NORTHBROOK PUBLIC LIBRARY IN-PERSON/VIRTUAL MEETING
October 20, 2022 | 7:30 p.m.
Northbrook Public Library | Civic Room

https://youtu.be/3gRsv2x82fM

Regular Monthly Meeting Agenda

1   Call Regular Meeting to Order – Mr. Jay Glaubinger

2   Board of Trustees Roll Call – Ms. Jennifer McGee

3   Consent Agenda – Mr. Jay Glaubinger
    3.1   Approval of the Agenda
    3.2   Approve Regular Session Minutes – September 15, 2022
    3.3   Approve Executive Session Minutes – September 15, 2022
    3.4   Approve Cash Balances & Income Statement September 2022
    3.5   Approve Bills and Charges from September 2022 in the amount of $693,404.97

4   FY22 Audit - Mr. Ed Tracy, Selden Fox

5   Public Comments

6   Staff Reports – Ms. Kate Hall

7   Board Member Reports

8   Unfinished Business
    8.1 FY24 Levy Review
    8.2 2023 Closing Schedule
    8.3 Steam Humidification Boiler Project Bid

9   New Business
    9.1 Employee Leave Accruals Discussion
    9.2 Serving Our Public 4.0 review

10   Agenda Building

11   Adjourn

FINAL VOTE OR ACTION MAY BE TAKEN AT THE MEETING ON ANY AGENDA ITEM SUBJECT MATTER LISTED ABOVE, UNLESS THE AGENDA LINE ITEM SPECIFICALLY STATES OTHERWISE.

The Northbrook Public Library is subject to the Requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend any meetings of the Board and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of these meetings or the facilities are requested contact 847-272-7074 promptly to allow the Northbrook Public Library to make reasonable accommodations for those persons. Hearing impaired individuals may establish TDD contact by calling 847-272-7074.

NORTHBROOK PUBLIC LIBRARY
CASH BALANCES
9/30/2022

	Beginning Balance	Cash Receipts	Expenditures	Ending Balance
Operating				
General	6,696,006.92	10,127.24	618,178.50	6,087,955.66
Restricted	322,690.59	52,372.32	9,039.69	366,023.22
IMRF	654,120.75		28,435.96	625,684.79
Fica	155,509.42		24,163.92	131,345.50
Total Operating	$ 7,828,327.68	$ 62,499.56	$ 679,818.07	$ 7,211,009.17
Capital Improvement	$ 4,933,905.40	$ 1,729.05	$ 13,586.90	$ 4,922,047.55
Debt Service	$ 172,170.16			$ 172,170.16

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	43,930.08	17,533.98	172,170.16
PayPal	8,287.98	-	-
FBofHP	226,665.03	-	-
Fifth Third - Checking/Money Market	6,931,016.65	4,903,999.41	-
US Bancorp	664.43	514.16	-
Petty Cash	445.00	-	-
Total	$ 7,211,009.17	$4,922,047.55	$ 172,170.16

NB&T = Northbrook Bank & Trust
GSB = Glenview State Bank
FBofHP - First Bank of Highland Park
USB = US Bancorp

Northbrook Public Library
Income Statement
9/30/2022

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	41.67%
01 - General Operating Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	$1,510,557.02	$0.00	$5,503,239.37	$3,951,821.11	$7,491,000.00	52.75%
Replacement Tax	$93,079.87	$0.00	$93,079.87	$0.00	$125,000.00	0.00%
Impact Fees	$0.00	$0.00	$4,056.57	$5,235.47	$0.00	0.00%
Fines, Fees & Rentals	$1,938.13	$2,555.19	$19,523.72	$21,725.91	$25,000.00	86.90%
Interest Income	$336.78	$2,329.19	$2,792.51	$6,739.17	$5,000.00	134.78%
Other Income	$0.00	$3,348.91	$20,816.84	$15,635.33	$100,000.00	15.64%
Total Undesignated Revenue	$1,605,911.80	$8,233.29	$5,643,508.88	$4,001,156.99	$7,746,000.00	51.65%
Designated Revenue						
Gifts & Other Designated Income	$408.28	$52,304.98	$62,907.11	$174,419.59	$200,000.00	87.21%
Designated Interest Income	$3.10	$67.34	$78.66	$293.09	$0.00	0.00%
Total Designated Revenue	$411.38	$52,372.32	$62,985.77	$174,712.68	$200,000.00	87.36%
Total Revenues	$1,606,323.18	$60,605.61	$5,706,494.65	$4,175,869.67	$7,946,000.00	52.55%
Expenses						
Undesignated Expenses						
Materials & Services	$60,754.06	$93,018.51	$378,583.02	$380,004.41	$932,000.00	40.77%
Books	$51,016.64	$81,135.04	$339,643.46	$341,402.40		
Audio Visual	$5,107.95	$6,327.57	$21,449.98	$18,289.06		
Videos/DVDs	$4,629.47	$5,555.90	$17,489.58	$20,312.95		
Programs	$8,967.73	$4,459.64	$49,320.96	$29,958.16	$94,000.00	31.87%
OCLC	$106.25	$73.04	$9,495.72	$10,318.96	$22,000.00	46.90%
CCS Shared Costs	$0.00	$0.00	$33,042.33	$32,659.77	$80,000.00	40.82%
Total Materials & Services	$69,828.04	$97,551.19	$470,442.03	$452,941.30	$1,128,000.00	40.15%
Human Resources						
General Salaries and Wages	$279,894.73	$314,583.55	$1,449,540.28	$1,551,753.85	$4,027,820.00	38.53%
Maintenance Salaries & Wages	$12,253.68	$13,400.84	$61,460.54	$65,819.71	$154,680.00	42.55%
Group Insurance	$54,599.07	$56,849.42	$273,420.03	$278,304.35	$730,000.00	38.12%
Unemployment/Worker's Comp	$0.00	$570.98	$18,678.40	$18,914.15	$27,000.00	70.05%
Staff Development	$1,871.63	$9,718.68	$12,490.15	$25,096.75	$60,000.00	41.83%
Total Human Resources	$348,619.11	$395,123.47	$1,815,589.40	$1,939,888.81	$4,999,500.00	38.80%

Northbrook Public Library
Income Statement
9/30/2022

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	41.67%
Operating Costs						
Photocopy	$2,106.87	$2,668.31	$16,894.22	$16,059.22	$30,000.00	53.53%
Office & Library Supplies	$7,995.63	$1,927.21	$24,386.05	$23,873.63	$70,000.00	34.11%
Software	$15,108.74	$5,918.86	$47,077.45	$45,927.18	$98,000.00	46.86%
Postage	$30.85	($62.50)	$16,763.79	$16,048.04	$20,000.00	80.24%
General Insurance	$0.00	$0.00	$50,636.83	$57,021.56	$68,000.00	83.86%
Telephone/Internet	$1,577.81	$0.00	$20,294.90	$19,119.28	$39,000.00	49.02%
Professional Services	$22,349.14	$36,329.10	$125,262.52	$168,546.56	$322,000.00	52.34%
Furniture, Equipment	$3,211.00	$4,152.82	$36,702.12	$42,167.50	$50,000.00	84.34%
Equipment Rental & Maintenance	$750.50	$4,531.83	$2,010.24	$32,063.41	$42,000.00	76.34%
Community Relations	$446.47	$1,131.19	$12,864.96	$15,092.71	$51,000.00	29.59%
Total Operating Costs	$53,577.01	$56,596.82	$352,893.08	$435,919.09	$790,000.00	55.18%
Maintenance						
Vehicle Expense	$85.77	$258.60	$132.93	$418.98	$3,000.00	13.97%
Janitorial Supplies	$3,205.09	$2,599.96	$11,933.32	$12,444.17	$45,000.00	27.65%
Utilities	$4,211.33	$8,126.46	$9,696.50	$15,555.90	$53,000.00	29.35%
Building Repairs	$0.00	$797.00	$2,830.00	$14,919.66	$30,000.00	49.73%
Contracted Services	$10,329.53	$19,272.89	$60,053.76	$70,269.69	$146,000.00	48.13%
Total Maintenance	$17,831.72	$31,054.91	$84,646.51	$113,608.40	$277,000.00	41.01%
Other Expenses						
Recruiting	$562.50	$0.00	$1,309.50	$200.00	$1,000.00	20.00%
Contingency & Misc Exp	$387.83	$707.20	$2,916.84	$4,831.92	$100,000.00	4.83%
Board Development	$0.00	$0.00	$327.20	$0.00	$500.00	0.00%
Total Other Expenses	$950.33	$707.20	$4,553.54	$5,031.92	$101,500.00	4.96%
Total Undesignated Expenses	$490,806.21	$581,033.59	$2,728,124.56	$2,947,389.52	$7,296,000.00	40.40%
Designated Expenses						
Miscellaneous Designated Expenses	$629.02	$6,544.66	$3,796.90	$100,454.28	$200,000.00	50.23%
Designated Materials Expense	$742.44	$686.08	$967.15	$1,247.58	$0.00	0.00%
Designated Program Expense	$1,675.00	$1,808.95	$14,156.27	$48,641.58	$0.00	0.00%
Total Designated Expenses	$3,046.46	$9,039.69	$18,920.32	$150,343.44	$200,000.00	75.17%
Transfers & Other Financing Uses						
Net Loss on Investment	($221.73)	$0.00	($221.73)	$0.00	$0.00	0.00%
Transfer to CIF	$0.00	$0.00	$0.00	$0.00	$425,000.00	0.00%
Transfer to Debt Service	$0.00	$0.00	$0.00	$0.00	$25,000.00	0.00%
Total Transfers & Other Financing Uses	($221.73)	$0.00	($221.73)	$0.00	$450,000.00	0.00%
Total Expenses	$493,630.94	$590,073.28	$2,746,823.15	$3,097,732.96	$7,946,000.00	38.98%
NET SURPLUS/(DEFICIT)	$1,112,692.24	($529,467.67)	$2,959,671.50	$1,078,136.71	$0.00	

Northbrook Public Library
Income Statement
9/30/2022

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	41.67%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	$81,221.60	$0.00	$295,905.37	$219,804.21	$425,000.00	51.72%
Property Tax Levy FICA	$58,682.61	$0.00	$213,791.63	$149,466.87	$289,000.00	51.72%
Interest Income IMRF	$0.21	$0.00	$0.24	$3.19	$50.00	6.38%
Interest Income FICA	$0.16	$0.00	$0.18	$2.17	$50.00	4.34%
Total Undesignated Revenue	$139,904.58	$0.00	$509,697.42	$369,276.44	$714,100.00	51.71%
Total Revenues	$139,904.58	$0.00	$509,697.42	$369,276.44	$714,100.00	51.71%
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	$30,149.34	$28,435.96	$154,177.65	$139,769.33	$425,000.00	32.89%
Employer FICA	$21,470.48	$24,163.92	$111,321.20	$119,059.21	$289,000.00	41.20%
Total Human Resources	$51,619.82	$52,599.88	$265,498.85	$258,828.54	$714,000.00	36.25%
Total Undesignated Expenses	$51,619.82	$52,599.88	$265,498.85	$258,828.54	$714,000.00	36.25%
Total Expenses	$51,619.82	$52,599.88	$265,498.85	$258,828.54	$714,000.00	36.25%
NET SURPLUS/(DEFICIT)	$88,284.76	($52,599.88)	$244,198.57	$110,447.90	$100.00	

Northbrook Public Library
Income Statement
9/30/2022

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	41.67%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	$334.58	$1,730.08	$1,947.82	$4,647.38	$10,000.00	46.47%
Other Income	$0.00	$0.00	$7,200.00	$0.00	$0.00	0.00%
Total Undesignated Revenue	$334.58	$1,730.08	$9,147.82	$4,647.38	$10,000.00	46.47%
Transfers & Other Financing Sources						
Transfer from General fund	$0.00	$0.00	$0.00	$0.00	$425,000.00	0.00%
Total Transfers & Other Financing Sources	$0.00	$0.00	$0.00	$0.00	$425,000.00	0.00%
Total Revenues	$334.58	$1,730.08	$9,147.82	$4,647.38	$435,000.00	1.07%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	$19,218.00	$126.90	$106,064.71	$78,469.90	$540,725.00	14.51%
Professional Fees	$6,000.00	$13,460.00	$30,067.50	$13,460.00	$75,525.00	17.82%
Furniture & Equipment	$84,248.50	$0.00	$249,513.37	$0.00	$189,000.00	0.00%
Total Capital & Bond Expenses	$109,466.50	$13,586.90	$385,645.58	$91,929.90	$805,250.00	11.42%
Total Undesignated Expenses	$109,466.50	$13,586.90	$385,645.58	$91,929.90	$805,250.00	11.42%
Total Expenses	$109,466.50	$13,586.90	$385,645.58	$91,929.90	$805,250.00	11.42%
NET SURPLUS/(DEFICIT)	($109,131.92)	($11,856.82)	($376,497.76)	($87,282.52)	($370,250.00)	

Northbrook Public Library
Income Statement
9/30/2022

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	41.67%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	$153,965.50	$0.00	$560,924.89	$391,794.54	$757,550.00	51.72%
Interest Income	$0.40	$0.00	$0.46	$5.68	$0.00	0.00%
Total Undesignated Revenue	$153,965.90	$0.00	$560,925.35	$391,800.22	$757,550.00	51.72%
Total Revenues	$153,965.90	$0.00	$560,925.35	$391,800.22	$757,550.00	51.72%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Interest Payments	$0.00	$0.00	$191,085.77	$183,775.00	$367,550.00	50.00%
Principal Payments	$0.00	$0.00	$0.00	$0.00	$390,000.00	0.00%
Total Capital & Bond Expenses	$0.00	$0.00	$191,085.77	$183,775.00	$757,550.00	24.26%
Total Undesignated Expenses	$0.00	$0.00	$191,085.77	$183,775.00	$757,550.00	24.26%
Transfers & Other Financing Uses						
Net Loss on Investment	($12.96)	$0.00	($12.96)	$0.00	$0.00	0.00%
Total Transfers & Other Financing Uses	($12.96)	$0.00	($12.96)	$0.00	$0.00	0.00%
Total Expenses	($12.96)	$0.00	$191,072.81	$183,775.00	$757,550.00	24.26%
NET SURPLUS/(DEFICIT)	$153,978.86	$0.00	$369,852.54	$208,025.22	$0.00	

September 2022 Financial Summary

I want to highlight that the budget is allocated evenly throughout the year while actual expenditures are recorded on a cash basis as paid.

Total General Fund revenues collected to date is $4,001,157
- 52.75% of property taxes have been collected. Second installment property tax bills and receipts will be delayed. The delay stems from technological updates at the Cook County Assessor's Office preventing it from forwarding assessment data to the Cook County Board of Review, which in turn will delay Board of Review certification of assessments and County Treasurer and Clerk finalization of the property tax bills.
- Fines, Fees & Rentals budget is a conservative estimate – we have collected more than budget – the breakdown is as follows
    - o 12% is fines and lost item / replacement collections
    - o 71% is non-resident fees
    - o 16% is copy machine collections

Total General Fund expenditures are $3,112,183, budget differences include:
- Unemployment / Workers Compensation is greater than budget due to invoice being paid annually and the amount booked represents 10 months of expense
- Postage is greater than budget due to annual deposit being recorded/paid
- General Insurance is greater than budget due to invoice being paid annually and the amount booked represents 10 months of expense
- Professional Services is greater than budget due to services being paid for billed rather than when rendered
- Furniture, Equipment is greater than budget due to the purchase of technology equipment
- Equipment Rental & Maintenance is greater than budget due to annual expense for RFID and AMH being recorded
- Building Repairs is greater than budget due to expenses being booked when incurred (repair of study room door closer, repair of HVAC system, repair of frequency drive)

Northbrook Public Library
Bills, Charges and Transfers for Board of Trustee Approval
Month of September 22

Operating Funds		
Library Claims List	$	228,098.09
Librarian's Claims List	$	15,938.56
Payroll	$	314,619.11
Fica/IMRF	$	52,599.88
ACH to IPBC	$	68,562.43
Total Operating Funds	$	679,818.07
Capital Improvement Fund		
Claims List	$	13,586.90
	$	13,586.90
Debt Service Fund		
Grand Total Library	$	693,404.97

Transaction Number	Transaction Date	Reference	Payments	Description
25600	8/31/2022	VOID - Value Line Publishing LLC	($8,225.00)	annual payment - materials
25604	9/15/2022	Bright Plum Inc.	$7,225.00	progress payment - website redesign project
25605	9/15/2022	Fifth Star Collective, LLC	$1,375.00	ILP consulting services
25606	9/15/2022	First Bankcard	$5,438.16	monthly expesne - supplies
25607	9/15/2022	Jane Huh	$2,550.00	bi annual payment - tuition reimbursement
25608	9/15/2022	Illinois Library Association	$1,775.00	annual payment - staff development annual conference
25609	9/15/2022	LastPass US LP	$17,820.00	annual payment - software
25610	9/15/2022	Midwest Tape LLC	$36,000.00	monthly payment - materials
25611	9/15/2022	Pace Systems INC	$3,747.34	annual payment - equipment rental & mainteance - power supply for projector
25612	9/15/2022	Sarah Rustman	$700.00	progress payment - professional services
25613	9/15/2022	Symmetry Energy Solutions, LLC	$4,766.46	monthly payment - utilities (2 months)
25614	9/15/2022	Tanguero Inc	$600.00	monthly payament - programming
25615	9/15/2022	Village of Northbrook Water Dept.	$2,572.24	quarterly payment - utilities
25616	9/16/2022	Value Line Publishing LLC	$16,450.00	annual payment - materials - databases
25617	9/22/2022	Zoom Video Communications Inc.	$1,545.21	annual payment - software and ILP
25618	9/30/2022	Amazon	$4,555.66	monthly payment - supplies
25619	9/30/2022	American Library Association, Membership	$777.00	monthly payment - staff development - membership
25620	9/30/2022	Best Quality Cleaning	$10,950.00	monthly payment - contracted services (2 months)
25621	9/30/2022	Bright Plum Inc.	$3,612.50	progress payment on website redesign project
25622	9/30/2022	Cintas	$790.66	monthly payment - janitorial & contracted
25623	9/30/2022	F.E. Moran Mechanical Services	$797.00	monthly payment - building repairs
25624	9/30/2022	Gale/Cengage Learning Inc.	$618.20	monthly payment - materials
25625	9/30/2022	HR Source	$1,275.00	annual payment - staff development
25626	9/30/2022	LR Consulting LLC	$10,000.00	annual payment - professional services - EDI training
25627	9/30/2022	Niche Academy	$1,290.00	annual payment - materials - databases
25628	9/30/2022	North American Corp of Illinois	$1,102.41	monthly payment - janitorial
25629	9/30/2022	Outsource Solutions Group, Inc.	$20,024.56	monthly payment - contracted services & software
25630	9/30/2022	Overdrive	$18,955.66	monthly payment - materials
25631	9/30/2022	Runco Office Supply	$648.99	monthly payment - supplies
25632	9/30/2022	Sarah Rustman	$700.00	progress payment - professional services
25633	9/30/2022	Selden Fox, LTD	$9,000.00	progress payment - contracted services
25634	9/30/2022	Shauna Sever	$2,000.00	ILP programming expense
25635	9/30/2022	Siemens Industry Inc.	$2,212.82	quarterly payment - contracted services
25636	9/30/2022	Snow Systems, Inc.	$1,920.00	monthly payment - contracted services
25637	9/30/2022	Staples Business Credit	$3,830.40	monthly payment - equipment
25638	9/30/2022	Sterling Services, Inc.	$2,736.90	tri annual payment - contracted services
25639	9/30/2022	Wells Fargo Vender Fin Serv	$765.00	monthly payment - photocopy
25640	9/30/2022	Wex Health Inc.	$2,632.52	monthly payment flexible spending, dedendant care and commuter benefit
25641	9/30/2022	Baker & Taylor Entertainment	$827.49	monthly payment - materials
25642	9/30/2022	Baker & Taylor	$22,386.92	monthly payment - materials
25643	9/30/2022	Midwest Tape LLC	$9,348.99	monthly payment - materials

$228,098.09

Transaction Number	Transaction Date	Reference	Payments
52361	9/19/2022	Alert Protective Services	$150.03
52362	9/19/2022	Anna Amen	$92.62
52363	9/19/2022	Ancel Glink P.C.	$393.75
52364	9/19/2022	Bayscan Technologies	$174.00
52365	9/19/2022	Freeman Pictures, Inc.	$100.00
52366	9/19/2022	Andrea Goese	$35.00
52367	9/19/2022	Jayne Herring	$550.00
52368	9/19/2022	Mike Hominick	$37.31
52369	9/19/2022	Lauren M. Howard	$12.99
52370	9/19/2022	Gia J. Lee	$10.99
52371	9/19/2022	Patrick McCallister	$175.00
52372	9/19/2022	Jim Miller	$35.56
52373	9/19/2022	Tatsuya Nakatani	$500.00
52374	9/19/2022	Neuco Inc.	$228.96
52375	9/19/2022	Petty Cash Custodian	$184.00
52376	9/19/2022	Pitney Bowes Inc.	$198.50
52377	9/19/2022	Laurie Prioletti	$229.00
52378	9/19/2022	Deborah Roever	$24.99
52379	9/19/2022	Sujin Song	$100.00
52380	9/19/2022	Sunset Food Mart, Inc.	$70.56
52381	9/19/2022	Teacher Dan	$150.00
52382	9/19/2022	Today's Business Solutions, Inc.	$345.00
52383	9/19/2022	VBS CAL, LLC	$247.76
52384	9/19/2022	Well Being Journal	$42.00
52385	9/19/2022	WM Corporate Services Inc.	$561.10
52386	9/26/2022	The Book Bin	$160.00
52387	9/30/2022	American Library Association	$116.10
52388	9/30/2022	American Library Association	$79.00
52389	9/30/2022	Aquatic Works LTD	$555.00
52390	9/30/2022	ASL Interpreting Services	$87.50
52391	9/30/2022	Big Band Sound of Deerfield	$450.00
52392	9/30/2022	Blackstone Publishing	$41.60
52393	9/30/2022	Nancy Buehler	$250.00
52394	9/30/2022	Martha Carlos	$8.99
52395	9/30/2022	Jessamine Chan	$500.00
52396	9/30/2022	Chicago Tribune	$143.50
52397	9/30/2022	Collective Resource, Inc.	$373.70
52398	9/30/2022	Elenco Electronics, Inc.	$11.40
52399	9/30/2022	Mark Gelfeld	$200.00
52400	9/30/2022	Benjamin Goluboff	$250.00

Transaction Number	Transaction Date	Reference	Payments
52401	9/30/2022	Grainger	$269.32
52402	9/30/2022	Healthy Life Magazine	$20.00
52403	9/30/2022	The Home Depot Credit Services	$248.55
52404	9/30/2022	Illinois Heartland Library System-OCLC	$73.04
52405	9/30/2022	Illinois Library Association	$275.00
52406	9/30/2022	Image Specialties of Glenview, Inc.	$40.95
52407	9/30/2022	Lechner Services	$80.88
52408	9/30/2022	Limricc - UCGA	$570.98
52409	9/30/2022	Emily Maloney	$500.00
52410 - 52434	9/30/2022	VOID	
52435	9/30/2022	Ron Mantegna	$200.00
52436	9/30/2022	Kathleen Jo Zeigler Mitchem	$500.00
52437	9/30/2022	Kathleen Jo Zeigler Mitchem	$250.00
52438	9/30/2022	Kathleen Jo Zeigler Mitchem	$250.00
52439	9/30/2022	North Town Auto Service	$258.60
52440	9/30/2022	Northbrook Hardware	$244.74
52441	9/30/2022	Ocooch Hardwoods	$144.67
52442	9/30/2022	Panera, LLC	$119.57
52443	9/30/2022	Pear Tree - Hel's Kitchen Catering	$531.60
52444	9/30/2022	Petersen Bros. Plastics, Inc.	$97.00
52445	9/30/2022	Pryor Learning Solutions, Inc.	$119.00
52446	9/30/2022	Olga Rudiak	$400.00
52447	9/30/2022	Schlesinger Machinery, Inc.	$552.00
52448	9/30/2022	Sherwin-Williams Company	$108.73
52449	9/30/2022	Sphero, Inc.	$223.86
52450	9/30/2022	Teacher Dan	$150.00
52451	9/30/2022	The Office of the State Fire Marshall	$95.00
52452	9/30/2022	Kevin Tseng	$18.00
52453	9/30/2022	UPS	$73.26
52454	9/30/2022	Vis-O-Graphic, Inc.	$561.99
52455	9/30/2022	VSP of Illinois, NFP	$403.51
52456	9/30/2022	Robert Waterbury	$50.00
52457	9/30/2022	WEX Health, Inc.	$101.50
52458	9/30/2022	Yami Vending Inc.	$530.90

$15,938.56

Transaction Number	Transaction Date	Reference	Payments	Description
1864	9/30/2022	Calor Design Group, Ltd.	$ 13,460.00	consulting services - steam humidification boiler project
1865	9/30/2022	Daily Herald/Paddock Publications	$ 126.90	bid notice for steam humidification boiler project

$ 13,586.90

September xx, 2022

Board of Trustees
Northbrook Public Library
Northbrook, Illinois

We have audited the financial statements of **Northbrook Public Library** for the year ended April 30, 2022, and have issued our report thereon dated September xx, 2022. During our audit, we noted the following operational or administrative matters we believe to be of potential benefit to you.

Accounting for Leases

The Governmental Accounting Standards Board (GASB) issued Statement No. 87 that provides new accounting and reporting guidance on leases. This statement was originally effective for fiscal years ending after December 15, 2020, but subsequently postponed the effective date of the standard for 18 months. Despite this delay, the Library should be taking steps now to prepare for implementation.

Under this new standard, all leases lasting longer than one year will be reported by the lessee as a right-to-use asset and a long-term liability in the statement of net position in the government-wide and proprietary fund financial statements. Governments should consider the potential impact of reporting additional debt in the financial statements may have on existing legal debt limitations and bond covenants.

At this time, management should also evaluate its policies and procedures for tracking and reporting leases, including creating a centralized location to store and hold all lease agreements. All department heads should be responsible for forwarding any new lease agreements, as well as any modifications of existing lease agreements, to the Finance Department. In addition, the Board and management should review and update its capital asset policies to include consideration of intangible right-to-use assets that will be recorded under this new standard.

Future Accounting and Auditing Pronouncements

GASB has issued several other pronouncements that become effective in future years. At this time, it is not expected these new standards will have a significant impact on the Library.

GASB Statement No. 91, *Conduit Debt Obligations,* improves the consistency and comparability of reporting of conduit debt obligations by eliminating the existing option to for issuers to report conduit debt obligations as their own liabilities. Statement No. 91 is effective for the fiscal year ending April 30, 2023.

Future Accounting and Auditing Pronouncements (cont'd)

GASB Statement No. 92, *Omnibus 2020,* improves the consistency and comparability in accounting and financial reporting by addressing practice issues that have been identified during implementation and application of certain GASB Statements. Statement No. 92 is effective for the fiscal year ending April 30, 2023.

GASB Statement No. 93, *Replacement of Interbank Offered Rates,* addresses the accounting and financial reporting implications that result from the replacement of an interbank offered rate in derivative instruments and lease agreements. Statement No. 93 is effective for the fiscal year ending April 30, 2023.

GASB Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements,* improves financial reporting by establishing definitions of public-public and public-private arrangements (PPPs), and availability payment arrangements (APAs), and providing uniform guidance on accounting and financial reporting for transactions that meet these definitions. Statement No. 94 is effective for the fiscal year ending April 30, 2024.

GASB Statement No. 96, *Subscription-Based Information Technology Arrangements,* improves financial reporting by establishing definitions of subscription-based information technology arrangements, and providing uniform guidance on accounting and financial reporting for transactions that meet these definitions. Statement No. 96 is effective for the fiscal year ending April 30, 2024.

GASB Statement No. 97, *Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans,* improves financial reporting by increasing consistency and comparability related to the reporting of fiduciary component units including Internal Revenue Code Section 457 deferred compensation plans and the benefits provided through these plans. Statement No. 97 is effective for the fiscal year ending April 30, 2023.

GASB Statement No. 99, *Omnibus 2022,* improves the comparability in the application of accounting and financial reporting requirements and the consistency of authoritative literature by clarifying items within recently released accounting standards. Portions of this standard were effective upon issuance, while other portions become effective for the fiscal years ending April 30, 2024, and 2025.

GASB Statement 100, *Accounting Changes and Error Corrections,* improves the clarity of the accounting and financial reporting requirements for accounting changes and error corrections, which will result in greater consistency in application in practice. Statement No. 100 is effective for the fiscal year ending April 30, 2025.

GASB Statement 101, *Compensated Absences,* improves financial reporting by establishing a unified recognition and measurement model for compensated absences that more appropriately reflects when a government incurs an obligation which can be applied to any type of compensated absence, eliminating potential comparability issues between governments that offer different types of leave. Statement No. 101 is effective for the fiscal year ending April 30, 2025.

This report is intended solely for the information and use of the Board of Trustees and management of the Northbrook Public Library and is not intended to be and should not be used by anyone other than these specified parties.

We would like to take this opportunity to express our appreciation to you, and to the Northbrook Public Library's staff, for the courtesy and cooperation extended to our staff during the course of the audit. Should you wish to discuss further any of the matters referred to, or if we can be of assistance in implementing any of the new standards, we will be pleased to do so at your convenience.

Selden Fox

Accounting for your future

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COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

September xx, 2022

Board of Trustees
Northbrook Public Library
Northbrook, Illinois

We have audited the financial statements of the **Northbrook Public Library** (Library) as of and for the year ended April 30, 2022, and have issued our report thereon dated September xx, 2022. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility Under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated April 30, 2022, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. The financial statements are the responsibility of management with your oversight. Our audit of the financial statements does not relieve you or management of your responsibilities.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to management prior to field work beginning on August 8, 2022, in our engagement letter dated April 30, 2022, and orally during the audit engagement.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit involves judgment about the number of transactions to be examined and the areas to be tested.

Our audit included obtaining an understanding of Northbrook Public Library and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to Northbrook Public Library or to acts by management or employees acting on behalf of Northbrook Public Library.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the Northbrook Public Library are described in Note I to the financial statements. There were no new accounting policies adopted and the application of existing policies was not changed during the fiscal year ended April 30, 2022. We noted no transactions entered into by the Library during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements, and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

> Management's estimate of a provision for losses for uncollectible property tax is based on collections history and current economic conditions. Management's estimate that the useful lives of property and equipment range from 3 to 40 years is based on past experience. Management's valuation of its net pension obligation and OPEB liability is based on actuarial studies. We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements as a whole.

The disclosures in the financial statements are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit – We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements – Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management provided an entry to reclassify Illinois Library Presents activity out of the Library's income and expense accounts and establish a liability for funds held on behalf of the organization. All other adjustments are included in Exhibit 1. Management has corrected all such misstatements. Reclassification journal entries are included as Exhibit 2. The uncorrected adjusting journal entry is included in Exhibit 3. Management has represented to us that the uncorrected adjustment is immaterial to the financial statements as a whole.

The uncorrected misstatements or the matters underlying them could potentially cause future period financial statements to be materially misstated, even though, in our judgment, such uncorrected misstatements are immaterial to the financial statements under audit.

Significant Audit Matters (cont'd)

Disagreements With Management – For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations – We have requested certain representations from management that are included in the management representation letter dated September xx, 2022.

Management Consultations With Other Independent Accountants – In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Library's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues – We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Library's auditors. However, these discussions occurred in the normal course of our professional relationship, and our responses were not a condition to our retention.

Other Matters – With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Board of Trustees and management of the Northbrook Public Library and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

SELDEN FOX, LTD.

Edward G. Tracy
Executive Vice President

EGT/cg

09-13-22

Exhibit 1

Northbrook Public Library
Adjusting Journal Entries
April 30, 2022

Account	Description	Debit	Credit	Profit (Loss) Effect
Adjusting Journal Entry # 1				
Adjust beginning net assets to actual.				
01-20110-00	Vendor Accounts Payable	$ 55.62	$ -	$ -
91-68110-00	Depreciation Expense	5,900.00		
01-30110-00	Undesignated Fund Balance		55.62	
91-30110-00	Fund Balance		5,900.00	-
Adjusting Journal Entry # 2				
Adjust net pension obligation in accordance with GASB Statement No. 68 in the government-wide financial statements.				
91-19000-00	Deferred Outflows - Pension	108,125.00		
91-19010-00	Deferred Outflows - Pension	11,067.00		
91-20320-00	Net Pension Liability	3,408,518.00		
91-29000-00	Deferred Inflows - Pension Actuarial		1,930,679.00	
91-30110-00	Fund Balance		999,568.00	
91-51220-00	Pension Expense		597,463.00	597,463.00
Adjusting Journal Entry # 3				
Adjust net OPEB obligation in accordance with GASB Statement No. 75 in the government-wide financial statements.				
91-19015-00	Deferred Outflows - OPEB Actuarial	17,861.00		
91-20300-00	Net OPEB Liability	208,712.00		
91-20330-00	Deferred Inflows - Pension Actuarial	4,990.00		
91-30110-00	Fund Balance	12,642.00		
91-20335-00	Deferred Inflows - OPEB Actuarial		199,789.00	
91-51210-00	OPEB Expense		44,416.00	44,416.00
Adjusting Journal Entry # 4				
Correct client entry #3331 to record fixed asset activity.				
91-17110-00	Fixed Assets	627,069.00		
91-17910-00	Accumulated Depreciation	5,958.00		
91-17110-00	Fixed Assets		5,958.00	
91-50110-00	Books		627,069.00	627,069.00

(cont'd)

Exhibit 1

Northbrook Public Library
Adjusting Journal Entries
April 30, 2022

Account	Description	Debit	Credit	Profit (Loss) Effect
Adjusting Journal Entry # 5				
Recognize loss on capital assets disposed and adjust for unlocated differences in depreciation expense and accumulated depreciation.				
91-49000-00	(Gain) Loss on Disposal of Capital Assets	$ 13,874.33	$ -	$ -
91-17910-00	Accumulated Depreciation		58.43	
91-60210-00	Construction		725.85	
91-68110-00	Depreciation Expense		13,090.05	(58.43)
	Net effect of adjusting journal entries - government-wide financial statements			$ 1,268,889.57

Exhibit 2

Northbrook Public Library
Reclassification Journal Entries
April 30, 2022

Account	Description	Debit	Credit

Reclassification Journal Entry # 1
Reclassify interfund balances to proper accounts.

Account	Description	Debit	Credit
01-11110-00	Certificates of Deposit	$ 1,010,154.10	
02-15110-00	Due From General Fund	1,010,154.10	
01-23120-00	Due to/from IMRF/FICA		$ 1,010,154.10
02-11110-00	Certificates of Deposit		1,010,154.10

Exhibit 3

Northbrook Public Library
Uncorrected Adjusting Journal Entries
April 30, 2022

Account	Description	Debit	Credit	Profit (Loss) Effect
Uncorrected Adjusting Journal Entry # 1				
Record additional accrued expenses per search for unrecorded liabilities.				
01-50110-00	Books	$ 3,027.97	$ -	$ -
01-51230-00	Unemployment/Worker's Comp	7,239.50		
01-20120-00	Accrued Expenses		9,199.03	
01-52220-00	Telephone/Internet		1,068.44	(9,199.03)
	Net effect of uncorrected adjusting journal entries			$ (9,199.03)
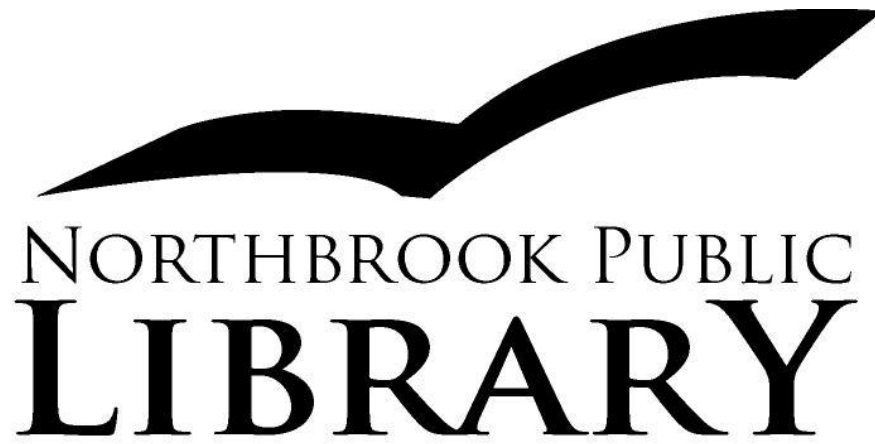
NORTHBROOK PUBLIC LIBRARY

AUDIT REPORT

FOR THE YEAR ENDED APRIL 30, 2022

Selden Fox
Accounting for your future

Northbrook Public Library
Audit Report
For the Year Ended April 30, 2022

Table of Contents

INDEPENDENT AUDITOR'S REPORT

INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Northbrook Public Library
Northbrook, Illinois

Opinions

We have audited the accompanying financial statements of the governmental activities and each major fund of the **Northbrook Public Library** (Library), a component unit of the Village of Northbrook, Illinois, as of and for the year ended April 30, 2022, and the statements of revenues, expenditures and changes in fund balance – budget and actual for the General Fund and IMRF/FICA (major Special Revenue) Fund and the related notes to the financial statements, which collectively comprise the Library's basic financial statements as listed in the accompanying table of contents.

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Northbrook Public Library as of April 30, 2022, and the respective changes in financial position and respective budgetary comparison for the General Fund and IMRF/FICA Fund (major Special Revenue) for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Library and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Responsibilities of Management for the Financial Statements (cont'd)

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Library's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control. Accordingly, no such opinion is expressed.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Library's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis (pages 4-8), the multiyear schedule of changes in net pension liability and related ratios – Illinois Municipal Retirement Fund (pages 42-43), the multiyear schedule of contributions – Illinois Municipal Retirement Fund (page 44), and the multiyear schedule of changes in net OPEB liability and related ratios – other post-employment retiree healthcare plan (pages 45-46) be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Library's basic financial statements. The schedules listed as supplementary information in the accompanying table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The supplementary information on pages 47-50 is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated in all material respects in relation to the basic financial statements as a whole.

September xx, 2022

MANAGEMENT'S DISCUSSION AND ANALYSIS

NORTHBROOK PUBLIC LIBRARY
MANAGEMENT'S DISCUSSION AND ANALYSIS
APRIL 30, 2022

Management of the Northbrook Public Library provides this narrative overview and analysis for the fiscal year ended April 30, 2022. It is recommended that readers consider this information in conjunction with the financial statements as a whole.

Financial Highlights

The Library's total net position as of April 30, 2022 and 2021, was $17,395,025 and $15,827,132, respectively. For the years ended April 30, 2022 and 2021, net position increased from operations $1,567,893 and $1,838,245, respectively. The term "net position" represents the difference between total assets/deferred outflows and total liabilities/deferred inflows of resources.

Overview of the Financial Statements

Management's Discussion and Analysis introduces the Library's basic financial statements. The basic financial statements include: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the financial statements. The Library also includes in this report additional information to supplement the basic financial statements.

Financial Statements

The financial statements of the Library are intended to provide the reader with an understanding of the financial position of the Library as of the close of the fiscal year and the results of activities for the year then ended. The fund financial statements focus on current financial resources while government-wide financial statements are similar to a private-sector business.

The *Statement of Net Position* and the *Governmental Funds Balance Sheet* provide information on the Library's assets/deferred outflows of resources and liabilities/deferred inflows of resources. The difference between these two represents governmental fund balances for the current financial resources reporting and net position for the government-wide reporting. Increases in fund balances and net position occur when revenues exceed expenditures/expenses. Information is presented for the government as a whole in the Statement of Net Position, and for each major fund in the fund financial statements, and shows any restrictions on the fund or net position.

The *Statement of Activities* and the *Statement of Governmental Fund Revenues, Expenditures, and Changes in Fund Balance* reflect the results of the Library's revenues, expenditures and activities during the year and the corresponding effect on fund and net position balances. These statements show the source of Library revenues and how those revenues were used to provide Library services.

Financial Statements (cont'd)

Notes to the financial statements provide additional information that is essential to a full understanding of the information provided in the basic financial statements. *Required Supplementary Information* consists of Schedules of Changes in the Net Pension Liability and Related Ratios, and Contributions for the IMRF Pension Plan, and Changes in the Net OPEB Liability and Related Ratios.

Financial Analysis

Net position may serve, over time, as a useful indicator of a government's financial position. The Library's assets/deferred outflows exceeded liabilities/deferred inflows of resources by $17,395,025 as of the close of the year. Of the net position balance, $9,545,681 is unrestricted, $646,583 is restricted, and $7,202,761 is invested in capital assets, net of related debt.

<div align="center">

Condensed Statement of Net Position

</div>

	April 30,	
	2022	2021
Current and other assets	$ **22,502,216**	$ 19,545,025
Capital assets, net of accumulated depreciation	**16,884,400**	17,239,056
Total assets	**39,386,616**	36,784,081
Deferred outflows	**957,242**	704,910
Current liabilities	**840,548**	873,245
Non-current liabilities	**9,927,120**	10,345,962
Total liabilities	**10,767,668**	11,219,207
Deferred inflows of resources	**12,181,165**	10,442,652
Net position:		
Net investment in capital asset	**7,202,761**	7,164,052
Restricted	**646,583**	679,244
Unrestricted	**9,545,681**	7,983,836
Total net position	$ **17,395,025**	$ 15,827,132

Financial Analysis (cont'd)

Condensed Statement of Activities

	April 30,	
	2022	2021
Revenues:		
Property taxes	**$ 8,645,445**	$ 8,787,197
State replacement taxes	**350,276**	150,684
Investment income	**8,308**	31,324
Fines, fees and other	**262,916**	210,288
Total revenues	**9,266,945**	9,179,493
Expenses:		
Library services	**7,340,234**	6,967,828
Interest	**358,818**	373,420
Total expenses	**7,699,052**	7,341,248
Increase in net position	**1,567,893**	1,838,245
Net position, beginning of year	**15,827,132**	13,988,887
Net position, end of year	**$ 17,395,025**	$ 15,827,132

The following is a summary of changes in fund balances for the year ended April 30, 2022:

Governmental Funds	Fund Balance April 30, 2021	Increase (Decrease)	**Fund Balance April 30, 2022**
General	$ 4,129,810	$ 3,631	**$ 4,133,441**
IMRF/FICA	608,746	37,837	**646,583**
Debt service	(9,258)	-	**(9,258)**
Construction	70,498	(70,498)	**-**
Capital improvements	5,444,047	873,399	**6,317,446**
Total	**$ 10,243,843**	**$ 844,369**	**$ 11,088,212**

The General Fund transferred $1,270,000 to the Capital Improvements Fund and $20,546 to the Debt Service Fund during the year.

Budgetary Highlight

The Library's General Fund expended $6,553,600 which was $560,101 less than the budget of $7,226,500 for the year ended April 30, 2021. Salaries and employee benefits were $404,480 less than the budgeted amount of $4,830,700.

Capital Assets and Debt Administration

The following is a summary of capital assets as of April 30, 2022, and 2021:

	April 30,	
	2021	2020
Land	$ **35,000**	$ 35,000
Artwork	**6,700**	3,200
Construction costs	**61,955**	1,009,521
Building improvements	**26,090,827**	25,152,214
Land improvements	**241,162**	241,162
Computer equipment	**574,386**	584,406
Office and other equipment	**829,626**	597,270
Furniture and shelving	**1,335,199**	1,320,413
Books and other library materials	**5,121,255**	5,130,021
Cost of capital assets	**34,296,110**	34,073,207
Less accumulated depreciation	**17,411,710**	16,834,151
Net capital assets	**$ 16,884,400**	$ 17,239,056

For further detail of capital assets, see Note III.B on page 26.

The outstanding bonds payable at April 30, 2022, are $9,365,000. No new bonds were issued in the current year and bond payments made during the year were $376,077. See Note III.D on pages 28-30 for more information. The Library also records noncurrent liabilities for a deferred bond premium, and net OPEB liability totaling $316,639, and $245,481, respectively, at April 30, 2022. The Library also recorded a net pension asset of $2,011,717 at April 30, 2022.

Description of Current or Expected Conditions

Presently, management is not aware of any significant changes in conditions that could have a significant effect on the financial position or results of activities of the Library in the near future.

Requests for Information

This financial report is designed to provide a general overview of the Library's finances for all those with an interest in its finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Executive Director, Northbrook Public Library, 1201 Cedar Lane, Northbrook, Illinois 60062.

BASIC FINANCIAL STATEMENTS

Northbrook Public Library
Statement of Net Position
April 30, 2022

	Governmental Activities
Assets and Deferred Outflows	
Cash and investments	$ 15,668,994
Receivables	4,468,665
Prepaid items	352,840
Net pension asset	2,011,717
Capital assets not being depreciated	103,655
Capital assets, net of accumulated depreciation	16,780,745
Total assets	**39,386,616**
Deferred outflows (Note IV.)	957,242
Total assets and deferred outflows	**40,343,858**
Liabilities and Deferred Inflows	
Accounts payable	435,639
Accrued expenses	33,472
Accrued interest	152,473
Compensated absences payable	218,964
Noncurrent liabilities:	
Debt due within one year	402,118
Debt due in more than one year	9,279,521
Net OPEB liability	245,481
Total liabilities	**10,767,668**
Deferred inflows (Note IV.)	12,181,165
Total liabilities and deferred inflows	**22,948,833**
Net Position	
Net investment in capital assets	7,202,761
Restricted	646,583
Unrestricted	9,545,681
	$ 17,395,025

See accompanying notes.

Northbrook Public Library
Statement of Activities
For the Year Ended April 30, 2022

| Functions/Programs | Expenses | Program Revenues | | | Net (Expenses) Revenue and Changes in Net Position - Governmental Activities |
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Governmental activities:					
Library activities	$ 7,340,235	$ 47,506	$ 109,901	$ -	$ (7,182,828)
Interest	358,818	-	-	-	(358,818)
	$ 7,699,053	$ 47,506	$ 109,901	$ -	(7,541,646)

General revenues:	
Property taxes	8,645,445
Replacement taxes	350,276
Investment income	8,309
Other income	105,509
Total general revenues	**9,109,539**
Changes in net position	**1,567,893**
Net position, beginning of year	15,827,132
Net position, end of the year	$ 17,395,025

See accompanying notes.

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Northbrook Public Library
Balance Sheet - Governmental Funds
April 30, 2022

	General	IMRF/FICA	Debt Service
Assets			
Cash and investments	$ 10,597,615	$ -	$ 1,762
Receivables, net:			
Property taxes	3,600,171	336,148	356,652
Other	40,666	-	-
Due from the Village	135,028	-	-
Due from other funds	-	1,010,155	374,729
Prepaid expenses	352,840	-	-
Total assets	$ 14,726,320	$ 1,346,303	$ 733,143
Liabilities			
Accounts payable	$ 375,278	$ -	$ -
Accrued payroll	33,472	-	-
Due to other funds	2,693,074	-	-
Total liabilities	3,101,824	-	-
Deferred Inflows of Resources			
Property taxes	7,491,055	699,720	742,401
Total liabilities and deferred inflows of resources	10,592,879	699,720	742,401
Fund Balances (Deficit)			
Nonspendable	352,840	-	-
Restricted for statutory purposes	-	646,583	-
Restricted for capital projects	-	-	-
Committed for capital projects	-	-	-
Unassigned	3,780,601	-	(9,258)
Total fund balances (deficit)	4,133,441	646,583	(9,258)
Total liabilities, deferred inflows of resources, and fund balances (deficit)	$ 14,726,320	$ 1,346,303	$ 733,143

See accompanying notes.

Construction	Capital Improvements	Total Governmental Funds
$ -	$ 5,069,617	$ 15,668,994
-	-	4,292,971
-	-	40,666
-	-	135,028
-	1,308,190	2,693,074
-	-	352,840
$ -	$ 6,377,807	$ 23,183,573
$ -	$ 60,361	$ 435,639
-	-	33,472
-	-	2,693,074
-	60,361	3,162,185
-	-	8,933,176
-	60,361	12,095,361
-	-	352,840
-	-	646,583
-	-	-
-	6,317,446	6,317,446
-	-	3,771,343
-	6,317,446	11,088,212
$ -	$ 6,377,807	$ 23,183,573

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Northbrook Public Library
Reconciliation of the Governmental Funds Balance Sheet
to the Statement of Net Position
April 30, 2022

Total fund balance - governmental fund (page 12)	$ 11,088,212
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the fund.	16,884,400
Net pension asset is not a financial resource and, therefore are not reported in the fund financial statements.	2,011,717
Liabilities as defined under modified accrual accounting, not due and payable in the current period, are not reported in the funds.	
Accrued interest	(152,473)
Compensated absences payable	(218,964)
Bonds payable	(9,681,639)
Difference in pension-related items on deferred outflows	931,743
Difference in pension-related items on deferred inflows	(3,247,989)
Net other post employment benefit liability	(245,481)
Difference in OPEB-related items on deferred outflows	25,499
Net position of governmental activities (page 9)	$ 17,395,025

See accompanying notes.

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Northbrook Public Library
Statement of Revenues, Expenditures and Changes
in Fund Balances (Deficit) - Governmental Funds
For the Year Ended April 30, 2022

	General	IMRF/FICA	Debt Service
Revenues:			
Property taxes	$ 7,237,444	$ 670,315	$ 737,686
State replacement taxes	350,276	-	-
Fines, fees, and rentals	47,506	-	-
Interest income	4,119	379	4
Investment loss	222	-	13
Gifts, designated, and grants	109,901	-	-
Miscellaneous	98,309	-	-
Total revenues	7,847,777	670,694	737,703
Expenditures:			
Salaries and employee benefits	4,426,220	632,857	-
Library materials and services	1,072,545	-	-
Operational costs	683,179	-	-
Maintenance	272,883	-	-
Other	9,204	-	-
Gifts and designated	89,569	-	-
Capital outlay	-	-	-
Debt service:			
Principal retirement	-	-	376,077
Interest and fiscal charges	-	-	382,172
Total expenditures	6,553,600	632,857	758,249
Revenues over (under) expenditures			
before other financing sources (uses)	1,294,177	37,837	(20,546)
Other financing sources (uses):			
Transfers in	-	-	20,546
Transfers out	(1,290,546)	-	-
Total other financing sources (uses)	(1,290,546)	-	20,546
Net changes in fund balances (deficit)	3,631	37,837	-
Fund balances (deficit), beginning of the year	4,129,810	608,746	(9,258)
Fund balances (deficit), end of the year	$ 4,133,441	$ 646,583	$ (9,258)

See accompanying notes.

Construction	Capital Improvements	Total Governmental Funds
$ -	$ -	$ 8,645,445
-	-	350,276
-	-	47,506
188	3,384	8,074
-	-	235
-	-	109,901
-	7,200	105,509
188	10,584	9,266,946
-	-	5,059,077
-	-	1,072,545
-	-	683,179
-	-	272,883
-	-	9,204
-	-	89,569
-	477,871	477,871
-	-	376,077
-	-	382,172
-	477,871	8,422,577
188	(467,287)	844,369
-	1,340,686	1,361,232
(70,686)	-	(1,361,232)
(70,686)	1,340,686	-
(70,498)	873,399	844,369
70,498	5,444,047	10,243,843
$ -	$ 6,317,446	$ 11,088,212

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Northbrook Public Library
Reconciliation of the Statement of Revenues,
Expenditures and Changes in Fund Balances (Deficit) of
Governmental Funds to the Statement of Activities
For the Year Ended April 30, 2022

Amounts reported for governmental activities in the statement of activities (page 10) are different because:

Net changes in fund balances - total governmental fund (page 15)	$	844,369
Governmental funds report capital outlays as expenditures, however, they are capitalized and depreciated in the statement of activities.		1,080,121
Depreciation on capital assets is reported as an expense in the statement of activities.		(1,420,902)
The change in the compensated absences liability is reported as an expense on the statement of activities.		36,872
The net effect of various miscellaneous transactions involving capital assets (i.e. sales, trade-ins) is to decrease net position		(13,876)
The repayment of long-term debt is reported as an expenditure when due in governmental funds but as a reduction of principal outstanding in the statement of activities.		376,077
The change in accrued interest is shown as interest expense on the statement of activities.		23,353
The net effect of changes in the net pension liability is reported as an expense in the statement of activities.		597,463
The net effect of changes in the net other post employment benefit liability is reported as an expense in the statement of activities.		44,416
Changes in net position of governmental activities (page 10)	$	1,567,893

See accompanying notes.

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Northbrook Public Library
Statement of Revenues, Expenditures and Changes
in Fund Balance - Budget and Actual - General Fund
For the Year Ended April 30, 2022

	Original Budget	Final Budget	Actual	Variance Positive (Negative)
Revenues:				
Property taxes	$ 7,439,188	$ 7,439,188	**$ 7,237,444**	$ (201,744)
State replacement taxes	125,000	125,000	**350,276**	225,276
Fines, fees and rentals	25,000	25,000	**47,506**	22,506
Interest income	25,000	25,000	**4,119**	(20,881)
Gifts, designated and grants	100,000	100,000	**109,901**	9,901
Loss on investment	-	-	**222**	222
Miscellaneous	100,000	100,000	**98,309**	(1,691)
Total revenues	7,814,188	7,814,188	**7,847,777**	33,589
Expenditures:				
Salaries and employee benefits	4,830,700	4,830,700	**4,426,220**	404,480
Library materials and services	1,168,001	1,168,001	**1,072,545**	95,456
Operational costs	747,500	747,500	**683,179**	64,321
Maintenance	267,000	267,000	**272,883**	(5,883)
Other	100,500	100,500	**9,204**	91,296
Gifts and designated	-	-	**89,569**	(89,569)
Total expenditures	7,113,701	7,113,701	**6,553,600**	560,101
Revenues over expenditures before other financing uses	700,487	700,487	**1,294,177**	593,690
Other financing uses - transfers out	(450,000)	(450,000)	**(1,290,546)**	(840,546)
Net changes in fund balance	$ 250,487	$ 250,487	**3,631**	$ (246,856)
Fund balance, beginning of the year			**4,129,810**	
Fund balance, end of the year			**$ 4,133,441**	

See independent auditor's report.

Northbrook Public Library
Statement of Revenues, Expenditures and Changes in
Fund Balance - Budget and Actual - IMRF/FICA Fund
For the Year Ended April 30, 2022

	Original Budget	Final Budget	Actual	Variance Positive (Negative)
Revenues:				
Property taxes	$ 689,000	$ 689,000	$ 670,315	$ (18,685)
Interest income	100	100	379	279
Total revenues	689,100	689,100	670,694	(18,406)
Expenditures - salaries and employee benefits:				
IMRF	425,000	425,000	360,907	64,093
Social Security	289,000	289,000	271,950	17,050
Total expenditures	714,000	714,000	632,857	81,143
Revenues over (under) expenditures	$ (24,900)	$ (24,900)	37,837	$ 62,737
Fund balance, beginning of the year			608,746	
Fund balance, end of the year			$ 646,583	

See independent auditor's report.

I. **Summary of Significant Accounting Policies**

The financial statements of the Northbrook Public Library (Library) have been prepared in conformity with U.S. generally accepted accounting principles as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the Library's accounting policies are described below.

A. **The Reporting Entity**

The Library's reporting entity includes all entities for which the Library exercised oversight responsibility as defined by the GASB.

The Library has developed criteria to determine whether outside agencies should be included within its financial reporting entity. The criteria include, but are not limited to, whether the Library (1) selects the governing authority or management, (2) has the ability to significantly influence operations, or (3) has accountability for fiscal matters (e.g., final budget approval, responsibility for funding deficits, management of assets, etc.). Using these criteria, the Library has not included in its financial statements the activities of any other entity. See Note V.E. for exclusion of Foundation.

The Library is a component unit of the Village of Northbrook (Village).

B. **Government-wide and Fund Financial Statements**

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities. The effect of material interfund activity has been eliminated from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. The Library has no business-type activities.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include: (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment, and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements. The Library reports the following major governmental funds:

The *General Fund* is the general operating fund of the Library. It is used to account for all financial resources except those accounted for in another fund.

I. **Summary of Significant Accounting Policies** (cont'd)

B. **Government Wide and Fund Financial Statements** (cont'd)

The *IMRF/FICA Fund* is used to account for the retirement obligations of the Library, funded by a restricted tax levy.

The *Debt Service Fund* is used to account for the payment of principal and interest on the Library's debt, funded by a restricted tax levy.

The *Construction Fund* is used to account for expenditures related to the Library's renovation and expansion project, funded by bond proceeds.

The *Capital Improvements Fund* is used to account for the Library's ongoing capital needs, funded by bond proceeds.

C. **Measurement Focus, Basis of Accounting and Basis of Presentation**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned, and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when susceptible to accrual (when they are "measurable and available"). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Library considers all revenues available if they are collected within 60 days after year end. Expenditures are generally recorded when the related fund liability is incurred. However, expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

I. **Summary of Significant Accounting Policies** (cont'd)

D. **Assets/Deferred Outflows, Liabilities/Deferred Inflows and Net Position or Equity**

1. **Deposits and Investments**

Illinois revised statutes authorize the Library to invest in securities guaranteed by the full faith and credit of the United States of America, interest-bearing savings accounts, certificates of deposit or any other investment constituting direct obligations of any bank as defined by the Illinois Banking Act, the State Treasurer's investment pool (authorized by ILCS 30, 235-2,e) and other permitted investments under paragraph 902, chapter 85 of the Statutes as amended by Public Act 86-426. Investments may only be made in banks that are insured by the Federal Deposit Insurance Corporation.

Investments consist of certificates of deposit, the Illinois Funds, and the Illinois Metropolitan Investment Fund (IMET). Certificates of deposit are stated at cost.

Illinois Funds is an investment pool managed by the State of Illinois, Office of the Treasurer, which allows governments within the state to pool their funds for investment purposes. Illinois Funds is not registered with the SEC as an investment company but does operate in a manner consistent with Rule 2a7 of the Investment Company Act of 1940.

IMET is a not-for-profit investment trust created pursuant to the Illinois Municipal Code. IMET is managed by a Board of Trustees elected from the participating members. IMET is not registered with the SEC as an investment company. Investments in IMET are valued at the share price, the price for which the investment could be sold.

Illinois Funds and IMET meet the criteria contained in GASB Statement No. 79, *Certain Investment Pools and Pool Participants*. This allows these investments and those local governments investing in these funds to measure its investment at amortized cost. The criteria contained in GASB Statement No. 79 address (1) how the pool interacts with participants, (2) requirements for portfolio maturity, quality, diversification and liquidity, and (3) calculation and requirements of a shadow price.

2. **Receivables, Payables and Interfund Activity**

The Library recognizes property taxes receivable during the fiscal year in which the taxes are levied and become a legal claim of the Library; however, property taxes are not recognized as revenue until the subsequent fiscal year when the property taxes are extended by Cook County and remitted to the Library. Accordingly, the property tax levy for the 2021 tax year, including collections thereon, is recognized as deferred inflows of resources in the accompanying statement of net position.

I. **Summary of Significant Accounting Policies** (cont'd)

D. **Assets/Deferred Outflows, Liabilities/Deferred Inflows and Net Position or Equity** (cont'd)

2. **Receivables, Payables and Interfund Activity** (cont'd)

Property tax receivables are shown net of allowances for doubtful amounts. The property tax receivable allowance is equal to 2.00% of the outstanding property taxes at year end.

All interfund transactions are reported as operating transfers.

3. **Capital Assets**

Capital assets, which include buildings and improvements, land improvements, furniture, equipment, books, and other library materials, are reported in the government-wide financial statements. The Library defines capital assets as assets with an initial, individual cost of more than $500, except for books and other library materials, which are capitalized regardless of cost. Such assets are recorded at historical cost or estimated historical cost if actual is unavailable. Donated capital assets are valued at their estimated fair value on the date received.

Depreciation of all exhaustible capital assets is recorded as an allocated expense in the statement of activities, with accumulated depreciation reflected in the statement of net position. Depreciation is provided using the straight-line method over the assets' estimated useful lives as follows:

Buildings and improvements	5 – 40 years
Land improvements	10 – 20 years
Computer equipment	3 – 5 years
Office and other equipment	3 – 20 years
Furniture and shelving	7 – 20 years
Books and other library materials	7 years

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures in the governmental fund upon acquisition.

4. **Compensated Absences**

The Library's policy permits employees to accumulate earned but unused vacation benefits, which are eligible for payment upon separation from Library service. The liability for such leave is reported as incurred in the government-wide financial statements. A liability for those amounts is recorded in the governmental funds only if the liability has matured as a result of employee resignations or retirements.

Accumulated sick leave lapses when employees leave the employment of the Library and, upon separation from service, no monetary obligation exists.

I. **Summary of Significant Accounting Policies** (cont'd)

D. **Assets/Deferred Outflows, Liabilities/Deferred Inflows and Net Position or Equity** (cont'd)

5. **Deferred Outflows of Resources and Deferred Inflows of Resources**

   Deferred outflows of resources are defined as a consumption of net assets by the government that is applicable to a future reporting period; they increase net position, similar to assets. Note IV. provides further detail on the components of deferred outflows of resources.

   Deferred inflows of resources are defined as an acquisition of net assets by the government that is applicable to a future reporting period; they decrease net position, similar to liabilities. Note IV. provides further detail on the components of deferred inflows of resources.

6. **Fund Equity and Net Position**

   Equity in the government-wide statements is classified as net position and displayed in three components:

   a. **Net investment in capital assets** – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances (excluding unspent bond proceeds) of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

   b. **Restricted net position** – Consists of net position with constraints placed on its use either by: (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments, or (2) law through constitutional provisions or enabling legislation.

   c. **Unrestricted net position** – Remaining net position that does not meet the definitions of "restricted" or "net investment in capital assets."

   When both restricted and unrestricted resources are available for use, it is the Library's policy to use restricted resources first, then unrestricted resources as they are needed.

   In the governmental fund financial statements, governmental funds report fund balance as either nonspendable or spendable. Spendable fund balance is further classified as restricted, committed, assigned or unassigned, based on the relative strength of the constraints that control how specific amounts can be spent.

I. **Summary of Significant Accounting Policies** (cont'd)

D. **Assets/Deferred Outflows, Liabilities/Deferred Inflows and Net Position or Equity** (cont'd)

6. **Fund Equity and Net Position** (cont'd)

Restrictions of fund balance are reported for amounts constrained by legal restrictions from outside parties for use for a specific purpose or externally imposed by outside entities. The Library has fund balances restricted for specific purposes in the IMRF/FICA Fund due to property tax levies, and in the Construction Fund due to a bond ordinance.

Committed fund balance is constrained by formal actions of the Library's Board of Trustees, which is considered the Library's highest level of decision making authority. Formal action is in the form of an ordinance or resolution approved at a Board meeting. The Library's fund balance in the Capital Improvement Fund is committed for capital projects.

Assigned fund balance represents amounts constrained by the Library's intent to use them for a specific purpose. The authority to assign fund balance is at the Board level. Assignment of fund balance does not require passage of an ordinance. The Library has no assigned fund balance. The Debt Service Fund has a deficit fund balance that is reported as unassigned. The residual fund balance in the General Fund is reported as unassigned.

The Library assumes that funds with the highest level of constraint are expended first. If restricted or unrestricted funds are available for spending, the restricted funds are spent first. Unrestricted funds are considered spent in the following order as available - committed funds, assigned funds, and then unassigned funds.

II. **Stewardship, Compliance and Accountability**

A. **Budgetary Information**

The budget is adopted on a basis consistent with generally accepted accounting principles. Annual budgets are adopted for the general, special revenue, debt service, and capital projects funds, except for the Construction Fund. All annual budget amounts lapse at fiscal year end. Project-length financial plans are adopted for all capital projects funds. The Library did not amend its budget during the current fiscal year.

B. **Deficit Fund Balance**

The Library reports a deficit fund balance in the Debt Service Fund of $9,258. Funding is expected to come from future tax revenue or a transfer from the General Fund.

III. **Detailed Notes For All Fund Types and Account Groups**

A. **Deposits and Investments**

Deposits – At year end, the carrying amount of the Library's deposits, excluding petty cash of $795, was $15,667,377, and the bank balance was $15,664,757. The entire bank balance was covered by federal depository insurance, collateral with securities held by the pledging financial institution's agent in the Library's name, or a letter of credit.

Investments – The Library invests in the Illinois Funds. The monies invested by individual participants are pooled together and invested in U.S. Treasury bills, and notes backed by the full faith and credit of the U.S. Treasury. In addition, monies are invested in fully collateralized time deposits in Illinois financial institutions, in collateralized repurchase agreements, and in Treasury mutual funds that invest in U.S. Treasury obligations and collateralized repurchase agreements. The funds are readily available to the Library in demand which thereby reduces interest rate risk to a negligible level. The Illinois Funds is a "AAAm" rated fund. The carrying amount of deposits in the Illinois Funds at April 30, 2022, was $1,172.

The Library had invested in The IMET Convenience Fund. Previously, certain repurchase agreements, believed to be guaranteed by the United States Department of Agriculture (USDA), were in default. The loans were allegedly guaranteed by the USDA but since the loan documents were forged, the USDA has decided to not provide a financial guarantee for the loans. The Library had recognized losses in prior years to reduce the carrying amount of deposits in IMET at April 30, 2021, to $10,445, which was 8.26% of its original value ($285,035). In the current year, the Library received final distributions totaling $10,867 bringing amounts distributed to date to $169,448.

III. **Detailed Notes For All Fund Types and Account Groups** (cont'd)

A. **Deposits and Investments** (cont'd)

A reconciliation of cash and investments, as shown on the balance sheet for the Library, follows:

Carrying amount of deposits	$ 15,667,377
Carrying amount of Illinois Funds	1,172
Cash on hand	445
Total	**$ 15,668,994**

Interest Rate Risk – This is the risk that changes in the market interest rates will adversely affect the fair value of an investment; generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The Library's investment policy addresses interest rate risk by requiring the majority of its funds be held in authorized investments of less than one year of maturity, and that no investment shall exceed two years of maturity.

Credit Risk – Generally, credit risk is the risk that an issuer of a debt-type instrument will not fulfill its obligation to the holder of the investment. This is measured by assignment of a rating by a nationally recognized rating organization.

Custodial Credit Risk – For deposits, this is the risk that, in the event of a bank failure, a government will not be able to recover its deposits. For investments, this is the risk that in the event of the failure of the counterparty, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The Library's investment policy requires all investments to be fully secured or collateralized.

III. **Detailed Notes For All Fund Types and Account Groups** (cont'd)

B. **Capital Assets**

Capital asset activity for the year ended April 30, 2022, was as follows:

	Balances May 1	Additions	Retirements	Balances April 30
Capital assets not being depreciated:				
Land	$ 35,000	$ -	$ -	$ 35,000
Construction in progress	1,009,521	61,955	1,009,521	61,955
Artwork	3,200	3,500	-	6,700
	1,047,721	65,455	1,009,521	103,655
Capital assets being depreciated:				
Building and improvements	25,152,214	939,412	800	26,090,826
Land improvements	241,162	-	-	241,162
Computer equipment	584,406	41,956	51,975	574,387
Office and other equipment	597,270	294,851	62,494	829,627
Furniture and shelving	1,320,413	123,062	108,275	1,335,200
Books and other library materials	5,130,021	627,090	635,856	5,121,255
	33,025,486	2,026,371	859,400	34,192,457
Less accumulated depreciation for:				
Building and improvements	11,991,014	690,426	800	12,680,640
Land improvements	34,350	8,518	-	42,868
Computer equipment	525,324	37,836	51,975	511,185
Office and other equipment	406,996	49,362	62,494	393,864
Furniture and shelving	952,145	31,863	92,217	891,791
Books and other library materials	2,924,322	602,897	635,855	2,891,364
	16,834,151	1,420,902	843,341	17,411,712
Total capital assets being depreciated, net	16,191,335	605,469	16,059	16,780,745
Capital assets, net	$ 17,239,056	$ 670,924	$ 1,025,580	$ 16,884,400

Depreciation expense was charged to Library activities' expense in the statement of activities.

III. **Detailed Notes For All Fund Types and Account Groups** (cont'd)

C. **Interfund Receivables, Payable and Transfers**

Interfund balances consist of amounts due between funds arising from the delay in cash transfers among the funds. Balances at April 30, 2022, consist of the following:

Receivable Fund	Amount	Payable Fund	Amount
IMRF/FICA	$ 1,010,155	General	$ 1,010,155
Capital Improvements	1,308,190	General	1,308,190
Debt Service	374,729	General	374,729

The Board approved transfers of $425,000 from the General Fund to the Capital Improvements Fund to be utilized for future capital projects, and $25,000 from the General Fund to the Debt Service Fund to fund shortfall of property taxes to debt service payments. Actual transfers were $1,270,000 from the General Fund to the Capital Improvement Fund and $20,546 from the General Fund to the Debt Service Fund. The Board transferred the remaining funds ($70,686) in the Construction Fund to the Capital Improvement Fund and closed out the Construction Fund.

D. **Long-term Liabilities**

General Obligation Bonds

The Library has issued general obligation bonds to provide funds for the acquisition, construction, and renovation of its facility. In addition, some general obligation bonds have been issued to refund other general obligation bonds.

For the year ended April 30, 2022, long-term liabilities consisted of the following obligation Library bonds and other liabilities:

III. **Detailed Notes For All Fund Types and Account Groups** (cont'd)

    D. **Long-term Liabilities** (cont'd)

	Balances May 1	Additions	Retirements	Balances April 30
$3,825,000 19-year serial refunding bonds dated November 6, 2019, with interest rates ranging from 3.00% to 5.00%	$ 3,735,000	$ -	$ 100,000	$ 3,635,000
$6,505,000 24-year serial bonds dated August 7, 2013, with interest rates ranging from 3.00% to 4.50%.	5,935,000	-	205,000	5,730,000
$201,371 9-year serial refunding bonds dated December 1, 2012, with interest rates ranging from .40% to 2.00% (part of Village bond issue).	36,577	-	36,577	-
$3,476,500 9-year serial refunding bonds dated December 1, 2012, with interest rates of 2.00% (part of Village bond issue).	34,500	-	34,500	-
	9,741,077	-	376,077	9,365,000
Deferred bond premium	333,927	-	17,288	316,639
Total debt	10,075,004	-	393,365	9,681,639
Net pension liability (asset)	(133,542)	-	1,878,175	(2,011,717)
Net OPEB liability	270,958	-	25,477	245,481
	$ 10,212,420	$ -	$ 2,297,017	$ 7,915,403

	Amount Due Within One Year		
Issue	Principal	Interest	Total
$3,825,000	$ 105,000	$ 123,750	$ 228,750
$6,505,000	285,000	243,800	528,800
	$ 390,000	$ 367,550	$ 757,550

III. **Detailed Notes For All Fund Types and Account Groups** (cont'd)

D. **Long-term Liabilities** (cont'd)

The annual debt service requirements to maturity are as follows:

Fiscal Year Ending April 30,	Principal	Interest	Total
2023	$ 390,000	$ 367,550	$ 757,550
2024	410,000	350,900	760,900
2025	425,000	333,350	758,350
2026	445,000	315,150	760,150
2027	465,000	296,100	761,100
2028- 2032	2,605,000	1,182,525	3,787,525
2033– 2037	3,175,000	618,150	3,793,150
2038-2039	1,450,000	65,550	1,515,550
	$ 9,365,000	$ 3,529,275	$ 12,894,275

IV. **Deferred Outflows of Resources and Deferred Inflows of Resources**

The following table provides additional detail regarding deferred outflows of resources and deferred inflows of resources on the government-wide statement of net position:

Deferred outflows of resources:	
Pension related:	
Change in assumptions	$ 43,998
Net difference between projected and actual experience	774,183
Contributions subsequent to the measurement date	113,562
OPEB related:	
Change in assumptions	25,499
Total deferred outflows of resources	**$ 957,242**
Deferred inflows of resources:	
Property taxes	$ 8,933,176
Pension related:	
Change in assumptions	103,051
Net difference between projected and actual earnings on pension plan investments	2,945,149
OPEB related:	
Net difference between projected and actual experience	193,091
Change in assumptions	6,698
Total deferred inflows of resources	**$ 12,181,165**

IV. **Deferred Outflows of Resources and Deferred Inflows of Resources** (cont'd)

The change in assumptions related primarily to the change in the interest rate assumption.

V. **Other Information**

A. **Risk Management**

The Library is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Library carries commercial insurance.

The Library is a member of the Library Insurance Management and Risk Control Combination (LIMRCC), an intergovernmental agreement providing for unemployment insurance. LIMRCC purchases commercial insurance coverage to cover possible liabilities related to these risks. These commercial policies involve immaterial deductibles, and provide sufficient coverage to reduce the risk of any material loss. Settlements have not exceeded insurance coverage in each of the past three years.

The Library purchases commercial insurance for errors and omissions coverage.

Medical and death benefits for employees and retirees are provided for through the Library's participation in the Intergovernmental Personnel Benefit Cooperative (IPBC). IPBC acts as an administrative agency to receive, process, and pay such claims as may come within the benefit program of each member. IPBC maintains specific reinsurance coverage for claims in excess of $50,000 per individual employee participant. The Library pays premiums to IPBC based upon current employee participation and its prior experience factor with the pool. Current year overages or underages for participation in the pool are adjusted into subsequent years' experience factor for premiums.

B. **Operating Lease Commitments**

The Library is committed under various leases for equipment. These leases are considered for accounting purposes to be operating leases. Lease expenditures for the year ended April 30, 2022, amounted to $25,544. Future minimum lease payments for equipment leases are as follows:

Year Ending April 30,		
2023	$	12,688
2024		7,650
	$	20,338

V. **Other Information** (cont'd)

C. **Deferred Compensation Plan**

The Village of Northbrook offers the Library employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan, available to all Village and Library employees, permits them to defer a portion of their salary until future years. Participation in the plan is optional. The deferred compensation plan is not available to employees until termination, retirement, death, or unforeseeable emergency. The plan assets are held in a trust. As such, plan assets are not subject to the claims of general creditors of the Library or Village.

D. **Jointly Governed Organization**

The Library participates in Cooperative Computer Services (CCS). CCS is an intergovernmental agency instrumentality formed by library members of the former North Suburban Library System and exists to administer a jointly owned integrated library automation system. CCS's governing board is comprised of one member from each participating library. No participant has any obligation, entitlement, or residual interest in CCS. In order to terminate membership in CCS, member libraries must provide one-year notice of termination. The Library's expenditures to CCS for the year ended April 30, 2022, were $104,215.

E. **Foundation**

During the year ended April 30, 2006, the Library created the Northbrook Public Library Foundation (Foundation), which is a federally tax exempt 501(c)(3) organization. During the year ended April 30, 2022, the Foundation received $10,205 in donations and interest, and expended $9,012 toward administrative costs. The Foundation had assets totaling $66,653 as of April 30, 2022. The Foundation has not been included in the financial statements as it does not meet the requirements of a component unit.

F. **Defined Benefit Pension Plan**

General Information About the Pension Plan

Plan Description – The Library's defined benefit pension plan, the Illinois Municipal Retirement Fund (IMRF), provides pensions for all full-time employees of the Library. IMRF is an agent multiple-employer public employee retirement system that acts as a common investment and administrative agent for local governments and school districts in Illinois. The types of benefits, benefit levels, employee contributions, and employer contributions are governed by Illinois Compiled Statutes and can only be amended by the Illinois General Assembly. IMRF issues a publicly available financial report that includes financial statements and required supplementary information (RSI). That report may be obtained on-line at www.imrf.org. The Library participates in IMRF through the Village of Northbrook.

V. **Other Information** (cont'd)

F. **Defined Benefit Pension Plan** (cont'd)

General Information About the Pension Plan (cont'd)

Benefits Provided – IMRF provides retirement and disability benefits, post-retirement increases, and death benefits to plan members and beneficiaries. All employees hired in positions that meet or exceed the prescribed annual hourly standard must be enrolled in IMRF as participating members. Participating members hired before January 1, 2011, who retire at or after age 60 with 8 years of service, are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1-2/3 percent of their final rate (average of the highest 48 consecutive months' earnings during the last 10 years) of earnings, for each year of credited service up to 15 years, and 2 percent of each year thereafter. Employees with at least 8 years of service may retire at or after age 55 and receive a reduced benefit. For participating members hired on or after January 1, 2011, who retire at or after age 67 with 10 years of service, are entitled to an annual retirement benefit, payable monthly for life in an amount equal to 1-2/3 percent of their final rate (average of the highest 96 consecutive months' earnings during the last 10 years) of earnings, for each year of credited service, with a maximum salary cap of $119,892 and $116,740 at January 1, 2022 and 2021, respectively. The maximum salary cap increases each year thereafter. The monthly pension of a member hired on or after January 1, 2011, shall be increased annually, following the later of the first anniversary date of retirement or the month following the attainment of age 62, by the lesser of 3% or ½ of the consumer price index. Employees with at least 10 years of credited service may retire at or after age 62 and receive a reduced benefit. IMRF also provides death and disability benefits.

Contributions – Employees participating in the plan are required to contribute 4.50 percent of their annual covered salary to IMRF. The employees' contribution rate is established by state statute. The Library is required to contribute the remaining amount necessary to fund the IMRF plan as specified by statute. The employer contribution and annual required contribution rate for calendar years 2021 and 2022, were 11.39 and 10.36 percent, respectively. The Library's contribution to the Plan totaled $360,907 in the fiscal year ended April 30, 2022, which was equal to its annual required contribution.

V. **Other Information** (cont'd)

F. **Defined Benefit Pension Plan** (cont'd)

Net Pension Asset/Liability

The Library is a component unit of the Village of Northbrook. Village management has allocated approximately 19.32% of the Village's pension responsibility to the Library based on annual employer contribution to the plan (14.61% in prior year). The Village of Northbrook's net pension (asset) liability was measured as of December 31, 2021, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date.

Actuarial Valuation and Assumptions – The actuarial assumptions used in the December 31, 2021, valuation were based on an actuarial experience study for the period January 1, 2017 – December 31, 2019, using the entry age normal actuarial cost method. The total pension liability in the December 31, 2021, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.25%
Salary increases	2.85% to 13.75%
Investment rate of return	7.25%
Post-retirement benefit increase:	
Tier 1	3.0%-simple
Tier 2	lesser of 3.0%-simple or ½ increase in CPI

The actuarial value of IMRF assets was determined using techniques that spread the effects of short-term volatility in the market value of investments over a five-year period with a 20% corridor between the actuarial and market value of assets. IMRF's unfunded actuarial accrued liability is being amortized as a level percentage of projected payroll on a closed basis. The remaining amortization period at April 30, 2022, was 22 years.

Mortality Rates – For non-disabled lives, the Pub-2010, Amount-Weighted, below-median income, General, Retiree, Male (adjusted 106%) and Female (Adjusted 105%) tables, and future mortality improvement projected using scale MP-2020. For disabled retirees, the Pub-2010, Amount-Weighted, below-median income, General, Retiree, Male and Female (both unadjusted) tables, and future mortality improvements projected using scale MP-2020. For active members, the Pub-2010, Amount-Weighted, below-median income, General, Employee, Male and Female (both unadjusted) tables, and future mortality improvements projected using scale MP-2020.

V. **Other Information** (cont'd)

F. **Defined Benefit Pension Plan** (cont'd)

Net Pension Asset/Liability (cont'd)

Long-term Expected Rate of Return – The long-term expected rate of return is the expected return to be earned over the entire trust portfolio based on the asset allocation of the portfolio, using best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) developed for each major asset class. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-term Expected Real Rate of Return
Equities	39%	4.50%
International equities	15%	5.75%
Fixed income	25%	2.00%
Real estate	10%	5.90%
Alternatives:	10%	
Private equity		8.10%
Commodities		4.30%
Cash equivalents	1%	1.70%

Discount Rate – The discount rate used to measure the total pension liability was 7.25%. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current contribution rate and that Township contributions will be made at rates equal to the difference between actuarially determined contribution rates and the employee rate. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees for the next 99 years. Therefore, the long-term expected rate of return on pension plan investments (7.25%) was applied to the next 99 periods of projected benefit payments, and then the municipal bond rate of 1.84% (based on an index of 20-year general obligation bonds with an average AA credit rating with is published by the Federal Reserve as of December 31, 2021) was utilized, resulting in a single discount rate of 7.25% being used to determine the total pension liability.

V. **Other Information** (cont'd)

F. **Defined Benefit Pension Plan** (cont'd)

Net Pension Asset/Liability (cont'd)

Changes in Net Pension Asset/Liability – Village of Northbrook

The change in the net pension liability for the Village of Northbrook is shown below. **The Library's percentage of the liability is 19.32%.**

	Total Pension Liability	Plan Fiduciary Net Position	Net Pension (Asset) Liability
Balances 12/31/20	$ 118,028,042	$ 118,942,358	$ (914,316)
Changes for the year:			
Service cost	1,669,199	-	1,669,199
Interest	8,358,682	-	8,358,682
Differences between expected and actual Experience	3,501,316	-	3,501,316
Changes in assumptions	-	-	-
Contributions - employer	-	2,093,926	(2,093,926)
Contributions - employee	-	827,276	(827,276)
Net investment income	-	19,730,575	(19,730,575)
Benefit payments, including refunds of employee contributions	(7,140,949)	(7,140,949)	-
Other changes	-	377,974	(377,974)
Balances 12/31/21	$ 124,416,290	$ 134,831,160	$ (10,414,870)

Discount Rate Sensitivity – The following presents the net pension liability of the Village as a whole, calculated using the discount rate of 7.25%, as well as what the net pension liability would be if it were calculated using a discount rate that is one percentage point higher or lower than the current rate. **The Library's portion is approximately 19.32%**:

	1% Decrease (6.25%)	Current Discount Rate (7.25%)	1% Increase (8.25%)
Village of Northbrook net pension liability	$ 3,986,637	$ (10,414,870)	$ (21,973,343)

V. **Other Information** (cont'd)

F. **Defined Benefit Pension Plan** (cont'd)

Net Pension Asset/Liability (cont'd)

Pension Plan Fiduciary Net Position – Detailed information about the pension plan's fiduciary net position is available in the separately issued IMRF financial report.

Net Pension Liability, Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions – Library

At April 30, 2022, the Library's portion of the Village of Northbrook's net pension asset is $2,011,717. For the year ended April 30, 2022, the Library recognized pension income of $236,556 in the government-wide financial statements. At April 30, 2022, the Library reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources	Net Deferred Outflows of Resources
Differences between expected and actual experience	$ 774,183	$ -	$ 774,183
Changes in assumptions	43,998	103,051	(59,053)
Net difference between projected and actual earnings on pension plan investments	-	2,945,149	(2,945,149)
	818,181	3,048,200	(2,230,019)
Contributions made subsequent to the measurement date	113,562	-	113,562
Total	$ 931,743	$ 3,048,200	$ (2,116,457)

Library contributions of $113,562 will be recognized as a reduction of the net pension liability in the year ending April 30, 2022. Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ending April 30,

2023	$ (348,080)
2024	(933,483)
2025	(554,604)
2026	(393,852)
Total	$ (2,230,019)

V. **Other Information** (cont'd)

G. **Other Post-Employment Benefits**

Plan Descriptions, Provisions and Funding Policies

The Library provides post-employment health care and life insurance benefits (OPEB) for its eligible retired employees through a single employer defined benefit plan. The benefits, benefit levels, employee contributions and employer contributions are governed by the Library and can be amended by the Library through its personnel manual. The plan is not accounted for as a trust fund as an irrevocable trust has not been established to account for the plan. The plan does not issue a separate report. The activity of the plan is reported in the Library's General Fund. To be eligible for benefits, an employee must qualify for retirement through the Illinois Municipal Retirement Fund.

All health care benefits are provided through the Library's health plan. The benefit levels are the same as those afforded to active employees. Benefits include general inpatient and outpatient medical services; mental, nervous and substance abuse care, vision care dental care; and prescriptions. Upon a retiree reaching 65 years of age, Medicare becomes the primary insurer and the Library's plan becomes secondary. All retirees contribute 100% of the actuarially determined premium to the plan. At April 30, 2022, membership consisted of:

Retirees and beneficiaries currently receiving benefits and terminated employees entitled to benefits, but not yet receiving them	2
Active plan members	46
Total	48

Funding Policy – Retirees and dependents may continue coverage under the Library's group health program by contributing a monthly premium. They may participate in any plans offered to active employees. Retirees and dependents are required to pay 100% of the blended average employee cost. Premiums are the same for active and retired employees. The Library pays the difference between the actuarial cost of the health coverage for retirees and the employee group cost. There is no formal funding policy that exists for the OPEB plan as the total OPEB liabilities are currently an unfunded obligation.

V. **Other Information** (cont'd)

G. **Other Post-Employment Benefits** (cont'd)

Net OPEB Liability – The Library's net OPEB liability was initially measured as of April 30, 2021, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of May 1, 2020. A roll forward was prepared to determine the net OPEB liability at April 30, 2022.

Total OPEB liability	$	245,481
Plan fiduciary net position		-
Net OPEB liability	$	245,481

Retiree Lapse Rates – The assumed lapse rate is 0%.

Election at Retirement – 20% of active employees are assumed to elect coverage at retirement.

Marital Status – 25% of active employees are assumed to be married and elect spousal coverage upon retirement.

Actuarial Valuation and Assumptions – The total OPEB liability was determined by an actuarial valuation using the Alternative Measurement Method as detailed in GASB Statement 75, as of May 1, 2020. The following actuarial assumptions were applied to all periods included in the measurement, unless otherwise specified:

Actuarial Cost Method	Entry Age Normal
Salary increases	4.00%
Discount rate	1.83%
Inflation rate	3.00%
Investment rate of return	4.10%

The health care trend rate is 5.50 percent for the HMO Plan and 6.00 percent for the PPO Plan for fiscal years 2019-2020, then decreasing over time to an ultimate rate of 4.50 percent for both plans by fiscal year 2036. The mortality rates were based on the PubG.H-2010 Mortality Table – General with mortality improvement using scale MP-2020.

Discount Rate – The discount rate used to measure the total OPEB liability is based on the ability of the fund to meet benefit obligations in the future. Because the Village does not have a dedicated trust to pay retiree healthcare benefits, the discount rate used should be a yield or index rate for 20-year, tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher. A discount rate of 1.83% is used, which is the S&P Municipal Bond 20 Year High-Grade Rate Index as of April 30, 2021.

V. **Other Information** (cont'd)

G. **Other Post-Employment Benefits** (cont'd)

Changes in Net OPEB Liability

	Total OPEB Liability	Plan Fiduciary Net Position	Net OPEB (Asset) Liability
Balance 4/30/21	$ 270,958	$ -	$ 270,958
Changes for the year:			
Service cost	16,766	-	16,766
Interest	13,643	-	13,643
Differences between expected and actual experience	(21,176)	-	(21,176)
Changes in assumptions	1,329	-	1,329
Contributions - employer	-	-	-
Net investment income	-	-	-
Benefit payments, including refunds of employee contributions	(28,097)	-	(28,097)
Other changes	(7,942)	-	(7,942)
Net changes	(25,477)	-	(25,477)
Balances at 4/30/22	$ 245,481	$ -	$ 245,481

Sensitivity of the Net OPEB Liability to Changes in the Discount Rate – The following presents the net OPEB liability of the Library as of the date of the latest actuarial valuation, calculated using the discount rate of 1.83%, as well as what the Library's net OPEB liability would be if it were calculated using a discount rate that is one percentage point higher or lower than the current rate:

	1% Decrease (0.83%)	Current Discount Rate (1.83%)	1% Increase (2.83%)
Net OPEB Liability	$ 254,133	$ 270,958	$ 288.796

Draft - Subject to Change

V. **Other Information** (cont'd)

G. **Other Post-Employment Benefits** (cont'd)

Changes in Net OPEB Liability

Sensitivity of the Net OPEB Liability to Changes in the Healthcare Trend Rates –
The following presents the net OPEB liability of the Library as of the date of the latest
actuarial valuation, as well as what the Library's net OPEB liability would be if it were
calculated using healthcare cost trend rates that are one percentage point higher or
lower than the current rate:

	1% Decrease (Varies)	Current Discount Rate (Varies)	1% Increase (Varies)
Net OPEB Liability	$ 299,116	$ 270,958	$ 246,363

**OPEB Expense and Deferred Outflows of Resources and Inflows of Resources
Related to OPEB** – For the year ended April 30, 2022, the Library recognized OPEB
income of $11,471. At April 30, 2022, the Library reported deferred outflows and inflows
of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources	Net Deferred Outflows (Inflows) of Resources
Differences between expected and actual experience	$ -	$ 193,091	$ (193,091)
Assumption changes	25,499	6,698	18,801
Net difference between projected and actual earnings on pension plan investments	-	-	-
Total	$ 25,499	$ 199,789	$ (174,290)

Amounts reported as deferred outflows of resources and deferred inflows of
resources related to pensions will be recognized in pension expense as follows:

Year Ending April 30,

2023	$ (19,112)
2024	(19,112)
2025	(19,112)
2026	(19,112)
2027	(19,112)
Thereafter	(78,730)
Total	$ (174,290)

09-13-22

REQUIRED SUPPLEMENTARY INFORMATION

Northbrook Public Library
Village of Northbrook (see Note below)
Illinois Municipal Retirement Fund
Multiyear Schedule of Changes in Net Pension Liability and Related Ratios
Calendar Year Ended December 31,

	2021	2020
Total pension liability:		
Service cost	$ 322,419	$ 253,808
Interest on the total pension liability	1,571,483	834,622
Benefit changes	-	-
Difference between expected and actual changes	676,308	236,935
Assumption changes	-	(144,550)
Benefit payments and refunds	(1,379,333)	(861,277)
Net change in total pension liability	1,190,877	319,538
Total pension liability - beginning	20,799,892	20,480,354
Total pension liability - ending	$ 21,990,769	$ 20,799,892
Plan fiduciary net position:		
Employer contributions	$ 404,459	$ 308,178
Employee contributions	159,795	118,435
Pension plan net investment income	3,811,122	2,203,675
Benefit payments and refunds	(1,379,333)	(861,277)
Other	73,009	80,870
Net change in plan fiduciary net position	3,069,052	1,849,881
Plan fiduciary net position - beginning	20,933,434	19,083,553
Plan fiduciary net position - ending	$ 24,002,486	$ 20,933,434
Net pension liability	$ (2,011,717)	$ (133,542)
Plan fiduciary net position as a percentage of total pension liability	109.15%	100.64%
Covered valuation payroll	$ 3,346,086	$ 3,173,489
Net pension liability as a percentage of covered valuation payroll	-60.12%	-4.21%

Note - The Northbrook Public Library participates in IMRF through the Village of Northbrook. It is not
possible to present this schedule for the Library alone; however, the Library represents
approximately 19.3% of the Village and as such the above schedule represents 19.3% of
the Village's schedule. GASB 68 was adopted in fiscal year ended April 30 2016; this
schedule will build a ten-year history prospectively.

See independent auditor's report.

	2019	2018	2017	2016	2015
	$ 328,425	$ 295,235	$ 305,975	$ 308,221	$ 305,485
	1,593,150	1,406,958	1,295,578	1,401,693	1,192,367
	-	-	-	-	-
	204,009	329,023	71,088	(153,599)	(6,357)
	-	559,318	(599,476)	(65,348)	40,891
	(1,048,711)	(1,002,857)	(866,472)	(825,139)	(716,600)
	1,076,873	1,587,677	206,693	665,828	815,786
	19,403,481	17,815,804	17,609,111	16,943,283	16,127,497
	$ 20,480,354	$ 19,403,481	$ 17,815,804	$ 17,609,111	$ 16,943,283
	$ 323,235	$ 371,707	$ 359,385	$ 366,360	$ 350,861
	151,375	142,976	134,781	135,300	128,054
	3,339,697	(988,647)	2,738,317	1,040,580	72,797
	(1,048,711)	(1,002,857)	(866,472)	(825,139)	(716,600)
	117,860	406,200	(317,152)	7,890	27,116
	2,883,456	(1,070,621)	2,048,859	724,991	(137,772)
	16,200,097	17,270,718	15,221,859	14,496,868	14,634,640
	$ 19,083,553	$ 16,200,097	$ 17,270,718	$ 15,221,859	$ 14,496,868
	$ 1,396,801	$ 3,203,384	$ 545,086	$ 2,387,252	$ 2,446,415
	93.18%	83.49%	96.94%	86.44%	85.56%
	$ 3,360,028	$ 3,177,666	$ 2,938,462	$ 2,945,889	$ 2,827,246
	41.57%	100.81%	18.55%	81.04%	86.53%

- 43 -

Northbrook Public Library
Illinois Municipal Retirement Fund
Required Supplementary Information -
Multiyear Schedule of Contributions
April 30, 2022

Fiscal Year Ended April 30,	Actuarially Determined Contribution	Actual Contribution	Contribution Deficiency (Excess)	Covered Valuation Payroll	Actual Contribution as a Percentage of Covered Valuation Payroll
2022	**$ 360,907**	**$ 360,907**	**$ -**	**$ 3,484,320**	**19.32 %**
2021	397,230	397,230	-	2,713,385	14.64 %
2020	349,333	349,333	-	3,394,368	10.29 %
2019	351,547	351,547	-	2,941,945	11.95 %
2018	357,325	357,325	-	2,990,876	11.95 %
2017	362,742	362,742	-	2,950,690	12.29 %
2016	350,861	350,861	-	2,827,246	12.41 %

Notes to Required Supplementary Information:

Actuarial Cost Method	Aggregate Entry Age Normal
Amortization Method	Level Percentage of Payroll (Closed)
Remaining Amortization Period	22 Years
Asset Valuation Method	5-Year Smoothed Market; 20% Corridor
Wage Growth	3.25%
Inflation	2.50%
Salary Increases	3.35% to 14.25% Including Inflation
Investment Rate of Return	7.25%
Retirement Age	Experience-based table of rates that are specific to the type of eligibility condition. Last updated for the 2017 valuation pursuant to an experience study of the period 2014-2016.
Mortality	For non-disabled retirees, an IMRF specific mortality table was used with fully generational projection scale MP-2017 (base year 2015). The IMRF specific rates were developed from the RP-2017 Blue Collar Health Annuitant Mortality Table with adjustments to match current IMRF experience. For disabled retirees, an IMRF specific mortality table was used with fully generational projection scale MP-2017 (base year 2015). The IMRF specific rates were developed from the RP-2015 Disabled Retirees Mortality Table applying the same adjustment that were applied for non-disabled lives. For active members, an IMRF specific mortality table was used with fully generational projection scale MP-2017 (base year 2015). The IMRF specific rates were developed from the RP-2017 Employee Mortality Table with adjustments to match current IMRF experience.

Note: The Library adopted GASB 68 in the fiscal year ended April 30, 2016, and will build a ten-year history prospectively.

See independent auditor's report.

Northbrook Public Library
Other Postemployment Retiree Healthcare Plan
Multiyear Schedule of Changes in Net OPEB Liability and Related Ratios
Fiscal Year Ended April 30,

	2022	2021
Total OPEB liability:		
Service cost	$ **16,766**	$ 16,766
Interest on the total pension liability	**13,643**	13,643
Benefit changes	**-**	-
Difference between expected and actual changes	**-**	(235,444)
Assumption changes	**-**	15,638
Benefit payments and refunds	**(55,886)**	(36,728)
Other changes	**-**	37,900
Net change in total OPEB liability	**(25,477)**	(188,225)
Total OPEB liability - beginning	**270,958**	459,183
Total OPEB liability - ending	$ **245,481**	$ 270,958
Plan fiduciary net position:		
Employer contributions	$ **28,097**	$ 36,728
Employee contributions	**-**	-
OPEB plan net investment income	**-**	-
Benefit payments and refunds	**(28,097)**	(36,728)
Other	**-**	-
Net change in plan fiduciary net position	**-**	-
Plan fiduciary net position - beginning	**-**	-
Plan fiduciary net position - ending	$ **-**	$ -
Net OPEB liability	$ **245,481**	$ 270,958
Plan fiduciary net position as a percentage of total OPEB liability	**0.00%**	0.00%
Covered valuation payroll	$ **3,484,320**	$ 2,662,043
Net OPEB liability as a percentage of covered valuation payroll	**7.05%**	10.18%

Note: The Library adopted GASB 75 in the fiscal year ended April 30, 2019, and will build a ten-year
history prospectively.

See independent auditor's report.

	2020		2019
$	10,913	$	10,913
	18,137		18,137
	-		-
	-		-
	-		9,271
	(66,950)		(81,844)
	-		30
	(37,900)		(43,493)
	497,083		540,576
$	459,183	$	497,083
$	66,950	$	81,844
	-		-
	-		-
	(66,950)		(81,844)
	-		-
	-		-
	-		-
$	-	$	-
$	459,183	$	497,083
	0.00%		0.00%
$	3,360,028	$	2,578,041
	13.67%		19.28%

SUPPLEMENTARY INFORMATION

Northbrook Public Library
General Fund
Schedule of Expenditures - Budget and Actual
For the Year Ended April 30, 2022

	Original Budget	Final Budget	Actual	Variance Positive (Negative)
Salaries and employee benefits:				
General salaries and wages	$ 3,869,725	$ 3,869,725	**$ 3,544,727**	$ 324,998
Maintenance salaries and wages	168,975	168,975	**149,068**	19,907
Group insurance	695,000	695,000	**654,759**	40,241
Unemployment/workers' compensation	27,000	27,000	**24,228**	2,772
Staff development	70,000	70,000	**53,438**	16,562
Total salaries and employee benefits	4,830,700	4,830,700	**4,426,220**	404,480
Library materials and services:				
Books and materials	805,104	805,104	**773,192**	31,912
Audio visual materials	73,027	73,027	**55,856**	17,171
Video/DVDs	70,870	70,870	**58,694**	12,176
Programs	117,000	117,000	**80,588**	36,412
OCLC	22,000	22,000	**25,204**	(3,204)
CCS shared costs	80,000	80,000	**79,011**	989
Total library materials and services	1,168,001	1,168,001	**1,072,545**	95,456
Operational costs:				
Photocopy	37,500	37,500	**25,544**	11,956
Office and library supplies	70,000	70,000	**60,423**	9,577
Computer software and supplies	103,000	103,000	**92,506**	10,494
Postage	20,000	20,000	**19,633**	367
General insurance	63,000	63,000	**63,502**	(502)
Telephone	43,000	43,000	**40,502**	2,498
Professional services	275,000	275,000	**258,042**	16,958
Furniture and equipment	50,000	50,000	**56,837**	(6,837)
Equipment rental and maintenance	42,000	42,000	**26,637**	15,363
Community relations	44,000	44,000	**39,553**	4,447
Total operational costs	747,500	747,500	**683,179**	64,321

(cont'd)

Northbrook Public Library
General Fund
Schedule of Expenditures - Budget and Actual (cont'd)
For the Year Ended April 30, 2022

	Original Budget	Final Budget	Actual	Variance Positive (Negative)
Maintenance:				
Vehicle expense	$ 3,000	$ 3,000	$ 465	$ 2,535
Janitorial supplies	45,000	45,000	45,728	(728)
Utilities	54,000	54,000	48,549	5,451
Building repairs	30,000	30,000	39,082	(9,082)
Contracted services	135,000	135,000	139,059	(4,059)
Total maintenance	267,000	267,000	272,883	(5,883)
Other:				
Recruiting	500	500	1,555	(1,055)
Contingency	100,000	100,000	7,147	92,853
Board development	-	-	502	(502)
Total other	100,500	100,500	9,204	91,296
Gifts and designated	-	-	89,569	(89,569)
Total expenditures	$ 7,113,701	$ 7,113,701	$ 6,553,600	$ 560,101

See independent auditor's report.

Northbrook Public Library
Schedule of Revenues, Expenditures and Changes in
Fund Deficit - Budget and Actual - Debt Service Fund
For the Year Ended April 30, 2022

	Original Budget	Final Budget	Actual	Variance Positive (Negative)
Revenues:				
Property taxes	$ 758,249	$ 758,249	$ 737,686	$ (20,563)
Interest income	-	-	4	4
Gain on investment	-	-	13	13
Total revenues	758,249	758,249	**737,703**	(20,546)
Expenditures - debt service:				
Principal	382,172	382,172	**376,077**	6,095
Interest	376,077	376,077	**382,172**	(6,095)
Total expenditures	758,249	758,249	**758,249**	-
Revenues over (under) expenditures before other financing sources	-	-	**(20,546)**	(20,546)
Other financing sources - transfers in	-	-	**20,546**	20,546
Net change in fund deficit	$ -	$ -	**-**	$ -
Fund deficit, beginning of the year			**(9,258)**	
Fund deficit, end of the year			**$ (9,258)**	

See independent auditor's report.

Northbrook Public Library
Schedule of Revenues, Expenditures and Changes in
Fund Balance - Budget and Actual - Capital Improvements Fund
For the Year Ended April 30, 2022

	Original Budget	Final Budget	Actual	Variance Positive (Negative)
Revenues:				
Interest income	$ 10,000	$ 10,000	**$ 3,384**	$ (6,616)
Miscellaneous	-	-	**7,200**	7,200
Total revenues	10,000	10,000	**10,584**	584
Expenditures:				
Capital outlay:				
Renovations and repairs	908,000	908,000	**179,481**	728,519
Professional fees	75,000	75,000	**36,755**	38,245
Furniture and equipment	40,000	40,000	**261,635**	(221,635)
Total expenditures	1,023,000	1,023,000	**477,871**	545,129
Revenues under expenditures before other financing sources	(1,013,000)	(1,013,000)	**(467,287)**	545,713
Other financing sources - transfer in	425,000	425,000	**1,340,686**	915,686
Net change in fund balance	$ (588,000)	$ (588,000)	**873,399**	$ 1,461,399
Fund balance, beginning of the year			**5,444,047**	
Fund balance, end of the year			**$ 6,317,446**	

See independent auditor's report.

DIRECTOR'S REPORT OCTOBER 2022

AGENDA ITEMS

4   FY22 Audit

A copy of the audit is included in the packet for the board's review. Ed Tracy from Selden Fox will be at the meeting to present the audit to the board and answer any questions.

8   Unfinished Business

8.1   FY24 Levy Review
The updated levy is included in the packet for the board's review. The levy will be voted on in November.

8.2   2023 Closing Schedule
A 2022-2023 Closing Schedule is included in the packet along with a memo detailing changes for the board to consider.

8.3   Steam Humidification Boiler Project Bid
A memo from Anna Amen and our consultant with a recommendation for the lowest responsible bidder is included in the packet along with the bid for the board to vote on.

9   New Business

9.1   Employee Leave Accruals Discussion
As a follow-up to last month's discussion, I have prepared a memo with some options to consider regarding employee leave accruals.

9.2   Serving Our Public 4.0 Review
As part of our Per Capita Grant requirements, the board must review Serving Our Public annually. A memo with information along with a checklist of how we do and a copy of Serving our public is included for the board's review and discussion.

10   Agenda Building
At the November meeting, the following items will be brought before the board:
- Annual Per Capita Grant Application
- FY24 Levy
- Review of the Closed meeting minutes for the past 6 months
- Updated personnel policies based on some recent state law changes

BOARD NEWS

A reminder that we will have the board training with Reesheda Graham Washington on Saturday, October 22 from 9:30am-3:30pm. We will be ordering lunch from Panera and Jennifer will be sending out an order form.

Just a reminder that the Staff Appreciation week is November 6-13. Jennifer will send out a reminder of what each board member signed up for and for which day the week before.

UPDATES

Programming & Services

Library Card Sign-Up Month
Library Card Sign-Up Month was a success with:

- 489 Library Card Account Check Ups were performed in September
- 250 Resident Cards were added in September
  - 54 of those were first time Cards for Kids registrations, with Northbrook students receiving their first NBK Card.

We are continuing to work with the school districts and Glenview Public Library on putting together an IGA to make the process even easier for students to get cards. We also had a number of patrons who were very happy to learn that we would no longer have expiration dates on the cards.

Concerts
The Chicago Klezmer Ensemble YIVO Concert in September saw a return to pre-pandemic numbers with 165 attendees. We hope to see this continue with our Fine Arts Fall series that is starting its 30th season this October. Concerts will take place Sundays at 3pm in the auditorium.

Automatic Holds
We have expanded our Automatic Holds service (Northbrook cardholders can sign up to automatically be placed on hold for new books by their favorite bestselling authors) to include Large Print, Audiobook CD, and Playaway formats in addition to regular print. Here is the website information on the service and list of authors we offer:
https://www.northbrook.info/automatic-holds

Halloween Pumpkin Decorating Contest
The Village has invited us to submit pumpkins for a pumpkin decorating contest in the Pop-up Patch on Meadow and Cherry. We will be submitting a few pumpkins that will be on display along with pumpkins from the Village and Park District. Residents will be invited to vote on their favorites.

Friends of the Library

As mentioned last month, National Friends of the Library Week is October 16-22. The Friends have several exciting initiatives and events planned and are using this as an opportunity to do a membership drive. The President of the Friends, Merrill Medansky will be coming to the library board meeting. Here are some of the fun events happening:

- Friends Members Only Movie Screening of Dune - Tuesday, October 18, 7pm
- Book Sale - October 21-22, 10am-4pm
- Special Event for the Public: An Evening With Melissa Issacson - Saturday, October 22, 7pm

IT, Facility, & Finance

Cyber Security Testing

Throughout the year, OSG sends out phishing tests to help staff learn what to look for in emails from malicious sources. The most recent test that was sent to all staff had a 96.2% success with only four people opening the email. After the phishing tests, staff do a cyber security refresher to keep security front of mind.

Website Upgrade

Our website is being upgraded to Drupal 9 this fall. We have a timeline in place that includes site testing from November 11-21. We do not expect any downtime, but are prepared if anything unexpected happens. We anticipate the new site launching November 24. One thing that we discovered as part of this project is the need to update some features on the website and do a design refresh. We plan to work on that in the next year.

All Gender Bathroom

The Village informed us that we could make the bathroom in Youth Services an All Gender bathroom by making it a single staff washroom. As we have had requests from staff and patrons asking for this, Anna worked with maintenance to convert it to a single stall bathroom by removing the partitions and installing a lock. This change will not only benefit non-binary individuals, but will help with caregivers who come with charges of a different gender.

Civic Room Upgrades

As has been previously mentioned, we have had a number of requests for more zoom capabilities for both staff meetings and patron room bookings. We are in the process of reviewing quotes from vendors to upgrade the Civic Room. The goal of this project is to allow for a more seamless experience for virtual meeting attendees and to expand the room's capacity for virtual and hybrid programs.

The project entails:
- Adding speakers and microphones in the ceiling to improve sound quality for those attending virtual meetings and programs from a remote location
- Adding 2 permanently mounted cameras to the room to allow us to capture video
- Creating system integration within the room to allow for easy connections to video conferencing software (Zoom, etc.), as well as control of the camera and audio systems
- Re-orientating the room to allow for both lecture style presentations and meeting set ups.

Re-orientating would entail moving the video monitor from the wall it currently sits on to the south wall as well as removing the large gray table from the room and replacing it with more flexible tables that can be easily set up and taken down depending on how the room will be used.

We anticipate this project to cost about $23,000. We are applying for a Civic Foundation grant cover the costs.

Study Rooms
Starting in October, we are requiring a registered library card in good standing to use a study room. With the high increase in study room usage, Tracy Gossage and Susan Wolf have worked to streamline the process and make it easier for patrons and staff. The change has gone well and patrons now register themselves for a room.

HR
Salary Benchmarking
Managers are continuing to work with Laurie and I on updating the Job descriptions in preparation for our salary benchmarking process. HR Source expects to be able to start at the beginning of December.

Continuing Education
The Illinois Library Association Annual Conference is happening from October 18-20 at the Rosemont Convention Center. We have a number of staff going and Caitlyn Hannon, Adult Services Fiction & Media Librarian, and Summer Kosuge, Youth Services Manager, will be presenting on our popular Let's Talk series of programs that Caitlyn and the EDI Committee launched last year. I will be presenting with my co-author on giving and receiving feedback. There are a number of programs that I am looking forward to attending on intellectual freedom, moving past the pandemic, and more.

New Staff & Change in Status
- Lev Kalmens, full-time Assistant Manager (AS), effective September 1
(new position, but no additional head count as we did not fill the Fiction & Media Manager position).
- Phil Collins, full-time Librarian (Ref) changed to Supervisor (AS) effective
- September 1.

- Princess Gonzalez Esparza, full-time Graphic Designer (Admin), effective September 1 (replacement).
- Levi Yutuc, part-time Maker Specialist (MS), effective September 16 (replacement).
- Alexandra Lodkin, part-time Shelver (CIRC), effective September 21 (replacement).
- Felicity Dzianott, part-time Shelver (CIRC), effective September 21 (replacement).

Departures
- Katy Jacob, part-time substitute Clerk (CIRC) resigned effective September 1. Katy has limited availability due to full-time position.
- Rebecca Born, part-time substitute Clerk (CIRC) resigned effective September 1. Becca has limited availability due to full-time position.
- Paul Bae, part-time substitute Programming Aide (Admin) resigned effective September 29 due to school commitments.

Kate Hall, Executive Director

STATISTICS SEPTEMBER 2022

These statistics represent year-to-date counts from May 1, 2022–Sept 30, 2022, compared to the same time period for last year, unless otherwise noted. Our study room usage continues to climb, with a large number of adults using study rooms for business or community-building activities throughout the day. In the afternoon and evenings, teens and families are also using the study rooms, mainly for academic pursuits. Observing the number of people using personal devices and laptops in the rooms, our large spike in public WiFi usage can also, in part, be attributed to our increased study room usage.

CARD HOLDERS (AS OF SEPTEMBER 30)

17,987 total cardholders

17,481 Residents   **443** Non-Residents   **63** Businesses

35,222 total residents

51% cardholder rate vs. 57% national average

VISITS

▲ 18%
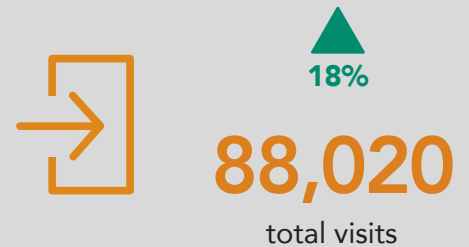
88,020 total visits
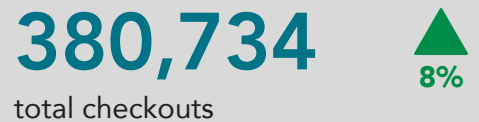
COLLECTION (AS OF SEPTEMBER 30)

Other: **3,743**
Mags & Newspapers: **3,287**
Audiobooks: **8,083**
Music: **16,916**
Movies: **23,526**
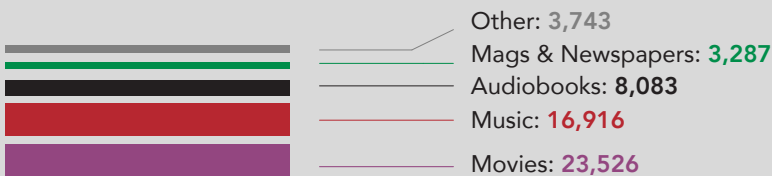
Online Resources: **117,373**

360,173 total collection

Books: **187,245**

CHECKOUTS

380,734 total checkouts   ▲ 8%

Books	eBooks
238,866	42,777

Audiobooks	eAudiobooks
6,634	22,809

Mags & Newspapers	eMags
3,756	3,775

Movies	eMovies
33,217	5,337

Music	eMusic
8,723	634

Other	
14,206	

STATISTICS SEPTEMBER 2022

PROGRAMS

● Virtual   ● In-Person

As in-person programs began, we reduced virtual programs, but both are still actively used.

Programs
23
63
▲ 29%

Attendance
566
1,336
▼ -5%

PROGRAMS

(Line chart, values 0–80 across May, June, July, August, September)

ATTENDANCE

(Line chart, values 0–1500 across May, June, July, August, September)
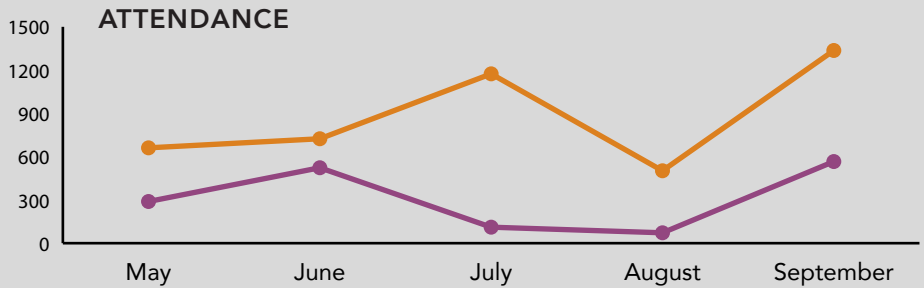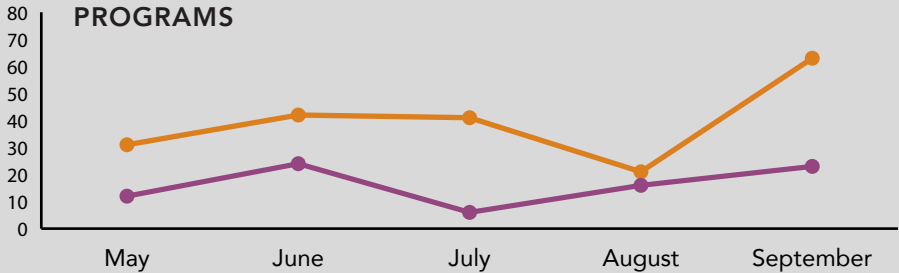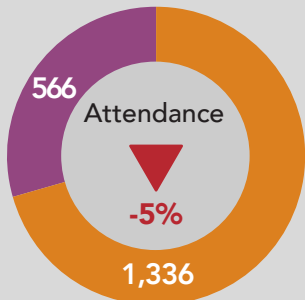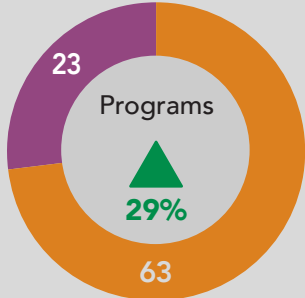
HOME DELIVERY

209 ▲ 14%
home deliveries

ROOM BOOKINGS

3,841 ▲ 176%
study room bookings

95 ▲ 579%
meeting room bookings

TECHNOLOGY

4,299 ▲ 101%
computer sessions

57,249 ▲ 60%
WiFi sessions

NORTHBROOK
PUBLIC LIBRARY

Patron Comments and Suggestions

September 2022

RECEIVED SEPTEMBER 2, 2022

The staff at the Collaboratory is awesome. There were so helpful and patient. Not to mention so kind.

Thank you :)

Comment Source: Paper Form

Staff comments by Kelly Durov on September 19, 2022:
Thank you for your comment. The Collaboratory staff are diligent in their training and use of the equipment in the space so that they can assist patrons with a large variety of projects. We are glad to hear that you found them so nice to work with during your visit.

RECEIVED SEPTEMBER 19, 2022

THANK YOU!!! I reserved a room over the summer and had to ask a room "surfer" to leave. Obviously they did not have a card to make the reservation.

Comment Source: Email

Response to Patron by Susan Wolf on September 19, 2022:
Thank you for your comment. We hope that our new study room policies will make it easer for everyone to reserve a study room. If you have any other feedback on our study rooms or other serves, please let us know!

Staff comments by Kelly Durov on September 19, 2022:
A Library card from any library in the RAILS Library system will work to reserve a study room. Staff will work with folks who do not have a library card to help them get one from our library if they reside in Northbrook or qualify for a non-resident card. If they reside in an area served by another library, we will direct them to that library at attain a library card that can be used to reserve a study room.

RECEIVED SEPTEMBER 21, 2022

We would like to commend an Adult Services staff member in the reference department. We came in today with a myriad of questions, on our tablet, and they were able to assist us in every way. Northbrook Public Library, and it's customers, are fortunate to have such a knowledgeable source available.

Comment Source: Email (Patron was commending a specific staff member and their excellent service)

Response to Patron by Susan Wolf on September 21, 2022:
Thank you so much for your feedback. I am glad that we were able to assist you with your technology questions!

DATE: 10/14/22

TO: Trustees

FROM: Anna Amen

RE: 2022 Levy

To prepare the 2022 Levy, the following information was reviewed
- prior year revenue and expenditure data
- compensation, climate action plan and equity, diversity and inclusion initiatives
- facility plan
- technology plan

Based upon this review we are estimating that a 5% tax ley increase will allow the Library to
- fill open positions
- adjust compensation to align with the salary benchmarking analysis that will be completed in FY2023
- provide annual wage increases
- cover insurance cost increases (medical, dental, vision, general, workers compensation and unemployment)
- focus on climate action plan and equity diversity and inclusion initiatives
- provide services, materials (electronic and print formats) and programming (in person, virtual, and hybrid) to patrons that they are accustomed
- address building and technology issues that are part of the facilities plan
- handle any unforeseen situations that may arise in the coming year

At the September meeting, it was determined that an increase was needed due to salary benchmarking project, rising costs of materials, programming, building maintenance and library initiatives (CAP, EDI). Please review the attached scenarios for discussion at the meeting.

The levy will be approved at the November meeting.

Northbrook Public Library
Property Tax Levy History

Levy Year	Fiscal Year	General	IMRF	FICA	Total Operating	Debt Service	Total Library	% Increase
2022 - 3% total levy increase	23-24	7,911,027	425,000	289,000	8,625,027	760,900	9,385,927	3.0%
2022 - 4% total levy increase	23-24	8,002,152	425,000	289,000	8,716,152	760,900	9,477,052	4.0%
2022 - 5.3% total levy increase - based upon what we think we need	23-24	8,122,000	425,000	289,000	8,836,000	760,900	9,596,900	5.3%
2021	22-23	7,641,000	425,000	289,000	8,355,000	757,550	9,112,550	2.5%
2020	21-22	7,439,188	400,000	289,000	8,128,188	758,249	8,886,437	1.6%
2019	20-21	7,439,188	490,000	289,000	8,218,188	527,476	8,745,664	-0.4%
2018	19-20	7,479,000	490,000	280,000	8,249,000	528,404	8,777,404	3.0%
2017	18-19	7,219,783	490,000	280,000	7,989,783	528,137	8,517,920	4.2%
2016	17-18	6,411,000	475,000	270,000	7,156,000	1,016,420	8,172,420	2.4%
2015	16-17	6,235,000	470,000	265,000	6,970,000	1,010,891	7,980,891	2.6%
2014	15-16	6,069,135	440,000	260,000	6,769,135	1,008,141	7,777,276	1.0%
2013	14-15	6,015,000	410,000	255,000	6,680,000	1,019,486	7,699,486	6.0%
2012	13-14	5,845,000	380,000	250,000	6,475,000	787,970	7,262,970	4.1%
2011	12-13	5,625,000	320,000	240,000	6,185,000	789,566	6,974,566	5.0%
2010	11-12	5,355,490	275,000	236,000	5,866,490	777,385	6,643,875	3.0%
2009	10-11	5,194,000	261,000	228,000	5,683,000	768,889	6,451,889	6.0%
2008	09-10	4,850,000	255,000	218,000	5,323,000	765,664	6,088,664	6.1%
2007	08-09	4,526,100	240,000	208,000	4,974,100	765,702	5,739,802	6.1%
2006	07-08	4,230,000	240,000	180,000	4,650,000	760,189	5,410,189	3.2%
2005	06-07	4,080,000	213,000	180,000	4,473,000	767,099	5,240,099	3.7%
2004	05-06	3,880,000	206,000	186,000	4,272,000	782,763	5,054,763	4.9%
2003	04-05	3,682,000	156,000	158,000	3,996,000	822,450	4,818,450	9.0%
2002	03-04	3,412,000	55,000	163,000	3,630,000	789,754	4,419,754	6.9%
2001	02-03	3,175,000	6,000	154,000	3,335,000	800,750	4,135,750	6.0%
2000	01-02	2,958,000	0	131,000	3,089,000	814,434	3,903,434	3.9%
1999	00-01	2,740,000	85,000	120,000	2,945,000	813,125	3,758,125	4.9%
1998	99-00	2,567,250	105,000	125,000	2,797,250	784,297	3,581,547	5.0%
1997	98-99	2,445,000	112,000	108,000	2,665,000	744,818	3,409,818	32.8%
1996	97-98	2,360,000	105,000	102,000	2,567,000		2,567,000	1.1%
1995	96-97	2,313,196	120,000	105,000	2,538,196		2,538,196	3.3%
1994	95-96	2,213,036	130,000	114,000	2,457,036		2,457,036	4.8%
1993	94-95	2,107,500	132,000	105,000	2,344,500		2,344,500	4.6%
1992	93-94	2,016,000	121,500	104,500	2,242,000		2,242,000	9.6%
1991	92-93	1,816,000	130,000	99,500	2,045,500		2,045,500	

Northbrook Public Library
General Fund - Expenses
2022 Levy (FY2024) - Draft 10 22

	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Forecast	FY24 Levy	% Change
PERSONAL SERVICES						
Salaries and Wages	3,637,891	3,617,765	3,544,727	3,988,582	4,387,441	10.0%
Maintenance	165,952	177,485	149,068	163,117	179,429	10.0%
Total Personal Services	$ 3,803,844	3,795,250	3,693,795	$ 4,151,699	4,566,869	10.0%
FRINGE BENEFITS						
Group Insurance	595,621	648,701	654,759	667,497	735,000	10.1%
Unemployment/ Worker's Comp	25,820	25,075	24,228	25,500	26,775	5.0%
Training & Development	73,320	28,819	53,438	60,000	60,000	0.0%
Total Fringe Benefits	$ 694,760	702,595	732,425	$ 752,997	$ 821,775	9.1%
COMMODITIES						
Materials	875,000	893,794	887,742	932,000	949,000	1.8%
Programs	102,750	75,024	80,588	94,000	94,000	0.0%
Office & Library Supplies	65,283	70,197	60,423	70,000	70,000	0.0%
Software	94,023	99,903	92,506	98,000	103,000	5.1%
Postage	15,876	16,801	19,633	20,000	20,000	0.0%
Community Relations	36,642	34,605	39,553	45,000	51,000	13.3%
Janitorial Supplies	43,742	42,115	45,728	45,000	45,000	0.0%
Total Commodities	$ 1,233,316	$ 1,232,439	$ 1,226,173	$ 1,304,000	$ 1,332,000	2.1%
CONTRACTUAL						
OCLC	24,537	23,735	25,204	27,428	28,000	2.1%
CCS Shared Costs	81,544	79,293	79,011	78,103	80,000	2.4%
Photocopy	30,467	23,328	25,544	29,500	30,000	1.7%
General Insurance	55,880	58,129	63,502	67,377	70,800	5.1%
Telephone	29,995	48,058	40,502	37,835	39,000	3.1%
Professional Services	246,929	243,612	258,042	317,097	322,000	1.5%
Equipment Rental/Maintenance	14,967	4,436	26,637	37,035	42,000	13.4%
Vehicle Expense	3,093	483	465	600	3,000	400.0%
Utilities	54,364	47,123	48,549	50,774	53,000	4.4%
Building Repairs	14,728	18,710	39,082	30,000	30,000	0.0%
Contracted Services	130,263	133,639	139,059	144,718	146,000	0.9%
Recruiting	118	0	1,555	2,500	2,500	
Total Contractual	$ 686,883	$ 680,546	$ 747,153	$ 822,967	$ 846,300	2.8%
CAPITAL OUTLAY						
Furniture and Equipment	89,195	30,048	56,837	50,000	50,000	0.0%
Total Capital Outlay	$ 89,195	$ 30,048	$ 56,837	$ 50,000	$ 50,000	0.0%
OTHER						

Northbrook Public Library
General Fund - Expenses
2022 Levy (FY2024) - Draft 10 22

	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Forecast	FY24 Levy		% Change
Contingency & Misc Exp	4,282	3,341	7,147	100,000	100,000		0.0%
Net Loss on Investment	(2,841)	(1,944)	(222)				
Board Development	395	216	502	1,000	2,000		100.0%
Total Other	$ 1,836	$ 1,613	$ 7,428	$ 101,000	$ 102,000		1.0%
DESIGNATED	$ 44,036	$ 74,930	89,569	$ 100,000	$ 100,000		0.0%
TOTAL EXPENSES BEFO	$ 6,553,870	$ 6,517,421	$ 6,553,380	$ 7,282,663	$ 7,818,945		
TRANSFERS							
Debt Service Transfer	$ 15,785	16,150	20,546	$ 25,000	$ 25,000		0.0%
Capital Improvements	$ 730,925	1,115,000	1,270,000	$ 425,000	$ 425,000		0.0%
Total Transfers	$ 746,710	$ 1,131,150	$ 1,290,546	$ 450,000	$ 450,000		0.0%
TOTAL EXPENSES	$ 7,300,580	$ 7,648,571	$ 7,843,925	$ 7,732,663	$ 8,268,945		
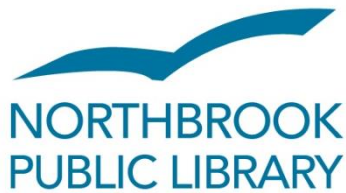
Memorandum

DATE: October 13, 2022

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Closing Schedule

I have enclosed the 2023 Closing Schedule. I have added two additional closings for the board's consideration: New Year's Eve and the day after Thanksgiving. We have traditionally closed at 3pm on NYE, so this would be a shift to closing for the entire day. We have not closed on the day after Thanksgiving previously. I estimate that we would see approximately 150 patrons on each day if we were to remain open.

I surveyed staff and those two days were the highest ranked in terms of potential additional paid holidays. I also surveyed area libraries and found that we were on the lower end in terms of paid staff holidays as shown in the graph. A full breakdown of other libraries is also included in the packet.
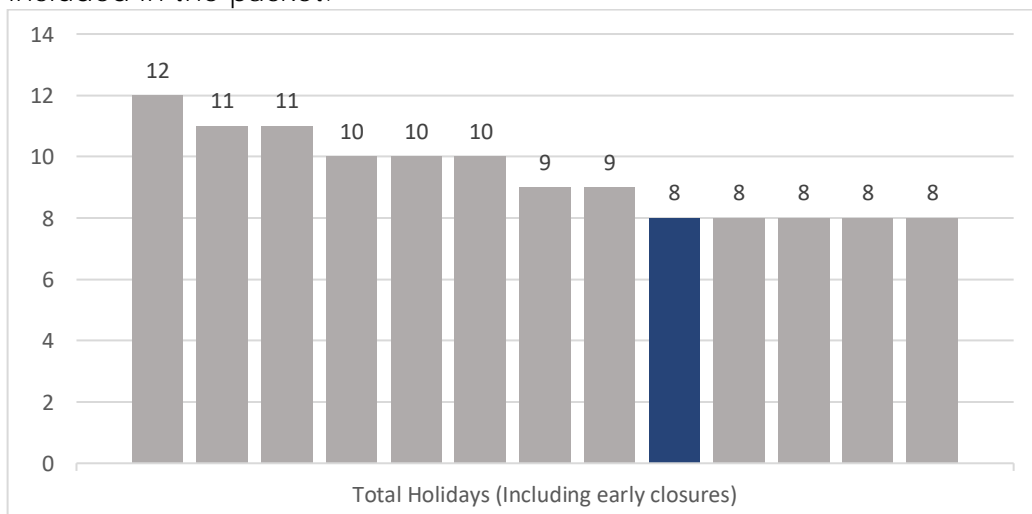
I am happy to provide additional information and answer any questions the board has. I look forward to hearing the board's thoughts.

NORTHBROOK PUBLIC LIBRARY

Scheduled Closing Days for Calendar 2 0 2 2 - 2023

Thanksgiving Eve	Wednesday, November 23, 2022 (close at 6:00 pm)
Thanksgiving	Thursday, November 24, 2022
Day after Thanksgiving	**Friday**, November 25, 2022
New Year's Eve	Saturday, December 31, 2022
New Year's Day	Sunday, January 1, 2023
Security Training	Friday, January 20, 2023 (late open, 12:00 pm)
Security Training	Friday, March 10, 2023
Easter	Sunday, April 9, 2023 (not a paid holiday)
Staff Development Day	Friday, May 19, 2023
Memorial Day	Monday, May 29, 2023
Fourth of July	Tuesday, July 4, 2023
Security Training	Friday, August 4, 2023 (late open, 12:00 pm)
Labor Day	Sunday, September 3, 2023
Labor Day	Monday, September 4, 2023
Thanksgiving Eve	Wednesday, November 22, 2023 (close at 6:00 pm)
Thanksgiving	Thursday, November 23, 2023
Day after Thanksgiving	Friday, November 24, 2023
Christmas Eve	Sunday, December 24, 2023
Christmas Day	Monday, December 25, 2023
New Year's Eve	Sunday, December 31, 2023
New Year's Day	Monday, January 1, 2024

Paid Holidays 2022	Deerfield	Glenview	Niles	Glencoe2	Des Plaines	Palatine	Park Ridge	Schaumburg	Arlington Heights	Indian Trails	Northbrook	Barrington	Skokie	Mount Prospect	Evanston	Total closures
New Year's Day	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	13
Easter	X	X	X	X	X	X	X	X	X	X		X	X	X	X	12
Labor Day	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	13
Thanksgiving Day	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	13
Christmas Day	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	13
Memorial Day	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	13
Independence Day	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	13
Christmas Eve Day	X	X	X	1	X	X		X	X	X	X	X	X	X	X	12
Thanksgiving Eve (close early)	1	1	1	1			1	1	1	1	1					9
Sunday before Memorial Day	X	X	X		X	X	X	X								7
Sunday before Labor Day	X	X	X	X	X	X	X									7
New Year's Eve (totally closed)	X		X	X	X		X					X				6
New Year's Eve (close early)		1				1		1	1	1	1		1	1	1	7
Martin LutherKing Jr Day	X															1
Total Holidays (Including early closures)	12	11	11	10	10	10	10	10	9	9	8	8	8	8	8	
Total Holidays (Not including early closures)	10	9	11	10	10	10	10	9	9	7	6	8	8	8	6	
Total Early Closures	2	2				0		1	0	2	2		0	0	2	1

Total Holidays (including early closures)

Total Holidays (Not including early closures)
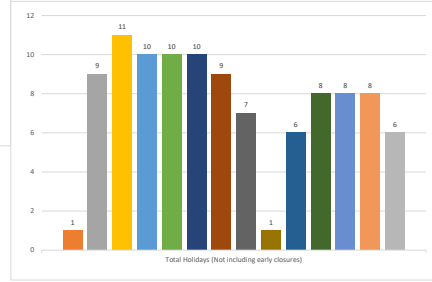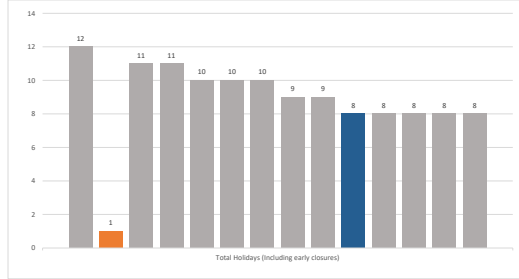
1201 Cedar Lane, Northbrook, IL 60062
847-272-6224

DATE: 10/14/22

TO: Trustees

FROM: Anna Amen

RE: Steam Boiler Replacement Project Bid Recommendation

In August the board approved moving forward with the Steam Boiler Humidification Replacement Project.

Calor Design was hired to provide engineering consulting services relating to this project. Their services included defining the expectations, specifying equipment, providing architectural drawings, assistance with the bidding process and construction administration.

On September 23, 2022, bids were received from 2 contractors – FE Moran Mechanical and Oak Brook Mechanical Services. The bid results and Calor's recommendation is attached to this memo. Based upon the Library's prior experience with FE Moran Mechanical and the Calor's discussion with FE Moran Mechanical regarding the project and reference checks, FE Moran Mechanical is the lowest responsible bidder and I recommend approving the bid.

October 7, 2022

Ms. Anna Amen, Finance & Operations Manager
Northbrook Public Library
1201 Cedar Lane
Northbrook, Illinois 60062
aamen@northbrook.info 847.272.6229

Project: Humidifier Boiler Replacement -Bid Recommendations
Northbrook Public Library
1201 Cedar Lane
Northbrook, Illinois 60062

Subject: Bid Recommendation:

Dear Anna:

Calor Design Group, Ltd. has received and reviewed the bids dated September 23, 2022 for the Humidifier Boiler Replacement project. The following is a bid analysis of the two bidders:

There were two (2) known plan holders for the Mechanical Contract, two (2) bids were received.

Per Northbrook Public Library bid tabulation, both bidders submitted required paperwork.

F.E. Moran Inc. Mechanical Services was the lowest bidder. They presented a bid for $145,500.00. This is 14% below the preliminary estimates and 11% below the higher bid.

Bid Results and Comparison:

	Preliminary Estimate (Non-condensing Boiler)	**$169,200**	# Bids Submitted: 2

Contractor	Contractor Total Bid	% of Estimate	% Above/Below Estimate
F.E. Moran Inc. Mechanical Services	$145,500	85.99%	-14.01%
Oak Brook Mechanical Services Inc	$164,700	97.34%	-2.66%
Average	**$155,100**	**91.67%**	**-8.33%**

Calor Design Group, Ltd. reached out to both bidding contractors and references to ascertain their familiarity with the project scope, equipment installation requirements, and past work. Only the references of the lowest bidder were contacted. Following is a summary of our conversations.

F.E. Moran:

On October 4, 2022 Calor Design Group, Ltd contact Mr., Phil Mark of F.E. Moran Inc. Mechanical Services. Mr. Mark stated that F.E. Moran Inc understood the scope of work and the work indicated in the bid documents (replacing existing non-condensing humidification boiler). Mr. Mark also stated that F.E. Moran is familiar with the Northbrook Library boiler room and he did not have any additional questions. He did mention that F.E. Moran will try to install the Steam boiler as close as possible to the north wall to allow for a maximum walkway clearance.

On October 5, 2022, Calor Design Group, Ltd. contacted listed Reference. Mr. Sean Keane from the Village of Oak Park. Mr. Keane indicated that the nature of the work F.E. Moran performed was replacement of mini-split system. Additionally, Mr. Keane indicated that he was satisfied with the work F.E. Moran completed.

On October 4, 2022, Calor Design Group, Ltd. reached out to listed reference, Mr. David Kozlowski from the Oakbrook Terrace Park District. Mr. David Kozlowski return out call on October 6, 2022. He stated that they has been working with F.E. Moran on several different projects for several years and are happy with all the work. Most recently F.E0 Moran is completing a chiller replacement project.

Oak Brook Mechanical Services:

On October 5, 2022 Calor Design Group, Ltd contacted Mr, Mark Sullivan of Oak Brook Mechanical Services. Mr. Sullivan stated that Oak Brook Mechanical understood the scope of work, and was familiar with boiler replacement. Mr. Sullivan indicated they are familiar with the work described in the bid documents and had no questions or concerns.
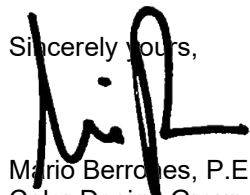
Given that Oak Brook Mechanical , was not the lowest bidder no references were contacted.

Recommendation:

Based on information received, references, and conversations with listed contact person it is Calor Design Group, Ltd's opinion that F.E. Moran Inc. Mechanical Services be considered for the Humidifier Boiler Replacement project. There expressed familiarity with this type of work, project scope, and past experience with the Library along with positive references make them the preferred candidate for consideration.

Please feel free to reach out to Calor Design Group, Ltd with questions and/or to discuss bid result comparison further.

Sincerely yours,

Mario Berrones, P.E.
Calor Design Group, Ltd.

STEAM BOILER HUMIDIFICATION PROJECT BID OPENING

Name	Amount	Bid Pricing Form	List of Indepndent Contrators	Reference List	Certificate of Bidder Eligibility	Certifcate of Compliance with Illinois Drug Free Act	Certificate Regarding Sexual Harassment Policy	Certificate Regarding Equal Employment Opportunity	Non Collusion Affidavit	Illinois Drug Free Workplace Statement
FE Moran	$ 145,500.00	x	x	x	x	x	x	x	x	x
Oak Brook Mechanical	$ 164,700.00	x	x	x	x	x	x	x	x	x

Bid Pricing Forms

BID DUE DATE: September 23, 2022

BID TIME: 10:00 AM, local time.

BID TO: **Northbrook Public Library, Civic Room**
1201 Cedar Lane
Northbrook, Illinois 60062

BID FROM: Fe MORAN INC MECHANICAL SERVICES
2283 CARLSON DR
NORTHBROOK IL. 60062

BID FOR: **Northbrook Public Library Humidifier Boiler Replacement Project**

PROJECT NO: 1

BID PACKAGE(S):   **Drawings and Project Manual, Issued for Bid September 9, 2022**

(Bidder to fill in all of the

above) THE UNDERSIGNED:
Acknowledges receipt of: _____

Plans and specifications for the Work indicated above.

Addenda No. __E.1__   Dated: __9/19/22__

Addenda No. __M1.1__   Dated: __9/19/22__

Addenda No. __M2.1__   Dated: __9/19/22__

Having examined the site of the Work, and having familiarized itself with local conditions affecting the cost of the Work and with all requirements of the bidding documents including Instructions to Bidders, drawings, specifications and duly issued addenda as prepared by the engineer, Calor Design Group, Limited, hereby agrees to perform all Work and furnish all labor, material and equipment specifically required of itself by the bidding documents and such additional Work as may be included as related requirements in other divisions or sections of the specifications, exclusive of alternate bids.

Agrees:

To furnish and/or install the described material and/or services for stated lump sum price.

To accept the provisions of the Standard General Conditions of the Construction Contract as amended and specifications and disposition of bid security.

To enter into and execute a contract with the Owner, if awarded on the basis of this bid, and in connection therewith to:

1. Furnish all bonds and insurance required by the bidding documents.

2. Accomplish the Work in accordance with the contract as amended by the Owner.

3. Complete the Work within the contract time herein specified.

Completion Time:

The undersigned agrees to commence and bring all Work under the Contract to Final Completion according to the schedule indicated within this Notice.

Base Bid:

1. For all the Work associated with this project.

The sum of: ONE HUNDRED FORTY FIVE THOUSAND FIVE HUNDRED Dollars ($ 145,500.00)

Base Bid Subcontractor Breakdown:

1. Electrical Work: Contractor: SUPER ELECTRIC ,

    Cost ($ 8,970.00)

2. Building Automation System (BAS) Work: Contractor: SIEMENS ,

    Cost: ($ 25,285.00)

Base Bid Equipment Basis:
1. Boiler Manufacturer: COLUMBIA BOILER
2. Control Manufacturer: SIEMENS

General Contingency:

This bid shall include in the Base Proposal a construction contingency allowance of Fifteen Thousand Dollars ($15,000.00), for additional Work that is not defined in the construction documents. The base bid shall not include the cost of any Alternate Bids. This Work may be authorized only by owner-signed change orders, and the unused amount remaining in this allowance shall be credited to the Owner at the completion of the project by way of deductive Change Order.

Bid Acceptance:

If written notice of the acceptance of this bid is mailed or delivered to the undersigned within the time noted herein, after the date of opening of bids or at any time thereafter before this bid is withdrawn, the undersigned agrees that he will execute a construction contract.

This proposal is binding upon the undersigned for 90 days after the Bid Submittal Deadline.

Company:	F.E. Moran Inc. Mechanical Services
Address:	2283 Carlson Drive Northbrook, IL 60062
Contact Person:	Phil Mark
Contact Person's Telephone:	847-849-8781

Signature for Bidders:

If INDIVIDUAL, sign here:

_____

Signature   Date

_____

Post Office Address

If PARTNERSHIP, sign here:

_____

Partners

_____

Signature   Date

_____

Post Office Address

If CORPORATION, sign here (show names of non-signing officers)

_____

CORPORATION

_____

Name of State Where Chartered

_____
Signature   Date

_____
President   09/20/22   Date

_____
Secretary   Date

_____
Treasurer   Date

_____
Post Office Address

AFTER SIGNING, PLEASE SUBMIT ALL PAGES OF THIS BID PRICING FORM, INCLUDING THE
SIGNATURE PAGES AND SUBMIT ALL PAGES OF THE NOTICE OF HUMIDIFIER BOILER
REPLACEMENT PROJECT BID.

List of Independent Contractor(S), Subcontractor(S) or Sub-Consultant(S), I.E. "Other Contractor"

The following are the independent contractor(s), subcontractor(s) or sub-consultant(s) that Bidder proposes to engage for the following types of work. Any type of work not designated below shall be done by the main Contractor listed on the agreement with the Northbrook Public Library.

Work to be Performed by Other Contractor	Name and Address of Other Contractor	Dollar Value of Agreement
SUPER ELECTRIC CONST	4300 W. CHICAGO AVE, CHICAGO	8,970.00
NICHOLSEN	8501 S. BALTIMORE AVE, CHICAGO	7,410.00
SIEMENS	585 SLAWIN CT, MT PROSPECT	25,285.00
G&L CONTRACTORS	7401 N. ST. LOUIS AV, SKOKIE	5,460.00

Main Contractor Company:	F.E. Moran Inc. Mechanical Services
Main Contractor Address:	2283 Carlson Drive Northbrook, IL 60062

AFTER COMPLETING, PLEASE SUBMIT ALL PAGES OF THIS LIST OF INDEPENDENT CONTRACTOR(S), SUBCONTRACTOR(S) OR SUB-CO NSULT A NT (S), I .E. "OTHER CONTRACTOR" AND SUBMIT ALL PAGES OF THE Notice of Humidifier Boiler Replacement Project Bid.

Reference List

Please list 3 public agency clients, along with a very brief description of the work, which the Owner may contact regarding the Contractor's work performance.

Reference 1

Agency / City Name:	Village of Oak Park
Department:	Parking + Mobility Svc Mgr
Contact Person:	Village Manager / Sean Keane
Telephone:	708-358-5752
Email Address:	villagemanager@oak-park.us
Dollar Value of Agreement:	9,365.00
Date Range of Agreement:	May 9, 2022 to May 31, 2022
Nature of Work Performed:	Replacement of A/c Mini-Split System

Reference #2

Agency / City Name:	Oakbrook Terrace Park District
Department:	Parks and Facilities
Contact Person:	David Kozlowski
Telephone:	630-627-6100
Email Address:	dave@obtpd.org

Dollar Value of Agreement:	$13,825ᵒᵒ
Date Range of Agreement:	October 2022
Nature of Work Performed:	Heritage Center Chiller Replacement

Reference #3

Agency / City Name:	Tinley Park Library
Department:	Facilities Mgr
Contact Person:	Robert Serafino
Telephone:	708-532-0160 Ext. 5714
Email Address:	rserafino@tplibrary.org
Dollar Value of Agreement:	$5865ᵒᵒ
Date Range of Agreement:	October 2022
Nature of Work Performed:	Preventative Maintenance Heating Boilers

AFTER COMPLETING, PLEASE SUBMIT ALL PAGES OF THIS REFERENCE LIST AND SUBMIT ALL PAGES OF THE Notice of Humidifier Boiler Replacement Project Bid

Certificate of Bidder Eligibility

720 ILCS 5/33E-11 requires that all contractors bidding for public agencies in the State of Illinois certify that they are not barred from bidding on public contracts for bid rigging or bid rotation.

The following certification must be signed and submitted with bidder's bid proposal. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

F.E.Moran Inc. Mechanical Services as part of its bid for the Owner Cabling Project work for the Northbrook Public Library, Cook County, Illinois, certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33-E4.

Firm: _F.E. Moran Inc. Mechanical Services_

By: _____
(Signature)

Gavin Hansen | President
(Printed Name & Title)

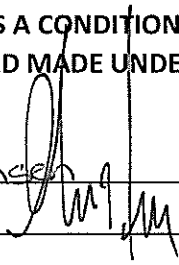SUBSCRIBED and SWORN TO before me

This _____20th_____ day of _September_, 2020.

_____
NOTARY PUBLIC

OFFICIAL SEAL
CHRISTINA L RUSSELL
NOTARY PUBLIC, STATE OF ILLINOIS
My Commission Expires July 9, 2024

Certificate of Compliance with Illinois Drug-Free Workplace Act

F.E.Moran Inc. Mechanical Services, having 25 or more employees, does hereby certify pursuant to section 3 of the *Illinois Drug-Free Workplace Act* (30 ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act* and, further certifies that it in not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act.*

Firm: F.E. Moran Inc. Mechanical Services

By: _____
(Signature)

Gavin Hansen | President
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____20th_____ day of _____September_____, 2022

_____
NOTARY PUBLIC

OFFICIAL SEAL
CHRISTINA L RUSSELL
NOTARY PUBLIC, STATE OF ILLINOIS
My Commission Expires July 9, 2024
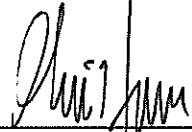
Certificate Regarding Sexual Harassment Policy

F.E.Moran Inc. Mechanical Services, does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) directions on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

Firm: F.E. Moran Inc. Mechanical Services

By: _____
(Signature)

Gavin Hansen | President
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This ____20th____ day of _September_, 2020

_____
NOTARY PUBLIC

OFFICIAL SEAL
CHRISTINA L RUSSELL
NOTARY PUBLIC, STATE OF ILLINOIS
My Commission Expires July 9, 2024
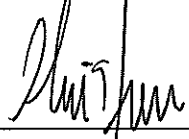
Certificate Regarding Equal Employment Opportunity

F.E. Moran Inc. Mechanical Services does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written equal employment opportunity policy that is in compliance with all terms and conditions of the Equal Employment Opportunity provisions of the Illinois Human Rights Act.
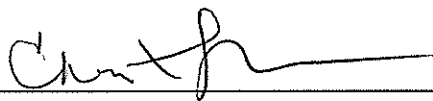
Firm: F.E. Moran Inc. Mechanical Services

By: _____
(Signature)

Gavin Hansen | President
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____20th_____ day of _September_, 2020

_____
NOTARY PUBLIC

OFFICIAL SEAL
CHRISTINA L RUSSELL
NOTARY PUBLIC, STATE OF ILLINOIS
My Commission Expires July 9, 2024

Non-Collusion Affidavit

AFFIDAVIT: "I (we) hereby certify and affirm that my (our) proposal was prepared independently for this project and that it contains no fees or amounts other than that for the legitimate execution of this work as specified and that it includes no understanding or agreements in restraint of trade."

The following affidavit must be signed and submitted with bidder's bid proposal. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

F.E Moran Inc Mechanical Services, as part of its bid for the Owner Cabling Project work for Northbrook Public Library certifies that said Contractor is not barred from bidding on the aforementioned contract as a result of a violation of the above Non-Collusion Affidavit.

Firm: F.E Moran Inc. Mechanical Services

By: _____
(Signature)

Gavin Hansen | President
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____20th_____ day of __September__, 2022

_____
NOTARY PUBLIC

OFFICIAL SEAL
CHRISTINA L RUSSELL
NOTARY PUBLIC, STATE OF ILLINOIS
My Commission Expires July 9, 2024

Illinois Drug Free Work Place Statement

1. Notify employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the work place.

2. Specifying the actions that will be taken against employees for violating this provision.

3. Notifying the employees that, as a condition of their employment to do work under the contract with the City, the employee will:

   a. Abide by the terms of the statement.

   b. Notify the undersigned of any criminal drug stature conviction for a violation occurring in the work place not later than five (5) days after such a conviction.

4. Establishing a drug free awareness program to inform employees about:

   a. The dangers of drug abuse in the work place.

   b. The policy of maintaining a drug-free work place.

   c. Any available drug counseling, rehabilitation or employee assistance program.

   d. The penalties that may be imposed upon an employee for drug violations.

5. The undersigned shall provide a copy of the required statement to each employee engaged in the performance of the contract with the City, and shall post the statement in a prominent place in the work place.

6. The undersigned will notify the City within ten (10) days of receiving notice of an employee's conviction.

7. Make a good faith effort to maintain a drug free work place through the implementation of these policies.

8. The undersigned further affirms that within thirty (30) days after receiving notice of a conviction of a violation of the criminal drug statue occurring in the work place, he shall:

   a. Take appropriate action against such employee up to and including termination; or

   b. Require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposed by a federal, state, or local health, law enforcement, or other appropriate agency.

IT IS EXPRESSLY UNDERSTOOD THAT THE FOREGOING STATEMENTS AND REPRESENTATIONS AND PROMISES ARE MADE AS A CONDITION TO THE RIGHT OF THE BIDDER TO RECEIVE PAYMENT UNDER ANY AWARD MADE UNDER THE TERMS AND PROVISIONS OF THIS BID.

PRINTED NAME: Gavin Hansen

SIGNATURE:

TITLE: President   DATE: 9-20-2022
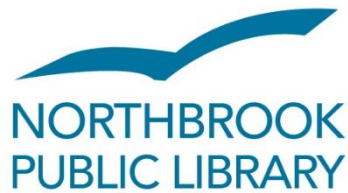
Memorandum

DATE: October 13, 2022

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Employee Leave Accruals Discussion

After last month's discussion, I surveyed staff to see what would be more desirable in terms of time off or health and wellness options:

- Adding more paid holiday closures
- Having mental health days for staff with in building activities
- Providing dedicated mental health time off for staff in addition to sick time
- Closing after security trainings and giving staff paid time off
- Adding/ increasing vacation, sick, personal, or floating holidays

Staff were interested in additional paid holidays as I explained in the closings schedule memo and 90% of staff said that adding or increasing personal days was desirable while 88% said adding or increasing vacation time was desirable. Few chose floating holidays or additional sick time and people preferred to use existing sick time instead of having mental health days.

One staff member's comment summed up the desirability of personal or vacation days, "There are arguments in favor of the flexibility of standard vacation time, but I feel Personal days or floating holidays present the most value to me as an employee. I appreciate that they don't have to be accumulated over several pay periods (which happens at different rates for different employees based on pay grade & seniority). Their expiration dates mean time-off actually gets used, better for employee mental health. Being able to spread out the times staff use these hours instead of closing the library any additional non-holiday days keeps our services accessible at the times they're expected."

Another comment shows the general feeling around health and wellness days, "Please don't force me to come in and do yoga and meditation on a day of your choosing when I can instead do it at home, potentially on a day of my choosing."

Currently full-time staff receive two days of paid personal time each January. They have until December 31 to use it. There is no carry over from year to year like vacation.

My recommendation would provide one week of personal time to all staff based on their budgeted weekly hours and to eliminate the paid floating holiday currently given to full-time staff. Staff would receive the lump sum on January 1 and must use it prior to December 31 or lose it.

This would be an increase of one week for part-time and regular part-time staff and an increase of two days for full-time staff.

Benefits
- Would provide all staff with discretionary time off to use as they wish
- Gives part-time staff time off beyond sick-time which is currently the only paid leave available to them
- Potentially increases employee retention rates as this shows the board prioritizing work-life balance.
- Unlike vacation time this is not paid out upon retirement or departure of an employee so there is less financial risk to the library

Drawbacks
- Reduces available hours of staff time in the building to cover desks and perform required work and may put an additional burden on staff working in the building (we would monitor to determine if this becomes an issue, but do not expect it to be)

Thank you for your consideration. I am happy to provide additional information or answer any questions and look forward to discussing this with the board. If the board wishes to move forward, I would provide updated policies at next month's meeting.
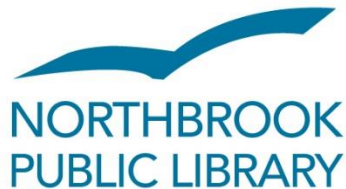
Memorandum

DATE: October 13, 2022

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: FY23 Per Capita Grant Requirements

Each year there are certain requirements the board must fulfill related to the Per Capita Grant we apply for from the Illinois State Library. This year's requirement is the same as last year's, to review Serving Our Public 4.0.

A full copy of Serving Our Public is available on the board portal and included in the packet. I have also included a spreadsheet with the checklists from each chapter. We meet all the major standards and have a few items that we could do that we are not currently:

Chapter 2 Governance and Administration

- 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. This is a new requirement from 2020 and not something we currently have in place. Last year the board indicated that I should wait until the pandemic response was less intense before working on this.

Chapter 4 Access

- The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan. We are working on this as we go through the master plan.
- The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials. We are working on this and will be updating shelving as we go through the master plan

Chapter 6 Safety
- A policy for security camera usage has been adopted and signage is posted. This is a new requirement form and something that we will work on as part of the security camera upgrade project next year.

Chapter 9 Public Services: Reference and Reader's Advisory Services
- Staff members who are responsible for reader's advisory service in their library join at least one community organization, club, or council. We do have a number of staff that are part of different groups in the community including: Chamber, Historical Society, Community Relations Commission, and Arts Commission. But not all staff that do RA participate in one of these organizations

Chapter 13 Marketing, Promotion, and Collaboration
- The library's services and programs are promoted in the community. Check the applicable publicity methods. We do not currently publicize with podcasts or through billboards and have no plans to change that in the near future.
  - Podcasting
  - Billboards

SERVING OUR PUBLIC 4.O

STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

ILLINOIS LIBRARY ASSOCIATION 2O2O

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.

Chapter 3 (Personnel)

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

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

Personnel Standards

1. To ensure that library staff has a clear understanding of their responsibilities and rights as employees, the library has a board-approved personnel policy. The policy is developed by the library administrator with input from the staff.

2. Staffing levels are sufficient to carry out the library's mission, develop and implement the library's long-range/strategic plan, and provide adequate staff to offer all basic services during all the hours that the library is open. The library's level of self-service versus assisted staffing should be considered when calculating adequate staffing levels. Basic services include circulation and reference. (See Appendix E)

3. Job descriptions for all positions and a salary schedule are included in the personnel policy or provided elsewhere. The job descriptions and salary schedule are reviewed periodically (preferably annually, but at least every three years) and revised as needed. Staff members have access to these documents.

4. Personnel policy, job descriptions, and hiring practices are in compliance with the Equal Employment Opportunity Commission (EEOC) guidelines and the requirements of the Americans with Disabilities Act.

5. The library compensates staff in a fair and equitable manner. Salaries alone typically account for up to 60 percent of the total budget. Salaries plus fringe benefits (FICA pension and health insurance) account for up to 70 percent. The library should conduct a market benchmarking study with pay ranges, conducted by a reputable company, to determine current competitive pay practices for their library. If the library does not have the means to do such a study it should seek advice from their library system for guidance.

6. The library gives each new employee a thorough orientation and introduces the employee to the particular responsibilities of the new employee's job. The orientation includes but is not limited to the mission statement, library policies, guidelines, services of the library, employment benefits, and opportunities for continuing education.

7. The library has a performance appraisal system in place that provides staff with an annual evaluation of current performance and guidance in improving or developing new skills.

8. The library supports and encourages staff to acquire new skills, keep current with new developments in public libraries, and renew their enthusiasm for library work. Attendance at local, regional, state, and national conferences; relevant courses, workshops, seminars, and in-service training; and other library-related meetings provide a variety of learning experiences. The library provides paid work time and funding for

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

9. The library provides access to library journals and other professional literature for the staff.

10. Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration. Principal regulations include:

    Fair Labor Standards Act [29 U.S.C. 201 *et seq.*]

    Illinois Human Rights Act [775 ILCS 5/1-101 *et seq.*]

    Americans with Disabilities Act [42 U.S.C. 12101 *et seq.*]

    Illinois Collective Bargaining Successor Employer Act [820 ILCS 10/0.01 *et seq.*]

    Illinois Public Labor Relations Act [5 ILCS 315/1 *et seq.*]

    Occupational Safety and Health Act [29 U.S.C. 651 *et seq.*]

    Family and Medical Leave Act of 1993 [29 U.S.C. 2601 to 2654]

    Civil Rights Act (Title VII) [42 U.S.C. 2000e]

11. The library complies with state and federal laws and codes that affect library operations. These laws include:

    Environment Barriers Act [410 ILCS 25/1 *et seq.*]

    Illinois Accessibility Code [71 Adm. Code 400 *et seq.*]

    Open Meetings Act [5 ILCS 120/1 *et seq.*]

    Freedom of Information Act [5 ILCS 140/1 *et seq.*]

    Local Records Act [50 ILCS 205/1 *et seq.*]

    State Records Act [5 ILCS 160/1 70/2 and 5/1-7 *et seq.*]

    Library Records Confidentiality Act [75 ILCS 70/1 *et seq.*]

    Drug Free Workplace Act [30 ILCS 580/1 *et seq.*]

    Americans with Disabilities Act [42 U.S.C. 12101 *et seq.*]

    Fair Labor Standards Act [29 U.S.C. 201 *et seq.*]

    Bloodborne Pathogens Standard [29 C.F.R. 1910.1030]

    Wage Payment and Collection Act [820 ILCS 115/1 *et seq.*]

    Minimum Wage Act [820 ILCS 105/1 *et seq.*]

    Public Officer Prohibited Activities Act [50 ILCS 105/3 *et seq.*]

    Illinois Governmental Activities [5 ILCS 420/4A-101 *et seq.*]

    Personnel Record Review Act [820 ILCS 40/0.01 *et seq.*]

    Local Governmental Employees Political Rights Act [50 ILCS 135/1 *et seq.*]

    Right to Privacy in the Workplace Act [820 ILCS 55/1 *et seq.*]

    Victims' Economic Security and Safety Act [820 ILCS 180/1 *et seq.*]

    School Visitation Rights Act [820 ILCS 147 *et seq.*]

    Identity Protection Act [5 ILCS 179/1 *et seq.*]

Personnel Checklist

☐ Library has a board-approved personnel policy.

☐ Library has staffing levels that are sufficient to carry out the library's mission.

☐ Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.

☐ Library's hiring practices are in compliance with EEOC guidelines and the Americans with Disabilities Act.

☐ Library salaries and fringe benefits account for up to 70 percent of total operations budget.

☐ Library gives each new employee a thorough orientation.

☐ Library evaluates staff annually.

☐ Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.

☐ Library provides staff access to library literature and other professional development materials.

☐ Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.

☐ The library complies with state and federal laws that affect library operations.

Chapter 4 (Access)

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

Access Standards

1. To the greatest extent possible, the library should aim to meet the requirements of the *Americans with Disabilities Act* (ADA) in order to provide a universal experience for all patrons. This shall include parking and building access along with internal circulation including elevators, toilet rooms, and seating for both staff and patrons. Available grants should also be explored as applicable.

2. The library should provide adequate, safe, well-lighted, and convenient parking during all hours of service. The minimum number of required parking spaces is usually governed by local ordinance. In the absence of local standards, libraries should provide one space per 500 square feet of library area.

3. The library's entrance should be clearly visible, easily identified, and well illuminated for both arriving vehicles and pedestrians. When possible, the entrance should face the direction used by the majority of the patrons.

4. The library should be adequately illuminated and provide a number of lighting environments that are suitable for different uses. Natural light will be employed whenever possible.

5. The library should have clear wayfinding and adequate internal signage. All signage is in compliance with applicable federal, state, and local regulations.

6. Service points within the library should be clearly marked and visible for intuitive wayfinding relative to function and collections.

7. The ability for the public library to provide either access to current technologies is key to both the staff and patron efficiency and experience. The library should allocate funds annually as part of the capital assessment report in order to remain relevant and provide adequate services in this ever-changing environment.

8. Visually and/or physically separate spaces should be allocated for both the youth and adult collections and seating, including separate computing areas, along with a separation between the public computers for each age group. When possible, additional spaces for either teen or tween patrons can also be created with age appropriate services such as furniture for hanging out, collaboration, gaming, and art projects, gaming consoles, and dedicated AV computers.

9. The library should provide enough appropriate shelving and other types of display and storage to provide patrons with easy access and clear understanding of a variety of different materials. Shelving in each area should be appropriately scaled relative to the specific use and function.

10. The library should have sturdy and comfortable furnishings in sufficient quantity and variety to meet the needs of multiple types and ages of users. Furniture in youth areas shall be sizes appropriate for small children along with typical sized furniture for adult caregivers. Where possible, furniture shall be equipped with integrated power and data connections to facilitate mobile computing. Furniture and fabrics should be commercial grade or certified for or other high-traffic public use.

11. Ideally, a library should be open at least 25 hours per week although the minimum listed in *Illinois Administrative Code* is 15. [23 Ill. Adm. Code 3030.110] The hours are scheduled for the convenience of the community the library is serving.

Access Checklist

☐ The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan.

☐ At least once every five years, the board directs a review of the library's long-term space needs.

☐ The staff are familiar with the requirements contained in the *Americans with Disabilities Act* (ADA) and work to address deficiencies in order to provide universal access to all patrons.

☐ The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.

☐ The library provides adequate, safe, well-lighted, and convenient parking during all hours of service.

☐ The library has the minimum required number of parking spaces.

☐ The library's entrance is easily identified, clearly visible, and well lighted.

☐ The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.

☐ The library has adequate internal signage.

☐ The library's lighting levels comply with lighting standards.

☐ All signage is in compliance with applicable federal, state, and local regulations.

☐ The library building supports the implementation of current and future telecommunications and electronic information technologies.

☐ The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs.

☐ Space is allocated for child and family use with furniture and equipment designed for use by children.

☐ The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials.

☐ Shelving in the areas serving young children is scaled to their needs.

Chapter 5 (Building Infrastructure and Maintenance)

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

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

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

Building Infrastructure and Maintenance Standards

1. The library maintains an inventory of all facility systems, including sufficient basic information that can be used in maintenance operations. This list should be prepared by the library administrator.

2. The library's facility inventory system list should be consolidated in an easily accessible document which is made available in electronic format such that it can be accessed by key staff at all times remotely.

3. An ongoing maintenance checklist of building maintenance that needs to be done on a routine or ongoing basis should be kept. Ongoing maintenance is a preventative measure to ensure that facility systems do not fall into a state of disrepair. Ongoing maintenance can extend the service life of many items and reduce frequency of breakdowns. As an example, elevator inspections and maintenance are typically performed based on a regular schedule and contracted through an annual maintenance contract.

4. The library's operating budget should include funds for all ongoing maintenance costs.

5. The library should maintain a periodic repair checklist of repairs to the facility that may be required on a periodic basis, typically more than one-year intervals. Periodic repairs should be performed to extend service life of certain facility systems, and to prevent further deterioration of the systems. When performed in a timely fashion, periodic repairs can address small issues before they become larger and more costly problems.

6. The library budget should allocate funds for periodic repairs in either of its operating budget or special reserve fund.

7. The library should have a list of all projected building capital projects. Capital projects are those projects that involve major repairs, rehabilitation, and/or replacement of facility systems. Such projects are implemented when a facility system has reached the end of its service life, or when defects in the original construction necessitate major repairs/replacement.

8. The library develops a capital reserve fund that will fund major capital projects. Annual contributions to such a fund will allow the library to have sufficient funding to take care of the needed project. In general any item that cannot be accounted for in the library's operating budget should be accounted for in the library's capital reserve fund.

9. The library should have a capital asset plan. This plan can be written by the library administrator or by an outside professional. A capital asset plan will project facility funding needs over a ten, fifteen, and twenty-year period.

10. The board of trustees should review the library capital plan on annual basis to ensure all projects are addressed.

11. Every three to five years, review and update the capital asset plan to be certain all costs and interest rates are current.

12. All warranties, manuals, contact information, and other such documentation should be organized and consolidated for easy access.

13. The library should strive to make its building as environmentally friendly as possible.

Building Infrastructure and Maintenance Checklists

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

Chapter 6 (Safety)

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

Safety Standards

1. The library provides a list of emergency call numbers at all staff phones in the library. Emergency call numbers include police and fire contacts.

2. A library floor plan shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.

3. The library has an emergency manual and a disaster plan that include instructions for all types of emergencies that might occur in a public library. The plan addresses: bomb threats, chemical release, earthquake, fire, gas leak, serious medical injury or illness, theft, threats to staff and patrons including active shooter, missing child, suspicious packages, severe weather, and lockdown procedures.

4. The library provides annual emergency training for staff in the following areas: fire and tornado drills, use of fire extinguishers, and location of the first aid kit. If the library has a NARCAN® kit and/or automated external defibrillator (AED), staff training is provided.

5. The library provides a call list and contact information that is reviewed biannually. Call list includes staff and library board members. Contact information is available for contractors who provide building maintenance, telecommunication support, deliveries, damage assessment, insurance benefits, landscaping and grounds support, legal advice, supplies, financial records, utilities, and disaster assistance.

6. Emergency medical supplies are stored in a designated location and are accessible to staff.

7. Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.

8. Safety of patrons and staff is paramount in an emergency. If there is time to consider property, a prioritization list shows what should be salvaged in order of importance.

9. A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures. Examples include fire and tornado drills, fire extinguisher operation, backflow test, entrances and exits clear, and leaks.

10. The library has a procedure such as a phone tree for letting staff know when it is unsafe to enter the library building.

11. The library has a designated tornado shelter.

12. Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked for patrons throughout the library. Fire extinguisher locations are clearly marked.

13. The library provides adequate security for staff, users, and collections.

14. The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.

15. At least two people (one may be a volunteer) shall be on duty during all open hours of operation.

16. Copies of the emergency manual and disaster plan are provided to community safety personnel.

17. Libraries with security cameras must have a policy for use and guidelines including real time access, archived access, and records retention. Signage notifying the use of the cameras must be displayed.

Safety Checklist

☐ The library provides a list of emergency call numbers at all staff phones in the library.

☐ The library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.

☐ The library has an emergency manual and disaster plan.

☐ The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit, NARCAN® kit, and an automated external defibrillator.

☐ The library provides a call list and contact information that is reviewed biannually.

☐ Emergency medical supplies are stored in a designated location and are accessible to staff.

☐ Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.

☐ A prioritization list shows what should be salvaged in order of importance.

☐ A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures.

☐ A procedure exists for letting staff know when it is unsafe to enter the building.

☐ The library has a designated tornado shelter.

☐ Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked.

☐ The library provides adequate security for staff, users, and collections.

☐ The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.

☐ At least two people (one of whom may be a volunteer) shall be on duty during all open hours of operation.

☐ Copies of the emergency manual and disaster plan are provided to community safety personnel.

☐ A policy for security camera usage has been adopted and signage is posted.

Chapter 7 (Collection Management)

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

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

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

Collection Management Standards

1. The library spends a minimum of 8 to 12 percent of its operating budget on materials for patrons. For the purposes of calculating spending on materials refer to Appendix I (Collection Management Worksheet).

2. The library has a board-approved, written collection management policy based on community needs and interests, demographic makeup, the diversity of American society, and on professional standards. The library's collection development policy shall address the following issues: materials selection; request for reconsideration of materials; handling of print donations, collection specialties and purchase priorities; and evaluation and weeding of the collection.

3. Staff responsible for collection management is professionally trained in general principles of selection and weeding as well as in their specific areas of responsibilities.

4. Staff responsible for collection management has access to a variety of review sources and selection tools including both print and web-based sources.

5. The library staff uses accepted professional techniques for collection management. Such techniques may include quantitative measures (i.e., circulation-per-capita and turnaround rates, weeding (i.e., the CREW method), user surveys, and questionnaires.

6. The library places a high priority on collection development. Although use of the collection and the size of the population are the primary factors, there may be additional factors that affect the size of the collection. Examples of these additional factors include local history, genealogy, and a linguistically diverse population.

7. The library provides access to materials in a variety of formats to ensure equal access for special population groups. Examples of some of these formats are e-books, audio books on CD or MP3, books in Braille, vetted information found online; and closed-captioned, described, or signed videos or DVDs.

8. The library strives to complement its print collection by purchasing electronic materials and make these materials available to all users through a variety of resources.

9. The library publicizes and promotes interlibrary loan to its patrons. The library develops procedures that ensure that interlibrary loan is a simple and effective way for patrons to receive materials and information after all local resources have been exhausted.

10. Library staff members are trained in and follow the policies and procedures relating to the ILLINET *Interlibrary Loan Code* and the ALA *Interlibrary Loan Code*.

    a. The library agrees to be a responsible borrower. Before initiating an interlibrary loan request, requesting libraries should exhaust their own local resources.

    b. Library budgets should put priority on purchasing materials that best serve their community.

    c. Libraries should check statewide resource sharing databases such as OCLC FirstSearch before placing any requests and be responsible for copyright compliance.

    d. The borrowing library is always responsible for items, including materials lost in transit or by the patron as specified by the ALA and ILLINET *Interlibrary Loan Codes.*

Collection Management Checklist

☐ The library board of trustees ensures that the library has a publicly funded budget to purchase materials. The minimum annual expenditure for materials for any size library should be a minimum of 8 to 12 percent of the operating budget.

☐ Library budgets should put priority on purchasing materials that best serve their community.

☐ The library has a written collection development policy approved by the board.

☐ Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, Sears/LC subject headings, and RDA.

☐ Library collections are evaluated annually to measure the effectiveness of community use of the collection and weeded if deemed appropriate.

☐ The library considers forming a cooperative collection plan with other libraries in close proximity to one another.

☐ The library strives to complement its print collection by purchasing electronic materials and making them available to patrons through a variety of methods.

☐ The library publicizes and promotes interlibrary loan to its patrons.

☐ Library staff is trained in and follows policies and procedures related to the ILLINET *Interlibrary Loan Code* and the ALA *Interlibrary Loan Code*. Libraries agree to be responsible borrowers and lenders.

Chapter 8 (System Member Responsibilities and Resource Sharing)

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

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

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

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

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

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

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

System Member Responsibilities and Resource Sharing Standards

1. Public library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. Public libraries are charged with the responsibility to promote statewide cooperative services in addition to their own local services.

2. All Illinois public libraries agree to make their resources, information, and expertise available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and participate in system delivery.

3. All Illinois public libraries abide by the ILLINET *Interlibrary Loan Code* as well as other formal regional/consortial agreements.

4. Public library directors, library staff, and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association. Participants should bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.

5. All public libraries, in cooperation with regional library systems and the Illinois State Library, share the responsibility for promoting statewide tax-supported public library service for every Illinois resident.

6. Every public library has a responsibility to offer its residents quality library services; therefore, any legally established public library that currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants should work in cooperation with its regional library system regarding grant eligibility and compliance.

System Member Responsibilities and Resource Sharing Checklist

☐ Library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. The library promotes statewide cooperative services in addition to their own local services.

☐ Library resources, information, and expertise are available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and the library participates in system delivery.

☐ The library abides by the ILLINET *Interlibrary Loan Code* as well as other formal regional/consortial agreements.

☐ The library administrator, library staff, and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association, and bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.

☐ The library, in cooperation with regional library systems and the Illinois State Library, promotes statewide tax-supported public library service for every Illinois resident.

☐ If a legally established public library currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants, the library should work in cooperation with its regional library system regarding grant eligibility and compliance.

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

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

Reference Service

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

Reference Service Standards

1. All basic services are available when the library is open. For the purpose of this document, basic services are circulation, reference, reader's advisory, and computer/ Internet access.

2. The library has a board-approved reference service policy developed by reference staff and administration and it is reviewed biennially.

3. The library provides staff trained in reference service to meet the needs of patrons who have challenges with disabilities, language, and literacy.

4. The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.

5. The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.

6. The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.

7. The library provides easy access to accurate and up-to-date community information/ resource files.

8. The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.

9. The library provides access to local ordinances or codes of all municipalities within its service boundaries.

10. The library provides access to local and state maps.

11. The library strives to provide access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.

12. The library provides voter information, including precinct boundaries and location of polling places.

13. The library provides information about local history and events.

14. The library will include at least one current reference resource for each subject area. Electronic resources may fulfill this requirement.

15. Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.

16. Staff members are encouraged to attend at least one relevant continuing education event each year.

17. The library annually evaluates its reference service for accuracy, timeliness, staff friendliness, and patron ease.

Reference Service Checklist

☐ All basic services are available when the library is open.

☐ The library has a reference service policy.

☐ The library provides staff trained in reference service to meet the needs of patrons who have challenges with disabilities, language, and literacy.

☐ The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.

☐ The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.

☐ The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.

☐ The library provides easy access to accurate and up-to-date community information.

☐ The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.

☐ The library provides access to local ordinances or codes of all municipalities within its service boundaries.

☐ The library provides access to local and state maps.

☐ The library provides access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.

☐ The library provides voter information, including precinct boundaries and location of polling places.

☐ The library provides information about local history and events.

☐ The library has at least one current reference resource for each subject area.

☐ Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.

☐ Staff members are encouraged to attend at least one relevant continuing education event each year.

☐ The library evaluates its reference service on an annual basis.

Reader's Advisory Service

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

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

Reader's Advisory Service Standards

1. All basic services are available when the library is open. For the purposes of this document, basic services are circulation and reference and reader's advisory services. If reference and reader's advisory services are provided to children and adults from two separate points, then the library provides adequate staffing at both locations all hours the library is open.

2. The library has competently trained staff that has thorough knowledge of popular authors and titles.

3. The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.

4. The library is aware of the importance of quality in reader's advisory service and relies on information sources of demonstrated currency and authority.

5. Staff has access to a telephone and computer to receive and respond to requests for information and materials and to contact other agencies for information.

6. Staff members who are responsible for reader's advisory services should attempt to stay current with community events by participating in community organizations, clubs, or councils.

7. Staff members who are responsible for reader's advisory services should attempt to attend as many workshops, reading roundtables, or continuing education events as possible to stay current.

8. The library accepts and responds to reader's advisory requests received in person, on the phone, or electronically.

9. The library promotes and cultivates popular collections which are inclusive, representing all people and their actual experiences to provide an accurate portrayal of the diverse world in which we live.

Reader's Advisory Service Checklist

☐ All basic services are available when the library is open.

☐ The library has competently trained staff that has thorough knowledge of popular authors and titles.

☐ The library maintains a well-rounded collection of both fiction and nonfiction titles.

☐ The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.

☐ The library maintains a basic collection of reader's advisory reference materials.

☐ All staff members attend at least one relevant continuing education event each year.

☐ Staff members who are responsible for reader's advisory service in their library join at least one community organization, club, or council.

☐ Staff members who are responsible for reader's advisory service in their library attend at least one workshop, reading roundtable, or continuing education event.

☐ The library accepts and responds to reader's advisory requests received in person, on the phone, or electronically.

Chapter 10 (Programming)

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

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

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

Programming Standards

1. Library programs should strive to be free of charge.

2. Library programs are located in a physically accessible location. Provisions are made, as needed, to enable people with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.

3. The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.

4. The library presents educational, cultural, and recreational programs that reflect community needs and interests. Community members should be encouraged to offer suggestions.

5. Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.

6. The library provides outreach programs to targeted populations who cannot visit the library.

7. The library's programming seeks to serve groups such as children, parents, young adults, adults, seniors, and special constituents relevant to the area's demographics.

8. The library provides programs that will instruct their community on how to use the library. This will include training sessions or one-on-one instruction on the library's online databases and the library's online catalog. The library will also provide tours and make sure the community is comfortable with using the library.

9. Libraries are encouraged to partner with other organizations to offer programs.

Programming Checklist

- ☐ Library programs are provided free of charge, or on a cost recovery basis.

- ☐ Library programs are located in a physically accessible location.

- ☐ Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.

- ☐ The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.

- ☐ The library presents educational, cultural, and recreational programs that reflect community needs and interests.

- ☐ Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.

- ☐ The library provides outreach programs to specific populations who cannot visit the library.

- ☐ The library has programming that seeks to serve children and their caregivers.

- ☐ The library has programming that seeks to serve young adults.

- ☐ The library has programming that seeks to serve adults and senior citizens.

- ☐ The library provides programs on library instruction for all ages. This includes online catalog and online database training opportunities.

- ☐ The library is encouraged to partner with other organizations to offer programs.

Chapter 11 (Youth/Young Adult Services)

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

All Illinois public libraries should provide services to youth.

Youth/Young Adult Services Standards

1. All basic services are available to all youth regardless of age, ability, gender, or sexual orientation when the library is open. For the purpose of this document, basic services are circulation, reference, reader's advisory, and computer/Internet access. If services are provided to youth and adults from two separate points, then the library provides adequate staffing at both locations at all hours the library is open.

2. The library has competently trained staff with thorough knowledge of the various developmental needs of youth, and offers services including collections and programs to reflect these needs.

3. The library has board-approved policies towards serving youth developed by administration and staff who serve children and/or young adults, which is reviewed every two years.

4. The library actively promotes respect for cultural diversity and creates an inclusive, welcoming, and respectful library atmosphere that embraces diversity.

5. The library strives to provide staff trained in serving youth to meet the needs of patrons who have challenges with disabilities, language, and literacies, including support for use of adaptive equipment and software.

6. The library seeks to eliminate barriers to provision of services and information access to youth and families, including examining content restrictions, library card signup, and Internet policies.

7. The library evaluates its services to youth for popularity, effectiveness, accuracy, timeliness, and patron ease at least once annually.

8. The library provides developmentally-appropriate educational, cultural, recreational, and entertainment programs for youth that reflect community needs and interests. Programming is designed to address the diversity within the community. Community members should be encouraged to offer suggestions.

9. Library programs should strive to be free of charge.

10. Provisions should be made to enable persons with disabilities to participate in programs. The availability of these provisions is noted with other information about the program.

11. The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services. Libraries are encouraged to partner with community organizations to offer programs.

12. The library provides services to instruct youth in research and to develop information literacy. This may include tours, training sessions, or one-on-one instruction.

13. The library is aware of the importance of accuracy and currency in reference and reader's advisory service, including knowledge of popular authors, and relies on information sources of demonstrated authority.

14. Youth staff has access to a telephone and a computer to receive and respond to requests for information and materials and to contact other agencies for information, and to accept and respond to reference requests received in all formats, including electronic, print, and phone.

15. Staff responsible for collection management are given access to a variety of reviews and tools for selecting youth materials.

16. The library will include at least one current resource for each nonfiction subject area created and intended for youth. Electronic resources may fulfill this requirement.

17. The library will provide computer access for all ages, and strives to provide guidance on digital literacy and technology use by informed, qualified, and trained staff.

18. The library provides outreach services for youth to increase the awareness and use of library services, to attract new users, and to better reach underserved populations.

19. The library is encouraged to partner with and support all schools, teachers, school libraries, and students of all types in their communities, including private schools and homeschooling families, to provide multifaceted educational opportunities for children. The library should strive for direct partnership and coordination with school librarians in providing these services.

20. Staff members responsible for youth services in their library should attempt to attend as many workshops or continuing education events as possible to stay current.

21. The library provides space allocated for use by children and families. Shelving should be appropriately sized.

22. The library provides services and programming for children and families focused on early literacy skills, including regular storytimes.

23. The library provides programming to facilitate play and fun, and strives to provide toys and other interactive materials for use in the library, during programs, and at home.

24. The library provides a summer reading opportunity to encourage reading and learning during the summer.

25. The library provides a flexible and welcoming environment for young adults both individually and in groups.

26. The library provides developmentally appropriate programming and services for young adults that fosters the development of self-concept, identity, coping mechanisms, and positive interactions with peers and adults, while also encouraging socialization and having fun.

27. The library provides materials produced for a young adult audience that is designated and intended for young adult use.

28. The library fosters young adult leadership and civic engagement.

29. Libraries are encouraged to partner with teens to create and implement teen activities. This can be done with a young adult volunteer group or advisory board.

Youth/Young Adult Services Checklist

☐ All basic youth services are available when the library is open.

☐ The library provides staff trained in serving youth.

☐ The library has policies towards serving youth which it reviews at least every two years, and youth staff have input in these policy revisions and creations.

☐ The library actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere for all patrons.

☐ The library provides staff trained in assisting youth with disabilities, language, and literacy barriers.

☐ The library provides staff trained to assist youth with adaptive equipment and software as needed to for accessibility of resources.

☐ The library strives to eliminate barriers of service for youth, including regularly reviewing any content restrictions, library card requirements, and Internet policies.

☐ The library regularly, and at least annually, evaluates its services for youth with regard to popularity, effectiveness, accuracy, timeliness, and patron ease. The library seeks input from staff serving youth—as well as the community—regarding these services.

☐ The library provides programming for youth which is developmentally appropriate and meets the needs of the community.

☐ The library's programming is designed to reflect the needs and interests of youth in the community.

☐ Library programs are provided free of charge or on a cost-recovery basis.

☐ The library makes provisions that enable persons with disabilities to attend programming, and lists these provisions with other programming information.

☐ The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services for youth.

☐ The library strives to partner with youth-facing organizations in the community.

☐ The library provides youth with research and information literacy instruction through tours, training sessions, and one-on-one interactions.

☐ The library has staff who have knowledge of popular authors, titles, and resources to provide these services.

☐ Youth staff have access to a telephone and computer to receive and respond to requests for information and to contact other agencies.

☐ Youth staff responsible for collection management have access to review journals and tools specifically targeting youth materials.

☐ The library includes at least one current resource created and intended for youth for each subject area. Electronic resources also fulfill this requirement.

☐ The library provides computer access for all youth, and provides guidance on digital literacy and technology use to youth.

☐ The library provides outreach services towards youth to increase awareness of services, attract new users, and reach underserved populations.

☐ The library strives to partner with and support local schools, including private schools and homeschoolers.

☐ Staff members are encouraged to attend as many continuing education workshops and events as possible to stay current on trends and best practices for serving youth.

☐ The library provides a space specifically for use by children and families.

☐ The shelving used for housing children's materials is appropriately sized to allow for easier access.

☐ The library provides early literacy programming, including regular story time, for children and families.

☐ The library provides programming which facilitates play and fun for children and families.

☐ The library provides toys and interactive materials for use in the library, during programs, and/or at home that facilitate play, fun, and imagination.

☐ The library provides a summer reading opportunity to encourage reading and learning during the summer.

☐ The library provides a welcoming environment for young adults both individually and in groups.

☐ The library provides developmentally appropriate programming for young adults that encourage self-identity and positive interactions while providing opportunities to socialize and have fun.

☐ The library provides materials both physical and digital for young adults that are intended for them.

☐ The library partners with young adults in the community to provide opportunities for leadership such as a young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.

Chapter 12 (Technology)

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

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

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

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

Technology Standards

1. Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.

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

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   - up-to-date computers with sufficient capacity to meet needs for staff and public access;

- up-to-date printers with sufficient capacity to meet needs for staff and public access;
- up-to-date anti-virus protection and Internet security software installed on every library computer;
- up-to-date Internet browsers, web applications, and plug-ins;
- a valid email address, accessible via the library's website, for the library administrator; and
- a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act*.

3. The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis. The wait time for patron-accessible workstations/devices is minimal and does not exceed 15 to 30 minutes.

4. The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness. Illinois libraries participate in the Illinois telecommunications network/backbone, i.e., the Illinois Century Network [www.illinois.net] when such participation is economically feasible.

5. The library provides 24/7 remote access to library services and resources through:
- a web-accessible library catalog;
- *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
- appropriate regional, state, national, and international bibliographic databases;
- other authenticated electronic resources that are available for direct patron use; and
- virtual reference service, instant or text messaging services, and/or library email account.

6. The library staff must be:
- computer literate;
- trained to use and assist patrons in the use of electronic resources and materials; and,
- accessible via phone, email, and/or through messaging services.

7. The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.

8. The library provides web links and access to regional and/or statewide initiatives including:
- regional library system consortial web-based catalogs;
- the CARLI academic library catalog (I-Share);
- Illinois State Library-sponsored databases/e-resources;
- other electronic collections as available; and
- virtual reference service.

9. As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.

10. The library has a board-adopted Internet acceptable use policy that is reviewed annually.

11. The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.

☐ The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.

☐ The wait time for patron workstations does not exceed 15 to 30 minutes.

☐ The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.

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☐ The library has a board-adopted Internet acceptable use policy.

☐ The Internet acceptable use policy is reviewed annually.

☐ The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.

☐ The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.

☐ The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on community needs and priorities.

☐ The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to:

- wireless access (Wi-Fi);
- Internet connectivity upgrades sufficient for patron and staff use;
- networking (local area vs. wide area);
- library Intranet;
- an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive;
- patron self-checkout functionality;
- new technologies/potential services; for example, social networking, makerspace, and mobile apps;
- current and functional meeting room technology;
- adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and
- ongoing staff continuing education/training related to all aspects of technological services.

☐ The library protects the integrity, safety, and security of its technological environment.

☐ The library's automated catalog and its components comply with current state, national, and international standards.

☐ The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).

- up-to-date printers with sufficient capacity to meet needs for staff and public access;
- up-to-date anti-virus protection and Internet security software installed on every library computer;
- up-to-date Internet browsers, web applications, and plug-ins;
- a valid email address, accessible via the library's website, for the library administrator; and
- a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act*.

3. The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis. The wait time for patron-accessible workstations/devices is minimal and does not exceed 15 to 30 minutes.

4. The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness. Illinois libraries participate in the Illinois telecommunications network/backbone, i.e., the Illinois Century Network [www.illinois.net] when such participation is economically feasible.

5. The library provides 24/7 remote access to library services and resources through:
- a web-accessible library catalog;
- *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
- appropriate regional, state, national, and international bibliographic databases;
- other authenticated electronic resources that are available for direct patron use; and
- virtual reference service, instant or text messaging services, and/or library email account.

6. The library staff must be:
- computer literate;
- trained to use and assist patrons in the use of electronic resources and materials; and,
- accessible via phone, email, and/or through messaging services.

7. The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.

8. The library provides web links and access to regional and/or statewide initiatives including:
- regional library system consortial web-based catalogs;
- the CARLI academic library catalog (I-Share);
- Illinois State Library-sponsored databases/e-resources;
- other electronic collections as available; and
- virtual reference service.

9. As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.

10. The library has a board-adopted Internet acceptable use policy that is reviewed annually.

11. The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.

☐ The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.

☐ The wait time for patron workstations does not exceed 15 to 30 minutes.

☐ The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.

☐ The library provides 24/7 remote access to library services and resources through:
- a web-accessible library catalog;
- an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly;
- appropriate regional, state, national, and international bibliographic databases;
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☐ As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.

☐ The library has a board-adopted Internet acceptable use policy.

☐ The Internet acceptable use policy is reviewed annually.

☐ The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.

☐ The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.

☐ The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on community needs and priorities.

☐ The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to:

- wireless access (Wi-Fi);
- Internet connectivity upgrades sufficient for patron and staff use;
- networking (local area vs. wide area);
- library Intranet;
- an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive;
- patron self-checkout functionality;
- new technologies/potential services; for example, social networking, makerspace, and mobile apps;
- current and functional meeting room technology;
- adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and
- ongoing staff continuing education/training related to all aspects of technological services.

☐ The library protects the integrity, safety, and security of its technological environment.

☐ The library's automated catalog and its components comply with current state, national, and international standards.

☐ The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).

- up-to-date printers with sufficient capacity to meet needs for staff and public access;
- up-to-date anti-virus protection and Internet security software installed on every library computer;
- up-to-date Internet browsers, web applications, and plug-ins;
- a valid email address, accessible via the library's website, for the library administrator; and
- a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act*.

3. The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis. The wait time for patron-accessible workstations/devices is minimal and does not exceed 15 to 30 minutes.

4. The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness. Illinois libraries participate in the Illinois telecommunications network/backbone, i.e., the Illinois Century Network [www.illinois.net] when such participation is economically feasible.

5. The library provides 24/7 remote access to library services and resources through:
- a web-accessible library catalog;
- *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
- appropriate regional, state, national, and international bibliographic databases;
- other authenticated electronic resources that are available for direct patron use; and
- virtual reference service, instant or text messaging services, and/or library email account.

6. The library staff must be:
- computer literate;
- trained to use and assist patrons in the use of electronic resources and materials; and,
- accessible via phone, email, and/or through messaging services.

7. The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.

8. The library provides web links and access to regional and/or statewide initiatives including:
- regional library system consortial web-based catalogs;
- the CARLI academic library catalog (I-Share);
- Illinois State Library-sponsored databases/e-resources;
- other electronic collections as available; and
- virtual reference service.

9. As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.

10. The library has a board-adopted Internet acceptable use policy that is reviewed annually.

11. The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.

12. The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.

13. The library develops and updates at regular intervals a long range/strategic plan for its future technology needs based on community needs and priorities. The plan includes the date of implementation, the planned review schedule, and addresses, at a minimum, the areas noted below as required in the School and Libraries Program of the Universal Service Fund [www.universalservice.org/sl/applicants/step01/default.aspx]
    • goals and realistic strategy for using telecommunications and information technology;
    • a professional development strategy;
    • an assessment of telecommunications and information technology services, hardware, software, and other services needed;
    • budget resources; and
    • ongoing evaluation process.

14. The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies, community feedback about library technology, and service enhancements including but not limited to:
    • wireless access (Wi-Fi);
    • Internet connectivity upgrades sufficient for patron and staff use;
    • networking (local vs. wide area);
    • library Intranet;
    • an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, and is interactive and mobile compatible;
    • patron self-checkout functionality;
    • new technologies/potential services; for example, social networking, makerspaces, and mobile apps;
    • current and functional meeting room technology;
    • adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and
    • ongoing staff continuing education/training related to all aspects of technological services.

15. The library protects the integrity, safety, and security of its technological environment via:
    • anti-virus software and other Internet security software;
    • Firewalls with advanced threat protection;
    • authentication;
    • routine installation of upgrades, patches, etc.;
    • scheduled data backup; and
    • remote/off-site storage of data backups with a plan for redundancy in case of backup failure.

16. The library's automated catalog and its components comply with current state, national, and international standards including, for example, but not limited to:
    - Illinois statewide cataloging standards [http://www.cyberdriveillinois.com/departments/library/grants/cmc.html]
    - MARC 21 (Machine Readable Cataloging) formats [www.dublincore.org/]
    - ANSI (American National Standards Institute);
    - NISO (National Information Standards Organization);
    - ISO (International Organization for Standardization); and
    - Specific standards including ANSI/NISO Z39.50 protocol, the Bath Profile, and ISO 16160, 10161.

17. The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC) and applies as determined by the local library board [www.usac.org/sl].

Technology Checklist

☐ Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.

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

☐ The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.

☐ The wait time for patron workstations does not exceed 15 to 30 minutes.

☐ The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.

☐ The library provides 24/7 remote access to library services and resources through:
  • a web-accessible library catalog;
  • an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly;
  • appropriate regional, state, national, and international bibliographic databases;
  • other authenticated electronic resources that are available for direct patron use; and
  • virtual reference service, and/or text messaging services, and/or a library email account.

☐ The library staff must be:
  • computer literate;
  • trained to use and assist patrons in the use of electronic resources and materials; and
  • accessible via email and/or through messaging services.

☐ The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.

☐ The library provides web links and access to regional and/or statewide initiatives including:
  • regional library system consortial web-based catalogs;
  • the CARLI academic library catalog (I-Share);
  • Illinois State Library-sponsored databases/e-resources;
  • other electronic collections as available; and
  • virtual reference service.

☐ As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.

☐ The library has a board-adopted Internet acceptable use policy.

☐ The Internet acceptable use policy is reviewed annually.

☐ The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.

☐ The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.

☐ The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on community needs and priorities.

☐ The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to:

- wireless access (Wi-Fi);
- Internet connectivity upgrades sufficient for patron and staff use;
- networking (local area vs. wide area);
- library Intranet;
- an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive;
- patron self-checkout functionality;
- new technologies/potential services; for example, social networking, makerspace, and mobile apps;
- current and functional meeting room technology;
- adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and
- ongoing staff continuing education/training related to all aspects of technological services.

☐ The library protects the integrity, safety, and security of its technological environment.

☐ The library's automated catalog and its components comply with current state, national, and international standards.

☐ The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).

Chapter 13 (Marketing, Promotion, and Collaboration)

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

Marketing, Promotion, and Collaboration Standards

1. The library staff develops, adopts, and reviews a marketing plan at regular intervals that supports the library's long-range and strategic plan.

2. The library staff and trustees participate in two or more cooperative activities with other community organizations, businesses, and institutions, such as Chamber of Commerce and service organizations.

3. The library's services and programs are regularly promoted in the community by using three or more publicity methods such as flyers, newsletters, brochures, library website, social networking, community calendars, posters, banners, displays, billboards, and presentations and speeches.

4. The library should maintain a social media presence on at least one of their community's most used platforms.

5. Information about library programs and services is provided to the community either through a print newsletter or email newsletter at least three times per year.

6. The library specifically invites local, state, and federal officials to visit the library, providing them a firsthand view of the library's services.

7. The library's website is updated at least monthly to reflect current and future programs, board minutes, library policies, and new material.

8. The board, administration, and staff assess the library's appearance at least once a year, using this information to revise the library's image in the community.

9. The board, administration, and appropriate staff visit other libraries at least once a year, or review other libraries' publications and websites to learn what services and programs other libraries offer their patrons.

10. The operating budget includes funds for public relations and marketing.

11. The library considers persons with special needs when developing and delivering information about the library's collections and services.

12. The library develops strategies to reach those groups that do not use the library.

13. One member of the staff coordinates the library's marketing efforts, but all staff receive customer service and marketing training.

14. The library includes public relations and customer service as part of the orientation of all new staff and board members.

15. The library develops a brand identity and all collateral material adheres to the library's brand for the most effective messaging.

16. The library administration ensures all board and staff members receive an orientation of the library covering the library's history, funding sources, long-range/strategic plan, and services.

17. The library builds on public relations and marketing efforts developed by state and national organizations, the state library, and the community.

Marketing, Promotion, and Collaboration Checklist

☐ The library has a communications plan that supports the library's long-range/strategic plan.

☐ The library staff and trustees participate in two or more cooperative activities with other community organizations.

☐ The library's services and programs are promoted in the community. Check the applicable publicity methods.
   ○ flyers
   ○ brochures
   ○ website
   ○ newsletter
   ○ posters
   ○ banners
   ○ displays
   ○ podcasting
   ○ presentations
   ○ speeches
   ○ billboards
   ○ other

☐ The library maintains at least one social media account.

☐ The library invites local, state, and federal officials to visit the library.

☐ The library's website is updated at least monthly.

☐ The board, administration, and staff conduct an annual library walk-through.

☐ The board, administration, and appropriate staff visit other libraries.

☐ The budget includes funds for public relations and marketing activities.

☐ The library's promotional methods and services are ADA compliant.

☐ A designated staff member coordinates the library's marketing efforts.

☐ The library's staff receives customer service and marketing training.

☐ The library's orientation for staff and trustees includes the library's public relations, customer service philosophy, library history, funding sources, and long-range/strategic plan.

☐ The library surveys patrons and the community to judge awareness of the library's programs and services.

Appendices

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

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

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

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

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

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

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

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

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

Public Health
Environmental Barriers Act (Illinois Accessibility Code)   410 ILCS 25/1
Equitable Restrooms Act   410 ILCS 35/1
Smoke Free Illinois Act   410 ILCS 82/1

Public Safety
Firearm Concealed Carry Act   430 ILCS 66/1

Notices
Notice by Publication Act   715 ILCS 5/1
Newspaper Legal Notice Act   715 ILCS 10/1

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

Civil Liabilities
Parental Responsibility Law   740 ILCS 115/1
Right to Breastfeed Act   740 ILCS 137/1
Illinois Wage Assignment Act   740 ILCS 170/1

Civil Immunities
Local Government Employee Tort Immunity Act   745 ILCS 10/1-101
Employment Record Disclosure Act   745 ILCS 46/1

Property
Right of Publicity Act   765 ILCS 1075/1

Human Rights
Illinois Human Rights Act   775 ILCS 5/1-101

Business Transactions
Personal Information Protection Act   815 ILCS 530/5

Employment
Illinois Collective Bargaining Successor Employer Act   820 ILSC 10/0.01
Personnel Record Review Act   820 ILCS 40/0.01
Right to Privacy in the Workplace Act   820 ILCS 55/1
Employee Credit Privacy Act   820 ILCS 70/1
Minimum Wage Act   820 ILCS 105/1
Equal Pay Act   820 ILCS 112/1
Wage Payment and Collection Act   820 ILCS 115/1
Prevailing Wage Act   820 ILCS 130/0.01
One Day Rest in Seven Act   820 ILCS 140/3
School Visitation Rights Act   820 ILCS 147
Victims' Economic Security and Safety Act   820 ILCS 180/1
Workers' Compensation Act   820 ILCS 305/1

Military Related Acts
Family Military Leave Act   820 ILCS 151/1
Military Leave of Absence Act   5 ILCS 325/0.01
Public Employee Armed Services Rights Act   5 ILCS 330/1
Service Member's Employment Tenure Act   330 ILCS 60/1

Appendix B (Records to Be Retained and Disposed)

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

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

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

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

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

Appendix C (Topics Recommended for Inclusion in Board Bylaws)

1. Official name and location of library

2. Trustees
   - Method of election or appointment
   - Length of terms
   - Duties and responsibilities
   - Filling a vacancy
   - Conflict of interest/ethics provision
   - Removal

3. Officers
   - Definition
   - Duties
   - Nomination and election procedure and meeting
   - Filling a vacancy
   - Removal

4. Committees
   - Standing
   - Appointment of ad hoc

5. Meetings
   - Time and place of regular meetings
   - Method for calling special meeting
   - Quorum for making decisions
   - Compliance with the *Open Meetings Act*
   - Quorum for board action
   - Follow a current edition of a standard parliamentary procedure manual

6. Order of business
   - Roll call
   - Approval of previous meeting minutes
   - Correspondence and communications
   - Officers' reports
   - Committee reports
   - Financial report and approval of expenditures
   - Library administrator's report
   - Unfinished business
   - New business
   - Adjournment

7. Minutes
   - Reflect attendance and actions taken

8. Appointment/termination of library administrator

9. Amendments—procedures for repealing, amending, or adding

10. Time frame for review

Appendix D (Topics Recommended for New Trustee Orientation)

1. Mission statement, long-range/strategic plan, technology plan, and all library policies

2. Budget, budget cycle, and way in which the budget is developed, monthly financial reports; levy; and relationship between library and municipality/ies, county, and state library

3. Doyle, Robert P. and Robert N. Knight, eds. *Trustee Facts File.* 4th ed. Chicago: Illinois Library Association, 2012; or current edition

4. ALA's *Freedom to Read Statement* and *Library Bill of Rights* and its interpretations; collection management; censorship issues and the procedure for addressing a patron's request for reconsideration of library materials

5. Board bylaws, board library administrator responsibilities, and errors and omissions insurance

6. Board meetings, committee meetings, names and addresses of other trustees, sample agenda, and prior year's minutes

7. *Serving Our Public 4.0: Standards for Illinois Public Libraries,* State Library Per Capita Grant, *Illinois Public Library Annual Report* (IPLAR)

8. Current copy of *Illinois Library Laws & Rules* (St. Paul, MN: Thompson Reuters), issued periodically by and available from the Illinois Library Association

9. Latest edition of a standard parliamentary procedure manual

10. The value/benefits of membership in professional organizations such as the American Library Association and the Illinois Library Association

11. *Illinois Open Meetings Act; Illinois Ethics Act; Freedom of Information Act*

12. List of websites for such organizations as American Library Association, Illinois Library Association, and the Public Library Association

13. Diamond, Stewart H. and W. Britt Isaly. *Financial Manual for Illinois Public Libraries.* Chicago: Illinois Library Association, 2007

Appendix E (Recommended Staffing Levels)

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

Example

1. The library's jurisdictional population is 8,500.

2. The library wishes to achieve the "growing" level.

3. The library's population places it in the 5,000–9,999 population range. The "base" for this range is 2 FTE.

4. The number of additional FTEs needed to reach the "growing" level is .5 per 1,000 population. Multiply 8.5 (the library's jurisdictional population of 8,500 divided by 1,000) by .5 to get the number of additional FTEs: 4.25.

5. Add this number (4.25 FTE) to the base (2 FTE). To reach the "growing" level, the library will need a staff of 6.25 FTE.

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

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

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

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

Appendix G (Recommended Hours of Service by Population)

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

*Open Sunday, September through May

**Open Sunday all year

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

Appendix H (Topics Recommended for Collection Management Policy)

1. Description of community to be served

2. Description of user groups to be served (children, young adults, non-English speaking, adult new reader, audio and visually challenged, etc.)

3. Purpose of the collection

4. Responsibility for collection management

5. Parameters of the collection, including subject areas, formats, etc.

6. Criteria for selection, replacement, and withdrawal

7. Statement that Collection Management Policy will be reviewed every two years (75 ILCS 5/4-7.2)

8. Gifts

9. Provision for user requests

10. Reconsideration of materials

11. Statement on intellectual freedom, adopting the *Library Bill of Rights*, and other ALA intellectual freedom statements

Appendix I (Collection Management Worksheet)

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

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

Materials: *Cost:*

Books (print) $

E-Books

Magazines/newspapers (print)

Magazines/newspapers (electronic)

Audio CDs

Audio CDs (downloadable)

DVDs

DVDs (downloadable/streaming)

Electronic Databases (available in-house & remotely)

Computer Software

Microfilm

Local History resources

Photographs

Video Games

Non-Book or Media

Automation: *Cost:*

Annual Cost for local automation system (including
   cataloging/circulation software as well as hardware
   necessary for operation)   *$*

OCLC Membership costs

MARC Records costs

Additional consortia cost

Virtual reference service

Supplies: *Cost:*

Barcodes for circulating items and for patrons' cards $ _____

User library cards _____

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

Staffing: *Cost:*

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

Collection development/ordering staff _____

Cataloging staff _____

Circulation staff _____

ILL staff _____

Book page or shelver _____

Training for staff _____

Appendix J (New Facility Planning)

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

1. Public library construction, expansion, and major renovation projects are planned by a team consisting of the board or members of the board of trustees, the library administrator and key staff, and a registered professional architect, preferably with experience in the design of libraries. A library building consultant may be utilized when there is a lack of library design experience on the design team.

2. The library, unless it is part of a home rule unit of government, must select an architect in compliance with the *Local Government Professional Services Selection Act* [50 ILCS 510/0.01 *et seq.*]

3. The library's attorney should review all contracts related to any construction project.

4. Space planning should be based on a twenty-year population projection (including probable annexation) and desired improvements in services.

5. The facility should provide the maximum possible flexibility for future changes in design, furnishings, and technology.

6. Access to the internet through data/Wi-Fi and power should be available throughout the facility.

7. All construction shall comply with federal, state, and local codes and regulations.

8. All areas of the library are designed to meet the floor-loading standard as defined by applicable codes. (Note that many existing buildings that were not designed as libraries cannot meet this requirement. Consult a building design professional whenever giving consideration to re-purposing any existing building for use as a library.)

9. Natural lighting should be used whenever possible. The availability and efficient use of natural light are an important consideration for both energy efficiency and human well-being. With proper planning, natural lighting can be incorporated into library design. All lighting, whether natural or artificial, should be designed to allow rearrangement of library furnishings.

10. Sustainable (Green) Design: Protecting our environment is only one of many compelling reasons to design and build sustainable buildings. Buildings designed in a sustainable manner can offer increased comfort for the occupants, healthier internal environments, lower energy costs, and can promote increased productivity. Libraries should take advantage of their unique educational role to be leaders in sustainable design.

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

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

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

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

Appendix K (Facility Management Checklists)

Ongoing Building Maintenance Checklist

☐ The library building should be maintained in a clean and sanitary condition at all times. Cleaning schedule can depend on frequency of use, and other factors.

☐ Elevators should be maintained at least annually, and should comply with applicable codes for safety.

☐ Roofs should be maintained at least twice a year or more frequently if required by the warranty. Additional inspection and maintenance work should be performed after every occasion where a contractor performs work on the roof (e.g., a rooftop chiller is replaced).

☐ The building facade should be inspected once a year.

☐ Parking lot resealing and restriping should be performed every one to three years.

☐ HVAC systems should be inspected and maintained at least twice a year (before summer and winter).

☐ Alarm system should be checked for proper operation at least once a year.

☐ Lighting should be inspected and replaced at least once every three months, unless they are inspected on a regular basis by the building staff. In some cases, defective lights must be replaced immediately. This includes exit lights, parking lot lights, and building exterior lights.

☐ Emergency lighting should be checked once a month.

☐ Sprinkler systems should be inspected as required by code, but at least once per year.

☐ Automatic doors should be inspected, adjusted and lubricated as required by code, but at least once every 6 months. Such doors may require more frequent work depending on traffic.

☐ Plumbing—Toilets, domestic water heater, and faucets: These systems should be maintained at least twice per year, including rodding of drain lines. Many components such as toilets may require maintenance on an as-needed basis. Sump pumps and back-up systems should be checked more frequently.

☐ Landscaping should be maintained weekly during season, and at least twice per year for cleanup, trimming, etc.

☐ Landscaping sprinklers should be checked and maintained twice a year.

☐ Carpet mats should be vacuumed on a regular basis, and shampooed at least once per year. Worn, loose, or torn carpeting should be replaced on an as-needed basis.

☐ Hard surface flooring should receive thorough cleaning and/or polishing once per year.

☐ Window cleaning should be performed at least once per year.

- [ ] Parking garages should be inspected and cleaned on an annual basis. Cleaning should include power washing to remove salt and other deposits.

- [ ] Other unique features, such a fountains, fireplaces, indoor planters, etc. should also be maintained on an as-required basis.

- [ ] Emergence generators should be checked for proper operation every week, and serviced as required by manufacturer.

- [ ] Snow removal should be performed on an as-needed basis (either self-performed or contracted).

- [ ] Egress paths should be checked once a month to ensure they are maintained open and free of obstructions.

- [ ] Electrical and mechanical rooms should be checked twice per year to ensure they are kept clean and clear of obstructions to reach the equipment.

Building Periodic Repair Checklist

- [ ] Tuck pointing of masonry: On an as-needed basis.

- [ ] Sealant repairs (window perimeters, masonry joints, etc.): On a three-to-five year interval.

- [ ] Interior painting and wall coverings: On an as-needed basis.

- [ ] Exterior painting including steel members that may corrode such as railings, etc.: Typically, once every three to five years.

- [ ] Wood and trim components: On an as-needed basis.

- [ ] Exterior and Interior Signage: Evaluate the appropriateness and condition of your signage once a year.

- [ ] Windows: Replace broken seals broken glass, caulking and glazing as needed.

- [ ] Parking lot: Perform patching, sidewalk repairs such as mud jacking, curb repairs, etc. as needed.

- [ ] Landscaping: Inspect trees and sod replacement every one to two years.

- [ ] Graffiti removal: Perform on an as-needed basis.

- [ ] Fencing repairs and painting: Perform on an as-needed basis. Painting is typically required every three to five years.

- [ ] Hardware: Items such as door knobs, locks, etc. should be repaired on an as-needed basis.

Capital Project Checklist

*Warranties and professional consultation should determine capital project items.

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

Capital Asset Plan Item List

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

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

Environmentally Friendly Components

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

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

Glossary (including acronyms)

24/7/365

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

ADA

Americans with Disabilities Act. www.ada.gov

Adaptive Technologies

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

ALA

American Library Association. www.ala.org

Appropriation

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

Audit

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

Authentication

Authentication is the verification of an individual's identity.

Back Door Referendum

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

Backbone

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

Blog

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

Boundaries (Library)

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

Broadband

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

Budget

A plan for conforming expenditures to income.

Bylaws

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

CARLI

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

Cataloging

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

CD-ROM

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

C.F.R.

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

Classification

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

Collection Management

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

Conditioned Power

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

Conflict of Interest

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

Cooperative Collection Development

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

Corporate Authority

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

CREW

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

Distribution Closet

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

Download

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

EEOC

Equal Employment Opportunity Commission. www.eeoc.gov/

E-Rate

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

FICA

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

Firewall

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

FTE

Full-time equivalent; full-time employee.

Hardware

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

Hub

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

HVAC

Heating Ventilating Air Conditioning.

ILA

Illinois Library Association. www.ila.org

ILCS

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

Ill. Comp. Stat. Ann.

Illinois Compiled Statutes Annotated. Published by LexisNexis.

ILLINET

Illinois Library and Information Network.

ILLINET INTERLIBRARY LOAN CODE

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

IMRF

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

Interlibrary Loan

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

Internet

Internet is an international network of computer networks.

I-Share

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

LAN

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

LLSAP

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

MARC

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

MLS/MLIS

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

Nonresident Fee Cards

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

OCLC

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

OPAC

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

Open Captioning

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

Open Meetings Act

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

OSHA

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

PLA

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

Podcast

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

Premises Wiring

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

Reciprocal Borrowing

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

Referendum

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

Remote Access

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

Riser (Management)

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

Router

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

RSS Feeds

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

Server

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

Software

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

Structured Cabling

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

System Integrator (SI)

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

TDD

Telecommunications Device for the Deaf. See TTY.

TRS

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

TTY

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

United for Libraries/ALTAFF

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

U.S.C.

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

Virtual Private Network (VPN)

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

Virtual Reference

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

Voice Relay

See TRS.

WAN

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

Website

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

Wi-Fi

Wireless networking technology.

Wiki

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

Wikipedia

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

Wire Management

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

ILA

Illinois Library Association

33 W. Grand Ave.
Suite 401
Chicago, Illinois 60654-6799

312-644-1896
Fax 312-644-1899

www.ila.org

	Meet Standard?	Notes
Core 1 The library provides uniformly gracious, friendly, timely, and reliable service to all users.	yes	
Core 2 The library is established and operates in compliance with Chapter 75 of the *Illinois Compiled Statutes*.	yes	
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*.	yes	
Core 4 The library complies with all other state and federal laws that affect library operations. (See Appendix A)	yes	
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.	yes	
Core 6 The library adopts and adheres to the *Code of Ethics of the American Library Association.*	yes	
The library adopts and adheres to the *Public Library Trustee Ethics Statement,* developed by United for Libraries, a division of ALA.	yes	
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)	yes	
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.)	yes	

	Meet Standard?	Notes
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.*	yes	
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.	yes	
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.	yes	
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.	yes	
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)	yes	
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.	yes	
Core 15 The board of trustees annually reviews the performance of the library administrator.	yes	
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.	yes	

	Meet Standard?	Notes
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.	yes	
Core 18 The library utilizes a variety of methods to communicate with its community.	yes	
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.	yes	
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].	yes	
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.	yes	
Core 22 The library board and staff promote the collections and services available to its community.	yes	
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.	yes	

	Meet Standard?	Notes
Library has an elected or appointed board of trustees.	yes	
Library has a qualified library administrator.	yes	
Library administrator files an *Illinois Public Library Annual Report* (IPLAR) with the Illinois State Library.	yes	
Library administrator prepares monthly reports (including statistics) of operations and services for the board's review.	yes	
Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.	yes	
Library has a mission statement and a long-range/strategic plan.	yes	
Library maintains an understanding of the community by surveys, hearings, and other means.	yes	
Library board reviews library policies on a regular basis.	yes	
Library board members participate in local, state, regional, and national decision making that will benefit libraries.	yes	The board paricipates in combating censorship and upholding interllectual freedom and supports efforts at the state and federal level to do the same
Library develops an orientation program for new board members.	yes	
Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible.	yes	Generally, Trustees have attended local workshops, webinars, and occassionally ALA when it is in Chicago
Library keeps adequate records of library operations and follows proper procedures for disposal of records.	yes	We updated our Records Retention Policy with the Illinois State Archives in 2019.
Library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.	yes	
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.	yes	
Library maintains insurance covering property and liability, including volunteer liability.	yes	
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.	no	At this time, we do not have a written succession plan.

	Meet Standard?	Notes
Library has a board-approved personnel policy.	yes	
Library has staffing levels that are sufficient to carry out the library's mission.	yes	
Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.	yes	We are in the middle of updating our job descriptions and will soon be working with HR Source on the salary benchmarking project
Library's hiring practices are in compliance with EEOC guidelines and the Americans with Disabilities Act.	yes	
Library salaries and fringe benefits account for up to 70 percent of total operations budget.	yes	Currently these account for 63% of our budget
Library gives each new employee a thorough orientation.	yes	
Library evaluates staff annually.	yes	
Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.	yes	
Library provides staff access to library literature and other professional development materials.	yes	
Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.	yes	
The library complies with state and federal laws that affect library operations.	yes	

	Meet Standard?	Notes
The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan.	no	This is being carried out as part of the facility plan.
At least once every five years, the board directs a review of the library's long-term space needs.	yes	
The staff are familiar with the requirements contained in the *Americans with Disabilities Act* (ADA) and work to address deficiencies in order to provide universal access to all patrons.	yes	
The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.	yes	
The library provides adequate, safe, well-lighted, and convenient parking during all hours of service.	yes	
The library has the minimum required number of parking spaces.	yes	
The library's entrance is easily identified, clearly visible, and well lighted.	yes	
The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.	yes	
The library has adequate internal signage.	yes	
The library's lighting levels comply with lighting standards.	yes	
All signage is in compliance with applicable federal, state, and local regulations.	yes	
The library building supports the implementation of current and future telecommunications and electronic information technologies.	yes	
The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs.	yes	
Space is allocated for child and family use with furniture and equipment designed for use by children.	yes	
The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials.	no	As part of the master plan, we are creating updated display areas like we have done with the lobby remodel
Shelving in the areas serving young children is scaled to their needs.	yes	While it is generally scaled to their needs, our Juvenile Non-Fiction shelving is not child friendly. We also have spine out shelving in picture books which is typically now seen as not being condusive to browsing.

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

Hard surface flooring should receive thorough cleaning and/or polishing once per year.	yes	
Window cleaning should be performed at least once per year.	yes	
Parking garages should be inspected and cleaned on an annual basis. Cleaning should include power washing to remove salt and other deposits.	N/A	not applicable; parking lot is cleaned on regular basis
Other unique features, such a fountains, fireplaces, indoor planters, etc. should also be maintained on an as-required basis.	yes	
Emergence generators should be checked for proper operation every week, and serviced as required by manufacturer.	yes	
Snow removal should be performed on an as-needed basis (either self-performed or contracted).	yes	
Egress paths should be checked once a month to ensure they are maintained open and free of obstructions.	yes	
Electrical and mechanical rooms should be checked twice per year to ensure they are kept clean and clear of obstructions to reach the equipment.	yes	
Building Periodic Repair Checklist		
Tuck pointing of masonry: On an as-needed basis.	yes	
Sealant repairs (window perimeters, masonry joints, etc.): On a three-to-five year interval.	yes	
Interior painting and wall coverings: On an as-needed basis.	yes	
Exterior painting including steel members that may corrode such as railings, etc.: Typically, once every three to five years.	yes	exterior façade project was completed in 2020
Wood and trim components: On an as-needed basis.	yes	
Exterior and Interior Signage: Evaluate the appropriateness and condition of your signage once a year.	yes	We are evaluating this as part of the Cedar Lane project.
Windows: Replace broken seals broken glass, caulking and glazing as needed.	yes	
Parking lot: Perform patching, sidewalk repairs such as mud jacking, curb repairs, etc. as needed.	yes	
Landscaping: Inspect trees and sod replacement every one to two years.	yes	We are evaluating this as part of the Cedar Lane project.
Graffiti removal: Perform on an as-needed basis.	yes	
Fencing repairs and painting: Perform on an as-needed basis. Painting is typically required every three to five years.	N/A	not applicable

Hardware: Items such as door knobs, locks, etc. should be repaired on an as-needed basis.	yes	

Capital Project Checklist		
Parking lot reconstruction (not routine sealing)	yes	completed in 2020
Re-roofing	yes	
Window replacement	yes	performed on an as needed basis and part of 20 year facility plan
HVAC equipment replacement	yes	updates occur as renovation projects occur
Lighting replacements and upgrades	yes	updates occur as renovation projects occur
Building additions	yes	
Interior remodeling (carpeting, walls, furnishings, etc.)	yes	
Utility infrastructure including electrical feeds, cabling, fiber optics, generators, IT infrastructure, technology upgrades	yes	
Major facade repairs	yes	repaired in 2020
Major code upgrades	yes	part of 20 year facility plan

Capital Asset Plan Item List		
Building structure	yes	
Site elements such as parking lots, paving, site furnishings and signs	yes	
HVAC systems	yes	
Plumbing	yes	
Elevators	yes	
Building envelope including facade, windows, and roofs	yes	
Furnishings	yes	

Environmentally Friendly Components		
Roof	yes	
Mechanical systems	yes	
Windows	yes	
Library façade repair or replacement	yes	
Lighting/LED	yes	
Low-flow/water saving	yes	

	Meet Standard?	Notes
The library provides a list of emergency call numbers at all staff phones in the library.	yes	
The library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.	yes	
The library has an emergency manual and disaster plan.	yes	
The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit, NARCAN® kit, and an automated external defibrillator.	yes	We do not use NARCAN at this time and have spoken with Northbrook Police who do not feel it is necessary for us at this time.
The library provides a call list and contact information that is reviewed biannually.	yes	
Emergency medical supplies are stored in a designated location and are accessible to staff.	yes	
Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.	yes	
A prioritization list shows what should be salvaged in order of importance.	yes	
A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures.	yes	
A procedure exists for letting staff know when it is unsafe to enter the building.	yes	
The library has a designated tornado shelter.	yes	
Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked.	yes	
The library provides adequate security for staff, users, and collections.	yes	
The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.	yes	
At least two people (one of whom may be a volunteer) shall be on duty during all open hours of operation.	yes	
Copies of the emergency manual and disaster plan are provided to community safety personnel.	yes	
A policy for security camera usage has been adopted and signage is posted.	no	We will be creating this as part of our security camera construction project in 2023

	Meet Standard?	Notes
The library board of trustees ensures that the library has a publicly funded budget to purchase materials. The minimum annual expenditure for materials for any size library should be a minimum of 8 to 12 percent of the operating budget.	yes	We generally spend 13% of the budget on materials.
Library budgets should put priority on purchasing materials that best serve their community.	yes	
The library has a written collection development policy approved by the board.	yes	This is something we will be updating in the next few years.
Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, Sears/LC subject headings, and RDA.	yes	
Library collections are evaluated annually to measure the effectiveness of community use of the collection and weeded if deemed appropriate.	yes	
The library considers forming a cooperative collection plan with other libraries in close proximity to one another.	yes	

	Meet Standard?	Notes
Library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. The library promotes statewide cooperative services in addition to their own local services.	yes	
Library resources, information, and expertise are available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and the library participates in system delivery.	yes	
The library abides by the ILLINET *Interlibrary Loan Code* as well as other formal regional/consortial agreements.	yes	We are als a member of CCS and abide by the agreement the board signed when we became a member over 20 years ago
The library administrator, library staff, and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association, and bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.	yes	
The library, in cooperation with regional library systems and the Illinois State Library, promotes statewide tax-supported public library service for every Illinois resident.	yes	
If a legally established public library currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants, the library should work in cooperation with its regional library system regarding grant eligibility and compliance.	yes	

Reference Service Checklist	Meet Standard?	Notes
All basic services are available when the library is open.	yes	
The library has competently trained staff that has thorough knowledge of popular authors and titles.	yes	
The library maintains a well-rounded collection of both fiction and nonfiction titles.	yes	
The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.	yes	
The library maintains a basic collection of reader's advisory reference materials.	yes	
All staff members attend at least one relevant continuing education event each year.	yes	
Staff members who are responsible for reader's advisory service in their library join at least one community organization, club, or council.	no	We do have a number of staff that are part of different groups in the community including: Chamber, Historical Society, Northshore Genealogical Society, and Arts Commission. But not all staff that do RA participate in one of these organizations. We have over 60 partnerships with area organizations and feel that we are fulfilling the intent behind this recommendation.
Staff members who are responsible for reader's advisory service in their library attend at least one workshop, reading roundtable, or continuing education event.	yes	
The library accepts and responds to reader's advisory requests received in person, on the phone, or electronically.	yes	

Reader's Advisory Service Checklist		
All basic services are available when the library is open.	yes	
The library has competently trained staff that has thorough knowledge of popular authors and titles.	yes	
The library maintains a well-rounded collection of both fiction and nonfiction titles.	yes	
The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.	yes	
The library maintains a basic collection of reader's advisory reference materials.	yes	
All staff members attend at least one relevant continuing education event each year.	yes	

Reference Service Checklist	Meet Standard?	Notes
Staff members who are responsible for reader's advisory service in their library join at least one community organization, club, or council.	no	We do have a number of staff that are part of different groups in the community including: Chamber, Historical Society, Northshore Genealogical Society, and Arts Commission. But not all staff that do RA participate in one of these organizations. We have over 60 partnerships with area organizations and feel that we are fulfilling the intent behind this recommendation.
Staff members who are responsible for reader's advisory service in their library attend at least one workshop, reading roundtable, or continuing education event.	yes	
The library accepts and responds to reader's advisory requests received in person, on the phone, or electronically.	yes	

	Meet Standard?	Notes
Library programs are provided free of charge, or on a cost recovery basis.	yes	
Library programs are located in a physically accessible location.	yes	
Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.	yes	We have a robust plan to ensure that we are providing programs that are accessible to all members of our community, even when doing virtual programming. This is reflected in the questions asked when people sign up for programs
The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.	yes	
The library presents educational, cultural, and recreational programs that reflect community needs and interests.	yes	
Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.	yes	
The library provides outreach programs to specific populations who cannot visit the library.	yes	
The library has programming that seeks to serve children and their caregivers.	yes	
The library has programming that seeks to serve young adults.	yes	
The library has programming that seeks to serve adults and senior citizens.	yes	
The library provides programs on library instruction for all ages. This includes online catalog and online database training opportunities.	yes	Although, these are generally not well attended. We tend to weave instruction into other programs and that seems to work better.
The library is encouraged to partner with other organizations to offer programs.	yes	We have over 60 organizations that we partner with.

	Meet Standard?	Notes
All basic youth services are available when the library is open.	yes	
The library provides staff trained in serving youth.	yes	
The library has policies towards serving youth which it reviews at least every two years, and youth staff have input in these policy revisions and creations.	yes	
The library actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere for all patrons.	yes	
The library provides staff trained in assisting youth with disabilities, language, and literacy barriers.	yes	We do this for the entire staff, not just YS
The library provides staff trained to assist youth with adaptive equipment and software as needed to for accessibility of resources.	yes	
The library strives to eliminate barriers of service for youth, including regularly reviewing any content restrictions, library card requirements, and Internet policies.	yes	
The library regularly, and at least annually, evaluates its services for youth with regard to popularity, effectiveness, accuracy, timeliness, and patron ease. The library seeks input from staff serving youth—as well as the community—regarding these services.	yes	
The library provides programming for youth which is developmentally appropriate and meets the needs of the community.	yes	
The library's programming is designed to reflect the needs and interests of youth in the community.	yes	
Library programs are provided free of charge or on a cost-recovery basis.	yes	
The library makes provisions that enable persons with disabilities to attend programming, and lists these provisions with other programming information.	yes	We do this for all programs, not just ones for youth
The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services for youth.	yes	
The library strives to partner with youth-facing organizations in the community.	yes	
The library provides youth with research and information literacy instruction through tours, training sessions, and one-on-one interactions.	yes	
The library has staff who have knowledge of popular authors, titles, and resources to provide these services.	yes	
Youth staff have access to a telephone and computer to receive and respond to requests for information and to contact other agencies.	yes	
Youth staff responsible for collection management have access to review journals and tools specifically targeting youth materials.	yes	
The library includes at least one current resource created and intended for youth for each subject area. Electronic resources also fulfill this requirement.	yes	
The library provides computer access for all youth, and provides guidance on digital literacy and technology use to youth.	yes	
The library provides outreach services towards youth to increase awareness of services, attract new users, and reach underserved populations.	yes	
The library strives to partner with and support local schools, including private schools and homeschoolers.	yes	Our new partnership with the schools for our eBook platform has been very well received and continues to increase in popularity.

	Meet Standard?	Notes
Staff members are encouraged to attend as many continuing education workshops and events as possible to stay current on trends and best practices for serving youth.	yes	
The library provides a space specifically for use by children and families.	yes	
The shelving used for housing children's materials is appropriately sized to allow for easier access.	yes	
The library provides early literacy programming, including regular story time, for children and families.	yes	
The library provides programming which facilitates play and fun for children and families.	yes	
The library provides toys and interactive materials for use in the library, during programs, and/or at home that facilitate play, fun, and imagination.	yes	
The library provides a summer reading opportunity to encourage reading and learning during the summer.	yes	
The library provides a welcoming environment for young adults both individually and in groups.	yes	
The library provides developmentally appropriate programming for young adults that encourage self-identity and positive interactions while providing opportunities to socialize and have fun.	yes	
The library provides materials both physical and digital for young adults that are intended for them.	yes	
The library partners with young adults in the community to provide opportunities for leadership such as a young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.	yes	

	Meet Standard?	Notes
Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.	yes	
The library has:		
• a telephone, with a listing in the phone book;	yes	
• a telephone voice mail and/or answering machine;	yes	
• a fax and/or scanner;	yes	
• a photocopier;	yes	
• effective Internet access with sufficient capacity to meet the needs of both the staff and the public;	yes	
• library and/or departmental email accounts for patron communication with the library (the library email account is reviewed and responded to during library hours);	yes	
• an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;	yes	
• up-to-date computers for staff and public access with sufficient capacity to meet needs;	yes	
• up-to-date printers for staff and public access with sufficient capacity to meet needs;	yes	
• up-to-date antivirus and Internet security software protection installed on every library computer;	yes	
• up-to-date Internet browsers, web applications, and plug-ins;	yes	
• a valid email address, accessible via the library's website, for the library administrator; and	yes	
• a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act*.	yes	
The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.	yes	
The wait time for patron workstations does not exceed 15 to 30 minutes.	yes	
The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.	yes	We are part of a consortium of municipal entities in our township that provides internet service.
The library provides 24/7 remote access to library services and resources through:	yes	
• a web-accessible library catalog;	yes	
• appropriate regional, state, national, and international bibliographic databases;	yes	
• other authenticated electronic resources that are available for direct patron use; and	yes	
• virtual reference service, and/or text messaging services, and/or a library email account.	yes	
The library staff must be:		

	Meet Standard?	Notes
• computer literate;	yes	
• trained to use and assist patrons in the use of electronic resources and materials; and	yes	
• accessible via email and/or through messaging services.	yes	
The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.	yes	
The library provides web links and access to regional and/or statewide initiatives including:		
• regional library system consortial web-based catalogs;	yes	
• the CARLI academic library catalog (I-Share);	yes	
• Illinois State Library-sponsored databases/e-resources;	yes	We are part of OCLC and Novelist, which are provided by the Illinois State Library
• other electronic collections as available; and	yes	
• virtual reference service.	yes	
As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.	yes	
The library has a board-adopted Internet acceptable use policy.	yes	
The Internet acceptable use policy is reviewed annually.	yes	
The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and	yes	
connectivity.		
The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.	yes	
The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on community needs and priorities.	yes	
The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to:	yes	
• wireless access (Wi-Fi);	yes	
• Internet connectivity upgrades sufficient for patron and staff use;	yes	
• networking (local area vs. wide area);	yes	
• library Intranet;	yes	

	Meet Standard?	Notes
• an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive;	yes	
• patron self-checkout functionality;	yes	
• new technologies/potential services; for example, social networking, makerspace, and mobile apps;	yes	
• current and functional meeting room technology;	yes	
• adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and	yes	
• ongoing staff continuing education/training related to all aspects of technological services.	yes	
The library protects the integrity, safety, and security of its technological environment.	yes	
The library's automated catalog and its components comply with current state, national, and international standards.	yes	
The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and ibraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).	yes	Yes, but do not use eRate

	Meet Standard?	Notes
The library has a communications plan that supports the library's long-range/strategic plan.	yes	
The library staff and trustees participate in two or more cooperative activities with other community organizations.	yes	
The library's services and programs are promoted in the community. Check the applicable publicity methods.	yes	
O flyers	yes	
O brochures	yes	
O website	yes	
O newsletter	yes	
O posters	yes	
O banners	yes	
O displays	yes	
O podcasting	no	We have chosen not to pursue this due to demand and bandwidth
O presentations	yes	
O speeches	yes	
O billboards	no	
O other	yes	Newspapers, emails, cross promotion in other agency newsletters/publications
The library maintains at least one social media account.	yes	Facebook, Twitter, Instagram, YouTube
The library invites local, state, and federal officials to visit the library.	yes	
The library's website is updated at least monthly.	yes	
The board, administration, and staff conduct an annual library walk-through.	yes	
The board, administration, and appropriate staff visit other libraries.	yes	
The budget includes funds for public relations and marketing activities.	yes	
The library's promotional methods and services are ADA compliant.	yes	We take steps to ensure our website and digital presence is ADA compliant
A designated staff member coordinates the library's marketing efforts.	yes	
The library's staff receives customer service and marketing training.	yes	

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