

AGENDA
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
September 17, 2024
5:30 p.m., Main Library, LL2 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. #2024-93: Request to Approve Minutes as listed below:
 - 1. Minutes of the Strategic Planning Meeting of July 11, 2024
 - 2. Minutes of the Regular Board meeting of August 20, 2024
 - B. #2024-94: Request to Approve Expenditures as listed below:

1. Payroll for Period Ending August 17, 2024	\$137,690.08
2. Payroll for Period Ending August 31, 2024	\$138,757.26
3. Regular Expenditures for September 2024	\$205,314.24
4. Capital Development Expenditures for September 2024	\$ 3,020.00
 - C. #2024-95: Request of the Executive Director to Approve Personnel Actions for the period ending September 13, 2024
 - D. #2024-96: Request of the Executive Director to Receive and File Finance Reports for the month of August 2024
 - E. #2024-97: Request of the Executive Director to Receive and File Library Use Statistics for the month of August 2024
- VII. Other Action Items
 - A. #2024-98: Second Reading: Bulletin Board Policy
 - B. #2024-99: First Reading: Bylaws of Peoria Public Library Board of Library Trustees
 - C. #2024-100: First Reading: Consent Agenda Policy
 - D. #2024-101: First Reading: Electronic Attendance Policy
 - E. #2024-102: First Reading: Rules for Public Participation at Library Board Meetings
- VIII. Report of the Executive Director
 - Monthly Programming Report

- Plumbing issue at Main
- RSA Director's Advisory Committee
- New library staff
- Reception at Main and early closing
- FamilySearch digitization project
- Comics Plus available to library patrons
- New library card design
- Strategic Planning Committee update
- Door count and circulation statistics

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

X. Committee Reports

- A. Building Committee
- B. Community Relations Committee
 - 1. August staff activities report
- C. Executive Committee
- D. Finance Committee
- E. Nominating/Appeals Committee
- F. Personnel/Negotiations Committee
- G. Strategic Planning Committee
 - 1. Report from August 29, 2024 meeting
 - 2. #2024-103: Recommendation to use a Strategic Planning consultant

XII. Other Business

XIII. #2024-104: Executive Session

XIV. #2024-105: Return from Executive Session

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

XVI. #2024-106: Adjournment

MINUTES
STRATEGIC PLANNING COMMITTEE
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
July 11, 2024

CALL TO ORDER

The meeting of the Strategic Planning Committee of the Board of Trustees of Peoria Public Library was called to order at 5:30 p.m. by Committee Chair Melissa Sanchez in the Community Room, Main Library, 107 NE Monroe Street, Peoria, Illinois.

ROLL CALL

Committee Members Present: Steve Marx, Roberta Parks, Melissa Sanchez

Committee Members Absent: Barbara Van Auken

Staff Members Present: Randall Yelverton, Executive Director

ORDER OF BUSINESS

- A. Approval of Minutes of the Meeting of May 28, 2024
Marx motioned that the minutes be approved. Parks seconded. All committee members approved the motion, and the minutes were approved.

- B. Short term Strategic Planning through the remainder of the year
Yelverton presented several goals for the remainder, including the following:
 - Install mobile printing for patrons at all locations
 - Move staff to Microsoft 360 to improve work efficiency
 - Increase circulation each month over the previous year's totals
 - Hire a children and teen collection librarian to focus specifically on materials for those groups
 - Hire additional tech services staff to help with increased workload
 - Start the process of rewriting job descriptions
 - Hire a technology instruction specialist to utilize the library's new computer labs with a focus on adult learners in order to aid workforce development in the Peoria area
 - Investigate strategic plan options
 - With the Strategic Planning Committee, select an option to present to the board for approval

The board offered feedback on these goals. Parks asked that Yelverton add approximate dates for the completion of each goal in order to stay on track and aid in reporting back to the committee and board.

The board approved these goals contingent on the suggested modifications. Yelverton stated that he would modify the goals for presentation at the upcoming July board meeting.

C. Strategic Plan

Yelverton shared that there was an opportunity for the library to continue to receive funds for general operating in 2027 that the city had been levying for in order to pay off construction bonds. Successfully retaining these dollars, or at least a portion of them, would require a presentation to the city, including the City Manager, Finance Manager and ultimately the Council.

Yelverton believes that working with an established firm that helps libraries formulate strategic plans would give us the best opportunity to make a compelling case to the city on retaining these dollars. Included in the strategic planning process would be a gathering of the opinions of library users and non-users about how they use the library and what they would like to see from the library. The evidence gathering from the strategic planning process would strengthen the library's presentation to the city.

The committee asked Yelverton to meet with them again and present options for strategic planning for 2024 and beyond that can be reviewed by the committee and presented to the board. The committee also discussed with Yelverton potential issues with strategic planning and questions to consider moving forward.

OTHER BUSINESS

None

ADJOURNMENT

The meeting was adjourned at 6:38 p.m.

Melissa Sanchez, Chair
Strategic Planning Committee
Board of Library Trustees
Peoria Public Library

MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
August 20, 2024

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 5:30 pm. This Regular meeting was held in the Lower Level 2 Conference Room 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, Steve Marx, Roberta Parks, Jacob Roberts, and Melissa Sanchez

Board Members Absent: Lucy Gulley, Courtney Lee, Barbara Van Auken

Library Staff Present: Riley Aldridge, Reference Assistant; Veronica De Fazio, Deputy Director; Pat England, Library Assistant; Alyce Jackson, Programming Manager; Jennifer Jacobsen-Wood, Technical Services Manager; Sue Kaufman, Local History and Genealogy Librarian; Jennifer Sevier, Reference Manager; Karla Wilkinson, Programming Librarian; and Randall Yelverton, Executive Director.

Others Present: Matt Hayes (AFSCME 3464 Chief Steward), Mike McGraw, Dylan Tomlins

CORRESPONDENCE

Correspondence received since the last meeting was recognized.

PUBLIC COMMENT

Per the Meeting Agenda, President Pro Tem Ruth Bittner called for Public Comment from those in the audience wishing to speak to the Board. Before the meeting began, those wishing to speak during the Public Comment portion of the meeting were asked to sign up by filling out a public comment card. President Pro Tem Bittner then called up the individual Speakers in the order in which they submitted public comment cards prior to the start of the meeting.

AFSCME members Riley Aldridge and Matt Hayes referenced the announcement at the July 2024 Board of Library Trustees meeting regarding the Executive Director's salary increase. They expressed their concerns regarding the salaries for the library staff and conveyed their hopes for competitive salaries for library staff in the future.

CONSENT AGENDA

A. #2024-84: Request to Approve Minutes as listed below:

1. Minutes of the Community Relations Committee of June 7, 2022

2. Minutes of the Community Relations Committee of August 2, 2022
 3. Minutes of the Regular Board meeting of July 16, 2024
 4. Minutes of the Executive Session of the Regular Board Meeting of July 16, 2024
- B. #2024-85: Request to Approve Expenditures as listed below:
- | | |
|--|--------------|
| 1. Payroll for Period Ending July 20, 2024 | \$138,891.64 |
| 2. Payroll for Period Ending August 03, 2024 | \$136,583.91 |
| 3. Regular Expenditures for August 2024 | \$691,307.79 |
- C. #2024-86: Request of the Executive Director to Approve Personnel Actions for the period ending August 16, 2024
- D. #2024-87: Request of the Executive Director to Receive and File Finance Reports for the month of July 2024
- E. #2024-88: Request of the Executive Director to Receive and File Library Use Statistics for the month of July 2024

A motion was made by Roberta Parks, seconded by Melissa Sanchez to approve Consent Agenda items #2024-84 through #2024-88. Motion passed unanimously.

ACTION ITEMS

A. #2024-89: First Reading: Bulletin Board Policy

Yelverton provided background on the patron complaint that brought to light the need for a more formalized policy regarding postings to the Library's bulletin boards. A policy was created and presented to the Community Relations Committee on August 6. Trustee Cousin noted that throughout the complaint process, the library staff were courteous and tried to be helpful to the patron. Cousin stated that it was good that the Library is getting a policy in place.

A motion was made by Margaret Cousin, seconded by Jacob Roberts to accept the first reading of the Bulletin Board Policy without any recommended edits. 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. RSA Director's Advisory Committee

Yelverton has agreed to be part of the Director's Advisory Committee for Resource Sharing Alliance (RSA). The group will consider policy and organizational changes and offer opinions to the RSA Users Group, the primary governing body for RSA member libraries.

C. Staff additions

- a. The Technical Services Department added a new member on August 20. The goal of this department expansion is to assist in getting new materials quickly out to patrons.
- b. The staff at the Lincoln Branch is expanding as well. The Library has begun the process of hiring a Librarian for Lincoln that will focus on children and teen programming and services. They serve many children throughout the year and the additional staff will help improve these services.

D. Mobile printing

Mobile printing is now installed at all five library locations. This allows patrons to select documents from their home computers or phones and send them to one of the libraries to be printed.

E. Microsoft 365

The IT Department is preparing for a move later this year to the cloud-based Microsoft 365. Currently, they are working on improving and updating the library's technology infrastructure.

F. New phone system

Heart will be providing training at the upcoming Staff Day on October 14. The new system will be rolled out on October 15. Short, periodic phone outages are expected during the roll-out, but patrons will be given plenty of notice ahead of time.

G. Door count and circulation statistics

The visitor total for August 2024 was up 19.2% over August 2023. The circulation total for the same period was down 1.4%.

H. FamilySearch

Local History and Genealogy Librarian Sue Kaufman presented "Preserving the Past for the Future" about the upcoming partnership, the first of its kind in Illinois, between the Peoria Public Library and Family Search.

I. Main Street Quest

The Main Library is a stop on DOJOdaze's Main Street Quest, a scavenger hunt in downtown Peoria on September 14 to promote fun with friends or family while discovering local landmarks and solving clues. The event's organizers are promoting the Library/CityLink initiative "Fine Free X Fare Free" as part of the event.

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

Friends of the Library President, Margaret Cousin, reported that the Friends have surpassed their 2024 membership goals, that the Friends will be working on a budget with a commitment to make their endowment grow, will be defining what programs and services they will be funding for the Library, and will be setting an annual budget for those program and service requests. Cousin also reported that in the first week, the vinyl record sale made over \$5000. She thanked Jenny Sevier for offering the materials for this sale.

COMMITTEE REPORTS

A. Building Committee – No Report

B. Community Relations Committee

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

C. Executive Committee – No Report

- D. Finance Committee – No Report
- E. Nominating/Appeals Committee – No Report
- F. Personnel/Negotiations Committee – No Report
- G. **Strategic Planning Committee** – Trustee Sanchez announced that the Strategic Planning Committee meeting was rescheduled to Thursday, September 5.

OTHER BUSINESS

Yelverton reported that on Monday, August 19 it was discovered that damage had been done to the Main Street side of the Main Library during an altercation on the sidewalk early Sunday morning. The process for obtaining repairs has begun, but for the time being, one of the windows is boarded up.

Trustee Parks announced that the League of Women Voters is working on a voter registration initiative and will be registering voters at the Lincoln Branch on September 17, National Voter Registration Day.

EXECUTIVE SESSION

None

AGENDA BUILDING

None

ADJOURNMENT

The meeting was adjourned at 6:28 pm

Melissa Sanchez, Secretary
Board of Library Trustees
Peoria Public Library

REPORT OF COMMITTEE

September 17, 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:

\$ 205,314.24

Approved for Payment _____.

Approved for Payment _____.

<u>NAME OF VENDOR</u>	<u>ACTIVITY</u>	<u>AMOUNT</u>
Baker & Taylor	Books/Non-Print	\$ 56,530.76
Center Point Large Print	Books	\$ 1,743.84
Cengage Learning/Gale	Books	\$ 7,298.19
Ingram Library Services	Books	\$ 2,093.14
OverDrive, Inc.	Books/Non-Print	\$ 10,985.50
Thomson Reuters - West Payment Center	Books	\$ 40.35
Age of Learning, Inc.	Non-Print	\$ 4,372.27
Amazon Capital Services, Inc.	Non-Print/Programming/Supplies	\$ 984.68
Kanopy, Inc.	Non-Print	\$ 565.00
Mango Languages	Non-Print	\$ 7,371.32
Midwest Tape	Non-Print	\$ 4,520.40
RAILS	Non-Print	\$ 3,255.52
Hodges Loissi Eisenhammer Rodick & Kohn LLP	Professional Services	\$ 3,054.39
Edward David Anderson	Programming	\$ 750.00
Capital One (Walmart Community)	Programming/Telephones/Automation	\$ 1,148.43
Chase CardMember Services	Programming/Publicity/Automation	\$ 3,001.02
Fun Express, LLC	Programming	\$ 985.81
Natasha Greene	Programming	\$ 325.00

SparkLee's Face & Body Art	Programming	\$ 130.00
STEM Supplies	Programming	\$ 2,113.91
PIP Printing & Document Services	Publicity	\$ 971.40
WWCT-FM	Publicity	\$ 250.00
Xante'	Publicity	\$ 665.30
TELUS Health	Medical Insurance	\$ 697.41
Ameren Illinois	Gas & Electricity	\$ 16,354.12
AT&T	Telephones	\$ 1,215.40
AT&T c/o CABS Dept.	Telephones	\$ 2,652.45
Peerless Network, Inc.	Telephones	\$ 1,143.29
Stratus Networks	Telephones	\$ 548.40
Verizon	Telephones/Automation	\$ 282.05
City of Peoria - Stormwater	Water & Sewage	\$ 148.50
Greater Peoria Sanitary District	Water & Sewage	\$ 412.01
Illinois American Water	Water & Sewage	\$ 1,681.53
Watts Copy Systems, Inc.	Equipment Service Contract	\$ 164.80
American Pest Control, Inc.	Building Services	\$ 40.00
ATIS Elevator Inspections, LLC	Building Services	\$ 140.00
Getz Fire Equipment	Building Services	\$ 103.50
KONE	Building Services	\$ 911.06
Securitas Security Services USA, Inc.	Building Services	\$ 11,104.69
Thermal Services, Inc.	Building Services	\$ 8,289.27
Thompson Electronics Company	Building Services	\$ 723.75
Vonachen Group	Building Services	\$ 8,855.70
AB Hunter Sewer Service	Building Maintenance & Repairs	\$ 855.00
Lifts of Illinois, Inc.	Building Maintenance & Repairs	\$ 450.00
C. L. O'Brien & Co. Inc.	Building Maintenance & Repairs	\$ 842.66
Batteries Plus Bulbs	Building Supplies	\$ 220.74

HD Supply (formerly Home Depot Pro)	Building Supplies	\$ 1,360.91
Lowe's	Building Supplies	\$ 198.89
Menards	Building Supplies	\$ 31.98
Nena Hardware	Building Supplies	\$ 151.14
Demco Inc.	Library Supplies/Technical Supplies	\$ 7,336.35
Midland Paper	Library Supplies	\$ 1,833.48
ODP Business Solutions, LLC	Library Supplies/Programming	\$ 566.77
Staples	Library Supplies	\$ 194.93
Van Guard ID Systems	Library Supplies	\$ 2,626.38
Illinois Library Association	Travel, Educ. & Meetings/Miscellaneous	\$ 1,075.00
Integrated Payments Consulting LLC	Miscellaneous	\$ 40.00
Unique Management Services, Inc.	Miscellaneous	\$ 308.45
CDW Government	Automation	\$ 3,465.42
EnvisionWare, Inc.	Automation	\$ 7,465.85
Illinois Department of Innovation & Technology	Automation	\$ 25.00
Kaseya US LLC (dba IT Glue)	Automation	\$ 471.50
PTC Select	Automation	\$ 449.00
PPL Petty Cash Checking Account	Reimburse to Petty Cash Checking	\$ 123.53
		\$ 198,717.14
	Books & Related Materials	\$ 99,760.97
	Finance Bills	\$ 98,956.17
	SUB-TOTAL	\$ 198,717.14
	Calpine Energy Solutions	\$ 6,597.10
	TOTAL	\$ 205,314.24

REPORT OF COMMITTEE

CAPITAL DEVELOPMENT FUND

September 17, 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:

\$ 3,020.00

Approved for Payment _____.

Approved for Payment _____.

<u>NAME OF VENDOR</u>	<u>ACTIVITY</u>	<u>AMOUNT</u>
KONE	Capital Development Fund	\$ 3,020.00
TOTAL		\$ 3,020.00

PEORIA PUBLIC LIBRARY

MEMORANDUM

TO: BOARD OF LIBRARY TRUSTEES

FROM: RANDALL YELVERTON, EXECUTIVE DIRECTOR

DATE: September 17, 2024

SUBJECT: LIBRARY BOARD MEMORANDUM #2024-95
PERSONNEL ACTIONS FOR PERIOD ENDING Sept. 13, 2024

APPOINTMENTS

Scott Nichols, Technical Services Clerk, Main Library.....08/20/2024

Mandy Calhoun, Student Page, North Branch.....09/04/2024

Micah Glassett, Student Page, North Branch.....09/04/2024

PROMOTIONS & TRANSFERS

None

RETIREMENTS

None

RESIGNATIONS

Spencer Kelly, Library Assistant, Lakeview Branch.....08/23/2024

DISMISSALS

None

All appointments or promotions were as of the effective dates shown following each entry and at the entering wage for the position filled under the Official Classification and Wage Table now in effect by Board action and as shown on Appendix A. Approval of these personnel actions as outlined above and as already taken is now recommended. See Minutes of September 17, 2024.

PEORIA PUBLIC LIBRARY FINANCIAL REPORT

AUGUST 31, 2024

STATEMENT OF REVENUES and EXPENDITURES

August = 67%

	(1)	(2)	(3)	(4)	(5)
	2024			YTD	(5 = 2/1)
<u>REVENUES</u>	<u>BUDGET</u>	<u>YTD '24</u>	<u>YTD '23</u>	<u>% Increase/ Decrease</u>	<u>% of Budget Line Items</u>
Property Taxes	\$ 7,425,210	\$ 4,085,489	\$ 3,847,866	0.0%	55.0%
Personal Property Replacement Tax	\$ 482,250	\$ -	\$ 482,250	0.0%	0.0%
Service Charges/Fines/Fees	\$ 30,000	\$ 32,740	\$ 57,808	-43.4%	109.1%
Per Capita Grant	\$ 167,000	\$ 168,028	\$ 166,896	0.0%	100.6%
Grants	\$ 30,000	\$ 40,874	\$ 3,900	0.0%	0.0%
Interest	\$ 80,000	\$ 128,299	\$ 108,114	18.7%	160.4%
Current Revenue	\$ 8,214,460	\$ 4,455,430	\$ 4,666,834	-4.5%	54.2%
Borrowed from Working Cash Fund		\$ 1,000,279	\$ 1,000,279	0.0%	
Gift & Mem./Restricted Fund Bal. Fwd.		\$ 54,809	\$ 48,913	12.1%	
TOTAL REVENUES	\$ 8,214,460	\$ 5,510,518	\$ 5,716,026	-3.6%	67.1%

	2024			YTD	
	BUDGET	YTD '24	YTD '23	% Increase/ Decrease	% of Budget Line Items
<u>EXPENDITURES</u>					
Management Salaries	\$ 1,432,030	\$ 784,136	\$ 792,392	-1.0%	54.8%
Non-Management Salaries	\$ 2,551,295	\$ 1,492,247	\$ 1,397,002	6.8%	58.5%
IMRF/FICA/Medicare	\$ 620,000	\$ 236,918	\$ 196,160	20.8%	38.2%
Medical Insurance (Medical Premiums)	\$ 750,000	\$ 315,314	\$ 316,547	-0.4%	42.0%
GASB 45 Liability	\$ -	\$ -	\$ -	0.0%	0.0%
TOTAL PERSONNEL SERVICES	\$ 5,353,325	\$ 2,828,616	\$ 2,702,102	4.7%	52.8%

Books / eBooks	\$ 613,915	\$ 279,455	\$ 302,509	-7.6%	45.5%
Periodicals	\$ 45,000	\$ 10,583	\$ 4,487	135.9%	23.5%
Non-Print	\$ 450,000	\$ 350,697	\$ 252,658	38.8%	77.9%
Professional Services	\$ 30,000	\$ 4,316	\$ 43,565	-90.1%	14.4%
Audits & Appraisals	\$ 9,200	\$ 1,325	\$ 1,325	0.0%	14.4%
Publicity	\$ 43,000	\$ 25,392	\$ 22,173	14.5%	59.1%
Programming	\$ 100,000	\$ 97,907	\$ 55,487	76.4%	97.9%
Technical Services	\$ 45,000	\$ 43,513	\$ 42,384	2.7%	96.7%
Binding	\$ -	\$ -	\$ -	0.0%	0.0%
Digitizing	\$ 3,700	\$ -	\$ -	0.0%	0.0%
Automation Service Contract	\$ 86,000	\$ 87,369	\$ 84,027	4.0%	101.6%
Building Insurance	\$ 140,820	\$ 141,751	\$ 124,605	13.8%	100.7%
Unemployment Insurance	\$ 11,000	\$ 8,599	\$ 10,019	-14.2%	78.2%
Electricity	\$ 214,000	\$ 113,295	\$ 116,973	-3.1%	52.9%
Gas	\$ 72,000	\$ 33,653	\$ 33,784	-0.4%	46.7%
Water & Sewage	\$ 27,500	\$ 18,081	\$ 16,413	10.2%	65.7%
Telephones	\$ 85,000	\$ 46,948	\$ 45,674	2.8%	55.2%
Equipment Service Contracts	\$ 98,000	\$ 62,853	\$ 20,170	211.6%	64.1%
Equipment Repairs	\$ 1,000	\$ -	\$ -	0.0%	0.0%
Building Services	\$ 275,000	\$ 200,430	\$ 188,425	6.4%	72.9%
Building Maintenance & Repairs	\$ 30,000	\$ 12,505	\$ 16,568	-24.5%	41.7%
Building Supplies	\$ 40,000	\$ 18,782	\$ 17,333	8.4%	47.0%
Postage	\$ 15,000	\$ 8,500	\$ 8,524	0.0%	56.7%
Travel, Education & Meetings	\$ 40,000	\$ 17,544	\$ 5,363	0.0%	43.9%
TOTAL CONTRACTUAL SERVICES	\$ 2,475,135	\$ 1,583,498	\$ 1,412,467	12.1%	64.0%

Library Supplies	\$ 33,000	\$ 23,307	\$ 19,645	18.6%	70.6%
Technical Supplies	\$ 28,000	\$ 3,439	\$ 17,971	-80.9%	12.3%
Miscellaneous	\$ 20,000	\$ 12,759	\$ 11,835	7.8%	63.8%
Furniture & Fixtures	\$ 5,000	\$ 1,546	\$ 312	396.1%	30.9%
Automation	\$ 90,000	\$ 65,373	\$ 138,835	-52.9%	72.6%
Vehicles	\$ 10,000	\$ 3,006	\$ 7,469	-59.8%	30.1%
City Administrative Fees	\$ 200,000	\$ 100,000	\$ 50,000	100.0%	50.0%
TOTAL SUPPLIES & MATERIALS	\$ 386,000	\$ 209,430	\$ 246,069	-14.9%	54.3%

TOTAL EXPENDITURES	\$ 8,214,460	\$ 4,621,544	\$ 4,360,638	6.0%	56.3%
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Excess/Deficiency of Revenues over Expenditures		<u>YTD '24</u>	<u>YTD '23</u>		
		\$ 888,975	\$ 1,355,388		

PEORIA PUBLIC LIBRARY FINANCIAL REPORT
ENDING FUND BALANCES

AUGUST 31, 2024

	<u>YTD '24</u>	<u>YTD '23</u>
Excess/Deficiency of Revenues over Expenditures	\$ 888,975	\$ 1,355,388
Working Cash Fund	\$ -	\$ -
Currently Borrowing from City of Peoria	\$ 1,000,279	\$ 1,000,279
Capital Development Fund	\$ 3,212,842	\$ 2,065,449
Earned Vacation Pay	\$ 19,226	\$ 19,226
Obligated Funds	\$ 390,681	\$ 383,071
CASH IN BANK	\$ 5,512,003	\$ 4,823,414

	<u>YTD '24</u>	<u>YTD '23</u>
<u>CAPITAL DEVELOPMENT FUND</u>		
Capital Development Fund Balance	\$ 3,212,842	\$ 2,065,449

<u>GRANTS</u>		
Ending Fund Balance	\$ 38,250	\$ 12,108

<u>GIFT & MEMORIAL/ENDOWMENT FUND</u>		
Ending Fund Balance	\$ 802,991	\$ 791,740

**PEORIA PUBLIC LIBRARY FINANCIAL REPORT,
AUGUST 31, 2024**

	<u>AUG '24</u>	<u>YTD. '24</u>	<u>AUG '23</u>	<u>YTD. '23</u>
Library Fines	\$ 187.39	\$ 3,459.62	\$ 321.10	\$ 4,135.18
Lost & Paid Materials	\$ 470.67	\$ 3,462.24	\$ 561.48	\$ 4,147.72
Miscellaneous	\$ 390.45	\$ 4,458.52	\$ 744.86	\$ 4,892.17
Computer Fees	\$ 555.65	\$ 6,275.30	\$ 885.80	\$ 5,926.30
Copiers	\$ 517.30	\$ 3,714.45	\$ 290.75	\$ 3,190.48
Contract Services	\$ -	\$ -	\$ 10.00	\$ 50.00
Reimbursements Received	\$ 629.97	\$ 11,370.36	\$ 7,998.51	\$ 35,466.23
Grants	\$ 32,534.26	\$ 40,874.04	\$ -	\$ 3,900.00
Per Capita Grant	\$ -	\$ 168,027.75	\$ 166,896.25	\$ 166,896.25
Tax Distributions	\$ 176,464.68	\$ 4,085,488.70	\$ 261,803.30	\$ 3,847,865.65
Personal Property Replacement Tax	\$ -	\$ -	\$ -	\$ 482,250.00
Interest Income	\$ -	\$ 128,298.92	\$ 21,474.13	\$ 108,114.23
SUB-TOTAL REVENUES	\$ 211,750.37	\$ 4,455,429.90	\$ 460,986.18	\$ 4,666,834.21
Capital Development Fund	\$ -	\$ 189,867.97	\$ 46,213.27	\$ 60,240.27
Gift & Memorial Income	\$ 8,028.46	\$ 26,688.23	\$ 5,824.84	\$ 18,407.18
2023 Restricted Fund Balance	\$ -	\$ 28,120.77	\$ -	\$ 30,505.53
Working Cash Fund	\$ -	\$ 1,000,279.38	\$ -	\$ 1,000,279.38
TOTAL REVENUES	\$ 219,778.83	\$ 5,700,386.25	\$ 513,024.29	\$ 5,776,266.57
Library Expenditures	\$ 967,399.22	\$ 4,621,543.64	\$ 577,216.74	\$ 4,360,563.97
Capital Development Fund	\$ -	\$ 189,867.97	\$ 46,213.27	\$ 60,240.27
Grant Expenditures	\$ 2,631.32	\$ 30,744.67	\$ 2,631.32	\$ 22,297.21
Gift & Memorial Expenditures	\$ 8,028.46	\$ 26,688.23	\$ 5,824.84	\$ 18,407.18
Less Restricted Income	\$ -	\$ 28,120.77	\$ -	\$ 30,505.53
Reimb. To Working Cash Fund	\$ -	\$ -	\$ -	\$ -
BALANCE AVAILABLE	\$ (758,280.17)	\$ 803,420.97	\$ (118,861.88)	\$ 1,284,252.41

TAX DISTRIBUTIONS

<u>MONTH</u>	<u>2024</u>		<u>2023</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	\$ 3,600,201.57	\$ 3,600,201.57	\$ 3,216,964.29	\$ 3,218,224.35
July	\$ 308,822.45	\$ 3,909,024.02	\$ 367,838.00	\$ 3,586,062.35
August	\$ 176,464.68	\$ 4,085,488.70	\$ 261,803.30	\$ 3,847,865.65
September		\$ 4,085,488.70		\$ 3,847,865.65
October		\$ 4,085,488.70		\$ 3,847,865.65
November		\$ 4,085,488.70		\$ 3,847,865.65
December		\$ 4,085,488.70		\$ 3,847,865.65

Earned Vacation Pay	\$ 19,226.10	Working Cash Fund	\$ -
Restricted Grant Income	\$ 38,250.14		

GIFT & MEMORIALS

		ENDOWMENTS	
Capital Development Fund Balance	\$ 3,212,841.86	Beginning Balance	\$ 809,772.32
		Income	\$ 1,246.89
		Expenditures	\$ 8,028.46
		Ending Balance	\$ 802,990.75

PEORIA PUBLIC LIBRARY FINANCIAL REPORT, AUGUST 31, 2024

<u>RESTRICTED FUNDS - GRANTS</u>	<u>GRANT</u>		<u>AUGUST</u>	<u>CUMULATIVE</u>	<u>BALANCE</u>
<u>2023-2024</u>	<u>AMOUNTS</u>				
L2307 USAC (E-Rate)	\$ 28,580.42	\$ 2,631.32	\$ 24,758.32	\$ 3,822.10	
L2308 Project Next Generation	\$ 12,500.00	\$ -	\$ 6,641.64	\$ 5,858.36	
L2401 Fine Arts Society of Peoria	\$ 1,908.01	\$ 1,080.00	\$ 1,756.59	\$ 151.42	
L2403 USAC (E-Rate)	\$ 28,418.26	\$ -	\$ -	\$ 28,418.26	
TOTAL RESTRICTED FUNDS	\$ 71,406.69	\$ 3,711.32	\$ 33,156.55	\$ 38,250.14	

PEORIA PUBLIC LIBRARY FINANCIAL REPORT, AUGUST 31, 2024

2024

2023

AMENDED

	<u>BUDGET</u>	<u>BUDGET</u>	<u>AUGUST</u>	<u>CUMULATIVE</u>	<u>BALANCE</u>	<u>BUDGET</u>	<u>SPENT</u>
Salaries	\$ 3,983,325		\$ 274,273.99	\$ 2,276,383.09	\$ 1,706,941.91	\$ 3,541,838	\$ 2,189,394.57
IMRF/FICA/Medicare	\$ 620,000		\$ 129,567.90	\$ 236,918.17	\$ 383,081.83	\$ 767,162	\$ 196,160.28
Med. Insur. (Premiums)	\$ 750,000		\$ 171,174.81	\$ 315,314.40	\$ 434,685.60	\$ 696,000	\$ 316,547.03
GASB 45 Liability	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Books / eBooks	\$ 613,915	\$ 2,359.90	\$ 72,853.25	\$ 279,454.78	\$ 336,820.12	\$ 640,691	\$ 302,508.98
Periodicals	\$ 45,000		\$ 27.85	\$ 10,582.70	\$ 34,417.30	\$ 45,000	\$ 4,487.04
Non-Print	\$ 450,000		\$ 89,990.15	\$ 350,697.24	\$ 99,302.76	\$ 364,797	\$ 252,657.80
Professional Services	\$ 30,000		\$ 232.25	\$ 4,316.00	\$ 25,684.00	\$ 30,000	\$ 43,564.65
Audits & Appraisals	\$ 9,200		\$ -	\$ 1,325.00	\$ 7,875.00	\$ 9,200	\$ 1,325.00
Publicity	\$ 43,000		\$ 8,956.74	\$ 25,392.41	\$ 17,607.59	\$ 43,000	\$ 22,173.15
Programming	\$ 100,000	\$ 18,890.96	\$ 10,951.78	\$ 97,906.52	\$ 20,984.44	\$ 45,000	\$ 55,486.99
Technical Services	\$ 45,000		\$ 43,512.56	\$ 43,512.56	\$ 1,487.44	\$ 38,000	\$ 42,384.05
Binding	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Digitizing	\$ 3,700		\$ -	\$ -	\$ 3,700.00	\$ 3,500	\$ -
Automation Serv. Cont.	\$ 86,000		\$ 44,356.50	\$ 87,368.50	\$ (1,368.50)	\$ 83,000	\$ 84,027.00
Building Insurance	\$ 140,820		\$ -	\$ 141,750.91	\$ (930.91)	\$ 125,820	\$ 124,604.83
Unemployment Insur.	\$ 11,000		\$ -	\$ 8,599.17	\$ 2,400.83	\$ 10,000	\$ 10,019.35
Electricity	\$ 214,000		\$ 21,636.11	\$ 113,295.13	\$ 100,704.87	\$ 214,000	\$ 116,972.92
Gas	\$ 72,000		\$ 1,999.52	\$ 33,653.42	\$ 38,346.58	\$ 72,000	\$ 33,784.39
Water & Sewage	\$ 27,500		\$ 4,487.71	\$ 18,080.92	\$ 9,419.08	\$ 27,500	\$ 16,413.18
Telephones	\$ 85,000	\$ 15,787.92	\$ 5,603.27	\$ 46,948.48	\$ 53,839.44	\$ 100,000	\$ 45,674.21
Equipment Serv. Cont.	\$ 98,000		\$ 530.94	\$ 62,853.42	\$ 35,146.58	\$ 98,000	\$ 20,169.76
Equipment Repairs	\$ 1,000		\$ -	\$ -	\$ 1,000.00	\$ 1,000	\$ -
Building Services	\$ 275,000		\$ 22,841.84	\$ 200,429.59	\$ 74,570.41	\$ 225,000	\$ 188,425.38
Bldg. Maint. & Rprts.	\$ 30,000		\$ 502.42	\$ 12,504.80	\$ 17,495.20	\$ 25,000	\$ 16,568.48
Building Supplies	\$ 40,000	\$ 105.36	\$ 1,566.69	\$ 18,781.87	\$ 21,323.49	\$ 40,000	\$ 17,332.98
Postage	\$ 15,000		\$ 67.60	\$ 8,500.40	\$ 6,499.60	\$ 15,000	\$ 8,523.99
Travel, Educ. & Mtgs	\$ 40,000		\$ 6,410.00	\$ 17,544.47	\$ 22,455.53	\$ 30,000	\$ 5,363.29
Library Supplies	\$ 33,000		\$ 2,359.88	\$ 23,307.03	\$ 9,692.97	\$ 39,000	\$ 19,645.29
Technical Supplies	\$ 28,000		\$ -	\$ 3,438.61	\$ 24,561.39	\$ 28,000	\$ 17,971.40
Miscellaneous	\$ 20,000	\$ 215.15	\$ 537.17	\$ 12,758.95	\$ 7,456.20	\$ 20,000	\$ 11,835.48
Furniture & Fixtures	\$ 5,000	\$ 75.04	\$ -	\$ 1,546.34	\$ 3,528.70	\$ 5,000	\$ 311.70
Automation	\$ 90,000	\$ 75.16	\$ 1,929.02	\$ 65,372.83	\$ 24,702.33	\$ 155,000	\$ 138,835.40
Vehicles	\$ 10,000		\$ 1,029.27	\$ 3,005.93	\$ 6,994.07	\$ 10,000	\$ 7,469.49
City Administrative Fees	\$ 200,000	\$ -	\$ 50,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000	\$ 50,000.00
TOTAL	\$ 8,214,460	\$ 37,509.49	\$ 967,399.22	\$ 4,621,543.64	\$ 3,592,916.36	\$ 7,647,508	\$ 4,360,638.06

Grants (Included in Regular Budget Totals) \$ 2,631.32 \$ 30,744.67
 Gift & Memorial (Included in Reg. Budget) \$ 8,028.46 \$ 26,688.23
 Capital Development Fund \$ - \$ 189,867.97

PEORIA PUBLIC LIBRARY FINANCIAL REPORT, AUGUST 31, 2024

	<u>2024</u>		<u>2023</u>			
	<u>BUDGET</u>	<u>AUGUST</u>	<u>CUMULATIVE</u>	<u>BALANCE</u>	<u>BUDGET</u>	<u>SPENT</u>
Salaries						
Main	\$ 162,384.87	\$ 162,384.87	\$ 1,345,262.32		\$ 1,318,808.47	
Lakeview	\$ 32,140.20	\$ 32,140.20	\$ 270,829.45		\$ 258,101.88	
Lincoln	\$ 16,801.32	\$ 16,801.32	\$ 146,764.53		\$ 147,521.26	
McClure	\$ 14,947.02	\$ 14,947.02	\$ 116,108.96		\$ 97,794.14	
North	\$ 31,925.40	\$ 31,925.40	\$ 260,933.38		\$ 235,969.12	
Outreach	\$ 16,075.18	\$ 16,075.18	\$ 136,484.45		\$ 131,199.70	
Total Salaries	\$ 3,983,325	\$ 274,273.99	\$ 2,276,383.09	\$ 1,706,941.91	\$ 3,541,838	\$ 2,189,394.57
Books / eBooks						
Popular Non-Fiction	\$ 17,500.76	\$ 17,500.76	\$ 41,492.57		\$ 47,611.11	
Fiction	\$ 40,324.12	\$ 40,324.12	\$ 164,906.94		\$ 139,132.62	
Paperbacks	\$ -	\$ -	\$ -		\$ 7,666.27	
Standing Orders	\$ 1,552.98	\$ 1,552.98	\$ 10,456.37		\$ 27,654.57	
Youth Services	\$ 13,475.39	\$ 13,475.39	\$ 62,598.90		\$ 80,444.41	
Total Books	\$ 613,915	\$ 72,853.25	\$ 279,454.78	\$ 334,460.22	\$ 640,691	\$ 302,508.98
Electricity						
Main	\$ 8,357.88	\$ 8,357.88	\$ 48,765.39		\$ 48,485.64	
Lakeview	\$ 1,796.17	\$ 1,796.17	\$ 7,591.93		\$ 8,321.65	
Lincoln	\$ 2,892.37	\$ 2,892.37	\$ 12,999.89		\$ 14,108.85	
McClure	\$ 596.24	\$ 596.24	\$ 2,714.19		\$ 3,074.28	
North	\$ 7,993.45	\$ 7,993.45	\$ 41,223.73		\$ 42,982.50	
Total Electricity	\$ 214,000	\$ 21,636.11	\$ 113,295.13	\$ 100,704.87	\$ 214,000	\$ 116,972.92

PEORIA PUBLIC LIBRARY FINANCIAL REPORT, AUGUST 31, 2024

	<u>2024</u>		<u>2023</u>			
<u>BREAKDOWN BY BRANCH</u>	<u>BUDGET</u>	<u>AUGUST</u>	<u>CUMULATIVE</u>	<u>BALANCE</u>	<u>BUDGET</u>	<u>SPENT</u>
Gas						
Main	\$	570.16	\$ 12,487.70		\$	12,647.38
Lakeview	\$	120.06	\$ 2,195.34		\$	2,554.19
Lincoln	\$	367.84	\$ 6,326.51		\$	7,537.30
McClure	\$	51.99	\$ 1,079.62		\$	1,176.97
North	\$	889.47	\$ 11,564.25		\$	9,868.55
Total Gas	\$	1,999.52	\$ 33,653.42	\$ 38,346.58	\$ 72,000	\$ 33,784.39
Water & Sewage						
Main	\$	1,711.14	\$ 7,889.58		\$	6,219.30
Lakeview	\$	99.11	\$ 791.71		\$	960.48
Lincoln	\$	181.18	\$ 1,597.09		\$	1,499.30
McClure	\$	167.29	\$ 601.46		\$	658.63
North	\$	2,328.99	\$ 7,201.08		\$	7,075.47
Total Building Services	\$	4,487.71	\$ 18,080.92	\$ 9,419.08	\$ 27,500	\$ 16,413.18
Building Services						
Main	\$	9,855.71	\$ 90,491.72		\$	89,304.57
Lakeview	\$	1,224.30	\$ 11,481.83		\$	9,307.10
Lincoln	\$	6,617.02	\$ 59,637.47		\$	52,703.61
McClure	\$	573.81	\$ 9,664.31		\$	4,810.87
North	\$	4,571.00	\$ 29,154.26		\$	32,299.23
Total Building Services	\$	22,841.84	\$ 200,429.59	\$ 74,570.41	\$ 225,000	\$ 188,425.38

PEORIA PUBLIC LIBRARY FINANCIAL REPORT, AUGUST 31, 2024

	<u>2024</u>	<u>2023</u>			
<u>BREAKDOWN BY BRANCH</u>	<u>BUDGET</u>	<u>AUGUST</u>	<u>CUMULATIVE</u>	<u>BALANCE</u>	<u>BUDGET</u>
					<u>SPENT</u>
Bldg. Maintenance & Repairs					
Main	\$	292.42	\$ 6,058.66		\$ 7,511.70
Lakeview	\$	-	\$ 540.00		\$ 479.88
Lincoln	\$	-	\$ 404.42		\$ 2,227.95
McClure	\$	210.00	\$ 1,688.00		\$ 642.45
North	\$	-	\$ 3,813.72		\$ 5,706.50
Total Bldg. Maint. & Rprs.	\$ 30,000	\$ 502.42	\$ 12,504.80	\$ 17,495.20	\$ 25,000
Furniture & Fixtures					
Main	\$	-	\$ 1,546.34		\$ 227.73
Lakeview	\$	-	-		\$ -
Lincoln	\$	-	-		\$ -
McClure	\$	-	-		\$ -
North	\$	-	-		\$ 83.97
Total Furniture & Fixtures	\$ 5,000.00	\$ -	\$ 1,546.34	\$ 5,000.00	\$ 311.70

PEORIA PUBLIC LIBRARY FINANCIAL REPORT, AUGUST 31, 2024

RESTRICTED EXPENDITURES FOR AUGUST, 2024

<u>GRANTS</u>	<u>JAN - JULY</u>	<u>AUGUST</u>	<u>CUMULATIVE</u>	<u>GIFTS & MEM.</u>	<u>JAN - JULY</u>	<u>AUGUST</u>	<u>CUMULATIVE</u>
Books	\$ -	\$ -	\$ -	Books	\$ 2,359.90	\$ -	\$ 2,359.90
Non-Print	\$ -	\$ -	\$ -	Non-Print	\$ -	\$ -	\$ -
Publicity	\$ -	\$ -	\$ -	Publicity	\$ -	\$ -	\$ -
Programming	\$ 9,694.11	\$ -	\$ 9,694.11	Programming	\$ 15,415.16	\$ 7,943.94	\$ 23,359.10
Telephones	\$ 18,419.24	\$ 2,631.32	\$ 21,050.56	Telephones	\$ -	\$ -	\$ -
Building Supplies	\$ -	\$ -	\$ -	Building Supplies	\$ 105.36	\$ -	\$ 105.36
Library Supplies	\$ -	\$ -	\$ -	Library Supplies	\$ -	\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ -	Miscellaneous	\$ 629.15	\$ 84.52	\$ 713.67
Furniture & Fixtures	\$ -	\$ -	\$ -	Furniture & Fixtures	\$ 75.04	\$ -	\$ 75.04
Automation	\$ -	\$ -	\$ -	Automation	\$ 75.16	\$ -	\$ 75.16
TOTAL	\$ 28,113.35	\$ 2,631.32	\$ 30,744.67	TOTAL	\$ 18,659.77	\$ 8,028.46	\$ 26,688.23

AMENDED TOTALS AS OF 8/31/24

<u>AMENDED</u>	<u>GRANTS</u>	<u>GIFT & MEMORIALS</u>	<u>CUMULATIVE</u>	<u>BALANCE</u>
Books	\$ 2,359.90	\$ 2,359.90	\$ 2,359.90	\$ -
Non-Print	\$ -	\$ -	\$ -	\$ -
Publicity	\$ -	\$ -	\$ -	\$ -
Programming	\$ 18,890.96	\$ 9,694.11	\$ 33,053.21	\$ (14,162.25)
Telephones	\$ 15,787.92	\$ 21,050.56	\$ 21,050.56	\$ (5,262.64)
Building Supplies	\$ 105.36	\$ 105.36	\$ 105.36	\$ -
Library Supplies	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ 215.15	\$ 713.67	\$ 713.67	\$ (498.52)
Furniture & Fixtures	\$ 75.04	\$ 75.04	\$ 75.04	\$ -
Automation	\$ 75.16	\$ 75.16	\$ 75.16	\$ -
TOTAL	\$ 37,509.49	\$ 30,744.67	\$ 57,432.90	\$ (19,923.41)

AMENDED JAN - JULY AUGUST CUMULATIVE BALANCE

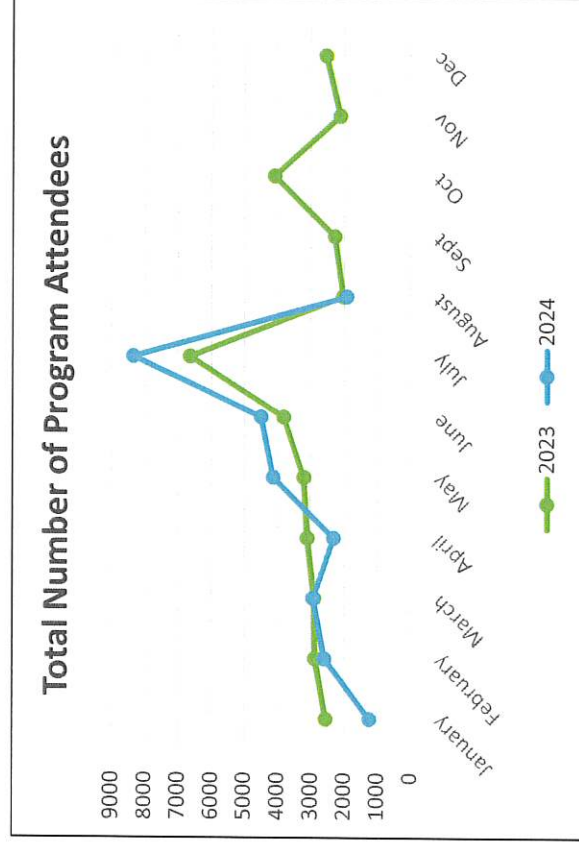
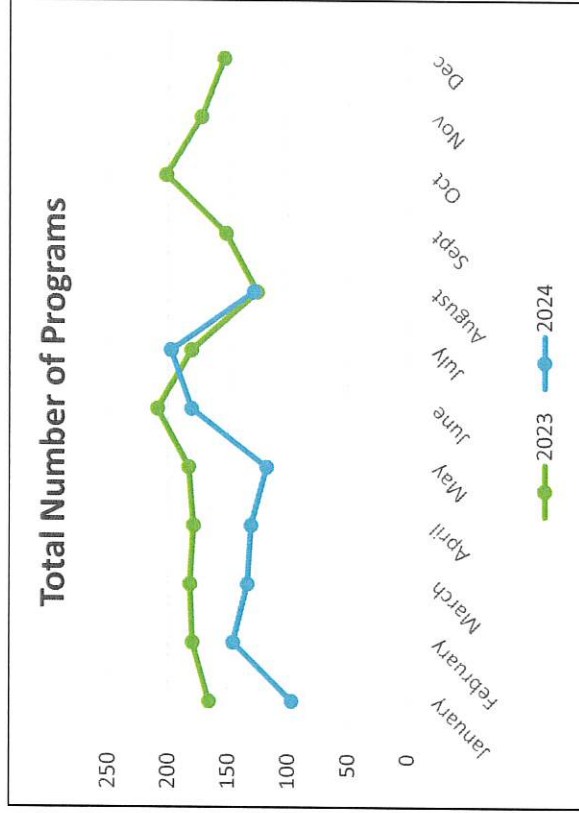
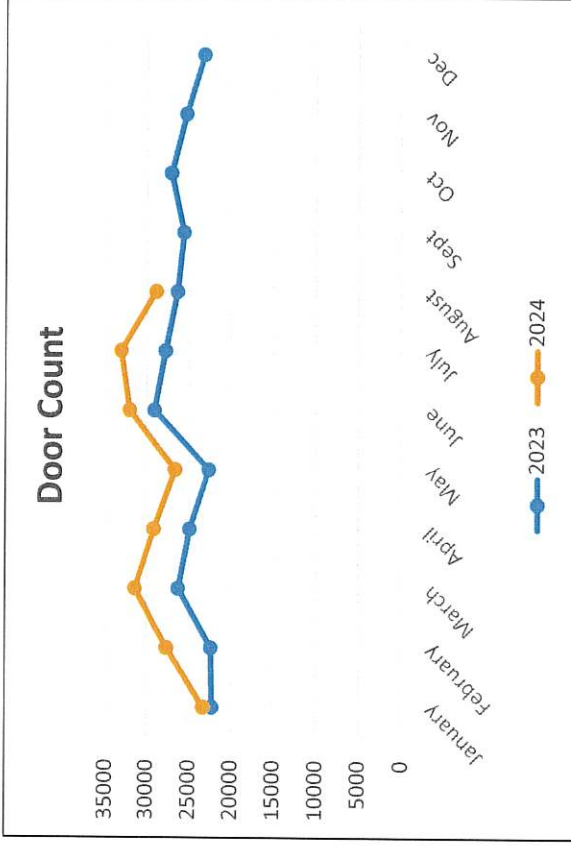
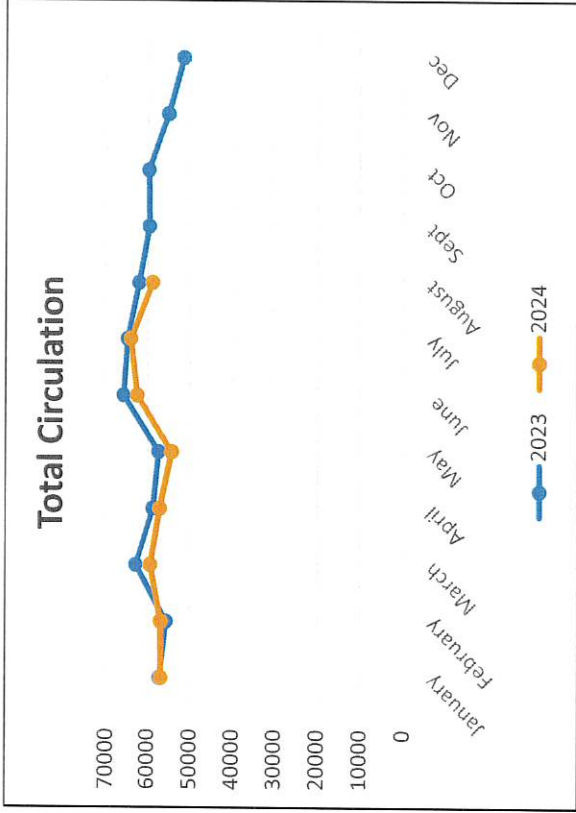
Capital Development Fund	\$ 141,032.97	\$ 189,867.97	\$ -	\$ 189,867.97	\$ 3,212,841.86
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Peoria Public Library Monthly Statistics Summary August 2024

	<u>Current Month</u>	<u>Current FYTD</u>	<u>Last FYTD</u>
Circulation			
Main	17,090	127,246	137,317
Lakeview	7,196	58,961	63,787
Lincoln	803	6,578	7,461
McClure	1,517	12,126	12,715
North	16,284	129,835	132,394
Outreach	2,088	20,937	22,423
Outgoing Intralibrary Loan	2,460	18,008	20,419
TOTAL	47,438	373,691	396,516
Virtual			
E-Books	9,510	75,146	64,934
Music/Movie Downloads	1,834	20,473	22,787
TOTAL CIRCULATION	58,782	469,310	484,237
Other			
New Cards Issued	793	3,652	2,773
TOTAL CARDHOLDERS		29,086	32,152
Computer Use	3,360	25,718	23,947
Door Count	28,880	232,113	201,663
Total # of Programs	129	1,134	1,406
Total # of Program Attendees	1,915	27,958	27,126
Reference Questions	8,774	74,641	53,353
Technology Assistance*	3,292	24,753	10,939

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

August 2024



PEORIA PUBLIC LIBRARY STATISTICAL REPORT

AUGUST 31, 2024

CIRCULATION MATERIALS

	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
2024													
Main	14,804	15,034	15,833	15,338	14,610	16,603	17,934	17,090					127,246
Lakeview	7,035	6,565	7,259	7,452	6,814	8,086	8,554	7,196					58,961
Lincoln	859	948	774	624	603	1,148	819	803					6,578
McClure	1,546	1,442	1,454	1,510	1,386	1,611	1,660	1,517					12,126
North	15,706	15,332	16,244	14,824	14,270	18,854	18,321	16,284					129,835
Outreach	2,716	3,399	3,097	3,230	2,414	1,957	2,036	2,088					20,937
E-Books	9,586	8,913	9,235	9,201	9,259	9,550	9,892	9,510					75,146
Music/Movie Downloads	2,297	3,016	3,149	2,502	2,730	2,468	2,477	1,834					20,473
Outgoing IntraLibrary Loan	2,183	2,121	2,196	2,346	2,167	2,202	2,333	2,460					18,008
TOTAL	56,732	56,770	59,241	57,027	54,253	62,479	64,026	58,782					469,310
2023													
Main	16,039	15,603	17,755	17,171	16,952	17,653	18,092	18,052					137,317
Lakeview	7,762	7,137	7,979	7,542	7,696	8,559	8,607	8,505					63,787
Lincoln	770	991	1,067	749	614	1,185	1,180	905					7,461
McClure	1,380	1,216	1,678	1,452	1,464	1,849	1,734	1,942					12,715
North	14,002	14,246	17,276	14,655	14,930	20,433	19,793	17,059					132,394
Outreach	3,482	3,838	3,247	3,517	2,851	1,873	1,943	1,672					22,423
E-Books	8,076	7,136	7,983	8,661	8,065	8,104	8,452	8,457					64,934
Music/Movie Downloads	3,023	3,028	3,210	2,478	2,341	3,537	2,353	2,817					22,787
Outgoing IntraLibrary Loan	2,479	2,342	2,601	2,427	2,425	2,677	2,781	2,687					20,419
TOTAL	57,013	55,537	62,796	58,652	57,338	65,870	64,935	62,096					484,237

DOOR COUNTS

	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
2024													
Main	8,563	10,007	11,884	10,571	10,016	10,402	11,318	10,340					83,101
Lakeview	4,182	4,337	4,965	5,161	4,429	5,462	5,907	4,858					39,301
Lincoln	1,369	2,044	2,426	2,376	1,809	3,427	3,057	2,347					18,855
McClure	1,754	2,318	2,400	2,531	2,516	2,608	2,918	2,574					19,619
North	7,261	8,715	9,543	8,300	7,719	10,024	9,771	8,618					69,951
Outreach	152	172	191	180	159	132	157	143					1,286
TOTAL	23,281	27,593	31,409	29,119	26,648	32,055	33,128	28,880					232,113
2023													
Main	7,779	7,359	9,018	8,685	7,710	8,738	8,703	9,368					67,360
Lakeview	4,088	3,946	4,421	4,307	4,009	5,122	4,828	4,680					35,401
Lincoln	1,533	1,623	1,796	2,003	1,735	2,783	2,516	1,746					15,735
McClure	1,521	1,528	1,892	1,998	2,013	2,548	2,304	2,880					16,684
North	7,007	7,645	8,836	7,737	6,914	9,616	9,205	7,492					64,452
Outreach	291	265	301	201	251	257	229	236					2,031
TOTAL	22,219	22,366	26,264	24,931	22,632	29,064	27,785	26,402					201,663

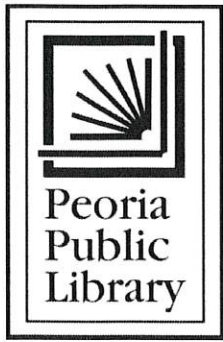
PEORIA PUBLIC LIBRARY STATISTICAL REPORT
AUGUST 31, 2024

REFERENCE	AUG. '24	CUM. '24	AUG. '23	CUM. '23	ADDITIONAL SERVICES	AUG. '24	CUM. '24	AUG. '23	CUM. '23
Main	2,122	18,478	1,374	7,446	One-on-One Tutorials	475	3,202	363	1,849
Lakeview	1,314	11,246	1,466	7,391	Youth Group Visits	6	89	6	107
Lincoln	500	4,318	406	2,612	Youth Group Visits Attendance	92	1,675	147	2,237
McClure	1,575	12,319	1,503	6,802	Youth Story Time	18	182	16	221
North	3,120	26,994	3,201	27,831	Youth Story Time Attendance	267	3,053	276	3,157
Outreach	143	1,286	236	1,271	Youth Off-Site Visits & Presentations	4	49	5	87
TOTAL	8,774	74,641	8,186	53,353	Youth Off-Site Visits Attendance	76	4,272	134	4,146
<u>TECHNICAL ASSISTANCE</u>	3,292	24,753	2,407	10,939	Children's Programs	17	145	25	226
<u>TECHNOLOGY USAGE</u>					Children's Programs Attendance	95	4,104	322	3,360
Computer Users Signed Up	3,360	25,718	3,379	23,947	Children's Passive Programs	3	105	21	223
E-Books	9,510	75,146	8,457	64,934	Children's Passive Prog. Attendance	78	4,469	401	5,847
Movie/Music Downloads	1,834	20,473	2,817	22,787	Children's ZOOM Programs	-	-	-	7
DataBase Usage*	7,195	92,789	16,577	103,060	Children's ZOOM Attendance	-	-	-	12
Website Visits	11,277	87,861	-	71,366	Young Adult Programs	18	113	12	75
WiFi Users	2,071	15,831	1,987	14,367	Young Adult Attendance	170	956	27	388
RSACat Searches	49,265	396,373	27,634	652,572	Young Adult Passive Programs	1	30	4	43
YouTube Views	392		368		Young Adult Passive Programs Attendance	11	637	15	412
Facebook Friends	7,483		6,204		Young Adult ZOOM Programs	-	-	-	-
Instagram	2,341		1,944		Young Adult ZOOM Attendance	-	-	-	-
X (formerly Twitter) Followers	1,767		1,736		Lincoln Project Next Generation	-	502	-	454
Pinterest Followers	136		136		Adult Group Visits	1	11	1	14
Tik-Tok Followers	990		631		Adult Group Visits Attendance	5	87	7	152
Holds	6,085	46,466	6,502	47,894	Adult Off-Site Visits & Presentations	11	46	5	57
New Cards Issued	793	3,652	564	26,587	Adult Off-Site Visits Attendance	181	901	136	889
Loans to Non-Peorians	2,695	21,211	2,892	21,304	Adult Programs	28	236	21	227
Direct	2,590	20,316	2,762	20,428	Adult Attendance	374	3,880	238	3,568
Interlibrary Loans	105	895	130	876	Adult Passive Programs	11	68	6	60
<u>DOOR COUNT</u>					Adult Passive Programs Attendance	566	2,642	305	2,235
Main	10,340	83,101	9,368	67,360	Adult ZOOM Programs	-	6	2	19
Lakeview	4,858	39,301	4,680	35,401	Adult ZOOM Attendance	-	204	13	145
Lincoln	2,347	18,855	1,746	15,735	YouTube Virtual Programs	-	2	-	1
McClure	2,574	19,619	2,880	16,684	YouTube Program Views	-	92	-	12
North	8,618	69,951	7,492	64,452	Non-PPL Use of Meeting Rooms	175	1,755	175	1,822
Outreach	143	1,286	236	2,031	Approx. Attendance	2,362	24,234	1,408	14,363
TOTAL	28,880	232,113	26,402	201,663	Non-PPL Use of Study Rooms	531	3,901	514	3,160
					Approx. Attendance	1,189	7,894	827	6,941

*All numbers were not available

PEORIA PUBLIC LIBRARY STATISTICAL REPORT
 AUGUST 31, 2024
 TECHNICAL SERVICES

	2024	2023
Books - # at End of Month	359,262	401,853
Books Added	3,866	3,217
Books Discarded	7,896	7,626
Audio Books on CD - # at End of Month	6,163	8,986
Audio Books Added	38	34
Audio Books Discarded	33	15
Kits - # at End of Month	199	172
Kits Added	0	-
Kits Discarded	0	-
Periodicals - # at End of Month	85,312	86,003
Periodicals Added	245	488
Periodicals Discarded	84	290
Visual Media - # at End of Month	18,923	19,866
Visual Media Added	167	274
Visual Media Discarded	75	228
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	20,022	22,244
Music Media Added	-	1
Music Media Discarded	99	3
Web Resources - # at End of Month	7,130	7,130
Web Resources Added	-	-
Web Resources Discarded	-	-



AGENDA REPORT

Number: #2024-98

Meeting Date: September 17, 2024

To: Peoria Public Library Board of Trustees
From: Randall Yelverton, Executive Director
Subject: Adopt NEW Bulletin Board Display Policy

RECOMMENDATIONS:

That the Board of Trustees of Peoria Public Library adopt resolution #2024-98, the creation of a new Bulletin Board Display Policy.

BACKGROUND:

An internal procedure for approving items to be displayed on the bulletin boards at each of the Library's locations had been used for several years. Recently it was determined that creating a formal policy regarding such postings is an advisable best practice. The draft of this policy was recommended to the Board of Trustees during the August 6, 2024 Community Relations Committee meeting. The Board approved the first reading of the Bulletin Board Display Policy as presented.

EFFECTS:

Adopting a Bulletin Board Display Policy provides clear expectations and guidelines for the usage of the bulletin boards throughout the Library buildings.

FISCAL IMPACT:

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

Respectfully submitted,

Handwritten signature of Randall Yelverton in cursive script, positioned above a horizontal line.

Randall Yelverton
Executive Director

Prepared by:

Handwritten signature of Veronica De Fazio in cursive script, positioned above a horizontal line.

Veronica De Fazio
Deputy Director

Attachments: Draft NEW Bulletin Board Policy



Bulletin Board Policy

Created: XX/XX/XX

Updated: XX/XX/XX

Peoria Public Library Bulletin Boards:

The Peoria Public Library's bulletin boards are maintained by staff at all facilities. The purpose of the bulletin boards is to provide space to promote awareness of events and services of interest to Peoria residents, including those offered by the Peoria Public Library, as well as space for official public notices from county and city government.

The library will post:

- Information about library events and services
- Public notices from county, city, and governmental bodies like the Tri-County Regional Planning Commission
- Free community events open to the public from Peoria-area clubs, organizations and non-profits
- Informational flyers from Peoria-area clubs, organizations and non-profits

All postings must be submitted by library staff to the library's Manager of PR Services for approval. Approval to post an item at one library location does not guarantee it will be posted at all locations. Factors such as space on the bulletin board at one location may limit where an item is posted. Information about library events and services will be given priority.

Specific periods of time that an item may be posted on a bulletin board cannot be guaranteed. Posted items will not be returned to the person or organization who posted them. Unapproved postings will be removed by library staff.



AGENDA REPORT

Number: #2024-99-#2024-102

Meeting Date: September 17, 2024

To: Peoria Public Library Board of Trustees

From: Randall Yelverton, Executive Director

Subject: First Reading: Library Board of Trustees Governing Documents

RECOMMENDATIONS:

That the Board of Trustees of Peoria Public Library review recommended changes to the "Bylaws of Peoria Public Library Board of Library Trustees," "Consent Agenda Policy," "Electronic Attendance Policy," and the "Rules for Public Participation at Library Board Meetings."

BACKGROUND:

The governing documents should be reviewed on a regular basis to ensure that they comply with state and federal laws. The "Consent Agenda Policy" was last reviewed in 2014, the "Electronic Attendance Policy" in 2015, and the "Rules for Public Participation at Library Board Meetings" in 2006.

EFFECTS:

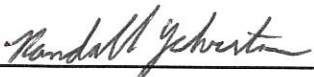
Reviewing and updating the governing documents will bring the policies in line with current state and federal laws.

FISCAL IMPACT:

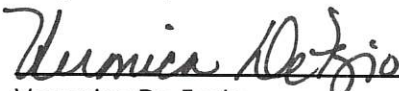
There is no fiscal impact connected to the review of these documents.

Respectfully submitted,

Prepared by:



Randall Yelverton
Executive Director



Veronica De Fazio
Deputy Director

Attachments:

Bylaws of Peoria Public Library Board of Library Trustees
Consent Agenda Policy
Electronic Attendance Policy
Rules for Public Participation at Library Board Meetings

**BYLAWS
OF
PEORIA PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

December 19, 2006
Revised August 16, 2011
Revised February 19, 2013
Revised July 16, 2013
Revised October 17, 2017
Revised January 21, 2020
Revised March 16, 2021

ARTICLE I

General Provisions

Section 1: Establishment. The Peoria Public Library (the “Library”) is a local library established pursuant to the Illinois Local Library Act (75 ILCS 5/1-0.1 et seq.) (the “Act”). These Bylaws are established pursuant to Section 4-7 of the Act.

Section 2: Board of Trustees. The Library shall be governed by a Board of Trustees (the “Board”) consisting of nine (9) members (individually, a “Trustee” and collectively, the “Trustees”) appointed by the Mayor of the City of Peoria (the “City”), with the approval of the City Council, pursuant to the Act.

Section 3: Offices. The Board shall maintain its principal offices at Main Library, 107 N.E. Monroe Street, Peoria, Illinois.

Section 4: Amendments. The Board shall have the power to amend these Bylaws by majority vote of all Trustees then holding office. No amendment may be proposed to or adopted by the Board, however, unless a notice describing the proposed

amendment is delivered to each Trustee then holding office at least one (1) week before the meeting at which action is proposed or taken.

Section 5: Authority. The proceedings of the Board shall be governed by the Act and all other applicable statutes and common law of the State of Illinois. To the extent not inconsistent with such laws, and these Bylaws, Robert's Rules of Order shall be used as the rules of procedure of the Board.

ARTICLE II

Meetings

Section 1: Regular Meetings. Regular meetings shall be held at 5:30 p.m. on the third Tuesday of each month except December in a public meeting room of Main Library located at 107 N.E. Monroe Street, Peoria, Illinois, or at such other location as designated by the Board from time to time, provided, however, that the Board may determine by a majority vote to cancel a regular monthly meeting. In the case of a cancelled meeting, monthly expenditures sheets must promptly be signed to ensure the timely payment of the bills (see Article IV, Section 3, Executive Committee). Upon proper notice, and as provided by law, the Board may change the time and place of any regular meeting. To assure an opportunity for public participation at both regular and special meetings of the Board, the Board shall adopt rules from time to time that (a) provide for an opportunity to receive public comment at all Board meetings other than those properly closed to the public and (b) govern the portion of each meeting during which there is an opportunity for public comment.

Section 2: Special Meetings. Special meetings of the Board may be called by the President, the Chair of any committee of the Board or by any three (3) Trustees; provided, however, that the Chair of a committee may call a special Board meeting only for the purpose of discussing business properly before his or her committee. Notice of special meetings shall be given to each Trustee at least three (3) days prior to the meeting and to the general public as required by law, and shall include a description of the matters to be discussed at the special meeting. No topic may be discussed at a special meeting unless it is described in the notice of the meeting. Notice of a meeting may be waived by any Trustee before or after the meeting. Attendance at a meeting shall be a waiver of notice unless a Trustee is appearing only to object to the meeting due to insufficiency of notice.

Section 3: Quorum. Five (5) Trustees shall constitute a quorum of the Board.

Section 4: Manner of Acting. The act of a majority of Trustees present at a legally and validly called meeting of the Board at which a quorum of the Board is present shall be the action of the Board, unless the act of a greater number for any particular action is required by law or these Bylaws. In addition, Board action regarding the employment and compensation of the Executive Director shall require the vote of a majority of all Trustees then holding office.

ARTICLE III

Officers

Section 1: Election. At its regular meeting each June, the Board shall elect from its members a President, a Vice-President, a Secretary and such other officers, as the Board shall deem necessary. The Board shall elect officers to fill any vacancy in an office as necessary.

Section 2: Removal. Any officer elected by the Board may be removed by the majority vote of all Trustees then holding office, with or without cause.

Section 3: Term. No Trustee shall serve more than two (2) full consecutive terms in any single office unless additional consecutive one-year terms are approved by a majority of the Board.

Section 4: President. The President will preside at meetings of the Board and will function as the chief executive officer of the Board. He or she may sign, with the Secretary or any other proper officer of the Board, all documents or other instruments approved by the Board except where the execution thereof has been expressly delegated by the Board to another officer, agent or employee or is required by law to be otherwise executed, and, in general, he or she will perform all duties incident to the office of President and such other duties as may be periodically prescribed by the Board.

Section 5: Vice-President. The Vice-President will assist the President in the discharge of his or her duties, as the President may direct, and will perform such other duties as may be periodically prescribed by the Board. In addition, the Vice-President shall act as Chair of the Executive Committee. In the absence of the President or in the event of his or her inability or refusal to act, the Vice-President will perform the duties

of the President and, when so acting, will possess all the powers of and be limited by all the restrictions relating to the President.

Section 6: Secretary. The Secretary will be responsible for the recording of the minutes of the meetings of the Board; ensuring that all notices are delivered in accordance with these Bylaws, or as required by law; be custodian of the corporate records; maintain a register of the address of each Trustee; and perform all duties incident to the office of the Secretary and such other duties as may be periodically assigned to him or her by the Board. For the purpose of assisting the Secretary in the performance of the foregoing duties, the Board will appoint an employee of the Library to serve as recording secretary. The recording secretary shall perform such duties as shall be assigned from time to time by the Board and the Executive Director of the Library.

ARTICLE IV

Committees and Representatives

Section 1: Appointment. No later than the regular Board meeting in *September* of each year, the President shall appoint a Chair and members for each standing committee described in Section 4 hereof. The President may appoint additional members to standing committees as necessary. The President may, at any regular or special Board meeting, create, appoint a Chair and members for and terminate any special committees, as he or she shall from time to time deem appropriate. The President shall be an ex officio, voting member of each committee.

Section 2: Responsibility and Authority. Committees shall review and consider matters delegated to them by these Bylaws, the Board and the President.

Responsibilities delegated to committees shall not be exclusive; the various committees will frequently need to consider similar and related matters and shall cooperate in discharging their duties. The authority of committees shall be to recommend action or policies to the Board, and no committee shall have authority to take action on behalf of the Board unless the authority to do so is specifically delegated to said committee by the Board.

Section 3: Executive Committee. The Executive Committee shall consist of the President, Vice-President and Secretary. The Vice-President shall act as Chair of the Executive Committee. The Executive Committee shall be responsible for taking action on behalf of the Board as specifically authorized by the Board. Each month, two members of the Executive Committee must sign the monthly expenditures sheets by noon the day after the regularly scheduled Board meeting date to be forwarded along with the monthly bills to the City Finance Department who will produce the checks in payment of these bills. In addition, the Executive Committee shall be responsible for all matters regarding the employment of the Executive Director including, without limitation, hiring, evaluation of performance, compensation, relations with the Board and termination.

Section 4: Standing Committees. The following committees shall be standing committees of the Board:

- (a) Building. Responsible for Library facilities, parking lots and grounds (owned or rented); matters involving construction, renovation, repair

and maintenance of such facilities and the financing of same, including compliance with Section 5-8 of the Act relating to use of assets credited to the Capital Development Fund.

- (b) Community Relations. Responsible for maintaining communication between the Board, Library patrons and the community in general.
- (c) Finance. Responsible for preparing the annual Library budget, working with the City of Peoria regarding the annual tax levy, the investment of funds on hand, the use of assets credited to the Capital Development Fund in accordance with Section 5-8 of the Act, gift and donation funds and other funds on hand and other duties related to the financial affairs of the Library.
- (d) Nominating/Appeals. The President will appoint this committee at the same time all other committees are appointed. The duties of this committee shall be to nominate officers to the Board and also would work to garner citizens of Peoria to serve as Trustees. The Board President or the Executive Director would then present Trustee recommendations to the Mayor. This committee is also responsible for making decisions on appeals by Library patrons from decisions of the Executive Director relating to the patrons' use of the Library facilities.
- (e) Personnel/Negotiations. Responsible for creating personnel policies, negotiating bargaining agreements, hearing grievances, periodically

reviewing all employee time records to monitor time-tracking policy compliance, resolving other appeals of action of the Executive Director with respect to employment matters and other duties related to employment matters of the Library. The Personnel/Negotiations Committee shall not be responsible for employment matters concerning the Executive Director, but shall cooperate with the Executive Committee as necessary in such matters.

- (f) Strategic Planning. Responsible for developing a strategic plan for the Library. Once the plan is developed and implemented, the committee shall review and update the plan on an annual basis.

Section 5: Committee Meetings. Committee meetings may be called by the President, the Chair of the committee or by any two (2) committee members. Notice of committee meetings shall be given to each committee member at least three (3) days prior to the meeting, to each Trustee at least two (2) days prior to the meeting and to the general public as required by law. Notice of a committee meeting may be waived by any committee member or Trustee before or after the meeting. Attendance at a meeting shall be a waiver of Notice. No quorum shall be required for committee meetings, but any action of a committee shall require the affirmative vote of the majority of the voting members of the committee.

Section 6: Representatives. At the regular Board meeting each September, the President shall appoint a Trustee to each of the representative positions set forth below.

The President may, at any regular or special board meeting, appoint a Trustee to other representative positions as he or she shall from time to time may deem appropriate.

- (a) Friends Representative. The President at any regular or special Board meeting may appoint a Trustee or the Executive Director to the position of Friends of Peoria Public Library representative.

Peoria Public Library Consent Agenda Policy

(Adopted by Peoria Public Library Board of Trustees, July 15, 2014)

Purpose:

The purpose of this policy is to allow the use of a Consent Agenda at all Regular meetings of the Peoria Public Library Board of Trustees. The use of a Consent Agenda will achieve the goal of spending quality Board discussion time on less routine matters.

In General:

In order to fulfill its role, the Board of Trustees must remain informed on the affairs of Peoria Public Library. Library Board members receive a high volume of information each month to review, analyze, and ask questions of the Administration about before each Regular meeting. The Board of Trustees will therefore include a Consent Agenda as part of the agenda of its Regular meetings.

General Policy:

Items placed on the Consent Agenda will be routine in nature, where decision has already been made in the management organizational structure, and where it is deemed unnecessary to have (further) public debate. Consent items will include decisions such as, but not limited to, ministerial tasks (i.e., approval of minutes and expenditures, receipt and filing of finance and statistics reports). Other Consent items will be decisions authorizing the hiring, promotion, transfer, demotion, or termination of any staff members other than the Library Director. Recommendations of Library Board standing committees may also be included on the Consent Agenda.

Procedure:

Using this policy, members of the Executive Committee, in consultation with the Library Director, will determine items to be included on the Consent Agenda. Each item will have full documentation and the basis for the recommended course of action, prepared by the Administrative Office and included with the agenda which will be given to members in advance of the meeting. In certain cases, supporting documentation and recommended course of action will have been

produced by a standing committee of the Library Board. No item will be added to the Consent Agenda after it has been finalized and placed in the hands of the members.

At the Regular meetings, the Board President will ask the Secretary to the Board to read aloud the items on the Consent Agenda. The Board President will then ask Board members whether anyone would like to request removal of any of the items from the Consent Agenda. The Secretary to the Board will note each item removed from the Consent Agenda, including who requested its removal. The Board President will then call for a seconded motion for Board approval of the items remaining on the Consent Agenda. After this vote, the Board President will ask the Secretary to the Board to read, one at a time, the items removed from the Consent Agenda. Each of the items removed from the Consent Agenda will then be individually discussed and where appropriate voted on by the Board.

The Consent Agenda Policy will be reviewed and revised as necessary by the Board of Trustees of Peoria Public Library.

Adopted by the Peoria Public Library Board of Trustees on July 15, 2014

Revised by the Peoria Public Library Board of Trustees on (date).



Peoria Public Library

Learning ❖ Knowing ❖ Living ❖ Growing

Consent Agenda Policy

Created: XX/XX/XX	Updated: XX/XX/XX
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CONSENT AGENDA GUIDELINES:

In order to fulfill its role, the Board of Trustees must remain informed on the affairs of Peoria Public Library. The use of a Consent Agenda will achieve the goal of spending quality Board discussion time on less routine matters.

Library Board members receive a high volume of information each month to review, analyze, and ask questions of the Administration about before each Regular meeting. The Board of Trustees will therefore include a Consent Agenda as part of the agenda of its Regular meetings.

Items placed on the Consent Agenda will be routine in nature, where decision has already been made in the management organizational structure, and where it is deemed unnecessary to have (further) public debate. Consent items will include decisions such as, but not limited to, ministerial tasks (i.e., approval of minutes and expenditures, receipt and filing of finance and statistics reports). Other Consent items will be decisions authorizing the hiring, promotion, transfer, demotion, or termination of any staff members other than the Library Director. Recommendations of Library Board standing committees may also be included on the Consent Agenda.

PROCEDURE:

Using this policy, members of the Executive Committee, in consultation with the Library Director, will determine items to be included on the Consent Agenda. Each item will have full documentation and the basis for the recommended course of action, prepared by the Administrative Office and included with the agenda which will be given to members in advance of the meeting. In certain cases, supporting documentation and recommended course of action will have been produced by a standing committee of the Library Board. No item will be added to the Consent Agenda after it has been finalized and placed in the hands of the members.

At the Regular meetings, the Board President will ask the Secretary to the Board to read aloud the items on the Consent Agenda. The Board President will then ask Board members whether anyone would like to request removal of any of the items from the Consent Agenda. The Secretary to the Board will note each item removed from the Consent Agenda, including who requested its removal. The Board President will then call for a seconded motion for Board approval of the items remaining on the Consent Agenda. After this vote, the Board President will ask the Secretary to the Board to read, one at a time, the items removed from the Consent Agenda. Each of the items removed from the Consent Agenda will then be individually discussed and where appropriate voted on by the Board.

The Consent Agenda Policy will be reviewed and revised as necessary by the Board of Trustees of Peoria Public Library.

Adopted by the Peoria Public Library Board of Trustees on July 15, 2014

Revised by the Peoria Public Library Board of Trustees on (date).

Peoria Public Library
Electronic Attendance and Participation Policy
(Adopted by Peoria Public Library Board of Trustees, September 15, 2015)

Purpose:

Pursuant to the Illinois Open Meetings Act, 5 ILCS 120/7, members of the Peoria Public Library Board of Trustees are permitted to attend Board meetings by means other than physical presence. Under the Open Meetings Act, the definition of "Meeting" includes "any gathering, whether in person or by video or audio conference, telephone calls, electronic means (such as, without limitation, electronic mail, electronic chat and instant messaging), or other means of contemporary interactive communication, of a majority of a quorum of the members of a public body held for the purpose of discussing public business." This policy permits attendance of Board members by means other than physical presence in compliance with the Open Meetings Act.

In General:

It is the policy of the Peoria Public Library Board of Trustees that any Board member may attend and participate in any open or closed meeting of the Board via electronic means (such as by telephone, video, or internet connection) provided that such attendance and participation is in compliance with this policy and any other applicable laws. Open or closed meetings include regular, special, and committee meetings.

Standards:

A member of the Library Board may attend a meeting electronically if the meeting meets the following conditions: (i) a quorum is physically present throughout the meeting; and (ii) a majority of those physically present votes to approve the electronic attendance of the meeting.

Procedure:

Prerequisites

The member should notify the Recording Secretary at least 24 hours before the meeting so that necessary communications equipment can be arranged. Inability to make the necessary arrangement will result in denial of a request for remote attendance.

The member must assert one of the following three reasons why he or she is unable to physically attend the meeting:

- (1) The member cannot attend because of personal illness or disability; or
- (2) The member cannot attend because of employment purposes or the business of the Library; or
- (3) The member cannot attend because of a family or other emergency.

An absence caused by a vacation does not qualify for a request to participate electronically.

At the meeting the Recording Secretary shall inform the Board members of the request for electronic attendance.

Voting Procedures

After a roll call establishing that a quorum is physically present, the Chairperson or other presiding Board member shall call for a motion that a member may be permitted to participate electronically after specifying the reason entitling the absent member to participate electronically. All of the members physically present are permitted to vote on whether electronic attendance will be allowed. The motion must be approved by a vote of a majority of those physically present.

Adequate Equipment Required

The member participating electronically and Board members must be able to communicate effectively, and members of the audience must be able to hear all communications. Before approving electronic attendance at any meeting, the Library shall provide equipment adequate to accomplish this objective.

Minutes

Any member participating electronically shall be considered an offsite participant and counted as present electronically for that meeting if the member is allowed to participate. The meeting minutes shall also reflect and state specifically whether each member is physically present or by electronic means.

Rights of Remote Member

A member permitted to participate electronically will be able to express his or her comments during the meeting and participate in the same capacity as those members physically present, subject to all general meeting guidelines and procedures previously adopted and adhered to. The member attending electronically shall be heard, considered, and counted as to any vote taken. Accordingly, the name of any member attending electronically shall be called during any vote taken, and his or her vote counted and recorded by the Recording Secretary and placed in the minutes for the corresponding meeting. A member participating electronically may leave a meeting and return as in the case of any member, provided the member attending electronically shall announce his or her leaving and returning.

The Electronic Attendance and Participation Policy will be reviewed and revised as necessary by the Board of Trustees of Peoria Public Library.

Adopted by the Peoria Public Library Board of Trustees on September 15, 2015.

Revised by the Peoria Public Library Board of Trustees on (date).



Peoria Public Library

Learning ❖ Knowing ❖ Living ❖ Growing

Electronic Attendance and Participation Policy

Created: XX/XX/XX	Updated: XX/XX/XX
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ELECTRONIC ATTENDANCE AND PARTICIPATION GUIDELINES:

Pursuant to the Illinois Open Meetings Act, 5 ILCS 120/7, members of the Peoria Public Library Board of Trustees are permitted to attend Board meetings by means other than physical presence.

It is the policy of the Peoria Public Library Board of Trustees that any Board member may attend and participate in any open or closed meeting of the Board **via video or audio conference** provided that such attendance and participation is in compliance with this policy and any other applicable laws. Open or closed meetings include regular, special, and committee meetings.

PROCEDURE:

A member of the Library Board may attend a meeting electronically if the meeting meets the following conditions: (i) a quorum is physically present throughout the meeting; and (ii) a majority of those physically present votes to approve the electronic attendance of the meeting.

Prerequisites

The member should notify the Recording Secretary at least 24 hours before the meeting so that necessary communications equipment can be arranged. Inability to make the necessary arrangement will result in denial of a request for remote attendance.

The member must assert one of the following three reasons why he or she is unable to physically attend the meeting:

- (1) the member cannot attend because of personal illness or disability; or

- (2) the member cannot attend because of employment purposes or the business of the Library; or
- (3) the member cannot attend because of a family or other emergency.
- (4) the member has unexpected childcare obligations

An absence caused by a vacation does not qualify for a request to participate electronically.

At the meeting the Recording Secretary shall inform the Board members of the request for electronic attendance.

Voting Procedures

After a roll call establishing that a quorum is physically present, the President or other presiding Board member shall call for a motion that a member may be permitted to participate electronically after specifying the reason entitling the absent member to participate electronically. All of the members physically present are permitted to vote on whether electronic attendance will be allowed. The motion must be approved by a vote of a majority of those physically present.

Adequate Equipment Required

The member participating electronically and Board members must be able to communicate effectively, and members of the audience must be able to hear all communications. Before approving electronic attendance at any meeting, the Library shall provide equipment adequate to accomplish this objective.

Minutes

Any member participating electronically shall be considered an offsite participant and counted as present electronically for that meeting if the member is allowed to participate. The meeting minutes shall also reflect and state specifically whether each member is physically present or by electronic means.

Rights of Remote Member

A member permitted to participate electronically will be able to express his or her comments during the meeting and participate in the same capacity as those members physically present, subject to all general meeting guidelines and procedures previously adopted and adhered to. The member attending electronically shall be heard, considered, and counted as to any vote taken. Accordingly, the name of any member attending electronically shall be called during any vote taken, and his or her vote counted and recorded by the Recording Secretary and placed in

the minutes for the corresponding meeting. A member participating electronically may leave a meeting and return as in the case of any member, provided the member attending electronically shall announce his or her leaving and returning.

The Electronic Attendance and Participation Policy will be reviewed and revised as necessary by the Board of Trustees of Peoria Public Library.

Adopted by the Peoria Public Library Board of Trustees on September 15, 2015.

Revised by the Peoria Public Library Board of Trustees on (date).

Rules for Public Participation at Library Board Meetings

All meetings of the Board of Library Trustees are open to the public except executive (closed) sessions as permitted by Illinois State Law.

The Board of Library Trustees of the Peoria Public Library is a deliberative body. Accordingly, it receives communications, both oral and written, as a medium of information. It does not debate the contents of such communications, but considers them in making decisions and in the establishment of policy.

Visitors attending a Library Board meeting are provided with an agenda *and a summary of the rules governing public comment*. The President of the Board, at the appropriate time during the agenda will ask for Public Comment and will recognize members of the public who wish to speak at that time. *An individual may address the Board during the designated time for not more than five (5) minutes. Public comment on any one topic shall not exceed twenty (20) minutes except with concurrence of the majority of the Board.*

Because all public meetings of the Board of Library Trustees are made a matter of public record, each speaker *shall complete a Public Comment Card and* when recognized by the Chair, shall give his/her name, address, organizational affiliation, if any, and the subject before presenting his/her views. The Board requests that public comments be unique, new and/or different from those previously heard.

Comments and questions are to be directed to the Board and not to any individual.

It shall be in order for Trustees to interrupt a speaker at any time to ask questions or make comments as frequently as necessary to clarify the discussion.

Rules for Public Participation at Library Board Meetings

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- Visitors attending a Board of Library Trustees meeting are provided with an agenda and the “Rules for Public Participation at Library Board Meetings.”
- Because all meetings of the Board of Library Trustees are made a matter of public record, each speaker shall complete and submit a Public Comment Card *before* the start of the meeting.
- The President of the Board, at the appropriate time in the agenda will ask for Public Comment and will recognize members of the public who wish to speak at that time.
- An individual may address the Board during the designated time for *not more than* five (5) minutes.
- When recognized by the Board President, each speaker must give their name, organizational affiliation, if any, and the subject before presenting their comments.
- Comments and questions are to be directed at the Board as a whole and not to an individual.
- Public Comment on any one topic shall not exceed twenty (20) minutes except with concurrence of the majority of the Board.

Adopted by the Board of Library Trustees December 19, 2006

Reformatted March 20, 2023

To: Randall Yelverton
From: Alyce Jackson
Date: September 13, 2024
Subject: Monthly Programming Report

Coming in September & October

Banned Books Week programming (September 22-28)

Fall Farm Fest at North Branch

Election Integrity program with the Peoria Election Commission

Computer Basics series at Main

Throwback Craft Night – calling all children of the 80s and 90s! – Lakeview Branch, Oct 4

Family History Month programs: Microfilm Mania, African American Genetic Genealogy, Webinarpalooza

2024 & 2025 Art Gallery at Main Library

September & October: PPL Staff Creates

November & December: 22VA

January: Tiny Art Show –create your own masterpiece to display in the gallery!

February: Peoria Garden Club

March & April: Lisa Raabe

May & June: Sue Cherrington

July & August: Jessica McGhee

September & October: Peoria Historical Society

November & December: 22VA

2024-25 Illinois Libraries Present lineup

Erika Sanchez	Michelle Buteau	Matthew Desmond
Jason Reynolds	James McBride	9to5: The Story of a Movement
Chef Art Smith	Alexis Nikole Nelson	Little Women: The Musical
Raina Telgemeier	Dan Santat	

Coralie Adam

Steve Dolinsky

2024 Music in the McKenzie at North Branch One Sunday each month at 2pm.

October 20: Edward David Anderson

November 17: Nathan Taylor Band

December 8: Turas

2025 Music in the McKenzie at North Branch One Sunday each month at 2pm.

January 26: Harvest Sons

February 23: Bones Jugs

March 16: Roundstone Buskers

April 13: Still Shine

May 4: Bucktown Americana Music Show

June 8: Twangtown Paramours

July ... TBD

August 24: Switchback

September ... TBD

October 19: Fox Crossing Stringband

November 9: The New Cats

December ... TBD

TREASURER'S REPORT FOR AUGUST 2024
Friends of Peoria Public Library

CHECKING ACCOUNT BALANCE – END JULY 2024 **\$67,069.56**

RECEIPTS:

Donations	\$ 110.72
Memorial Donations	65.00
Friends Donation Jar	18.00
Glass Case	80.00
Book Sales	1,304.60
Friends Memberships	130.00
Extra Summer Reading	600.00
BioUrja – Bicycle Giveaway	5,000.00
Walk-in Admissions/Summer Reading Parties	395.00
Vinyl Record Sales + Pre-sale Admissions	<u>4,630.83</u>

TOTAL \$12,334.15

DISBURSEMENTS:

Margaret Cousin – Bicycles @ Lincoln Branch \$3,000.00

TOTAL \$3,000.00

CHECKING ACCOUNT BALANCE – END AUGUST 2024 **\$76,403.71**

MORGAN STANLEY

Beginning Value 8/1/2024 **\$135,776.07**

Change in Value **+1,821.44**

End Value 8/31/2024 **\$137,597.51**

TOTAL ALL ACCOUNTS **\$214,001.22**

COMMUNITY RELATIONS

August 2024 Staff Activities

Report from North Branch - Jamie Jones, Branch Manager

- Tamil Palli school presented a wonderful Pavai Koothu (shadow puppetry) performance on August 3. (photo on left)
- Khawla Alqudah with the Daarul Uloom school led a very an Arabic language storytime on August 15 as part of the Storytime Around the World series. (photo on right)
- Birth to 5 Illinois visited on August 3 to promote their services to the community. Reference Assistant Jay Johnston accepted a position on their community council.
- Jamie Jones attended a National Night Out Against Crime event by invitation of the Fields Crossing HOA/neighborhood near North Branch on August 6.
- Barb Brown contributed to the Senior Citizen Day event at the Hult Center for Healthy Living (organized by the TRIAD committee that Teri Miller and Barb serve on).
- Vanessa Powell, local chef and entrepreneur also known as Chef V, gave a food prep demo for North Branch's Cooking Club on August 10.



Report from Lincoln Branch, Cynthia Smith, Branch Manager

- Jorge Espinoza, Front and Center Library Assistant, partnered with afterschool programs from Boys and Girls Club, Dream Center – older kids, Neighborhood House, and Proctor Center for fall programs. The library activities will consist of STEM and computer programs.
- Cynthia met with PCCEO Room Director Donna Shipp on August 9 and partnered with them for scheduled story time hours for their classes.
- Cynthia once again received the Project Next Generation Grant for \$12,500 from the Illinois State Library. This grant helps to narrow the technology gap for students residing in the 61605 area code.

Report from Lakeview Branch, Elise Hearn, Branch Manager

- August 10 - Elise attended Almost Home Kids for her regularly scheduled storytime (photo at right). This was Elise's last solo visit. She and Liz Schroader from North Branch, will be going together in September and then Liz will be taking over this event.
- August 19 - Elise attended the Peoria Proud board meeting at Lincoln Branch to share information about a new Lakeview Branch program, Neurodivergent Network. This program is a space for neurodivergent adults to discuss shared topics such as Autistic Burnout, or Traveling with Sensory Needs and support each other. There is a large percentage of the LGBTQIA+ community that is also neurodivergent so we wanted to share this information with Peoria Proud and make sure their community knew they were welcome at this program.
- August 20 - Elise attended the Lincoln School Back to School night to share information about the Library and get students and families signed up for library cards. There is a large Spanish speaking population at Lincoln school and the Spanish language handouts and library card applications were extremely helpful, as were some very nice teachers who helped translate!



Report from Main Reference - Jenny Sevier, Reference Manager

- Multiple members of the Reference Services Department assisted the Friends of the Library in preparing for the Album Sale during the week of August 5.
- Nena Burbank and Beth Dutton hosted the Life Skills Class from Mark Bills School on August 29th. 25 students and teachers enjoyed a tour of the library and stories and crafts.
- Anna Stewart is partnering with Phoenix Community Development Services in offering basic computer skills classes each week in the computer lab at Main.
- Cindy Wright continues to visit 5 memory care facilities each month providing learning opportunities and crafts to residents suffering from dementia.
- Sue Kaufman attended the monthly meeting of the Peoria County Genealogical Society.
- Sue also visited the Peoria Family Search Center (affiliated with the Church of Jesus Christ of Latter-Day Saints) to learn how the Library and the Center can collaborate and support each other.

Report from Main Programming,

Alyce Jackson, Manager of Public Programming

- Intercontinental Bbook Club meets every 3 months via Zoom (originally via Skype!) at the Main Library in Peoria and at the library in Clonmel, Ireland. Below are photos from the most recent meeting when they were celebrating Clonmel Library Executive Director Anne Marie Mullins's retirement. This group has been meeting for 12 years!
- Alyce attended Back to School Knight at Richwoods on Aug 7.
- Peoria Public Library continues to host the Peoria City/County Health Department as they finish up their new building on Sheridan. We are still hosting their monthly board meetings at North Branch as well as committee meetings at our other locations. PCCHD hopes to be in their new building by January 2025.



Report from Outreach - Teri Miller, Manager

- Teri Miller had 24 people at the Leather Bookmark craft led by the Leather Guild and Mr. Jim Todd (photo of the finished product below)
- Teri Miller attended the monthly TRIAD meeting
- Teri Miller, Cari Pierce and Barb Brown participated in National Senior Citizen Day organized by TRIAD. Barb and Teri were on the planning committee. The Library had a table at the event and Cari and Barb presented one of their Chit Chat programs.
- Mark Bills School has been added to the Pop-up library services that will begin first week of September.
- Outreach worked with Whittier, Kellar and Liberty Academy to get students signed up for library cards so they would be ready to use at their first pop-up visit of the school year.



Community Groups at the Library

North Branch

Blood Drive (August)

Goal: 30 pints

Presenting: 45 donors

Deferred: 4 donors

Collected: 46 pints



AGENDA REPORT

Number: #2024-103

Meeting Date: September 17, 2024

To: Peoria Public Library Board of Trustees

From: Randall Yelverton, Executive Director

Subject: Request to approve the hiring of a Strategic Planning Consultant at an estimated cost of \$30,000-40,000.

RECOMMENDATIONS:

That the Peoria Public Library Board of Trustees approve a motion to adopt resolution #2024-103 to hire a Strategic Planning Consultant at an estimated cost of \$30,000-40,000.

BACKGROUND:

The Library's current strategic plan expired at the end of 2023. The Strategic Planning Committee of the Board of Library Trustees and the Executive Director have met several times in 2024 to discuss the logistics of creating an updated plan, including the advantages and disadvantages of creating the plan in-house versus using an outside consultant. At the conclusion of the September 5, 2024 Strategic Planning Committee meeting, the committee recommended that the Library hire a Strategic Planning consultant at an estimated cost of \$30,000-40,000 and that these funds should come from the Library's Gifts and Memorials fund.

EFFECTS:

A new Strategic Plan will guide the Library's future activities, plans, and services with intention and purpose in order to meet the changing needs of the community.

FISCAL IMPACT:

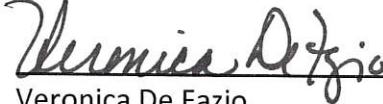
Funds for this expenditure are available in the Library's Gifts and Memorials fund.

Respectfully submitted,



Randall Yelverton
Executive Director

Prepared by:



Veronica De Fazio
Deputy Director