Normal Public Library—Board of Trustees
Monthly Meeting Agenda

March 19, 2025 at 6 p.m.
Town of Normal, City Hall, Executive Board Room 417

1. Review of the Agenda: Corrections or Additions
2. President's Report
3. Public Comment
4. Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]
5. Library Director's Report
6. OMNIBUS VOTE AGENDA
   (All items under the Omnibus Vote Agenda are considered to be routine in nature and will be enacted by one motion. There will be no separate discussions of these items unless a Board Member so requests, in which event, the item will be removed from the Omnibus Vote Agenda and considered as the first item after approval of the Omnibus Vote Agenda.)
   A. Approval of the Minutes of the Regular Board Meeting of February 19, 2025
   B. Approval of Normal Public Library Expenditures for Payment as of March 13, 2025
7. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA
8. NEW BUSINESS
   A. Review Partial Requirements of Per Capita Grant (Discussion)
   B. Executive Session: [5 ILCS 120/2(c)(21)] Six-Month Review of Executive Session Minutes
   C. Executive Session: [5 ILCS 120/2(c)(1)] Personnel
9. UNFINISHED BUSINESS
   A. Abatement and Renovation Project Update (Discussion)
10. Suggested Items for the Next Agenda
11. Board Comments and Concerns
12. Next Meeting Date: April 16, 2025
13. Adjournment

Final vote or action may be taken at the meeting on any agenda item subject matter listed above, unless the agenda line item specifically state otherwise.

The Board of Trustees Normal Public Library may attend Normal Town Council meetings, work sessions and other events, as scheduled.

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Minutes of the Board of Trustees
Normal Public Library
February 19, 2025

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Call to order: A regular meeting of the Board of Trustees of the Normal Public Library was held in Multi-Purpose Room 417, City Hall, Normal, Illinois on Wednesday, February 19, 2025. The meeting convened at 6:06 pm, President Beth Robb, presiding.

Members Present: Beth Robb, President, Katelyn Trunnel, Vice-president, Erin Ripley-Gataric, Secretary, Lynda Lane, Dylan Hile-Broad, Terry Lindberg

Members Absent: Amy Ersland, Treasurer

Library Staff Present: John Fischer, Library Director, Jennifer Williams

Community Members Present:

1. **Review of the Agenda:** No corrections or additions
2. **President's Report:** Ms. Robb and Mr. Lindberg discussed future development.
3. **Public Comment:** None
4. **Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning, Capital Project]:**
   Foundation: Meets tomorrow. Committee retreat last month focused on cohesion, donor recognition, and local mid-size businesses. Three current openings.

   Library Advocacy: Mr. Lindberg and Mr. Fischer met with Sen. Koehler's staff for a tour of the building.

   Library Planning: No report

   Capital Project: Included in Library Director's Report, will be omitted in the future.

5. **Library Director's Report:** Mr. Fischer presented the items in his report.

6. **OMNIBUS VOTE AGENDA**
   A. Approval of the Minutes of the Regular Board Meeting of December 18, 2024
   B. Approval of the Minutes of the Regular Board Meeting of January 15, 2025
   C. Approval of Normal Public Library Expenditures for Payment as of February 13, 2025, including two payrolls totaling $183,570.12 and expenses totaling $594,538.29 from January 14 to February 13.
   D. Approve Closing the Library on May 16, 2025 for Staff Development

   Ms. Lane moved to approve the Omnibus Vote Agenda, Ms. Trunnell seconded.

   Motion passed 6-0.

7. **ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA**
   No items were removed.

8. **NEW BUSINESS**
   A. Approval of Patron Privacy Policy (Action)

      Ms. Lane motioned to approve. Mr. Hile-Broad seconded.

      Motion passed 6-0.
   B. Waive the formal bidding process and authorize the library director to enter a contract with Minuteman for the purchase of security cameras, infrastructure, installation and service totaling $49, 917.39. (Action)

      Ms. Lane motioned to approve. Ms. Trunnell seconded.

      Motion passed 6-0.
   C. Discussion of Town of Normal Survey Results
   D. Executive Session: [5 ILCS 120/2(c)(1)] Personnel

      Ms. Lane moved to enter Executive Session at 7:07 pm. Ms. Robb seconded.

      Roll Call to enter Executive Session:

      Beth Robb – Present

      Katelyn Trunnell – Present

      Erin Ripley-Gataric – Present

      Lynda Lane – Present

      Amy Ersland – Absent

      Terry Lindberg – Present

      Dylan Hile-Broad – Present

      Roll Call to Exit Executive Session:

      Beth Robb – Present

      Katelyn Trunnell - Present

      Erin Ripley-Gataric - Present

      Lynda Lane – Present

      Amy Ersland – Absent

      Terry Lindberg - Present

      Dylan Hile-Broad - Present

      The Board exited Executive Session and returned to the Regular Meeting at 7:29 pm.
9. UNFINISHED BUSINESS
      A. Abatement and Renovation Project Update (Discussion)
10. **Suggested items for the Next Agenda**
      a. Review of Chapters 1 and 2 of Library Standards
11. **Board Comments and Concerns**
12. **Next Meeting Date:** March 19, 2025
13. **Adjournment**

    Ms. Robb motioned to adjourn the meeting , Mr. Hile-Broad seconded. Meeting adjourned at 7:31 pm.

_____   _____
Secretary   Date

Director's Report
March 19, 2025

1. **Monthly Financial Report**
   - **Revenue:** The February operating revenues were down 1% compared to this time last year.
   - **Expenses:** A report showing expenses totaling $505,222.37 from February 14 to March 12 is included in this packet. There are also two payrolls (February 14 and 28) totaling $183,091.99.
2. **Circulation**
   - Total circulation for February was 23,095, a decrease of 60% over February 2024.
3. **Budget FY25**
   - Fiscal year 2025 wraps up at the end of March, April 1 marks the start of FY26.
4. **Capital Project**
   - We are now in our 12th month of our capital project and we have processed ten payment applications to general contractor Broeren Russo Builders, Inc. Payments made to date equal $2,950,736.04.
5. **IPLAR**
   - In April staff will begin work on the Illinois Public Library Annual Report, due in May.
6. **Website Languages**
   - At the suggestion of trustees, we instituted language translation on our website, for all pages, including our policy pages. Thanks for the suggestion and for staff's work on getting this accomplished quickly!
7. **Public Library Standards**
   - Each month we will review chapters of the Illinois Public Library Standards in preparation of our Per Capita Grant Application in January 2026. This month we will review chapters 1 and 2. Normal Public Library currently meets or exceeds the standards set out in these two chapters.
8. **Director Review**
   - My review is scheduled to take place at the March Trustee meeting.

Report to Receive and File Town of Normal Expenditures for Payment as of 02/14/2025-03/12/2025

Library Fund

Vendor Name	Payment Description	Transaction Amount
US BANK/P-CARD	ADULT READING CHALLENGE P	130.00
US BANK/P-CARD	SIGN & SING STORYTIME PRO	150.00
US BANK/P-CARD	WINTER READING PRIZES-CAN	83.80
Library Fund	**- Total**	**363.80**

Library Fund   Library   Administration

Vendor Name	Payment Description	Transaction Amount
AMERENIP	DEC 24 UTILITIES	1,158.10
BAKER & TAYLOR COMPANIES	ADULT BOOKS	3,920.28
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	4,728.87
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	593.55
BAKER & TAYLOR CONTINUATION	ADULT BOOKS	156.57
BARNES & NOBLE INC	ADULT BOOKS	21.95
BOUND TO STAY BOUND BOOKS INC	CHILDREN'S BOOKS	2,466.52
BRIDGEALL LIBRARIES LIMITED	PUBLIC ACCESS SOFTWARE	5,250.00
BRODART COMPANY	CATALOG/PROCESS SUPPLIES	278.67
BRODART COMPANY	CHILDREN'S BOOKS	863.88
BUSEY BANK	MO 12/MAR 2025 RENT	3,000.00
CENGAGE LEARNING INC	ADULT BOOKS	1,222.08
CENTER POINT LARGE PRINT	ADULT BOOKS	508.28
CHICAGO ONE STOP, INC.	CATALOG/PROCESS SUPPLIES	2,190.00
CIRBN, LLC	INTERNET SERVICE MONTHLY	76.08
DIRECT ENERGY SERVICES LLC	NOV 24 UTILITIES	1,135.72
DIRECT ENERGY SERVICES LLC	OCT 24 UTILITIES	1,079.40
DIVERSIFIED MECHANICAL INC	ELEVATOR PAN INSTALLATION	260.00
ENVISION WARE INC	ANNUAL MAINT-PUBLIC ACCES	945.00
ENVISION WARE INC	SELF CHECK INSTALL	1,350.00
FRONTIER	MONTHLY PHONE BILL	127.92
HARLAN VANCE COMPANY	POSTAGE AND PRINTING	1,251.62
HEARTLAND PARKING INC	SNOW REMOVAL 2/12-13	310.00
ILLINOIS WESLEYAN UNIVERSITY	JOS.ATRIUM 3/8	1,269.28
ILLINOIS WESLEYAN UNIVERSITY	JOS.ATRIUM DEPOSIT 3/8	90.00
IMAGE SUPPLY	CATALOG/PROCESS SUPPLIES	1,038.65
J.D. POWER	ADULT BOOKS	602.00
KANOPY INC	DIGITAL CONTENT	564.00
Kristi Cates	REIMB/KRISTI C.-TASKMASTE	30.00
Laura Wilson	REIMB/LAURA W.- JANUARY S	265.32

Report to Receive and File Town of Normal Expenditures for Payment as of 02/14/2025-03/12/2025

Vendor Name	Payment Description	Transaction Amount
MENARDS	DISTILLED WATER	16.44
MENARDS	ENGINE OIL (1 QT)	5.49
MENARDS	FLOOR SCRUB	29.86
MENARDS	MISC MAINT SUPPLIES	69.21
MENARDS	OPERATING SUPPLIES	29.99
MENARDS	THERMOMETER, LEVEL, MAGNE	75.89
MENARDS	TOOLS, BLDG MAINT SUPPLY	8.27
MIDWEST TAPE	DIGITAL CONTENT	15,833.81
MIDWEST TAPE	PUBLIC ACCESS SOFTWARE	7,632.56
NICOR GAS	FEB 25 UTILITIES	580.74
NICOR GAS	JAN 25 UTILITIES	832.70
ORKIN EXTERMINATING CO	MONTHLY PEST CONTROL	68.00
OVERDRIVE, INC	DIGITAL CONTENT	7,102.50
OVERDRIVE, INC	EBOOKS & AUDIOBOOKS	405.71
PLAYAWAY PRODUCTS LLC	AUDIO BOOKS	356.19
PLAYAWAY PRODUCTS LLC	CHILDREN'S BOOKS	1,425.48
RAINBOW BOOK COMPANY	CHILDREN'S BOOKS	265.96
RESOURCE SHARING ALLIANCE (RSA)	ADML CIRC SUPPLEMENT	2,285.10
RON SMITH PRINTING CO INC	MARCH ACTIVITY GUIDE	345.00
STUARD & ASSOCIATES INC	ANNUAL ELEVATOR INSPECTIO	220.00
TCI COMPANIES, INC.	RECIRCULATING PUMP REPLAC	749.88
UNIQUE MANAGEMENT SERVICES INC	FEB 2025 PLACEMENTS	43.00
UNIQUE MANAGEMENT SERVICES INC	JAN PLACEMENTS	64.50
US BANK/P-CARD	ADULT BOOKS-BOOK CLUB PAT	96.19
US BANK/P-CARD	ADULT BOOKS-LIBSYN RENEWA	15.00
US BANK/P-CARD	ADULT BOOKS-PATRON REQ (1	20.38
US BANK/P-CARD	ADULT BOOKS-PATRON REQ (2	27.63
US BANK/P-CARD	ADULT BOOKS-PATRON REQUES	56.95
US BANK/P-CARD	ADULT BOOKS-REPLACEMENT (	9.16
US BANK/P-CARD	ADULT BOOKS-UKULELE REPAI	10.00
US BANK/P-CARD	ADVERTISING - 1 17 2025 C	4.03
US BANK/P-CARD	ADVERTISING - 1 17-2 5 20	66.00
US BANK/P-CARD	ADVERTISING - 1 8-10 2025	6.37
US BANK/P-CARD	ALL OTHER MAINTENANCE-DIS	148.90
US BANK/P-CARD	ALL OTHER MAINTENANCE-HAN	53.97
US BANK/P-CARD	ALL OTHER MAINTENANCE-KLE	121.15
US BANK/P-CARD	ALL OTHER MAINTENANCE-NIT	66.41
US BANK/P-CARD	ALL OTHER MAINTENANCE-PAP	110.13

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Report to Receive and File Town of Normal Expenditures for Payment as of 02/14/2025-03/12/2025

Vendor Name	Payment Description	Transaction Amount
US BANK/P-CARD	ALL OTHER MAINTENANCE-STA	14.04
US BANK/P-CARD	ALL OTHER MAINTENANCE-TAM	76.39
US BANK/P-CARD	ALL OTHER MAINTENANCE-TOI	74.94
US BANK/P-CARD	ANNUAL STAFF APPRECIATION	43.35
US BANK/P-CARD	AV DIGITAL MEDIA-SWITCH G	131.48
US BANK/P-CARD	CATALOGING & PROCESSING-W	375.00
US BANK/P-CARD	CHILDREN'S BOOKS MATERIAL	183.99
US BANK/P-CARD	CONTRACTUAL-ANNUAL ELEVAT	76.69
US BANK/P-CARD	CONTRACTUAL-ANNUAL MOBILE	2,400.00
US BANK/P-CARD	CONTRACTUAL-MOBILE HOTSPO	120.00
US BANK/P-CARD	DUES-J.WILLIAMS ILA ANNUA	200.00
US BANK/P-CARD	DUES-K.GARMAN ALA ANNUAL	210.00
US BANK/P-CARD	DUES-ZOOM ANNUAL RENEWAL	799.49
US BANK/P-CARD	DVDS-MOVIES (1)	67.66
US BANK/P-CARD	DVDS-MOVIES (4)	174.14
US BANK/P-CARD	DVDS-MOVIES (5)	94.77
US BANK/P-CARD	DVDS-MOVIES (7)	131.15
US BANK/P-CARD	DVDS-TV SHOWS (3)	69.21
US BANK/P-CARD	DVDS-TV SHOWS (6)	133.87
US BANK/P-CARD	OPERATING SUPPLIES- SCOTC	21.46
US BANK/P-CARD	OPERATING SUPPLIES-3D PRI	51.98
US BANK/P-CARD	OPERATING SUPPLIES-ANNUAL	47.56
US BANK/P-CARD	OPERATING SUPPLIES-BANNER	219.15
US BANK/P-CARD	OPERATING SUPPLIES-ETHERN	60.75
US BANK/P-CARD	OPERATING SUPPLIES-FLOOR	167.47
US BANK/P-CARD	OPERATING SUPPLIES-LIBRAR	50.58
US BANK/P-CARD	OPERATING SUPPLIES-LINED	39.42
US BANK/P-CARD	OPERATING SUPPLIES-MAGNET	32.97
US BANK/P-CARD	OPERATING SUPPLIES-PAPER	555.82
US BANK/P-CARD	OPERATING SUPPLIES-SOAP D	282.70
US BANK/P-CARD	OPERATING SUPPLIES-SOAP S	62.19
US BANK/P-CARD	OPERATING SUPPLIES-THERMA	998.20
US BANK/P-CARD	PERIODICALS-CHICAGO TRIBU	68.25
US BANK/P-CARD	PERIODICALS-IL STATE HIST	75.00
US BANK/P-CARD	POSTAGE & PRINTING-OVERNI	40.87
US BANK/P-CARD	REFUND-OPERATING SUPPLIES	-374.86
US BANK/P-CARD	SPECIAL PROGRAM SUPPLIES-	458.32
US BANK/P-CARD	SPECIAL PROGRAMS PRIZES-G	75.00

Report to Receive and File Town of Normal Expenditures for Payment as of 02/14/2025-03/12/2025

Vendor Name	Payment Description	Transaction Amount
US BANK/P-CARD	SPECIAL PROGRAMS-BAD SEED	59.98
US BANK/P-CARD	SPECIAL PROGRAMS-CASE FOR	7.99
US BANK/P-CARD	SPECIAL PROGRAMS-CODE CLU	4.99
US BANK/P-CARD	SPECIAL PROGRAMS-CRAFT PR	14.99
US BANK/P-CARD	SPECIAL PROGRAMS-DOGMAN E	61.45
US BANK/P-CARD	SPECIAL PROGRAMS-KID MARK	13.49
US BANK/P-CARD	SPECIAL PROGRAMS-LUNAR NE	84.80
US BANK/P-CARD	SPECIAL PROGRAMS-MAKER AC	38.66
US BANK/P-CARD	SPECIAL PROGRAMS-MARCH TA	19.99
US BANK/P-CARD	SPECIAL PROGRAMS-TASKMAST	12.00
US BANK/P-CARD	SPECIAL PROGRAMS-TINKERCR	35.78
US BANK/P-CARD	SPLIT CHARGE: AV DIGITAL	12.99
US BANK/P-CARD	SPLIT CHARGE: DVDS- MOVIE	20.99
US BANK/P-CARD	TRAVEL & TRAINING-ANNUAL	45.95
US BANK/P-CARD	TRAVEL & TRAINING-ILA YOU	260.00
US BANK/P-CARD	TRAVEL & TRAINING-L.GOLAS	100.00
US BANK/P-CARD	TRAVEL & TRAINING-R.PARK	100.00
US BANK/P-CARD	TRAVEL & TRAINING-S.BRUUN	260.00
US BANK/P-CARD	TRAVEL TRAINING-ANNUAL ST	707.33
VERIZON WIRELESS	LIBRARY TELEPHONES	544.59
WALMART COMMUNITY BRC	SPECIAL PROGS,DVDS,GAMES	557.26
Washington District Library	DAMAGED BOOK FEE - A66702	28.00
WATTS COPY SYSTEMS, INC.	PUBLIC PRINTS	143.19
WATTS COPY SYSTEMS, INC.	STAFF PRINTS	1,170.79
YWCA OF MCLEAN COUNTY	DEI CONSULTING	100.00
Library Fund Library Administration - Total		**88,726.50**

Library Replacement Fund Library   Administration

Vendor Name	Payment Description	Transaction Amount
ENVISION WARE INC	SELF-CHECK COMPUTERS (4)	17,690.00
MCLEAN COUNTY GLASS	WINDOW WET SEAL WORK	21,275.00
Library Replacement Fund Library Administration - Total		**38,965.00**

Library Special Reserve   Library   Administration

Vendor Name	Payment Description	Transaction Amount
BROEREN RUSSO BUILDERS, INC.	ABATEMENT/RENOVATION	225,236.36
BROEREN RUSSO BUILDERS, INC.	P#21037 ABATEMENT/RENOVAT	129,154.76
LR DESIGN+BUILD/SCIENCE KINETICS	LEGO DUPLO WALL BRICKS	3,580.00
LYNGSOE SYSTEMS, INC.	RENOV . RELOCATION/INSTAL	4,584.00

Report to Receive and File Town of Normal Expenditures for Payment as of 02/14/2025-03/12/2025

Vendor Name	Payment Description	Transaction Amount
STUDIO GC INC.	ABATEMENT/RENOV THRU 2/1	4,870.65
STUDIO GC INC.	ABATEMENT&RENOV THRU 3/1	9,741.30
Library Special Reserve Library Administration - Total		377,167.07
Overall - Total		505,222.37

Expense

- YTD Expense Pivot
- YTD Expense Bar Chart
- Expense Transaction Log

Revenue

- YTD Revenue Pivot
- YTD Revenue Bar Chart
- Revenue Transaction Log

Fund	Current Year Approved Budget	Current Year Revised Budget	Current Year Revenue	Current Year Revenue % of Budget	Previous Year Revenue	Revenue % Change from Previous Year
221-Library Fund	**4,574,749.00**	**4,574,749.00**	**4,369,700.23**	**95.52%**	**4,438,051.83**	**-1.54%**
31110-Property Tax	4,203,164.00	4,203,164.00	4,081,409.91	97.10%	3,945,185.32	3.45%
31530-State Replacement Revenue	240,000.00	240,000.00	137,150.64	57.15%	290,782.04	-52.83%
33260-State Grants	77,785.00	77,785.00	81,559.98	104.85%	86,948.58	-6.20%
34720-Photocopy Fees	8,000.00	8,000.00	423.26	5.29%	8,723.02	-95.15%
34750-Replacements Books/AV	4,800.00	4,800.00	1,500.44	31.26%	5,984.28	-74.93%
38210-Investment Income	36,000.00	36,000.00	66,687.91	185.24%	96,143.63	-30.64%
38530-Donations	1,000.00	1,000.00	105.74	10.57%	821.85	-87.13%
38910-Miscellaneous	4,000.00	4,000.00	862.35	21.56%	3,463.11	-75.10%
222-Library Replacement Fund	**242,300.00**	**242,300.00**	**131,174.43**	**54.14%**	**138,848.01**	**-5.53%**
38210-Investment Income	20,300.00	20,300.00	20,174.43	99.38%	49,680.51	-59.39%
39192-Transfer From	222,000.00	222,000.00	111,000.00	50.00%	89,167.50	24.48%
223-Library Special Reserve	**2,018,500.00**	**2,018,500.00**	**52,074.30**	**2.58%**	**39,629.27**	**31.40%**
38210-Investment Income	16,000.00	16,000.00	52,074.30	325.46%	39,629.27	31.40%
38910-Miscellaneous	2,500.00	2,500.00				
39330-Financing Proceeds	2,000,000.00	2,000,000.00				
Total	**6,835,549.00**	**6,835,549.00**	**4,552,948.96**	**66.61%**	**4,616,529.11**	**-1.38%**

Expense

- YTD Expense Pivot
- YTD Expense Bar Chart
- Expense Transaction Log

Fund	Current Year Approved	Current Year Revised	Current Year Spent	Current Year Encumbrance	Current Year Expense and Encumbrance	Budget Balance	Previous Year Expense	Percent Remaining Current Year
221-Library Fund	**4,819,138.00**	**4,890,388.00**	**2,499,242.71**	**317,296.68**	**2,816,539.39**	**2,073,848.61**	**4,006,198.31**	**42.41%**
10-Administration	4,819,138.00	4,890,388.00	2,499,242.71	317,296.68	2,816,539.39	2,073,848.61	4,006,198.31	42.41%
222-Library Replacement Fund	**222,000.00**	**222,000.00**	**16,462.84**	**0.00**	**16,462.84**	**205,537.16**	**1,661,982.47**	**92.58%**
10-Administration	222,000.00	222,000.00	16,462.84	0.00	16,462.84	205,537.16	1,661,982.47	92.58%
223-Library Special Reserve	**5,506,801.00**	**5,506,801.00**	**1,549,441.71**	**0.00**	**1,549,441.71**	**3,957,359.29**	**86,122.18**	**71.86%**
10-Administration	5,506,801.00	5,506,801.00	1,549,441.71	0.00	1,549,441.71	3,957,359.29	86,122.18	71.86%
Total	**10,547,939.00**	**10,619,189.0**	**4,065,147.26**	**317,296.68**	**4,382,443.94**	**6,236,745.06**	**5,754,302.96**	**58.73%**

Budget to Actual Expenditures

Library   - Administration   (Library Fund   ) ▼

■ Current Budget
■ Current Expenditures

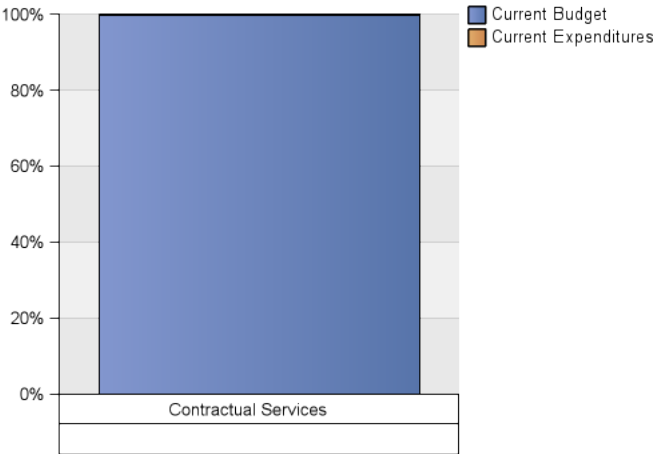|					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Fund	Library	Administration	221-9010-455.20-10	Contractual Services	$3,197.50	$159,012.49	$15,618.86	$176,859.00	($969.85)	$131,000.00	-1%	$18,816.36
			221-9010-455.20-20	Dues	$0.00	$7,189.49	$700.00	$7,000.00	($889.49)	$7,000.00	-13%	$700.00
			221-9010-455.24-10	Resource Sharing Alliance	$0.00	$74,016.50	$0.00	$74,017.00	$0.50	$72,800.00	0%	$0.00
			221-9010-455.25-10	Utilities (Non-Phone)	$1,158.10	$25,163.42	$31,322.87	$72,643.00	$14,998.61	$72,000.00	21%	$32,480.97
			221-9010-455.25-60	All Other Maintenance	$0.00	$50,176.14	$2,098.81	$79,371.00	$27,096.05	$58,200.00	34%	$2,098.81
			221-9010-455.30-10	Liability Insurance	$0.00	$73,853.30	$696.70	$74,550.00	$0.00	$51,150.00	0%	$696.70
			221-9010-455.30-15	Telephone	$297.29	$4,663.56	$1,847.31	$8,000.00	$1,191.84	$10,197.00	15%	$2,144.60
			221-9010-455.30-20	Advertising	$0.00	$576.33	$0.00	$14,000.00	$13,423.67	$16,000.00	96%	$0.00
			221-9010-455.30-25	Postage & Printing	$0.00	$14,839.75	$5,685.66	$22,028.00	$1,502.59	$23,600.00	7%	$5,685.66
			221-9010-455.30-35	Travel & Training	$0.00	$15,348.70	$148.82	$14,200.00	($1,297.52)	$14,200.00	-9%	$148.82
			221-9010-455.30-40	Special Programs	$1,269.28	$9,409.77	$1,941.21	$20,600.00	$7,979.74	$20,000.00	39%	$3,210.49
			221-9010-455.35-10	Operating Supplies	$8.27	$12,288.13	$12,387.69	$37,000.00	$12,315.91	$49,000.00	33%	$12,395.96
			221-9010-455.35-15	Cataloging & Processing	$3,228.65	$6,112.57	$1,700.72	$12,385.00	$1,343.06	$15,000.00	11%	$4,929.37
			221-9010-455.35-50	Fuel - Gas & Oil	$0.00	$999.54	$0.00	$1,000.00	$0.46	$1,000.00	0%	$0.00
			221-9010-455.36-10	Adult	$970.06	$59,749.73	$11,638.48	$71,833.00	($525.27)	$85,000.00	-1%	$12,608.54
			221-9010-455.36-20	Young Adult	$129.10	$5,646.10	$4,524.80	$12,000.00	$1,700.00	$12,000.00	14%	$4,653.90
			221-9010-455.36-25	Children	$3,221.18	$43,063.74	$17,626.44	$70,000.00	$6,088.64	$70,000.00	9%	$20,847.62

Expenditure Fiscal Year

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Account	Description							
221-9010-455.37-15	Videos DVDs	$0.00	$8,426.62	$3,059.68	$15,000.00	$3,513.70	$15,000.00	23%	$3,059.68
221-9010-455.37-20	Audio Books	$0.00	$5,122.98	$4,877.02	$10,000.00	$0.00	$10,000.00	0%	$4,877.02
221-9010-455.37-30	Digital Media	$0.00	$2,934.96	$333.99	$3,500.00	$231.05	$3,500.00	7%	$333.99
221-9010-455.38-10	Periodicals	$0.00	$4,275.90	$8,283.27	$12,548.00	($11.17)	$13,000.00	0%	$8,283.27
221-9010-455.38-20	Public Access Software	$13,827.56	$69,930.10	$7,806.89	$93,000.00	$1,435.45	$93,000.00	2%	$21,634.45
221-9010-455.39-10	Digital Content	$313.98	$105,054.39	$1,935.63	$107,304.00	$0.00	$98,000.00	0%	$2,249.61
221-9010-455.81-10	Principal Payments	$0.00	$0.00	$0.00	$0.00	$0.00	$170,000.00	0%	$0.00
221-9010-455.82-10	Interest Expense	$0.00	$0.00	$0.00	$0.00	$0.00	$71,000.00	0%	$0.00
221-9010-455.92-22	To Library Replacement Fd	$0.00	$204,140.00	$0.00	$222,800.00	$18,660.00	$222,000.00	8%	$0.00
221-9010-455.95-02	To Water Fund	$0.00	$1,513.45	$0.00	$2,500.00	$986.55	$2,500.00	39%	$0.00
221-9010-455.95-07	To Sewer Fund	$0.00	$423.34	$0.00	$600.00	$176.66	$600.00	29%	$0.00
221-9010-455.95-10	To Stormwater Management	$0.00	$556.60	$0.00	$610.00	$53.40	$610.00	9%	$0.00
Summary		**27,620.97**	**964,487.60**	**134,234.85**	**1,235,348.00**	**109,004.58**	**1,407,357.00**	**0.09**	**161,855.82**

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Budget to Actual Expenditures

Library   - Administration   (Library Replacement Fund ∨)
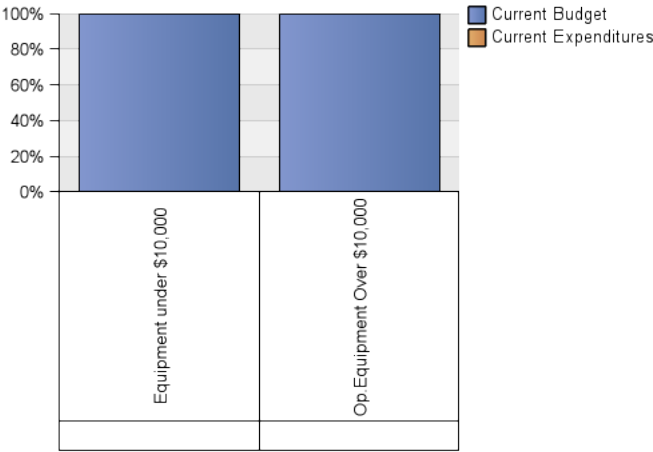
Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	*Current Budget*	*Variance*	Original Budget	% Remaining	*Exp + Enc*
Library Replacement Fund	Library	Administration	222-9010-455.35-80	Equipment under $10,000	$0.00	$3,870.02	$0.00	*$95,800.00*	*$91,929.98*	$11,000.00	96%	*$0.00*
			222-9010-455.75-10	Op.Equipment Over $10,000	$0.00	$95,863.24	$0.00	*$127,000.00*	*$31,136.76*	$211,000.00	25%	*$0.00*
			Summary		**0.00**	**99,733.26**	**0.00**	**222,800.00**	**123,066.74**	**222,000.00**	**0.55**	***0.00***

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Budget to Actual Expenditures

| Library - Administration (Library Special Reserve) ⌄ |

■ Current Budget
■ Current Expenditures

		Expenditure Fiscal Year			Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	*Current Budget*	*Variance*	Original Budget	% Remaining	*Exp + Enc*
Library Special Reserve	Library	Administration	223-9010-455.20-10	Contractual Services	$9,741.30	$3,656,303.26	$2,930.81	*$5,506,801.00*	*$1,837,825.63*	$5,506,801.00	33%	*$12,672.11*
			Summary		**9,741.30**	**3,656,303.26**	**2,930.81**	***5,506,801.00***	***1,837,825.63***	**5,506,801.00**	**0.33**	***12,672.11***

NPL Circulation Statistics

February 2025

	Year to Date			Month		
	2022-2023	2023-2024	2024-2025	2023	2024	2025
Juvenile						
Books	408,087	403,423	111,570	36,117	33,398	7,390
Videos	3,276	3,697	549	296	241	52
Audios	14,821	13,585	5,471	1,355	876	386
Magazines	915	326	33	36	10	0
Other	1,145	613	145	60	59	7
Juvenile - Total	**428,244**	**421,644**	**117,768**	**37,864**	**34,584**	**7,835**
Teen						
Books	15,475	15,562	5,703	1,230	1,319	409
Audios	72	73	24	4	5	0
Magazines	11	9	-1	0	0	0
Teen - Total	**15,558**	**15,644**	**5,726**	**1,234**	**1,324**	**409**
Adult						
Books	129,075	129,876	58,567	11,923	10,010	5,113
Videos	44,585	44,345	14,246	3,744	2,939	1,021
Audios	14,147	11,999	3,702	1,214	289	308
Magazines	2,842	3,000	816	232	241	54
Other	13,301	14,195	5,894	1,257	1,266	471
Adult - Total	**203,950**	**203,415**	**83,225**	**18,370**	**14,745**	**6,967**
Digital Content						
eAudiobooks	23,260	31,602	37,568	2,428	3,249	3,624
eBooks	30,707	35,291	36,421	2,978	3,420	3,181
Magazines	1,366	3,512	5,463	118	580	566
Music	435	436	484	42	48	31
Streaming Video	2,880	3,554	3,714	327	234	450
Content Passes	139	316	353	15	36	32
Digital Content - Total	**58,787**	**74,711**	**84,003**	**5,908**	**7,567**	**7,884**
Total Circulation	706,539	715,414	290,722	63,376	58,220	23,095

NPL Collection Holdings

February 2025

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
Juvenile						
Books	81,429	81,601	208	-36	3,877	-3,087
Videos	934	934	0	0	1	-49
Audios	2,129	2,166	12	25	142	42
Magazines	169	180	11	0	137	-137
Other	44	43	0	-1	6	-66
Juvenile - Total	**84,705**	**84,924**	**231**	**-12**	**4,163**	**-3,297**
Teen						
Books	4,159	4,179	20	0	395	-613
Audios	27	27	0	0	0	-3
Magazines	6	6	0	0	4	-15
Teen - Total	**4,192**	**4,212**	**20**	**0**	**399**	**-631**
Adult						
Books	52,955	53,165	247	-37	3,269	-3,583
Videos	15,384	15,335	33	-82	443	-1625
Audios	9,800	9,809	34	-25	130	-66
Magazines	1,121	1,130	85	-76	1073	-1292
Other	2,262	2,270	8	0	85	57
Adult - Total	**81,522**	**81,709**	**407**	**-220**	**5,000**	**-6,509**
Total Collection	170,419	170,845	658	-232	9,562	-10,437

NPL Digital Content by Month

Tracks the number of downloads or uses by month for our different digital content platforms.

	10.24	11.24	12.24	1.25	2.25	
eRead Illinois						
eAudiobooks	256	225	293	307	248	
eBooks	298	277	378	453	299	
eRead Illinois Total	554	502	671	760	547	
Freading	0	0	0	0	0	
Hoopla						
eAudiobooks	1,921	1,855	2,003	2,208	2,052	
eBooks	960	913	990	1062	955	
Movies/TV	131	158	137	162	168	
Music	45	64	39	39	31	
Hoopla Total	3,057	2,990	3,169	3,471	3,206	
Kanopy						
Individual Titles Plays	105	94	91	92	122	
Plays Through Passes	108	118	77	81	160	
Kanopy Total Videos Played	213	212	168	173	282	
OverDrive						
eAudio	1,130	1,130	1,205	1,343	1,324	
eBooks	1,842	1,796	2,013	2,320	1,927	
Magazines	506	568	625	696	566	
OverDrive Total	3,478	3,494	3,843	4,359	3,817	
Total Downloads or Uses						
eAudiobooks	3,307	3,210	3,501	3,858	3,624	
eBooks	3,100	2,986	3,381	3,835	3,181	
Magazines	506	568	625	696	566	
Music	45	64	39	39	31	
Streaming Video	344	370	305	335	450	
Hoopla 7-day BingePasses	29	31	27	38	24	
Kanopy Passes	5	3	3	3	4	
OverDrive 7-Day Passes	6	6	5	1	4	
Total Passes	40	40	35	42	32	

NPL Monthly Statistics

February 2025

Library Card Registration

	Fiscal Year 2025					
	Beginning count	Registered	Purged	Cards in force YTD	FY24	FY23
Adult	23,132	137	-14	23,255	21,653	28,157
Teen	1,758	3	1	1,762	2,528	3,332
Juvenile	8,204	14	-8	8,210	8,245	9,197
Total	32,994	154	-21	33,227	32,426	40,686

Patron Count	Current Month	Current YTD	FY24	FY23
Door Count at 201 W College	1,300	22,700	203,115	164,741

Interlibrary Loan and System Holds

	Current Month	Current YTD	FY24	FY23
Borrowed/Rec'd	3,021	36,532	37,265	31,374
Loaned	2,464	27,799	32,325	30,517
Reciprocal borrowing	1,966	34,073	204,326	170,900

Public PCs

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
Public Desktops at 201	251	158	38	3,129

normalpl.org Site Statistics

February 2025

	Annual Totals Year to Date			January		
	FY 2023	FY 2024	FY 2025	2023	2024	2025
Views & Sessions						
Pageviews	381,073	419,636	315,985	35,898	41,231	24,116
Sessions	190,667	209,560	156,472	29,624	17,848	13,683

Top Viewed Pages	FY 2025
/	147,461
/events/upcoming	18,066
/events/month	8,629
/learning-resources	7,142
/employment	5,271
/planning	3,576
/challenges	3,247
/summerreading	2,795
/borrow	2,495
/download-stream	2,463

Usage by Device	FY 2025
Desktop	45.9%
Mobile	52.3%
Tablet	1.8%

Top Viewed Pages	February 2025
/	12,740
/events/upcoming	2,099
/learning-resources	1,043
/events/month	875
/learning-resources/pebblego	627
/employment	481
/challenges	472
/event/taskmaster-npl-2025-community-activity-center-34724	400
/download-stream	376
/events/month/2025/03	328

Usage by Device	Feb 2025
Desktop	54.0%
Mobile	44.3%
Tablet	1.8%

SERVING OUR PUBLIC 4.O

STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Table of Contents

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 Stupegia, LaSalle Public Library, Co-Chair

Monica Cameron, Shelbyville Public Library

Celeste Choate, Urbana Free Library

Veronda Pitchford, Califa

Ellen Popit, Illinois Heartland Library Association

Subject Matter Experts Consulted

Kami Farahmandpour, Principal, Building Technology Consultants

Alex Todd, Executive Director, Prospect Heights Public Library

HR Source

John Keister, John Keister and Associates

Illinois Library Association Youth Services Forum

Illinois Library Association Young Adult Services Forum

Tiffany Nash and Dan Pohrte, Product Architecture + Design

How to Use *Serving Our Public 4.0*

Overview

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

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

1. During board meetings, in-depth discussions of individual chapters provide a review, reflection, and refinement of the library's service philosophy and strategically guide library planning.

2. Each month, as part of the librarian's report, the administrator reviews a chapter checklist, sharing the library's progress, as well as recommendations for changes, with discussion and input from the board.

3. A board committee is appointed to compare the library's advancement toward achieving the standards, and a report is shared with the full board on a regular basis. As needed, the committee, with input and insight from the library administrator, proposes changes to the library's goals.

4. Library staff meetings focus on the chapter standards, allowing incorporation of *Serving Our Public* into the staff's understanding of the library's service philosophy.

Core Standards

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

Chapter Standards

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

Checklists

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

Chapter 1 (Core Standards)

National Public Library Definition

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

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

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

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

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

Introduction

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

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

Illinois law does also recognize contractual libraries.

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

Illinois Public Library Core Standards

Core 1   The library provides uniformly gracious, friendly, timely, and reliable service to all users.

Core 2   The library is established and operates in compliance with Chapter 75 of the *Illinois Compiled Statutes.*

Core 3   The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes.*

Core 4   The library complies with all other state and federal laws that affect library operations. (See Appendix A)

Core 5   The library adopts and adheres to the principles set forth in the American Library Association's (ALA) *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations.

Core 6   The library adopts and adheres to the *Code of Ethics of the American Library Association.* The library adopts and adheres to the *Public Library Trustee Ethics Statement,* developed by United for Libraries, a division of ALA.

Core 7   The board of trustees adopts written bylaws that outline the board's purpose and operational procedures and address conflict-of-interest issues. (See Appendix C)

Core 8   The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator. (For the purposes of this document, a qualified librarian is a person holding a Master of Library Science (MLS), Master Science in LIS, Master of Library and Information Science (MLIS), or other comparable degree from an ALA-accredited program and/or actively participates in continuing education opportunities each year offered by the Illinois State Library, regional library systems, and the Illinois Library Association. Library boards and communities should strive to have a minimum of one staff member holding an ALA-accredited master's degree.)

Core 9   The board of trustees meets regularly, in accordance with the *Illinois Compiled Statutes,* with the library administrator in attendance. All board meetings and board committee meetings shall comply with the *Open Meetings Act.*

Core 10   The board of trustees has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund and all property owned by the library.

Core 11   The library has a board-approved written budget. The budget is developed annually by the library administrator and the board with input from the staff.

Core 12   The board of trustees annually determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.

Core 13   The library has a board-approved mission statement, a long-range/strategic plan, disaster prevention and recovery plan, collection management policy, personnel policy, technology plan, and other policies as appropriate to the library's operation and regularly updates and maintains them as appropriate. (See Appendices F and H)

Core 14   The library administrator presents written monthly reports, including statistics, on library operations to the board of trustees. In addition, monthly fiscal reports are presented by the library administrator and/or the library board treasurer.

Core 15   The board of trustees annually reviews the performance of the library administrator.

Core 16   The library is a member of an Illinois regional library system, fulfills the membership requirements of its system, is a responsible partner in the Illinois Library and Information Network (ILLINET), and participates in resource sharing through interlibrary loan and reciprocal borrowing.

Core 17   The library provides access to resource sharing databases, participates in resource sharing by entering the library's collections into a regional, statewide, or national database, and actively promotes resource sharing via interlibrary loan and reciprocal borrowing.

Core 18   The library utilizes a variety of methods to communicate with its community.

Core 19   The library is located in a facility designed or renovated for library purposes and complies with all applicable local, state, and federal codes.

Core 20   A library is open a minimum of fifteen hours per week according to the *Illinois Administrative Code* [23 Ill. Adm. Code 3030.110].

Core 21   As a baseline, the library appropriates money to major budget categories (personnel, benefits, library materials, other operating expenditures) using the *Illinois Public Library Annual Report* statewide percentages analysis.

Core 22   The library board and staff promote the collections and services available to its community.

Core 23   At least every five years, and more frequently if necessary, the library conducts a review to determine if the library is providing facilities, collections and services in a quantity, at a time, and in a manner that meets the needs of the community.

Chapter 2 (Governance and Administration)

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

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

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

Governance and Administration Standards

1. The mission statement and long-range/strategic plan are developed by the board, administrator, and staff and then approved by the board. These documents are based on a sound knowledge of public library service and a deep understanding of the community. Surveys, neighborhood dialogues, hearings, and input from staff members who serve the community on a daily basis provide a framework for this understanding. The process includes the difficult task of eliciting input from those who do not use the library.

2. The Library prepares, on an annual basis the *Illinois Public Library Annual Report* (IPLAR). The Illinois State Library is the agency legally required to: (1) compile, preserve and publish public library statistical information [15 ILCS 320/7(m)], and (2) compile the annual report of local public libraries and library systems submitted to the State Librarian pursuant to law [15 ILCS 320/7(n)]. In addition, all Illinois public libraries are required by statute [75 ILCS 16/30-65] to prepare an annual report. The library administrator, on a monthly basis, prepares a monthly report for the library board of trustees. This report will include, at the minimum, the minutes of the last month's meeting, monthly financial statements, administrator report, and library use statistics.

3. The board reviews most library policies every three years. The policy governing the selection and use of library materials must, by law, be reviewed biennially. [75 ILCS 5/4-7.2 or 75 ILCS 16/30-60].

4. Board members participate in relevant local, state, regional, and national decision making to effect change that will benefit libraries. This can be achieved through a variety of methods. Among these, board members can:

   a. Write, call, or visit legislators

   b. Attend meetings of other units of local government

   c. Serve on ALA, ILA, or system legislative committees

   d. Participate in other community organizations that have similar legislative interests

e. Include the subject of legislation on board meeting agendas

f. Provide a forum for local community issues

5. The board and the library administrator develop and conduct a meaningful and comprehensive orientation program for each new board member. This can be achieved by creating a trustee orientation checklist. (See Appendix D)

6. On an annual basis, each trustee participates in a continuing education activity that focuses on libraries, trusteeship, or other issues pertinent to libraries and reports on this activity to the full board.

7. The library provides financial support for trustee membership in ILA and ALA as well as trustee attendance at workshops and conferences when fiscally possible.

8. In encouraging citizens to run for the position of library trustee or in recommending citizens for appointment, the standing library board of trustees can use the following as a guide:

a. Library trustees are selected for their interest in the library, their knowledge of the community, their ability to work well with others, their willingness to devote the time and effort necessary to carry out the duties of a trustee, their open-mindedness and respect for the opinions of others, and their ability to plan and establish policies for services.

9. The library keeps adequate records of library operations and follows proper procedures for disposal of records. (See Appendix B)

10. The library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.

a. The library complies with the Illinois Open Meetings Act [5 ILCS 120] and has a written policy specifying, at a minimum, how trustee board meetings and meetings of board committees are publicly posted, how other types of notification are made, and how the public attends and may participate in board and committee meetings.

b. The library has a written Americans with Disabilities Act (ADA) policy.

c. The library has a written equal employment opportunity policy and a written workers' compensation procedure.

d. The library bonds all staff and trustees responsible for library finances.

11. The library has a board-approved set of written bylaws that govern the conduct of the board of trustees and its relationship to the library and staff. Bylaws provide the library board of trustees with guidelines that allow for consistent, organized, and productive meetings and operations. The library trustees regularly review the bylaws to ensure the library board is operating under the bylaws' guidelines and to ensure that the bylaws meet current organizational needs.

12. The library maintains insurance covering property and liability, including volunteer liability.

13. The library has a chain of command in place that will provide a smooth transition process when key members of the library staff leave the organization.

Governance and Administration Checklist

☑ Library has an elected or appointed board of trustees.

☑ Library has a qualified library administrator.

☑ Library administrator files an *Illinois Public Library Annual Report* (IPLAR) with the Illinois State Library.

☑ Library administrator prepares monthly reports (including statistics) of operations and services for the board's review.

☑ Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.

☑ Library has a mission statement and a long-range/strategic plan.

☑ Library maintains an understanding of the community by surveys, hearings, and other means.

☑ Library board reviews library policies on a regular basis.

☑ Library board members participate in local, state, regional, and national decision making that will benefit libraries.

☑ Library develops an orientation program for new board members.

☑ Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible.

☑ Library keeps adequate records of library operations and follows proper procedures for disposal of records.

☑ Library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.

☑ Library has a board-approved set of written bylaws that govern the conduct of the board of trustees and its relationship to the library and staff.

☑ Library maintains insurance covering property and liability, including volunteer liability.

☑ Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel.