

## **Board Meeting Agenda**

September 20, 2021

### **Call to order**

Welcome new member – Maggie Garver

### **Minutes**

### **Correspondence, communications, and public comments**

### **Committee Reports -**

- Finance – Finance Report, Checks Report
- Book - no report
- House -

### **Librarian's Report**

- Statistics report
- Month's review / status report
- Friends – book sale, postponed program

### **Old business**

- Elevator upgrade – architect contract
- Hanging art glass sculpture – payment, plaque, spotlights
- Minimum wage increases in January
- Library hours

### **New Business**

- Updated library card policy to match changes in law
- Per capita grant requirements – review Standards chapters 1-3

### **Miscellaneous**

### **Adjourn**

**Next Meeting:** October 18, 2021. The 2<sup>nd</sup> Monday is a library holiday.

**Paris Public Library  
Board of Trustees  
July 12, 2021**

The regularly scheduled meeting of the Board of Trustees was called to order at 4:29 p.m. by President George Griffin. Brann, Earlywine, Gill, Griffin, Gross, Michels, Pennington, Punzelt, Young – present. None – absent.

**Minutes of Previous Meeting:** MOTION: Michels, second by Brann to approve minutes from June 14, 2021 meeting. Motion carried.

**Correspondence, communications, and public comments:** None

**Committee Reports:**

**\*Finance:** The final fiscal report was reviewed along with checks report. MOTION: Gross, second by Brann to accept finance report. Motion carried.

**\*Book:** None

**\*House:** The Sharps containers and mounting brackets are ready for installation. The protruding water line cover by the north entrance has been brought to the attention of the city. The front entrance light project is in a waiting status.

**Librarian's Report:** Librarian Pennington reported that the May circulation numbers are up. Summer programs started rather slowly but have since increased in attendance. Things are returning to pre-pandemic normal. Boys horsing around in the children's room, unreturned/missing restroom keys, and bicycles being brought into the library. MOTION: Young, second by Earlywine to accept Librarian's report. Motion carried.

**\*Friends:** Book sale will be held on July 31 and August 7 from 10 am – 4pm.

**Old Business:** The State Library Construction Grant officially notified the library that the grant money for the elevator upgrade will be dispersed in late July/early August. Metro Communication has flagged the yard for new internet access.

The board reviewed the current policy for vacations, pay schedules and sick leave. MOTION: Young, second by Gill to amend the current policy, paragraph four (4) to read, "Vacation time does not accumulate; employees are not paid for unused vacation time." Motion carried.

**New Business:** The library will return to regular hours after Labor Day, September 6, 2021.

**Miscellaneous:**

Meeting adjourned at 5:45 p.m. Next scheduled meeting is Monday, September 13<sup>th</sup>, 2021.

Respectfully submitted,  
Evie Gill, Secy.

# PARIS PUBLIC LIBRARY FINANCE REPORT

	Budget	August 2021	YTD	
<b>Income</b>				
40-01-00-3110 Real Estate Tax	129,000.00	0.00	0.00	
40-01-00-3420 Replacemnt Tax	11,000.00	0.00	6843.00	
40-01-00-3120 RE Tax-Dtown TIF	200.00	0.00	0.00	
40-01-00-3470 Grants	62,100.00	13034.56	63982.48	
40-01-00-3811 Interest on Cash	100.00	0.00	8.17	
40-01-00-3812 Investment Interest	4,500.00	0.00	907.17	
40-01-00-3820 Dividends Snap On	5,000.00	0.00	1230.00	
40-01-00-3830 Gifts and Donations	5,000.00	100.00	1360.00	
40-01-00-3890 Misc Income	<u>10,000.00</u>	<u>1099.63</u>	<u>3259.79</u>	
	226,900.00	14,234.19	77,590.61	
<b>Expenditures</b>				
				<b>Balance</b>
<b>Building</b>				
40-01-00-5110 Repair & Maintenance	5,000.00	961.06	1,051.06	3,948.94
40-01-00-5120 Equipment Maintenance	1,500.00	75.00	75.00	1,425.00
40-01-00-5170 Grounds Maintenance	1,500.00	0.00	835.00	665.00
40-01-00-5710 Utilities	9,000.00	611.42	2,003.11	6,996.89
40-01-00-5910 Liab. & Prop. Insurance	2,000.00	0.00	-	2,000.00
40-01-00-6540 Janitor Supplies	700.00	102.43	320.17	379.83
40-01-00-8350 Special Project (Elevator)	110,000.00	0.00	-	110,000.00
<b>Library Services</b>				
40-01-00-5370 Internet	2,664.00	78.00	774.00	1,890.00
40-01-00-5510 Postage	600.00	77.00	192.50	407.50
40-01-00-5520 Telephone	2,300.00	201.27	864.82	1,435.18
40-01-00-6590 Processing & Supplies	1,900.00	394.87	585.44	1,314.56
40-01-00-6840 Automation & Software	3,700.00	0.00	3,678.55	21.45
40-01-00-8300 Office Equipment	1,740.00	64.45	334.81	1,405.19
40-01-00-8330 Computer Equipment	700.00	0.00	-	700.00
40-01-00-9110 Programs & Publicity	1,700.00	332.17	417.11	1,282.89
40-01-00-9290 Misc.	1,000.00	31.99	190.78	809.22
<b>Materials</b>				
40-01-00-6710 Books & Periodicals	11,000.00	1553.37	3,082.99	7,917.01
40-01-00-6810 Audiobooks	700.00	0.00	206.25	493.75
40-01-00-6820 Video	1,300.00	18.55	62.01	1,237.99
40-01-00-6830 Electronic Resources	4,200.00	450.00	2,017.07	2,182.93
<b>Personnel</b>				
40-01-00-4210 Salaries	104,000.00	7424.53	33,020.19	70,979.81
40-01-00-4275 Bonuses	600.00	0.00	-	600.00
40-01-00-4510 Health Insurance	16,000.00	1258.40	5,033.60	10,966.40
40-01-00-4520 Life Insurance	365.00	31.20	124.80	240.20
40-01-00-4530 Unemployment	550.00	0.00	-	550.00
40-01-00-4540 Workers Comp	550.00	0.00	-	550.00
40-01-00-5620 Travel & Training	50.00	0.00	20.00	30.00
<b>Contingency</b>	<u>1,000.00</u>			<u>1,000.00</u>
<b>TOTALS</b>	286,319.00	13,665.71	54,889.26	231,429.74

**PARISPL**  
**Checks & Deposits**

Type	Date	Num	Name	Account	Amount
<b>Jul - Aug 21</b>					
Deposit	07/01/2021		Income	Daily Business	109.59
Check	07/07/2021	2792	Cengage Learning - Gale	Daily Business	-310.72
Check	07/07/2021	2793	Unique Management Services	Daily Business	-8.95
Check	07/07/2021	2794	Baker & Taylor	Daily Business	-53.25
Check	07/07/2021		VOID	Daily Business	
Check	07/07/2021	2796	Uline	Daily Business	-53.90
Deposit	07/08/2021		Income	Daily Business	98.00
Check	07/12/2021	2797	Unique Management Services	Daily Business	-8.95
Check	07/12/2021	2798	Ameren Illinois	Daily Business	-10.12
Check	07/12/2021	2799	D-I Supply	Daily Business	-53.96
Check	07/14/2021	2800	Ray's Lock Shop	Daily Business	-40.00
Check	07/15/2021	EFT	Demco	Daily Business	-190.57
Deposit	07/15/2021		Income	Daily Business	287.29
Check	07/16/2021	EFT	Walmart	Daily Business	-19.80
Deposit	07/19/2021		Income	Gift Fund	497.89
Check	07/19/2021		Walmart Checks	Daily Business	-52.08
Deposit	07/22/2021		Income	Daily Business	98.98
Check	07/22/2021	1365	Illinois Heartland Library System	Gift Fund	-2,886.95
Check	07/22/2021	1367	IHLS-OCLC	Gift Fund	-216.60
Check	07/22/2021	1366	VOID	Gift Fund	0.00
Check	07/23/2021	EFT	Demco	Daily Business	-115.36
Deposit	07/24/2021		Income	Gift Fund	50,000.00
Check	07/24/2021	2801	Card Services	Daily Business	-56.95
Check	07/24/2021	2802	Technology Management Revolvi...	Daily Business	-154.00
Check	07/24/2021	2805	Frontier	Daily Business	-279.41
Check	07/24/2021	2804	VOID	Daily Business	0.00
Check	07/24/2021	2803	VOID	Daily Business	0.00
Check	07/27/2021	2807	Watts Copy Systems inc	Daily Business	-59.85
Check	07/27/2021	2808	Illinois Heartland Library System	Daily Business	-135.00
Check	07/27/2021	2809	Illinois Library Association	Daily Business	-85.00
Check	07/27/2021	2810	Camargo Township District Library	Daily Business	-7.99
Check	07/27/2021	2806	USPS	Daily Business	-55.00
Deposit	07/29/2021		Income	Daily Business	275.29
Check	07/29/2021	1368	Junior Library Guild	Gift Fund	-54.00
Deposit	07/30/2021			Daily Business	0.22
Deposit	07/31/2021			Gift Fund	5.94
Check	08/04/2021	2811	Office of the State Fire Marshal	Daily Business	-75.00
Deposit	08/05/2021		Income	Daily Business	116.20
Check	08/10/2021	2812	Cengage Learning - Gale	Daily Business	-264.99
Check	08/10/2021	2813	Illinois Heartland Library System	Daily Business	-450.00
Check	08/10/2021	2814	Reader's Digest	Daily Business	-13.00
Check	08/10/2021	1067	Tribune Star	Pear / Bishop checking	-276.93
Check	08/10/2021	1369	Baker & Taylor	Gift Fund	-4.81
Check	08/11/2021	2815	Ameren Illinois	Daily Business	-10.17
Deposit	08/12/2021		Income	Daily Business	414.28
Check	08/16/2021	EFT	Walmart	Daily Business	-14.97
Check	08/18/2021	2816	Office360	Daily Business	-189.99
Check	08/18/2021	2817	D-I Supply	Daily Business	-27.96
Deposit	08/19/2021		Income	Daily Business	338.06
Deposit	08/21/2021		Income	Daily Business	13,148.58
Check	08/24/2021	2818	USPS	Daily Business	-77.00
Check	08/25/2021	EFT	Demco	Daily Business	-204.88
Check	08/26/2021	2819	Frontier	Daily Business	-279.27
Check	08/26/2021	2820	Cengage Learning - Gale	Daily Business	-68.92
Check	08/26/2021	2821	D-I Supply	Daily Business	-65.98
Check	08/26/2021	2822	Interactive Sciences	Daily Business	-332.17
Check	08/26/2021	2823	Card Services	Daily Business	-106.47
Deposit	08/26/2021		Income	Daily Business	217.09
Check	08/26/2021	2824	Baker & Taylor	Daily Business	-385.41
Check	08/26/2021	1370	James C. Bennett	Gift Fund	-409.09
Check	08/26/2021	2825	Watts Copy Systems inc	Daily Business	-64.45
<b>Jul - Aug 21</b>					



## July & August 2021 Review and Status Updates

Started requiring masks again on August 30. Postponed a big program scheduled in September. Decided to not to schedule any children's programs in September. I did the annual Chamber Leaders talk at city hall on July 21. Senior Bingo is back beginning August 25 on a month-to-month basis.

**Elevator:** Our elevator passed its annual inspection on July 22. Two days later, we received the \$50,000 grant check for the upgrade. I deposited it in the gift checking account.

**Book Sale:** Friends held the annual book sale on July 31 and Aug. 7. Both meeting rooms were full; it had been 2 years since the last sale. Then we sold books for \$2 a bag for almost two weeks, followed by four days of "take them, they're free." Friends made \$1099.80 and we made 465.50 on the bag sale, for a grand total of \$1565.30. We kept a couple of boxes for next time, donated large print leftovers to Marshall Rehab, and have a box of paperbacks to take to the jail. Three trips to ISU Recycling Center – 3 more to go – to recycle the rest.

**"Spaces" Grant:** I submitted a grant application for \$21,224 to the state library on August 16. Requested the funding to replace 6 desktop public computers and monitors, and one laptop for public use. Also to replace the microfilm scanner with a newer model, desktop computer, and vertical monitor. Three partitions to divide the public computer "lab" into safer, more private workspaces and a small computer table on wheels. We expect award announcements later this month. This grant is highly competitive and the application had to be "grounded" in pandemic needs of patrons. Keep your fingers crossed.

**Internet:** Outside and interior cable is in place to upgrade our internet service. We are now waiting on new modem equipment.

**"Woodland Dreams" hanging art:** Joy and Randy installed the piece in the entry on July 28. Increased visitor traffic, coming in specifically to see it.

**Building Book:** Inspired by an ARSL (Association of Rural & Small Libraries) webinar I attended, this is a record of the building and its contents (not including the collection). Its purpose is to maintain the "institutional memory" that will disappear when I retire. Not quite complete; I am waiting for the elevator upgrade to include those details and the outcome of the Spaces grant to add information about computer equipment.



100 N. Chestnut St.  
Ste 300  
Champaign, IL 61820  
P. 217-378-5300  
F. 217-378-8512

**CLIENT:**

Name: Paris Library  
Address: 207 S. Main  
Paris IL, 61944

Date: 8/25/21

**PROJECT DATA:**

Name: Elevator Replacement  
Location: 207 S. Main, Paris, IL 61944

AEX #: 6431  
Client #:

**DESCRIPTION OF WORK:**

AEX will provide bid documents for replacement of existing elevator at the Paris Library. Deliverables to include basic architectural drawings, bid forms, and elevator specification. Client will be responsible for facilitating bidding. No construction administration beyond 50% and 100% inspections, as required by grant funding. To the extent possible, design will be based on open-market components/controllers as requested by client. Additional fees at an hourly rate may be incurred for additional services beyond the scope of this agreement.

**AGREEMENT DATA:**

Start Date: 8/25/21 Estimated Completion Date: 3/1/22

Status:  Original  Revision to Original  Addition to Original

Compensation:  Hourly Rate: Per attach rate schedule.  
 Fixed Fee: Amount: \_\_\_\_\_  
 Percentage: \_\_\_\_\_ %  
 Other: Hourly, not-to-exceed \$5,000

The terms and conditions under which we are providing these services are set out on the reverse side of this page and incorporated herein by reference.

**BILLING DATA:**

Invoice, net 15 days. Bill:  Bi-Weekly  Monthly  Phase Billing  
Other (Explain):

The above is intended as a summary of our agreement for the performance of the work described. Please examine same carefully and, if accurate, indicate your approval and acceptance in space provided below.

**ARCHITECTURAL EXPRESSIONS, LLP**

By   
Brian Kesler, AIA

**ACCEPTED:**

The undersigned hereby states that they are the owner (duly authorized agent of the owner) of the above property and that the terms and conditions stated above are understood and herewith agreed to and accepted. AEX is hereby authorized and directed to proceed with the work outlined above.

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name & Title)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name & Title)

## TERMS AND CONDITIONS

To ensure an understanding of matters related to our mutual responsibilities, these terms and conditions for professional architectural/ engineering services are to be made part of this agreement.

### AMENDMENTS

This agreement may be amended in writing providing both the Client and Architectural Expressions, LLP (herein referred to as AEX) agree to such modifications.

### OWNER'S RESPONSIBILITIES

The Owner shall provide the programming, physical parameters and legal information necessary for AEX to carry out the work. The Owner is responsible for setting and maintaining an initial budget and project scope. Changes to the budget or changes to the project scope shall entitle AEX to an adjustment in compensation.

### COMPENSATION FOR PROFESSIONAL SERVICES

When compensation is based on a **Percentage** of the Work, the Work shall be defined as the cost of construction including the cost of alternates provided for bidding purposes, plus any increases in the contract amount from change orders, plus the cost of interior furnishings, finishes and land improvements for the scope of work as defined in the agreement. The cost of land, insurance and design fees shall not be included. Reimbursable expenses incurred will be added to the computed fee.

When compensation is based on a **Fixed Fee**, the fee shall include all labor and general office expenses (for the scope of the work as defined in the agreement) and shall not exceed the fixed payment amount without prior authorization of the Client. Reimbursable expenses incurred will be added to the computed fee.

When compensation is based on an **Hourly Rate**, the fee shall be based on the time spent by all of AEX's personnel engaged directly on the work using AEX's current hourly rate schedule. The schedule shall be subject to annual adjustments.

**Reimbursable Expenses** are the actual expenses incurred directly or indirectly in connection with the work including but not limited to out-of-town transportation and subsistence, long distance calls, reproduction or printing, and outside consultants. A markup of 10% will be applied to all reimbursables.

### TIME OF PAYMENT

AEX may periodically submit invoices for services and expenses based upon the portion of the actual work completed at the time of billing. Payments for Professional services will be due and payable fifteen (15) calendar days from the issuance date of AEX's invoice. Accounts unpaid 30 days after the date of the invoice will incur a service charge of 1 percent per month added to the Client's account.

### LIMITATION OF LIABILITY

The Client agrees to limit AEX's liability to the Client and to all construction contractors and subcontractors on the project, due to the AEX's negligent acts, errors and omissions, such that the total aggregate liability of AEX to all those named shall not exceed \$50,000 or AEX's total fee for services on this project, whichever is greater.

### INDEMNIFICATION

The Client agrees to defend and indemnify AEX from any claims arising from the Client's future use of AEX's instruments of service.

### AUTHORITY AND RESPONSIBILITY

AEX shall not guarantee the work of any Contractor or Subcontractor, shall have no authority to stop work, shall have no supervision or control of the work or persons doing the work, shall not be responsible for safety in, on, or about the job site or have any control of the safety or adequacy of any equipment, building component, scaffolding, supports, forms or other work aids.

### TERMINATION

This agreement may be terminated by either party upon written notice. Any termination shall only be for good cause such as legal, unavailability of adequate financing or major changes to the work. In the event of any termination, AEX will be paid for all services and expenses rendered to the date of termination on a basis of AEX's current hourly rate schedule plus reimbursable expenses, plus reasonable termination costs.

### REUSE OF DOCUMENTS

All documents including drawings and specifications furnished by AEX pursuant to this Agreement are instruments of service and shall remain the property of AEX. The Client is granted a limited license solely for the purpose of construction and operation of this project. Any termination of the contract is also a termination of the Client's limited license to use the documents.

### ESTIMATES OF COST

AEX cannot and does not guarantee that proposals, bids or the construction cost will not vary from opinions of probable construction cost as prepared by AEX.

### STANDARD OF CARE

Service performed by AEX under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other warranty, express or implied, is made or intended.

### DISPUTE RESOLUTION

Any claims or disputes made during design, construction or post-construction between the Client and AEX shall be submitted to non-binding mediation. The Client and AEX agree to include a similar mediation agreement in other project contracts, thereby providing for mediation as the primary method of dispute resolution.

### ACCESS TO SITE

The Client shall grant AEX access to the site for activities necessary for performance of services. AEX will take precautions to minimize damage, but shall not be liable for repairing any damage resulting from these activities.



**ARCHITECTURAL EXPRESSIONS, LLP**  
**HOURLY RATE SCHEDULE**  
**May 1, 2021**

<b>STAFF POSITION</b>	<b>HOURLY RATE</b>
<b>ARCHITECTURAL</b>	
Principal (Architect)	\$170
Architect III	\$160
Architect II	\$140
Architect I	\$100
Interior Designer II	\$110
Project Manager I	\$95
Architectural Designer II	\$80
Architectural Designer I	\$75
Architectural Technician I	\$70
Project Assistant	\$65
<b>ENGINEERING</b>	
Principal (Engineer)	\$170
Electrical Engineer III	\$165
Electrical Engineer I	\$100
Engineering Technician II	\$80
Engineering Technician I	\$75

Paris Carnegie Public Library receives its financial support from property taxes within the City of Paris. Library cards are available, without additional fee, to residents living inside city limits and nonresidents who are city taxpayers.

## **Getting a library card**

- When applying for a library card, please bring identification that includes your name and current address. Post office boxes are accepted as mailing addresses, but not as residency. Proof of your actual physical address must be presented.
- A photo ID such as a driver's license or state ID card is preferred. If the address is not correct on your photo ID, a voter registration card, recent rent receipt, utility bill, pay stub, or postmarked mail (within 30 days) is accepted with your ID.
- If you have outstanding fees of \$5.00 or more at any public library in Illinois Heartland Library System, you must pay down those fees before a card can be issued.

Children aged 5 and older may have library cards. To get a card, you and your child will need to visit the library together. A parent or legal guardian must sign the application for children and teens under 16 and ID/show proof of address. By signing, you accept responsibility for the care and return of items your child checks out. 16- & 17-year-olds must show ID/proof of address and provide a parent's name.

## **Cards for nonresidents who are city taxpayers**

If you live outside the city limits of Paris, but own property or lease commercial property inside the city limits, you may be eligible for a library card at no additional cost. In addition to proof of residential address, please bring your most recent tax bill for the property that shows payment of taxes to Paris Library or copy of your commercial lease.

## **Nonresident cards**

- If you live in an area in Illinois that pays no library taxes and do not own property in an area that does, you may purchase library cards for an annual household fee. The nonresident fee is required by Illinois state law [76 ILCS 16/30-55(60)] and is based on an average amount residents are taxed for library services.
- Illinois law [75 ILCS 16/30-55(60)] states that Illinois residents living outside a public library service area must apply for nonresident library cards at the public library closest to their principal residence. "Closest public library" is defined as one within your school district or that serves a portion of your school district, unless another public library is physically closer to your residence.

- You may purchase a card at Paris Public Library if you live outside the Paris city limits *and* in Paris District 95 or Crestwood Unit 4. Paris Public Library's current annual fee is \$32.00. It covers all members of your household. If you live beyond Unit 4, you may have to purchase your card at another Illinois library, but you may use that card here.
- **Nonresident fee exemptions for income eligible children:** The Cards for Kids program [enacted in PA 101-632] allows the library to provide no-fee cards for nonresident K-12 students whose household falls at or below the United States Department of Agriculture's Income Eligibility Guidelines. Proof of eligibility must be presented. This may include proof of SNAP or TANF benefits, or a letter from the child's school stating that this specific child is eligible for the "free lunch" program based on financial qualifications. Free nonresident cards issued through the Cards for Kids program are to be used only for the student's library materials. Free cards and borrowing privileges are not extended to the entire household.
- **Nonresident fee exemptions for qualified veterans:** The nonresident fee shall not apply to veterans with a service-connected disability of at least 70% and who are exempt from paying property taxes on their primary residence in compliance with the Disabled Veterans' Standard Homestead Exemption [35 ILCS 200/15-169]. The nonresident fee shall not apply to the unmarried surviving spouse of a veteran who has previously qualified for this exemption prior to his/her death or to an unmarried surviving spouse of a service member killed in the line of duty. Proof of eligibility must be presented. This may include a property tax bill showing exemption from property taxes, or official documentation from the Department of Veterans Affairs stating the individual's Veteran status, and the Veteran's percentage of service-connected disabilities. Free nonresident cards may be extended to the disabled Veteran's (or surviving spouse's) entire household.

Many years ago, Paris Carnegie Public Library, [Chrisman Public Library](#), [Newman Regional Library District](#), and [Kansas Community Memorial Library](#) agreed that people living in **Shiloh School District** with a

- Paris address may purchase nonresident cards at Newman or at Paris.
- Redmon address may purchase cards at Newman, Paris, or Kansas.
- Metcalf address may purchase cards at Newman or Chrisman.
- Brocton or Hume address may purchase cards at Newman.

## Using your library card

- Do not check out items for someone else or allow others to use your card. You are responsible for all items and fees on the card.
- If you do not have your library card with you when checking out, we may ask to see a photo ID.
- We will give you one free replacement if you lose your card. Each additional replacement is \$1.00.
- Your valid library card may be used to check out items at most public libraries in Illinois Heartland Library System and other Illinois systems. However, your library card will not allow access to another library's online resources.
- If you have outstanding fees of \$5.00 or more at any IHLS public library or late items that block your card, you must pay those fees or return the items before checking out materials. You may do this at any SHARE public library. An expired card must be renewed at your home library.
- If your card is from an Illinois public library outside our SHARE online group, we will check with your home library before borrowing privileges are allowed at Paris Public Library. We will also ask to see a photo ID. If you want to use your Paris card at a non-SHARE public library, that library will contact us before extending borrowing privileges.

# 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.