$ -	\$ 1,000,239.38
TOTAL REVENUES	\$ 295,556.34	\$ 9,110,450.26	\$ 254,810.45	\$ 8,671,588.57
Library Expenditures	\$ 534,733.23	\$ 6,511,741.74	\$ 610,694.75	\$ 6,481,722.95
Capital Development Fund	\$ 25,920.76	\$ 194,830.82	\$ 7,483.39	\$ 225,901.75
Grant Expenditures	\$ 3,281.32	\$ 36,817.41	\$ 3,171.32	\$ 11,188.96
Gift & Memorial Expenditures	\$ 1,269.70	\$ 27,522.15	\$ 843.34	\$ 32,309.29
Less Restricted Income	\$ -	\$ 30,505.53	\$ -	\$ 2,100.00
Reimb. To Working Cash Fund	\$ -	\$ 1,000,279.38	\$ -	\$ 1,000,279.38
BALANCE AVAILABLE	\$ (269,648.67)	\$ 1,308,753.23	\$ (367,382.35)	\$ 918,086.24

TAX DISTRIBUTIONS
MONTH

	<u>2023</u>		<u>2022</u>	
	<u>AMOUNT</u>	<u>BALANCE</u>	<u>AMOUNT</u>	<u>BALANCE</u>
January	\$ -	\$ -	\$ -	\$ -
February	\$ -	\$ -	\$ -	\$ -
March	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -
May	\$ 1,260.06	\$ 1,260.06	\$ -	\$ -
June	\$ 3,216,964.29	\$ 3,218,224.35	\$ 3,094,995.71	\$ 3,094,995.71
July	\$ 367,838.00	\$ 3,586,062.35	\$ 370,571.76	\$ 3,465,567.47
August	\$ 261,803.30	\$ 3,847,865.65	\$ 189,032.71	\$ 3,654,600.18
September	\$ 2,310,082.42	\$ 6,157,948.07	\$ 2,235,425.88	\$ 5,890,026.06
October	\$ 488,485.53	\$ 6,646,433.60	\$ 436,243.08	\$ 6,326,269.14
November	\$ -	\$ 6,646,433.60	\$ -	\$ 6,326,269.14
December	\$ 217,851.24	\$ 6,864,284.84	\$ 213,213.82	\$ 6,539,482.96

Earned Vacation Pay	\$ 19,226.10
Restricted Grant Income	\$ 28,120.77

Working Cash Fund \$ 1,000,279.38

GIFT & MEMORIALS

ENDOWMENTS

Capital Development Fund Balance \$ 2,217,440.77

Beginning Balance	\$ 795,482.39
Income	\$ 1,544.80
Expenditures	\$ 1,269.70
Ending Balance	\$ 795,757.49

PEORIA PUBLIC LIBRARY FINANCIAL REPORT, DECEMBER 31, 2023

<u>RESTRICTED FUNDS - GRANTS</u>		<u>GRANT</u> <u>AMOUNTS</u>	<u>DECEMBER</u>	<u>CUMULATIVE</u>	<u>BALANCE</u>
<u>2021-2023</u>					
L2104	Delta Kappa Gamma Society	\$ 2,100.00	\$ -	\$ 2,060.23	\$ 39.77
L2203	Fine Arts Society of Peoria	\$ 1,832.45	\$ -	\$ 1,734.77	\$ 97.68
L2204	USAC (E-Rate)	\$ 35,762.04	\$ -	\$ 35,762.04	\$ -
L2205	Delta Kappa Gamma Society	\$ 2,000.00	\$ -	\$ 536.65	\$ 1,463.35
L2305	Community Foundation of Central Illinois	\$ 3,900.00	\$ 200.00	\$ 3,554.92	\$ 345.08
L2307	USAC (E-Rate)	\$ 28,580.42	\$ 2,631.32	\$ 3,707.76	\$ 24,872.66
L2308	Project Next Generation	\$ 1,952.23	\$ 650.00	\$ 650.00	\$ 1,302.23
TOTAL RESTRICTED FUNDS		\$ 76,127.14	\$ 3,481.32	\$ 48,006.37	\$ 28,120.77

PEORIA PUBLIC LIBRARY FINANCIAL REPORT, DECEMBER 31, 2023

2023

2022

AMENDED

	BUDGET	BUDGET	DECEMBER	CUMULATIVE	BALANCE	BUDGET	SPENT
Salaries	\$ 3,541,838		\$ 415,320.53	\$ 3,384,166.02	\$ 157,671.98	\$ 3,460,000	\$ 3,372,352.45
IMRF/FICA/Medicare	\$ 767,162		\$ -	\$ 301,795.76	\$ 465,366.24	\$ 720,000	\$ 410,190.99
Med. Insur. (Premiums)	\$ 696,000		\$ 669.60	\$ 456,581.93	\$ 239,418.07	\$ 700,000	\$ 660,268.84
GASB 45 Liability	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Books / eBooks	\$ 640,691	\$ 1,432.22	\$ 45,244.72	\$ 502,681.31	\$ 139,441.91	\$ 622,691	\$ 331,279.56
Periodicals	\$ 45,000		\$ 1,306.00	\$ 25,132.08	\$ 19,867.92	\$ 52,000	\$ 34,334.55
Non-Print	\$ 364,797		\$ 5,727.93	\$ 315,844.29	\$ 48,952.71	\$ 290,000	\$ 250,124.68
Professional Services	\$ 30,000		\$ 757.90	\$ 51,178.10	\$ (21,178.10)	\$ 23,000	\$ 7,917.39
Audits & Appraisals	\$ 9,200		\$ -	\$ 1,325.00	\$ 7,875.00	\$ 9,200	\$ 6,515.00
Publicity	\$ 43,000		\$ 4,994.47	\$ 40,039.97	\$ 2,960.03	\$ 28,000	\$ 20,880.69
Programming	\$ 45,000	\$ 27,420.18	\$ 2,543.13	\$ 79,654.44	\$ (7,234.26)	\$ 40,000	\$ 54,674.38
Technical Services	\$ 38,000		\$ -	\$ 42,384.05	\$ (4,384.05)	\$ 38,000	\$ 41,149.56
Binding	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Digitizing	\$ 3,500		\$ -	\$ 3,685.31	\$ (185.31)	\$ 3,500	\$ 3,535.07
Automation Serv. Cont.	\$ 83,000		\$ -	\$ 84,027.00	\$ (1,027.00)	\$ 80,000	\$ 81,275.00
Building Insurance	\$ 125,820		\$ -	\$ 124,604.83	\$ 1,215.17	\$ 125,280	\$ 124,452.00
Unemployment Insur.	\$ 10,000		\$ -	\$ 10,824.98	\$ (824.98)	\$ 10,000	\$ 9,774.52
Electricity	\$ 214,000		\$ 7,516.02	\$ 178,345.21	\$ 35,654.79	\$ 135,000	\$ 220,353.09
Gas	\$ 72,000		\$ 5,398.47	\$ 46,468.84	\$ 25,531.16	\$ 45,000	\$ 70,381.84
Water & Sewage	\$ 27,500		\$ 2,412.32	\$ 28,561.22	\$ (1,061.22)	\$ 27,000	\$ 28,516.36
Telephones	\$ 100,000	\$ 28,944.52	\$ 3,889.89	\$ 70,597.38	\$ 58,347.14	\$ 100,000	\$ 77,577.13
Equipment Serv. Cont.	\$ 98,000		\$ 1,038.04	\$ 82,430.77	\$ 15,569.23	\$ 98,000	\$ 76,692.06
Equipment Repairs	\$ 1,000		\$ -	\$ 120.25	\$ 879.75	\$ 1,000	\$ -
Building Services	\$ 225,000		\$ 29,867.04	\$ 282,836.09	\$ (57,836.09)	\$ 215,000	\$ 275,838.83
Bldg. Maint. & Rprs.	\$ 25,000		\$ 2,128.20	\$ 27,918.81	\$ (2,918.81)	\$ 25,000	\$ 23,693.48
Building Supplies	\$ 40,000		\$ 704.11	\$ 25,817.50	\$ 14,182.50	\$ 40,000	\$ 13,945.48
Postage	\$ 15,000		\$ 544.00	\$ 13,384.11	\$ 1,615.89	\$ 15,000	\$ 9,293.23
Travel, Educ. & Mtgs	\$ 30,000		\$ 243.35	\$ 14,064.77	\$ 15,935.23	\$ 25,000	\$ 11,366.06
Library Supplies	\$ 39,000	\$ 170.50	\$ 183.50	\$ 35,519.02	\$ 3,651.48	\$ 39,000	\$ 33,245.29
Technical Supplies	\$ 28,000		\$ 8.69	\$ 23,177.44	\$ 4,822.56	\$ 28,000	\$ 17,362.29
Miscellaneous	\$ 20,000	\$ 1,621.12	\$ 922.06	\$ 18,971.97	\$ 2,649.15	\$ 20,000	\$ 23,935.55
Furniture & Fixtures	\$ 5,000		\$ 726.87	\$ 1,577.56	\$ 3,422.44	\$ 5,000	\$ 839.90
Automation	\$ 155,000		\$ 2,586.39	\$ 153,829.23	\$ 1,170.77	\$ 55,000	\$ 31,887.24
Vehicles	\$ 10,000		\$ -	\$ 9,196.50	\$ 803.50	\$ 10,000	\$ 8,070.44
City Administrative Fees	\$ 100,000	\$ -	\$ -	\$ 75,000.00	\$ 25,000.00	\$ 200,000	\$ 150,000.00
TOTAL	\$ 7,647,508	\$ 59,588.54	\$ 534,733.23	\$ 6,511,741.74	\$ 7,112,774.77	\$ 7,284,671	\$ 6,481,722.95

Grants (Included in Regular Budget Totals)

Gifts & Memorials (Included in Reg. Budget)

Capital Development Fund

\$ 3,281.32

\$ 1,269.70

\$ 25,920.76

\$ 36,817.41

\$ 27,522.15

\$ 194,830.82

\$ 11,188.96

\$ 32,309.29

\$ 225,901.75

PEORIA PUBLIC LIBRARY FINANCIAL REPORT, DECEMBER 31, 2023

<u>BREAKDOWN BY BRANCH</u>	<u>2023</u>		<u>2022</u>	
	<u>BUDGET</u>	<u>DECEMBER</u>	<u>BALANCE</u>	<u>BUDGET</u> <u>SPENT</u>
Salaries				
Main	\$ 243,617.55	\$ 2,027,677.21		\$ 2,050,801.09
Lakeview	\$ 50,435.39	\$ 400,329.05		\$ 380,215.29
Lincoln	\$ 30,133.14	\$ 234,719.70		\$ 249,805.06
McClure	\$ 18,923.07	\$ 150,654.35		\$ 120,298.97
North	\$ 25,185.35	\$ 202,755.75		\$ 379,918.58
Outreach	\$ 47,026.03	\$ 368,029.96		\$ 191,313.46
Total Salaries	\$ 3,541,838	\$ 415,320.53	\$ 157,671.98	\$ 3,460,000 \$ 3,372,352.45
Books / eBooks				
Popular Non-Fiction	\$ 15,527.40	\$ 86,899.74		\$ 55,994.13
Fiction	\$ 17,313.20	\$ 228,819.08		\$ 171,097.77
Paperbacks	\$ 1,659.06	\$ 13,034.84		\$ 6,816.23
Standing Orders	\$ 113.10	\$ 33,578.90		\$ 20,728.08
Youth Services	\$ 10,631.96	\$ 140,348.75		\$ 76,643.35
Total Books	\$ 640,691	\$ 45,244.72	\$ 138,009.69	\$ 622,691 \$ 331,279.56
Electricity				
Main	\$ 2,683.64	\$ 73,508.45		\$ 109,051.24
Lakeview	\$ 326.93	\$ 12,486.97		\$ 17,059.52
Lincoln	\$ 587.17	\$ 22,723.88		\$ 31,153.90
McClure	\$ 150.40	\$ 4,561.06		\$ 5,756.90
North	\$ 3,767.88	\$ 65,064.85		\$ 57,331.53
Total Electricity	\$ 214,000	\$ 7,516.02	\$ 35,654.79	\$ 135,000 \$ 220,353.09

PEORIA PUBLIC LIBRARY FINANCIAL REPORT, DECEMBER 31, 2023

<u>BREAKDOWN BY BRANCH</u>	<u>2023</u>		<u>2022</u>	
	<u>BUDGET</u>	<u>DECEMBER</u>	<u>BUDGET</u>	<u>SPENT</u>
Gas				
Main		\$ 1,755.63	\$ 15,527.68	\$ 28,857.03
Lakeview		\$ 496.53	\$ 3,480.81	\$ 4,766.50
Lincoln		\$ 1,022.72	\$ 10,578.73	\$ 13,739.85
McClure		\$ 215.06	\$ 1,614.68	\$ 1,938.34
North		\$ 1,908.53	\$ 15,266.94	\$ 21,080.12
Total Gas	\$ 72,000	\$ 5,398.47	\$ 46,468.84	\$ 70,381.84
			\$ 25,531.16	
Water & Sewage				
Main		\$ 971.12	\$ 10,977.33	\$ 12,302.47
Lakeview		\$ 98.90	\$ 1,652.60	\$ 2,361.96
Lincoln		\$ 152.56	\$ 2,379.32	\$ 2,729.81
McClure		\$ 39.26	\$ 979.48	\$ 1,348.67
North		\$ 1,150.48	\$ 12,572.49	\$ 9,773.45
	\$ 27,500	\$ 2,412.32	\$ 28,561.22	\$ 28,516.36
			\$ (1,061.22)	
Building Services				
Main		\$ 11,194.62	\$ 131,267.31	\$ 127,008.12
Lakeview		\$ 1,113.00	\$ 13,969.10	\$ 17,573.81
Lincoln		\$ 7,538.52	\$ 79,530.22	\$ 84,946.48
McClure		\$ 538.00	\$ 7,230.83	\$ 6,487.05
North		\$ 9,482.90	\$ 50,838.63	\$ 39,823.37
Total Building Services	\$ 225,000	\$ 29,867.04	\$ 282,836.09	\$ 275,838.83
			\$ (57,836.09)	

PEORIA PUBLIC LIBRARY FINANCIAL REPORT, DECEMBER 31, 2023

BREAKDOWN BY BRANCH

	<u>2023</u>		<u>2022</u>	
	<u>BUDGET</u>	<u>DECEMBER</u>	<u>BUDGET</u>	<u>SPENT</u>
Bldg. Maintenance & Repairs				
Main	\$	290.70	\$	11,202.82
Lakeview	\$	-	\$	731.54
Lincoln	\$	-	\$	2,890.78
McClure	\$	-	\$	642.45
North	\$	1,837.50	\$	12,451.22
Total Bldg. Maint. & Rprs.	\$	25,000	\$	27,918.81
			\$	(2,918.81)
Furniture & Fixtures				
Main	\$	726.87	\$	1,204.26
Lakeview	\$	-	\$	144.67
Lincoln	\$	-	\$	-
McClure	\$	-	\$	144.66
North	\$	-	\$	83.97
Total Furniture & Fixtures	\$	5,000.00	\$	1,577.56
			\$	3,422.44
			\$	5,000.00
			\$	23,693.48
			\$	13,821.32
			\$	1,258.31
			\$	2,414.65
			\$	1,075.23
			\$	5,123.97

PEORIA PUBLIC LIBRARY FINANCIAL REPORT, DECEMBER 31, 2023

RESTRICTED EXPENDITURES FOR DECEMBER, 2023

<u>GRANTS</u>	<u>JAN - NOV</u>	<u>DECEMBER</u>	<u>CUMULATIVE</u>	<u>GIFTS & MEM.</u>	<u>JAN - NOV</u>	<u>DECEMBER</u>	<u>CUMULATIVE</u>
Books	\$ -	\$ -	\$ -	Books	\$ 1,432.22	\$ -	\$ 1,432.22
Non-Print	\$ -	\$ -	\$ -	Non-Print	\$ -	\$ -	\$ -
Publicity	\$ -	\$ -	\$ -	Publicity	\$ -	\$ -	\$ -
Programming	\$ 4,591.57	\$ 650.00	\$ 5,241.57	Programming	\$ 23,028.61	\$ 1,269.70	\$ 24,298.31
Telephones	\$ 28,944.52	\$ 2,631.32	\$ 31,575.84	Telephones	\$ -	\$ -	\$ -
Library Supplies	\$ -	\$ -	\$ -	Library Supplies	\$ 170.50	\$ -	\$ 170.50
Miscellaneous	\$ -	\$ -	\$ -	Miscellaneous	\$ 1,621.12	\$ -	\$ 1,621.12
Automation	\$ -	\$ -	\$ -	Automation	\$ -	\$ -	\$ -
TOTAL	\$ 33,536.09	\$ 3,281.32	\$ 36,817.41	TOTAL	\$ 26,252.45	\$ 1,269.70	\$ 27,522.15

AMENDED TOTALS
AS OF 12/31/23

	<u>AMENDED</u>	<u>GRANTS</u>	<u>GIFT & MEMORIALS</u>	<u>CUMULATIVE</u>	<u>BALANCE</u>
Books	\$ 1,432.22	\$ -	\$ 1,432.22	\$ 1,432.22	\$ -
Non-Print	\$ -	\$ -	\$ -	\$ -	\$ -
Publicity	\$ -	\$ -	\$ -	\$ -	\$ -
Programming	\$ 27,420.18	\$ 5,241.57	\$ 24,298.31	\$ 29,539.88	\$ (2,119.70)
Telephones	\$ 28,944.52	\$ 31,575.84	\$ -	\$ 31,575.84	\$ (2,631.32)
Library Supplies	\$ 170.50	\$ -	\$ 170.50	\$ 170.50	\$ -
Miscellaneous	\$ 1,621.12	\$ -	\$ 1,621.12	\$ 1,621.12	\$ -
Automation	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 59,588.54	\$ 36,817.41	\$ 27,522.15	\$ 64,339.56	\$ (4,751.02)

	<u>AMENDED</u>	<u>JAN - NOV</u>	<u>DECEMBER</u>	<u>CUMULATIVE</u>	<u>BALANCE</u>
Capital Development Fund	\$ 168,910.06	\$ 168,910.06	\$ 25,920.76	\$ 194,830.82	\$ 2,217,440.77

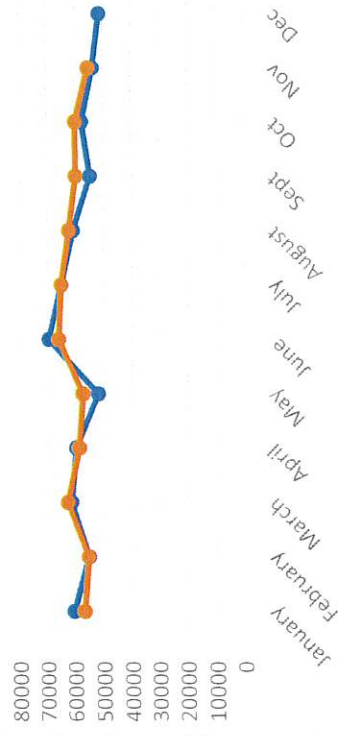
Peoria Public Library Monthly Statistics Summary November 2023

	<u>Current Month</u>	<u>Current FYTD</u>	<u>Last FYTD</u>
Circulation			
Main	15,208	186,697	189,338
Lakeview	7,279	87,080	88,657
Lincoln	1,125	10,808	9,286
McClure	1,417	17,170	16,177
North	14,428	177,325	172,624
Outreach	3,410	31,975	24,148
Outgoing Intralibrary Loan	2,172	27,412	50,455
TOTAL	45,039	538,467	550,685
Virtual			
E-Books	8,074	89,438	75,507
Music/Movie Downloads	2,068	30,894	23,780
TOTAL CIRCULATION	55,181	658,799	650,880
Other			
New Cards Issued	231	3,852	3,500
TOTAL CARDHOLDERS		27,493	31,142
Computer Use	2,786	32,963	27,411
Door Count	25,389	279,897	238,420
Total # of Programs	173	1,933	1,676
Total # of Program Attendees	2,127	35,633	29,266
Reference Questions	6,575	74,061	22,442
Technology Assistance*	2,294	18,048	n/a

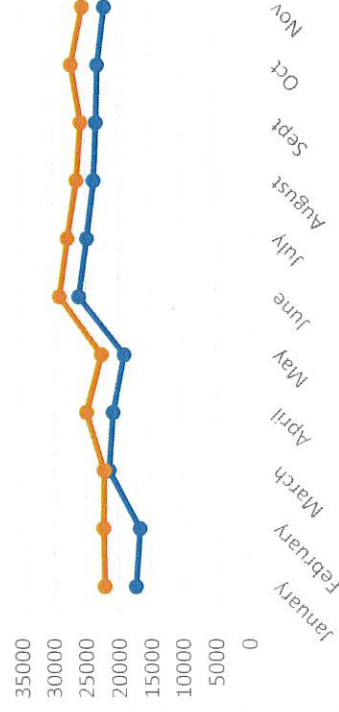
Beginning April 2023, staff began tracking the number of times they provided technology assistance to the public.

November 2023

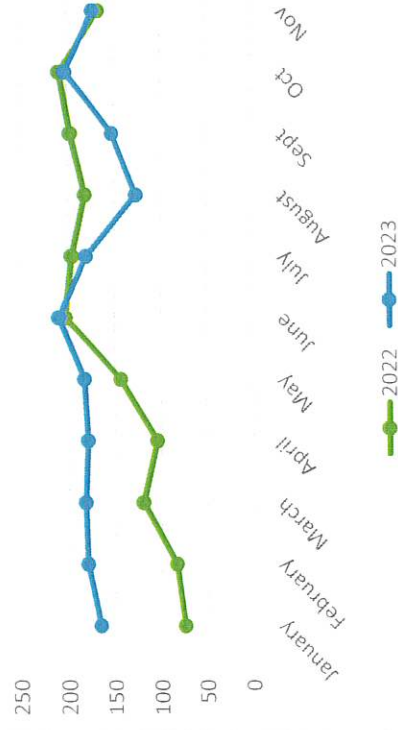
Total Circulation



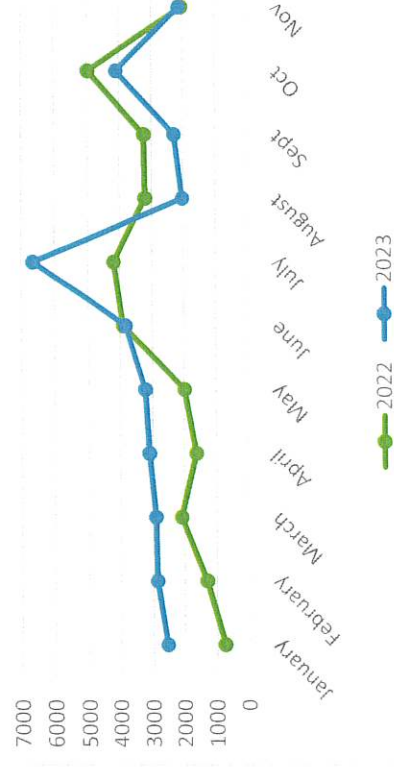
Door Count



Total Number of Programs



Total Number of Program Attendees



PEORIA PUBLIC LIBRARY STATISTICAL REPORT

NOVEMBER 30, 2023

CIRCULATION MATERIALS

2023	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Main	16,039	15,603	17,755	17,171	16,952	17,653	18,092	18,052	17,314	16,858	15,208	-	186,697
Lakeview	7,762	7,137	7,979	7,542	7,696	8,559	8,607	8,505	7,936	8,078	7,279	-	87,080
Lincoln	770	991	1,067	749	614	1,185	1,180	905	1,239	983	1,125	-	10,808
McClure	1,380	1,216	1,678	1,452	1,464	1,849	1,734	1,942	1,426	1,612	1,417	-	17,170
North	14,002	14,246	17,276	14,655	14,930	20,433	19,793	17,059	14,979	15,524	14,428	-	177,325
Outreach	3,482	3,838	3,247	3,517	2,851	1,873	1,943	1,672	2,976	3,166	3,410	-	31,975
E-Books	8,076	7,136	7,983	8,661	8,065	8,104	8,452	8,457	8,133	8,297	8,074	-	89,438
Music/Movie Downloads	3,023	3,028	3,210	2,478	2,341	3,537	2,353	2,817	3,278	2,761	2,068	-	30,894
Outgoing Intralibrary Loan	2,479	2,342	2,601	2,427	2,425	2,677	2,781	2,687	2,340	2,481	2,172	-	27,412
TOTAL	57,013	55,537	62,796	58,652	57,338	65,870	64,935	62,096	59,621	59,760	55,181	-	658,799

2022	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Main	16,947	15,652	17,277	17,059	14,596	18,786	19,469	18,525	17,331	17,086	16,610	-	189,338
Lakeview	7,859	6,948	8,116	8,473	6,948	9,110	8,961	8,428	7,014	8,498	8,302	-	88,657
Lincoln	882	638	689	714	392	1,036	931	1,040	1,034	958	972	-	9,286
McClure	1,619	1,350	1,636	1,521	367	1,738	1,823	1,770	1,556	1,529	1,268	-	16,177
North	15,890	13,998	15,263	14,176	12,105	21,915	19,328	16,984	14,569	15,131	13,265	-	172,624
Outreach	1,915	2,099	1,947	2,338	2,294	1,849	1,887	2,246	2,802	3,318	2,361	-	25,056
E-Books	6,644	6,181	6,657	6,504	6,772	6,728	7,502	7,492	6,962	7,031	7,034	-	75,507
Music/Movie Downloads	2,257	2,181	3,001	2,618	2,230	2,387	2,321	2,211	1,563	1,568	1,443	-	23,780
Outgoing Intralibrary Loan	6,578	6,250	6,749	6,319	6,047	5,894	2,684	2,732	2,550	2,274	2,378	-	50,455
TOTAL	60,591	55,297	61,335	59,722	51,751	69,443	64,906	61,428	55,381	57,393	53,633	-	650,880

DOOR COUNTS

2023	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Main	7,779	7,359	9,018	8,685	7,710	8,738	8,703	9,368	8,948	9,437	9,690	-	95,435
Lakeview	4,088	3,946	4,421	4,307	4,009	5,122	4,828	4,680	4,630	4,829	4,330	-	49,190
Lincoln	1,533	1,623	1,796	2,003	1,735	2,783	2,516	1,746	2,002	2,600	1,872	-	22,209
McClure	1,521	1,528	1,892	1,998	2,013	2,548	2,304	2,880	2,543	2,240	1,881	-	23,348
North	7,007	7,645	8,836	7,737	6,914	9,616	9,205	7,492	7,339	7,833	7,419	-	87,043
Outreach	291	265	301	201	251	257	229	236	219	225	197	-	2,672
TOTAL	22,219	22,366	26,264	24,931	22,632	29,064	27,785	26,402	25,681	27,164	25,389	-	279,897

2022	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Main	5,209	4,735	6,567	6,561	6,335	6,907	7,450	7,480	7,483	6,925	6,932	-	72,584
Lakeview	3,441	3,354	4,185	3,965	3,842	4,696	4,824	4,539	3,722	4,211	3,728	-	44,507
Lincoln	1,427	1,339	1,725	1,897	1,740	3,131	2,393	2,127	2,094	2,208	1,562	-	21,643
McClure	1,545	1,295	1,800	1,858	1,285	1,974	1,878	1,959	2,183	1,832	1,597	-	19,206
North	5,792	5,702	7,232	6,565	5,374	8,876	7,801	7,014	6,374	7,096	7,003	-	74,829
Outreach	-	360	-	-	501	444	376	569	1,448	775	1,178	-	5,651
TOTAL	17,414	16,785	21,509	20,846	19,077	26,028	24,722	23,688	23,304	23,047	22,000	-	238,420

PEORIA PUBLIC LIBRARY STATISTICAL REPORT
NOVEMBER 30, 2023

REFERENCE	NOV. '23	CUM '23	NOV. '22	CUM '22	ADDITIONAL SERVICES	NOV. '23	CUM '23	NOV. '22	CUM '22
<u>MAIN</u>									
Main	931	10,797	458	5,267	One-on-One Tutorials	368	2,900	131	1,229
Lakeview	969	10,657	359	4,300	Youth Group Visits	10	139	6	97
Lincoln	259	3,525	219	2,249	Youth Group Visits Attendance	154	2,670	94	1,778
McClure	1,421	11,299	258	4,470	Youth Story Time	27	306	26	199
North	2,798	35,871	980	8,041	Youth Story Time Attendance	292	4,224	255	2,231
Outreach	197	1,912	31	115	Youth Off-Site Visits & Presentation	8	110	12	172
TOTAL	6,575	74,061	2,305	24,442	Youth Off-Site Visits Attendance	193	5,383	468	7,244
<u>TECHNICAL ASSISTANCE</u>	2,294	18,048			Children's Programs	27	311	20	280
<u>TECHNOLOGY USAGE</u>					Children's Programs Attendance	153	4,285	252	4,219
Computer Users Signed Up					Children's Passive Programs	25	294	34	365
E-Books	2,786	32,963	2,311	27,411	Children's Passive Prog. Attendance	453	7,148	410	7,404
Movie/Music Downloads	8,074	89,438	7,034	75,507	Children's ZOOM Programs	-	7	-	17
DataBase Usage	2,068	30,894	1,443	23,780	Children's ZOOM Attendance	-	12	-	55
Website Visits*	17,645	149,365	12,824	162,390	Young Adult Programs	11	106	15	73
WiFi Users	-	71,366	9,921	97,995	Young Adult Attendance	31	498	2	387
RSACat Searches	1,702	19,914	1,571	16,289	Young Adult Passive Programs	6	58	3	30
YouTube Views	42,074	460,957	41,049	466,192	Young Adult Passive Programs Atte	21	463	57	534
Facebook Friends	374		344		Young Adult ZOOM Programs	-	-	-	1
Instagram	6,442		5,457		Young Adult ZOOM Attendance	-	-	-	-
Twitter Followers	2,009		1,753		Lincoln Project Next Generation	61	567	72	241
Pinterest Followers	1,740		1,752		Adult Group Visits	1	22	1	16
Tik-Tok Followers	136		136		Adult Group Visits Attendance	5	265	4	242
	754		206		Adult Off-Site Visits & Presentations	2	65	9	116
Holds	5,937	65,964	5,731	69,687	Adult Off-Site Visits Attendance	15	1,003	117	3,251
New Cards Issued	231	27,666	299	5,576	Adult Programs	33	334	26	306
Loans to Non-Peorians					Adult Attendance	288	4,687	253	4,063
Direct	2,065	27,882	2,187	28,299	Adult Passive Programs	10	91	9	94
Interlibrary Loans	1,973	26,685	2,086	27,185	Adult Passive Programs Attendance	461	3,678	51	1,059
	92	1,197	101	1,114	Adult ZOOM Programs	-	20	-	14
<u>DOOR COUNT</u>					Adult ZOOM Attendance	-	155	-	86
Main	9,690	95,435	6,932	72,584	YouTube Virtual Programs	-	1	1	20
Lakeview	4,330	49,190	3,728	44,507	YouTube Program Views	-	12	9	159
Lincoln	1,872	22,209	1,562	21,643	Non-PPL Use of Meeting Rooms	177	2,382	190	1,801
McClure	1,881	23,348	1,597	19,206	Approx. Attendance	1,722	19,161	1,771	13,693
North	7,419	87,043	7,003	74,829	Non-PPL Use of Study Rooms	419	4,413	355	3,718
Outreach	197	2,672	1,178	5,651	Approx. Attendance	790	9,222	613	6,176
	25,389	279,897	22,000	238,420					

*Website Visits number not available

PEORIA PUBLIC LIBRARY STATISTICAL REPORT
NOVEMBER 30, 2023 - TECHNICAL SERVICES

	2023	2022
Books - # at End of Month	397,226	412,793
Books Added	2,435	1,637
Books Discarded	2,845	1,473
Audio Books - # at End of Month	8,450	10,051
Audio Books Added	3	34
Audio Books Discarded	304	-
Kits - # at End of Month	184	127
Kits Added	9	34
Kits Discarded	-	-
Periodicals - # at End of Month	86,623	86,839
Periodicals Added	307	315
Periodicals Discarded	163	135
Visual Media - # at End of Month	19,942	19,638
Visual Media Added	89	122
Visual Media Discarded	247	385
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	22,048	22,605
Music Media Added	1	2
Music Media Discarded	-	-
Web Resources - # at End of Month	7,130	7,130
Web Resources Added	-	-
Web Resources Discarded	-	-

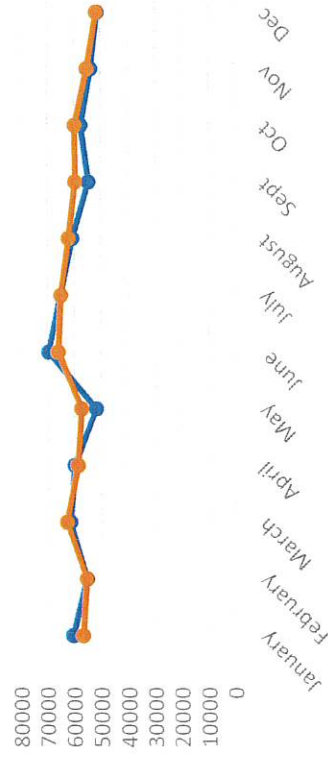
Peoria Public Library Monthly Statistics Summary December 2023

	<u>Current Month</u>	<u>Current FYTD</u>	<u>Last FYTD</u>
Circulation			
Main	13,926	200,623	189,338
Lakeview	6,228	93,308	88,657
Lincoln	1,215	12,023	9,286
McClure	1,274	18,444	16,177
North	14,011	191,336	172,624
Outreach	2,343	34,318	24,148
Outgoing Intralibrary Loan	2,088	29,500	50,455
TOTAL	41,085	579,552	550,685
Virtual			
E-Books	8,328	97,766	75,507
Music/Movie Downloads	2,212	33,106	23,780
TOTAL CIRCULATION	51,625	710,424	702,111
Other			
New Cards Issued	286	4,138	3,667
TOTAL CARDHOLDERS		26,245	31,528
Computer Use	2,825	35,788	29,668
Door Count	23,267	303,164	257,281
Total # of Programs	154	2,087	1,818
Total # of Program Attendees	2,550	39,075	30,790
Reference Questions	6,653	80,714	27,574
Technology Assistance*	2,487	20,535	n/a

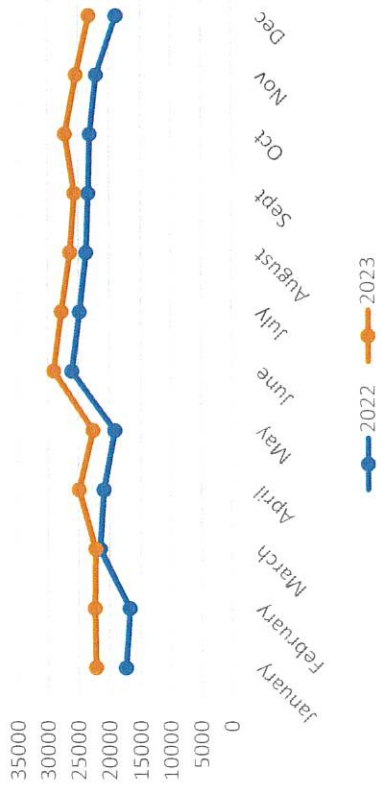
Beginning April 2023, staff began tracking the number of times they provided technology assistance to the public.

December 2023

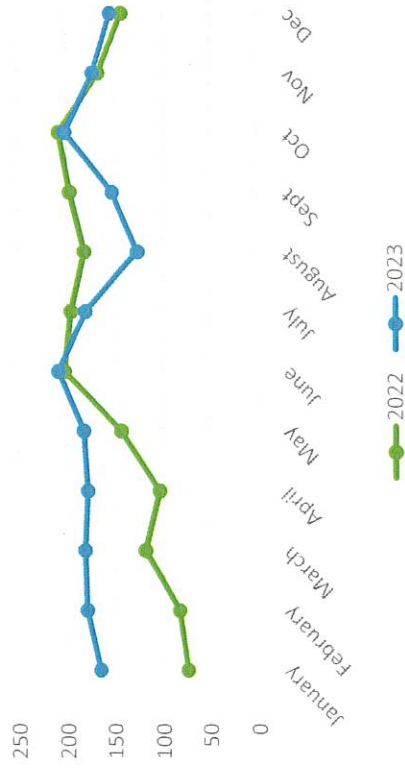
Total Circulation



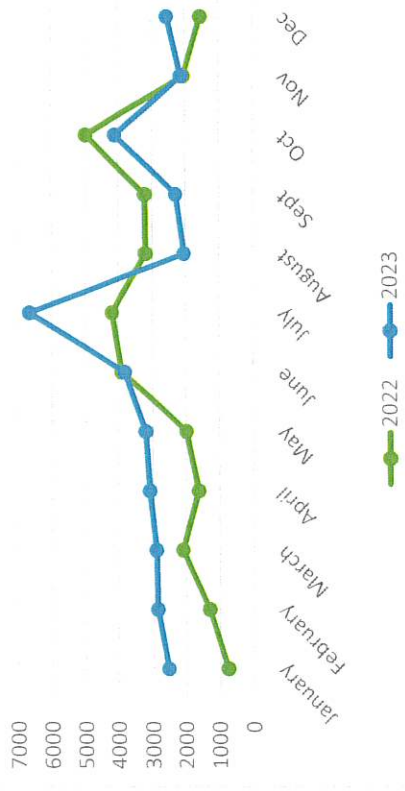
Door Count



Total Number of Programs



Total Number of Program Attendees



PEORIA PUBLIC LIBRARY STATISTICAL REPORT

DECEMBER 31, 2023

CIRCULATION MATERIALS

2023	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Main	16,039	15,603	17,755	17,171	16,952	17,653	18,092	18,052	17,314	16,858	15,208	13,926	200,623
Lakeview	7,762	7,137	7,979	7,542	7,696	8,559	8,607	8,505	7,936	8,078	7,279	6,228	93,308
Lincoln	770	991	1,067	749	614	1,185	1,180	905	1,239	983	1,125	1,215	12,023
McClure	1,380	1,216	1,678	1,452	1,464	1,849	1,734	1,942	1,426	1,612	1,417	1,274	18,444
North	14,002	14,246	17,276	14,655	14,930	20,433	19,793	17,059	14,979	15,524	14,428	14,011	191,336
Outreach	3,482	3,838	3,247	3,517	2,851	1,873	1,943	1,672	2,976	3,166	3,410	2,343	34,318
E-Books	8,076	7,136	7,983	8,661	8,065	8,104	8,452	8,457	8,133	8,297	8,074	8,328	97,766
Music/Movie Downloads	3,023	3,028	3,210	2,478	2,341	3,537	2,353	2,817	3,278	2,761	2,068	2,212	33,106
Outgoing Intralibrary Loan	2,479	2,342	2,601	2,427	2,425	2,677	2,781	2,687	2,340	2,481	2,172	2,088	29,500
TOTAL	57,013	55,537	62,796	58,652	57,338	65,870	64,935	62,096	59,621	59,760	55,181	51,625	710,424

2022	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Main	16,947	15,652	17,277	17,059	14,596	18,786	19,469	18,525	17,331	17,086	16,610	15,624	204,962
Lakeview	7,859	6,948	8,116	8,473	6,948	9,110	8,961	8,428	7,014	8,498	8,302	7,594	96,251
Lincoln	882	638	689	714	392	1,036	931	1,040	1,034	958	972	1,080	10,366
McClure	1,619	1,350	1,636	1,521	367	1,738	1,823	1,770	1,556	1,529	1,268	1,104	17,281
North	15,890	13,998	15,263	14,176	12,105	21,915	19,328	16,984	14,569	15,131	13,265	12,595	185,219
Outreach	1,915	2,099	1,947	2,338	2,294	1,849	1,887	2,246	2,802	3,318	2,361	2,241	27,297
E-Books	6,644	6,181	6,657	6,504	6,772	6,728	7,502	7,492	6,962	7,031	7,034	7,023	82,530
Music/Movie Downloads	2,257	2,181	3,001	2,618	2,230	2,387	2,321	2,211	1,563	1,568	1,443	2,018	25,798
Outgoing Intralibrary Loan	6,578	6,250	6,749	6,319	6,047	5,894	2,684	2,732	2,550	2,274	2,378	1,952	52,407
TOTAL	60,591	55,297	61,335	59,722	51,751	69,443	64,906	61,428	55,381	57,393	53,633	51,231	702,111

DOOR COUNTS

2023	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Main	7,779	7,359	9,018	8,685	7,710	8,738	8,703	9,368	8,948	9,437	9,690	8,592	104,027
Lakeview	4,088	3,946	4,421	4,307	4,009	5,122	4,828	4,680	4,630	4,829	4,330	3,921	53,111
Lincoln	1,533	1,623	1,796	2,003	1,735	2,783	2,516	1,746	2,002	2,600	1,872	1,746	23,955
McClure	1,521	1,528	1,892	1,998	2,013	2,548	2,304	2,880	2,543	2,240	1,881	1,761	25,109
North	7,007	7,645	8,836	7,737	6,914	9,616	9,205	7,492	7,339	7,833	7,419	7,095	94,138
Outreach	291	265	301	201	251	257	229	236	219	225	197	152	2,824
TOTAL	22,219	22,366	26,264	24,931	22,632	29,064	27,785	26,402	25,681	27,164	25,389	23,267	303,164

2022	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Main	5,209	4,735	6,567	6,561	6,335	6,907	7,450	7,480	7,483	6,925	6,932	6,416	79,000
Lakeview	3,441	3,354	4,185	3,965	3,842	4,696	4,824	4,539	3,722	4,211	3,728	3,127	47,634
Lincoln	1,427	1,339	1,725	1,897	1,740	3,131	2,393	2,127	2,094	2,208	1,562	1,526	23,169
McClure	1,545	1,295	1,800	1,858	1,285	1,974	1,878	1,959	2,183	1,832	1,597	1,318	20,524
North	5,792	5,702	7,232	6,565	5,374	8,876	7,801	7,014	6,374	7,096	7,003	5,830	80,659
Outreach	-	360	-	-	501	444	376	569	1,448	775	1,178	644	6,295
TOTAL	17,414	16,785	21,509	20,846	19,077	26,028	24,722	23,688	23,304	23,047	22,000	18,861	257,281

PEORIA PUBLIC LIBRARY STATISTICAL REPORT
DECEMBER 31, 2023

REFERENCE	DEC. '23	CUM '23	DEC. '22	CUM '22	ADDITIONAL SERVICES	DEC. '23	CUM '23	DEC. '22	CUM '22
Main	1,168	11,965	446	5,713	One-on-One Tutorials	362	3,262	75	1,304
Lakeview	1,045	11,702	175	4,475	Youth Group Visits	10	149	11	108
Lincoln	297	3,822	169	2,418	Youth Group Visits Attendance	140	2,810	140	1,918
McClure	1,343	12,642	438	4,908	Youth Story Time	23	329	19	218
North	2,648	38,519	1,884	9,925	Youth Story Time Attendance	387	4,611	105	2,336
Outreach	152	2,064	20	135	Youth Off-Site Visits & Presentation	2	112	11	183
TOTAL	6,653	80,714	3,132	27,574	Youth Off-Site Visits Attendance	22	5,405	236	7,480
TECHNICAL ASSISTANCE	2,487	20,535			Children's Programs	12	323	23	303
TECHNOLOGY USAGE					Children's Programs Attendance	89	4,374	192	4,411
Computer Users Signed Up					Children's Passive Programs	22	316	30	395
E-Books	2,825	35,788	2,257	29,668	Children's Passive Prog. Attendance	453	7,601	338	7,742
Movie/Music Downloads	8,328	97,766	7,023	82,530	Children's ZOOM Programs	4	11	-	17
DataBase Usage	2,212	33,106	2,018	25,798	Children's ZOOM Attendance	-	12	-	55
Website Visits*	15,256	164,621	11,722	174,112	Young Adult Programs	14	120	4	77
WiFi Users	-	71,366	9,525	107,520	Young Adult Attendance	44	542	26	413
RSACat Searches	1,584	21,498	1,436	17,725	Young Adult Passive Programs	5	63	4	34
YouTube Views	50,365	511,322	36,033	502,225	Young Adult Passive Programs Atte	58	521	12	546
Facebook Friends	374		344		Young Adult ZOOM Programs	-	-	-	1
Instagram	6,491		5,497		Young Adult ZOOM Attendance	-	-	-	-
Twitter Followers	2,020		1,785		Lincoln Project Next Generation	70	637	31	272
Pinterest Followers	1,741		1,746		Adult Group Visits	1	23	2	18
Tik-Tok Followers	136		136		Adult Group Visits Attendance	6	271	48	290
	796		236		Adult Off-Site Visits & Presentations	2	67	4	120
Holds	4,820	70,784	5,207	74,894	Adult Off-Site Visits Attendance	16	1,019	40	3,291
New Cards Issued	286	27,952	168	5,744	Adult Programs	32	366	23	329
Loans to Non-Peorians					Adult Attendance	373	5,060	305	4,368
Direct	2,462	30,344	2,260	30,559	Adult Passive Programs	12	103	7	101
Interlibrary Loans	2,364	29,049	2,223	29,408	Adult Passive Programs Attendance	892	4,570	39	1,098
	98	1,295	37	1,151	Adult ZOOM Programs	-	20	1	15
DOOR COUNT					Adult ZOOM Attendance	-	155	12	98
Main	8,592	104,027			YouTube Virtual Programs	-	1	-	20
Lakeview	3,921	53,111			YouTube Program Views	-	12	-	159
Lincoln	1,746	23,955	6,416	79,000	Non-PPL Use of Meeting Rooms	152	2,534	148	1,949
McClure	1,761	25,109	3,127	47,634	Approx. Attendance	1,132	20,293	832	14,525
North	7,095	94,138	1,526	23,169	Non-PPL Use of Study Rooms	374	4,787	314	4,032
Outreach	152	2,824	1,318	20,524	Approx. Attendance	637	9,859	636	6,812
	23,267	303,164	5,830	80,659					
			644	6,295					
			18,861	257,281					

PEORIA PUBLIC LIBRARY STATISTICAL REPORT
DECEMBER 31, 2023 - TECHNICAL SERVICES

	2023	2022
Books - # at End of Month	395,144	410,955
Books Added	2,090	1,550
Books Discarded	4,172	3,388
Audio Books - # at End of Month	8,421	10,140
Audio Books Added	23	97
Audio Books Discarded	52	8
Kits - # at End of Month	197	142
Kits Added	13	15
Kits Discarded	-	-
Periodicals - # at End of Month	85,160	85,651
Periodicals Added	231	331
Periodicals Discarded	1,694	1,519
Visual Media - # at End of Month	19,667	19,639
Visual Media Added	59	262
Visual Media Discarded	334	261
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	22,047	22,599
Music Media Added	1	-
Music Media Discarded	2	6
Web Resources - # at End of Month	7,130	7,130
Web Resources Added	-	-
Web Resources Discarded	-	-



AGENDA REPORT

Number: #2024-06

Meeting Date: January 30, 2024

To: Peoria Public Library Board of Trustees

From: Randall Yelverton, Executive Director

Subject: Request to approve expenditure of \$17,750.00 from Capital Development to replace Furnaces at Lakeview Branch.

RECOMMENDATIONS:

That the Peoria Public Library Board of Trustees approve a motion to adopt resolution #2024-06 to purchase \$17,750.00 in equipment to replace two furnaces at the Lakeview Branch.

BACKGROUND:

Two furnaces at the Lakeview Branch have bad heat exchangers, causing a loss of heating in the staff areas. A temporary solution is in place, but new furnaces are needed in order to regulate the heat in this area of the building. The Library regularly works with TSI, the recommended company for this project, with positive results.

EFFECTS:

With new furnaces, the Lakeview Branch will be capable of maintaining proper temperatures throughout the building.

FISCAL IMPACT:


Funds for this expenditure are available in the Library's Capital Development fund.

Respectfully submitted,



Randall Yelverton
Executive Director

Prepared by:



Veronica De Fazio
Deputy Director

Attachments:

TSI – Thermal Services Inc.



THERMAL SERVICES INC.

2200 W Altorfer Drive
Peoria, IL 61615
Office Ph. (309) 699-3333
tish@tsipeoria.com

MECHANICAL PROPOSAL

To: Peoria Public Library-Lakeview	For: Furnace Replacements
Attn: Rufus	Location: Stacks & Adult Reading Units

We submit the following proposal:

Date: 01/05/2023

Includes:

- Disconnect and remove 2 furnaces with bad heat exchangers.
- Provide and install (2) new high efficiency 100,000 btu furnaces on air bear filter boxes.
- Run new PVC flues through old existing metal flue pipe to roof.
- Modify and reconnect gas piping.
- Provide and install (2) new 4-ton cased coils on furnaces.
- Fabricate and install new duct transitions to connect to existing ductwork.
- Set (2) 14 seer 4-ton condensing units on pads outside.
- Mount new disconnects and run electrical whips.
- Run new refrigerant piping linesets from new cased coils to condensing units.
- Pull system into deep vacuum.
- Open refrigerant valves on condensing units.
- Start-up units and verify proper operation
- All labor to complete the work

Excludes:

Overtime and shift work

Price: The above quotation will amount to a total of: **\$17,750.00**

We appreciate the opportunity to provide you with our quotation. Please call if you have any questions or would like to further discuss this quote.

CONTRACTOR'S GUARANTEE

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to the standard practices. Any variations from plan or alterations requiring extra labor or material will be executed upon written change order and billed in addition to the sum covered by this proposal.

DATE: 01/05/2023	SIGNED: Heath Bailey/Aaron Murphy
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ACCEPTANCE OF BID

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made 15 days of invoice.

DATE:	SIGNED:
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This proposal is void 30 days from date unless signed and returned to us.



AGENDA REPORT

Number: #2024-07

Meeting Date: January 30, 2024

To: Peoria Public Library Board of Trustees

From: Randall Yelverton, Executive Director

Subject: Request to approve expenditure of \$9,885.00 from Capital Development to replace the furnace at McClure Branch.

RECOMMENDATIONS:

That the Peoria Public Library Board of Trustees approve a motion to adopt resolution #2024-07 to purchase \$9,885.00 in equipment to replace the furnace at the McClure Branch.

BACKGROUND:

The furnace at the McClure Branch is reaching the end of its life and causing a loss of heating on the first floor. A temporary solution is in place, but a new furnace is needed in order to regulate the heat in the building. The Library regularly works with TSI, the recommended company for this project, with positive results.

EFFECTS:

With a new furnace, the McClure Branch will be capable of maintaining proper temperatures on the first floor.


FISCAL IMPACT:

Funds for this expenditure are available in the Library's Capital Development fund.

Respectfully submitted,


Randall Yelverton
Executive Director

Prepared by:


Veronica De Fazio
Deputy Director

Attachments:

TSI – Thermal Services Inc.



THERMAL SERVICES INC.

2200 W Altorfer Drive
Peoria, IL 61615
Office Ph. (309) 699-3333
tsioffice@tsipeoria.com

MECHANICAL PROPOSAL

To: Peoria Public Library-McClure	For: 5-Ton System Replacement
Attn: Rufus	

We submit the following proposal:

Date: 01/23/2024

Includes:

- Disconnect and remove the existing system.
- Provide and install 92% 115,000 btu furnace.
- Provide and install 5-Ton cased indoor coil.
- Provide and install new 5-Ton condensing unit.
- Flush refrigerant piping and charge to proper level.
- Provide and install necessary sheet-metal fittings.
- Reconnect existing electrical wiring, gas pipe, and condensate piping.
- Modify and connect existing flue piping.
- Reconnect existing thermostat.
- Modify and connect control wiring from the indoor unit to the outdoor unit.
- Start system and verify proper operation.
- Provide manufacturer parts and 1-year labor warranty.

Excludes:

Overtime and shift work

Price:

The above quotation will amount to a total of: **\$9,885.00**

We appreciate the opportunity to provide you with our quotation. Please call if you have any questions or would like to further discuss this quote.

CONTRACTOR'S GUARANTEE

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to the standard practices. Any variations from plan or alterations requiring extra labor or material will be executed upon written change order and billed in addition to the sum covered by this proposal.

DATE: 01/23/2024

SIGNED: *Heath Bailey/Tisha Matson*

ACCEPTANCE OF BID

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made 15 days of invoice.

DATE:

SIGNED:

This proposal is void 14 days from date unless signed and returned to us.

To: Randall Yelverton
From: Alyce Jackson
Date: January 11, 2024
Subject: Monthly Programming Report

Winter Reading Challenge

Cozy up with some new reads during the winter months to complete the Winter Reading Challenge! Visit www.peoriapubliclibrary.beanstack.org to register virtually or pick up a paper log at any of the Peoria Public Library locations to get started. Complete your log by February 29th for your chance to win a gift card or even an Amazon Kindle Fire! All ages!

Adult Reading Challenge

We are once again holding a year-long reading challenge just for adults! Each month brings a new theme to explore and a prize from a local business.

Check out our book clubs! <https://peoriapubliclibrary.org/book-clubs/>

We have over a dozen book clubs listed on our website --- something for everyone!

60th Anniversary of The Beatles on Ed Sullivan

Join us at North on February 9 for an after-hours program celebrating the 60th anniversary of The Beatles coming to America! Test your knowledge of Beatles trivia, watch their Ed Sullivan Show performance, win prizes, sing and dance to Beatles music and so much more! It'll be a rocking good time! Costumes encouraged!

Peoria Reads 2024

Nature's Best Hope: Exploring Conservation and Climate Change

Main title: [Nature's Best Hope by Doug Tallamy](#) – Zoom program on April 17

Young adult title: [Nature's Best Hope by Doug Tallamy \(young readers edition\)](#)

Children's title: [Honeybee by Candace Fleming](#) – in-person visit on May 2

Barbenheimer Double Feature

Did you miss seeing these two very different, but very amazing, films at the theater? Join us for a double feature at McClure on January 20! *Barbie* will begin at 12pm followed by *Oppenheimer* at 2pm. Bring your favorite movie snack!

Black History Month events

Saturday movie series at North Branch

Black History activity book and STEM crafts at Lincoln Branch

Black Children's Book Week scavenger hunt at Lakeview Branch

Library Challenge across all locations

Dr. Tristen Johnson – collaboration with Peoria Public Schools – presentation at Lincoln

Dr. Charles Bell – collaboration with Dr. Marwin Spiller – presentation at Lincoln

Art Gallery at Main Library

January: Tiny Art Show – [Watch for dates](#) when you can create your own masterpiece to display in the gallery!

February & March: Darius

April: Rose Farrell & Friends

May & June: Central Illinois Landmark Foundation

July & August: Peoria Historical Society

September & October: PPL Staff projects

November & December: 22VA

Music in the McKenzie at North Branch One Sunday each month at 2pm.

January 14: Nathan Taylor Band

February 4: Carrie Sue & the Wood Burners

March 10: Roundstone Buskers

April 14: Fox Crossing Stringband

May 5: Still Shine

June 2: The Bashful Youngens

July 21: The Bucktown Americana Music Show

August 25: The Twangtown Paramours

September 15: Switchback

October 20: Edward David Anderson

November 17: Good Morning Bedlam

December 8: Turas

Illinois Libraries Present – Season 3 (virtual programming)

Illinois Libraries Present (ILP) is a collaboration amongst Illinois public libraries that provides high interest, virtual adult and children's programming to patrons statewide. To date, it has brought together more than 200 public libraries across the state.

January 11 - Sci-fi author, journalist, and activist Cory Doctorow and Hugo and Nebula award-winning author Ken Liu, AND *New York Times* bestselling author Martha Wells join us to speculate about our AI Future

February 6 - Meet American cartoonist and children's book author/illustrator Jerry Craft to learn how to draw your own comics

February 20 - #1 *New York Times* bestselling author Julia Quinn helps us feel the romance all month with a discussion about *Bridgerton* and all things romance

March 20 - Ruth E. Carter: Interweaving Tradition and Imagination Through Costume Design. Join us for a special event with Ruth E. Carter, two-time Academy Award-winning costume designer.

April 3 – The Hidden Gifts of Visual Thinkers with Dr. Temple Grandin. Dr. Grandin is one of the world's most accomplished and well-known adults with autism.

Chapter 8 (System Member Responsibilities and Resource Sharing)

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

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

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

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

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

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

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

System Member Responsibilities and Resource Sharing Standards

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

System Member Responsibilities and Resource Sharing Checklist

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

Chapter 9 (Public Services: Reference and Reader's Advisory Services)

Through public services, a library offers assistance to patrons in the use of its collections and resources. The library also provides patrons with resources beyond those owned by the library through interlibrary loan and other resource-sharing arrangements. Basic public services include reference and reader's advisory. These services should be provided to all age groups.

Reference Service

Reference service is the provision of information in response to a patron's question. All Illinois public libraries should provide reference service for their patrons.

Reference Service Standards

1. All basic services are available when the library is open. For the purpose of this document, basic services are circulation, reference, reader's advisory, and computer/Internet access.
2. The library has a board-approved reference service policy developed by reference staff and administration and it is reviewed biennially.
3. The library provides staff trained in reference service to meet the needs of patrons who have challenges with disabilities, language, and literacy.
4. The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.
5. The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.
6. The 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.
7. The library provides easy access to accurate and up-to-date community information/resource files.
8. The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.
9. The library provides access to local ordinances or codes of all municipalities within its service boundaries.
10. The library provides access to local and state maps.
11. The library strives to provide access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.
12. The library provides voter information, including precinct boundaries and location of polling places.
13. The library provides information about local history and events.
14. The library will include at least one current reference resource for each subject area. Electronic resources may fulfill this requirement.

15. Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.
16. Staff members are encouraged to attend at least one relevant continuing education event each year.
17. The library annually evaluates its reference service for accuracy, timeliness, staff friendliness, and patron ease.

Reference Service Checklist

- ☐ All basic services are available when the library is open.
- ☐ The library has a reference service policy.
- ☐ The library provides staff trained in reference service to meet the needs of patrons who have challenges with disabilities, language, and literacy.
- ☐ The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.
- ☐ The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.
- ☐ The 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.
- ☐ The library provides easy access to accurate and up-to-date community information.
- ☐ The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.
- ☐ The library provides access to local ordinances or codes of all municipalities within its service boundaries.
- ☐ The library provides access to local and state maps.
- ☐ The library provides access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.
- ☐ The library provides voter information, including precinct boundaries and location of polling places.
- ☐ The library provides information about local history and events.
- ☐ The library has at least one current reference resource for each subject area.
- ☐ Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.
- ☐ Staff members are encouraged to attend at least one relevant continuing education event each year.
- ☐ The library evaluates its reference service on an annual basis.

Reader's Advisory Service

Reader's advisory service is a patron focused service that promotes and encourages the use of collections for recreational purposes, including but not limited to recreational reading, watching, and listening. Reader's advisory service offers advice, suggestions, recommendations, and selections to library users to help them identify authors, titles, and genres which they may enjoy. It should also strive to respond to the recreational reading, viewing, and listening tastes of individual patrons using the resources of the library and its staff to link readers with books, movies, and music. Reader's advisory is instrumental in creating relationships and encouraging conversations with users and the community about leisure reading, viewing, and listening needs.

All Illinois public libraries should provide some sort of reader's advisory service to their patrons. This can be done formally with a separate designated service desk, through conversation with a librarian, or informally through conversations throughout the library such as at the circulation desk where library staff members interact with patrons as they are checking out and returning materials and are able to discuss these items with them, getting to know their preferences in the process. This can lead to suggestions of similar titles that the patrons may enjoy.

Reader's Advisory Service Standards

1. All basic services are available when the library is open. For the purposes of this document, basic services are circulation and reference and reader's advisory services. If reference and reader's advisory services are provided to children and adults from two separate points, then the library provides adequate staffing at both locations all hours the library is open.
2. The library has competently trained staff that has thorough knowledge of popular authors and titles.
3. The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.
4. The library is aware of the importance of quality in reader's advisory service and relies on information sources of demonstrated currency and authority.
5. Staff has access to a telephone and computer to receive and respond to requests for information and materials and to contact other agencies for information.
6. Staff members who are responsible for reader's advisory services should attempt to stay current with community events by participating in community organizations, clubs, or councils.
7. Staff members who are responsible for reader's advisory services should attempt to attend as many workshops, reading roundtables, or continuing education events as possible to stay current.
8. The library accepts and responds to reader's advisory requests received in person, on the phone, or electronically.
9. The 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.

Reader's Advisory Service Checklist

- ☐ All basic services are available when the library is open.
- ☐ The library has competently trained staff that has thorough knowledge of popular authors and titles.
- ☐ The library maintains a well-rounded collection of both fiction and nonfiction titles.
- ☐ The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.
- ☐ The library maintains a basic collection of reader's advisory reference materials.
- ☐ All staff members attend at least one relevant continuing education event each year.
- ☐ Staff members who are responsible for reader's advisory service in their library join at least one community organization, club, or council.
- ☐ Staff members who are responsible for reader's advisory service in their library attend at least one workshop, reading roundtable, or continuing education event.
- ☐ The library accepts and responds to reader's advisory requests received in person, on the phone, or electronically.

Chapter 10 (Programming)

A library can reach out to its entire community through programming. Educational, recreational, informational, and cultural programs sponsored by the library or cosponsored with other community organizations are offered to help attract new users to the library, to welcome people from all cultures and people with disabilities, to increase awareness and use of library resources and services, and to provide a neutral public forum for the debate of issues. Library programs are a particularly effective way of introducing the community to a variety of cultures.

It is well accepted that traditional programming for younger children helps them develop reading habits and encourages them and their caregivers to use the library and its resources. Young adult programs help teens understand some of the intellectual, emotional, and social changes they are experiencing. Programs for adults and senior citizens can provide the lifelong learning skills and recreation needed in our changing society.

If the library opens its meeting rooms, display cases, and other exhibit areas to non-library-sponsored programs and non-library-sponsored exhibits and displays, policies and procedures must cover the use of these facilities. The library's attorney should review this policy as well as other library policies.

Programming Standards

1. Library programs should strive to be free of charge.
2. Library programs are located in a physically accessible location. Provisions are made, as needed, to enable people with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.
3. The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.
4. The library presents educational, cultural, and recreational programs that reflect community needs and interests. Community members should be encouraged to offer suggestions.
5. Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.
6. The library provides outreach programs to targeted populations who cannot visit the library.
7. The library's programming seeks to serve groups such as children, parents, young adults, adults, seniors, and special constituents relevant to the area's demographics.
8. The library provides programs that will instruct their community on how to use the library. This will include training sessions or one-on-one instruction on the library's online databases and the library's online catalog. The library will also provide tours and make sure the community is comfortable with using the library.
9. Libraries are encouraged to partner with other organizations to offer programs.

Programming Checklist

- ☐ Library programs are provided free of charge, or on a cost recovery basis.
- ☐ Library programs are located in a physically accessible location.
- ☐ Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.
- ☐ The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.
- ☐ The library presents educational, cultural, and recreational programs that reflect community needs and interests.
- ☐ Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.
- ☐ The library provides outreach programs to specific populations who cannot visit the library.
- ☐ The library has programming that seeks to serve children and their caregivers.
- ☐ The library has programming that seeks to serve young adults.
- ☐ The library has programming that seeks to serve adults and senior citizens.
- ☐ The library provides programs on library instruction for all ages. This includes online catalog and online database training opportunities.
- ☐ The library is encouraged to partner with other organizations to offer programs.

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).

Chapter 13 (Marketing, Promotion, and Collaboration)

A public that is aware of all the services and collections offered by its library and that views its library as a positive, fundamental, and indispensable part of their community is the ideal achieved through an effective public relations and marketing program. In a hyper-connected, on-demand world, libraries must market and promote their services and demonstrate all they offer to the public. The library patron must be the center of every program or service the library provides. The library staff must be aware of the variety of programs and services and learn to promote them to library patrons during reference interviews and the check out process. Of imperative importance, the community must be aware of what the library is providing, and library staff should always make sure their library patrons leave the library satisfied—since it is highly likely that a library user who is not satisfied will not return.

Marketing, Promotion, and Collaboration Standards

1. The library staff develops, adopts, and reviews a marketing plan at regular intervals that supports the library's long-range and strategic plan.
2. The library staff and trustees participate in two or more cooperative activities with other community organizations, businesses, and institutions, such as Chamber of Commerce and service organizations.
3. The library's services and programs are regularly promoted in the community by using three or more publicity methods such as flyers, newsletters, brochures, library website, social networking, community calendars, posters, banners, displays, billboards, and presentations and speeches.
4. The library should maintain a social media presence on at least one of their community's most used platforms.
5. Information about library programs and services is provided to the community either through a print newsletter or email newsletter at least three times per year.
6. The library specifically invites local, state, and federal officials to visit the library, providing them a firsthand view of the library's services.
7. The library's website is updated at least monthly to reflect current and future programs, board minutes, library policies, and new material.
8. The board, administration, and staff assess the library's appearance at least once a year, using this information to revise the library's image in the community.
9. The board, administration, and appropriate staff visit other libraries at least once a year, or review other libraries' publications and websites to learn what services and programs other libraries offer their patrons.
10. The operating budget includes funds for public relations and marketing.
11. The library considers persons with special needs when developing and delivering information about the library's collections and services.
12. The library develops strategies to reach those groups that do not use the library.
13. One member of the staff coordinates the library's marketing efforts, but all staff receive customer service and marketing training.

14. The library includes public relations and customer service as part of the orientation of all new staff and board members.
15. The library develops a brand identity and all collateral material adheres to the library's brand for the most effective messaging.
16. The library administration ensures all board and staff members receive an orientation of the library covering the library's history, funding sources, long-range/strategic plan, and services.
17. The library builds on public relations and marketing efforts developed by state and national organizations, the state library, and the community.

Marketing, Promotion, and Collaboration Checklist

- ☐ The library has a communications plan that supports the library's long-range/strategic plan.
- ☐ The library staff and trustees participate in two or more cooperative activities with other community organizations.
- ☐ The library's services and programs are promoted in the community. Check the applicable publicity methods.
 - ☐ flyers
 - ☐ brochures
 - ☐ website
 - ☐ newsletter
 - ☐ posters
 - ☐ banners
 - ☐ displays
 - ☐ podcasting
 - ☐ presentations
 - ☐ speeches
 - ☐ billboards
 - ☐ other
- ☐ The library maintains at least one social media account.
- ☐ The library invites local, state, and federal officials to visit the library.
- ☐ The library's website is updated at least monthly.
- ☐ The board, administration, and staff conduct an annual library walk-through.
- ☐ The board, administration, and appropriate staff visit other libraries.
- ☐ The budget includes funds for public relations and marketing activities.
- ☐ The library's promotional methods and services are ADA compliant.
- ☐ A designated staff member coordinates the library's marketing efforts.

Marketing, Promotion, and Collaboration

- ☐ The library's staff receives customer service and marketing training.
- ☐ The library's orientation for staff and trustees includes the library's public relations, customer service philosophy, library history, funding sources, and long-range/strategic plan.
- ☐ The library surveys patrons and the community to judge awareness of the library's programs and services.

TREASURER'S REPORT FOR NOVEMBER 2023
Friends of Peoria Public Library

CHECKING ACCOUNT BALANCE – END OCTOBER 2023

\$57,134.21

RECEIPTS:

Donations	\$ 417.72
Glass Case	45.50
Book Sales	930.85
Author Sales Contribution	24.00
Friends Memberships	225.00
Friends Donation Jar	<u>52.50</u>
 TOTAL	 \$ 1,695.57

DISBURSEMENTS:

Halloween parties at North and Lincoln Branches	\$ 1,124.24
PPL	1,300.00
PPL – McClure Branch party	975.00
North Branch – Teri Miller's crafts program	<u>1,500.00</u>
 TOTAL	 \$ 4,899.24

CHECKING ACCOUNT BALANCE – END NOVEMBER 2023

\$53,930.54

MORGAN STANLEY

Beginning Value 11/1/2023	\$115,289.57
Change in Value	+5,255.26
End Value 11/30/2023	\$120,544.83

TOTAL ALL ACCOUNTS

\$174,475.37

TREASURER'S REPORT FOR DECEMBER 2023
Friends of Peoria Public Library

CHECKING ACCOUNT BALANCE – END NOVEMBER 2023 **\$53,930.54**

RECEIPTS:

Donations	\$ 651.57
Glass Case	67.50
Book Sales	1,444.44
Ameren Charitable Trust (Love Your Library Program)	2,000.00
Friends Memberships	1,100.00
Friends Donation Jar	24.00
Memorial Donation	<u>500.00</u>
 TOTAL	 \$ 5,787.51

DISBURSEMENTS:

BookPage annual fee	\$ <u>1,080.00</u>
 TOTAL	 \$ 1,080.00

CHECKING ACCOUNT BALANCE – END DECEMBER 2023 **\$58,638.05**

MORGAN STANLEY

Beginning Value 12/1/2023	\$120,544.83
Change in Value	+3,649.47
End Value 12/31/2023	\$124,194.30

TOTAL ALL ACCOUNTS **\$182,832.35**

COMMUNITY RELATIONS COMMITTEE
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
January 2024 Staff Report
November and December Events

Report from Lakeview – Elise Hearn, Branch Manager

Lakeview has been busy again, in addition to our regular visits to Almost Home Kids and Valeska Hinton as well as visits from CWTC and Jamieson School we did the following:

- 11/7/23 – I met with Jacob Partee to plan a collaborative event between Lakeview Branch and Speak Out Illinois. We are planning an Equality themed storytime in June to showcase treating everyone fairly, including all people in our play, and basically say “be kind to people.”
- 11/7/23 – Adam Scachette from Lakeview and Gwen Ayler from McClure went to Peoria High School to share information about the Library’s resources and sign students up for library cards during the lunch hours.
- 11/13/23-12/15/23 – Adam planned a donation drive titled “Warm Wrappings” at all locations. We were accepting donations of new coats, shoes, and cold weather gear to donate to the East Bluff Community Center. We collected over 200 items across all locations and our Teen Advisory Board came to count and sort the donations to get them ready to deliver to EBCC.
- 11/14/23 – I met with Megan Mutti the Executive Director of Family Matters PTIC (www.fmptic.org) to discuss the possibility of hosting a resource fair for adults with disabilities. She and I had been talking last year at a similar event that most of these are geared for children and as her child is now an adult she is noticing the lack of such events for adults. We are hoping to offer that in 2024 at Main Library and include access to the computer lab so attendees can write resumes, apply for jobs, or apply for needed services on our computers.
- 12/05/23 – Katy hosted a Cub Scouts meeting at Lakeview and shared information about our online resources and also gave a tour of Lakeview Branch.

Report from Main Reference – Jenny Sevier, Reference Manager

- In November and December, Cindy Wright provided passive programming packets to five memory care facilities in Peoria.
- Rose Farrell hosted a Life Skills class from Washington Middle School in Washington, Illinois and provided a tour of the library, especially the Gallery, and offered a storytime and craft.

Report from Main Programming – Alyce Jackson, Manager of Public Programming

- In November, PR and Programming staff started training for our new room reservation/event calendar software. We are aiming to launch this to the public on February 1.

- We continue to collaborate with OLLI. The Main Library hosted two events in November. These events brought in close to 150 people.
- We held our annual Local Author Fair at the North Branch in early November. We had 32 authors register for the event.
- We wrapped up year # 10 of Music in the McKenzie at North Branch. Our lineup is all set for 2024 and includes four new (to us) performers!
- Alyce closed the year on her two book clubs – Liberty Village (year #3) and Lutheran Hillside Village (year #10).
- Peoria Reads 2024 has selected a theme and a book. Public programming will kick off in April.
Nature's Best Hope: Exploring Conservation and Climate Change
Main book selection: [Nature's Best Hope by Doug Tallamy](#)
Dr. Tallamy will be visiting us via Zoom on April 17
Young adult selection: [Nature's Best Hope by Doug Tallamy \(young readers edition\)](#)
Children's selection: [Honeybee by Candace Fleming](#)
Candace Fleming will be visiting Peoria on May 2 – 2 schools during the day and North Branch in the evening
- The Summer Reading Committee met and started planning for summer 2024. The theme is “Read – Renew – Repeat.”

Report from Main – Administration:

Veronica will be participating in the annual American Library Association (ALA) Washington, D.C. Fly-In day in March. Each year ALA designates specific Congressional Districts to visit during this day of library advocacy. The Illinois Library Association invited Veronica because of her previous role as President of the Illinois Library Association and ALA's interest in having a constituent from Congressman LaHood's district.

Community Groups at the Library:

Main Library

- We hosted two days of meetings and training for the Peoria City/County Health Department as they are without a building.

North Branch

Blood Drive (December)

Goal: 33 pints

Presenting: 39 donors

Deferred: 6 donors

Collected: 35