

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.

Appendices

Appendix A	<i>Useful Illinois Statutes with Citations to the Illinois Compiled Statutes</i>
Appendix B	<i>Records to Be Retained and Disposed</i>
Appendix C	<i>Topics Recommended for Inclusion in Board Bylaws</i>
Appendix D	<i>Topics Recommended for New Trustee Orientation</i>
Appendix E	<i>Recommended Staffing Levels</i>
Appendix F	<i>Topics Recommended for Public Use of the Library Policies</i>
Appendix G	<i>Recommended Hours of Service by Population</i>
Appendix H	<i>Topics Recommended for Collection Management Policy</i>
Appendix I	<i>Collection Management Worksheet</i>
Appendix J	<i>New Facility Planning</i>
Appendix K	<i>Facility Management Checklists</i>