



City of Pekin

REGULAR COUNCIL MEETING MONDAY, JUNE 9, 2008
5:30 P.M.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE
Mayor Tebben

III. ROLL CALL
Clerk to Call the Roll

IV. APPROVAL OF AGENDA
ACTION: Motion to approve the meeting agenda.

VOTE REQUIRED

V. APPROVAL OF MINUTES
ACTION: Motion to approve minutes of Regular Council Meeting of May 27, 2008 and minutes of the Special Meeting Retreat May 30, 2008.

VOTE REQUIRED

VI. PUBLIC INPUT ON AGENDA ITEMS
Speakers to state name, address, and spell last name. Questions unrelated to agenda items are accepted during "Public Questions" near the end of the meeting.

VII. CONSENT AGENDA

- 1. Receive and File Monthly Reports and Minutes:** Police Department May Report and Building May Report
- 2. Charitable Solicitation:** Pekin Amateur Hockey Association Tag Days July 12, August 29 and 30
Crusaders For Kids June 14, 2008
AMVETS Post 235 Relay for Life June 14, 2008
- 3. Receive and File Pekin Public Library Annual Report**

ACTION: Motion to approve all items listed on the Consent Agenda by Omnibus Vote.

VOTE REQUIRED TO APPROVE CONSENT AGENDA

VIII. NEW BUSINESS

1. Resolution No. 44-08/09 – Final Plat Deerfield Estates Subdivision No. 5

(JW)

DESCRIPTION: Approval of the layout and plan for construction of a 28-lot subdivision at 5th Street and Petri Lane zoned R-2 (Single Family Residential District). The approval of the plat was recommended by staff after evidence of acceptable infrastructure preparation.

ACTION: Motion to adopt resolution.

VOTE REQUIRED

2. Tourism Grant McNaughton Park Trail Run

(SB)

DESCRIPTION: Satisfactory final documentation submitted for recommendation to approve a grant in the amount of \$5,000 (1/3 of \$20,030.00 in expenses or \$5,000.00 which ever is less).

ACTION: Motion to approve the grant from the Hotel/Motel Tax Revenue.

VOTE REQUIRED

3. Ordinance No. 2557-08/09 – Amending Title 2, Chapter 12 of the Code of the City of Pekin 1995 Regarding Tourism Committee

(SB)

DESCRIPTION: Recommendation to attain consistency in policies of the Tourism grant guidelines, revisions to the committee structure and jurisdiction of expenditures.

ACTION: Motion to adopt ordinance.

VOTE REQUIRED

4. City of Pekin Policy No. 11 – Policy for Visitor's Bureau Program

(SB)

DESCRIPTION: Policy adopted November 13, 2006 to establish eligibility requirements and selection criteria for the program. Recommendation is to update and combine provisions for committee, policies and guidelines under Title 2 of the Code of the City of Pekin.

ACTION: Motion to rescind Policy No. 11.

VOTE REQUIRED

IX. ANY OTHER BUSINESS TO COME BEFORE THE COUNCIL

Council Members
Staff
Public Questions
Press Time

X. EXECUTIVE SESSION

5 ILCS 120/2 (c.) 1. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees of the Public Body.

5 ILCS 120/2 (c) 11.

Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent.

Review Executive Session Minutes

ACTION: Motion to move to executive session.

VOTE REQUIRED

XI. ADJOURNMENT

With no further action to come before the Council the Mayor declares meeting closed in open session.

NO VOTE REQUIRED

PROCEEDINGS OF THE REGULAR MEETING
OF THE CITY COUNCIL OF THE CITY OF PEKIN, ILLINOIS,
HELD IN THE COUNCIL CHAMBERS OF CITY HALL
111 SOUTH CAPITOL STREET
ON TUESDAY, MAY 27, 2008 AT 5:30 O'CLOCK P.M.
R. DAVID TEBBEN * MAYOR * PRESIDING

**PRESENT: COUNCIL MEMBERS, ABEL, BLANCHARD, JONES, KORTKAMP, STRAND,
AND DUNN**

ABSENT: NONE

The Pledge of Allegiance was led by Mayor R. David Tebben.

Roll was called and all Council Members were present.

Agenda

Motion by Council Member Kortkamp, seconded by Council Member Blanchard, that **the Agenda be amended** by removing item 2. under New Business Resolution No. 44-08/09 – Final Plat Deerfield Estates Subdivision No. 5. Public Works Director Joseph Wuellner explained, due to inclement weather acceptable infrastructure was not to a point of accepting the final plat. On roll call vote, all present voted Aye.

Motion by Council Member, Kortkamp, seconded by Council Member Dunn, that the **agenda be approved as amended**. On roll call vote, all present voted Aye.

Motion by Council Member Strand, seconded by Council Member, Kortkamp that the **minutes of the Regular City Council Meeting of May 12, 2008, be approved as written**. On roll call vote, all present voted Aye.

Consent Agenda

Motion by Council Member Strand, seconded by Council Member Kortkamp, that the Consent Agenda be approved as presented.

Mayor Tebben read and presented the following for consideration of the Consent Agenda items by Omnibus Vote.

1. **Receive and File Monthly Reports and Minutes:** Fire April Report, Building Report April, Airport Minutes Dated April 9, 2008 and May 14, 2008, Mayor's Advisory Committee for Persons with Disabilities Minutes Dated February 14, 2008 and March 13, 2008.
2. **Charitable Solicitation:** Save James Field Tag Days May 25-26, 2008
3. Receive and File **Zoning Board of Appeals Minutes** Dated May 14, 2008
4. Receive and File **Planning Commission Minutes** Dated May 14, 2008
5. Receive and File **Pekin Planning Commission Hearings and Recommendations:**
 - a. Hearing #08-1763 – recommends to approve the Final Draft of Title 10 Subdivision Codes with the amendment as follows: 10-4-2 D to replace the words "is required" with "shall be considered"
 - b. Hearing #08-1766 – recommends to approve the Re-zoning of property located off of Route 98 from AG (Agricultural District) to I-1 (Light Industrial District)

On roll call vote, all present voted Aye.

COMMUNICATIONS, PETITIONS, REPORTS

Hearing no objections from the Council in varying from the agenda, Mayor Tebben allowed Police Chief Tim Gillespie the floor. The Chief announced that Lieutenant Gary Lowe after serving the City of Pekin for 25 years accepted the position of Chief of Police in Haynes Alaska. The officer was presented a watching in honor of his retirement and dedication to the City of Pekin.

YEAR END PRELIMINARY FINANCIAL REPORT

Assistant Finance Director Angie Evans presented in a PowerPoint a general explanation of revenues, expenditures and fund balances. The unaudited fiscal year ended April 30, 2008 revenues were compared to 2007 and explanation of some negative differences as being large capital projects completions delayed. It was noted that reserves were down. Treasurer James Wolf next presented the Investment Earnings Report. He indicated that interest rates were going down and the earnings received in 2007 would not be duplicated in 2008. A general discussion followed as to the effects of the significant drops in rates, revenues, and reserves as the City moved forward.

BONDING PROJECT WITH TAZWOOD

Michael Polson, CEO Tazwood Mental Health Center, Inc. addressed Council to give a general explanation of the City's participation in a financial project for refinancing purposes. Corporation Counsel Burt Dancey advised that the City as proposed issuer of a maximum bond amount of \$1,800,000.00 would assist Tazwood in the proposed project. The City was a conduit in the transaction that would help the community. The revenue bonds were solely paid by the borrower and the City's credit would not be involved.

NEW BUSINESS

ORDINANCE NO. 1568-A-174-08/09

PROVIDING FOR THE REZONING OF CERTAIN PROPERTY

Motion by Council Member Abel, seconded by Council Member Strand, that Ordinance No. 1568-A-174-08/09 be adopted. Public Works Director Joseph Wuellner advised the Council of the Pekin Planning Commission's recommendation to assign the zoning of I-1 Industrial from AG Agricultural to property owned by William Landrith that fronts Rt 98. Council Member Jones questioned why rezoning was recommended verses special use for the site of the construction of a billboard. Mr. Wuellner indicated the zoning class fit with the long time plan for industrial use. Mayor Tebben was told that other use indicated was for storage units. The area was in a flood plan, which limited the use. On roll call vote, all present voted Aye.

ORDINANCE NO. 2555 OA-08/09

AMENDING TITLE 10, OF THE CODE OF THE CITY OF PEKIN 1995 REGARDING SUBDIVISIONS

Motion by Council Member Blanchard, seconded by Council Member Kortkamp, that Ordinance No. 2555 OA-08/09 be adopted. Council was presented changes to the provisions of the Subdivision Code that addressed their previous concerns regarding the issues of number of access locations required in the development of new subdivisions. Council Member Strand spoke in support of the flexibility given in the language to allow one point of access if second location were not reasonably possible or practical. Manager Kief and Attorney Dancy emphasized the importance of other revisions to standard street and wide of way widths, review fees, and required maintenance period for all new subdivisions. General questions of Council Members were answered. On roll call vote, all present voted Aye.

AMENDMENT TO COMMUNITY DEVELOPMENT BLOCK GRANT 2008 ACTION PLAN
Motion by Council Member Blanchard, seconded by Council Member Abel, that Amendment to the 2008 Action Plan for Reallocation of Community Development Block Grant funds be approved. Community Development Director Pam Anderson presented background information and the financial impact of the allocation of \$1.1million dollars. Council was advised that the City was documented by HUD as “untimely” in the use of the grant funds and reduced the grant amount for fiscal year 2008 to \$183,506.00. Also HUD notified the City that an additional \$871,859.00 needed to be expended for fiscal years 2005-2007. A total of \$1,100,365.00 was reallocated by amendment. A general discussion followed of the programs amended and the stewardship of the funds in the timeliness issue. On roll call vote, all present voted Aye.

ORDINANCE NO. 2556 OA-08/09
AMENDING TITLE 6, CHAPTER 2, SECTION 11
OF THE CODE OF THE CITY OF PEKIN 1995

REGARDING OFFENSES/MISDEMEANORS IMPOUNDING VEHICLES

Motion by Council Member Jones, seconded by Council Member Blanchard, that Ordinance No. 2556 OA-08/09 be adopted. Police Chief Timothy Gillespie and Attorney Burt Dancey informed Council that in working with the recent implementation of the “towing ordinance” it was necessary to change the provision for a preliminary hearing from 24 hours to 72 hours in order to practically retain the hearing officer. Council Member Blanchard suggested additional review and tweaking to include provisions for stolen vehicles. On roll call vote, all present voted Aye.

Mayor Tebben next called for the lat item of New Business at which point he indicated that initially it was though Council would move to executive session to discuss Personnel.

Motion by Council Member Jones, seconded by Council Member Strand, that the **EMPLOYMENT AGREEMENT** with City Manager Dennis Kief be approved. Discussion followed on the amended term, salary increase, mileage allowance, and health insurance participation amount. Council Members spoke favorably on the performance of Mr. Kief. Council Member Blanchard spoke to the conditions of termination of service. Attorney Dancey gave legal opinion that the contract was through 2012 with conditions of severance. On roll call vote, all present voted Aye.

ANY OTHER BUSINESS TO COME BEFORE THE COUNCIL

Council Member Jones suggested the following information additions in monthly minutes/reports of Boards, committees, Commissions, Departments:

- list members voting Aye and Nay and indicate the recording secretary’s name
- monthly Fire Department Report list addresses of structural fires

Council Member Dunn reminded Council and the public to be cautious of increased bicycle usage due to the nice weather and higher gas prices.

Council Member Blanchard expressed concern regarding the synchronizing of the traffic signals at 14th Street and Park Avenue intersection. It was also brought to the Public Works Director’s attention of the delay in turning off Veterans Drive onto Court Street. It was indicated that the Illinois Department of Transportation had tweaked the signaled intersection but Court Street has priority as a state highway. Mr. Wuellner then reported that the improvements to the Parkway / Broadway intersection and widening project were delayed the previous 2 weeks as a result of the weather but completion remained scheduled for July.

Police Chief Gillespie reported that creation of a code providing for acceptance of over the counter fines was progressing and that printing of *Notice to Appear* tickets were being quoted.

Reporters from the media WCBU, the *Pekin Daily Time*, and *Peoria Journal Star* were given the opportunity to ask questions.

EXECUTIVE SESSION

Motion by Council Member Dunn, seconded by Council Member Blanchard, that Council move to Executive Session at 6:45 P.M. to discuss 5 ILCS 120/2 (c.) 1. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees of the Public Body, 5 ILCS 120/2 (c.) 6. The setting of a price for sale or lease of Municipally Owned Property, and 5 ILCS 120/2 (c.) 11. Pending, probable or imminent litigation. On roll call vote, all present voted Aye.

No further business to come before the Council, the Mayor called the meeting closed in open session.

COUNCIL ADJOURNED AT 7:12 P.M.

Sue E. McMillan
City Clerk

**PROCEEDINGS OF A SPECIAL MEETING
OF THE CITY COUNCIL OF THE CITY OF PEKIN, ILLINOIS,
HELD AT WILDLIFE PRAIRIE PARK MEADOW ROOM
ON FRIDAY, MAY 30, 2008 AT 8:30 A.M.
R. DAVID TEBBEN * MAYOR * PRESIDING**

**PRESENT: COUNCIL MEMBERS STRAND, KORTKAMP, JONES, BLANCHARD, ABEL,
DUNN**

ABSENT: NONE

Notice of a special planning meeting to jointly discuss with staff strategies to accomplish the objectives of the City Council was posted and received by Council on May 28, 2008.

Also present were City Manager Dennis Kief, Corporation Counsel Burt Dancey, Corporation Counsel Patrick Oberle, Public Works Director Joseph Wuellner, Fire Chief Charles Lauss, Economic Development Coordinator Steven Brown, Public Properties Director Gregory Ranney, Police Chief Timothy Gillespie, Community Development Director Pamela Anderson, Assistant Finance Director Angela Evans, Treasurer James Wolf, Code Enforcement Officer Ronald Sieh, Library Director Jeff Brooks, Superintendent of Streets David Pagliaro, and City Clerk Sue McMillan.

Mayor Tebben made the opening comments that the goal of the Council and staff was to actively engage in prioritizing 5 Capital Projects and set direction for possible revenue sources to fund the challenging financial issues facing the City in the overview of the Fiscal Year 2010-2014 Budgets.

Facilitator Bradley S. McMillan, Executive Director of the Institute for Principled Leadership in Public Service at Bradley University presented the outline and time lines for the structure of the morning, which consisted of the following:

Overview of FY 2010-4 BudgetsFinancial Issues Ahead

Explanation of 5 Capital Projects

Discussion and Prioritization of Capital Projects

Break

Explanation of Possible Revenue Sources

Discussion and Prioritization of "New" Revenue

Council and Staff Working TogetherIs there a Better Way?

Working Lunch "How Do We Make Pekin Better?"

City Manager Dennis Kief in a detailed PowerPoint gave a brief overview of predicting revenue declines and increasing spending pressures. He indicated in a comparable municipalities chart that Pekin residents pay less tax amounts for real estate, sales, motor fuel food, garbage collection than residents of other Central Illinois communities.

Synopsis, need, disadvantages if delayed 5 years or eliminated, and alternatives as proposed, of the following Capital Projects followed:

- Library Expansion
- Southside Fire Station Relocation with Training Center
- Wastewater Treatment Plant Upgrades/Expansion
- Veterans Drive (local match to Federal Grants)
- Expanded Street Maintenance including Sidewalks and Curbs

Staff and Council completed individual rating forms for the 5 Capital Projects after presentation by the department heads and discussion by all in the group.

A list of the following fees or taxes were read and calculations of their possible revenue enhancements were discussed:

- Wastewater User Fee Increase
- Stormwater Utility Fee
- Annexation Fee
- Increased Employee Health Premiums
- Real Estate Transfer Fee
- Food and Beverage Tax
- Ambulance Franchise Fee
- Hotel/Motel Tax increase
- Water Franchise Fee
- Package Liquor Fee

Council Member Dunn entered the meeting at 11:15 a.m.

Direction was given by Council's rating of the revenue possibilities and through discussion, for staff to proceed with option for imposing or implementing prioritized wastewater user fee, stormwater utility fee, annexation fee. Council members were not agreeable to a garbage fee.

A general discussion of how to make Pekin better and a general wrap-up of the objectives and success of the retreat continued through lunch.

MEETING ADJOURNED AT 1:30 P.M.

Sue E. McMillan
City Clerk

City of Pekin
Police Department

**PEKIN POLICE DEPARTMENT
END OF MONTH REPORT FOR MAY 2008**

	MAY 2007	APRIL 2008	MAY 2008
TRAFFIC TICKETS	498	360	531
WARNING TICKETS	302	351	387
OFFENSES	548	544	625
ARRESTS	232	257	287
PARKING TICKETS	310	290	169
STOPS	728	864	876

Breakdown of Parking Tickets

Abandoned Vehicle	0	2	0
Fire Lane	1	2	0
No Parking Light	0	5	0
Handicapped	5	4	0
Improper Parking	10	8	0
Restricted Parking	269	268	0
No Parking Zone	11	5	0
Fire Hydrant	0	1	0
Meter Violation	14	0	0
Snow Ban	0	0	0
Bus Zone	0	0	0
TOTAL	310	290	169

BUILDING REPORT 2008

BUILDING REPORT 2008

MONTH	DWELLINGS 1	GARAGES 2	MULTI-FAMILY 3	COMMERCIAL 4	COMMERCIAL REMODELING 5	RESIDENTIAL REMODELING 6	MISC. 7	RESIDENTIAL DEMOLITIONS 8	COMMERCIAL DEMOLITIONS 9	BUILDING DOLLARS	BLDG. PERMITS									
JANUARY	3.00	\$576,438			5.00	\$439,000	11.00	\$181,339	2.00	\$11,000	\$1,207,777	22.00								
FEBRUARY					2.00	\$35,045	16.00	\$385,550	1.00	\$2,400	\$422,995	20.00								
MARCH	3.00	\$841,978	1.00	\$5,000	1.00	\$72,000	2.00	\$2,500	71.00	\$176,050	4.00	\$9,815	1.00	\$0	\$1,058,751	14.00				
APRIL			6.00	\$66,425	1.00	\$733,905	5.00	\$145,500	16.00	\$119,545	48.00	\$101,667	1.00	\$0	\$1,169,042	77.00				
MAY	3.00	\$631,080	5.00	\$58,000	3.00	\$105,600	18.00	\$300,638	61.00	\$111,081		\$1,206,399	90.00							
JUNE															\$0	0.00				
TOTAL 6 MO.	9.00	2,049,456.00	12.00	129,425.00	1.00	21,450.00	2.00	767,905.00	17.00	727,645.00	82.00	1,163,122.00	116.00	235,963.17	2.00	0.00	1.00	0.00	5,094,966.17	242.00
JULY																\$0				0.00
AUGUST																\$0				0.00
SEPTEMBER																\$0				0.00
OCTOBER																\$0				0.00
NOVEMBER																\$0				0.00
DECEMBER																\$0				0.00
TOTAL 6 MO.																\$0				0.00
YEAR	9	\$2,049,456	12.00	\$129,425	1.00	\$21,450	2.00	\$767,905	17.00	\$727,645	82.00	\$1,163,122	116.00	\$235,963	2.00	0.00	1.00	0.00	\$5,094,966	242.00



Pekin Amateur Hockey Association

Pekin City Council,

Pekin Amateur Hockey Association is asking for your approval this year for our non-for profit organization to hold "Tag Day". This year we would like to hold this event on two separate weekends, allowing for greater participation from our families. Saturday July 12th as well as Friday August 29th and 30th 2008 are the dates we are requesting.

Monetary donations from the public will be utilized by our organization to provide ice time for our hockey players ranging in ages from 4-14. We appreciate your consideration on this matter.

Pekin Amateur Hockey Association

A handwritten signature in cursive script, appearing to read "Trisha Bumbalough". The signature is written in dark ink on a white background.

Trisha Bumbalough

124 Pontiac Road

Marquette Heights IL 61554

CHARITABLE SOLICITATION REGISTRATION FORM

1. Date Submitted 6-3-08
Address of Organization ~~1010~~ 1713 Quaker
Telephone Number 346-9288
Name, Address and Telephone Number of person filling out form:
Melody Kearney 346-9288
2. Name, Title and Address of Principal Executive Officer of Organization:
Melody Kearney 1713 Quaker
3. If your Organization is a subsidiary or an affiliate of another Organization such as a National Association, list Name and Address of such Organization:
"Crusaders for Kids"
4. Specifically where in the Pekin area is your group staying so contact can be made within a twelve (12) hour period if necessary: _____
5. Explain briefly how you will be operating, ie. collecting door to door, calling on businesses, etc. If offering merchandise for sale, state what the merchandise is and the price asked:
see attached flyer
6. Supply the following information for each member of the group, including who is in charge:
- | Name: Last | First | M | Date of Birth | Name, Address Relationship of next of kin |
|---------------|----------------|---|----------------|---|
| <u>Melody</u> | <u>Kearney</u> | | <u>8/20/57</u> | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
7. General nature of activities conducted by Organization (Service Club, Church, Veterans Club, Youth Club, United Fund, etc): _____

NA

8. Names and Addresses of Organizations to which funds will be distributed, or if that is inapplicable, the general nature of beneficiaries of proceeds of charitable contributions (College Scholarships to residents of Illinois, Church overseas relief, etc). If some or all of the names of Organizations are not determined at time of the preparation of this form, list those to which you expect to distribute funds and indicate "others to be determined later":

See attached flyer

9. Do you employ a full-time salaried Executive Director: _____
If YES, give name and business of residence address: _____

NO

10. Do you now employ or anticipate employing the services of a person or Organization that conducts fund-raising drives or activities for profit: _____ If YES, give name and address of such Organization or person: _____

NO

11. Estimated gross percentage of contributions which are devoted to administrative expenses of collection by your Organization: _____

NA

12. Is your Organization registered with the Office of the Attorney General, pursuant to the Charitable Trust Act of Illinois, Chapter 14, Illinois Revised Statutes, Section 51 through 64: _____

NO but yes to Crusaders for Kids

The undersigned hereby certifies that the information contained in this Registration Form is true to the best of his or her knowledge.

DATE: 6/3/08

SIGNED: ~~Melody Kearney~~

RIDE WITH THE WIND



FIRST ANNUAL
"CARL C.D. KEARNEY"
MEMORIAL RUN

SAT. JUNE 14, 2008

CHECK IN FROM NOON-1:00

OL' DAD'S IN PEKIN

LEAVING @ 1:30 STRAIGHT UP

\$10 PER PERSON

DRIVE, WALK, RUN, WE DON'T CARE HOW YOU COME JUST JOIN
US FOR A DAY OF FUN!!!!!!!!!!!!

100 % OF THE PROCEEDS GOES TO
"CRUSADER'S FOR KIDS"

WWW.CRUSADERSFORKIDS.ORG

DOOR PRIZE FROM PHAT JACKS, BONE-A-FIDE
50/50 DRAWINGS, RAFFLES....FOR
TATTOOS, PIERCINGS, ~~XXXXXXXXXX~~

FREE T-SHIRTS
HATS

CHARITABLE SOLICITATION REGISTRATION FORM

1. Date Submitted 6-3-08
 Address of Organization AMVETS Post 235 2nd St. Pekin
 Telephone Number 353-4697
 Name, Address and Telephone Number of person filling out form:
Barb Barker 120 1/2 Broadway, Pekin, 241-0642
2. Name, Title and Address of Principal Executive Officer of Organization: Rosealitta - President Ladies Aux.
346-3301 or 241-7190
3. If your Organization is a subsidiary or an affiliate of another Organization such as a National Association, list Name and Address of such Organization: _____

4. Specifically where in the Pekin area is your group staying so contact can be made within a twelve (12) hour period if necessary: Schnucks, Pekin West end door
5. Explain briefly how you will be operating, ie. collecting door to door, calling on businesses, etc. If offering merchandise for sale, state what the merchandise is and the price asked:
Table set up at west end door
Luminaries (which we put around the walk area)
Sign-ups for Cancer Survivor Dinner - free
6. Supply the following information for each member of the group, including who is in charge:

Name: Last	First	M	Date of Birth	Name, Address Relationship of next of kin
<u>Barker</u>	<u>Barb</u>	<u>F</u>	<u>2-18-54</u>	
<u>Kelly Vansaghi</u>	<u>(son)</u>		<u>Pekin</u>	
7. General nature of activities conducted by Organization (Service Club, Church, Veterans Club, Youth Club, United Fund, etc):

We help local veterans with food
and other things they may need.

8. Names and Addresses of Organizations to which funds will be distributed, or if that is inapplicable, the general nature of beneficiaries of proceeds of charitable contributions (College Scholarships to residents of Illinois, Church overseas relief, etc). If some or all of the names of Organizations are not determined at time of the preparation of this form, list those to which you expect to distribute funds and indicate "others to be determined later":

Relay for life, Pekin ~~Park~~

9. Do you employ a full-time salaried Executive Director: no
If YES, give name and business of residence address:

10. Do you now employ or anticipate employing the services of a person or Organization that conducts fund-raising drives or activities for profit: no If YES, give name and address of such Organization or person:

11. Estimated gross percentage of contributions which are devoted to administrative expenses of collection by your Organization:

100%

12. Is your Organization registered with the Office of the Attorney General, pursuant to the Charitable Trust Act of Illinois, Chapter 14, Illinois Revised Statutes, Section 51 through 64:

yes

The undersigned hereby certifies that the information contained in this Registration Form is true to the best of his or her knowledge.

DATE: 6-3-08

SIGNED: Barb Baker

To Whom It May Concern,

I am 3rd Vice on the Ladies Aux. at the AMVETS Post 235, in Pekin, Il.
Our Ladies Aux. has a team for the relay for life this year.

On Saturday, June 14, 2008, I would like permission to have a table at the west end door at Schnucks to collect donations for this very worthy cause.

Thank You,
Barb Barker
1201 1/2 Broadway, Pekin, Il.
241-0642



Jeff Brooks • Director

301 South 4th Street • Pekin, IL 61554 • phone: (309) 347-7111 • fax: (309) 347-6587 • e-mail: jbrooks@pekin.net

Date: May 29, 2008

To: Pekin City Mayor and Council Members

RE: Annual Report of the Pekin Public Library

Please see the attached Library's Annual Report compiled using the State's reporting system. The State Library collects a great deal of statistical and financial data on its public libraries, and the compiled data is made available to all libraries one to two years later. We find that information useful when researching services provided at other libraries with comparable operating budgets, or at libraries in communities with similar EAV and population.

Highlights of the report which you may find interesting include:

- Total number of resident borrowers: 17,222
- Total households with non-resident cards: 93
- Total library program attendance: 12,290
- Total number of materials loaned: 274,764
- Total visitor count: 207,030
- Total in-library computer users: 40,254

Our primary goals this year continue to be to improve our collection and offer more and more interesting cultural, educational, and recreational programs. Our annual increases in program attendance shows that we are on the right track in responding to the community's ever changing needs.

We also plan to unveil a revitalized outreach program to the homebound. This once volunteer-led service suffered from leadership changes and lack of volunteers, and so was abandoned some years ago. Staff have revamped the service, and through an application process and word of mouth, have identified a small sample of the large group of people in Pekin who simply cannot take advantage of library services due to age and/or mobility. We began piloting this program in the spring, and will make a formal announcement of this service in the fall.

Finally, we will, of course, be continuing with the Schematic Design phase of the library project through all of this summer, with the hope of diving right into the Construction Documents phase by winter pending funding approval by the Council.

Sincerely,


Jeff Brooks, Director



ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR)
CERTIFICATION PAGE
FISCAL YEAR 2007/08

Name of Community: Pekin

Name of Library: Pekin Public Library

Fiscal Year Start Date: 05/01/07

Fiscal Year End Date: 04/30/08

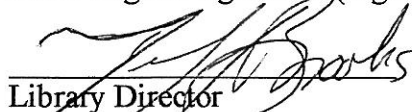
INSTRUCTIONS

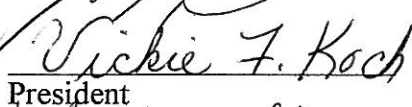
1. Print the certification page.
2. Obtain the original signatures.
3. Submit the Certification Page with original signatures, a copy of the completed IPLAR, and all other required attachments directly to the Illinois State Library.

Certification:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with **75 ILCS 5/4-10** (municipal libraries) or **75 ILCS 16/30-65** (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the IPLAR paper copy submitted to the Illinois State Library shall serve as the official file copy.

Affix original signatures (Signatures are required.):

 5-27-08
Library Director Date

 5-27-08
President Date

 5-27-08
Secretary Date

2007 - 2008 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR)

IDENTIFICATION (1.1 - 1.34)



As Secretary of State and State Librarian, I commend our Illinois public libraries on the outstanding services they provide that enhance and enrich the lives of our citizens.

I truly appreciate the efforts and hard work of the 600+ Illinois public libraries in completing the Illinois Public Library Annual Report (IPLAR). The collected data provides a concise snapshot of the current status of Illinois public library services and programs. In addition, the collected information is shared nationally through the Federal-State Cooperative System (FSCS) for Public Library Data. As a result, Illinois librarians have the opportunity to compare themselves with their Illinois peers and librarians throughout the nation.

Again, thank you very much for your hard work in completing the current IPLAR, and for all the good work you do in keeping our patrons educated, entertained, and enlightened.

Sincerely, Jesse White

1.1	ELI Control # [FSCS 151]	30540
1.2	ELI Branch #	00
1.3	FSCS ID# [FSCS 150]	IL0422
1.4	Location - Name of the municipality (town, city, etc.)	Pekin
1.5	Legal Name of Library [FSCS 152]	Pekin Public Library
1.6	Facility Street Address [FSCS 153]	301 South Fourth Street
1.7	Facility City [FSCS 154]	Pekin
1.8	Facility Zip [FSCS 155]	61554
1.9	Facility Zip +4 [FSCS 156]	4284
1.10	Mailing Address (If different) [FSCS 157]	N/A
1.11	Mailing City [FSCS 158]	Pekin
1.12	Mailing Zip [FSCS 159]	61554
1.13	Mailing Zip +4 [FSCS 160]	4284
1.14	Library Telephone Number [FSCS 162]	309-347-7111
1.15	Library FAX Number	309-347-6587
1.16	WWW Home Page [FSCS 163]	www.pekinpubliclibrary.org

Library Director's Information

- | | | |
|------|--|--------------------------------|
| 1.17 | Name | Jeff Brooks |
| 1.18 | Title | Director |
| 1.19 | Library Director's E-mail | jbrooks@pekinpubliclibrary.org |
| 1.20 | Type of library | CI - City |
| 1.21 | Is your library a combined public and school library? | No |
| 1.22 | Does your library contract with another library to
RECEIVE ALL your library services? | No |
| 1.23 | IF YES, list the names(s) of the library(ies) with whom you
contract (Enter each in a separate repeating field) | N/A |
| 1.24 | County in which the administrative entity is located [FSCS
161] | Tazewell |
| 1.25 | Did the administrative entity's legal service area boundaries
change during the past year? [FSCS 205] | No |
| 1.26 | Population residing in tax base (Use the latest official
federal census figure) [FSCS 208] | 33,857 |
| 1.27 | Library system to which your library belonged as of
January 1, 2007 | ALS |
| 1.28 | Administrative Entity: Select ONLY ONE that most nearly
describes your library as an administrative entity. [FSCS
202] | SO |
| 1.29 | Does your public library meet ALL the criteria of the FSCS
public library definition? [FSCS 203] | Yes |

If you answered NO to question 1.29, then please identify which of the criteria your library does not meet regarding the FSCS definition of a public library: (Check only those your library does NOT meet.)

- | | | |
|------|--|----|
| 1.30 | an organized collection of printed or other library materials,
or a combination thereof | No |
| 1.31 | paid staff | No |
| 1.32 | an established schedule in which services of the staff are
available to the public | No |
| 1.33 | the facilities necessary to support such a collection, staff,
and schedule | No |
| 1.34 | is supported in whole or in part with public funds | No |

BRANCHES/OUTLETS (2.1 - 2.16)

2.1	Total number of bookmobiles [FSCS 211]	0
2.2	Total number of branch libraries [FSCS 210]	0
2.3	Branch/Outlet Legal Name [FSCS 702]	N/A
2.4	ELI Control # [FSCS 701]	
2.5	ELI Branch #	
2.6	Street Address [FSCS 703]	N/A
2.7	City [FSCS 704]	N/A
2.8	Zip [FSCS 705]	N/A
2.9	Zip +4 [FSCS 706]	N/A
2.10	County [FSCS 707]	N/A
2.11	Telephone [FSCS 708]	N/A
2.12	Square Footage [FSCS 711]	N/A
2.13	Outlet Type Code [FSCS 709]	
2.14	Metropolitan Status Code [FSCS 710]	
2.15	FSCS ID [FSCS 700]	
2.16	FSCS SEQ	

ANNUAL REPORT DATA (3.1 - 3.7)

3.1	Fiscal Year Start Date (mm/dd/year) [FSCS 206]	05/01/07
3.2	Fiscal Year End Date (mm/dd/year) [FSCS 207]	04/30/08
3.3	Number of months in this fiscal year	12
3.4	Name of person preparing this annual report	Jeff Brooks
3.5	Telephone Number	309-347-7111
3.6	FAX Number	309-347-6587
3.7	E-Mail Address	jbrooks@pekinpubliclibrary.org

REFERENDA (4.1 - 4.12)

4.1 Was your library involved in a referendum in FY2007/08? No

Include each type of referendum presented to the voters below:

- | | | |
|-----|---|-----|
| 4.2 | Referendum Type | N/A |
| 4.3 | If Other, what was the referendum type? | N/A |
| 4.4 | Referendum Date (mm/dd/year) | N/A |
| 4.5 | (P)assed or (F)ailed? | N/A |
| 4.6 | Effective Date (mm/dd/year) | N/A |

If in the last year, or in the period before filing this report, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS (Illinois Compiled Statutes) 16/10-15] and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS (Illinois Compiled Statutes) 16/15-5 through 15-45]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action.

- | | | |
|------|--|-----|
| 4.7 | Conversion - Effective Date (mm/dd/year) | N/A |
| 4.8 | Annexation - Effective Date (mm/dd/year) | N/A |
| 4.9 | Other (please specify) | N/A |
| 4.10 | Other - Effective Date (mm/dd/year) | N/A |
| 4.11 | Other (please specify) | N/A |
| 4.12 | Other - Effective Date (mm/dd/year) | N/A |

CURRENT LIBRARY BOARD (5.1 - 5.14)

NOTE: This information is used for directory purposes and for meeting the annual legal reporting requirements of public library districts. Report the most current information available.

- | | | |
|-----|---|-----|
| 5.1 | Total number of board seats | 9 |
| 5.2 | Total number of vacant board seats | 0 |
| 5.3 | In accordance with current Illinois Library Laws, subject to the type of public library, this public library board of trustees attests that the current board is legally established, organized and the terms of office for library trustees are all unexpired. | Yes |
| 5.4 | IF NO, please explain | N/A |

Members

- | | | |
|------|-----------------------------|--------------------------|
| 5.5 | Name | Vickie Koch |
| 5.6 | Trustee Position | President |
| 5.7 | Present Term Ends (mm/year) | 06/2008 |
| 5.8 | Telephone Number | 309-347-6119 |
| 5.9 | E-mail Address | vkoch@gallatinriver.net |
| 5.10 | Home Address | 2502 North Parkway Drive |
| 5.11 | City | Pekin |
| 5.12 | State | IL |
| 5.13 | Zip | 61554 |
| 5.14 | Zip +4 | 1992 |
| 5.5 | Name | Carrie Allen |
| 5.6 | Trustee Position | Vice-President |
| 5.7 | Present Term Ends (mm/year) | 06/2008 |
| 5.8 | Telephone Number | 309-347-1092 |
| 5.9 | E-mail Address | ceejay@omnilec.com |
| 5.10 | Home Address | 816 State Street |
| 5.11 | City | Pekin |
| 5.12 | State | IL |
| 5.13 | Zip | 61554 |
| 5.14 | Zip +4 | 3449 |
| 5.5 | Name | Leslie Leitner |

5.6	Trustee Position	Secretary
5.7	Present Term Ends (mm/year)	06/2008
5.8	Telephone Number	309-353-2771
5.9	E-mail Address	leitner@grics.net
5.10	Home Address	3 Vetter Ct
5.11	City	Pekin
5.12	State	IL
5.13	Zip	61554
5.14	Zip +4	4659
5.5	Name	Scott Plotner
5.6	Trustee Position	Treasurer
5.7	Present Term Ends (mm/year)	06/2010
5.8	Telephone Number	309-353-3881
5.9	E-mail Address	jscott.plotner@insightbb.com
5.10	Home Address	1701 Hope Ct
5.11	City	Pekin
5.12	State	IL
5.13	Zip	61554
5.14	Zip +4	3449
5.5	Name	Sue Crowell
5.6	Trustee Position	Other
5.7	Present Term Ends (mm/year)	06/2009
5.8	Telephone Number	309-346-2432
5.9	E-mail Address	crowell@insightbb.com
5.10	Home Address	332 Park Ave
5.11	City	Pekin
5.12	State	IL
5.13	Zip	61554
5.14	Zip +4	4470
5.5	Name	Thomas Cullen

5.6	Trustee Position	Other
5.7	Present Term Ends (mm/year)	06/2009
5.8	Telephone Number	309-353-4394
5.9	E-mail Address	tcullen@grics.net
5.10	Home Address	812 Washington Street
5.11	City	Pekin
5.12	State	IL
5.13	Zip	61554
5.14	Zip +4	4741

5.5	Name	Jason Juchems
5.6	Trustee Position	Other
5.7	Present Term Ends (mm/year)	06/2010
5.8	Telephone Number	309-353-7991
5.9	E-mail Address	jjuchems@pekin.net
5.10	Home Address	1306 Catherine Street
5.11	City	Pekin
5.12	State	IL
5.13	Zip	61554
5.14	Zip +4	3660

5.5	Name	Randy Turner
5.6	Trustee Position	Other
5.7	Present Term Ends (mm/year)	06/2009
5.8	Telephone Number	309-353-4394
5.9	E-mail Address	randyturnerpp1@gmail.com
5.10	Home Address	1607 North 8th Street
5.11	City	Pekin
5.12	State	IL
5.13	Zip	61554
5.14	Zip +4	1655

5.5	Name	Tim Williams
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5.6	Trustee Position	Other
5.7	Present Term Ends (mm/year)	06/2010
5.8	Telephone Number	309-346-2602
5.9	E-mail Address	flatland11@excite.com
5.10	Home Address	504 South 8th Street
5.11	City	Pekin
5.12	State	IL
5.13	Zip	61554
5.14	Zip +4	4710

FRIENDS GROUP/FOUNDATION (6.1 - 6.4)

- | | | |
|-----|--|--|
| 6.1 | Does your library have a "friends" group? | Yes |
| 6.2 | If the "friends" group has a website (or a link from the library's website) what is the URL? | www.pekin.net/library/friends.html |
| 6.3 | Does your library have a library foundation? | No |
| 6.4 | If the foundation has a website (or a link from the library's website) what is the URL? | N/A |

FACILITY/FACILITIES (7.1 - 7.2)

7.1	Total square footage of the main library building	34,000
7.2	Total square footage of the branch library building(s), if applicable	0

REPLACEMENT COSTS (8.1 - 8.2)

Replacement costs are what you would have to pay to establish the current library if you were to do so today. Do not include collection(s) replacement costs

- | | | |
|-----|--|-------------|
| 8.1 | What is the current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)? | \$4,747,080 |
| 8.2 | What is the replacement cost for the library's furniture, equipment and vehicles? | \$643,422 |

OPERATING RECEIPTS BY SOURCE (9.1 - 9.17)

Local Government

Exclude: Revenue for major capital expenditures; Contributions to endowments; Revenue passed through to another agency; Funds unspent in previous fiscal years (e.g. carryover); and Tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

9.1 Local government [FSCS 300] (except capital income from \$809,844 bond sales which must be reported in 13.1a only)

State Government - Exclude: Federal funds distributed by the State of Illinois

9.2	Per capita grant	\$40,990
9.3	Equalization aid grant	\$0
9.4	Corporate replacement tax	\$119,432
9.5	Educate and Automate grants	\$0
9.6	Other	\$0
9.7	If Other, please specify	N/A
9.8	Total State Government Funds (9.2+9.3+9.4+9.5+9.6) [FSCS 301]	\$160,422

Federal Government - Include: Federal funds distributed by the State of Illinois (e.g., LSTA grants paid directly to your library)

9.9	LSTA funds received	\$0
9.10	E-Rate funds received	\$2,044
9.11	Other federal funds received	\$0
9.12	If Other, please specify	N/A
9.13	Total Federal Government Funds (9.9+9.10+9.11) [FSCS 302]	\$2,044
9.14	Bill and Melinda Gates Foundation grant monies received	\$0
9.15	All other receipts	\$112,871
9.16	TOTAL all other receipts (9.14 + 9.15) [FSCS 303]	112,871.00
9.17	TOTAL receipts (9.1 + 9.8 + 9.13 + 9.16) [FSCS 304]	\$1,085,181
9.18	Amount of surety bond	\$800,000

OPERATING EXPENDITURES BY CATEGORY (10.1 - 10.3)

Operating expenditures are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items; estimated costs; and, capital expenditures.

NOTE: Round answers to the nearest whole dollar.

10.1	Salaries and wages for all library staff (include maintenance, security and plant operations staff) [FSCS 350]	\$509,290
10.2	Fringe benefits paid for by the library for all library staff (include maintenance, security and plant operations staff) [FSCS 351]	\$140,631
10.3	Total Staff Expenditures (10.1 + 10.2) [FSCS 352]	\$649,921

MATERIALS EXPENDITURES (11.1 - 11.4)

Include: All materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed.

Exclude: Charges or fees for interlibrary loans and Expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

11.1	Printed Materials [FSCS 353]	\$90,703
11.2	Electronic Materials [FSCS 354]	\$10,712
11.3	Other Materials [FSCS 355]	\$20,723
11.4	TOTAL Materials Expenditures (11.1 + 11.2 + 11.3) [FSCS 356]	\$122,138

OTHER OPERATING EXPENDITURES (12.1 - 12.3)

Exclude: Purchases of major fixed assets (Report in Capital Expenditure)

NOTE: Round answers to the nearest whole dollar.

- | | | |
|------|---|----------|
| 12.1 | All other operating expenditures not included above [FSCS \$241,861
357] | |
| 12.2 | TOTAL operating expenditures (10.3 + 11.4 + 12.1) [FSCS \$1,013,709
358] | |
| 12.3 | Children's Materials Expenditures | \$22,367 |

CAPITAL REVENUE AND EXPENDITURES (13.1 - 13.7)

CAPITAL REVENUE

Include funds received for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment; regular purchase of library materials; investments for capital appreciation. Income passed through to another agency (e.g., fines); and, funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

13.1a	Local Government: Capital Income from Bond Sales	\$0
13.1b	Local Government: Other	\$134,554
13.1c	Total Local Government (13.1a + 13.1b) [FSCS 400]	\$134,554
13.2	State Government [FSCS 401]	\$0
13.3	Federal Government [FSCS 402]	\$0
13.4	Other [FSCS 403]	\$0
13.5	If Other, please specify	N/A
13.6	Total Capital Revenue [FSCS 404] (13.1c+13.2+13.3+13.4)	\$134,554

CAPITAL EXPENDITURES

13.7	Total Capital Expenditures [FSCS 405]	\$204,701
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PERSONNEL (14.1 - 14.50)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees-do NOT include volunteers. Utilize 40 hours per week as the measure for full-time employment (FTE), in order to ensure comparable data; for example, 60 hours per week of part-time work by employees in a staff category divided by the 40 hour measure equals 1.50 FTEs.

Group A: Librarians with master's degrees (or doctorates or certificates of advanced studies) from an American Library Association accredited program of library and information studies. [FSCS 250]

14.1	Position Title	Library Director
14.2	Primary Work Area Code	LDIR
14.3	Secondary Work Area Code [OPTIONAL]	N/A
14.4	Education Code	MLS
14.5	Sex	M
14.6	Hourly Rate	\$30.00
14.7	Total Hours/Week	40
14.1	Position Title	Assistant Library Director
14.2	Primary Work Area Code	ADIR
14.3	Secondary Work Area Code [OPTIONAL]	
14.4	Education Code	MLS
14.5	Sex	F
14.6	Hourly Rate	\$20.75
14.7	Total Hours/Week	40
14.1	Position Title	Adult Services
14.2	Primary Work Area Code	REF
14.3	Secondary Work Area Code [OPTIONAL]	
14.4	Education Code	MLS
14.5	Sex	F
14.6	Hourly Rate	\$26.30
14.7	Total Hours/Week	24
14.8	Total Group A: FTE ALA-MLS [FSCS 250] (14.7 / 40)	2.60

Group B: Other Librarians. Include employees with the TITLE OF LIBRARIAN who EITHER have other types of library education (non-American Library Association accredited library degrees and undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects.

14.9	Position Title	Childrens Services
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14.10	Primary Work Area Code	CHD
14.11	Secondary Work Area Code [OPTIONAL]	N/A
14.12	Education Code	MAN
14.13	Sex	F
14.14	Hourly Rate	\$20.38
14.15	Total Hours/Week	38
14.9	Position Title	Circulation
14.10	Primary Work Area Code	CIR
14.11	Secondary Work Area Code [OPTIONAL]	
14.12	Education Code	BAC
14.13	Sex	F
14.14	Hourly Rate	\$15.61
14.15	Total Hours/Week	30
14.9	Position Title	Cataloging
14.10	Primary Work Area Code	CAT
14.11	Secondary Work Area Code [OPTIONAL]	
14.12	Education Code	HS
14.13	Sex	F
14.14	Hourly Rate	\$15.14
14.15	Total Hours/Week	40
14.9	Position Title	Other Type of Librarian
14.10	Primary Work Area Code	OTH
14.11	Secondary Work Area Code [OPTIONAL]	
14.12	Education Code	BAC
14.13	Sex	F
14.14	Hourly Rate	\$17.60
14.15	Total Hours/Week	12
14.16	Total Group B: FTE Other Librarians (14.15 / 40)	3.00
14.17	Total FTE Librarians (14.8 + 14.16) [FSCS 251]	5.60

OTHER PAID EMPLOYEES

Group C: Full-time/part-time technical and clerical employees

NOTE: Include business managers here.

14.18	Total hours worked in a typical week by all Group C employees	383
14.19	Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$8.50
14.20	Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$14.62
14.21	Total FTE Group C employees (14.18 / 40)	9.58

Group D: Full-time/part-time pages or shelvers

14.22	Total hours worked in a typical week by all Group D employees	116
14.23	Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$7.50
14.24	Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$9.00
14.25	Total FTE Group D employees (14.22 / 40)	2.90

Group E: Full-time/part-time building maintenance, security or plant operation employees

14.26	Total hours worked in a typical week by all Group E employees	56
14.27	Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$8.80
14.28	Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$17.11
14.29	Total FTE Group E employees (14.26 / 40)	1.40
14.30	Total FTE Other Paid Employees from Groups C, D, and E (14.21 + 14.25 + 14.29) [FSCS 252]	13.88
14.31	Total FTE Paid Employees (14.17 + 14.30) [FSCS 253]	19.48

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant.

14.32	Position Title	N/A
14.33	Primary Work Area Code	N/A
14.34	Education Code	N/A
14.35	Total Hours/Week	N/A
14.36	Number of Weeks Vacant during FY2007/08	N/A

14.37a Annual Salary Range Minimum	N/A
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14.37b Annual Salary Range Maximum	N/A
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Newly Created Librarian Positions

Include any newly created librarian positions which were created in FY2007/08.

14.38 Position Title	Assistant Library Director
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14.39 Primary Work Area Code	ADIR
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14.40 Education Code	MLS
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14.41 Total Hours/Week	40
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14.42 Current Status (F)illed/(U)nfilled	Filled
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14.43 Date Filled (if applicable)	01/2008
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Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for in FY2006/07 but was not in the budget for FY2007/08.

14.44 Position Title	Young Adult Services
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14.45 Primary Work Area Code	REF
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14.46 Education Code	MLS
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14.47 Total Hours/Week	40
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14.48 Date Eliminated (mm/yy)	12/2007
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14.49 Last Annual Salary Paid	\$38,295
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14.50 Reason Eliminated (i.e. lack of funds or need, etc.)	Hired Assistant Director
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SERVICE HOURS/LIBRARY VISITS (15.1 - 15.18)

Report the time the central library opened and the number of hours open to the public per day in a typical week last October (i.e., a week when the library was open its regularly scheduled hours, with no holidays):

Monday

15.1	Opening Time	9:00
	a.m. or p.m. or N/A	a.m.
15.2	Hours Open Per Day	12.00

Tuesday

15.3	Opening Time	9:00
	a.m. or p.m. or N/A	a.m.
15.4	Hours Open Per Day	12.00

Wednesday

15.5	Opening Time	9:00
	a.m. or p.m. or N/A	a.m.
15.6	Hours Open Per Day	12.00

Thursday

15.7	Opening Time	9:00
	a.m. or p.m. or N/A	a.m.
15.8	Hours Open Per Day	12.00

Friday

15.9	Opening Time	9:00
	a.m. or p.m. or N/A	a.m.
15.10	Hours Open Per Day	9.00

Saturday

15.11	Opening Time	9:00
	a.m. or p.m. or N/A	a.m.
15.12	Hours Open Per Day	8.00

Sunday

15.13	Opening Time	N/A
	a.m. or p.m. or N/A	N/A
15.14	Hours Open Per Day	.0
15.15	Number of DAYS per week the central library was open past 6:00 p.m.	4

15.16	Number of HOURS per week the central library was open past 6:00 p.m.	12.00
15.17	Total scheduled public service hours per year for all service outlets [FSCS 500]	3,396
15.18	Total annual attendance in the library [FSCS 501]	207,030

PROGRAMS & ATTENDANCE (16.1 - 16.6)

Exclude: (1) Library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, resume writing assistance, homework assistance, and mentoring activities. (2) Programs sponsored by other groups that use library facilities.

16.1	Total Number of Adult Programs	107
16.2	Adult Program Attendance	2,212
16.3	Total Number of Children's Programs [FSCS 601]	216
16.4	Children's Program Attendance [FSCS 603]	10,078
16.5	Total Number of Library Programs (16.1 + 16.3) [FSCS 600]	323
16.6	Total Library Program Attendance (16.2 + 16.4) [FSCS 602]	12,290

REGISTERED BORROWERS (17.1 - 17.5)

- 17.1 Total number of resident borrower's cards in force as of the 17,222
last day of the fiscal year
- 17.2 How often are resident borrower's card records purged from Periodically
your database?
- 17.3 Total number of non-resident borrower's cards sold during 93
the past fiscal year
- 17.4 Total amount of fees collected for non-resident borrower's \$7,400
cards in the past fiscal year
- 17.5 Number of registered borrowers as of the last day of the 17,315
fiscal year [FSCS 503]

RESOURCES OWNED (18.1 - 18.40)

This area does NOT cover all materials for which expenditures were reported. Report only items that the library has acquired as part of the collection and cataloged whether purchased, licensed, or donated as gifts.

Books

18.1	Held at end of last fiscal year	126,534
18.2	Withdrawn during this fiscal year	6,373
18.3	Added during this fiscal year	9,976
18.4	Held at end of this fiscal year (18.1 - 18.2 + 18.3)	130,137

Back Files (Retrospective Holdings): Newspapers (Print format only)

18.5	Held at end of last fiscal year	12
18.6	Withdrawn during this fiscal year	0
18.7	Added during this fiscal year	0
18.8	Held at end of this fiscal year (18.5 - 18.6 + 18.7)	12
18.9	Are these counts a volume count OR a title count	Title Count

Back Files (Retrospective Holdings): Magazines/Periodicals/Serials (Print format only)

18.10	Held at end of last fiscal year	186
18.11	Withdrawn during this fiscal year	6
18.12	Added during this fiscal year	0
18.13	Held at end of this fiscal year (18.10 - 18.11 + 18.12)	180
18.14	Are these counts a volume count OR a title count	Title Count
18.15	Total Print Materials (18.4 + 18.8 + 18.13) [FSCS 450]	130,329

Current Subscriptions: Newspapers/Magazines/Periodicals/Serials (Print format only)

18.16	Held at end of last fiscal year	198
18.17	Withdrawn during this fiscal year	6
18.18	Added during this fiscal year	0
18.19	Held at end of this fiscal year (18.16 - 18.17 + 18.18) [FSCS 458]	192

Current Subscriptions: Newspapers/Magazines/Periodicals/Serials (Electronic/Digital formats only)

18.20	Held at end of last fiscal year	0
18.21	Withdrawn during this fiscal year	0
18.22	Added during this fiscal year	0
18.23	Held at end of this fiscal year (18.20 - 18.21 + 18.22) [FSCS 459]	0

Number of e-books		
18.24	Held at end of last fiscal year	0
18.25	Withdrawn during this fiscal year	0
18.26	Added during this fiscal year	0
18.27	Held at end of this fiscal year (18.24 - 18.25 + 18.26) [FSCS 451]	0

Audio recordings

18.28	Held at end of last fiscal year	4,462
18.29	Withdrawn during this fiscal year	146
18.30	Added during this fiscal year	1,405
18.31	Held at end of this fiscal year (18.28 - 18.29 + 18.30) [FSCS 452]	5,721

DVD/Videos

18.32	Held at end of last fiscal year	5,678
18.33	Withdrawn during this fiscal year	395
18.34	Added during this fiscal year	725
18.35	Held at end of this fiscal year (18.32 - 18.33 + 18.34) [FSCS 453]	6,008

Licensed Databases

Report the number of licensed databases acquired through payment or formal agreement, by source of access. Each database should be counted individually even if access to several databases is supported through the same vendor interface.

Exclude: Subscriptions to individual electronic serial titles should be reported in questions 18.20 - 18.23 NOT in 18.36 - 18.39.

18.36	Local License negotiated by the local library [FSCS 454]	5
18.37	State License negotiated by the Illinois State Library [FSCS 18 455]	
18.38	Other consortia within the state or region -- License negotiated by regional library system(s) and/or other cooperative(s) [FSCS 456]	2
18.39	Total Licensed Databases (18.36 + 18.37 + 18.38) [FSCS 457]	25
18.40	Children's Holdings	34,568

USE OF RESOURCES (19.1 - 19.25)

Report for the library's entire fiscal year

19.1	Number of adult materials loaned	203,337
19.2	Number of children's materials loaned [FSCS 551]	71,427
19.3	Total number of materials loaned (19.1 + 19.2) [FSCS 550]	274,764

Circulation, including renewals, by type of material

ADULT

19.4	Fiction Books	87,694
19.5	Nonfiction Books	40,347
19.6	Fiction Videos & DVD	40,528
19.7	Nonfiction Videos & DVD	11,063
19.8	Fiction Audios	14,678
19.9	Nonfiction Audios (include music)	6,878
19.10	Magazines/Periodicals	2,023
19.11	Other Formats	126
19.12	TOTAL -(Sum of 19.4-19.11)(Total should = answer to question 19.1)	203,337

CHILDREN

19.13	Fiction Books	39,140
19.14	Nonfiction Books	16,272
19.15	Fiction Videos & DVD	14,570
19.16	Nonfiction Videos & DVD	0
19.17	Fiction Audios	780
19.18	Nonfiction Audios (include music)	0
19.19	Magazines/Periodicals	514
19.20	Other Formats	151
19.21	TOTAL -(Sum of 19.13-19.20)(Total should = answer to question 19.2)	71,427
19.22	Number of interlibrary loans loaned to other libraries [FSCS 552]	3,880
19.23	Number of interlibrary loans borrowed from other libraries [FSCS 553]	3,680

19.24	Does your library participate in reciprocal borrowing?	Yes
19.25	IF YES, report the number of materials loaned	34,764

REFERENCE QUESTIONS (20.1 - 20.4)

Number of reference questions, for the fiscal year, asked at the _____ department. [FSCS 502] A reference question is a request for information or referral by a library patron in contract with a library staff member who facilitates answering the patron's inquiry through the use of information sources e.g., the library's collection, databases, the Internet, other persons, other agencies. Reference questions are received in person; via fax, e-mail, phone, or virtual/networked reference services. EXCLUDE: Directional transactions or questions about library rules/policies; for example, "Where are the children's videos?" or "I'm looking for a book with the call number 811.23." or "What are your hours on Wednesday evenings?" If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

20.1	Adult Department	19,958
20.2	Young Adult Department	0
20.3	Children's Department	3,692
20.4	TOTAL for all Departments (20.1 + 20.2 + 20.3) [FSCS 502]	23,650

AUTOMATION (21.1 - 21.13)

How many of the following does your library have?

Windows/PC Compatible Computers

21.1 Total Number in Library 46

21.2 Number Available for Public Use 26

Macintosh Computers

21.3 Total Number in Library 0

21.4 Number Available for Public Use 0

Printers

21.5 Total Number in Library 17

21.6 Number Available for Public Use 2

21.7 Does your library have computers containing general software applications (i.e., wordprocessors, spreadsheets, databases, etc.) available for patron use? Yes

21.8 Are your library's catalog records part of an automated or web-based public access catalog (OPAC)? Yes

21.9 IF YES, is the catalog available online? Yes

21.10 IF YES, what is the Internet address of the OPAC? www.pekin.net/library/catalog.htm

21.11 Does your library have a telecommunications device for the deaf (TDD)? No

21.12 IF YES, how many TDDs are in your library? 0

21.13 Are any TDDs available for public use? No

INTERNET (22.1 - 22.32)

What Internet connection provider(s) does your library use? (Check all that apply)

- | | | |
|-------|---|------------------|
| 22.1 | Illinois Century Network (ICN) | Yes |
| 22.2 | Another local/state government organization (e.g., county/state information services department) | No |
| 22.3 | Local educational organization (e.g., community college or university) | No |
| 22.4 | Community Information Network (e.g., Prairienet) | No |
| 22.5 | Your regional library system's network | No |
| 22.6 | Commercial provider (e.g., MSN, America Online, CompuServe) | Yes |
| 22.7 | Other | No |
| 22.8 | If Other, please specify | N/A |
| 22.9 | What is the maximum speed of your library's Internet connection? | T1 |
| 22.10 | If your library is NOT a participant in the Illinois Century Network (ICN), please indicate why: | N/A |
| 22.11 | If Other, please specify | N/A |
| 22.12 | Who can use the Internet within the library? | Patrons directly |
| 22.13 | If your library does NOT have Internet access for library/staff use, please explain why in 75 words or less | N/A |
| 22.14 | Does your library have wireless Internet access? | Yes |
| 22.15 | IF YES, is it for library/staff use? | Yes |
| 22.16 | IF YES, is it for patron use so patrons can access the Internet while in your library using their own personal computers? | Yes |
| 22.17 | Has your library board adopted an Internet public access policy? | Yes |
| 22.18 | How many Internet computers does your library have available for public use? [FSCS 650] | 18 |
| 22.19 | Report the number of in-library users of public Internet computers in a year [FSCS 651] | 40,254 |
| 22.20 | Does your library allow patrons to make printouts of materials obtained from the Internet? | Yes |
| 22.21 | IF YES, what is the per page charge for a printout? | \$.10 |

- | | | |
|--|---|---------|
| 22.22 | Does your library provide instruction (workshops, classes) to patrons on the use of the Internet? | No |
| 22.23 | Does your library utilize Internet filters? | Yes |
| 22.24 | IF YES, when did your library start using filters? (mm/year) | 04/2002 |
| 22.25 | IF YES, what product/company does your library use to provide filtering? | ICN |
| IF YES, which Internet stations have filters? (Check all that apply) | | |
| 22.26 | All staff stations | No |
| 22.27 | All public stations | Yes |
| 22.28 | Public children's stations only | No |
| 22.29 | Public adult stations only | No |
| 22.30 | Other | No |
| 22.31 | If Other, please specify | N/A |
| 22.32 | Report the annual number of views of your library's homepage | N/A |

E-RATE (23.1 - 23.4)

23.1	Did your library apply directly for E-rate (telecommunications discounts) for FY2007/08?	Yes
23.2	IF YES, what is the dollar amount (either as discounts/credits on your telecommunications bills or as direct payments to your library) that your library was awarded for FY2007/08?	2,044
23.3	Why did your library NOT participate in the E-rate program?	N/A
23.4	If Other, please explain	N/A

TRAINING (24.1 - 24.3)

This section is concerned with Continuing Education (CE), Continuing Professional Development (CPD), and other workshop type learning opportunities. Training may be in-person and/or via technology. Include workshops brought into the library, workshops at a library system, workshops at another institution, teleconferences, paid web courses, professional conferences, and in-staff training. Include the development and delivery of formal education events on site (e.g. speaker fees, materials). If tracked include travel costs (e.g. per diem, hotel, transportation) and registration fees for conferences, institutes, seminars, workshops, classes held off site, distance education, job related tuition reimbursement, purchase or rental of training materials. Include paid self-instructional courses and academic courses. Exclude staff salaries, monthly staff meetings, and other such meetings.

24.1	How much money did your library spend on staff development and training this fiscal year?	\$4,824
24.2	Does this include travel expenses?	Yes
24.3	How many hours of training did employees receive this year?	205

SUGGESTED QUESTIONS FOR FUTURE IPLARS (25.1)

- 25.1 What information is not currently asked on the Illinois Public Library Annual Report (IPLAR) that you would be interested in if it were collected?

DISTRICT SUPPLEMENT

Public Library Districts: Required IPLAR Supplemental Reports Fiscal Year 2007/08

- 26.1 During the last fiscal year, were there any changes in the limits or boundaries of your district?
- 26.2 IF YES, how did this change occur (e.g., referendum)?
- 26.3 IF YES, describe the changes by county, township, and/or municipality giving the area and population for each.
- 26.4 During the last fiscal year, did the district acquire property (real property, i.e. building(s) or land)?

IF YES, how was the property acquired? (Check all that apply)

- | | |
|---------------|----|
| 26.5 Purchase | No |
| 26.6 Legacy | No |
| 26.7 Gift | No |
| 26.8 Other | No |

26.9 Provide a general description of the property acquired.

26.10 Does your library have any outstanding liabilities, including bonds?

26.11 IF YES, what is the amount of outstanding liabilities, including bonds?

26.12 Include a description of all outstanding liabilities.

26.13 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?

26.14 IF YES, then prepare a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.

Secretary's Audit (Submit in paper format; there is no electronic version):

A Secretary's Audit must be prepared on your library's letterhead and contain the following information: 1. Your library's name and address (should be on the library's letterhead); 2. The following text: "This is to testify that we have examined the Secretary's minutes and other records for the past year and find they are in order and have no errors or discrepancies for FY2007/08."

NOTE: If there ARE any errors or discrepancies, please list and explain fully. 3. The signatures of two trustees who were appointed by the President to audit the Secretary's records; and, 4. The date completed.

CERTIFICATION PAGE

Click [here](#) to print certification form.

IL STATE LIBRARY WILL COMPLETE

27.1	Interlibrary Relationship Code (ISL) [FSCS 200]	ME
27.2	Legal Basis Code (ISL) [FSCS 201]	CI
27.3	Geographic Code (ISL) [FSCS 204]	CI1
27.4	Number of Central Libraries (ISL) [FSCS 209]	1
27.5	Outlet File: Number of Bookmobiles (ISL) [FSCS 712]	0
27.6	Sum of EAV in \$1,000 (ISL)	380,633.855
27.7	Average Tax Rate (ISL)	0.2365

RESOLUTION No. 44 - 08/09

PEKIN, ILLINOIS, June 9, 2008
19

RESOLUTION BY COMMISSIONER

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PEKIN, ILLINOIS, THAT:
The Final Plat Deerfield Estates Subdivision No. 5 is hereby accepted and approved.

SIGNED BY

MAYOR.



REQUEST FOR COUNCIL ACTION

To: Mayor Council

CC: City Manager -City Clerk

From: Steve Brown, Economic Development Coordinator

AGENDA ITEM: Tourism Grant – McNaughton Park Trail Run

AGENDA DATE REQUESTED: June 9th, 2008

ACTION REQUESTED: Approval of Visitors Bureau Grant

BACKGROUND: Visitor's Bureau Grant (for groups bringing overnight visitors to Pekin; amount not to exceed 1/3 total cost of event, or \$5,000.00, whichever is less)

Final papers were satisfactorily submitted for the McNaughton Trail Run, Runners from around the nation travel to this event held April 11th through the 13th. Approximately 600 people in attendance, which includes 230 runners with 130 hotel rooms, booked for the event. I would recommend that their grant in the amount of \$5,000 (1/3 of 20,030.00 in expenses or \$5,000 which ever is less) be approved.

ECONOMIC IMPACT IN COMMUNITY: \$62,760.00

FINANCIAL IMPACT: \$5,000.00 for the event (Budgeted line item from Hotel/Motel Tax Revenue)

NEIGHBORHOOD CONCERNS: N/A

IMPACT IF APPROVED: Payment made for successful event

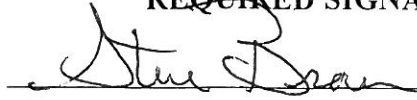
IMPACT IF DENIED: The potential of financial hardship for continuance of the McNaughton Trail Run

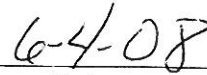
ALTERNATIVES: No options available

RELATIONSHIP TO THE CONCEPTUAL PLANNING PROCESS: Consistent with High Quality of Life theme. Boost in added income for local restaurants, shopping, and gas.

REQUIRED SIGNATURES

Department Director





Date

Finance Department

(Certification of Availability of Funds)

Date

Corporation Counsel

(Certification of Review)

Date

City Manager

Date

Pekin



VISITORS BUREAU

Front desk staff: yes: _____ no: _____ notes: _____

Economic Development Coordinator: yes: \$5,000 no: _____

notes: (Assistant w/ last years approved grant

Community Development Director: yes: \$5,000 no: _____

notes: no advertising/publicity copy

City Manager: yes: ✓ no: _____ notes: see below

attached; great Community
financial impact

Final recommendation of grant to be awarded: \$ 5,000

Council approval needed: no: _____ yes: ✓

meeting date: June 9th

This easily meets all of the existing guidelines
H-R is eligible for \$5,000. However, personally
I still do not agree with profitable events
such as this getting the maximum amount. DK



HOTEL/MOTEL TAX GRANT CLOSE-OUT REPORT

Name of Organization: McNaughton Park Trail Runs
Contact Person: Andy Weinberg
Address: 708 Washington St.
City, State, Zip: Pekin, IL 61554
Phone: 309-642-2230

Date(s) of Event: April 11-13

Amount of Grant Requested: \$5,000.00
(Grant amount should not exceed 1/3 of total expenses, or \$5,000, whichever is less)

Total Expense of Event (attach list of expenses):

Total Income from Event (attach list of revenues):

Publicity (attach copies) www.mcnaughtonparktrailruns.com

Actual Attendance: 230 Runners - 600 people total

Number of hotel rooms used (specify hotel): 130 ROOMS

Hotel Representative: Econo Lodge, Holiday Inn, Super 8,

Brief narrative report on completed project: CONCORDE INN, Mineral Springs
ultra distance runners from across the nation and a handful
of international athletes will travel to Pekin for the event.
Overall we had a great event. Weather was horrible but
everything we controlled went well.

Economic Impact:

Number of People: 600 multiply by \$89 per day = \$ 53,400

Number of Nights: 130 multiply by (room rate) = \$ 9,360⁰⁰
\$72⁰⁰

Total Impact = \$ 62,760⁰⁰

2008 Income

Visitor's Bureau Grant	\$5,000
Race Entry Fees	<u>\$16,000</u>
	\$21,000

2008 Expenses → \$20,430

Clothing \$5,600	Bib #'s/pins \$200	Water - \$200
Food \$3,200	Pasta dinner \$200	Wood - \$100
Awards \$2,800	Energy Prints \$400	Lights - \$100
Advertising \$1,200	Radios/Batteries \$100	office supplies/
Website \$650	Ice \$100	Printing - \$10
Tent Rental \$400	GAS \$200	phone - \$60
Toilet Rental \$600	music \$200	postage - \$90
Race Insurance \$400	chainsaw \$400	dinner at
Screen Printing \$800	Supplies for trailwork \$200	RACE meetings \$100
Gift Cert. \$300	Markings \$100	post race staff
PA system \$200	Generator \$100	party \$100
Registration \$230	Timing \$1000	timing hotel/gas \$3

2008 publicity

Ad's	{ Ad Marathon & Beyond Ultrarunning Magazine Ultra Runner Magazine Runners World	web pages - multiple · running sites · adventure sites · endurance sites
------	---	---

Event History:

Number of years this event has been held: 8

Number of attendees last year: 220

Number of guests staying in Pekin Hotels last year:

List the profit or loss for last year's event: profit \$1200.00

Publicity:What methods will this event be publicized (attach a marketing plan if available): Internet Running Sites.
Running Publications.

Please check what kind of media coverage you expect to attract:

☒ Local☒ Regional☒ State☒ National☒ International**If a grant is awarded, the Pekin Visitor's Bureau must be acknowledged in all media and advertising.****Budget:**

Total amount estimated from the Pekin Visitor's Bureau:

*(For Visitor's Bureau grant (for groups bringing overnight visitors to Pekin) amount not to exceed 1/3 total cost of event, or \$5,000.00, whichever is less. For Pekin nonprofit groups planning a community event, amount is not to exceed \$500.00)*Please specify the use of funds being requested: ~~Sheltering~~, Awards, Insurance, Entertainment, Toilets, Food, water, drinks, cooking utensils, shelter, wood, screen printing, postage, course marking, internet site, advertisement, registration, reflective tape, tent rental, PA system rental, gas, gifts, generator, etc.**Please attach a copy of your estimated budget on the Project Performance Report, listing all expenses and other revenue sources. I have read and agree to comply with the attached "City of Pekin Policy for Visitor's Bureau Program".**

Submitted by:

Andy Wiering

Date:

3/5/08

X

For Office Staff:☐ Application eligible for grant funds:*(list amount and date approved)*☐ Grant Eligibility Denied:*(list date denied)*

Signed by:

Date:

Pekin Visitor's Bureau Comments:

Distribute to:

☐ City Clerk☐ Police Chief☐ Fire Chief☐ Accounting



Grant Application

Please select the grant for which you are applying:

- ☒ Visitor's Bureau Grant (for groups bringing overnight visitors to Pekin; amount not to exceed 1/3 total cost of event, or \$5,000.00, whichever is less)
- ☐ Community Event Grant (for Pekin nonprofit groups planning a community event – amount not to exceed 50% total cost of event, or \$500.00, whichever is less)

Organization Name: McNaughton Park Trail Runs

Contact Person: Andy Weinberg

Address: 708 Washington St.
Pekin, IL 61554

Phone: 309-642-2230 Fax: 309-477-4372 Email: andy@peak.com

Is the organization certified not-for-profit: NO

Event Description:

Event Name: McNaughton Park Trail Runs

Description: 50, 100, 150 mile trail running event

Location: McNaughton Park

Date: 4/10 - 4/12 Start Time: NOON on 4/10 End Time: 4 p.m. 4/12

Will Food and beverages be available: YES

Do you have an authorized liquor license? NO

Describe the alternate plan if inclement weather occurs: NO alternate plan

Event Attendance (estimated):

Estimated Number of attendees: 275

Number of guests staying in Pekin Hotels: 140-150

Estimated Number of Hotel Rooms blocked: 150

Distance guests will travel (in miles): 3000 miles

Describe how this event will bring visitors to Pekin: Ultra distance runners are willing to travel and they will bring friends and family to Pekin for the entire weekend. They will stay in our hotels and eat at our restaurants. They will also entertain themselves, buy groceries, and gas.



REQUEST FOR COUNCIL ACTION

To: Mayor Council

CC: City Manager -City Clerk

From: Steve Brown, Economic Development Coordinator

AGENDA ITEM: Pekin Tourism, Convention, and Visitors Committee

AGENDA DATE REQUESTED: June 9th, 2008

ACTION REQUESTED: Approval of New Policy and Guidelines

BACKGROUND: To attain consistency in the policies of Tourism members appointments, terms, purpose, expenditures, jurisdiction, and grant guidelines the following changes are proposed.

- Formerly 7 voting members appointed by the Mayor with consent of the council, will now be **5, the City Manager, (2) Staff members, & (2) at large** voting members appointed by the mayor with **2 year terms or at the pleasure of the mayor**
- The committee shall be authorized to approve all grants for \$1,500 and less. All grants above \$1,500 will go before council approval. All minutes of the Tourism Committee will recorded and available to council
- Grants for overnight stays. If a profit is made by the organization then **\$1,500 will be the maximum grant.**
- Grants for overnight stays that do not make a profit, the grant amount will not exceed 1/3rd of the eligible approved expenses or \$5,000 (which ever is less). The total profit after the grant is awarded **can not exceed \$1,500**
- Grants for overnight stays will have a cap of **\$18,000 per organization for a fiscal year** (May 1 to April 30th).
- Community Grants will be **raised from \$500 to \$1,000** if they do not show a profit
- Community Grants that do not show a profit then the grant amount will not exceed 1/3rd of eligible approved expenses or up to \$1,500 (which ever is less) **The total profit after the grant is awarded can not exceed \$1,000**
- There is a cap of \$4,500 per organization for a fiscal year (May 1 to April 30th).

ECONOMIC IMPACT IN COMMUNITY: Encourage more participants in the tourism grant program To encourage non for profit tourist activities and events

FINANCIAL IMPACT: Increased revenue for Hotels, retail, gas and food.

IMPACT IF APPROVED: Improved consistantancy of Tourism policy and guidelines

IMPACT IF DENIED: Policy will continue at with current policy and guidelines

RELATIONSHIP TO THE CONCEPTUAL PLANNING PROCESS: Consistent with High Quality of Life theme. Boost in added income for local restaurants, shopping, and gas.

REQUIRED SIGNATURES

Department Director

Date

Finance Department

(Certification of Availability of Funds) Date

Corporation Counsel

(Certification of Review) Date

City Manager

Date

ORDINANCE NO. 2557-08/09

**AN ORDINANCE AMENDING TITLE 2, CHAPTER 12
OF THE CODE OF THE CITY OF
PEKIN 1995 REGARDING PEKIN AREA CONVENTION
AND VISITORS COMMITTEE**

WHEREAS, the Code of the City of Pekin 1995 was adopted on April 10, 1995, and duly published in book form; and

WHEREAS, the City of Pekin is a home rule municipality as described in Section 6(a), Article VII of the 1970 Constitution of the State of Illinois, and as such may exercise any power and function pertaining to its government and its affairs; and

WHEREAS, the attraction of tourism and convention related visitors and business is a legitimate concern of the City of Pekin; and

WHEREAS, the promotion of the Pekin Area Convention And Visitors Committee is an important part of Pekin's economic development plan

WHEREAS, the City Council has determined that it is in the best interests of the City to amend the City Code regarding Pekin Area Convention And Visitors Committee.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE
CITY OF PEKIN, ILLINOIS:**

1. That Title 2 of the Code of the City of Pekin 1995 be and hereby is amended by deleting the old Title 2, Chapter 12 and inserting a new Chapter 12 of Title 2 as described in the attached "Exhibit A", which is a document incorporated herein by reference.

BE IT FURTHER ORDAINED that all other parts of the Code of the City of Pekin 1995 as amended except as modified herein are hereby reaffirmed and ratified and are in full force and effect.

BE IT FURTHER ORDAINED that all Ordinances or parts of ordinances in conflict herewith are hereby repealed.

BE IT FURTHER ORDAINED that this Ordinance shall be in full force and effect upon its passage and approval and publication as required by law.

BE IT FURTHER PASSED AND APPROVED at a regular meeting of the City Council of the City of Pekin, this ____ day of _____, 2008; and upon roll call the vote was as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAINING: _____

APPROVED this ____ day of _____, 2008.

MAYOR

ATTEST:

CITY CLERK

EXHIBIT "A"

CHAPTER 12

PEKIN TOURISM, CONVENTION, AND VISITORS COMMITTEE

SECTION:

- 2-12-1: Creation
- 2-12-2: Composition; Terms
- 2-12-3: Members; Meetings; Quorum
- 2-12-4: Purpose; Function
- 2-12-5: Expenditures; Salaries
- 2-12-6: Jurisdiction
- 2-12-7: Guidelines

2-12-1: CREATION: There is hereby created a Committee which shall be known as the PEKIN TOURISM, CONVENTION, AND VISITORS COMMITTEE.

2-12-2: COMPOSITION; TERMS: The PEKIN TOURISM, CONVENTION, AND VISITORS COMMITTEE created by Section 1 above shall consist of 5 voting members. All members shall be appointed by the Mayor with consent of the Council. Voting members shall include the City Manager or designee, two City of Pekin Staff Members and two representatives of the Community at large. All members shall serve for a two-year term or at the pleasure of the Mayor.

2-12-3: MEMBERS; MEETINGS; QUORUM: The Committee shall, if deemed necessary, have the power to advise Council regarding the establishing of by-laws and rules in conformity with the authority granted herein or by statute. The Committee shall meet a minimum of four times per year or by special call by three (3) or more members. A quorum shall consist of 3 or more voting members. The Committee shall keep minutes of its proceedings, which shall include record of official actions on the approval of grants \$1,500.00 or less. The Committee shall submit to the City Council minutes of all meetings.

2-12-4: PURPOSE; FUNCTION: The purpose of this Committee is to promote the growth of tourism and convention-related business within or near the City of Pekin and to encourage an overnight stay in Pekin. The Committee is to make recommendations to the Council regarding such matters.

2-12-5: EXPENDITURES: The program shall be formulated and maintained solely by the use of funds received through the City's Hotel/Motel Tax. The Committee shall make recommendations to the City Council regarding the expenditure of funds verified by grant application and provided for in the Committee's annual budget.

The Committee shall be authorized to approve all grants for one thousand five hundred dollars (\$1,500) or less within the overall parameter of the budget and in compliance with state statutes on uses for hotel/motel tax dollars. All grants that exceed one thousand five hundred dollars (\$1,500) will be presented to the City Council for approval.

The Committee:

- A. Administers the tourism grant program.
- B. Maintains and distributes all promotional publications for the Visitor's Bureau (includes brochures, fliers, folders, inserts, etc.).
- C. Maintains the Bureau's website and Calendar of Events.
- D. Creates and places advertisements in various publications.

2-12-6: JURISDICTION: The Committee shall be under the jurisdiction of the City Manager.

2-12-7: GUIDELINES: The guidelines shall be as follows:

A. Pekin Visitor's Bureau Grant (for overnight visitors)

1. The appropriate application must be completed.
2. If the expense of advertising is listed for reimbursement, the Pekin Visitors Bureau must be acknowledged in all media and advertising. A copy of advertising showing the Pekin Visitor's Bureau logo is required.
3. Eligible expenses are listed on the application form. Additional eligible expenses will be decided by the Committee on a case by case basis.
4. Non eligible expenses (non-inclusive): Employee payroll, Utilities, Equipment purchases.
5. Grants are considered as long as money is available in the fiscal budget.
6. Grants shall not become the sole revenue of the event. If a profit is made, the grant will not exceed 1/3 of Total eligible approved expenses or total net profit of \$1,500 (which ever is less).
7. If a profit is not made, then the grant amount will not exceed 1/3rd of the eligible approved expenses or \$5,000 (which ever is less). The total profit after the grant is awarded can not exceed \$1,500.
8. There is a cap of \$18,000 per organization for a fiscal year (May 1 to April 30th).

B. Community Event Grant (for Pekin non-profit organizations)

1. The appropriate application must be completed.
2. If the expense of advertising is listed for reimbursement, the Pekin Visitors Bureau must be acknowledged in all media and advertising. A copy of advertising showing the Pekin Visitor's Bureau logo is required.
3. Eligible expenses are listed on the application form. Additional eligible expenses will be decided by the Committee on a case by case basis.
4. Non eligible expenses (non-inclusive): Employee payroll, Utilities, Equipment purchases.
5. Grants are considered as long as money is available in the fiscal budget.
6. If a profit is made, the organization is eligible for 1/3rd of eligible expenses or \$1,000 (which ever is less).
7. If a profit is not made, then the grant amount will not exceed 1/3rd of eligible approved expenses or up to \$1,500 (which ever is less). The total profit after the grant is awarded can not exceed \$1,000.
8. There is a cap of \$4,500 per organization for a fiscal year (May 1 to April 30th).



Grant Evaluation Guidelines

A. Pekin Visitor's Bureau Grant (for overnight visitors)

1. The appropriate application must be completed.
2. If the expense of advertising is listed for reimbursement, the Pekin Visitors Bureau **must be** acknowledged in all media and advertising. A copy of advertising showing the Pekin Visitor's Bureau logo **is required**.
3. Eligible expenses are listed on the application form. Additional eligible expenses will be decided by the Committee on a case by case basis.
4. Non eligible expenses (non-inclusive): Employee payroll, Utilities, Equipment purchases.
5. Grants are considered as long as money is available in the fiscal budget.
6. Grants shall not become the sole revenue of the event. If a profit is made, the grant will not exceed 1/3 of Total eligible approved expenses or total net profit of \$1,500 (which ever is less).
7. If a profit is not made, then the grant amount will not exceed 1/3rd of the eligible approved expenses or \$5,000 (which ever is less). The total profit after the grant is awarded can not exceed \$1,500.
8. There is a cap of \$18,000 per organization for a fiscal year (May 1 to April 30th).

B. Community Event Grant (for Pekin non-profit organizations)

1. The appropriate application must be completed.
2. If the expense of advertising is listed for reimbursement, the Pekin Visitors Bureau **must be** acknowledged in all media and advertising. A copy of advertising showing the Pekin Visitor's Bureau logo **is required**.
3. Eligible expenses are listed on the application form. Additional eligible expenses will be decided by the Committee on a case by case basis.
4. Non eligible expenses (non-inclusive): Employee payroll, Utilities, Equipment purchases.
5. Grants are considered as long as money is available in the fiscal budget.
6. If a profit is made, the organization is eligible for 1/3rd of eligible expenses or \$1,000 (which ever is less).
7. If a profit is not made, then the grant amount will not exceed 1/3rd of eligible approved expenses or up to \$1,500 (which ever is less). The total profit after the grant is awarded can not exceed \$1,000.
8. There is a cap of \$4,500 per organization for a fiscal year (May 1 to April 30th).

Pekin Visitor's Bureau Grant (for community events and non-profit events only)

Date of Event: _____

[illegible]



EXPENSES – ELIGIBLE FOR REIMBURSEMENT		
Name/item	Total	formula
Awards	\$	
Postage	\$	
Printing	\$	
Security	\$	
Advertisement (copy must be attached)	\$	

OTHER EXPENSES SUBMITTED FOR CONSIDERATION OF REIMBURSEMENT		
Name/item	Total	formula
	\$	
	\$	
	\$	
	\$	

NOTES: _____

- If a profit is made, the organization is eligible for 1/3rd of eligible expenses or \$1,000 (which ever is less).
- If a profit is not made, than the grant amount will not exceed 1/3rd of eligible approved expenses or up to \$1,500 (which ever is less) The total profit after the grant is awarded can not exceed \$1,000
- There is a cap of \$4,500 per organization for a fiscal year (May 1 to April 30th). Grants are considered as long as money is available in the fiscal budget.
- If the expense of advertising is listed for reimbursement, the Pekin Visitors Bureau **must be** acknowledged in all media and advertising. A copy of advertising showing the Pekin Visitor’s Bureau logo **is required**.



Pekin VISITORS BUREAU

Overnight Visitors Grant

PURPOSE; FUNCTION: The purpose of this Committee is to promote the growth of tourism and convention related business within or near the City of Pekin and to encourage an overnight stay.

Pekin Visitor's Bureau Grant (for overnight visitors)

Name of Organization: _____

Contact Person: _____

Address: _____

City, State, Zip: _____

Phone: _____

Date of Event: _____

1. Number of Pekin motel rooms used by event participants.

Hotel	Number of rooms utilized with this event	Number of Nights	Signature of Hotel Manager
Concorde Inn & Suites			
Holiday Inn Express & Suites			
Mineral Springs			
Super 8			
Econolodge			
TOTAL:			

2. Budget:

INCOME		
Name/item	Total	formula
Example: Registration	\$500.00	10 teams X \$50.00 a team
	\$	
	\$	
	\$	
	\$	
	\$	



EXPENSES – ELIGIBLE FOR REIMBURSEMENT

Name/item	Total	formula
Awards	\$	
Postage	\$	
Printing	\$	
Security	\$	
Advertisement (copy must be attached)	\$	

OTHER EXPENSES SUBMITTED FOR CONSIDERATION OF REIMBURSEMENT

Name/item	Total	formula
	\$	
	\$	
	\$	
	\$	

NOTES: _____

3. Grants shall not become the sole revenue of the event If a profit is made, the grant will not exceed 1/3 of Total eligible approved expenses or total net profit of \$1,500 (which ever is less)
4. If a profit is not made, then the grant amount will not exceed 1/3rd of the eligible approved expenses or \$5,000 (which ever is less). The total profit after the grant is awarded can not exceed \$1,500
5. There is a cap of \$18,000 per organization for a fiscal year (May 1 to April 30th). Grants are considered as long as money is available in the fiscal budget.
6. If the expense of advertising is listed for reimbursement, the Pekin Visitors Bureau **must be** acknowledged in all media and advertising. A copy of advertising showing the Pekin Visitor's Bureau logo **is required**
7. Non eligible expenses (non-inclusive): Employee payroll, Utilities, Equipment purchases.



City of Pekin

CITY OF PEKIN POLICY NO. 11

City of Pekin Policy for Visitor's Bureau Program

Policy

Revenue Source

Revenue to support the Visitor's Bureau comes from the City of Pekin's 5% hotel/motel tax. The tax generates approximately \$125,000 per year of which approximately \$50,000 is available for grants.

Program Overview

The Pekin Visitor's Bureau 1) participates in the Illinois River Country/Scenic Byway Campaign through various publications, representation and events; 2) administers the tourism grant program; 3) maintains and distributes all promotional publications for the Visitor's Bureau (includes brochures, fliers, folders, inserts, etc.); 4) maintains the Bureau's website and Calendar of Events; 5) creates and places advertisements in various publications; 6) acts as a spokesperson and liaison for special events; 7) and performs additional duties as assigned by the City Manager.

Purpose of the Grants

Within the Visitor's Bureau budget, \$50,000 is earmarked for the purpose of awarding grants to special events brought to Pekin. The purpose of the grant program is to assist organizations in hosting events that will promote a positive image to our visitors, generate overnight stays, generate retail sales in our community, and create a desire to return in the future.

Grants will be awarded contingent on adequate funds being available.

Eligibility Requirements

- ▶ Eligible applicants for funding consideration are local entities (defined as organizations located in Pekin or conducting substantial activities or programs in the community) submitting applications for projects that have the primary objective of attracting visitors from markets 50+ miles away, thus filling up our restaurants and hotels.
- ▶ Priority will be give to new/start up events rather than to sustain established events.
- ▶ Eligible organizations include non-profits, units of government, and for-profit sponsors whose events will accomplish the goals of the tourism program.
- ▶ Grants will not exceed 1/3 the total cost of the expense budget, or not more than \$5000.
- ▶ Eligible and applicable costs could include advertising, print materials, production of an event to attract visitors/tourists, agency fees, application or bidding fees, and development of a permanent tourist attraction.
- ▶ Ineligible costs would include administrative expenses, operating expenses, office supplies, and sales tax.

- ▶ Organizations that would be ineligible include those that discriminate because of race, color, creed, gender, or national origin; political organizations; capital campaigns; and previous grant recipients who have not fulfilled all administrative guidelines.
- ▶ Projects funded must credit the City of Pekin in all programs, advertisements, and press releases.

Application and Payment Procedure

Unless otherwise approved by the City Council, grants will be awarded *after* the event takes place. Payment will be made upon receipt of a close-out report which will consist of a brief narrative report of the completed project, a summary financial statement for the project, and copies of publicity which indicate the City of Pekin's support of the project. Awardees shall submit verifiable evidence of hotel/motel occupancy within Pekin attributable to the event.

Generally full advance payments will not be approved. But in the case of exceptions, the applicant must submit a narrative report, financial statement, and copies of publicity following the event. Failure to do so will jeopardize any future requests from the organization.

Grant applications submitted more than four weeks after the event has occurred will not be considered.

Interested organizations can submit a grant application for their event to the Pekin Visitor's Bureau, 111 S. Capitol St., Pekin, IL 61554.

Selection Criteria

The City of Pekin's Visitor's Bureau Director and the City Manager will administer the selection process, but the City Council will make the final decision regarding awarding the grants. Recommendations for grant approval by City staff will be based upon the estimated economic impact, including visitor spending and room night generation, as reported on the event close-out report. Evidence of financial planning, need and sustainability, and growth potential will be considered. Events should offer an overall benefit to the Pekin area, as well as demonstrate a cooperative effort among entities.

The event should demonstrate a need for financial support.

Purpose

This policy is adopted to provide professional resources for visitors activities that encourage overnight stay and enhance the visitor's experience while in our community.

Adopted this 13th day of November 13, 2006 .