

Agenda
Yorkville Public Library
Board of Trustees Meeting
August 11, 2025, at 7:00 P.M.
Michelle Pfister Meeting Room
902 Game Farm Road

1. Roll Call
2. Recognition of Visitors
3. Amendments to the Agenda
4. Presentations
5. Approval of Minutes
6. Correspondence
7. Public Comment
8. Friends of the Library Report
9. Staff Comment
10. Report of the Treasurer: Financial Statement
 Approve Payment of Bills
11. Report of the Library Director
12. City Council Liaison
13. Standing Committees: Policy Personnel – report on 7/29/25 meeting
 Physical Facilities Finance
14. Unfinished Business:
15. New Business: Disaster Plan Update
 Full Time Marketing Position
 Review of new Illinois Public Library Standards
16. Other
17. Executive Session: (if needed)
 1. 1 For the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
18. New Business (continued)
19. Adjournment

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Yorkville Public Library
Board of Trustees Meeting
Monday, July 14, 2025 7:00pm
Michelle Pfister Meeting Room
902 Game Farm Road, Yorkville, IL

The Board of Trustees meeting was called to order at 7:00pm by Board Secretary Jason Hedman, roll was called and a quorum was established.

Roll Call:

Ryan Forristall-yes, Sharon Mix-yes, Valerie Burd-yes, Tara Schumacher-yes, Jason Hedman-yes, Jackie Milschewski-yes

Absent: Theron Garcia, Wendy Gatz, Keri Pesola

Staff Present:

Library Director Shelley Augustine

Others Present:

Friends of Library President Kathi Bell

Recognition of Visitors:

Staff and guest were recognized.

Amendments to the Agenda: None

Presentations: None

Approval of Minutes: June 9, 2025 Personnel Committee and June 9, 2025 Board of Trustees Moved by Mr. Hedman and seconded by Ms. Schumacher to approve the minutes as presented. Roll call: Forristall-yes, Mix-yes, Burd-yes, Schumacher-yes, Hedman-yes, Milschewski-yes. Carried 6-0.

Correspondence:

Ms. Augustine reported a letter received from the Secretary of State stating the award of the per capita grant in the amount of \$31,761.18. She noted this is \$200 less than the amount last year.

Public Comment: None

Friends of the Library Report:

Ms. Bell said 10 members marched in the July 4th parade. She also reported the following. Volunteer positions have been filled for the upcoming book sale, treasurer's report reflects a balance of \$31,811.26—some of which is encumbered, a \$3,000 anonymous donation for meeting room chairs was received and the Friends added another \$2,000. The Panera fundraiser netted \$275.81—the most successful fundraiser at the Yorkville location. The Friends group continues to look at possible fundraisers, a membership drive will be held in September, local banks will be invited to join the Friends, web page and brochure are being updated and there are volunteer opportunities in the adult and children's departments.

Staff Comment: None

Report of the Treasurer:

Financial Statement

Treasurer Milschewski reported nothing outstanding for this month and entertained a motion to pay the bills as follows with a second by Ms. Schumacher.

Payment of Bills

Accounts Payable:	\$21,158.54
Payroll:	\$44,935.48
Total:	\$66,094.02

Roll call: Mix-yes, Burd-yes, Schumacher-yes, Hedman-yes, Milschewski-yes, Forristall-yes. Carried 6-0.

Report of the Library Director:

Ms. Augustine reported the following:

1. She listed the many programs being presented this week alone and gave kudos to the adult & kids' departments.
2. The engineer provided a punchlist of chiller items to be finished. Money is still owed but will not be paid until all items are done.
3. Managers' evaluations finished, will begin one on one's with managers for feedback, support, etc.
4. Finished IPLAR report and sent to state. Also sent report to city to be presented at the July 22nd City Council meeting.
5. Attended ICN (Illinois Century Network) webinar hosted by RAILS. It provides low-cost internet for public libraries. She signed an agreement to join consortium and requested more information. This will replace Metronet service and also, ICN will file for e-rate funds. (Library pays a consultant for e-rates now.)
6. Director thanked Friends for the Panera fundraiser.

City Council Liaison: None

Standing Committees: None

Unfinished Business:

Discussion/Approval of Meeting Room Chairs Purchase

Last month a quote for a meeting room chair purchase was presented and the Board discussed the details. They asked about a warranty and where the product was actually made. Ms. Augustine found that there is a lifetime warranty and the chairs are assembled in Green Bay, Wisconsin. A price increase will take effect on September 3rd. Ms. Augustine noted the Friends are donating \$5,000 towards this purchase. There is an installation price of \$1,875 for the delivery driver to unload, unpack cartons, bring chairs into the library and remove cartons and trash. If staff or volunteers are able to perform these tasks, that charge would be removed. The Friends have agreed they can complete these tasks. Ms. Augustine noted the surcharge is the first tariff she has encountered. Mr. Hedman asked if the money for this purchase is in the budget. Ms. Augustine replied the money is in "Gifts and Memorials". Ms. Schumacher asked about the delivery time. It is 6-8 weeks and the library would receive advance notice to accommodate the Friends volunteers.

Mr. Hedman made a motion to approve the purchase of new chairs not to exceed an amount of \$20,918.86. Ms. Milschewski seconded the motion. Roll call: Mix-yes, Burd-yes, Schumacher-yes, Hedman-yes, Milschewski-yes, Forristall-yes. Carried 6-0.

New Business:

Election of Officers and Set Committees

Mr. Hedman reminded the Board that the process of election of officers had begun last month with nominations and that the process would be closed out with the formal election of the officers at this meeting. The current

President, Theron Garcia, reviewed the committees and they will remain the same for the coming fiscal year.

Mr. Hedman reiterated the slate of officers nominated at last month's Board meeting and they are as follows:

President: Theron Garcia
Vice-President: Keri Pesola
Secretary: Jason Hedman
Treasurer: Jackie Milschewski

He called for a roll call vote for each Officer and said that Officers would assume their duties after the close of this meeting.

Roll Call Vote for Theron Garcia for President:

Burd-yes, Schumacher-yes, Hedman-yes, Milschewski-yes, Forristall-yes, Mix-yes. Carried 6-0.

Roll Call Vote for Keri Pesola for Vice-President:

Schumacher-yes, Hedman-yes, Milschewski-yes, Forristall-yes, Mix-yes, Burd-yes. Carried 6-0.

Roll Call Vote for Jason Hedman for Secretary:

Hedman-yes, Milschewski-yes, Forristall-yes, Mix-yes, Burd-yes, Schumacher-yes. Carried 6-0.

Roll Call Vote for Jackie Milschewski for Treasurer:

Milschewski-present, Forristall-yes, Mix-yes, Burd-yes, Schumacher-yes, Hedman-yes. Carried: 5 yes, 1 present

Approve Bid for LED Project

Director Augustine said 2 bids for the LED project were received by the June 30th deadline. She recommended the bid and contract be awarded to Verde with the lower price of \$57,203.79 (after incentives). The other bid was \$79,900. She said Verde submitted a complete bid and met all of the Library's requirements in the bid specifications, represented the best value and the library has a positive relationship with Verde. She said they will work with minimal disruption to the library operations. Verde signed a rider from the attorney and their actual bid starts on page 89 of the library packet. The ComEd incentives are on page 110. They will not be subcontracting the work—they will be performing the work themselves. They also provided many other documents including a breakdown of costs and liability insurance.

Mr. Hedman asked how any overrun costs would be addressed including any tariffs assessed between the time of this document and the signing of the agreement. Ms. Augustine said it is in the agreement. The amount budgeted for this LED project was \$55,000.

Trustees Hedman and Milschewski, respectively, moved and seconded to move forward with approving the bid submitted by Verde for the total amount of \$60,122.97 with an estimated incentive from ComEd of \$2,919.18 to be subtracted.

Roll call: Milschewski-yes, Forristall-yes, Mix-yes, Burd-yes, Schumacher-yes, Hedman-yes. Carried 6-0.

Other:

Ms. Augustine said the Personnel Committee will meet on Tuesday, July 29th at 6pm.

Executive Session: None

Adjournment:

There was no further business and the meeting adjourned at 7:35pm on a motion by Mr. Hedman and second by Ms. Milschewski. Unanimous voice vote of approval.

Minutes respectfully submitted by Marlys Young, Minute Taker

DRAFT

Yorkville Public Library
Personnel Committee Meeting
Tuesday, July 29, 2025 6:00pm
Yorkville Public Library-Board Room
902 Game Farm Road, Yorkville, IL

The Personnel Committee meeting was called to order at 6:00pm by Chairwoman Theron Garcia.

Roll Call of Committee Members:

Ryan Forristall-yes, Theron Garcia-yes, Sharon Mix-yes, Keri Pesola-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 Director's annual performance evaluation.

Executive Session:

Chairwoman Garcia made a motion at 6:01pm 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. Ms. Pesola seconded the motion.

Roll call: Garcia-yes, Mix-yes, Pesola-yes, Forristall-yes. Carried 4-0.

The Session concluded at approximately 6:25pm on a motion and second by Ms. Garcia and Ms. Mix, respectively. Roll call: Mix-yes, Pesola-yes, Forristall-yes, Garcia-yes. Carried 4-0. The Committee returned to the regular session of the Personnel Committee meeting at about 6:26pm.

New Business cont.

Chairman Garcia said the evaluation is now completed and it will be presented at the next Board of Trustees meeting.

There was no further business and the meeting was adjourned at 6:26pm on a motion and second by Ms. Garcia and Ms. Pesola, respectively.

Minutes respectfully submitted by
Marlys Young, Minute Taker

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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900166	FNBO	FIRST NATIONAL BANK OMAHA			07/25/25		
	072525-J.BEHLAND	06/30/25	02	STORAGE RENTAL		** COMMENT ** INVOICE TOTAL:	308.00 *
	072525-J.GALAUNER	06/30/25	01	BSN#929898056-PITCHING MOUND	79-790-56-00-5646		1,510.00
			02	BSN#929917521-SUMMER B-BALL	79-795-56-00-5606		2,525.00
			03	SHIRTS	** COMMENT **		
					INVOICE TOTAL:		4,035.00 *
	072525-J.JACKSON	06/30/25	01	O'REILLY#326645-HEATER FITTING	52-520-56-00-5628		6.04
			02	GRAPER SALES-RADIATOR REPAIR	52-520-54-00-5490		2,309.26
			03	MENARDS#061825-TRASH CAN	52-520-56-00-5620		4.99
			04	MENARDS#060325-NIPPLES	52-520-56-00-5620		19.11
			05	MENARDS#061025-COUPILING, TEES,	52-520-56-00-5620		22.60
			06	BUSHING, NIPPLES	** COMMENT **		
					INVOICE TOTAL:		2,362.00 *
	072525-J.JENSEN	06/30/25	01	MIKE & DENISES-PIZZA	01-210-54-00-5415		52.51
			02	CIRCLE K-BUG SPRAY	01-210-56-00-5620		32.24
			03	FLORAL EXPRESSIONS-FLORAL	01-210-56-00-5650		66.90
			04	ARRANGEMENT-DENSBERGER	** COMMENT **		
					INVOICE TOTAL:		151.65 *
	072525-J.NAVARRO	06/30/25	01	GRAINGER-KEYSTONE JACK	24-216-56-00-5656		15.00
			02	TEE JAY-BACK ENTRANCE DOOR	24-216-54-00-5446		2,876.00
			03	SWINGS	** COMMENT **		
			04	HOME DEPO-WALL PLATE,NUT	24-216-56-00-5656		54.88
			05	DRIVER, WIRE STRIPPER	** COMMENT **		
			06	AMAZON-TRASH BAGS	24-216-56-00-5656		310.44
			07	AMAZON-TOILET SEAT COVER,	24-216-56-00-5656		122.05
			08	TOILET SEAT COVER DISPENSER	** COMMENT **		
			09	HOME DEPO-BATTERIES	24-216-56-00-5656		19.87
			10	YORK ACE-KEYS	24-216-56-00-5656		9.18
			11	WALDENS-KEYS	24-216-56-00-5656		33.46
					INVOICE TOTAL:		3,440.88 *
	072525-J.SLEEZER	06/30/25	01	AMAZON-TREE FELLING WEDGES	01-410-56-00-5630		17.79
			02	FARM & TRAIL-MOWER WHEELS	01-410-56-00-5640		1,445.00
					INVOICE TOTAL:		1,462.79 *
	072525-J.WEISS	06/30/25	01	DOLLAR TREE-CRAFT SUPPLIES	82-000-24-00-2480		20.00
			02	AMAZON-PAINT, BOOK LIGHT,	82-000-24-00-2480		73.42
			03	WRITBANDS	** COMMENT **		
			04	GROUND EFFECTS-MEXICAN PEBBLES	82-000-24-00-2480		12.38
			05	AMAZON-SPINNERS	82-000-24-00-2480		8.03
					INVOICE TOTAL:		113.83 *

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900166	FNBO	FIRST NATIONAL BANK OMAHA			07/25/25		
	072525-M.MCGREGORY	06/30/25	03	MENARDS#062425-WRENCHES,		51-510-56-00-5630	76.97
			04	RATCHET SET		** COMMENT **	
			05	MENARDS#061725-CAUTION TAPE		51-510-56-00-5620	29.97
				INVOICE TOTAL:			261.85 *
	072525-M.NELSON	06/30/25	01	SP FORENSICS-SWABS		01-210-56-00-5620	62.80
				INVOICE TOTAL:			62.80 *
	072525-M.SENG	06/30/25	01	MCCULLOUGH-SHEAVE DRIVE		01-410-56-00-5640	33.98
			02	MENARDS#060325-HOSE BARB, HOSE		01-410-56-00-5620	80.12
			03	CLAM, HOSE		** COMMENT **	
				INVOICE TOTAL:			114.10 *
	072525-M.WARD	06/30/25	01	AMAZON-BOOKS		82-820-56-00-5686	44.59
			02	AMAZON-BOOKS		82-820-56-00-5686	45.22
			03	MICHAELS-CUTTING TOOLS, MAT		82-820-56-00-5620	39.46
				INVOICE TOTAL:			129.27 *
	072525-P.LANDA	06/30/25	01	AHW#12158898-DIODE		79-790-56-00-5640	22.30
			02	AEC SUPPLY-NON-WOVEN FABRIC		25-225-60-00-6010	650.00
			03	MENARDS#062525-CAR REFRIGERANT		79-790-56-00-5640	9.98
			04	MENARDS#062425-GAS CAN,FILTER,		79-790-56-00-5640	77.95
			05	STOP LEAK		** COMMENT **	
			06	MENARDS#061825-BOLT, BATTERIES		79-790-56-00-5640	75.12
			07	THREADLOCKER		** COMMENT **	
			08	MENARDS#053025-WASHERS		79-790-56-00-5640	7.16
			09	MENARDS#053025-CORNER BRACES		79-790-56-00-5640	26.93
			10	MENARDS#060625-NUTS,WASHERS,		79-790-56-00-5640	18.45
			11	BOLTS		** COMMENT **	
			12	MENARDS#060525-SQUEEGEE,		79-790-56-00-5630	74.97
			13	RATCHET BINDER		** COMMENT **	
			14	MENARDS#062525-RIVET TOOL KIT		25-225-60-00-6010	12.99
			15	MENARDS#062025-STAKES		25-225-60-00-6010	47.80
				INVOICE TOTAL:			1,023.65 *
	072525-P.LEGENDRE	06/30/25	01	MENARDS#053025-BROOMS		52-520-56-00-5620	42.94
			02	WALGREENS-POISON IVY KIT		52-520-56-00-5620	31.38
			03	MENARDS#060425-WASHERS,BUSHING		52-520-56-00-5620	2.15
			04	JEWEL-HIGHLIGHTERS		52-520-56-00-5620	4.64
			05	MENARDS#062025-TRASH CAN,		52-520-56-00-5620	96.98
			06	GARBAGE BAGS,MOUNTING TAPE,		** COMMENT **	
			07	BUNGEEES, TOWELS, CHROME		** COMMENT **	
			08	CLEANER		** COMMENT **	
				INVOICE TOTAL:			178.09 *
	072525-P.MCMAHON	06/30/25	01	BRECHBUHLER SCALES-SCALE		01-210-56-00-5620	285.52

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900166	FNBO	FIRST NATIONAL BANK OMAHA			07/25/25		
	072525-R.MIKOLASEK	06/30/25	03	BANNER UP-NOTICE OF RIGHTS		01-210-54-00-5430	239.05
			04	SIGN		** COMMENT **	
			05	IFPCA-MEMBERSHIP APPLICATION		01-210-54-00-5411	400.00
			06	NEOGOV-ILEAP PROFESSIONAL		01-210-54-00-5462	7,369.86
			07	SUBSCRIPTION AND STANDARDS		** COMMENT **	
			08	MANUALS		** COMMENT **	
			09	PHYSICIANS CARE-PRE EMPLOYMENT		01-210-54-00-5411	639.00
			10	EXAM AND PHYSICAL		** COMMENT **	
				INVOICE TOTAL:			8,772.31 *
	072525-S.AUGUSTINE	06/30/25	01	ULINE-FOLDING TABLE DOLLY		82-820-56-00-5621	516.40
			02	THOMSON REUTERS-IL STATE BAR		82-820-56-00-5686	290.70
			03	ISSUES		** COMMENT **	
			04	CANVA-SUBSCRIPTION CHARGES		82-820-54-00-5460	120.00
			05	QUILL-COPY PAPER		82-820-56-00-5610	318.00
			06	QUILL-FACIAL TISSUE		82-820-56-00-5621	138.20
				INVOICE TOTAL:			1,383.30 *
	072525-S.DIAZ	06/30/25	01	AMAZON-COPY PAPER, FOLDERS		01-110-56-00-5610	148.67
			02	IML-CONFERENCE REGISTRATION		01-110-54-00-5412	325.00
				INVOICE TOTAL:			473.67 *
	072525-S.IWANSKI	06/30/25	01	AMAZON-RETURNED SUPPLY CREDIT		82-820-56-00-5610	-40.54
			04	AMAZON-THERMAL PAPER		82-820-56-00-5610	49.99
			05	YORK POST-POSTAGE		82-820-54-00-5452	32.93
				INVOICE TOTAL:			42.38 *
	072525-S.REDMON	06/30/25	01	DROPBOX-STORQAGE PLAN RENEWAL		79-795-54-00-5462	540.00
			02	AT&T-6/24-7/23 INTERNET FOR		79-795-54-00-5440	146.58
			03	TOWN SQUARE PARK SIGN		** COMMENT **	
			04	ARNESON#275641-MAY 2025 DIESEL		79-790-56-00-5695	21.09
			05	ARNESON#273319-MAY 2025 DIESEL		79-790-56-00-5695	30.74
			06	ARNESON#272161-MAY 2025 DIESEL		79-790-56-00-5695	40.98
			07	SMITHEREEN-MAY 2025 PEST		79-790-54-00-5495	97.00
			08	CONTROL		** COMMENT **	
			09	ARNESON#273321-MAY 2025 DIESEL		79-790-56-00-5695	141.45
			10	ARNESON#275640-MAY 2025 DIESEL		79-790-56-00-5695	225.04
			11	ASCAP-ANNUAL MUSIC LICENSE FEE		79-795-56-00-5602	449.58
			12	ARNESON#275639-MAY 2025 GAS		79-790-56-00-5695	801.97
			13	CHASEWOOD-SPRING SESSION III		79-795-54-00-5462	900.00
			14	CLASS INSTRUCTION		** COMMENT **	
			15	ARNESON#272160-MAY 2025 GAS		79-790-56-00-5695	1,060.44
			16	ARNESON#273320-MAY 2025 GAS		79-790-56-00-5695	1,107.34
			17	GOLD MEDAL#425711-FRAZIL MIX		79-795-56-00-5606	264.00
			18	GOLD MEDAL#425711BEECHER		79-795-56-00-5607	1,067.46

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900166	FNBO	FIRST NATIONAL BANK OMAHA			07/25/25		
	072525-S.SLEEZER	06/30/25	06	GROUND EFFECT#2075707-PLAYMAT		25-225-60-00-6010	1,672.00
				INVOICE TOTAL:			16,144.61 *
	072525-T.HOULE	06/30/25	01	MENARDS#061025-DAYLILLIES		79-790-56-00-5620	46.88
			02	WINDING CREEK-PLANTS		79-790-56-00-5620	250.00
			03	NAPA#390679-FILTERS		79-790-56-00-5640	44.70
			04	MENARDS#061125-UTILITY KNIFE		79-790-56-00-5620	19.99
			05	MENARDS#060225-COUPPLING, CAM		79-790-56-00-5640	12.98
			06	MENARDS#060425-HOSE BARBS		79-790-56-00-5640	23.38
			07	MENARDS#061125-LIGHT KIT,		79-790-56-00-5640	50.98
			08	ADAPTERS		** COMMENT **	
			09	MENARDS#061625-COUPPLING		79-790-56-00-5640	7.90
			10	MENARDS#061625-PCV PIPE, ELBOW		79-790-56-00-5640	32.50
			11	ADAPTERS		** COMMENT **	
			12	NAPA#390795-MOLDING		79-790-56-00-5640	6.49
			13	NAPA#391180-MOTOR OIL		79-790-56-00-5640	161.88
			14	NAPA#39030-GEAR OIL		79-790-56-00-5640	10.40
			15	HOME DEPO-COUPPLING, BATTERIES,		79-790-56-00-5620	82.75
			16	KEYPAD		** COMMENT **	
			17	MENARDS#061725- ADAPTERS,		79-790-56-00-5640	51.94
			18	ELBOWS, COUPPLING, SEALANT,		** COMMENT **	
			19	DOOR HANDLE, DAWN SOAP		** COMMENT **	
			20	AMAZON-QUICK RELEASE BELT		79-790-56-00-5640	27.99
			21	BUCKLE		** COMMENT **	
				INVOICE TOTAL:			830.76 *
	072525-T.MILSCHEWSKI	06/30/25	01	MENARDS#060525-LIGHT BULBS		82-820-54-00-5495	13.99
			02	MENARDS#060925-KEY TAGS		82-820-54-00-5495	20.11
			03	HOME DEPO-RATCHET		82-820-54-00-5495	29.97
			04	MENARDS#061725-DOOR LEVER		24-216-56-00-5656	21.99
			05	MENARDS#061825-BULBS, SCREWS		82-820-54-00-5495	16.90
			06	HOME DEPO-BULBS		24-216-56-00-5656	49.98
			07	MENARDS#061125-BLADE, DRILL BIT		24-216-56-00-5656	49.48
			08	MENARDS#061325-TIMER, HOSES		24-216-56-00-5656	270.85
			09	O'MALLEY-POLE REPAIR WELDING		24-216-54-00-5446	40.00
			10	MENARDS#062525-WEED SPRAY		24-216-56-00-5656	38.98
			11	MENARDS#061225-BEE FOAM		24-216-56-00-5656	12.98
				INVOICE TOTAL:			565.23 *
	072525-T.SCOTT	06/30/25	01	MENARDS#061725-GAS PUMP KIT		79-790-56-00-5630	399.00
			02	MENARDS#062025-DROP CLOTHS		79-790-56-00-5640	14.97
				INVOICE TOTAL:			413.97 *
				CHECK TOTAL:			130,855.03
				TOTAL AMOUNT PAID:			130,855.03

Total for all Highlighted Library Invoices: \$1,749.75

CHECK DATE: 08/11/25

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105686	AUGUSTIS	SHELLY AUGUSTINE					
	071725-MILEAGE		07/17/25	01	MONTHLY RAILS MEETING MILEAGE	82-820-54-00-5415	31.08
				02	REIMBURSEMENT	** COMMENT **	
					INVOICE TOTAL:		31.08 *
	073025-MILEAGE		07/30/25	01	DELEGATES QUARTERLY MEETING	82-820-54-00-5415	53.34
				02	MILEAGE REIMBURSEMENT	** COMMENT **	
					INVOICE TOTAL:		53.34 *
	080125		08/01/25	01	JUL 2025 MOBILE EMAIL	82-820-54-00-5440	45.00
				02	REIMBURSEMENT	** COMMENT **	
					INVOICE TOTAL:		45.00 *
					CHECK TOTAL:		129.42
105687	BAKTAY	BAKER & TAYLOR					
	2039171392		07/09/25	01	BOOKS	82-820-56-00-5686	367.88
					INVOICE TOTAL:		367.88 *
	2039171903		07/11/25	01	BOOKS	82-820-56-00-5686	938.14
					INVOICE TOTAL:		938.14 *
	2039178572		07/14/25	01	BOOKS	82-820-56-00-5686	1,230.47
					INVOICE TOTAL:		1,230.47 *
	2039188709		07/18/25	01	BOOKS	82-820-56-00-5686	557.41
					INVOICE TOTAL:		557.41 *
					CHECK TOTAL:		3,093.90
105688	DELAGE	DLL FINANCIAL SERVICES INC					
	591235183		08/01/25	01	SEPT 2025 COPIER LEASE	82-820-54-00-5462	536.75
					INVOICE TOTAL:		536.75 *
					CHECK TOTAL:		536.75

CHECK DATE: 08/11/25

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105689	LLWCONSU	LLOYD WARBER					
	10603		07/27/25	01	JUL 2025 ON SITE IT SUPPORT	82-820-54-00-5462	720.00
					INVOICE TOTAL:		720.00 *
					CHECK TOTAL:		720.00
105690	METRONET	METRO FIBERNET LLC					
	1651373-080125		08/01/25	01	AUG 2025 INTERNET	82-820-54-00-5440	124.97
					INVOICE TOTAL:		124.97 *
					CHECK TOTAL:		124.97
105691	MIDWTAPE	MIDWEST TAPE LLC					
	507435194		07/11/25	01	DVD	82-820-56-00-5685	23.24
					INVOICE TOTAL:		23.24 *
	507485475		07/21/25	01	DVD	82-820-56-00-5685	26.99
					INVOICE TOTAL:		26.99 *
					CHECK TOTAL:		50.23
105692	RAILS	RAILS					
	14783		07/18/25	01	ERead MEMBERSHIP RENEWAL	82-820-54-00-5468	1,215.00
					INVOICE TOTAL:		1,215.00 *
					CHECK TOTAL:		1,215.00
105693	TCG	TCG SOLUTIONS, INC					
	25-0245		07/01/25	01	MONTHLY HOSTED VOIP	82-820-54-00-5440	445.00
					INVOICE TOTAL:		445.00 *
					CHECK TOTAL:		445.00

UNITED CITY OF YORKVILLE
CHECK REGISTER

CHECK DATE: 08/11/25

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105694	TKELEVAT	TK ELEVATOR CORPORATION					
	3008755979		08/01/25	01	8/1-10/1 ELEVATOR MAINTENANCE	82-820-54-00-5495	625.12
					INVOICE TOTAL:		625.12 *
					CHECK TOTAL:		625.12
105695	TODAYS	TODAY'S BUSINESS SOLUTIONS INC					
	073025-56		07/30/25	01	APR-JUN 2025 FAXES	82-820-54-00-5462	46.88
					INVOICE TOTAL:		46.88 *
					CHECK TOTAL:		46.88
105696	TRICO	TRICO MECHANICAL , INC					
	15680		07/15/25	01	REPLACE ACTUATOR	82-820-54-00-5495	775.00
					INVOICE TOTAL:		775.00 *
					CHECK TOTAL:		775.00
105697	VERDE	VERDE ENERGY EFFICIENCY EXPERT					
	24369		07/29/25	01	UPFRONT PROJECT DEPOSIT	84-840-60-00-6020	28,601.90
					INVOICE TOTAL:		28,601.90 *
					CHECK TOTAL:		28,601.90
105698	YBSD	YORKVILLE BRISTOL					
	146-0-071825		07/18/25	01	04/30-06/30 SANITARY FEES	82-820-54-00-5480	144.58
					INVOICE TOTAL:		144.58 *
					CHECK TOTAL:		144.58
105699	YOUNGM	MARLYS J. YOUNG					

CHECK DATE: 08/11/25

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
105699	YOUNGM	MARLYS J. YOUNG					
	071425-LIB		07/20/25	01	07/14/25 LIB MEETING MINUTES	82-820-54-00-5462	85.00
					INVOICE TOTAL:		85.00 *
					CHECK TOTAL:		85.00
					TOTAL AMOUNT PAID:		36,593.75





UNITED CITY OF YORKVILLE PAYROLL SUMMARY July 3, 2025

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	24,087.15	-	24,087.15	1,609.34	1,789.14	27,485.63
FINANCE	14,180.38	-	14,180.38	941.58	1,048.91	16,170.87
POLICE	150,622.04	5,453.66	156,075.70	503.75	11,605.70	168,185.15
COMMUNITY DEV.	37,034.67	-	37,034.67	2,376.11	2,757.93	42,168.71
STREETS	29,445.01	-	29,445.01	1,955.14	2,175.27	33,575.42
BUILDING & GROUNDS	6,877.80	106.48	6,984.28	473.71	531.37	7,989.36
WATER	24,657.06	622.44	25,279.50	1,621.41	1,854.22	28,755.13
SEWER	17,277.98	-	17,277.98	1,147.26	1,264.85	19,690.09
PARKS	40,986.59	233.63	41,220.22	2,486.29	3,096.56	46,803.07
RECREATION	31,712.19	-	31,712.19	1,607.87	2,371.38	35,691.44
LIBRARY	20,059.69	-	20,059.69	808.60	1,477.09	22,345.38
TOTALS	\$ 396,940.56	\$ 6,416.21	\$ 403,356.77	\$ 15,531.06	\$ 29,972.42	\$ 448,860.25

TOTAL PAYROLL \$ 448,860.25



UNITED CITY OF YORKVILLE PAYROLL SUMMARY July 18, 2025

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 1,631.82	\$ -	\$ 1,631.82	\$ -	\$ 124.83	\$ 1,756.65
ALDERMAN	5,914.80	-	5,914.80	-	452.42	6,367.22
ADMINISTRATION	23,752.62	-	23,752.62	1,561.94	1,752.06	27,066.62
FINANCE	14,455.68	-	14,455.68	959.85	1,069.99	16,485.52
POLICE	150,189.90	18,167.22	168,357.12	493.79	12,496.42	181,347.33
COMMUNITY DEV.	36,254.65	-	36,254.65	2,359.50	2,677.33	41,291.48
STREETS	29,445.05	97.88	29,542.93	1,961.64	2,182.77	33,687.34
BUILDING & GROUNDS	6,984.29	-	6,984.29	463.75	519.89	7,967.93
WATER	24,980.02	1,545.79	26,525.81	1,703.82	1,949.48	30,179.11
SEWER	17,313.49	-	17,313.49	1,149.61	1,267.66	19,730.76
PARKS	40,987.26	959.99	41,947.25	2,514.13	3,121.57	47,582.95
RECREATION	28,766.18	-	28,766.18	1,594.59	2,130.76	32,491.53
LIBRARY	19,146.67	-	19,146.67	808.60	1,407.19	21,362.46
TOTALS	\$ 399,822.43	\$ 20,770.88	\$ 420,593.31	\$ 15,571.22	\$ 31,152.37	\$ 467,316.90

TOTAL PAYROLL \$ 467,316.90



YORKVILLE LIBRARY BOARD

BILL LIST SUMMARY

Monday, August 11, 2025

ACCOUNTS PAYABLE

Library CC Check Register <i>(Pages 1 - 4)</i>	07/25/2025	1,749.75
Library Check Register <i>(Pages 5 - 8)</i>	08/11/2025	36,593.75
Glatfelter - Liability Ins Installment #7	07/05/2025	1,712.04
IPRF -August 2025 Work Comp Ins	07/05/2025	1,083.28
Unimax - June 2025 Office Cleaning	07/22/2025	2,106.00
Blue Cross/Blue Shield-July 2025 EAP	07/31/2025	7.05
TOTAL BILLS PAID:		<hr/> \$43,251.87

PAYROLL

	<u>DATE</u>	
Bi-weekly <i>(Page 9)</i>	07/03/2025	\$22,345.38
Bi-weekly <i>(Page 10)</i>	07/18/2025	21,362.46
TOTAL PAYROLL:		<hr/> \$43,707.84

TOTAL DISBURSEMENTS:	<hr/> \$86,959.71 <hr/>
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ACTIVITY THROUGH FISCAL PERIOD 03

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
82-000-24-00-2480	(L)	ESCROW - MEMORIALS & GIFTS							
01		05/01/2025		BEGINNING BALANCE					53,649.98
	AP-250525MB	05/27/2025	22	DOLLAR TREE-FOL PROGRAM	FIRST NATIONAL BANK	900162	052525-J.WEISS-B	50.75	
		05/27/2025	23	AMAZON-CHORE CHARTS, FEATHERS,	FIRST NATIONAL BANK	900162	052525-J.WEISS-B	51.29	
		05/27/2025	24	AMAZON-COLORING POSTER	FIRST NATIONAL BANK	900162	052525-M.CURTIS-B	5.91	
		05/27/2025	25	AMAZON-SHEET PROTECTORS,	FIRST NATIONAL BANK	900162	052525-M.CURTIS-B	180.95	
		05/27/2025	26	AMAZON-FOOD STORAGE BAGS,	FIRST NATIONAL BANK	900162	052525-M.CURTIS-B	116.78	
	GJ-250531LB	06/02/2025	05	May 2025 Deposits					1,605.68
				TOTAL PERIOD 01 ACTIVITY				405.68	1,605.68
02	AP-250625MB	06/24/2025	256	AMAZON-SUMMER READING CLUB	FIRST NATIONAL BANK	900164	062525-J.WEISS-B	144.32	
		06/24/2025	257	AMAZON-PENCILS, PADS, WIGGLE	FIRST NATIONAL BANK	900164	062525-J.WEISS-B	55.04	
		06/24/2025	258	AMAZON-CANVASES	FIRST NATIONAL BANK	900164	062525-M.CURTIS-B	101.27	
		06/24/2025	259	ILA-WEBINAR	FIRST NATIONAL BANK	900164	062525-S.AUGUSTINE-B	325.00	
	GJ-250629LB	07/01/2025	06	June 2025 Deposits					633.65
				TOTAL PERIOD 02 ACTIVITY				625.63	633.65
03	AP-250725M	07/21/2025	364	DOLLAR TREE-CRAFT SUPPLIES	FIRST NATIONAL BANK	900166	072525-J.WEISS	20.00	
		07/21/2025	365	AMAZON-PAINT, BOOK LIGHT,	FIRST NATIONAL BANK	900166	072525-J.WEISS	73.42	
		07/21/2025	366	GROUND EFFECTS-MEXICAN PEBBLES	FIRST NATIONAL BANK	900166	072525-J.WEISS	12.38	
		07/21/2025	367	AMAZON-SPINNERS	FIRST NATIONAL BANK	900166	072525-J.WEISS	8.03	
	GJ-250729LB	08/04/2025	05	July 2025 Deposits					161.17
				TOTAL PERIOD 03 ACTIVITY				113.83	161.17
				TOTAL ACCOUNT ACTIVITY				1,145.14	2,400.50
				ENDING BALANCE					54,905.34
				GRAND TOTAL				0.00	54,905.34
				TOTAL DIFFERENCE				0.00	54,905.34

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YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2026 BUDGET REPORT
For the Month Ended July 31, 2025

ACCOUNT NUMBER	DESCRIPTION	% of Fiscal Year			Year-to-Date Totals	FISCAL YEAR 2026 BUDGET	% of Budget
		8%	17%	25%			
		May-25	June-25	July-25			

LIBRARY OPERATIONS REVENUES

<i>Taxes</i>							
82-000-40-00-4000	PROPERTY TAXES	68,407	492,122	14,115	574,644	1,066,623	53.88%
<i>Intergovernmental</i>							
82-000-41-00-4120	PERSONAL PROPERTY TAX	1,771	-	1,277	3,048	8,199	37.17%
82-000-41-00-4170	STATE GRANTS	-	-	-	-	31,977	0.00%
<i>Fines & Forfeits</i>							
82-000-43-00-4330	LIBRARY FINES	239	105	30	374	1,600	23.39%
<i>Charges for Service</i>							
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS	1,959	236	338	2,533	12,000	21.11%
82-000-44-00-4422	COPY FEES	58	529	493	1,080	2,500	43.19%
82-000-44-00-4439	PROGRAM FEES	-	2	-	2	-	0.00%
<i>Investment Earnings</i>							
82-000-45-00-4500	INVESTMENT EARNINGS	3,026	2,951	3,729	9,706	20,000	48.53%
<i>Miscellaneous</i>							
82-000-48-00-4820	RENTAL INCOME	-	-	-	-	200	0.00%
82-000-48-00-4824	DVD RENTALS	-	-	-	-	-	0.00%
82-000-48-00-4850	MISCELLANEOUS INCOME	931	275	-	1,205	4,000	30.14%
<i>Other Financing Sources</i>							
82-000-49-00-4901	TRANSFER FROM GENERAL	2,795	2,795	2,795	8,386	40,672	20.62%
TOTAL REVENUES: LIBRARY		79,187	499,015	22,778	600,979	1,187,771	50.60%

LIBRARY OPERATIONS EXPENDITURES

<i>Salaries & Wages</i>							
82-820-50-00-5010	SALARIES & WAGES	23,196	25,799	24,355	73,350	372,594	19.69%
82-820-50-00-5015	PART-TIME SALARIES	13,910	14,459	14,851	43,220	228,000	18.96%
<i>Benefits</i>							
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION	1,540	1,713	1,617	4,870	26,870	18.13%
82-820-52-00-5214	FICA CONTRIBUTION	2,724	2,965	2,884	8,573	44,467	19.28%
82-820-52-00-5216	GROUP HEALTH INSURANCE	8,540	8,651	8,338	25,529	146,954	17.37%
82-820-52-00-5222	GROUP LIFE INSURANCE	43	43	50	136	790	17.18%
82-820-52-00-5223	DENTAL INSURANCE	705	705	705	2,114	10,670	19.81%
82-820-52-00-5224	VISION INSURANCE	78	78	78	235	1,176	19.98%
82-820-52-00-5230	UNEMPLOYMENT INSURANCE	-	-	-	-	1,700	0.00%
82-820-52-00-5231	LIABILITY INSURANCE	2,795	2,795	2,795	8,386	38,972	21.52%
<i>Contractual Services</i>							
82-820-54-00-5412	TRAINING & CONFERENCES	-	-	-	-	3,000	0.00%
82-820-54-00-5415	TRAVEL & LODGING	-	94	-	94	2,500	3.77%
82-820-54-00-5426	PUBLISHING & ADVERTISING	-	-	-	-	2,500	0.00%
82-820-54-00-5440	TELECOMMUNICATIONS	125	615	170	910	8,500	10.70%
82-820-54-00-5452	POSTAGE & SHIPPING	-	25	33	58	1,500	3.85%
82-820-54-00-5453	BUILDING & GROUND CHARGEBACK	917	917	917	2,751	11,005	25.00%
82-820-54-00-5460	DUES & SUBSCRIPTIONS	-	1,500	1,125	2,625	20,000	13.12%
82-820-54-00-5462	PROFESSIONAL SERVICES	1,162	3,767	1,895	6,823	135,000	5.05%
82-820-54-00-5466	LEGAL SERVICES	-	-	-	-	2,000	0.00%
82-820-54-00-5468	AUTOMATION	-	-	6,236	6,236	27,000	23.10%
82-820-54-00-5480	UTILITIES	-	1,412	-	1,412	23,673	5.96%
82-820-54-00-5488	OFFICE CLEANING	-	2,106	2,106	4,212	26,114	16.13%
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	-	6,705	81	6,786	125,000	5.43%
<i>Supplies</i>							
82-820-56-00-5610	OFFICE SUPPLIES	-	402	327	729	7,500	9.73%



**YORKVILLE PUBLIC LIBRARY
FISCAL YEAR 2026 BUDGET REPORT
For the Month Ended July 31, 2025**

		% of Fiscal Year			FISCAL YEAR 2026		
ACCOUNT NUMBER	DESCRIPTION	8% May-25	17% June-25	25% July-25	Year-to-Date Totals	BUDGET	% of Budget
82-820-56-00-5620	OPERATING SUPPLIES	84	(575)	39	(452)	5,000	-9.04%
82-820-56-00-5621	CUSTODIAL SUPPLIES	-	-	655	655	7,000	9.35%
82-820-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	758	-	758	7,000	10.84%
82-820-56-00-5671	LIBRARY PROGRAMMING	-	30	-	30	2,000	1.51%
82-820-56-00-5683	AUDIO BOOKS	-	-	567	567	3,500	16.20%
82-820-56-00-5684	COMPACT DISCS & OTHER MUSIC	-	-	-	-	500	0.00%
82-820-56-00-5685	DVD'S	-	214	242	457	3,000	15.22%
82-820-56-00-5686	BOOKS	-	3,860	2,331	6,191	40,000	15.48%
TOTAL FUND REVENUES		79,187	499,015	22,778	600,979	1,187,771	50.60%
TOTAL FUND EXPENDITURES		55,818	79,038	72,399	207,255	1,335,485	15.52%
FUND SURPLUS (DEFICIT)		23,368	419,977	(49,622)	393,724	(147,714)	

LIBRARY CAPITAL REVENUES

84-000-42-00-4214	DEVELOPMENT FEES	17,000	8,000	8,000	33,000	50,000	66.00%
84-000-45-00-4500	INVESTMENT EARNINGS	377	357	408	1,142	750	152.32%
84-000-48-00-4850	MISCELLANEOUS INCOME	6	-	-	6	-	0.00%
TOTAL REVENUES: LIBRARY CAPITAL		17,384	8,357	8,408	34,149	50,750	67.29%

LIBRARY CAPITAL EXPENDITURES

84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	-	-	33,000	0.00%
84-840-56-00-5686	BOOKS	-	-	-	-	10,000	0.00%
84-840-60-00-6020	BUILDING IMPROVEMENTS	-	-	-	-	85,000	0.00%
TOTAL FUND REVENUES		17,384	8,357	8,408	34,149	50,750	67.29%
TOTAL FUND EXPENDITURES		-	-	-	-	128,000	0.00%
FUND SURPLUS (DEFICIT)		17,384	8,357	8,408	34,149	(77,250)	

[illegible]

1 ST PAY PERIOD	\$	20,670	\$	20,855	\$	22,345								
2 ND PAY PERIOD		20,700		24,080		21,362								
3 RD PAY PERIOD		-		-		-								
Total	\$	41,370	\$	44,935	\$	43,708	\$	-	\$	-	\$	-	\$	-



YORKVILLE PUBLIC LIBRARY
STATEMENT OF REVENUES, EXPENDITURES AND TRANSFERS
For the Month Ended July 31, 2025*

	July Actual	YTD Actual	% of Budget	FY 2026 Budget	Fiscal Year 2025 For the Month Ended July 31, 2024 YTD Actual % Change	
LIBRARY OPERATIONS FUND (82)						
<i>Revenues</i>						
Property Taxes	\$ 14,115	\$ 574,644	53.88%	\$ 1,066,623	\$ 991,641	-42.05%
<u>Intergovernmental</u>						
Personal Property Replacement Tax	\$ 1,277	\$ 3,048	37.17%	\$ 8,199	\$ 3,960	-23.04%
Federal & State Grants	-	-	0.00%	31,977	31,977	-100.00%
Total Intergovernmental	\$ 1,277	\$ 3,048	7.59%	\$ 40,176	\$ 35,937	-91.52%
Library Fines	\$ 30	\$ 374	23.39%	\$ 1,600	\$ 385	-2.79%
<u>Charges for Services</u>						
Library Subscription Cards	\$ 338	\$ 2,533	21.11%	\$ 12,000	\$ 2,270	11.58%
Copy Fees	493	1,080	43.19%	2,500	572	88.93%
Total Charges for Services	\$ 831	\$ 3,613	24.91%	\$ 14,500	\$ 2,842	27.13%
Investment Earnings	\$ 3,729	\$ 9,706	48.53%	\$ 20,000	\$ 20,319	-52.23%
<u>Reimbursements/Miscellaneous/Transfers In</u>						
Miscellaneous Reimbursements	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental Income	-	-	0.00%	200	1,130	-100.00%
Miscellaneous Income	-	1,208	30.19%	4,000	1,517	-20.40%
Transfer In	2,795	8,386	20.62%	40,672	7,230	16.00%
Total Miscellaneous & Transfers	\$ 2,795	\$ 9,594	21.38%	\$ 44,872	\$ 9,877	-2.87%
Total Revenues and Transfers	\$ 22,778	\$ 600,979	50.60%	\$ 1,187,771	\$ 1,061,001	-43.36%
<i>Expenditures</i>						
<u>Library Operations</u>	<u>\$ 72,399</u>	<u>\$ 207,255</u>	<u>15.52%</u>	<u>\$ 1,335,485</u>	<u>\$ 232,107</u>	<u>-10.71%</u>
50 Salaries	39,206	116,570	19.41%	600,594	108,189	7.75%
52 Benefits	16,468	49,843	18.35%	271,599	57,715	-13.64%
54 Contractual Services	12,563	31,907	8.23%	387,792	38,458	-17.03%
56 Supplies	4,162	8,936	11.84%	75,500	10,745	-16.84%
99 Debt Service	-	-	0.00%	-	17,000	-100.00%
Total Expenditures and Transfers	\$ 72,399	\$ 207,255	15.52%	\$ 1,335,485	\$ 232,107	-10.71%
<i>Surplus(Deficit)</i>	\$ (49,622)	\$ 393,723		\$ (147,714)	\$ 828,894	

* July represents 25% of fiscal year 2026

August Director's Report 2025

For a complete listing of all monthly programs, please visit the next few pages of the packet for a detailed description of Adult & Children's programs.

Summer Reading Program: Level Up @ YPL

Thank you to our sponsors; Mars Wrigley, Ragin Waves, Kuipers Family Farm, Kane County Cougars, McDonalds, Wendy's, Papa Johns, Joliet Slammers, Classic Cinemas, Keller's Farmstand, Paisano's Pizza & Grill, Red Robin, Maciano's Pizza, iBoba Bubble Tea, and the Friends of the Yorkville Public Library. We could not have had another successful summer without your generous help.



Library Operations:

Met with our representative from TCG Solutions. Discussed renewing our contract and upgrading our phones. Also discussed upgrading our elevator phone line to something other than a local landline.

Ted cleaned the coils on our chiller already this season because of excesses cottonwood fiber debris and not having the chiller screens installed.

Oak Brook Mechanical was here to install the chiller screens as part of the final checklist from the installation project. There are still a few items on the checklist that our Facilities Manager, Engineer, and Installer are working through.

After last week's torrential rain storms, it was evident that we are in need of gutter cleaning. This has not been performed since 3-25-24 and we are due.

Staff:

Madison and Sharyl are working on better procedures for lending laptops and hotspots. They have created better procedures and staff directives to manage the circulation and lending times.

Madison has labeled all of our adult graphic novels with a red neon sticker for easier sorting and reshelving. She is also working to grow the graphic novel collection and fill in gaps.

Mike is working to partner with a local organization on an AI program and with the YHS Marching Band on a program in the fall.

Jennette is researching signing up for ABC Mouse, a digital education program for children aged 2-8. She is also looking into creating a type of community scavenger hunt for next summer.

We have registered 19 staff members to attend the PUG day conference in East Moline on Friday, September 26. We will be taking 4-5 vehicles for the days trip.

Other:

I attended the Kendall County Health Department Community Partner Assessment workshop at Whitetail Ridge.

The Kendall County Health Department is looking for feedback from people who live and work in Kendall County. They are conducting a Community Health Improvement Survey to learn more about its people, strengths, challenges, and needs. This survey will allow them to pinpoint 3 most important health priorities, assess available resources, identify existing challenges, and explore ways to enhance public health for stronger community support. We have shared this information throughout the library and on our social media sites. You can access the survey here: <https://tinyurl.com/KCHD25Survey>

I will be attending the annual ILA Conference Oct 14-16.

I have contacted the fire department about renewing our training on CPR/AED for our staff. We will be scheduling 2 training sessions for some time in October.

I have also been in contact with the Kendall County Health Department about training on the use of Narcan for our staff. We are looking to conduct the training sometime in the fall.

Our E-rate consultant has submitted a bid for replacement of our switches in the server room. We have 3 bids that have been received and will need to look them over and award a bid winner.

The Illinois Governor signed a number of bills into law on Friday, August 1st, including the following that affect local governments:

[HB 42](#) - Authorizes library boards to charge nonresident library fees on a quarterly or biannual basis, rather than in one lump sum.

[HB 1910](#) - Requires libraries to maintain a supply of opioid antagonists and have at least one employee trained to identify the signs of opioid overdose present at the library during operating hours to administer an antagonist. Effective January 1, 2026. As was reported previously, this bill only amends the Local Library Act and does not amend the Library District Act.

Meetings attended:

- **Mon, July 7 ó Administration Department Meeting**
- **Thurs, July 10 ó Kendall Co. Health Dept Community Partner Assessment all day workshop**
- **Mon, July 14 ó Friends of the Library Meeting**
- **Mon, July 14 ó Board of Trustees Meeting**
- **Tue, July 15 ó Chamber of Commerce ó Hosted Business Women Connect meeting**
- **Tue, July 15 ó Monthly managers meeting**
- **Thurs, July 17 ó RAILS SAIL Directors Meeting**
- **Tue, July 22 ó One-on-one Technical Services Manager meeting**
- **Wed, July 23 ó RAILS Generative AI in Libraries webinar**
- **Mon, July 28 ó Administration Department Meeting**
- **Wed, July 30 ó Quarterly PrairieCat Delegates Assembly Meeting**

JULY 2025 YOUTH PROGRAMS

Name of Program	Age 0-5	Age 6-11	Age 12-18	Adult	Attendance
Amazing Race		10	12	14	36
Life size Candyland	33	33	34		100
Kids Yoga(2)		25			25
Spanish Story Time	3	4	1	2	10
Window Art	2	7	3		12
Book Club (1-2 grade)		8			8
Quilling - sharks	2	16	3		21
Stories in the Park (2)	12	24	3	21	60
Crafternoon	8	15	2		25
Drop in Story Time (3)	58	50			108
Library Intern (3)			3		3
Science Explorer (age 6-8)		12			12
Science Explorer (age 9-12)		11			11
Bubble Fun	8	16	3	21	48
Art with Averin	3	18	3		24
Mr Freeze	27	25	25		77
Book Club (grades 3-5)		12			12
Library Boat Race	15	15	7		37
Lego Kits	6	13	7		26
Artful Beginnings	19			18	37
Toddler Play	17	4		12	33
Fort Night	15	15	4		34
Beautiful Oops		13			13
Minecraft Cookie Decorating		12	11		23
3D Printing (in person)		4			4
Read with Paws	3	8	4	11	26
Books for Bingo	25	25	7		57
Dungeons and Dragons (3)		21			21
TOTALS	256	416	132	99	903
Summer Reading Program	503	521	504		1528

TOTAL PROGRAMS 36
TOTAL ATTENDANCE
903

+7 passive programs with 2238 attending (Escape Room, Makerspace, Coloring Pages, Scavenger Hunt, YA Puzzle, 3d Print (virtual), FB Spanish Storytime)

JULY 2025 ADULT PROGRAMS

7/1	Threads & More	14	7/17	Dungeons & Dragons	6
7/1	Mindful Movement	15	7/17	Men's Book Club	9
7/1	Books & Cooks	6	7/18	Roaming Readers	4
7/2	Magic the Gathering	6	7/19	Woodturning 101	26
7/3	Chair Yoga	-	7/21	Healthy Cooking	18
7/3	Dungeons & Dragons	9	7/22	Mindful Movement	14
7/8	Dabblers AM	15	7/22	Creative Writing	10
7/8	Dabblers PM	18	7/23	Art for Everyone	20
7/9	Lunch Bunch Book Club	14	7/23	Magic the Gathering	4
7/9	Magic the Gathering	6	7/24	Chair Yoga	28
7/10	Chair Yoga	30	7/24	Dungeons & Dragons	7
7/10	Dungeons & Dragons	9	7/25	Computer Class for Seniors	6
7/15	Mindful Movement	14	7/28	Monday Movie	14
7/16	Magic the Gathering	5	7/28	Horror Book Club	9
7/16	Thriller Book Club	10	7/29	Mindful Movement	16
7/17	Tech help for Seniors	5	7/30	Magic the Gathering	4
7/17	Chair Yoga	28	7/31	Chair Yoga	25
ELL	All dates AM (20) and PM (9)	120	7/31	Dungeons & Dragons	5

TOTAL PROGRAMS 65
TOTAL ATTENDANCE 540

+9 passive programs with 185 attending (Puzzle Table, Puzzle/Game Swap, Chess Table, Art Wall, Poem of the Week, Adult Coloring Table, The Hub, Interactive Displays, Summer Reading (18))

Meeting Room Use: rentals- 1 , library use- 27, zoom-

Board Room Use: community- 1 , library- 13

Study Room Use: 107

Museum Pass: 22

Volunteers: Friends are continuing to index the KCR Obits (this month's volunteer/s: Nancy.)

Adult Reference Desk Transactions: 102 Adult Desk One-on-One tutorials: 130

YORKVILLE STATISTICS FOR FY26													PRAIRIECAT												
													Items borrowe												
													Items lent d from												
													to other libraries												
													Reciprocal Borrowers												
													atYorkville												
													Items added												
													Patrons added												
MAY	1917	7157	6141	1016	315	1876	5630	559	1503	357	94	108													
JUNE	2313	10214	8962	1252	293	2104	7869	600	1677	436	356	179													
JUL	2115	10129	8607	1522	363	2096	8623	669	1752	472	272	152													
AUG																									
SEP																									
OCT																									
NOV																									
DEC																									
JAN																									
FEB																									
MAR																									
APR																									
Totals																									
CIRCULATION TOTAL		ADULT	JUV.	YA	TOTAL						Books	Videos	Audios	Mag	other	Total Circs									
(use of resources)																									
	ANCESTRY		E-READ IL (boundless)			OMNI (libby)				OCLC															
	SEARCHES	HITS	E-BOOK	E-AUDIO	USERS	E-BOOK	E-AUDIO	USERS	VIDEO	LENT	BORROWED														
MAY	36	104	64	250	99	974	1191	579		15	19														
JUN	ERROR	ERROR	95	278	108	998	1144	573		16	14														
JUL	ERROR	ERROR	97	278	111	942	1236	553		17	3														
AUG																									
SEP																									
OCT																									
NOV																									
DEC																									
JAN																									
FEB																									
MAR																									
APR																									
Totals																									

[illegible]

Be a Part of What's Going on at the Library

Yorkville History

Calling local history buffs!



Our digital magazine needs interesting ideas & fun stories about Yorkville's past.

Yorkville Photos

Calling local photographers!



Have a great picture of Yorkville you're willing to share? Submit it to be the cover image for our digital magazine!

Love @ the Library

Calling local musicians!



Have a band? Play solo? Need an audience? We got you.

YPL Poem of the Week

Calling local poets!



Submit to share your poetry with the community

Local Artist Wall

Calling local artists!



Our art gallery features the work of local artists

We are always looking for people with great stories and talent to share. If you are a local history buff, photographer, musician, poet, or artist and you would like to be a part of what's going on at the library, please contact Mike at mcurtis@yorkville.lib.il.us

Tech Help Helpers



Are you good with technology? Would you be willing to lend a hand at our Senior Computer classes?

THESE ARE THE PEOPLE IN YOUR NEIGHBORHOOD



Do you have a unique job? An interesting hobby? Cool stories to tell? If so, be part of our new "People in Your Neighborhood" series.



Join the Friends of the Library to help support the mission of the library.

Art for Everyone Assistants



Can you help assist the artists in our inclusive art program?

English Language Tutors



Can you donate an hour a week to help new neighbors learn English?

If you are interested in any of these adult volunteer opportunities, please contact Mike at mcurtis@yorkville.lib.il.us

For more about what's going on at the Yorkville Public Library, read *The Hub*, a digital magazine about the people in your neighborhood.



Yorkville Public Library

902 GAME FARM RD,
YORKVILLE, Illinois 60560
630-553-4354

www.yorkville.lib.il.us/

What's Going On at the Library?

August 2025

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

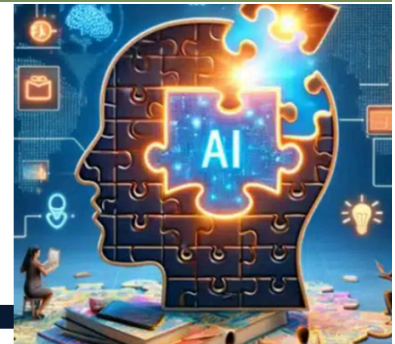
August Special Events

Embracing A.I.

Feeling overwhelmed or scared by the buzz around AI? This informative event is designed for any age and just for you! Todd Thorson of TANJ Cybersecurity and Technology will demystify artificial intelligence, showing you practical ways to integrate it into both your professional and personal life. From enhancing productivity at work to simplifying everyday tasks at home, discover how AI can become your helpful sidekick. Join us for an engaging session filled with easy-to-follow tips, real-life examples, and an interactive Q&A to ensure you leave feeling confident and excited about the possibilities.

Monday, August 18th @ 5:00

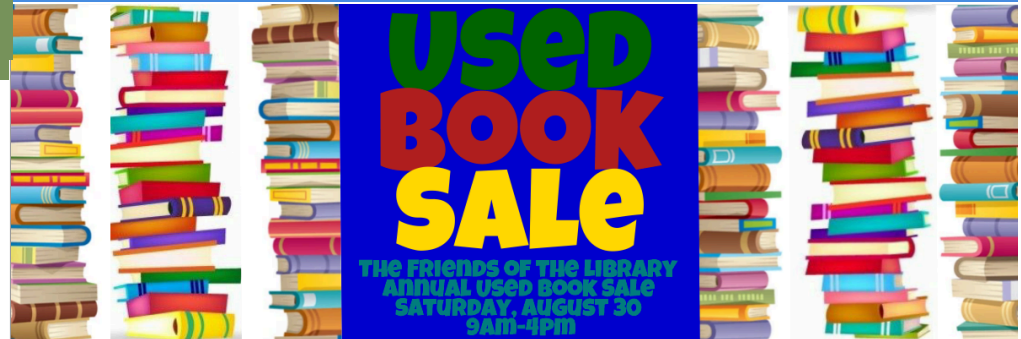
pm



Helping You Navigate Medicare

Drop in to speak with Cindy Fields, a local Medicare expert, to discuss the ins and outs of Medicare and help seniors understand their coverage and the options they have for 2026 and beyond.

Thursday, August 14th - 9:30 - 10:30 am
Wednesday, August 20th - 6:00 - 7:00 pm
Wednesday, October 29th - 10:00 am - 2:00 pm
Monday, November 17th - 10:00 am - 2:00 pm
Tuesday, December 2nd - 10:00 am - 12:00 pm



Get Healthy @ the Library

Health & Wellness @ the Yorkville Public Library

Chair
Yoga

Thursdays
@ 10:15 am



Increase strength
and flexibility while
decreasing stress

Mindful
Movement +
Meditation

Tuesdays
@ 1:00 pm



Relax, release tension,
and support self-healing

Healthy Cooking
with Jess

Monday, August 18th
11:30 am



A monthly series that shows
how simple and easy cooking
healthy can be

Helping You
Navigate
Medicare

Thursday, Aug. 14 @ 9 am
Wednesday, Aug. 20 @ 6 pm



Get help understanding
coverage options

Meet People, Make Friends

Adult Book Clubs @ the Yorkville Public Library

books
cooks

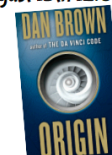
Tuesday, August 5th
7:00 pm



Life From Scratch
by Sasha Martin

Lunch Bunch
Book Club

Wednesday,
August 13th 12:00 pm



Origin by Dan Brown

Psychological
Thriller
Book Club

Wednesday,
August 20th 7:00 pm



Wrong Place, Wrong Time
by Gillian McAllister

Men's
Book Club

Thursday, August 21st
7:00 pm



The Anxious Generation
by Jonathan Haidt

HORROR
BOOK CLUB

Monday, August 25th
7:00 pm



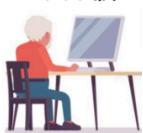
Little Heaven
by Peter Cutter

Learn Something New

Adult Education @ the Yorkville Public Library

Computer
Classes for
Seniors

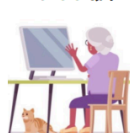
Friday, August 29th
10:00 am



Learn to cut cable and
use streaming effectively
to save money

Tech Help
for Seniors

Thursday, August 21st
9:00 am



Need help with your tech?
Register for your 15
minute appointment

Udemy



Use your library card to
create a free Udemy account
and gain access to hundreds
of online classes

English Language
Learners
Classes for Adults



Potential students and
interested volunteers
see the Adult Services clerk
for an information form
to begin enrollment

Social Programs @ the Yorkville Public Library

Threads
& More

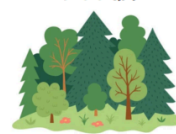
Tuesday, August 5th
10:00 am



Social group for
fiber arts
enthusiasts

Roaming
Readers
Walking
Book Club

Fridays, Aug 1st & 15th
9:00 am



Book lovers taking
a walk in
the woods at Hoover

DUNGEONS &
DRAGONS GROUP

Thursdays
from 4:00–6:45 pm



Adult D&D group.
Join us to play &
make friends.

THE YORKVILLE PUBLIC LIBRARY
MAGIC
THE GATHERING CLUB

Wednesdays
from 5:00–6:45 pm



Magic: The Gathering
gaming group for
adults and older teens

MONDAY
MOVIE
MATTINEE

Monday, August 25th
1:00 pm



Watch a free movie
with your friends

For more info about these programs or to get a copy of the latest book club book, please see an Adult Services clerk.

More Than Just Books

YPL Puzzle
Swap



Bring a puzzle, take a
puzzle – bring it back,
take another...

YPL Board
Game Swap



Have old board games
taking up space?
Bring them in and swap
for one of ours

Libby.



Use one of our two digital services
to borrow
eBooks and audio books.

boundless



Get in Touch with Your Creative Side

Creative Programs @ the Yorkville Public Library

Creative
Writing Group

Tuesday, August 26th
7:00 pm



Spark your creativity
& workshop with
fellow writers

Dabblers

Tuesday, August 12th
10 am & 5 pm



Adult painting classes
for beginners

Art for
Everyone

Wednesday, August 27th
10:00 am



Inclusive painting classes for
adults with different needs

Learning to Decorate
Like it's a Piece of Cake

Wednesday, Sept 10th @ 10:30 am
Thursday, Sept 11th @ 5:00 pm

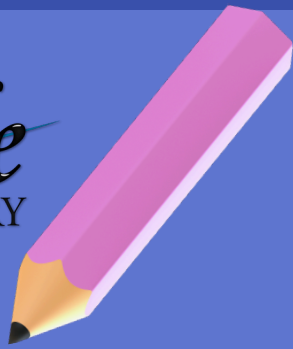


Decorating cakes, cookies, &
cupcakes classes for adults.

If you need help with any of these services,
please speak with an Adult Services desk clerk.

Use the library calendar to register for Dabblers and cake decorating.
For more information about any of these other creative programs,
please contact Mike at mcurtis@yorkville.lib.il.us

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>*REGISTER TODAY!</p> 	<p>*Indicates Registration Required</p>		<p>ESCAPE ROOM</p> <p>This Escape Adventure is available the entire month. Stop by or contact the library for an appointment.</p>		<p>DROP IN STORY TIME</p> <p>Library Intern 9:00-12:00</p>	<p>1</p>
<p>2 * GNOME Window Art (August 4-9)</p>	<p>COLOR WITH THE COPS 10:30-11:15</p> <p>* All Things Gnome Crafternoon @ 2:00</p>	<p>4 * YOGA FOR KIDS 10:30-11:00</p> <p>* MACRAME GNOME 1:00-2:00</p>	<p>5 * ART WITH AVERIN 2:00-2:30</p>	<p>* Creek Stomp 9:00-10:00 OR 10:30-11:30</p> <p>Spanish Story Time @ 5:30</p>	<p>7 DROP IN STORY TIME 10:30 @ YPL</p> <p>Chalk the Walk 11:00</p>	<p>8 VIRTUAL 3D PRINTING SEE WEBSITE</p>
<p>9 LEGO KITS (August 11-16)</p>	<p>10 * Artful Beginnings (preschool) 10:30</p>	<p>11</p>	<p>12 BACK TO SCHOOL</p> 	<p>13 * Tots and Toddlers 10:30</p>	<p>14 DROP IN STORY TIME 10:30 @ YPL</p>	<p>15</p>
<p>16</p>	<p>17</p>	<p>18 * MOMMY & ME YOGA 10:30-11:00</p>	<p>19</p>	<p>20</p>	<p>21 DROP IN STORY TIME 10:30 @ YPL</p>	<p>22 * READ WITH PAWS 10:30-11:30</p>
<p>23</p> <p>30</p>	<p>24</p> <p>31</p>	<p>25</p>	<p>26 Facebook Spanish Story Time August 13 & 27 @ 1:00</p>	<p>27</p>	<p>28 DROP IN STORY TIME 10:30 @ YPL</p>	<p>29</p>



Monthly Statistics July 2025

Checkouts
2025: 10,129
2024: 10,146
Change: -0.17 %

Visits
2025: 8,470
2024: 7,988
Change: +6.03 %

New Cardholders Added
2025: 152
2024: 152
Change: 0%



Technology Stats

Digital Checkouts	Computer Use	Website Hits
2025: 2,553 2024: 2,300 Change: +11.0%	2025: 327 2024: 273 Change: +19.78 %	2025: 5,244 2024: 6,453 Change: -18.74%

Events and Programs

2025: 145
2024: 120
Change: +20.83 %



Events and Program Attendance

2025: 5,793
2024: 2,435
Change: +137.91 %

Items Added

2025: 272
2024: 298
Change: -8.72 %



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Disaster Emergency Plan

Created: May 2019

Updated: Aug 2021, Sept 2023, Jan 2024, Aug 2024, Aug 2025

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Purpose of the Plan

The purpose of the Yorkville Public Library Disaster Emergency Plan is to provide direction for library staff in dealing with a host of issues they may face, including natural or man-made disasters, illegal or violent patron behavior, etc. This plan will minimize the negative impacts of said crises and help hasten a return to the normal operations of the organization.

Succession of Authority

The Director will direct the disaster emergency plan. In the absence of the Director, the Circulation Manager and other key management staff will take part in the directing of this plan.

<u>Position</u>	<u>Name</u>	<u>Phone</u>
Director	Shelley Augustine	815-210-8891
Circulation Manager	Sharyl Iwanski	630-636-1184
Youth Director	Jennette Weiss	630-707-0888
Adult Service	Mike Curtis	630-802-8972
Technical Service	Madison Ward	757-559-2044
Facilities Manager	Jesus Navarro	630-809-6881
Maintenance	Ted Milschewski	630-797-6378

Definition of PIC “Person in Charge”

Many areas of this plan refer to the **PIC “Person in Charge.”** Whenever the Director or Managers are present, they will serve as the PIC. Recognizing the fact that our building is open six days a week and that the Director and/or Managers will not always be around, we have designated the person with the highest level of seniority as the PIC “Person in Charge” in their absence. This means that when it comes to decision making in a crisis situation, if no one of higher authority is available, decisions will have to be made and actions carried out by whoever is serving as the PIC - Person in Charge during that shift.

The PIC are responsible for closing/opening of the library and any incidents that may take place in the absence of the Director or Manager.

Blood & Air Borne Pathogens

Blood-Borne Pathogens

It is quite possible for library materials to be returned with body fluids on their surface, including blood. In such cases, blood borne pathogens are a concern.

What to do first if a staff member contacts blood:

1. Wash hands or any area of skin that may have touched the blood with soap and water. Do this immediately and use gloves to finish handling the material.
2. Take the item to the Circulation Desk and have staff check the identity of the patron who last checked out the material.
3. Circulation staff will note damage to the item and alert Technical Services to withdraw it.
4. Circulation staff will place the infected material in a hazardous waste bag and seal it. Give the safely bagged item to the Circulation Supervisor for disposal.
5. An incident/accident report should be filled out, including the name of patron that contaminated the material and any staff members involved in handling the item(s).
6. In cases where the staff member wishes to be tested for infection, any positive results of that testing should be made available by the Director to the patron who contaminated the materials (so they may choose to receive medical attention).

Air-Borne Pathogens: Biological and Chemical

Biological agents are organisms or toxins that can kill or incapacitate people, livestock, and crops. The three basic groups of biological agents that would be used as weapons in a terrorist attack are bacteria, viruses, and toxins. **Chemical** agents are poisonous vapors, aerosols, liquids, and solids that have toxic effects on people, animals, or plants. Chemical agents are most likely to be released into the air during a terrorist attack or an industrial accident. Signs of a chemical agent release include multiple people having difficulty breathing; experiencing eye irritation; losing coordination; becoming nauseated; or having a burning sensation in the nose, throat, and lungs. Also, the presence of many dead insects or birds may indicate a chemical agent release.

If the air-borne agent is inside the library:

1. Staff suspecting of the presence of an air-borne agent should take immediate action to move themselves and patrons away from the contaminated area.
2. Staff should then immediately notify their supervisor of the problem. If the supervisor is not present, then the person in charge should be contacted.
3. The person in charge will quickly try to define the impacted area and/or determine where the chemical is coming from, if possible.
4. The PIC will contact the Director / Manager / Facilities Manager to shut down the building's air handling & circulation system. The PIC, where practical, will consult with the Director or Manager to determine if evacuation is necessary. They will also determine whether to call 911 and involve outside authorities.

Blood & Air Borne Pathogens (continued)

5. When evacuation is necessary, staff and patrons should get out of the building(s) without passing through the contaminated area, if possible.
6. Once outside, staff should move themselves and patrons away from the building and congregate at the south edge of the main parking lot (toward the Y115 school district building).

If the air-borne agent is outside the library:

1. If the library receives information indicating the presence of an air-borne pathogen outside the library building, the person in charge should be notified immediately.
2. The PIC will use the library's PA system to make an announcement informing all building occupants of the situation and inform them of the fact that the exterior doors will be closed and locked.
3. All air handler units and fans will be shut down in the mechanical room.
4. Everyone remaining in the building should seek shelter in an internal room lacking an exterior and take disaster supplies such as flashlights, radios, etc. with them.
5. Seal the room with duct tape and plastic sheeting if possible.
6. Monitor local emergency radio broadcasts for instructions from authorities.

Bomb Threat

If a bomb threat is received by a staff member, the threat will be treated as a credible threat until proven to be otherwise. Staff members receiving a call should use the form below to get all information possible from the person making the threat. Remember to be calm, do not interrupt the caller, and listen to what they have to say. Other things to remember while on the call: discreetly let another staff member know you are dealing with a bomb threat call so they can call 911 and alert others, especially the person in charge. Be sure to **note the number on the caller ID and do not hang up the phone after the call.**

Today's Date ____ / ____ / ____					
Information on call					
Date of call:	Time of call: <input type="checkbox"/> AM <input type="checkbox"/> PM	Duration of call:	Phone number called: ()		
Name of person receiving the call:			Phone number to call for follow up: ()		
Questions for caller (Try to ask these questions and document responses)					
When will the bomb explode?		What kind of bomb is it?		What will cause the bomb to explode?	
Where is the bomb located?		What does the bomb look like?		Did you place the bomb?	
Why did you place the bomb?		Where are you now?		What is your name?	
Document exact wording of threat:					
Information on caller:					
Gender of caller: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown		Approximate age of caller:		Does the voice sound familiar: If yes, who does it sound like?	
Description of caller: (Check all that apply)					
Voice	Speech	Language	Behavior	Background Noise	
<input type="checkbox"/> Clean	<input type="checkbox"/> Accented	<input type="checkbox"/> Educated	<input type="checkbox"/> Agitated	<input type="checkbox"/> Airport	<input type="checkbox"/> Quiet
<input type="checkbox"/> Distorted	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Foreign	<input type="checkbox"/> Angry	<input type="checkbox"/> Animals	<input type="checkbox"/> Restaurant
<input type="checkbox"/> Hoarse	<input type="checkbox"/> Distinct	<input type="checkbox"/> Foul	<input type="checkbox"/> Blaming	<input type="checkbox"/> Baby	<input type="checkbox"/> Static
<input type="checkbox"/> Loud	<input type="checkbox"/> Fast	<input type="checkbox"/> Intelligent	<input type="checkbox"/> Calm	<input type="checkbox"/> Birds	<input type="checkbox"/> Street Noise
<input type="checkbox"/> Muffled	<input type="checkbox"/> Hesitant	<input type="checkbox"/> Irrational	<input type="checkbox"/> Clearing Throat	<input type="checkbox"/> General Noise	<input type="checkbox"/> Talking
<input type="checkbox"/> Nasal	<input type="checkbox"/> Lisp	<input type="checkbox"/> Rational	<input type="checkbox"/> Crying	<input type="checkbox"/> Guns Firing	<input type="checkbox"/> Tavern/Bar
<input type="checkbox"/> Pitch-High	<input type="checkbox"/> Slow	<input type="checkbox"/> Slang	<input type="checkbox"/> Fearful	<input type="checkbox"/> Gymnasium	<input type="checkbox"/> Television
<input type="checkbox"/> Pitch-Med	<input type="checkbox"/> Slurred	<input type="checkbox"/> Taped/Recorded	<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Machinery	<input type="checkbox"/> Traffic
<input type="checkbox"/> Pitch-Low	<input type="checkbox"/> Stuttered	<input type="checkbox"/> Uneducated	<input type="checkbox"/> Laughing	<input type="checkbox"/> Motor	<input type="checkbox"/> Train
<input type="checkbox"/> Pleasant	<input type="checkbox"/> Other:	<input type="checkbox"/> Unintelligible	<input type="checkbox"/> Nervous	<input type="checkbox"/> Music	<input type="checkbox"/> Typing
<input type="checkbox"/> Raspy	<input type="checkbox"/> If Accented, Describe:	<input type="checkbox"/> If Foreign, Describe:	<input type="checkbox"/> Self-Righteous	<input type="checkbox"/> Party	<input type="checkbox"/> Water/Wind
<input type="checkbox"/> Smooth			<input type="checkbox"/> Other	<input type="checkbox"/> PA System	<input type="checkbox"/> Other
<input type="checkbox"/> Soft					
<input type="checkbox"/> Squeaky					
<input type="checkbox"/> Unclear					
<input type="checkbox"/> Other					

Bomb Threat (continued)

What to do next:

1. If a bomb threat occurs during library opening hours, the PIC should be notified immediately to take charge. Speed is of the essence.
2. The PIC should immediately make the following announcement using the library's PA system:

“Attention library patrons and staff. Please evacuate the library immediately. Proceed to the nearest fire exit in a calm and orderly fashion and exit the building.”

3. Once all patrons and staff are safely out of the building, the person in charge should lock the facility to prevent public re-entry, contact the police by calling 911 (if not done already), and report everything they know about the bomb threat.
4. After evacuating the building, staff and patrons should move away from the building and congregate in the south end of the parking lot (toward the Y115 school district building).
5. A head count should be taken to verify all staff are out of the building.
6. Once the building is completely evacuated and the police have been called, the person in charge will contact the Director. If the Director is unreachable, continue down the Succession list attempting to notify someone in a position of authority.
7. The PIC may assist the police & fire department with a building search but will ultimately follow the directives of the Police.
8. Staff will be allowed to re-enter the building(s) only after Yorkville Police or other designated emergency personnel have made a thorough search of the premises and given an all clear to the Director or the person in charge of the building.

Dangerous or Armed Person Attack

GENERAL GUIDELINES:

This section is intended to guide staff in dealing with a dangerous or armed person. “Dangerous or Armed” in this situation is defined as someone who:

1. Is seen committing violence or a violent act inside the library.
2. Has a weapon in-hand (gun, knife, bomb, etc.).
3. Says they have a (concealed) weapon and threatens to use it.
4. Is using verbal threats of violence toward a patron or staff member.
5. Seems mentally unstable and likely to cause injury to themselves or others

Actions taken by staff should be dictated by whether the dangerous person in question has committed a violent crime, or if they are thus far simply threatening to commit a crime of violence. If a violent crime has already been committed, any staff member who has witnessed the act, and can safely do so, should activate a panic alarm button (located beneath each service desk) and then call 911 immediately. If the situation is serious, but no violent crimes have yet occurred, the staff member should alert the person in charge of the situation immediately.

If the staff member wishing to report the crime is within site of the perpetrator, the library has adopted a verbal code to announce a dangerous or armed person’s presence without alerting them and/or escalating the situation. **Example:** Call the PIC and say, “We need red pencils in the Children’s area.” The PIC will in turn designate someone else to continue making similar phone calls to other areas of the building to alert as many staff members as possible to the threat, and the PIC will immediately press the panic button mounted underneath the reference desk and call 911 and advise them of the situation. If the PIC is the one first engaged with a dangerous or armed person, then another staff member should take over and carry out the measures outlined above.

What to do if the armed person is inside the building:

1. Announce an EVACUATION so people can take action – **“ATTENTION, ARMED INTRUDER IN THE BUILDING. SHOOTER IN THE BUILDING”** – Be loud. Repeat it. Options for this are:
 - Grab a bull horn (behind the circulation desk) and call “Shooter in building.” If you hear this, it is a signal to take action. Follow up with RUN, HIDE, FIGHT (see below).
 - Shout – do not be secretive – shout it out. The shooter knows that they are here, so let everyone else know, too.
 - Use library phones or the PA on the phones.
 - Use your cell phone (a good reminder to have at least administration and department managers in your phone, as well as non-emergency police / fire).

Dangerous or Armed Person Attack (continued)

2. Press panic button and call 911

- Tell them an armed intruder is at Yorkville Public Library.
- Give any details you can – dispatch will ask for number of suspects, gender, race, height, weight, clothes (top to bottom, shirt, pants, shoes, facial hair, glasses, etc.), what they are holding / carrying (weapons or any unknown or suspicious items, such as pipe bomb). They will also ask if you know if anyone was injured and their locations, or if you noticed any vehicles waiting outside.
- If it will not give your location away, do not hang up the phone. Tell the dispatcher you are leaving the line open so she can hear and gather any other information she might need.
- If possible, you may call 911 to provide any updates – for example, that you and others are safely out of the building, that you saw the current location of the shooter, etc. Remember that the dispatcher has radio access to officers on the scene and any additional information can be helpful

What to do if the armed person is outside the building:

1. If an armed person is outside the library building, employees should lock all entry doors, turn off the lights, and keep themselves and patrons away from any/all windows.
2. The PIC should dial 911 immediately to notify the police department and provide them with the location of the armed person.

What We Can Do

We are the first responders; every individual should be taking action before the police arrive. It will take them at least 2 minutes to arrive. National training programs provide a lot of options, so we must evaluate the situation, choose an option, and commit to that action. Doing nothing should not be an option.

- Control your breathing – you can handle this
- Visualize yourself in action – you can be a leader
- Know that being shot or injured does not mean you will die – you can fight, you can survive

RUN, HIDE, FIGHT:

Surviving an Active Shooter Event – an excellent video everyone must watch. It shows these options in real time scenario. <http://www.youtube.com/watch?v=5VcSwejU2D0>

(Search “Run Hide Fight Houston” on YouTube or Google)

Dangerous or Armed Person Attack (continued)

RUN: If you can get out, do.

1. Gather others to leave with you, but do not be delayed with indecision.
 - Visualize your escape – know where you are going and what you need to get out (key, etc.). You do not want to find yourself stuck.
 - Know evacuation routes – use the closest, safest route – consult fire evacuation procedures for all primary and secondary routes as routine training.
 - Be a “hard target” – run in a zig-zag pattern.
 - Avoid long hallways.
 - Avoid elevators.
 - It is important to be aware of surroundings and evacuation routes. Use emergency exits; pull blue emergency bypass (do not use key fob) so everyone can get out with or after you.
 - Note: Consider that the front entrance may not be the best route if shooter has a plan or accomplice or booby-trapped the front doors in some way. The front entrance should still be used if it is the fastest, safest exit.
2. Break windows or doors if you need to. To break a window, the weakest spot is the corners. If you throw something in the middle, it will likely bounce back and hurt you.
3. Leave belongings behind.
4. Seek shelter outside – our designated evacuation shelter is the Yorkville School District Office – where staff will meet with emergency personnel or give statements after the situation is over. At the least, seek immediate shelter at a location nearest to your exit that will not put you back in harm’s way – and call the police, fellow staff members, or someone else to let them know you are safe.
5. If you are running out, keep your hands in the air.

HIDE: There is a difference between cover and concealment. Cover is protection against bullets. Concealment is simply hiding but still being an accessible target. Hiding under a desk is concealment – a desk will not stop bullets.

1. Act quickly and quietly.
2. Turn out lights. You may pull shades but be aware that this will also prevent police from seeing inside.
3. Silence your devices.
4. Lock and barricade doors. (Note: easier to barricade when door open inward.)
 - Push or pile as much as you can. It does not necessarily have to be heavy. If it looks like a nuisance or that things will fall, then the room may be avoided.
 - Do not hide behind the barricade.
5. Stay out of sight of the doorway and windows.
6. Hiding in a corner or making yourself flat or close to the floor is better protection. Think ahead about possible line of fire, so you can choose the best place to hide in the room.

Dangerous or Armed Person Attack (continued)

Note: Stay in place unless conditions in your secure location become life threatening or emergency personnel arrive to remove you from your location. Do not trust just a voice if someone comes to the door and says they are the police. Emergency personnel will clear the building twice.

FIGHT: Counter the shooter with actions that will disrupt or distract. Fighting is a last resort, but there are many options.

1. Throw something to land and make noise away from you. The shooter may look away.
2. Move; be a hard target – move in zig-zag pattern, not a straight line. Do not just stand.
3. Move in groups – if you increase your numbers, it is harder to lock onto someone.
4. Disable physically.
 - Throw heavy item – fire extinguisher, chair, book
 - Throw at face – line of sight will be impaired
 - Throw at arms / weapon
 - If you are with a group, all throw something.
 - Kick / strike
 - Spray with fire extinguisher
 - If the shooter has a rifle or long barreled gun, it cannot be used in close quarters. If you have an opportunity to push, move, or hold the barrel of the gun, that may be better than trying to run. A handgun is harder to disrupt as it is held close to the body.

Note: Target sensitive areas – throat, eyes, nose, and groin. If you hit the nose, the shooter will automatically tear up and impair vision.

What Police Will Do

1. They will not enter through the front of the building. It is possible that the shooter will put a trap or explosive device there. Expect them through windows or other entrances.
2. They will neutralize the situation first and stop the shooter. They will not stop to administer first aid or assist with anything until the suspect is no longer a threat. Therefore:
 - Do not yell at or grab the police. It will hinder their actions and distract them from their duty.
 - Keep your empty hands in the air with fingers spread.
 - Do NOT pick up a discarded weapon – you may be looked at as a suspect. If in the course of events a weapon is left near you, hide it, put it in a garbage can or anything so it is not exposed and available to the shooter.
3. Police will be doing an exhaustive investigation. You may not be interviewed directly afterward, but you will be asked questions at some point.

Dangerous or Armed Person Attack (continued)

4. In some villages and cities, the Fire Department or Paramedics are also trained and may come on site before the situation is resolved. Some firefighters may enter surrounded by armed police (SWAT-like) to aid the injured.

What to expect:

- Gunfire
- Loud jolting noises
- Alarms
- Sprinklers may go on
- Broken glass
- Seeing others hurt or in pain

Electricity/Natural Gas Service Emergency

If electrical power is lost, the library building has an auxiliary generator system which supplies power for emergency essentials, including fire alarms and lighting. Additionally, many staff computers throughout the facility function on a battery backup system which provides enough power to save work and properly shut down.

What to do if power is lost:

1. Try to verify that the issue is affecting more than just the library specifically by looking at neighboring facilities for signs of power.
2. Call Commonwealth Edison's power outage line **(1-800-334-7661)** and report the outage. Ask if it is a known or previously reported outage and ask if they have an estimate for when power will be restored.
3. Using the Succession of Authority list at the beginning of this plan, the person in charge will notify the Director (or subsequent designee) of the power loss and determine if the building needs to be closed.

What to do if a natural gas leak is detected or reported:

1. It is unlikely that staff or patrons will know if there is a sudden disruption to our natural gas service. However, if a gas leak occurs inside the building and a strong smell of natural gas is detected, staff should report this to the person in charge and they will investigate the odor to verify its seriousness.
2. If the odor is verified to be natural gas and in a dangerous concentration, the person in charge will evacuate and close the building and then call the Director. If the director is unavailable, they will proceed down the Succession of Authority list until they have notified, and received further guidance from, a member of management.

If the decision is made to close the facility for the day...

1. The person in charge will also ensure the following are notified of the closure:
 - Any groups scheduled to use the meeting & study room(s)
 - All department heads/managers – who will in turn notify their respective staff, including substitutes scheduled during the time of closure.
 - A notice on the library's website & Facebook page indicating that the library has been closed due to a power outage / gas leak.
2. The person in charge will post signs on the entry door(s) and curbside pick-up sign informing the public of the closure.

Library Emergency Closing Policy

During periods of inclement weather or in emergency situations, our first priority is the safety and welfare of our patrons and staff. At the same time, the closing of the library can have a negative impact on the residents, and we take our responsibility as a public building seriously. During the hours we are open, the library is considered a warming center for the community.

Some of the primary factors that are considered when making a decision include:

- The safety and well-being of patrons and staff.
- Severity of the weather (extreme cold, excessive snow, flooding, etc.)
- Timing of the weather events.
- The ability to travel safely and the condition of the roads.
- The operable condition of our buildings including parking lots.

To determine if a closing is warranted, the Director shall monitor the following:

- National Weather Service (www.weather.gov)
- AccuWeather Forecast (www.accuweather.com)
- Illinois Department of Transportation – Current Road Conditions Maps (www.gettingaroundillinois.com)
- Emergency Closing Center (www.emergencyclosing.com)
- RAILS Library Closings (<https://railslibraries.org/libraries/closings>)
- Yorkville Closings (City & Schools)

The decision to close the library under adverse conditions rests with the Director. Whenever a decision is made to close the library, it is based on the general safety conditions for patrons and staff. The Director will make the determination on whether to close or open late by 7AM of the day that the closing/late opening would take place. Closing will generally be decided on a day-by-day basis.

Staff members who are scheduled to work when the Library closes for an emergency will be paid for the hours they were scheduled. If the Library is closed due to emergency conditions, employees who are absent due to scheduled day off, vacation time, holiday time, illness, or other leave will not receive pay for the time the Library is closed. In the event the Library is open and an employee cannot get to work due to weather, the employee may choose to take a personal/vacation day or take a day of unpaid leave.

If we have a weather-related closing or delay, there are several ways employees and the public will be notified.

- Text messages will be sent out to the staff by department heads
- Notice is posted on our social media accounts
- When staff can get to the library, signs will be posted on the door and curbside pickup
- Notice is posted on our website
- Telephone answering message (TBD)

Winter Storm

If a winter storm or ice storm warning is in effect during operating hours, we will close the library and cancel all programs. A Winter Storm Warning is issued when a significant combination of hazardous winter weather is occurring or imminent.

Significant and hazardous winter weather is defined as a combination of 6 inches or more of snow/sleet within a 12-hour period or 8 inches or more of snow/sleet within a 24-hour period AND/OR enough ice accumulation to cause damage to trees or powerlines AND/OR a life threatening or damaging combination of snow and/or ice accumulation with wind.

If a warning is predicted for the following day, we will open late or close the library and cancel all in-person programs for the hours the warning is in effect. Staff will be notified as soon as possible but no later than 6:30am, the day of the warning.

If a weather advisory is in effect during operating hours, we will consider the severity and make a determination by 7am for a late open or close and cancel all in person programs. If it is determined that we will remain open, the library may cancel in-person programs based on the severity of the weather.

If a weather watch is in effect, we will monitor but not close unless it turns into a warning.

Severe Cold

The library will be closed and all in-person programs canceled under the condition of a Wind-chill warning. A wind-chill warning indicates that life-threatening conditions and a risk to safety exist. Measures should be taken to safeguard life and property immediately.

A Wind-chill warning is typically issued when the wind-chill will be -30°F or colder and the winds are greater than or equal to 10 mph **OR** the actual temperature is -15°F.

The Library may be open for a wind-chill advisory, but in person programs may be canceled based on the severity of the weather. A Wind-chill advisory is issued when conditions do not meet the wind-chill warning criteria but still cause significant inconvenience. The weather during a wind-chill advisory is not life threatening but presents conditions that may result in inconvenience or pose moderate risk to safety. A wind-chill advisory is typically issued when the wind chill is -20°F to -29°F AND the winds are greater to or equal to 10 mph OR the actual temperature is -5°F to -14°F.

Fire

In any emergency, cool heads and logical thinking need to prevail. For example, smoldering materials might be found in the book drop or trash can. Logically, this type of situation can be handled at the department level by using a fire extinguisher and calling the person in charge. Fire extinguishers are located throughout the building and are updated each year (see attached map for locations) However, if a fire's origin is unknown or if the size of the fire is unable to be determined, follow the directions listed below.

What to do first:

1. If fire or thick smoke is visible, a staff member should pull the nearest fire alarm box. The active fire alarm will automatically be detected by the Yorkville Fire Department's fire dispatch center.
2. Once a fire alarm has been activated, the Director / Manager / or the person in charge will investigate (as much as is possible) the fire area and assign a staff member to wait outside the building for the Fire Department and direct them to the location of the fire.
3. Whenever a fire alarm has been activated, all other staff should assume that the evacuation steps listed below are deemed necessary.
4. When the fire is extinguished, fire department personnel will inspect the library. Staff will not be allowed back into the building until the all clear is given by the fire department and the Director / Manager / person-in-charge.

Evacuation:

1. Staff shall attempt to insure that all patrons/staff have evacuated the building. Remember, if the path to the front doors is blocked by fire, there are many other emergency exits to choose from; staff/receiving door entrance, meeting room entrance, children's & YA courtyard gates.
2. Any patrons in wheelchairs should be assisted / escorted by staff to a safe exit.
3. Once clear of the building, all staff members, and any patrons they are directing should go to the south end of the library's parking lot (toward the Y115 school district building) where the PIC will account for all staff.

In the Event of Fire:

1. Sound the nearest fire alarm
2. Dial 911 and Library Director
3. Evacuate the area immediately – close doors behind you to confine the fire.
4. Go to the closest exit and leave the building. Never allow fire to come between you and the exit.
5. Do not break windows. Oxygen feeds fire.
6. Before opening any doors, touch it near the top. If the door is hot or smoke is visible, do not open the door.
7. Do not use the elevator.
8. Do not attempt to save possessions at the risk of personal injury.
9. Do not attempt to fight a fire unless you have been trained in the use of fire extinguishers.

Media Relations

During any disaster or crisis involving the Yorkville Public Library, the news media may be present trying to obtain information on the situation. The following guidelines should be always adhered to:

1. The only personnel authorized to give any information to the news media are:
 - a. Director
 - b. President, Library Board of Trustees
2. If the above personnel are not present and/or unable to talk to the news media right away, all other personnel should do the following:
 - a. Explain that the Director, and/or President of the Board are unable to answer any questions at this time.
 - b. Do **NOT** give any false or misleading information, in fact it is best not to give any information to the media or comment on the crisis situation.
 - c. Inform the Director that the news media is/was present.

Tornado

GENERAL GUIDELINES:

A probable indication of a tornado is a heavy cloud formation where clouds are moving in all directions. An absolute sign is the sighting of a funnel cloud. When a tornado is close, it sounds like an overhead freight train. There is a 1-2-3 pattern to the tornado impact: high winds, a suction phase, and high winds again. In the Midwest, most tornadoes strike between 3:00 p.m. and 7:00 p.m. They can occur in any month of the year, but usually strike March through September. April through June is the peak time of tornado occurrence.

TORNADO WATCH

A tornado watch means that weather conditions are favorable toward the formation of a funnel cloud. As a rule, several hours can elapse between the time a watch is called and the time a tornado may form. When threatening weather is a possibility, tune to **WSPY 107.1 FM** for more information, or use the weather radio located at the Circulation Desk.

TORNADO WARNING

A tornado warning means that a funnel cloud has been spotted somewhere nearby or detected by radar. During a National Weather Service issued tornado warning, the person in charge will monitor the emergency radio to get the location of the tornado. If the warning sirens are not sounding, emergency procedures may not have to be taken immediately. Funnel clouds are erratic in movement, and it is difficult to know where they will touch down. During a tornado warning, staff should not waste time looking out windows for a funnel cloud.

TORNADO SIRENS

If a funnel cloud is spotted in nearby Kendall County, the warning siren will sound.

1. When a tornado warning siren is heard, the person in charge should be notified immediately to take charge.
2. All patrons will be escorted downstairs to interior areas with no external windows. The best area for patrons / staff to seek shelter is the downstairs public restrooms. Secondly, shelter may also be sought in the Children's Services family restroom, or the library's elevator closet.
3. The person in charge will immediately contact the Director (see Succession of Authority section of this plan). If they are unreachable, continue down the Succession list attempting to notify someone in a position of authority. In Kendall County an "ALL CLEAR" signal is not sent. That is why it is important to monitor the emergency radio for further information.

Tornado (continued)

TORNADO TOUCHDOWN ON LIBRARY

Following a tornado strike to the Yorkville Public Library, the following steps should be taken:

1. Call 911 and report that a tornado has struck the library and request assistance from the Fire Department to help assess the safety of the building and treat survivors. Gas mains, water mains, and electrical services may have sustained damage and may need to be shut off.
2. Contact the Director, Facilities Manager, and Maintenance Person to also come and inspect the library.
3. Evacuate the building according to procedures outlined in the **Fire** section of this plan.
4. The person in charge will attempt to account for all staff and help determine if first aid needs to be administered.

Water Emergency

Health codes do not allow our libraries to operate for any significant or extended period of time without fully operational public restroom facilities (i.e., toilets) somewhere in the facility. Drinking fountain malfunctions are not a water emergency.

Whenever an emergency occurs which disrupts normal water service, **immediate attempts should be made to contact the City of Yorkville** to determine the cause of the water service disruption and to calculate when the service may be restored.

City of Yorkville main contact number: 630-553-4350

City of Yorkville Public Works department: 630-553-4349

If a water main break has occurred, the City will work to repair the water main and most likely will issue a “boil order” to be in effect for 24 hours or more while they lab analyze the water in the main to determine if it was infected by ground contaminants during the break. This does not affect the usage of toilets/urinals, but signage should be placed on all sinks, drinking fountains, and water machines, placing them out of order until we receive the “all clear” from the City that the water is once again safe to drink.

What to do first:

1. Whenever a water emergency occurs, the PIC should be notified immediately to take charge.
2. The person in charge will immediately in turn contact the Director. If they are unreachable, they will continue down the Succession list until someone in a position of authority is notified.

Disaster Recovery

If a disaster strikes when the building is occupied, your first concern should be for the safety of the individuals inside. Escape routes, alternate routes, and procedures for evacuating the building should be clear to all staff and patrons. Practice drills should be conducted on a regular basis to eliminate panic during the “real thing.”

Most disasters tend to occur when the building is unoccupied – during the early morning hours, on weekends or during holiday closings. In the event of a major disaster, do not enter the building until it has been declared safe to do so by emergency personnel.

95% of all disasters will result in water-damaged materials. Keep in mind that mold will form within 48 to 72 hours in a warm, humid environment. You must work quickly to salvage damaged materials and to prevent additional damage from occurring.

The following steps are recommended for an effective recovery operation:

1. Assess the damage

How much damage has occurred? What kind of damage is it (fire, smoke, soot, clean water, dirty water, etc.)? Is it confined to one area or is the entire building damaged? How much of the collection has been affected? What types of materials have been damaged? Are the damaged items easily replaced or are they irreplaceable? Can they be salvaged by the in-house recovery team, or will outside help be required?

Walk through the entire area and take extensive notes (use a pencil as ink will run). Photographs should be taken to document the damage. Contact your insurance carrier, sources of supplies and services, and the local library system.

2. Stabilize the environment

The environment must be stabilized to prevent the growth of mold. Ideal conditions for a recovery operation are 65 degrees F and 50% relative humidity.

The following equipment should be readily accessible to help stabilize the environment:

- A. Portable generators, in case a power failure occurs
- B. Pumps, to remove large quantities of standing water
- C. Fans, to circulate the air
- D. Thermometers, hygrometer, hygrothermographs and/or sling psychrometers, to measure the temperature and humidity

Dehumidifiers can help lower the humidity, but they usually are only effective in small, enclosed areas, and tend to increase the temperature in a room. They can also freeze up in the lower temperatures required for salvage and recovery operations. Raising the

Disaster Recovery (continued)

temperature will not lower the humidity – it will only accelerate mold growth. Temperature and humidity should be monitored constantly.

Air should be circulated in the damaged area. This may be accomplished by running fans constantly. If possible, they should expel the humid air from the area. Extreme caution must be taken, as standing water can conceal hazards.

3. Activate the in-house disaster recovery team

Organize work crews and be sure their responsibilities are clearly defined. No salvage activity should begin until a plan of action has been determined by the team leader. Disaster and recovery areas should be inaccessible to the public. Frequent rest breaks should be provided for workers. Food and/or beverages should be available.

4. Restore the area

After the damaged items have been removed and the environment has been stabilized, the area must be thoroughly cleaned. Walls, floors, ceilings and all furniture and equipment must be scrubbed with soap, water, and fungicide. Carpeting, and especially the padding under it, should be carefully examined, as mold will develop rapidly. Removal of smoke odor and fogging with fungicides or insecticides should be performed only by professionals.

Salvage Procedures for Water-Damaged Materials

Several options are available for treating water-damaged materials. The choice of treatment will depend on the extent and type of damage incurred and the manpower, expertise, and facilities available.

1. Freezing

Freezing wet materials will stabilize them and provide you with time to determine your course of action. Mold will not grow and further deterioration from water will not occur when materials are in a frozen state. Books have been left in a freezer for ten years and successfully thawed and air-dried with no resultant damage. Freezing will also help to eliminate smoke odor from materials.

Rapid freezing is recommended to minimize damage from ice crystals. (The faster the materials are frozen, the smaller the ice crystals will be). Temperatures below 15 degrees F will freeze and dry out wet materials. If freezer space is not immediately available and the outside temperature is below 15 degrees F, place the materials in a secure area outside. Cover them with plastic if rain or snow is expected.

Disaster Recovery (continued)

Freezing is an intermediate stage. After materials have been removed from the freezer, they must be placed in a vacuum freeze dryer or air-dried.

2. Vacuum freeze drying

Vacuum freeze drying is the safest and most successful method, although it is the most expensive. Materials must be frozen when they are placed in a sublimation chamber. This type of chamber operates under high vacuum and high heat and turns the ice crystals in and on the frozen materials to water vapor. The vapor is then collected on a cold panel that has been chilled to at least -200 degrees F, so it cannot go back on the materials. If they are not frozen when they are put in the chamber, the materials will freeze on the outside and the water molecules on the inside will be forced through the frozen barrier as the vacuum is pulled. This action can cause the book or document to “explode.”

When materials are removed from the vacuum freeze chamber, they will be very dry and should acclimate for at least one month before they are opened to avoid cracking the spine and/or binding. (This is especially true for leather binding.) They may be placed in a high humidity room to accelerate the acclimation process but must be monitored closely for signs of mold.

Materials so treated will not look like new but will show signs of swelling and distortion. Stanford University Library staff members reported that they needed an additional 12% of shelf space for materials that had been treated in Lockheed’s chamber. Photographs will not be damaged by this treatment, but rubber cement will dissolve and stain the pages to which it has been applied.

3. Air-drying

Air-drying should be performed only in a stable environment to inhibit the growth of mold. The ideal environment for air-drying is 50-60 degrees F and 25-35% relative humidity. Instructions are outlined in section II below. This process is not recommended for coated stock materials such as art books (see section III below).

4. Vacuum drying

Vacuum drying involves the placement of wet materials in a chamber that pulls the moisture by means of a vacuum. This method is not recommended as the heat involved is damaging to paper (especially bound paper) and photographic materials. Microwave ovens should not be used for the same reasons.

The following salvage procedures are recommended:

1. Volumes to be frozen

Disaster Recovery (continued)

A. Removal

- Clear the floors and aisles first.
- Begin with the wettest materials. These will usually be on the lowest shelves unless water has come in through the ceiling.
- Dirt and mold should be removed and treated before freezing (see IIA and VI below). If time does not permit these activities, dirty and/or moldy books may be frozen (mud will easily brush off when it is dry). Silt should be washed out immediately, as it is almost impossible to remove when it is dry.
- Pack materials on-site, if possible. If not, remove by human chain.
- Keep accurate records of the locations from which materials are removed.

B. Packing

- Remove volumes from shelves in order.
- Wrap freezer paper around each volume (waxed side next to the volume) and place in plastic crates spine down.
- Pack crates one layer only, snugly enough that volumes will not slide or lean.
- Wrap open books as found and place them on top of a packed container. Do not place more than one open volume in a container. Be sure there is a freezer paper barrier between the packed volumes and the open volume to prevent staining from binding dyes.
- If books are stuck together, do not attempt to separate them, but pack them as one volume.
- Pack items in the condition in which they were found. Do not attempt to close open volumes or open closed volumes that are wet.

C. Record keeping

- Label each container with your institution's name and assign it a number.
- On a separate sheet of paper, record the box number, call number of the first and last volumes packed and the total number of books in each container. If they are not in call number order, note the location where found.
- If the containers are sent to more than one freezer, note which containers are sent where.
- Keep records of discarded items.

D. Transporting

1. Materials should be placed in a freezer facility as quickly as possible to prevent the growth of mold. Care should be taken that containers do not fall over during transport, as further damage may result.

Disaster Recovery (continued)

2. Materials should be placed in refrigerated trucks if they cannot be frozen within 48 hours.

2. Volumes to be air-dried

A. Washing procedure (to be performed off-site only)

- Keep the book tightly closed and hold it under cold, clean running water.
- Remove as much mud as possible from the binding by dabbing gently with a sponge. Do not rub or use brushes and do not sponge the pages or edges, as these actions can force mud into the spine or the wet pages, causing further damage to the volume. Let the motion of the running water clean off the dirt.
- Squeeze the book gently and with even pressure to remove excess water and to reshape the binding.
- Do not wash:
 - Open or swollen volumes
 - Vellum or parchment bindings or pages
 - Full or partial leather bindings
 - Fragile or brittle materials
 - Works of art on paper
 - Water-soluble components (inks, tempera, watercolors, dyes, charcoal, etc.)
 - Manuscripts
 - Non-paper materials

B. Saturated volumes

- Do not open! Wet paper tears easily!
- Set volumes on their heads on absorbent paper. Pages tend to droop within the binding when a volume is shelved upright, so setting it on its head will counteract this tendency. Plastic sheeting should be placed under the paper toweling or unprinted newsprint to protect tabletops. Turn the volumes right side up when changing the paper beneath them. Their position should be reversed each time the paper is changed, and the wet paper removed from the area.
- Covers may be opened to support volumes.
- Aluminum foil may be placed between the cover and the end leaf to prevent staining from the binding dyes.
- When most of the water has drained, proceed to section C (damp volumes).

C. Damp volumes

- Very carefully open the book (not more than a 30-degree angle).

Disaster Recovery (continued)

- Begin interleaving from the back and keep the volume in an upright position.
- Place interleaving sheets at intervals of 25 leaves (50 pages) unless they distort the volume.
- Change interleaving frequently. Do not reuse unless the sheets are being impregnated with fungicide. Ortho-Phenyl Phenol (O-PP) has been found to be less toxic than thymol and is recommended. Mix one pound of O-PP to one gallon of acetone or ethanol. (Do not use methanol, as it will cause inks to bleed.) Safety equipment (mask, eye goggles, and rubber gloves) should be worn when preparing and using this solution.
- Continue to change the paper underneath and remove from the area.

D. Slightly damp volumes / volumes with only wet edges

- Stand volume on its head and fan open slightly. Paperback books may support each other with a barrier between them or they may be wedged with Styrofoam pieces. Position volumes in a path of circulating air.
- When almost dry, lay the volumes flat and place weights on them (but not on other drying books) to minimize distortion. Do not stack wet volumes.
- Lightweight volumes (less than six pounds) may be hung on lines to dry.
 - Use monofilament nylon lines, not more than 1/32" diameter, not more than five or six feet long, spaced approximately one-half inch apart.
 - Do not line-dry a saturated volume as the monofilament will cut through the wet paper.

3. Volumes with coated stock paper

Wet coated stock paper should be handled with care, as the print will slide off the wet page if it is rubbed. Do not allow books with coated stock paper to dry in a closed state as the pages will permanently bond together. All attempts to separate stuck pages by rewetting them have failed. McDonnell Douglas' Document Reclamation Service reports that vacuum, freeze drying of coated stock volumes is rarely successful. Keep volumes submerged until the pages can be separated (see section IV below). The only chance of saving such materials is to interleave every page and air-dry.

4. Documents / unbound materials

A. Freeze as found

- Do not remove from the file cabinet drawers, document cases or folders.
- Do not turn containers upside down to empty or drain.

Disaster Recovery (continued)

B. Separation of wet sheets

- Place a stack of polyester film on top of a stack of wet, unbound papers (or the first page of a bound volume).
- Run gently with a bone folder – surface friction will cause the wet paper to adhere to the film.
- Peel back the top sheet and place it on top of a piece of polyester web.
- Remove the polyester film.
- Place another sheet of polyester web on top of the wet sheet.
- Repeat the entire process, separating the wet sheets one at a time and interleaving them with polyester web. Materials may be frozen at this stage.
- Air-dry the sheets (supported by the polyester web) by placing them on absorbent paper on tables or on top of closely spaced monofilament lines. The air in the room should be kept circulating, but fans should not blow directly on the materials.
- The papers may be flattened when they are almost dry by placing them between two sheets of blotting paper (to remove excess moisture) and applying even pressure with weights.

5. Non-book materials

A. Photographic materials (prints, negatives, slides, film)

Do not expect to salvage color photographs, as the colored layers will separate, and the dyes will fade quickly. However, if you wish to try, freeze them immediately or transport them to a photographic laboratory.

Photographic materials should not be allowed to dry out after they become wet as they will stick to their envelopes or to each other. Any attempt to separate them after they have dried together will result in damage to the emulsion or the image. Remove the materials from their protective enclosures and wash off any mud or dirt under cold, clean running water.

The following options are available for salvaging photographic materials:

1. Air-dry either flat or on lines of monofilament (plastic spring-type clothespins may be used to hang them on the lines).
2. If there are too many to air-dry, they may be stored in cold water (65 degrees F or below – cold helps to preserve the emulsion). Ice may be added to the water, but do not add dry ice or allow the materials to remain under water longer than three days. Formaldehyde may be added to the water (125 milliliters to one liter) to help prevent the gelatin from swelling and softening. Black and white film could last three days in this solution before the emulsion begins to separate: color film

Disaster Recovery (continued)

could last 48 hours. Transport the materials (in sealed polyethylene bags inside plastic garbage pails) to a professional laboratory within 24 hours, if possible.

3. If time does not permit air-drying, the materials may be frozen. As the emulsion may be damaged by the formation of ice crystals, freezing as quickly as possible is recommended (smaller ice crystals will cause less damage). Negatives should be separated before freezing as they tend to stick together when thawed.
4. The Eastman Kodak company provides free emergency service for cleaning and drying its own black and white roll microfilm.

B. Microforms

- Silver halide microfilm
 - Keep under water (see section V above)
 - Send to Kodak or a professional micro-processing laboratory
- Vesicular and diazo microfilm
 - Wash off mud or dirt under cold, clean running water
 - Air-dry or dry with cheesecloth
- Microfiche
 - Treat the same as silver halide microfilm
 - Kodak will not treat microfiche, so send them to a professional micro-processing laboratory.

YORKVILLE PUBLIC LIBRARY VENDOR CALL LIST

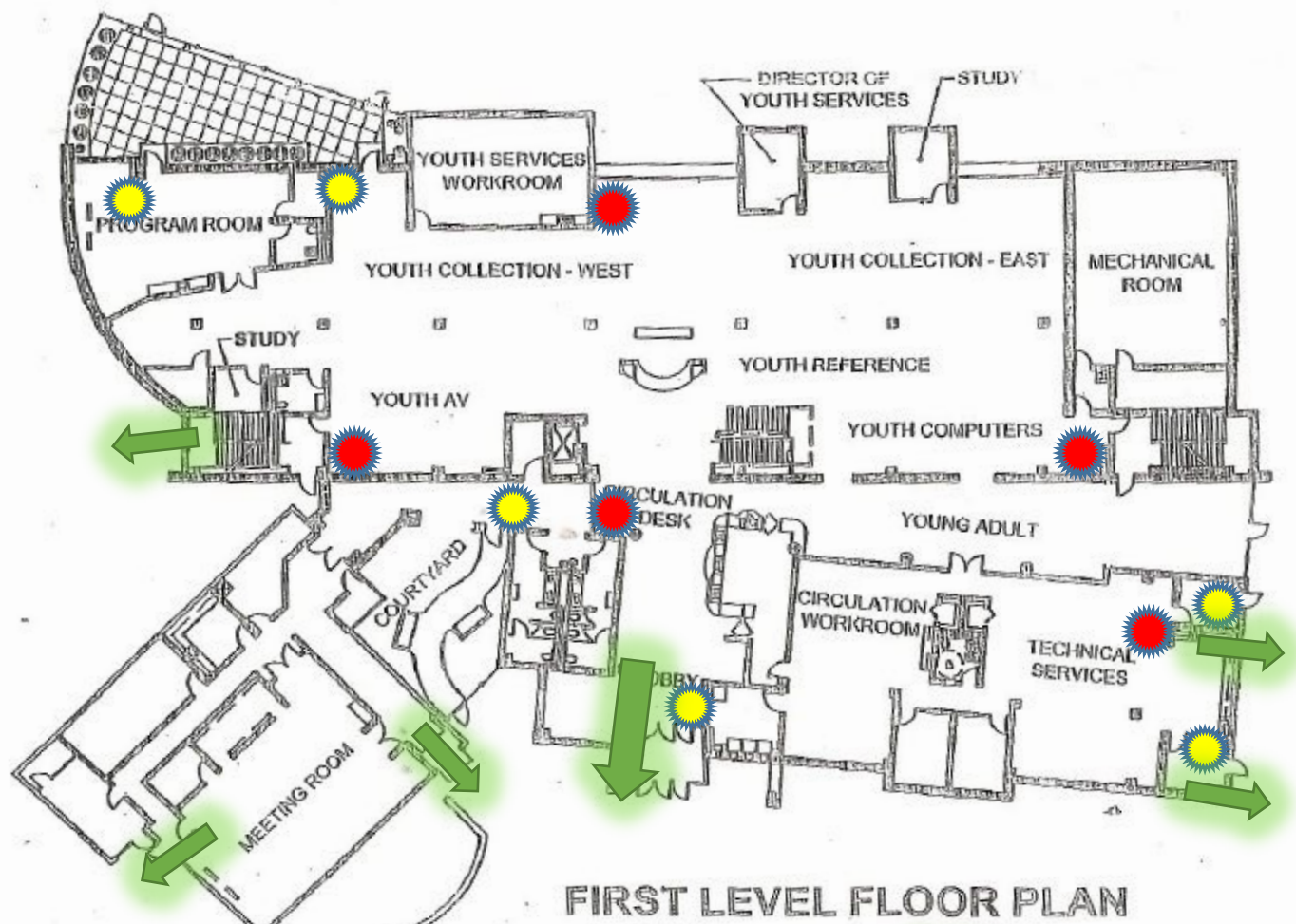
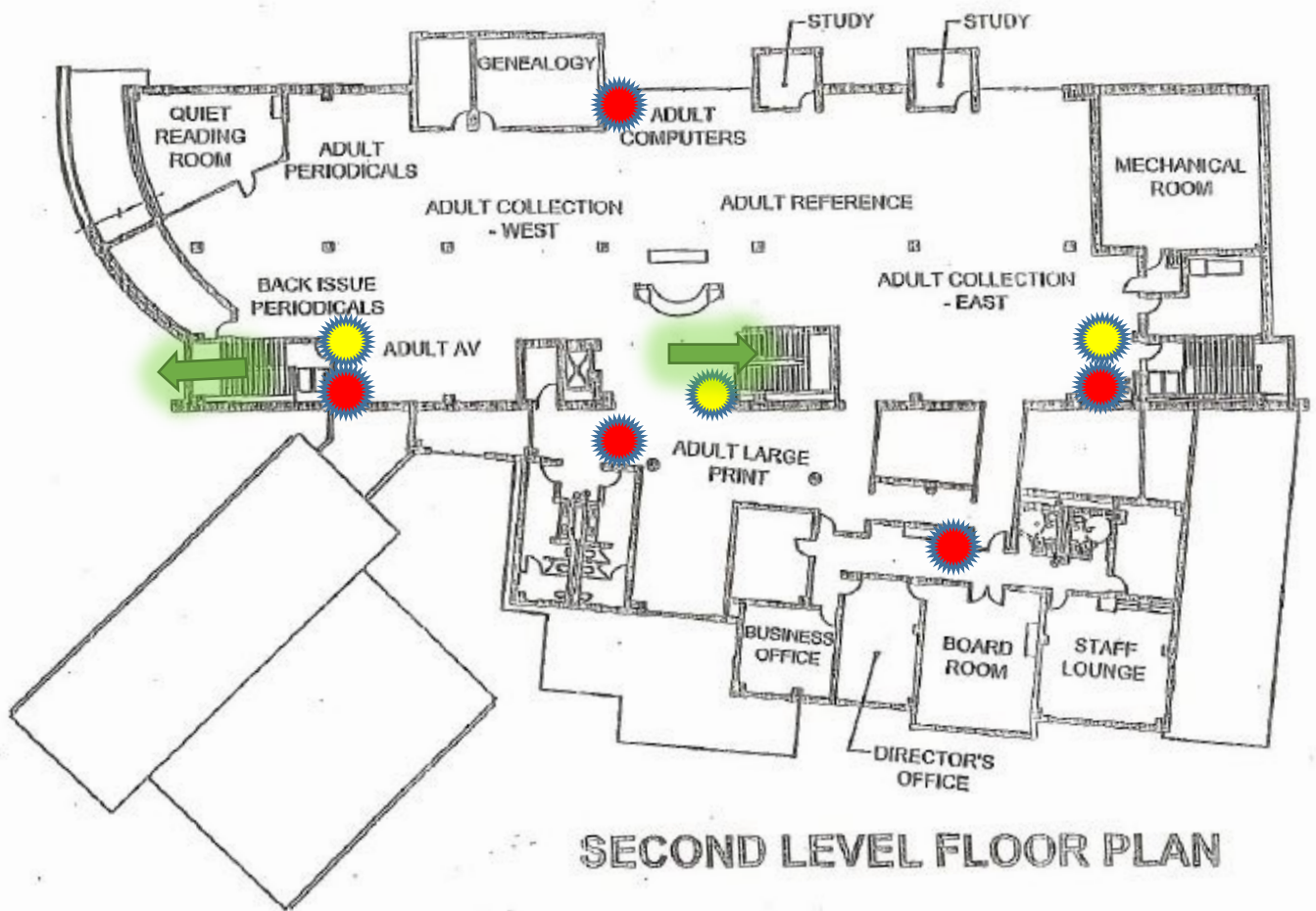
Access Control (FOBs)	Umbrella Technologies Zach Brummel – Tech	888-819-4211 Cell 815-414-1425
AED (Heart Machine)	Bryan Heriaud	630-802-5214 (cell)
Air Conditioning/Heating	Trico Mechanical Tom Wegman Oak Brook Mechanical Artlip & Sons	630-466-3662 630-818-5730 630-941-3555 630-896-1560
Alarm System (Fire & Burglar)	Alarm Detection Systems	630-844-6302
Automatic Doors	Tee Jay Service Tom King	630-406-1406 708-837-4496
Board Minute Taker	Marlys Young	630-553-4307
Carpet Cleaning	Uni-Max Management Corp Eva Ambroz	773-858-2276
Com Ed	Acct #1094288008	800-334-7661
Computers	Lloyd Warber	630-421-0457
Donation Bricks	Bricks R Us.com	888-MY-BRICK
Electrical	Marshall Electric	630-892-2942
Elevator	Thyssenkrupp Technician: Steve (Montgomery)	630-652-4000
Extinguisher Inspection	Fox Valley Fire/Safety (Adam)	847-695-0600
Fire Alarm System	Fox Valley Fire (Adam)	847-695-5990
Gas Service	Nicor Acct #91-85-68-4012 8	888-642-6748
Internet Provider	Metronet Acct # 1651373	855-769-0936




YORKVILLE PUBLIC LIBRARY VENDOR CALL LIST

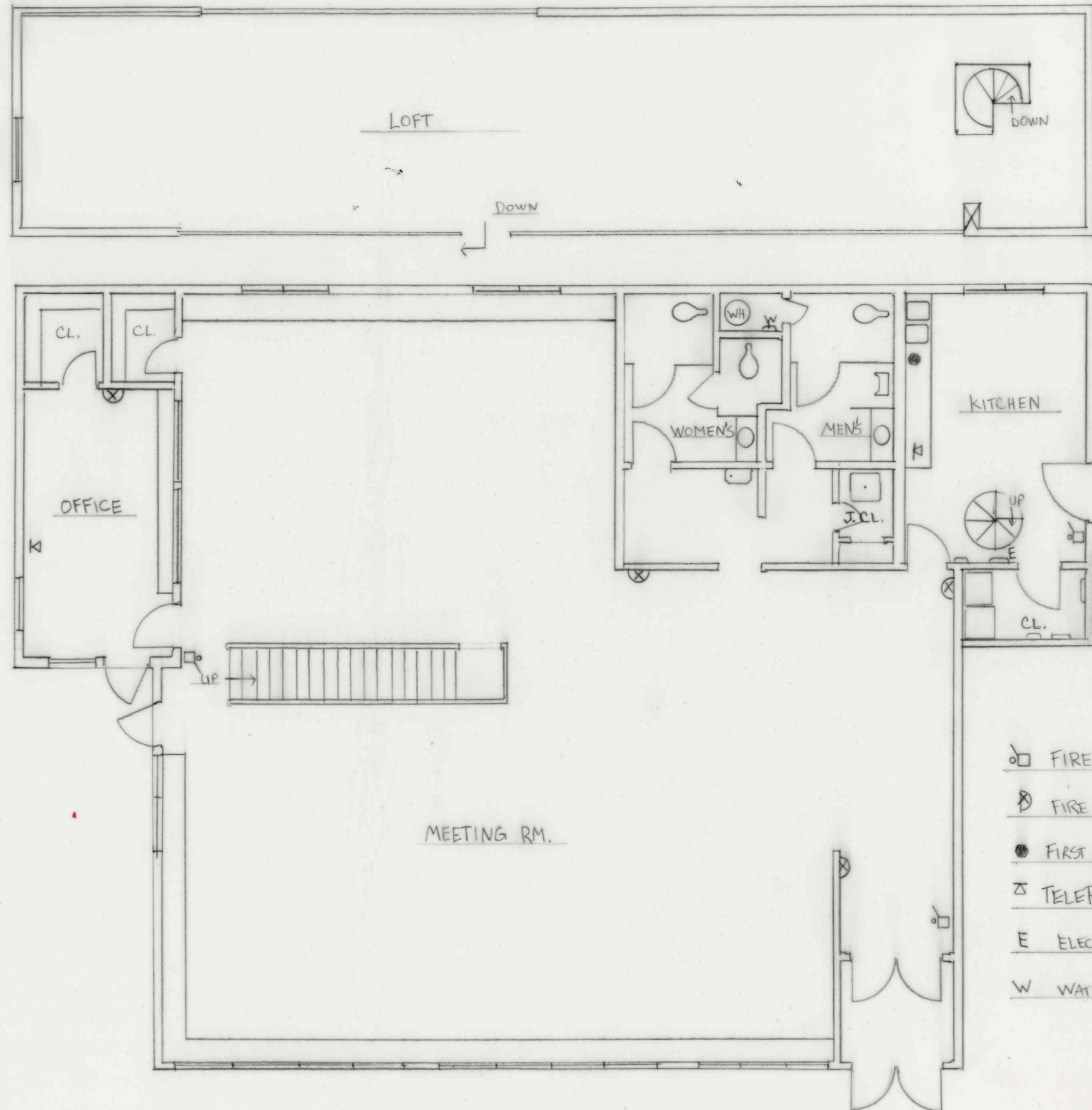
Janitorial Service	Uni-Max Management Corp Eva Ambroz	773-858-2276
Janitorial Supplies	Amazon/Quill	order on-line
Landscape	Aztech Landscape	815-786-7647
Legal	Roger Ritzman	630-665-1900
Locksmith	Walden Lock Service	630-851-0396
Office Supplies	Amazon/Quill	order on-line
Pest Control	Smithereen Tony	800-336-3500 224-580-8966
Photocopiers	Impact Account Rep: Vicki Rodriguez For Service For Supplies	815-343-4143 815-255-8383 888-752-0052 866-228-4857
Plumbing	Martin Plumbing	630-553-1111
PrairieCat		877-542-7257
Public Works (water/ sewer)	Eric Dhuse	Work 630-553-4353 Cell 630-878-7102
Reaching Across Illinois Library System (RAILS)		815-729-3345
Roof	Olssen Roofing	630-892-0449
Security Cameras	Griffon Systems Paul Grefenstette	630-607-0346 773-835-8339
Snow Removal	City Public Works Dept. Eric Dhuse	630-878-7102
Syserco	BAC system Tom Goetz	331-903-3300 312-720-6758
TBS Scanner/Coin Box	Help Desk	630-537-1370

YORKVILLE PUBLIC LIBRARY VENDOR CALL LIST

Telephone (TCG Solutions)	Jeff Norris	630-453-8726
Water Clean-Up	ServPro Service Master	331-717-5994 630-553-6650
Weblinx (Website)	Theresa Khul	630-551-0334 Cell 630-880-033
Lighting Vendor	Mitch Seidel	708-629-6628



 = Fire Extinguishers	 = Fire Alarms	 = Non-gated Exits
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UNITED CITY OF YORKVILLE

LIBRARY BOARD

(3 Year Term)

NAME	ADDRESS	PHONE NUMBER	APPOINTED	TERM EXPIRES
Theron Garcia	PO Box 1062 Email: theron.garcia@yorkville.lib.il.us	630-440-5586	4/25/17 reappt: 7/28/20 reappt: 5/30/23	May 2026
Sharon Mix	578 W. Barberry Cir. Email: sharon.mix@yorkville.lib.il.us	630-383-8171	12/10/24 <i>(partial term)</i>	May 2027
Wendy Gatz	1319 Evergreen Ln Email: Wendy.gatz@yorkville.lib.il.us	630-383-8039	3/26/24 <i>(partial term)</i> reappt: 6/11/24	May 2027
Valerie Burd	300 E. Hydraulic Avenue Email: valerie.burd@yorkville.lib.il.us	630-220-6484	2/25/25 <i>(partial term)</i>	May 2026
Tara Schumacher	302 Oakwood Street Email: tara.schumacher@yorkville.lib.il.us	630-362-0913	6/8/21 reappt: 6/25/24	May 2027
Ryan Forristall	1984 Banbury Avenue Email: ryan.forristall@yorkville.lib.il.us	815-570-9046	8/28/18 reappt: 5/14/19 reappt: 4/26/22 reappt: 5/13/25	May 2028
Jackie Milschewski	401 Heustis Street Email: jackie.milschewski@yorkville.lib.il.us	630-251-8083	4/26/22 reappt: 5/13/25	May 2028
Keri Pesola	1162 Spring Street Email: keri.pesola@yorkville.lib.il.us	630-870-0109	4/26/22 reappt: 5/13/25	May 2028
Jason Hedman	1092 Canary Ave. Email: Jason.hedman@yorkville.lib.il.us	630-385-2923	6/13/23	May 2026

**This list is for internal use only.

If you have any changes – please contact the Clerk’s Office at 553-8567

United City of Yorkville Phone List

ADMINISTRATION - 630-553-4350 - 651 Prairie Pointe Dr.	
FAX - 1st floor	630-553-7575
Admin Exec .Conf. Room - Ext. 8518	
Executive Session Conf. Room - Ext. 8553	
Meeting Room Overflow - Ext. 8550	
Meeting Room #107 - Ext. 8554	
Behland, Jori - Ext. 8567	Cell - 815-651-9960
Cisija, Monica - Ext. 8565	
Diaz, Stacy - Ext. 8531	Cell - 630-792-9677
Gregory, Katelyn	Cell - 630-800-0574
Jones, Kim - Ext. 8530	Cell - 512-785-6106
Milschewski, Ted	Cell - 630-797-6378
Navarro, Jesus - Ext. 8544	Cell - 630-809-6881
Olson, Bart - Ext. 8537	Cell - 630-308-0582
Orr, Kathy	Ofc. - 312-382-2113
Orr, Kathy	Cell - 708-267-6244
Purcell, John - Ext. 8519	Cell - 630-363-7466
Server Room - Ext. 8556 (2nd floor)	no phone yet
Willrett, Erin - Ext. 8574	Cell - 815-970-4713

COMMUNITY DEVELOPMENT - 651 Prairie Pointe Dr.	
FAX	630-553-7264
CD Conference Room - Ext 8572	
Barksdale-Noble, Krysti - Ext. 8573	Cell - 630-742-7808
Blystone, Bobbie - Ext. 8545	Cell - 331-400-3049
Credeur, Bob - Ext. 8533	Cell - 630-470-1440
Hansen David - Ext. 8588	Cell - 331-400-3199
Hastings, Gina - Ext. 8532	Cell - 630-277-3003
Mendez, Sara - Ext. 8555	Cell - 630-450-1304
Nelson, Gina - Ext. 8527	Cell - 630-780-8610
Ratos, Pete - Ext. 8549	Cell - 630-618-8416
Rosa, Aaron - Ext. 8566	Cell - 331-400-3649

ENGINEERING - 630-466-6700 (EEI)	
Sanderson, Brad	Ofc. - 630-466-6720
Sanderson, Brad	Cell - 630-816-0957
Wells, Todd	773-454-4214

FINANCE - 651 Prairie Pointe Dr.	
Fredrickson, Rob - Ext. 8534	Cell - 815-274-9223
Seego, Kara - Ext. 1145	
Simmons, Amy - Ext. 8571	Cell - 630-201-2401
Thomas, Lori - Ext. 8521	Cell - 630-244-4115
Woolsey, Rebecca - Ext. 8563	Cell - 630-800-5142

LIBRARY - 630-553-4354 - 902 Game Farm Rd.	
Augustine, Shelley - Ext. 117	
Business Office - Ext. 116	
Curtis, Michael - Ext. 120	
Debord, Dixie - Ext. 104	
Iwanski, Sharyl - Ext. 103	
Weiss, Jennette - Ext. 109	

POLICE - 630-553-4340 - 651 Prairie Pointe Dr.	
FAX	630-553-1141
PD Exec. Conf. - Ext 8582	
Balog, Kirsten - Ext. 8502	
Bieritz, Crystal - Ext. 8561	
Carlyle, Mitchell - Ext. 8507	331-223-6005
CSO	630-742-5609
Densberger, Amy - Ext. 8506	
Garcia, Maggie - Ext. 8529	
Hayes, Chris - Ext. 8541	630-973-9883
Harris, Kendall - Ext 8501	
Hunter, John - Ext. 8568	630-742-5110
Jensen, Jim - Ext. 8509	630-488-7364
Johnson, Jeff - Ext. - 8569	630-742-8796
Ketchmark, Matthew - Ext. 8513	630-742-6236
McMahon, Patrick - Ext. 8504	630-742-5848
Mikolasek, Ray - Ext. 8540	630-973-9884
Nelson, Matt - Ext. 8505	630-742-4882
Non-Emergency Dispatch	630-553-4343
Patrol - tbd	630-742-6236
Patrol A	630-878-7225
Patrol B	630-688-9873
Patrol C	630-742-8344
Patrol D	630-675-1274
Patrol E	630-742-5338
Hart, Robbie - Ext. 8511	630-973-0969
SRO Goldsmith - Ext 8503	630-742-5333
Stroup, Sam - Ext. 8542	630-746-1392

PARKS - 630-553-4358 - 185 Wolf St.	
FAX	630-553-4360
Anderson, Jared	815-575-4598
Hodous, Richard	630-918-3035
Horne, Ryan - Foreman	630-885-4919
Houle, TJ - Foreman	630-885-3569
Kleefisch, Glenn	708-903-4973
Landa, Paul	708-843-2807
Lombardo, Steven	630-891-1684
Scott, Trevor	708-955-0226
Sleezer, Scott - Supt.	630-878-7291
Smith, Doug - Foreman	815-494-2041
Wolf, Brandon	630-291-6216

RECREATION - 630-553-4361 - 651 Prairie Pointe Dr.	
FAX	630-553-4360
Concessions #1	630-777-1863
Concessions #2	630-391-0171
Barbanente, Marisa - Ext. 8538	630-888-6111
Evans, Tim - Ext. 8575	217-493-5687
Galauner, Jake - Ext. 8579	815-761-2301
Galauner, Julie - Ext. 8577	815-222-1006
Ihrig, Kristen - Ext. 8538	618-531-1573
Nelson, Luke - Ext. 8508	630-659-8090
Redmon, Steve - Ext. 8585	630-701-4909
Remus, Shay - Supt. - Ext. 8576	630-689-7502
Sendra, Samantha - Ext. 8578	630-536-4518

PUBLIC WORKS - 630-553-4349 - 610 Tower Ln.	
FAX	630-553-4377
Dhuse, Eric	630-878-7102
Sleezer, John	630-878-7288

SEWER	
Jackson, Jamie	630-303-7438
Steffens, George	630-669-0097

STREETS	
Bedford, Ryan	630-797-1104
Behrens, Brett	630-675-3379
Henne, Durk	630-600-7114
Hernandez, Noah	630-242-0640
Rozborski, Adam - Foreman	630-465-6891
Seng, Matt	630-675-4715
Weber, Bob	815-202-0618
Yoder, David	630-649-3834

WATER	
Bauer, Jon - Foreman	630-878-0093
Brown, Dave	331-337-7397
Conard, Ryan	630-546-4690
Johnson, George	757-968-7588
Legendre, Pat	630-740-9029
McGregory, Matt	630-220-0292
Office/Rebecca - Ext. 8563	630-800-5142
Scodro, Pete	630-742-6785
Zitt, August	630-544-9717

Frequently Used #'s	
Beecher Center	630-553-5777
BKFD	630-553-6186
Bristol Township	630-553-0101
BSI - Backflow	888-966-6050
Chamber of Commerce	630-553-6853
Comcast	800-934-6489
Dubjic, Lynn DLK, LLC	630-209-7151
Fox Metro	630-892-4378
Groot	630-892-9294
IDOT-Headquarters Ottawa	815-434-6131
IDOT-Yorkville Maint. Barn	630-553-7337
IT 24/7-Illinoisupport@interdev.com	847-999-3050
KC Administration	630-553-4143
KC Assessor (Taxes)	630-553-4146
KC Highway Dept.	630-553-7616
Post Office - Yorkville	630-553-7100
Taussig & Assoc (SSAs)	800-969-4382
UB Assist.-Family Focus.org	630-844-2550
UB Assist.-KC Health Dept	630-553-9100
UB Assist.-St. Vincent de Paul	630-708-0423
Voter Registration	630-553-4105
Yak Shak	630-479-8074
YBSD	630-553-7657

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Job Title: Community Engagement & Marketing Specialist/Coordinator

Status: Full-Time, Exempt

Salary/Pay Range: Commensurate with qualifications and experience

Benefits include: 1 week after 6 months and 2 weeks after the first year, 10.5 holidays per year, 12 sick days per year, 3 floating holidays, participation in Illinois Municipal Retirement Fund, medical, vision, and dental insurance programs.

Reports to: Library Director

Position Summary

As a key member of the Management Team, the Community Engagement & Marketing Specialist/Coordinator is responsible for enhancing the Library's visibility, promoting services, and fostering strong community relationships. Under the direction of the Library Director, this position develops and implements strategic marketing initiatives and outreach efforts. The role includes overseeing all communications, managing partnerships, and ensuring consistent messaging across all platforms.

This position may serve as the Person in Charge in the absence of the Library Director or other management staff.

Essential Responsibilities

- Coordinate community engagement, including outreach to businesses, nonprofits, and participation in local events, boards, and committees.
- Collaborate with the Management Team to ensure consistent and effective internal and external messaging.
- Develop and manage content for marketing, branding, promotions, public relations, and all communications.
- Oversee design, production, and distribution of newsletters, brochures, flyers, signage, press releases, digital signage, and lobby TV content.
- Manage and update content for the Library's website, social media platforms, and online/print media sources.
- Monitor industry trends and emerging technologies to enhance services and respond to community needs.
- Collect and analyze statistics and community demographics to inform programming and outreach strategies.

- Set annual goals and manage the marketing and public relations budget aligned with the Library's strategic plan.
- Attend Library Board and committee meetings as requested.
- Provide occasional coverage at the Reference/Adult Services Desk.
- Oversee scheduling and usage of the Library's meeting rooms.
- Perform other duties as assigned.

Qualifications

- Master's degree in library science (ALA-accredited) considered a plus.
- Bachelor's degree in marketing, public relations, communications, or related field preferred.
- Prior experience in event planning and program development required.
- Intermediate to advanced computer and information technology skills required.
- Must be available for occasional evening and weekend work.

Knowledge, Skills, and Abilities

- Strong interpersonal skills with a commitment to exceptional customer service.
- Ability to connect with community members and represent the Library effectively.
- Skilled in building partnerships with a wide range of community organizations.
- Proficiency in Microsoft Office, Google Workspace, and graphic design software.
- Excellent written and verbal communication skills.
- Ability to quickly learn and teach new technologies.
- Self-motivated, organized, detail-oriented, and capable of independent decision-making.
- Ability to work both independently and collaboratively.
- Professional, dependable, punctual, patient, and courteous.
- Demonstrates active listening and sensitivity in communication.
- Exercises sound judgment, discretion, and initiative.

Physical Requirements & Work Environment

- Frequent keyboard use and computer work.
- Ability to reach, stoop, and shelf library materials at varying heights.
- Ability to carry multiple items and push book carts weighing up to 100 lbs.
- Must possess manual dexterity, hearing acuity, clear speech, and correctable vision.
- Must provide own transportation.

This job description is intended to convey essential responsibilities and qualifications for the role. It is not an exhaustive list of all duties and responsibilities that may be assigned.

Illinois Public Library Standards: 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 layouts to house and circulate the collections, comfortable and light filled areas for the public and staff, meeting and study rooms for both group and individual use, and youth spaces that inspire children and teens. Libraries should review the long-term spatial needs of the library in conjunction with their current strategic plan.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library follows all local, state and federal laws relating to access, including the Americans with Disabilities Act.		
2	The library is open a minimum of 15 hours per week [23 Ill. Adm. Code 3030.110].	The library is open to the public with daytime, evening and weekend hours.	The library is open 7 days a week, for most of the year.
3	The library regularly reviews long term space needs.	The library addresses long term space needs in its strategic plan.	The library conducts a community needs survey and includes library spaces in the questionnaire.
4	The library provides an exterior book return that is open 24/7.	The library provides alternate methods for picking up and returning materials (e.g., drive-up book drop, curbside pickup, drive-through window).	The library provides off-site pick up and return of materials (e.g. homebound delivery, book mobiles, kiosks, automated lockers).
5	The library provides adequate, safe, well-lit, and convenient parking during all hours of service.		

6	The library's entrance is clearly visible, easily identified, and well-illuminated for both vehicles and pedestrians.		
7	The library's interior spaces are adequately illuminated.	Natural light is utilized as much as possible.	The library has energy efficient lighting throughout its buildings.
8	The library provides signage to identify collections, services, and amenities.	In multilingual communities, signage is provided in relevant languages throughout the building.	
9	The library provides designated spaces for youth and adults.	The library provides dedicated space for teens.	The library provides dedicated spaces for other specific populations (e.g., sensory space, comfort room, mother's room).
10	The library has adequate and appropriately sized shelving to provide easy access to patrons of all ages.		
11	The library has sturdy and comfortable furnishings in sufficient quantities and sizes to meet the needs of patrons of all ages.		
12	The library provides accessible spaces for library programs, meetings, and individual and group study.	The library has rooms designated for programs, meetings, and individual and group study.	

Illinois Public Library Standards: Advocacy & Community Engagement

Advocacy and community engagement are vital for libraries to ensure continued support, relevance and sustainability. Advocacy helps secure necessary funding and public support by demonstrating the library's value to policymakers and stakeholders. Community engagement fosters deeper connections and ensures that programs and services address the evolving needs of the people it serves. By actively engaging with diverse populations, libraries promote the message that they provide learning opportunities, services, and programs that are free, inclusive and welcoming to all. Together, advocacy and community engagement ensure that libraries remain essential resources.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The director and board are knowledgeable of state-wide advocacy training tools.	Training in advocacy skills is offered to staff, the board, and/or other stakeholders, such as Friends of the Library and Foundation groups.	Library staff, board and community stakeholders have the skills and knowledge to be proactive advocates on behalf of the library and community.
2	The director and staff actively network with community organizations, businesses and institutions (e.g., Chamber of Commerce, Rotary, Kiwanis).	The director and staff present at school, business and community meetings on library initiatives, programs, collections and services.	The director and staff invite community leaders, organizations, partners and stakeholders to the library for tours, coffees, and/or information meetings to showcase what the library offers.
3	The director and staff collect and analyze data to measure how community members use the library.	Using data collected and analyzed, the director and staff communicate the library's impact and advocate for programs, personnel, and spaces.	The library annually highlights data, stories and accomplishments from the year and disseminates it to external and internal stakeholders.

4	The director and board know their local, state and federal elected officials.	The library includes local, state and federal elected officials on mailing lists and invites them to events.	The library partners with elected officials to co-host events and informational sessions to promote civic engagement.
5	The director and board and/or staff are informed of Illinois Library Association (ILA) and American Library Association (ALA) legislative priorities and promote those priorities when needed.	The director, board and/or staff actively participate in the local, state, and national legislative campaigns and events organized by ILA and ALA.	The director, board and/or staff serve on forums, committees, and boards of ILA and ALA.
6	The director, staff and board are aware of current community projects and economic planning and seek opportunities for library engagement.	The director, staff and board use their community engagement to inform the library's strategic plan.	The library is a sought after partner in working with and developing community initiatives.

Illinois Public Library Standards: Buildings & Grounds

Stewardship of public library buildings involves designing, constructing and preserving facilities to ensure accessibility, safety, and functionality, for staff and users. This includes site selection, architectural planning for space efficiency, furniture and fixtures that meet patron and staff needs, and incorporating modern technology and sustainability features. Operational responsibilities include routine cleaning, grounds maintenance, structural repairs, HVAC upkeep, and technology updates to provide a comfortable and welcoming interior and exterior environment. Long-term financial planning is needed for libraries to ensure that it remains a well-equipped and inviting space for learning, research and community engagement.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library's operating budget includes dedicated funds for regular maintenance of buildings and grounds.	The library establishes a special reserve fund with the goal of financing future capital projects, including repairs, remodeling, renovations, or a new building.	The library contributes annually to a special reserve fund to have sufficient financial resources to cover the costs of future capital projects.
2	The library has a capital improvement plan that defines and forecasts repair and replacement of major equipment and infrastructure.	The library regularly reviews the capital improvement plan.	The library hires a qualified architect or engineer to perform a long-term facility assessment to inform the capital improvement plan.
3	The library conducts a walkthrough to assess the condition of furniture and equipment on an annual basis.	The library keeps a current inventory of all furniture, fixtures, and equipment.	The library periodically conducts an appraisal of all furniture, fixtures and equipment with an accredited appraisal company.

4	The library has liability insurance that will cover replacement costs of the facility and its contents.	The library reviews its insurance coverage annually to ensure proper valuation of the facility and its contents.	
5	Staff and trustees receive a tour of the library's buildings and grounds.	Key staff receive training on building systems appropriate to their roles.	
6	The library has a building and grounds maintenance checklist that is annually reviewed and updated.	The library has a facilities maintenance manual that includes instructions for operation of all building systems.	
7	The library keeps a copy of all maintenance documents, blueprints of the original building, and all subsequent renovations and warranties.	The library keeps a digital copy of all maintenance documents, all documents related to the construction for the original building and all subsequent renovations and warranties.	
8	The library hires staff, contractors, or vendors to maintain the building and grounds and maintains a list of contacts for building systems.		

9	The library has a master key box and a password list for access to the building and its systems.	The library has a security protocol for the distribution of keys and passwords, including regular password changes.	
10	The library strives to make its buildings and grounds as environmentally friendly as possible (e.g., LED lighting, recycling, energy efficient equipment, solar panels, EV chargers).	The library has a plan to improve environmental efficiency and sustainability.	The library seeks local, state, and national accreditations for environmental standards (e.g., LEED, Energy Star).

Illinois Public Library Standards: Collection Management

Libraries select, maintain, and provide access to information and materials in a variety of formats for all ages of the community to fulfill their educational, informational, recreational, and cultural needs. Libraries have a policy that addresses the selection and evaluation of materials and their weeding process.

Collections may be expanded beyond the physical boundaries of libraries through resource sharing, cooperative collection management, electronic resources and virtual collections. Libraries are encouraged to enhance their collections by participating in interlibrary loan practices and utilizing digital resources through national, state, regional, and local cooperative programs.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library has a Board-approved collection management policy that affirms the American Library Association's Library Bill of Rights and represents the community it serves. The policy is reviewed bi-annually. [75 ILCS 5/4-7.2; 75 ILCS 16/30-60]		
2	The library's budget has a designated budget line item for collection management.	Annual expenditure for materials for any size library ranges from 8 to 12% of the operating budget.	
3	The library has a process in place for collection management.	The library has staff who are responsible for collection management and are trained in the general principles of selection, inventory and weeding of materials.	Staff who are responsible for collection management are proficient in specific genres, age levels, and subjects.

4	The library agrees to make their resources, information and expertise available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and participate in system delivery.		
5	The library abides by the ILLINET Interlibrary Loan Code as well as other formal regional/consortial agreements.	The library publicizes and promotes interlibrary loan to its patrons.	The library provides patrons with the ability to make their own interlibrary loan requests with little mediation.
6	The library strives to provide a collection that reflects the needs and interests of the community as well as the diversity of human experience.	The library regularly reviews the collection to ensure its inclusivity.	The library implements a comprehensive collection maintenance plan that includes a 2-3 year schedule for evaluation and maintenance of every area of the collection.
7	The library provides access to materials in a variety of formats for individuals of all ages, interests, and abilities (e.g., print, digital, audio, video, large print).	The library circulates physical objects and digital tools (a.k.a. "Library of Things").	
8	Materials are cataloged according to standard library practices.	Staff are aware of the importance of culturally sensitive cataloging terminology.	
9	The library has a reconsideration of materials policy and process.		

10	The library serves as a repository for local history.	The library provides access to genealogy resources.	The library's special collections are digitized to preserve and provide broad access to these resources.
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Illinois Public Library Standards: Finance & Budget

Illinois public libraries receive the bulk of their funding from local property tax revenues. Additional funding may come from grants and other miscellaneous revenue streams. Because public tax dollars fund library services, all libraries should strive for strong financial policies and transparent documentation. Board-approved policies and transparency are critical for maintaining public trust, ensuring legal compliance, and fostering responsible stewardship of taxpayer funds. Given the trust that taxpayers put in the library administration to be good stewards of the public monies, extensive training for the director and board of trustees is recommended.

The fiscal well-being of a public library is paramount to serving the community's residents. A library's well-managed finances—through strong policies, procedures, and oversight—allow administration to maintain the facility and collections, hire and retain qualified and competent staff, and provide a variety of programs and services that stakeholders desire. Creating and managing the annual budget is one of the core tasks of the director, and oversight of library finances is one of the most important responsibilities of the board.

Audits are a best practice for maintaining fiscal integrity. Libraries with a budget of \$850,000 or more are required by Illinois statute (50 ILCS 310/1) to conduct an annual audit. It is a best practice recommendation that libraries under that budgetary limit still conduct an annual audit. Audits may be done in conjunction with the library's funding agency (city, village) or independently (districts).

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library has a written budget that is developed by administration and approved by the board.	The library has the budget in an electronic spreadsheet format.	The library includes legacy data in the spreadsheet to project future revenues and expenditures.

2	The library keeps a current accounting of its revenues and expenditures, and the board reviews and approves all monthly expenditures (e.g., invoices, electronic payments and transfers, insurances, payroll, pension/retirement, and tax obligations).	The board reviews actual revenues and expenses against the monthly budget and discusses variances with the director.	
3	The board's bylaws emphasize the importance of financial oversight and the creation of board-approved financial policies.	The library board regularly reviews and updates financial policies to reflect best practices.	The library board utilizes financial professionals to review and make recommendations to strengthen financial policies and procedures.
4	The library has a process for adding/removing signers from all financial accounts (e.g., bank accounts, credit cards, and online accounts).		

5	The director and board have an understanding of the fundamental principles of library funding, financial reports, and budgeting. The library uses professionally accepted bookkeeping practices.	The director and board pursue continuing education to enhance their understanding of library funding, financial reports, and budgeting.	
6	The library follows all legal requirements for financial reporting. If applicable, the library follows all GASB (General Accounting Standards Board) accounting principles as required by the auditor.	The library actively maintains a transparency webpage where it posts its reporting requirements, ordinances, and audit status.	
7	The library strives to ensure adequate funding for library operations, staffing, programming, services, and facility needs using local funding.	The library seeks grants through Friends groups, foundations, library systems, and state programs to supplement the annual budget as needed. The library has an established donations and gifts program.	The library seeks non-traditional sources for fundraising (e.g., corporate sponsors/donations, endowments, investments) to supplement the annual budget.

8	The library conducts an annual audit if the budget is \$850,000 or more. Depending on the type of library, the funding agent may do this as part of their annual audit.	The library board reviews and approves the annual audit, making the audit findings available to the public.	The board utilizes audit findings to enhance financial policies, improve efficiency, and mitigate risks.
9	The library or its funding agent (city, village) provides a treasurer's bond in the amount of 10% of the annual budget or the approved alternative of appropriate insurance as described in the statute (75 ILCS 5/4-9).	The library provides additional liability insurance coverage for its director, board, and others handling library money and/or financial transactions.	
10	The library utilizes internal controls to prevent fraud.	The board and director regularly review the library's internal controls.	If the library utilizes an auditor, they review the library's internal controls.
11	The library securely stores financial documents (e.g., checks, payroll, credit cards).	The library utilizes fraud protection measures (e.g., Positive Pay, payment by Automated Clearing House [ACH]).	

12	The library has a long-term financial plan.	The long-term financial plan includes an allowance for the building's capital needs, future projects, and projected expenses.	The long-term financial plan includes strategies for additional revenue streams (e.g., bequests, endowments, bond retirements, Tax Increment Financing [TIF]).
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Illinois Public Library Standards: Governance & Administration

Illinois public libraries are governed by locally elected or appointed boards, which operate under the Illinois Local Library Act (75 ILCS 5) or the Illinois Public Library District Act (75 ILCS 16). The library board sets policies, oversees budgets and hires a director to manage day to day operations. Libraries may be municipal, district, or part of other government entities, and they receive funding through local property taxes, state grants and other sources. The Illinois State Library, under the Secretary of State, provides oversight with guidance and funding support. Additionally, regional library systems assist with resource sharing and professional development.

The library director serves as the chief administrator responsible for managing daily operations, maintaining building and grounds, implementing board policies, and ensuring the library meets community needs. They oversee staff, budgeting, strategic planning and compliance with state and local regulations. The director works closely with the board by providing reports and recommendations and advocates for funding and community partnerships. Additionally, they facilitate programming, collection development, and technology initiatives to enhance public services.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The board has an approved set of bylaws that outline its rules and procedures.	The board bylaws are reviewed at least every 3-5 years.	An attorney reviews the board bylaws periodically.
2	The library complies with local, state and federal laws. This includes the Illinois Open Meetings Act [5 ILCS 120] and the Freedom of Information Act. Per these statutes, the library has an OMA designee and one or more FOIA officers.		

3	The board meets regularly to conduct the business of the library in accordance with the Illinois Compiled Statutes.		
4	At each regular meeting, the board reviews and approves minutes and financial reports.	At each regular meeting, the library director presents to the board a report of library activities and statistics.	At each regular meeting, the library director presents supplemental materials to the board (e.g., departmental reports, analysis of statistics).
5	The library has a board-approved mission statement.	The mission statement is reviewed periodically by the board, director, and staff.	The library creates a vision or values statement.
6	Trustees represent the needs, interests, and aspirations of the community.	Trustees solicit input on library activities from the community.	Trustees serve on other local committees and forums acting as a bridge from the library to the community.
7	The library prepares and submits the Illinois Public Library Annual Report (IPLAR), as required by statute. [75 ILCS 16/30-65]	The IPLAR is prepared by administration and presented to the board of trustees at a public meeting.	

8	The library has public and internal policies that are approved by the board.	The director regularly includes relevant staff in the drafting and review of policies. The board reviews these policies on a regular rotation.	Library policies are regularly reviewed by an attorney or expert on the relevant topic.
9	The library has a strategic plan that is developed by the board, director, and staff.	The strategic plan is reviewed regularly by the board, director and staff.	The library includes members of the community in strategic plan development.
10	The library has a succession plan for the director.	The library has a succession plan for the director and key staff.	The succession plan is reviewed with the board and administration and updated as needed.
11	The board and director develop an orientation program for new trustees.	The board actively participates in ongoing continuing education activities.	
12	The library maintains insurance coverage for property damage, general liability, professional liability, cyber liability, workers' compensation, treasurer's bond/government crime, and directors and officers. Coverage needs may vary based on library size, location, and services provided.		

13	The board, as an advocate for the library, identifies community priorities, ensures proper funding, and plans for the future.	The board advocates for the library with local stakeholders.	The board advocates for the library with state and federal stakeholders.
14	The library board, director, and staff are aware of the services offered by the regional library systems, the Illinois State Library and the Illinois Library Association.	The library board, director, and staff are engaged with the regional library systems, the Illinois State Library and the Illinois Library Association (e.g., attend workshops, meetings, and conferences, and subscribe to library system e-news, <i>ILA Reporter</i>).	The library board, director, and staff participate as members of professional boards, committees, task forces, advisory councils of the regional library system, the Illinois State Library and the Illinois Library Association.
15	The director participates in professional development activities, including Directors University for first-time Illinois directors.	The library provides financial support for the director's membership in professional organizations.	The director contributes to the profession by committee service, presentations, and authorship.

Illinois Public Library Standards: Human Resources

Staff are essential to the success and effectiveness of the library. To be successful, staff should be paid competitive wages, have a thorough understanding of policies and procedures, and be provided continuing education and professional growth opportunities. A skilled, qualified, and empowered staff ensure that the library is a welcoming, vibrant, relevant, inclusive, and trusted community resource.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library has sufficient staff for the hours that the library is open.	Staffing levels are sufficient to carry out the library's mission, to develop and implement strategic plan initiatives, and to provide services.	Library staff represent community demographics, especially focusing on cultural and multilingual diversity.
2	The library has a set of board-approved personnel policies.	The personnel policies are reviewed on a regular schedule by the director and key staff.	The personnel policies are reviewed by an attorney.
3	The library provides job descriptions for all positions.	Job descriptions are reviewed as needed in order to align strengths, education, and expertise of staff with open positions and operational needs.	Job descriptions are reviewed by an HR professional.
4	The library compensates staff in a fair, equitable, and competitive manner. The library allocates up to 70% of the operating budget for salaries and benefits. This includes FICA, pension and health benefits.	The library has a salary schedule that includes all positions. The schedule is reviewed and adjusted to reflect cost of living and industry benchmarking.	The library conducts a market benchmarking study every 3-5 years, with pay ranges, conducted by a human resources professional, to determine current competitive pay practices.

5	The library provides employee benefits as directed by federal, state, and local law.	The library provides employees an expanded benefits package that may include healthcare and wellness benefits, tuition reimbursement, and/or pension or retirement savings. The library contributes to the premiums of any associated costs.	The library contributes to the premiums of healthcare and wellness benefits for employees and their dependents.
6	The library follows state and federal laws in recruiting, hiring, onboarding, supervising, and terminating employees.	Key library staff keep abreast of current HR laws and trends (e.g., attending webinars, engaging an attorney or reputable HR consulting firm).	The library employs a staff member who is dedicated to human resource management.
7	Staff members receive coaching, feedback, and support for their own development at least annually.	The library has a performance appraisal system that provides staff with an annual evaluation of current performance and guidance in improving or developing new skills according to their job description.	The performance appraisal system develops work goals and activities that align with the strategic plan.
8	New employees receive a thorough orientation and job training. The library complies with all state-mandated training requirements.	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.	The library provides paid work time and funding for conference attendance, tuition assistance, and other skill and leadership development.

9	The library has a succession plan for the director.	The library has a succession plan for staff with specialized knowledge (e.g., assistant director, facilities manager, IT manager, business manager) that includes procedural job task instructions and checklists.	
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Illinois Public Library Standards: Information Services

Information services include circulation, reference, reader's advisory, and technology assistance and instruction. Circulation activities may include library card registration, check-out and check-in of materials, management of patron accounts, hold placement, and interlibrary loan. Reference services primarily focus on answering informational questions, whether for school research projects, personal interest, or daily life needs. Reader's advisory encourages the use of collections for recreational purposes, including the suggestion of books and other media through one-on-one conversations, booklists, displays, and other means. Technology assistance and instruction may range from basic internet access, to device assistance, to computer classes, to high-tech digital media labs. These activities may be performed in separate departments or provided at a variety of service points using a range of service models.

In addition, information services may include referral to social service agencies, which, for some libraries, may mean branching into social work services. It may also include facilitation of the use of library spaces like meeting and study rooms and maker spaces. Libraries may opt to provide other services, such as notary, passport applications, or license plate renewal.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	All basic information services are available when the library is open. These include: circulation, reference, reader's advisory, and technology assistance (including with personal devices) either through brief transactions or longer 1:1 sessions.	If the library provides additional information service offerings (e.g., notary, passports, digital media lab, maker space), an adequate number of trained staff are available to assist patrons in these areas.	
2	Staff provide accurate, timely, and courteous service.		
3	The library has policies that guide the provision of information services, such as a Circulation Policy and Reference & Reader's Advisory Policy.	If additional services are offered, such as notary, passports, digital media lab, or maker space, the library has policies and/or clear procedures guiding their use.	

4	Staff have access to appropriate technology (e.g., phones, computers, work email, printers, scanners) to receive and respond to patron inquiries.	The library provides a variety of self-service information service resources via its website or library apps 24/7.	The library provides information services by chat or phone outside of the hours the library is open.
5	Staff are familiar with all the library's offerings and other resources available to answer patron queries (e.g., print media, online subscription resources, reliable free internet sites, governmental and nonprofit agencies, local history materials).	The library provides staff who specialize in areas of information services (e.g., children's, teen, or adult services, or specific subject areas, such as business or technology).	
6	Staff are aware of local and statewide agencies as resources to which they can refer patrons in need.	The library hosts representatives of local and statewide agencies to provide information about their services and/or meet with the public within the library space.	The library may go beyond basic referrals to social service agencies by providing services by social workers or social work interns.
7	Staff recognize the wide array of individual information needs within the community and strive to offer services for all.	The library provides opportunities for staff to expand their knowledge and sensitivity in providing information services to all people.	The library employs staff with expertise in services specific to the needs of the community it serves (e.g., individuals with dementia or autism or people experiencing homelessness).

8	The library seeks to eliminate barriers to services and information access (e.g., fines and fees, age restrictions).	In multilingual communities, the library strives to provide information services in languages relevant to patron needs.	In multilingual communities, the library employs staff who speak languages relevant to patron needs or contracts interpreting services to supplement staff's multilingual expertise.
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Illinois Public Library Standards: Marketing & Promotion

Marketing and promotion play a critical role in the success and sustainability of public libraries. It is more important than ever for public libraries to tell their stories, collect data and measure success in order to sustain interest and support within their communities. When libraries utilize a variety of digital, print and face-to-face interactions, they not only raise awareness of their services, programs and collections but also retain and increase library users. Libraries that invest in marketing and promotion practices will successfully showcase value, impact, and return on investment to their communities.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library uses a variety of print, digital and interpersonal methods to actively promote its collections, programs, and services to the community.	The library has a marketing guide that outlines where and how the library will market its services, programs and collections.	The library adopts a formal marketing plan.
2	The board, director and staff are familiar with public relations and marketing initiatives developed by the regional library systems, the Illinois State Library, the Illinois Library Association, and the American Library Association (e.g., iREAD, Banned Books Week, National Library Week, Library Card Signup Month).	The library provides training opportunities for the director, staff, and/or board to learn effective methods to promote library services in consistent and strategic ways.	The library has one or more dedicated employees for marketing and graphic design.
3	The library allocates funds for marketing and promotion.		

4	The library adopts an easily recognizable logo that represents the library's brand.	The library uses its logo consistently across all print and digital marketing platforms.	The library adopts a brand style guide to unify the library's representation in all communications (e.g., color palette, fonts).
5	The library's print and digital marketing materials comply with all local, state and federal accessibility laws and standards.	The library strives to make its marketing materials accessible to individuals of all ages, abilities, reading levels and relevant language backgrounds.	
6	The library understands the community it serves and designs its marketing efforts to reach all residents.	The library identifies underserved populations and uses targeted marketing methods to conduct outreach to those communities.	
7	The library has board approved policies that govern its marketing and promotional method (e.g., social media, bulletin board).		
8	The library collects data, stories and photos that illustrate the value of the library.	The library uses collected data, stories, and photos to communicate the value of the library to the community.	The library develops an annual report that uses data, stories, and photos to showcase the library's value and impact.

9	The library regularly evaluates the effectiveness of its marketing efforts.	The library uses data (e.g., resource usage, program attendees, and cardholders) to measure and analyze the impact of its marketing efforts and to inform future marketing.	
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Illinois Public Library Standards: Programming

Programming is one of the channels through which libraries fulfill their mission of bringing people together for educational, recreational, and civic or community purposes. Literacy initiatives such as storytimes and book discussions encourage a love of reading and provide an opportunity to highlight library collections. Lifelong learning programs empower patrons with new information and improved skills that support their academic and vocational advancement, as well as their personal growth. Cultural programs promote appreciation of the arts and introduce participants to a variety of world traditions. Arts and crafts and do-it-yourself workshops foster creativity and ingenuity. Recreational programs combat social isolation and encourage interaction with others in the community. Programming can also serve as outreach to the community and promotion of the library's services by offering a wide variety of events that appeal to both regular and new users. Programs may be in-person, virtual, or hybrid; they may include traditional presenter-led events as well as opportunities for self-directed activities by patrons. Programming must strive to welcome people of all ages, abilities, identities, and backgrounds.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library provides programs for all ages free of charge or on a cost recovery basis.	The library provides virtual or hybrid programs where appropriate.	
2	The library follows all local, state, and federal accessibility requirements in the presentation of in-person and virtual programs.	The library strives to provide various modes of program participation to accommodate patrons of all abilities (e.g., low lighting, enhanced audio).	The library designs dedicated programs for patrons with specific needs (e.g., autism, dementia, low vision).
3	The library has a board-approved programming policy for all ages that includes a protocol for response to challenges.		

4	The library regularly assesses the needs of its community, either formally or informally, to inform its program planning.	The library partners with local educational, social, cultural, and recreational organizations in order to present programs that address the community's needs.	The library draws on its community partnerships to provide programs in alternate venues in order to reach specific populations who cannot visit the library.
5	The library evaluates programs based on criteria such as attendance, guest feedback, and participant outcomes and adjusts its future programs based on this evaluation.		
6	The library is aware of the diversity of its community and strives to offer programs that are inclusive. While library programs represent diverse viewpoints, library programs do not necessarily constitute an endorsement of the ideas or viewpoints expressed in their programs.	The library provides staff training in best practices for meeting the programming needs of a diverse community.	The library offers dedicated programs that address the specific cultures, life experiences and interests of its community.

Illinois Public Library Standards: Safety & Emergency Preparedness

Public libraries strive to be welcoming community centers safe for all who enter. Libraries should have written plans and policies to manage safety and security concerns, emergencies, and disaster recovery. Library staff should be well-versed in all emergency and safety plans, policies and protocols and have training on how to handle difficult situations with patrons. Local, state and federal safety and emergency laws should be reviewed on a regular basis. It is also critical that libraries maintain open lines of communication with the community and first responders.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library has a communication protocol to keep the board, staff and public informed in the event of a disaster or emergency.		
2	Staff have ready access to emergency call information for police, fire, director, board, and other relevant staff.	The library staff have ready access to all library key service providers (plumbing, electric, roofing).	The library has a designated team that works to provide safety and emergency training, protocols and communications to both staff and public.
3	The library provides training for staff on safety and emergency preparedness.	The library includes safety and emergency training in new employee on-boarding procedures.	In addition to safety and emergency training procedures, the library also offers medical training for staff (first aid, CPR, AED, etc.).
4	The library has a board approved Patron Conduct Policy.	The library staff is aware of the Patron Conduct Policy and understands how to implement it.	The library has a dedicated security staff person and/or a security surveillance system.

5	Library entrances, exits, evacuation routes, locations of designated tornado shelters, emergency supplies, fire alarms and fire extinguishers are clearly marked and visible for staff and the public.	Floor plans with designated emergency routes and equipment are displayed and shared with first responders.	The library has thorough documentation for emergency responders that includes location of mechanical, electric, plumbing, ladders, and current building blueprints.
6	The library maintains a stock of emergency supplies, which are stored in a clearly marked, designated location and are easily accessible to staff.		
7	The library has an emergency and disaster preparedness manual that is easily accessible to staff.	The library annually reviews and updates the library emergency and preparedness manual.	The library has a separate emergency and safety procedure manual for the public that is posted in public spaces.
8	The library has a disaster recovery plan that is kept in an off-site location.	The library has a technology recovery plan, in the event of a physical disaster or cyberattack.	
9	The library complies with local, state and federal emergency and safety guidelines, ordinances and laws.	The library seeks to be included in community plans and works with local agencies on contingencies for various crises (flood, snow, pandemic, active shooter) in which the library can play an essential role.	

10	The library follows all local and state requirements for emergency systems and equipment inspections.	The library has a maintenance protocol for all emergency systems and equipment that is reviewed on a regular basis.	
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Illinois Public Library Standards: Technology

Technology is an integral part of any library. Technology transforms the library into a dynamic hub of information, learning and community engagement. Libraries offer a wide array of digital services and tools that cater to the diverse needs of their communities. From providing access to e-books, high-speed internet and online learning platforms to offering maker spaces equipped with 3D printers and coding workshops, technology has expanded the role of libraries far beyond traditional boundaries. By bridging the digital divide, fostering lifelong learning and supporting innovation, technology ensures that libraries remain relevant and accessible in an increasingly digital world.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library has a dedicated budget for technology equipment and services.	The library has a technology replacement schedule and/or a technology plan.	The library conducts a technology needs assessment that examines current and emerging trends and includes community input.
2	The library has a board approved internet and computer use policy.	The library reviews and updates computer use policies on a regular basis.	
3	The library provides a sufficient number of public use computers.	The library offers laptops or tablets for the public to use in-house.	The library allows laptops or tablets to be checked-out by the public.
4	The library has access to a trained individual to maintain all technology.	The library has a trained staff person or contractual service to maintain the technology infrastructure.	The library has a dedicated IT department.

5	The library takes steps to protect the integrity, safety and security of all technology. This may include anti-virus software, firewalls, authentication, routine upgrades, patches, and scheduled data backup.	The library provides staff training for best practices in computer safety and includes cyber security in its liability insurance.	The library conducts annual penetration testing to evaluate security measures to determine if improvements or upgrades are needed.
6	Staff are aware of adaptive features available in library equipment and software and are able to facilitate their use by patrons of all abilities (e.g., narration, captioning, magnification, color contrast adjustment).	The library provides adaptive equipment for individuals of all abilities (e.g., large-print keyboards, large trackball mice) and guides patrons in their use.	The library provides adaptive equipment for individuals of all abilities for checkout.
7	The library provides internet access, wired and wireless, with sufficient capacity to meet the needs of both the staff and the public.	The library annually evaluates and updates its internet connectivity options for service impact and cost effectiveness.	The library has multiple internet service providers available for failover back-up purposes and offers mobile hotspot checkout.
8	The library has basic communication tools, such as telephones, photocopiers and printers for both staff and public use.	The library offers facsimile, mobile printing, and scanners.	The library offers video conferencing equipment and space.

9	The library is aware of emerging technology trends such as the maker movement.	The library offers maker tools (e.g., video cameras, 3D printers, digital conversion devices) either for in-house use or check-out.	The library offers a maker space with a dedicated staff who are knowledgeable of the equipment.
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Illinois Public Library Standards – Access: Action Plan

Library Name

Date

Completed by

Job Title

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	<input type="checkbox"/> The library follows all local, state and federal laws relating to access, including the Americans with Disabilities Act.			
2	<input type="checkbox"/> The library is open a minimum of 15 hours per week [23 Ill. Adm. Code 3030.110].	<input type="checkbox"/> The library is open to the public with daytime, evening and weekend hours.	<input type="checkbox"/> The library is open 7 days a week, for most of the year.	
3	<input type="checkbox"/> The library regularly reviews long term space needs.	<input type="checkbox"/> The library addresses long term space needs in its strategic plan.	<input type="checkbox"/> The library conducts a community needs survey and includes library spaces in the questionnaire.	

4	<input type="checkbox"/> The library provides an exterior book return that is open 24/7.	<input type="checkbox"/> The library provides alternate methods for picking up and returning materials (e.g., drive-up book drop, curbside pickup, drive-through window).	<input type="checkbox"/> The library provides off-site pick up and return of materials (e.g. homebound delivery, book mobiles, kiosks, automated lockers).	
5	<input type="checkbox"/> The library provides adequate, safe, well-lit, and convenient parking during all hours of service.			
6	<input type="checkbox"/> The library's entrance is clearly visible, easily identified, and well-illuminated for both vehicles and pedestrians.			
7	<input type="checkbox"/> The library's interior spaces are adequately illuminated.	<input type="checkbox"/> Natural light is utilized as much as possible.	<input type="checkbox"/> The library has energy efficient lighting throughout its buildings.	

8	<input type="checkbox"/> The library provides signage to identify collections, services, and amenities.	<input type="checkbox"/> In multilingual communities, signage is provided in relevant languages throughout the building.		
9	<input type="checkbox"/> The library provides designated spaces for youth and adults.	<input type="checkbox"/> The library provides dedicated space for teens.	<input type="checkbox"/> The library provides dedicated spaces for other specific populations (e.g., sensory space, comfort room, mother's room).	
10	<input type="checkbox"/> The library has adequate and appropriately sized shelving to provide easy access to patrons of all ages.			
11	<input type="checkbox"/> The library has sturdy and comfortable furnishings in sufficient quantities and sizes to meet the needs of patrons of all ages.			

12	<input type="checkbox"/> The library provides accessible spaces for library programs, meetings, and individual and group study.	<input type="checkbox"/> The library has rooms designated for programs, meetings, and individual and group study.		
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Notes/Comments:

Illinois Public Library Standards – Advocacy & Community Engagement: Action Plan

Library Name

Date

Completed by

Job Title

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	<input type="checkbox"/> The director and board are knowledgeable of state-wide advocacy training tools.	<input type="checkbox"/> Training in advocacy skills is offered to staff, the board, and/or other stakeholders, such as Friends of the Library and Foundation groups.	<input type="checkbox"/> Library staff, board and community stakeholders have the skills and knowledge to be proactive advocates on behalf of the library and community.	

2	<input type="checkbox"/> The director and staff actively network with community organizations, businesses and institutions (e.g., Chamber of Commerce, Rotary, Kiwanis).	<input type="checkbox"/> The director and staff present at school, business and community meetings on library initiatives, programs, collections and services.	<input type="checkbox"/> The director and staff invite community leaders, organizations, partners and stakeholders to the library for tours, coffees, and/or information meetings to showcase what the library offers.	
3	<input type="checkbox"/> The director and staff collect and analyze data to measure how community members use the library.	<input type="checkbox"/> Using data collected and analyzed, the director and staff communicate the library's impact and advocate for programs, personnel, and spaces.	<input type="checkbox"/> The library annually highlights data, stories and accomplishments from the year and disseminates it to external and internal stakeholders.	
4	<input type="checkbox"/> The director and board know their local, state and federal elected officials.	<input type="checkbox"/> The library includes local, state and federal elected officials on mailing lists and invites them to events.	<input type="checkbox"/> The library partners with elected officials to co-host events and informational sessions to promote civic engagement.	

5	<input type="checkbox"/> The director and board and/or staff are informed of Illinois Library Association (ILA) and American Library Association (ALA) legislative priorities and promote those priorities when needed.	<input type="checkbox"/> The director, board and/or staff actively participate in the local, state, and national legislative campaigns and events organized by ILA and ALA.	<input type="checkbox"/> The director, board and/or staff serve on forums, committees, and boards of ILA and ALA.	
6	<input type="checkbox"/> The director, staff and board are aware of current community projects and economic planning and seek opportunities for library engagement.	<input type="checkbox"/> The director, staff and board use their community engagement to inform the library's strategic plan.	<input type="checkbox"/> The library is a sought after partner in working with and developing community initiatives.	

Notes/Comments:

Illinois Public Library Standards – Buildings & Grounds: Action Plan

Library Name

Date

Completed by

Job Title

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	<input type="checkbox"/> The library's operating budget includes dedicated funds for regular maintenance of buildings and grounds.	<input type="checkbox"/> The library establishes a special reserve fund with the goal of financing future capital projects, including repairs, remodeling, renovations, or a new building.	<input type="checkbox"/> The library contributes annually to a special reserve fund to have sufficient financial resources to cover the costs of future capital projects.	
2	<input type="checkbox"/> The library has a capital improvement plan that defines and forecasts repair and replacement of major equipment and infrastructure.	<input type="checkbox"/> The library regularly reviews the capital improvement plan.	<input type="checkbox"/> The library hires a qualified architect or engineer to perform a long-term facility assessment to inform the capital improvement plan.	

3	<input type="checkbox"/> The library conducts a walkthrough to assess the condition of furniture and equipment on an annual basis.	<input type="checkbox"/> The library conducts a walkthrough to assess the condition of furniture and equipment on an annual basis.	<input type="checkbox"/> The library periodically conducts an appraisal of all furniture, fixtures and equipment with an accredited appraisal company.	
4	<input type="checkbox"/> The library has liability insurance that will cover replacement costs of the facility and its contents.	<input type="checkbox"/> The library reviews its insurance coverage annually to ensure proper valuation of the facility and its contents.		
5	<input type="checkbox"/> Staff and trustees receive a tour of the library's buildings and grounds.	<input type="checkbox"/> Key staff receive training on building systems appropriate to their roles.		
6	<input type="checkbox"/> Key staff receive training on building systems appropriate to their roles.	<input type="checkbox"/> The library has a facilities maintenance manual that includes instructions for operation of all building systems.		

7	<input type="checkbox"/> The library keeps a copy of all maintenance documents, blueprints of the original building, and all subsequent renovations and warranties.	<input type="checkbox"/> The library keeps a digital copy of all maintenance documents, all documents related to the construction for the original building and all subsequent renovations and warranties.		
8	<input type="checkbox"/> The library hires staff, contractors, or vendors to maintain the building and grounds and maintains a list of contacts for building systems.			
9	<input type="checkbox"/> The library has a master key box and a password list for access to the building and its systems.	<input type="checkbox"/> The library has a security protocol for the distribution of keys and passwords, including regular password changes.		

10	<input type="checkbox"/> The library strives to make its buildings and grounds as environmentally friendly as possible (e.g., LED lighting, recycling, energy efficient equipment, solar panels, EV chargers).	<input type="checkbox"/> The library has a plan to improve environmental efficiency and sustainability.	<input type="checkbox"/> The library seeks local, state, and national accreditations for environmental standards (e.g., LEED, Energy Star).	
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Notes/Comments:

Illinois Public Library Standards – Collection Management: Action Plan

Library Name

Date

Completed by

Job Title

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	<input type="checkbox"/> The library has a Board-approved collection management policy that affirms of the American Library Association's Library Bill of Rights and represents the community it serves. The policy is reviewed bi-annually. [75 ILCS 5/4-7.2; 75 ILCS 16/30-60]			
2	<input type="checkbox"/> The library's budget has a designated budget line item for collection management.	<input type="checkbox"/> Annual expenditure for materials for any size library ranges from 8 to 12% of the operating budget.		

3	<input type="checkbox"/> The library has a process in place for collection management.	<input type="checkbox"/> The library has staff who are responsible for collection management and are trained in the general principles of selection, inventory and weeding of materials.	<input type="checkbox"/> Staff who are responsible for collection management are proficient in specific genres, age levels, and subjects.	
4	<input type="checkbox"/> The library agrees to make their resources, information and expertise available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and participate in system delivery.			
5	<input type="checkbox"/> The library abides by the ILLINET Interlibrary Loan Code as well as other formal regional/consortial agreements.	<input type="checkbox"/> The library publicizes and promotes interlibrary loan to its patrons.	<input type="checkbox"/> The library provides patrons with the ability to make their own interlibrary loan requests with little mediation.	

6	<input type="checkbox"/> The library strives to provide a collection that reflects the needs and interests of the community as well as the diversity of human experience.	<input type="checkbox"/> The library regularly reviews the collection to ensure its inclusivity.	<input type="checkbox"/> The library implements a comprehensive collection maintenance plan that includes a 2-3 year schedule for evaluation and maintenance of every area of the collection.	
7	<input type="checkbox"/> The library provides access to materials in a variety of formats for individuals of all ages, interests, and abilities (e.g., print, digital, audio, video, large print).	<input type="checkbox"/> The library circulates physical objects and digital tools (a.k.a. “Library of Things”).		
8	<input type="checkbox"/> Materials are cataloged according to standard library practices.	<input type="checkbox"/> Staff are aware of the importance of culturally sensitive cataloging terminology.		
9	<input type="checkbox"/> The library has a reconsideration of materials policy and process.			

10	<input type="checkbox"/> The library serves as a repository for local history.	<input type="checkbox"/> The library provides access to genealogy resources.	<input type="checkbox"/> The library's special collections are digitized to preserve and provide broad access to these resources.	
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Notes/Comments:

Illinois Public Library Standards – Finance & Budget: Action Plan

Library Name

Date

Completed by

Job Title

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	<input type="checkbox"/> The library has a written budget that is developed by administration and approved by the board.	<input type="checkbox"/> The library has the budget in an electronic spreadsheet format.	<input type="checkbox"/> The library includes legacy data in the spreadsheet to project future revenues and expenditures.	
2	<input type="checkbox"/> The library keeps a current accounting of its revenues and expenditures, and the board reviews and approves all monthly expenditures (e.g., invoices, electronic payments and transfers, insurances, payroll, pension/retirement, and tax obligations).	<input type="checkbox"/> The board reviews actual revenues and expenses against the monthly budget, and discusses variances with the director.		

3	<input type="checkbox"/> The board's bylaws emphasize the importance of financial oversight and the creation of board-approved financial policies.	<input type="checkbox"/> The library board regularly reviews and updates financial policies to reflect best practices.	<input type="checkbox"/> The library board utilizes financial professionals to review and make recommendations to strengthen financial policies and procedures.	
4	<input type="checkbox"/> The library has a process for adding/removing signers from all financial accounts (e.g., bank accounts, credit cards, and online accounts).			
5	<input type="checkbox"/> The director and board have an understanding of the fundamental principles of library funding, financial reports, and budgeting. The library uses professionally accepted bookkeeping practices.	<input type="checkbox"/> The director and board pursue continuing education to enhance their understanding of library funding, financial reports, and budgeting.		

6	<input type="checkbox"/> The library follows all legal requirements for financial reporting. If applicable, the library follows all GASB (General Accounting Standards Board) accounting principles as required by the auditor.	<input type="checkbox"/> The library actively maintains a transparency webpage where it posts its reporting requirements, ordinances, and audit status.		
7	<input type="checkbox"/> The library strives to ensure adequate funding for library operations, staffing, programming, services, and facility needs using local funding.	<input type="checkbox"/> The library seeks grants through Friends groups, foundations, library systems, and state programs to supplement the annual budget as needed. The library has an established donations and gifts program.	<input type="checkbox"/> The library seeks non-traditional sources for fundraising (e.g., corporate sponsors/donations, endowments, investments) to supplement the annual budget.	

8	<input type="checkbox"/> The library conducts an annual audit if the budget is \$850,000 or more. Depending on the type of library, the funding agent may do this as part of their annual audit.	<input type="checkbox"/> The library board reviews and approves the annual audit, making the audit findings available to the public.	<input type="checkbox"/> The board utilizes audit findings to enhance financial policies, improve efficiency, and mitigate risks.	
9	<input type="checkbox"/> The library or its funding agent (city, village) provides a treasurer's bond in the amount of 10% of the annual budget or the approved alternative of appropriate insurance as described in the statute (75 ILCS 5/4-9).	<input type="checkbox"/> The library provides additional liability insurance coverage for its director, board, and others handling library money and/or financial transactions.		
10	<input type="checkbox"/> The library utilizes internal controls to prevent fraud.	<input type="checkbox"/> The board and director regularly review the library's internal controls.	<input type="checkbox"/> If the library utilizes an auditor, they review the library's internal controls.	

11	<input type="checkbox"/> The library securely stores financial documents (e.g., checks, payroll, credit cards).	<input type="checkbox"/> The library utilizes fraud protection measures (e.g., Positive Pay, payment by Automated Clearing House [ACH]).		
12	<input type="checkbox"/> The library has a long-term financial plan.	<input type="checkbox"/> The long-term financial plan includes an allowance for the building's capital needs, future projects, and projected expenses	<input type="checkbox"/> The long-term financial plan includes strategies for additional revenue streams (e.g., bequests, endowments, bond retirements, Tax Increment Financing [TIF]).	

Notes/Comments:

Illinois Public Library Standards – Governance & Administration: Action Plan

Library Name

Date

Completed by

Job Title

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STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	<input type="checkbox"/> The board has an approved set of bylaws that outline its rules and procedures.	<input type="checkbox"/> The board bylaws are reviewed at least every 3-5 years.	<input type="checkbox"/> An attorney reviews the board bylaws periodically.	
2	<input type="checkbox"/> The library complies with local, state and federal laws. This includes the Illinois Open Meetings Act [5 ILCS 120] and the Freedom of Information Act. Per these statutes, the library has an OMA designee and one or more FOIA officers.			

3	<input type="checkbox"/> The board meets regularly to conduct the business of the library in accordance with the Illinois Compiled Statutes.			
4	<input type="checkbox"/> At each regular meeting, the board reviews and approves minutes and financial reports.	<input type="checkbox"/> At each regular meeting, the library director presents to the board a report of library activities and statistics.	<input type="checkbox"/> At each regular meeting, the library director presents supplemental materials to the board (e.g., departmental reports, analysis of statistics).	
5	<input type="checkbox"/> The library has a board-approved mission statement.	<input type="checkbox"/> The mission statement is reviewed periodically by the board, director, and staff.	<input type="checkbox"/> The library creates a vision or values statement.	

6	<input type="checkbox"/> Trustees represent the needs, interests, and aspirations of the community.	<input type="checkbox"/> Trustees solicit input on library activities from the community.	<input type="checkbox"/> Trustees serve on other local committees and forums acting as a bridge from the library to the community.	
7	<input type="checkbox"/> The library prepares and submits the Illinois Public Library Annual Report (IPLAR), as required by statute. [75 ILCS 16/30-65]	<input type="checkbox"/> The IPLAR is prepared by administration and presented to the board of trustees at a public meeting.		
8	<input type="checkbox"/> The library has public and internal policies that are approved by the board.	<input type="checkbox"/> The director regularly includes relevant staff in the drafting and review of policies. The board reviews these policies on a regular rotation.	<input type="checkbox"/> Library policies are regularly reviewed by an attorney or expert on the relevant topic.	
9	<input type="checkbox"/> The library has a strategic plan that is developed by the board, director, and staff.	<input type="checkbox"/> The strategic plan is reviewed regularly by the board, director and staff.	<input type="checkbox"/> The library includes members of the community in strategic plan development.	

10	<input type="checkbox"/> The library has a succession plan for the director.	<input type="checkbox"/> The library has a succession plan for the director and key staff.	<input type="checkbox"/> The succession plan is reviewed with the board and administration and updated as needed.	
11	<input type="checkbox"/> The board and director develop an orientation program for new trustees.	<input type="checkbox"/> The board actively participates in ongoing continuing education activities.		
12	<input type="checkbox"/> The library maintains insurance coverage for property damage, general liability, professional liability, cyber liability, workers' compensation, treasurer's bond/government crime, and directors and officers. Coverage needs may vary based on library size, location, and services provided.			

13	<input type="checkbox"/> The board, as an advocate for the library, identifies community priorities, ensures proper funding, and plans for the future.	<input type="checkbox"/> The board advocates for the library with local stakeholders.	<input type="checkbox"/> The board advocates for the library with state and federal stakeholders.	
14	<input type="checkbox"/> The library board, director, and staff are aware of the services offered by the regional library systems, the Illinois State Library and the Illinois Library Association.	<input type="checkbox"/> The library board, director, and staff are engaged with the regional library systems, the Illinois State Library and the Illinois Library Association (e.g., attend workshops, meetings, and conferences, and subscribe to library system e-news, <i>ILA Reporter</i>).	<input type="checkbox"/> The library board, director, and staff participate as members of professional boards, committees, task forces, advisory councils of the regional library system, the Illinois State Library and the Illinois Library Association.	
15	<input type="checkbox"/> The director participates in professional development activities, including Directors University for first-time Illinois directors.	<input type="checkbox"/> The library provides financial support for the director's membership in professional organizations.	<input type="checkbox"/> The director contributes to the profession by committee service, presentations, and authorship.	

Notes/Comments:

Illinois Public Library Standards – Human Resources: Action Plan

Library Name

Date

Completed by

Job Title

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	<input type="checkbox"/> The library has sufficient staff for the hours that the library is open.	<input type="checkbox"/> Staffing levels are sufficient to carry out the library's mission, to develop and implement strategic plan initiatives, and to provide services.	<input type="checkbox"/> Library staff represent community demographics, especially focusing on cultural and multilingual diversity.	
2	<input type="checkbox"/> The library has a set of board-approved personnel policies.	<input type="checkbox"/> The personnel policies are reviewed on a regular schedule by the director and key staff.	<input type="checkbox"/> The personnel policies are reviewed by an attorney.	

3	<input type="checkbox"/> The library provides job descriptions for all positions.	<input type="checkbox"/> Job descriptions are reviewed as needed in order to align strengths, education, and expertise of staff with open positions and operational needs.	<input type="checkbox"/> Job descriptions are reviewed by an HR professional.	
4	<input type="checkbox"/> The library compensates staff in a fair, equitable, and competitive manner. The library allocates up to 70% of the operating budget for salaries and benefits. This includes FICA, pension and health benefits.	<input type="checkbox"/> The library has a salary schedule that includes all positions. The schedule is reviewed and adjusted to reflect cost of living and industry benchmarking.	<input type="checkbox"/> The library conducts a market benchmarking study every 3-5 years, with pay ranges, conducted by a human resources professional, to determine current competitive pay practices.	

5	<input type="checkbox"/> The library provides employee benefits as directed by federal, state, and local law.	<input type="checkbox"/> The library provides employees an expanded benefits package that may include healthcare and wellness benefits, tuition reimbursement, and/or pension or retirement savings. The library contributes to the premiums of any associated costs.	<input type="checkbox"/> The library contributes to the premiums of healthcare and wellness benefits for employees and their dependents.	
6	<input type="checkbox"/> The library follows state and federal laws in recruiting, hiring, onboarding, supervising, and terminating employees.	<input type="checkbox"/> Key library staff keep abreast of current HR laws and trends (e.g., attending webinars, engaging an attorney or reputable HR consulting firm).	<input type="checkbox"/> The library employs a staff member who is dedicated to human resource management.	

7	<input type="checkbox"/> Staff members receive coaching, feedback, and support for their own development at least annually.	<input type="checkbox"/> The library has a performance appraisal system that provides staff with an annual evaluation of current performance and guidance in improving or developing new skills according to their job description.	<input type="checkbox"/> The performance appraisal system develops work goals and activities that align with the strategic plan.	
8	<input type="checkbox"/> New employees receive a thorough orientation and job training. The library complies with all state-mandated training requirements.	<input type="checkbox"/> 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.	<input type="checkbox"/> The library provides paid work time and funding for conference attendance, tuition assistance, and other skill and leadership development.	

9	<input type="checkbox"/> The library has a succession plan for the director.	<input type="checkbox"/> The library has a succession plan for staff with specialized knowledge (e.g., assistant director, facilities manager, IT manager, business manager) that includes procedural job task instructions and checklists.		
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Notes/Comments:

Illinois Public Library Standards– Information Services: Action Plan

Library Name

Date

Completed by

Job Title

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	<input type="checkbox"/> All basic information services are available when the library is open. These include: circulation, reference, reader's advisory, and technology assistance (including with personal devices) either through brief transactions or longer 1:1 sessions.	<input type="checkbox"/> If the library provides additional information service offerings (e.g., notary, passports, digital media lab, maker space), an adequate number of trained staff are available to assist patrons in these areas.		
2	<input type="checkbox"/> Staff provide accurate, timely, and courteous service.			

3	<input type="checkbox"/> The library has policies that guide the provision of information services, such as a Circulation Policy and Reference & Reader's Advisory Policy.	<input type="checkbox"/> If additional services are offered, such as notary, passports, digital media lab, or maker space, the library has policies and/or clear procedures guiding their use.		
4	<input type="checkbox"/> Staff have access to appropriate technology (e.g., phones, computers, work email, printers, scanners) to receive and respond to patron inquiries.	<input type="checkbox"/> The library provides a variety of self-service information service resources via its website or library apps 24/7.	<input type="checkbox"/> The library provides information services by chat or phone outside of the hours the library is open.	

5	<input type="checkbox"/> Staff are familiar with all the library's offerings and other resources available to answer patron queries (e.g., print media, online subscription resources, reliable free internet sites, governmental and nonprofit agencies, local history materials).	<input type="checkbox"/> The library provides staff who specialize in areas of information services (e.g., children's, teen, or adult services, or specific subject areas, such as business or technology).		
6	<input type="checkbox"/> Staff are aware of local and statewide agencies as resources to which they can refer patrons in need.	<input type="checkbox"/> The library hosts representatives of local and statewide agencies to provide information about their services and/or meet with the public within the library space.	<input type="checkbox"/> The library may go beyond basic referrals to social service agencies by providing services by social workers or social work interns.	

7	<input type="checkbox"/> Staff recognize the wide array of individual information needs within the community and strive to offer services for all.	<input type="checkbox"/> The library provides opportunities for staff to expand their knowledge and sensitivity in providing information services to all people.	<input type="checkbox"/> The library employs staff with expertise in services specific to the needs of the community it serves (e.g., individuals with dementia or autism or people experiencing homelessness).	
8	<input type="checkbox"/> The library seeks to eliminate barriers to services and information access (e.g., fines and fees, age restrictions).	<input type="checkbox"/> In multilingual communities, the library strives to provide information services in languages relevant to patron needs.	<input type="checkbox"/> In multilingual communities, the library employs staff who speak languages relevant to patron needs or contracts interpreting services to supplement staff's multilingual expertise.	

Notes/Comments:

Illinois Public Library Standards – Marketing & Promotion: Action Plan

Library Name

Date

Completed by

Job Title

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	<input type="checkbox"/> The library uses a variety of print, digital and interpersonal methods to actively promote its collections, programs, and services to the community.	<input type="checkbox"/> The library has a marketing guide that outlines where and how the library will market its services, programs and collections.	<input type="checkbox"/> The library adopts a formal marketing plan.	

2	<input type="checkbox"/> The board, director and staff are familiar with public relations and marketing initiatives developed by the regional library systems, the Illinois State Library, the Illinois Library Association, and the American Library Association (e.g., iREAD, Banned Books Week, National Library Week, Library Card Signup Month).			
3	<input type="checkbox"/> The library allocates funds for marketing and promotion.	<input type="checkbox"/> The library provides training opportunities for the director, staff, and/or board to learn effective methods to promote library services in consistent and strategic ways.	<input type="checkbox"/> The library has one or more dedicated employees for marketing and graphic design.	

4	<input type="checkbox"/> The library adopts an easily recognizable logo that represents the library's brand.	<input type="checkbox"/> The library uses its logo consistently across all print and digital marketing platforms.	<input type="checkbox"/> The library adopts a brand style guide to unify the library's representation in all communications (e.g., color palette, fonts).	
5	<input type="checkbox"/> The library's print and digital marketing materials comply with all local, state and federal accessibility laws and standards.	<input type="checkbox"/> The library strives to make its marketing materials accessible to individuals of all ages, abilities, reading levels and relevant language backgrounds.		
6	<input type="checkbox"/> The library understands the community it serves and designs its marketing efforts to reach all residents.	<input type="checkbox"/> The library identifies underserved populations and uses targeted marketing methods to conduct outreach to those communities.		

7	<input type="checkbox"/> The library has board approved policies that govern its marketing and promotional method (e.g., social media, bulletin board).			
8	<input type="checkbox"/> The library collects data, stories and photos that illustrate the value of the library.	<input type="checkbox"/> The library uses collected data, stories, and photos to communicate the value of the library to the community.	<input type="checkbox"/> The library develops an annual report that uses data, stories, and photos to showcase the library's value and impact.	
9	<input type="checkbox"/> The library regularly evaluates the effectiveness of its marketing efforts.	<input type="checkbox"/> The library uses data (e.g., resource usage, program attendees, and cardholders) to measure and analyze the impact of its marketing efforts and to inform future marketing.		

Notes/Comments:

Illinois Public Library Standards – Programming: Action Plan

Library Name

Date

Completed by

Job Title

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	<input type="checkbox"/> The library provides programs for all ages free of charge or on a cost recovery basis.	<input type="checkbox"/> The library provides virtual or hybrid programs where appropriate.		
2	<input type="checkbox"/> The library follows all local, state, and federal accessibility requirements in the presentation of in-person and virtual programs.	<input type="checkbox"/> The library strives to provide various modes of program participation to accommodate patrons of all abilities (e.g., low lighting, enhanced audio).	<input type="checkbox"/> The library designs dedicated programs for patrons with specific needs (e.g., autism, dementia, low vision).	
3	<input type="checkbox"/> The library has a board-approved programming policy for all ages that includes a protocol for response to challenges.			

4	<input type="checkbox"/> The library regularly assesses the needs of its community, either formally or informally, to inform its program planning.	<input type="checkbox"/> The library partners with local educational, social, cultural, and recreational organizations in order to present programs that address the community's needs.	<input type="checkbox"/> The library draws on its community partnerships to provide programs in alternate venues in order to reach specific populations who cannot visit the library.	
5	<input type="checkbox"/> The library evaluates programs based on criteria such as attendance, guest feedback, and participant outcomes and adjusts its future programs based on this evaluation.			

6	<input type="checkbox"/> The library is aware of the diversity of its community and strives to offer programs that are inclusive. While library programs represent diverse viewpoints, library programs do not necessarily constitute an endorsement of the ideas or viewpoints expressed in their programs.	<input type="checkbox"/> The library provides staff training in best practices for meeting the programming needs of a diverse community.	<input type="checkbox"/> The library offers dedicated programs that address the specific cultures, life experiences and interests of its community.	
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Notes/Comments:

Illinois Public Library Standards – Safety & Emergency Preparedness: Action Plan

Library Name

Date

Completed by

Job Title

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	<input type="checkbox"/> The library has a communication protocol to keep the board, staff and public informed in the event of a disaster or emergency.			
2	<input type="checkbox"/> Staff have ready access to emergency call information for police, fire, director, board, and other relevant staff.	<input type="checkbox"/> The library staff have ready access to all library key service providers (plumbing, electric, roofing).	<input type="checkbox"/> The library has a designated team that works to provide safety and emergency training, protocols and communications to both staff and public.	

3	<input type="checkbox"/> The library provides training for staff on safety and emergency preparedness.	<input type="checkbox"/> The library includes safety and emergency training in new employee on-boarding procedures.	<input type="checkbox"/> In addition to safety and emergency training procedures, the library also offers medical training for staff (first aid, CPR, AED, etc.).	
4	<input type="checkbox"/> The library has a board approved Patron Conduct Policy.	<input type="checkbox"/> The library staff is aware of the Patron Conduct Policy and understands how to implement it.	<input type="checkbox"/> The library has a dedicated security staff person and/or a security surveillance system.	
5	<input type="checkbox"/> Library entrances, exits, evacuation routes, locations of designated tornado shelters, emergency supplies, fire alarms and fire extinguishers are clearly marked and visible for staff and the public.	<input type="checkbox"/> Floor plans with designated emergency routes and equipment are displayed and shared with first responders.	<input type="checkbox"/> The library has thorough documentation for emergency responders that includes location of mechanical, electric, plumbing, ladders, and current building blueprints.	

6	<input type="checkbox"/> The library maintains a stock of emergency supplies, which are stored in a clearly marked, designated location and are easily accessible to staff.			
7	<input type="checkbox"/> The library has an emergency and disaster preparedness manual that is easily accessible to staff.	<input type="checkbox"/> The library annually reviews and updates the library emergency and preparedness manual.	<input type="checkbox"/> The library has a separate emergency and safety procedure manual for the public that is posted in public spaces.	
8	<input type="checkbox"/> The library has a disaster recovery plan that is kept in an off-site location.	<input type="checkbox"/> The library has a technology recovery plan, in the event of a physical disaster or cyberattack.		

9	<input type="checkbox"/> The library complies with local, state and federal emergency and safety guidelines, ordinances and laws.	<input type="checkbox"/> The library seeks to be included in community plans and works with local agencies on contingencies for various crises (flood, snow, pandemic, active shooter) in which the library can play an essential role.	<input type="checkbox"/> The library offers dedicated programs that address the specific cultures, life experiences and interests of its community.	
10	<input type="checkbox"/> The library follows all local and state requirements for emergency systems and equipment inspections.	<input type="checkbox"/> The library has a maintenance protocol for all emergency systems and equipment that is reviewed on a regular basis.		

Notes/Comments:

Illinois Public Library Standards – Technology: Action Plan

Library Name

Date

Completed by

Job Title

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	<input type="checkbox"/> The library has a dedicated budget for technology equipment and services.	<input type="checkbox"/> The library has a technology replacement schedule and/or a technology plan.	<input type="checkbox"/> The library conducts a technology needs assessment that examines current and emerging trends and includes community input.	
2	<input type="checkbox"/> The library has a board approved internet and computer use policy.	<input type="checkbox"/> The library reviews and updates computer use policies on a regular basis		
3	<input type="checkbox"/> The library provides a sufficient number of public use computers.	<input type="checkbox"/> The library offers laptops or tablets for the public to use in-house.	<input type="checkbox"/> The library allows laptops or tablets to be checked-out by the public.	

4	<input type="checkbox"/> The library has access to a trained individual to maintain all technology.	<input type="checkbox"/> The library has a trained staff person or contractual service to maintain the technology infrastructure.	<input type="checkbox"/> The library has a dedicated IT department.	
5	<input type="checkbox"/> The library takes steps to protect the integrity, safety and security of all technology. This may include anti-virus software, firewalls, authentication, routine upgrades, patches, and scheduled data backup.	<input type="checkbox"/> The library provides staff training for best practices in computer safety and includes cyber security in its liability insurance.	<input type="checkbox"/> The library conducts annual penetration testing to evaluate security measures to determine if improvements or upgrades are needed.	

6	<input type="checkbox"/> Staff are aware of adaptive features available in library equipment and software and are able to facilitate their use by patrons of all abilities (e.g., narration, captioning, magnification, color contrast adjustment).	<input type="checkbox"/> The library provides adaptive equipment for individuals of all abilities (e.g., large-print keyboards, large trackball mice) and guides patrons in their use.	<input type="checkbox"/> The library provides adaptive equipment for individuals of all abilities for checkout.	
7	<input type="checkbox"/> The library provides internet access, wired and wireless, with sufficient capacity to meet the needs of both the staff and the public.	<input type="checkbox"/> The library annually evaluates and updates its internet connectivity options for service impact and cost effectiveness.	<input type="checkbox"/> The library has multiple internet service providers available for failover back-up purposes and offers mobile hotspot checkout.	
8	<input type="checkbox"/> The library has basic communication tools, such as telephones, photocopiers and printers for both staff and public use.	<input type="checkbox"/> The library offers facsimile, mobile printing, and scanners.	<input type="checkbox"/> The library offers video conferencing equipment and space.	

9	<input type="checkbox"/> The library is aware of emerging technology trends such as the maker movement.	<input type="checkbox"/> The library offers maker tools (e.g., video cameras, 3D printers, digital conversion devices) either for in-house use or check-out.	<input type="checkbox"/> The library offers a maker space with a dedicated staff who are knowledgeable of the equipment.	
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