



**Normal Public Library Board of Trustees
Agenda for Monthly Board Meeting
October 28, 2020 at 5:30 PM**

Location: Online via Zoom, and streaming via YouTube at <https://www.youtube.com/user/NormalPL>.

The President of the Board of Trustees of Normal Public Library has determined that it is prudent to meet virtually due to COVID-19.

1. Review of the Agenda: Corrections or Additions
2. Approval of the Minutes of the Previous Meeting (Action)
3. Approval of Expenditures (Action)
4. President's Report
5. Public Comment

NOTE CHANGE: Public Comment will be available only by use of Zoom Meetings. Public Commenters will need to register by emailing their full name and phone number that will be used to call into the meeting to library staff at comment@normalpl.org prior to 5:30 p.m. on the day of the scheduled meeting. As this meeting will be completely virtual, no persons will be present in the library and no in-person Public Comment will be allowed. Once Public Commenter has registered with library staff, they will receive the meeting call-in number and meeting ID, along with instructions on how to join the virtual meeting for Public Comment. Besides the exceptions listed above, Public Participation Guidelines (available at <https://www.normalpl.org/about-us/policies>) will remain the same.

6. Library Director's Report
7. Foundation Report
8. New Business
 - A. 2021 Closed Dates (Action)
 - B. Review of "Serving Our Public 4.0: Standards for Illinois Public Libraries" (Discussion)
 - C. COVID-19 / Reopening Update (Discussion)
 - D. 2021-2024 Strategic Planning Process (Discussion)
 - E. Six-Month Review/Approval of Executive Session Minutes: Section 2(c)(21) (Action)
9. Unfinished Business (None)
10. Suggested Items for the Next Agenda
11. Next Meeting Date: November 18, 2020 (Regular Meeting)
12. Adjournment

The Board of Trustees of Normal Public Library may attend the regular meetings of the Normal Town Council and/or special Council meetings, work sessions and other events, all scheduled as needed.

Minutes of the Board of Trustees
Normal Public Library
September 30, 2020

Call to order: A regular meeting of the Board of Trustees of the Normal Public Library was held Online via Zoom, and streaming via YouTube on Wednesday, September 30, 2020. The meeting convened at 5:30pm, President Jess Ray presiding, and Jd Davis, secretary. Mr. Ray read a statement detailing his decision to hold this meeting virtually as opposed to in-person at the Library.

Member Roll Call:

Jess Ray - Present
Terry Lindberg - Present
Jim Rogal - Present
Jd Davis - Present
Katelyn Trunnell - Present
Erin Ripley-Gataric - Present
Pam Lewis - Present

Library Staff Present: Brian Chase, Library Director (present onsite at NPL) and John Fischer, Adult Services and Circulation Manager.

Community Members Present: N/A

Review of the Agenda: No additions or corrections noted.

Approval of Minutes: Ms. Lewis moved to approve the minutes of the August 26, 2020 meeting. Ms. Trunnell seconded.

Jess Ray - Approved
Terry Lindberg - Approved
Jim Rogal - Approved
Jd Davis - Approved
Katelyn Trunnell - Approved
Erin Ripley-Gataric - Approved
Pam Lewis - Approved

Motion carried 7-0.

Approval of Expenditures: Mr. Lindberg moved to approve the expenditures of \$252,150.07 and two payrolls for the month of August totaling \$149,832.35. Ms. Lewis seconded.

Jess Ray - Approved
Terry Lindberg - Approved
Jim Rogal - Approved
Jd Davis - Approved

Katelyn Trunnell - Approved
Erin Ripley-Gataric - Approved
Pam Lewis - Approved

Motion carried 7-0.

President's Report: Mr. Ray acknowledged recent tragedies in the community, and emphasized support for the Black Lives Matter movement. WGLT did a story on the Library that circulated on social media. He thanked the Library for its work on the census, as this determines items and funding that come back into the community. He gave kudos to the Library staff for getting the word out about voting, and educating people how to do so. Recently, Mr. Ray sat in on Board training for another board, and shared insights from that experience.

Public Comment: None

Library Director's Report:

Mr. Chase discussed the items in the Library Director's Report. He also echoed Mr. Ray's comments of the NPL staff's work on the census and spreading the word of its importance. He noted that the electrical inspection went well today, moving the Library one step closer to reopening. He invited the Board to find time to meet Joel McReynolds, the new part-time Development Coordinator, either by phone or in person to share our insights.

Mr. Lindberg asked Mr. Chase to share Mr. McReynolds' contact information. Ms. Trunnell asked for the Sensory App to be advertised again on social media to promote its use.

Foundation Report:

Mr. Chase shared the newly elected Foundation Board leadership team.

New Business

COVID-19/Reopening Update (Discussion)

Mr. Chase emphasized that the reopening date is not set at this time, and will most likely be announced shortly before it happens. Specific parameters and guidelines are being set, and pertinent information will be shared with the public when it is finalized. Overall, the emphasis will be on a "grab-and-go" mindset.

Ms. Davis asked about staff concerns over reopening, and Mr. Chase noted that they were concerned about enforcing the mask-wearing policy, and patrons browsing and returning materials to the shelf without quarantining. As for the masks, the staff are encouraged to find a manager to help discuss the issue with the patron. For the materials, there can be no guarantee that everything is virus-free, but protocols are in place to prevent this as much as possible. Hand sanitizer will be available and heavily encouraged.

Mr. Ray asked about feedback from Bloomington reopening. Mr. Chase was told to be ready for patrons to bring their own computers, and to expect a low patron count. The NPL staff have taken steps to prepare for both.

FY2021-FY2026 (Action)

Mr. Chase discussed the thought process behind moving budget items to different lines, as well as moving significant amounts forward to this fiscal year. Revenue expectations were lowered. Staffing has been kept lean, with positions remaining vacant throughout the pandemic. Mr. Chase is applying for three grants at this time. With these deliberate steps, Mr. Chase feels confident of Library stability over the next year. He reminded the

Board that the new part-time Development Coordinator is fully funded by the Foundation, and not taken out of the Library budget.

Mr. Rogal asked about the computers being ordered, and Mr. Chase confirmed that they had been received. Mr. Lindberg inquired about the budget for public access software being lowered for the next year. Mr. Chase noted that this budget had been bulked up last year, and was now back to normal levels. Mr. Lindberg asked about the empty full-time position spots, as they were still budgeted moving forward. Mr. Chase stated that they were keeping those, but removing three benefited part-time positions. Mr. Ray asked about the travel and training budget, and where that funding would be moved if these could not be utilized. Mr. Chase noted that the staff was seeking out online professional development opportunities, to maintain the learning culture of the Library. He added that anything leftover in the budget at the end of the year would be put into the special reserve fund.

Mr. Rogal moved to approve the budget as presented. Ms. Lewis seconded.

Jess Ray - Approved

Terry Lindberg - Approved

Jim Rogal - Approved

Jd Davis - Approved

Katelyn Trunnell - Approved

Erin Ripley-Gataric - Approved

Pam Lewis - Approved

Motion carried 7-0.

2021-2024 Strategic Planning Process (Discussion)

Mr. Chase recognized that it is hard to plan patron engagement when the Library is closed. The current pandemic provides unique challenges, which the Library is using to inform better processes. The goal is still to have the process completed by the end of 2020. Mr. Chase encouraged the Board to communicate any ideas to assist in gathering feedback and participation.

Unfinished Business

N/A

Next meeting agenda

None noted.

Adjournment

Meeting adjourned at 6:18 pm.

Secretary

Date

Town of Normal Expenditures to be approved for Payments
Between Sep 24, 2020 and Oct 21, 2020

Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
KROGER-INDY CUSTOMER CHARGES	TREATS FOR STAFF FROM PAT	44.74
Library Fund	- Total	44.74

Library Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ACE HARDWARE	ALCOHOL WIPES,HOOKS	24.25
ACE HARDWARE	BRUSH,HOOK,SCOUR STICK	12.57
ACE HARDWARE	KILZ PRIMER	39.98
ACE HARDWARE	KILZ PRIMER/ROLLERS	38.86
ACE HARDWARE	MISC SUPPLIES-NPL	32.06
ACE HARDWARE	SAUCER CLEAR 16"PLASTIC	12.94
AMERICAN LIBRARY ASSOCIATION	ALA REGULAR MEMBERSHIP BA	148.00
AMERICAN LIBRARY ASSOCIATION	PLA MEMBERSHIP/REBECCA G.	77.00
BAKER & TAYLOR COMPANIES	ADULT BOOKS	1,310.68
BAKER & TAYLOR COMPANIES	ADULT FICTION	158.50
BAKER & TAYLOR COMPANIES	BOOKS	16.15
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	2,541.13
BAKER & TAYLOR COMPANIES	CREDIT	-69.09
BAKER & TAYLOR COMPANIES	DATA BASE NOV2020-OCT2021	2,295.00
BAKER & TAYLOR COMPANIES	YA BOOKS	248.66
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	646.28
BAKER & TAYLOR CONTINUATION	REFERENCE BOOKS	215.38
BILL'S KEY & LOCK SHOP	KEY RELEASE/TAGS/CLIPS	61.15
BRODART COMPANY	CD BROWSER/TAPE	617.60
CENGAGE LEARNING INC	ADULT BOOKS LP	304.38
CENGAGE LEARNING INC	LARGE PRINT BOOKS	156.71
CENGAGE LEARNING INC	OCT BASIC 8 PLAN-9	233.91
CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	265.39
CENTRAL ILLINOIS WINDOW CLEANING	WINDOW/GUTTER CLEANING	645.00
Chicago Federation of Musicans	CHICAGO FEDERATION OF MUS	230.74
CIRBN, LLC	INTERNET SERVICE MONTHLY	76.08
COMMUNICATION REVOLVING FUND	COMMUNICATION CHRGS-AUG20	50.00
CONSTELLATION ENERGY SERVICES INC	ENERGY USAGE	3,764.25
DIVERSIFIED MECHANICAL INC	CONTRACT-10/20 - 12/20	712.10
ELM USA INC	BLACK/YELLOW PADS	409.95
FINDAWAY WORLD LLC	AUDIO BOOKS-PLAYAWAYS	961.11
FINDAWAY WORLD LLC	FINDAWAYS	179.97

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<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
FRONTIER	PHONE SERVICE MONTHLY - L	127.92
ILLINOIS LIBRARY ASSOCIATION	FOR ERIN RIPLEY-GATARIC -	75.00
ILLINOIS LIBRARY ASSOCIATION	FOR JIM ROGAL - UNTIL 5/3	75.00
ILLINOIS LIBRARY ASSOCIATION	FOR PAMELA LEWIS -UNTIL 4	75.00
ILLINOIS LIBRARY ASSOCIATION	FOR TERRY LINDBERG -UNTIL	75.00
INTERNATIONAL PLASTICS	WAVE TOP CARRY OUT BAG	456.69
INTERSTATE ALL BATTERY CENTER	12V BATTERY	95.70
JUNIOR LIBRARY GUILD	YA BOOKS	2,632.00
KAEB SANITARY SUPPLY INC	PLACARD-5/MICROFIBER KIT	819.00
KAEB SANITARY SUPPLY INC	WHITE FLOOR STANDS	600.00
KROGER-INDY CUSTOMER CHARGES	LIBRARY SUPPLIES	34.15
MENARDS	CREDIT FOR RETURN	-37.43
MENARDS	MISC.SUPPLIES-LIBRARY	189.55
MIDWEST TAPE	AUDIO BOOK	9.99
MIDWEST TAPE	AUDIO BOOKS	82.94
MILLER JANITOR SUPPLY	ANTIBACTERIAL SOAP/TOWELS	265.86
MILLER JANITOR SUPPLY	JANITORIAL SUPPLIES-NPL	114.16
MOBILE MINI	20'TUNNEL-TAINER	105.00
PIP PRINTING	NPL ENTRY SIGN	106.33
PROQUEST INFORMATION & LEARNING	ANCESTRYLIBRARY10/20-9/21	2,532.03
PROQUEST INFORMATION & LEARNING	HERITAGE ONLINE10/20-9/21	1,015.62
PURITAN SPRINGS WATER	WATER SERVICE-NPL	45.97
QUADIENT, INC.	METER RENTAL SEP-DEC2020	59.99
RECORDED BOOKS LLC	CREDIT TAKEN IN ERROR	283.00
RECORDED BOOKS LLC	STARS OF FORTUNE/CD	7.95
RIEKE OFFICE INTERIORS, INC.	SAFESPACE RX/FREIGHT	1,564.00
SAMS CLUB	MISC LIBRARY SUPPLIES	76.45
SAMS CLUB	SEPT. STMNT-FACE MASKS/GL	25.94
TODAYS BUSINESS SOLUTIONS TBS INC	ANN.LICENSE-SCAN SYSTEM	795.00
ULINE INC	30" WIDE AREA VACUUM/BELT	3,353.00
ULINE INC	MAIL SORTER WS-50 SLOTS	1,125.00
ULVERSCROFT LARGE PRINT BOOKS	LARGE PRINT BOOKS	64.48
UNIQUE MANAGEMENT SERVICES INC	PLACEMENTS-8	71.60
US BANK/P-CARD	App Hosting	281.37
US BANK/P-CARD	Batteries for mobile hots	45.88
US BANK/P-CARD	Book purchase - Mexican G	16.29
US BANK/P-CARD	Car Wash	15.00
US BANK/P-CARD	Clorox Disinfecting Wipes	478.80

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<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	Cloud Storage	9.99
US BANK/P-CARD	Light Bulbs - LED 4	27.96
US BANK/P-CARD	Live Chat Monthly Billi	9.00
US BANK/P-CARD	New DVD EMPEROR 2	29.56
US BANK/P-CARD	New DVD - DIRT MUSIC 1	11.99
US BANK/P-CARD	New DVD - MILITARY WIVES	29.92
US BANK/P-CARD	New DVD Documentary - CUR	13.99
US BANK/P-CARD	New DVD Rel BAD EDUCATI	44.88
US BANK/P-CARD	New DVD Rel BLOOD QUANT	19.92
US BANK/P-CARD	New DVD Rel MIGHTY OAK	25.92
US BANK/P-CARD	New DVD Rel Z 2	19.92
US BANK/P-CARD	New DVD Rel A SIMPLE WED	14.99
US BANK/P-CARD	New DVD Rel DEEP BLUE SE	14.96
US BANK/P-CARD	New DVD Rel HISTORY OF T	12.96
US BANK/P-CARD	New DVD Rel INFAMOUS 1	11.04
US BANK/P-CARD	New DVD Rel IRRESISTIBLE	71.84
US BANK/P-CARD	New DVD Rel NICE GIRL LI	25.92
US BANK/P-CARD	New DVD Rel ONE NIGHT IN	14.76
US BANK/P-CARD	New DVD Rel ROGUE 2	25.92
US BANK/P-CARD	New DVD Rel THE BIG UGLY	12.96
US BANK/P-CARD	New DVD Rel WAITING FOR	28.96
US BANK/P-CARD	New DVD Rel BURNT ORANGE	29.92
US BANK/P-CARD	New DVD Rel KING OF STATE	35.92
US BANK/P-CARD	New DVD Rel TRIP TO GREEC	19.89
US BANK/P-CARD	New Music CD OPEN 24 HO	9.96
US BANK/P-CARD	New Music CD WHOOSH! by	13.98
US BANK/P-CARD	New Music Rel BIGGER LOV	13.98
US BANK/P-CARD	New Music Rel IN A DREAM	16.75
US BANK/P-CARD	New Music Rel SMILE by K	13.74
US BANK/P-CARD	New TV Rel BULL S4 1	41.49
US BANK/P-CARD	New TV Rel CHICAGO FIRE	24.96
US BANK/P-CARD	New TV Rel MR MERCEDES	19.99
US BANK/P-CARD	New TV Rel NEW AMSTERDAM	34.98
US BANK/P-CARD	New TV Rel OUTSIDER S1	19.19
US BANK/P-CARD	New TV Rel THE FLASH S5	14.99
US BANK/P-CARD	New TV Series BLUE BLOO	29.99
US BANK/P-CARD	Patron Req Music CD FOR	11.99
US BANK/P-CARD	Podcast Hosting	15.00

Town of Normal Expenditures to be approved for Payments
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<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	Postage for mailing Board	8.40
US BANK/P-CARD	Promotion on Social Media	18.86
US BANK/P-CARD	Sign and Sing Storytime B	120.00
US BANK/P-CARD	Tech For Programs - 2 Pac	44.99
US BANK/P-CARD	Tech for Programs - iPad	39.98
US BANK/P-CARD	Tech for Programs - Tripo	64.88
US BANK/P-CARD	Zoom Account	14.99
US BANK/P-CARD	Zoom for Programming	14.99
VERIZON WIRELESS - PA	ACCT.#880398978-00001 /RE	292.10
VERIZON WIRELESS - PA	LINE FOR CURB-IT CALLS	49.52
WALZ LABEL AND MAILING SYSTEMS	MAINT.AGREEMNT-POSTAGE MT	359.00
WATTS COPY SYSTEMS, INC.	COPIES-COLOR/BW	2,201.79
Library Fund	Library Administration - Total	38,249.50

Library Replacement Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
WYMAN ROOFING & SHEET METAL INC	NPL ROOF REPLACEMENT	36,921.00
Library Replacement Fund	Library Administration - Total	36,921.00

Library Special Reserve Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
FELMLEY-DICKERSON CO	NPL RESTROOM RENOVATION	26,186.40
Library Special Reserve	Library Administration - Total	26,186.40
Overall - Total		101,401.64

Director's Report
October 28, 2020

1. Monthly Financial Report

Revenue: The September operating revenues are down 6.47% compared to this time last year, due primarily to delayed property tax revenue. **Expenses:** A report showing expenses totaling \$101,401.64 from September 24 to October 21 is included in this packet. Two September payrolls totaled \$148,216.05.

2. Circulation

September circulation showed signs of continued recovery, with a total of 35,689. We experienced an issue in getting accurate website statistics for September, so they are absent from this packet.

3. FY2019 Live and Learn Construction Grant Opportunity [Accessible Restrooms Project]

The new accessible restrooms are now open and in use. Several minor issues remain to be remedied, some of which are due to backordered materials.

4. 2021-2024 Strategic Planning Process

Our strategic planning process is progressing. We are working to schedule a time for our consultants to engage the NPL Board, possibly to take place at the November 18 meeting.

5. FY2021-FY2026 Budget Process

I recently met with the Town Budget Committee regarding our FY2021-26 budget, which will likely remain fluid as we move through the Town's process. Currently the plan is for the library portion of the levy to remain flat.

6. Ongoing Used Book Sale

We expanded our ongoing used book sale to provide an opportunity for community members to have access to the many donated items we have in stock. We continue to accept donated books, and anticipate the shipping container will be removed in December.

7. Per Capita Grant

The official application for the FY2021 Illinois Public Library Per Capita Grant has not yet been released. According to communication from staff at the Illinois State Library, trustees will be required to review *Serving Our Public 4.0: Standards for Illinois Public Libraries* in its entirety, and to report on both our successes and our opportunities for improvement. Included in this packet please find the *Core Standards* and the *Governance and Administration* portions of the document. My hope is that we can begin the review at our October 28 meeting, complete it at our November 18 meeting, and finalize the application at our December 16 meeting. There is discussion indicating the application due date may be moved beyond the typical January 15 date, but I would like for us to plan to complete our process by the typical deadline to be safe.

8. Website Project

Our website is being studied by a Needs Assessment and Usability Evaluation class at the University of Michigan. This is a competitive opportunity, and were pleased to have our application accepted. The project will be completed this semester, and will result in recommendations to optimize the usability of our site.

Town of Normal
Statement of Cash and Investment Balances
Library Funds
As of September 30, 2020

	As of	As of	
	September 30, 2020	March 31, 2019	Net Change
221 Library Fund	\$ 4,742,385.00	\$ 2,824,589.08	\$ 1,917,795.92
222 Library Replacement Fund	\$ 2,028,647.56	\$ 2,187,836.95	\$ (159,189.39)
223 Library Reserve Fund	\$ 1,131,574.94	\$ 1,230,680.13	\$ (99,105.19)
Totals	<u>\$ 6,771,032.56</u>	<u>\$ 5,012,426.03</u>	<u>\$ 1,758,606.53</u>

Town of Normal
Statement of Revenues - Library Fund
Budget and Actual
As o September 30, 2020

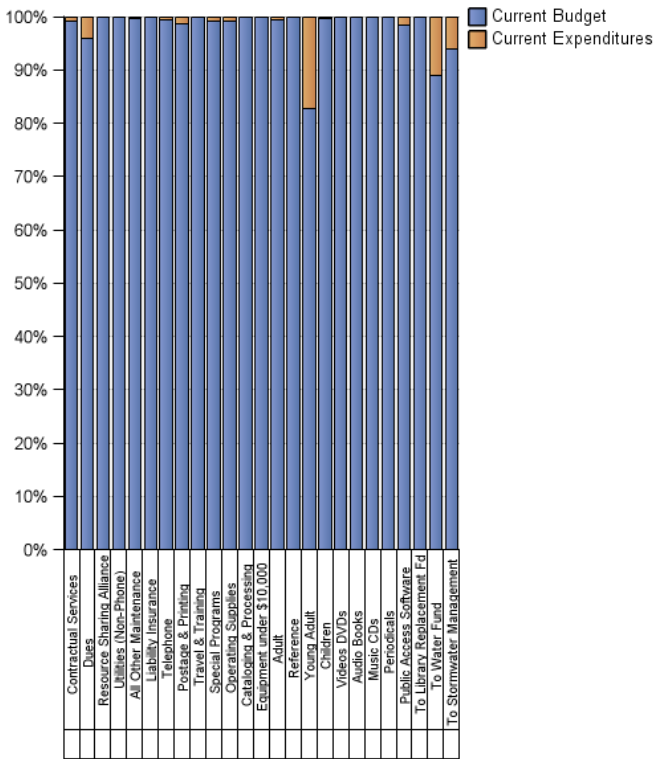
	Current Budget	YTD Revenues	% of Current Budget	Last Years Actual	% Change From Last Year
LIBRARY FUND 221					
Property Tax	\$ 3,845,800	\$ 3,638,382	94.61	\$ 3,807,550	(4.44)
State Replacement Taxes	127,200	73,671	57.92	77,097	(4.44)
State Library Aid	65,621	-	-	65,621	(100.00)
Fees	38,000	1,088	2.86	19,041	(94.29)
Fines	15,000	1,564	10.43	8,391	(81.36)
Investment Income	51,000	27,304	53.54	27,197	0.39
Contributions & Donations	200	-	-	725	(100.00)
Miscellaneous Revenue	200	4,571	2,285.30	159	2,774.59
Transfers	-	-	100.00	-	-
Sale of Assets	-	-	100.00	-	-
Library Fund Total	4,143,021	3,746,579	90.43	4,005,781	(6.47)
LIBRARY REPLACEMENT FUND 222					
Investment Income	20,000	13,142	65.71	12,622	4.12
Miscellaneous Revenue	-	-	-	-	-
Transfers	65,461	32,730	50.00	77,849	(57.96)
Library Replacement Fund Total	85,461	45,873	53.68	90,471	(49.30)
LIBRARY SPECIAL REVENUE FUND 223					
Investment Income	2,000	3,383	169.15	1,180	186.70
Miscellaneous Revenue	2,500	-	-	50,000	(100.00)
Transfers	-	-	100.00	1,186,119	(100.00)
Library Special Revenue Fund Total	4,500	3,383	75.18	1,237,299	(99.73)
Total For All Funds	\$ 4,232,982	\$ 3,795,835	\$ 219	\$ 5,333,551	(28.83)

Town of Normal
Statement of Expenditures - Library Fund
Budget and Actual
As of September 30, 2020

	Current Budget	YTD Expenses	Encumbered	Balance	Last Years Actual	% Remaining
LIBRARY FUND 221						
Administration	\$ 4,450,298	\$ 1,621,253	\$ 227,154	\$ 2,601,892	\$ 2,738,377	58.47
Library Fund Total	4,450,298	1,621,253	227,154	2,601,892	2,738,377	58.47
LIBRARY REPLACEMENT FUND 222						-
Administration	341,830	203,833	-	137,997	230,918	40.37
Library Replacement Fund Total	341,830	203,833	-	137,997	230,918	40.37
LIBRARY SPECIAL REVENUE FUND 223						-
Administration	248,273	108,156	114,725	25,392	-	10.23
Library Special Revenue Fund Total	248,273	108,156	114,725	25,392	-	10.23
Total For All Funds	\$ 5,040,401	\$ 1,933,242	\$ 341,878	\$ 2,765,281	\$ 2,969,295	54.86

Budget to Actual Expenditures

Library - Administration (Library Fund)



Expenditure Fiscal Year

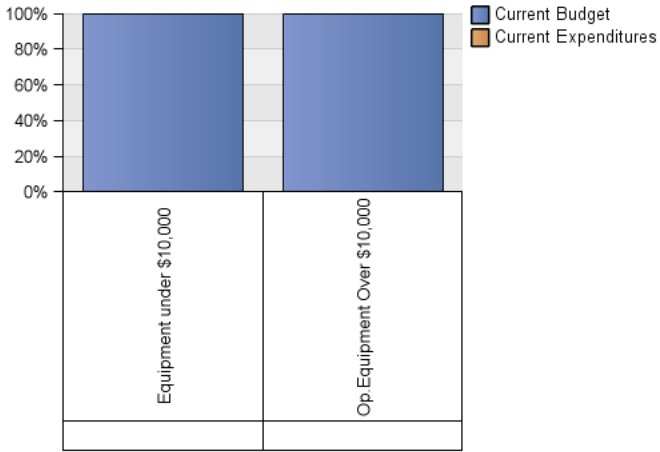
Library Fund	Library	Administration	Expenditure Description	Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Fund	Library	Administration	221-9010-455.20-10 Contractual Services	\$1,578.70	\$63,783.56	\$15,905.70	\$183,540.00	\$102,272.04	\$113,540.00	56%	\$17,484.40
			221-9010-455.20-20 Dues	\$225.00	\$1,404.00	\$0.00	\$5,463.00	\$3,834.00	\$5,463.00	70%	\$225.00
			221-9010-455.24-10 Resource Sharing Alliance	\$0.00	\$65,243.00	\$0.00	\$65,701.00	\$458.00	\$65,701.00	1%	\$0.00
			221-9010-455.25-10 Utilities (Non-Phone)	\$0.00	\$13,993.69	\$0.00	\$45,200.00	\$31,206.31	\$45,200.00	69%	\$0.00
			221-9010-455.25-60 All Other Maintenance	\$467.99	\$46,117.62	\$14,442.55	\$138,361.00	\$77,332.84	\$68,361.00	56%	\$14,910.54
			221-9010-455.30-10 Liability Insurance	\$0.00	\$39,936.00	\$0.00	\$39,971.00	\$35.00	\$35,271.00	0%	\$0.00
			221-9010-455.30-15 Telephone	\$76.08	\$3,935.41	\$350.00	\$12,459.00	\$8,097.51	\$12,459.00	65%	\$426.08
			221-9010-455.30-25 Postage & Printing	\$359.00	\$9,752.29	\$12,970.50	\$25,363.00	\$2,281.21	\$25,363.00	9%	\$13,329.50
			221-9010-455.30-35 Travel & Training	\$0.00	\$182.98	\$0.00	\$15,258.00	\$15,075.02	\$16,458.00	99%	\$0.00
			221-9010-455.30-40 Special Programs	\$230.74	\$12,091.20	\$1,718.45	\$28,098.00	\$14,057.61	\$8,098.00	50%	\$1,949.19
			221-9010-455.35-10 Operating Supplies	\$998.43	\$28,777.47	\$20,236.55	\$109,265.00	\$59,252.55	\$43,906.00	54%	\$21,234.98
			221-9010-455.35-15 Cataloging & Processing	\$0.00	\$2,970.24	\$7,896.33	\$18,405.00	\$7,538.43	\$18,405.00	41%	\$7,896.33
			221-9010-455.35-80 Equipment under \$10,000	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	100%	\$0.00
			221-9010-455.36-10 Adult	\$548.18	\$42,618.14	\$39,351.67	\$100,786.00	\$18,268.01	\$100,786.00	18%	\$39,899.85
			221-9010-455.36-15 Reference	\$0.00	\$4,159.43	\$1,186.27	\$6,000.00	\$654.30	\$6,000.00	11%	\$1,186.27
			221-9010-455.36-20 Young Adult	\$2,632.00	\$5,691.57	\$4,117.43	\$12,731.00	\$290.00	\$12,731.00	2%	\$6,749.43
			221-9010-455.36-25 Children	\$283.00	\$17,482.85	\$50,742.24	\$84,872.00	\$16,363.91	\$84,872.00	19%	\$51,025.24
			221-9010-455.37-15 Videos DVDs	\$0.00	\$7,741.04	\$22,302.52	\$42,436.00	\$12,392.44	\$42,436.00	29%	\$22,302.52
			221-9010-455.37-20 Audio Books	\$0.00	\$9,311.90	\$17,188.10	\$45,619.00	\$19,119.00	\$45,619.00	42%	\$17,188.10
			221-9010-455.37-30 Music CDs	\$0.00	\$1,066.83	\$2,695.44	\$6,365.00	\$2,602.73	\$6,365.00	41%	\$2,695.44
			221-9010-455.38-10 Periodicals	\$0.00	\$1,139.98	\$10,512.00	\$16,500.00	\$4,848.02	\$16,500.00	29%	\$10,512.00
			221-9010-455.38-20 Public Access Software	\$3,547.65	\$39,529.99	\$0.00	\$218,915.00	\$175,837.36	\$138,915.00	80%	\$3,547.65
			221-9010-455.92-22 To Library Replacement Fd	\$0.00	\$32,730.48	\$0.00	\$65,461.00	\$32,730.52	\$65,461.00	50%	\$0.00
			221-9010-455.95-02 To Water Fund	\$389.69	\$962.95	\$0.00	\$3,172.00	\$1,819.36	\$3,172.00	57%	\$389.69

		221-9010- 455-95-10	To Stormwater Management	\$50.60	\$253.00	\$0.00	\$773.00	\$469.40	\$773.00	61%	\$50.60
Summary				11,387.06	450,875.62	221,615.75	1,291,714.00	607,835.57	982,855.00	0.47	233,002.81

Oct 21, 2020

Budget to Actual Expenditures

Library - Administration (Library Replacement Fund)

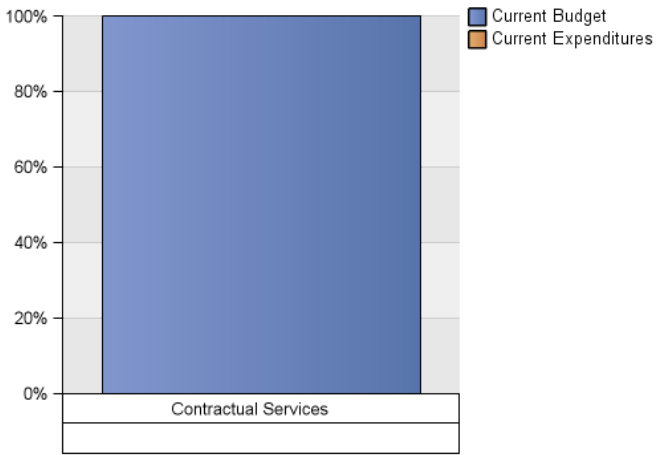


Expenditure Fiscal Year

					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	\$67,742.36	\$0.00	\$140,830.00	\$73,087.64	\$140,830.00	52%	\$0.00
			222-9010-455.75-10	Op. Equipment Over \$10,000	\$0.00	\$136,091.03	\$0.00	\$201,000.00	\$64,908.97	\$201,000.00	32%	\$0.00
			Summary		0.00	203,833.39	0.00	341,830.00	137,996.61	341,830.00	0.40	0.00

Budget to Actual Expenditures

Library - Administration (Library Special Reserve)



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	\$0.00	\$108,156.16	\$114,724.60	\$248,273.00	\$25,392.24	\$1,000.00	10%	\$114,724.60
Summary				0.00	108,156.16	114,724.60	248,273.00	25,392.24	1,000.00	0.10	114,724.60

NPL Monthly Circulation Statistics



September 2020

	Year to Date			Month		
	2018-2019	2019-2020	2020-2021	2018	2019	2020
Juvenile						
Books	200,730	187,739	53,122	29,366	29,069	17,142
Videos *			553			173
Audios	5,557	5,668	1,560	753	843	427
Magazines	398	321	30	63	77	3
Other	158	201	35	22	36	1
Juvenile - Total	206,843	193,929	55,300	30,204	30,025	17,746
Teen						
Books	10,193	9,364	3,681	1,171	1,193	1,085
Audios			34			10
Magazines	31	6	0	0	2	0
Teen - Total	10,224	9,370	3,715	1,171	1,195	1,095
Adult						
Books	67,218	61,926	22,223	9,600	9,385	6,639
Videos	22,080	19,008	5,780	3,003	2,810	1,679
Audios	15,373	13,915	2,892	2,297	2,183	710
Magazines	2,360	2,125	363	331	340	93
Other	7,454	7,409	888	999	1,050	220
Adult - Total	114,485	104,383	32,146	16,230	15,768	9,341
Digital Content						
eAudiobooks	7,172	11,400	20,729	1,176	1,948	2,794
eBooks	12,652	17,015	37,221	2,032	2,684	4,035
Magazines	303	632	2,437	56	110	471
Music	5,201	3,471	1,845	1,834	598	52
Streaming Video	635	719	2,635	179	114	155
Digital Content - Total	25,963	33,237	64,867	5,277	5,454	7,507
Total Circulation	357,515	340,919	156,028	52,882	52,442	35,689

* Juvenile videos & Teen audios were not previously counted in these departments

NPL Collection Holdings



September 2020

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
Juvenile						
Books	82,248	82,626	510	-132	2,194	-1,081
Videos	1,260	1,260	0	0	2	0
Audios	2,478	2,484	4	2	100	-2
Magazines	265	280	14	1	84	-6
Other	129	129	0	0	0	3
Juvenile - Total	86,403	86,779	528	-152	2,380	-1,086
Teen						
Books	5,688	5,742	57	-3	220	-596
Audios	175	175	0	0	0	0
Magazines	86	88	2	0	11	-1
Teen - Total	6,557	6,005	59	-611	231	-597
Adult						
Books	54,148	54,500	541	-189	2,020	-3,624
Videos	16,438	16,492	59	-5	368	-393
Audios	13,529	13,354	31	-206	295	-1,833
Magazines	3,076	3,274	199	-1	982	-107
Other	2,158	2,149	2	-11	73	-2
Adult - Total	92,968	89,769	832	-4,031	3,738	-5,959
Total Collection	185,928	182,553	1,419	-4,794	6,349	-7,642

NPL Digital Content by Month



This dashboard tracks the number of downloads or uses by month for our different digital content platforms.

	5.20	6.20	7.20	8.20	9.20	
eRead Illinois						
eAudiobooks	1,294	1,071	1,258	1,260	1,406	
eBooks	2,087	1,787	2,010	1,735	1,482	
eRead Illinois Total	3,381	2,858	3,268	2,995	2,888	
Freeding	0	0	0	0	0	
Freegal	146	0	0	0	0	

Hoopla						
eAudiobooks	807	734	762	751	785	
eBooks	561	424	376	391	532	
Movies/TV	199	171	192	177	165	
Music	32	23	29	55	52	
Hoopla Total	1,599	1,352	1,359	1,374	1,534	

Overdrive						
eAudio	523	623	592	635	603	
eBooks	2,457	2,172	2,037	2,184	2,021	
Overdrive Total	2,980	2,795	2,629	2,819	2,624	

Rbdigital						
eAudiobooks*	58	72	78	61	0	
Magazines	285	285	344	305	471	
Acorn TV views	295	199	114	150	153	
Great Courses views	10	13	11	3	2	
IndieFlix views	3	0	2	0	0	
Learn It Live views	1	5	5	0	0	
Stingray Qello views	10	5	0	0	0	
Streaming Views Total	319	222	132	153	155	

Totals						
eAudiobooks	2,682	2,500	2,690	2,707	2,794	
eBooks	5,105	4,383	4,423	4,310	4,035	
Magazines	285	285	344	305	471	
Music	178	23	29	55	52	
Streaming Video	518	393	324	330	320	

NPL Monthly Statistics



September 2020

Library Card Registration

Registration - Fiscal Year 2021

	Beginning count	Registered	Purged	Cards in force YTD	FY20	FY19
Adult	34,627	114	(17)	34,724	33,188	30,191
Teen	3,418	8	56	3,482	3,280	1,782
Juvenile	9,105	8	(33)	9,080	8,430	6,944
Total	47,150	130	6	47,286	44,898	38,917

Patron Count	Current YTD	FY20	FY19
Door Count	-		
Offsite programs (est)	-		
Previous Month YTD	0	149,367	152,949

Interlibrary Loan and System Holds

	Sep-20	Previous Month YTD	FY20	FY19
Borrowed/Rec'd	3,519	6,771	8,121	7,120
Loaned	3,165	6,388	9,838	7,566
Reciprocal borrowing	4,740	8,193	109,616	103,510

Public PC Area

	Total Uses	Total Time (hrs)	Session (min)	YTD Uses
Children	-	-	-	-
Adult	-	-	-	-
Public Laptop	-	-	-	-
Quick-Use	-	-	-	-
Totals	-	-	-	-

Normal Public Library

Closed dates - 2021

Friday, January 1	Closed
<i>[Monday, January 18</i>	<i>Float; library is open (full-time holiday to be used within 30 days)]</i>
Sunday, April 4	Closed
Sunday, May 30	Closed
Monday, May 31	Closed
Sunday, July 4	Closed
Monday, July 5	Closed
Sunday, September 5	Closed
Monday, September 6	Closed
Wednesday, November 24	Close at 5:00 PM
Thursday, November 25	Closed
Friday, November 26	Closed
Friday, December 24	Closed
Saturday, December 25	Closed
Sunday, December 26	Closed <i>[Note: This is unique to 2021.]</i>
Friday, December 31	Close at 5:00 PM

SERVING OUR PUBLIC 4.0

STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

ILLINOIS LIBRARY ASSOCIATION 2020

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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.

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.