Agenda Yorkville Public Library Board of Trustees Meeting November 14, 2022, 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. Approval of 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 repairs update

15. New Business: Director's evaluation goal #1 -

 Non-resident cards calculations/Cards for Kids Act Discuss/Approve updated Collection Development Policy&

Request for Reconsideration policy

Per Capita Requirements

Set Finance Committee Meeting date for FY24 budget planning

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. New Business (continued)
- 18. Adjournment

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DRAFT

Yorkville Public Library

Board of Trustees Monday, October 10, 2022 7:00pm 902 Game Farm Road – Michelle Pfister Meeting Room

The Board of Trustees meeting was called to order at 7:00pm by President Darren Crawford, roll was called and a quorum was established.

Roll Call:

Sue Shimp-yes, Keri Pesola-yes, Jackie Milschewski-yes, Darren Crawford-yes, Ryan Forristall-yes, Theron Garcia-yes

Absent: Rosie Millen, Tara Schumacher, Bret Reifsteck

Staff Present:

Library Director Shelley Augustine

Others Present:

Friends of the Library members: Judy Somerlot, Susan Neustrom, Daniel Chacon

Recognition of Visitors:

President Crawford welcomed staff and guests.

Amendments to the Agenda: None

Presentations: None

Minutes: September 12, 2022

The minutes were approved as presented on a motion by Ms. Garcia and second by Mr. Crawford.

Roll call: Shimp-yes, Pesola-yes, Milschewski-yes, Crawford-yes, Forristall-yes, Garcia-yes. Carried 6-0.

Correspondence: None

Public Comment: None

Friends of the Library Report:

Ms. Somerlot introduced a new member, Susan Neustrom, who will serve as Co-President with Ms. Somerlot. Ms. Neustrom said her background is leadership in non-profit groups with a focus on fundraising. She was Executive Director of several non-profits and is on the faculty of National Lewis and DePaul. She hopes to contribute as much as possible.

At the Friends' meeting this morning, the group elected officers. Nine new members have joined since January for a total of 56 members---a combination of individuals and families. Ms. Somerlot said \$2,000 was approved for adult programs for the year and the used book sale was finalized with a profit of \$7,610. They also discussed the Friends' responsibility for mini-golf. President Crawford asked how many boxes of books were donated for the Nigerian library start-up. Approximately 120-130 boxes were contributed. The Friends group also discussed whether to continue to sell the used books in the future or give them to the community.

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Staff Comment: None

Report of the Treasurer:

Financial Statement & Payment of Bills

Treasurer Milschewski made a motion to pay the bills as follows and Mr. Crawford seconded:

\$23,815.75 Accounts Payable

\$62,675.90 Payroll

\$86,491.65 Total

Roll call: Pesola-yes, Milschewski-yes, Crawford-yes, Forristall-yes, Garcia-yes, Shimp-yes. Carried 6-0.

Report of the Library Director:

Director Augustine reported the following:

- Library staff members and Ms. Garcia attended the ribbon-cutting for the Storywalk and over 400 people attended. Ms. Pesola added that there was much positive feedback from families attending.
- Ms. Weiss is having a fall reading program and if participants meet their reading goal, they will receive a complimentary ticket to the Chicago Steel Hockey team who is helping sponsor the program.
- 3. An interactive kids' movie will be shown by Ms. Weiss.
- 4. The library will participate in the Chamber of Commerce Biz Boo on October 22.
- 5. Iconic Coffee Shop volunteered to sponsor the 2,000th follower on Facebook and a gift card will be awarded.
- 6. The new cleaning service started this month.
- A YHS intern will be working with Katelyn Gregory on the mini-golf marketing and will also help Ms. Weiss with increasing exposure of the T.A.G. The intern will work 2 days a week.
- 8. A meeting was held on September 27 and another will be held October 11 to discuss mini-golf responsibilities. Ms. Gregory has compiled a marketing packet for sponsors.
- 9. Ms. Weiss and Ms. Iwanski-Goist built a 12-foot scarecrow which is displayed at the Riverwalk.
- 10. The library partnered with Kendall County Youth Employment Program to secure an intern. An interview was conducted and a person was selected who will work 6 hours a week and is paid for by the program.

City Council Liaison: None

Standing Committees: None

Unfinished Business:

HVAC Repairs Update

Ms. Augustine said Trico found 2 humidity sensors that failed and replaced them. A chiller pump diffuser strainer was pulled since Trico suspected it was plugged, however, it was not. She said the library has received the October bill for utilities and comparing it to last year, it was a 60% reduction in usage. The cost savings was only about \$200 due to the rate increase over the year. Trico will replace a boiler control this week which should help the gas usage as well. They also did a cleaning this week. The quote for the emergency work that was done was \$10,800. When the weather is cooler and the chiller will not be running, Trico will check the system for leaks and may increase the glycol at that time which had tested for only 15 degrees and should be at -15 degrees.

New Business:

Approval of Annual Tax Levy

City Finance Director Rob Fredrickson provided information for the Board to review regarding the tax levy. He said there were three scenarios to choose from and provided dollar amounts for each. Mr. Fredrickson said it is likely that the city will choose to levy on new construction only. After consideration, the Board chose Exhibit A

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from his email, which would levy the maximum allowed by law in the amount of \$1,041,921 and at a rate of \$10.15 per \$100 of EAV. He noted this will probably be reduced by the county. In the past years, the maximum amount was also levied. Ms. Milschewski made a motion to approve the highest amount as shown in Exhibit A. In discussion, Ms. Augustine said the Board needs to keep the aging building in mind as well as wages, HVAC issues and other building upgrades. Mr. Crawford seconded the motion to opt for Exhibit A.

Roll call: Milschewski-yes, Crawford-yes, Forristall-yes, Garcia-yes, Shimp-yes, Pesola-yes. Carried 6-0.

Approval of Library Closing Dates for 2023

Director Augustine reviewed the proposed closing dates and explained to the Board when holidays will be observed if they fall on the weekend. Trustee Milschewski moved to approve the 2023 holiday schedule as presented and Trustee Garcia seconded. Roll call: Crawford-yes, Forristall-yes, Garcia-yes, Shimp-yes, Pesola-yes, Milschewski-yes. Carried 6-0.

Approval of Library Board Meeting Dates for 2023

Ms. Garcia moved and Mr. Crawford seconded to approve the Board meeting dates as presented. Roll call: Forristall-yes, Garcia-yes, Shimp-yes, Pesola-yes, Milschewski-yes, Crawford-yes. Carried 6-0.

Executive Session: None

Adjournment:

There was no further business and the meeting adjourned at 7:33pm.

Minutes respectfully submitted by Marlys Young, Minute Taker

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UNITED CITY OF YORKVILLE MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #		CHECK DATE A	ACCOUNT #	ITEM AMT
900125	FNBO FIRST NAT	IONAL BANK	OMAHA	10	0/25/22		
	102522-D.DEBORD	09/30/22	02	AMAZON-MONTHLY PRIME FER MENARDS#444442-MULCH MENARDS#444444-MULCH, GRA MENARDS#092222-FALL DECO	AVEL 8	32-820-54-00-5460 32-000-24-00-2480 32-000-24-00-2480 32-000-24-00-2480 INVOICE TOTAL:	(14.99) (26.52) (24.90) (92.37) (158.78 *)
	102522-D.HENNE	09/30/22	02 03	HOME DEPO#87427-FLANDERS RURAL KING-CLEVIS HOME DEPO#4201-BOLTS HOME DEPO#2624-BRASS ADA	C 2 APTER 2	01-410-54-00-5435 01-410-56-00-5620 23-230-56-00-5642 23-230-56-00-5642 INVOICE TOTAL:	246.88 32.97 63.99 4.98 348.82 *
	102522-D.SMITH	09/30/22	02 03 04 05 06 07 08 09	MENARDS#091522-STRAPS, MENARDS#092022-TROWEL, PA	TYPE I 77 LTS 77 BITS, 77 BITS 77 ADDLOCK 77	** COMMENT ** 79-790-56-00-5640 79-790-56-00-5620	15.93 27.94 22.34 41.34 71.11 42.75 45.54
			12 13 14 15 16	HOME DEPO#8218-INSPECTION MENARDS#092622-DECK SCREMENARDS#092622-PLYWOOD MENARDS#092622-GLOVES, I SOAP, GARBAGE BAGS, CONTBAGS NAPA#32378-BRAKE AWAY KI MENARDS#092722-VOLTAGE T	EWS _{IV} Sea 77 DISH 77 FRACTOR IT 77 FESTER 77	79-790-56-00-5630 79-790-56-00-5630 79-790-56-00-5640 79-790-56-00-5620 ** COMMENT ** ** COMMENT ** 79-790-56-00-5640 79-790-56-00-5630 INVOICE TOTAL:	229.00 13.98 166.14 408.03 35.45 4.79 1,158.30 *
	102522-E.DHUSE	09/30/22	02 03	NAPA#322588-THREAD SEAL NORTHERN SAFETY-HARD HAT NORTHERN SAFETY-HARD HAT NORTHERN SAFETY-HARD HAT	TS 0 TS 5 TS 5	52-520-56-00-5628 01-410-56-00-5600 51-510-56-00-5600 52-520-56-00-5600 INVOICE TOTAL:	4.17 164.53 164.53 164.54 497.77 *
	102522-E.HERNANDEZ	09/30/22		MENARDS#090422-CABLE TIE GARBAGE BAGS		79-790-56-00-5620 ** COMMENT ** INVOICE TOTAL:	123.89 123.89 *
	102522-E.SCHREIBER	09/30/22	02	AMAZON-CHILDPROOF DOOR I AMAZON-MAGNETIC WHITEBOA PEOPLE CUTOUTS	ARD, 7	79-795-56-00-5606 79-795-56-00-5606 ** COMMENT **	25.08 225.57

UNITED CITY OF YORKVILLE MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #		ITEM #	CHEC DESCRIPTION DATE		ITEM AMT
900125	FNBO FIRST NAT	CIONAL BANK	OMAHA	10/25	5/22	
	102522-J.SLEEZER	09/30/22	04	MENARDS#090722-WRENCHES	01-410-56-00-5630 INVOICE TOTAL:	109.97 1,898.10 *
	102522-J.WEISS	09/30/22		(DOLLAR TREE-FRENDS) (PROGRAMMING ACTIVITY SUPPLI	** COMMENT **	(23.75 *)
					INVOICE TOTAL:	(23.73 *)
	102522-K.BALOG	09/30/22	02 03 04	SHRED IT-MAY 2022 SHREDDING SHRED IT-AUG 2022 SHREDDING COMCAST-08/15-09/14 INTERNE NAPA#315390-BULBS NAPA#320149-REARVIEW MIRROR	G 01-210-54-00-5462 CT 01-640-54-00-5449 01-210-54-00-5495	241.07 250.53 1,162.82 11.20 6.66
			07 08	KENDALL PRINT-PAYROLL VOUCHERS, TRTESPASS NOTICES COMCAST-9/8-10/7 CABLE MENARDS#52119-STEEL PLUG	01-210-54-00-5430 ** COMMENT ** 01-210-54-00-5440 01-210-56-00-5620	295.70 21.06 2.75
			10 11	MENARDS#45393-APRAY PAINT, ADHESIVE MENARDS#51894-BATTERIES	01-210-56-00-5620 ** COMMENT **	42.90 9.37
				ACCURINT-AUG 2022 SEARCHES	01-210-54-00-5462 INVOICE TOTAL:	150.00 2,194.06 *
	102522-K.BARKSDALE	09/30/22	02	APA-MEMBERSHIP RENEWAL PANERA-REFRESHMENTS FOR AGI COMMUNITY WORKSHOP	01-220-54-00-5460 ING 01-220-54-00-5462 ** COMMENT ** INVOICE TOTAL:	999.00 124.91 1,123.91 *
	102522-K.GREGORY	09/30/22	01	PAYPAL-HAWAIIAN SHIRT SAMPL	117/	61.50 61.50 *
	102522-K.JONES	09/30/22	02	IML CONFERENCE REGISTRATION-FUNKHOUSE		360.00
			0 4 0 5	AMAZON-LENS CLEANING WIPES AMAZON-NAPKINS AMAZON-LYSOL, BANDAGES, BATTERIES	01-110-56-00-5610 01-110-56-00-5610 01-110-56-00-5610 ** COMMENT **	9.99 13.49 135.98
			08 09	AMAZON-RETURNED PLATES AMAZON-PAPER PLATES AMAZON-RADIO, CORRECTION TA	01-110-56-00-5610 01-110-56-00-5610 APE 01-110-56-00-5610	-14.99 8.18 129.36
			11 12	IML CONFERENCE LODGING-TRANSIER IML CONFERENCE LODGING-SOLI	** COMMENT ** ING 01-110-54-00-5415	414.77
			13	WAREHOUSE-PENCIL SHARPENER	01-110-56-00-5610 INVOICE TOTAL:	20.38 1,522.23 *
	102522-L.GARCIA	09/30/22	01	HOME DEPO#7215-SAFETY PAINT	51-510-56-00-5640	55.98

UNITED CITY OF YORKVILLE MANUAL CHECK REGISTER

CHECK #	VENDOR #		INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900125	FNBO	FIRST	NATIONAL BANK	ОМАНА	1	10/25/22		
	102522-L.	GARCIA	09/30/22	02	MENARDS#092022-PAINT BE	RUSHES	51-510-56-00-5640 INVOICE TOTAL:	
	102522-M.	CARYLE	09/30/22	02 03 04	CDWG-RECEIPT PAPER GALLS-TACTICAL BOOTS O'HERRON-SERVICE UNIFOR STREICHERS-POLO SHIRTS, STREICHERS-BALLASTIC VE	RM , PANTS	01-210-56-00-5610 01-210-56-00-5600 01-210-56-00-5600 01-210-56-00-5600 01-210-56-00-5690 INVOICE TOTAL:	236.40 446.28 241.95 640.00
	102522-M.	CURTIS	09/30/22	01	AMAZON-BOOKS	DCIT	82-000-24-00-2480 INVOICE TOTAL:	(97.32) (97.32 *)
	102522-M.	DONOVAN	09/30/22	02	TARGET-SPRITZ PET SUPPLIES-STRUT YOUF PRIZES	R MUT	79-795-56-00-5607 79-795-56-00-5602 ** COMMENT **	
				05 07	TARGET-BUNS AMAZON-SOFTBALLS TARGET-BUNS GOLD MEDAL-BRIDGE CONCE	ESSION	79-795-56-00-5607 79-795-56-00-5606 79-795-56-00-5607 79-795-56-00-5607	210.60 12.87
				10 11	SUPPLIES GOLD MEDAL-BEECHER CONC SUPPLIES GOLD MEDAL-BRIDGE CONCE		** COMMENT ** 79-795-56-00-5607 ** COMMENT ** 79-795-56-00-5607	
					CHIDDLIEC	of Kendall County	** COMMENT ** INVOICE TOTAL:	2,028.12 *
	102522-M.	GREGORY	09/30/22	01	MENARDS#092222-CUTTING	TOOL	01-410-56-00-5620 INVOICE TOTAL:	11.34 11.34 *
	102522-M.	SENG	09/30/22	02	HOME DEPO-I BOLT HOME DEPO#1646-GROUND F CLAMPS	RODS,	01-410-56-00-5620 23-230-56-00-5642 ** COMMENT **	
				05	HOME DEPO#4201-FORGED S RONDO-TRUCK FLATBED BOI MENARDS#092322-BOARDS		01-410-56-00-5630 25-215-60-00-6060 01-410-56-00-5628 INVOICE TOTAL:	4,648.85
	102522-P.	MCMAHON	09/30/22	01	NEST AWARE MONTHLY FEE		01-210-54-00-5460 INVOICE TOTAL:	6.00 6.00 *
	102522-P.	RATOS	09/30/22	02	AMAZON-COMPUTER SPEAKER GJOVIK#421028-REPLACE 1 OIL CHANGE		01-220-56-00-5620 01-220-54-00-5490 ** COMMENT **	
				0 4	IPS-DESKTOP COMMANDER	FABLET	01-220-56-00-5620	8,350.00

UNITED CITY OF YORKVILLE MANUAL CHECK REGISTER

CHECK # 	VENDOR # INVOICE #		INVOICE DATE			HECK ATE 	ACCOUNT #	ITEM AMT	
900125	FNBO	FIRST NAT	TIONAL BANK	OMAHA	10,	/25/22			
	102522-R.I	NOOLSEY	09/30/22	5.7	AMPERAGE#1325126-SPLICE H	КТТ	23-230-56-00-5642	270.90	
			, ,		AMPERAGE#1322681-SPLICE		23-230-56-00-5642	80.70	
					AMPERAGE#1324019-LAMPS		24-216-56-00-5656	11.82	
					AMPERAGE#1324602-VINYL TA		23-230-56-00-5642	19.80	
				61	AMPERAGE#1324603-INSULAT	ING	23-230-56-00-5642	523.91	
				62	AMPERAGE#1324603-INSULAT: BOOTS, FUSES, NUTS, LAMPS	S	** COMMENT **		
					AMPERAGE#1324604-FUSE HO			650.82	
				64	INSULATING BOOT, FUSE, SI	PLICE	** COMMENT **		
				65	KIT		** COMMENT **		
				66	MINER#338553-OCT 2022 MAI	NAGED	01-410-54-00-5462	366.85	
				67	SERVICES RADIO	C15	** COMMENT **		
				68	MINER#338553-OCT 2022 MAI	NAGED	51-510-54-00-5462	430.65	
				69	SERVICES RADIO		** COMMENT **		
				70	MINER#338553-OCT 2022 MAI	NAGED	52-520-54-00-5462	287.10	
				71	SERVICES RADIO	III	** COMMENT **		
				72	MINER#338553-OCT 2022 MAI	NAGED	79-790-54-00-5462	510.40	
				73	SERVICES RADIO	A H	** COMMENT **		
				74	TC&P-STREET SIGNS		23-230-56-00-5619	539.35	
				75	TC&P-STREET SIGNS TC&P-SIGNS	-	23-230-56-00-5619	685.20	
				76	AQUAFIX-VITASTIM GREASE		52-520-56-00-5613	1,060.85	
				77	WIRE WIZ#359038-OCT-DEC 2	2022	52-520-54-00-5444	69.00	
				78	ALARM MONITORING AT BRUE		** COMMENT **		
				79	LIFT \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \		** COMMENT **		
				80	WIRE WIZ#359037-OCT-DEC	2022	52-520-54-00-5444	69.00	
				81	ALARM MONITORING AT	of rdall County 🖋	** COMMENT **		
				82	COUNTRYSIDE LIFT	Talan O'dani,	** COMMENT **		
				83	MENARDS#52548-TOILET SEAT	r an	24-216-56-00-5656	25.99	
				8 4	MENARDS#52550-CUTTING TO	OL	01-410-56-00-5620	15.12	
				85	MENARDS#52125-PICKUP TOO	L,	24-216-56-00-5656	41.91	
					PAINT		** COMMENT **		
					MENARDS#51957-BULBS		24-216-56-00-5656	13.98	
					UNIFIRST#H850065-FIRST A	ID	52-520-56-00-5620	101.02	
				89	SUPPLIES		** COMMENT **		
							INVOICE TOTAL:	28,977.66 *	
	102522-S.	AUGUSTINE	09/30/22	01	QUILL-GARBAGE BAGS,		82-820-56-00-5621	165.28	
				02			** COMMENT **		
					TRIBUNE-SUBSCRIPTION RENI		82-820-54-00-5460	182.25	
				04	11 11		** COMMENT **		
				0.5		_	82-820-56-00-5610	(49.98)	
				06			82-820-56-00-5610	23.58	
				07	REMOTE PC-CONSUMER SUBSCRIPTION FOR 1 PC		82-820-54-00-5462	(1.95)	
							-COMMENT-		
					REMOTE PC-RDP CHARGE FOR	2	82-820-54-00-5462	20.00	
				10	HOSTS FOR PERIOD OF		** COMMENT **		

UNITED CITY OF YORKVILLE MANUAL CHECK REGISTER

ID: AP225000.WOW

CHECK # VENDOR # INVOICE ITEM CHECK 900125 FNBO FIRST NATIONAL BANK OMAHA 10/25/22 11 4/19/22-4/19/23 12 AMPERAGE-BULBS 102522-S.AUGUSTINE 09/30/22 ** COMMENT ** 82-820-56-00-5621 13 BRICKS R US-2 CONCRETE BRICKS 82-000-24-00-2480 65.37 INVOICE TOTAL: 82-820-54-00-5452 102522-S.IWANSKI 09/30/22 01 YORKVILLE POST-POSTAGE 17.86 * INVOICE TOTAL: 102522-S.RAASCH 09/30/22 01 AMAZON-TEMPERATURE HUMIDITY 24-216-54-00-5446 280.00 02 METER ** COMMENT ** 25.99 03 AMAZON-HANDHELD ANEMOMETER 24-216-54-00-5446 24-216-54-00-5446 04 AMAZON-HUMIIDITY METER CASE 25.64 05 AMAZON-WALKIE TALKIES 24-216-54-00-5446 24-216-54-00-5446 24-216-54-00-5446 24-216-54-00-5446 24-216-54-00-5446 TNUOTCE TOTAL: 5,206.11 * 24-216-54-00-5446 30.59 06 AMAZON-EXTINGUISHER CABINET 24-216-54-00-5446 07 FSG MDC MIDWEST-BULBS 08 AMAZON-LABEL DOT STICKERS 24-216-54-00-5446 INVOICE TOTAL: 79-795-56-00-5602 71.96 102522-S.REDMON-1 09/30/22 01 AMAZON-STICKERS 79-795-56-00-5610 79-795-56-00-5640 02 RUUNCO-ENVELOPES 79-795-56-00-5610 49.84 03 RUNCO-TOILET PAPER 27.71 04 AMAZON-PRIZES FOR HTD MUSIC & 79-795-56-00-5602 157.70 05 MINGLE ** COMMENT ** 06 FLIGHT-GIFTCARD FOR HTD TRIVIA 79-795-56-00-5602 30.00 07 GRACE-GIFTCARD FOR HTD TRIVIA 79-795-56-00-5602 20.00 79-795-56-00-5602 08 ROSATI-GIFTCARD FOR HTD TRIVIA 50.00 79-795-56-00-5602 09 WALMART-DRINKS, TOWELS, TAPE 10 BOUNCE CITY-INFLATABLE RENTAL 118.39 79-795-56-00-5602 705.75 11 JEWEL-YORKTOBER FEST PRIZES 79-795-56-00-5606 79-795-54-00-5440 12 AT&T-08/24-09/23 TOWN SQUARE 13 SIGN INTERNET ** COMMENT ** 14 HAMPTON INN-HTD BAND LODGING 79-795-56-00-5602 1,108.53 2,323.12 16 AMERICINN-HTD AIR DOG LODGING 79-795-56-00-5602 17 PLUG-N-PAY-AUG 2022 FEES 18 NET-HALLOWEEN EGG HUNT EGGS 40.50 79-795-54-00-5462 79-795-56-00-5606 910.00 19 ARNESON#209500-AUG 2022 DIESEL 79-790-56-00-5695 193.71 20 ARNESON#209499-AUG 2022 GAS 79-790-56-00-5695 908.92 21 ARNESON#206347-AUG 2022 GAS 79-790-56-00-5695 973.57 22 ARNESON#206348-AUG 2022 DIESEL 79-790-56-00-5695 551.19 1,127.74 23 ARNESON#210142-AUG 2022 GAS 79-790-56-00-5695 24 ARNESON#210526-AUG 2022 DIESEL 79-790-56-00-5695 174.31 25 ARNESON#210525-AUG 2022 GAS 79-790-56-00-5695 26 MENARDS#0912-UTILITY MAT 79-795-54-00-5495 27 MENARDS#0912-MICROWAVE 79-795-54-00-5495 28 FLATSOS#24391-INNERTUBES 79-790-54-00-5495 748.00 15.99 69.00 69.28

Total for all Highlighted Library Invoices: \$900.32

UNITED CITY OF YORKVILLE

CHECK REGISTER

PRG ID: AP215000.WOW

CHECK DATE: 11/14/22

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
105219	AUGUSTIS	SHELLY AU	GUSTINE					
	102622		10/26/22		LIBRARY MEETING MILEAGE	82-820-54-00-5415 ** COMMENT **	53.13	
						INVOICE TOTAL:	53.13 *	
	110122		11/01/22		LIBRARY MEETING MILEAGE REIMBURSEMENT	82-820-54-00-5415 ** COMMENT **	19.75	
						INVOICE TOTAL:	19.75 *	
						CHECK TOTAL:		72.88
105220	BAKTAY	BAKER & T	'AYLOR		ED C	17:		
	2037046859		10/03/22	01	BOOKS	84-840-56-00-5686	776.24	
					/5/	INVOICE TOTAL:	776.24 *	
	2037064107		10/12/22	01	BOOKS	84-840-56-00-5686	774.18	
					EST.	INVOICE TOTAL:	774.18 *	
	2037072451		10/14/22	01	BOOKS	84-840-56-00-5686 INVOICE TOTAL:	705.25 705.25 *	
	2037072701		10/14/22	01	BOOKS	84-840-56-00-5686 INVOICE TOTAL:	561.77 561.77 *	
	000000000		10/10/00	0.1	County Seal	//	640.00	
	2037089204		10/19/22	01	BOOKS Kendall Coun	84-840-56-00-5685 INVOICE TOTAL:	643.99 643.99 *	
					711			
	2037105947		10/31/22	01	BOOKS	84-840-56-00-5686 INVOICE TOTAL:	846.10 846.10 *	
								4 005 50
						CHECK TOTAL:		4,307.53
105221	DELAGE	DLL FINAN	CIAL SERVIC	ES IN	С			
	77618541		09/17/22	01	NOV 2022 COPIER LEASE	82-820-54-00-5462 INVOICE TOTAL:	185.00 185.00 *	

UNITED CITY OF YORKVILLE CHECK REGISTER

PRG ID: AP215000.WOW

CHECK DATE: 11/14/22

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
105221	DELAGE	DLL FINAN	CIAL SERVIC	CES IN	С			
	77918698		10/17/22	01	DEC 2022 COPIER LEASE	82-820-54-00-5462 INVOICE TOTAL:	185.00 185.00 *	
						CHECK TOTAL:		370.00
105222	FVFS	FOX VALLE	Y FIRE & SA	FETY				
	IN00555267		10/17/22		ANNUAL FIRE ALARM SYSTEM INSPECTION	82-820-54-00-5462 ** COMMENT **	1,233.50	
						INVOICE TOTAL:	1,233.50 *	
					KED C/	CHECK TOTAL:		1,233.50
105223	HOGANENV	HOGAN ENV	IONMENTAL C	CLEANI	NG Ü	(0)		
	1717		10/10/22	01	MOLD REMEDIATION	82-820-54-00-5495 INVOICE TOTAL:	9,847.00 9,847.00 *	
					EST.	CHECK TOTAL:		9,847.00
105224	IMPACT	IMPACT NE	TWORKING, I	LC		-		
	2726424		10/11/22	01	07/15-10/14 COPIER CHARGES County Seat	82-820-54-00-5462 INVOICE TOTAL:	343.84 343.84 *	
					Kendall County	CHECK TOTAL:		343.84
105225	IMPERIAL	IMPERIAL	SERVICE SYS	STEMS,	INC			
	156846		10/08/22		OCT 2022 PRORATED CLEANING SERVICES	82-820-54-00-5462 ** COMMENT **	4,977.88	
				0.2		INVOICE TOTAL:	4,977.88 *	
						CHECK TOTAL:		4,977.88

UNITED CITY OF YORKVILLE CHECK REGISTER

PRG ID: AP215000.WOW

CHECK DATE: 11/14/22

CHECK #	VENDOR #		VOICE I'	TEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
105226	LLWCONSU	LLOYD WARBER						
	10535	10	/28/22	01	EXPANDING DIGITAL INCLUSION	82-820-56-00-5635 INVOICE TOTAL:	720.00 720.00 *	
	10536	10	/28/22	01	EXPANDING DIGITAL INCLUSION	82-820-56-00-5635 INVOICE TOTAL:	690.00 690.00 *	
	10537	10	/28/22	01	10/21/22 ONSITE IT SUPPORT	82-820-54-00-5462 INVOICE TOTAL:	30.00 30.00 *	
					(DC)	CHECK TOTAL:		1,440.00
105227	METRONET	METRO FIBERNE	T LLC		(YED OIL	7		
	1651373-11	0122 11	/01/22	01	NOV 2022 INTERNET	82-820-54-00-5440 INVOICE TOTAL:	124.97 124.97 *	
105228	MIDWSTEN	MIDWEST ENVIO	NMENTAL		EST.	CHECK TOTAL:		124.97
	22-701	10	/20/22	01	MOLD TAPE LIFT SAMPLING	82-820-54-00-5495 INVOICE TOTAL:	762.00 762.00 *	
	22-702	10	/20/22	01	MOLD TAPE LIFT SAMPLINGounty Scat Kendall County	82-820-54-00-5495 INVOICE TOTAL:	862.00 862.00 *	
					1911	CHECK TOTAL:		1,624.00
105229	MIDWTAPE	MIDWEST TAPE			LE IV			
	502749264	09			AUDIO BOOKS DVDS	84-840-56-00-5683 84-840-56-00-5685 INVOICE TOTAL:	64.99 94.70 159.69 *	
	502786566	10	/10/22	01	AUDIO BOOK	84-840-56-00-5683	39.99	

UNITED CITY OF YORKVILLE CHECK REGISTER

PRG ID: AP215000.WOW

CHECK DATE: 11/14/22

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
105229	MIDWTAPE	MIDWEST TA	\PE					
	502786566		10/10/22	02	DVDS	84-840-56-00-5685 INVOICE TOTAL:	67.47 107.46 *	
	502798561		10/10/22	01	DVD	84-840-56-00-5685 INVOICE TOTAL:	23.24 23.24 *	
	502819740		10/14/22		AUDIO BOOKS DVDS	84-840-56-00-5683 84-840-56-00-5685 INVOICE TOTAL:	74.98 45.73 120.71 *	
	502839106		10/19/22	01	DVD ZED C/	84-840-56-00-5685 INVOICE TOTAL:	22.49 22.49 *	
	502855176		10/22/22	01	DVD	84-840-56-00-5685 INVOICE TOTAL:	23.24 23.24 *	
	502883727		10/28/22	01	DVDS EST.	84-840-56-00-5685 INVOICE TOTAL:	42.98 42.98 *	400.00
105230	NICOR	NICOR GAS			147	CHECK TOTAL:		499.81
	91-85-68-4	1012 8-0922	10/03/22	01	08/31-09/30 902 GAME FARM, RD. Kendell County	82-820-54-00-5480 INVOICE TOTAL:	1,142.92 1,142.92 *	1 110 00
105231	PRAIRCAT	PRAIRIECAT			KLE I	CHECK TOTAL:		1,142.92
	8182		10/05/22	01	MOBILE BASE APPLICATION	82-820-54-00-5468 INVOICE TOTAL:	499.00 499.00 *	
						CHECK TOTAL:		499.00

UNITED CITY OF YORKVILLE

TIME: 07:33:15 PRG ID: AP215000.WOW CHECK REGISTER

CHECK DATE: 11/14/22

CHECK #	VENDOR #	INVOICE INVOIC NUMBER DATE		I DESCRIPTION	ACCOUNT #	ITEM AMT	
105232	TKELEVAT	TK ELEVATOR CORPO	RATION				
	3006902936	11/01/		NOV 2022-JAN 2023 ELEVATOR MAINTENANCE	82-820-54-00-5462 ** COMMENT **	525.00	
					INVOICE TOTAL:	525.00 *	
					CHECK TOTAL:		525.00
105233	TRICO	TRICO MECHANICAL	, INC				
	6922	10/04/		CUT IN ACCESS PANELS ON DUCT	82-820-54-00-5495 ** COMMENT **	1,278.00	
				ED C/7	INVOICE TOTAL:	1,278.00 *	
	6924	09/15/	22 01	INSTALLED NEW O-RING	82-820-54-00-5495	1,196.00	
				\ 5 \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\	INVOICE TOTAL:	1,196.00 *	
	7003	10/21/	22 01	BOILER ACTUATOR REPAIR	82-820-54-00-5495	2,976.00 2,976.00 *	
					INVOICE TOTAL:	2,976.00 ^	
	7004	10/21/		BOILER OPERATIONAL CONTROLLER INSTALLED	82-820-54-00-5495 ** COMMENT **	4,886.00	
			02	THE THE STATE OF T	INVOICE TOTAL:	4,886.00 *	
				13/1	CHECK TOTAL:		10,336.00
105234	WEBLINX	WEBLINX INCORPORA	me D	County Seat	7.67		•
103234	WEBLINA	WEBLINA INCORPORA	.160	Kendall County	13		
	31967	10/03/	22 01	ANNUAL WEB HOSTING RENEWAL	82-820-54-00-5462 INVOICE TOTAL:	300.00 300.00 *	
					CHECK TOTAL:		300.00
105235	YOUNGM	MARLYS J. YOUNG					
	101022-LIB	TRST 10/17/	22 01	10/10/22 MEETING MINUTES	82-820-54-00-5462	85.00	
					INVOICE TOTAL:	85.00 *	
					CHECK TOTAL:		85.00
					TOTAL AMOUNT PAID:		37,729.33



UNITED CITY OF YORKVILLE PAYROLL SUMMARY October 14, 2022

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	16,462.75	-	16,462.75	1,465.19	939.36	18,867.30
FINANCE	12,949.79	-	12,949.79	1,152.52	960.08	15,062.39
POLICE	130,704.05	938.06	131,642.11	558.15	9,792.32	141,992.58
COMMUNITY DEV.	27,844.08	-	27,844.08	2,518.18	2,092.56	32,454.82
STREETS	22,970.23	57.89	23,028.12	2,058.41	1,700.78	26,787.31
BUILDING & GROUNDS	2,281.44	-	2,281.44	216.40	186.01	2,683.85
WATER	23,846.14	358.03	24,204.17	2,154.18	1,782.34	28,140.69
SEWER	7,323.40	40.76	7,364.16	655.41	535.64	8,555.21
PARKS	28,381.27	176.12	28,557.39	2,403.30	2,137.86	33,098.55
RECREATION	23,119.17	-	23,119.17	1,719.10	1,731.25	26,569.52
LIBRARY	17,683.81	-	17,683.81	995.56	1,303.44	19,982.81
TOTALS	\$ 313,566.13	\$ 1,570.86	\$ 315,136.99	\$ 15,896.40	\$ 23,161.64	\$ 354,195.03

TOTAL PAYROLL

\$ 354,195.03



UNITED CITY OF YORKVILLE PAYROLL SUMMARY October 28, 2022

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 908.34	\$ -	\$ 908.34	\$ -	\$ 69.49	\$ 977.83
ALDERMAN	4,000.00	-	4,000.00	-	306.00	4,306.00
ADMINISTRATION	18,382.79	-	18,382.79	1,636.07	899.46	20,918.32
FINANCE	12,116.45	-	12,116.45	1,078.36	896.33	14,091.14
POLICE	124,552.17	1,729.78	126,281.95	558.15	9,344.05	136,184.15
COMMUNITY DEV.	27,844.08	-	27,844.08	2,478.13	2,058.14	32,380.35
STREETS	22,191.15	174.11	22,365.26	1,990.51	1,642.42	25,998.19
BUILDING & GROUNDS	2,416.04	-	2,416.04	215.03	184.82	2,815.89
WATER	17,080.31	-	17,080.31	1,520.15	1,237.35	19,837.81
SEWER	7,372.97	-	7,372.97	656.20	536.32	8,565.49
PARKS	28,025.26	-	28,025.26	2,339.74	2,078.03	32,443.03
RECREATION	23,360.05	-	23,360.05	1,691.69	1,738.21	26,789.95
LIBRARY	16,439.26	-	16,439.26	995.56	1,208.24	18,643.06
TOTALS	\$ 304,688.87	\$ 1,903.89	\$ 306,592.76	\$ 15,159.59	\$ 22,198.86	\$ 343,951.21

TOTAL PAYROLL

\$ 343,951.21



YORKVILLE LIBRARY BOARD

BILL LIST SUMMARY

Monday, November 14, 2022

ACCOUNTS PAYABLE

Library CC Check Register (Pages 1 - 5)	10/25/2022	\$900.32
Library Check Register (Pages 6 - 10)	11/14/2022	37,729.33
Glatfelter - Liability Ins Installment #1	10/11/2022	1,094.20
IPRF - Nov 2022 Work Comp Ins	10/11/2022	928.04
Lennar Homes-Development Fees for Cancelled Permit	10/25/2022	500.00
TOTAL BILLS PAI	D:	\$41,151.89
PAYROLL	<u>DATE</u>	
Bi-weekly <i>(Page 11)</i>	10/14/2022	\$19,982.81
Bi-weekly <i>(Page 12)</i>	10/28/2022	\$18,643.06
TOTAL PAYRO	LL:	\$38,625.87
TOTAL DISBURSEMEN	TS:	\$79,777.76

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UNITED CITY OF YORKVILLE GENERAL LEDGER ACTIVITY REPORT

PAGE: 1

FOR FISCAL YEAR 2023

ACTIVITY THROUGH FISCAL PERIOD 06

DATE: 11/04/2022

ID: GL440000.WOW

TIME: 12:18:18

			1 TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
01	10-24-00-2480	05/01/2022	MEMORIALS & GIFTS BEGINNING BALANCE					55,275.84
0.1	AP-220525MB	05/24/2022 21		FIRST NATIONAL BANK	900118	052522-G,HIX-B	65.45	00,270.01
		06/02/2022 05	May 2022 Deposits			,		93.00
				TOTAL PERIOD 01 ACTIV	TTY		65.45	93.00
02	AP-220613B	06/06/2022 01	BOOKS	BAKER & TAYLOR	105168	2036714384	1,083.04	
		06/06/2022 02	BOOKS	BAKER & TAYLOR	105168	2036721767	378.72	
		06/06/2022 03	BOOKS	BAKER & TAYLOR	105168	2036735616	720.23	
	AP-220625MB	06/15/2022 157	HOME DEPO-PLANTER FLOWERS	FIRST NATIONAL BANK	900120	062522-D.DEBORD-B	131.20	
		06/15/2022 158				062522-S.AUGUSTINE-B	99.99	
		06/15/2022 159				062522-S.AUGUSTINE-B	18.90	
		06/15/2022 160				062522-S.AUGUSTINE-B	18.95	
				TOTAL PERIOD 02 ACTIV	ITY		2,451.03	0.00
03	AP-220725MB	07/19/2022 243	NCG-SUMMER READING CLUB PRIZE	FIRST NATIONAL BANK	900122	072522-G.HIX-B	60.00	
		07/19/2022 244	GRACE-SUMMER READING CLUB	FIRST NATIONAL BANK	900122	072522-G.HIX-B	30.97	
		07/19/2022 245	FOXY'S-SUMMER READING CLUB	FIRST NATIONAL BANK	900122	072522-G.HIX-B	20.00	
		07/19/2022 246		FIRST NATIONAL BANK	900122	072522-J.WEISS-B	6.93	
	GJ-220731LB	08/01/2022 05	July 2022 Deposits					300.00
				TOTAL PERIOD 03 ACTIV	TY		117.90	300.00
0 4	AP-220825M	08/22/2022 202	AMAZON-BOOKS	FIRST NATIONAL BANK	900123	082522-D.DEBORD	78.63	
		08/22/2022 203	GUMROAD-BOOKS	FIRST NATIONAL BANK	900123	082522-J.WEISS	24.00	
		08/22/2022 204	TARGET-CANDY, WATER, GIFT CARDS	FIRST NATIONAL BANK	900123	082522-J.WEISS	90.09	
		08/22/2022 205	TARGET-FRIENDS OF HARRY POTTER	FIRST NATIONAL BANK	900123	082522-J.WEISS	123.86	
		08/22/2022 206	JEWEL-POPCORN, BOWLS	FIRST NATIONAL BANK			13.85	
		08/22/2022 207				082522-S.AUGUSTINE	15.54	
		08/22/2022 208	AMAZON-CHOCOLATE BALLS	FIRST NATIONAL BANK		082522-S.AUGUSTINE	33.96	
		08/22/2022 209				082522-S.AUGUSTINE	225.63	
		08/22/2022 210		FIRST NATIONAL BANK	900123	082522-S.AUGUSTINE	120.68	
	GJ-220831LB	09/01/2022 05	August 2022 Deposits					400.00
				TOTAL PERIOD 04 ACTIV	TY		726.24	400.00
0.5	AP-220912	09/06/2022 01	BOOKS	BAKER & TAYLOR	105202	2036897861	636.81	
	AP-220925M	09/22/2022 291	DOLLAR TREE-SUPPLIES FOR HARRY				43.75	
		09/22/2022 292	AMAZON-TABLE COVERS	FIRST NATIONAL BANK	900124	092522-S.AUGUSTINE	80.86	
		09/22/2022 293	AMAZON-TABLE COVER REFUND	FIRST NATIONAL BANK	900124	092522-S.AUGUSTINE		32.99
		09/22/2022 294		FIRST NATIONAL BANK	900124	092522-S.AUGUSTINE	22.11	
	GJ-220930LB	10/04/2022 05		TOTAL PERIOD 05 ACTIV			783.53	100.00 132.99
								132.33
06	AP-221025M	10/18/2022 373	MENARDS#44442-MULCH	FIRST NATIONAL BANK			26.52	
		10/18/2022 374	MENARDS#44444-MULCH, GRAVEL			102522-D.DEBORD	24.90	
		10/18/2022 375					92.37	
		10/18/2022 376	DOLLAR TREE-FRENDS	FIRST NATIONAL BANK			23.75	
		10/18/2022 377				102522-M.CURTIS	97.32	
	0.7.0010015	10/18/2022 378		FIRST NATIONAL BANK	900125	102522-S.AUGUSTINE	65.37	484
	GJ-221031LB	11/02/2022 05	±	momat DDDTOD 06	- m.r			471.50
				TOTAL PERIOD 06 ACTIV			330.23 4,474.38	471.50
				TOTAL ACCOUNT ACTIVITY	L		4,4/4.38	1,397.49
				ENDING BALANCE				52,198.95

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YORKVILLE PUBLIC LIBRARY FISCAL YEAR 2023 BUDGET REPORT For the Month Ended October 31, 2022

The control of the	ACCOUNT NUMBER	% of Fiscal Year DESCRIPTION	8% May-22	17% June-22	25% July-22	33% August-22	42% September-22	50% October-22	Year-to-Date Totals	FISCAL YEAR 2023 BUDGET	% of Budget
1.000-0.00-0.00 POOPERTY TAXES 44.628 377,441 15,466 27,444 34.191 7,661 813,885 822,443 9.89.99. 12.000-0.00-0.083 POOPERTY TAXES DEBUT SERVICE 45,578 388.89 13,572 28,205 33,315 7,894 38,422 344,771 92.275 12.000-1.00-0.439 PPESONAL PROPRETY TAX 3,966 . 2,877 328 . 3,575 11,075 8.000 13,8445 12.000-1.00-0.439 PPESONAL PROPRETY TAX 3,966 . 2,877 328 . 3,575 11,075 8.000 13,8445 12.000-1.00-0.439 PESONAL PROPRETY TAX 3,966 	LIBRARY OPERAT	TIONS REVENUES									
2-00-4-0-0-4803 PROPERTY TAXES-DEBT STRVICE 4-579 388,869 15.872 28.295 351,515 7.894 838,422 6-44,771 9-9-225	Taxes										
	82-000-40-00-4000	PROPERTY TAXES	44,628	377,451	15,406	27,464	341,193	7,663	813,805	822,463	98.95%
13.00 13.0	82-000-40-00-4083	PROPERTY TAXES-DEBT SERVICE	45,978	388,869	15,872	28,295	351,515	7,894	838,423	844,771	99.25%
\$2.004-10-04100 PEDERAL GRANTS	Intergovernmental										
\$2-00-04-10-04170 STATE GRANTS - - 31,764 - - 31,761 21,151 150,166 \$\$\$ \$\$ \$8\$ \$\$ \$9\$ \$ 315 \$ 67 \$ 199	82-000-41-00-4120	PERSONAL PROPERTY TAX	3,996	-	2,877	328	-	3,875	11,075	8,000	138.44%
	82-000-41-00-4160	FEDERAL GRANTS	870	-	840	-	-	-	1,710	-	0.00%
1,156 38 89 315 67 199 1,864 1,000 186.355	82-000-41-00-4170	STATE GRANTS	-	-	-	31,761	-	-	31,761	21,151	150.16%
Comparison Com	Fines & Forfeits										
Section Library Subscription Cardon 13,479 14,479	82-000-43-00-4330	LIBRARY FINES	1,156	38	89	315	67	199	1,864	1,000	186.35%
\$2.000-44-00-4422 COPY FEES	Charges for Service										
	82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS	2,212	730	569	2,987	628	2,519	9,645	8,500	113.47%
\$2.00.45.00-45.00 INVESTMENT EARNINGS 238 326 447 602 2.130 910 4.652 1.000 465.175. **Miscellaneous****** **Section-48-00-4820 RENTAL INCOME	82-000-44-00-4422	COPY FEES	299	168	210	382	121	163	1,344	3,000	44.79%
Miscellaneous S2.00048.004820 RENTAL INCOME - - - - - - - - -										T	
\$2,000-48-00-4820 RENTAL INCOME		INVESTMENT EARNINGS	238	326	447	602	2,130	910	4,652	1,000	465.17%
82-00-48-00 4850 MISCELLANEOUS INCOME 300 1,020 200 106 187 191 2,011 2,750 73.13% Other Financing Sources 82-00-49-00-901 TRANSFER FROM GENERAL 7,245 2,022 2,022 2,022 2,303 2,022 17,637 23,638 74.61% TOTAL REVENUES: LIBRARY 166,928 770,624 38,532 94,263 698,144 25,436 1,733,928 1,736,773 99.84% LIBRARY OPERATIONS EXPENDITURES **Sularia & Wages*** **Sularia & Wages*** **Sularia & Wages*** **Sularia & Sularia & Wages*** **Sularia &		DENTE DISCOUR								500	0.0004
Differ Financing Sources S2-000-49-004-901 TRANSFER FROM GENERAL 7,245 2,022 2,022 2,022 2,303 2,022 17,637 23,638 74,61% TOTAL REVENUES: LIBRARY 106,928 770,624 38,532 94,263 698,144 25,436 1,733,928 1,736,773 99,84% S2-805-00-005010 SALARIES & WAGES 21,923 23,457 22,760 22,372 33,558 22,372 146,443 291,111 50,30% 82-820-00-5010 SALARIES & WAGES 14,775 14,339 14,679 16,333 21,981 11,751 93,858 213,000 44.06% Benefits 14,775 14,339 14,679 16,333 21,981 11,751 93,858 213,000 44.06% Benefits 14,775 14,339 14,679 16,333 24,981 11,751 13,043 26,240 49,71% 82-820-52-00-5212 RETIREMENT PLAN CONTRIBUTION 1,951 2,098 2,026 1,991 2,987 1,991 13,043 26,240 49,71% 82-820-52-00-5216 GROUP HEALTH INSURANCE 15,608 7,030 4,943 12,073 9,612 8,218 57,483 102,663 55,99% 82-820-52-00-5222 GROUP LIFE INSURANCE 47 47 47 30 69 49 290 586 49,52% 82-820-52-00-5223 DENTAL INSURANCE 624 595 412 930 646 646 3,852 7,115 53,99% 82-820-52-00-5223 DENTAL INSURANCE 85 85 85 85 131 91 535 1,051 50,92% 82-820-52-00-5231 LIBBILITY INSURANCE 295 -			-								
82-00-49-00-4901 TRANSFER FROM GENERAL 7.245 2.022 2.022 2.022 2.022 2.303 2.022 17,637 23,638 74,61% TOTAL REVENUES: LIBRARY 106,928 770,624 38,532 94,263 698,144 25,436 1,733,928 1,736,773 99,84% 1.736,773 99,84% 1.736,773 106,928 770,624 38,532 94,263 698,144 25,436 1,733,928 1,736,773 99,84% 1.736,773 106,928 770,624 38,532 94,263 698,144 25,436 1,733,928 1,736,773 99,84% 1.736,773 106,928 1,736,736 1,736 1,736,736 1,736 1,736,736 1,736 1,736,736 1			306	1,020	200	106	187	191	2,011	2,750	73.13%
TOTAL REVENUES: LIBRARY 106.928 770,624 38,532 94,263 698,144 25,436 1,733,928 1,736,773 99,84%			7 245	2 022	2 022	2 022	2 303	2 022	17 637	22 628	74.61%
LIBRARY OPERATIONS EXPENDITURES Salaries & Wages			,	· · · · · · · · · · · · · · · · · · ·	,	*			*	*	
Salaries & Wages 82-820-50-00-5010 SALARIES & WAGES 21,923 23,457 22,760 22,372 33,558 22,372 146,443 291,111 50.30% 82-820-50-00-5015 PART-TIME SALARIES 14,775 14,339 14,679 16,333 21,981 11,751 93,858 213,000 44.06% Benefits 82-820-52-00-5212 RETIREMENT PLAN CONTRIBUTION 1,951 2,098 2,026 1,991 2,987 1,991 13,043 26,240 49,71% 82-820-52-00-5214 FICA CONTRIBUTION 2,722 2,806 2,777 2,862 4,150 2,512 17,829 37,585 47,44% 82-820-52-00-5216 GROUP HEALTH INSURANCE 15,608 7,030 4,943 12,073 9,612 8,218 57,483 102,663 55,99% 82-820-52-00-5222 GROUP LIFE INSURANCE 47 47 47 30 69 49 290 586 49,52% 82-820-52-00-5223 DENTAL INSURANCE 85 85 <	TOTAL REVENUES	S: LIDRARY	100,928	770,624	38,532	94,203	098,144	25,430	1,733,928	1,/30,//3	99.84%
82-820-50-00-5010 SALARIES & WAGES 21,923 23,457 22,760 22,372 33,558 22,372 146,443 291,111 50.30% 82-820-50-00-5015 PART-TIME SALARIES 14,775 14,339 14,679 16,333 21,981 11,751 93,858 213,000 44,06% Benefits 82-820-52-00-5212 RETIREMENT PLAN CONTRIBUTION 1,951 2,098 2,026 1,991 2,987 1,991 13,043 26,240 49,71% 82-820-52-00-5214 FICA CONTRIBUTION 2,722 2,866 2,777 2,862 4,150 2,512 17,829 37,585 47,44% 82-820-52-00-5216 GROUP HEALTH INSURANCE 15,608 7,030 4,943 12,073 9,612 8,218 57,483 102,663 55.99% 82-820-52-00-5222 GROUP LIFE INSURANCE 47 47 47 30 69 49 290 586 49,52% 82-820-52-00-5223 DENTAL INSURANCE 624 595 412 930 646 646 3,852 7,135 53.99% 82-820-52-00-5224 VISION INSURANCE 85 85 85 85 85 131 91 535 1,051 50.92% 82-820-52-00-5230 UNEMPLOYMENT INSURANCE 295 281 - 576 1,000 57.58% 82-820-52-00-5231 LIABILITY INSURANCE 6,950 2,022 2,022 2,022 2,022 2,022 17,061 22,638 75.37% Contractual Services 82-820-54-00-5401 ADMINISTRATIVE CHARGEBACK	LIBRARY OPERAT	TIONS EXPENDITURES									
82-820-50-00-5015 PART-TIME SALARIES 14,775 14,339 14,679 16,333 21,981 11,751 93,858 213,000 44,06% Benefits 82-820-52-00-5212 RETIREMENT PLAN CONTRIBUTION 1,951 2,098 2,026 1,991 2,987 1,991 13,043 26,240 49,71% 82-820-52-00-5214 FICA CONTRIBUTION 2,722 2,806 2,777 2,862 4,150 2,512 17,829 37,585 47,44% 82-820-52-00-5216 GROUP HEALTH INSURANCE 15,608 7,030 4,943 12,073 9,612 8,218 57,483 102,663 55,99% 82-820-52-00-5222 GROUP LIFE INSURANCE 47 47 47 30 69 49 290 586 49,52% 82-820-52-00-5223 DENTAL INSURANCE 624 595 412 930 646 646 3,852 7,135 53,99% 82-820-52-00-5224 VISION INSURANCE 85 85 85 85 88 131 91 535 1,051 50,92% 82-820-52-00-5230 UNEMPLOYMENT INSURANCE 295 281 - 576 1,000 57,58% 82-820-52-00-5231 LIABILITY INSURANCE 6,950 2,022 2,022 2,022 2,022 2,022 17,061 22,638 75,37% Contractual Services 82-820-54-00-5401 ADMINISTRATIVE CHARGEBACK 15,000 0,00%	Salaries & Wages										
Benefits 82-820-52-00-5212 RETIREMENT PLAN CONTRIBUTION 1,951 2,098 2,026 1,991 2,987 1,991 13,043 26,240 49.71% 82-820-52-00-5214 FICA CONTRIBUTION 2,722 2,806 2,777 2,862 4,150 2,512 17,829 37,585 47.44% 82-820-52-00-5216 GROUP HEALTH INSURANCE 15,608 7,030 4,943 12,073 9,612 8,218 57,483 102,663 55.99% 82-820-52-00-5222 GROUP LIFE INSURANCE 47 47 47 30 69 49 290 586 49.52% 82-820-52-00-5223 DENTAL INSURANCE 624 595 412 930 646 646 3,852 7,135 53.99% 82-820-52-00-5224 VISION INSURANCE 85 85 85 58 131 91 535 1,051 50.92% 82-820-52-00-5230 UNEMPLOYMENT INSURANCE 295 - - - 281 - 576 1,000 <td>82-820-50-00-5010</td> <td>SALARIES & WAGES</td> <td>21,923</td> <td>23,457</td> <td>22,760</td> <td>22,372</td> <td>33,558</td> <td>22,372</td> <td>146,443</td> <td>291,111</td> <td>50.30%</td>	82-820-50-00-5010	SALARIES & WAGES	21,923	23,457	22,760	22,372	33,558	22,372	146,443	291,111	50.30%
82-820-52-00-5212 RETIREMENT PLAN CONTRIBUTION 1,951 2,098 2,026 1,991 2,987 1,991 13,043 26,240 49.71% 82-820-52-00-5214 FICA CONTRIBUTION 2,722 2,806 2,777 2,862 4,150 2,512 17,829 37,585 47.44% 82-820-52-00-5216 GROUP HEALTH INSURANCE 15,608 7,030 4,943 12,073 9,612 8,218 57,483 102,663 55.99% 82-820-52-00-5222 GROUP LIFE INSURANCE 47 47 47 30 69 49 290 586 49.52% 82-820-52-00-5223 DENTAL INSURANCE 624 595 412 930 646 646 3,852 7,135 53.99% 82-820-52-00-5224 VISION INSURANCE 85 85 85 85 58 131 91 535 1,051 50.92% 82-820-52-00-5230 UNEMPLOYMENT INSURANCE 295 281 - 576 1,000 57.58% 82-820-52-00-5231 LIABILITY INSURANCE 6,950 2,022 2,022 2,022 2,022 2,022 17,061 22,638 75.37% Contractual Services 82-820-54-00-5401 ADMINISTRATIVE CHARGEBACK 15,000 0.00%	82-820-50-00-5015	PART-TIME SALARIES	14,775	14,339	14,679	16,333	21,981	11,751	93,858	213,000	44.06%
82-820-52-00-5214 FICA CONTRIBUTION 2,722 2,806 2,777 2,862 4,150 2,512 17,829 37,585 47,44% 82-820-52-00-5216 GROUP HEALTH INSURANCE 15,608 7,030 4,943 12,073 9,612 8,218 57,483 102,663 55,99% 82-820-52-00-5222 GROUP LIFE INSURANCE 47 47 47 30 69 49 290 586 49,52% 82-820-52-00-5223 DENTAL INSURANCE 624 595 412 930 646 646 3,852 7,135 53,99% 82-820-52-00-5224 VISION INSURANCE 85 85 85 85 85 131 91 535 1,051 50,92% 82-820-52-00-5230 UNEMPLOYMENT INSURANCE 295 - - - 281 - 576 1,000 57,58% 82-820-52-00-5231 LIABILITY INSURANCE 6,950 2,022 2,022 2,022 2,022 17,061 22,638 75,37% Contractual Services 82-820-54-00-5401 ADMINISTRATIVE CHARGEBACK - <td>Benefits</td> <td></td>	Benefits										
82-820-52-00-5216 GROUP HEALTH INSURANCE 15,608 7,030 4,943 12,073 9,612 8,218 57,483 102,663 55.99% 82-820-52-00-5222 GROUP LIFE INSURANCE 47 47 47 30 69 49 290 586 49.52% 82-820-52-00-5223 DENTAL INSURANCE 624 595 412 930 646 646 3,852 7,135 53.99% 82-820-52-00-5224 VISION INSURANCE 85 85 85 85 131 91 535 1,051 50.92% 82-820-52-00-5230 UNEMPLOYMENT INSURANCE 295 - - - 281 - 576 1,000 57.58% 82-820-52-00-5231 LIABILITY INSURANCE 6,950 2,022 2,022 2,022 2,022 17,061 22,638 75.37% Contractual Services 82-820-54-00-5401 ADMINISTRATIVE CHARGEBACK - - - - - - - - - - - - - - - - - -	82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION	1,951	2,098	2,026	1,991	2,987	1,991	13,043	26,240	49.71%
82-820-52-00-5222 GROUP LIFE INSURANCE 47 47 47 30 69 49 290 586 49.52% 82-820-52-00-5223 DENTAL INSURANCE 624 595 412 930 646 646 3,852 7,135 53.99% 82-820-52-00-5224 VISION INSURANCE 85 85 85 85 131 91 535 1,051 50.92% 82-820-52-00-5230 UNEMPLOYMENT INSURANCE 295 - - - 281 - 576 1,000 57.58% 82-820-52-00-5231 LIABILITY INSURANCE 6,950 2,022 2,022 2,022 2,022 2,022 17,061 22,638 75.37% Contractual Services 82-820-54-00-5401 ADMINISTRATIVE CHARGEBACK - </td <td>82-820-52-00-5214</td> <td>FICA CONTRIBUTION</td> <td>2,722</td> <td>2,806</td> <td>2,777</td> <td>2,862</td> <td>4,150</td> <td>2,512</td> <td>17,829</td> <td>37,585</td> <td>47.44%</td>	82-820-52-00-5214	FICA CONTRIBUTION	2,722	2,806	2,777	2,862	4,150	2,512	17,829	37,585	47.44%
82-820-52-00-5223 DENTAL INSURANCE 624 595 412 930 646 646 3,852 7,135 53.99% 82-820-52-00-5224 VISION INSURANCE 85 85 85 85 131 91 535 1,051 50.92% 82-820-52-00-5230 UNEMPLOYMENT INSURANCE 295 - - - 281 - 576 1,000 57.58% 82-820-52-00-5231 LIABILITY INSURANCE 6,950 2,022 2,022 2,022 2,022 2,022 17,061 22,638 75.37% Contractual Services 82-820-54-00-5401 ADMINISTRATIVE CHARGEBACK -	82-820-52-00-5216	GROUP HEALTH INSURANCE	15,608	7,030	4,943	12,073	9,612	8,218	57,483	102,663	55.99%
82-820-52-00-5224 VISION INSURANCE 85 85 85 85 58 131 91 535 1,051 50.92% 82-820-52-00-5230 UNEMPLOYMENT INSURANCE 295 - - - 281 - 576 1,000 57.58% 82-820-52-00-5231 LIABILITY INSURANCE 6,950 2,022 2,022 2,022 2,022 17,061 22,638 75.37% Contractual Services 82-820-54-00-5401 ADMINISTRATIVE CHARGEBACK -	82-820-52-00-5222	GROUP LIFE INSURANCE	47	47	47	30	69	49	290	586	49.52%
82-820-52-00-5230 UNEMPLOYMENT INSURANCE 295 281 - 576 1,000 57.58% 82-820-52-00-5231 LIABILITY INSURANCE 6,950 2,022 2,022 2,022 2,022 2,022 17,061 22,638 75.37% Contractual Services 82-820-54-00-5401 ADMINISTRATIVE CHARGEBACK 15,000 0.00%	82-820-52-00-5223	DENTAL INSURANCE	624	595	412	930	646	646	3,852	7,135	53.99%
82-820-52-00-5230 UNEMPLOYMENT INSURANCE 295 - - - 281 - 576 1,000 57.58% 82-820-52-00-5231 LIABILITY INSURANCE 6,950 2,022 2,022 2,022 2,022 17,061 22,638 75.37% Contractual Services 82-820-54-00-5401 ADMINISTRATIVE CHARGEBACK -	82-820-52-00-5224	VISION INSURANCE	85	85	85	58	131	91	535	1,051	50.92%
82-820-52-00-5231 LIABILITY INSURANCE 6,950 2,022 2,022 2,022 2,022 17,061 22,638 75.37% **Contractual Services*** 82-820-54-00-5401 ADMINISTRATIVE CHARGEBACK 15,000 0.00%								-			
Contractual Services 82-820-54-00-5401 ADMINISTRATIVE CHARGEBACK -				2,022	2,022	2,022		2,022			
82-820-54-00-5401 ADMINISTRATIVE CHARGEBACK 15,000 0.00%			, , ,							,	
82-820-54-00-5412 TRAINING & CONFERENCES 320 320 3,000 10.67%		ADMINISTRATIVE CHARGEBACK	-	-	-	-	-	-	-	15,000	0.00%
	82-820-54-00-5412	TRAINING & CONFERENCES	320	-	-	-	-	-	320	3,000	10.67%



YORKVILLE PUBLIC LIBRARY FISCAL YEAR 2023 BUDGET REPORT For the Month Ended October 31, 2022

ACCOUNT NUMBER D	% of Fiscal Year DESCRIPTION	8% May-22	17% June-22	25% July-22	33% August-22	42% September-22	50% October-22	Year-to-Date Totals	FISCAL YEAR 2023 BUDGET	% of Budget
82-820-54-00-5415 T	TRAVEL & LODGING	- 1	83	-	20	-	- 1	103	1,500	6.85%
82-820-54-00-5426 P	PUBLISHING & ADVERTISING	-	-	-	-	-	-	-	2,500	0.00%
82-820-54-00-5440 T	TELECOMMUNICATIONS	125	695	445	570	125	125	2,085	8,000	26.06%
82-820-54-00-5452 P	POSTAGE & SHIPPING	-	16	116	16	263	18	428	750	57.13%
82-820-54-00-5453 B	BUILDING & GROUND CHARGEBACK	536	536	536	536	536	536	3,214	6,428	50.00%
82-820-54-00-5460 D	DUES & SUBSCRIPTIONS	829	1,262	194	1,379	15	197	3,877	11,000	35.24%
82-820-54-00-5462 P	PROFESSIONAL SERVICES	1,617	3,570	1,275	1,331	1,864	107	9,764	40,000	24.41%
82-820-54-00-5466 L	LEGAL SERVICES	-	-	-	-	-	-	-	3,000	0.00%
82-820-54-00-5468 A	AUTOMATION	2,679	-	4,746	-	-	4,791	12,215	21,000	58.17%
82-820-54-00-5480 U	UTILITIES	-	-	2,026	-	3,326	-	5,352	23,320	22.95%
82-820-54-00-5495 C	OUTSIDE REPAIR & MAINTENANCE	-	6,013	2,408	762	5,484	1,088	15,755	50,000	31.51%
82-820-54-00-5498 P	PAYING AGENT FEES	-	1,689	-	-	-	-	1,689	1,700	99.32%
Supplies										
82-820-56-00-5610 C	OFFICE SUPPLIES	-	448	57	196	1,400	74	2,175	8,000	27.19%
82-820-56-00-5620 C	OPERATING SUPPLIES	-	336	-	392	-	-	728	4,000	18.21%
82-820-56-00-5621 C	CUSTODIAL SUPPLIES	-	440	577	569	223	259	2,068	7,000	29.55%
82-820-56-00-5635 C	COMPUTER EQUIPMENT & SOFTWARE	-	-			420	1,650	2,070	3,000	69.00%
82-820-56-00-5671 L	LIBRARY PROGRAMMING	-	-		-	89	=	89	2,000	4.46%
82-820-56-00-5675 E	EMPLOYEE RECOGNITION	-	63	-	-	-	-	63	300	20.84%
82-820-56-00-5685	OVD'S	-	-	-	-	-	-	-	500	0.00%
82-820-56-00-5686 B	BOOKS	-	599	273	115	-	-	986	1,500	65.73%
2006 Bond										
82-820-84-00-8000 P	PRINCIPAL PAYMENT	-	-	-	-	-	-	-	75,000	0.00%
	NTEREST PAYMENT	-	6,556	-	-	-	-	6,556	13,113	50.00%
2013 Refunding Bond										
	PRINCIPAL PAYMENT	-	-	-	-	-	-	-	675,000	0.00%
82-820-99-00-8050	NTEREST PAYMENT	-	42,100	-	-	-	-	42,100	84,200	50.00%
1	TOTAL FUND REVENUES	106,928	770,624	38,532	94,263	698,144	25,436	1,733,928	1,736,773	99.84%
7	TOTAL FUND EXPENDITURES	71,085	116,883	62,405	64,557	89,181	58,496	462,607	1,763,820	26.23%
F	FUND SURPLUS (DEFICIT)	35,843	653,742	(23,874)	29,706	608,963	(33,060)	1,271,320	(27,047)	
LIBRARY CAPITAL R	REVENUES									
84-000-42-00-4214 D	DEVELOPMENT FEES	5,650	8,000	4,500	11,150	10,000	27,650	66,950	50,000	133.90%
84-000-45-00-4500 II	NVESTMENT EARNINGS	15	15	15	16	16	15	92	350	26.19%



YORKVILLE PUBLIC LIBRARY FISCAL YEAR 2023 BUDGET REPORT For the Month Ended October 31, 2022

ACCOUNT NUMBER	% of Fiscal Year DESCRIPTION	8% May-22	17% June-22	25% July-22	33% August-22	42% September-22	50% October-22	Year-to-Date Totals	FISCAL YEAR 2023 BUDGET	% of Budget
84-000-48-00-4850	MISCELLANEOUS INCOME	-	26	-	-	-	-	26	-	0.00%
TOTAL REVENUE	S: LIBRARY CAPITAL	5,665	8,040	4,515	11,166	10,016	27,665	67,067	50,350	133.20%
LIBRARY CAPITA	L EXPENDITURES									
84-840-54-00-5460	E-BOOK SUBSCRIPTIONS	-	-	-	-	-	-	-	3,500	0.00%
84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	180	-	308	5,000	5,488	25,000	21.95%
84-840-56-00-5683	AUDIO BOOKS	-	345	180	105	10	40	680	3,500	19.42%
84-840-56-00-5684	COMPACT DISCS & OTHER MUSIC	-	-	-	-	-	-	-	500	0.00%
84-840-56-00-5685	DVD'S	-	256	637	173	130	196	1,391	3,000	46.37%
84-840-56-00-5686	BOOKS	-	2,391	1,827	4,728	2,599	5,140	16,685	50,000	33.37%
	TOTAL FUND REVENUES	5,665	8,040	4,515	11,166	10,016	27,665	67,067	50,350	133.20%
	TOTAL FUND EXPENDITURES	-	2,991	2,824	5,006	3,046	10,376	24,244	85,500	28.36%
	FUND SURPLUS (DEFICIT)	5,665	5,049	1,692	6,160	6,970	17,289	42,824	(35,150)	

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YORKVILLE PUBLIC LIBRARY CASH STATEMENT

As of October 31, 2022

FISCAL YEAR 2023

		May 2022	June 2022	July 2022	August 2022	September 2022	October 2022	November 2022	December 2022	January 2023	February 2023	March 2023	April 2023
Library Operations	Old Second	\$ 503,901	\$ 797,910	\$ 762,781	\$ 738,833	\$ 1,062,151	\$ 1,033,664						
Building Development Fees	Old Second	177,739	179,331	184,522	184,032	192,152	191,291						
Library Operations	Illinois Funds	283,566	283,827	284,214	316,514	317,169	317,993						
Total:		\$ 965,205	\$ 1,261,067	\$ 1,231,517	\$ 1,239,379	\$ 1,571,471	\$ 1,542,947	\$ -	\$ -	\$ -	s -	\$ -	\$ -
PAYROLL													
1 ST PAY PERIOD 2 ND PAY PERIOD 3 RD PAY PERIOD		\$ 20,523 20,848					18,643						
Total		\$ 41,371	\$ 42,699	\$ 42,242	\$ 43,558			s -	s -	s -	s -	s -	\$ -



YORKVILLE PUBLIC LIBRARY STATEMENT OF REVENUES, EXPENDITURES AND TRANSFERS For the Month Ended October 31, 2022 *

PUBLIC LIBRARY						Fiscal Ye	ear 2022
	October	YTD	% of	FY 2023	Fo	or the Month Ende	d October 31, 2021
	 Actual	Actual	Budget	Budget	Y	TD Actual	% Change
LIBRARY OPERATIONS FUND (82)							
Revenues							
Property Taxes	\$ 15,557	\$ 1,652,228	99.10% \$	1,667,234	\$	1,600,486	3.23%
<u>Intergovernmental</u>							
Personal Property Replacement Tax	\$ 3,875	\$ 11,075	138.44% \$	8,000	\$	6,329	75.01%
Federal & State Grants	-	33,471	158.25%	21,151		25,722	30.13%
Total Intergovernmental	\$ 3,875	\$ 44,547	152.81% \$	29,151	\$	32,051	38.99%
Library Fines	\$ 199	\$ 1,864	186.35% \$	1,000	\$	4,112	-54.68%
Charges for Services							
Library Subscription Cards	\$ 2,519	\$ 9,645	113.47% \$	8,500	\$	6,592	46.31%
Copy Fees	163	1,343	44.78%	3,000		1,629	-17.52%
Total Charges for Services	\$ 2,682	\$ 10,989	95.55% \$	11,500	\$	8,221	33.67%
Investment Earnings	\$ 910	\$ 4,652	465.17% \$	1,000	\$	722	544.55%
Reimbursements/Miscellaneous/Transfers In							
Miscellaneous Reimbursements	\$ -	\$ -	0.00% \$	-	\$	-	0.00%
Rental Income	_	-	0.00%	500		75	-100.00%
Miscellaneous Income	191	2,011	73.13%	2,750		1,501	34.00%
Transfer In	 2,022	17,637	74.61%	23,638		14,757	19.52%
Total Miscellaneous & Transfers	\$ 2,213	\$ 19,648	73.07% \$	26,888	\$	16,333	20.30%
Total Revenues and Transfers	\$ 25,436	\$ 1,733,927	99.84% \$	1,736,773	\$	1,661,925	4.33%
Expenditures							
<u>Library Operations</u>	\$ 58,496	\$ 462,607	<u>26.23%</u> \$	1,763,820	\$	426,402	8.49%
50 Salaries	34,123	240,301	47.67%	504,111		211,977	13.36%
52 Benefits	15,528	110,669	55.64%	198,898		93,823	17.96%
54 Contractual Services	6,861	54,801	29.27%	187,198		55,566	-1.38%
56 Supplies	1,983	8,179	31.10%	26,300		4,924	66.10%
99 Debt Service	-	48,656	5.74%	847,313		60,113	-19.06%
Total Expenditures and Transfers	\$ 58,496	\$ 462,607	26.23% \$	1,763,820	\$	426,402	8.49%
Surplus(Deficit)	\$ (33,060)	\$ 1,271,320	\$	(27,047)	\$	1,235,523	

^{*} October represents 50% of fiscal year 2023

YPL Director's Report for October 2022

Past & Upcoming Events/Programs

Fall Reading Program: Read with Rusty - Sponsored by Chicago Steel Hockey Team

The 4-week reading power play is open to children ages 14 and under and is designed to promote a lifelong love for reading, literacy, and hockey through partnerships with local libraries and schools. Read with Rusty encourages children to read outside the classroom by rewarding them for reaching their goals over the 4-week timeframe from Monday, October 18 to Sunday, November 14. Students that achieve their reading goals will receive a complimentary ticket to a Chicago Steel hockey game (USHL) at Fox Valley Ice Arena and a Chicago Steel lunchbox. Additionally, club members can join the Steel for a virtual reading session on either December 1 at 6:00 PM or December 8 at 6:00 PM. STOP BY THE YOUTH SERVICE DEPT. FOR YOUR READING LOG.

The Hix Brothers Ukulele Band was here on Nov 7 for a 5:00 concert. There were 85 people in attendance and their music and singing was exceptional as ever. This program was sponsored by the Friends of the Library.

We had a very small attendance for our Women's Health series program on 11/3. Staff believes that the start time of the program might have kept people from attending. The next program will be moved to a time during the daytime hours in hopes of a better attendance.

On 11/9 we hosted The Life of Charles Schulz in celebration of the 100th birthday of Peanuts creator, Charles Schulz. This program was sponsored by the Friends of the Library.

Computer classes for seniors in November will feature Google Tools, Chrome, and Video Conferencing.

4-H Science Explorers - DNA Bracelets program 11/29 at 4:30

What makes you... you? Your genes! Genes are the code in each of the cells in your body that decide your different traits: what color your hair is, how tall you will grow, and all kinds of other things about you.

Join us to create your own DNA bracelet by answering questions about what makes you unique! After you answer these questions, you will see that your DNA bracelet is uniquely yours!

Please see the attached flyers for November programs for kids, teens, and adults.

Outreach

We hosted a Lifecycle Living Open House for the City. There was 20+ community members in attendance and 15 community support services members to answer any questions or concerns from the attendees. This open house was held from 3-5 and attendees were also encouraged to complete an online survey about ageing in place within the community.

We have been invited to a Meet the Staff open house at Heritage Woods on 11/1 from 2-4. 3-4 people will attend from the Library to see how we can work together on future projects and more outreach.

There are now 6-8 residents from Cedarhurst and Heritage Woods that are requiring homebound delivery. We will be asking the Friends for help with this service since it falls to Sharyl to provide, and she has been very short staffed for the past few months.

Library Operations

Trico has been here for several days during October for repairs, service, and more exploration on the HVAC. There will be several large bills coming up this month and next. One of the days that the Trico workers were here, Tom sent over pizzas for his workers and our staff.

Imperial Services have been doing a good job cleaning the library. We have had a few minor issues that I have brought to their attention that have quickly been resolved. There was a walk through with supervisors to see how their crew is doing. They will be back in a couple of months.

ADS was called to investigate an alarm code we are continuing to encounter when setting the alarm in the evening. Their technician came in and replaced 2 motion sensors in the children's programming area of the library, but we are still having issues. The technician will be back to split some of the zones because of overload.

At the 11/7 admin weekly meeting at city hall, I learned that Steve Raasch will be going to Oswego in a full-time capacity. There are no current plans on what will happen to this position.

Staff

One of our part time Children's clerks welcomed their first baby on their birthday, 11/3. They will be on leave for a few weeks. Staff is putting together a gift basket for the new mom.

We had 12 staff members participate in our annual Halloween costume contest. The grand prize winner was a staff member dressed as Maleficent (Disney villain)

Other

The Library will be closing at 5:00 on Wed, Nov 23 and all-day Thurs, Nov 24 in observation of Thanksgiving. The library is open on Friday, Nov 25.

We have a collection box in our foyer for Wamecca's girls' group: Girls Rule The World. They are collecting feminine products to help end period poverty. Items will be provided to local shelters and agencies.

I received a tour of the new city hall from Steve on 10/17. They are looking to move in some time in late winter/early spring. They are experiencing shipping delays on equipment.

Finally finalized the treasure bond with FNIC out of Plano. We ended up insuring with Liberty Mutual.

Attended an online seminar for a demonstration on new software that will replace our online catalog. TBD on a go live date.

We are a period product collection drop off location again this year for Wamecca's Girls Run the World group. The collection box is in the foyer.

Attended the quarterly Delegate Assembly meeting for PrairieCat. It is estimated that our yearly fee for participation will increase by 14.34% to almost \$20,000.

We have had some difficulty with a group of YHS students' afterschool while they wait for their ride. After several days and attempts of staff to try to quiet the group down, I have asked the main rule

breaker to exit the library and return when I can speak to their parent/guardian about their behavior. He has repeatedly tried to enter the library after that conversation, but I have made it clear that he will not be allowed back until I have that conversation. I have reached out to one of the Dean of Students at the YHS about this group of students. They were able to identify them and said they would be reaching out to their parents about the afterschool behavior and would get back to me.

I attended a RAILS workshop on "Not who but how: dealing with challenging situations" at the Messenger Public Library.

Attended the Local Directors Group meeting at the Plano Public Library today. We discussed book challenges, levy, and grants. We were treated to a tour of the library.

Marketing

Katelyn has been busy corresponding with potential sponsors for our annual Friends of the Library Mini Golf FUN Raiser. She sent out over 200 packets to a list from the chamber of commerce and she has also contacted business owners by email as well. She was able to book a main event sponsor – Metronet. If you know any business owners who would like to sponsor a hole or donate to our raffle, please have them contact Katelyn Gregory at kgregory@yorkville.il.us

October 2022 Programs

Youth Programs:

17 Children's programs with 387 attending: 2 book clubs, 5 story times, Literacy Center, Window Art, Lego kits, Read with Paws, Preschool Zone, Escape room, Farmacy, Tots and Toddlers, Halloween tots, interactive movie.

6 passive Children's program with 64 attending: color pages, Biz Boo, Makerspace, pumpkin hunt, contest, Facebook Spanish Story time, M&M guess

5 Teen program with 24 attending: TAG, Teen Book club, Lego, Dungeons & Dragons, Harry Potter book club.

1 passive Teen programs with 15 attending: makerspace

Adult Programs:

25 programs with 213 attending

Threads	4
Books & Cooks Book Club	9
Computers for seniors	4
Helping Navigate Medicare	4
Helping Navigate Medicare	12
Dungeons & Dragons	6
Chair Yoga	17
Roaming Readers	5
Helping Navigate Medicare	6
Computers for Seniors	4
Lunch Bunch	5
Chair Yoga	16
	Books & Cooks Book Club Computers for seniors Helping Navigate Medicare Helping Navigate Medicare Dungeons & Dragons Chair Yoga Roaming Readers Helping Navigate Medicare Computers for Seniors Lunch Bunch

10/13	Dungeons & Dragons	6
10/18	Makerspace am	8
10/18	Makerspace pm	12
10/19	Computers for Seniors	4
10/20	Chair Yoga	19
10/20	Dungeons & Dragons	4
10/20	Men's Book Club	13
10/24	Horror Book Club	13
10/25	Creative Writing	6
10/26	Computers for Seniors	5
10/27	Dungeons & Dragons	7
10/27	Chair Yoga	19
10/31	Monday Movie	5

2 passive programs with 53 attending (puzzle, art display)

Meeting Room Usage: Rentals-1-; Library use-19 Zoom meets-5; Community Use-11

Board room Use: 11 Museum pass: 12

Volunteers- Friends of the Library are operating the Lobby book sale, set up for the Annual Used Book Sale and have been continuing to index the KCR Obits



For more information on Yorkville Public Library's Children's programs Call Us: 630-553-4354 ext. 108
Check out our Facebook or our Twitter @Yorkvillekidsread
Registration is now online!! Sign up for programs at
http://www.yorkville.lib.il.us

Sun	Mon	Tue	W	/ed	Thu	Fri	Sat
	Window Art (November 1-4) Contact the library for an appointment	1 T.A.G. (a) 2:45 Dungeons & Dragons 4:00-6:00 Registration Required	10:30	oolZone or1:30 on Required	Tots and Toddlers @ 10:30 Registration Required	4 DROP IN STORY TIME 10:30 @ YPL	5 VIRTUAL 3D PRINTING *SEE WEBSITE*
LEGO Kits November 7-10 Registration Required *SEE WEBSITE	BOOK CLUB (GRADE 3-5) 4:30-5:00 Registration Required	8 Dungeons & Dragons 4:00-6:00 Registration Required	Sto: at1: Scholarsh Loans We	ok Spanish ry Tin e 0:00 am hips, Grants, binar @7:00 on required	BOOK CLUB (1-2) 4:30-5:00 Registration Required	CLOSED	12
Tuesda	14 cy Centers y—Friday op In *	15 Little Fox Clubhouse Story Time @ 11:00 T.A.G. @ 2:45 Dungeons & Dragons 4:00-6:00 Registration Required	16		17 BOOK CLUB (1-2) 4:30-5:00 Registration Required HARRY POTTER BOOK CLUB 4:30-5:30	STORY TIME	19 Read With Paws 10:30-11:30 Contact lib for appointment time
20	BOOK CLUB (GRADE 3-5) 4:30-5:00 Registration Required	TEEN Card Making 2:45-3:45 Registration Required *SEE WEBSITE	Facebool Story at10	d Toddlers 10:30 on Required k Spanish r Tin e :00 am	24 Registration Required 24 CLOSED	25 DROP IN STORY TIME 10:30 @ YPL	26
2 4 H Science Explorers (ages 5-8) Tuesday, Nov 29 4:30-5:00 Registration Required	28	20ungeons & Dragons 4:00-6:00 Registration Required YA Book Club 4:30-5:00 Registration Required	30	Th is Esc	Escape adventure is average. Contact the li	ailable the entire	

November Creative Programs

AN EVENING WITH

blogger, YouTube personality, and mortician. She has long been an advocate for death acceptance and reform in the Western funeral industry. She is the owner of Clarity Funerals and Cremation in L.A., creator of the Web series "Ask a Mortician," and author of three best selling books Smoke Gets in Your Eyes & Other Lessons from the Crematory, From here to Eternity: Traveling the World to Find the Good Death, and Will My Cat Eat My Eyeballs: Big Questions from Tiny Mortals About Death.



This event is made possible by Illinois Libraries Present, a statewide collaboration among public libraries offering high-quality events.

Wednesday, November 16th @ 7:00 pm via Zoom REGISTER ON THE LIBRARY WEBSITE TO RESERVE YOUR SPOT.

Come check out our display featuring the artwork of Swedish painter John Bauer. After learning about Bauer's art and work, maybe you'll be inspired to draw, paint, sculpt, or write something of your own. Submit your work to the Adult Services department, then join us in January for a chance to see what all the other local artists and writers have created.





Need inspiration? Looking for a friendly community of writers? Join the Yorkville Creative Writing Group and spark your creative energies.

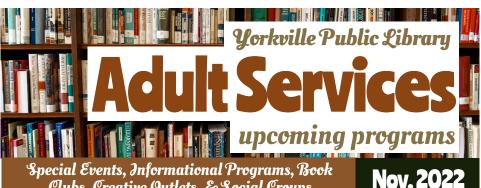
The Writing Group holds meetings on the fourth Tuesday of every month.

NEXT MEETING: TUESDAY, NOVEMBER 22nd @ 7:00 PM



Yorkville Public Library

902 GAME FARM RD. YORKVILLE, Illinois 60560 630-553-4354 www.yorkville.lib.il.us/



Clubs, Creative Outlets, & Social Groups

Nov. 2022

Upcoming Special Events

Hix Bres. Ukulele Band

Enjoy a free ukulele concert at the library !

Monday, November 7th @ 5:00 pm

The Hix Bros Ukulele Band is coming back to the Yorkville Public Library! This wonderful music group started as a small club at a family owned business, but over time has evolved into a talented and entertaining music ensemble that performs at fairs and festivals all over the Chicago area

Women's Health Breast Health Basics

Thursday, November 3rd @ 7:00 pm

Please join us for this free health program from Northwestern Medicine. Presenters from NWM will focus on key statistics regarding breast cancer, screening guidelines, myths and facts, and what you can do to positively impact your risk.



Charles Schulz

Join us as local historian Jim Gibbons helps us celebrate the 100th birthday of Peanuts creator Charles Schulz with a look back at his life, career, legacy, and all the characters we love



Educational & Social Programs

Computer Basics for Seniors



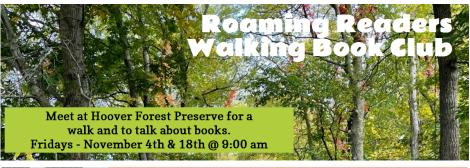
All classes Wednesday mornings @ 10:00 am

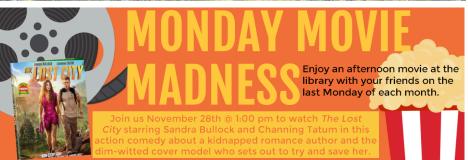
Class 14: Google Tools - November 2nd Class 15: Google Chrome - November 9th Class 16: Video Conferencing - November 16th Computer classes for seniors will take a break for the holidays and resume with a new session in January.



Registration Required See a librarian if you need help registering.

YPL Dungeons & Dragons Club THE YPL D&D CLUB IS MADE UP OF GAMERS OF VARYING AGES & EXPERIENCE LEVELS. THEY MEET EVERY THURSDAY FOR GOOD TIMES AND GREAT ADVENTURES. Join us every Thursday from 4:00pm-6:45pm





Educational & Social Programs

Threads & More...

First Tuesday of every month at 10:00 am Next meeting: November 8th

Do you crochet, knit, needlepoint, sew, or quilt? If so, get together with fellow "threaders" for a creativity blast! Come work on your unfinished projects, show off finished projects. and check out what other people are doing.











Crafters, artists, and makers - join us on the 3rd Tuesday of each month for an exciting new maker program.

November's Maker Program will be creating a beautiful folk art ornaments, popular German and Austrian holiday decorations.

Tuesday, November 15th @ 10:00 am \$ 6:30





Wellness Program Join us for this weekly, fun, wellness-based class! Everyone is welcome!

Chair yoga benefits adults of all ages and experience levels.



Thursdays at 10:15 AM

November 3 November 10 November 17 December 1



Adult Services Book Clubs

Books & Cooks meets November 1st @ 7:00 pm Lunch Bunch meets November 9th @ 12:00 pm Men's Book Club meets November 17th @ 7:00 pm Horror Book Club meets November 28th @ 7:00 pm

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IUL	17916	1007	1774	8060	7682	378	311	1786	7759	534	1428	521	362	166	
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SEP	13913	780	1651	5948	5547	401	435	1793	5737	659	1478	378	317	106	
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AUG	22		25		34	728	662	333	0	20	20				
SEP	11	23	14	92	33	739	592	336	0	18	17				
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JAN															
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MAR															
APR															
Totals															

FY 2021 ATTENDANCE	MAY	JUN	JUL	AUG	SEP	ОСТ	NOV	DEC	JAN	FEB	MAR	APR
PATRON DOOR COUNT	5630	5954	4970	5441	4747	4159						
CURBSIDE PATRONS	16				18							
HOME DELIVERY	2	2	1	2	4	9						
CARDS ISSUED THROUGH WEBSITE	9	24	13	19	12	4						
CHILDREN'S AGE 0-5 PROGRAMS	8	18	18	8	7	9						
AGE 0-5 ATTENDANCE	198	201	135	146	214	202						
CHILDREN'S AGE 6-11 PROGRAMS	7	18	15	8	8	8						
AGE 6-11 ATTENDANCE	126	238	315	143	138	185						
NUMBER OF CHILDREN'S PASSIVE PROGRAMS	3	3	4	5	6	6						
CHILDREN'S PASSIVE PROGRAM ATTENDANCE	332	436	463	525	505	640						
NUMBER OF YA PROGRAMS	3	4	10	6	4	5						
YA PROGRAM ATTENDANCE		53	75	66	45	24						
NUMBER OF YA PASSIVE PROGRAMS	2	1	2	2		1						
YA PASSIVE PROGRAM ATTENDANCE	6	1	7	13		15						
YOUTH SUMMER/WINTER READING				218								
NUMBER OF ADULT PROGRAMS	17	19	17	21	25	25						
ADULT PROGRAM ATTENDANCE	164	212	177	179	240	213						
NUMBER OF ADULT PASSIVE PROGRAMS		1	3	3	4	2						
ADULT PASSIVE PROGRAM ATTENDANCE		3	52	61	73	53						
ADULT SUMMER/WINTER READING				43								
MEETING RM. RENTAL/COMMUNITY USE		2		2	5	12						
MEETING ROOM USE:	24	14	21	15	21	19						
BOARD ROOM USE	4	6	3		16							
STUDY ROOM USE	65	69	41	50	82	92						
MUSEUM PASS	9	14		22	6							
YOUTH COMPUTER SESSIONS	18	37	25	25	16	61						
ADULT COMPUTER SESSIONS	194	229	218	248	191	192						
FRIENDS VOLUNTEER HOURS	39	50	62.5									
YOUTH VOLUNTEER HOURS												
IPLAR NOTES: COUNT LIVE (SYNCRONOUS) VIRT	UAL PROGRAN	AS PROGR	AM ATTEND	ANCE								
COUNT VIEWS OF RECORDED (ASYNCRONOUS)	VIRTUAL PROG	RAMS AS PA	SSIVE PROG	RAM ATTENE	DANCE							



Monthly **Statistics** October 2022

Checkouts

2022: 6,390

2021: 6,239

Change: +25.08%

Visits

2022: 4,159

2021: 4,624

Change: -6.39%

New Cardholders Added

2022: 82 2021: 75

Change: +17.14%



Technology Stats

Digital Checkouts	Computer Use	Website Hits
2022: 1,551	2022: 253	2022: 4,695
2022-1,33 1	0004 005	0001 0011

2021: 1,444

Change: +19.31%

2021: 205

Change: +23.41%

2021: 3,944

Change: +19.04%

Events and Programs

2022: 56 2021: 39

Change: +60%



Events and Program Attendance

2022: 1,332

2021: 927

Change: +43.69%

Items Added

2022: 443

2021: 400

Change: +10.75%





To: Board of Trustees

From: Shelley Augustine – Library Director

Date: Oct 17, 2022

Subject: Library Director's Evaluation Goal #1

Goal #1 "Explore options for determining library card calculations for non-residents to obtain a library card at a reasonable cost. Findings to be presented at the November board meeting"

Approximately one million people in Illinois do not have access to public library services, because they are not taxed for library service by a local governing agency. These untaxed Illinois residents are referred to as "nonresidents" in the Illinois Library Laws and Rules.

At the time of this memo, we currently have 80 valid non-resident cards that represent 50 households. 9 of those households represent the Veterans Disability Exemption.

Section 3050.20 of the Illinois State Administrative Code requires that each public library make an annual decision whether to participate in the state's nonresident fee program or not. If a Library participates, it must also set the fee nonresidents will pay for their card, which must be at least equal to the cost paid by the residents.

Administrative rules [23 III. Adm. Code 3050] determine where non-residents must go to purchase their non-resident card. These same rules also delineate formula options that library boards should use in calculating the library's non-resident fee. Section 3050.60 Non-Resident Fee Formula set by the Illinois State Library.

General Mathematical Formula

- To determine the minimum non-resident fee, a local library should divide the library income from public property tax sources or its equivalent by the local population to determine the cost of service per capita
 - a. 1,675,234 (income) divided by 21,533 (US Census 2020) X 3.03 (Persons per household US Census 2020) = \$235.73

Tax Bill Methods

1) Non-Resident Taxpayer: The library tax rate or equivalent, including all special levies, is applied to the non-resident property owner's principal residence assessed valuation on an individual, case by case basis. The most recent property tax bill will

be used. The property owner will pay the same amount as would be paid if the property were in the library service area.

a. Net taxable value x current tax rate (.0026777) = Cost of non-resident card

Adoption of the Average Non-Resident Fee in the System Area -

1) In public library service areas with a disproportionately large share of the property valuation in agricultural, industrial, mining, commercial or other non-residential property, the library board of trustees may ask the Director of the Illinois State Library for authorization to adopt as its non-resident fee the average non-resident fee in the system in which the library is located.

I reached out to the Director of the Illinois State Library for clarification on the Adoption of the Average Non-Resident Fee option. Greg McCormick, Director of the Illinois State Library took a look at our service area map at Illinois Public Library Service Area Populations (arcgis.com) and he said it does appear that there is likely substantial farm and non-residential property within our library's service area. He directed me to Kendall County Assessor's Office for determining the valuation of this property in comparison to the residential property that supports our library's levy calculation. He stated that if that valuation substantially exceeds the valuation of the residential property, we could possibly adopt the average systemwide non-resident fee with approval from his office.

The information I received from the assessor's office determined that our estimated EAV report by library service area is comprised of 86.182% residential, 8.444% commercial, 3.617% farm, 1.518% industrial, and .240% state railroad contributions. This report is included in the packet.

After evaluating the 3 options, I recommend that we continue to offer non-resident cards for our library's service area using the Tax Bill Method. This is the most equitable and fair method for our community.

*There is also the decision the board must make regarding the Card for Kids Act for all non-resident students.

Back in July I reported that the Illinois General Assembly recently enacted <u>Public Act 102-0843</u> where "The board may adopt regulations waiving the nonresident fee for persons under the age of 18." This is not a mandated law, unlike the Cards for Kids Act which requires libraries to issue cards to non-resident kids who also qualify for the Free & Reduced Lunch Program or household incomes that fall below the income threshold based on the Dept. of Agriculture.

At the time I reported on this act, we were awaiting guidance from the Illinois State Library. I have since heard from the director that they will not likely adopt administrative rules for this. They will be updating the FAQ document for non-resident services (attached to this packet). This is rather a straightforward option for consideration by library boards in that all other requirements in rule or law remain in place for any individual seeking a library card. The board can simply opt to not charge anyone under the age of 18 a non-resident fee for the ensuing 12

months when they are taking their annual action to offer and set the fee for such services offered to those outside of the library's service area.

Frequently Asked Questions (FAQ) about Public Library Non-Resident Services

Illinois State Library August 2021

Currently, approximately 1 million people (right at 8% of the state's population) reside in areas that are not taxed for public library service.

This FAQ provides guidance from current statute and administrative rule.

1. In the context of public library service, what do the terms "non-resident" and "non-resident card" mean?

"Non-resident" means an individual residing in Illinois who does not have his or her principal residence within the public library service area. "Non-resident library card" means the library card purchased by an individual residing in an area not taxed for public library service from a participating public library. (23 Ill. Adm. Code 3050.10)

2. What are the responsibilities of a public library board when deciding whether to issue non-resident cards?

The public library board must decide annually whether to issue non-resident library cards during the ensuing 12 months. If they decide to issue non-resident cards, they must also decide which of three fee options will determine cost of the card from the library. (23 III. Adm. Code 3050.60) Once these decisions have been made, the board shall notify the regional library system within 30 days and let them know if they will be participating in the non-resident program, along with the effective dates and fee formula. (23 III. Adm. Code 3050.20) The regional library systems, IHLS and RAILS, maintain lists showing library participation. They also submit lists of participating and non-participating libraries, as of July 1 of each year, in their annual report submissions to the Illinois State Library. (23 III. Adm. Code 3050.30)

3. If there are not any unserved areas nearby, does a library still need to decide whether or not to issue non-resident cards every year?

Yes. The public library board of trustees shall annually take action to decide whether to issue non-resident library cards during the ensuing 12 months. (23 III. Adm. Code 3050.20) This decision needs to be made annually, even if there are not any nearby unserved areas.

4. May a public library choose not to participate in the non-resident card program?

Yes. Public libraries are not required to participate in the non-resident library card program. Non-participation in the non-resident library card program does not preclude a public library from applying for and receiving grant funds from the Illinois State Library as long as the public library complies with requirements of the specific grant program. (23 III. Adm. Code 3050.20 (e))

5. Is it possible for a library board to opt out of the non-resident program but allow its library foundation to purchase cards for non-residents?

No. The public library board of trustees shall annually take action to decide whether to issue non-resident library cards during the ensuing 12 months. (23 III. Adm. Code 3050.20 (a)) Once a library board opts out of the non-resident program, no non-resident cards can be issued.

6. Is a library allowed to issue a library card to a non-resident staff member at the library as a staff benefit?

Yes. Both the Illinois Local Library Act (75 ILCS 5/4-7 (7)) and the Public Library District Act of 1991 (75 ILCS 16/30-55.35 (a)) permit the library board to fix employee compensation. Since the term "compensation" is not defined, library boards may issue library cards to non-resident library employees as part of their compensation.

7. May a public library issue a pro-rated library card to a non-resident who wants to use the library for only a few months?

No. The administrative rules specify that the non-resident card shall be issued for 12 months. (23 III. Adm. Code 3050.50 (a)) The Public Library District Act of 1991 and the Illinois Local Library Act also specify that the non-resident card fee be at least equal to that paid by the residents of the library service area. (75 ILCS 5/4-7 (12) and 75 ILCS 16/30-55.60)

- 8. May a non-resident pay for a card in installment payments?
 - Yes. A board may allow non-residents to pay for a card in installments, but the library must take action to ensure that the full price of the card is collected.
- 9. May a library issue discounted non-resident cards based on financial need? No. The Public Library District Act of 1991 and the Illinois Local Library Act require that the non-resident card fee be at least equal to that paid by the residents of the library service area. (75 ILCS 5/4-7 (12) and 75 ILCS 16/30-55.60)
- 10. When issuing non-resident cards, should a library charge one fee for the whole household or separate fees for each individual obtaining a card?

One fee should be charged for the whole household, since this would be equitable to what is being paid by a household within the library service area.

11. What limitations may a library place on loans and services to its non-resident card holders?

None. A valid non-resident library card shall accord the non-resident cardholder all the services the issuing public library provides to its residents including reciprocal borrowing privileges. (23 III. Adm. Code 3050.40 (b))

- 12. May a person with a non-resident card participate in reciprocal borrowing?
 - Yes. A valid non-resident library card shall accord the non-resident cardholder all the services the issuing public library provides to its residents including reciprocal borrowing privileges. (23 III. Adm. Code 3050.40 (b)). Equal treatment for both residents of a public library service area and those non-residents who choose to obtain a card for service at a participating library is the foundation of the non-resident card program.
- 13. What limitations may a library place on a non-resident card holder from another library? A public library may only impose the same reasonable restrictions permitted under the system's resource sharing policy (IHLS Resource Sharing Policy and RAILS Resource Sharing Plan) as are imposed on the resident card holders of other libraries. (23 III. Adm. Code 3050.40 (b)
- 14. Can a library charge non-resident cardholders for additional services above and beyond the loaning of materials?

Yes, if the fee is equitably applied to both residents and non-residents then it is allowable to charge non-residents an additional fee and as long as the service does not fall within the definition of reciprocal access (23 III. Adm. Code 3030.110) or violate the regional library system's resource sharing policy (IHLS Resource Sharing Policy and RAILS Resource Sharing Plan).

- 15. Are libraries able to offer access to their electronic resources to non-resident patrons? Yes. Libraries may annually elect to offer non-residents access to E-Resources free of charge. The board may also decide which E-resources the card will allow the non-resident to access. E-resources access is separate from a traditional non-resident library card, and does not allow the non-resident to have the ability to check-out traditional circulating items; have access to interlibrary loan services; or the collections of other libraries in the state. (23 III. Adm. Code 3050.45)
- 16. A non-resident patron does not pay property taxes due to their status as a disabled veteran. Should they be charged for a non-resident card?

No. A veteran with a service-connected disability of at least 70% who is exempt from paying property taxes on their primary residence due to the Homestead exemption for veterans with disabilities (35 ILCS 200/15-169 (b-3) (3)) is entitled to a non-resident library card without a fee. Furthermore, an unmarried surviving spouse of a veteran who previously qualified for the exemption, as well as an unmarried surviving spouse of a service member killed in action are also entitled to a non-resident card without payment of a fee. The qualifying veteran or surviving spouse must present documentation from the county where they reside that indicates their residence is exempt from paying property taxes. (35 ILCS 200/15 (c) (c-1))

17. Are disabled veterans who rent property in an unserved area able to get a non-resident card at no charge, as well?

Yes. The non-resident fee shall not apply to veterans with a service-related disability of at least 70% who do not own their principal residence and who reside outside of a public library service area. The veteran shall present documentation of disability of at least 70% from the U.S. Department of Veterans Affairs when applying for their non-resident card. The surviving spouse of a deceased disabled veteran who previously had the fee waived would not be eligible to have the non-resident fee waived after the death of the veteran. (23 III. Adm. Code 3050.60 (d) (5))

18. May a public library issue non-resident cards at no charge to all students in a school district?

Public library boards have the authority to enter into intergovernmental agreements to provide non-resident service to other private or public entities, such as a school district. Issuing cards to students who are non-residents of the public library service area on anything other than an individual basis requires a contract or intergovernmental agreement between the public library and the school district. This intergovernmental agreement between the public library board and the school district board must include the principle of equity of cost of services and the assumption of financial responsibility by the school district for any loss of or damage to library materials provided under the agreement.

19. What is Cards for Kids?

Once a library has opted to issue non-resident cards, the non-resident fee shall not be charged to non-resident pre-school (ages 3-5) through 12th grade students whose household income makes them eligible to receive free or reduced price lunches under the National School Lunch Program and the National School Breakfast Program, as determined by Income Eligibility Guidelines established by the U.S. Department of Agriculture (USDA). A qualifying student must present documentation from the school or school district that indicates the student's eligibility for free or reduced price meals.

The public library shall determine the applicability of the non-resident fee waiver to all non-resident students whose school or school district operates under the Community Eligible Provision (CEP) of the National School Lunch and School Breakfast Programs. The library has the option to waive the fee for all non-resident students who attend a school operating under CEP. If it is determined that the non-resident fee waiver does not apply to all students attending the school or school district that operates under CEP, the public library shall create a certification document that at a minimum includes current household size and current annualized income of that household. The form must be signed by an adult representative of the student applicant's household. The public library shall review the certification document and waive the non-resident fee for applicants whose household income indicates that they are eligible for free or reduced price school meals under the income thresholds annually determined by the US Department of Education. (23 III. Adm. Code 3050.75)

20. Do homeschool students qualify for free of charge public library services under Cards for Kids?

Yes, if the student applicant's household meets income eligibility guidelines. For homeschool students, the public library shall create a certification document that at a minimum includes current household size and current annualized income of that household and is signed by an

adult representative of the student applicant's household. The public library shall review the certification document and waive the non-resident fee for applicants whose household income indicates that they would be eligible for free or reduced price school meals under the income thresholds annually determined by the US Department of Agriculture. (23 III. Adm. Code 3050.75 (d))

21. What restrictions can a library place on a Cards for Kids non-resident card?

The library card shall accord the student cardholder all the services the issuing library provides its residents, including reciprocal borrowing. The library card shall be issued in compliance with any policy or guidelines that the public library board has implemented for issuance of cards to minors. (23 III. Adm. Code 3050.75 (f))

22. May a non-resident shop around for the least expensive library card?

No. A non-resident shall apply for a non-resident library card at the closest public library. The factor for determining the closest public library shall be the residence of the non-resident. Non-residents shall apply at the participating public library in the school district in which the non-resident has his or her principal residence unless, due to the commonality of community interests, library services at another library that is physically closer may better serve the needs of the non-resident. (23 III. Adm. Code 3050.25 (a))

23. If there are multiple participating libraries in the school district where the non-resident lives, are they able to choose which library to get a card at?

No. If there are two or more public libraries in the school district in which a non-resident resides, the participating public libraries in that school district, in cooperation with the applicable regional library systems, shall determine the appropriate library service area for non-residents to make application for a non-resident library card. (23 III. Adm. Code 3050.25 (b))

24. Where should a non-resident apply for service if there is not a participating library in the school district in which they reside?

If there is no participating public library in the school district in which the non-resident resides, the applicable regional library systems that serve the school district shall, in cooperation with participating libraries in the general area of the school district, determine the non-resident service area. The factor to be used for determining a non-resident service area shall be the commonality of community interests that influence the activities of all the residents of the service area. (23 III. Adm. Code 3050.25 (c)) The commonality of community interests means activities involving, but not limited to, education, retail, commercial, cultural, civic, health facilities, financial institutions and recreation. (23 III. Adm. Code 3050.10) The non-resident patron should be allowed to obtain a card at a library that best serves their needs.

The commonality of community interests also comes into play if the non-resident lives in a school district with one participating library, yet library services from another library that is physically closer may better serve the needs of the non-resident. (23 III. Adm. Code 3050.25 (a))

25. Can a non-resident who owns or leases commercial property in a library service area obtain a non-resident library card?

Yes. The non-resident fee shall be waived upon annual presentation of the most recent tax bill or a copy of the commercial lease of the taxable property that is within the library's service area. (75 ILCS 5/4-7 (12) and 75 ILCS 16/30-55.60)

26. Can libraries issue non-resident cards to people who live in other tax-supported public library services areas in Illinois?

The potential patron should be directed to the public library that has their principal residence within its boundaries. "Non-resident library card" means the library card purchased by an individual residing in an area not taxed for public library service from a participating public library. If a patron lives in an existing library service area, they would not be considered a "non-resident."

(23 III. Adm. Code 3050.10) Due to reciprocal borrowing, it should not be necessary to have cards at different libraries.

27. Can a non-resident obtain cards at more than one library?

The only instance where this would be allowable is if a patron owns or rents multiple residences or businesses that could make them eligible for a non-resident card at different libraries. While this might occur, in most cases it would not be necessary to have cards from different libraries due to reciprocal borrowing privileges.

- 28. Can Illinois public libraries issue cards to people whose primary residence is out-of-state?

 No. The Illinois Administrative Code defines a non-resident as an individual <u>residing in Illinois</u> who does not have his or her principal residence within a public library service area. An individual out-of-state non-resident, without a temporary Illinois residence, seeking library privileges in Illinois should be advised to obtain services in their home state. (23 III. Adm. Code 3050.10)
- 29. A group home in an unserved area would like to buy a non-resident card so everyone who lives there gets service at the library. Is this allowable?

Yes. The library board could use its contracting authority to determine an alternative arrangement with the group home, as long as there is an equitable fee assessed for the service. (75 ILCS 5/4-7 (8) and 75 ILCS 16/30-55.40) Alternatively, residents of the group home could purchase non-resident cards on an individual or family basis.

SOURCES:

Illinois Local Library Act, 75 ILCS 5
Public Library District Act of 1991, 75 ILCS 16
23 Ill. Adm. Code 3030, The Illinois Library System Act
23 Ill. Adm. Code 3050, Public Library Non-Resident Services

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10/31/2022 09:00:05 AM

Tax Year: 2022

U115 - SCHOOL DIST CU-115

Assessor Estimated EAV Report by Tax District Kendall County

Totals		New Construction		
Board of Review Abstract	1,203,145,699	Commercial	342,871	
- Exemptions	98,095,769	Farm	275,693	
- Under Assessed	0	Industrial	0	
+ State Assessed	2,647,861	Local Rail Road	0	
Total EAV	1,107,697,791	Mineral	0	
- Tif Increment / Ezone	4,247,613	Residential	38,326,772	
Rate Setting EAV	1,103,450,178	Total	38,945,336	

	Comm	ercial	Far	rm	Indus	strial	Local R	ail Road	Min	eral	Resid	ential	State Rai	l Road	Tota	ıls
Exemption Category	Value	Count	Value	Count	Value	Count	Value	Count	Value	Count	Value	Count	Value	Count	Value	Count
Parcel Count		524		1,034		73		1		0		13,699		0		15,334
Board of Review Abstract	96,528,092		41,040,522		16,746,662		0		C)	1,048,830,423		0		1,203,145,699	
- Home Improvement	0	0	122,001	11	0	0	0	0	C	0	661,693	166	0	0	783,694	177
- Veteran's	0	0	0	0	0	0	0	0	С	0	0	0	0	0	0	0
+ State Assessed	0		0		0		0		C)	0		2,647,861		2,647,861	
= EAV	96,528,092	0	40,918,521	11	16,746,662	0	0	0	C	0	1,048,168,730	166	2,647,861	0	1,205,009,866	177
- Senior Assessment Freeze	0	0	94,423	5	0	0	0	0	C	0	9,822,613	520	0	0	9,917,036	525
- Owner Occupied	12,000	2	672,000	112	0	0	0	0	C	0	59,154,680	9,923	0	0	59,838,680	10,037
- Senior Citizen's	0	0	240,000	48	0	0	0	0	C	0	9,577,656	1,918	0	0	9,817,656	1,966
- Disabled Person	0	0	0	0	0	0	0	0	С	0	262,000	131	0	0	262,000	131
- Disabled Veteran	0	0	0	0	0	0	0	0	C	0	16,999,148	210	0	0	16,999,148	210
- Returning Veteran	0	0	0	0	0	0	0	0	C	0	10,000	2	0	0	10,000	2
- Natural Disaster	0	0	0	0	0	0	C	0	() 0	0	0	0	0	0	0
- Fraternal Freeze	467,555	3	0	0	0	0	0	0	C	0	0	0	0	0	467,555	3
- Vet Freeze	0	0	0	0	0	0	0	0	C	0	0	0	0	0	0	0
- Under Assessed	0		0		0		0		C)	0		0		0	0
- E-Zone	0	0	0	0	0	0	0	0	C	0	0	0	0	0	0	0
- TIF	2,874,107	0	0	0	1,055	0	0	0	C	0	1,372,451	0	0	0	4,247,613	0
- Drainage	0	0	0	0	0	0	0	0	C	0	0	0	0	0	0	0
= Taxable Value	93,174,430		39,912,098		16,745,607		0		C		950,970,182		2,647,861		1,103,450,178	

4 2 4/23/2023 124.26 2 3/1/2023 271.22 -12.98 2 3/1/2023 271.22 -12.98 2 1 5/9/2023 23.63 1.45 2 1 5/9/2023 222.875 3.17 2 1 448.42 169.46 39.27 2 1 448.52 0.00 1 1/14/2023 187.20 26.07 3 1/1/2023 165.49 19.83 3 1 3/1/2023 0.00 3 1/1/2023 55.10 328.31 0 0 12/11/2023 55.10 328.31 0 0 12/11/2020 357.91 -34.06 1 3 1 12/9/2022 357.91 -34.06 1 3 1 12/9/2022 357.91 -34.06 1 3 1 12/9/2022 357.91 -34.06 1 3 1 12/9/2022 357.91 -34.06 1 3 1 12/9/2022 0.00 1 1/11/2023 0.00 2 1/11/2023 0.00 3 1/11/2023 0.00 4 2 4/23/2023 0.00 4 2 4/23/2023 0.00 1 1/11/2023	Name	Linked accounts	Linked Juvenile accounts		Card Cost by Tax Bill Method	% change for General Math Formula
2		4	2	4/23/2023	124.26	89.92
1		2		3/1/2023	271.22	-12.98
3 16 2023 228.75 3.17		2		3/1/2023		
2 1 44842 169.46 39.27 1 44852 0.00 1 1/4/2023 187.20 26.07 2 3/1/2023 196.94 19.83 2 3/1/2023 55.10 328.31 0 12/11/2022 55.10 328.31 1 12/19/2022 357.91 -34.06 3 1 1 12/9/2022 0.00 2 2 2/4/2023 0.00 1 1/1/2022 174.31 35.39 1 0 10/11/2022 174.31 35.39 1 0 10/11/2022 174.31 35.39 1 1 9/3/2022 240.95 1 1 9/3/2023 0.00 1 1/1/2023 170.52 38.40 1 1 6/14/2023 249.35 -5.35 1 0 1/28/2023 249.35 -5.35 2 1 6/14/2023 0.00 1 1/28/2023 249.35 -5.35 2 1 6/14/2023 0.00 1 1/28/2023 249.35 -5.35 2 1 6/14/2023 0.00 1 1/28/2023 22.58 6.03 1 1/23/2022 0.00 4 3 11/23/2022 0.00 4 3 11/23/2022 0.00 1 1/28/2023 22.58 6.03 1 1/23/2022 0.00 4 3 11/23/2022 0.00 4 3 11/23/2022 0.00 4 3 11/23/2022 0.00 4 3 11/23/2022 0.00 4 3 11/23/2022 0.00		2	1	5/9/2023	232.63	1.45
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0		2	1	44842	169.46	39.27
196.94		2	1	44852	0.00	
3		0		1/14/2023	187.20	26.07
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4 3 11/23/2022 0.00 4 3 11/23/2022 0.00 4 3 11/23/2022 0.00 0 6/26/2023 252.71 -6.61		2		9/17/2023	0.00	
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4 3 11/23/2022 0.00 0 6/26/2023 252.71 -6.61		4	3	11/23/2022	0.00	
0 6/26/2023 252.71 -6.61		4	3	11/23/2022	0.00	
		4	3	11/23/2022	0.00	
0 10/9/2022 322.00 -26.71		0		6/26/2023	252.71	-6.61
		0		10/9/2022	322.00	-26.71

3	1	5/27/2024	0.00	
2		5/24/2025	287.75	-17.98
2		5/24/2023	0.00	
0		8/24/2022	167.65	40.77
0		10/1/2022	194.92	21.08
2		4/20/2023	412.30	-42.76
2		4/20/2023	0.00	
3	1	3/11/2023	55.10	328.31
2		11/22/2022	148.57	58.85
2		11/22/2022	0.00	
2		2/11/2023	222.83	5.91
2		2/11/2023	0.00	
4		7/31/2022	213.02	10.79
4		7/31/2023	0.00	
2	1	1/17/2023	190.52	23.87
2	1	1/17/2023	0.00	
0		6/21/2023	173.63	35.92
2	1	1/20/2023	186.62	26.46
0		7/6/2023	224.26	5.23
3	2	6/11/2023	228.11	3.46
3	2	6/11/2023	0.00	
2	1	6/27/2023	197.50	19.49
2	1	6/13/2023	0.00	
2		1/14/2023	102.50	130.24
4	3	12/18/2022	191.11	23.49
4	3	12/18/2022	0.00	
4	3	12/18/2022	0.00	
4	3	12/18/2022	0.00	
0		6/15/2023	344.44	-31.48
3	1	1/3/2025	0.00	
3	1	11/20/2022	0.00	
3	1	11/20/2022	0.00	
2		6/2/2023	275.45	-14.32
3	2	4/8/2023	0.00	
3	2	4/8/2023	0.00	
3	2	4/8/2023	248.82	-5.15
0	0	9/9/2024	0.00	
5	1	4/18/2023	309.20	-23.67
5	1	4/18/2023	0.00	
5	1	4/18/2023	0.00	

5 1 2 2		4/18/2023 1/11/2023 1/11/2023	0.00 180.87 0.00	30.48
	Co	llected	9,635.38	
General Mat	General Mathmatic Formula			
Veteran cards	9	0	0.00	
No children hous	24	6,300.89	5,664.00	
eligible for cards	17	3,334.49	4,012.00	
Total	50	9,635.38	9,676.00	

Library Name	Type of Library	Population	Non-Resident Card Method	Math Amount
Charles B Phillips - Newark	District	3148	Math	140
Robert Row - Sheridan	District	4350	Tax Bill	
Sandwich Public Library District	District	8160	Math	185
Somonauk Public Library District	District	9387	Math	176
LaSalle Public Library	Public L	9609	Math	61
Coal City Public Library District	District	11257	Tax Bill	
Plano Public Library District	District	13107	Math	170
Sugar Grove	District	15761	-	
Ella Johnson - Hampshire	District	16669	Tax Bill	
Westchester Public Library	Public L	16718	Math	190
Hinsdale Public Library	Public L	16816	Math	542
Yorkville Public Library	Public L	16921	Tax Bill	236
Messenger - North Aurora	Public L	17441	Tax Bill	
Sycamore Public Library	Public L	17519	Tax Bill	
Morris Public Library District	District	18501	Math	103
Shorewood Public Library District	District	19235	Math	159
Batavia Public Libarary District	District	26562	Tax Bill	
Three Rivers - Minooka/Channahon	District	26600	Tax Bill	
DeKalb Public Library	Public L	44030	Math	138
Downers Grove Public Library	Public L	49213	Math	292
Wheaton Public Library	Public L	52894	Tax Bill	
Oswego Public Library District	District	61594	Tax Bill	
Plainfield Public Library District	District	75337	Tax Bill	
Aurora Public Library District	District	197899	Math	252

June 9, 2022

Library Nonresident Library Card Guidance

The Illinois General Assembly recently enacted <u>Public Act 102-0843</u> (effective May 13, 2022) to amend both the Local Library Act and the Library District Act to authorize libraries to adopt regulations waiving nonresident library card fees for persons under 18 years old in certain circumstances. The Illinois State Library (ISL) is expected to issue guidance on this new law later this summer and, in the interim, has referred to the ISL's FAQ addressing current state laws and administrative regulations on nonresident library card requirements which can be accessed here: <u>FAQ</u>. In the interim, the following is some interim guidance to assist RAILS' members in understanding this new law.

How does Public Act 102-0843 change existing library laws?

The Public Act amends section 4-7(12) of the Local Library Act (75 ILCS 5/4-7(12)) and Section 30-55.60 of the Library District Act (75 ILCS 16/30-55.60) to authorize library boards of trustees to adopt regulations that waive nonresident fees for persons under the age of 18 years old ("minors").

Does the new law require libraries to waive nonresident fees for minors?

No, there is no requirement that a library waive nonresident fees for minors. The new law leaves the choice to each library.

It is important to remember that state law requires each library board of trustees to make an annual determination as to whether it wants to issue nonresident library cards during the following 12 months. *See* 23 Ad. Code 3050.20(a). However, state law does <u>not</u> require a library to participate in the non-resident library card program. 23 Ad. Code 3050.20(e).

And, even if a library chooses to participate in a nonresident library card program, the library is not required (but may choose) to adopt regulations to waive nonresident fees for minors.

If a library chooses to waive nonresident fees for minors, does the library board of trustees have to annually renew those regulations (as is the case with the library's participation in the nonresident card program)?

The new law does not address this issue and the state has not yet adopted any formal guidance or administrative rules on this question. Practically, since a library is required to make an annual determination on whether to participate in a general nonresident library card program, it might make sense for the library board to make a determination at the same time whether or not the library wants to waive fees for minors at that same time.

Does the new law include specific regulations a library must or can adopt if it chooses to waive nonresident fees for minors?

No. However, because the new law is limited to waiving nonresident fees for *minors*, a library may consider adopting reasonable regulations to require applicants to provide documentation to verify a person's eligibility for a waiver.

In addition, a library that chooses to waive fees for nonresident minors should consult the ISL's FAQ for regulations pertaining to nonresidents as it is likely the ISL's forthcoming guidance will refer to this FAQ for guidance on the nonresident eligibility component of the new law.

Are there administrative rules interpreting the new law? Has the ISL issued guidance interpreting the new law?

The answer to both questions is no. The ISL has not issued formal guidance concerning the new law and no administrative regulations have yet been adopted concerning the new law.

Does the new law impose any economic eligibility limits for potential recipients of nonresident waivers?

No. Unlike the "Cards for Kids" program (which does impose express economic eligibility restrictions), this new law does not impose any economic restrictions on the waiver of nonresident fees for minors.

Should libraries await ISL guidance and the issuance of administrative rules before adopting regulations waiving nonresident fees for minors?

That is a matter of policy for each library.

If a library adopts regulations waiving nonresident fees for minors, can the minor's family members that are either (1) under 18 years old or (2) 18 or older use that person's card?

Since the new law authorizes the waiver of nonresident fees for *persons under 18 years of age*, a library card issued to a minor would not be appropriately used by adult family members who do not meet the statutory age eligibility requirement. Instead, those persons older than 18 years old will need to pay the established nonresident library card fee in accordance with state law.

Other family members who meet the eligibility requirements (nonresident and a minor) can apply for their own library card under this new law (assuming the library board has chosen to participate).

Request for Reconsideration of Materials

Date 9/19/2022
Author Title ETERNALS DVD
Publisher(if known)
Format (Book, Tape, etc.)
Requested by
Address
CityStateZip Code
Phone_
Do you represent:
Did you read or view the entire work?
What would you like the library to do with this material? Bull 17,

October 7, 2022



Dear ,

Thank you for sharing your concerns with us regarding the DVD *Eternals*. Per our process for reconsideration request, I have reviewed your request with Library staff members who oversee collection development and programming for teens and adults, and I am writing to share with you the results of our review.

The Yorkville Public Library first added the DVD to its collection on February 22, 2022, on the basis that it met the following criteria, set forth in the collection development guidelines:

- The work and its subject matter were of contemporary significance and popular interest, as determined by circulation activity of other collection materials on related topics and/or in similar genres.
- The work was published in a format compatible with existing collections and was available for purchase through the Library's established procurement methods and within its budgetary constraints.

Listed in our collection development guidelines, the Library has a responsibility to collect materials expressing a variety of views and opinions, including those which some may find personally disagreeable or offensive.

The Yorkville Public Library must serve the entire Yorkville community and cannot withhold material from the collection solely on the basis that some part of the community may find it disagreeable, objectionable, or offensive. No one set of beliefs or values can serve as the lens for developing a well-rounded library collection, which is why libraries use selection criteria in the first place, established in policies developed and implemented in coordination with members of the very community they serve.

If, upon reviewing this letter, you are not in agreement with staff's conclusion, you may choose to continue your request by asking in writing that it be considered by the Library Board of Trustees. You will then be notified of the meeting at which your request will be considered, and you will be invited to attend. The board's decision will be final.

Thank you for taking an active interest in the Library's resou	rces. Please feel free to contact me with any
further questions you may have.	

Sincerely,

Shelley Augustine Library Director Yorkville Public Library

General Considerations on Selection/De-Selection of Materials

- A. Responsibility for Selection
- B. Selection Criteria
- C. Censorship
- D. De-Selection
- E. Scope of the Collection
- F. Material Identification
- G. Gift Policy
- H. Criteria for Discarding and Replacing Material
- I. Request for Reconsideration of Material

General Considerations on Selection of Materials

The library strives, within the limitations of budget and space, to provide a wide range of materials which meet the diverse educational, informational, cultural, and recreational needs of the community.

Reasonable efforts will be made to build balanced collections without favor given to causes or viewpoints.

The YPL supports the individual's right to have access to ideas and information representing multiple points of view. The library selects materials in accordance with the guidelines stated by the American Library Association in its Library Bill of Rights, Freedom to Read, and Freedom to View statements.

The Mission Statement of Yorkville Public Library guides the selection of materials.

A. Responsibility for Selection

The Director is responsible for the selection of library materials. Authority for selection will be delegated to trained staff members. Library staff select, evaluate, and withdraw materials based upon their professional judgment, reputable resources, and their knowledge of the community's needs

B. Selection Criteria

Materials are selected for the library in a variety of ways. Library staff consider reviews and prepublication announcements in professional journals, trade publications, and the popular press. In addition, library users make suggestions for the purchase of specific titles or of materials in particular subject areas.

To fulfill the general selection philosophy, library staff apply specific criteria to the selection of materials. The decision to purchase or not to purchase a title is based on staff judgment of the suitability of one or more of the criteria listed below. This judgment is based on library staff knowledge of the community and the existing collection, as well as their practical experience filling library patrons' requests for materials and information.

All members of the staff and patrons may recommend titles for consideration. All requests are given serious consideration. An attempt will be made to borrow, through interlibrary loan, any requested item the library does not purchase.

The criteria staff uses include:

Significance and permanent	value to the	Suitability of subject and style for intended
existing collection		audience

Authenticity Accuracy of information	Authenticity Authority of author/publisher
Quality of format	Currency of materials Relevance or timeliness
Curriculum support	Diversity of subjects, ideas, and opinions
Literary quality	Local interest
Physical features and format	Demand by Patrons
Price and availability	Readability and style
Availability of materials in other libraries	Broad appeal to community
Representation of inclusive experiences	Representation of balanced point of view

C. Censorship

Although the library accepts responsibility for providing free access by the public to all points of view, the addition of an item to the collection in no way represents an endorsement by the library of any theory, idea, or policy contained in it. All sides of controversial issues are represented in the library as budget, space, and availability of materials allow. Selection is based upon the criteria cited in this policy statement. The race, religion, nationality, or political views of an author, the frankness or coarseness of language, the controversial content of an item, or the endorsement or disapproval of an individual or group in the community does not cause an item to be automatically included or excluded.

Children are not limited to materials in the juvenile collection. Responsibility for materials selected for a child must rest with the parent or legal guardian. Selections will not be inhibited by the possibility that controversial materials may come into the possession of children. The Library will provide a Request for Reconsideration of Materials Form (see attached sheet) for the Library Board to take under consideration.

D. De-Selection

The Library keeps the collection vital and useful by retaining or replacing essential materials and by removing, on a systematic and continuous basis, those works that are worn, badly marked or damaged, contain outdated or inaccurate information, are superseded by a newer edition, are of little historical significance, or are no longer in demand. Materials which are removed from the collection may be donated to The Friends of the Yorkville Library for their used book sale. Items that are very worn and have no resale value will be discarded. The Library does not reserve discarded items for individuals.

E. Scope of the Collection

The collection will be current, general in scope, and balanced in terms of subject coverage, point of view, and age/interest level. Materials will be selected in a variety of formats including, but not limited to, print, audiovisual, electronic/digital, and online. It is beyond the general scope of the library to provide materials of a highly technical or specialized nature. A large print collection is provided for patrons with visual impairments. Persons who have visual or physical impairments that prevent their use of books may also be referred to the Library of Congress Illinois State Library

Talking Book and Braille Service Program.

F. Material Identification

Religious materials that are not catalogued in the Dewey Decimal System as non-fiction will be designated as "religious fiction". As long as both the selection of materials to be so labeled and the label used are viewpoint-neutral and inclusive, this practice does not violate the Library Bill of Rights.

G. Gift Policy

The library encourages and accepts gifts with the understanding that gifts of materials will be added to the collection only if they meet the same standards required of purchased materials. Gift materials not meeting these standards, such as those that are out of date, that are unneeded duplicates of items already owned, or those in formats unsuitable for library use may be given to other organizations, sold, exchanged, or recycled.

Gift items will be integrated into the regular library collections in normal sequence, available to all library patrons, and otherwise handled as any other material belonging to the library.

Gift items may be marked with an appropriate bookplate. A letter for tax purposes may be sent to the donor if requested at the time the donation is made, acknowledging the receipt of the gift only. Whenever a gift is no longer needed, it will be disposed of in the same manner as material purchased.

Any gift, memorial, or bequest which is given with conditions or stipulations as to its use or placement will be accepted only if the Library Director can agree to all conditions and stipulations.

Patrons will be given a Donation Waiver to sign. A Book Donation Parameters handout is available for patrons donating used items, along with collection criteria and receipt.

H. Criteria for Discarding and Replacing Materials

Discarded Materials

The Yorkville Public Library cannot be a permanent depository of all materials that they have acquired. Just as care is taken in selecting materials to add to the collection, so must attention be directed towards withdrawing materials which have outlived their usefulness. Factors that are considered in discarding materials include:

- 1. Deteriorated appearance
- 2. Inaccurate or dated information
- 3. Unneeded duplications of titles or subjects no longer in heavy demand
- 4. Lack of use

Discarded library materials are generally offered for sale on the library premises at a nominal cost.

Replacements

Consideration is given to the cost of repairing a book versus replacement of the title with a new volume. Only items of ongoing value to the collection are replaced.

I. Request for Reconsideration

The library does not endorse opinions contained in its materials. Patrons are free to enjoy, dislike, or ignore any item in the collection. However, no one is free to restrict another's use of library materials.

A request to remove library materials creates complex legal and ethical questions for both the Library and the community. Consequently, this issue is taken very seriously by the Library. To initiate a request, a Request for Reconsideration of Material Form should be filled out completely and given to the Director. The Director will appoint a committee to review the challenged material and prepare a written report. Until a decision is reached by the Director, the item in question will remain available. The reconsideration process will be completed in a reasonable amount of time. The Director will send a response to the person who requested the reconsideration, stating the reasons for the decision. If the individual is not satisfied with the decision, a written appeal may be submitted to the Library Board of Trustees. The decision of the board is final.

YPL is committed to the democratic principles conveyed in the American Library Association's Library Bill of Rights, Freedom to Read statement, and Freedom to View statement. YPL provides materials representing a wide range of views and expressions. The selection of an item in the collection does not constitute an endorsement of its content by YPL. All individuals have the freedom to choose which library materials they use. No one may restrict the freedom of others to choose what to read, hear, or view. Responsibility for materials accessed by children or teens rests with their legal guardians and is not limited by YPL.



Request for Reconsideration of Material Form

The trustees of Yorkville Public Library have established a materials selection policy and a procedure for gathering input about requesting materials to be reconsidered for the collection. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the **completed form** to the library director.

Date			
Request initiated by:			
Name			
Address			
City	State/Zip		
Phone	Email		
Do you represent self?	Or an organization?	Name of Organization	
1. Resource on which you	are commenting:		
Book (e-book) Movie	Magazine Audio Recording	Digital Resource Game	Newspaper Other
Title			
Author/Producer			
2. What brought this res	ource to your attention?		
3. To what in the work d	o you object? Please be spec	sific.	
4. Have you examined th	e entire resource? If not, wh	at sections did you review?	

5. What concerns you about the resource?
6. Have you read, listened to or viewed a review of this item? Please list the reviews and sources that agree with your opinion.
7. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?
8. What do you think might be the result of reading/listening to/viewing this work?
o. What do you think might be the result of reading, listering to, viewing this work:
9. Please read the attached Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement. The Library supports the principles set forth in these documents. Do you feel your request is in
conflict with these documents?
10. If not, why not?

.2. What would you like the Library to do about this work?
iignature:
Date:

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 online 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 Stupegia, LaSalle Public Library, Co-Chair

Monica Cameron, Shelbyville Public Library

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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 openmindedness 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 <i>Illinois Public Library Annual Report</i> (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 <i>Americans with Disabilities Act</i> (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.
- 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.

Col	lle	ctio	n M	lan	ag	em	ent

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 <i>Interlibrary Loan Code</i> and the ALA <i>Interlibrary Loan Code</i> . 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 <i>Interlibrary Loan Code</i> 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.
- 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.
- 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.
- 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

Ш	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

- 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.

	library develops and updates, at regular intervals, a long-range/strategic plan for uture technology needs. The plan is based on community needs and priorities.
acce	library continuously strives to improve its technological services, resources, and ess. An ongoing planning cycle includes a needs assessment that examines current 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.
	library's automated catalog and its components comply with current state, onal, and international standards.
and the	library is aware of E-rate discounts (telecommunications/connectivity services /or Internet access) as available through the Schools and Libraries Program of Universal Service Fund, administered by the Universal Service Administrative npany (USAC) under the direction of the Federal Communications Commission C).

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, ondemand 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.
- 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.
- 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

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Illinois Statute or Topic	Legal Citation
General Provisions	
Open Meetings Act	5 ILCS 120/1
Freedom of Information Act (FOIA)	5 ILCS 140/1
· ·	
State Records Act	5 ILCS 160/1 (see also 50 ILCS 205/1)
Electronic Commerce Security Act (digital signature)	5 ILCS 175/1
Identity Protection Act	5 ILCS 179/1
Intergovernmental Cooperative Act	5 ILCS 220/1
Oaths and Affirmations Act	5 ILCS 255/0.01
Illinois Public Labor Relations Act	5 ILCS 315/1
Illinois Governmental Ethics Act	
(Disclosure of Economic Interests)	5 ILCS 420/4A-101
State Officials and Employees Ethics Act	5 ILCS 430/1-1
Elections	
Election Code	10 ILCS 5/1-1
Campaign Finance Reporting	10 ILCS 5/10-6.1
	10 12 30 37 10 011
Executive Officers	15 H CC 220/1
State Library Act	15 ILCS 320/1
Illinois Literacy Act	15 ILCS 322/1
Finance	
Public Funds Statement Publication Act	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)
Public Funds Investment Act	30 ILCS 235/1 (see also 50 ILCS 340/1)
Interest Rate on Public Debt	30 ILCS 305/2
Local Government Debt Reform Act	30 ILCS 350/1
Illinois Procurement Code	30 ILCS 500/1
Joint Purchasing Act (Governmental)	30 ILCS 525/1
9	30 IEC3 <i>323</i> /1
Architectural, Engineering, and	20 H CC 525/1 %, 50 H CC 510/0 01
Land Surveying Qualifications Based Selection Act	30 ILCS 535/1 & 50 ILCS 510/0.01
Drug Free Workplace Act	30 ILCS 580/1
Revenue	
Property Tax Code (formerly <i>Revenue Act</i>)	35 ILCS 200/1-1
Estimate of Revenues	35 ILCS 200/18-50
Truth in Taxation Law	35 ILCS 200/18-55
Property Tax Extension Limitation Law (PTELL)	35 ILCS 200/18-185
Fiscal Responsibility Report Card	35 ILCS 200/30-30
Pensions	
	40 ILCS 5/7-171
Illinois Municipal Retirement Fund (IMRF)	TO ILCO ///-1/1
Local Government	
Conflict of Interest (Public Officer Prohibited Activities Act)	50 ILCS 105/3
Public Officers Simultaneous Tenure Act	50 ILCS 110/1
Time Off for Official Meetings Act	50 ILCS 115/1

Local Government Employees Political Rights Act	50 ILCS 135/1
Local Government Wage Increase Transparency Act	50 ILCS 155

Local Records Act 50 ILCS 205/1 (see also 5 ILCS 160/1)
Local Government Financial Statement Act 50 ILCS 305/1 (see also 30 ILCS 15/1)

Governmental Account Audit Act 50 ILCS 310/1 Illinois Municipal Budget Law 50 ILCS 330/1

Investment of Municipal Funds Act 50 ILCS 340/1 (see also 30 ILCS 235/1)

Tax Anticipation Note Act50 ILCS 420/0.01Local Government Prompt Payment Act50 ILCS 505/1

Local Government Professional Services Selection Act

(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 Tax Increment Allocation Redevelopment Act (TIF) 65 ILCS 5/11-74.4-1

Libraries

Illinois Local Library Act 75 ILCS 5/1-0.1
Illinois Library System Act 75 ILCS 10/1
Public Library District Act of 1991 75 ILCS 16/1
Nomination of Candidates (Public Library District Act) 75 ILCS 16/30-20

Ownership of Library Building 75 ILCS 16/10-45 & 75 ILCS 16/5-40

Library Records Confidentiality Act 75 ILCS 70/1

Public Health

Environmental Barriers Act (Illinois Accessibility Code) 410 ILCS 25/1
Equitable Restrooms Act 410 ILCS 35/1
Smoke Free Illinois Act 410 ILCS 82/1

Public Safety

Firearm Concealed Carry Act 430 ILCS 66/1

Notices

Notice by Publication Act 715 ILCS 5/1
Newspaper Legal Notice Act 715 ILCS 10/1

Criminal Offenses

Theft of (Library Material) 720 ILCS 5/16-0.1 & 720 ILCS 5/16-3

Official Misconduct 720 ILCS 5/33-1 Public Contracts Act (Interference, bid rigging) 720 ILCS 5/33E-1

Civil Liabilities

Parental Responsibility Law 740 ILCS 115/1
Right to Breastfeed Act 740 ILCS 137/1
Illinois Wage Assignment Act 740 ILCS 170/1

Civil Immunities

Local Government Employee Tort Immunity Act 745 ILCS 10/1-101 Employment Record Disclosure Act 745 ILCS 46/1

Property

Right of Publicity Act 765 ILCS 1075/1

Human Rights	775 H CC 5/1 101
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

Appendices

- 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				
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

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.

^{**}Open Sunday all year

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.

Cost:
\$
Cost:
\$

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 of 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. Levators 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 a fountains, fireplaces, indoor planters, etc. should also be maintained on an as-required basis.
Emergence 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
\square Tuck pointing of masonry: On an as-needed basis.
☐ Sealant repairs (window perimeters, masonry joints, etc.): On a three-to-five year interval.
\square 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.
\square 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

Th 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

III. 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/ALTAFF

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.

