

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
14. Unfinished Business:		
15. New Business:	Adopt Lost and Found Policy	
	Review Per Capita requirements Chapters 1-3	
	Review Executive Session Minutes	
16. Executive Session: (if needed)		
1. For the discussion of minutes of meeting lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.		
17. New Business (continued)	Release of Executive Session Minutes	
18. Adjournment		

DRAFT

Yorkville Public Library
Personnel Committee Meeting
Monday, August 12, 2024 6:00pm
Yorkville Public Library
902 Game Farm Road – Michelle Pfister Meeting Room

The Personnel Committee meeting was called to order at 6:05pm by Chairwoman Theron Garcia.

Roll Call of Committee Members:

Theron Garcia-yes, Rosie Millen-yes, Keri Pesola-yes, Ryan Forristall-yes

Others Present: None

Recognition of Visitors: No visitors

Public Comment: None

New Business:

Director's Annual Performance Evaluation

The purpose of this meeting was to finalize the Directors' annual performance evaluation.

Executive Session:

Chairwoman Garcia made a motion at 6:05pm to enter into Executive Session and read the reason as follows:

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. Mr. Forristall seconded the motion.

The Session concluded at approximately 6:26pm and the Committee returned to the regular session.

New Business cont.

Chairman Garcia said the committee completed the Library Director's evaluation and will present it at the Board of Trustees regular meeting immediately following this committee meeting.

Adjournment:

There was no further business and the meeting was adjourned at 6:27pm on a motion and second by Ms. Garcia and Mr. Forristall, respectively.

Minutes respectfully submitted by
Marlys Young, Minute Taker

DRAFT

Yorkville Public Library
Board of Trustees
Monday, August 12, 2024 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

The Board of Trustees meeting was called to order at 7:02pm by President Theron Garcia, roll was called and a quorum was established.

Roll Call:

Jason Hedman-yes, Keri Pesola-yes, Ryan Forristall-yes, Theron Garcia-yes, Rosie Millen-yes

Absent: Jackie Milschewski, Tara Schumacher, Wendy Gatz

Others Present:

Library Director Shelley Augustine, Friends of the Library President Kathi Murphy

Recognition of Visitors: Ms. Garcia recognized staff and guests.

Amendments to the Agenda: None

Presentations: None

Minutes: July 8, 2024 Library Board of Trustees and July 8, 2024 Personnel Committee

A motion was made by Ms. Garcia and seconded by Ms. Pesola to approve the minutes as presented. Roll call: Hedman-yes, Pesola-yes, Forristall-yes, Garcia-yes, Millen-yes. Carried 5-0.

Correspondence: None

Public Comment: None

Friends of the Library Report:

Ms. Murphy said the 15th annual book sale will be held August 31 and September 1. It is one of two of the big fundraisers during the year.

Staff Comment: None

Report of the Treasurer:

Financial Statement & Payment of Bills

Ms. Augustine presented the Treasurer's report and she detailed charges incurred this month. There is a credit card charge for the annual Library surety bond, Tribune newspaper subscription renewal, two charges for DLL Financial Services since a late fee was always being incurred, charge for library attorney to review HVAC contract and a Trico bill for preventative maintenance plus refrigerant and boiler repair.

Payment of Bills

Ms. Garcia moved to pay the bill as follows and Mr. Hedman seconded.

\$31,411.76	Accounts Payable
\$39,607.52	Payroll
\$71,019.28	Total

Roll call: Pesola-yes, Forristall-yes, Garcia-yes, Millen-yes, Hedman-yes. Carried 5-0.

Report of the Library Director:

Director Augustine reported the following:

1. Upcoming programs for the fall.
2. She contacted schools regarding student parking with the start of school.
3. House pump #2 failed, Artlips ordered new pump which was faulty, re-ordered.
4. Re-located printer/fax/scanner near the adult printer.
5. Reduced public computers to 3, based on usage.
6. New firewall delivered and e-rate deduction already included.
7. Strategic Plan will be placed on website. Managers will be meeting to determine actionable items for the Plan.
8. Three new part-time employees have been hired to replace 3 who will be leaving.
9. Director will be attending ILA conference in October.
10. Technical Services Person Madison Ward has completed the cataloging certification after a 6-month program.
11. Met with Kendall County Administrator and county employee regarding the broadband progress in the county. Possibilities exist for partnerships.

City Council Liaison: None

Standing Committees:

Finance

A Personnel Committee meeting was held prior to this meeting to finalize the Director's Annual Performance Evaluation and it will be discussed in Executive Session later.

Unfinished Business: None

New Business:

Disaster Plan Update

Ms. Augustine said this is an update to which she added definitions and weather-related emergencies, updated vendor call list and updated city phone list. There is a copy at all department desks and on the shared drive.

Executive Session:

At 7:21pm President Garcia moved to enter into Executive Session and she read the reason as follows: **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.** Ms. Pesola seconded the motion and the Board entered into the Session at 7:22pm.

At 7:45pm, the Board returned to their regular meeting. Ms. Garcia stated that the Board approved the Annual Evaluation and they recommended a 2% increase in salary for the Director. Mr. Hedman seconded the recommendation. Roll call: Forristall-yes, Garcia-yes, Hedman-yes, Pesola-yes, Millen-yes. Carried 5-0.

Adjournment:

There was no further business and Ms. Garcia moved to adjourn at 7:46pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900152	FNBO	FIRST NATIONAL BANK OMAHA			08/25/24		
	082524-J.WEISS	07/31/24	01	AMAZON-WALL CALENDAR		82-820-56-00-5610	7.19
			02	AMAZON-CRAFTS, STICKERS,		82-820-56-00-5671	19.95
			03	CRAYONS		** COMMENT **	
			04	AMAZON-FILAMENT DRYER BOX,		82-000-24-00-2480	103.88
			05	STICKERS		** COMMENT **	
				INVOICE TOTAL:			131.02 *
	082524-K.BALOG	07/31/24	01	AMAZON-CORRECTION TAPE		01-210-56-00-5610	24.28
			02	SHREDIT-MAY 2024 SHREDDING		01-210-54-00-5462	261.94
			03	AMAZON-NOTEBOOKS, FOLDERS		01-210-56-00-5610	168.59
			04	AMAZON-BATTERIES		01-210-56-00-5620	27.27
			05	KENDALL PRINT-250 BUSINESS		01-210-54-00-5430	50.75
			06	CARDS-HART		** COMMENT **	
			07	IMAGE SUPPLY-TAPE		01-210-56-00-5610	50.80
			08	LOGO FACTORY-STAFF GARMENTS		01-210-56-00-5600	199.27
			09	..		** COMMENT **	
			10	COMCast-6/15-7/14 BROADBAND		24-216-54-00-5446	1,660.00
			11	ACCURINT-JUN 2024 SEARCHES		01-210-54-00-5462	200.00
			12	SHREDIT-JUN 2024 SHREDDING		01-210-54-00-5462	259.78
				INVOICE TOTAL:			2,902.68 *
	082524-K.BARKSDALE	07/31/24	01	ADOBE-MONTHLY CREATIVE CLOUD		01-220-54-00-5462	54.99
				INVOICE TOTAL:			54.99 *
	082524-K.IHRIG	07/31/24	01	AMAZON-SUMMER CAMP SUPPLIES		79-795-56-00-5606	59.47
			02	WALMART-WAX PAPER		79-795-56-00-5606	2.54
			03	DOLLAR TREE-SPONGES		79-795-56-00-5606	3.75
			04	MICHAELS-WATERCOLORS		79-795-56-00-5606	6.99
			05	HOBBY LOBBY-POSTERBOARD		79-795-56-00-5606	10.88
			06	WALMART-SUMMER CAMP SNACKS		79-795-56-00-5606	79.19
			07	WALMART-SUMMER CAMP SNACKS		79-795-56-00-5606	25.44
			08	TARGET-WATER		79-795-56-00-5606	3.79
			09	TARGET-MR. BUBBLE		79-795-56-00-5606	14.67
			10	WALMART-SUMMER CAMP SUPPLIES		79-795-56-00-5606	117.24
			11	TARGET-SUMMER CAMP SUPPLIES		79-795-56-00-5606	52.26
			12	TARGET-SUMMER CAMP SUPPLIES		79-795-56-00-5606	34.70
				INVOICE TOTAL:			410.92 *
	082524-K.JONES	07/31/24	01	TRUGREEN-RAINTREE LAWN CARE		51-510-54-00-5445	175.00
			02	TRUGREEN-BLACKBERRY LAWN CARE		52-520-54-00-5444	59.00
			03	TRUGREEN-COUNTRYSIDE LIFT		52-520-54-00-5444	142.00
			04	LAWN CARE		** COMMENT **	
			05	TRUGREEN-BRISTOL RDG LAWN		24-216-54-00-5446	59.00
			06	CARE		** COMMENT **	
			07	TRUGREEN-GRANDE RESERVE LAWN		51-510-54-00-5445	332.00

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900152	FNBO	FIRST NATIONAL BANK OMAHA			08/25/24		
	082524-K.JONES	07/31/24	53	AMPERAGE#2092027-LAMPS		23-230-56-00-5642	403.40
			54	AMPERAGE#2092402-LAMPS		23-230-56-00-5642	232.19
			55	AMPERAGE#2092430-LAMPS		23-230-56-00-5642	15.47
			56	AMPERAGE#2092490-LAMPS		23-230-56-00-5642	31.32
			57	AMPERAGE#2091885-STARTER		23-230-56-00-5642	55.46
			58	AMPERAGE#2056159-HEADS		23-230-56-00-5642	1,744.99
			59	ARNESON#251065-JUN 2024 DIESEL		01-410-56-00-5695	204.33
			60	ARNESON#251065-JUN 2024 DIESEL		51-510-56-00-5695	204.34
			61	ARNESON#251065-JUN 2024 DIESEL		52-520-56-00-5695	204.34
			62	AMPERAGE#2077329-LAMPS, TAPE,		23-230-56-00-5642	533.28
			63	TORKS		** COMMENT **	
			64	AMPERAGE#2096729-POLES, ARM		23-230-56-00-5642	4,875.42
			65	AMPERAGE#2090351-SPLICE KIT		23-230-56-00-5642	80.70
			66	ARNESON#251146-JUN 2024 DIESEL		01-410-56-00-5695	183.10
			67	ARNESON#251146-JUN 2024 DIESEL		51-510-56-00-5695	183.11
			68	ARNESON#251146-JUN 2024 DIESEL		52-520-56-00-5695	183.11
			69	ARNESON#251145-JUN 2024 GAS		01-410-56-00-5695	315.51
			70	ARNESON#251145-JUN 2024 GAS		51-510-56-00-5695	315.52
			71	ARNESON#251145-JUN 2024 GAS		52-520-56-00-5695	315.52
				INVOICE TOTAL:			20,298.97 *
	082524-M.BARBANENTE	07/31/24	01	DOLLAR TREE-TABLE COVERS		79-795-56-00-5606	5.00
			02	HOBBY LOBBY-CLASSROOM DECOR		79-795-56-00-5606	16.34
				INVOICE TOTAL:			21.34 *
	082524-M.CISIJA	07/31/24	01	AMAZON-TAPE, NOTEPADS, RUBBER		01-110-56-00-5610	111.83
			02	BANDS, POST ITS, TISSUES,		** COMMENT **	
			03	PAPER CLIPS		** COMMENT **	
			04	AMAZON-POST ITS		01-110-56-00-5610	14.14
			05	SAMS-SPOONS, CUPS, PLATES,		01-110-56-00-5610	66.42
			06	BATTERIES		** COMMENT **	
			07	UPS-CYRUS ONE MAILING		90-227-00-00-0011	62.42
				INVOICE TOTAL:			254.81 *
	082524-M.CURTIS	07/31/24	01	AMAZON-MUSIC PLAYERS		82-000-24-00-2480	417.96
			02	AMAZON-ACRYLIC SIGN HOLDER		82-820-56-00-5610	23.66
				INVOICE TOTAL:			441.62 *
	082524-M.MCGREGORY	07/31/24	01	GROUND#497356-STRAW BLANKET		51-510-56-00-5640	36.55
			02	GROUND#497353-DIRT		51-510-56-00-5640	126.00
			03	MENARDS#072424-SHOVEL, PINCH		51-510-56-00-5630	79.74
			04	POINT BAR		** COMMENT **	
				INVOICE TOTAL:			242.29 *
	082524-M.NELSON	07/31/24	01	BP-DONUTS		01-210-56-00-5650	30.06
				INVOICE TOTAL:			30.06 *

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900152	FNBO	FIRST NATIONAL BANK OMAHA			08/25/24		
	082524-M.SENG	07/31/24	01	NAPA#369886-MUD FLAPS, GROMMET		01-410-56-00-5628	37.54
			02	NAPA#370214-CABIN AIR FILTER		01-410-56-00-5628	68.50
			03	MENARDS#072424-BUG SPRAY,		01-410-56-00-5620	104.52
			04	LUMBER		** COMMENT **	
				INVOICE TOTAL:			210.56 *
	082524-M.WARD	07/31/24	01	AMAZON-TOILETRY BAG, STADIUM		82-820-56-00-5620	36.93
			02	CLEAR BAGQ		** COMMENT **	
			03	AMAZON-CLEAR TOTE BAG		82-820-56-00-5620	13.81
			04	AMAZON-LABELS		82-820-56-00-5610	12.67
				INVOICE TOTAL:			63.41 *
	082524-P.MCMAHON	07/31/24	01	GOOGLE-JUL 2024 NEST AWARE		01-210-54-00-5460	8.00
			02	WASH HOUSE-ALTERATIONS		01-210-56-00-5600	52.00
			03	STREICHERS#1704187-VEST		01-210-56-00-5690	640.00
			04	GOOGLE-AUG 2024 NEST AWARE		01-210-54-00-5460	8.00
				INVOICE TOTAL:			708.00 *
	082524-P.RATOS	07/31/24	01	MENARDS#062724-MARKING SPRAY		01-220-56-00-5620	7.98
			02	AMAZON-SOIL PROBE RODS		01-220-56-00-5620	59.97
			03	AMAZON-STAPLERS		01-220-56-00-5620	5.97
			04	AMAZON-STAPLER		01-220-56-00-5620	22.32
			05	AMAZON-LENS CLEANING WIPES		01-220-56-00-5620	33.99
				INVOICE TOTAL:			130.23 *
	082524-P.SCODRO	07/31/24	01	UPS-1 PKG SHIPPED		51-510-54-00-5452	30.64
			02	MENARDS#071924-DRYING CLOTH		51-510-56-00-5628	7.99
				INVOICE TOTAL:			38.63 *
	082524-R.CONARD	07/31/24	01	MENARDS#071024-CHEMICALS		51-510-56-00-5620	163.82
			02	MENARSD#070924-EZ STRAW		51-510-56-00-5640	12.98
			03	MENARDS#071824-COUPILING,		51-510-56-00-5620	24.24
			04	CLAMPS, BLEACH		** COMMENT **	
			05	MENARDS#071524-DEHUMIDIFIER		51-510-56-00-5638	179.99
				INVOICE TOTAL:			381.03 *
	082524-R.FREDRICKSON	07/31/24	01	COMCAST-06/15-07/14 INTERNET		79-795-54-00-5440	221.47
			02	AT 104 E VAN EMMON		** COMMENT **	
			03	COMCAST-06/13-07/12 INTERNET		51-510-54-00-5440	119.85
			04	AT 610 TOWER OFC WATER PLANT		** COMMENT **	
			05	NEWTEK-07/11-08/11 WEB HOSTING		01-640-54-00-5450	17.21
			06	COMCAST-06/29-07/28 INTERNET,		79-790-54-00-5440	268.68
			07	PHONE AND CABLE AT 185 WOLF		** COMMENT **	
			08	COMCAST-06/30-07/29 INTERNET		52-520-54-00-5440	31.58
			09	AT 610 TOWER		** COMMENT **	

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	082524-R.FREDRICKSON	07/31/24	10	COMCAST-06/30-07/29 INTERNET		01-410-54-00-5440	126.32
			11	AT 610 TOWER		** COMMENT **	
			12	COMCAST-06/30-07/29 INTERNET		51-510-54-00-5440	78.95
			13	AT 610 TOWER		** COMMENT **	
				INVOICE TOTAL:			864.06 *
	082524-R.HORNER	07/31/24	01	MENARDS#072224-THREAD TO		25-225-60-00-6010	114.06
			02	BUTTON ADAPTERS, REBAR TIES,		** COMMENT **	
			03	VINYL BOOT OVER-SHOES		** COMMENT **	
			04	MENARDS#071524-PVC PIPE,		25-225-60-00-6010	352.41
			05	ELBOWS, COUPLING		** COMMENT **	
			06	AMAZON-HARD HAT		79-790-56-00-5600	37.56
			07	AMAZON-AMAZON-DROP HITCH		79-790-56-00-5620	1,041.98
			08	AMAZON-PROJECTOR, EARBUDS,		79-790-56-00-5620	288.23
			09	HEADPHONES		** COMMENT **	
			10	AMAZON-DROP HITCH		79-790-56-00-5620	895.20
			11	MENARDS#062624-FILE SET,		79-790-56-00-5630	22.94
			12	WHEEL		** COMMENT **	
			13	MENARDS#062624-CLEANERS		79-790-56-00-5640	32.43
			14	MENARDS#071024-TRUCK HITCH		79-790-56-00-5620	16.96
			15	UPS-POSTAGE TO RETURN HITCH		79-790-56-00-5620	119.55
			16	UPS-POSTAGE TO RETURN HITCH		79-790-56-00-5620	119.55
			17	NAPA#369206-BELTS		79-790-56-00-5640	105.96
			18	MENARDS#062824-NUTS, BOLTS		79-790-56-00-5640	237.03
			19	CONCRETE		** COMMENT **	
			20	MENARDS#071124-PADLOCKS,		25-225-60-00-6010	257.07
			21	MINI FOAM, EDGER TRAY		** COMMENT **	
			22	MENARDS#071924-CONCRETE		79-790-56-00-5640	83.78
			23	NAPA#370566-RED GREASE		79-790-56-00-5620	16.98
			24	AMAZON-NYLON NETS		79-790-56-00-5646	64.75
			25	FIRST PLACE-TAMPER		79-790-54-00-5485	110.58
			26	O''REILLY-GEAR OIL		79-790-56-00-5640	16.99
				INVOICE TOTAL:			3,934.01 *
	082524-R.NILES	07/31/24	01	TARGET-BUNS		79-795-56-00-5607	12.72
			02	MENARDS#070224-CANDY		79-795-56-00-5606	166.64
			03	DOLLAR TREE-TABLE COVERS,		79-795-56-00-5606	6.25
			04	LAUNDRY BASKETS		** COMMENT **	
			05	WALMART-WOW STRING		79-795-56-00-5606	37.05
			06	MENARDS#072424-TOMATO CAGE		79-795-56-00-5606	14.97
			07	MENARDS#072524-SCOUR PADS,		79-795-56-00-5606	15.50
			08	NOODLES		** COMMENT **	
				INVOICE TOTAL:			253.13 *
	082524-S.AUGUSTINE	07/31/24	01	CARLSON FIRE-INSPECTION		82-820-54-00-5462	455.00

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900152	FNBO	FIRST NATIONAL BANK OMAHA			08/25/24		
	082524-S.AUGUSTINE	07/31/24	02	ATA-GENERATIVE AI WEBINAR		82-820-54-00-5412	79.00
			03	AMAZON-THERMAL PAPER		82-820-56-00-5620	57.49
			04	QUILL-COPY PAPER		82-820-56-00-5610	319.92
			05	AMAZON PRIME MONTHLY FEE		82-820-54-00-5460	14.99
			06	AMAZON-CARPET SPOT REMOVER		82-820-56-00-5621	5.52
			07	ILA-2024 ANNUAL CONFERENCE		82-820-54-00-5412	325.00
			08	REGISTRATION		** COMMENT **	
				INVOICE TOTAL:			1,256.92 *
	082524-S.IWANSKI	07/31/24	01	YORK POST-POSTAGE		82-820-54-00-5452	46.78
				INVOICE TOTAL:			46.78 *
	082524-S.REDMON	07/31/24	01	MENARDS#062724-STAKES		79-795-56-00-5606	23.92
			02	AMAZON-CONES		79-795-56-00-5606	21.99
			03	RESTAURANT FURNITURE-COCKTAIL		25-225-60-00-6060	545.94
			04	TABLES		** COMMENT **	
			05	WALMART-CANDY		79-795-56-00-5606	299.90
			06	AMAZON-RIVERFEST TICKETS		79-795-56-00-5606	55.16
			07	AMAZON-RIVERFEST TICKETS		79-795-56-00-5606	117.30
			08	AT&T-05/24-06/23 INTERNET FOR		79-795-54-00-5440	185.66
			09	TOWN SQUARE PARK SIGN		** COMMENT **	
			10	MIDWEST TENT-TABLES & CHAIRS		79-795-56-00-5602	1,350.00
			11	BOUNCE CITY-JULY 4 INFLATABLES		79-795-56-00-5606	1,255.00
			12	REC TRAC-ANNUAL MAINTENANCE		79-795-54-00-5462	3.09
			13	FEE		** COMMENT **	
			14	PARTY CITY-SALES TAX REFUND		79-795-56-00-5606	-36.30
			15	AMAZON-RIVER FEST PRIZES		79-795-56-00-5606	657.35
			16	WALMART-BUNS		79-795-56-00-5607	4.38
			17	WALMART-CAPRI SUN		79-795-56-00-5606	26.34
			18	SMITHEREEN-JUN 2024 PEST		79-795-54-00-5495	74.00
			19	CONTROL		** COMMENT **	
			20	ARNESON#251142-JUN 2024 DIESEL		79-790-56-00-5695	180.89
			21	ARNESON#254348-MAY 2024 DIESEL		79-790-56-00-5695	234.68
			22	SMITHEREEN-MAY 2024 PEST		79-790-54-00-5495	97.00
			23	CONTROL		** COMMENT **	
			24	SMITHEREEN-JUL 2024 PEST		79-790-54-00-5495	97.00
			25	CONTROL		** COMMENT **	
			26	ARNESON#250703-JUL 2024 DIESEL		79-790-56-00-5695	257.19
			27	WALMART-RIVERFEST SUPPLIES		79-795-56-00-5606	453.62
			28	ARNESON#251064-JUN 2024 GAS		79-790-56-00-5695	488.45
			29	ARNESON#251067-JUN 2024 GAS		79-790-56-00-5695	761.28
			30	ARNESON#251143-JUN 2024 GAS		79-790-56-00-5695	922.97
			31	ARNESON#254347-MAY 2024 GAS		79-790-56-00-5695	1,030.15
			32	ARNESON#254643-MAY 2024 GAS		79-790-56-00-5695	1,037.50
			33	ARNESON#250704-JUL 2024 GAS		79-790-56-00-5695	1,039.05

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900152	FNBO	FIRST NATIONAL BANK OMAHA			08/25/24		
	082524-T.LOWRY	07/31/24	04	MENARDS#070924-PAINT,		79-790-56-00-5640	73.09
			05	SANDPAPER, DRILL BIIT, BRUSH		** COMMENT **	
			06	MENARDS#070924-DRILL BITS		79-790-56-00-5630	24.72
				INVOICE TOTAL:			537.17 *
	082524-T.MILSCHEWSKI	07/31/24	01	MENARDS#071624-DOOR SWEEP,		24-216-56-00-5656	57.17
			02	EXTENSION CORD		** COMMENT **	
			03	MENARDS#071024-SPRAYER, WEED		24-216-56-00-5656	117.57
			04	KILLER, SALT, REPAIR KIT		** COMMENT **	
			05	MENARDS#070324-EXIT BATTERY		24-216-56-00-5656	51.96
			06	MENARDS#071624-SCREWS, WASHERS		24-216-56-00-5656	9.78
			07	MENARDS#071724-DOOR SWEEPS,		24-216-56-00-5656	70.26
			08	CLEANER		** COMMENT **	
			09	MENARDS#071724-DOOR SWEEPS,		24-216-56-00-5656	32.56
			10	CUTTING WHEEL		** COMMENT **	
			11	MENARDS#072324-SCREWDRIVER,		24-216-56-00-5656	14.98
			12	HITCH PIN		** COMMENT **	
			13	MENARDS#072224-GORILLA TAPE,		24-216-56-00-5656	30.84
			14	SEALANT		** COMMENT **	
			15	MENARDS#071724-SWEEP RETURN CR		24-216-56-00-5656	-28.98
			16	MENARDS#070824-SPRAYPAINT,		82-820-54-00-5495	16.54
			17	PANEL		** COMMENT **	
			18	MENARDS#070224-CABLE CUTTER,		82-820-54-00-5495	54.92
			19	GFCI OUTLET, PLUG		** COMMENT **	
			20	MENARDS#062724-ROPE, SPRAY		82-820-54-00-5495	53.97
			21	PAINT		** COMMENT **	
			22	HOME DEPO-BULBS		82-820-54-00-5495	35.44
			23	HOME DEPO-TREE STAKE KIT		24-216-56-00-5656	28.44
			24	MENARDS#072624-CLEANERS		24-216-56-00-5656	27.72
				INVOICE TOTAL:			573.17 *
	082524-T.SCOTT	07/31/24	01	NAPA#369360-TIRE REFILL KIT		79-790-56-00-5640	4.29
			02	MENARDS#072524-SPRAYPAINT,		79-790-56-00-5640	20.95
			03	CHALK REEL		** COMMENT **	
			04	MENARDS#062724-UTILITY KNIFE,		79-790-56-00-5620	19.46
			05	DAWN, ADHESIVE		** COMMENT **	
			06	MENARDS#070924-PRO COLD SPRAY		79-790-56-00-5640	8.99
			07	FLATSOS#32256-TIRE		79-790-54-00-5495	249.80
				INVOICE TOTAL:			303.49 *
				CHECK TOTAL:			98,323.58
				TOTAL AMOUNT PAID:			98,323.58

Total for all Highlighted Library Invoices: \$2,100.62

CHECK DATE: 09/09/24

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105533	AUGUSTIS	SHELLY AUGUSTINE					
	08224-MILEAGE		08/22/24	01	LOCAL DIRECTORS QUARTERLY	82-820-54-00-5415	21.71
				02	MEETING MILEAGE REIMBURSEMENT	** COMMENT **	
					INVOICE TOTAL:		21.71 *
	090124		09/01/24	01	AUG 2024 MOBILR EMAIL	82-820-54-00-5440	45.00
				02	REIMBURSEMENT	** COMMENT **	
					INVOICE TOTAL:		45.00 *
					CHECK TOTAL:		66.71
105534	BAKTAY	BAKER & TAYLOR					
	2038444601		07/30/24	01	BOOKS	82-820-56-00-5686	1,353.98
					INVOICE TOTAL:		1,353.98 *
	2038459003		08/09/24	01	BOOKS	82-820-56-00-5686	319.35
					INVOICE TOTAL:		319.35 *
	2038469471		08/12/24	01	BOOKS	82-820-56-00-5686	529.17
					INVOICE TOTAL:		529.17 *
	2038472730		08/08/24	01	BOOKS	82-820-56-00-5686	552.28
					INVOICE TOTAL:		552.28 *
	2038486545		08/16/24	01	BOOKS	82-820-56-00-5686	558.59
					INVOICE TOTAL:		558.59 *
	2038501714		08/26/24	01	BOOKS	82-820-56-00-5686	940.06
					INVOICE TOTAL:		940.06 *
					CHECK TOTAL:		4,253.43
105535	DELAGE	DLL FINANCIAL SERVICES INC					
	82999284		09/02/24	01	10/15-11/14 COPIER LEASE	82-820-54-00-5462	536.75
					INVOICE TOTAL:		536.75 *
					CHECK TOTAL:		536.75

CHECK DATE: 09/09/24

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105536	METRONET	METRO FIBERNET LLC					
	1651373-090124		09/01/24	01	SEPT 2024 INTERNET	82-820-54-00-5440	124.97
					INVOICE TOTAL:		124.97 *
					CHECK TOTAL:		124.97
105537	MIDWTAPE	MIDWEST TAPE LLC					
	505857656		08/05/24	01	DVDS	82-820-56-00-5685	52.48
					INVOICE TOTAL:		52.48 *
	505926345		08/19/24	01	DVDS	82-820-56-00-5685	53.23
					INVOICE TOTAL:		53.23 *
					CHECK TOTAL:		105.71
105538	R0002665	SNO-ISLE LIBRARIES					
	080624		08/06/24	01	LOST BOOK REPLACEMENT	82-820-56-00-5686	5.99
					INVOICE TOTAL:		5.99 *
					CHECK TOTAL:		5.99
105539	TODAYS	TODAY'S BUSINESS SOLUTIONS INC					
	082624-58		08/29/24	01	APR-JUN 2024 FAXES	82-820-54-00-5462	57.92
					INVOICE TOTAL:		57.92 *
					CHECK TOTAL:		57.92
105540	TRICO	TRICO MECHANICAL , INC					
	8906		08/16/24	01	BOILER REPAIR	82-820-54-00-5495	2,276.00
					INVOICE TOTAL:		2,276.00 *
					CHECK TOTAL:		2,276.00

CHECK DATE: 09/09/24

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
105541	UMBRELLA	UMBRELLA TECHNOLOGIES						
	1659		09/01/24	01	ACCESS CONTROL CLOUD HOSTING	82-820-54-00-5462	480.00	
					INVOICE TOTAL:		480.00 *	
					CHECK TOTAL:			480.00
105542	YOUNGM	MARLYS J. YOUNG						
	081224-LIB		08/14/24	01	08/12/24 LIB MEETING MINUTES	82-820-54-00-5462	85.00	
					INVOICE TOTAL:		85.00 *	
	081224-LIB PERSONNEL		08/13/24	01	08/12/24 LIB PERSONNEL	82-820-54-00-5462	85.00	
				02	MEETING MINUTES	** COMMENT **		
					INVOICE TOTAL:		85.00 *	
					CHECK TOTAL:			170.00
					TOTAL AMOUNT PAID:			8,077.48





UNITED CITY OF YORKVILLE PAYROLL SUMMARY August 2, 2024

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	19,690.64	-	19,690.64	1,147.97	1,454.25	22,292.86
FINANCE	13,219.09	-	13,219.09	770.67	978.72	14,968.48
POLICE	145,286.31	1,646.48	146,932.79	472.96	10,944.47	158,350.22
COMMUNITY DEV.	30,484.30	-	30,484.30	1,758.58	2,273.45	34,516.33
STREETS	21,634.69	-	21,634.69	1,267.12	1,604.64	24,506.45
BUILDING & GROUNDS	6,202.70	-	6,202.70	370.36	473.15	7,046.21
WATER	19,325.51	1,400.94	20,726.45	1,208.36	1,512.77	23,447.58
SEWER	10,722.30	-	10,722.30	625.11	782.16	12,129.57
PARKS	39,012.65	636.61	39,649.26	2,067.03	2,986.32	44,702.61
RECREATION	27,036.14	-	27,036.14	1,235.52	2,033.48	30,305.14
LIBRARY	18,160.75	-	18,160.75	672.26	1,337.07	20,170.08
TOTALS	\$ 350,775.08	\$ 3,684.03	\$ 354,459.11	\$ 11,595.94	\$ 26,380.48	\$ 392,435.53

TOTAL PAYROLL \$ 392,435.53



UNITED CITY OF YORKVILLE

PAYROLL SUMMARY

August 16, 2024

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 1,583.34	\$ -	\$ 1,583.34	\$ -	\$ 121.13	\$ 1,704.47
ALDERMAN	5,916.64	-	5,916.64	-	452.68	6,369.32
ADMINISTRATION	18,980.97	-	18,980.97	1,106.60	1,402.51	21,490.08
FINANCE	13,385.76	-	13,385.76	780.38	991.46	15,157.60
POLICE	140,124.90	3,303.54	143,428.44	451.97	10,638.13	154,518.54
COMMUNITY DEV.	30,628.51	-	30,628.51	1,743.67	2,253.90	34,626.08
STREETS	21,634.68	-	21,634.68	1,261.29	1,599.53	24,495.50
BUILDING & GROUNDS	6,202.70	-	6,202.70	361.62	461.68	7,026.00
WATER	20,962.41	800.17	21,762.58	1,268.76	1,592.53	24,623.87
SEWER	10,722.29	-	10,722.29	625.11	781.67	12,129.07
PARKS	38,465.68	145.10	38,610.78	1,970.46	2,876.27	43,457.51
RECREATION	24,178.88	-	24,178.88	1,158.19	1,798.34	27,135.41
LIBRARY	18,045.00	-	18,045.00	672.26	1,328.22	20,045.48

TOTALS	\$ 350,831.76	\$ 4,248.81	\$ 355,080.57	\$ 11,400.31	\$ 26,298.05	\$ 392,778.93
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TOTAL PAYROLL \$ 392,778.93



UNITED CITY OF YORKVILLE PAYROLL SUMMARY August 30, 2024

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	19,703.76	-	19,703.76	1,148.73	1,497.62	22,350.11
FINANCE	13,219.11	-	13,219.11	770.68	1,009.67	14,999.46
POLICE	146,217.01	2,586.88	148,803.89	442.06	11,346.40	160,592.35
COMMUNITY DEV.	30,460.44	-	30,460.44	1,740.87	2,297.13	34,498.44
STREETS	27,313.44	-	27,313.44	1,592.36	2,080.56	30,986.36
BUILDING & GROUNDS	6,202.70	95.65	6,298.35	367.20	481.82	7,147.37
WATER	20,422.39	248.71	20,671.10	1,205.09	1,574.23	23,450.42
SEWER	10,908.78	-	10,908.78	636.03	834.52	12,379.33
PARKS	34,919.82	89.29	35,009.11	1,774.95	2,672.29	39,456.35
RECREATION	25,193.40	-	25,193.40	1,247.91	1,927.30	28,368.61
LIBRARY	18,715.39	-	18,715.39	704.57	1,424.35	20,844.31
TOTALS	\$ 353,276.24	\$ 3,020.53	\$ 356,296.77	\$ 11,630.45	\$ 27,145.89	\$ 395,073.11
TOTAL PAYROLL						\$ 395,073.11



YORKVILLE LIBRARY BOARD

BILL LIST SUMMARY

Monday, September 9, 2024

ACCOUNTS PAYABLE

Library CC Check Register (<i>Pages 1 - 6</i>)	08/25/2024	\$ 2,100.62
Library Check Register (<i>Pages 7 - 9</i>)	09/09/2024	8,077.48
Blue Cross/Blue Shield-Jul 2024 EAP	08/13/2024	7.05
UniMax - Jul. 2024 Office Cleaning	08/13/2024	1,950.00
Glatfelter - Liability Ins Installment #9	08/27/2024	1,337.68
Nicor -07/01/23-08/01/23 services	08/27/2024	926.45
IPRF - Sept.2024 Work Comp Ins	08/27/2024	943.16
TOTAL BILLS PAID:		<hr/> \$15,342.44

PAYROLL

	<u>DATE</u>	
Bi-weekly (<i>Page 10</i>)	08/02/2024	\$20,170.08
Bi-weekly (<i>Page 11</i>)	08/16/2024	20,045.48
Bi-weekly (<i>Page 12</i>)	08/30/2024	20,844.31
TOTAL PAYROLL:		<hr/> \$61,059.87

TOTAL DISBURSEMENTS: \$76,402.31

ACTIVITY THROUGH FISCAL PERIOD 04

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
82-000-24-00-2480	(L) ESCROW -	MEMORIALS & GIFTS							
01		05/01/2024		BEGINNING BALANCE					55,787.63
	AP-240525MB	05/29/2024	13	AMAZON-BOOK	FIRST NATIONAL BANK	900147	052524-M.CURTIS-B	16.95	
		05/29/2024	14	AMAZON-IR COMPRESSOR, GAMES,	FIRST NATIONAL BANK	900147	052524-S.AUGUATINE-B	662.91	
		05/29/2024	15	AMAZON-BUILDING TIYS,	FIRST NATIONAL BANK	900147	052524-S.AUGUATINE-B	167.54	
	GJ-240530LB	06/03/2024	06	May 2024 Deposits					2,323.26
				TOTAL PERIOD 01 ACTIVITY				847.40	2,323.26
02	AP-240610	06/04/2024	01	7/24/24 ANIMALS AROUND THE	DANIEL S. PETERSON	105491	7262024	600.00	
		06/04/2024	02	JAN-APR 2024 SENIOR COOKING	JESSICA YOUHANAIE	105497	2024-1	32.48	
		06/04/2024	03	JAN-APR 2024 CHAIR YOGA	JESSICA YOUHANAIE	105497	2024-2	700.00	
		06/04/2024	04	6/18/24 BUTTERFLY PRESENTATION	U OF I EXTENSION	105501	103	150.00	
		06/04/2024	05	EASY CARE NATIVES PRESENTATION	U OF I EXTENSION	105501	104	150.00	
	AP-240610M	06/05/2024	01	JAN-APR 2024 SENIOR COOKING	JESSICA YOUHANAIE	105503	2024-1-BALANCE	492.52	
	AP-240625B	06/18/2024	146	BOOKS	BAKER & TAYLOR	540812	2038240171-B	26.58	
		06/18/2024	147	BOOKS	BAKER & TAYLOR	540812	2038255942	204.26	
		06/18/2024	148	BOOKS	BAKER & TAYLOR	540812	2038268134	41.97	
	AP-240625MB	06/25/2024	267	TARGET-GIFT CARDS FOR POETRY	FIRST NATIONAL BANK	900149	062524-J.WEISS	60.00	
		06/25/2024	268	DOLLAR TREE-SUMMER PROGRAM	FIRST NATIONAL BANK	900149	062524-J.WEISS	54.25	
		06/25/2024	269	HOME DEPO-PLANTS, SOIL	FIRST NATIONAL BANK	900149	062524-S.AUGUSTINE-B	112.77	
	GJ-240629LB	07/02/2024	07	June 2024 Deposits					219.48
				TOTAL PERIOD 02 ACTIVITY				2,624.83	219.48
03	AP-240708	07/02/2024	01	BOOKS	BAKER & TAYLOR	105505	2038350113	116.65	
		07/02/2024	02	MAY-JUN 2024 COOKING CLASS	JESSICA YOUHANAIE	105512	2024-5	350.00	
		07/02/2024	03	MAY-JUN 2024 CHAIR YOGA CLASS	JESSICA YOUHANAIE	105512	2024-6	400.00	
	AP-240725M	07/19/2024	308	AMAZON-CRAFT SUPPLIES	FIRST NATIONAL BANK	900151	072524-S.AUGUSTINE	165.23	
	GJ-240731LB	08/02/2024	07	July 2024 Deposits					1,269.05
				TOTAL PERIOD 03 ACTIVITY				1,031.88	1,269.05
04	AP-240812	08/07/2024	01	IL LIBRARY PRESENTS RENEWAL	RAILS	105528	12828	685.00	
	AP-240825M	08/21/2024	382	AMAZON-FILAMENT DRYER BOX,	FIRST NATIONAL BANK	900152	082524-J.WEISS	103.88	
		08/21/2024	383	AMAZON-MUSIC PLAYERS	FIRST NATIONAL BANK	900152	082524-M.CURTIS	417.96	
	GJ-240831LB	09/03/2024	06	August 2024 Deposits					115.00
				TOTAL PERIOD 04 ACTIVITY				1,206.84	115.00
				TOTAL ACCOUNT ACTIVITY				5,710.95	3,926.79
				ENDING BALANCE					54,003.47
				GRAND TOTAL				0.00	54,003.47
				TOTAL DIFFERENCE				0.00	54,003.47



YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2025 BUDGET REPORT
For the Month Ended August 31, 2024

% of Fiscal Year		8%	17%	25%	33%	Year-to-Date	FISCAL YEAR 2025	
ACCOUNT NUMBER	DESCRIPTION	May-24	June-24	July-24	August-24	Totals	BUDGET	% of Budget
LIBRARY OPERATIONS REVENUES								
Taxes								
82-000-40-00-4000	PROPERTY TAXES	42,302	474,897	15,859	32,052	565,110	995,347	56.78%
82-000-40-00-4083	PROPERTY TAXES - DEBT SERVICE	36,392	408,548	13,643	27,574	486,157	861,408	56.44%
Intergovernmental								
82-000-41-00-4120	PERSONAL PROPERTY TAX	2,090	-	1,870	349	4,309	13,566	31.76%
82-000-41-00-4170	STATE GRANTS	-	31,977	-	-	31,977	31,761	100.68%
Fines & Forfeits								
82-000-43-00-4330	LIBRARY FINES	295	33	57	366	751	1,500	50.08%
Charges for Service								
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS	1,811	-	459	4,095	6,365	10,000	63.65%
82-000-44-00-4422	COPY FEES	21	313	237	323	895	2,500	35.79%
82-000-44-00-4439	PROGRAM FEES	11	13	2	-	26	-	0.00%
Investment Earnings								
82-000-45-00-4500	INVESTMENT EARNINGS	2,136	16,296	1,888	1,888	22,208	15,000	148.05%
Miscellaneous								
82-000-48-00-4820	RENTAL INCOME	-	450	680	-	1,130	200	565.00%
82-000-48-00-4824	DVD RENTALS	-	75	-	-	75	-	0.00%
82-000-48-00-4850	MISCELLANEOUS INCOME	281	953	182	336	1,751	3,000	58.38%
Other Financing Sources								
82-000-49-00-4901	TRANSFER FROM GENERAL	2,281	2,281	2,668	2,281	9,510	28,302	33.60%
TOTAL REVENUES: LIBRARY		87,621	935,836	37,544	69,264	1,130,265	1,962,584	57.59%

LIBRARY OPERATIONS EXPENDITURES

<i>Salaries & Wages</i>								
82-820-50-00-5010	SALARIES & WAGES	22,651	24,016	23,062	35,147	104,877	305,573	34.32%
82-820-50-00-5015	PART-TIME SALARIES	12,244	13,637	12,579	19,774	58,234	186,000	31.31%
<i>Benefits</i>								
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION	1,321	1,400	1,345	2,049	6,114	19,635	31.14%
82-820-52-00-5214	FICA CONTRIBUTION	2,565	2,776	2,622	4,090	12,053	36,497	33.02%
82-820-52-00-5216	GROUP HEALTH INSURANCE	15,510	12,164	7,922	(1,173)	34,423	103,057	33.40%
82-820-52-00-5222	GROUP LIFE INSURANCE	50	43	50	50	193	600	32.17%
82-820-52-00-5223	DENTAL INSURANCE	1,242	621	621	-	2,483	7,450	33.33%
82-820-52-00-5224	VISION INSURANCE	78	78	78	78	313	940	33.33%
82-820-52-00-5230	UNEMPLOYMENT INSURANCE	-	-	387	-	387	1,500	25.80%
82-820-52-00-5231	LIABILITY INSURANCE	2,281	2,281	2,281	2,281	9,123	26,802	34.04%
<i>Contractual Services</i>								
82-820-54-00-5401	ADMINISTRATIVE CHARGEBACK	1,319	1,319	1,319	1,319	5,275	15,825	33.33%
82-820-54-00-5412	TRAINING & CONFERENCES	-	381	-	567	948	2,000	47.41%
82-820-54-00-5415	TRAVEL & LODGING	-	-	-	-	-	2,000	0.00%
82-820-54-00-5426	PUBLISHING & ADVERTISING	-	-	97	-	97	2,000	4.85%
82-820-54-00-5440	TELECOMMUNICATIONS	-	615	615	1,060	2,290	8,500	26.94%
82-820-54-00-5452	POSTAGE & SHIPPING	-	43	217	47	307	1,500	20.47%
82-820-54-00-5453	BUILDING & GROUND CHARGEBACK	674	674	674	674	2,697	8,091	33.33%
82-820-54-00-5460	DUES & SUBSCRIPTIONS	754	2,225	1,394	15	4,388	20,000	21.94%
82-820-54-00-5462	PROFESSIONAL SERVICES	4,730	3,774	3,265	3,014	14,783	105,000	14.08%
82-820-54-00-5466	LEGAL SERVICES	-	-	-	338	338	3,000	11.25%
82-820-54-00-5468	AUTOMATION	-	-	5,383	1,215	6,598	26,000	25.38%
82-820-54-00-5480	UTILITIES	-	1,078	903	926	2,907	26,202	11.10%
82-820-54-00-5488	OFFICE CLEANING	-	1,950	1,950	1,950	5,850	25,400	23.03%
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	-	93	185	2,786	3,063	130,000	2.36%
82-820-54-00-5498	PAYING AGENT FEES	-	2,025	803	-	2,828	2,100	134.64%
<i>Supplies</i>								
82-820-56-00-5610	OFFICE SUPPLIES	-	64	73	363	501	7,000	7.15%
82-820-56-00-5620	OPERATING SUPPLIES	-	-	452	165	618	5,000	12.36%
82-820-56-00-5621	CUSTODIAL SUPPLIES	-	167	1,095	6	1,267	7,000	18.10%



YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2025 BUDGET REPORT
For the Month Ended August 31, 2024

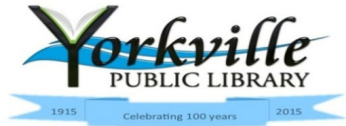
		% of Fiscal Year						
ACCOUNT NUMBER	DESCRIPTION	8% May-24	17% June-24	25% July-24	33% August-24	Year-to-Date Totals	FISCAL YEAR 2025 BUDGET	% of Budget
82-820-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	-	-	-	7,000	0.00%
82-820-56-00-5671	LIBRARY PROGRAMMING	-	34	13	20	67	2,000	3.37%
82-820-56-00-5675	EMPLOYEE RECOGNITION	-	-	76	-	76	600	12.74%
82-820-56-00-5683	AUDIO BOOKS	-	-	46	1,150	1,196	3,500	34.17%
82-820-56-00-5684	COMPACT DISCS & OTHER MUSIC	-	-	-	-	-	500	0.00%
82-820-56-00-5685	DVD'S	-	194	170	49	414	3,000	13.79%
82-820-56-00-5686	BOOKS	-	4,105	4,254	5,427	13,786	30,000	45.95%
<i>2006 Bond</i>								
82-820-84-00-8000	PRINCIPAL PAYMENT	-	-	-	-	-	100,000	0.00%
82-820-84-00-8050	INTEREST PAYMENT	-	2,400	-	-	2,400	4,800	50.00%
<i>2013 Refunding Bond</i>								
82-820-99-00-8000	PRINCIPAL PAYMENT	-	-	-	-	-	730,000	0.00%
82-820-99-00-8050	INTEREST PAYMENT	-	14,600	-	-	14,600	29,200	50.00%
TOTAL FUND REVENUES		87,621	935,836	37,544	69,264	1,130,265	1,962,584	57.59%
TOTAL FUND EXPENDITURES		65,419	92,758	73,930	83,387	315,494	1,995,272	15.81%
FUND SURPLUS (DEFICIT)		22,202	843,078	(36,386)	(14,123)	814,771	(32,688)	

LIBRARY CAPITAL REVENUES

84-000-42-00-4214	DEVELOPMENT FEES	10,500	12,000	4,000	6,500	33,000	50,000	66.00%
84-000-45-00-4500	INVESTMENT EARNINGS	31	27	31	33	122	200	61.03%
84-000-48-00-4850	MISCELLANEOUS INCOME	-	33	-	-	33	-	0.00%
TOTAL REVENUES: LIBRARY CAPITAL		10,531	12,060	4,031	6,533	33,155	50,200	66.05%

LIBRARY CAPITAL EXPENDITURES

84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	-	5,345	5,345	29,000	18.43%
84-840-56-00-5686	BOOKS	-	-	-	-	-	20,000	0.00%
84-840-60-00-6020	BUILDING IMPROVEMENTS	-	-	-	-	-	500,000	0.00%
TOTAL FUND REVENUES		10,531	12,060	4,031	6,533	33,155	50,200	66.05%
TOTAL FUND EXPENDITURES		-	-	-	5,345	5,345	549,000	0.97%
FUND SURPLUS (DEFICIT)		10,531	12,060	4,031	1,188	27,810	(498,800)	



YORKVILLE PUBLIC LIBRARY
CASH STATEMENT
As of August 31, 2024

FISCAL YEAR 2025

		May 2024	June 2024	July 2024	August 2024	September 2024	October 2024	November 2024	December 2024	January 2025	February 2025	March 2025	April 2025
Library Operations	Old Second	\$ 548,732	\$ 1,003,021	\$ 899,141	\$ 868,296								
Building Development Fees	Old Second	346,173	351,940	367,917	367,105								
Library Operations	Illinois Funds	361,859	395,470	397,278	399,091								
Total:		\$ 1,256,764	\$ 1,750,431	\$ 1,664,336	\$ 1,634,492	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PAYROLL

1 ST PAY PERIOD		\$ 18,924	\$ 20,623	\$ 20,131	\$ 20,170								
2 ND PAY PERIOD		19,857	21,207	19,477	20,045								
3 RD PAY PERIOD		-	-	-	20,844								
Total		\$ 38,781	\$ 41,829	\$ 39,608	\$ 61,060	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



YORKVILLE PUBLIC LIBRARY
STATEMENT OF REVENUES, EXPENDITURES AND TRANSFERS
For the Month Ended August 31, 2024*

	August Actual	YTD Actual	% of Budget	FY 2025 Budget	Fiscal Year 2024 For the Month Ended Aug 31, 2023	
					YTD Actual	% Change
LIBRARY OPERATIONS FUND (82)						
Revenues						
Property Taxes	\$ 59,626	\$ 1,051,267	56.62%	\$ 1,856,755	\$ 1,044,293	0.67%
Intergovernmental						
Personal Property Replacement Tax	\$ 349	\$ 4,309	31.76%	\$ 13,566	\$ 6,930	-37.82%
Federal & State Grants	-	31,977	100.68%	31,761	31,761	0.68%
Total Intergovernmental	\$ 349	\$ 36,286	80.05%	\$ 45,327	\$ 38,691	-6.22%
Library Fines	\$ 366	\$ 751	50.08%	\$ 1,500	\$ 911	-17.55%
Charges for Services						
Library Subscription Cards	\$ 4,095	\$ 6,365	63.65%	\$ 10,000	\$ 7,064	-9.89%
Copy Fees	323	895	35.79%	2,500	824	8.63%
Total Charges for Services	\$ 4,419	\$ 7,260	58.08%	\$ 12,500	\$ 7,888	-7.95%
Investment Earnings	\$ 1,888	\$ 22,208	148.05%	\$ 15,000	\$ 6,042	267.54%
Reimbursements/Miscellaneous/Transfers In						
Miscellaneous Reimbursements	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental Income	-	1,130	565.00%	200	-	0.00%
Miscellaneous Income	341	1,858	61.93%	3,000	1,491	24.58%
Transfer In	2,281	9,510	33.60%	28,302	9,262	2.68%
Total Miscellaneous & Transfers	\$ 2,622	\$ 12,498	39.67%	\$ 31,502	\$ 10,753	16.23%
Total Revenues and Transfers	\$ 69,269	\$ 1,130,270	57.59%	\$ 1,962,584	\$ 1,108,578	1.96%
Expenditures						
Library Operations	\$ 83,387	\$ 315,494	15.81%	\$ 1,995,272	\$ 329,718	-4.31%
50 Salaries	54,921	163,110	33.18%	491,573	146,994	10.96%
52 Benefits	7,375	65,090	33.13%	196,481	69,634	-6.53%
54 Contractual Services	13,911	52,369	13.87%	377,618	64,466	-18.77%
56 Supplies	7,180	17,925	27.32%	65,600	15,249	17.55%
99 Debt Service	-	17,000	1.97%	864,000	33,375	-49.06%
Total Expenditures and Transfers	\$ 83,387	\$ 315,494	15.81%	\$ 1,995,272	\$ 329,718	-4.31%
Surplus(Deficit)	\$ (14,118)	\$ 814,776		\$ (32,688)	\$ 778,860	

* August represents 34% of fiscal year 2025

September Director's Report 2024

Upcoming Events and Programs:

- **Sept 11 – Learning to Decorate Like It's a Piece of Cake**
- **Sept 12 – 3rd Annual Story Walk Family Event w/Y115**
- **Sept 14 – Story Time and Graphic Novel Presentation with author Kelly Leigh Miller in collaboration with Y115**
- **Sept 18 – Autism Awareness Program**
- **Sept 21 – Inspired! A Celebration of Poetry & Art**
- **Sept 25 – An Evening with author, Amy Kemp**
- **Sept 26 – Yorkville Then & Now 1:00 & 6:00**
- **And so many more!**

Library Operations:

Received an email from Jeff at 2010 Engineering Group letting me know that he has checked on the chiller delivery and it is currently scheduled for 12/9. Oakbrook plans to install the new chiller when it arrives, then leave the start-up until spring.

During the extreme high temperatures the week of Aug 26, we had our digital sign shut down because it reached a temperature of 140 degrees. Once the temperature dropped, the sign came back online. I placed a service ticket with Aurora Sign Co to come inspect the fans and ventilation since it has not been serviced since installation in 2019.

I will be in contact with the City to start the process of RFP for our LED lighting upgrade for this year. We have a list of quantities, types of fixtures, and proposed measures that will need to be included in the RFP to match our existing lighting.

Reached out to our electrician to quote us on 2 replacement surge protectors for 2 of our electrical panels. Ted has let me know that it is time to replace.

Through a discount with the e-Rate program, we have purchased a new firewall and service for next year. Our current firewall service will be in effect until 11/14/24. Our IT person will have the new server ready for the shift to the new firewall closer to this date.

We received a call about an alarm on our fire panel for a strobe error. A service call was issued and ADS came, inspected, and determined that we needed to replace our power supply batteries in the sprinkler room.

The YPD was called to come issue parking tickets to 5 students parking in our lot before the library opened. An email was also sent to the YHS Principal, Assoc. Principal, and Director of Operations.

The Y115 will be installing 7 signs along the south side of the parking lot which state no student parking – violators will be towed.

For the first week of school, I sat outside when school was dismissed to make sure people were not parking in the fire lane for student pickup.

Strategic Planning:

The managers had a final strategic plan meeting in August with our consultant to go over what implementation will look like. She recommended we create an activity plan outline listing short term goals, who will be responsible for them, what the timeline would look like, and how we might evaluate the process toward progress.

We will have our Learning Report, 10-page Strategic Plan for 2024-2027, and the 1-page plan overview posted on a dedicated page on our website.

Staff:

We have hired 3 new pt library clerks to work in Circulation, Tech Services, and Children's Departments. They are replacing 2 employees who left to start college.

I held a manager meeting to start the process of creating an Activity Plan after we met for a final meeting with our Strategic Planning Consultants. This plan will be a detailed outline of specific steps and tasks needed to achieve short-term goals. It will focus on the "how" and "who" of implementing the strategies for our long-term goals.

Our Sunshine Committee just had their 1-year anniversary. We are opening up the committee for new members and allowing members to step down.

Our Technical Services Manager will be attending a professional development workshop at the Morris Area Public Library on book repair and protection.

Other:

Had a meeting with a couple people from the Kendall County Administration about the progress of the Broadband project the county is currently undertaking. We discussed ways we could work together to provide programs and services for our un/underserved in the community.

In 2023, the Illinois Office of the Secretary of State included \$5 million in their budget for an e-resource package that would be available without charge to all Illinois communities. The program was said to be administered by the Illinois State Library (ISL). ISL is a department of the Office of the Secretary of State. Fast forward to August 2024, that said e-Resource package is now posted on our website for our community to utilize. <https://www.yorkville.lib.il.us/databases/>

The FOL officers met to discuss the future of the Mini Golf FUN Raiser with the absence of our shared Community Engagement and Marketing Coordinator. They sent out a survey to all FOL members looking for their feedback. More discussion will follow after the Used Book Sale.

We hosted the monthly Yorkville Area Chamber of Commerce – Business Women Connect breakfast meeting. There were 42 people in attendance.

The Vocational Education Coordinator for Y115 reached out to bring over 4 students daily this semester to clean shelves, organize kids' area, stamping cards, shredding, and general light work. They were a big help to us last year and we look forward to having them back.

Meetings & Events Attended:

8/1 – SAIL Directors Meeting	8/19 – Strat Plan implementation meeting
8/2 – Meeting with Kendall Co Administrator	8/19 – FOL Board meeting
8/7 – RAIL webinar “The Safe Library”	8/20 – Chamber Business Women Connect
8/12 – FOL meeting	8/22 – GOLD Directors Meeting
8/12 – Manager meeting	8/22 – ALA webinar on Generative AI
8/12 – Meeting with TBS	8/22 – Meeting with TBS
8/12 – Personnel Committee Meeting	8/27 – 8/30 – Set up for FOL UBS
8/12 – Board meeting	8/28 – RAIL webinar Creating accessible pdfs
8/17 – Staff Party	8/29 – Meeting with Y115 about parking signs
8/19 – Admin meeting w/City	8/31-9/1 – FOL Used Book Sale

AUGUST 2024 YOUTH PROGRAMS

Name of Program	Age 0-5	Age 6-11	Age 12-18	Adult	All Ages	At Library	Off Site	Attendance
Get Ready for Kdg	20			7		x		27
Drop in Story (5)					155	x		155
3d Print- in person		7	7			x		14
Window Art	5	7	1			x		13
All things Gnome		11	7	7		x		25
Family Fort Night					29	x		29
Color with the Cops					54	x		54
Beautiful Oops	2	16	3	6		x		27
Book Club 1-2		8				x		8
Book Club 3-5		4				x		4
Books for BINGO					69	x		69
Chalk the Walk	6	5		9		x		20
LEGO Kits	3	11	4			x		18
Creek Stomp (2)					67		x	67
Storybook Yoga	2	8		9		x		19
4-H Science Explorers						x		0
Junior Threads	2	5	1	3		x		11
Tots and Toddlers	21			18		x		39
Read with Paws	3	16	1	13		x		33
Mommy and Me Yoga	8			7		x		15
Artful Beginnings	16			15		x		31

TOTAL PROGRAMS 26
TOTAL ATTENDANCE 678

+8 passive programs with 1230 attending (Escape Room, Makerspace, Coloring Pages, Scavenger Hunt (X2), 3d Print (virtual), Spanish Story Time (virtual))

AUGUST 2024 ADULT PROGRAMS:

8/1	Chair Yoga	26	8/14	WorkNet Batavia	3
8/1	Dungeons & Dragons	11	8/15	Tech Help for Seniors	3
8/1	ELL PM	4	8/15	Chair Yoga	25
8/2	Roaming Readers	4	8/15	Dungeons & Dragons	12
8/3	ELL AM	2	8/15	ELL PM	4
8/5	ELL AM	2	8/15	Men's Book Club	9
8/5	ELL PM	2	8/16	Roaming Readers	3
8/6	ELL AM	4	8/17	ELL AM	4
8/6	ELL PM	6	8/17	Genealogy	2
8/6	Threads & More	8	8/19	ELL AM	3
8/6	Books & Cooks	8	8/19	Healthy Cooking	22
8/7	ELL AM	3	8/19	ELL PM	-
8/8	Chair Yoga	28	8/21	Safe & Secure Online	12
8/8	Dungeons & Dragons	11	8/21	Thriller Book Club	10
8/8	ELL PM	-	8/22	Chair Yoga	25
8/10	ELL AM	2	8/22	Dungeons & Dragons	11
8/12	ELL AM	2	8/22	ELL PM	3
8/12	ELL PM	-	8/24	ELL AM	3
8/13	Dabblers AM	9	8/26	Movie Madness	12
8/13	ELL AM	2	8/26	Horror Book Club	10
8/13	ELL PM	3	8/27	Creative Writing	11
8/13	Dabblers PM	9	8/28	WorkNet Batavia	2
8/14	ELL AM	3	8/29	Dungeons & Dragons	11
8/14	Lunch Bunch	9			
Total Programs for the Month					59
Total Attendance					394

+6 passive programs with 90 attending (Puzzle Table, Puzzle Exchange, Chess Table, Art Wall, Poem of the Week, Summer Reading Logs)

Meeting Room Use: rentals- 5, library use- 24, zoom- 3

Board Room Use: community- 0, library- 14

Study Room Use: 102

Museum Pass: 14

Volunteers: Friends of the Library hosted our Annual Library Book Sale, and have been continuing to index the KCR Obits (this month's volunteer/s: Sands U.).

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Informational Programs

Autism Awareness

Join us for a very special event with C.A.B.S. a local group that promotes autism education and ABA therapy. There are a lot of misconceptions around ABA therapy, so this program will help dispel the myths of autism, how you get diagnosed, and what ABA therapy looks like. The program will be geared towards parents, grandparents, and friends of children with autism, or anyone who is interested in this topic.

Wednesday, September 18th @ 6:00 pm



Tech Help for Seniors



Local tech expert Steve Goodwin would like to help you with your computer, tablet, and smart phone issues. Steve will be holding one-on-one sessions of fifteen minutes each to assist with whatever problems you're having with your devices or help you learn to use your technology better.

Third Thursday of the Month
9:00 am, 9:15 am, 9:30 am, & 9:45 am

Registration required to hold your appointment.
See a librarian if you need help registering.



One Stop Career Resource Center

Get Help with the Job Hunt

workNet Batavia will be in the library for drop in career services. If you are looking for work, trying to enhance your skills, or thinking about pivoting to a new career, workNet Batavia, a non-profit career resource service, may be able to help you! Drop in to the Yorkville Public Library on select days and workNet's experienced staff will be available to assist you with one on one coaching, resume creation and enhancement, job search strategies, LinkedIn, mock interviews, and career readiness workshops.



Drop in sessions at the Yorkville Library:
August 14th and 28th and
September 4th and 25th
from 1:00 - 4:00 pm



For a complete listing of upcoming adult programs and book groups, check out the Adult Services pages on the library's website.



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

Yorkville Public Library

Adult Services

upcoming programs

Special Events, Informational Programs, Book Clubs,
Creative Outlets, & Social Groups

Sept. 2024

Upcoming Special Events

A NIGHT TO REMEMBER:

**TRUE ADVENTURES FROM A LOCAL
PARANORMAL INVESTIGATION TEAM**

Wednesday,
September 4th
@ 7:00 pm
West Suburban
Paranormal
Investigations

Join us for a special presentation from West Suburban Paranormal Investigations - one of Illinois only all-female paranormal investigations teams! The group will tell some stories about their nearly 100 local investigations, show us how their equipment works, and share audio and video evidence that they've collected over the years.



An Evening with Amy Kemp

Join Shari Chapman, founder and executive director of "We Are Called to Care" as she has an intimate conversation with Amy Kemp, author of *I See You - A Guide for Women to Make More, Have More, and Be More - Without More Work!* Amy grew up in Somonauk and has gone on to become a successful business leader, author, and thought leader. If you are a woman who wants more but is exhausted by the demands of life and work, this is for you!

A book signing will follow the interview. You can purchase books on sight or bring your own.

**Wednesday, September 25th @
6:00 pm**

Yorkville Then & Now



Yorkville Then & Now

A Look into Yorkville's Past with Thomas Milschewski

Thomas Milschewski, creator of the popular social media page Yorkville Then & Now, discusses and dives into a pictorial history of Yorkville, Illinois - gathering pictures and stories, compiling a collection of priceless memories! Started back in 2017, Thomas will discuss how he began the project, why he does it, and how he established a window into the past right here in his hometown. He will go into detail how he researches homes and the families that have lived in them overtime. Lots to see & discuss, you won't want to miss this!

Thursday, September 26th @ 1:00 pm & 6:00 pm

Programs for Foodies

Learning to Decorate Like it's a Piece of Cake

Wednesday, September 11th
@ 10:30 am

Learn to decorate beautiful cookies, cakes, and cupcakes with Bethany - a certified decorating instructor. Join Bethany to learn the basics of decoration and in no time making beautiful desserts will be a piece of cake!

Registration Required
Class is for adults 18+

A Health & Wellness Series
with Certified Health Coach,
Arianne Dickson

Your friend in
HEALTH
Embracing Real Food for Life, Together



September 18th @ 11:00 am
Live without Pain & Inflammation
November 13th @ 11:00 am
Fueling Your Body for Sustained Energy
January 15th @ 11:00 am
Healthy Eating Made Easy
March 19th @ 11:00 am
Label Reading 101

Check the library website for more details
about each class and to register.

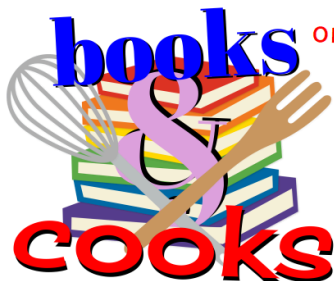


Healthy Cooking with Jess

Retirement Well-th

A monthly series on nutrition and wellness after retirement and beyond! Learn to care for yourself in your new found time. We'll talk about nutritionally dense foods, what foods that can help you feel your best, food energetics, and how to add joyful movement to your everyday. Certified Holistic Health Coach, Jess Stewart will demonstrate how easy and simple cooking healthy can be.

Mondays @ 11:30 am
July 15th
August 19th
September 16th
October 21st
November 18th
December 16th



A book club for readers who love to eat...
or is it a book club for eaters who love to read?

The Books & Cooks book club meets
one Tuesday a month to discuss
great books and share some food
inspired by the books they've read.

Next meeting: Tuesday, September 3rd @ 7:00 pm
Discussing and Eating: *Saturday Night at the Lakeside Supper Club* by J. Ryan Stradal



Creative Programs

Dabblers

Learning to Paint with Carolyn Kyle

Join us once a month at this fun new art program where participants can learn different painting techniques, different mediums, and different styles. Everyone from newbies to experienced artists are welcome to come and dabble with Carolyn.

Second Tuesday of the month.

First session at 10:00 am.

Second session at 5:30 pm

Registration required. Please register on our website
or see library staff for assistance.



Threads & More...

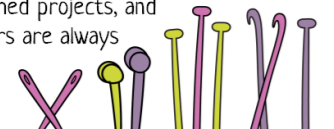
First Tuesday of every month at 10:00 am
Next meeting: September 3rd

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. New Threaders are always

welcome!



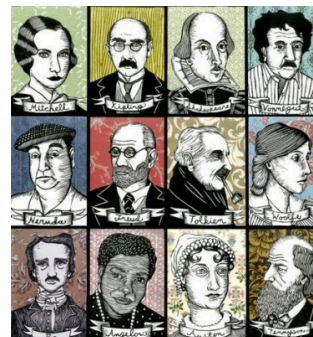
Inspired!

A celebration of Poetry & Art

Join us for the 4th Annual Inspired! A Celebration of Poetry & Art! The special event is the reveal of an art and poetry project running from May to September that pairs one artist and one poet in the creative process.

Each year we alternate who goes first and this year the artists are up! Local artists have submitted an original piece of art, and local poets have selected one of the submissions to use as inspiration for their original poem. At this event artists will reveal their artwork and the paired poet will read their Inspired! poem.

Saturday,
September 21st
@ 1:00 pm



Yorkville Creative Writing Group


Need inspiration? Do you have that creative voice inside of you? Have ideas and don't know where to go with them? Looking for a friendly community of writers? Join the Yorkville Creative Writing Group and spark your creative energies. Meetings on the 4th Tuesday of every month. New writers always welcome!!!

This month's writing prompt:
Write a character who could be described as
the king or queen of procrastination.
Tuesday, September 24th @ 7:00 pm to discuss everyone's



September

For more information on Yorkville Public Library's children's programs or to register, please visit our website at <http://www.yorkville.lib.il.us>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Friends of the Library Annual Book Sale 10:00– 3:00	2 CLOSED	3 LEGO Meet-Up 1:00– 2:00	4 Preschool Zone 10:30 Or 1:30 Registration Required	5	6 DROP IN STORY TIME 10:30 @ YPL	7
8 Window Art Sept. 9-14 Registration Required	9 BOOK CLUB (GRADE 3-5) 4:30-5:00 Registration Required	10 MOMMY & ME YOGA @10:30 Registration Required Go to College, Not into Debt WEBINAR @ 6:30pm Registration Required	11 Tots and Toddlers @ 10:30 Registration Required	Annual Family StoryWalk Event 4:30-6:30	13 DROP IN STORY TIME 10:30 @ YPL JUMPSTART SCREENING	14 Author Visit Kelly Leigh Miller 9:30 and 12:30 Registration Required SEE WEBSITE
15 	16 LEGO Kits Sept. 16-21 Registration Required *SEE WEBSITE	17 Junior Threads & More 1:00–2:00 Registration Required Evening w/ Neil Gaiman WEBINAR @ 7pm	18 Toddler Play @ 10:30 BOOK CLUB (1-2) 4:30-5:00 Registration Required	19 4-H Science Explorers (Ages 6-8) 4:30-5:00 (Ages 9-12) 5:00-5:30 Registration Required	20 DROP IN STORY TIME CHALK THE WALK 11:00 Registration Required	21 CHESS CLUB Sept. 21–Oct. 26 11:00–12:00 Registration Required *SEE WEBSITE
22 BANNED BOOK WEEK SEPTEMBER 22-28	23 BOOK CLUB (GRADE 3-5) 4:30-5:00 Registration Required	24 MOMMY & ME YOGA @10:30 Registration Required T.A.G. @ 2:45	25 BOOK CLUB (1-2) 4:30-5:00 Registration Required	26	27 DROP IN STORY TIME 10:30 @ YPL	28 Read With Paws 10:30–11:30 Contact lib for appointment time
LITERACY CENTERS: TUESDAY-FRIDAY *DROP IN*						
Teen Book Club September 17 3:00– 4:00 Registration Required *SEE WEBSITE			Facebook Spanish Story Time at 1:00 pm on Sept. 11 & 25		ESCAPE ADVENTURE This Escape Adventure is available the entire month of September. Contact the library for an appointment.	
30 Artful Beginnings- (Preschool) 10:30 Registration Required						
Farmacy Farmstand Story Time at 10:30 See website for details						

Farmacy Farmstead Story Time at 10:30

See website for details

Sept 28

JOIN US FOR A DAY OF STORIES, ART, & FUN!

**SATURDAY,
SEPTEMBER 14TH!**

ALL ARE WELCOME FOR
THIS FREE EVENT!

**RSVP
HERE!**



<https://forms.gle/FQYC1382MC4a6YcM9>

9:30AM

In-person storytime with
Kelly Leigh Miller!



FOLLOWED BY...

A book signing with Kelly!

Hardcover copies of Stella, Star Explorer
available for purchase for \$10 (cash only.)



12:30PM

In-person graphic novel presentation
& drawalong with Kelly Leigh Miller!

FOLLOWED BY...

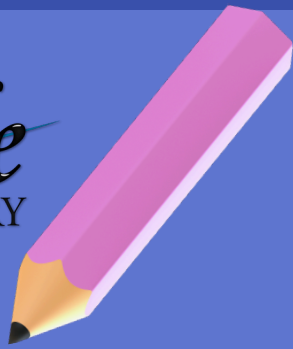
A book signing with Kelly!

Hardcover copies of Cloud Puppy available for
purchase for \$10 (cash only.)



JOIN US AT THE
YORKVILLE PUBLIC LIBRARY!
902 GAME FARM ROAD
YORKVILLE, IL 60560

HOSTED BY YORKVILLE PUBLIC LIBRARY,
IN COLLABORATION WITH Y115!



Monthly Statistics August 2024

Checkouts

2024: 8,043
2023: 8,242
Change: -2.41%

Visits

2024: 7,130
2023: 7,135
Change: -0.07%

New Cardholders Added

2024: 101
2023: 124
Change: -18.55%



Technology Stats

Digital Checkouts

2024: 2,259
2023: 1,876
Change: +20.42%

Computer Use

2024: 286
2023: 303
Change: -5.61%

Website Hits

2024: 6,326
2023: 5,750
Change: +10.02%

Events and Programs

2024: 120
2023: 83
Change: +44.58%



Events and Program Attendance

2024: 2,424
2023: 1,971
Change: +22.98%

Items Added

2024: 95
2023: 323
Change: -70.59%



H. Lost and Found Policy

The Yorkville Public Library is not responsible for the security of personal items brought into or onto the library property. Unclaimed items are managed in accordance with the following guidelines:

- Lost and Found items will be dated and stored for a period of fourteen (14) days. Reasonable attempts will be made to contact the owners (to the extent ownership is known) to reclaim their lost items. Items not claimed within fourteen (14) days become Library property. Unclaimed items will then be donated to charity or discarded.
- Unclaimed currency or equivalent will be added to the library's General Fund.
- Perishable and unhygienic items such as food, baby bottles, beverage containers and personal care items will be disposed of immediately.
- In order to protect patron privacy and limit computer security risks, library staff will **not access data** stored on flash drives, cell phones, tablets, or other electronic devices in order to determine ownership.
- Certain types of property including unclaimed identification documents, driver's licenses, wallets, laptops and cell phones will be kept in a secure location at the library. After 30 days, such items will be turned over to the Yorkville Police Department.

A person claiming an item must accurately describe it and may be required to show valid proof of identification to claim certain items, such as credit/debit cards, personal documents, and items with a value over \$50.

The library is not responsible or liable if lost items are claimed by someone other than the rightful owner.

Adopted:

When an item is found or turned over, library staff must fill out and attach a lost & found tag with the date and location the item was found, their initials, and any other relevant information.

Items that are left in the library will be disposed of in accordance with the following guidelines:

- Items that are perishable or unhygienic (food, drinks, baby bottles, dirty clothing, etc.) will be disposed of either immediately or at the end of the business day.
- General personal items (clothing, sunglasses, keys, umbrellas, canes, backpacks, tumblers, etc.) will be disposed of after 14 days.
- Credit or debit cards will be securely disposed of after 14 days.
- Personal documents will be shredded after 14 days.
- Flash drives and other storage devices will be securely disposed of after 14 days.
- Driver's licenses, passports, wallets/purses, electronic devices (e.g., cellphones, laptops, or tablets), transportation/mobility equipment (bicycles, skateboards, walkers, etc.), and other items with an assumed value of more than \$50 will be turned over to the Yorkville Police Department after 14 days.
- Unclaimed cash will be considered a donation and added to the Library's General Fund.

The Circulation Department staff, Circulation Manager, and Technical Services Manager are responsible for ensuring that lost items are properly tagged, stored, and when appropriate, disposed of or turned over to the Yorkville Police Department.



To: Board of Trustees
From: Shelley Augustine – Library Director
Date: September 1, 2024
Subject: FY25 Per Capita Grant Requirements

Each year there are certain requirements the board must fulfill related to the Per Capita Grant we apply for from the Illinois State Library. This year's requirements are the same as last year's, to review *Serving Our Public 4.0*. Over the course of the next few months, I will review the chapter checklists, sharing the library's progress towards meeting all of the standards, and those that may be part of our strategic plan for the coming year.

A full copy of *Serving Our Public 4.0: Standards for Illinois Public Libraries* has been emailed to your trustee email and also included in the packet for the Sept 9, 2024 meeting.

Chapter 1 (Core Standards): The Yorkville Public Library meets all of the core standards in this chapter.

- 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.
 - Part of our new strategic plan includes a plan for growth of services to support the expanding population (goal 3.2), and this would include updating policies and procedures with the Policy Committee and Department Managers in the coming fiscal year.

Chapter 2 (Governance and Administration): The Yorkville Public Library meets all of the standards in this chapter with the exception of:

- Library board reviews library policies on a regular basis.
 - Part of our new strategic plan includes a plan for growth of services to support the expanding population (goal 3.2), and this would include policies and procedures. We will begin to schedule 2 Policy Committee meetings each fiscal year to review and update policies.

Chapter 3 (Personnel): The Yorkville Public Library meets most of the standards in this chapter.

- Library has staffing levels that are sufficient to carry out the library's mission.
 - Goal 3.1 of our strategic plan includes cultivating organizational development to support staff and Trustees. Some of the actionable steps we will take to meet this goal are to update job descriptions, performing a staff salary study, and creating pay grades for positions.

SERVING OUR PUBLIC 4.0

STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

ILLINOIS LIBRARY ASSOCIATION 2020

Serving Our Public 4.0

Standards for Illinois Public Libraries

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

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Introduction

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

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

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

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

Acknowledgements

Members of the Task Force

Betsy Adamowski, Wheaton Public Library, Co-Chair

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

Cristy Stuepegia, LaSalle Public Library, Co-Chair

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HR Source

John Keister, John Keister and Associates

Illinois Library Association Youth Services Forum

Illinois Library Association Young Adult Services Forum

Tiffany Nash and Dan Pohrte, Product Architecture + Design

How to Use *Serving Our Public 4.0*

Overview

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

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

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

Core Standards

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

Chapter Standards

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

Checklists

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

Chapter 1 (Core Standards)

National Public Library Definition

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

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

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

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

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

Introduction

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

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

**Illinois law does also recognize contractual libraries.*

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

Illinois Public Library Core Standards

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

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

Chapter 2 (Governance and Administration)

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

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

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

Governance and Administration Standards

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

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

Governance and Administration Checklist

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

Chapter 3 (Personnel)

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

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

Personnel Standards

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

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

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

Personnel Checklist

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

Chapter 4 (Access)

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

Access Standards

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

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

Access Checklist

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

Chapter 5 (Building Infrastructure and Maintenance)

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

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

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

Building Infrastructure and Maintenance Standards

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

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

Building Infrastructure and Maintenance Checklists

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

Chapter 6 (Safety)

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

Safety Standards

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

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

Safety Checklist

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

Chapter 7 (Collection Management)

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

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

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

Collection Management Standards

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

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

Collection Management Checklist

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

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

Chapter 8 (System Member Responsibilities and Resource Sharing)

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

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

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

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

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

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

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

System Member Responsibilities and Resource Sharing Standards

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

System Member Responsibilities and Resource Sharing Checklist

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

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

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

Reference Service

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

Reference Service Standards

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

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

Reference Service Checklist

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

Reader's Advisory Service

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

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

Reader's Advisory Service Standards

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

Reader's Advisory Service Checklist

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

Chapter 10 (Programming)

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

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

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

Programming Standards

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

Programming Checklist

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

Chapter 11 (Youth/Young Adult Services)

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

All Illinois public libraries should provide services to youth.

Youth/Young Adult Services Standards

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

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

Youth/Young Adult Services Checklist

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

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

Chapter 12 (Technology)

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

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

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

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

Technology Standards

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

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

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

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

Technology Checklist

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

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

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

Chapter 13 (Marketing, Promotion, and Collaboration)

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

Marketing, Promotion, and Collaboration Standards

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

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

Marketing, Promotion, and Collaboration Checklist

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

Marketing, Promotion, and Collaboration

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

Appendices

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

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

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

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

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

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

<i>Local Government Employees Political Rights Act</i>	50 ILCS 135/1
<i>Local Government Wage Increase Transparency Act</i>	50 ILCS 155
<i>Local Records Act</i>	50 ILCS 205/1 (see also 5 ILCS 160/1)
<i>Local Government Financial Statement Act</i>	50 ILCS 305/1 (see also 30 ILCS 15/1)
<i>Governmental Account Audit Act</i>	50 ILCS 310/1
<i>Illinois Municipal Budget Law</i>	50 ILCS 330/1
<i>Investment of Municipal Funds Act</i>	50 ILCS 340/1 (see also 30 ILCS 235/1)
<i>Tax Anticipation Note Act</i>	50 ILCS 420/0.01
<i>Local Government Prompt Payment Act</i>	50 ILCS 505/1
<i>Local Government Professional Services Selection Act</i> (exempted in 720 ILCS 5/33E-13)	50 ILCS 510/0.01

Municipalities

Removal of Officer (appointed library board member)	65 ILCS 5/3.1-35-10
Levy and Collection of Taxes	65 ILCS 5/8-3-2
Time for Paying over of Tax Monies	65 ILCS 5/8-3-3
<i>Tax Increment Allocation Redevelopment Act</i> (TIF)	65 ILCS 5/11-74.4-1

Libraries

<i>Illinois Local Library Act</i>	75 ILCS 5/1-0.1
<i>Illinois Library System Act</i>	75 ILCS 10/1
<i>Public Library District Act of 1991</i>	75 ILCS 16/1
Nomination of Candidates (<i>Public Library District Act</i>)	75 ILCS 16/30-20
Ownership of Library Building	75 ILCS 16/10-45 & 75 ILCS 16/5-40
<i>Library Records Confidentiality Act</i>	75 ILCS 70/1

Public Health

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

Public Safety

<i>Firearm Concealed Carry Act</i>	430 ILCS 66/1
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Notices

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

Criminal Offenses

Theft of (Library Material)	720 ILCS 5/16-0.1 & 720 ILCS 5/16-3
<i>Official Misconduct</i>	720 ILCS 5/33-1
<i>Public Contracts Act</i> (Interference, bid rigging)	720 ILCS 5/33E-1

Civil Liabilities

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

Civil Immunities

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

Property

<i>Right of Publicity Act</i>	765 ILCS 1075/1
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Human Rights

Illinois Human Rights Act 775 ILCS 5/1-101

Business Transactions

Personal Information Protection Act 815 ILCS 530/5

Employment

Illinois Collective Bargaining Successor Employer Act 820 ILSC 10/0.01

Personnel Record Review Act 820 ILCS 40/0.01

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

Employee Credit Privacy Act 820 ILCS 70/1

Minimum Wage Act 820 ILCS 105/1

Equal Pay Act 820 ILCS 112/1

Wage Payment and Collection Act 820 ILCS 115/1

Prevailing Wage Act 820 ILCS 130/0.01

One Day Rest in Seven Act 820 ILCS 140/3

School Visitation Rights Act 820 ILCS 147

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

Workers' Compensation Act 820 ILCS 305/1

Military Related Acts

Family Military Leave Act 820 ILCS 151/1

Military Leave of Absence Act 5 ILCS 325/0.01

Public Employee Armed Services Rights Act 5 ILCS 330/1

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

Appendix B (Records to Be Retained and Disposed)

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

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

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

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

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

Appendix C (Topics Recommended for Inclusion in Board Bylaws)

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

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

Appendix D (Topics Recommended for New Trustee Orientation)

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

Appendix E (Recommended Staffing Levels)

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

Example

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

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

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

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

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

Appendix G (Recommended Hours of Service by Population)

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

*Open Sunday, September through May

**Open Sunday all year

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

Appendix H (Topics Recommended for Collection Management Policy)

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

Appendix I (Collection Management Worksheet)

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

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

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

Supplies:***Cost:***

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

User library cards _____

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

Staffing:***Cost:***

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

Collection development/ordering staff _____

Cataloging staff _____

Circulation staff _____

ILL staff _____

Book page or shelver _____

Training for staff _____

Appendix J (New Facility Planning)

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

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

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

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

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

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

Appendix K (Facility Management Checklists)

Ongoing Building Maintenance Checklist

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

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

Building Periodic Repair Checklist

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

Capital Project Checklist

*Warranties and professional consultation should determine capital project items.

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

Capital Asset Plan Item List

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

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

Environmentally Friendly Components

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

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

Glossary (including acronyms)

24/7/365

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

ADA

Americans with Disabilities Act. www.ada.gov

Adaptive Technologies

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

ALA

American Library Association. www.ala.org

Appropriation

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

Audit

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

Authentication

Authentication is the verification of an individual's identity.

Back Door Referendum

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

Backbone

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

Blog

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

Boundaries (Library)

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

Broadband

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

Budget

A plan for conforming expenditures to income.

Bylaws

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

CARLI

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

Cataloging

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

CD-ROM

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

C.F.R.

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

Classification

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

Collection Management

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

Conditioned Power

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

Conflict of Interest

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

Cooperative Collection Development

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

Corporate Authority

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

CREW

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

Distribution Closet

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

Download

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

EEOC

Equal Employment Opportunity Commission. www.eeoc.gov/

E-Rate

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

FICA

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

Firewall

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

FTE

Full-time equivalent; full-time employee.

Hardware

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

Hub

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

HVAC

Heating Ventilating Air Conditioning.

ILA

Illinois Library Association. www.ila.org

ILCS

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

Ill. Comp. Stat. Ann.

Illinois Compiled Statutes Annotated. Published by LexisNexis.

ILLINET

Illinois Library and Information Network.

ILLINET INTERLIBRARY LOAN CODE

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

IMRF

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

Interlibrary Loan

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

Internet

Internet is an international network of computer networks.

I-Share

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

LAN

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

LLSAP

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

MARC

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

MLS/MLIS

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

Nonresident Fee Cards

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

OCLC

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

OPAC

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

Open Captioning

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

Open Meetings Act

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

OSHA

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

PLA

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

Podcast

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

Premises Wiring

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

Reciprocal Borrowing

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

Referendum

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

Remote Access

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

Riser (Management)

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

Router

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

RSS Feeds

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

Server

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

Software

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

Structured Cabling

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

System Integrator (SI)

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

TDD

Telecommunications Device for the Deaf. See TTY.

TRS

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

TTY

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

United for Libraries/ALTAF

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

U.S.C.

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

Virtual Private Network (VPN)

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

Virtual Reference

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

Voice Relay

See TRS.

WAN

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

Website

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

Wi-Fi

Wireless networking technology.

Wiki

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

Wikipedia

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

Wire Management

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



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