



PALOS HEIGHTS
PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING AGENDA

November 21, 2024

- CALL TO ORDER: 7:00pm
- ROLL CALL:
- WELCOME OF GUESTS:
- PUBLIC COMMENT:
- MINUTES OF MEETING: Approval of the minutes of the October 17, 2024 regular meeting
- TREASURER'S REPORT: Approval of the General Fund bills for October 2024 for \$208,997.80
Approval of the Treasurer's report for the month ending Oct. 31, 2024
- PRESIDENT'S REPORT
- DIRECTOR'S REPORT
- CORRESPONDENCE
- COMMITTEE REPORTS: Budget & Finance – John Peltz
Building & Grounds – Steve Foertsch
City Council Liaison – Geri Burek
Ethics Officer – Susan Snow
Friends of the Library Liaison – Sue Jankowski
Long Range Planning – Sue Jankowski
Nominating – Hilary Rhodes
Personnel – Dianne Key
Policy – Rose Zubik
- UNFINISHED BUSINESS:
- NEW BUSINESS: 1. Approval of Parking Lot Expenses
a. McGill Construction Pay App 1 for \$89,205.30
b. McGill Construction Change Order 1 for \$8,265.15
c. McGill Construction Final Payment of \$18,176.85
2. "Serving Our Public 4.0" Annual Standards Review
- ADJOURNMENT
- NEXT MEETING: Thursday, January 16, 2025

The Palos Heights Public Library is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, please contact Jesse Blazek, 708-448-1473.

Palos Heights Library Board Meeting

Minutes October 17, 2024

1. The meeting was called to order at 7:01 PM by President Susan Snow. The following trustees were present: Hilary Rhodes, Rose Zubik, Geri Burek, Steve Foertsch, Sue Jankowski, and John Peltz.
2. Also present were Jesse Blazek, Library Director, Terry Fleckenstein, Business Manager and Tina Ruszala, Supervisor of Youth and Teen Services.
3. No members of the public attended and there was no public comment.
4. The minutes of the September 19th regular board meeting were approved on Trustee Rhodes's motion, Trustee Jankowski's second, and a voice vote.
5. **Treasurer's Report**
 - a. Treasurer John Peltz moved to approve the General Fund bills for the month of September for \$135,152.10. His motion was seconded by Trustee Foertsch. On a roll call vote, the motion carried.
 - b. Treasurer John Peltz moved to approve the Treasurer's report for the month ending September 30, 2024. His motion was seconded by Trustee Jankowski. On a roll call vote, the motion carried.
6. **President's Report** by President Susan Snow
 - a. President Snow acknowledged those who contributed to the success of the parking lot project, including our excellent Owner's Rep Dan Eallonardo.
 - b. President Snow reminded us that it is our privilege to serve our community. She plans to find ways to enhance trustee skill sets throughout the coming year. One way to do this is having special guests from various library departments visit our meetings to share and inform.
 - c. Other goals of the year are to nurture leadership within the trustees and provide parliamentary procedure training.
7. **Director's Report:** In addition to his written report included in the trustee narrative packets, Director Blazek highlighted these items:
 - a. 100% of tax revenues for the year have now been received and the library's financial health is great!
 - b. Parking Lot update - Stayed mostly on plan, even with the rainout day this past Tuesday.
 - i. Library was closed Monday–Wednesday. Opened at 1pm on Thursday with street parking only.
 - ii. Parking lot should be ready for use by Monday at opening!

Impressive one week start to finish project by an efficient and clean crew.

- iii. Some of the contingency will be used for 2 parking bumpers that needed replacement and possibly the extra stretch of curb by the main entrance that was a little higher than it should be (recommended by our Owner's Rep Dan Eallonardo).
- iv. Upon return to the library in person on Thursday, staff got to work getting through the backlog of returns (curbside return worked out well) and patrons have been understanding.

8. **Committee Reports** began with President Snow handing out new committee assignments for the trustees for the coming year and calling for the committee reports.

- a. Trustee Foertsch reported for **Building and Grounds** - The parking lot is 8 years in the making, coming in under original expected budget and in a timely manner. The committee also met just prior to this meeting. This year it is important to build back the reserve fund. The outdoor fountain that has been previously discussed will be tabled for this year, although still hoped for in the future. Total of next year's spending on B&G - around \$58,000 - much of it technology related.
- b. Sue Jankowski reported for **Friends of the Library** – celebrating their 40th Anniversary October 20-26. The friends received a mayor's proclamation at this past week's city council meeting, received by acting president Patti Mueller. Notable events and happenings include:
 - i. Thursday, October 24th, 7pm: Friends sponsored event - The Basics of Paranormal Investigating. The Friends will have a table with coffee and cookies to share about Friends and give out free adult books
 - ii. Saturday, October 26th, 1-3pm: Ice Cream Social for all ages, free books for teens and children
 - iii. 3 winners announced for the bookmark contest - each received a \$25 Amazon gift card and an invitation to the ice cream social to be recognized. We had 40+ entries and bookmarks will be produced and available at the circulation desk downstairs or upstairs in Y&T services.
 - iv. Celebrating Book Nook - patrons have been encouraged to add post-it notes with their favorite author or book and stick it in the book nook.

9. There was no correspondence.

10. **Unfinished Business** - Trustee Rhodes created an alternative idea for the donated artwork in memory of Elenor Hawley. The motion to approve this artwork was made by Trustee Jankowski and seconded by Trustee Peltz. On a voice vote, the motion carried.

11. **New Business**

- a. Trustee Zubik moved to approve the proposed list of 2025 Library Closings. Trustee Rhodes seconded the motion. This motion carried on a voice vote.
 - b. Trustee Peltz moved to approve the proposed list of 2025 Regular Board Meetings, with the following amendment to the June meeting: approved date of Wednesday, June 18th (instead of June 19th). Trustee Zubik seconded the motion. This motion carried on a voice vote.
 - c. Trustee Zubik moved to approve the annual staff appreciation awards in the total amount of \$4,400. Trustee Foertsch seconded the motion. Trustee Zubik would like to review this policy with the Policy Committee in the spring for next year, as it hasn't been reviewed in several years. The motion carried on a roll call vote.
 - d. Trustee Jankowski moved to approve the Palmer Award for longtime Friends of the Library Marge Damm and Bill Poore. Trustee Zubik seconded the motion. The motion carried on a voice vote.
12. The annual Holiday Party is scheduled for the evening of Sunday, December 15th. Staff, trustees and Friends of the Library are all invited and encouraged to attend. The George Palmer Award will be awarded at that time.
13. Monday, November 11th, 11:30am, Veteran's Day Reception - President Snow encouraged trustees to come to the library and participate in this meaningful event.
14. On a motion by Trustee Rhodes and a second by Trustee Zubik, President Snow adjourned the meeting at 7:59pm.
15. The next board meeting is Thursday, November 21st, 7:00pm.

Meeting minutes recorded by Secretary, Hilary Rhodes.



PALOS HEIGHTS
PUBLIC LIBRARY

BOARD MOTIONS APPROVED
11/21/2024

		AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	OCTOBER	\$208,997.80	6.1 to 6.4
MOTION TO APPROVE SPECIAL RESERVES FUND BILL LIST FOR THE MONTH OF:			
MOTION TO APPROVE TREASURER'S REPORT FOR THE MONTH ENDING:	10/31/2024	N/A	1



	GENERAL	SPECIAL RESERVE	TOTAL
REVENUES			
PROPERTY TAXES	\$31,125.17		\$31,125.17
CORPORATE REPLACEMENT TAX	\$0.00		\$0.00
DIRECT REVENUES			
FRONT DESK			
» Fines/Lost/Damaged	\$270.60		\$270.60
» Non Resident Cards	\$0.00		\$0.00
» Miscellaneous	\$390.55		\$390.55
MISCELLANEOUS REIMBURSEMENTS			
» Book Sale	\$525.50		\$525.50
» Miscellaneous	\$1,103.29		\$1,103.29
DONATIONS/GIFTS			
» Restricted	-\$30.00		-\$30.00
» Annual Fundraising	\$181.87		\$181.87
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
COPIER	\$712.95		\$712.95
GRANTS	\$0.00		\$0.00
INTEREST	\$4,480.34	\$2.47	\$4,482.81
TOTAL REVENUES	\$38,760.27	\$2.47	\$38,762.74
EXPENDITURES			
PERSONNEL SERVICES			
» Operational Salaries	\$109,011.11		\$109,011.11
» Employee Benefits	\$26,048.62		\$26,048.62
» Staff & Board Development	\$1,863.08		\$1,863.08
CONTRACTUAL SERVICES	\$21,430.70		\$21,430.70
BUILDING MAINTENANCE	\$7,493.31		\$7,493.31
INSURANCE	\$0.00		\$0.00
UTILITIES	\$934.31		\$934.31
SUPPLIES	\$2,361.25		\$2,361.25
CAPITAL EXPENSES	\$15,727.39		\$15,727.39
MEDIA	\$21,081.48		\$21,081.48
REIMBURSEMENTS	\$3,046.55		\$3,046.55
SR PROJECTS	\$0.00		\$0.00
TOTAL EXPENDITURES	\$208,997.80	\$0.00	\$208,997.80
REVENUES OVER EXPENDITURES			
EXCESS (DEFICIENCY)	-\$170,237.53	\$2.47	-\$170,235.06
OTHER FINANCING SOURCES (USES)			
**Transfer in	\$0.00	\$0.00	\$0.00
**Transfer out	\$0.00	\$0.00	\$0.00
**Adjustments	\$300.00		\$0.00
Check #5834 dated 9/11/24 lost; reissued Check 23069 10/22/24			
TOTAL OTHER FINANCING SOURCES	\$300.00	\$0.00	\$300.00
NET CHANGE IN FUND BALANCES	-\$169,937.53	\$2.47	-\$169,935.06
FUND BALANCES, BEGINNING OF MONTH			
	\$1,305,708.64	\$3,148.10	\$1,308,856.74
END OF MONTH	\$1,135,771.11	\$3,150.57	\$1,138,921.68



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND BUDGETARY COMPARISON SCHEDULE MONTH ENDING: OCTOBER 2024

	BUDGETED AMOUNTS		Actual	Variance	Balance
	Original	Final		With Final Budget	%
REVENUES					
PROPERTY TAXES	\$1,925,499.39	\$1,925,499.39	\$1,925,086.48	\$412.91	99.98%
CORPORATE REPLACEMENT TAX	\$30,000.00	\$30,000.00	\$24,912.99	\$5,087.01	83.04%
DIRECT REVENUES					
FRONT DESK					
Fines/Lost/Damaged	\$2,500.00	\$2,500.00	\$2,054.63	\$445.37	82.19%
Cards - Non Resident Only	\$1,800.00	\$1,800.00	\$906.57	\$893.43	50.37%
Miscellaneous	\$3,500.00	\$3,500.00	\$3,220.84	\$279.16	92.02%
MISCELLANEOUS REIMBURSEMENTS					
Book Sale	\$11,000.00	\$11,000.00	\$12,477.61	-\$1,477.61	113.43%
Miscellaneous	\$12,784.00	\$12,784.00	\$19,864.27	-\$7,080.27	155.38%
DONATIONS / GIFTS					
Restricted	\$1,000.00	\$1,000.00	\$675.00	\$325.00	67.50%
Unrestricted	\$15,000.00	\$15,000.00	\$1,989.89	\$13,010.11	13.27%
Planned Giving	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00%
COPIER	\$4,000.00	\$4,000.00	\$5,721.92	-\$1,721.92	143.05%
GRANTS	\$17,800.30	\$17,800.30	\$17,920.98	-\$120.68	100.68%
INTEREST	\$6,575.00	\$6,575.00	\$20,568.03	-\$13,993.03	312.82%
TOTAL REVENUES	\$2,046,458.69	\$2,046,458.69	\$2,035,399.21	\$11,059.48	99.46%
PERSONNEL SERVICES					
Operational Salaries	\$964,446.00	\$964,446.00	\$809,729.30	-\$154,716.70	-16.04%
Employee Benefits	\$293,484.36	\$293,484.36	\$240,206.37	-\$53,277.99	-18.15%
Staff & Board Development	\$10,500.00	\$10,500.00	\$9,127.86	-\$1,372.14	-13.07%
CONTRACTUAL SERVICES	\$186,983.88	\$186,983.88	\$156,091.91	-\$30,891.97	-16.52%
BUILDING MAINTENANCE	\$46,404.69	\$46,404.69	\$42,538.59	-\$3,866.10	-8.33%
INSURANCE	\$23,087.56	\$23,087.56	\$23,087.56	\$0.00	0.00%
UTILITIES	\$14,193.12	\$14,193.12	\$8,795.91	-\$5,397.21	-38.03%
SUPPLIES	\$26,595.00	\$26,595.00	\$20,745.53	-\$5,849.47	-21.99%
CAPITAL EXPENSES	\$478,500.00	\$478,500.00	\$59,205.56	-\$419,294.44	-87.63%
MEDIA	\$179,278.95	\$179,278.95	\$142,085.15	-\$37,193.80	-20.75%
REIMBURSEMENTS	\$47,985.13	\$47,985.13	\$37,037.56	-\$10,947.57	-22.81%
SR PROJECTS	\$25,000.00	\$25,000.00	\$24,977.61	-\$22.39	-0.09%
TOTAL EXPENDITURES	\$2,296,458.69	\$2,296,458.69	\$1,573,628.91	-\$722,829.78	-31.48%
REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)	-\$250,000.00	-\$250,000.00	\$461,770.30	-\$711,770.30	
OTHER FINANCING USES					
Transfer In			\$0.00		
Transfer Out (Special Reserve Transfer)			\$0.00		
TOTAL OTHER FINANCING USES			\$0.00		
NET CHANGE IN FUND BALANCE			\$461,770.30		
FUND BALANCE					
BEGINNING OF YEAR			\$603,369.11		
YTD MONTH ENDING			\$1,065,139.41		
			-\$734,050.69		



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES
MONTH ENDING: OCTOBER 2024

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
PERSONNEL SERVICES					
OPERATIONAL SALARIES					
4311 SALARIED EMPLOYEES	\$746,139.40	\$83,261.69	\$628,060.69	\$118,078.71	15.83%
4312 HOURLY EMPLOYEES	\$213,106.60	\$25,749.42	\$180,993.61	\$32,112.99	15.07%
4313 ADDITIONAL COMPENSATION	\$5,200.00	\$0.00	\$675.00	\$4,525.00	87.02%
TOTAL OPERATIONAL SALARIES	\$964,446.00	\$109,011.11	\$809,729.30	\$154,716.70	16.04%
EMPLOYEE BENEFITS					
4331 ILL. MUNI. RETIREMENT FUND	\$75,248.61	\$5,677.35	\$59,472.86	\$15,775.75	20.96%
4332 SOCIAL SECURITY - FICA	\$73,382.32	\$8,449.00	\$61,468.95	\$11,913.37	16.23%
4333 INSURANCE	\$143,853.43	\$11,922.27	\$119,264.56	\$24,588.87	17.09%
4334 CLOTHING	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
TOTAL EMPLOYEE BENEFITS	\$293,484.36	\$26,048.62	\$240,206.37	\$53,277.99	18.15%
STAFF & BOARD DEVELOPMENT					
4351 MEMBERSHIP FEES	\$2,200.00	\$0.00	\$2,006.70	\$193.30	8.79%
4352 BOARD DEVELOPMENT	\$800.00	\$0.00	\$259.99	\$540.01	67.50%
4353 ADMINISTRATOR	\$500.00	\$0.00	\$500.00	\$0.00	0.00%
4354 PROFESSIONAL STAFF	\$5,000.00	\$1,812.34	\$4,690.66	\$309.34	6.19%
4355 SUPPORT STAFF	\$1,000.00	\$0.00	\$877.00	\$123.00	12.30%
4356 MILEAGE REIMBURSEMENT	\$1,000.00	\$50.74	\$793.51	\$206.49	20.65%
TOTAL STAFF & BOARD DEVELOPMENT	\$10,500.00	\$1,863.08	\$9,127.86	\$1,372.14	13.07%
GROUP TOTAL PERSONNEL SERVICES	\$1,268,430.36	\$136,922.81	\$1,059,063.53	\$209,366.83	16.51%
CONTRACTUAL SERVICES					
PROFESSIONAL SERVICES					
4361 AUDIT FEES	\$7,171.50	\$0.00	\$7,171.50	\$0.00	0.00%
4362 LEGAL FEES	\$2,000.00	\$188.00	\$1,383.00	\$617.00	30.85%
4363 CONSULTANT FEES	\$500.00	\$0.00	\$500.00	\$0.00	0.00%
4364 APPRAISAL	\$3,500.00	\$0.00	\$590.00	\$2,910.00	83.14%
4365 ACCOUNTANT	\$4,714.50	\$365.00	\$3,650.00	\$1,064.50	22.58%
TOTAL PROFESSIONAL SERVICES	\$17,886.00	\$553.00	\$13,294.50	\$4,591.50	25.67%
OUTSIDE SERVICES					
4412 PAYROLL SERVICES	\$4,800.00	\$196.50	\$3,596.12	\$1,203.88	25.08%
4414 ALARM	\$3,226.00	\$0.00	\$2,728.37	\$497.63	15.43%
4416 MAINTENANCE	\$39,000.00	\$2,909.86	\$31,311.12	\$7,688.88	19.72%
4417 SWAN	\$30,238.74	\$6,807.00	\$28,579.24	\$1,659.50	5.49%
4418 TECHNOLOGY	\$38,010.00	\$5,120.00	\$33,908.63	\$4,101.37	10.79%
TOTAL OUTSIDE SERVICES	\$115,274.74	\$15,033.36	\$100,123.48	\$15,151.26	13.14%
PRINTING					
4424 NEWSLETTER PRINTING	\$18,823.14	\$3,196.55	\$15,874.20	\$2,948.94	15.67%
TOTAL PRINTING	\$18,823.14	\$3,196.55	\$15,874.20	\$2,948.94	15.67%
PROGRAMMING					
4451 YOUTH & TEEN PROGRAMMING	\$10,000.00	\$1,325.86	\$7,803.46	\$2,196.54	21.97%
4452 PUBLIC SERVICES PROGRAMMING	\$13,000.00	\$790.88	\$10,881.95	\$2,118.05	16.29%
4454 GENERAL PROGRAMMING	\$9,000.00	\$531.05	\$5,307.07	\$3,692.93	41.03%
TOTAL PROGRAMMING	\$32,000.00	\$2,647.79	\$23,992.48	\$8,007.52	25.02%
PUBLIC RELATIONS					
4461 Public Relations	\$3,000.00	\$0.00	\$2,807.25	\$192.75	6.43%
TOTAL PUBLIC RELATIONS	\$3,000.00	\$0.00	\$2,807.25	\$192.75	6.43%
GROUP TOTAL CONTRACTUAL SERVICES	\$186,983.88	\$21,430.70	\$156,091.91	\$30,891.97	16.52%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES MONTH ENDING: OCTOBER 2024

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
BUILDING MAINTENANCE					
REPAIRS & MAINTENANCE					
4431 PEST CONTROL	\$856.68	\$64.90	\$649.00	\$207.68	24.24%
4432 HEATING/COOLING SERVICE	\$12,600.00	\$3,793.90	\$12,600.00	\$0.00	0.00%
4434 BUILDING REPAIRS	\$9,000.00	\$0.00	\$9,000.00	\$0.00	0.00%
4436 LAWN MAINTENANCE	\$9,574.57	\$1,235.97	\$7,892.73	\$1,681.84	17.57%
4437 SNOW REMOVAL	\$6,554.96	\$1,767.00	\$5,125.00	\$1,429.96	21.81%
TOTAL REPAIRS & MAINTENANCE	\$38,586.21	\$6,861.77	\$35,266.73	\$3,319.48	8.60%
EQUIPMENT MAINTENANCE					
4531 COPIER	\$7,578.48	\$631.54	\$7,271.86	\$306.62	4.05%
4533 OTHER EQUIPMENT	\$240.00	\$0.00	\$0.00	\$240.00	100.00%
TOTAL EQUIPMENT MAINTENANCE	\$7,818.48	\$631.54	\$7,271.86	\$546.62	6.99%
GROUP TOTAL BUILDING MAINTENANCE	\$46,404.69	\$7,493.31	\$42,538.59	\$3,866.10	8.33%
INSURANCE					
4441 BLDG. & CONTENTS/GLASS/LIMRICC	\$21,346.66	\$0.00	\$21,346.66	\$0.00	0.00%
4443 DISABILITY (WORKMEN'S COMP)	\$1,740.90	\$0.00	\$1,740.90	\$0.00	0.00%
GROUP TOTAL INSURANCE	\$23,087.56	\$0.00	\$23,087.56	\$0.00	0.00%
UTILITIES					
4472 WATER	\$2,750.00	\$0.00	\$2,750.00	\$0.00	0.00%
4473 GAS	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%
4474 TELEPHONE/FAX	\$2,625.00	\$163.29	\$2,023.69	\$601.31	22.91%
4475 INTERNET/LOCAL AREA NET	\$6,318.12	\$771.02	\$4,022.22	\$2,295.90	36.34%
GROUP TOTAL UTILITIES	\$14,193.12	\$934.31	\$8,795.91	\$5,397.21	38.03%
SUPPLIES					
OFFICE SUPPLIES					
4511 PUBLIC SERVICES SUPPLIES	\$1,000.00	\$178.00	\$764.41	\$235.59	23.56%
4512 YOUTH & TEEN SERVICES SUPPLIES	\$2,000.00	\$0.00	\$664.54	\$1,335.46	66.77%
4514 BUSINESS OFFICE SUPPLIES	\$3,200.00	\$661.12	\$2,342.12	\$857.88	26.81%
4515 TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$383.60	\$5,205.45	\$794.55	13.24%
4516 CIRCULATION SUPPLIES	\$3,050.00	\$110.04	\$2,286.60	\$763.40	25.03%
4518 LOCAL HISTORY SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4519 HOSPITALITY SUPPLIES	\$1,200.00	\$151.07	\$486.05	\$713.95	59.50%
TOTAL OFFICE SUPPLIES	\$17,450.00	\$1,483.83	\$11,749.17	\$5,700.83	32.67%
JANITORIAL/CLEANING SUPPLIES					
4541 MAINTENANCE/CLEANING SUPPLIES	\$4,450.00	\$266.98	\$4,450.01	-\$0.01	0.00%
TOTAL JANITORIAL/CLEANINGSUPPLIES	\$4,450.00	\$266.98	\$4,450.01	-\$0.01	0.00%
MAILING EXPENSES & FEES					
4551 POSTAGE & HANDLING	\$600.00	\$35.44	\$451.35	\$148.65	24.78%
4553 BULK FEES & PERMITS	\$4,095.00	\$575.00	\$4,095.00	\$0.00	0.00%
TOTAL OFFICE EXPENSE	\$4,695.00	\$610.44	\$4,546.35	\$148.65	3.17%
GROUP TOTAL SUPPLIES	\$26,595.00	\$2,361.25	\$20,745.53	\$5,849.47	21.99%
CAPITAL EXPENSES					
4631 SPECIAL RESERVES REPLENISHMENT	\$478,500.00	\$15,727.39	\$59,205.56	\$419,294.44	87.63%
GROUP TOTAL CAPITAL EXPENSES	\$478,500.00	\$15,727.39	\$59,205.56	\$419,294.44	87.63%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES MONTH ENDING: OCTOBER 2024

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
MEDIA - LIBRARY SUPPLIES					
4710A DATABASES - Adult	\$27,000.00	\$6,050.00	\$21,498.23	\$5,501.77	20.38%
4710B DATABASES - Youth	\$6,000.00	\$1,310.00	\$4,393.16	\$1,606.84	26.78%
4711 PERIODICALS	\$14,500.00	\$7,148.45	\$8,106.09	\$6,393.91	44.10%
4712 CONTINUATIONS	\$600.00	\$95.19	\$358.70	\$241.30	40.22%
4714 LARGE PRINT	\$5,500.00	\$655.99	\$4,044.37	\$1,455.63	26.47%
4715 BOOKS - Adult	\$32,300.00	\$3,065.09	\$24,971.90	\$7,328.10	22.69%
4716 BOOKS - Youth	\$33,000.00	\$1,199.71	\$29,956.54	\$3,043.46	9.22%
4717 VIDEOS - Adult	\$4,500.00	\$140.20	\$3,146.50	\$1,353.50	30.08%
4718 VIDEOS - Youth	\$1,300.00	\$81.72	\$560.74	\$739.26	56.87%
4719 AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$119.97	\$1,430.36	\$569.64	28.48%
4720 AUDIOBOOKS/PLAYAWAYS - Youth	\$3,250.00	-\$56.98	\$1,365.76	\$1,884.24	57.98%
4721 SOFTWARE	\$11,795.70	\$120.00	\$9,302.07	\$2,493.63	21.14%
4722 REALIA	\$1,000.00	\$26.99	\$572.93	\$427.07	42.71%
4723A VIDEO GAMES - Youth	\$1,300.00	\$0.00	\$618.07	\$681.93	52.46%
4724 GADGETS & GIZMOS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	0.00%
4725A E-BOOKS - Adult	\$10,000.00	\$105.00	\$9,819.70	\$180.30	1.80%
4725B E-AUDIOBOOKS - ADULT	\$13,000.00	\$1,020.15	\$12,053.54	\$946.46	7.28%
4726 EBOOKS - Youth	\$3,500.00	\$0.00	\$2,891.01	\$608.99	17.40%
4727 PRESS READER	\$7,733.25	\$0.00	\$5,995.48	\$1,737.77	22.47%
GROUP TOTAL MEDIA	\$179,278.95	\$21,081.48	\$142,085.15	\$37,193.80	20.75%
MISCELLANEOUS - REIMBURSEMENTS					
4900 MISCELLANEOUS	\$18,184.83	\$1,051.30	\$9,483.56	\$8,701.27	47.85%
4902 PER CAPITA / OTHER GRANTS	\$17,800.30	\$0.00	\$17,920.98	-\$120.68	-0.68%
4904 FRIENDS - BOOK SALES	\$11,000.00	\$1,870.43	\$9,089.86	\$1,910.14	17.36%
4906a RESTRICTED DONATIONS	\$1,000.00	\$124.82	\$543.16	\$456.84	45.68%
4906b FUNDRAISING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS	\$47,985.13	\$3,046.55	\$37,037.56	\$10,947.57	22.81%
SPECIAL RESERVE PROJECTS					
7001 SPECIAL RESERVE - PROJECTS	\$25,000.00	\$0.00	\$24,977.61	\$22.39	0.09%
GROUP TOTAL SPECIAL RESERVES - PROJECTS	\$25,000.00	\$0.00	\$24,977.61	\$22.39	
TOTAL EXPENDITURES	\$2,296,458.69	\$208,997.80	\$1,573,628.91	\$722,829.78	31.48%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL MONTH ENDING: OCTOBER 2024

Type	Date	Num	Memo	Account	Amount
Adducci Vega Financial Group, LLC					
10/11/2024	Check	5869	202055910	4365 Accountant	\$365.00
Total for Adducci Vega Financial Group, LLC					\$365.00
Algonquin Area Public Library					
10/17/2024	Check	5872	10.21.24 Zoom Gardening can be murder	4452 Public Services Programming	\$21.50
Total for Algonquin Area Public Library					\$21.50
Amazon					
10/08/2024	Expense	ACH AMAZON	Supplies	4514 Business Office - Supplies	\$23.92
10/09/2024	Expense	AMAZON	Supplies	4514 Business Office - Supplies	\$62.84
10/09/2024	Expense	AMAZON	Supplies	4516 Circulation - Supplies	\$52.97
10/09/2024	Expense	AMAZON	Supplies	4511 Public Services - Supplies	\$137.23
10/11/2024	Expense	AMAZON PORTAL	BluRays	4452 Public Services Programming	\$19.38
10/17/2024	Expense	AMAZON PORTAL	Hot cups w/lids	4519 Hospitality - Supplies	\$28.79
10/30/2024	Expense	Amazon Portal	Office supplies	4900 Miscellaneous - Reimbursements	\$23.92
Total for Amazon					\$349.05
Anderson Pest Solutions					
10/11/2024	Check	5867	Invoice 68813531	4431 Pest Control	\$64.90
Total for Anderson Pest Solutions					\$64.90
At&T - Fiber Line					
10/02/2024	Check	5853	Monthly Fee	4475 Internet	\$771.02
Total for At&T - Fiber Line					\$771.02
Baker & Taylor C205293 Continuations					
10/07/2024	Expense	BT PORTAL	09 September Continuations	4712 Continuations	\$95.19
Total for Baker & Taylor C205293 Continuations					\$95.19
Baker & Taylor L4371652 - Book Only Acct					
10/07/2024	Expense	BT PORTAL	Credit	4716 Books - Youth	-\$18.63
10/07/2024	Expense	BT PORTAL	2038545283	4716 Books - Youth	\$15.20
10/07/2024	Expense	BT PORTAL	2038574971	4716 Books - Youth	\$6.17
Total for Baker & Taylor L4371652 - Book Only Acct					\$2.74
Baker & Taylor L5346512 Youth Books					
10/07/2024	Expense	BT PORTAL	09 SEPT YTS	4716 Books - Youth	\$1,081.48
10/07/2024	Expense	BT PORTAL	09 SEPT Pre Processing Fee	4515 Technical Services - Supplies	\$63.00
Total for Baker & Taylor L5346512 Youth Books					\$1,144.48
Baker & Taylor L5394112 Gift Fund					
10/07/2024	Expense	BT PORTAL	CK-SZENIAWSKI	4906a Reimb. - Restricted Donations	\$34.33
10/07/2024	Expense	BT PORTAL	CK-SZENIAWSKI	4906a Reimb. - Restricted Donations	\$58.66
Total for Baker & Taylor L5394112 Gift Fund					\$92.99
Carl Crooks					
10/17/2024	Check	5873	10.24.24 Paranormal Investigating	4904 Reimb. - Friends Book Sales	\$200.00
Total for Carl Crooks					\$200.00
CENGAGE/Gale Learning					
10/08/2024	Check	5855	09 Sept Invoices	4714 Large Print Books	\$356.71
Total for CENGAGE/Gale Learning					\$356.71
CIT					
10/09/2024	Check	5866	Invoice 45720854	4531 Copier	\$631.54
Total for CIT					\$631.54
City Of Palos Heights IMRF					
10/31/2024	Check	23072	10 October Payment	4331 IMRF III. Muni. Ret. Fund	\$5,677.35
09/30/2024	Check	23066	09 September Payment	2053 FT Employee Contribution	\$2,577.70
09/30/2024	Check	23066	09 September Payment	2054 PT Employee Contribution	\$160.58
09/30/2024	Check	23066	09 September Payment	2055 Employee Paid Vol.	\$1,421.02
Total for City Of Palos Heights IMRF					\$9,836.65
City of Palos Hts. - Water Bill					
10/17/2024	Check	5878	Monthly bill	4631 Special Reserves Replenishment	\$392.96
Total for City of Palos Hts. - Water Bill					\$392.96
ComEd					
10/08/2024	Check	5856	Billing through 8.30.24	4631 Special Reserves Replenishment	\$12,993.54
Total for ComEd					\$12,993.54
Cosmopolitan Building Services					
10/08/2024	Check	5857	10 Oct Janitorial Services Invoice 6641	4416 Maintenance	\$2,722.50
Total for Cosmopolitan Building Services					\$2,722.50
Donivin, Truty					
10/17/2024	Check	5874	10.17.24 Dungeons & Dragons	4451 Youth & Teen Programming	\$250.00
Total for Donivin, Truty					\$250.00



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL MONTH ENDING: OCTOBER 2024

Type	Date	Num	Memo	Account	Amount
Everest Snow Management, Inc.					
10/01/2024	Check	5854	Seasonal Snow removal payment 1 of 4.	4437 Snow Removal	\$1,767.00
Total for Everest Snow Management, Inc.					\$1,767.00
Grasso Graphics					
10/29/2024	Check	5883	Nov/Dec Newsletters	4424 Newsletter Printing	\$2,612.05
10/29/2024	Check	5883	Nov/Dec Newsletters	4424 Newsletter Printing	\$584.50
Total for Grasso Graphics					\$3,196.55
GT Mechanical					
10/08/2024	Expense	ACH GT	and motor	4432 Heating/Cooling Service	\$3,793.90
10/08/2024	Expense	ACH GT	and motor	4631 Special Reserves Replenishment	\$86.10
Total for GT Mechanical					\$3,880.00
Heifa Odeh					
10/17/2024	Check	5871	Heiga	4452 Public Services Programming	\$500.00
Total for Heifa Odeh					\$500.00
Hilary Rhodes					
10/25/2024	Check	23071	Hawley donation - Creative Market Butterfly	4906a Reimb. - Restricted Donations	\$19.80
10/25/2024	Check	23071	Hawley donation - Creative Market Fruit	4906a Reimb. - Restricted Donations	\$30.00
10/25/2024	Check	23071	Hawley donation - Etsy	4906a Reimb. - Restricted Donations	\$2.98
Total for Hilary Rhodes					\$52.78
Independent Construction Services					
10/08/2024	Check	5858	Parking Lot Meetings September	4631 Special Reserves Replenishment	\$1,610.00
Total for Independent Construction Services					\$1,610.00
Ingram					
10/08/2024	Check	5859	09 September Invoices	4714 Large Print Books	\$299.28
10/08/2024	Check	5859	09 September Invoices	4715 Books - Adult	\$3,065.09
10/08/2024	Check	5859	09 September Pre processing fee	4515 Technical Services - Supplies	\$125.32
10/08/2024	Check	5859	09 September Invoices	4716 Books - Youth	\$115.49
10/08/2024	Check	5859	Credit	4906a Reimb. - Restricted Donations	-\$20.95
Total for Ingram					\$3,584.23
JR Midwest Irrigation Co.					
10/07/2024	Check	5864	Invoice 712 Winterize system	4436 Lawn Maintenance	\$120.00
Total for JR Midwest Irrigation Co.					\$120.00
Klein, Thorpe And Jenkins					
10/17/2024	Check	5879	Services through 09.30.24 copytrak	4362 Legal Fees	\$188.00
Total for Klein, Thorpe And Jenkins					\$188.00
LIMRiCC-Employees					
10/09/2024	Expense	ACH LIM	10 October	4333 Insurance	\$11,922.27
10/09/2024	Expense	ACH LIM	10 October	2050 Employee paid benefits	\$654.76
10/09/2024	Expense	ACH LIM	Retiree Reimb. for Medical Coverage	4900 Miscellaneous - Reimbursements	\$1,079.37
Total for LIMRiCC-Employees					\$13,656.40
Matt Matkowski					
10/22/2024	Check	23068	ILA Marriott Reimb.	4354 Professional Staff	\$541.65
Total for Matt Matkowski					\$541.65
Midwest Tape - 19730					
10/08/2024	Check	5861	09 September Invoices	4717 Videos - Adult	\$140.20
10/08/2024	Check	5861	09 September Invoices	4719 Audiobooks - Adult	\$119.97
10/08/2024	Check	5861	09 September Pre processing fee	4515 Technical Services - Supplies	\$22.82
Total for Midwest Tape - 19730					\$282.99
Midwest Tape - 19996					
10/08/2024	Check	5860	09 September Invoices	4718 Videos - Youth	\$24.74
10/08/2024	Check	5860	09 September Pre processing fee	4515 Technical Services - Supplies	\$2.34
Total for Midwest Tape - 19996					\$27.08
Old National Bank - MasterCard					
10/08/2024	Expense	MasterCard	Disney Plus	4451 Youth & Teen Programming	\$9.99
10/08/2024	Expense	MasterCard	Sip/Google	4474 Telephone/FAX	\$85.84
10/08/2024	Expense	MasterCard	OCLC	4551 Postage & Handling	\$15.33
10/08/2024	Expense	MasterCard	Duo	4721 Software	\$120.00
10/08/2024	Expense	MasterCard	Button Maker	4451 Youth & Teen Programming	\$323.38
10/08/2024	Expense	MasterCard	Paint the Town 10.5.24	4451 Youth & Teen Programming	\$237.93
10/08/2024	Expense	MasterCard	Atlas CD Teen Talk	4354 Professional Staff	\$23.18
10/08/2024	Expense	MasterCard	PS Supplies	4511 Public Services - Supplies	\$40.77
10/08/2024	Expense	MasterCard	Supplies	4514 Business Office - Supplies	\$294.66
10/08/2024	Expense	MasterCard	Laminating film/Shelf Liners	4515 Technical Services - Supplies	\$170.12
10/08/2024	Expense	MasterCard	CIRC091624	4516 Circulation - Supplies	\$57.07



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL MONTH ENDING: OCTOBER 2024

Type	Date	Num	Memo	Account	Amount
Old National Bank - MasterCard (con't)					
	10/08/2024	Expense	MasterCard	Cleaning Supplies	4541 Maintenance/Cleaning Supplies \$266.98
	10/08/2024	Expense	MasterCard	Hot cups/lids/coco	4519 Hospitality - Supplies \$122.28
	10/08/2024	Expense	MasterCard	Postage	4551 Postage & Handling \$20.11
	10/08/2024	Expense	MasterCard	Homer Tree Care	4436 Lawn Maintenance \$200.00
	10/08/2024	Expense	MasterCard	Sewing machine bag	4722 Realia \$26.99
	10/08/2024	Expense	MasterCard	Credits for carry case/class	4900 Miscellaneous - Reimbursements -\$51.99
	10/08/2024	Expense	MasterCard	Fab Lab Supplies	4904 Reimb. - Friends Book Sales \$355.00
	10/08/2024	Expense	MasterCard	Free Little Library	4904 Reimb. - Friends Book Sales \$367.43
	10/08/2024	Expense	MasterCard	Glowforge filter cartridge (2)	4904 Reimb. - Friends Book Sales \$498.00
	10/08/2024	Expense	MasterCard	Fan Con Aurelios Pizza (4)	4454 General Programming \$109.10
	10/08/2024	Expense	MasterCard	Supplies	4514 Business Office - Supplies \$156.82
Total for Old National Bank - MasterCard					\$3,448.99
Otis Elevator					
	10/17/2024	Expense	OTIS PORTAL	Invoice 10040176640	4416 Maintenance \$187.36
Total for Otis Elevator					\$187.36
OverDrive, Inc.					
	10/24/2024	Check	5880	01658CO24326922	4725B E-Audiobooks - Adult \$1,020.15
	10/24/2024	Check	5880	01658CO24326919	4725A E-Books - Adult \$105.00
Total for OverDrive, Inc.					\$1,125.15
Paul Neumann					
	10/24/2024	Check	23070	10.29.24 Disney's Haunted Mansion	4452 Public Services Programming \$250.00
Total for Paul Neumann					\$250.00
Paylocity Payroll Billing					
	10/04/2024	Expense	EFT		4412 Payroll Services \$78.00
	10/18/2024	Expense	ET		4412 Payroll Services \$118.50
Total for Paylocity Payroll Billing					\$196.50
Paylocity Payroll Net					
	10/04/2024	Expense	EFT		4311 Salaried Employees \$19,879.22
	10/04/2024	Expense	EFT		4312 Hourly Employees \$7,466.78
	10/04/2024	Expense	EFT	SL Fan Con pick up basketball arcade game	4454 General Programming \$32.83
	10/04/2024	Expense	EFT	LR Dollar Tree Fan Con	4454 General Programming \$6.25
	10/04/2024	Expense	EFT	BS 09 Sept Homebound Deliveries	4356 Mileage Reimbursement \$27.77
	10/18/2024	Expense	EFT		4311 Salaried Employees \$20,357.56
	10/18/2024	Expense	EFT		4312 Hourly Employees \$7,298.07
	10/18/2024	Expense	EFT	SL Fan Con pick up basketball arcade game	4454 General Programming \$32.83
	10/18/2024	Expense	EFT	LR Dollar Tree Fan Con	4454 General Programming \$6.25
	10/18/2024	Expense	EFT	EN 10 Oct Homebound Deliveries	4356 Mileage Reimbursement \$6.22
	10/18/2024	Expense	EFT	MK ILA	4354 Professional Staff \$229.71
	10/18/2024	Expense	EFT	MM ILA	4354 Professional Staff \$270.65
	10/18/2024	Expense	EFT	EN ILA	4354 Professional Staff \$304.25
	10/18/2024	Expense	EFT	LR Conf Madison WI	4354 Professional Staff \$382.37
	10/18/2024	Expense	EFT	TR ILA	4354 Professional Staff \$40.53
	10/18/2024	Expense	EFT	TF Pizza tip Fan Con	4454 General Programming \$20.00
	10/31/2024	Expense	EFT		4311 Salaried Employees \$19,879.14
	10/31/2024	Expense	EFT		4312 Hourly Employees \$7,034.83
	10/31/2024	Expense	EFT	MKK Target Spice	4451 Youth & Teen Programming \$22.07
	10/31/2024	Expense	EFT	SL Rails Mental Health First Aid 10.23.24	4356 Mileage Reimbursement \$16.75
	10/31/2024	Expense	EFT	TR Target Winter Reading Speaker	4451 Youth & Teen Programming \$7.49
	10/31/2024	Expense	EFT	DS Spirit Committee Michaels/Target	4454 General Programming \$23.79
Total for Paylocity Payroll Net					\$83,345.36
Paylocity Payroll Taxes					
	10/04/2024	Expense	EFT		4311 Salaried Employees \$6,107.57
	10/04/2024	Expense	EFT		4332 FICA Social Security \$2,817.43
	10/04/2024	Expense	EFT		4312 Hourly Employees \$1,297.19
	10/18/2024	Expense	EFT		4311 Salaried Employees \$6,277.07
	10/18/2024	Expense	EFT		4332 FICA Social Security \$2,852.66
	10/18/2024	Expense	EFT		4312 Hourly Employees \$1,269.20
	10/31/2024	Expense	EFT		4311 Salaried Employees \$6,107.65
	10/31/2024	Expense	EFT		4332 FICA Social Security \$2,778.91
	10/31/2024	Expense	EFT		4312 Hourly Employees \$1,222.77
Total for Paylocity Payroll Taxes					\$30,730.45



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL MONTH ENDING: OCTOBER 2024

Type	Date	Num	Memo	Account	Amount
Peerless Network, Inc					
10/17/2024	Check	5876	Invoice 61708	4474 Telephone/FAX	\$77.45
Total for Peerless Network, Inc					\$77.45
RAILS					
10/25/2024	Check	5882	seminar	4354 Professional Staff	\$20.00
Total for RAILS					\$20.00
Record -A-Hit-Entertainment					
10/11/2024	Check	5870	12.4.24 Giant Snow Globe Dep	4904 Reimb. - Friends Book Sales	\$450.00
Total for Record -A-Hit-Entertainment					\$450.00
Reliable Fire Equipment Co.					
10/08/2024	Check	5862	Fire Extinguisher inspection	4631 Special Reserves Replenishment	\$203.85
Total for Reliable Fire Equipment Co.					\$203.85
Republic Services					
10/25/2024	Check	5881	Overages 9.25.24 10.9.24	4631 Special Reserves Replenishment	\$215.94
Total for Republic Services					\$215.94
Rivistas, LLC					
10/08/2024	Check	5863	Invoice 19712 Youth Magazine Renewals	4711 Periodicals	\$756.33
10/08/2024	Check	5863	Invoice 19711 PS Magazine Renewals	4711 Periodicals	\$6,392.12
Total for Rivistas, LLC					\$7,148.45
Roy Erikson Outdoor Maintenance					
10/02/2024	Check	5852	10 Oct Lawn Maintenance	4436 Lawn Maintenance	\$915.97
Total for Roy Erikson Outdoor Maintenance					\$915.97
Scholastic Inc. Library					
10/08/2024	Check	5865	Scholastic GO	4710b Databases (Youth)	\$1,310.00
Total for Scholastic Inc. Library					\$1,310.00
SWAN					
10/23/2024	Expense	ACH	Swan Fees Quarter 1	4417 SWAN/OCLC	\$6,830.75
10/23/2024	Expense	ACH	Swan Fees Credit for FY1 Fees	4417 SWAN/OCLC	-\$23.75
Total for SWAN					\$6,807.00
The ScribbleBooks Company					
10/17/2024	Check	5875	10.12.24 Scribble Jim	4451 Youth & Teen Programming	\$475.00
Total for The ScribbleBooks Company					\$475.00
Thurman, Brittany					
10/22/2024	Check	23069	9.28.24 Fan Con	4454 General Programming	\$300.00
Total for Thurman, Brittany					\$300.00
Truty, Marcin					
10/02/2024	Expense	ACH MT	09 September 24 IT Services	4418 Technology	\$5,120.00
Total for Truty, Marcin					\$5,120.00
U.S. Post Office					
10/07/2024	Check	23067	Newsletter postage	4553 Bulk Fees & Permits	\$575.00
10/07/2024	Check	23067	Newsletter postage	4631 Special Reserves Replenishment	\$225.00
Total for U.S. Post Office					\$800.00
Value Line					
10/17/2024	Check	5877	Value Line Research Center	4710a Databases (Adult)	\$6,050.00
Total for Value Line					\$6,050.00
Warehouse Direct					
10/11/2024	Check	5868	Large Liners (2)	4514 Business Office - Supplies	\$91.60
10/11/2024	Check	5868	Sm Liners (1)	4514 Business Office - Supplies	\$31.28
Total for Warehouse Direct					\$122.88
TOTAL CHECKS FOR BOARD APPROVAL					\$208,997.80



PALOS HEIGHTS
PUBLIC LIBRARY

SCHEDULE OF FUND BALANCES
BY FINANCIAL INSTITUTION
MONTH ENDING: OCTOBER 2024

	GENERAL FUND				SPECIAL RESERVES FUND		
ACCOUNT	OLD NATIONAL BANK CHECKING	OLD NATIONAL BANK MONEY MARKET	ILLINOIS FUNDS MONEY MARKET	PETTY CASH	OLD NATIONAL BANK BUILDING CONSTRUCTION CHECKING	OLD NATIONAL BANK MONEY MARKET	TOTAL FUND BALANCE
BEGINNING BALANCE	\$12,760.46	\$1,291,635.11	\$1,113.07	\$200.00	\$572.09	\$2,576.01	\$1,308,856.74
WITHDRAWALS	(\$208,997.80)						(\$208,997.80)
TRANSFERS	\$60,000.00	(\$60,000.00)					\$0.00
	\$20,000.00	(\$20,000.00)					
	\$60,000.00	(\$60,000.00)					
	\$30,000.00	(\$30,000.00)					
	\$40,000.00	(\$40,000.00)					
DEPOSITS	\$1,079.37	\$26,571.15					\$34,279.93
	\$471.45	\$4,554.02					
	\$25.00						
	\$23.92						
	\$498.25						
	\$1,056.77						
ADJUSTMENTS	\$300.00						\$300.00
INTEREST EARNED	\$0.86	\$4,474.82	\$4.66	N/A	N/A	\$2.47	\$4,482.81
ENDING BALANCE	\$17,218.28	\$1,117,235.10	\$1,117.73	\$200.00	\$572.09	\$2,578.48	\$1,138,921.68
TOTALS	\$1,135,771.11 GENERAL FUND				\$3,150.57 SPECIAL RESERVES FUND		\$1,138,921.68 TOTAL FUND BALANCE
INTEREST RATES	0.02%	4.90%	4.957%	N/A	N/A	1.21%	

TOTAL FUND BALANCE MONTH ENDING: SEPTEMBER 30, 2024

\$1,138,921.68

Check #5834 dated 9/11/24 lost; reissued Check 23069 10/22/24



PALOS HEIGHTS
PUBLIC LIBRARY

DIRECTOR'S REPORT

Palos Heights Public Library Board of Trustees Meeting
November 21, 2024

Library News

Parking Lot

The big news this month was supposed to be the completion of the parking lot. And that project went quite smoothly. Construction was 99% complete after one week, with the parking lot being reopened to patrons on Monday, October 21st. Touch up work was completed in the following days. And we now have a nice, new parking lot. There were two substantive additions to the original plan. First, we made the call to have them demo and replace the curb directly in front of the entrance. That section of the curb was in fine shape, but it was always an inch or two higher than felt right. Having them tear it out and replace it was a minimal addition. And the new curb height might be the most noticeable feature of the new parking lot for me. It is much more natural to step up on, and I believe this will be a welcome change for many of our oldest and youngest patrons. The other change from the original plan was the need for a fair amount of additional gravel to grade the subsurface appropriately and make sure the sewer drains were adjusted to the right height. I'm relieved to have this project done before another winter of ice could create more problems with the old surface.

New Head of Tech/Circ

However, this project did not turn out to be the big news of the month. Susana accepted a new position as Head of Access Services at the Downers Grove Library. While I will miss her dearly, it's hard not to see this is a significant step forward in her young career. Susana gave eight years of hard work to this library and leaves behind a very smoothly functioning department with a staff that is eager to continue improving. Susana's last day with us was November 7th. While I was caught completely off guard by her announcement, I knew exactly who I wanted to talk with about taking over as our new Head of Technical Services.

Lorena and I have discussed her long-term career goals, and one of those was to return to working in Technical Services at some point. Lorena began her library career in Tech, and she always enjoyed the work. While she has grown very nicely into her role as our Head of Circulation, she and I were both aware that this wasn't going to be her ideal long-term position. Being the Head of a Technical Services Department might be the long-term fit that she has been looking for. Knowing this, seeing how Lorena has grown as a manager, and wanting to find a way to keep her with us long-term, moving her over to Tech struck me as potentially a great way of picking up where Susana left off. After talking it over, I offered

Lorena the position, and she accepted. As of November 11th, Lorena became our new Head of Technical Services.

Which meant that my attention turned to finding a new Head of Circulation. I posted the job internally and externally and immediately began receiving responses from very well-qualified people. This was perhaps the strongest applicant pool that I have ever seen. Of the 30+ applicants, I conducted 7 first-round interviews. Second-round interviews are underway with four of those applicants. I hope to get this process wrapped up and a new hire made by Thanksgiving.

Veterans Day Reception

We held our annual Veterans Day reception on the 11th, with a light lunch generously provided by library staff. We had approximately 25 attendees, and it was a nice opportunity to honor some of our local veterans.

Hawley Memorial

Thanks to Trustee Rhodes for purchasing materials and creating the pictures for the approved memorial for Elenor Hawley. Those pictures will be hung in the Reading Room shortly, along with a plaque that I still have to have made. This project will be completed in the coming days.

Building & Grounds News

We continue to patch up our HVAC and technology systems. We had to replace the seals on the two hot water pumps that send hot water from the boilers to the rest of the building. We also had to replace our wifi access points throughout the building as some of the older access points were starting to fail. These were on our Capital Needs Assessment for replacement last year.

Budget News

Our budget continues to be healthy. As is always the case as we draw near to the end of the fiscal year, we are running out of money in particular budget lines. But our bank balances remain healthy at well over \$1 million as the year draws to a close. October's spending was higher than normal due to it being a three-payroll month.

Upcoming Events

- Thursday, November 21st – Regular Board Meeting, 7:00pm
- Tuesday, December 3rd – Madrigal Singers, 7:00pm
- Friday, December 6th – Kringle Market, 5:00pm-9:00pm
- Saturday, December 7th – Kringle Market, 10:00am-5:00pm
- Sunday, December 15th – Holiday Party, 5:30pm

Agenda Items

Item 1a: McGill Construction Pay App 1

This pay application is for the originally approved items, the parking lot, curbs and sidewalks that were approved as the original scope of this project. As is customary in construction, 10% of the total cost is retained by the owner until the project has reached 100% completion.

Recommendation: I recommend that you approve immediate payment to McGill Construction in the amount of \$89,205.30.

Item 1b: McGill Construction Change Order 1

During construction, a few items came up that were outside of the scope of the original project specifications. We included an additional \$10,000 in the project budget in anticipation of this kind of expense. The items that came up were as follows:

- Replacing the entire curb in front of the main entrance rather than leaving the 30' in place that was originally proposed. The cost for this was \$1,260.00.
- Replacing two parking barriers that were cracked/broken and unable to be reused. The cost for this was \$200.00.
- Providing an additional 127 tons of gravel to provide a level subsurface. It was discovered when the old asphalt was removed that it was thicker than anticipated in some places. More gravel had to be brought in to level out the subsurface prior to laying asphalt. The cost for this was \$4,555.15.
- Adjusting the existing sewer and water valves. This was to adjust the height of our existing fixtures to match the new grade perfectly. This was not really a surprise, but we didn't know whether or not this would really be necessary until the paving started. The cost for this was \$1,300.00.
- SECCO testing, AKA the "proof roll." We knew that this testing wasn't included in the original project scope, but we didn't know how much it would be until they came to do it. It came out a lot lower than the \$4,000 we had budgeted for it. The cost for this was \$1,050.00.

In total, the change orders came to a total of \$8,265.15, which was below the contingency amount that we had planned for.

Recommendation: I recommend that you approve the changes in Change Order 1 at a total cost of \$8,265.15.

Item 1c: McGill Construction Final Payment

While we don't have the final bill from McGill Construction yet, we do know what that amount is going to be. It will be the remaining 10% retention from the original pay application along with the changes

approved in Change Order 1. So that we don't have to wait until January to make the payment, I'm putting it before you this month.

Recommendation: I recommend that you approve payment on the final invoice from McGill Construction, once it comes through, in the amount of \$18,16.85.

Item 2: Serving Our Public 4.0 Review

Please see the additional narrative in this month's meeting packet.

Recommendation: No action needed.

Respectfully submitted,
Jesse Blazek
Library Director



PALOS HEIGHTS
PUBLIC LIBRARY

CIRCULATION DEPARTMENT REPORT

OCTOBER 2024

At the Desk:

9 online library cards were issued to residents.

7 directional questions were answered by the Circulation staff.

5 patrons used Curveside pickup.

Department Highlights:

Lorena attended the Back in Circulation Conference and learned about how other libraries created service models, how they managed departments, and how changes led to the overall improvement of library services.

Kindness Corner collected donations for the Greater Chicago Food Depository at the Palos Heights Methodist Church.

Lorena helped the Friends of the Library promote their 40th Anniversary with marketing materials, posting on the library social media accounts, and helping decorate the Bookstore. She also helped pass out ice cream cups and played Disney tunes at the Ice Cream Social.



Circ helped decorate the library for fall. They also helped give out candy on Halloween and dressed up as Care Bears!



At the end of October, Lorena accepted the position as Head of Technical Services and will begin that adventure on November 11. Lorena will continue to manage the Circ department until the position has been filled.

Meetings:

October 1 – Circ/Tech Networking Group meeting

October 1 – Palos Heights Woman's Club meeting

October 2 – Friends of the Library 40th Anniversary meeting

October 16 – SWAN Circ Users meeting

October 22 – 1 on 1 with Jesse

October 28 – Training with Susana

October 29 – Baker and Taylor Fulfillment Center Tour

October 30 – Training with Susana

October 30 – Management Team meeting

October 31 – Training with Susana

Respectfully submitted,
Lorena Rodriguez
Head of Circulation

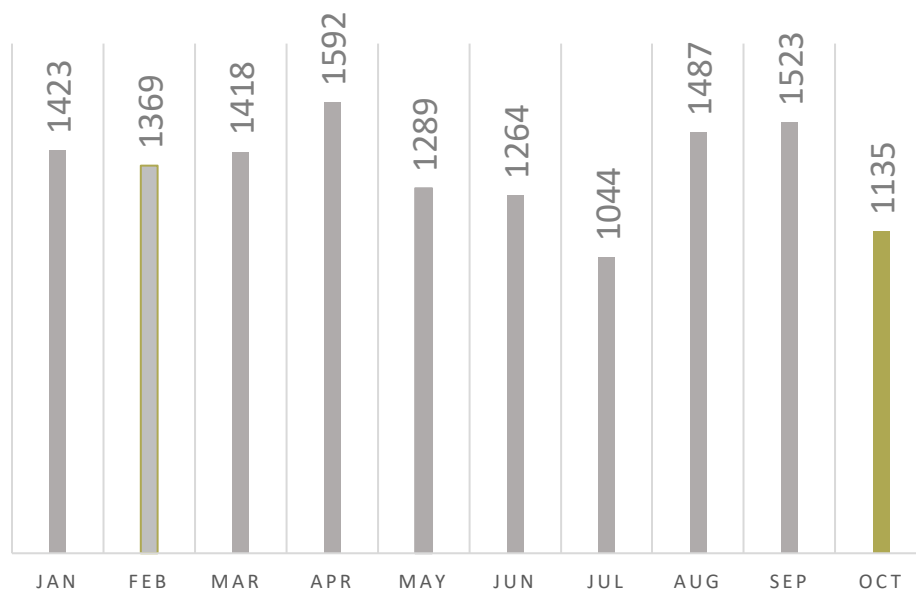
CIRCULATION STATISTICS FOR OCTOBER 2024

	Oct-24	YTD 24	Oct-23	YTD 23
Adult Circulation				
Books	3,434	37,758	3,788	38,213
Video	354	4,539	510	5,872
Audio	327	3,088	375	4,015
Periodicals	136	1,678	173	2,035
Other Formats	26	186	15	152
In House	92	905	81	934
Total Adult Circulation	4,369	48,154	4,942	51,221
Youth Circulation				
Books	4,019	43,284	4,140	41,594
Audio	39	553	132	1,165
Teen Circulation				
Books	178	2,777	330	3,583
Audio	1	37	2	28
Youth & Teen Circulation				
Video	177	2,205	200	2,094
Periodicals	4	135	13	118
Other Formats	54	657	-	2
In House Use	567	8,584	793	8,832
Total Youth & Teen Circulation	5,039	58,232	5,610	57,416
Gadgets & Gizmos	-	116	Collection started June 2024	
Electronic Circulation				
eBooks (Media On Demand)	1,056	12,504	1,180	12,595
eBooks (e-Read IL)	76	921	108	1,005
eAudio (e-Read IL)	89	753	52	545
eAudio (Media On Demand)	802	8,805	839	7,470
Video (Media On Demand)	-	-	-	-
Periodicals (Overdrive)	259	2,870	320	1,255
Periodicals (PressReader)	-	1,817	-	-
Total Electronic Circulation	2,282	27,670	3,968	28,824
TOTAL CIRCULATION	11,690	134,172	14,520	137,461
ILL - Received				
ILL - Sent	1,194	12,714	1,220	12,851
Reciprocal Borrowing	996	10,175	1,056	10,428
Online Renewals	1,023	12,077	1,012	12,331
Self-Checkout	23	347	29	375
Computer Usage	3,510	41,882	4,023	43,082
Library Workstation Sessions				
Wireless Sessions	468	4,919	295	3,819
Total Sessions	1,079	9,581	1,038	8,641
# of People Using the Library	1,547	14,500	1,333	12,460
	8,469	99,737	9,976	93,650
Homebound Deliveries			Current Month	Full Year
Patrons Serviced			9	
Visits			22	190
Items			187	1,254
Museum Pass Program			Current Month	Full Year
Total Passes			18	168
Library Cards Issued				
Patron Types	Month's Start	Renewed	New	Deleted
Resident	4,185	48	30	-
Non-Resident/Trinity/Business	29	-	-	-
Cards for Kids	74	1	-	

Respectfully submitted by Lorena Rodriguez, Head of Circulation

Public Services Department Report October 2024

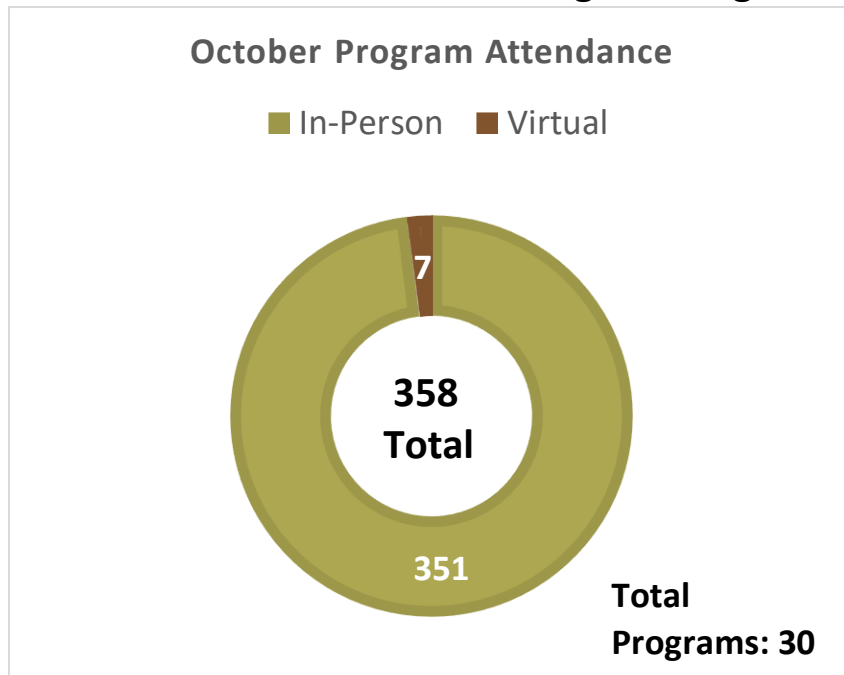
PS Reference Questions



Meetings & Trainings

- 10-1-24: Udemy demo
- 10-7-24 → 10-10-24: ILA Annual Conference in Peoria
- 10-18-24: Reach Forward North committee meeting
- 10-24-24: LACONI AI in Libraries webinar

Programming



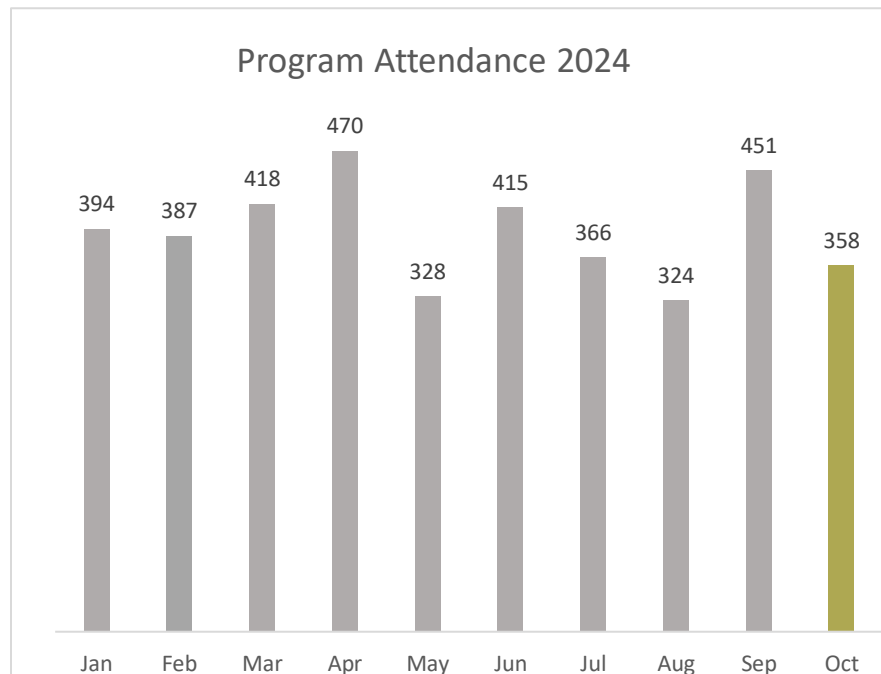
October was a month of surprises as far as programming went. The parking lot closure of course meant some programs had to be rescheduled, which led to some lower-than-average attendance numbers for the month (along with monthly reference questions, etc).

Still, we started strong with the Fleetwood Mac program. That presenter, Gary Wenstrup, is a favorite and people tend to really like his presentations. I was happy to finally partner with the

South Suburban Archaeological Society for a program, this one about an ancient indigenous city near St. Louis. I'm sure we will work together again.

The Illinois State Treasurer I-Cash events continue to do well, we have one more coming up this year. The Halloween programs did okay this year, particularly the Disney Haunted Mansion, but I was a little disappointed with the turn out for the paranormal investigators program, particularly since it was part of the Friends week. I thought it would have more interest.

Next, we'll be kicking things off in November with the Middle Eastern cooking demonstration that was rescheduled from October and is still full to capacity with a wait list.



Marketing/Publicity/Outreach

We did not, for the first time in my memory, record an At the Library spot at Channel 4. The parking lot construction impacted the date we had booked. Since that date was already later in the month than usual, there was no other date that allowed for the bit to be shot and edited in time.

Otherwise, we are excited for Sue to help staff our table at the Lake Katherine Pumpkin Smash event, our annual Veterans Day reception is planned and ready, and we are looking forward to staffing the Kringle Market in December.

Local History

Beth, Sue, and Dora took advantage of the parking lot closure to start a project that has been simmering for a while now, going around town to document the remaining Bartlett homes in the area. They identified a lot of the homes, and also curiously found that some were not at the addresses the team thought they'd be at. The next step will be to contact the homeowners and try and get information about what has gone on with the homes since they were built. Who has lived there, what changes have been made, etc. A promising start!

Collection Development

The big shifting project for both fiction and non-fiction will happen after hours on Friday, November 15. Beth & Emily volunteered to work 1-9 that day to get things done at a time that will cause minimal interruption for patrons browsing the stacks.

Other

Emily and I attended the ILA Annual Conference in Peoria. I was on the conference planning committee, so it was nice to see it come to fruition. I got a lot out of the panels I attended, and am especially excited about the "blended Dewey" panel I went to about making non-fiction more browsable. For example, instead of having the cookbook call numbers be something like "641.5283947" it could be

641		641
Baking	or	Baking
Cookies		Cakes
		Wedding

Respectfully submitted,
Matt Matkowski
Head of Public Services



PUBLIC SERVICES - MONTHLY STATISTICS

October 2024

			TOTAL #					
PROGRAMMING	HYBRID	IN HOUSE	PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	1	4	5	\$772	82	Reference	Computer	Directional
Free	0	4	4	N/A	58	608	236	291
Book Discussions	0	3	3	N/A	19	TOTAL		1,135
Movie			1		3	HOMEBOUND DELIVERIES		
Passive Programs			4		105			
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg			4	N/A	11	9	22	187
Needle Crafters			4	N/A	25	BOOK-A-LIBRARIAN # Sessions		
Scrabble			4	N/A	54			
COMPUTER TRAINING - LAB			1	N/A	1	5		
TOTAL PROGRAMMING			30	\$772	358			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING		REGISTERED	COST	ATTENDANCE	
10/1/2024	7:00 PM	No	The History of Fleetwood Mac		39	\$300	33	
10/9/2024	6:30 PM	No	ILP: Erika Sanchez		0	ILP	0	
10/24/24	7:00 PM	No	Basics of Paranormal Investigating		25	\$200	19	
10/21/24	7:00 PM	Yes	Gardening Can Be Murder (0 in-person)		10	\$21.50	6	
10/29/24	7:00 PM	No	Haunted Mansion		32	\$250	24	
DATE	TIME	HYBRID	FREE: ADULT PROGRAMMING		REGISTERED	COST	ATTENDANCE	
10/03/24	2:00 PM	No	Medicare Made Easy		14	N/A	17	
10/05/24	9:30 AM	No	Scrapbooking: Open crop		N/A	N/A	6	
10/08/24	5:00 PM	No	Illinois State Treasurer I-Cash Event		N/A	N/A	10	
10/10/24	7:00 PM	No	Indigenous Illinois		15	N/A	25	
DATE	TIME	HYBRID	BOOK DISCUSSIONS		REGISTERED	COST	ATTENDANCE	
10/21/24	12:00 PM	No	Lunch Bunch		N/A	N/A	7	
10/09/24	7:00 PM	No	Horror Book Club		N/A	N/A	10	
10/22/24	2:00 PM	No	Teatime on Tuesdays		N/A	N/A	2	
DATE	TIME	MOVIES			REGISTERED	COST	ATTENDANCE	
10/20/24	2:00 PM	Sunday @ the Cinema: Ghostbusters			5	N/A	3	
DATE	TIME	MAH JONGG			REGISTERED	COST	ATTENDANCE	
10/01/24	12:00 PM	Mah Jongg			N/A	N/A	4	
10/08/24	12:00 PM	Mah Jongg			N/A	N/A	4	
10/22/24	12:00 PM	Mah Jongg			N/A	N/A	0	
10/29/24	12:00 PM	Mah Jongg			N/A	N/A	3	
DATE	TIME	NEEDLE CRAFTERS			REGISTERED	COST	ATTENDANCE	
10/01/24	10:00 AM	Needle Crafters			N/A	N/A	8	
10/08/24	10:00 AM	Needle Crafters			N/A	N/A	5	
10/22/24	10:00 AM	Needle Crafters			N/A	N/A	8	
10/29/24	10:00 AM	Needle Crafters			N/A	N/A	4	
DATE	TIME	SCRABBLE			REGISTERED	COST	ATTENDANCE	
10/01/24	10:00 AM	Scrabble			N/A	N/A	15	
10/08/24	10:00 AM	Scrabble			N/A	N/A	12	
10/22/24	10:00 AM	Scrabble			N/A	N/A	13	
10/29/24	10:00 AM	Scrabble			N/A	N/A	14	
DATE	TIME	COMPUTER TRAINING - LAB			REGISTERED	COST	ATTENDANCE	
10/14/24	2:00 PM	Excel Basics			3	N/A	1	
Date	Time	Passive Programs			Registered	Cost	Attendance	
		Puzzle Table					74	
		Spice Club Kits					15	
		Extra Spice Club Kits					15	
		FabLab Project of the Month					1	



PALOS HEIGHTS
PUBLIC LIBRARY

TECHNICAL SERVICES DEPARTMENT REPORT

OCTOBER 2024

Meetings and Training:

On October 1, Susana attended the Circulation/Technical Services Networking meeting at Alsip-Merrionette Park PLD.

On October 7, Susana met 1-on-1 with Jesse to discuss department updates.

On October 14, Marilyn completed RAILS webinar: Working in the Grey Area: Boundaries for Library Staff.

On October 23, Susana attended NAMI Mental Health First Aid workshop at RAILS.

On October 28, Technical Services department meeting.

On October 29, Susana attended SWAN Fireside Chat.

On October 30, Management Team Meeting.

Staff Related:

Susana completed the 2024 department performance evaluations.

Nikki completed fiscal year 2024 acquisition cleanup project per SWAN request.

Susana continues training Jalal to receive packing slips for Ingram and Baker & Taylor.

Susana continued to train Nikki on the different functions within the Acquisitions module in Workflows.

Thank you, Board of Trustees:

I want to take a moment to express my heartfelt gratitude and appreciation to each of you for the support, trust, and collaboration you have extended to me during my 8 years here at the library. Eight years where challenges were faced, opportunities were embraced, and worked alongside some of the most dedicated staff that helped advance the mission and values of the library. I am deeply grateful for all the growth that played a major role in the leader that I have become. It has been a privilege to serve alongside a group of staff and trustees that will be truly missed. Thank you and I look forward to seeing the accomplishments in the years to come.

Susana Leyva

Statistics:

	Adult Print	Juvenile Print	Adult Video	Juvenile Video	Adult Audio	Juvenile Audio	Adult Periodical	Juvenile Periodical
Ordered Items	126	196	33	20	0	15	-	-
Received Items	106	60	1	10	8	0	-	-
Added Items	160	112	3	0	7	0	71	13

	Print	DVD/Blu-ray	Audiobook	Music CD	Console Game	Kits	Launchpad	Other Formats
Adult Discarded Items	126	0	0	105	N/A	0	0	0
Juvenile Discarded Items	87	0	0	0	0	0	1	0

Library Services:

	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.
Laminating Service*	0	1	0	0	0	1	0	1	1	0
VHS Conversion:	48 VHS tapes	0 VHS tapes	1 VHS tapes	1 VHS tapes	0 VHS tapes	0 VHS tapes	1 VHS tapes	4 VHS tapes	0 VHS tapes	0 VHS tapes
DVD Format	0	0	1	1	0	0	3	0	0	0
USB Flash drive Format	48	0	0	0	0	0	0	1	0	0

* Data for laminating services are total number of pieces laminated.

Respectfully submitted,
 Susana Leyva
 Head of Technical Services

YOUTH & TEEN SERVICES DEPARTMENT REPORT OCTOBER 2024

Highlights of the Month:



At this month's Nature Hour, Tina shared stories and rhymes about spiders and other creepy crawlies at Lake Katherine.



Carla's enjoyed Jack O Lantern Candle and Pumpkin Spice and Everything Nice! Tweens painted spooky Jack O' Lanterns for Halloween and also said they would wear their shirts to school with the pumpkin spice logo the very next day!



Mary Kate's favorite program in October was Painting Oogie Boogie with kids in grades 3-5. They loved using the glow in the dark paints and the seeing how spooky they could make their art.



Claire enjoyed grooving with Scribble Monster! Parents and children of all ages had so much fun dancing and singing along with Scribble Jim!

Meetings and Department News:

Fan Con Meeting – Carla and Claire attended this meeting on 10/03.

Illinois Library Association Annual Conference – Tina and Mary Kate attended this conference from 10/08-10/10. They also presented alongside 3 other librarians. Look What You Made Me Do: Tweens, Teens, and Trends in Makerspaces. The presentation was a great success! They were also just notified that their program was selected for the Illinois Youth Services Institute in February 2025.

Illinois Youth Services Institute – Tina held a meeting on 10/14.

Booklist: Magnificent Middle Grade – Carla watched this webinar on 10/14.

SLJ: JY Presents – An Afternoon With Svetlana Chmakova, Creator of The Weir Books! – Carla and Claire watched this webinar on 10/14.

Booklist: YA All Day Fall/Winter – Mary Kate watched this webinar on 10/14.

ATLAS: Teen Talk with Young Adult Services Specialists – Carla attended this meeting at Orland Park Library on 10/15.

SLJ: Growing, Reading: Books for Early Readers – Carla watched this webinar on 10/15.

Booklist: Read Around the World with Random House Children's Books – Carla watched this webinar on 10/15.

Booklist: Graphic Novels & Manga Showcase – Mary Kate watched this webinar on 10/15.

Webinar - SLJ: Horror Sweet Spot – Mary Kate and Claire watched this webinar on 10/15.

Booklist: Spring 2025 Youth Preview – Carla and Claire watched this webinar on 10/16.

Webinar - SLJ: Graphic Novels for All Ages Part 1 – Mary Kate watched this webinar on 10/16.

Webinar - SLJ: Graphic Novels for All Ages Part 2 – Mary Kate watched this webinar on 10/16.

Booklist: Winter 2025 Librarian Preview with HarperCollins Children's Book – Carla watched this webinar on 10/16.

Booklist: Series Nonfiction — Carla Watched this webinar on 10/18.

Booklist: Random House Children's Books Spring 2025 Youth Preview – Claire watched this webinar on 10/23.

One-on-One Meeting – Tina met with Jesse on 10/28.

Management Meeting – Tina and Carla attended this meeting on 10/30.

Outreach:

Reggio Academy – Mary Kate visited two classes on 10/07 and presented a Halloween story time.

Rec Center Preschools – Carla visited these preschool classes on 10/09 and 10/22.

Trusting Hearts Preschool – Claire visited this preschool on 10/21 and presented a fall story time.

Library Visit: Stagg High School – Claire prepared a tissue paper pumpkin craft for Stagg High School's special education students, who also greatly enjoyed discovering the interactive room.

Respectfully submitted,

Tina Ruzala

Head of Youth & Teen Services

Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training	11	210	\$0	Reference	Computer	Directional
Free Tween/Teen Programming	5	48	\$0	198	49	133
Youth Paid Programming	1	60	\$475	TOTAL	380	
Tween/Teen Paid Programming	2	8	\$627	PASSIVE PROGRAMMING		
TOTAL PROGRAMMING	19	326	\$1,102	Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	232	75	63
TOTAL OUTREACH	1	32	1500	TOTAL	370	

DATE	TIME		FREE: YOUTH PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
10/01/24	4:00	pm	Painting Oogie Boogie	12
10/07/24	5:00	pm	It's the Great Pumpkin, Charlie Brown	14
10/08/24	11:30	am	Sensory Friendly Stories and Play	17
10/09/24	4:30	pm	Furry Readers	13
10/22/24	11:30	am	Bat Storytime	30
10/23/24	4:00	pm	Astrology Day	5
10/24/24	11:00	am	Sensory Halloween	32
10/25/24	10:00	am	Nature Hour	33
10/26/24	4:00	pm	Halloween Games	17
10/30/24	4:00	pm	Bluestem Battle of the Books	2
10/31/24	11:30	am	Halloween Storytime	35

DATE	TIME		TWEEN/TEEN - PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
10/01/24	4:00	pm	Painting Oogie Boogie	12
10/10/24	4:00	pm	Teen Book Box	9
10/22/24	4:00	pm	Pumpkin Spice and Everything Nice!	19
10/27/24	4:00	pm	Jack O' Lantern Candle	5
10/31/24	4:00	pm	Volunteens	3

DATE	TIME		PAID YOUTH - PROGRAMMING	COST	ATTENDANCE
10/12/24	10:00	am	Musical Play with Scribble Monster	\$475	60

DATE	TIME		PAID TWEEN/TEEN - PROGRAMMING	COST	ATTENDANCE
10/05/24	11:00	am	Paint the Town	\$377	8
10/17/24	3:30	pm	Dungeons and Dragons	\$250	0

FREE: YOUTH PASSIVE PROGRAMMING			ATTENDANCE
Fab Lab - Halloween Card			0
Teen Gaming - Nintendo Switch			7
Activity - Boook Walk			63
Craft - Ghost & Lollipop			125
Craft - Pumpkin			107
Teen Craft - Haunted House			31
Teen Craft - Bat			27
Haunted house Boxes			10

OUTREACH & SCHOOL VISITS			
DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
10/07/24	Reggio Academy Preschool	2	25
10/09/24	Rec Center Preschool	1	13
10/21/24	Trusting Hearts Preschool	1	33
10/22/24	Rec Center Preschool	2	15
10/22/24	Library Visit - Stagg High School	1	18
10/31/24	Book Talks Grades K-1	8	154
10/31/24	Book Talks Grades 2-3	7	155
10/31/24	Book Talks Grades 4-5	4	87
10/31/24	Book Talks Grades 6-8	7	1000



McGill Construction LLC

21227 S. 80th Avenue
Frankfort, IL. 60423

Invoice

Date	Invoice #
10/31/2024	25180

Bill To
Palos Heights Public Library 12501 S. 71st. Ave. Palos Heights, IL 60463

Ship To
Parking Lot Maintenance Project

Job #	P.O. / Subcontract #	Terms
2495		NET 30 DAYS

Description	Quantity	U/M	Rate	Amount
Remove and Replace Existing Parking Lot	1	ls	81,033.00	81,033.00
Remove and Replace Concrete Curbs	1	ls	7,854.00	7,854.00
Remove and Replace Concrete Sidewalk	1	ls	10,230.00	10,230.00
10% Retention	1	ls	-9,911.70	-9,911.70
We appreciate your business.			Total	\$89,205.30

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

Page 1 of 2

TO OWNER:

PROJECT:

APPLICATION NO:

Distribution to:

**Palos Heights Public Library
Parking Lot Maintenance**

**OWNER
ARCHITECT
CONTRACTOR**

PERIOD TO: **10/30/24**

FROM CONTRACTOR:

VIA ARCHITECT:

**McGill Construction
21227 S. 80th Ave
Frankfort, IL 60423
CONTRACT FOR:**

PROJECT NOS:

CONTRACT DATE: **09/12/24**

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM.....	\$99,117.00
2. Net change by Change Orders.....	\$0.00
3. CONTRACT SUM TO DATE (Line 1 +/- 2).....	\$99,117.00
4. TOTAL COMPLETED & STORED TO DATE.....	\$99,117.00
(Column G on G703)	
5. RETAINAGE:	
a. 0% of Completed Work	\$9,911.70
(Column D + E on G703)	
b. 10% of Stored Material	\$0.00
(Column F on G703)	
Total Retainage (Lines 5a + 5b or	
Total in Column I of G703).....	\$9,911.70
6. TOTAL EARNED LESS RETAINAGE.....	\$89,205.30
(Line 4 less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	
(Line 6 from prior Certificate).....	\$0.00
8. CURRENT PAYMENT DUE.....	\$89,205.30
9. BALANCE TO FINISH INCLUDING RETAINAGE...	\$9,911.70
(Line 3 less Line 6)	

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: **McGill Construction**

By: *Madeline Dranter* Date: **11/6/2024**

State of: Illinois County of: **Will**
Subscribed and sworn to before me this 11 day of Nov. 2024

Notary Public: *Madeline Dranter*
My Commission expires:



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED. **\$89,205.30**

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified).

ARCHITECT: *[Signature]* Date: **11.07.24**

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of prejudice to any rights of the Owner or Contractor under this Contract.

AIA Document G703 - 1992

Continuation Sheet

Page Two of Two pages

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT

containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO.: 1

APPLICATION DATE: 11/6/2024

PERIOD TO: 10/30/2024

ARCHITECT'S PROJECT NO: 0

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (G - C)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)		
1	Base Bid	\$81,033.00	\$0.00	\$81,033.00	\$0.00	\$81,033.00	100.00%	\$0.00	\$8,103.30
2	Alternate #1	\$7,854.00	\$0.00	\$7,854.00	\$0.00	\$7,854.00	100.00%	\$0.00	\$785.40
3	Alternate #2	\$10,230.00	\$0.00	\$10,230.00	\$0.00	\$10,230.00	100.00%	\$0.00	\$1,023.00
4		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
5		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
6		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
7		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
8		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
9		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
10		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
11		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
12		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
13		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
14		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
15		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
GRAND TOTALS		\$99,117.00	\$0.00	\$99,117.00	\$0.00	\$99,117.00	100%	\$0.00	\$9,911.70

Change Order: 001

date of issuance: 11.07.24

project: Palos Heights Public Library Parking Lot Maintenance
12501 S 71st Ave
Palos Heights, IL 60463
owner: Palos Heights Public Library Board of Trustees
12501 S 71st Ave
Palos Heights, IL 60463
architect: product architecture + design
811 W Evergreen Ave, Suite 405
Chicago, IL 60642
contractor: McGill Construction, LLC
21227 S. 80th Avenue
Frankfort, IL 60423

Change to Contract | Description of work(including any attachments): Change Order Request 1 thru 5 adding the following items to the project scope:


1. COR 001: \$1,260.00 for Adding 30 LF of Curb at the Main Entrance
 2. COR 002: \$200.00 to Furnish and Install (2) Additional Parking Blocks
 3. COR 003: \$4,455.15 to provide an additional 127.29 ton of Crushed Aggregate Base to Fill Low Spots.
 4. COR 004: \$1,300.00 to Adjust (2) Existing Sewer and Water Valves
 5. COR 005: \$1,050.00 for SECCO Testing
- Total Cost: \$8,265.15**

Original Contract Sum:	\$99,177.00
Net Change by Change Orders:	\$0.00
Current Contract Sum:	\$99,177.00

Change to Contract Sum by this Change order:	\$8265.15
New Contract Sum:	\$107,442.15
Additional Days to Contract Duration:	0 days
New Date of Substantial Completion:	11.07.24

The conditions of this change order including any changes to the project cost and duration are not accepted, authorized, or executed until signed by the Owner and Contractor.

architect:
product architecture + design



(signature)
Dan Pohrte 11.07.2024
(printed name and date)

contractor:
McGill Construction, LLC

(signature)

(printed name and date)

owner:

Palos Heights Public Library

(signature)

(printed name and date)

PHPL: Parking Lot Maintenance Project

Project Contingency \$10,000.00

Contingency Usage to Date (Below) **\$8,265.15****Remaining Contingency \$1,734.85**

Change Order	Amount	Sent	Signed	Notes
COR #001	\$1,260.00	11/6/2202	11/7/2024	30 LF of additional curb work @ \$420 LF
COR #002	\$200.00	11/6/2202	11/7/2024	R & I (2) Additional Parking Blocks
COR #003	\$4,455.15	11/6/2202	11/7/2024	127.29 ton of Crushed Aggregate Base @ \$35.00/ ton
COR #004	\$1,300.00	11/6/2202	11/7/2024	(2) Sewer & Water Valve Adjustment
COR #005	\$1,050.00	11/6/2202	11/7/2024	SECCO Testing

21227 S. 80th Avenue
Frankfort, IL. 60423

Date	CO Request #
11/6/2024	2495-01

Name / Address
Palos Heights Public Library 12501 S. 71st. Ave. Palos Heights, IL 60463

Ship To
Palos Heights Public Library 12501 S. 71st. Ave. Palos Heights, IL 60463

Subcontract #	Job #
	2495-Parking Lot Mai...

[illegible]

21227 S. 80th Avenue
Frankfort, IL. 60423

Date	CO Request #
11/6/2024	2495-02

Name / Address
Palos Heights Public Library 12501 S. 71st. Ave. Palos Heights, IL 60463

Ship To
Palos Heights Public Library 12501 S. 71st. Ave. Palos Heights, IL 60463

Subcontract #	Job #
	2495-Parking Lot Mai...

[illegible]

21227 S. 80th Avenue
Frankfort, IL. 60423

Date	CO Request #
11/6/2024	2495-03

Name / Address
Palos Heights Public Library 12501 S. 71st. Ave. Palos Heights, IL 60463

Ship To
Palos Heights Public Library 12501 S. 71st. Ave. Palos Heights, IL 60463

Subcontract #	Job #
	2495-Parking Lot Mai...

[illegible]

21227 S. 80th Avenue
Frankfort, IL. 60423

Date	CO Request #
11/6/2024	2495-04

Name / Address
Palos Heights Public Library 12501 S. 71st. Ave. Palos Heights, IL 60463

Ship To
Palos Heights Public Library 12501 S. 71st. Ave. Palos Heights, IL 60463

Subcontract #	Job #
	2495-Parking Lot Mai...

[illegible]

21227 S. 80th Avenue
Frankfort, IL. 60423

Date	CO Request #
11/6/2024	2495-05

Name / Address
Palos Heights Public Library 12501 S. 71st. Ave. Palos Heights, IL 60463

Ship To
Palos Heights Public Library 12501 S. 71st. Ave. Palos Heights, IL 60463

Subcontract #	Job #
	2495-Parking Lot Mai...

[illegible]

SERVING OUR PUBLIC 4.0

STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

ILLINOIS LIBRARY ASSOCIATION 2020

Serving Our Public 4.0

Standards for Illinois Public Libraries

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

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Introduction

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

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

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

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

Acknowledgements

Members of the Task Force

Betsy Adamowski, Wheaton Public Library, Co-Chair

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

Cristy Stuepegia, LaSalle Public Library, Co-Chair

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HR Source

John Keister, John Keister and Associates

Illinois Library Association Youth Services Forum

Illinois Library Association Young Adult Services Forum

Tiffany Nash and Dan Pohrte, Product Architecture + Design

How to Use *Serving Our Public 4.0*

Overview

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

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

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

Core Standards

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

Chapter Standards

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

Checklists

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

Chapter 1 (Core Standards)

National Public Library Definition

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

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

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

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

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

Introduction

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

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

**Illinois law does also recognize contractual libraries.*

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

Illinois Public Library Core Standards

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

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

Chapter 2 (Governance and Administration)

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

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

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

Governance and Administration Standards

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

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

Governance and Administration Checklist

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

Chapter 3 (Personnel)

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

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

Personnel Standards

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

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

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

Personnel Checklist

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

Chapter 4 (Access)

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

Access Standards

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

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

Access Checklist

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

Chapter 5 (Building Infrastructure and Maintenance)

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

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

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

Building Infrastructure and Maintenance Standards

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

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

Building Infrastructure and Maintenance Checklists

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

Chapter 6 (Safety)

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

Safety Standards

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

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

Safety Checklist

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

Chapter 7 (Collection Management)

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

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

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

Collection Management Standards

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

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

Collection Management Checklist

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

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

Chapter 8 (System Member Responsibilities and Resource Sharing)

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

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

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

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

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

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

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

System Member Responsibilities and Resource Sharing Standards

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

System Member Responsibilities and Resource Sharing Checklist

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

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

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

Reference Service

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

Reference Service Standards

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

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

Reference Service Checklist

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

Reader's Advisory Service

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

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

Reader's Advisory Service Standards

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

Reader's Advisory Service Checklist

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

Chapter 10 (Programming)

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

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

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

Programming Standards

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

Programming Checklist

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

Chapter 11 (Youth/Young Adult Services)

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

All Illinois public libraries should provide services to youth.

Youth/Young Adult Services Standards

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

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

Youth/Young Adult Services Checklist

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

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

Chapter 12 (Technology)

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

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

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

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

Technology Standards

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

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

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

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

Technology Checklist

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

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

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

Chapter 13 (Marketing, Promotion, and Collaboration)

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

Marketing, Promotion, and Collaboration Standards

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

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

Marketing, Promotion, and Collaboration Checklist

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

Marketing, Promotion, and Collaboration

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

Appendices

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

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

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

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

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

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

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

Human Rights

Illinois Human Rights Act 775 ILCS 5/1-101

Business Transactions

Personal Information Protection Act 815 ILCS 530/5

Employment

Illinois Collective Bargaining Successor Employer Act 820 ILSC 10/0.01

Personnel Record Review Act 820 ILCS 40/0.01

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

Employee Credit Privacy Act 820 ILCS 70/1

Minimum Wage Act 820 ILCS 105/1

Equal Pay Act 820 ILCS 112/1

Wage Payment and Collection Act 820 ILCS 115/1

Prevailing Wage Act 820 ILCS 130/0.01

One Day Rest in Seven Act 820 ILCS 140/3

School Visitation Rights Act 820 ILCS 147

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

Workers' Compensation Act 820 ILCS 305/1

Military Related Acts

Family Military Leave Act 820 ILCS 151/1

Military Leave of Absence Act 5 ILCS 325/0.01

Public Employee Armed Services Rights Act 5 ILCS 330/1

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

Appendix B (Records to Be Retained and Disposed)

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

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

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

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

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

Appendix C (Topics Recommended for Inclusion in Board Bylaws)

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

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

Appendix D (Topics Recommended for New Trustee Orientation)

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

Appendix E (Recommended Staffing Levels)

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

Example

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

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

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

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

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

Appendix G (Recommended Hours of Service by Population)

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

*Open Sunday, September through May

**Open Sunday all year

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

Appendix H (Topics Recommended for Collection Management Policy)

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

Appendix I (Collection Management Worksheet)

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

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

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

Supplies:***Cost:***

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

User library cards _____

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

Staffing:***Cost:***

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

Collection development/ordering staff _____

Cataloging staff _____

Circulation staff _____

ILL staff _____

Book page or shelver _____

Training for staff _____

Appendix J (New Facility Planning)

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

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

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

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

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

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

Appendix K (Facility Management Checklists)

Ongoing Building Maintenance Checklist

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

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

Building Periodic Repair Checklist

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

Capital Project Checklist

*Warranties and professional consultation should determine capital project items.

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

Capital Asset Plan Item List

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

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

Environmentally Friendly Components

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

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

Glossary (including acronyms)

24/7/365

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

ADA

Americans with Disabilities Act. www.ada.gov

Adaptive Technologies

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

ALA

American Library Association. www.ala.org

Appropriation

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

Audit

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

Authentication

Authentication is the verification of an individual's identity.

Back Door Referendum

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

Backbone

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

Blog

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

Boundaries (Library)

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

Broadband

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

Budget

A plan for conforming expenditures to income.

Bylaws

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

CARLI

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

Cataloging

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

CD-ROM

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

C.F.R.

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

Classification

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

Collection Management

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

Conditioned Power

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

Conflict of Interest

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

Cooperative Collection Development

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

Corporate Authority

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

CREW

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

Distribution Closet

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

Download

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

EEOC

Equal Employment Opportunity Commission. www.eeoc.gov/

E-Rate

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

FICA

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

Firewall

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

FTE

Full-time equivalent; full-time employee.

Hardware

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

Hub

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

HVAC

Heating Ventilating Air Conditioning.

ILA

Illinois Library Association. www.ila.org

ILCS

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

Ill. Comp. Stat. Ann.

Illinois Compiled Statutes Annotated. Published by LexisNexis.

ILLINET

Illinois Library and Information Network.

ILLINET INTERLIBRARY LOAN CODE

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

IMRF

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

Interlibrary Loan

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

Internet

Internet is an international network of computer networks.

I-Share

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

LAN

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

LLSAP

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

MARC

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

MLS/MLIS

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

Nonresident Fee Cards

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

OCLC

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

OPAC

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

Open Captioning

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

Open Meetings Act

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

OSHA

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

PLA

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

Podcast

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

Premises Wiring

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

Reciprocal Borrowing

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

Referendum

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

Remote Access

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

Riser (Management)

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

Router

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

RSS Feeds

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

Server

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

Software

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

Structured Cabling

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

System Integrator (SI)

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

TDD

Telecommunications Device for the Deaf. See TTY.

TRS

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

TTY

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

United for Libraries/ALTAF

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

U.S.C.

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

Virtual Private Network (VPN)

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

Virtual Reference

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

Voice Relay

See TRS.

WAN

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

Website

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

Wi-Fi

Wireless networking technology.

Wiki

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

Wikipedia

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

Wire Management

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



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PALOS HEIGHTS
PUBLIC LIBRARY

Serving Our Public 4.0 Review

Each year, in order to apply for the Illinois State Library's Per Capita Grant, we must review the document called *Serving Our Public*. It consists of various explanations and checklists of what is expected of public libraries in Illinois. Please review this document as you are able and see my comments below.

Chapter 2: Governance and Administration

Summary

This chapter outlines various concepts having to do with the highest level of authority in running a public library. It includes everything from Board operations to library policies to how the library handles various legal responsibilities. Notable points include the following:

- The three responsibilities of a board of trustees: manage the library administrator; determine library policy; financial oversight
 - Obviously, this is a dramatic oversimplification as you are all involved in the library's governance in various more nuanced ways, e.g. advocacy, long-range planning, fundraising. But this is a fair summary of the core functions of a board.
- The library complies with all applicable laws including the Open Meetings Act, Freedom of Information Act, and the Americans with Disabilities Act.
- The library has administrative structures in place to ensure continuity over time, e.g. succession planning, trustee by-laws, and proper record-keeping.

Checklist Responses

We can confidently check most of these boxes. We continue to update our policies as needed, and we are back on track with our long-range planning in the coming months. We also continue to work toward a long-term fundraising presence in the community.

Chapter 3: Personnel

Summary

This chapter outlines standards related to how the library is staffed. It covers a lot of HR basics including having a clear Personnel Policy, job descriptions, and compensation packages.

Checklist Responses

I'm proud of the work that we've done at both the Board and staff levels to ensure smooth personnel operations. Without qualification, we satisfy every item on this checklist.

Chapter 4: Access

Summary

This chapter deals with physical access to the library building and our resources. Standards include not just accommodating those with physical disabilities but also having shelving that is the appropriate height for children and not shelving things so low that many adults can't bend far enough to reach them.

Checklist Responses

Physical accessibility is not a major issue for our building, however there are a couple of areas where we could improve. I still think wayfinding throughout the building could be better. The YTS renovation greatly improved this on the second floor with clearer sight lines and physical cues such as carpeting and lighting that will intuitively demarcate different areas. On the first floor, I'm also thinking about how we can improve wayfinding, although I think this will need to wait a few years until we're ready to refresh this space.

Chapter 5: Building Infrastructure and Maintenance

Summary

This chapter talks about our physical space and how we maintain it. It includes things like routine maintenance of larger systems, maintaining an effective inventory, and budgeting for long-term facility health.

Checklist Responses

I'm proud of the work that we've done to keep our building up-to-date and in good shape. We are entering a period where this job is going to get bigger for us as various elements of our infrastructure hit their 20- and 30-year marks. I can confidently say that we check every box on this list. We continue to do a good job of staying on top of major systems throughout the building.

Chapter 6: Safety

Summary

Safety is underestimated in its importance in what libraries do. We are a public space where people of all ages gather and spend time. We need to provide a space that is secure for everyone who visits, and we need to have plans in place to deal with the various types of emergencies that can come up in this setting. These standards include everything from adequate planning and staff training to proper emergency equipment and adequate staff to always ensure a safe environment.

Checklist Responses

We do a good job of satisfying all of the elements on this checklist. Our emergency plans are thorough

and are reviewed with staff regularly. We have a comprehensive training program for all supervisors. We have a medical kit and AED that are both checked regularly.

Chapter 7: Collection Management

Summary

Collection management is an often-overlooked aspect of librarianship. The fact is, we have limited space in which to house a nearly infinite world of books, movies, and more. We must be judicious in how we select items for our collection, striking a balance between what is popular, what is necessary, and what is particularly relevant to our community. Thankfully, resource sharing and electronic resources make this process much easier than it used to be. Patrons have access to more materials now than ever before.

We also must be willing to throw out a lot of books. We have a maximum capacity of around 80,000 books, and we're typically close to that capacity at any given time. We purchase 5,000 new books each year. That means that we need to weed our collection of about that same number of books each year. Obviously, our staff puts a lot of effort into collection management.

Checklist Responses

This checklist is one of the easiest for us. We do all these things as a matter of course these days. We have conducted major weeding projects in all departments in recent years and are now in an ongoing process of weeding the collection as we go. Staff is also working on revising our Collection Management Policy.

Chapter 8: System Member Responsibilities and Resource Sharing

Summary

Resources sharing is one of the cornerstones of public librarianship in the 21st century. By pooling our resources, even small libraries can offer their patrons access to collections that no single library on the planet could offer on its own. We participate in resource sharing locally through SWAN, regionally through RAILS, and nationally (and sometimes internationally) through OCLC. Through these partnerships, we lend and borrow tens of thousands of items each year. Similarly, we also pool our resources to share the cost of database access so that we're able to offer greater access to information sources than we would be on our own.

Checklist Responses

This is a brief checklist, and we do all these things. Regarding actively participating in these groups, I serve on the SWAN Board of Directors. I attend all RAILS quarterly membership meetings and regularly correspond with the RAILS director and assistant director. Various staff members participate in roundtable discussions in their areas of expertise including programming, circulation, and technology.

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

Summary

Public services, as referred to in this document, concerns reference and readers advisory services that are provided to the public. Reference services are information related and reader's advisory services are related to matching people up with things they will enjoy. Every librarian receives formal training in how to conduct a proper reference or reader's advisory interview. It is one of the core competencies of the job. As you can see from the standards listed, the emphasis in reference work is on providing access to information as opposed to providing information itself. Librarians are here to guide people to the resources they need and not to do the research for them. Regarding reader's advisory, the focus is on maintaining a broad knowledge of literary trends, and our staff spends a lot of time staying on top of what's going on in the publishing world.

Checklist Responses

Most of the items on the reference checklist are basic services that we provide during our regular operations. We continue to work on developing our local history collection. Staff keep up to date through various continuing education experiences. Staff members participate in local clubs and organizations. This is a straightforward set of standards to meet.

Chapter 10: Programming

Summary

Having fun, educational, free programming for all ages is one of the ways that libraries contribute to the cultural vitality of a community. There is always new ground to be broken in programming. There are new performers and program types popping up constantly. Part of what makes living in such densely populated area is that we have a treasure trove of talented people who are eager to share what they do with our community.

Checklist Responses

Programming continues to be one of the great strengths of our library and is a core library function. A lot of lifelong library users were first introduced to the library like I was, by going to story time at the library. Our programs are free and accessible. We continue to develop powerful partnerships to bring high quality events to our area.

Chapter 11: Youth/Young Adult Services

Summary

This chapter summarizes pretty much everything that we do regarding serving youth patrons. Everything from programming to collection management to outreach is mentioned. These services constitute the core of what it means to serve youth patrons as a public library. There is nothing particularly surprising or noteworthy in what is mentioned here. We do all these things as a regular part of our operations.

Checklist Responses

With regard to the checklist, we are very strong on almost all these items. We could do more to serve those with disabilities and language barriers, and we are addressing those weaknesses. We have addressed a primary barrier to library services for youth patrons in ensuring that all children in the area are eligible for a free library card. We offer appropriate programming and collections, and we have a space that is appealing and interactive.

Chapter 12: Technology

Summary

This library is fortunate to have a staff and board that understands the crucial role that technology plays not just in every aspect of how we serve the public but also in the lives of our residents. It's not just that so much of what we do centers around providing access and the knowledge needed to use the kind of technology needed function fully in our society, but technology permeates everything we do. It is as vital a piece of a library's infrastructure as electricity and plumbing. This chapter lays out standards related to various aspects of technology in the library environment.

Checklist Responses

In general, we do a very good job of keeping our technology up to date. We include technological infrastructure in our capital asset plan. We provide access to as many services as possible online. We provide access to computers and WIFI throughout out building. We hire consultants who lend us their expertise and keep our equipment up to date. And we are constantly on the lookout for coming changes and trends that will help us improve our services.

Chapter 13: Marketing, Promotion, and Collaboration

Summary

There isn't a library that I'm aware of that doesn't struggle with effectively communicating with the public regarding all the services we offer. Even those with the budget to hire full-time marketing professionals rarely can engage in high quality marketing initiatives. We do our best to train librarians to be better marketers and to work with outside groups to create economies of scale that allow us to do more. Marketing will always be a struggle, but we continue to get better at it.

Checklist Responses

More effective marketing and communication is one of the core planks of our strategic plan. We continue to train staff to use better tools and to be savvier about communicating our message through traditional means as well as on social media and other emerging technologies. We have also been successful in pressuring the consortium and ILS to devote more resources to marketing public libraries in general. We continue to partner with local groups to raise awareness of library services and programs. And we do our best to make sure that the library is in local media as much as possible, via press releases, segments on Channel 4, and our online and social media presence. There are definite areas for

improvement here, such as having a more coordinated marketing plan and consistent messaging. This is an area that we continue to devote more and more attention to.

In sum, I would say that we do a very good job of satisfying the State's benchmarks for public libraries. There are definite areas for us to continue to focus on, particularly outreach and marketing. As our major renovation project winds down, we will have more attention to put on these and other areas.