

**Agenda
Yorkville Public Library
Board of Trustees
November 8, 2021, at 7:00 P.M.
Michelle Pfister Meeting Room
902 Game Farm Road**

1. Roll Call
2. Recognition of Visitors
3. Amendments to the Agenda
4. Presentations
5. Minutes
6. Correspondence
7. Public Comment
8. Friends of the Library Report
9. Staff Comment
10. Report of the Treasurer: Financial Statement
Payment of Bills
11. Report of the Library Director
12. City Council Liaison
13. Standing Committees: Policy Personnel
Physical Facilities Finance
Community Relations
14. Unfinished Business: HVAC duct cleaning proposal - update
Camera System Proposal - update
15. New Business: Illinois Libraries Present Intergovernmental Agreement
Library Director Succession Plan Draft
Serving our Public 4.0 Standards for Ill. Pub. Libraries
checklist for FY22 Public Library Per Capita Grant (chapters
1,2,3,&6)
16. Executive Session (if needed)
 1. For the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body, or against legal counsel for the public body to determine its validity.
17. Adjournment

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DRAFT

Yorkville Public Library
Board of Trustees
Monday, October 11, 2021 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

The Board of Trustees meeting was called to order at 7:00pm by Vice-President Theron Garcia, roll was called and a quorum was established.

Roll Call:

Theron Garcia-yes, Bret Reifsteck-yes, Tara Schumacher-yes, Sue Shimp-yes, Russ Walter-yes, Susan Chacon-yes, Ryan Forristall-yes

Absent: Rosie Millen, Darren Crawford

Others Present:

Library Director Shelley Augustine, Friends of the Library Judy Somerlot and Daniel Chacon

Recognition of Visitors: Vice- President Garcia recognized the Director and guests.

Amendments to the Agenda: None

Presentations: None

Minutes: September 8, 2021 Policy Committee; September 13, 2021 Board of Trustees

Mr. Reifsteck made a motion to approve both sets of minutes as presented and Mr. Walter seconded.

Roll call: Reifsteck-yes, Schumacher-yes, Shimp-yes, Walter-yes, Chacon-yes, Forristall-yes, Garcia-yes. Carried 7-0.

Correspondence: None

Public Comment: None

Friends of the Library Report:

Ms. Somerlot thanked Ms. Augustine for the excellent job at the Community Fest and also thanked the Board members who volunteered. The final total for the used book sale was \$8,721.25. She reported on the items approved for purchase at the Friends' meeting including a kids' 3-D printer, money for winter reading challenge, the new chair yoga program to start in November and a page in a publication available at checkouts. Also, Ms. Somerlot said she is compiling a Friends of the Library Directory. A holiday lunch for the Friends and library staff was approved and new Friends officers were recently named with Tiffany Forristall as the new President.

Staff Comment: None

Mr. Walter commented that the library staff and Tiffany Forristall did an outstanding job at the Community Fest.

Report of the Treasurer:**Financial Statement**

Treasurer Chacon reported the budget is at 42% of the FY and 97-98% of the revenue has been received. Expenses are in line with the budget and development fees continue to be high and are already at 120% of the budget.

Payment of Bills

Ms. Chacon made a motion to pay the bills as follows and it was seconded by Ms. Garcia:

\$13,994.89 Accounts Payable

\$37,716.95 Payroll

\$51,711.84 Total

Roll call: Reifsteck-yes, Schumacher-yes, Shimp-yes, Walter-yes, Chacon-yes, Forristall-yes, Garcia-yes. Carried 7-0.

Report of the Library Director:

Ms. Augustine said Tim Evans and the Parks & Rec staff provided excellent assistance at the Community Fest and Mr. Evans handled many parking issues that day due to a baseball game. She and another staff member took advantage of the ballgame and handed out fliers to those attending and invited them to the library. Mr. Tim Shimp was a guest reader which also brought many people to the upper level. Director Augustine said next year the event will be held after school is out to kick off summer reading. She thanked Ryan and Tiffany Forristall for their help in the parking lot. She said 477 food items were collected in place of book fines.

Other events at the library: art and poetry program was held in September, Newark Pharmacy asked the library to do a storytime, Ms. Weiss has brought back a themed Lego program, will participate in Biz Boo, will have a Halloween program and staff will hold a costume contest. Three new hires are exceeding expectations and have volunteered to teach a computer class and also started a Harry Potter book club. Ms. Weiss is holding a webinar regarding affording college, Ms. Hix is doing chair yoga, starting a walking book club and a book buddies reading group for A.I.D. clients. Library staff is looking at joining a virtual Illinois Libraries Presents which will offer social justice issue programs and provide marketing material. The approximate cost is \$350-\$375 for 6 months and Ms. Augustine will place this on next month's agenda. Ms. Hix contacted the senior center to partner with them for a speaker on dementia.

Syserco has scheduled November 1 to come to the library regarding the Building Automation System work. The phone system is installed and all issues are resolved. A leak was repaired in the children's department, gutter clogs were removed and burned out bulbs replaced. R.J. O'Neil calibrated a sensor on the chiller and will replace a part. The carpets were cleaned and the website went live October 5th. Ms. Hix applied for a grant which was awarded in the amount of \$9,280. It will be used for purchasing 10 hotspots, hotspot kits and other related items. Ms. Hix reached out to the Food Pantry who will inform their clients these kits can be checked out and she will develop policies for their use.

City Council Liaison: None

Standing Committees: None

Unfinished Business:

Camera System Proposals

Mr. Walter provided an update to the previous proposal. The update would add 6 cameras at a cost of about \$3,600. These cameras would not be connected to the new system, but added to the previous one and a Griffon representative said it would be OK to connect the old system to the new. This would avoid having to monitor 2 systems. A power-over ethernet switch would also be needed at a cost of \$1,500. Another alternative is to purchase new cameras as the budget allows. Upon acceptance of the proposal, the Board must pay 55% of the cost upfront. Mr. Forristall said there is also a need for maintenance support. Ms. Chacon said \$15,000 could come from “computers and software” and the rest of the funds could come from other sources. Trustee Reifsteck suggested not placing old cameras on the new system.

Mr. Walter made a motion to approve the Griffon system proposal for 6 new cameras, server and encoder at a cost not to exceed \$18,000 and leave the remaining old cameras in place for now. Mr. Walter will obtain a revised proposal for the next meeting. Ms. Schumacher asked if the Library would still be paying Sound Inc. for service for the old system. They are now paid per call. Ms. Garcia then seconded Mr. Walter's motion. Roll call: Schumacher-yes, Shimp-yes, Walter-yes, Chacon-yes, Forristall-yes, Garcia-yes, Reifsteck-yes. Carried 7-0.

Tax Levy

Finance Director Fredrickson prepared the levy info and Mr. Walter explained how the levy is determined. The library always asks for the maximum of .15% but usually receives less due to a tax cap. There are two components to the amount requested: library operations and debt service. He said the bonds will be paid off in 2025. At that time, justification will be needed to keep the current level of taxes which could be accomplished through hiring additional staff or increasing hours. The tax levy will go to Public Hearing on October 12 at the City Council meeting. The library operations amount to be requested is \$934,994 and debt service of \$847,313. Mr. Walter moved, seconded by Ms. Garcia, to approve the tax levy as presented. Roll call: Shimp-yes, Walter-yes, Chacon-yes, Forristall-yes, Garcia-yes, Reifsteck-yes, Schumacher-yes. Carried 7-0.

New Business

HVAC Duct Cleaning Proposal

Director Augustine said R.J. O'Neil has recommended the duct work be cleaned since it has never been done. Mr. Forristall recommended that the ducts should be cleaned every 5 years, but he will check to be certain. He said it would provide longevity to the filters and prevent having to replace expensive parts. This will be tabled until a future meeting for Mr. Forristall's findings.

Library Closings for 2022

Library Board Meeting Dates for 2022

Ms. Augustine said these dates must be approved every year. She also noted the observance of 2 holidays that do not coincide with that of the city. Ms. Garcia made a motion to approve the Library Closings for 2022 and she also moved to approve the Library Board Meeting Dates for 2022. Mr. Walter seconded both motions. Roll call: Walter-yes, Chacon-yes, Forristall-yes, Garcia-yes, Reifsteck-yes, Schumacher-yes, Shimp-yes. Carried 7-0.

Executive Session: None

Adjournment:

There was no further business and the meeting adjourned at 7:59pm.

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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900110	FNBO	FIRST NATIONAL BANK OMAHA			10/25/21		
	102521-B.PFIZENMAIER	09/30/21	43	MINER ELECT#328695-REMOVE		01-210-54-00-5495	360.60
			44	EXISTING SIREN AND INSTALL		** COMMENT **	
			45	REMOTE ONE		** COMMENT **	
			46	MINER ELECT#327972-RADIO		01-210-54-00-5495	225.64
			47	REPAIR		** COMMENT **	
			48	AMAZON-STAPLER, DESK TRAY		01-210-56-00-5610	43.80
						INVOICE TOTAL:	4,725.96 *
	102521-C.CALCAGNO	09/30/21	01	NET IC#210923006-HARVEST TOY		79-795-56-00-5606	910.00
			02	FILLED EGGS		** COMMENT **	
			03	AMAZON-TWINE		79-795-56-00-5606	3.99
			04	AMAZON-SCARECROW WALK		79-795-56-00-5606	86.85
			05	SUPPLIES		** COMMENT **	
			06	TARGET-SUPPLIES FOR DRINK DOWN		79-795-56-00-5602	103.54
			07	MEMORY LANE		** COMMENT **	
						INVOICE TOTAL:	1,104.38 *
	102521-D.BROWN	09/30/21	01	HOME DEPO-BLEACH, TOILET LEVER		51-510-56-00-5620	18.93
						INVOICE TOTAL:	18.93 *
	102521-D.DEBORD	09/30/21	01	AMAZON-BOOKS		82-820-56-00-5686	52.95
			02	AMAZON PRIME MONTHLY FEE		82-820-54-00-5460	12.99
			03	AMAZON-BOOKS		84-840-56-00-5686	54.27
			04	AMAZON-BOOKS		82-000-24-00-2480	100.64
						INVOICE TOTAL:	220.85 *
	102521-D.HENNE	09/30/21	01	HOME DEPO-LANTERN		01-410-54-00-5435	79.97
			02	HOME DEPO-EXACT CUT PLEATED		01-410-54-00-5435	186.42
						INVOICE TOTAL:	266.39 *
	102521-D.SMITH	09/30/21	01	RUSSO-ENGINE/VERTICAL SHAFT		79-790-56-00-5640	505.99
			02	HOME DEPO-HUSKY MECH SET		79-790-56-00-5630	149.00
			03	HOME DEPO-ROUTER BIT		79-790-56-00-5630	26.97
			04	HOME DEPO-WIPING CLOTHS, BRUSH		79-790-56-00-5640	38.66
						INVOICE TOTAL:	720.62 *
	102521-E.DHUSE	09/30/21	01	NAPA#293983-AIR PUMP RELAY		01-410-56-00-5628	32.62
			02	NAPA#293947-BATTERY		01-410-56-00-5628	131.78
			03	AMAZON-FACE MASKS		01-410-56-00-5620	73.00
			04	AMAZON-FACE MASKS		51-510-56-00-5620	73.00
			05	AMAZON-FACE MASKS		52-520-56-00-5620	73.00
			06	NAPA#294388-FILTERS		52-520-56-00-5628	8.27
			07	NAPA#294626-BRAKE PADS, FLUID		52-520-56-00-5628	153.57
			08	NAPA#295357-GOJO CREME		52-520-56-00-5628	2.79
			09	NAPA#295641-BATTERY		51-510-56-00-5628	191.57

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900110	FNBO	FIRST NATIONAL BANK OMAHA			10/25/21		
	102521-E.DHUSE	09/30/21	10	NAPA#295871-BATTERY DEPOSIT		01-410-56-00-5628	-49.50
			11	AMAZON-REPLACEMENT OFFICE		52-520-56-00-5610	30.98
			12	CHAIR GAS LIFT CYLINDER		** COMMENT **	
			13	NAPA#296189-BRAKE PADS, ROTORS		79-790-56-00-5640	246.85
						INVOICE TOTAL:	967.93 *
	102521-E.SCHREIBER	09/30/21	01	AMAZON-PAPER FASTNERS, PAPER		79-795-56-00-5606	666.63
			02	PLATES, CARPET, 3 HOLE PUNCH,		** COMMENT **	
			03	BINDERS, CLOTHPINS, WALL		** COMMENT **	
			04	CLIPS, WHISTLES, BUBBLES,		** COMMENT **	
			05	BUBBLE BLOWER, BOOKS, FISH		** COMMENT **	
			06	BOWL, PLUSH TOYS,		** COMMENT **	
			07	HIGHLIGHTERS, LETTER TRAY,		** COMMENT **	
			08	FOAM PUMPKIN, CHALK, DUCT		** COMMENT **	
			09	TAPE, STORAGE BAGS		** COMMENT **	
						INVOICE TOTAL:	666.63 *
	102521-E.WILLRETT	09/30/21	01	ILCMA - OCT 2021 ZOOM ACCESS		01-110-54-00-5412	50.00
			02	PRESENTATION REGISTRATION		** COMMENT **	
			03	ELEMENT FOUR-SEPT 2021		01-640-54-00-5450	791.32
			04	MONTHLY CLOUD CONNECT OFFSITE		** COMMENT **	
			05	BACKUPS		** COMMENT **	
			06	CDW-G-2 ACER SCREENS		25-212-56-00-5635	359.12
			07	PHYSICIANS CARE-DRUG SCREENING		82-820-54-00-5462	90.00
			08	PHYSICIANS CARE-DRUG SCREENING		01-210-54-00-5462	45.00
			09	PHYSICIANS CARE-DRUG SCREENING		01-110-54-00-5462	45.00
			10	PHYSICIANS CARE-DRUG SCREENING		79-795-54-00-5462	180.00
			11	SHI-USBS & MOUSE		01-640-54-00-5450	105.00
			12	SHI-ACROBAT PRO SUBSCRIPTIONS		01-640-54-00-5450	4,968.00
			13	AND INDESIGN FOR TEAMS RENEWAL		** COMMENT **	
			14	PARAGON-VEEAM ENT SOCKET		01-640-54-00-5450	2,111.91
			15	SUBSCRIPTION & SUPPORT		** COMMENT **	
			16	PHILLIPS FLOWERS-FUNERAL		01-110-56-00-5610	152.70
			17	ARRANGEMENT-EVANS		** COMMENT **	
			18	YORKVILLE FLOWERS-ARRANGEMENT		01-110-56-00-5610	54.14
						INVOICE TOTAL:	8,952.19 *
	102521-G.HIX	09/30/21	01	METERNALLY-ACTIVITY CARD KITS		82-000-24-00-2480	178.48
						INVOICE TOTAL:	178.48 *
	102521-G.JOHNSON	09/30/21	01	TARGET-HP INK CARTRIDGE		51-510-56-00-5620	54.36
						INVOICE TOTAL:	54.36 *
	102521-G.KLEEFISCH	09/30/21	01	HOME DEPO-WIRE, LOCKNUTS, GANG		79-790-56-00-5640	64.19
			02	BOX, NIPPLES		** COMMENT **	
						INVOICE TOTAL:	64.19 *

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900110	FNBO	FIRST NATIONAL BANK OMAHA			10/25/21		
	102521-R.FREDRICKSON	09/30/21	23	INTERNET		** COMMENT **	
			24	COMCAST-08/30-09/29 610 TOWER		01-410-54-00-5440	78.95
			25	INTERNET		** COMMENT **	
			26	COMCAST-08/30-09/29 610 TOWER		51-510-54-00-5440	118.42
			27	INTERNET		** COMMENT **	
			28	COMCAST-09/01-09/30 610 TOWER		52-520-54-00-5440	20.57
			29	OFC 2 INTERNET		** COMMENT **	
			30	COMCAST-09/01-09/30 610 TOWER		51-510-54-00-5440	41.13
			31	OFC 2 INTERNET		** COMMENT **	
			32	COMCAST-09/01-09/30 610 TOWER		01-410-54-00-5440	61.70
			33	OFC 2 INTERNET		** COMMENT **	
			34	NEWTEK-09/11-10/11 WEB HOSTING		01-640-54-00-5450	16.59
				INVOICE TOTAL:			1,453.02 *
	102521-R.HORNER	09/30/21	01	AMAZON-CONCRETE FLOAT		79-790-56-00-5630	279.99
			02	SHAWS TENT-REPLACEMENT COVER		79-790-56-00-5695	500.00
			03	MENARDS-ADHESIVE, ANT BAIT		79-790-56-00-5620	26.04
				INVOICE TOTAL:			806.03 *
	102521-R.MIKOLASEK	09/30/21	01	SURVIVAL TRAINING		01-210-54-00-5412	550.00
			02	SOLUTIONS-STOPS INSTRUCTOR		** COMMENT **	
			03	REGISTRATION-MIKOLASEK		** COMMENT **	
				INVOICE TOTAL:			550.00 *
	102521-S.AUGUSTINE	09/30/21	01	ADOBE-MONTHLY ACROBAT PRO		82-820-54-00-5460	124.00
			02	ILA-2021 DIRECTORS UNIVERSITY		82-820-54-00-5412	100.00
			03	REGISTRATION-AUGUSTINE		** COMMENT **	
			04	QUILL-COPY PAPER		82-820-56-00-5610	119.00
			05	MENARDS-PINESOL		82-820-56-00-5621	25.52
			06	METRONET-SEPT 2021 INTERNET		82-820-54-00-5440	124.97
			07	AMAZON-LANYARDS, KETCHAINS,		82-820-56-00-5610	383.28
			08	STAPLES, TONER CARTRIDGES		** COMMENT **	
			09	JEWEL-MEETING REFRESHMENTS		82-820-54-00-5412	79.97
			10	AMAZON-TAPE		82-820-56-00-5610	24.70
			11	PIZZA HUT-PIZZA		82-820-54-00-5412	79.95
			12	AMAZON-MARKERS, REPORT COVERS		82-820-56-00-5610	26.68
			13	AMAZON-BOOKS		82-000-24-00-2480	40.70
				INVOICE TOTAL:			1,128.77 *
	102521-S.IWANSKI	09/30/21	01	VISTAPR-BUSINESS CARDS		82-820-56-00-5620	35.59
			02	YORKVILLE POST-POSTAGE		82-820-54-00-5452	6.06
				INVOICE TOTAL:			41.65 *
	102521-S.RAASCH	09/30/21	01	WAREHOUSE-COPY PAPER, PENS		52-520-56-00-5610	260.06
				INVOICE TOTAL:			260.06 *

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900110	FNBO	FIRST NATIONAL BANK OMAHA			10/25/21		
	102521-S.REDMON	09/30/21	46	INVESTIGATION		** COMMENT **	
			47	BISMARCK PIZZA RANCH-FRAUD		01-000-24-00-2440	100.00
			48	CHARGE UNDER INVESTIGATION		** COMMENT **	
			49	DOLLY DOWN-FRAUD CHARGE UNDER		01-000-24-00-2440	19.33
			50	SAMS-CONCESSION DRINKS & CANDY		79-795-56-00-5607	249.00
			51	SAMS-CONCESSION DRINKS		79-795-56-00-5607	102.42
						INVOICE TOTAL:	7,448.34 *
	102521-S.REMUS	09/30/21	01	FACEBOOK-HTD ADVERTISING		79-795-56-00-5602	81.23
						INVOICE TOTAL:	81.23 *
	102521-S.SIMMONS	09/30/21	01	ADS-OCT-DEC 2021 MONITORING		24-216-54-00-5446	626.49
			02	AT 800 GAME FARM RD		** COMMENT **	
			03	VERIZON-SEPT 2021 IN CAR UNITS		01-210-54-00-5440	900.25
			04	VERIZON-SEPT 2021 CELL PHONES		01-220-54-00-5440	169.48
			05	VERIZON-SEPT 2021 CELL PHONES		01-110-54-00-5440	127.11
			06	VERIZON-SEPT 2021 CELL PHONES		01-210-54-00-5440	841.04
			07	VERIZON-SEPT 2021 CELL PHONES		79-790-54-00-5440	36.01
			08	VERIZON-SEPT 2021 CELL PHONES		79-795-54-00-5440	156.80
			09	VERIZON-SEPT 2021 CELL PHONES		51-510-54-00-5440	236.06
			10	VERIZON-SEPT 2021 CELL PHONES		82-820-54-00-5440	36.01
			11	VERIZON-SEPT 2021 CELL PHONES		52-520-54-00-5440	36.01
						INVOICE TOTAL:	3,165.26 *
	102521-S.SLEEZER	09/30/21	01	WINDING CREEK-TREES		79-790-56-00-5640	860.00
			02	GROUND		79-790-56-00-5640	688.20
			03	EFFECTS#461824-000-GRASS SEED		** COMMENT **	
						INVOICE TOTAL:	1,548.20 *
	102521-T.HOULE	09/30/21	01	HOME DEPO-GAS CAN		79-790-56-00-5630	20.99
			02	GRAND RENTAL-ASPHALT CUTTER		79-790-54-00-5485	4.00
			03	AMAZON-TONER CARTRIDGE		79-790-56-00-5620	110.10
			04	AMAZON-GRABBER TOOLS		79-790-56-00-5630	228.33
			05	AMPERAGE-SLUGBUSTER KO SET		79-790-56-00-5640	193.67
						INVOICE TOTAL:	557.09 *
	102521-T.SOELKE	09/30/21	01	MENARDS-WELDABLE PIPE		52-520-56-00-5620	15.66
			02	MENARDS-DRAINAGE KIT, PLUGS		52-520-56-00-5620	24.41
			03	SEALMASTER-ELZABETH ST		51-510-60-00-6025	622.75
			04	WATERMAIN PROJECT REPAIR		** COMMENT **	
						INVOICE TOTAL:	662.82 *
	102521-UCOY	09/30/21	01	WASTE MANAGEMENT		01-540-54-00-5442	117,339.78
			02	INV#0005025-2011-7-AUG 2021		** COMMENT **	
			03	REFUSE SERVICE		** COMMENT **	

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 11/08/21

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105083	AUGUSTIS	SHELLY AUGUSTINE					
	102121/102721		10/28/21	01	MILEAGE REIMBURSEMENT FOR	82-820-54-00-5415	81.76
				02	MEETINGS ON 10/21/21 &	** COMMENT **	
				03	10/27/21 FOR AUGUSTINE	** COMMENT **	
					INVOICE TOTAL:		81.76 *
					CHECK TOTAL:		81.76
105084	BAKTAY	BAKER & TAYLOR					
	2036193867		09/23/21	01	BOOKS	84-840-56-00-5686	432.88
					INVOICE TOTAL:		432.88 *
	2036208086		09/28/21	01	BOOKS	84-840-56-00-5686	759.71
					INVOICE TOTAL:		759.71 *
	2036223476		10/04/21	01	BOOKS	82-000-24-00-2480	16.09
				02	BOOKS	84-840-56-00-5686	781.72
					INVOICE TOTAL:		797.81 *
	2036236371		10/07/21	01	BOOKS	84-840-56-00-5686	781.39
					INVOICE TOTAL:		781.39 *
	2036250072		10/11/21	01	BOOKS	84-840-56-00-5686	487.11
					INVOICE TOTAL:		487.11 *
	2036269015		10/18/21	01	BOOKS	82-000-24-00-2480	61.21
				02	BOOKS	84-840-56-00-5686	983.58
					INVOICE TOTAL:		1,044.79 *
					CHECK TOTAL:		4,303.69
105085	FINDAWAY	FINDAWAY WORLD LLC					
	366239		10/21/21	01	AUDIO BOOKS	84-840-56-00-5683	149.97
					INVOICE TOTAL:		149.97 *

82-820 LIBRARY OPERATIONS

84-840 LIBRARY CAPITAL

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 11/08/21

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105085	FINDAWAY	FINDAWAY WORLD LLC					
	367030		10/28/21	01	AUDIO BOOKS	84-840-56-00-5683	96.94
					INVOICE TOTAL:		96.94 *
					CHECK TOTAL:		246.91
105086	GRIFFON	GRIFFONS SYSTEMS, INC					
	AVIGILON-DEP		10/26/21	01	AVIGILON SURVEILLANCE SYSTEM	84-840-56-00-5635	9,600.25
				02	REQUIRED 55% DOWN PAYMENT OF	** COMMENT **	
				03	TOTAL COST	** COMMENT **	
					INVOICE TOTAL:		9,600.25 *
					CHECK TOTAL:		9,600.25
105087	IMPERIAL	IMPERIAL SERVICE SYSTEMS, INC					
	147912		10/14/21	01	CARPET CLEANING AND EXTRACTION	82-820-54-00-5495	4,437.00
					INVOICE TOTAL:		4,437.00 *
					CHECK TOTAL:		4,437.00
105088	LLWCONSU	LLOYD WARBER					
	10512		10/29/21	01	OCT 2021 ON SITE IT SUPPORT	82-820-54-00-5462	720.00
					INVOICE TOTAL:		720.00 *
					CHECK TOTAL:		720.00
105089	MIDWTAPE	MIDWEST TAPE					
	501051757		09/28/21	01	DVD	84-840-56-00-5685	26.24
					INVOICE TOTAL:		26.24 *
	501078023		10/04/21	01	AUDIO BOOKS	84-840-56-00-5683	134.96

82-820 LIBRARY OPERATIONS

84-840 LIBRARY CAPITAL

CHECK DATE: 11/08/21

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
105089	MIDWTAPE	MIDWEST TAPE						
	501078023		10/04/21	02	DVDS	84-840-56-00-5685	44.98	
					INVOICE TOTAL:		179.94	*
	501113304		10/11/21	01	DVDS	84-840-56-00-5685	29.98	
					INVOICE TOTAL:		29.98	*
	501132736		10/15/21	01	AUDIO BOOKS	84-840-56-00-5683	77.98	
					INVOICE TOTAL:		77.98	*
	501148029		10/20/21	01	DVD	84-840-56-00-5685	26.24	
					INVOICE TOTAL:		26.24	*
	501156708		10/20/21	01	PLAYAWAY LOCK, REPLACEMENT	82-820-56-00-5620	28.97	
				02	BATTERY DOOR	** COMMENT **		
					INVOICE TOTAL:		28.97	*
	501170124		10/22/21	01	DVDS	84-840-56-00-5685	35.98	
				02	AUDIO BOOKS	84-840-56-00-5683	227.96	
					INVOICE TOTAL:		263.94	*
					CHECK TOTAL:			633.29
105090	PRAIRCAT	PRAIRIECAT						
	7557		10/12/21	01	QUARTERLY PARTICIPATION FEES	82-820-54-00-5468	3,965.25	
					INVOICE TOTAL:		3,965.25	*
	7615		10/26/21	01	MOBILE BASE APPLICATION	82-820-54-00-5468	499.00	
					INVOICE TOTAL:		499.00	*
					CHECK TOTAL:			4,464.25
105091	PSNRBLAW	PEREGRINE, STIME, NEWMAN,						
	61366		10/11/21	01	JUL-SEPT 2021 GENERAL LEGAL	82-820-54-00-5466	787.50	

82-820 LIBRARY OPERATIONS

84-840 LIBRARY CAPITAL

CHECK DATE: 11/08/21

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105091	PSNRBLAW	PEREGRINE, STIME, NEWMAN,					
	61366		10/11/21	02	SERVICES	** COMMENT ** INVOICE TOTAL:	787.50 *
					CHECK TOTAL:		787.50
105092	R0002482	CHARLES B. PHILLIPS PUBLIC					
	092721-RPLCMNT		09/27/21	01	REPLACEMENT COST FOR 2 LOST	82-820-56-00-5686	22.00
				02	BOOKS	** COMMENT ** INVOICE TOTAL:	22.00 *
					CHECK TOTAL:		22.00
105093	R0002483	PALOS HEIGHTS PUBLIC LIBRARY					
	102821-REIMB		10/28/21	01	40 SEATS FOR AN AUTHOR EVENT	82-820-56-00-5671	47.60
					INVOICE TOTAL:		47.60 *
					CHECK TOTAL:		47.60
105094	RJONEIL	R.J. O'NEIL, INC.					
	00115046		09/29/21	01	HVAC CHILLER SENSOR REPAIR	82-820-54-00-5495	560.00
					INVOICE TOTAL:		560.00 *
	00115048		09/29/21	01	REPLACED BOILER DRAIN GASKET	82-820-54-00-5495	210.00
				02	CAP	** COMMENT ** INVOICE TOTAL:	210.00 *
	00115167		10/19/21	01	RESET CHILLER ALARM	82-820-54-00-5495	770.00
					INVOICE TOTAL:		770.00 *
					CHECK TOTAL:		1,540.00
105095	TCG	TCG SOLUTIONS, INC					

82-820 LIBRARY OPERATIONS

84-840 LIBRARY CAPITAL

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 11/08/21

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105095	TCG	TCG SOLUTIONS, INC					
	21-0618		07/01/21	01	HOSTED VOIP	82-820-54-00-5462	445.00
					INVOICE TOTAL:		445.00 *
	21-0619		08/01/21	01	HOSTED VOIP	82-820-54-00-5462	445.00
					INVOICE TOTAL:		445.00 *
	21-0620		09/01/21	01	HOSTED VOIP	82-820-54-00-5462	445.00
					INVOICE TOTAL:		445.00 *
	21-0621		10/01/21	01	HOSTED VOIP, INSTALLED NEW	82-820-54-00-5462	1,445.00
				02	SYSTEM	** COMMENT **	
					INVOICE TOTAL:		1,445.00 *
					CHECK TOTAL:		2,780.00
105096	TKELEVAT	TK ELEVATOR CORPORATION					
	3006261402		11/01/21	01	11/01/21-01/31/22 ELEVATOR	82-820-54-00-5462	597.34
				02	MAINTENANCE	** COMMENT **	
					INVOICE TOTAL:		597.34 *
					CHECK TOTAL:		597.34
105097	WEBLINX	WEBLINX INCORPORATED					
	30722		10/04/21	01	ANNUAL WEBSITE HOSTING FEE	82-820-54-00-5462	300.00
					INVOICE TOTAL:		300.00 *
					CHECK TOTAL:		300.00
105098	YOUNGM	MARLYS J. YOUNG					
	091321		09/27/21	01	09/13/21 MEETING MINUTES	82-820-54-00-5462	72.50
					INVOICE TOTAL:		72.50 *

82-820 LIBRARY OPERATIONS

84-840 LIBRARY CAPITAL

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 11/08/21

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105098	YOUNGM	MARLYS J. YOUNG					
	101121		10/25/21	01	10/11/21 MEETING MINUTES	82-820-54-00-5462	59.50
					INVOICE TOTAL:		59.50 *
					CHECK TOTAL:		132.00
					TOTAL AMOUNT PAID:		30,693.59





UNITED CITY OF YORKVILLE

PAYROLL SUMMARY

October 1, 2021

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	\$ 15,575.27	\$ -	15,575.27	\$ 1,689.74	\$ 766.02	\$ 18,031.03
FINANCE	11,519.60	-	11,519.60	1,313.16	883.20	\$ 13,715.96
POLICE	135,171.68	1,283.45	136,455.13	662.21	10,258.18	\$ 147,375.52
COMMUNITY DEV.	20,937.45	-	20,937.45	2,392.82	1,587.91	\$ 24,918.18
STREETS	17,473.94	202.96	17,676.90	1,963.90	1,295.63	\$ 20,936.43
WATER	17,767.87	238.03	18,005.90	2,000.47	1,311.74	\$ 21,318.11
SEWER	9,947.23	-	9,947.23	1,105.15	725.03	\$ 11,777.41
PARKS	26,101.03	281.31	26,382.34	2,735.88	1,972.95	\$ 31,091.17
RECREATION	20,346.75		20,346.75	1,922.60	1,552.50	\$ 23,821.85
LIBRARY	17,704.62	-	17,704.62	1,191.68	1,316.49	\$ 20,212.79
TOTALS	\$ 292,545.44	\$ 2,005.75	\$ 294,551.19	\$ 16,977.61	\$ 21,669.65	\$ 333,198.45
TOTAL PAYROLL						\$ 333,198.45



UNITED CITY OF YORKVILLE

PAYROLL SUMMARY

October 15, 2021

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 908.34	\$ -	\$ 908.34	\$ -	\$ 69.49	\$ 977.83
ALDERMAN	3,900.00	-	3,900.00	-	298.35	4,198.35
ADMINISTRATION	15,771.93	-	15,771.93	1,691.60	766.86	18,230.39
FINANCE	12,519.60	-	12,519.60	1,390.93	936.75	14,847.28
POLICE	118,045.34	1,119.04	119,164.38	663.53	8,840.50	128,668.41
COMMUNITY DEV.	20,937.44	-	20,937.44	2,326.16	1,542.01	24,805.61
STREETS	17,473.95	239.89	17,713.84	1,968.00	1,298.84	20,980.68
BUILDING & GROUNDS	1,047.60	-	1,047.60	116.39	80.14	1,244.13
WATER	17,493.50	681.76	18,175.26	2,052.61	1,347.31	21,575.18
SEWER	11,517.91	96.74	11,614.65	1,290.39	852.53	13,757.57
PARKS	25,437.06	171.91	25,608.97	2,604.73	1,896.40	30,110.10
RECREATION	18,001.17	-	18,001.17	1,671.67	1,345.94	21,018.78
LIBRARY	18,078.22	-	18,078.22	1,191.68	1,345.06	20,614.96

TOTALS	\$ 281,132.06	\$ 2,309.34	\$ 283,441.40	\$ 16,967.69	\$ 20,620.18	\$ 321,029.27
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TOTAL PAYROLL \$ 321,029.27



UNITED CITY OF YORKVILLE

PAYROLL SUMMARY

October 29, 2021

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	\$ 15,485.26	\$ -	15,485.26	\$ 1,673.08	\$ 756.87	\$ 17,915.21
FINANCE	11,519.60	-	11,519.60	1,279.83	879.64	\$ 13,679.07
POLICE	119,317.34	1,192.01	120,509.35	665.50	9,158.39	\$ 130,333.24
COMMUNITY DEV.	20,937.45	-	20,937.45	2,326.16	1,578.61	\$ 24,842.22
STREETS	17,473.93	346.50	17,820.43	1,979.85	1,352.26	\$ 21,152.54
BUILDING & GROUNDS	2,095.20	-	2,095.20	232.78	160.28	\$ 2,488.26
WATER	17,793.50	96.34	17,889.84	1,987.57	1,356.10	\$ 21,233.51
SEWER	10,722.87	-	10,722.87	1,191.32	820.31	\$ 12,734.50
PARKS	24,777.05	136.87	24,913.92	2,586.61	1,905.90	\$ 29,406.43
RECREATION	17,455.76		17,455.76	1,648.66	1,335.38	\$ 20,439.80
LIBRARY	17,771.98	-	17,771.98	1,191.68	1,359.52	\$ 20,323.18
TOTALS	\$ 275,349.94	\$ 1,771.72	\$ 277,121.66	\$ 16,763.04	\$ 20,663.26	\$ 314,547.96

TOTAL PAYROLL \$ 314,547.96



YORKVILLE LIBRARY BOARD

BILL LIST SUMMARY

Monday, November 8, 2021

ACCOUNTS PAYABLE

Library CC Check Register (<i>Pages 1 - 4</i>)	10/25/2021	\$1,695.76
Library Check Register (<i>Pages 5 - 10</i>)	11/08/2021	30,693.59
IPRF - Sept 2021 Workers Comp	10/12/2021	872.21
DLL Financial-Nov 2021 Copier Lease	10/12/2021	185.00
Glatfelter Liability Ins. - Installment #10	10/12/2021	902.23
Nicor -08/31/21-09/30/21 services	10/26/2021	1,600.49
TOTAL BILLS PAID:		<hr/> \$35,949.28

PAYROLL

	<u>DATE</u>	
Bi-weekly (<i>Page 11</i>)	10/01/2021	\$20,212.79
Bi-weekly (<i>Page 12</i>)	10/15/2021	20,614.96
Bi-weekly (<i>Page 13</i>)	10/29/2021	20,323.18
TOTAL PAYROLL:		<hr/> \$61,150.93

TOTAL DISBURSEMENTS:	<hr/> \$97,100.21
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**YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2022 BUDGET REPORT
For the Month Ended October 31, 2021**

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year						Year-to-Date Totals	FISCAL YEAR 2022 BUDGET	% of Budget
		8% May-21	17% June-21	25% July-21	33% August-21	42% September-21	50% October-21			

LIBRARY OPERATIONS REVENUES

<i>Taxes</i>										
82-000-40-00-4000	PROPERTY TAXES	36,449	366,781	11,201	30,247	312,477	11,654	768,810	776,734	98.98%
82-000-40-00-4083	PROPERTY TAXES-DEBT SERVICE	39,429	396,774	12,117	32,721	338,029	12,607	831,677	836,024	99.48%
<i>Intergovernmental</i>										
82-000-41-00-4120	PERSONAL PROPERTY TAX	2,085	-	1,519	193	-	2,531	6,329	5,250	120.55%
82-000-41-00-4160	FEDERAL GRANTS	-	-	-	-	764	-	764	-	0.00%
82-000-41-00-4170	STATE GRANTS	-	-	-	24,958	-	-	24,958	21,151	118.00%
<i>Fines & Forfeits</i>										
82-000-43-00-4330	LIBRARY FINES	557	485	238	1,215	152	1,466	4,112	8,500	48.38%
<i>Charges for Service</i>										
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS	1,435	991	-	2,735	-	1,431	6,592	8,500	77.56%
82-000-44-00-4422	COPY FEES	271	297	-	547	287	212	1,614	3,800	42.48%
82-000-44-00-4438	PROGRAM FEES	-	-	-	11	-	3	14	-	0.00%
<i>Investment Earnings</i>										
82-000-45-00-4500	INVESTMENT EARNINGS	41	44	64	61	72	85	367	2,000	18.36%
82-000-45-00-4550	GAIN ON INVESTMENT	-	-	-	-	355	-	355	-	0.00%
<i>Miscellaneous</i>										
82-000-48-00-4820	RENTAL INCOME	-	-	-	-	75	-	75	1,750	4.29%
82-000-48-00-4850	MISCELLANEOUS INCOME	98	374	175	360	249	245	1,501	2,000	75.04%
<i>Other Financing Sources</i>										
82-000-49-00-4901	TRANSFER FROM GENERAL	1,775	1,775	2,139	1,775	1,775	1,774	11,015	26,993	40.81%
TOTAL REVENUES: LIBRARY		82,141	767,522	27,453	94,824	654,234	32,009	1,658,182	1,692,702	97.96%

LIBRARY OPERATIONS EXPENDITURES

<i>Salaries & Wages</i>										
82-820-50-00-5010	SALARIES & WAGES	17,137	17,567	19,173	21,179	21,452	32,178	128,686	286,470	44.92%
82-820-50-00-5015	PART-TIME SALARIES	12,796	12,339	12,568	12,770	11,441	21,376	83,291	195,544	42.59%
<i>Benefits</i>										
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION	1,904	1,952	2,130	2,353	2,383	3,575	14,297	32,180	44.43%
82-820-52-00-5214	FICA CONTRIBUTION	2,219	2,217	2,357	2,521	2,440	4,021	15,775	35,685	44.21%
82-820-52-00-5216	GROUP HEALTH INSURANCE	11,119	12,186	6,145	7,145	7,266	(647)	43,214	105,501	40.96%
82-820-52-00-5222	GROUP LIFE INSURANCE	-	66	-	131	-	52	248	377	65.79%
82-820-52-00-5223	DENTAL INSURANCE	-	1,439	480	554	517	-	2,988	7,079	42.21%
82-820-52-00-5224	VISION INSURANCE	34	72	-	228	-	78	412	1,088	37.85%
82-820-52-00-5230	UNEMPLOYMENT INSURANCE	-	-	364	-	-	-	364	1,000	36.40%
82-820-52-00-5231	LIABILITY INSURANCE	2,114	1,775	1,775	1,775	1,775	1,774	10,990	25,993	42.28%



**YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2022 BUDGET REPORT
For the Month Ended October 31, 2021**

		% of Fiscal Year								
ACCOUNT NUMBER	DESCRIPTION	8% May-21	17% June-21	25% July-21	33% August-21	42% September-21	50% October-21	Year-to-Date Totals	FISCAL YEAR 2022 BUDGET	% of Budget
<i>Contractual Services</i>										
82-820-54-00-5412	TRAINING & CONFERENCES	-	-	-	-	20	260	280	3,000	9.33%
82-820-54-00-5415	TRAVEL & LODGING	-	-	-	-	-	-	-	1,500	0.00%
82-820-54-00-5426	PUBLISHING & ADVERTISING	-	-	167	-	-	-	167	2,500	6.68%
82-820-54-00-5440	TELECOMMUNICATIONS	-	426	-	252	293	161	1,132	7,200	15.72%
82-820-54-00-5452	POSTAGE & SHIPPING	-	12	6	180	34	6	238	750	31.71%
82-820-54-00-5460	DUES & SUBSCRIPTIONS	569	1,371	1,492	13	172	1,863	5,480	11,000	49.82%
82-820-54-00-5462	PROFESSIONAL SERVICES	1,262	2,982	2,767	3,973	4,312	1,157	16,454	40,000	41.14%
82-820-54-00-5466	LEGAL SERVICES	-	-	-	2,138	-	-	2,138	3,000	71.25%
82-820-54-00-5468	AUTOMATION	2,534	-	4,748	-	-	-	7,282	20,000	36.41%
82-820-54-00-5480	UTILITIES	-	-	2,406	1,343	1,392	1,600	6,741	12,351	54.58%
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	1,033	2,347	5,905	2,775	270	1,635	13,965	50,000	27.93%
82-820-54-00-5498	PAYING AGENT FEES	-	1,100	589	-	-	-	1,689	1,700	99.32%
<i>Supplies</i>										
82-820-56-00-5610	OFFICE SUPPLIES	-	454	193	168	866	554	2,234	8,000	27.93%
82-820-56-00-5620	OPERATING SUPPLIES	-	446	-	-	240	36	721	4,000	18.03%
82-820-56-00-5621	CUSTODIAL SUPPLIES	-	28	103	169	289	26	614	7,000	8.78%
82-820-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	-	-	807	-	807	2,000	40.35%
82-820-56-00-5671	LIBRARY PROGRAMMING	-	26	180	-	-	-	206	2,000	10.30%
82-820-56-00-5675	EMPLOYEE RECOGNITION	-	-	-	-	-	-	-	300	0.00%
82-820-56-00-5685	DVD'S	-	-	-	-	-	-	-	500	0.00%
82-820-56-00-5686	BOOKS	-	-	-	272	-	69	341	1,500	22.76%
<i>2006 Bond</i>										
82-820-84-00-8000	PRINCIPAL PAYMENT	-	-	-	-	-	-	-	75,000	0.00%
82-820-84-00-8050	INTEREST PAYMENT	-	8,338	-	-	-	-	8,338	16,675	50.00%
<i>2013 Refunding Bond</i>										
82-820-99-00-8000	PRINCIPAL PAYMENT	-	-	-	-	-	-	-	645,000	0.00%
82-820-99-00-8050	INTEREST PAYMENT	-	51,775	-	-	-	-	51,775	103,550	50.00%
TOTAL FUND REVENUES		82,141	767,522	27,453	94,824	654,234	32,009	1,658,182	1,692,702	97.96%
TOTAL FUND EXPENDITURES		52,721	118,916	63,548	59,939	55,969	69,775	420,867	1,709,443	24.62%
FUND SURPLUS (DEFICIT)		29,420	648,606	(36,095)	34,884	598,266	(37,766)	1,237,315	(16,741)	

LIBRARY CAPITAL REVENUES

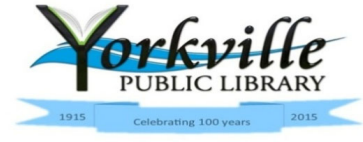
84-000-42-00-4214	DEVELOPMENT FEES	10,300	10,300	13,150	16,650	9,750	11,800	71,950	50,000	143.90%
84-000-45-00-4500	INVESTMENT EARNINGS	13	14	16	16	16	18	94	200	46.84%



YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2022 BUDGET REPORT
For the Month Ended October 31, 2021

		% of Fiscal Year								
ACCOUNT NUMBER	DESCRIPTION	8%	17%	25%	33%	42%	50%	Year-to-Date	FISCAL YEAR 2022	
		May-21	June-21	July-21	August-21	September-21	October-21	Totals	BUDGET	% of Budget
84-000-48-00-4850	MISCELLANEOUS INCOME	-	31	-	-	-	-	31	-	0.00%
TOTAL REVENUES: LIBRARY CAPITAL		10,313	10,346	13,166	16,666	9,766	11,818	72,075	50,200	143.58%
LIBRARY CAPITAL EXPENDITURES										
84-840-54-00-5460	E-BOOK SUBSCRIPTIONS	-	-	-	-	-	-	-	3,500	0.00%
84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	-	-	-	-	-	15,000	0.00%
84-840-56-00-5683	AUDIO BOOKS	-	20	265	231	210	425	1,151	3,500	32.88%
84-840-56-00-5684	COMPACT DISCS & OTHER MUSIC	-	-	-	-	-	34	34	500	6.80%
84-840-56-00-5685	DVD'S	-	121	181	261	241	204	1,009	3,000	33.63%
84-840-56-00-5686	BOOKS	-	2,239	1,090	2,386	4,892	1,134	11,742	50,000	23.48%
84-840-60-00-6020	BUILDING IMPROVEMENTS	-	-	-	866		-	866	20,000	4.33%
TOTAL FUND REVENUES		10,313	10,346	13,166	16,666	9,766	11,818	72,075	50,200	143.58%
TOTAL FUND EXPENDITURES		-	2,380	1,537	3,743	5,343	1,798	14,801	95,500	15.50%
FUND SURPLUS (DEFICIT)		10,313	7,965	11,629	12,922	4,423	10,020	57,274	(45,300)	

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YORKVILLE PUBLIC LIBRARY

CASH STATEMENT

As of October 31, 2021

FISCAL YEAR 2022

		May 2021	June 2021	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021	January 2022	February 2022	March 2022	April 2022
Library Operations	Old Second	\$ 408,881	\$ 719,168	\$ 671,242	\$ 652,233	\$ 961,222	\$ 934,436						
Building Development Fees	Old Second	169,954	177,116	185,896	195,318	206,641	214,612						
Library Operations	IMET *	4,126	4,126	4,126	4,126	5,528	5,528						
Library Operations	Illinois Funds	258,149	258,154	258,159	283,122	283,127	283,133						
Total:		\$ 841,109	\$ 1,158,565	\$ 1,119,422	\$ 1,134,798	\$ 1,456,519	\$ 1,437,709	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Restricted

PAYROLL

1 ST PAY PERIOD		\$ 16,883	\$ 16,937	\$ 17,551	\$ 19,276	\$ 18,994	\$ 20,213						
2 ND PAY PERIOD		17,173	17,137	18,677	19,547	18,723	20,615						
3 RD PAY PERIOD		-	-	-	-	-	20,323						
Total		\$ 34,056	\$ 34,074	\$ 36,228	\$ 38,824	\$ 37,717	\$ 61,151	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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YORKVILLE PUBLIC LIBRARY
STATEMENT OF REVENUES, EXPENDITURES AND TRANSFERS
For the Month Ended October 31, 2021 *

					Fiscal Year 2021	
	October Actual	YTD Actual	% of Budget	FY 2022 Budget	For the Month Ended Oct 31, 2020 YTD Actual	% Change
LIBRARY OPERATIONS FUND (82)						
<i>Revenues</i>						
Property Taxes	\$ 24,261	\$ 1,600,486	99.24%	\$ 1,612,758	\$ 1,542,662	3.75%
<u>Intergovernmental</u>						
Personal Property Replacement Tax	\$ 2,531	\$ 6,329	120.55%	\$ 5,250	\$ 3,024	109.31%
State Grants	-	25,722	121.61%	21,151	21,151	21.61%
Total Intergovernmental	\$ 2,531	\$ 32,051	121.40%	\$ 26,401	\$ 24,175	32.58%
Library Fines	\$ 1,466	\$ 4,112	48.38%	\$ 8,500	\$ 1,832	124.45%
<u>Charges for Services</u>						
Library Subscription Cards	\$ 1,431	\$ 6,592	77.56%	\$ 8,500	\$ 1,326	397.02%
Copy Fees	212	1,614	0.00%	-	\$ 2	80615.00%
Program Fees	3	14	0.38%	3,800	696	-97.93%
Total Charges for Services	\$ 1,646	\$ 8,221	66.84%	\$ 12,300	\$ 2,025	306.01%
Investment Earnings	\$ 85	\$ 722	36.09%	\$ 2,000	\$ 834	-13.43%
<u>Reimbursements/Miscellaneous/Transfers In</u>						
Miscellaneous Reimbursements	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental Income	-	75	4.29%	1,750	-	0.00%
Miscellaneous Income	245	1,501	75.04%	2,000	374	300.94%
Transfer In	1,774	11,015	40.81%	26,993	16,132	-31.72%
Total Miscellaneous & Transfers	\$ 2,019	\$ 12,591	40.95%	\$ 30,743	\$ 16,506	-23.72%
Total Revenues and Transfers	\$ 32,009	\$ 1,658,182	97.96%	\$ 1,692,702	\$ 1,588,034	4.42%
<i>Expenditures</i>						
<u>Library Operations</u>	<u>\$ 69,775</u>	<u>\$ 420,867</u>	<u>24.62%</u>	<u>\$ 1,709,443</u>	<u>\$ 456,090</u>	<u>-7.72%</u>
50 Salaries	53,555	211,977	43.98%	482,014	228,387	-7.19%
52 Benefits	8,853	88,288	42.26%	208,903	96,588	-8.59%
54 Contractual Services	6,683	55,566	36.32%	153,001	53,373	4.11%
56 Supplies	684	4,924	19.46%	25,300	6,699	-26.49%
99 Debt Service	-	60,113	7.15%	840,225	71,044	-15.39%
Total Expenditures and Transfers	\$ 69,775	\$ 420,867	24.62%	\$ 1,709,443	\$ 456,090	-7.72%
<i>Surplus(Deficit)</i>	<i>\$ (37,766)</i>	<i>\$ 1,237,315</i>		<i>\$ (16,741)</i>	<i>\$ 1,131,944</i>	

* October represents 50% of fiscal year 2022

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Director's Report for October 2021

Programming

Our YPL Community Fest was held on Sat, Oct 9 from 11-3. We believe we had over 150+ people in attendance. There were 5 food truck and several touch-a-truck vehicles for the kids to explore. The YHS Robotic Club held live demonstrations in the parking lot which was a great success. We collected food for the Kendall County Community Food Pantry and had the Merry Clowns making balloon art for the kids. The Kendall County Historical Society was in our Genealogy Room showcasing our collection, and we had several "celebrity" story time readers throughout the day. Our goal for the day was to showcase all the services, technology, and materials that are available at our Library. Next year there will be a dedicated committee for the planning, promoting, and overseeing the operations of the day. Tim Evans was very helpful in getting us anything that we need for our Community Fest. We certainly appreciated his help!

We have added 2 new reoccurring programs to our lineup of adult programs. Roaming Book Club will be meeting at Hoover Forest Preserve (weather permitting) to walk and discuss books. Chair Yoga will be meeting twice in Nov and Dec. Chair Yoga helps to reduce inflammation, lower blood pressure, improve balance, and increase strength and flexibility.

Halloween Tots & Toddlers program was a big success again this year. We had a full registration list along with a wait list. Jennette does a great job in presenting the program and having all the children trick-or-treat throughout the Library. The staff also dresses up for our annual costume contest.

We participated in the Yorkville Chamber of Commerce Biz Boo Trick-or-Treat event again this year. There were over 70+ kids who came into the library for candy and giveaways. Thank you to Wrigley for the large donation of candy for this event!

Upcoming Events/Programs

The Library will be closed on Thursday, Nov 11 in observance of Veteran's Day.

We are partnering with YPAC for storytime 3 times in November. A YPAC Ballerina will be reading a few stories and ending the program with a short ballet lesson.

Paying for College without going Broke webinar – Tue, Nov 16 at 6:30: Explore the complex world of need-based and merit based financial aid. Parents and students will learn strategies for lowering their EFC (Expected Family Contribution), new FASFA rules, and tips for optimizing college admissions and scholarships.

Our annual Polar Express will be held Sat, Dec 4. Santa will also be on hand to receive letters that the kids have written. We have several of our members of our Adult Creative Writing Group helping Santa with his responses back to all the kid's letters.

Over Winter Break, there will be 2 sessions of Reading Buddies planned. This is where we have teens paired with littles to read stories. We already have 25 teens that have volunteered to participate in this program.

Outreach

Wamecca reached out to me that the GRTW chapter would like to do another Period Poverty Collection Drive from November 8th through December 6th. They will place a collection box in our foyer and post our location in their marketing flyers.

Wrigley has donated a large quantity of candy to the city's departments. We will use this for Biz Boo, Halloween Tots program, Polar Express, and Mini-Golf Fundraiser.

We will be giving State Senator of the 25th District, Karina Villa, a tour of the Library on November 8th from 1:30-2:15 pm

Spoke with Tim Shimp about scheduling a meeting to discuss how we can help the school district. He will be in touch once he hires a Director of Marketing and Storytelling to set up a time to meet.

Library Operations

Ted, maintenance person with the city, has been over several times this month to address lightbulb replacements and clogged gutters. I have asked to have an additional master key made and held at the library for his use.

Fire department came this month for a walking inspection of the building

A Service Specialist from Sysco was here to install software on our new computer that will run our BAC for our HVAC unit. He had trouble upgrading to the new software and will return later to finish the install. Russ was here to help with any needs the rep encountered. Steve and Ted from the City would like to be here when the install is complete and to go through training on the use of the software.

Matt from the City was here today to install "No Parking/Fire Lane" signs along the sidewalk along the library to try to stop parents from using our lot as a pickup lane for after school traffic.

Staff & Training

Genevieve has added some accessibility tools and items to our collection thanks to a generous donation from the Friends of the Library.

- For in-library use, we have a large-type/high-visibility keyboard and a large trackball installed on Computer 12. They're intended to help patrons with limited sight or hand mobility.
- We also have three "reminiscence kits" available for checkout. The kits are intended to help people who have a loved one with dementia by facilitating conversation and connection. The kits each contain a DVD, a pack of activity cards, and a book. We also have several stand-alone books that are meant to facilitate conversation and reminiscence. The kits and books are shelved between Adult Nonfiction and Adult Spanish.

I attended a Prairie-Cat Resource Sharing Summit in DeKalb about developing a Prairie-Cat Plus module of service for consortium.

Attended a quarterly PrairieCat Delegates Assembly in LaSalle. A vote was taken to approve a new Innovative contract for Vega Discover services. This will be replacing our Encore program.

Other

We are having trouble with the students moving our barricades after school and trying to drive through our parking lot. We have had to block this area because of the number of parents using our parking lot as a pickup lane and causing a traffic jam. We have received several patron complaints that they can not get into or leave the parking lot at the end of the school day. We have reached out to the Police Department twice and the school administration as well.

Programs

Youth Programs:

19 Children's programs with 480 attending (2 book clubs, Homeschool book club, 4 story times, Window Art, Chalk the Walk, Lego Hunt, Halloween scavenger hunt, Escape Room, Tots-and-toddlers, Lego club, Read with Paws, Preschool Zone, Literacy Center, BizBoo)

2 passive Children's program with 168 attending (2 FB Spanish Story Times)

6 Teen program with 26 attending, (2 TAG, Teen Book club, Harry Potter Book club, Teen buttons, Teen Pumpkin Decorating)

2 passive Teen programs with 15 attending (Writing, 3D printer)

Note: Read and return area is available at Kendall County Courthouse, Mutual Ground, Yorkville Soap Bar Laundromat, and Kendall County community Food Pantry.

Adult Programs:

10 programs with 88 attending

10/5 Threads – 5

10/7 Tool Savvy- 27

10/13 Lunch Bunch Book Club- 6

10/14 Medicare Seminar-8

10/21 Men's Book club- 9

10/22 Roaming Readers Book Club- 4

10/25 Monday movie- 6

10/26 Creative Writing Group-14

10/27 Author Chris Bohjalian (virtual)- 9

10/9 Special Event: YPL Community Fest- 150+ attending

Meeting Room Usage: Rentals- 0; Library use- 16; Community use- 4; Zoom meets-6

Museum pass: 7

Proctored tests: 0

Volunteers- Friends of the Library are operating the Lobby book sale and have been continuing to index the KCR Obits

Webinars/trainings attended by staff

MARC regular meeting

PrairieCat Summit meeting

Delegates Assembly

[illegible]


FY 2021 ATTENDANCE			MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	
PATRON DOOR COUNT			3,889	5124	4480	3670	5445	4624							
CURBSIDE PATRONS			38	20	22	24	40	35							
HOME DELIVERY			2	2	3	4	3	1							
NUMBER OF CHILDREN'S PROGRAMS			12	25	21	16	20	19							
CHILDREN'S ROGRAM ATTENDANCE			180	804	875	432	393	480							
NUMBER OF CHILDREN'S PASSIVE PROGRAMS			16	7	8	2	1	2							
CHILDREN'S PASSIVE PROGRAM ATTENDANCE			819	617	2226	92	17	168							
NUMBER OF YA PROGRAMS			4	7	14	6	1	6							
YA PROGRAM ATTENDANCE			21	62	88	46	3	26							
NUMBER OF YA PASSIVE PROGRAMS			2	0	1	1	1	2							
YA PASSIVE PROGRAM ATTENDANCE			10	0	1	0	4	15							
YOUTH SUMMER/WINTER READING					377										
NUMBER OF ADULT PROGRAMS			5	6	6	6	10	10							
ADULT PROGRAM ATTENDANCE			39	67	67	126	130	88							
								Fest 150+							
NUMBER OF ADULT PASSIVE PROGRAMS							1display								
ADULT PASSIVE PROGRAM ATTENDANCE							550								
ADULT SUMMER/WINTER READING															
MEETING ROOM USE:	Library		11	27	26	23	15	16							
	Community		3	2	1	3	2	4							
	Rental				1		1								
BOARD ROOM USE						11	2	4							
STUDY ROOM USE			21	36	6	32	49	60							
MUSEUM PASS				9	11	9	4	7							
YOUTH COMPUTER SESSIONS			23		39	18	16	20							
ADULT COMPUTER SESSIONS			211		189	257	229	185							
FRIENDS VOLUNTEER HOURS			104	67	76	100	376								
YOUTH VOLUNTEER HOURS															
IPLAR NOTES: COUNT LIVE VIRTUAL PROGRAMS AS PROGRAM ATTENDANCE															
COUNT VIEWS OF RECORDED VIRTUAL PROGRAMS AS PASSIVE PROGRAM ATTENDANCE															

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HP J9772A 2530-48G-PoE+ 48 Port Gigabit Switch

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11 ratings

15 answered questions

Price: **\$1,650.00**

Brand HP

Item Dimensions LxWxH 17.44 x 12.68 x 1.73 inches

Mounting Type Wall Mount, Rack Mount

Specification Met Certified frustration-free

About this item

- The HP 2530 switch Series consists of four fully managed layer 2 edge switches, delivering cost-effective, reliable, and secure connectivity for business networks. Designed for entry-level TO midsi

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- Yorkville 60560

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- ☒ **This item:** HP J9772A 2530-48G-PoE+ 48 Port Gigabit Switch **\$1,650.00**
- ☒ Ubiquiti Networks 2,4/5Ghz 450/1300Mbps 122m 5Pk Indoor/Outdoor, UAP-AC-PRO_5 (Indoor/Outdoor 196.7 x 35 mm) **\$72**
- ☒ HP J9773AHP 2530-24G-PoE+ Switch **\$1,019.99**

Total price: **\$3,398.24**

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Other Sellers on Amazon

\$1,650.00 & **FREE Shipping**
Sold by: Prince Technology LLC

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\$1,675.00 & **FREE Shipping**

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Memorandum

DATE: October 6, 2021

TO: Board of Trustees

FROM: Steering Committee, Illinois Libraries Present

Jennifer Czajka, Arlington Heights Memorial Library
Kate Hall, Northbrook Public Library
Kate Niehoff, Schaumburg Township District Library
Jill Pifer, Fairview Heights Public Library
Arielle Raybuck, Northbrook Public Library
Shalyn Rodriguez, Shorewood-Troy District Library
Alexandra Skinner, Oak Park Public Library

RE: Illinois Libraries Present Intergovernmental Agreement

The pandemic has been challenging, but has also opened up doors to new opportunities. For the past few months, a group of Illinois libraries has been working on launching a new Illinois cooperative called Illinois Libraries Present (ILP) to provide high-quality online events at equitable prices for participating member libraries of all sizes and budgets. We are offering public libraries in Illinois the chance to participate in the pilot program from January – June 2022.

In order to start this initiative, the Northbrook Public Library Board of Trustees has passed the attached intergovernmental agreement. Libraries can join for the pilot project by approving the attached intergovernmental agreement which outlines your responsibilities. Libraries will be responsible for paying the fees as outlined below:

Operating Budget	# in State	Total Cost
\$0-\$249,999	312	\$40.00
\$250,000-\$749,999	127	\$75.00
\$750,000-\$1,499,999	53	\$200.00
\$1,500,000-\$2,999,999	36	\$375.00
\$3,000,000-\$4,999,999	36	\$750.00
\$5,000,000+	44	\$1,150.00

Upon approval, your library will be a full participant in the pilot program from January-June 2022 receive access to the programs offered. Your library will remain a member beyond the pilot period unless you notify us in writing of your intent to withdraw from the cooperative. Your library will be billed in January 2022.

We look forward to partnering with your library to bring patrons across Illinois access to nationally recognized and high-profile speakers and authors.

**ILLINOIS LIBRARIES PRESENT:
INTERGOVERNMENTAL AGREEMENT FOR JOINT PURCHASING
OF LIBRARY PROGRAMMING, EVENTS AND SERVICES**

This Intergovernmental Agreement (“Agreement”) also known as “Illinois Libraries Present” is entered into this_____, 202__, by and between the Northbrook Public Library an Illinois public library, (“Northbrook Library”), and _____ LIBRARY an Illinois public Library or Library District (the “Library”), and the Reaching Across Illinois Library System (“RAILS”), for the purpose of facilitating the joint purchasing of programming, events and services for the parties’ use.

WHEREAS, Article VII, Section 10 of the Illinois Constitution of 1970 authorizes units of local government to contract to exercise, combine or transfer any power or function not prohibited to them by law or ordinance;

WHEREAS, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*) authorizes units of local government to exercise jointly with any public agency of the State, including other units of local government, any power, privilege or authority which may be exercised by a unit of local government individually, and to enter into contracts for the performance of governmental services, activities or undertakings;

WHEREAS, the Government Joint Purchasing Act (30 ILCS 525/1, *et seq.*) authorizes governmental units to purchase personal property, supplies and services jointly with one or more other governmental units, all of which are parties to a joint purchasing agreement;

WHEREAS, the Northbrook Library desires to contract with other Illinois public libraries and library districts in order to purchase and procure library programing, events and services;

WHEREAS, the Northbrook Library and the LIBRARY desire to exercise their intergovernmental cooperation and joint purchasing authority by engaging in this Agreement whereby Northbrook Library and the LIBRARY may receive the programming, events and services and benefits therefrom and achieve economies of scale resulting from Northbrook Library’s and the LIBRARY’S jointly negotiating and contracting for programming

NOW, THEREFORE, IN CONSIDERATION for the mutual covenants herein contained, and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the Northbrook Library and LIBRARY agree as follows:

Section 1. Authority. The parties agree that the foregoing recitals describe the power and authority by which they intend to engage in the joint purchasing and intergovernmental cooperation described in this Agreement. In the event of the termination, failure or amendment of either of the powers described herein so that this agreement would otherwise become invalid, it is the parties’ intent for this agreement to rest on the other power which they are lawfully exercising.

Section 2. Shared Services.

A. The Northbrook Library agrees to: (i) competitively bid the procurement of the materials, programming, events and services described in Exhibit A for the use and benefit of Northbrook Library and LIBRARY, and (ii) negotiate contract(s) with the lowest responsible and responsive bidder(s) (each, a “ CONTRACTING PROVIDER OF THE PROGRAM”) so that CONTRACTING PROVIDER OF THE PROGRAM shall allocate sufficient manpower and resources to provide its materials, programming, events and services (the “Services”) to satisfy the demands of both the Northbrook Library and the LIBRARY. However, by law, some contracts will not be subject to competitive bidding where the ability or fitness of the individual plays an important part. The contract with the CONTRACTING PROVIDER OF THE PROGRAM shall include requirements for CONTRACTING PROVIDER OF THE PROGRAM to (i) extend all contractual obligations to the LIBRARY to the same extent performed for the Northbrook Library, and (ii) designate personnel who will have direct contact to fulfill the provisions of this Agreement.

B. The scope of the Services required by and for the Northbrook Library and LIBRARY are more specifically described in Exhibit A, attached hereto and incorporated as though fully set forth herein.

C. The Northbrook Library hereby assigns to the LIBRARY all of its rights, privilege and authority to enforce the terms of the CONTRACTING PROVIDER OF THE PROGRAM Contract and obtain any available remedies allowed thereunder, but only with respect to the Services performed for the LIBRARY, and provided that the LIBRARY shall not have the power to terminate the CONTRACTING PROVIDER OF THE PROGRAM’s Contract, except as to services for the LIBRARY, without Northbrook Library’s express, written consent. The Northbrook Library shall cooperate with the LIBRARY, at the LIBRARY’s sole expense, to the extent it is necessary for the LIBRARY to obtain any remedy described in this paragraph.

Section 3. Cost Allocation.

A. The Northbrook Library and Library parties agree to share the cost of Services as outlined in the attached scope of service according to the equitable formula for sharing costs agreed by the parties to this Agreement and outlined in Exhibit B, attached to this Agreement and incorporated as though fully set forth herein. Initial costs of \$10,225.00 in the aggregate will be paid by the 12 [twelve] member libraries of the IGA Steering and Programming Committees listed in Exhibit. Additionally, initial costs for services will also be drawn from the LIBRARY’s payment for services, mentioned in this Section 3.

B. Annually, RAILS shall send an invoice to the LIBRARY with a written calculation describing the share of such invoice for which the LIBRARY shall pay RAILS on behalf of Illinois Libraries Present. RAILS has the option to renegotiate its invoice obligations under this IGA in the last quarter, 2022. The LIBRARY shall also reimburse RAILS for its share of each invoice in accordance with the IL Prompt Payment Act. At the request of either party, CONTRACTING PROVIDER OF THE PROGRAM may provide additional resources and project work, outside the scope of Attachment A, to the Northbrook Library or LIBRARY. The party requesting the work shall be responsible for 100% of the cost.

B. The LIBRARY covenants to appropriate, budget and, when necessary, levy sufficient amounts in each fiscal year for the estimated fees for which it will be liable for the Services it receives.

Section 4. Termination. Either Party to this Agreement may terminate its participation in this Agreement upon ninety (90) days written notice to the other party (provided that if the CONTRACTING PROVIDER OF THE PROGRAM shall require greater advance notice, the CONTRACTING PROVIDER OF THE PROGRAM Contract shall control). Each Party shall remain liable for all costs accrued during the term prior to the effective date of the termination of this Agreement. The Library agrees that if it terminates its participation in this Agreement, that all pre-payments or deposits it has made for future programs are forfeited to Illinois Libraries Present.

Section 5. Records. Neither Party to this Agreement claims any proprietary interest of any nature whatsoever in any of the records of the other Party to this Agreement, provided that each Party shall cooperate with the other to the extent either Party receives a public records request related to the subject matter of this Agreement. Nothing herein shall be construed to require either Party to waive any available exemptions from disclosure described under applicable law.

Section 6. Miscellaneous.

A. Each party agrees that it will be responsible for its own acts and the result thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. Except as otherwise provided herein, no Party may, by its own actions, obligate the other Party to this Agreement. This division of liability is solely intended to be between the Parties to this Agreement and should not be construed as a waiver of any defenses and immunities each Party may have against third party claims.

B. The Parties to this Agreement agree to abide by all of the general rules and regulations applicable to them.

C. Severability. The Parties intend for this Agreement to remain in full force and effect to the greatest extent permitted by law, and for all applications allowed by law, notwithstanding whether any particular provision or application hereof is found to be unenforceable. Any invalid provision and any unenforceable application shall be deemed severable from the remainder of the Agreement.

D. Term. This Agreement shall continue until terminated in accordance with Section 4.

E. Notice. All notices hereunder shall be in writing, and shall be deemed given when delivered by email, in person, or by United States certified mail, with return receipt requested, and if mailed, with postage prepaid. All notices shall be addressed as follows:

If to the Northbrook Public Library:

Executive Library Director
Northbrook Public Library
1201 Cedar Lane
Northbrook, Illinois 60062

If to the

If to RAILS:

Reaching Across Illinois Library System
Re: Illinois Libraries Present
125 Tower Dr
Burr Ridge, IL 60527

F. Interpretation. This Agreement constitutes the entire agreement between the Parties and supersedes any and all prior agreements and negotiations between the parties, whether written or oral, relating to the subject matter of this Agreement. No amendment or modification to this Agreement shall be effective until it is reduced to writing and approved and executed by all parties to this Agreement in accordance with applicable law.

G. Additional Parties. This Agreement may be amended to add additional libraries. Each new library must adopt a resolution agreeing to be bound to the terms of this Agreement and the Northbrook Library must approve the addition of the new party.


H. Substitute Administrative Party. From time to time a library other than Northbrook Library may serve as the administrative party for the purpose of performing competitive bidding and contracting with CONTRACTING PROVIDER OF THE PROGRAMS. In those cases, the library serving as the administrative party shall have all the rights and responsibilities otherwise assigned to Northbrook Library in this Agreement and all other terms and conditions shall apply respectively.

I. Counterparts. This Agreement may be executed by facsimile, portable document format (.pdf) or other electronic means, and in any number of counterparts, each of which when so executed shall be deemed to be an original and all of which taken together shall constitute one and the same agreement.

SO AGREED.

NORTHBROOK PUBLIC LIBRARY

LIBRARY


Jay Glaubinger (Oct 6, 2021 16:02 CDT)

By: Jay Glaubinger, Board President

By: _____

Date: September 23, 2021

Date: _____

REACHING ACROSS ILLINOIS LIBRARY SYSTEM

By: _____

Date: _____

EXHIBIT A

SCOPE OF SERVICES AND CONTRACT CONTRACTING PROVIDER OF THE PROGRAM

Illinois Libraries Present will provide one virtual program a month for all member libraries for a total of 6 programs during the January-June 2022 pilot period. Illinois Libraries Present aims to offer virtual programs featuring bestselling fiction and nonfiction authors, well-known presenters who speak on equity, diversity, and inclusion, and diverse speakers on topics of broad interest for a range of ages.

Member libraries may choose which programs they market to their patrons. Patrons may sign up to watch themselves or libraries may elect to broadcast the presentation for their patrons. Illinois Libraries Present will provide technical assistance, marketing collateral, and post program data analysis for member libraries.

Member libraries may elect to have staff participate in one of the Illinois Libraries Present committees and assist in the planning and execution of the events:

- Steering Committee
- Programming Committee
- Event Production Committee
- Marketing Committee
- Data Analysis Committee

The committees will be responsible for carrying out the work of Illinois Libraries Present and contract with vendors with approval from Northbrook Library.

Following the pilot program, Illinois Libraries Present intends to offer one program a month. Libraries shall sign up for an annual membership and receive access to all programs offered during the membership year of January 1 -December 31.

SAMPLE CONTRACT

Service Contract
Northbrook Public Library
c/o Illinois Libraries Present
1201 Cedar Lane
Northbrook, Illinois 60062
(847) 272-6224

Date:

This is a contract between the Board of Library Trustees of the Village of
Northbrook (Library) and _____ (Contractor).

Address:

City, State, Zip:

Telephone number:

Arrangements will be made through _____, (Library representative).

Date and Time of Program:

Virtual Performance Platform: Zoom

Title of program:

Payment Terms:

The Library will pay the Contractor, as compensation for services rendered, \$ _____.
Payment is due within 30 days of the program date and payable to _____.

Technical requirements:

Please attach a sheet with any specific requirements for virtual performance requirements for the program. The Contractor agrees to arrive _____ before the performance is scheduled.

In accordance with the Americans with Disabilities Act, some programs may be live captioned by a certified captioner. Performers are required to provide in a timely manner, upon request, information including but not limited to: outlines, powerpoints, lists of unique words or phrases, and/or a list of names used for programs that will be live captioned. All certified captioners are bound by the [National Association of Court Reporters and Captioners Code of Ethics](#). Any information supplied will be destroyed after the event.

Any performer that wishes to record their performance must request so in writing at least one week prior to the performance. The library reserves the right, in its sole discretion, to deny the recording of any program. The Library reserves the right, in its sole discretion, to deny the Contractor the right to record any virtual performance.

Force Majeure:

If either party is prevented from performing the obligations created because of illness, acts of God, strikes, etc. beyond the control of either of the parties, neither party shall be liable to the other.

Governing Law:

This Contract shall be governed by and construed in accordance with the laws of the State of Illinois, and venue for any dispute arising from this Contract will be in the courts of Cook County, Illinois.

Waiver:

Waiver by any party of any breach of any term, covenant or condition contained in this Contract shall not be deemed to be a waiver of such term, covenant or condition, or any subsequent breach of the same or any other term, covenant or condition contained in this Contract.

Termination:

The Library may terminate this Contract at any time, with or without cause. This Contract also may be terminated at any time upon the mutual agreement of the Library and Contractor. In the event this Contract is terminated for any reason, Contractor will not be entitled to any compensation or remuneration.

Library Recordings:

The Library reserves the right to audio or video record any live program, including virtual performances unless otherwise indicated. The Library may retain the record in its files, may make it available on the Internet, or make it available otherwise for educational or promotional purposes. The Library shall provide a copy of the recording to the Contractor, upon the Contractor's request.

- ☐ Contractor hereby authorizes the Library to capture and use images and/or video of Contractor's program for educational and promotional purposes, including any virtual performances.
- ☐ Contractor does not authorize the Library to capture and use images and/or video of Contractor's program for educational and promotional purposes, including any virtual performances.

If the Contractor is providing the Library with a recording of the Program, the Library will make the recording of the Contractor's program available to Library patrons who register for the Program until _____(insert date that program will be available). After that date, the Library will no longer make the recording of the Contractor's Program available to Library patrons. The Contractor will retain all intellectual property rights to the Contractor's Program.

Indemnification/Assumption of Risk:

I, the undersigned, agree that I _____will indemnify and hold harmless the Northbrook Public Library, the Board of Library Trustees of the Village of Northbrook, its officers, agents and employees from and against any and all losses, liabilities, claims, demands, penalties, causes of action, damages, and costs and expenses (including reasonable attorneys' fees and court costs) arising out of or related to the acts and/or omissions of Contractor or in any way connected with the performance of this Contract.

Intellectual Property:

Contractor, and any of its performers or presenters, are solely responsible for complying with any and all applicable licensing, trademark, copyright, and other intellectual property laws and regulations relating to the Contractor's programs, performances, and merchandise sales.

Entire Agreement:

This Contract sets forth all the promises, inducements, agreements, conditions and understandings between the parties hereto relative to the subject matter thereof, and there are no promises, agreements, conditions or understandings, either oral or written, express or implied, between them, other than are herein set forth. Except as herein otherwise provided, no subsequent alteration, amendment, change or addition to this Agreement shall be binding upon the parties hereto unless authorized in accordance with law and reduced in writing and signed by both parties. The duties and obligations of this Contract may not be assigned by Contractor without the express written approval of the Library

By signing this Contract, the parties stipulate that they have read and understand this Contract in its entirety. Each person signing the Contract represents that they have the authority to sign the Contract on behalf of their respective party.

LIBRARY: _____DATE: _____

CONTRACTOR: _____DATE: _____

EXHIBIT B

PRICE FORMULA AND LIBRARY'S AGREED CONTRIBUTION

Pricing shall be based upon the library's operating budget as recorded in the Illinois Public Library Annual Report 8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]. Prices shall be equitably set based on budgets within six membership tiers. Overall costs will be determined by the total number of participating libraries and estimated expenses for the coming year.

\$0-\$249,999
\$250,000-\$749,999
\$750,000-\$1,499,999
\$1,500,000-\$2,999,999
\$3,000,000-\$4,999,999
\$5,000,000+

The initial cost for the program will be for the 6-month pilot and cover all expenses including zoom licensing, presenter fees, marketing, legal, and other administrative costs.

Library's Operating Budget	Total Pilot Cost
\$0-\$249,999	\$40.00
\$250,000-\$749,999	\$75.00
\$750,000-\$1,499,999	\$200.00
\$1,500,000-\$2,999,999	\$375.00
\$3,000,000-\$4,999,999	\$750.00
\$5,000,000+	\$1,150.00

Annual costs will be billed based on the same model and updated annually based on cost projections for the coming year. Illinois Libraries Present will aim to operate on a cost recovery basis and keep enough funds in the fund balance to provide for 6 months of expenses.






Steering and Programming Committee Library Members:

Algonquin
Arlington Heights
Downers Grove

Effingham
Evanston
Fairview Heights
Fox River Valley
Niles
Northbrook
Oak Park
Schaumburg
Shorewood-Troy

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Library Director Succession Plan Draft 2021

Purpose:

This plan is intended to establish procedures and contingencies due to the absence, disability, death, or departure of the Director and to facilitate the transition to both interim and long-term leadership.

I. Succession Plan in the Event of a Temporary Absence: Short-Term

A short-term, temporary leave of absence is defined as being three months or less in length in which it is expected that the Director will return to their position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical.

In the event of an unplanned absence of the Director, the Director will inform the Board President of the absence, or a member of the staff will if the Director is unable. As soon as it is feasible, the President should convene a meeting of the Board to affirm the procedures prescribed in this plan or to make modifications as the Board deems appropriate.

At the time that this plan was approved, the position of Acting Library Director would be:

Director of Technical Services

Should the standing appointee to the position of Acting Library Director be unable to serve, the first, second, and third back-up appointed for the position of Acting Library Director will be:

Circulation Manager
Director of Youth Services
Director of Adult Services

If this Acting Library Director is new to their position and inexperienced with the library (less than one year), the Board may decide to appoint one of the back-up appointees to the Acting Library Director position. The Board may also consider the option of splitting executive duties among the designated appointees.

Authority and Compensation of the Acting Library Director

The person appointed as Acting Library Director shall have the full authority for decision-making and independent action as the regular Library Director.

The Acting Library Director may be offered one of the following, to be determined by the board at the time of succession:

- A temporary salary increase to the entry-level salary of the Library Director position;
- A bi-weekly payroll bonus during the Acting Library Director period; or
- No additional compensation

Board Oversight

The Board President will be responsible for monitoring the work of the Acting Library Director during the leave of absence period and will be sensitive to the special support needs of the Acting Library Director in this temporary leadership role.

Communications Plan

Immediately upon transferring the responsibilities to the Acting Library Director, the Board President will notify staff and Board members of the delegation of authority.

As soon as possible after the Acting Library Director has begun covering the unplanned absence, Board members and the Acting Library Director shall communicate the temporary leadership structure to the following key external supporters. This may include (but not be limited to):

- United City of Yorkville Administration Staff & Mayor
- RAILS Library System Executive Director
- PrairieCat Library Consortium Executive Director

Completion of Short-Term Emergency Succession Period

The decision about when the absent Library Director returns to lead the library should be determined by the Library Director and the Board. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board, with the intention of working their way back up to a full-time commitment.

II. Succession Plan in the Event of a Temporary, Unplanned Absence: Long-Term

A long-term absence is one that is expected to last more than three months. The procedures and conditions to be followed should be the same as for a short-term absence with one addition: The Board will give immediate consideration, in consultation with the Acting Library Director, to either temporarily fill the management position left vacant by the Acting Library Director or hire an Interim Library Director. This is in recognition of the fact that, for a term of more than three months, it may not be reasonable to expect the Acting Library Director to carry the duties of both positions, or, depending on the timing of the absence, it may be necessary to have an experienced Library Director in the position.

Determination of if an Interim Library Director is needed

The criteria that the Board and Acting Library Director should consider when determining whether to hire an Interim Library Director (or consultant to the Acting Library Director) are as follows:

- Time of year
- Required fiscal responsibilities
- Special projects currently in progress or upcoming

Skills and experience an Interim Library Director needs:

- Significant experience as the director of an Illinois Public Library or long-term experience at the Yorkville Public Library as a department manager.
- Ideally, prior experience as an Interim Library Director
- Flexible schedule to allow for on-site presence of a Library Director and to attend board meetings

If the Board and Acting Library Director determine that an Interim Library Director (or consultant to the Acting Library Director) is needed, a representative from the Board should contact the RAILS library system and ask for resources related to hiring an Interim Library Director.

Completion of Long-Term Emergency Succession Period

The decision about when the absent Library Director returns to lead the library would be determined by the Library Director and the Board. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board, with the intention of working their way back up to a full-time commitment.

Questions related to leaves of absence may be directed to the City's HR or the Library's attorney.

Succession Plan in Event of a Permanent Change in Library Director

A permanent change is one in which it is firmly determined that the Library Director will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with one addition:

The Board will appoint the Personnel Committee to plan and carry out a transition to a new permanent Library Director. The board will also consider the need for outside consulting assistance depending on the circumstances of the transition and the board's capacity to plan and manage the transition and search. The Personnel Committee will also determine the need

for an Interim Library Director, and plan for the recruitment and selection of an Interim Library Director and/or permanent Library Director.

Acceptance of Emergency Succession Plan

This succession plan must be approved by the Board of Library Trustees and signed by the Board President and the Library Director upon its approval. This plan should be revised on an as-needed basis, or every three years, whichever comes first.

The library's financial calendar of annual deadlines shall be included in this document along with other succession related information that would be necessary for the plan to be placed into immediate action.

Due to the sensitive nature of the information contained in this document, a physical copy will be printed and kept locked in the file cabinet of the Business Manager's office. One additional copy may be kept by the Library Board President. A digital copy for editing shall be kept on the Library Director's desktop computer.

Signatures of Approval for Yorkville Public Library

Board President: _____ Date: _____

Board Secretary: _____ Date: _____

Library Director: _____ Date: _____

Information and Contact Inventory for Yorkville Public Library

Knowing where our organization's key information is located is critical so that if an emergency succession should occur, our library would be able to quickly continue work in the most efficient and effective way.

Board Information: Board contact information, committee appointments, and packets are listed on the Director's desktop computer and in current fiscal year board document binder located in Director's office.

Library Policies: A copy can be accessed on the employee shared drive, physical copies at each service desk, on the Director's desktop computer, and additional copies are held by each Trustee.

Disaster/Emergency Plan: A copy can be accessed on the employee shared drive, physical copies at each service desk, and on the Director's desktop computer.

Vendor Contact List: A copy can be accessed on the employee shared drive, physical copies at each service desk, and on the Director's desktop computer.

Attorney:

Roger A. Ritzman
Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.
221 E. Illinois Street, P.O. Box 564
Wheaton, IL 60187-0564
(630) 665-1900
(630) 665-0407 (Fax)
www.psnrb.com

Payroll: Contact the United City of Yorkville Finance Department

Insurance Agents: Contact the United City of Yorkville Finance Department

Fiscal Authority: Those who are authorized check signers include: Board President, Board Vice President, Board Treasurer, Board Secretary, and City Finance Director.

Human Resources Information: Contact the United City of Yorkville. Staff files are in the locked file cabinet in the Business Manager's office.

Auditor: Audit is conducted through the United City of Yorkville.

Username and passwords for the following accounts can be found in the locked file cabinet in the Business Office:

Adobe	Illinet Statistical Survey	Patch
Amazon Business	Illinois Humanities	PrairieCat Talent
Apple ID	ILA	Quill
Axis 360	Indeed	SignUp
Baker & Taylor TS360	Instagram	Simple Scan Station
Canva	IP Address	TK Elevator
Chicago Tribune	Kendall Co. Now	Vistaprint
Constant Contact	Pinterest	Web Junction
Decision Center	LibraryAware	Website Login
Deep Freeze	Menard's	Work Email
Drop Box	Metronet	Library Laptops
Ebsco	Museum Adventure Pass	WSPY
Facebook	No Reply Email	Zoom
Family Search	eBook Help Email	Director's office computer
Gmail for Library	Open Path	
Hot Spot	OverDrive Marketplace	

Annual Milestones and Critical Deadlines for the Library:

May

IPLAR State Report due 60 days after beginning of fiscal year
City Council Report

June

IPLAR State Report due 60 days after beginning of fiscal year
Nominations of Board of Trustee Officers
Inventory Update

July

Election of Officers and set committees
Review Executive Sessions
Complete ILL Survey
Reciprocal Borrower Participation

August

Disaster Plan Update

September

Start reviewing per Capita requirements with the Board

October

Board approval of the annual tax levy
Set yearly holiday closures including Mini-Golf and board meetings for following year

November

December

COLA discussion

January

Review Executive Sessions-Jan/Feb
File Per Capita report with State
Annual Library Certification filed with the RAILS Library System (do after Per Capita)
Statement of Economic Interest must be updated by each board member and Director

February

Review Executive Sessions
Finance committee meet to prepare budget for April approval

March

Finance committee meet to prepare budget for April approval

April

Approve budget for next fiscal year

Resolution to adopt Tax Bill Method (Tax multiplier for non-resident cards)

Director Evaluation

.

SERVING OUR PUBLIC 4.0

STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

ILLINOIS LIBRARY ASSOCIATION 2020

Serving Our Public 4.0

Standards for Illinois Public Libraries

The paper used in this publication meets the minimum requirements of American National Standard for Information Sciences—Permanence of Paper for Printed Library Materials, ANSI Z39.48-1992.

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Introduction

Serving Our Public 4.0: Standards for Illinois Public Libraries has been completely revised by a group of library professionals convened in 2017 by the ILA Executive Board. Months of task force work, input from public hearings, and feedback resulted in a newly designed document that is current to the changing needs of libraries and users.

To complete the revision, task force members reached out to subject matter experts for review of specific chapters. Core standards and checklists were reviewed, revised, and amended to be in line with the *Serving Our Public 4.0* standards. Draft standards were shared via survey to various on-line public library director electronic discussion lists in both the Reaching Across Illinois Library System and the Illinois Heartland Library System, and this feedback was incorporated. A hearing of the proposed standards took place at the 2018 ILA Annual Conference in Peoria, and finally, the draft was shared with the Illinois State Library for review and input. The revised standards were approved by the ILA Executive Board in June 2019.

Serving Our Public 4.0 contains 13 chapters, including new ones for Youth and Young Adult Services, Building Infrastructure and Maintenance, and Illinois Public Library Resource Sharing Responsibility; and three new appendices.

Serving Our Public 4.0 is not meant to be a one-size-fits-all document. Task force members struggled to find a balance between those libraries serving hundreds of people to those serving thousands and all of the library communities in between. Input from the Illinois library community and stakeholders served as the driving force that shaped this document.

Acknowledgements

Members of the Task Force

Betsy Adamowski, Wheaton Public Library, Co-Chair

Brian Shepard, Indian Trails Public Library District, Co-Chair

Cristy Stuepegia, LaSalle Public Library, Co-Chair

Monica Cameron, Shelbyville Public Library

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Ellen Popit, Illinois Heartland Library Association

Subject Matter Experts Consulted

Kami Farahmandpour, Principal, Building Technology Consultants

Alex Todd, Executive Director, Prospect Heights Public Library

HR Source

John Keister, John Keister and Associates

Illinois Library Association Youth Services Forum

Illinois Library Association Young Adult Services Forum

Tiffany Nash and Dan Pohrte, Product Architecture + Design

How to Use *Serving Our Public 4.0*

Overview

Statewide public library standards are designed to serve as a catalyst from which local planning can take place. The *Serving Our Public 4.0* standards are seen as a guide for librarians, library staff, and boards of trustees' discussions during budget preparation and strategic planning. The regular review of the standards helps the library evaluate its progress over several years toward becoming an ideal library for its community. As the library staff and trustees discuss the Core Standards and individual chapters, the library's strengths and weaknesses are revealed, allowing celebration of the strengths and plans to build on them; and plans to eliminate or improve the weaknesses.

There are multiple ways to use *Serving Our Public 4.0*

1. During board meetings, in-depth discussions of individual chapters provide a review, reflection, and refinement of the library's service philosophy and strategically guide library planning.
2. Each month, as part of the librarian's report, the administrator reviews a chapter checklist, sharing the library's progress, as well as recommendations for changes, with discussion and input from the board.
3. A board committee is appointed to compare the library's advancement toward achieving the standards, and a report is shared with the full board on a regular basis. As needed, the committee, with input and insight from the library administrator, proposes changes to the library's goals.
4. Library staff meetings focus on the chapter standards, allowing incorporation of *Serving Our Public* into the staff's understanding of the library's service philosophy.

Core Standards

The Core Standards are considered essential to the foundation of quality library service to Illinois residents. The Core Standards are grouped together in Chapter 1 and applicable Core Standards are repeated with each chapter. The Core Standards can be discussed as a unit or in conjunction with the chapter standards.

Chapter Standards

Chapter specific standards provide a detailed blueprint for developing, improving, or enhancing areas of library activity. While the Core Standards provide the foundation, the chapter standards provide a superstructure for the library's advancement.

Checklists

Many librarians and trustees are interested in a way to formally compare progress from year to year. A board committee, the library director, and/or the staff can complete the checklist. When a checklist is completed, it should be dated and signed. Adding related comments and notes to personalize the checklist is encouraged.

Chapter 1 (Core Standards)

National Public Library Definition

Public library statistics are collected annually from more than 9,000 public libraries through the Public Library Statistics Cooperative (PLSC) for public library data and disseminated by the Institute of Museum and Library Services (IMLS).

Descriptive statistics are collected for all public libraries. Data is available for individual public libraries and is also aggregated to state and national levels.

In order to accurately compare public library data from all fifty states, every state has agreed to collect public library data using the “PLSC Public Library Definition” as detailed below:

A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. an organized collection of printed or other library materials or a combination thereof;
2. paid staff;
3. an established schedule in which services of the staff are available to the public;
4. the facilities necessary to support such a collection, staff, and schedule; and
5. is supported in whole or part with public funds.

Introduction

As with past editions, the *Serving Our Public 4.0* task force struggled in finding the balance between inclusivity and setting the bar at a meaningful level. The consensus of the current and former task force members is that a “one-size-fits-all” document is not plausible. Public libraries are largely locally funded and should be uniquely suited to the needs and resources of their communities and users. Nevertheless, it is in the public interest and the interest of the library community to have the word “library” signify certain standard conditions that one could expect to find. A library that does not currently meet one or more of the core or other standards might cite that deficiency in making a case for increased funding. Coming up to the standard might be the focus of one or more objectives in a library’s strategic plan. The staff and boards of libraries that meet basic standards might pose the query, “What makes a library effective?” and consider ways of enhancing the library’s effectiveness in serving its community. After reviewing the federal library standards and other states’ library standards, the task force outlined the following basic essential standards that all Illinois public libraries should work daily to uphold:

1. operate in compliance with Illinois library law*;
2. have an organized collection of information;
3. have written library policies approved by the library’s governing body;
4. have a fixed location(s) with posted regular hours of services;
5. have a trained, paid staff to manage the collection and provide access to it;
6. be supported in part or in whole by public funds; and,
7. have an identifiable library materials budget.

**Illinois law does also recognize contractual libraries.*

In addition to these essential standards, listed below are standards that have been enhanced and defined.

Illinois Public Library Core Standards

- Core 1 The library provides uniformly gracious, friendly, timely, and reliable service to all users.
- Core 2 The library is established and operates in compliance with Chapter 75 of the *Illinois Compiled Statutes*.
- Core 3 The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes*.
- Core 4 The library complies with all other state and federal laws that affect library operations. (See Appendix A)
- Core 5 The library adopts and adheres to the principles set forth in the American Library Association's (ALA) *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations.
- Core 6 The library adopts and adheres to the *Code of Ethics of the American Library Association*. The library adopts and adheres to the *Public Library Trustee Ethics Statement*, developed by United for Libraries, a division of ALA.
- Core 7 The board of trustees adopts written bylaws that outline the board's purpose and operational procedures and address conflict-of-interest issues. (See Appendix C)
- Core 8 The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator. (For the purposes of this document, a qualified librarian is a person holding a Master of Library Science (MLS), Master Science in LIS, Master of Library and Information Science (MLIS), or other comparable degree from an ALA-accredited program and/or actively participates in continuing education opportunities each year offered by the Illinois State Library, regional library systems, and the Illinois Library Association. Library boards and communities should strive to have a minimum of one staff member holding an ALA-accredited master's degree.)
- Core 9 The board of trustees meets regularly, in accordance with the *Illinois Compiled Statutes*, with the library administrator in attendance. All board meetings and board committee meetings shall comply with the *Open Meetings Act*.
- Core 10 The board of trustees has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund and all property owned by the library.
- Core 11 The library has a board-approved written budget. The budget is developed annually by the library administrator and the board with input from the staff.
- Core 12 The board of trustees annually determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.
- Core 13 The library has a board-approved mission statement, a long-range/strategic plan, disaster prevention and recovery plan, collection management policy, personnel policy, technology plan, and other policies as appropriate to the library's operation and regularly updates and maintains them as appropriate. (See Appendices F and H)

- Core 14 The library administrator presents written monthly reports, including statistics, on library operations to the board of trustees. In addition, monthly fiscal reports are presented by the library administrator and/or the library board treasurer.
- Core 15 The board of trustees annually reviews the performance of the library administrator.
- Core 16 The library is a member of an Illinois regional library system, fulfills the membership requirements of its system, is a responsible partner in the Illinois Library and Information Network (ILLINET), and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- Core 17 The library provides access to resource sharing databases, participates in resource sharing by entering the library's collections into a regional, statewide, or national database, and actively promotes resource sharing via interlibrary loan and reciprocal borrowing.
- Core 18 The library utilizes a variety of methods to communicate with its community.
- Core 19 The library is located in a facility designed or renovated for library purposes and complies with all applicable local, state, and federal codes.
- Core 20 A library is open a minimum of fifteen hours per week according to the *Illinois Administrative Code* [23 Ill. Adm. Code 3030.110].
- Core 21 As a baseline, the library appropriates money to major budget categories (personnel, benefits, library materials, other operating expenditures) using the *Illinois Public Library Annual Report* statewide percentages analysis.
- Core 22 The library board and staff promote the collections and services available to its community.
- Core 23 At least every five years, and more frequently if necessary, the library conducts a review to determine if the library is providing facilities, collections and services in a quantity, at a time, and in a manner that meets the needs of the community.

Chapter 2 (Governance and Administration)

Public library service is provided to the people of Illinois through local tax-supported public libraries, regional library systems, the Illinois State Library, and the statewide library network (ILLINET). Illinois public libraries are governed by boards of trustees elected or appointed according to the provisions of the *Illinois Compiled Statutes* under which the libraries are established—village, city, town, district, township, etc.

For Illinois public libraries to maintain the highest standards of excellence, they shall be staffed by a qualified librarian, be administered by a board of trustees, file an *Illinois Public Library Annual Report* (IPLAR) with the Illinois State Library, have a written mission statement and a long-range/strategic plan, and periodically review policies and procedures that reflect the needs of the local community.

Library boards carry the full responsibility for the library and its policies. The three roles of a library trustee are to hire the library administrator, make library policy, and approve library budgets. Administering library policy, including management of day-to-day operations, collection management, technology plans, and staffing decisions, is delegated to the library administrator. The library administrator provides the board with clear, relevant, and timely information that will enable it to make informed decisions in regard to policy, planning, and budget.

Governance and Administration Standards

1. The mission statement and long-range/strategic plan are developed by the board, administrator, and staff and then approved by the board. These documents are based on a sound knowledge of public library service and a deep understanding of the community. Surveys, neighborhood dialogues, hearings, and input from staff members who serve the community on a daily basis provide a framework for this understanding. The process includes the difficult task of eliciting input from those who do not use the library.
2. The Library prepares, on an annual basis the *Illinois Public Library Annual Report* (IPLAR). The Illinois State Library is the agency legally required to: (1) compile, preserve and publish public library statistical information [15 ILCS 320/7(m)], and (2) compile the annual report of local public libraries and library systems submitted to the State Librarian pursuant to law [15 ILCS 320/7(n)]. In addition, all Illinois public libraries are required by statute [75 ILCS 16/30-65] to prepare an annual report. The library administrator, on a monthly basis, prepares a monthly report for the library board of trustees. This report will include, at the minimum, the minutes of the last month's meeting, monthly financial statements, administrator report, and library use statistics.
3. The board reviews most library policies every three years. The policy governing the selection and use of library materials must, by law, be reviewed biennially. [75 ILCS 5/4-7.2 or 75 ILCS 16/30-60].
4. Board members participate in relevant local, state, regional, and national decision making to effect change that will benefit libraries. This can be achieved through a variety of methods. Among these, board members can:
 - a. Write, call, or visit legislators
 - b. Attend meetings of other units of local government
 - c. Serve on ALA, ILA, or system legislative committees
 - d. Participate in other community organizations that have similar legislative interests

- e. Include the subject of legislation on board meeting agendas
 - f. Provide a forum for local community issues
- 5. The board and the library administrator develop and conduct a meaningful and comprehensive orientation program for each new board member. This can be achieved by creating a trustee orientation checklist. (See Appendix D)
- 6. On an annual basis, each trustee participates in a continuing education activity that focuses on libraries, trusteeship, or other issues pertinent to libraries and reports on this activity to the full board.
- 7. The library provides financial support for trustee membership in ILA and ALA as well as trustee attendance at workshops and conferences when fiscally possible.
- 8. In encouraging citizens to run for the position of library trustee or in recommending citizens for appointment, the standing library board of trustees can use the following as a guide:
 - a. Library trustees are selected for their interest in the library, their knowledge of the community, their ability to work well with others, their willingness to devote the time and effort necessary to carry out the duties of a trustee, their open-mindedness and respect for the opinions of others, and their ability to plan and establish policies for services.
- 9. The library keeps adequate records of library operations and follows proper procedures for disposal of records. (See Appendix B)
- 10. The library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.
 - a. The library complies with the Illinois Open Meetings Act [5 ILCS 120] and has a written policy specifying, at a minimum, how trustee board meetings and meetings of board committees are publicly posted, how other types of notification are made, and how the public attends and may participate in board and committee meetings.
 - b. The library has a written Americans with Disabilities Act (ADA) policy.
 - c. The library has a written equal employment opportunity policy and a written workers' compensation procedure.
 - d. The library bonds all staff and trustees responsible for library finances.
- 11. The library has a board-approved set of written bylaws that govern the conduct of the board of trustees and its relationship to the library and staff. Bylaws provide the library board of trustees with guidelines that allow for consistent, organized, and productive meetings and operations. The library trustees regularly review the bylaws to ensure the library board is operating under the bylaws' guidelines and to ensure that the bylaws meet current organizational needs.
- 12. The library maintains insurance covering property and liability, including volunteer liability.
- 13. The library has a chain of command in place that will provide a smooth transition process when key members of the library staff leave the organization.

Governance and Administration Checklist

- ☐ Library has an elected or appointed board of trustees.
- ☐ Library has a qualified library administrator.
- ☐ Library administrator files an *Illinois Public Library Annual Report* (IPLAR) with the Illinois State Library.
- ☐ Library administrator prepares monthly reports (including statistics) of operations and services for the board's review.
- ☐ Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.
- ☐ Library has a mission statement and a long-range/strategic plan.
- ☐ Library maintains an understanding of the community by surveys, hearings, and other means.
- ☐ Library board reviews library policies on a regular basis.
- ☐ Library board members participate in local, state, regional, and national decision making that will benefit libraries.
- ☐ Library develops an orientation program for new board members.
- ☐ Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible.
- ☐ Library keeps adequate records of library operations and follows proper procedures for disposal of records.
- ☐ Library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.
- ☐ Library has a board-approved set of written bylaws that govern the conduct of the board of trustees and its relationship to the library and staff.
- ☐ Library maintains insurance covering property and liability, including volunteer liability.
- ☐ Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel.

Chapter 3 (Personnel)

A good public library has a qualified staff that is paid competitive salaries. The staff is well trained through an ongoing program of staff development that includes both in-service training and participation in relevant classes, workshops, and meetings outside the library. Staff has a thorough understanding of all library policies and is able to interpret those policies to library patrons. The public has access to the services of a qualified librarian.

For the purposes of this document, a full-time equivalent employee (FTE) works 37.5 hours per week including paid breaks of 15 minutes or less but excluding paid or unpaid meal breaks of 20 minutes or more.

Personnel Standards

1. To ensure that library staff has a clear understanding of their responsibilities and rights as employees, the library has a board-approved personnel policy. The policy is developed by the library administrator with input from the staff.
2. Staffing levels are sufficient to carry out the library's mission, develop and implement the library's long-range/strategic plan, and provide adequate staff to offer all basic services during all the hours that the library is open. The library's level of self-service versus assisted staffing should be considered when calculating adequate staffing levels. Basic services include circulation and reference. (See Appendix E)
3. Job descriptions for all positions and a salary schedule are included in the personnel policy or provided elsewhere. The job descriptions and salary schedule are reviewed periodically (preferably annually, but at least every three years) and revised as needed. Staff members have access to these documents.
4. Personnel policy, job descriptions, and hiring practices are in compliance with the Equal Employment Opportunity Commission (EEOC) guidelines and the requirements of the Americans with Disabilities Act.
5. The library compensates staff in a fair and equitable manner. Salaries alone typically account for up to 60 percent of the total budget. Salaries plus fringe benefits (FICA pension and health insurance) account for up to 70 percent. The library should conduct a market benchmarking study with pay ranges, conducted by a reputable company, to determine current competitive pay practices for their library. If the library does not have the means to do such a study it should seek advice from their library system for guidance.
6. The library gives each new employee a thorough orientation and introduces the employee to the particular responsibilities of the new employee's job. The orientation includes but is not limited to the mission statement, library policies, guidelines, services of the library, employment benefits, and opportunities for continuing education.
7. The library has a performance appraisal system in place that provides staff with an annual evaluation of current performance and guidance in improving or developing new skills.
8. The library supports and encourages staff to acquire new skills, keep current with new developments in public libraries, and renew their enthusiasm for library work. Attendance at local, regional, state, and national conferences; relevant courses, workshops, seminars, and in-service training; and other library-related meetings provide a variety of learning experiences. The library provides paid work time and funding for

registration and related expenses. While funding constraints may limit the total number of staff who can attend conferences, the attendance of at least the library administrator at the state library association conference is encouraged and funded.

9. The library provides access to library journals and other professional literature for the staff.
10. Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration. Principal regulations include:
 - Fair Labor Standards Act* [29 U.S.C. 201 *et seq.*]
 - Illinois Human Rights Act* [775 ILCS 5/1-101 *et seq.*]
 - Americans with Disabilities Act* [42 U.S.C. 12101 *et seq.*]
 - Illinois Collective Bargaining Successor Employer Act* [820 ILCS 10/0.01 *et seq.*]
 - Illinois Public Labor Relations Act* [5 ILCS 315/1 *et seq.*]
 - Occupational Safety and Health Act* [29 U.S.C. 651 *et seq.*]
 - Family and Medical Leave Act of 1993* [29 U.S.C. 2601 to 2654]
 - Civil Rights Act (Title VII)* [42 U.S.C. 2000e]
11. The library complies with state and federal laws and codes that affect library operations. These laws include:
 - Environment Barriers Act* [410 ILCS 25/1 *et seq.*]
 - Illinois Accessibility Code* [71 Adm. Code 400 *et seq.*]
 - Open Meetings Act* [5 ILCS 120/1 *et seq.*]
 - Freedom of Information Act* [5 ILCS 140/1 *et seq.*]
 - Local Records Act* [50 ILCS 205/1 *et seq.*]
 - State Records Act* [5 ILCS 160/1 70/2 and 5/1-7 *et seq.*]
 - Library Records Confidentiality Act* [75 ILCS 70/1 *et seq.*]
 - Drug Free Workplace Act* [30 ILCS 580/1 *et seq.*]
 - Americans with Disabilities Act* [42 U.S.C. 12101 *et seq.*]
 - Fair Labor Standards Act* [29 U.S.C. 201 *et seq.*]
 - Bloodborne Pathogens Standard* [29 C.F.R. 1910.1030]
 - Wage Payment and Collection Act* [820 ILCS 115/1 *et seq.*]
 - Minimum Wage Act* [820 ILCS 105/1 *et seq.*]
 - Public Officer Prohibited Activities Act* [50 ILCS 105/3 *et seq.*]
 - Illinois Governmental Activities* [5 ILCS 420/4A-101 *et seq.*]
 - Personnel Record Review Act* [820 ILCS 40/0.01 *et seq.*]
 - Local Governmental Employees Political Rights Act* [50 ILCS 135/1 *et seq.*]
 - Right to Privacy in the Workplace Act* [820 ILCS 55/1 *et seq.*]
 - Victims' Economic Security and Safety Act* [820 ILCS 180/1 *et seq.*]
 - School Visitation Rights Act* [820 ILCS 147 *et seq.*]
 - Identity Protection Act* [5 ILCS 179/1 *et seq.*]

Personnel Checklist

- ☐ Library has a board-approved personnel policy.
- ☐ Library has staffing levels that are sufficient to carry out the library's mission.
- ☐ Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.
- ☐ Library's hiring practices are in compliance with EEOC guidelines and the Americans with Disabilities Act.
- ☐ Library salaries and fringe benefits account for up to 70 percent of total operations budget.
- ☐ Library gives each new employee a thorough orientation.
- ☐ Library evaluates staff annually.
- ☐ Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.
- ☐ Library provides staff access to library literature and other professional development materials.
- ☐ Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.
- ☐ The library complies with state and federal laws that affect library operations.

Chapter 4 (Access)

The physical library remains central to successful service and while no one model can meet every need, some common requirements will help to create a functional and enjoyable environment for both staff and patrons. These include adequate and accessible space to house and circulate the collections, comfortable and light filled spaces for the public and staff, meeting and study spaces for both group and individual use, and youth spaces that inspire and teach children of all ages. Every five years the board should review the long term space needs of the library in conjunction with the library's strategic plan. While planning for the expanding mission of public libraries, flexible space with a high degree of connectivity should be a central idea for future programs to be accommodated with minimal physical change.

Access Standards

1. To the greatest extent possible, the library should aim to meet the requirements of the *Americans with Disabilities Act* (ADA) in order to provide a universal experience for all patrons. This shall include parking and building access along with internal circulation including elevators, toilet rooms, and seating for both staff and patrons. Available grants should also be explored as applicable.
2. The library should provide adequate, safe, well-lighted, and convenient parking during all hours of service. The minimum number of required parking spaces is usually governed by local ordinance. In the absence of local standards, libraries should provide one space per 500 square feet of library area.
3. The library's entrance should be clearly visible, easily identified, and well illuminated for both arriving vehicles and pedestrians. When possible, the entrance should face the direction used by the majority of the patrons.
4. The library should be adequately illuminated and provide a number of lighting environments that are suitable for different uses. Natural light will be employed whenever possible.
5. The library should have clear wayfinding and adequate internal signage. All signage is in compliance with applicable federal, state, and local regulations.
6. Service points within the library should be clearly marked and visible for intuitive wayfinding relative to function and collections.
7. The ability for the public library to provide either access to current technologies is key to both the staff and patron efficiency and experience. The library should allocate funds annually as part of the capital assessment report in order to remain relevant and provide adequate services in this ever-changing environment.
8. Visually and/or physically separate spaces should be allocated for both the youth and adult collections and seating, including separate computing areas, along with a separation between the public computers for each age group. When possible, additional spaces for either teen or tween patrons can also be created with age appropriate services such as furniture for hanging out, collaboration, gaming, and art projects, gaming consoles, and dedicated AV computers.
9. The library should provide enough appropriate shelving and other types of display and storage to provide patrons with easy access and clear understanding of a variety of different materials. Shelving in each area should be appropriately scaled relative to the specific use and function.

10. The library should have sturdy and comfortable furnishings in sufficient quantity and variety to meet the needs of multiple types and ages of users. Furniture in youth areas shall be sizes appropriate for small children along with typical sized furniture for adult caregivers. Where possible, furniture shall be equipped with integrated power and data connections to facilitate mobile computing. Furniture and fabrics should be commercial grade or certified for or other high-traffic public use.
11. Ideally, a library should be open at least 25 hours per week although the minimum listed in *Illinois Administrative Code* is 15. [23 Ill. Adm. Code 3030.110] The hours are scheduled for the convenience of the community the library is serving.

Access Checklist

- ☐ The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan.
- ☐ At least once every five years, the board directs a review of the library's long-term space needs.
- ☐ The staff are familiar with the requirements contained in the *Americans with Disabilities Act* (ADA) and work to address deficiencies in order to provide universal access to all patrons.
- ☐ The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.
- ☐ The library provides adequate, safe, well-lighted, and convenient parking during all hours of service.
- ☐ The library has the minimum required number of parking spaces.
- ☐ The library's entrance is easily identified, clearly visible, and well lighted.
- ☐ The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.
- ☐ The library has adequate internal signage.
- ☐ The library's lighting levels comply with lighting standards.
- ☐ All signage is in compliance with applicable federal, state, and local regulations.
- ☐ The library building supports the implementation of current and future telecommunications and electronic information technologies.
- ☐ The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs.
- ☐ Space is allocated for child and family use with furniture and equipment designed for use by children.
- ☐ The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials.
- ☐ Shelving in the areas serving young children is scaled to their needs.

Chapter 5 (Building Infrastructure and Maintenance)

A library facility includes building and grounds, furnishings, building related equipment such as mechanical and HVAC equipment, elevators, etc. Every library is different. Some library facilities are simpler than others and may not include every component listed in these standards. These standards are written to apply to large and small libraries. In some cases, smaller library facilities are simpler, and with some basic knowledge, can be maintained by the staff.

Good facility management is fiscally responsible and will result in fewer emergencies, lowered risk, and more attractive surroundings for staff and patrons, and leads to better planning. A well-managed facility is safer, more predictable, and less stressful to manage. A well-managed facility also increases the community's trust in the library and how the community's resources are spent.

The standards indicated in this manual are primarily the library administrator's responsibility. However, the library administrator can assign certain tasks to other personnel or vendors, and implement a system to ensure they are performed. In order to properly manage the library facility, the library administrator should have sufficient knowledge and familiarity with the facility systems to decide when it is appropriate to retain a professional to assist in the inspection, evaluation, and design of various repairs to the facility.

Building Infrastructure and Maintenance Standards

1. The library maintains an inventory of all facility systems, including sufficient basic information that can be used in maintenance operations. This list should be prepared by the library administrator.
2. The library's facility inventory system list should be consolidated in an easily accessible document which is made available in electronic format such that it can be accessed by key staff at all times remotely.
3. An ongoing maintenance checklist of building maintenance that needs to be done on a routine or ongoing basis should be kept. Ongoing maintenance is a preventative measure to ensure that facility systems do not fall into a state of disrepair. Ongoing maintenance can extend the service life of many items and reduce frequency of breakdowns. As an example, elevator inspections and maintenance are typically performed based on a regular schedule and contracted through an annual maintenance contract.
4. The library's operating budget should include funds for all ongoing maintenance costs.
5. The library should maintain a periodic repair checklist of repairs to the facility that may be required on a periodic basis, typically more than one-year intervals. Periodic repairs should be performed to extend service life of certain facility systems, and to prevent further deterioration of the systems. When performed in a timely fashion, periodic repairs can address small issues before they become larger and more costly problems.
6. The library budget should allocate funds for periodic repairs in either of its operating budget or special reserve fund.
7. The library should have a list of all projected building capital projects. Capital projects are those projects that involve major repairs, rehabilitation, and/or replacement of facility systems. Such projects are implemented when a facility system has reached the end of its service life, or when defects in the original construction necessitate major repairs/replacement.

8. The library develops a capital reserve fund that will fund major capital projects. Annual contributions to such a fund will allow the library to have sufficient funding to take care of the needed project. In general any item that cannot be accounted for in the library's operating budget should be accounted for in the library's capital reserve fund.
9. The library should have a capital asset plan. This plan can be written by the library administrator or by an outside professional. A capital asset plan will project facility funding needs over a ten, fifteen, and twenty-year period.
10. The board of trustees should review the library capital plan on annual basis to ensure all projects are addressed.
11. Every three to five years, review and update the capital asset plan to be certain all costs and interest rates are current.
12. All warranties, manuals, contact information, and other such documentation should be organized and consolidated for easy access.
13. The library should strive to make its building as environmentally friendly as possible.

Building Infrastructure and Maintenance Checklists

See Appendix J (New Facility Planning) and Appendix K (Facility Management Checklists) for in-depth building infrastructure and maintenance checklists.

Chapter 6 (Safety)

Consistency and formal rules can help the library stay a safe public space. Library staff must share responsibility for the safety and security of patrons as well as staff members. The issue of library safety and security covers a wide range of concerns, from natural disasters to more serious incidents such as theft and assault. Emergencies can happen anywhere, at any time. Planning for emergencies is necessary at the most basic levels. All libraries should address emergency preparedness.

Safety Standards

1. The library provides a list of emergency call numbers at all staff phones in the library. Emergency call numbers include police and fire contacts.
2. A library floor plan shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.
3. The library has an emergency manual and a disaster plan that include instructions for all types of emergencies that might occur in a public library. The plan addresses: bomb threats, chemical release, earthquake, fire, gas leak, serious medical injury or illness, theft, threats to staff and patrons including active shooter, missing child, suspicious packages, severe weather, and lockdown procedures.
4. The library provides annual emergency training for staff in the following areas: fire and tornado drills, use of fire extinguishers, and location of the first aid kit. If the library has a NARCAN® kit and/or automated external defibrillator (AED), staff training is provided.
5. The library provides a call list and contact information that is reviewed biannually. Call list includes staff and library board members. Contact information is available for contractors who provide building maintenance, telecommunication support, deliveries, damage assessment, insurance benefits, landscaping and grounds support, legal advice, supplies, financial records, utilities, and disaster assistance.
6. Emergency medical supplies are stored in a designated location and are accessible to staff.
7. Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.
8. Safety of patrons and staff is paramount in an emergency. If there is time to consider property, a prioritization list shows what should be salvaged in order of importance.
9. A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures. Examples include fire and tornado drills, fire extinguisher operation, backflow test, entrances and exits clear, and leaks.
10. The library has a procedure such as a phone tree for letting staff know when it is unsafe to enter the library building.
11. The library has a designated tornado shelter.
12. Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked for patrons throughout the library. Fire extinguisher locations are clearly marked.
13. The library provides adequate security for staff, users, and collections.
14. The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.

15. At least two people (one may be a volunteer) shall be on duty during all open hours of operation.
16. Copies of the emergency manual and disaster plan are provided to community safety personnel.
17. Libraries with security cameras must have a policy for use and guidelines including real time access, archived access, and records retention. Signage notifying the use of the cameras must be displayed.

Safety Checklist

- ☐ The library provides a list of emergency call numbers at all staff phones in the library.
- ☐ The library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.
- ☐ The library has an emergency manual and disaster plan.
- ☐ The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit, NARCAN® kit, and an automated external defibrillator.
- ☐ The library provides a call list and contact information that is reviewed biannually.
- ☐ Emergency medical supplies are stored in a designated location and are accessible to staff.
- ☐ Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.
- ☐ A prioritization list shows what should be salvaged in order of importance.
- ☐ A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures.
- ☐ A procedure exists for letting staff know when it is unsafe to enter the building.
- ☐ The library has a designated tornado shelter.
- ☐ Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked.
- ☐ The library provides adequate security for staff, users, and collections.
- ☐ The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.
- ☐ At least two people (one of whom may be a volunteer) shall be on duty during all open hours of operation.
- ☐ Copies of the emergency manual and disaster plan are provided to community safety personnel.
- ☐ A policy for security camera usage has been adopted and signage is posted.

Chapter 7 (Collection Management)

The purpose of the collection management standards is to ensure that Illinois public libraries offer a full range of materials and electronic resources that are current, accessible (cataloged/classified), and relevant to community needs. Collection management includes planning, selecting, and building of resources in all formats needed by a library's community. Based on community needs, the library collection development policy should address selection and evaluation of materials, purchase priorities, and weeding of the collection. Collection evaluation and weeding is an ongoing process where materials are reviewed by analyzing use, age, condition, timeliness, and general coverage in order to improve availability and comprehensiveness and to identify users' changing taste and needs. Of utmost importance, community members must have a means by which they can participate in the selection of materials.

The public library's mission is to provide a wide range of materials in a variety of formats, such as electronic content, and in sufficient quantity to meet the needs and interests of the community. If electronic readers are provided, they should be accessible for people with disabilities. Illinois libraries are best able to provide materials by developing a collection management program and participating in resource sharing. The keys to quality collection management and resource sharing are adequate funding and trained library staff.

Library collections can be expanded beyond the physical boundaries of the library through resource sharing, cooperative collection management, and electronic resources, such as e-books. No one library can provide from its own collection all the materials that are required to meet the needs of its patrons. All libraries can enhance their collection by participating in interlibrary loan practices and participating in and utilizing statewide electronic databases/resource offerings, such as OCLC membership and WorldCat, as well as regional library system and other consortial group purchase opportunities as outlined in the following chapter. Also, libraries can become more proactive information providers by using local funds to license electronic full-text databases of local interest. Libraries in close proximity to one another should consider forming a cooperative collection management plan. Cooperative collection plans coordinate selection and purchase of materials between libraries. Finally, libraries also can contribute to resource sharing by digitizing local materials. Local history materials are often unique and have interest that is not exclusive to the immediate local area. Since these materials are unique and irreplaceable, digitizing them allows for preservation as well as broad access and should be encouraged as a goal for library excellence.

Collection Management Standards

1. The library spends a minimum of 8 to 12 percent of its operating budget on materials for patrons. For the purposes of calculating spending on materials refer to Appendix I (Collection Management Worksheet).
2. The library has a board-approved, written collection management policy based on community needs and interests, demographic makeup, the diversity of American society, and on professional standards. The library's collection development policy shall address the following issues: materials selection; request for reconsideration of materials; handling of print donations, collection specialties and purchase priorities; and evaluation and weeding of the collection.
3. Staff responsible for collection management is professionally trained in general principles of selection and weeding as well as in their specific areas of responsibilities.
4. Staff responsible for collection management has access to a variety of review sources and selection tools including both print and web-based sources.

5. The library staff uses accepted professional techniques for collection management. Such techniques may include quantitative measures (i.e., circulation-per-capita and turnaround rates, weeding (i.e., the CREW method), user surveys, and questionnaires.
6. The library places a high priority on collection development. Although use of the collection and the size of the population are the primary factors, there may be additional factors that affect the size of the collection. Examples of these additional factors include local history, genealogy, and a linguistically diverse population.
7. The library provides access to materials in a variety of formats to ensure equal access for special population groups. Examples of some of these formats are e-books, audio books on CD or MP3, books in Braille, vetted information found online; and closed-captioned, described, or signed videos or DVDs.
8. The library strives to complement its print collection by purchasing electronic materials and make these materials available to all users through a variety of resources.
9. The library publicizes and promotes interlibrary loan to its patrons. The library develops procedures that ensure that interlibrary loan is a simple and effective way for patrons to receive materials and information after all local resources have been exhausted.
10. Library staff members are trained in and follow the policies and procedures relating to the ILLINET *Interlibrary Loan Code* and the ALA *Interlibrary Loan Code*.
 - a. The library agrees to be a responsible borrower. Before initiating an interlibrary loan request, requesting libraries should exhaust their own local resources.
 - b. Library budgets should put priority on purchasing materials that best serve their community.
 - c. Libraries should check statewide resource sharing databases such as OCLC FirstSearch before placing any requests and be responsible for copyright compliance.
 - d. The borrowing library is always responsible for items, including materials lost in transit or by the patron as specified by the ALA and ILLINET *Interlibrary Loan Codes*.

Collection Management Checklist

- ☐ The library board of trustees ensures that the library has a publicly funded budget to purchase materials. The minimum annual expenditure for materials for any size library should be a minimum of 8 to 12 percent of the operating budget.
- ☐ Library budgets should put priority on purchasing materials that best serve their community.
- ☐ The library has a written collection development policy approved by the board.
- ☐ Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, Sears/LC subject headings, and RDA.
- ☐ Library collections are evaluated annually to measure the effectiveness of community use of the collection and weeded if deemed appropriate.
- ☐ The library considers forming a cooperative collection plan with other libraries in close proximity to one another.

- ☐ The library strives to complement its print collection by purchasing electronic materials and making them available to patrons through a variety of methods.
- ☐ The library publicizes and promotes interlibrary loan to its patrons.
- ☐ Library staff is trained in and follows policies and procedures related to the ILLINET *Interlibrary Loan Code* and the ALA *Interlibrary Loan Code*. Libraries agree to be responsible borrowers and lenders.

Chapter 8 (System Member Responsibilities and Resource Sharing)

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

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

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

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

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

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

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

System Member Responsibilities and Resource Sharing Standards

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

System Member Responsibilities and Resource Sharing Checklist

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

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

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

Reference Service

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

Reference Service Standards

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

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

Reference Service Checklist

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

Reader's Advisory Service

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

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

Reader's Advisory Service Standards

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

Reader's Advisory Service Checklist

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

Chapter 10 (Programming)

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

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

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

Programming Standards

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

Programming Checklist

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

Chapter 11 (Youth/Young Adult Services)

Service for youth is the provision of all library services to young people ages 0 through 18 in the library and the community. Youth services should meet recreation and education needs with programs, print and digital collections, reader's advisory, reference, outreach, library space and furniture, and library staff.

All Illinois public libraries should provide services to youth.

Youth/Young Adult Services Standards

1. All basic services are available to all youth regardless of age, ability, gender, or sexual orientation when the library is open. For the purpose of this document, basic services are circulation, reference, reader's advisory, and computer/Internet access. If services are provided to youth and adults from two separate points, then the library provides adequate staffing at both locations at all hours the library is open.
2. The library has competently trained staff with thorough knowledge of the various developmental needs of youth, and offers services including collections and programs to reflect these needs.
3. The library has board-approved policies towards serving youth developed by administration and staff who serve children and/or young adults, which is reviewed every two years.
4. The library actively promotes respect for cultural diversity and creates an inclusive, welcoming, and respectful library atmosphere that embraces diversity.
5. The library strives to provide staff trained in serving youth to meet the needs of patrons who have challenges with disabilities, language, and literacies, including support for use of adaptive equipment and software.
6. The library seeks to eliminate barriers to provision of services and information access to youth and families, including examining content restrictions, library card signup, and Internet policies.
7. The library evaluates its services to youth for popularity, effectiveness, accuracy, timeliness, and patron ease at least once annually.
8. The library provides developmentally-appropriate educational, cultural, recreational, and entertainment programs for youth that reflect community needs and interests. Programming is designed to address the diversity within the community. Community members should be encouraged to offer suggestions.
9. Library programs should strive to be free of charge.
10. Provisions should be made to enable persons with disabilities to participate in programs. The availability of these provisions is noted with other information about the program.
11. The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services. Libraries are encouraged to partner with community organizations to offer programs.
12. The library provides services to instruct youth in research and to develop information literacy. This may include tours, training sessions, or one-on-one instruction.

13. The library is aware of the importance of accuracy and currency in reference and reader's advisory service, including knowledge of popular authors, and relies on information sources of demonstrated authority.
14. Youth staff has access to a telephone and a computer to receive and respond to requests for information and materials and to contact other agencies for information, and to accept and respond to reference requests received in all formats, including electronic, print, and phone.
15. Staff responsible for collection management are given access to a variety of reviews and tools for selecting youth materials.
16. The library will include at least one current resource for each nonfiction subject area created and intended for youth. Electronic resources may fulfill this requirement.
17. The library will provide computer access for all ages, and strives to provide guidance on digital literacy and technology use by informed, qualified, and trained staff.
18. The library provides outreach services for youth to increase the awareness and use of library services, to attract new users, and to better reach underserved populations.
19. The library is encouraged to partner with and support all schools, teachers, school libraries, and students of all types in their communities, including private schools and homeschooling families, to provide multifaceted educational opportunities for children. The library should strive for direct partnership and coordination with school librarians in providing these services.
20. Staff members responsible for youth services in their library should attempt to attend as many workshops or continuing education events as possible to stay current.
21. The library provides space allocated for use by children and families. Shelving should be appropriately sized.
22. The library provides services and programming for children and families focused on early literacy skills, including regular storytimes.
23. The library provides programming to facilitate play and fun, and strives to provide toys and other interactive materials for use in the library, during programs, and at home.
24. The library provides a summer reading opportunity to encourage reading and learning during the summer.
25. The library provides a flexible and welcoming environment for young adults both individually and in groups.
26. The library provides developmentally appropriate programming and services for young adults that fosters the development of self-concept, identity, coping mechanisms, and positive interactions with peers and adults, while also encouraging socialization and having fun.
27. The library provides materials produced for a young adult audience that is designated and intended for young adult use.
28. The library fosters young adult leadership and civic engagement.
29. Libraries are encouraged to partner with teens to create and implement teen activities. This can be done with a young adult volunteer group or advisory board.

Youth/Young Adult Services Checklist

- ☐ All basic youth services are available when the library is open.
- ☐ The library provides staff trained in serving youth.
- ☐ The library has policies towards serving youth which it reviews at least every two years, and youth staff have input in these policy revisions and creations.
- ☐ The library actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere for all patrons.
- ☐ The library provides staff trained in assisting youth with disabilities, language, and literacy barriers.
- ☐ The library provides staff trained to assist youth with adaptive equipment and software as needed to for accessibility of resources.
- ☐ The library strives to eliminate barriers of service for youth, including regularly reviewing any content restrictions, library card requirements, and Internet policies.
- ☐ The library regularly, and at least annually, evaluates its services for youth with regard to popularity, effectiveness, accuracy, timeliness, and patron ease. The library seeks input from staff serving youth—as well as the community—regarding these services.
- ☐ The library provides programming for youth which is developmentally appropriate and meets the needs of the community.
- ☐ The library's programming is designed to reflect the needs and interests of youth in the community.
- ☐ Library programs are provided free of charge or on a cost-recovery basis.
- ☐ The library makes provisions that enable persons with disabilities to attend programming, and lists these provisions with other programming information.
- ☐ The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services for youth.
- ☐ The library strives to partner with youth-facing organizations in the community.
- ☐ The library provides youth with research and information literacy instruction through tours, training sessions, and one-on-one interactions.
- ☐ The library has staff who have knowledge of popular authors, titles, and resources to provide these services.
- ☐ Youth staff have access to a telephone and computer to receive and respond to requests for information and to contact other agencies.
- ☐ Youth staff responsible for collection management have access to review journals and tools specifically targeting youth materials.

- ☐ The library includes at least one current resource created and intended for youth for each subject area. Electronic resources also fulfill this requirement.
- ☐ The library provides computer access for all youth, and provides guidance on digital literacy and technology use to youth.
- ☐ The library provides outreach services towards youth to increase awareness of services, attract new users, and reach underserved populations.
- ☐ The library strives to partner with and support local schools, including private schools and homeschoolers.
- ☐ Staff members are encouraged to attend as many continuing education workshops and events as possible to stay current on trends and best practices for serving youth.
- ☐ The library provides a space specifically for use by children and families.
- ☐ The shelving used for housing children's materials is appropriately sized to allow for easier access.
- ☐ The library provides early literacy programming, including regular story time, for children and families.
- ☐ The library provides programming which facilitates play and fun for children and families.
- ☐ The library provides toys and interactive materials for use in the library, during programs, and/or at home that facilitate play, fun, and imagination.
- ☐ The library provides a summer reading opportunity to encourage reading and learning during the summer.
- ☐ The library provides a welcoming environment for young adults both individually and in groups.
- ☐ The library provides developmentally appropriate programming for young adults that encourage self-identity and positive interactions while providing opportunities to socialize and have fun.
- ☐ The library provides materials both physical and digital for young adults that are intended for them.
- ☐ The library partners with young adults in the community to provide opportunities for leadership such as a young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.

Chapter 12 (Technology)

Technology is ubiquitous and permeates most aspects of our lives, environments, and expectations. Libraries are challenged to cope with the integration of technology solutions for all library services as well as to plan for and assess the impact of technology based on users' expectations. Technology, however, is only a tool that is interwoven into all aspects of library services, programs, and operations. The significant keys that serve as the catalyst to unlock technology, the tool, include:

- an informed, qualified, and trained staff whose direct interaction, insight, and instruction in the provision of quality patron services are imperative;
- an adequate budget to maintain and improve all aspects of the library's technological environment and services; and,
- a long-range/strategic technology plan that embraces integration of new technologies into library services, programs, and operations.

The multifaceted roles for technology in the library environment include but are not limited to:

- communications conduit(s): telephone, fax, chat, email, social media;
- providing access to relevant digital content and enabling community members to create their own digital content (workstations, printers, use of software, Internet access, email, makerspaces);
- access to resources within and beyond the local library's resources through the library's website (e-books, audio books, real-time reference);
- expedited and enhanced patron services (automated circulation systems, self-checkout, e-commerce solutions);
- 24/7 library access (via the library's website); and
- improved staff efficiency in both serving patrons and in handling day-to-day routine library functions/operations (remote servers, Cloud, off-site servers).

Technology Standards

1. Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.
2. The library must have:
 - a telephone, with a listing in the phone book and via Internet search engine;
 - a telephone voice mail and/or answering machine;
 - a fax and/or scanner;
 - a photocopier;
 - effective Internet access, with sufficient capacity to meet the needs of both the staff and the public;
 - library and/or departmental email accounts for patron communication with the library (email must be read and responded to during library hours.)
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - up-to-date computers with sufficient capacity to meet needs for staff and public access;

- up-to-date printers with sufficient capacity to meet needs for staff and public access;
 - up-to-date anti-virus protection and Internet security software installed on every library computer;
 - up-to-date Internet browsers, web applications, and plug-ins;
 - a valid email address, accessible via the library's website, for the library administrator; and
 - a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act*.
3. The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis. The wait time for patron-accessible workstations/devices is minimal and does not exceed 15 to 30 minutes.
 4. The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness. Illinois libraries participate in the Illinois telecommunications network/backbone, i.e., the Illinois Century Network [www.illinois.net] when such participation is economically feasible.
 5. The library provides 24/7 remote access to library services and resources through:
 - a web-accessible library catalog;
 - *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - appropriate regional, state, national, and international bibliographic databases;
 - other authenticated electronic resources that are available for direct patron use; and
 - virtual reference service, instant or text messaging services, and/or library email account.
 6. The library staff must be:
 - computer literate;
 - trained to use and assist patrons in the use of electronic resources and materials; and,
 - accessible via phone, email, and/or through messaging services.
 7. The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.
 8. The library provides web links and access to regional and/or statewide initiatives including:
 - regional library system consortial web-based catalogs;
 - the CARLI academic library catalog (I-Share);
 - Illinois State Library-sponsored databases/e-resources;
 - other electronic collections as available; and
 - virtual reference service.
 9. As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
 10. The library has a board-adopted Internet acceptable use policy that is reviewed annually.
 11. The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.

12. The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.
13. The library develops and updates at regular intervals a long range/strategic plan for its future technology needs based on community needs and priorities. The plan includes the date of implementation, the planned review schedule, and addresses, at a minimum, the areas noted below as required in the School and Libraries Program of the Universal Service Fund [www.universalservice.org/sl/applicants/step01/default.aspx]
 - goals and realistic strategy for using telecommunications and information technology;
 - a professional development strategy;
 - an assessment of telecommunications and information technology services, hardware, software, and other services needed;
 - budget resources; and
 - ongoing evaluation process.
14. The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies, community feedback about library technology, and service enhancements including but not limited to:
 - wireless access (Wi-Fi);
 - Internet connectivity upgrades sufficient for patron and staff use;
 - networking (local vs. wide area);
 - library Intranet;
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, and is interactive and mobile compatible;
 - patron self-checkout functionality;
 - new technologies/potential services; for example, social networking, makerspaces, and mobile apps;
 - current and functional meeting room technology;
 - adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and
 - ongoing staff continuing education/training related to all aspects of technological services.
15. The library protects the integrity, safety, and security of its technological environment via:
 - anti-virus software and other Internet security software;
 - Firewalls with advanced threat protection;
 - authentication;
 - routine installation of upgrades, patches, etc.;
 - scheduled data backup; and
 - remote/off-site storage of data backups with a plan for redundancy in case of backup failure.

16. The library's automated catalog and its components comply with current state, national, and international standards including, for example, but not limited to:
- Illinois statewide cataloging standards [<http://www.cyberdriveillinois.com/departments/library/grants/cmc.html>]
 - MARC 21 (Machine Readable Cataloging) formats [www.dublincore.org/]
 - ANSI (American National Standards Institute);
 - NISO (National Information Standards Organization);
 - ISO (International Organization for Standardization); and
 - Specific standards including ANSI/NISO Z39.50 protocol, the Bath Profile, and ISO 16160, 10161.
17. The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC) and applies as determined by the local library board [www.usac.org/sl].

Technology Checklist

- ☐ Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.
- ☐ The library has:
 - a telephone, with a listing in the phone book;
 - a telephone voice mail and/or answering machine;
 - a fax and/or scanner;
 - a photocopier;
 - effective Internet access with sufficient capacity to meet the needs of both the staff and the public;
 - library and/or departmental email accounts for patron communication with the library (the library email account is reviewed and responded to during library hours);
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - up-to-date computers for staff and public access with sufficient capacity to meet needs;
 - up-to-date printers for staff and public access with sufficient capacity to meet needs;
 - up-to-date antivirus and Internet security software protection installed on every library computer;
 - up-to-date Internet browsers, web applications, and plug-ins;
 - a valid email address, accessible via the library's website, for the library administrator; and
 - a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act*.

- ☐ The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.
- ☐ The wait time for patron workstations does not exceed 15 to 30 minutes.
- ☐ The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.
- ☐ The library provides 24/7 remote access to library services and resources through:
 - a web-accessible library catalog;
 - an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly;
 - appropriate regional, state, national, and international bibliographic databases;
 - other authenticated electronic resources that are available for direct patron use; and
 - virtual reference service, and/or text messaging services, and/or a library email account.
- ☐ The library staff must be:
 - computer literate;
 - trained to use and assist patrons in the use of electronic resources and materials; and
 - accessible via email and/or through messaging services.
- ☐ The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.
- ☐ The library provides web links and access to regional and/or statewide initiatives including:
 - regional library system consortial web-based catalogs;
 - the CARLI academic library catalog (I-Share);
 - Illinois State Library-sponsored databases/e-resources;
 - other electronic collections as available; and
 - virtual reference service.
- ☐ As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
- ☐ The library has a board-adopted Internet acceptable use policy.
- ☐ The Internet acceptable use policy is reviewed annually.
- ☐ The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.
- ☐ The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.

- ☐ The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on community needs and priorities.
- ☐ The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to:
 - wireless access (Wi-Fi);
 - Internet connectivity upgrades sufficient for patron and staff use;
 - networking (local area vs. wide area);
 - library Intranet;
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive;
 - patron self-checkout functionality;
 - new technologies/potential services; for example, social networking, makerspace, and mobile apps;
 - current and functional meeting room technology;
 - adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and
 - ongoing staff continuing education/training related to all aspects of technological services.
- ☐ The library protects the integrity, safety, and security of its technological environment.
- ☐ The library's automated catalog and its components comply with current state, national, and international standards.
- ☐ The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).

Chapter 13 (Marketing, Promotion, and Collaboration)

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

Marketing, Promotion, and Collaboration Standards

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

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

Marketing, Promotion, and Collaboration Checklist

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

Marketing, Promotion, and Collaboration

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

Appendices

The appendices contain a variety of documents such as a list of topics for new trustee orientation, records retention guidance, recommended staffing levels, a glossary, and more. *For Serving Our Public 4.0*, the task force opted to eliminate appendices that consisted solely of web-published statements from ALA, ILA, and the like, in recognition that the online versions will always be more current than what would have appeared here in print. Illinois public libraries operate under the *Illinois Compiled Statutes* [ILCS], generally chapter 75 [75 ILCS], but other statutes also impact libraries. As librarians and their library board must be familiar with Illinois statutes, this appendix provides a quick reference; for further information, consult *Illinois Library Laws & Rules*, published regularly by and available from the Illinois Library Association.

New appendices in *Serving Our Public 4.0* include a collection management worksheet, a set of facility management checklists, and guidance for new facility planning.

The recommended service level tables retained the minimum, growing, established, and advanced levels to allow library boards to self-select the appropriate goals for their library. Minimum is the foundation level where all Illinois public libraries begin, but should not remain. As each chapter is read, the accompanying appendices should also be reviewed to determine the library's current service level and to decide the target level of service.

Appendix A (Useful Illinois Statutes with Citations to the Illinois Compiled Statutes)

The Illinois Compiled Statutes (ILCS) are posted online at www.ilga.gov/legislation/ilcs/ilcs.asp

Illinois Statute or Topic	Legal Citation
<i>General Provisions</i>	
<i>Open Meetings Act</i>	5 ILCS 120/1
<i>Freedom of Information Act</i> (FOIA)	5 ILCS 140/1
<i>State Records Act</i>	5 ILCS 160/1 (see also 50 ILCS 205/1)
<i>Electronic Commerce Security Act</i> (digital signature)	5 ILCS 175/1
<i>Identity Protection Act</i>	5 ILCS 179/1
<i>Intergovernmental Cooperative Act</i>	5 ILCS 220/1
<i>Oaths and Affirmations Act</i>	5 ILCS 255/0.01
<i>Illinois Public Labor Relations Act</i>	5 ILCS 315/1
<i>Illinois Governmental Ethics Act</i> (Disclosure of Economic Interests)	5 ILCS 420/4A-101
<i>State Officials and Employees Ethics Act</i>	5 ILCS 430/1-1
<i>Elections</i>	
Election Code	10 ILCS 5/1-1
Campaign Finance Reporting	10 ILCS 5/10-6.1
<i>Executive Officers</i>	
<i>State Library Act</i>	15 ILCS 320/1
<i>Illinois Literacy Act</i>	15 ILCS 322/1
<i>Finance</i>	
<i>Public Funds Statement Publication Act</i>	30 ILCS 15/1 (see also 50 ILCS 305/1)
Statement of Receipts and Disbursements	30 ILCS 15/1 (see also 50 ILCS 305/1)
<i>Public Funds Investment Act</i>	30 ILCS 235/1 (see also 50 ILCS 340/1)
Interest Rate on Public Debt	30 ILCS 305/2
<i>Local Government Debt Reform Act</i>	30 ILCS 350/1
Illinois Procurement Code	30 ILCS 500/1
<i>Joint Purchasing Act</i> (Governmental)	30 ILCS 525/1
<i>Architectural, Engineering, and</i> <i>Land Surveying Qualifications Based Selection Act</i>	30 ILCS 535/1 & 50 ILCS 510/0.01
<i>Drug Free Workplace Act</i>	30 ILCS 580/1
<i>Revenue</i>	
Property Tax Code (formerly <i>Revenue Act</i>)	35 ILCS 200/1-1
Estimate of Revenues	35 ILCS 200/18-50
<i>Truth in Taxation Law</i>	35 ILCS 200/18-55
<i>Property Tax Extension Limitation Law</i> (PTELL)	35 ILCS 200/18-185
<i>Fiscal Responsibility Report Card</i>	35 ILCS 200/30-30
<i>Pensions</i>	
Illinois Municipal Retirement Fund (IMRF)	40 ILCS 5/7-171
<i>Local Government</i>	
Conflict of Interest (<i>Public Officer Prohibited Activities Act</i>)	50 ILCS 105/3
<i>Public Officers Simultaneous Tenure Act</i>	50 ILCS 110/1
<i>Time Off for Official Meetings Act</i>	50 ILCS 115/1

<i>Local Government Employees Political Rights Act</i>	50 ILCS 135/1
<i>Local Government Wage Increase Transparency Act</i>	50 ILCS 155
<i>Local Records Act</i>	50 ILCS 205/1 (see also 5 ILCS 160/1)
<i>Local Government Financial Statement Act</i>	50 ILCS 305/1 (see also 30 ILCS 15/1)
<i>Governmental Account Audit Act</i>	50 ILCS 310/1
<i>Illinois Municipal Budget Law</i>	50 ILCS 330/1
<i>Investment of Municipal Funds Act</i>	50 ILCS 340/1 (see also 30 ILCS 235/1)
<i>Tax Anticipation Note Act</i>	50 ILCS 420/0.01
<i>Local Government Prompt Payment Act</i>	50 ILCS 505/1
<i>Local Government Professional Services Selection Act</i> (exempted in 720 ILCS 5/33E-13)	50 ILCS 510/0.01
Municipalities	
Removal of Officer (appointed library board member)	65 ILCS 5/3.1-35-10
Levy and Collection of Taxes	65 ILCS 5/8-3-2
Time for Paying over of Tax Monies	65 ILCS 5/8-3-3
<i>Tax Increment Allocation Redevelopment Act</i> (TIF)	65 ILCS 5/11-74.4-1
Libraries	
<i>Illinois Local Library Act</i>	75 ILCS 5/1-0.1
<i>Illinois Library System Act</i>	75 ILCS 10/1
<i>Public Library District Act of 1991</i>	75 ILCS 16/1
Nomination of Candidates (<i>Public Library District Act</i>)	75 ILCS 16/30-20
Ownership of Library Building	75 ILCS 16/10-45 & 75 ILCS 16/5-40
<i>Library Records Confidentiality Act</i>	75 ILCS 70/1
Public Health	
<i>Environmental Barriers Act</i> (Illinois Accessibility Code)	410 ILCS 25/1
<i>Equitable Restrooms Act</i>	410 ILCS 35/1
<i>Smoke Free Illinois Act</i>	410 ILCS 82/1
Public Safety	
<i>Firearm Concealed Carry Act</i>	430 ILCS 66/1
Notices	
<i>Notice by Publication Act</i>	715 ILCS 5/1
<i>Newspaper Legal Notice Act</i>	715 ILCS 10/1
Criminal Offenses	
Theft of (Library Material)	720 ILCS 5/16-0.1 & 720 ILCS 5/16-3
<i>Official Misconduct</i>	720 ILCS 5/33-1
<i>Public Contracts Act</i> (Interference, bid rigging)	720 ILCS 5/33E-1
Civil Liabilities	
<i>Parental Responsibility Law</i>	740 ILCS 115/1
<i>Right to Breastfeed Act</i>	740 ILCS 137/1
<i>Illinois Wage Assignment Act</i>	740 ILCS 170/1
Civil Immunities	
<i>Local Government Employee Tort Immunity Act</i>	745 ILCS 10/1-101
<i>Employment Record Disclosure Act</i>	745 ILCS 46/1
Property	
<i>Right of Publicity Act</i>	765 ILCS 1075/1

Human Rights

Illinois Human Rights Act 775 ILCS 5/1-101

Business Transactions

Personal Information Protection Act 815 ILCS 530/5

Employment

Illinois Collective Bargaining Successor Employer Act 820 ILSC 10/0.01

Personnel Record Review Act 820 ILCS 40/0.01

Right to Privacy in the Workplace Act 820 ILCS 55/1

Employee Credit Privacy Act 820 ILCS 70/1

Minimum Wage Act 820 ILCS 105/1

Equal Pay Act 820 ILCS 112/1

Wage Payment and Collection Act 820 ILCS 115/1

Prevailing Wage Act 820 ILCS 130/0.01

One Day Rest in Seven Act 820 ILCS 140/3

School Visitation Rights Act 820 ILCS 147

Victims' Economic Security and Safety Act 820 ILCS 180/1

Workers' Compensation Act 820 ILCS 305/1

Military Related Acts

Family Military Leave Act 820 ILCS 151/1

Military Leave of Absence Act 5 ILCS 325/0.01

Public Employee Armed Services Rights Act 5 ILCS 330/1

Service Member's Employment Tenure Act 330 ILCS 60/1

Appendix B (Records to Be Retained and Disposed)

The Records Management Section of the Illinois State Archives is responsible for assisting state and local government agencies with the disposal of records. In Illinois, no public record may be disposed of without the approval of the appropriate records commission.

For more information and forms, go to Illinois State Archives website at www.cyberdriveillinois.com/departments/archives/records_management/home.html.

For information about the procedures to dispose of state records call (217) 782-2647. To dispose of local government records call (217) 782-7075.

Inquiries can be mailed, faxed, or emailed (via an email form on the website noted above) to the Illinois State Archives:

Records Management Section
Illinois State Archives
Springfield, IL 62756
Fax: (217) 557-1928

Appendix C (Topics Recommended for Inclusion in Board Bylaws)

1. Official name and location of library
2. Trustees
 - Method of election or appointment
 - Length of terms
 - Duties and responsibilities
 - Filling a vacancy
 - Conflict of interest/ethics provision
 - Removal
3. Officers
 - Definition
 - Duties
 - Nomination and election procedure and meeting
 - Filling a vacancy
 - Removal
4. Committees
 - Standing
 - Appointment of ad hoc
5. Meetings
 - Time and place of regular meetings
 - Method for calling special meeting
 - Quorum for making decisions
 - Compliance with the *Open Meetings Act*
 - Quorum for board action
 - Follow a current edition of a standard parliamentary procedure manual
6. Order of business
 - Roll call
 - Approval of previous meeting minutes
 - Correspondence and communications
 - Officers' reports
 - Committee reports
 - Financial report and approval of expenditures
 - Library administrator's report
 - Unfinished business
 - New business
 - Adjournment
7. Minutes
 - Reflect attendance and actions taken

8. Appointment/termination of library administrator
9. Amendments—procedures for repealing, amending, or adding
10. Time frame for review

Appendix D (Topics Recommended for New Trustee Orientation)

1. Mission statement, long-range/strategic plan, technology plan, and all library policies
2. Budget, budget cycle, and way in which the budget is developed, monthly financial reports; levy; and relationship between library and municipality/ies, county, and state library
3. Doyle, Robert P. and Robert N. Knight, eds. *Trustee Facts File*. 4th ed. Chicago: Illinois Library Association, 2012; or current edition
4. ALA's *Freedom to Read Statement* and *Library Bill of Rights* and its interpretations; collection management; censorship issues and the procedure for addressing a patron's request for reconsideration of library materials
5. Board bylaws, board library administrator responsibilities, and errors and omissions insurance
6. Board meetings, committee meetings, names and addresses of other trustees, sample agenda, and prior year's minutes
7. *Serving Our Public 4.0: Standards for Illinois Public Libraries*, State Library Per Capita Grant, *Illinois Public Library Annual Report* (IPLAR)
8. Current copy of *Illinois Library Laws & Rules* (St. Paul, MN: Thompson Reuters), issued periodically by and available from the Illinois Library Association
9. Latest edition of a standard parliamentary procedure manual
10. The value/benefits of membership in professional organizations such as the American Library Association and the Illinois Library Association
11. *Illinois Open Meetings Act; Illinois Ethics Act; Freedom of Information Act*
12. List of websites for such organizations as American Library Association, Illinois Library Association, and the Public Library Association
13. Diamond, Stewart H. and W. Britt Isaly. *Financial Manual for Illinois Public Libraries*. Chicago: Illinois Library Association, 2007

Appendix E (Recommended Staffing Levels)

	FTE per 1,000 in addition to base FTE	FTE per 1,000 in addition to base FTE	FTE per 1,000 in addition to base FTE	FTE per 1,000 in addition to base FTE	FTE per 1,000 in addition to base FTE
POPULATION	BASE	MINIMUM	GROWING	ESTABLISHED	ADVANCED
Less than 1,000	.15*	.25	.50	.75	1.00
1,000-2,499	1.00	.25	.50	1.00	1.50
2,500-4,999	1.00	.25	.50	1.00	1.00
5,000-9,999	2.00	.25	.50	1.00	1.50
10,000-14,999	4.00	.25	.50	1.00	1.25
15,000-24,999	8.00	.25	.50	.90	1.25
25,000-49,999	18.00	.25	.50	.75	1.00
50,000-74,999	30.00	.25	.50	.75	1.00
75,000-99,999	45.00	.25	.50	.75	1.00
Over 100,000	60.00	.25	.50	.75	1.00

Example

1. The library's jurisdictional population is 8,500.
2. The library wishes to achieve the "growing" level.
3. The library's population places it in the 5,000–9,999 population range. The "base" for this range is 2 FTE.
4. The number of additional FTEs needed to reach the "growing" level is .5 per 1,000 population. Multiply 8.5 (the library's jurisdictional population of 8,500 divided by 1,000) by .5 to get the number of additional FTEs: 4.25.
5. Add this number (4.25 FTE) to the base (2 FTE). To reach the "growing" level, the library will need a staff of 6.25 FTE.

Note: The "base" is not a level. It is a number to be used in the calculation. For the purposes of this document, an FTE works 37.5 hours per week exclusive of any meal breaks of a half hour or more but including all other breaks.

*The minimum hours a library should be open per week is 15, according to *Illinois Administrative Code* [23 Ill. Adm. Code 3030.110]; these standards recommend 25 in Chapter 4 (Access).

Appendix F (Topics Recommended for Public Use of the Library Policy)

1. Days and hours of service
2. Borrowing privileges
 - Eligibility
 - Fees for nonresidents
 - Registration
 - Reciprocal borrowing
3. Circulation
 - Length of loans
 - Limits on number of items
 - Renewals
 - Reserves
 - Interlibrary loans
 - Lost or damaged materials
 - Fines and fees
4. Access to materials
5. Reference
6. Service to patrons with disabilities
7. Confidentiality of library/patron records
8. Library property
 - Computers
 - Bathroom facilities
 - Furniture
 - Equipment
9. Use of meeting rooms, exhibit areas, bulletin boards
10. Behavior in the library

Appendix G (Recommended Hours of Service by Population)

POPULATION	MINIMUM	GROWING	ESTABLISHED	ADVANCED
Less than 1,000	25	28	32	36
1,000-2,499	28	36	40	48
2,500-4,999	36	40	56	64*
5,000-9,999	48	56	64*	72*
10,000-24,999	56	64*	68*	72**
25,000-49,999	64*	68*	72**	72**
50,000-74,999	72*	72**	72**	75**
75,000-99,999	75**	75**	75**	75**
Over 100,000	75**	75**	75**	75**

*Open Sunday, September through May

**Open Sunday all year

Note: Consideration should be given to the convenience of users in establishing hours of operation. Every library should have some evening hours past 5:00 p.m. and some weekend hours including a minimum of four hours on Saturday.

Appendix H (Topics Recommended for Collection Management Policy)

1. Description of community to be served
2. Description of user groups to be served (children, young adults, non-English speaking, adult new reader, audio and visually challenged, etc.)
3. Purpose of the collection
4. Responsibility for collection management
5. Parameters of the collection, including subject areas, formats, etc.
6. Criteria for selection, replacement, and withdrawal
7. Statement that Collection Management Policy will be reviewed every two years (75 ILCS 5/4-7.2)
8. Gifts
9. Provision for user requests
10. Reconsideration of materials
11. Statement on intellectual freedom, adopting the *Library Bill of Rights*, and other ALA intellectual freedom statements

Appendix I (Collection Management Worksheet)

Chapter 7 (Collection Management) includes a standard that states: “The library spends a minimum of 8 to 12% of its operating budget on materials for patrons.” This worksheet is provided for library staff to determine how much of the operating budget is actually spent on materials.

Enter total costs for each line reflecting library’s fiscal year. The costs will mirror the costs used on IPLAR for prior fiscal year if it is a question on the report. No two libraries are alike and some libraries will have other “special” collections that be added to this checklist or might not have some of the collections listed below, and therefore those collection types should be removed.

Materials:	Cost:
Books (print)	\$
E-Books	
Magazines/newspapers (print)	
Magazines/newspapers (electronic)	
Audio CDs	
Audio CDs (downloadable)	
DVDs	
DVDs (downloadable/streaming)	
Electronic Databases (available in-house & remotely)	
Computer Software	
Microfilm	
Local History resources	
Photographs	
Video Games	
Non-Book or Media	
 Automation:	 Cost:
Annual Cost for local automation system (including cataloging/circulation software as well as hardware necessary for operation)	\$
OCLC Membership costs	
MARC Records costs	
Additional consortia cost	
Virtual reference service	

Supplies:***Cost:***

Barcodes for circulating items and for patrons' cards \$ _____

User library cards _____

Processing supplies (example: spine labels, book covers,
book table, RF tags, property stamps, etc.) _____

Staffing:***Cost:***

Based on a 40-hour week, determine approximately
how many hours staff spend on task and multiply it
by pay rate x 52 weeks. (Example: Cataloger—
25 hours per week X \$10 X 52=\$13,000) \$ _____

Collection development/ordering staff _____

Cataloging staff _____

Circulation staff _____

ILL staff _____

Book page or shelver _____

Training for staff _____

Appendix J (New Facility Planning)

The construction of a new facility or expansion of an existing facility is a major milestone for any public library. When planning for construction the following guidelines should be followed.

1. Public library construction, expansion, and major renovation projects are planned by a team consisting of the board or members of the board of trustees, the library administrator and key staff, and a registered professional architect, preferably with experience in the design of libraries. A library building consultant may be utilized when there is a lack of library design experience on the design team.
2. The library, unless it is part of a home rule unit of government, must select an architect in compliance with the *Local Government Professional Services Selection Act* [50 ILCS 510/0.01 *et seq.*]
3. The library's attorney should review all contracts related to any construction project.
4. Space planning should be based on a twenty-year population projection (including probable annexation) and desired improvements in services.
5. The facility should provide the maximum possible flexibility for future changes in design, furnishings, and technology.
6. Access to the internet through data/Wi-Fi and power should be available throughout the facility.
7. All construction shall comply with federal, state, and local codes and regulations.
8. All areas of the library are designed to meet the floor-loading standard as defined by applicable codes. (Note that many existing buildings that were not designed as libraries cannot meet this requirement. Consult a building design professional whenever giving consideration to re-purposing any existing building for use as a library.)
9. Natural lighting should be used whenever possible. The availability and efficient use of natural light are an important consideration for both energy efficiency and human well-being. With proper planning, natural lighting can be incorporated into library design. All lighting, whether natural or artificial, should be designed to allow rearrangement of library furnishings.
10. Sustainable (Green) Design: Protecting our environment is only one of many compelling reasons to design and build sustainable buildings. Buildings designed in a sustainable manner can offer increased comfort for the occupants, healthier internal environments, lower energy costs, and can promote increased productivity. Libraries should take advantage of their unique educational role to be leaders in sustainable design.

The U.S. Green Building Council (USGBC) provides a method to measure sustainability in the form of the "LEED" (Leadership in Energy and Environmental Design) program, aimed at both quantifying and promoting green design. Another measurement of sustainability is offered by the "Green Globes" program put forth by the Green Building Initiative.

Each of these programs provides an objective system of measurement. Objective measurement plays a critical role in the process of designing and building sustainable buildings.

11. Technology and Library Design: Architects need to carefully integrate technology use into all aspects of the infrastructure planning for space, lighting, electrical, and HVAC. Data and power should be available throughout the facility.

12. *Serving Our Public 4.0* and other library design standards can provide a starting point for determining library design goals. It is important to note that in terms of library design, the industry is changing so quickly that published standards should be seen as a point of departure rather than a destination. A design team that is versed in the changing library environment and abreast of current trends and technology is your best asset.

Appendix K (Facility Management Checklists)

Ongoing Building Maintenance Checklist

- ☐ The library building should be maintained in a clean and sanitary condition at all times. Cleaning schedule can depend on frequency of use, and other factors.
- ☐ Elevators should be maintained at least annually, and should comply with applicable codes for safety.
- ☐ Roofs should be maintained at least twice a year or more frequently if required by the warranty. Additional inspection and maintenance work should be performed after every occasion where a contractor performs work on the roof (e.g., a rooftop chiller is replaced).
- ☐ The building facade should be inspected once a year.
- ☐ Parking lot resealing and restriping should be performed every one to three years.
- ☐ HVAC systems should be inspected and maintained at least twice a year (before summer and winter).
- ☐ Alarm system should be checked for proper operation at least once a year.
- ☐ Lighting should be inspected and replaced at least once every three months, unless they are inspected on a regular basis by the building staff. In some cases, defective lights must be replaced immediately. This includes exit lights, parking lot lights, and building exterior lights.
- ☐ Emergency lighting should be checked once a month.
- ☐ Sprinkler systems should be inspected as required by code, but at least once per year.
- ☐ Automatic doors should be inspected, adjusted and lubricated as required by code, but at least once every 6 months. Such doors may require more frequent work depending on traffic.
- ☐ Plumbing—Toilets, domestic water heater, and faucets: These systems should be maintained at least twice per year, including rodding of drain lines. Many components such as toilets may require maintenance on an as-needed basis. Sump pumps and back-up systems should be checked more frequently.
- ☐ Landscaping should be maintained weekly during season, and at least twice per year for cleanup, trimming, etc.
- ☐ Landscaping sprinklers should be checked and maintained twice a year.
- ☐ Carpet mats should be vacuumed on a regular basis, and shampooed at least once per year. Worn, loose, or torn carpeting should be replaced on an as-needed basis.
- ☐ Hard surface flooring should receive thorough cleaning and/or polishing once per year.
- ☐ Window cleaning should be performed at least once per year.

- ☐ Parking garages should be inspected and cleaned on an annual basis. Cleaning should include power washing to remove salt and other deposits.
- ☐ Other unique features, such as fountains, fireplaces, indoor planters, etc. should also be maintained on an as-required basis.
- ☐ Emergency generators should be checked for proper operation every week, and serviced as required by manufacturer.
- ☐ Snow removal should be performed on an as-needed basis (either self-performed or contracted).
- ☐ Egress paths should be checked once a month to ensure they are maintained open and free of obstructions.
- ☐ Electrical and mechanical rooms should be checked twice per year to ensure they are kept clean and clear of obstructions to reach the equipment.

Building Periodic Repair Checklist

- ☐ Tuck pointing of masonry: On an as-needed basis.
- ☐ Sealant repairs (window perimeters, masonry joints, etc.): On a three-to-five year interval.
- ☐ Interior painting and wall coverings: On an as-needed basis.
- ☐ Exterior painting including steel members that may corrode such as railings, etc.: Typically, once every three to five years.
- ☐ Wood and trim components: On an as-needed basis.
- ☐ Exterior and Interior Signage: Evaluate the appropriateness and condition of your signage once a year.
- ☐ Windows: Replace broken seals broken glass, caulking and glazing as needed.
- ☐ Parking lot: Perform patching, sidewalk repairs such as mud jacking, curb repairs, etc. as needed.
- ☐ Landscaping: Inspect trees and sod replacement every one to two years.
- ☐ Graffiti removal: Perform on an as-needed basis.
- ☐ Fencing repairs and painting: Perform on an as-needed basis. Painting is typically required every three to five years.
- ☐ Hardware: Items such as door knobs, locks, etc. should be repaired on an as-needed basis.

Capital Project Checklist

*Warranties and professional consultation should determine capital project items.

- ☐ Parking lot reconstruction (not routine sealing)
- ☐ Re-roofing
- ☐ Window replacement
- ☐ HVAC equipment replacement
- ☐ Lighting replacements and upgrades
- ☐ Building additions
- ☐ Interior remodeling (carpeting, walls, furnishings, etc.)
- ☐ Utility infrastructure including electrical feeds, cabling, fiber optics, generators, IT infrastructure, technology upgrades
- ☐ Major facade repairs
- ☐ Major code upgrades

Capital Asset Plan Item List

*Any item that is not accounted for in library operating budget should be on this list.

- ☐ Building structure
- ☐ Site elements such as parking lots, paving, site furnishings and signs
- ☐ HVAC systems
- ☐ Plumbing
- ☐ Elevators
- ☐ Building envelope including facade, windows, and roofs
- ☐ Furnishings

Environmentally Friendly Components

*The best time to upgrade for energy code conformance is when a library does replacement of library systems.

- ☐ Roof
- ☐ Mechanical systems
- ☐ Windows
- ☐ Library façade repair or replacement
- ☐ Lighting/LED
- ☐ Low-flow/water saving

Glossary (including acronyms)

24/7/365

Access to library service(s) 24 hours a day, 7 days a week, 365 days a year.

ADA

Americans with Disabilities Act. www.ada.gov

Adaptive Technologies

Adaptive technologies enable disabled persons (visual, hearing, mobility) to utilize products that they would not normally be able to use such as computers, phones, movies, etc.

ALA

American Library Association. www.ala.org

Appropriation

Public funds set aside for a specific purpose. An appropriation amount gives the library board of trustees the authority to spend the funds. The appropriation amount includes money that will be spent from all sources—tax levy, state or federal funds, interest, donations and endowments, and other library revenue including but not limited to fines and fees.

Audit

A systematic examination of the financial records of an organization conducted, as a rule, by an external party to verify the accuracy of and determine conformance to established financial criteria; a written report of such examination.

Authentication

Authentication is the verification of an individual's identity.

Back Door Referendum

The Illinois Compiled Statutes [10 ILCS 5/28-2(f)] defines a back door referendum as the submission of a public question to the voters of a political subdivision, initiated by a petition of voters or residents of such political subdivision, to determine whether an action by the governing body of such subdivision shall be adopted or rejected.

Backbone

A backbone is a major artery of networked systems. Smaller networks may be attached.

Blog

A blog is a type of website, typically in journal format, that permits user posts. The posts generally are arranged in chronological order with the most recent post at the top.

Boundaries (Library)

The library's legally defined, geographic service area from which the library receives tax support for the provision of library services.

Broadband

Broadband is high-speed Internet connectivity ranging from 256kbps (kilobits per second) and higher.

Budget

A plan for conforming expenditures to income.

Bylaws

A law, ordinance, or regulation made by a public or private corporation, or an association or unincorporated society, for the regulation of its own local or internal affairs and its dealings with others or for the governance of its members.

CARLI

Consortium of Academic and Research Libraries in Illinois. www.carli.illinois.edu

Cataloging

The preparation of bibliographic records in accordance with specific uniform principles. (See also Classification)

CD-ROM

Compact Disc Read Only Memory. The compact disc format holds text, graphics, and sound much like an audio CD but with different track formats for data. CD-ROMs hold in excess of 600 MB of data, which is equivalent to about 250,000 pages of text or 20,000 medium-resolution images. An audio CD player cannot play CD-ROMs, but CD-ROM players usually can play audio CDs.

C.F.R.

Code of Federal Regulations. www.gpoaccess.gov/cfr/index.html

Classification

Arrangement of bibliographic records by specific numbers and letters in accordance with a systematically predetermined and arranged schedule, generally by subject matter. Two commonly known and used schedules are the Dewey Decimal System and the Library of Congress Classification. (See also Cataloging)

Collection Management

The continuous review and evaluation of the library's collection to ensure that the collection is current, relevant, and useful.

Conditioned Power

Conditioned power is electrical service that is protected from line noise, voltage surges and spikes, brownouts, and blackouts.

Conflict of Interest

The *Public Officers Prohibited Activities Act* [50 ILCS 105] delineates areas with which public officers must comply in order to avoid conflicts of interest.

Cooperative Collection Development

A system for coordinating selection and purchase of materials between two or more libraries in order to avoid unnecessary duplication, complement the collections of participating libraries, and utilize public funds in a responsive manner.

Corporate Authority

The aggregate body of officers of a municipality vested with the authority in regard to the particular matters referred to by statute.

CREW

Continuous Review, Evaluation, and Weeding. An ongoing process of evaluating and weeding collections as detailed in Belinda Boon's *The CREW Method: Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium Sized Public Libraries* (Texas State Library, 1995). www.tsl.state.tx.us/ld/pubs/crew/index.html

Distribution Closet

A room containing equipment racks filled with hubs and patch panels for arranging connections.

Download

The process of transferring a file from a computer on the Internet to your own computer. Things you might download include software, images, email, music, videos, podcasts, etc.

EEOC

Equal Employment Opportunity Commission. www.eeoc.gov/

E-Rate

The Schools and Libraries Program of the Universal Service Fund, commonly known as "E-Rate," is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC), and provides discounts to assist most schools and libraries in the United States to obtain affordable telecommunications and Internet access. www.usac.org/sl/

FICA

Federal Insurance Contribution Act. FICA is the tax provisions of the *Social Security Act*, as they appear in the Internal Revenue Code. www.ssa.gov

Firewall

A firewall is a collection of security measures designed to prevent unauthorized electronic access to a networked computer system.

FTE

Full-time equivalent; full-time employee.

Hardware

Hardware is computer components such as the monitor, keyboard, central processing unit (CPU), mouse, etc.

Hub

A passive device for splitting LAN signals and distributing them among multiple computers, servers, and other network-attached devices.

HVAC

Heating Ventilating Air Conditioning.

ILA

Illinois Library Association. www.ila.org

ILCS

Illinois Compiled Statutes. www.ilga.gov/legislation/ilcs/ilcs.asp

Ill. Comp. Stat. Ann.

Illinois Compiled Statutes Annotated. Published by LexisNexis.

ILLINET

Illinois Library and Information Network.

ILLINET INTERLIBRARY LOAN CODE

The interlibrary loan code governs resource sharing among ILLINET members. www.cyberdriveillinois.com/departments/library/libraries/pdfs/illcode.pdf

IMRF

Illinois Municipal Retirement Fund. IMRF is established under statutes adopted by the Illinois General Assembly and governed by a board of seven trustees who must also be participating members. Many, but not all, Illinois public libraries participate in IMRF. Both employers and employees contribute to IMRF. www.imrf.org

Interlibrary Loan

Interlibrary loan is the process by which a library requests material from, or supplies material to, another library. The purpose of interlibrary loan is to obtain, upon request of a library user, material not available in the user's local library.

Internet

Internet is an international network of computer networks.

I-Share

I-Share is the online union catalog for CARLI member libraries and is a statewide resource-sharing database. www.vufind.carli.illinois.edu/all/vf/

LAN

Local Area Network, or collection of interconnected computers, servers, and hubs within an organization. Multiple LANs linked together form a WAN, or Wide Area Network.

LLSAP

Local Library System Automation Programs. Each regional library system's cooperative resource sharing (union catalog, OPAC, interlibrary loan) program for member libraries.

MARC

Machine Readable Cataloging. The MARC formats are standards for the representation and communication of catalog records in computerized formats. www.loc.gov/marc/

MLS/MLIS

Master's in Library Science degree/Master's in Library and Information Science degree.

Nonresident Fee Cards

Nonresidents are persons who reside outside of a tax-supported library's legal service area and, therefore, are not being assessed a tax for public library service. Public library boards may choose to extend public library services to nonresidents through a nonresident fee. Municipal libraries: 75 ILCS 5/47(12) and Public Library Districts: 75 ILCS 16/30-55.60.

OCLC

Online Computer Library Center. OCLC is an international cataloging and resource-sharing database. www.oclc.org

OPAC

Online Public Access Catalog. An OPAC is an online card catalog accessible to the public.

Open Captioning

Open captioning is on-screen text descriptions that display a video's dialogue.

Open Meetings Act

The *Open Meetings Act* [5 ILCS 120] is an Illinois law that details conduct of meetings for municipal/governmental agencies.

OSHA

Occupational Safety and Health Administration. OSHA is the main federal agency charged with the enforcement of safety and health legislation. www.osha.gov

PLA

Public Library Association, a division of the American Library Association. www.pla.org

Podcast

A podcast is a digital recording made available on the Internet for downloading to a personal audio player, including video as well as audio files. Podcast is derived from a combination of "broadcasting" and "iPod."

Premises Wiring

Premises wiring is the communications cabling within a building or individual office/tenant space.

Reciprocal Borrowing

A form of cooperative agreement between two or more libraries allowing their users onsite circulation/borrowing privileges at another library.

Referendum

A referendum is the submission of a proposed public measure or law to the vote of the people for ratification or rejection. Illinois law prescribes the details for submission of public questions.

Remote Access

Remote access is the ability for a library patron to access via computer various library resources (the library catalog, website, electronic databases, etc.) 24/7/365.

Riser (Management)

Riser (management) is the connections from the building backbone to separate multiple departments, typically in multistory buildings.

Router

A router is a special purpose, active switching device that links a LAN to a backbone or links multiple LANs to a WAN. Leading router vendors include Cisco, Nortel, and 3Com.

RSS Feeds

RSS feeds are a method of describing news or other web content that is available for “feeding” (distribution or syndication) from an online publisher to web users.

Server

A server is a computer designated as a shared resource on a LAN. Leading server vendors include Gateway, IBM, Compaq, Dell, and Hewlett-Packard.

Software

Computer programs that operate the computer system itself as well as user programs that enable the creation and manipulation of data.

Structured Cabling

Structured cabling is a complete system of wiring, connecting devices, and installation standards certified to deliver a specified data-transmission speed over a LAN.

System Integrator (SI)

Like a general contractor for computer systems, a system integrator (SI) procures and installs all the structured cabling, servers, computers, and software for a LAN.

TDD

Telecommunications Device for the Deaf. See TTY.

TRS

Telecommunications Relay Service. With TRS, an operator types what the caller says, and the person being called reads the text on a TTY. In turn, the person being called responds via TTY, and the operator reads the text aloud to the caller.

TTY

TTY is a text telephone that enables the deaf, hard of hearing, and speech-impaired to communicate via text messaging. A TTY is needed at both conversation points.

United for Libraries/ALTAF

Association for Library Trustees, Advocates, Friends and Foundations, a division of the American Library Association. www.ala.org/united/

U.S.C.

United States Code. www.gpoaccess.gov/uscode/index.html

Virtual Private Network (VPN)

A virtual private network is a private network built within a public network.

Virtual Reference

Virtual reference is a 24/7/365 collaborative web-based reference service among libraries designed to meet users' reference needs through electronic means (email, chat, instant messaging, etc.).

Voice Relay

See TRS.

WAN

Wide Area Network. A WAN is multiple LANs linked together by physical or virtual connections.

Website

A website is an entire collection of web pages and other information (such as images, sound, and video files, etc.) gathered and made available through what appears to users as a single web server. Each website is usually hosted on the same server (computer) and is maintained by the same individual, group, or organization.

Wi-Fi

Wireless networking technology.

Wiki

A wiki is a web page or collection of web pages designed to enable anyone who accesses the wiki to contribute or modify content.

Wikipedia

Wikipedia is a free, multilingual web-based encyclopedia project operated by the nonprofit Wikimedia Foundation. Its name is a combination the words wiki (a technology for creating collaborative websites) and encyclopedia. Volunteers around the world have collaboratively written Wikipedia's 30+ million articles, and almost all of its articles can be edited by anyone who can access the Wikipedia website. www.wikipedia.org

Wire Management

A system of raceways, cable trays, and/or ducts to consolidate and organize cables within and between equipment racks or office furniture.



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