

AGENDA
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
January 21, 2025
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. #2025-01: Request to Approve Minutes as listed below:
 - 1. Minutes of the Strategic Planning Committee meeting of December 5, 2024
 - 2. Minutes of the Regular Board meeting of November 19, 2024
 - B. #2025-02: Request to Approve Expenditures as listed below:

1. Payroll for Period Ending November 23, 2024	\$139,853.19
2. Payroll for Period Ending December 7, 2024	\$140,191.41
3. Payroll for Period Ending December 21, 2024	\$141,297.87
4. Payroll for Period Ending January 4, 2025	\$150,061.61
5. Regular Expenditures for December 2024	\$202,245.26
6. Capital Development Fund Expenditures for December 2024	\$ 23,375.00
7. Regular Expenditures for January 2025	\$ 302,181.21
8. Capital Development Fund Expenditures for January 2025	\$ 10,850.00
9. 2024 Obligated Fund Expenditures for January 2025	\$ 486,761.79
 - C. #2025-03: Request of the Executive Director to Approve Personnel Actions for the periods ending January 17, 2025
 - D. #2025-04: Request of the Executive Director to Receive and File Finance Reports for the months of November and December 2024
 - E. #2025-05: Request of the Executive Director to Receive and File Library Use Statistics for the months of November and December 2024
- VII. Other Action Items
 - A. #2025-06: First Reading: Circulation Policy
 - B. #2025-07: First Reading: Timekeeping Policy
 - C. #2025-08: First Reading: Whistleblower Policy

- VIII. Report of the Executive Director
 - New Programming Manager
 - Peoria County's Bicentennial Celebration
 - Strategic Planning
 - Director's Advisory Council
 - Reviewing Chapters 8- 13 of Serving Our Public 4.0
 - Local History Project
 - New Electronic Training Resources
 - Policy Review
 - Library Stats

- IX. Staff Community Relations Report

- X. Report of Library Board Liaison to the Friends of Peoria Public Library

- XI. Committee Reports
 - A. Building Committee
 - B. Executive Committee
 - C. Finance Committee
 - D. Nominating/Appeals Committee
 - E. Personnel/Negotiations Committee
 - F. Strategic Planning Committee
 - 1. #2025-09: Approve Strategic Planning Consultant
 - 2. #2025-10: Approve Executive Director's Goals for 2025

- XII. Other Business

- XIII. #2025-11: Executive Session
 - A. #2025-12: Illinois State Law Public Act 93 0523 (2.06) – Closed Session Recordings Review
 - B. #2025-13: 5 ILCS 120/2 (c)(21) – Closed Session Minutes Review
 - C. #2025-14: Discussion of Personnel Matters 5ILCS 120/2 (c)(1) - Executive Director Annual Review

- XIV. #2025-15: Return from Executive Session

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

- XVI. #2025-16: Adjournment

MINUTES
STRATEGIC PLANNING COMMITTEE
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
December 5, 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 5:31 p.m. by Committee Chair Steven Marx in the Community Room, Main Library, 107 NE Monroe Street, Peoria, Illinois.

ROLL CALL

Committee Members Present: Steve Marx, Roberta Parks, Jacob Roberts

Committee Members Absent: Courtney Lee, Barbara Van Auken

Other Board Members Present: Margaret Cousin

Staff Members Present: Veronica De Fazio, Deputy Director; Susan Kaufman, Reference Librarian; and Randall Yelverton, Executive Director

ORDER OF BUSINESS

A. Approval of Minutes of the Meeting of September 24, 2024

Motion made by Roberta Parks, seconded by Jacob Roberts to approve the minutes of September 24, 2024. Motion passed unanimously.

B. Review Strategic Planning Consultant Proposals

Committee Chair Steven Marx began the discussion by noting that all of the proposals met the basic requirements as set forth in the request for proposal. Two proposals were removed from consideration because their cost came in well above the amount approved by the Board of Trustees. The three remaining proposals were all companies who had previous experience working on library strategic plans. After further discussion, the committee narrowed the selection down to two companies and asked Yelverton to reach out to the companies with a selection of clarifying questions.

The committee agreed to meet again on January 7 to further discuss the selections with the goal of having a recommendation ready to present at the Board of Trustees meeting on January 21.

OTHER BUSINESS

None

ADJOURNMENT

The meeting was adjourned at 6:11 p.m.

Steven Marx, Chair
Strategic Planning Committee
Board of Library Trustees
Peoria Public Library

MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
November 19, 2024

CALL TO ORDER

Board President Barbara Van Auken 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 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, Lucy Gulley, Steven Marx, Roberta Parks, Jacob Roberts, and Barbara Van Auken

Board Members Absent: Courtney Lee

Library Staff Present: Veronica De Fazio, Deputy Director; Pat England, Library Assistant; Alyce Jackson, Programming Manager; Karla Wilkinson, Programming Librarian; and Randall Yelverton, Executive Director.

Others Present: Mike McGraw

CORRESPONDENCE

No correspondence was received since the last meeting.

PUBLIC COMMENT

None

CONSENT AGENDA

A. #2024-120: Request to Approve Minutes as listed below:

1. Minutes of the Building Committee meeting of May 10, 2022
2. Minutes of the Regular Board meeting of October 15, 2024

B. #2024-121: Request to Approve Expenditures as listed below:

- | | |
|---|--------------|
| 1. Payroll for Period Ending October 12, 2024 | \$139,486.69 |
| 2. Payroll for Period Ending October 26, 2024 | \$139,763.26 |
| 3. Payroll for Period Ending November 9, 2024 | \$139,555.63 |
| 4. Regular Expenditures for November 2024 | \$522,624.06 |
| 5. Capital Development Expenditures for November 2024 | \$ 47,702.51 |

- C. #2024-122: Request of the Executive Director to Approve Personnel Actions for the period ending November 15, 2024
- D. #2024-123: Request of the Executive Director to Receive and File Finance Reports for the month of October 2024
- E. #2024-124: Request of the Executive Director to Receive and File Library Use Statistics for the month of October 2024
- F. #2024-125: Establish dates and times for 2025 Regular Board of Library Trustee Meetings
- G. #2024-126: Recommendation from the Administration for the Approval of Holidays and Closings for 2025-26

A motion was made by Steven Marx, seconded by Roberta Parks to approve Consent Agenda items #2024-120 through #2024-126. Motion passed unanimously.

ACTION ITEMS

None

REPORT OF THE EXECUTIVE DIRECTOR

A. Monthly Programming Report

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

B. Loss control visit from LIRA

Yelverton and Rufus Nelson, Facilities Manager, met with a representative from LIRA (Libraries of Illinois Risk Agency) to tour the branches. They reviewed potential safety risks at each location. This service is part of LIRA's loss control offerings and is included with the Library's annual costs. There were some minor improvements to implement at each location.

C. Capital Development Plan update

Yelverton met with multiple branch managers and department heads to discuss repairs and improvements to add to the Capital Development Plan. Yelverton used these suggestions to draft a new plan which he presented to the Building Committee.

D. 2025 Budget

Yelverton met with the Finance Committee this month to discuss the budget draft as well as provide a financial overview.

E. Update on water issues at Main

Yelverton provided an overview of the issues in the Children's Room as a result of accumulated water due to an issue within the pipe system.

F. Scanning project in Local History

The scanner and volunteers arrived. The scanning of designated materials from the Local History collection is being done in a space on Lower Level 1 of the Main Library.

G. Reviewing Chapters from *Serving Our Public 4.0: Standards for Illinois Public Libraries*

Yelverton reviewed items that the Library is working on:

Chapter 2: The Library will work on an updated Strategic Plan in 2025 and more formalized succession plans need to be created for management and administration positions.

Chapter 3: Job descriptions need to be updated

Chapter 4: It will be recommended that the Strategic Plan focus on ensuring that the Library has the space it needs to provide the suggested services and programming.

Chapter 5: The parking lot at McClure needs to be improved.

Chapter 6: The security camera system and policy need to be updated.

Chapter 7: A focus of the collection development team will continue to be prioritizing the purchasing of materials that best serve the communities in which the various locations reside.

H. Lincoln Hall of Fame

On Monday, November 18, Dr Marwin Spiller and DeTrail Davis were inducted into the Lincoln Hall of Fame for their ongoing contributions to the Lincoln branch Project Next Generation program.

I. Door Count and Circulation Statistics

The visitor total for October 2024 was up 7.6% over October 2023. The circulation total for the same period was down 2.7%.

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

Friends of the Library President, Margaret Cousin, reviewed the Friends Annual Report. She highlighted that while the Friends Board has decided against a written spending policy, they do pledge to annually move \$5000 to the Morgan Stanley account. Cousin also noted that five years ago the Friends had 35 members, today they have 90.

COMMITTEE REPORTS

A. Building Committee

- 1. Report of the meeting of October 22, 2024** – Committee Chair Cousin reviewed discussions from the meeting including concerns regarding the peacock chairs. The first step before any decision can be made is to have the chairs appraised. Yelverton provided an overview of the Capital Development Plan.

2. #2024-127: Approve Updated Capital Development Plan

A motion was made by Margaret Cousin, seconded by Steven Marx, to approve the updated Capital Development Plan. Motion passed unanimously.

B. Executive Committee – No Report

C. Finance Committee

1. Report of the meeting of November 6, 2024 – Ruth Bittner reported that the committee met and came to this meeting with two recommendations.

2. #2024-128: Amend the 2024 Budget

A motion was made by Ruth Bittner, seconded by Roberta Parks to amend the 2024 budget as presented in the packet. The motion passed unanimously.

3. #2024-129: Approve the 2025 Budget

A motion was made by Margaret Cousin, seconded by Jacob Roberts to approve the 2025 Budget as presented in the packet. The motion passed unanimously.

4. #2024-130: Adopt Resolution to Continue the Capital Development Fund

A motion was made by Ruth Bittner, seconded by Margaret Cousin to continue the Capital Development Fund. Motion passed unanimously.

5. #2024-131: Adopt Resolution to Encumber 2024 Funds

A motion was made by Ruth Bittner, seconded by Roberta Parks to encumber 2024 Funds.

D. Nominating/Appeals Committee – No Report

E. Personnel/Negotiations Committee – No Report

F. Strategic Planning Committee – No Report

OTHER BUSINESS

Van Auken reminded the Board that the appraisals of the Executive Director will be due in mid-December so that the Annual Appraisal and any wage increase may occur in January. Van Auken also reminded the Trustees that the Executive Director’s appraisal is based on his strategic goals.

EXECUTIVE SESSION

None

AGENDA BUILDING

None

ADJOURNMENT

The meeting was adjourned at 6:18 pm

Steven Marx, Secretary
Board of Library Trustees
Peoria Public Library

REPORT OF COMMITTEE

December 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:

\$ 202,245.26

Approved for Payment _____

Approved for Payment _____

<u>NAME OF VENDOR</u>	<u>ACTIVITY</u>	<u>AMOUNT</u>
Baker & Taylor	Books/Non-Print	\$ 33,486.93
Center Point Large Print	Books	\$ 1,458.60
Cengage Learning/Gale	Books	\$ 7,153.43
Ingram Library Services	Books	\$ 1,319.25
OverDrive, Inc.	Books/Non-Print	\$ 21,278.69
Thomson Reuters - West Payment Center	Books	\$ 91.01
EBSCO	Periodicals	\$ 1,784.88
Peoria Journal Star	Periodicals	\$ 1,309.12
Kanopy, Inc.	Non-Print	\$ 710.00
Midwest Tape	Non-Print	\$ 5,180.21
RAILS	Non-Print/Travel, Education & Meetings	\$ 9,060.00
Ancel Glink, P.C.	Professional Services	\$ 232.50
Hodges Loissi Eisenhammer Rodick & Kohn	Professional Services	\$ 930.15
Ginger Adams	Programming	\$ 89.52
Amazon Capital Services, Inc.	Programming/Publicity	\$ 1,641.52
Capital One (Walmart Community)	Programming/Automation	\$ 1,609.97
Chase CardMember Services	Programming/Publicity/Supplies/Automation	\$ 5,851.01
Seth Cocquit	Programming	\$ 800.00

Detrail Davis	Programming	\$ 775.00
DigiKey	Programming	\$ 58.62
Historic Voices (Laura F. Keyes)	Programming	\$ 250.00
HyVee Accounts Receivable	Programming	\$ 216.95
Regina Rutherford	Programming	\$ 70.89
Marwin Spiller	Programming	\$ 750.00
STEM Supplies	Programming	\$ 296.07
Jennifer Davis	Programming	\$ 95.96
Library Market	Programming	\$ 3,000.00
Velocity Creative Concepts	Programming	\$ 6,731.75
WMDB (Nexstar Media)	Publicity	\$ 750.00
WWCT-FM	Publicity	\$ 250.00
Xante'	Publicity	\$ 1,457.23
TELUS Health	Medical Insurance Premiums	\$ 923.40
Ameren Illinois	Gas & Electricity	\$ 13,634.48
AT&T	Telephones	\$ 1,215.40
AT&T c/o CABS Dept.	Telephones	\$ 2,631.32
Peerless Network, Inc.	Telephones	\$ 1,143.76
Stratus Networks	Telephones	\$ 551.27
Verizon	Telephones/Automation	\$ 176.36
City of Peoria - Stormwater	Water & Sewage	\$ 148.50
Greater Peoria Sanitary District	Water & Sewage	\$ 487.13
Illinois American Water	Water & Sewage	\$ 1,108.88
Midwest Mailing & Shipping Systems, Inc.	Equipment Service Contract	\$ 828.00
Watts Copy Systems, Inc.	Equipment Service Contract	\$ 221.43
Chemsearch FE	Building Services	\$ 6,541.00
NIR Roof Care, Inc.	Building Services	\$ 4,700.00
Securitas Security Services USA, Inc.	Building Services	\$ 9,796.93

Thermal Services, Inc.	Building Services	\$ 302.50
Vonachen Group	Building Services	\$ 8,855.70
AB Hunter Sewer Service	Building Maintenance & Repairs	\$ 825.00
BluSky Restoration Contractors, LLC	Building Maintenance & Repairs	\$ 12,476.68
Laser Electric Inc.	Building Maintenance & Repairs	\$ 2,740.00
Batteries Plus Bulbs	Building Supplies	\$ 202.74
Grainger	Building Supplies	\$ 1,174.35
HD Supply (formerly Home Depot Pro)	Building Supplies	\$ 5,149.86
Hi Line Supply Company Ltd	Building Supplies	\$ 19.61
Quadient Finance USA, Inc.	Postage	\$ 4,000.00
Quadient, Inc.	Postage	\$ 480.00
Sarah Couri	Travel, Educ. & Meetings	\$ 398.64
Empathy Studios, LLC	Travel, Educ. & Meetings	\$ 1,599.00
Jennifer Jacobsen-Wood	Travel, Educ. & Meetings	\$ 116.20
Jamie Jones	Travel, Educ. & Meetings	\$ 75.44
Adam Scachette	Travel, Educ. & Meetings	\$ 23.99
Bayscan Technologies	Library Supplies	\$ 1,127.50
ODP Business Solutions, LLC	Library Supplies/Furniture & Fixtures	\$ 338.36
PTC Select	Library Supplies/Automation	\$ 3,602.00
Staples	Library Supplies	\$ 151.73
Demco Inc.	Technical Supplies	\$ 144.36
Background Screening Consultants, LLC	Miscellaneous	\$ 74.00
Illinois Library Association	Miscellaneous	\$ 100.00
Integrated Payments Consulting LLC	Miscellaneous	\$ 40.00
Unique Management Services, Inc.	Miscellaneous	\$ 398.00
Illinois Department of Innovation & Technology	Automation	\$ 25.00
Kaseya US LLC (dba IT Glue)	Automation	\$ 471.50
City of Peoria - General Fund	Vehicles	\$ 286.85

PPL Petty Cash Checking Account	Reimburse to Petty Cash Checking	\$ 300.67
		\$ 198,296.80

Books & Related Materials	\$ 82,832.12
Finance Bills	\$ 115,464.68
SUB-TOTAL	\$ 198,296.80
Calpine Energy Solutions	\$ 3,948.46
TOTAL	\$ 202,245.26

REPORT OF COMMITTEE

CAPITAL DEVELOPMENT FUND

December 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:

\$ 23,375.00

Approved for Payment _____.

Approved for Payment _____.

<u>NAME OF VENDOR</u>	<u>ACTIVITY</u>	<u>AMOUNT</u>
PTC Select	Capital Development Fund	\$ 23,375.00
TOTAL		\$ 23,375.00

REPORT OF COMMITTEE

January 21, 2025

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:

\$ 302,181.21

Approved for Payment _____.

Approved for Payment _____.

<u>NAME OF VENDOR</u>	<u>ACTIVITY</u>	<u>AMOUNT</u>
Baker & Taylor	Books	\$ 428.42
Cengage Learning/Gale	Books	\$ 1,710.88
Ingram Library Services	Books	\$ 1,013.45
Thomson Reuters - West Payment Center	Books	\$ 91.01
Journal Star	Periodicals	\$ 1,130.62
Midwest Tape	Non-Print	\$ 62,500.00
Proquest LLC	Non-Print	\$ 13,269.16
RAILS	Non-Print	\$ 1,750.01
Bones Jugs LLC	Programming	\$ 1,200.00
Barb Brown	Programming	\$ 25.00
Bindu Damodaran	Programming	\$ 10.50
Fun Express, LLC	Programming	\$ 870.47
Historic Voices (Laura Frances Keyes)	Programming	\$ 250.00
HyVee Accounts Receivable	Programming	\$ 53.49
Jamie Jones	Programming	\$ 200.00
Christopher Rakestraw	Programming	\$ 100.00
Regina Rutherford	Programming	\$ 17.48
EBSCO	Publicity	\$ 4,197.00

Resource Sharing Alliance NFP	Automation Serv. Cont.	\$ 44,302.50
Risk Program Administrators	Building Insurance	\$ 24,821.00
Libraries of Illinois Risk Agency	Building Insurance	\$ 124,324.11
E-ImageData Corp	Equipment Service Contract	\$ 1,060.00
Vonachen Group	Building Services	\$ 8,855.70
AB Hunter Sewer Service	Building Maintenance & Repairs	\$ 175.00
Grainger	Building Supplies	\$ 216.60
HD Supply (formerly Home Depot Pro)	Building Supplies	\$ 757.00
Demco	Technical Supplies	\$ 2,196.31
Illinois Library Association	Travel, Education & Meetings	\$ 1,460.00
Integrated Payments Consulting LLC	Miscellaneous	\$ 40.00
Rotary Club of Peoria	Miscellaneous	\$ 540.00
Kaseya US LLC (dba IT Glue)	Automation	\$ 471.50
PTC Select	Automation	\$ 4,144.00
		\$ 302,181.21
	Books & Related Materials	\$ 81,893.55
	Finance Bills	\$ 220,287.66
	SUB-TOTAL	\$ 302,181.21
	Calpine Energy Solutions	\$ -
	TOTAL	\$ 302,181.21

REPORT OF COMMITTEE

CAPITAL DEVELOPMENT FUND

January 21, 2025

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:

\$ 10,850.00

Approved for Payment _____.

Approved for Payment _____.

<u>NAME OF VENDOR</u>	<u>ACTIVITY</u>	<u>AMOUNT</u>
PTC Select	Capital Development Fund	\$ 10,850.00
TOTAL		\$ 10,850.00

REPORT OF COMMITTEE

2024 OBLIGATED FUNDS

January 21, 2025

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:

\$ 486,761.79

Approved for Payment _____.

Approved for Payment _____.

<u>NAME OF VENDOR</u>	<u>ACTIVITY</u>	<u>AMOUNT</u>
Amazon Capital Services, Inc.	Books	\$ 4,415.95
Baker & Taylor	Books	\$ 26,354.12
Center Point Large Print	Books	\$ 1,420.26
Cengage Learning/Gale	Books	\$ 6,856.93
Children's Plus dba Libraria	Books	\$ 16,939.99
Ingram Library Services	Books	\$ 3,113.66
OverDrive, Inc.	Books/Non-Print	\$ 1,863.71
World Book Inc./World Book School & Library	Books	\$ 1,259.00
EBSCO	Periodicals	\$ 26.84
Encyclopaedia Britannica	Non-Print	\$ 3,740.00
Kanopy, Inc.	Non-Print	\$ 628.00
Midwest Tape	Non-Print	\$ 5,794.50
Capital One (Walmart Community)	Programming/Publicity	\$ 682.83
Chase CardMember Services	Programming/Publicity/Travel/Automation	\$ 1,952.37
WWCT-FM	Publicity	\$ 250.00
City of Peoria - General Fund	Med. Insur./IMRF/FICA/Medicare/Vehicles	\$ 361,540.12
Illinois Department of Employment Security	Unemployment Insurance	\$ 606.01

Ameren Illinois	Gas & Electricity	\$ 15,821.24
City of Peoria - Stormwater	Water & Sewage	\$ 237.00
Greater Peoria Sanitary District	Water & Sewage	\$ 243.57
Illinois American Water	Water & Sewage	\$ 1,337.12
AT&T	Telephones	\$ 1,215.40
AT&T c/o CABS Dept.	Telephones	\$ 2,631.32
Peerless Network, Inc.	Telephones	\$ 1,143.76
Stratus Networks	Telephones	\$ 552.32
Verizon	Telephones/Automation	\$ 176.36
Watts Copy Systems, Inc.	Equipment Service Contract	\$ 164.80
Johnson Controls Security Solutions	Building Services	\$ 985.46
Securitas Security Services USA, Inc.	Building Services	\$ 10,135.07
Thermal Services, Inc.	Building Maintenance & Repairs	\$ 4,303.83
C. L. O'Brien & Co. Inc.	Building Maintenance & Repairs	\$ 750.89
Grainger	Building Supplies	\$ 12,647.70
Hi Line Supply Company Ltd	Building Supplies	\$ 92.78
Lowe's	Building Supplies	\$ 71.32
Menards	Building Supplies	\$ 7.00
Gwen Ayler	Travel, Education & Meetings	\$ 56.41
Illinois Library Association	Travel, Education & Meetings	\$ 40.00
Cynthia Wright	Travel, Education & Meetings	\$ 142.04
ODP Business Solutions, LLC	Library Supplies	\$ 349.28
Background Screening Consultants, LLC	Miscellaneous	\$ 24.00
Unique Management Services, Inc.	Miscellaneous	\$ 358.20
Illinois Department of Innovation & Technology	Automation	\$ 25.00
PTC Select	Automation	\$ 111.00
PPL Petty Cash Checking Account	Reimburse to Petty Cash Checking	\$ 110.58

Books & Related Materials	\$ 67,997.01
Finance Bills	\$ 418,764.78
SUB-TOTAL	\$ 486,761.79
Calpine Energy Solutions	\$ -
TOTAL	\$ 486,761.79

PEORIA PUBLIC LIBRARY MEMORANDUM

TO: BOARD OF LIBRARY TRUSTEES
FROM: RANDALL YELVERTON, EXECUTIVE DIRECTOR
DATE: January 21, 2025
SUBJECT: LIBRARY BOARD MEMORANDUM #2025-03
PERSONNEL ACTIONS FOR PERIOD ENDING Jan. 17, 2025

APPOINTMENTS

Aarthi Nagarajan, Full-time Reference Assistant, Lincoln Branch.....12/02/2024
Kat Calhoun, Full-time Library Assistant, Lincoln Branch.....12/02/2024
John Mauricio, Full-time Library Assistant, Circulation.....01/07/2025

PROMOTIONS & TRANSFERS

None.

RETIREMENTS

Leon Decker, Full-time Librarian, Reference.....12/28/2024

RESIGNATIONS

Cassie Voss, Full-time Library Assistant, Circulation.....12/05/2024
Alyce Jackson, Manager of Public Programming & Projects.....01/03/2025
Ametria Rutherford, Student Page, Lincoln Branch.....01/06/2025

DISMISSALS

Adriana Beck, Student Page, McClure Branch.....11/12/2024

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 January 21, 2025.

PEORIA PUBLIC LIBRARY FINANCIAL REPORT

NOVEMBER 30, 2024

November = 91.7%

STATEMENT OF REVENUES and EXPENDITURES

	(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/</u>	<u>% of Budget</u>
				<u>Decrease</u>	<u>Line Items</u>
Property Taxes	\$ 7,425,210	\$ 7,130,099	\$ 6,646,434	7.3%	96.0%
Personal Property Replacement Tax	\$ 482,250	\$ -	\$ 482,250	-100.0%	0.0%
Service Charges/Fines/Fees	\$ 30,000	\$ 43,224	\$ 79,069	-45.3%	144.1%
Per Capita Grant	\$ 167,000	\$ 168,028	\$ 166,896	0.7%	100.6%
Grants	\$ 30,000	\$ 42,988	\$ 32,480	32.4%	-100.0%
Interest	\$ 80,000	\$ 248,129	\$ 181,817	36.5%	310.2%
Current Revenue	\$ 8,214,460	\$ 7,632,469	\$ 7,588,947	0.6%	92.9%
Borrowed from Working Cash Fund		\$ -	\$ -	0.0%	
Gift & Mem./Restricted Fund Bal. Fwd.		\$ 57,067	\$ 56,758	0.5%	
TOTAL REVENUES	\$ 8,214,460	\$ 7,689,535	\$ 7,645,704	0.6%	93.6%

	2024			YTD	
	<u>BUDGET</u>	<u>YTD '24</u>	<u>YTD '23</u>	<u>% Increase/</u>	<u>% of Budget</u>
<u>EXPENDITURES</u>				<u>Decrease</u>	<u>Line Items</u>
Management Salaries	\$ 1,432,030	\$ 1,112,762	\$ 1,069,966	4.0%	77.7%
Non-Management Salaries	\$ 2,551,295	\$ 2,136,481	\$ 1,898,879	12.5%	83.7%
IMRF/FICA/Medicare	\$ 620,000	\$ 350,170	\$ 301,796	16.0%	56.5%
Medical Insurance (Medical Premiums)	\$ 750,000	\$ 466,897	\$ 455,912	2.4%	62.3%
GASB 45 Liability	\$ -	\$ -	\$ -	0.0%	0.0%
TOTAL PERSONNEL SERVICES	\$ 5,353,325	\$ 4,066,311	\$ 3,726,554	9.1%	76.0%

Books / eBooks	\$ 613,915	\$ 494,810	\$ 457,429	8.2%	80.6%
Periodicals	\$ 45,000	\$ 27,437	\$ 23,826	15.2%	61.0%
Non-Print	\$ 450,000	\$ 395,790	\$ 310,124	27.6%	88.0%
Professional Services	\$ 30,000	\$ 11,315	\$ 50,420	-77.6%	37.7%
Audits & Appraisals	\$ 9,200	\$ 1,325	\$ 1,325	0.0%	14.4%
Publicity	\$ 43,000	\$ 32,338	\$ 35,046	-7.7%	75.2%
Programming	\$ 100,000	\$ 115,050	\$ 77,111	49.2%	115.0%
Technical Services	\$ 45,000	\$ 43,513	\$ 42,384	2.7%	96.7%
Binding	\$ -	\$ -	\$ -	0.0%	0.0%
Digitizing	\$ 3,700	\$ 3,796	\$ 3,685	3.0%	102.6%
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	\$ 9,312	\$ 10,825	-14.0%	84.7%
Electricity	\$ 214,000	\$ 166,078	\$ 170,829	-2.8%	77.6%
Gas	\$ 72,000	\$ 41,543	\$ 41,070	1.2%	57.7%
Water & Sewage	\$ 27,500	\$ 27,498	\$ 26,149	5.2%	100.0%
Telephones	\$ 85,000	\$ 64,249	\$ 66,707	-3.7%	75.6%
Equipment Service Contracts	\$ 98,000	\$ 66,917	\$ 81,393	-17.8%	68.3%
Equipment Repairs	\$ 1,000	\$ -	\$ 120	-100.0%	0.0%
Building Services	\$ 275,000	\$ 278,958	\$ 252,969	10.3%	101.4%
Building Maintenance & Repairs	\$ 30,000	\$ 18,852	\$ 25,791	-26.9%	62.8%
Building Supplies	\$ 40,000	\$ 25,491	\$ 25,113	1.5%	63.7%
Postage	\$ 15,000	\$ 8,792	\$ 12,840	-31.5%	58.6%
Travel, Education & Meetings	\$ 40,000	\$ 27,951	\$ 13,821	102.2%	69.9%
TOTAL CONTRACTUAL SERVICES	\$ 2,475,135	\$ 2,090,135	\$ 1,937,611	7.9%	84.4%

Library Supplies	\$ 33,000	\$ 33,629	\$ 35,336	-4.8%	101.9%
Technical Supplies	\$ 28,000	\$ 26,703	\$ 23,169	15.3%	95.4%
Miscellaneous	\$ 20,000	\$ 18,479	\$ 18,050	2.4%	92.4%
Furniture & Fixtures	\$ 5,000	\$ 1,605	\$ 851	88.7%	32.1%
Automation	\$ 90,000	\$ 89,681	\$ 151,243	-40.7%	99.6%
Vehicles	\$ 10,000	\$ 5,783	\$ 9,197	-37.1%	57.8%
City Administrative Fees	\$ 200,000	\$ 150,000	\$ 75,000	100.0%	75.0%
TOTAL SUPPLIES & MATERIALS	\$ 386,000	\$ 325,880	\$ 312,844	4.2%	84.4%

TOTAL EXPENDITURES	\$ 8,214,460	\$ 6,482,326	\$ 5,977,009	8.5%	78.9%
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Excess/Deficiency of Revenues over Expenditures		<u>YTD '24</u>	<u>YTD '23</u>		
		\$ 1,207,209	\$ 1,668,696		

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

NOVEMBER 30, 2024

Excess/Deficiency of Revenues over Expenditures	<u>YTD '24</u>	<u>YTD '23</u>
	\$ 1,207,209	\$ 1,668,696
Working Cash Fund	\$ 1,000,279	\$ 1,000,279
Currently Borrowing from City of Peoria	\$ -	\$ -
Capital Development Fund	\$ 3,081,994	\$ 2,243,362
Earned Vacation Pay	\$ 19,226	\$ 19,226
Obligated Funds	\$ 390,681	\$ 383,071
CASH IN BANK	\$ 5,699,391	\$ 5,314,634

<u>CAPITAL DEVELOPMENT FUND</u>	<u>YTD '24</u>	<u>YTD '23</u>
Capital Development Fund Balance	\$ 3,081,994	\$ 2,243,362

<u>GRANTS</u>		
Ending Fund Balance	\$ 29,285	\$ 29,450

<u>GIFT & MEMORIAL/ENDOWMENT FUND</u>		
Ending Fund Balance	\$ 810,557	\$ 795,482

**PEORIA PUBLIC LIBRARY FINANCIAL REPORT,
NOVEMBER 30, 2024**

	<u>NOV '24</u>	<u>YTD. '24</u>	<u>NOV '23</u>	<u>YTD.'23</u>
Library Fines	\$ 421.92	\$ 4,605.43	\$ 352.13	\$ 6,479.86
Lost & Paid Materials	\$ 382.56	\$ 4,736.87	\$ 637.58	\$ 6,061.10
Miscellaneous	\$ 612.68	\$ 6,112.49	\$ 640.38	\$ 18,687.51
Computer Fees	\$ 1,047.80	\$ 9,246.16	\$ 804.95	\$ 7,895.30
Copiers	\$ 445.70	\$ 5,097.40	\$ 465.85	\$ 4,394.36
Contract Services	\$ -	\$ -	\$ -	\$ 85.00
Reimbursements Received	\$ -	\$ 13,426.12	\$ -	\$ 35,466.23
Grants	\$ 2,113.91	\$ 42,987.95	\$ 28,580.42	\$ 32,480.42
Per Capita Grant	\$ -	\$ 168,027.75	\$ -	\$ 166,896.25
Tax Distributions	\$ -	\$ 7,130,099.22	\$ -	\$ 6,646,433.60
Personal Property Replacement Tax	\$ -	\$ -	\$ -	\$ 482,250.00
Interest Income	\$ 27,946.95	\$ 248,129.35	\$ 29,172.88	\$ 181,816.87
SUB-TOTAL REVENUES	\$ 32,971.52	\$ 7,632,468.74	\$ 60,654.19	\$ 7,588,946.50
Capital Development Fund	\$ 57,702.51	\$ 320,715.48	\$ 48,028.22	\$ 168,910.06
Gift & Memorial Income	\$ 657.13	\$ 28,945.86	\$ 605.94	\$ 26,252.45
2023 Restricted Fund Balance	\$ -	\$ 28,120.77	\$ -	\$ 30,505.53
Working Cash Fund	\$ -	\$ 1,000,279.38	\$ -	\$ 1,000,279.38
TOTAL REVENUES	\$ 91,331.16	\$ 9,010,530.23	\$ 109,288.35	\$ 8,814,893.92
Library Expenditures	\$ 943,753.78	\$ 6,482,326.02	\$ 437,275.78	\$ 5,977,008.51
Capital Development Fund	\$ 57,702.51	\$ 320,715.48	\$ 48,028.22	\$ 168,910.06
Grant Expenditures	\$ 3,681.32	\$ 41,823.67	\$ 2,831.32	\$ 33,536.09
Gift & Memorial Expenditures	\$ 657.13	\$ 28,945.86	\$ 605.94	\$ 26,252.45
Less Restricted Income	\$ -	\$ 28,120.77	\$ -	\$ 30,505.53
Reimb. To Working Cash Fund	\$ -	\$ 1,000,279.38	\$ 1,000,279.38	\$ 1,000,279.38
BALANCE AVAILABLE	\$ (914,463.58)	\$ 1,108,319.05	\$ (1,379,732.29)	\$ 1,578,401.90

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	\$ 2,699,690.42	\$ 6,785,179.12	\$ 2,310,082.42	\$ 6,157,948.07
October	\$ 344,920.10	\$ 7,130,099.22	\$ 488,485.53	\$ 6,646,433.60
November	\$ -	\$ 7,130,099.22	\$ -	\$ 6,646,433.60
December		\$ 7,130,099.22		\$ 6,646,433.60

Earned Vacation Pay	\$ 19,226.10	Working Cash Fund	\$ 1,000,279.38
Restricted Grant Income	\$ 29,285.05		

GIFT & MEMORIALS

ENDOWMENTS

Capital Development Fund Balance	\$ 3,081,994.35	Beginning Balance	\$ 805,462.75
		Income	\$ 5,750.93
		Expenditures	\$ 657.13
		Ending Balance	\$ 810,556.55

PEORIA PUBLIC LIBRARY FINANCIAL REPORT, NOVEMBER 30, 2024

<u>RESTRICTED FUNDS - GRANTS</u>	<u>GRANT</u>	<u>NOVEMBER</u>	<u>CUMULATIVE</u>	<u>BALANCE</u>
<u>2023-2024</u>	<u>AMOUNTS</u>			
L2308 Project Next Generation	\$ 12,500.00	\$ 1,050.00	\$ 9,805.55	\$ 2,694.45
L2401 Fine Arts Society of Peoria	\$ 1,908.01	\$ -	\$ 1,756.59	\$ 151.42
L2403 USAC (E-Rate)	\$ 28,418.26	\$ 2,631.32	\$ 4,092.99	\$ 24,325.27
L2404 Project Next Generation	\$ 2,113.91	\$ -	\$ -	\$ 2,113.91
 TOTAL RESTRICTED FUNDS	 \$ 44,940.18	 \$ 3,681.32	 \$ 15,655.13	 \$ 29,285.05

PEORIA PUBLIC LIBRARY FINANCIAL REPORT, NOVEMBER 30, 2024

2024

2023

	<u>AMENDED</u>		<u>NOVEMBER</u>	<u>CUMULATIVE</u>	<u>BALANCE</u>	<u>BUDGET</u>	<u>SPENT</u>
	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>SPENT</u>
Salaries	\$ 3,983,325	\$ 2,359.90	\$ 419,172.08	\$ 3,249,243.34	\$ 734,081.66	\$ 3,541,838	\$ 2,968,845.49
IMRF/FICA/Medicare	\$ 620,000		\$ 113,252.18	\$ 350,170.35	\$ 269,829.65	\$ 767,162	\$ 301,795.76
Med. Insur. (Premiums)	\$ 750,000		\$ 150,885.42	\$ 466,897.23	\$ 283,102.77	\$ 696,000	\$ 455,912.33
GASB 45 Liability			\$ -	\$ -	\$ -	\$ -	\$ -
Books / eBooks	\$ 613,915	\$ 2,359.90	\$ 73,107.18	\$ 494,809.79	\$ 121,465.11	\$ 640,691	\$ 457,429.09
Periodicals	\$ 45,000		\$ 16,815.20	\$ 27,436.75	\$ 17,563.25	\$ 45,000	\$ 23,826.08
Non-Print	\$ 450,000		\$ 10,459.49	\$ 395,790.26	\$ 54,209.74	\$ 364,797	\$ 310,123.86
Professional Services	\$ 30,000		\$ 310.05	\$ 11,315.18	\$ 18,684.82	\$ 30,000	\$ 50,420.20
Audits & Appraisals	\$ 9,200		\$ -	\$ 1,325.00	\$ 7,875.00	\$ 9,200	\$ 1,325.00
Publicity	\$ 43,000		\$ 1,068.78	\$ 32,338.33	\$ 10,661.67	\$ 43,000	\$ 35,045.50
Programming	\$ 100,000	\$ 37,699.75	\$ 5,213.84	\$ 115,049.97	\$ 22,649.78	\$ 45,000	\$ 77,111.31
Technical Services	\$ 45,000		\$ -	\$ 43,512.56	\$ 1,487.44	\$ 38,000	\$ 42,384.05
Binding			\$ -	\$ -	\$ -	\$ -	\$ -
Digitizing	\$ 3,700		\$ -	\$ 3,795.87	\$ (95.87)	\$ 3,500	\$ 3,685.31
Automation Serv. Cont.	\$ 86,000		\$ -	\$ 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		\$ -	\$ 9,311.56	\$ 1,688.44	\$ 10,000	\$ 10,824.98
Electricity	\$ 214,000		\$ 19,846.98	\$ 166,077.85	\$ 47,922.15	\$ 214,000	\$ 170,829.19
Gas	\$ 72,000		\$ 3,148.86	\$ 41,543.25	\$ 30,456.75	\$ 72,000	\$ 41,070.37
Water & Sewage	\$ 27,500		\$ 4,848.64	\$ 27,498.16	\$ 1.84	\$ 27,500	\$ 26,148.90
Telephones	\$ 85,000	\$ 28,965.65	\$ 5,582.65	\$ 64,249.22	\$ 49,716.43	\$ 100,000	\$ 66,707.49
Equipment Serv. Cont.	\$ 98,000		\$ 706.30	\$ 66,917.01	\$ 31,082.99	\$ 98,000	\$ 81,392.73
Equipment Repairs	\$ 1,000		\$ -	\$ -	\$ 1,000.00	\$ 1,000	\$ 120.25
Building Services	\$ 275,000		\$ 27,438.23	\$ 278,958.33	\$ (3,958.33)	\$ 225,000	\$ 252,969.05
Bldg. Maint. & Rprs.	\$ 30,000		\$ 3,122.25	\$ 18,851.94	\$ 11,148.06	\$ 25,000	\$ 25,790.61
Building Supplies	\$ 40,000	\$ 105.36	\$ 3,481.33	\$ 25,491.48	\$ 14,613.88	\$ 40,000	\$ 25,113.39
Postage	\$ 15,000		\$ 67.60	\$ 8,791.82	\$ 6,208.18	\$ 15,000	\$ 12,840.11
Travel, Educ. & Mtgs	\$ 40,000	\$ 775	\$ 6,397.40	\$ 27,950.93	\$ 12,049.07	\$ 30,000	\$ 13,821.42
Library Supplies	\$ 33,000		\$ 4,997.62	\$ 33,629.31	\$ (629.31)	\$ 39,000	\$ 35,335.52
Technical Supplies	\$ 28,000		\$ 9,382.11	\$ 26,702.50	\$ 1,297.50	\$ 28,000	\$ 23,168.75
Miscellaneous	\$ 20,000	\$ 713.67	\$ 2,546.08	\$ 18,479.47	\$ 2,234.20	\$ 20,000	\$ 18,049.91
Furniture & Fixtures	\$ 5,000	\$ 75.04	\$ -	\$ 1,604.98	\$ 3,470.06	\$ 5,000	\$ 850.69
Automation	\$ 90,000	\$ 75.16	\$ 10,881.24	\$ 89,681.14	\$ 394.02	\$ 155,000	\$ 151,242.84
Vehicles	\$ 10,000		\$ 1,022.27	\$ 5,783.03	\$ 4,216.97	\$ 10,000	\$ 9,196.50
City Administrative Fees	\$ 200,000	\$ -	\$ 50,000.00	\$ 150,000.00	\$ 50,000.00	\$ 100,000	\$ 75,000.00
TOTAL	\$ 8,214,460	\$ 70,769.53	\$ 943,753.78	\$ 6,482,326.02	\$ 1,732,133.98	\$ 7,647,508	\$ 5,977,008.51
Grants (Included in Regular Budget Totals)			\$ 3,681.32	\$ 41,823.67		\$	\$ 33,536.09
Gift & Memorial (Included in Reg. Budget)			\$ 657.13	\$ 28,945.86		\$	\$ 26,252.45
Capital Development Fund			\$ 57,702.51	\$ 320,715.48		\$	\$ 168,910.06

PEORIA PUBLIC LIBRARY FINANCIAL REPORT, NOVEMBER 30, 2024

BREAKDOWN BY BRANCH	2024		2023		
	BUDGET	NOVEMBER	BALANCE	BUDGET	SPENT
Salaries					
Main	\$ 249,934.91	\$ 1,926,645.00		\$ 1,784,059.66	
Lakeview	\$ 48,263.59	\$ 382,823.60		\$ 349,893.66	
Lincoln	\$ 25,941.18	\$ 206,084.35		\$ 204,586.56	
McClure	\$ 22,252.53	\$ 168,283.53		\$ 131,731.28	
North	\$ 48,667.10	\$ 372,659.28		\$ 321,003.93	
Outreach	\$ 24,112.77	\$ 192,747.58		\$ 177,570.40	
Total Salaries	\$ 3,983,325	\$ 419,172.08	\$ 3,249,243.34	\$ 3,541,838	\$ 2,968,845.49
Books / eBooks					
Popular Non-Fiction	\$ 23,477.81	\$ 92,363.67		\$ 71,372.34	
Fiction	\$ 34,433.52	\$ 256,088.39		\$ 211,505.88	
Paperbacks	\$ -	\$ -		\$ 11,375.78	
Standing Orders	\$ 1,421.91	\$ 15,184.57		\$ 33,465.80	
Youth Services	\$ 13,773.94	\$ 131,173.16		\$ 129,709.29	
Total Books	\$ 613,915	\$ 73,107.18	\$ 494,809.79	\$ 640,691	\$ 457,429.09
Electricity					
Main	\$ 10,988.37	\$ 71,131.59		\$ 70,824.81	
Lakeview	\$ 1,565.58	\$ 11,438.14		\$ 12,160.04	
Lincoln	\$ 2,637.37	\$ 19,745.91		\$ 22,136.71	
McClure	\$ 436.90	\$ 3,908.31		\$ 4,410.66	
North	\$ 4,218.76	\$ 59,853.90		\$ 61,296.97	
Total Electricity	\$ 214,000	\$ 19,846.98	\$ 166,077.85	\$ 214,000	\$ 170,829.19

PEORIA PUBLIC LIBRARY FINANCIAL REPORT, NOVEMBER 30, 2024

<u>BREAKDOWN BY BRANCH</u>	<u>2024</u>		<u>2023</u>	
	<u>BUDGET</u>	<u>NOVEMBER</u>	<u>BUDGET</u>	<u>SPENT</u>
Gas				
Main	\$ 952.25	\$ 14,794.18	\$ 13,772.05	\$ 13,772.05
Lakeview	\$ 152.27	\$ 2,598.32	\$ 2,984.28	\$ 2,984.28
Lincoln	\$ 636.88	\$ 7,794.69	\$ 9,556.01	\$ 9,556.01
McClure	\$ 101.48	\$ 1,307.10	\$ 1,399.62	\$ 1,399.62
North	\$ 1,305.98	\$ 15,048.96	\$ 13,358.41	\$ 13,358.41
Total Gas	\$ 72,000	\$ 41,543.25	\$ 72,000	\$ 41,070.37
Water & Sewage				
Main	\$ 1,969.13	\$ 12,055.65	\$ 10,006.21	\$ 10,006.21
Lakeview	\$ 238.30	\$ 1,349.37	\$ 1,553.70	\$ 1,553.70
Lincoln	\$ 202.24	\$ 2,338.90	\$ 2,226.76	\$ 2,226.76
McClure	\$ 167.26	\$ 896.94	\$ 940.22	\$ 940.22
North	\$ 2,271.71	\$ 10,857.30	\$ 11,422.01	\$ 11,422.01
Total Water & Sewage	\$ 27,500	\$ 27,498.16	\$ 27,500	\$ 26,148.90
Building Services				
Main	\$ 11,007.04	\$ 120,538.76	\$ 120,072.69	\$ 120,072.69
Lakeview	\$ 3,035.80	\$ 16,877.33	\$ 12,856.10	\$ 12,856.10
Lincoln	\$ 8,146.58	\$ 84,098.26	\$ 71,991.70	\$ 71,991.70
McClure	\$ 999.81	\$ 11,502.72	\$ 6,692.83	\$ 6,692.83
North	\$ 4,249.00	\$ 45,941.26	\$ 41,355.73	\$ 41,355.73
Total Building Services	\$ 275,000	\$ 278,958.33	\$ 225,000	\$ 252,969.05
		\$ (3,958.33)		

PEORIA PUBLIC LIBRARY FINANCIAL REPORT, NOVEMBER 30, 2024

<u>BREAKDOWN BY BRANCH</u>	2024		2023			
	<u>BUDGET</u>	<u>NOVEMBER</u>	<u>BALANCE</u>	<u>BUDGET</u>	<u>SPENT</u>	
Bldg. Maintenance & Repairs						
Main	\$	2,630.00	\$	10,996.03	\$	10,912.12
Lakeview	\$	-	\$	740.00	\$	731.54
Lincoln	\$	-	\$	404.42	\$	2,890.78
McClure	\$	296.25	\$	2,434.25	\$	642.45
North	\$	196.00	\$	4,277.24	\$	10,613.72
Total Bldg. Maint. & Rprs.	\$	3,122.25	\$	18,851.94	\$	25,000
				11,148.06		25,790.61
Furniture & Fixtures						
Main	\$	-	\$	1,604.98	\$	477.39
Lakeview	\$	-	\$	-	\$	144.67
Lincoln	\$	-	\$	-	\$	-
McClure	\$	-	\$	-	\$	144.66
North	\$	-	\$	-	\$	83.97
Total Furniture & Fixtures	\$	-	\$	1,604.98	\$	850.69
				5,000.00		5,000.00

PEORIA PUBLIC LIBRARY FINANCIAL REPORT, NOVEMBER 30, 2024

RESTRICTED EXPENDITURES FOR NOVEMBER, 2024

<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	\$ 2,359.90	\$ -	\$ 2,359.90
Non-Print	\$ -	\$ -	\$ -	Non-Print	\$ -	\$ -	\$ -
Publicity	\$ -	\$ -	\$ -	Publicity	\$ -	\$ -	\$ -
Programming	\$ 11,808.02	\$ 1,050.00	\$ 12,858.02	Programming	\$ 24,184.60	\$ 657.13	\$ 24,841.73
Telephones	\$ 26,334.33	\$ 2,631.32	\$ 28,965.65	Telephones	\$ -	\$ -	\$ -
Building Supplies	\$ -	\$ -	\$ -	Building Supplies	\$ 105.36	\$ -	\$ 105.36
Travel, Educ. & Mtgs.	\$ -	\$ -	\$ -	Travel, Educ. & Mtgs.	\$ 775.00	\$ -	\$ 775.00
Library Supplies	\$ -	\$ -	\$ -	Library Supplies	\$ -	\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ -	Miscellaneous	\$ 713.67	\$ -	\$ 713.67
Furniture & Fixtures	\$ -	\$ -	\$ -	Furniture & Fixtures	\$ 75.04	\$ -	\$ 75.04
Automation	\$ -	\$ -	\$ -	Automation	\$ 75.16	\$ -	\$ 75.16
TOTAL	\$ 38,142.35	\$ 3,681.32	\$ 41,823.67	TOTAL	\$ 28,288.73	\$ 657.13	\$ 28,945.86

28

<u>AMENDED TOTALS</u> <u>AS OF 11/30/24</u>	<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	\$ 37,699.75	\$ 12,858.02	\$ 24,841.73	\$ 37,699.75	\$ -
Telephones	\$ 28,965.65	\$ 28,965.65	\$ -	\$ 28,965.65	\$ -
Building Supplies	\$ 105.36	\$ -	\$ 105.36	\$ 105.36	\$ -
Travel, Educ. & Mtgs.	\$ 775.00	\$ -	\$ 775.00	\$ 775.00	\$ -
Library Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ 713.67	\$ -	\$ 713.67	\$ 713.67	\$ -
Furniture & Fixtures	\$ 75.04	\$ -	\$ 75.04	\$ 75.04	\$ -
Automation	\$ 75.16	\$ -	\$ 75.16	\$ 75.16	\$ -
TOTAL	\$ 70,769.53	\$ 41,823.67	\$ 28,945.86	\$ 70,769.53	\$ -

<u>AMENDED</u>	<u>JAN - OCT</u>	<u>NOVEMBER</u>	<u>CUMULATIVE</u>	<u>BALANCE</u>
Capital Development Fund	\$ 320,715.48	\$ 263,012.97	\$ 320,715.48	\$ 3,081,994.35

PEORIA PUBLIC LIBRARY FINANCIAL REPORT

DECEMBER 31, 2024

December = 100%

STATEMENT OF REVENUES and EXPENDITURES

	(1) 2024	(2)	(3)	(4) YTD % Increase/ Decrease	(5) (5 = 2/1) % of Budget Line Items
REVENUES	BUDGET	YTD '24	YTD '23		
Property Taxes	\$ 7,425,210	\$ 7,353,107	\$ 6,864,285	7.1%	99.0%
Personal Property Replacement Tax	\$ 482,250	\$ 482,250	\$ 482,250	0.0%	100.0%
Service Charges/Fines/Fees	\$ 30,000	\$ 46,687	\$ 80,806	-42.2%	155.6%
Per Capita Grant	\$ 167,000	\$ 168,028	\$ 166,896	0.7%	100.6%
Grants	\$ 30,000	\$ 44,388	\$ 34,433	28.9%	-100.0%
Interest	\$ 80,000	\$ 326,374	\$ 228,643	42.7%	408.0%
Current Revenue	\$ 8,214,460	\$ 8,420,833	\$ 7,857,312	7.2%	102.5%
Borrowed from Working Cash Fund		\$ -	\$ -	0.0%	
Gift & Mem./Restricted Fund Bal. Fwd.		\$ 57,179	\$ 58,028	-1.5%	
TOTAL REVENUES	\$ 8,214,460	\$ 8,478,012	\$ 7,915,340	7.1%	103.2%

	2024 BUDGET	YTD '24	YTD '23	YTD % Increase/ Decrease	% of Budget Line Items
EXPENDITURES					
Management Salaries	\$ 1,432,030	\$ 1,206,596	\$ 1,211,385	-0.4%	84.3%
Non-Management Salaries	\$ 2,551,295	\$ 2,324,137	\$ 2,172,781	7.0%	91.1%
IMRF/FICA/Medicare	\$ 620,000	\$ 350,170	\$ 301,796	16.0%	56.5%
Medical Insurance (Medical Premiums)	\$ 750,000	\$ 467,821	\$ 456,582	2.5%	62.4%
GASB 45 Liability	\$ -	\$ -	\$ -	0.0%	0.0%
TOTAL PERSONNEL SERVICES	\$ 5,353,325	\$ 4,348,724	\$ 4,142,544	5.0%	81.2%

Books / eBooks	\$ 613,915	\$ 539,954	\$ 502,681	7.4%	88.0%
Periodicals	\$ 45,000	\$ 28,746	\$ 25,132	14.4%	63.9%
Non-Print	\$ 450,000	\$ 432,109	\$ 315,844	36.8%	96.0%
Professional Services	\$ 30,000	\$ 12,478	\$ 51,178	-75.6%	41.6%
Audits & Appraisals	\$ 9,200	\$ 1,325	\$ 1,325	0.0%	14.4%
Publicity	\$ 43,000	\$ 45,509	\$ 40,040	13.7%	105.8%
Programming	\$ 100,000	\$ 121,697	\$ 79,654	52.8%	121.7%
Technical Services	\$ 45,000	\$ 43,513	\$ 42,384	2.7%	96.7%
Binding	\$ -	\$ -	\$ -	0.0%	0.0%
Digitizing	\$ 3,700	\$ 3,796	\$ 3,685	3.0%	102.6%
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	\$ 9,312	\$ 10,825	-14.0%	84.7%
Electricity	\$ 214,000	\$ 177,672	\$ 178,345	-0.4%	83.0%
Gas	\$ 72,000	\$ 47,532	\$ 46,469	2.3%	66.0%
Water & Sewage	\$ 27,500	\$ 29,243	\$ 28,561	2.4%	106.3%
Telephones	\$ 85,000	\$ 69,840	\$ 70,597	-1.1%	82.2%
Equipment Service Contracts	\$ 98,000	\$ 67,966	\$ 82,431	-17.5%	69.4%
Equipment Repairs	\$ 1,000	\$ -	\$ 120	-100.0%	0.0%
Building Services	\$ 275,000	\$ 309,154	\$ 282,836	9.3%	112.4%
Building Maintenance & Repairs	\$ 30,000	\$ 34,894	\$ 27,919	25.0%	116.3%
Building Supplies	\$ 40,000	\$ 31,845	\$ 25,818	23.3%	79.6%
Postage	\$ 15,000	\$ 13,369	\$ 13,384	-0.1%	89.1%
Travel, Education & Meetings	\$ 40,000	\$ 30,246	\$ 14,065	115.0%	75.6%
TOTAL CONTRACTUAL SERVICES	\$ 2,475,135	\$ 2,279,318	\$ 2,051,926	11.1%	92.1%

Library Supplies	\$ 33,000	\$ 36,469	\$ 35,519	2.7%	110.5%
Technical Supplies	\$ 28,000	\$ 28,031	\$ 23,177	20.9%	100.1%
Miscellaneous	\$ 20,000	\$ 19,434	\$ 18,972	2.4%	97.2%
Furniture & Fixtures	\$ 5,000	\$ 1,885	\$ 1,578	19.5%	37.7%
Automation	\$ 90,000	\$ 96,304	\$ 153,829	-37.4%	107.0%
Vehicles	\$ 10,000	\$ 6,179	\$ 9,197	-32.8%	61.8%
City Administrative Fees	\$ 200,000	\$ 150,000	\$ 75,000	100.0%	75.0%
TOTAL SUPPLIES & MATERIALS	\$ 386,000	\$ 338,301	\$ 317,272	6.6%	87.6%

TOTAL EXPENDITURES	\$ 8,214,460	\$ 6,966,343	\$ 6,511,742	7.0%	84.8%
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Excess/Deficiency of Revenues over Expenditures		YTD '24	YTD '23		
		\$ 1,511,669	\$ 1,403,598		

PEORIA PUBLIC LIBRARY FINANCIAL REPORT
ENDING FUND BALANCES

DECEMBER 31, 2024

	<u>YTD '24</u>	<u>YTD '23</u>
Excess/Deficiency of Revenues over Expenditures	\$ 1,511,669	\$ 1,403,598
Working Cash Fund	\$ 1,000,279	\$ 1,000,279
Currently Borrowing from City of Peoria	\$ -	\$ -
Capital Development Fund	\$ 3,058,619	\$ 2,217,441
Earned Vacation Pay	\$ 19,226	\$ 19,226
Obligated Funds	\$ 390,681	\$ 383,071
CASH IN BANK	\$ 5,980,476	\$ 5,023,615

	<u>YTD '24</u>	<u>YTD '23</u>
<u>CAPITAL DEVELOPMENT FUND</u>		
Capital Development Fund Balance	\$ 3,058,619	\$ 2,217,441

<u>GRANTS</u>		
Ending Fund Balance	\$ 24,774	\$ 28,121

<u>GIFT & MEMORIAL/ENDOWMENT FUND</u>		
Ending Fund Balance	\$ 813,377	\$ 795,757

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

	<u>DEC '24</u>	<u>YTD. '24</u>	<u>DEC. '23</u>	<u>YTD. '23</u>
Library Fines	\$ 1,652.81	\$ 6,258.24	\$ 149.05	\$ 6,628.91
Lost & Paid Materials	\$ 576.21	\$ 5,313.08	\$ 239.25	\$ 6,300.35
Miscellaneous	\$ 321.82	\$ 6,434.31	\$ 428.46	\$ 19,115.97
Computer Fees	\$ 526.00	\$ 9,772.16	\$ 469.79	\$ 8,365.09
Copiers	\$ 385.65	\$ 5,483.05	\$ 314.80	\$ 4,709.16
Contract Services	\$ -	\$ -	\$ 10.00	\$ 95.00
Reimbursements Received	\$ -	\$ 13,426.12	\$ 125.00	\$ 35,591.23
Grants	\$ 1,400.00	\$ 44,387.95	\$ 1,952.23	\$ 34,432.65
Per Capita Grant	\$ -	\$ 168,027.75	\$ -	\$ 166,896.25
Tax Distributions	\$ 223,008.01	\$ 7,353,107.23	\$ 217,851.24	\$ 6,864,284.84
Personal Property Replacement Tax	\$ 482,250.00	\$ 482,250.00	\$ -	\$ 482,250.00
Interest Income	\$ 78,244.16	\$ 326,373.51	\$ 46,826.06	\$ 228,642.93
SUB-TOTAL REVENUES	\$ 788,364.66	\$ 8,420,833.40	\$ 268,365.88	\$ 7,857,312.38
Capital Development Fund	\$ 23,375.00	\$ 344,090.48	\$ 25,920.76	\$ 194,830.82
Gift & Memorial Income	\$ 111.97	\$ 29,057.83	\$ 1,269.70	\$ 27,522.15
2023 Restricted Fund Balance	\$ -	\$ 28,120.77	\$ -	\$ 30,505.53
Working Cash Fund	\$ -	\$ 1,000,279.38	\$ -	\$ 1,000,279.38
TOTAL REVENUES	\$ 811,851.63	\$ 9,822,381.86	\$ 295,556.34	\$ 9,110,450.26
Library Expenditures	\$ 484,016.65	\$ 6,966,342.67	\$ 534,733.23	\$ 6,511,741.74
Capital Development Fund	\$ 23,375.00	\$ 344,090.48	\$ 25,920.76	\$ 194,830.82
Grant Expenditures	\$ 4,511.01	\$ 46,334.68	\$ 3,281.32	\$ 36,817.41
Gift & Memorial Expenditures	\$ 111.97	\$ 29,057.83	\$ 1,269.70	\$ 27,522.15
Less Restricted Income	\$ -	\$ 28,120.77	\$ -	\$ 30,505.53
Reimb. To Working Cash Fund	\$ -	\$ 1,000,279.38	\$ -	\$ 1,000,279.38
BALANCE AVAILABLE	\$ 299,837.00	\$ 1,408,156.05	\$ (269,648.67)	\$ 1,308,753.23

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	\$ 2,699,690.42	\$ 6,785,179.12	\$ 2,310,082.42	\$ 6,157,948.07
October	\$ 344,920.10	\$ 7,130,099.22	\$ 488,485.53	\$ 6,646,433.60
November	\$ -	\$ 7,130,099.22	\$ -	\$ 6,646,433.60
December	\$ 223,008.01	\$ 7,353,107.23	\$ 217,851.24	\$ 6,864,284.84

Earned Vacation Pay	\$ 19,226.10	Working Cash Fund	\$ 1,000,279.38
Restricted Grant Income	\$ 24,774.04		

GIFT & MEMORIALS

ENDOWMENTS

Capital Development Fund Balance	\$ 3,058,619.35	Beginning Balance	\$ 810,556.55
		Income	\$ 2,932.17
		Expenditures	\$ 111.97
		Ending Balance	\$ 813,376.75

PEORIA PUBLIC LIBRARY FINANCIAL REPORT, DECEMBER 31, 2024

<u>RESTRICTED FUNDS - GRANTS</u>		<u>GRANT</u>	<u>DECEMBER</u>	<u>CUMULATIVE</u>	<u>BALANCE</u>
<u>2023-2024</u>		<u>AMOUNTS</u>			
L2308	Project Next Generation	\$ 12,500.00	\$ 1,879.69	\$ 11,685.24	\$ 814.76
L2401	Fine Arts Society of Peoria	\$ 1,908.01	\$ -	\$ 1,756.59	\$ 151.42
L2403	USAC (E-Rate)	\$ 28,418.26	\$ 2,631.32	\$ 6,724.31	\$ 21,693.95
L2404	Project Next Generation	\$ 2,113.91	\$ -	\$ -	\$ 2,113.91
	TOTAL RESTRICTED FUNDS	\$ 44,940.18	\$ 4,511.01	\$ 20,166.14	\$ 24,774.04

PEORIA PUBLIC LIBRARY FINANCIAL REPORT, DECEMBER 31, 2024

2023

2024

AMENDED

	<u>BUDGET</u>	<u>DECEMBER</u>	<u>CUMULATIVE</u>	<u>BALANCE</u>	<u>BUDGET</u>	<u>SPENT</u>
Salaries	\$ 3,983,325	\$ 281,489.28	\$ 3,530,732.62	\$ 452,592.38	\$ 3,541,838	\$ 3,384,166.02
IMRF/FICA/Medicare	\$ 620,000	\$ -	\$ 350,170.35	\$ 269,829.65	\$ 767,162	\$ 301,795.76
Med. Insur. (Premiums)	\$ 750,000	\$ 923.40	\$ 467,820.63	\$ 282,179.37	\$ 696,000	\$ 456,581.93
GASB 45 Liability	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Books / eBooks	\$ 613,915	\$ 45,143.80	\$ 539,953.59	\$ 76,321.31	\$ 640,691	\$ 502,681.31
Periodicals	\$ 45,000	\$ 1,309.12	\$ 28,745.87	\$ 16,254.13	\$ 45,000	\$ 25,132.08
Non-Print	\$ 450,000	\$ 36,319.20	\$ 432,109.46	\$ 17,890.54	\$ 364,797	\$ 315,844.29
Professional Services	\$ 30,000	\$ 1,162.65	\$ 12,477.83	\$ 17,522.17	\$ 30,000	\$ 51,178.10
Audits & Appraisals	\$ 9,200	\$ -	\$ 1,325.00	\$ 7,875.00	\$ 9,200	\$ 1,325.00
Publicity	\$ 43,000	\$ 13,170.33	\$ 45,508.66	\$ (2,508.66)	\$ 43,000	\$ 40,039.97
Programming	\$ 100,000	\$ 6,646.94	\$ 121,696.91	\$ 16,002.84	\$ 45,000	\$ 79,654.44
Technical Services	\$ 45,000	\$ -	\$ 43,512.56	\$ 1,487.44	\$ 38,000	\$ 42,384.05
Binding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Digitizing	\$ 3,700	\$ -	\$ 3,795.87	\$ (95.87)	\$ 3,500	\$ 3,685.31
Automation Serv. Cont.	\$ 86,000	\$ -	\$ 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	\$ -	\$ 9,311.56	\$ 1,688.44	\$ 10,000	\$ 10,824.98
Electricity	\$ 214,000	\$ 11,594.11	\$ 177,671.96	\$ 36,328.04	\$ 214,000	\$ 178,345.21
Gas	\$ 72,000	\$ 5,988.83	\$ 47,532.08	\$ 24,467.92	\$ 72,000	\$ 46,468.84
Water & Sewage	\$ 27,500	\$ 1,744.51	\$ 29,242.67	\$ (1,742.67)	\$ 27,500	\$ 28,561.22
Telephones	\$ 85,000	\$ 5,590.75	\$ 69,839.97	\$ 44,125.68	\$ 100,000	\$ 70,597.38
Equipment Serv. Cont.	\$ 98,000	\$ 1,049.43	\$ 67,966.44	\$ 30,033.56	\$ 98,000	\$ 82,430.77
Equipment Repairs	\$ 1,000	\$ -	\$ -	\$ 1,000.00	\$ 1,000	\$ 120.25
Building Services	\$ 275,000	\$ 30,196.13	\$ 309,154.46	\$ (34,154.46)	\$ 225,000	\$ 282,836.09
Bldg. Maint. & Rprs.	\$ 30,000	\$ 16,041.68	\$ 34,893.62	\$ (4,893.62)	\$ 25,000	\$ 27,918.81
Building Supplies	\$ 40,000	\$ 6,353.82	\$ 31,845.30	\$ 8,260.06	\$ 40,000	\$ 25,817.50
Postage	\$ 15,000	\$ 4,576.80	\$ 13,368.62	\$ 1,631.38	\$ 15,000	\$ 13,384.11
Travel, Educ. & Mtgs	\$ 40,000	\$ 2,295.19	\$ 30,246.12	\$ 9,753.88	\$ 30,000	\$ 14,064.77
Library Supplies	\$ 33,000	\$ 2,839.60	\$ 36,468.91	\$ (3,468.91)	\$ 39,000	\$ 35,519.02
Technical Supplies	\$ 28,000	\$ 1,328.26	\$ 28,030.76	\$ (30.76)	\$ 28,000	\$ 23,177.44
Miscellaneous	\$ 20,000	\$ 954.09	\$ 19,433.56	\$ 1,280.11	\$ 20,000	\$ 18,971.97
Furniture & Fixtures	\$ 5,000	\$ 279.99	\$ 1,884.97	\$ 3,190.07	\$ 5,000	\$ 1,577.56
Automation	\$ 90,000	\$ 6,622.62	\$ 96,303.76	\$ (6,228.60)	\$ 155,000	\$ 153,829.23
Vehicles	\$ 10,000	\$ 396.12	\$ 6,179.15	\$ 3,820.85	\$ 10,000	\$ 9,196.50
City Administrative Fees	\$ 200,000	\$ -	\$ 150,000.00	\$ 50,000.00	\$ 100,000	\$ 75,000.00
TOTAL	\$ 8,214,460	\$ 70,769.53	\$ 6,966,342.67	\$ 1,248,117.33	\$ 7,647,508	\$ 6,511,741.74
Grants (Included in Regular Budget Totals)		\$ 4,511.01	\$ 46,334.68		\$	\$ 36,817.41
Gift & Memorial (Included in Reg. Budget)		\$ 111.97	\$ 29,057.83		\$	\$ 27,522.15
Capital Development Fund		\$ 23,375.00	\$ 344,090.48		\$	\$ 194,830.82

PEORIA PUBLIC LIBRARY FINANCIAL REPORT, DECEMBER 31, 2024

	2024		2023		
	BUDGET	DECEMBER	BALANCE	BUDGET	SPENT
Salaries					
Main	\$ 165,240.37	\$ 2,091,885.37			\$ 2,027,677.21
Lakeview	\$ 32,237.06	\$ 415,060.66			\$ 400,329.05
Lincoln	\$ 20,986.25	\$ 227,070.60			\$ 234,719.70
McClure	\$ 14,639.02	\$ 182,922.55			\$ 150,654.35
North	\$ 32,311.40	\$ 404,970.68			\$ 202,755.75
Outreach	\$ 16,075.18	\$ 208,822.76			\$ 368,029.96
Total Salaries	\$ 3,983,325	\$ 281,489.28	\$ 452,592.38	\$ 3,541,838	\$ 3,384,166.02
Books / eBooks					
Popular Non-Fiction	\$ 8,171.98	\$ 100,535.65			\$ 86,899.74
Fiction	\$ 28,150.60	\$ 284,238.99			\$ 228,819.08
Paperbacks	\$ -	\$ -			\$ 13,034.84
Standing Orders	\$ 91.01	\$ 15,275.58			\$ 33,578.90
Youth Services	\$ 8,730.21	\$ 139,903.37			\$ 140,348.75
Total Books	\$ 613,915	\$ 45,143.80	\$ 73,961.41	\$ 640,691	\$ 502,681.31
Electricity					
Main	\$ 5,344.20	\$ 76,475.79			\$ 73,508.45
Lakeview	\$ 749.08	\$ 12,187.22			\$ 12,486.97
Lincoln	\$ 1,286.75	\$ 21,032.66			\$ 22,723.88
McClure	\$ 309.20	\$ 4,217.51			\$ 4,561.06
North	\$ 3,904.88	\$ 63,758.78			\$ 65,064.85
Total Electricity	\$ 214,000	\$ 11,594.11	\$ 36,328.04	\$ 214,000	\$ 178,345.21

PEORIA PUBLIC LIBRARY FINANCIAL REPORT, DECEMBER 31, 2024

	<u>2024</u>		<u>2023</u>	
	<u>BUDGET</u>	<u>DECEMBER</u>	<u>BALANCE</u>	<u>BUDGET</u>
<u>BREAKDOWN BY BRANCH</u>				
Gas				
Main	\$	1,594.55	\$	16,388.73
Lakeview	\$	606.78	\$	3,205.10
Lincoln	\$	945.48	\$	8,740.17
McClure	\$	285.97	\$	1,593.07
North	\$	2,556.05	\$	17,605.01
Total Gas	\$	72,000	\$	47,532.08
			\$	24,467.92
Water & Sewage				
Main	\$	1,195.03	\$	13,250.68
Lakeview	\$	104.43	\$	1,453.80
Lincoln	\$	144.41	\$	2,483.31
McClure	\$	42.02	\$	938.96
North	\$	258.62	\$	11,115.92
Total Building Services	\$	1,744.51	\$	29,242.67
			\$	(1,742.67)
Building Services				
Main	\$	11,110.37	\$	131,649.13
Lakeview	\$	2,715.30	\$	19,592.63
Lincoln	\$	10,141.83	\$	94,240.09
McClure	\$	1,744.30	\$	13,247.02
North	\$	4,484.33	\$	50,425.59
Total Building Services	\$	30,196.13	\$	309,154.46
			\$	(34,154.46)
			\$	275,000
			\$	275,000
			\$	282,836.09

PEORIA PUBLIC LIBRARY FINANCIAL REPORT, DECEMBER 31, 2024

<u>BREAKDOWN BY BRANCH</u>	2024		2023					
	<u>BUDGET</u>	<u>DECEMBER</u>	<u>CUMULATIVE</u>	<u>BALANCE</u>	<u>BUDGET</u>	<u>SPENT</u>		
Bldg. Maintenance & Repairs								
Main	\$	13,301.68	\$	24,297.71	\$	11,202.82		
Lakeview	\$	-	\$	740.00	\$	731.54		
Lincoln	\$	-	\$	404.42	\$	2,890.78		
McClure	\$	-	\$	2,434.25	\$	642.45		
North	\$	2,740.00	\$	7,017.24	\$	12,451.22		
Total Bldg. Maint. & Rprs.	\$	30,000	\$	34,893.62	\$	25,000	\$	27,918.81
Furniture & Fixtures								
Main	\$	279.99	\$	1,884.97	\$	1,204.26	\$	1,204.26
Lakeview	\$	-	\$	-	\$	144.67	\$	144.67
Lincoln	\$	-	\$	-	\$	-	\$	-
McClure	\$	-	\$	-	\$	144.66	\$	144.66
North	\$	-	\$	-	\$	83.97	\$	83.97
Total Furniture & Fixtures	\$	5,000.00	\$	1,884.97	\$	5,000.00	\$	1,577.56

PEORIA PUBLIC LIBRARY FINANCIAL REPORT, DECEMBER 31, 2024

RESTRICTED EXPENDITURES FOR DECEMBER, 2024

<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	\$ 2,359.90	\$ -	\$ 2,359.90
Non-Print	\$ -	\$ -	\$ -	Non-Print	\$ -	\$ -	\$ -
Publicity	\$ -	\$ -	\$ -	Publicity	\$ -	\$ -	\$ -
Programming	\$ 12,858.02	\$ 1,879.69	\$ 14,737.71	Programming	\$ 24,841.73	\$ 111.97	\$ 24,953.70
Telephones	\$ 28,965.65	\$ 2,631.32	\$ 31,596.97	Telephones	\$ -	\$ -	\$ -
Building Supplies	\$ -	\$ -	\$ -	Building Supplies	\$ 105.36	\$ -	\$ 105.36
Travel, Educ. & Mtgs.	\$ -	\$ -	\$ -	Travel, Educ. & Mtgs.	\$ 775.00	\$ -	\$ 775.00
Library Supplies	\$ -	\$ -	\$ -	Library Supplies	\$ -	\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ -	Miscellaneous	\$ 713.67	\$ -	\$ 713.67
Furniture & Fixtures	\$ -	\$ -	\$ -	Furniture & Fixtures	\$ 75.04	\$ -	\$ 75.04
Automation	\$ -	\$ -	\$ -	Automation	\$ 75.16	\$ -	\$ 75.16
TOTAL	\$ 41,823.67	\$ 4,511.01	\$ 46,334.68	TOTAL	\$ 28,945.86	\$ 111.97	\$ 29,057.83

AMENDED TOTALS AS OF 12/31/24

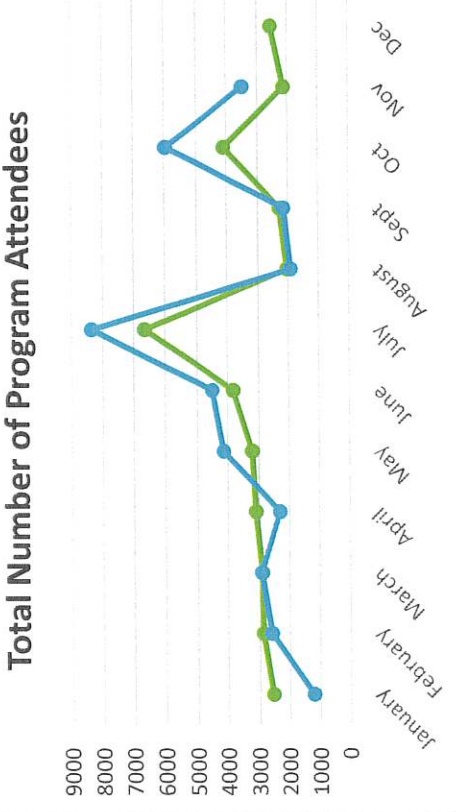
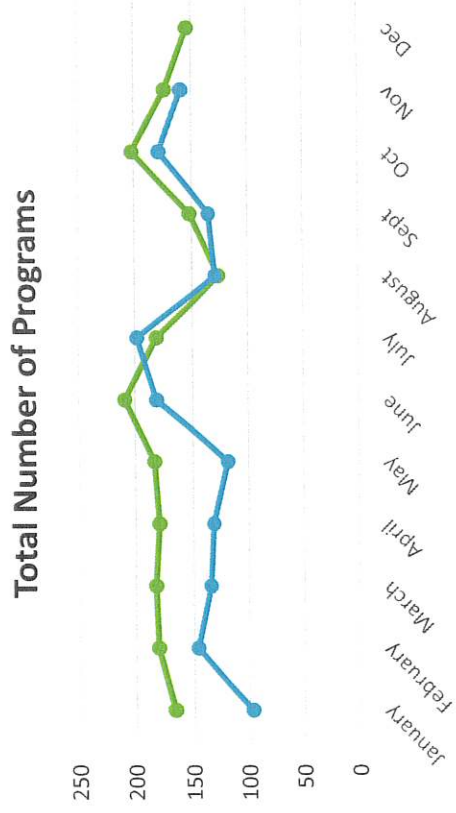
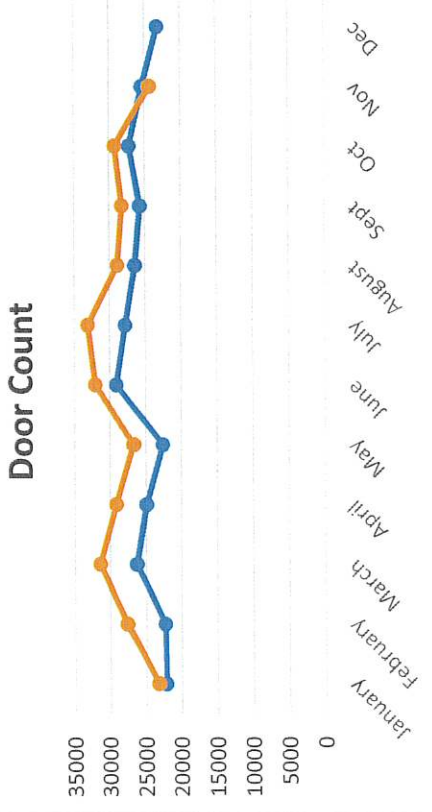
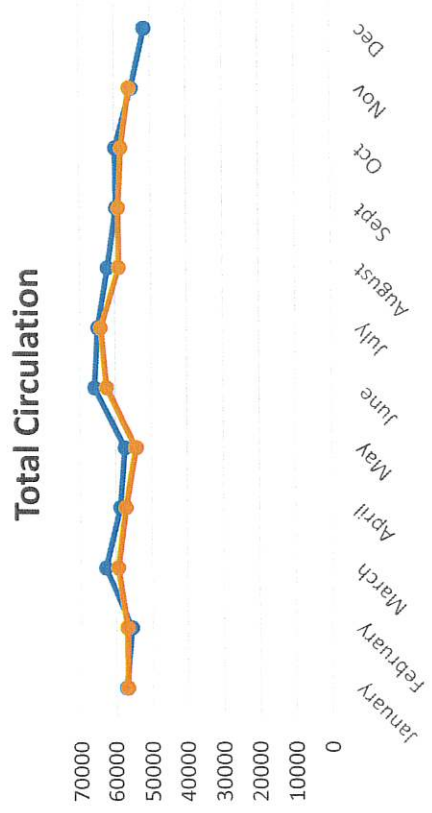
<u>AMENDED</u>	<u>GRANTS</u>	<u>GIFT & MEMORIALS</u>	<u>CUMULATIVE</u>	<u>BALANCE</u>
Books	\$ 2,359.90	\$ 2,359.90	\$ 2,359.90	\$ -
Non-Print	\$ -	\$ -	\$ -	\$ -
Publicity	\$ -	\$ -	\$ -	\$ -
Programming	\$ 37,699.75	\$ 14,737.71	\$ 39,691.41	\$ (1,991.66)
Telephones	\$ 28,965.65	\$ 31,596.97	\$ 31,596.97	\$ (2,631.32)
Building Supplies	\$ 105.36	\$ 105.36	\$ 105.36	\$ -
Travel, Educ. & Mtgs.	\$ 775.00	\$ 775.00	\$ 775.00	\$ -
Library Supplies	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ 713.67	\$ 713.67	\$ 713.67	\$ -
Furniture & Fixtures	\$ 75.04	\$ 75.04	\$ 75.04	\$ -
Automation	\$ 75.16	\$ 75.16	\$ 75.16	\$ -
\$ 70,769.53	\$ 46,334.68	\$ 29,057.83	\$ 75,392.51	\$ (4,622.98)

Peoria Public Library Monthly Statistics Summary November 2024

	<u>Current Month</u>	<u>Current FYTD</u>	<u>Last FYTD</u>
Circulation			
Main	15,886	186,697	189,338
Lakeview	7,264	87,080	88,657
Lincoln	587	10,808	9,286
McClure	1,302	17,170	16,177
North	14,091	177,325	172,624
Outreach	3,828	31,975	24,148
Outgoing Intralibrary Loan	2,376	27,412	50,455
TOTAL	45,334	538,467	550,685
Virtual			
E-Books	8,272	89,438	75,507
Music/Movie Downloads	2,196	30,894	23,780
TOTAL CIRCULATION	55,802	658,799	650,880
Other			
New Cards Issued	409	5,445	3,852
TOTAL CARDHOLDERS		30,020	27,493
Computer Use	3,023	35,686	32,963
Door Count	24,357	313,885	279,897
Total # of Programs	159	1,606	1,933
Total # of Program Attendees	3,479	39,556	35,633
Reference Questions	7,945	99,117	74,061
Technology Assistance*	2,961	33,951	18,048

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

November 2024



PEORIA PUBLIC LIBRARY STATISTICAL REPORT
NOVEMBER 30, 2024

<u>REFERENCE</u>	<u>NOV. '24</u>	<u>CUM. '24</u>	<u>NOV. '23</u>	<u>CUM. '23</u>	<u>ADDITIONAL SERVICES</u>	<u>NOV. '24</u>	<u>CUM. '24</u>	<u>NOV. '23</u>	<u>CUM. '23</u>
Main	2,299	25,615	931	10,797	One-on-One Tutorials	372	4,466	368	2,900
Lakeview	996	14,535	969	10,657	Youth Group Visits	16	131	10	139
Lincoln	467	5,877	259	3,525	Youth Group Visits Attendance	250	2,381	154	2,670
McClure	1,109	16,269	1,421	11,299	Youth Story Time	19	249	27	306
North	2,902	35,066	2,798	35,871	Youth Story Time Attendance	302	4,018	292	4,224
Outreach	172	1,755	197	1,912	Youth Off-Site Visits & Presentations	2	62	8	110
TOTAL	7,945	99,117	6,575	74,061	Youth Off-Site Visits Attendance	109	7,416	193	5,383
<u>TECHNICAL ASSISTANCE</u>	2,961	33,951	2,294	18,048	Children's Programs	12	195	27	311
<u>TECHNOLOGY USAGE</u>	3,023	35,686	2,786	32,963	Children's Programs Attendance	82	5,313	153	4,285
Computer Users Signed Up	8,272	101,947	8,074	89,438	Children's Passive Programs	16	145	25	294
E-Books	2,196	27,245	2,068	30,894	Children's Passive Prog. Attendance	831	6,022	453	7,148
Movie/Music Downloads	15,797	160,140	17,645	149,365	Children's ZOOM Programs	-	-	-	7
DataBase Usage	9,577	117,053	-	71,366	Children's ZOOM Attendance	-	-	-	12
Website Visits	2,079	22,355	1,702	19,914	Young Adult Programs	12	148	11	106
WiFi Users	44,058	532,444	42,074	460,957	Young Adult Attendance	66	1,132	31	498
RSACat Searches	397				Young Adult Passive Programs	8	45	6	58
YouTube Views	7,741				Young Adult Passive Programs Attendance	674	1,436	21	463
Facebook Friends	2,396				Young Adult ZOOM Programs	-	-	-	-
Instagram	1,708				Young Adult ZOOM Attendance	24	573	61	567
X (formerly Twitter) Followers	136				Lincoln Project Next Generation	1	15	1	22
Pinterest Followers	985				Adult Group Visits	5	300	5	265
Tik-Tok Followers	5,625	64,171	5,937	65,964	Adult Group Visits Attendance	10	78	2	65
Holds	409	5,445	231	27,666	Adult Off-Site Visits & Presentations	103	1,445	15	1,003
New Cards Issued	2,612	29,063	2,065	27,882	Adult Off-Site Visits Attendance	44	374	33	334
Loans to Non-Peorians	2,529	27,858	1,973	26,685	Adult Attendance	368	5,050	288	4,687
Direct	83	1,205	92	1,197	Adult Passive Programs	17	94	10	91
Interlibrary Loans	6,767	110,592	9,690	95,435	Adult Passive Programs Attendance	665	3,595	461	3,678
<u>DOOR COUNT</u>	4,640	53,554	4,330	49,190	Adult ZOOM Programs	-	9	-	20
Main	2,144	26,152	1,872	22,209	Adult ZOOM Attendance	-	235	-	155
Lakeview	1,757	26,086	1,881	23,348	YouTube Virtual Programs	-	2	-	1
Lincoln	8,877	95,746	7,419	87,043	YouTube Program Views	-	92	-	12
McClure	172	1,755	197	2,672	Non-PPL Use of Meeting Rooms	185	2,357	177	2,382
North	24,357	313,885	25,389	279,897	Approx. Attendance	3,884	35,123	1,722	19,161
Outreach					Non-PPL Use of Study Rooms	512	5,524	419	4,413
					Approx. Attendance	852	10,530	790	9,222

PEORIA PUBLIC LIBRARY STATISTICAL REPORT
 NOVEMBER 30, 2024
 TECHNICAL SERVICES

	2024	2023
Books - # at End of Month	361,250	397,226
Books Added	2,675	2,435
Books Discarded	2,582	2,845
Audio Books on CD - # at End of Month	5,760	8,450
Audio Books Added	5	3
Audio Books Discarded	263	304
Kits - # at End of Month	194	184
Kits Added	0	9
Kits Discarded	1	-
Periodicals - # at End of Month	85,588	86,623
Periodicals Added	213	307
Periodicals Discarded	133	163
Visual Media - # at End of Month	19,771	19,942
Visual Media Added	441	89
Visual Media Discarded	159	247
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	19,399	22,048
Music Media Added	1	1
Music Media Discarded	35	-
Web Resources - # at End of Month	7,130	7,130
Web Resources Added	-	-
Web Resources Discarded	-	-

PEORIA PUBLIC LIBRARY STATISTICAL REPORT
NOVEMBER 30, 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	16,634	17,078	15,886	17,078	176,844
Lakeview	7,035	6,565	7,259	7,452	6,814	8,086	8,554	7,196	6,662	6,981	7,264	6,981	79,868
Lincoln	859	948	774	624	603	1,148	819	803	813	653	587	653	8,631
McClure	1,546	1,442	1,454	1,510	1,386	1,611	1,660	1,517	1,632	1,575	1,302	1,575	16,635
North	15,706	15,332	16,244	14,824	14,270	18,854	18,321	16,284	15,341	14,857	14,091	14,857	174,124
Outreach	2,716	3,399	3,097	3,230	2,414	1,957	2,036	2,088	4,056	3,016	3,828	3,828	31,837
E-Books	9,586	8,913	9,235	9,201	9,259	9,550	9,892	9,510	9,084	9,445	8,272	9,445	101,947
Music/Movie Downloads	2,297	3,016	3,149	2,502	2,730	2,468	2,477	1,834	2,470	2,106	2,196	2,106	27,245
Outgoing IntraLibrary Loan	2,183	2,121	2,196	2,346	2,167	2,202	2,333	2,460	2,231	2,419	2,376	2,419	25,034
TOTAL	56,732	56,770	59,241	57,027	54,253	62,479	64,026	58,782	58,923	58,130	55,802	58,130	642,165

	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
2023													
Main	16,039	15,603	17,755	17,171	16,952	17,653	18,092	18,052	17,314	16,858	15,208	16,858	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	8,078	87,080
Lincoln	770	991	1,067	749	614	1,185	1,180	905	1,239	983	1,125	1,125	10,808
McClure	1,380	1,216	1,678	1,452	1,464	1,849	1,734	1,942	1,239	1,612	1,417	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	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	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	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	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	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	59,760	658,799

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	10,284	10,440	6,767	6,767	110,592
Lakeview	4,182	4,337	4,965	5,161	4,429	5,462	5,907	4,858	4,680	4,933	4,640	4,640	53,554
Lincoln	1,369	2,044	2,426	2,376	1,809	3,427	3,057	2,347	2,236	2,917	2,144	2,144	26,152
McClure	1,754	2,318	2,400	2,531	2,516	2,608	2,918	2,574	2,296	2,414	1,757	1,757	26,086
North	7,261	8,715	9,543	8,300	7,719	10,024	9,771	8,618	8,558	8,360	8,877	8,877	95,746
Outreach	152	172	191	180	159	132	157	143	140	157	172	172	1,755
TOTAL	23,281	27,593	31,409	29,119	26,648	32,055	33,128	28,880	28,194	29,221	24,357	24,357	313,885

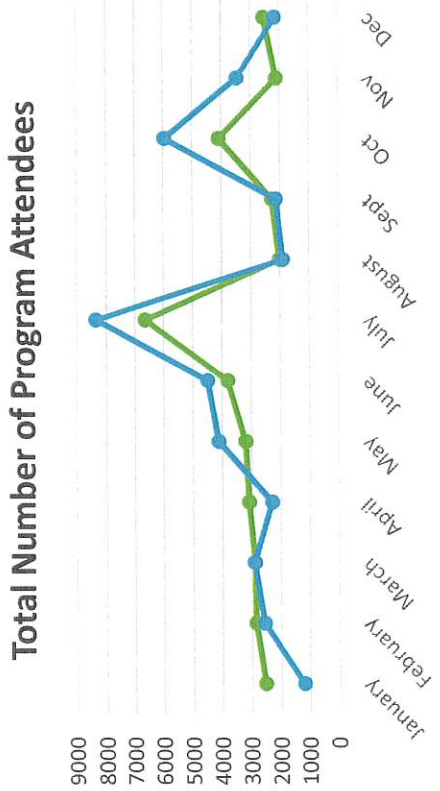
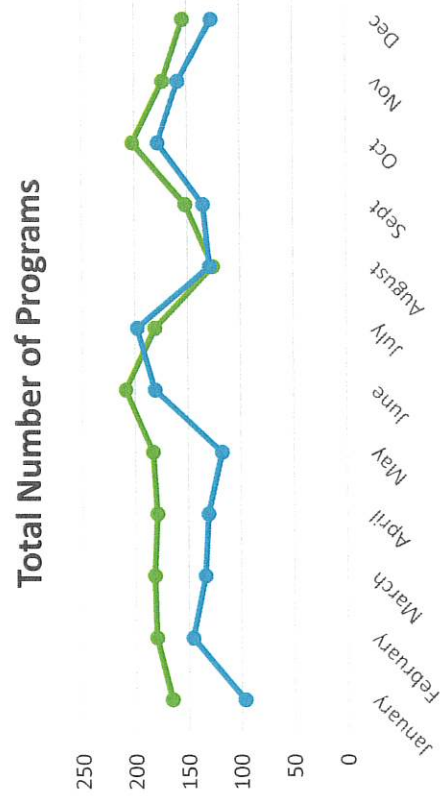
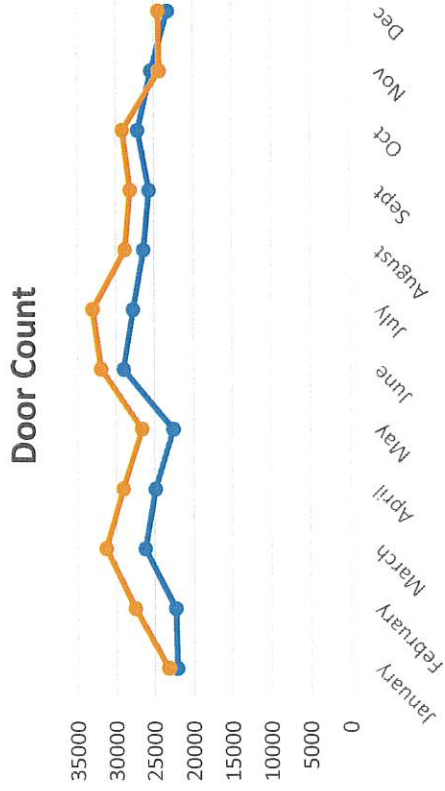
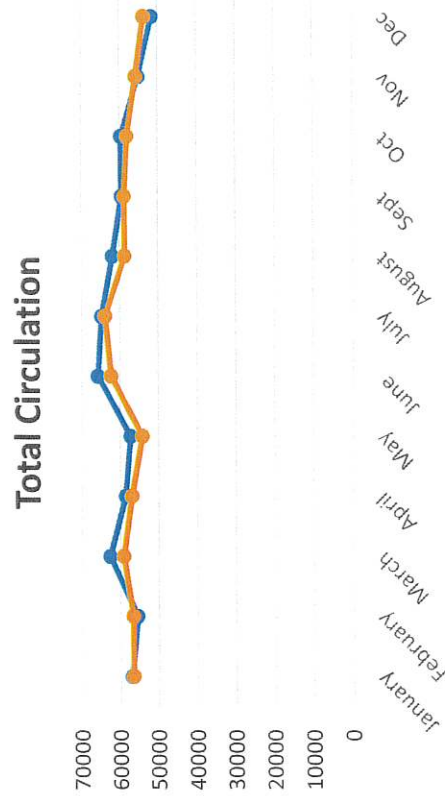
	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
2023													
Main	7,779	7,359	9,018	8,685	7,710	8,738	8,703	9,368	8,948	9,437	9,690	9,690	95,435
Lakeview	4,088	3,946	4,421	4,307	4,009	5,122	4,828	4,680	4,630	4,829	4,330	4,330	49,190
Lincoln	1,533	1,623	1,796	2,003	1,735	2,783	2,516	1,746	2,002	2,600	1,872	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	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	7,419	87,043
Outreach	291	265	301	201	251	257	229	236	219	225	197	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	25,389	279,897

Peoria Public Library Monthly Statistics Summary December 2024

	<u>Current Month</u>	<u>Current FYTD</u>	<u>Last FYTD</u>
Circulation			
Main	15,174	192,018	200,623
Lakeview	6,278	86,146	93,308
Lincoln	619	9,250	12,023
McClure	1,081	17,716	18,444
North	12,507	186,631	191,336
Outreach	3,066	34,903	34,318
Outgoing Intralibrary Loan	2,310	27,344	29,500
TOTAL	41,035	554,008	579,552
Virtual			
E-Books	9,565	111,512	97,766
Music/Movie Downloads	3,119	30,364	33,106
TOTAL CIRCULATION	53,719	695,884	710,424
Other			
New Cards Issued	330	5,775	4,138
TOTAL CARDHOLDERS		30,084	26,245
Computer Use	2,575	38,261	35,788
Door Count	24,497	338,382	303,164
Total # of Programs	127	1,733	2,087
Total # of Program Attendees	2,179	41,735	39,075
Reference Questions	6,190	105,307	80,714
Technology Assistance*	2,483	36,434	20,535

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

December 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	16,634	17,078	15,886	15,174	192,018
Lakeview	7,035	6,565	7,259	7,452	6,814	8,086	8,554	7,196	6,662	6,981	7,264	6,278	86,146
Lincoln	859	948	774	624	603	1,148	819	803	813	653	587	619	9,250
McClure	1,546	1,442	1,454	1,510	1,386	1,611	1,660	1,517	1,632	1,575	1,302	1,081	17,716
North	15,706	15,332	16,244	14,824	14,270	18,854	18,321	16,284	15,341	14,857	14,091	12,507	186,631
Outreach	2,716	3,399	3,097	3,230	2,414	1,957	2,036	2,088	4,056	3,016	3,828	3,066	34,903
E-Books	9,586	8,913	9,235	9,201	9,259	9,550	9,892	9,510	9,084	9,445	8,272	9,565	111,512
Music/Movie Downloads	2,297	3,016	3,149	2,502	2,730	2,468	2,477	1,834	2,470	2,106	2,196	3,119	30,364
Outgoing IntraLibrary Loan	2,183	2,121	2,196	2,346	2,167	2,202	2,333	2,460	2,231	2,419	2,376	2,310	27,344
TOTAL	56,732	56,770	59,241	57,027	54,253	62,479	64,026	58,782	58,923	58,130	55,802	53,719	695,884
2023													
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

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	10,284	10,440	6,767	10,012	120,604
Lakeview	4,182	4,337	4,965	5,161	4,429	5,462	5,907	4,858	4,680	4,933	4,640	4,225	57,779
Lincoln	1,369	2,044	2,426	2,376	1,809	3,427	3,057	2,347	2,236	2,917	2,144	1,890	28,042
McClure	1,754	2,318	2,400	2,531	2,516	2,608	2,918	2,574	2,296	2,414	1,757	1,407	27,493
North	7,261	8,715	9,543	8,300	7,719	10,024	9,771	8,618	8,558	8,360	8,877	6,746	102,492
Outreach	152	172	191	180	159	132	157	143	140	157	172	217	1,972
TOTAL	23,281	27,593	31,409	29,119	26,648	32,055	33,128	28,880	28,194	29,221	24,357	24,497	338,382
2023													
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

PEORIA PUBLIC LIBRARY STATISTICAL REPORT
DECEMBER 31, 2024

REFERENCE	DEC. '24	CUM. '24	DEC. '23	CUM. '23	ADDITIONAL SERVICES	DEC. '24	CUM. '24	DEC. '23	CUM. '23
Main	1,975	27,590	1,168	11,965	One-on-One Tutorials	325	4,791	362	3,262
Lakeview	676	15,211	1,045	11,702	Youth Group Visits	12	143	10	149
Lincoln	379	6,256	297	3,822	Youth Group Visits Attendance	135	2,516	140	2,810
McClure	698	16,967	1,343	12,642	Youth Story Time	14	263	23	329
North	2,245	37,311	2,648	38,519	Youth Story Time Attendance	190	4,208	387	4,611
Outreach	217	1,972	152	2,064	Youth Off-Site Visits & Presentations	5	67	2	112
TOTAL	6,190	105,307	6,653	80,714	Youth Off-Site Visits Attendance	533	7,949	22	5,405
TECHNICAL ASSISTANCE	2,483	36,434	2,487	20,535	Children's Programs	19	214	12	323
TECHNOLOGY USAGE	2,575	38,261	2,825	35,788	Children's Programs Attendance	368	5,681	89	4,374
Computer Users Signed Up	9,565	108,512	8,328	97,766	Children's Passive Programs	12	157	22	316
E-Books	3,119	30,364	2,212	33,106	Children's Passive Prog. Attendance	235	6,257	453	7,601
Movie/Music Downloads	14,674	174,814	15,256	164,621	Children's ZOOM Programs	-	-	4	11
DataBase Usage	9,077	126,130	-	71,366	Children's ZOOM Attendance	-	-	-	12
Website Visits	1,872	24,227	1,584	21,498	Young Adult Programs	11	159	14	120
WiFi Users	40,064	572,508	50,365	511,322	Young Adult Attendance	67	1,199	44	542
RSACat Searches	398		374		Young Adult Passive Programs	4	49	5	63
YouTube Views	7,805		6,491		Young Adult Passive Programs Attendance	46	1,482	58	521
Facebook Friends	2,404		2,020		Young Adult ZOOM Programs	-	-	-	-
Instagram	1,773		1,741		Young Adult ZOOM Attendance	-	-	-	-
X (formerly Twitter) Followers	136		136		Lincoln Project Next Generation	36	609	70	637
Pinterest Followers	979		796		Adult Group Visits	1	16	1	23
Tik-Tok Followers					Adult Group Visits Attendance	11	322	6	271
Holdings	5,272	69,443	4,820	70,784	Adult Off-Site Visits & Presentations	7	85	2	67
New Cards Issued	330	5,775	286	27,952	Adult Off-Site Visits Attendance	42	1,487	16	1,019
Loans to Non-Peorians	2,362	31,425	2,462	30,344	Adult Programs	35	409	32	366
Direct	2,268	30,126	2,364	29,049	Adult Attendance	342	5,392	373	5,060
Interlibrary Loans	94	1,299	98	1,295	Adult Passive Programs	4	98	12	103
DOOR COUNT					Adult Passive Programs Attendance	174	3,769	892	4,570
Main	10,012	120,604	8,592	104,027	Adult ZOOM Programs	-	9	-	20
Lakeview	4,225	57,779	3,921	53,111	Adult ZOOM Attendance	-	235	-	155
Lincoln	1,890	28,042	1,746	23,955	Adult ZOOM Attendance	-	2	-	1
McClure	1,407	27,493	1,761	25,109	YouTube Virtual Programs	-	92	-	12
North	6,746	102,492	7,095	94,138	YouTube Program Views	-	-	-	-
Outreach	217	1,972	152	2,824	Non-PPL Use of Meeting Rooms	145	2,502	152	2,534
TOTAL	24,497	338,382	23,267	303,164	Approx. Attendance	1,944	37,067	1,132	20,293
					Non-PPL Use of Study Rooms	466	5,990	374	4,787
					Approx. Attendance	765	11,295	637	9,859

PEORIA PUBLIC LIBRARY STATISTICAL REPORT
 DECEMBER 31, 2024
 TECHNICAL SERVICES

	2024	2023
Books - # at End of Month	358,151	395,144
Books Added	2,067	2,090
Books Discarded	5,166	4,172
Audio Books on CD - # at End of Month	5,400	8,421
Audio Books Added	-	23
Audio Books Discarded	360	52
Kits - # at End of Month	194	197
Kits Added	0	13
Kits Discarded	0	-
Periodicals - # at End of Month	84,203	85,160
Periodicals Added	220	231
Periodicals Discarded	1,605	1,694
Visual Media - # at End of Month	19,732	19,667
Visual Media Added	312	59
Visual Media Discarded	351	334
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	19,396	22,047
Music Media Added	-	1
Music Media Discarded	3	2
Web Resources - # at End of Month	7,130	7,130
Web Resources Added	-	-
Web Resources Discarded	-	-



AGENDA REPORT

Number: #2025-06

Meeting Date: January 21, 2025

To: Peoria Public Library Board of Trustees

From: Randall Yelverton, Executive Director

Subject: First Reading: Circulation Policy

RECOMMENDATIONS:

That the Board of Trustees of Peoria Public Library adopt resolution #2025-06, approving the revised Circulation Policy.

BACKGROUND:

The Circulation Policy was last updated in 2021. The revised version eliminates the procedural details in order to focus the policy on the general functions of circulation. This version also condenses information and is structured more in line with the Circulation policies of area libraries.

EFFECTS:


The revised Circulation Policy will provide the standards for circulation while the step-by-step processes will now be contained in an internal how-to manual.

FISCAL IMPACT:

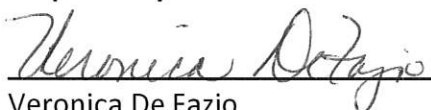
There is no fiscal impact connected to the adoption of this resolution.

Respectfully submitted,

Prepared by:



Randall Yelverton
Executive Director



Veronica De Fazio
Deputy Director

Attachments: Draft Revised Circulation Policy
Current Circulation Policy

PEORIA PUBLIC LIBRARY

CIRCULATION POLICY

MANUAL

Adopted by the Peoria Public Library Board of Trustees on May 21, 2013

Revised by the Peoria Public Library Board of Trustees on March 18, 2014 and July 15, 2014

Revised by the Peoria Public Library Board of Trustees on June 21, 2016

Revised by the Peoria Public Library Board of Trustees on October 17, 2017

Revised by the Peoria Public Library Board of Trustees on December 18, 2018

Revised by the Peoria Public Library Board of Trustees on September 21, 2021

Table of Contents

Peoria Public Library Cards: Eligibility and Registration.....	2
Requirements.....	2
Non-Resident Fee Card.....	2
City Tax Card.....	3
System Card.....	3
Teacher Card.....	3
Student Card.....	3
Three Month/Six Month/One Year Cards.....	4
Computer Use Card.....	4
Bradley University Quick Card.....	4
Bradley University Faculty Card.....	4
Renewing Library Cards.....	4
Lost or Stolen Library Cards.....	5
Renewing Materials.....	5
Interlibrary Loan.....	5
Active Peoria Public Library Cards.....	5
Checking Out Library Materials Without a Library Card.....	5
Returning Library Materials.....	6
Lost or Damaged Library Materials.....	6
Holds.....	6
Responsibilities of Library Ownership.....	6
Fine Free Policy.....	6
Loan Periods and Charge Limits Per Card.....	7

Peoria Public Library Cards: Eligibility and Registration

Library cards are **FREE** to anyone who lives in the city limits of Peoria.

Obtaining a Peoria Public Library card is required to utilize many library services. All patrons wishing to obtain a library card must provide identification (photo I.D. and proof of current address).

Requirements:

- Completion of an application form
- Current driver's license or photo ~~I.D.~~ ID. If the patron's driver's license or photo ID does not have their current address on it, then the patron must show an additional piece of identification with the current address. This can be any one of the following: personal check, postmarked current mail, voter's registration card, etc. If the patron does not have something with them showing their current address, a post-it note will be affixed to the application to indicate that the patron must bring the postcard with them to pick up the new card.
- To apply for a library card for a child who is birth through 8th grade, a parent or legal guardian must fill out and sign the back of the juvenile library card application. The parent, legal guardian, or the child must fill out the front of the application. The parent or legal guardian who signed the back of the child's application will be responsible for all materials checked out on a child's card. Only the parent or legal guardian who signed the back of the child's application can pick up the library card, ask for the library card number (in person or over the phone), or ask for any information on the account.
- High School students must show a high school I.D.
Exceptions: Parochial high school Peoria Christian does not have school ID cards. High school students who live at the Children's Home receive a card for one year.
- The patron will receive a postcard from the library when their card is ready to be picked up. This postcard should be presented when the patron arrives to pick up the card. It is only required to be presented if there is a post-it note on the application indicating that the postcard must be presented to verify the patron's address.

Types of Library Cards

Non-Resident Fee Card

A Fee Card is for people who are not served by a public library because they reside outside of library taxing boundaries. West Peoria is an example of an area that is unserved by a library. Effective every July, the non-resident fee is adjusted pursuant to Section 3050.20, "Public Library Responsibilities," of Part 3050 of the *Illinois Administrative Code*, "Public Library Non-Resident Services" [23 IL ADC 3050]. Section 3050.25 "Applying for a Non-Resident Library

Card” of the *Illinois Administrative Code* defines from which public library a non-resident shall apply for a non-resident library card. A non-resident card issued by Peoria Public Library can be used at all Peoria Public Library locations and at all RAILS (Reaching Across Illinois Library System) libraries. Patrons with a non-resident card issued by Peoria Public Library can also request materials through interlibrary loan via Peoria Public Library. Non-Resident fee cards expire one year from date of issue. Use profile name NRESNT.

City Tax Card

Patrons eligible to receive a city tax card do not live within the city limits of Peoria, but own property in the city limits of Peoria. A library card will be issued to a non-resident taxable property owner per specifications of the *Illinois Local Library Act* [75 ILCS 5/4-7(12)] and the *Illinois Administrative Code, “Non-Resident Property Owner”* [23 IL ADC Sec. 3050.70]

A current paid tax receipt must be shown at the time of application. The card is in the name that is on the city tax receipt. Only one card may be issued per residence. City tax cards are **local use only** and expire one year from date of issue.

System Card

For a patron whose home library is not online, they can participate in reciprocal borrowing by filling out a gray system application which will allow the patron to use Peoria Public Library services. A Peoria Public Library patron bar code is affixed to the patron’s home library card. The expiration date on the patron’s home library card is the expiration date to be entered into the patron’s record. Use profile name RCIP-A.

Teacher Card

This card is available to any teacher who teaches at Peoria Public Schools OR any teacher at Dunlap Schools who lives in an area served by a tax-supported public library. Peoria Public Schools teachers who live in an unserved area can obtain a teacher card under the Intergovernmental Agreement between Peoria Public Library and Peoria Public Schools. This card is available to Peoria Public Schools, District 323 (Dunlap), private, parochial, and daycare teachers. This card is to be used only for materials related to classroom instruction. A teacher can have both a teacher card as well as a regular library card from their home library. The teacher card is valid year-round from August 1 through August 15 of the following year and is to be used for classroom purposes only. Use profile name PO_TEACH.

Student Card

This card is available for any Peoria Public Schools student who resides outside the city of Peoria. It is valid year-round from August 1 through August 15 of the next year. Use profile name PO_STUDENT.

Three Month/Six Month/One Year Cards

These cards are for patrons who are temporarily staying at transitional housing. Refer to the City Directory for the current addresses of transitional housing. These cards expire in three months, six months, or one year. Refer to the City Directory for the appropriate expiration date.

Computer Use Card

A computer use card is issued for computer use only. To obtain a computer use card, the patron must present their photo I.D. Residents of Peoria ~~must~~ should apply for and present their Peoria Public Library card to use library public computers. However, if a Peoria resident prefers not to apply for a Peoria Public Library card, they may be issued a computer use card. Cardholders from other WorkFlows libraries must present their home library card to use library public computers. Non-library card holders from outside Peoria must obtain and present a computer use card. In all cases, the library card or computer use card may be used only by the person named on the card and **should be presented** every time to use a library public computer. If a patron does not have their library card with them, staff can look up their card number and assign them a computer if they present their photo ID. Computer use cards expire six months from the date of issue. Use profile name COMPUSE.

Bradley University Student Quick Card

All Bradley students who are registered for the current semester must show their Bradley Quick Card to obtain a Peoria Public Library card. They must fill out a gray application card. Stamp "Bradley Student" on the gray library card and laminate it. These cards expire at the end of each semester (May 20, August 1, and December 20).

Bradley University Faculty Card

Bradley faculty members must show their **faculty** ID to obtain a card. They must fill out a gray application card. They receive a Peoria Public Library card which is good for two years from date of issue.

Renewing Library Cards

- Before a card can be renewed, all amounts due must be paid.
- Library cards expire every two years, with the exception of non-resident cards, city tax cards, teacher cards, student cards, three month/six month/one-year cards, computer use cards, and Bradley student cards. See the appropriate section of this manual for these expiration dates

- Any parent or legal guardian of a child can renew or replace that child's card. The parent information should be changed on the child's account to the parent or legal guardian who signed the application to renew or replace the card.

Lost or Stolen Library Cards

There is a \$2.00 replacement fee for lost cards that have not expired. A patron must report their card lost or stolen by immediately calling the Circulation Department at 309-497-2164.

Renewing Materials

ALL Peoria Public Library items may be renewed **a maximum of three times** unless an item is **ON HOLD** for another patron. Patrons may renew in person, by phone, online, or via text. Overdue material may also be renewed in person, by phone, online, or via text. **LOST material** (material which is at least eight weeks overdue) may not be renewed.

Interlibrary Loan

Interlibrary loan extends library services beyond local boundaries by borrowing materials from other libraries for our cardholders. Requests may be placed at all Peoria Public Library locations either in person or by phone. This is a special service that is available only to Peoria Public Library patrons. As a member of ILLINET (Illinois Library and Information Network), Peoria Public Library follows the ILLINET Interlibrary Loan Code. This code, approved by the Illinois State Library Advisory Committee, endorsed by the Illinois Library Systems, and adopted by the Illinois State Library effective March 12, 2008, governs interlibrary lending policy within ILLINET. Based on the most current American Library Association National Interlibrary Loan Code, this code promotes efficient resource sharing among ILLINET libraries. Patrons whose home library is not PPL must request ILLs through their home library.

Active Peoria Public Library Cards

Cards that have not expired and have no billing are considered to be active. If the library card is expired and has billing, the patron must renew it in person. All billing **MUST** be paid at the time of renewal.

Checking Out Library Materials Without a Library Card

All Peoria Public Library locations use self-checkout for circulating materials. To protect your personal information, you must use your library card OR a digital image of your library card barcode to check out materials or to sign on to public computers. Please note that patrons may carry their PID number and barcode with them in digital format, for example, on their cell phone. If a patron does not have their card with them but they do have their driver's license or photo ID, a staff member may use the ID to check out the materials for them.

When our computers are down for any reason, the library is unable to check out material without the library card.

Returning Library Materials

All library materials may be returned to any Peoria Public Library location or RAILS (Reaching Across Illinois Library System) member library. The Main Library and its branches have 24-hr book drops for patrons' convenience. Materials returned in the book drop prior to open hours are credited with being returned on the previous day.

Lost or Damaged Library Materials

Patrons are responsible for the replacement cost of any lost or damaged material including a \$5.00 processing fee per item. Once an item is paid there are **NO REFUNDS**. Patrons have the option of replacing the lost or damaged item. The replacement **MUST** be new and identical to the item that was lost or damaged and the patron is still responsible for the \$5.00 processing fee.

Holds

Holds can be placed in person, by phone or online.

Responsibilities of Library Card Ownership

The patron is to inform the library of any name or address changes. The card will be updated for the patron at no charge. The patron is responsible for the care and return of all material(s) charged on the library card and is therefore advised NOT to loan their library card or materials checked out on it to anyone.

Fine Free Policy

In an effort to remove barriers to access, effective September 8, 2020, patrons are no longer charged for returning items past the due date. This change is in accordance with the American Library Association's recommendation to remove barriers to social equity. Patrons will receive an email or paper overdue notice when items are two weeks overdue, a second overdue notice (paper) when items are four weeks overdue, and a bill when items are six weeks overdue. Patrons will receive a collection letter when items are eight weeks overdue. If a cardholder has materials with a total value of more than \$50.00 that are ten weeks overdue, their account will automatically be sent to a collection agency. Patrons who have provided the Library with an email address or text phone number will also receive an email or text reminder three days before items are due.

Loan Periods and Charge Limits Per Card

A total of 50 items may be checked out on an adult card at one time, 20 of which may be children's materials. Twenty items may be checked out on a juvenile card. Do not **OVERRIDE** the item type charge limit. Please see the "Loan Periods and Charge Limits" table below.

<u>Item Type</u>	<u>Check out period</u>	<u>Charge Limit</u>
Books	2 weeks	
Audiobooks*	2 weeks	8 titles
Music CDs	2 weeks	8 titles
Interlibrary Loans	Set by lending library	5 items
Magazines	2 weeks	10 items
Visual Media**	2 weeks	8 titles

*Audiobooks include CD-Books, Mp3, and Playaways.

**Visual Media include BluRay and DVDs.



Circulation Policy

Created: XX/XX/XX	Updated: XX/XX/XX
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Registration:

All patrons must be registered and have a valid library card in order to borrow materials.

All patrons must fill out an application in order to apply for a library card.

Photo identification and a valid proof of address are required in order to register for library card.

Acceptable photo identification includes driver's license or state ID, passport, correctional institute ID badge, student ID. Acceptable proof of address includes bills, driver's license, e-bill statements, lease agreement, etc. If using a piece of mail as a proof of address, mail must be issued within the last 30 days.

Minor applicants without a school ID (under 16) must have a parent or legal guardian cosign on their application.

Materials cannot be checked out until a library card is issued.

A patron is responsible for all materials checked out on their card and all accounts attached to the patron's library card as well as for all charges that may result from overdue items, lost items or damaged items. The following phrase will be listed on all applications so that the patron is aware of these responsibilities upon application for a library card:

I understand that I am responsible for all materials checked out on all accounts attached to this library card application for all charges that may result from overdue items, lost items, or damaged items. I agree to comply with library policy regarding fines.

Lost or Forgotten Cards:

Lost cards will be subject to a \$2.00 replacement fee.

A patron may still check out without their library card, but they must show photo ID in order to prove identity.

Types of Cards:

The types of cards and the corresponding expiration dates that are as follows, with their expiration dates:

- Adult / Juvenile cards (2 years)
- Non-Resident Cards / City Tax Cards (1 year)
- Teacher /Student cards (District 150) (1 year)
- Bradley Student / Bradley Faculty cards (1 year)
- Temporary Borrower Card (3 months, 6 months, one-year, depending on address of temporary housing facility)
- Computer User Cards (6 months)

A non-resident card is issued to those who reside outside of library taxing boundaries. The non-resident fee is adjusted each July 1 pursuant to Section 3050.20, "Public Library Responsibilities," of the *Illinois Administrative Code*.

Patrons from any library in the state of Illinois also enjoy reciprocal borrowing privileges. If the library is not in our Workflows/RAILS/RSA system, a PPL barcode will be affixed to their home library card, an application filled out, and a profile created in Workflows for the reciprocal patron.

Staff members who retire will have their card status reset from STAFF to ADULT. No library cards shall be granted to volunteers of the Library as special privilege, excepting the Friendly Finds Bookstore manager.

Renewing Library Cards:

Before a card can be renewed, all fines must be paid on the patron's account.

Library card expiration periods are listed in the *Types of Cards* section above.

Loan Periods:

Library materials check out for a standard time of two weeks each item. The patron may renew the item up to three times, as long as there are no holds on the item and the patron's account is in good-standing.

Reserves/Holds/ILL:

Holds are placed in-person, by phone, or online. Interlibrary loan items are ordered through library staff. The loan periods of holds and Interlibrary Loan items are subject to the discretion of the owning library. The fines and fees for other libraries' materials are subject to the fine and fee limits and discretion of the owning library.

Fines and Fees:

- There are no fines for overdue materials.
- Patrons will receive an email or paper notice when items are two weeks overdue, a second overdue notice when items are four weeks overdue, and a bill when items are six weeks overdue.
- If the materials' total value is more than \$50.00 without the processing fee, the patron's account will automatically be sent to a collection agency and the patron will receive a collection letter.
- Staff members are exempt from collections fees.

Lost or Damaged Library Materials:

Patrons are responsible for the replacement cost of a lost or damaged material including a \$5.00 processing fee per item. Once an item is paid there are no refunds.

Patron Responsibility:

The patron is to inform the library of any name, contact information, or address change. The patron is responsible for the care and return of all library materials charged on the library card.

Confidentiality:

According to Illinois state law, "The Library Records Confidentiality Act [75 ILCS 70/1] provides that registration and circulation records of a library are to be confidential and cannot be published or made available to the public except by a court order, or the rare example of someone's personal health and safety requiring that a sworn law enforcement officer be given the information of an individual's name and address based on a sworn statement by the officer of such need. Statistical reports of circulation and registration may be published if the reports do not identify particular individuals. [75 ILCS 70/1 (b)]."

The Peoria Public Library adheres to the Library Records Confidentiality Act and protects the confidentiality of its patrons' information.



AGENDA REPORT

Number: #2025-07

Meeting Date: January 21, 2025

To: Peoria Public Library Board of Trustees
From: Randall Yelverton, Executive Director
Subject: First Reading: Timekeeping Policy

RECOMMENDATIONS:

That the Board of Trustees of Peoria Public Library adopt resolution #2025-07, approving the revised Timekeeping Policy.

BACKGROUND:

The Employee Time Tracking Policy was last updated in 2013. As the Library embarks on implementing a new online timekeeping system, an update to this policy was necessary. The revised version eliminates the procedural details in order to focus the policy on the overarching expectations of employees when it comes to timekeeping.

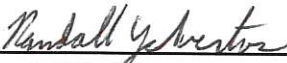
EFFECTS:

The revised Timekeeping Policy will provide more general timekeeping expectations that will apply no matter the method by which staff is expected to report their time.

FISCAL IMPACT:

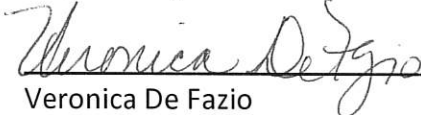
There is no fiscal impact connected to the adoption of this resolution.

Respectfully submitted,



Randall Yelverton
Executive Director

Prepared by:



Veronica De Fazio
Deputy Director

Attachments: Current Employee Time Tracking Policy
Draft Revised Timekeeping Policy



Time Tracking Policy

Created: 02/19/13	Updated: XX/XX/XX
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General Guidelines and Expectations:

The Peoria Public Library Employee Handbook outlines the use of paid time off as well as the administration of wages and salaries.

All Peoria Public Library employees are covered by this policy, including all exempt employees, all employees covered by the collective bargaining agreement with AFSCME, and all student pages.

Each employee is responsible for keeping track of the hours they have worked in the method prescribed by Library Administration. This time tracking record should show actual hours worked, plus any vacation, sick leave, personal time, or other leave taken. Bi-monthly records of time worked shall be approved by the department manager who will certify their accuracy for payroll purposes and submit them to the administrative office. Failure to complete and submit accurate and timely time tracking records according to this policy is a basis for disciplinary action.

An oversight component of the Administrative Office's records of employees' time taken off, especially (but not exclusively) those of non-union employees, may be conducted by the Chair of the Personnel Committee of the Peoria Public Library Board of Trustees to monitor policy compliance as needed. Failure of any employee of the Library to cooperate or comply in this continuing oversight effort by the Board of Trustees is a basis for discharge from employment.

The Time Tracking Policy is regularly reviewed and revised by the Board of Trustees of Peoria Public Library.

Peoria Public Library
Employee Time Tracking Policy
(Adopted by Peoria Public Library Board of Trustees, February 19, 2013)

Purpose:

This policy shall define the protocol to be followed by all Peoria Public Library employees, those who are part of the collective bargaining agreement (AFSCME Local 3464) and those who are not, to assure accurate and accountable reporting of all time taken off (for example: sick leave, personal time, vacation, and other applicable leave). Each specific day for which any employee is not present for work will be identified and designated as such (vacation, personal day, sick leave, or other) by each employee, and this information must be provided to the Human Resources Coordinator, through prescribed channels. This process will be strictly enforced for all Peoria Public Library employees, without exception.

Working from home is not permitted unless approved by the employee's Supervisor. In the case of the Director working from home for an extended period, permission shall be obtained from the Personnel Committee Chair.

In General:

The Peoria Public Library Employee Policy Manual establishes a time tracking procedure that all employees are expected to follow; specific details are delineated in the manual under the heading Time Sheets.

Definitions:

All Peoria Public Library employees are covered by this policy, including all exempt employees, all employees covered by the collective bargaining agreement with AFSCME, and all student pages.

Although employees who fulfill executive, administrative, and/or professional qualifications of the white-collar exemption test of the Fair Labor Standards Act are exempt from wage and overtime pay requirements of the Fair Labor Standards Act and are not subject to 40 hour workweek restrictions, they shall all be

governed by and follow this policy for tracking time off.

Exempt Peoria Public Library employees include, but are not limited to, the Director, Associate Director, Managers, Supervisors, Finance/Budget Coordinator, Human Resources Coordinator, Branch Circulation Coordinator, and Information Technology staff.

Responsibilities:

Each employee is responsible for filling out and timely filing time sheets which show actual hours worked, plus any vacation, sick leave, personal time, or other leave taken and supplying such bi-monthly time sheets directly to their Supervisor. Bi-monthly time sheets of the Human Resources Coordinator shall be signed by the Associate Director, certifying their accuracy for payroll purposes, and shall be placed in the time sheet records maintained by the Human Resources Coordinator for all Library personnel. Bi-monthly time sheets of the Director shall be signed by the Associate Director ~~and Human Resources Coordinator~~, certifying their accuracy for payroll purposes, and placed in the time sheet records maintained by the Human Resources Coordinator. Failure to complete and timely file time sheets according to this policy is a basis for disciplinary action, from verbal warning to written warning to suspension to discharge from employment.

An oversight component via a periodic review of the Human Resources Coordinator's records of employees' time taken off, especially (but not exclusively) those of non-union employees, shall be conducted by the Chair of the Personnel Committee of the Peoria Public Library Board of Trustees to monitor policy compliance. Failure of any employee of the Library to cooperate or comply in this continuing oversight effort by the Board of Trustees is a basis for discharge from employment. (DEVELOP A TIME TABLE AND SCHEDULE)

Additionally, should any employee of the Library have actual notice of or good reason to believe that this policy is not being complied with, such employee shall promptly notify the Human Resources Coordinator of such information, and the Human Resources Coordinator shall promptly notify the Board of such information by notifying the Chair of the Personnel Committee. Failure to communicate promptly such information regarding noncompliance with this policy to the Human Resources Coordinator or to the Board through the Chair

of the Personnel Committee is a basis for discharge from employment.

The Employee Time Tracking 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 February 19, 2013.



AGENDA REPORT

Number: #2025-08

Meeting Date: January 21, 2025

To: Peoria Public Library Board of Trustees
From: Randall Yelverton, Executive Director
Subject: First Reading: NEW Whistleblower Policy

RECOMMENDATIONS:

That the Board of Trustees of Peoria Public Library adopt resolution #2025-08, approving the NEW Whistleblower Policy.

BACKGROUND:

In order to comply with the Illinois SAFE-T Act, the Library is required to have a Whistleblower Policy that staff will annually review and sign.

EFFECTS:

The Whistleblower Policy will put the Library in compliance with Illinois State Law.

FISCAL IMPACT:


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

Respectfully submitted,



Randall Yelverton
Executive Director

Prepared by:



Veronica De Fazio
Deputy Director

Attachments: Draft NEW Whistleblower Policy

Whistleblower Reporting and Anti-Retaliation Policy

Created: XX/XX/XX	Updated: XX/XX/XX
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Anti-Retaliation:

It is the policy of the Peoria Public Library to act in accordance with Illinois Public Act 101-652 generally, and specifically Section 4.1 of the Public Officers Prohibited Activities Act.

It is the policy of the Peoria Public Library to prohibit any official from retaliating against any employee who:

- Reports an improper governmental action,
- Cooperates in the investigation related to a report of an improper governmental action, or
- Testifies in a proceeding or prosecution of an improper governmental action.

An improper governmental action is defined as follows:

- “Improper governmental action” includes any action by an employee, an appointed member of a board, commission, or committee, or an elected official of the Peoria Public Library that is undertaken in violation of federal, State, or unit of local government law or rule; is an abuse of authority; violates the public’s trust or expectation of his or her conduct; is of substantial and specific danger to the public’s health or safety; or is a gross waste of public funds.
- “Improper governmental action” does not include Peoria Public Library personnel actions, including, but not limited to employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, reprimands, or violations of collective bargaining agreements, except to the extent the actions amount to retaliation. Retaliation, in this context means retaliatory action that results from an employee’s protected activity of reporting improper governmental action, cooperating in the investigation, proceeding or prosecution of a reported improper governmental action.

Copies of this Policy and Procedure will be provided to every Peoria Public Library employee upon hire. Additionally, this same document will be furnished or made available to all employees on an annual basis.

Designation of Auditing Official:

The Peoria Public Library designates the Executive Director, or their designee, to serve as the Auditing Official of the Peoria Public Library, with the duties and responsibilities set forth in 50 ILCS 105/4.1.

Reporting and Investigating Reports of Improper Governmental Action:

A. Reporting Improper Governmental Action or Retaliation

1. If a library employee believes that they have witnessed an improper governmental action, as defined in the Policy above, the employee must submit a written report of the improper governmental action to the Auditing Official
2. If a library employee believes that they have been retaliated against for reporting improper governmental action, or cooperating in the investigation, or procedure involving an improper governmental action, the library employee must report such alleged retaliation to the Auditing Official within sixty (60) days of the retaliatory action taking place.
3. The Auditing Official may transfer the complaint to another auditing official, including the States Attorney, if they determine that it is appropriate.
4. If the Auditing Official is also the subject of the complaint, the Complainant may file the complaint with any States Attorney.

B. Investigating a Complaint

1. Identity of the Complainant
 - The Auditing Official will keep the identity of the Complainant confidential to the extent allowed by law.
 - The Complainant may waive confidentiality in writing on a form presented to the Auditing Official.
2. The Auditing Official shall investigate the complaint promptly and thoroughly and conclude whether or not the evidence gathered through such investigation warrants merit of a finding that either an improper governmental action, or retaliation for filing such a complaint or complying with such investigation occurred or did not occur.
3. The investigation by the Auditing Official may include:

- Interviews of the Complainant and witnesses;
- Interviews of governmental officials who may have knowledge about the complaint or may be the subject of the complaint;
- Inspection of documentation (in written, printed, or electronic format) relevant to the complaint;
- Take any other appropriate measures to ensure that the complaint has been thoroughly investigated.
- Make a determination whether the complaint has merit or whether the complaint does not have merit.

4. Determination and Remedial Action if Necessary

1. If the Auditing Official determines that the complaint has no merit, they can dismiss the complaint.
2. If the Auditing Official determines that the complaint has merit, they may take remedial action on behalf of the Complainant, including reinstatement, reimbursement for lost wages or expenses, promotion, or other remedial action that the Auditing Official deems appropriate. The Auditing Official may also make their investigation findings available to the Complainant's attorney if the Auditing Official finds that restitution is not sufficient.
3. Any person who engages in prohibited retaliation under Section 4.1 of the Public Officers Prohibited Activities Act may also be subject to fines, appropriate employment action, civil or criminal prosecution, or any combination of these actions.

To: Randall Yelverton
From: Alyce Jackson
Date: December 2024
Subject: Monthly Programming Report

2024 & 2025 Art Gallery at Main Library

November & December: 22VA
January: ((gallery clean up))
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 <https://www.illinoislibrariespresent.com/>

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	

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

January 26: Harvest Sons	July 20: Miles Over Mountains
February 23: Bones Jugs	August 24: Switchback
March 16: Roundstone Buskers	September 21: The Nathan Taylor Band
April 13: Still Shine	October 19: Fox Crossing Stringband
May 4: Bucktown Americana Music Show	November 9: The New Cats
June 8: Twangtown Paramours	December 14: Blue Cactus



WINTER READING CHALLENGE

JANUARY-FEBRUARY ALL AGES --- ALL LOCATIONS

Visit peoriapubliclibrary.beanstack.org or pick up a paper log for a chance to win a gift card or an Amazon Kindle Fire!

A festive poster for a 'Countdown to Noon' event. The background is a gradient of green and yellow, decorated with white stars, yellow dots, and green swirls. On the right side, there is a large, stylized clock face with black hands and numbers. The text on the left is in white, outlined letters. The event details are listed below the title.

**COUNTDOWN
TO NOON**
TUESDAY, DECEMBER 31
LAKEVIEW BRANCH
11:00 AM - 12:30 PM
CHILDREN OF ALL AGES

Teen Candle Making

Thursday, December 5 | Lincoln Branch | 5:30-6:30 PM



SATURDAY
DECEMBER 14

Jane Austen

BIRTHDAY CELEBRATION

McCLURE BRANCH

2:30-5:00 PM

ADULTS





THIS MONTH: DRAMA

FILM CLUB

Saturday, December 28 | Main Library | 3:00-5:30 pm | Adults



Gingerbread House Construction

SATURDAY, DECEMBER 14
NORTH BRANCH
11:00 AM - 12:30 PM | AGES 6-18

Gingerbread House Decorating Extravaganza

SATURDAY, DECEMBER 14
NORTH BRANCH
2:00 - 4:00 PM | ALL AGES

Build a Gingerbread House

SATURDAY, DECEMBER 14
LINCOLN BRANCH
3:00-4:00 PM | AGES 6-12



COMMUNITY RELATIONS

November 2024 Staff Activities

Report from Main Programming,

Alyce Jackson, Manager of Public Programming

2024 Election numbers:

North Branch: 666 voters on election day

North Branch Drop Box: 1333 ballots deposited

Main Library: 308 Friday, 150 Saturday, and 222

Sunday

We collaborated on three events at Main:

Regional Office of Education – This panel discussion was a continuation of a documentary showing in September. We hope to continue this community discussion into the new year.

Children’s Home Association of Illinois – We collaborated with Children’s Home to show the film *This is Where I Learned to Sleep*. The CHAIL staff was required to attend, but the event was opened to the public. CHAIL has another date set for May.

Peoria County DEI – Andre Allen reached out about using the Main Computer Lab to assist community members with filling out the application for free internet service. The Library also promoted the application on our Facebook page.

In collaboration with NAACP Peoria Branch, Peoria BOE #48 hosts

DATA TO ACTION: EQUITABLE ACCESS FOR EVERY STUDENT

Follow-up Panel Discussion to "The Right to Read" Community Screening

Lindsey Bohm
Lansdown Middle School
Peoria Public Schools

Dr. Ann Bond
Asst. Superintendent, Dr. Jean Cook
Director of Special Services
Peoria Public Schools

Jake Flowers
Deputy Sheriff
November 2023

Datikka Peebles
Peoria Public Schools
Community Outreach

Teri Rainey
Peoria Public Schools
Community Outreach

Dr. Juan Rios-Vega
Assistant Director
Home Education
Peoria County

Timika Rutherford
Reading Coach
Reading Specialist
Peoria Public Schools

Linda Wilson
English Teacher
Peoria Public Schools
Peoria Public Schools

Moderated by Regional Superintendent, Beth Crider

Peoria Public Library - Main Branch
Louis Level - Auditorium
Tuesday, November 19, 2024
5:30 P.M. TO 7:00 P.M.

To submit questions or suggestions for topics, please reach out to Sonya Paacy via email at spacyy@peorialibrary.org

Register now at:
<https://bit.ly/righttoread48>

In Partnership with the Peoria Public Library

FILM SCREENING

Calling all social service workers, home visitors, community workers, and community members!

Dive into a thought-provoking film about domestic violence and law enforcement that follows the story of Lt. Mark Wynn. Join us for a discussion afterward.

2 PM - 3 PM
15 Nov

107 NE Monroe St., Peoria, IL
Main Street Peoria Public Library

For any questions contact
groups@chail.org

Now Showing:
This is Where I Learned Not to Sleep

Peoria Public Library

Are you struggling to afford internet service needed for work, school or health care access?

Peoria County is launching a pilot program to provide internet to eligible low-income households through 2025.

See eligibility requirements & apply at www.peoriacounty.gov/DEI



Report from Lakeview Branch, Elise Hearn, Branch Manager

In addition to our regularly scheduled visits from Jamieson School and CWTC, we also had a guest speaker for Neurodivergent Network on November 24. Melissa Millinger LSCW led a discussion on Pathological Demand Avoidance, also called Persistent Desire for Autonomy and shared resources from PDA North America.

Report from Main Reference - Jenny Sevier, Reference Manager

- Beth Dutton and Anna Gamsby hosted a tour and visit for students from the South Side Christian Academy on November 18.
- Anna, along with Ginger Adams, facilitates a book club at Bickford Senior Living.
- Anna also partners with Phoenix Community Development Services, assisting them with computer and technology classes.
- Cindy Wright continues her visits to local memory care facilities, providing a program and craft to residents.

Report from North Branch, Jamie Jones, Branch Manager

- Jamie collaborated with Bradley University's Outreach Coordinator Carolyn Cracraft to provide an informational program at North to promote awareness of the opportunities available to area residents through their IT Workforce Accelerator Project.
- Jay Johnston provided off-site storytimes at Valeska-Hinton on November 22.
- Alyce Jackson coordinated over a dozen individual-level partnerships to help promote local authors and craftspeople with the Local Author and Craft Fair held at North on Saturday, November 9.

Report from Outreach - Teri Miller, Manager

- Teri hosted an adult paint pour ornaments craft with instructor Marcia Jackson of Gypsy Woman Art.
- Teri attended the monthly TRIAD meeting in Peoria Heights
- Jami Carpenter and Cari Pierce continue the pop-up library service to four District 150 schools
- Tiana Helms delivers deposit collections to area nursing homes weekly, along with several home delivery patrons once a month
- Cari delivers materials to the home delivery patrons once a month



Report from Administration

Jenny Sevier, Emily Byron, Veronica De Fazio, and Karla Wilkinson met with Chanel Withers, Director of Missions and Community Ministries at Peoria Methodist Church to begin conversations regarding the unhoused population served by both entities. Karla facilitated bringing the two groups together.

Community Groups at the Library

North Branch

Blood Drive (November)

Goal: 30 pints

Presenting: 33 donors

Deferred: 1 donors

Collected: 35 pints

COMMUNITY RELATIONS

December 2024 Staff Activities

Report from Lakeview Branch, Elise Hearn, Branch Manager

December was a quieter month for Lakeview. We had our regularly scheduled Jamieson School and CWTC visits. Adam Scachette hosted the Teen Local Author and Craft Fair on December 8 featuring six teen entrepreneurs who sold their wares from 1pm-4pm. It was a busy afternoon for each of them and everyone did better than expected.

The Teen Advisory Board members, checked, sorted, and counted all the donations from the Warm Wrappings drive. 149 items were donated to the Center for Prevention of Abuse.



Report from Lincoln Branch, Cynthia Smith, Branch Manager

- Jorge Espinoza, created programs for Boys & Girls Club, Dream Center older students, and Proctor Center for the first two weeks in December.
- Regina Rutherford took crafts and shared stories with PCCEO.
- Riley Aldridge partnered with Neighborhood House for a STEM activity here at the Lincoln for the first two weeks in December.

Report from Main Reference - Jenny Sevier, Reference Manager

- Cindy Wright continues to visit six memory care facilities in Peoria each month, providing a program and craft for people living with dementia.
- Anna Gamsby is facilitating a book club at Bickford Senior Living each month.
- Anna is also assisting Phoenix Community Development Services with classes on computer basics. She helps host weekly classes at their downtown location.
- Alyce Jackson facilitated book clubs at Liberty Village (12/3) and Lutheran Hillside Village(12/4).

Report from North Branch, Jamie Jones, Branch Manager

- Jay Johnston and Jamie Jones represented the Library at the Peoria Riverfront Museum's annual Christmas in the Village celebration.



Report from Outreach - Teri Miller, Manager

- Jami Carpenter and Cari Pierce continue the pop-up library service to four District 150 schools
- Tiana Helms delivers deposit collections to area nursing homes weekly, along with several home delivery patrons once a month
- Tiana has taken over the distribution of book club books to two nursing homes
- Cari delivers materials to the home delivery patrons once a month



Community Groups at the Library

North Branch

Blood Drive (December)

Goal: 30 pints

Presenting: 28 donors

Deferred: 1 donor

Collected: 29 pints

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

CHECKING ACCOUNT BALANCE – END OCTOBER 2024 **\$79,808.25**

RECEIPTS:

Donations	\$ 792.72
Friends Donation Jar	9.00
Glass Case	45.00
Book Sales	1,226.24
Friends Memberships	25.00
Author Fair	<u>40.00</u>
 TOTAL	 \$2,137.96

DISBURSEMENTS:

Lincoln Branch Halloween Party	\$ 800.00
PPL – Various	<u>3,700.00*</u>
 TOTAL	 \$4,500.00

CHECKING ACCOUNT BALANCE – END NOVEMBER 2024 **\$77,446.21**

MORGAN STANLEY

Beginning Value 11/1/2024	\$138,490.41
Change in Value	+3,915.82
End Value 11/30/2024	\$142,406.23

TOTAL ALL ACCOUNTS **\$219,852.44**

- * 600 – Teri Miller crafts, North Branch
- 300 – Katy Bauml, Lakeview Branch
- 300 – Katy Bauml, Lakeview Branch and Gwen Ayler, McClure Branch
- 1,000 – Karla Wilkinson and Amber Lowery, Main Library
- 1,500 – Sue Kaufman, Main Library

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

CHECKING ACCOUNT BALANCE – END DECEMBER 2024 **\$77,446.21**

RECEIPTS:

Donations	\$5,654.06
Glass Case	72.50
Book Sales	752.79
Friends Memberships	175.00
Teen Fair at Lakeview	<u>40.00</u>

TOTAL \$6,694.35

DISBURSEMENTS:

Lacey Simmons – hairbraiding at Lincoln Branch	\$ 250.00
BookPage – annual subscription	<u>1,116.00</u>

TOTAL \$1,366.00

CHECKING ACCOUNT BALANCE – END DECEMBER 2024 **\$82,774.56**

MORGAN STANLEY

Beginning Value 12/1/2024	\$142,406.23
Change in Value	-1,896.29
End Value 12/31/2024	\$140,509.94

TOTAL ALL ACCOUNTS **\$223,284.50**

Director's Goals for 2025

Work in collaboration with consultants to develop a new strategic plan

- Select consultants to help with strategic plan (Jan 2025)
- Develop strategic plan with library staff, board and consultants (Sept 2025)
- Present completed strategic plan to the board (Oct 2025)

Move the library to a cloud-based system for Office applications, intra-office collaboration, etc.

- Develop plan with IT team for implementation (Feb 2025)
- Complete deployment of new computers, software, and other hardware (June 2025)
- Move all staff to cloud-based applications (September 2025)

Policy and plan updates

- Collaborate with team to develop updated material selection policy (March 2025)
- Collaborate with team to develop updated Disaster Plan (August 2025)

Though not listed explicitly as goals, there will be several time-consuming tasks occurring in 2025 that will be integral to library operations. We will be selecting and filling several key positions in the library including Programming Manager and additional members(s) for our material selection team. Contract negotiations will be taking place from late Summer to the end of 2025 as well which will require both preparation and time spent in meetings.