ALEXI GIANNOULIAS · Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
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Illinois State Library

ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

Legal Name of Library: Rolling Meadows Library

Library's Control Number: _____ **Branch Number:** _____ **Today's Date:** 01/10/2024

Contact information of the person completing this grant application:

Preparer's Name: Lucia _____ Khipple _____
(First Name) *(Last Name)*

Preparer's Title: Interim Executive Library Director

Preparer's Phone Number: (847) 259-6050

Preparer's Email Address: _____

☐ **By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.**

Changes in the population count for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.

- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

Service Area Population 24200_____

Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

Chapter 1: Core Standards

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

The Rolling Meadows Library meets or exceeds the Core Standards. The newly hired Executive Director resigned in the Fall of 2023. The Library Board appointed an Interim Director. Beginning in 2024, the Library Board will conduct a search aided by a consulting firm for a new Executive Director. Even with the instability in administration, the Board and staff pay close attention to fiscal and Capital Projects planning.

Chapter 2: Governance and Administration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

The Library meets or exceeds the items on the Governance and Administration Checklist. The Library maintains a close relationship with the City of Rolling Meadows, City Council, Mayor and staff. The City Council strengthened this relationship by adding additional responsibilities to the City Council Liaison changing the role to an Ex officio, non-voting Member of the Library Board.

Chapter 3: Personnel

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

The Library meets or exceeds items on the Personnel Checklist. The Library has a Personnel Committee composed of members of the Library Board and staff. The Personnel Policy Manual is reviewed and updated every year and presented to the full Library Board for approval. The Library conducted a salary market benchmarking study to ensure both internal equity and competitiveness of our overall compensation when compared to peer libraries. The project enabled the Library to adjust the salary ranges and structure the job classification system.

Chapter 4: Access

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

The Library meets or exceeds the items on the Access Checklist. We made our patron entrance more ADA accessible by removing outdated anti-theft structures. We make use of our e-communications platform to send e-newsletters, promote programming, materials and new additions to our collection, such as the " Library of Things". We will unveil our new website in 2024 and our Library App has already been launched for public use.

Chapter 5: Building Infrastructure and Maintenance

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

The Library meets or exceeds the items on the Building Infrastructure & Maintenance Checklist. The Library has a Planning Committee composed of Library Board Members and Staff. In 2023, we had a building assessment completed to evaluate the structural elements and systems. The Planning Committee used this evaluation to refine our Capital Improvement Plan.

Chapter 6: Safety

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

The Library meets or exceeds the items on the Safety Checklist. In 2023, all staff received basic first aid training, AED training, CPR training and Active Shooter training. Our camera system has regular camera hardware and software upgrades. Administration regularly reviews Closing & Safety procedures. A Safety Committee has been formed to further evaluate and improve the Library.

Chapter 7: Collection Management

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

The Library meets or exceeds the items on the Collection Management Checklist. The Library has continued to expand our efforts to provide easy access to formats in on-demand and pay-per-use models, which will significantly improve patrons' discovery and access to e-media titles. In 2023, the Library formed a Collection Committee to oversee the development of the collection. We launched our first "Library of Things" collection of materials, enabling access to streaming-media devices and circulating mobile Wi-Fi hotspots. We will continue to expand our ″ Library of Things″ Collection.

Chapter 8: System Member Responsibilities and Resource Sharing

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

The Rolling Meadows Library meets or exceeds the items on the System Membership Responsibilities and Resource Sharing Checklist. The Library collaborates with ALA, ILA, RAILS, and other organizations such as the Adult Reading Round Table. Participation in these organizations includes both staff and Board members. The Library shares its materials with other libraries via Interlibrary Loan services. The Library has made substantial improvements in how our own patrons initiate Interlibrary Loan Borrowing requests. In 2024, we will develop a web page dedicated to ILL information (including a patron ILL request form).

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

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

The Rolling Meadows Library meets or exceeds the items on the Reference and Reader's Advisory Service Checklist. Both Reference and Readers Advisory departments include professionally trained staff, as well as paraprofessional support staff, ready to serve our patrons with knowledge of reputable reference resources and popular materials alike. Print and online databases and resources are well represented to serve patrons. Patrons are also served via multiple reading clubs and reading challenges hosted continually throughout the year. Efforts will continue to engage our teen patrons. Adult Fiction and Nonfiction eBooks and eAudio books, as well as streaming content, are readily purchased to meet patron interest and demand. Staff participates in continuing education throughout the year, including membership in our local adult reading round table.

Chapter 10: Programming

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

The Rolling Meadows Library meets or exceeds the items on the Programming Checklist. The Library offers a wide array of programming for patrons of all ages, including bilingual programming in Spanish. A Programming Committee promotes cohesiveness in our program offerings. In 2023, we had a very successful all ages Summer Reading kick-off event. This event promoted our Summer Reading Program, general library programming, and new library offerings.

Chapter 11: Youth/Young Adult Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

The Rolling Meadows Library meets or exceeds the items on the Youth / Young Adult Services Checklist. Library staff continues to run an information booth/table at family-oriented events hosted by the City of Rolling Meadows, the Rolling Meadows Park District and community hubs, where appropriate. The Library has extended its partnerships with government and educational institutions to help the community learn about the full range of public services available to the citizens of Rolling Meadows. Our newly established Middle School Advisory Board has increased our reach in the community attracting new patrons with their enthusiasm and input.

Chapter 12: Technology

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

The Rolling Meadows Library meets or exceeds the items on the Technology Checklist. The Library added a new cloud back-up system for all staff email accounts in 2023. The Library also added new technology devices for use in our meeting rooms in 2023. We continue to look for new technology to make the Library experience more user-friendly and accessible by all patrons and staff. The Library will streamline end-user experiences by upgrading the Library website and refining our mobile app's features. The Library will take steps to prevent malware and ransomware attacks, including educating staff on identifying common tricks used by malware creators to lure end-users into trusting hostile actors. The Library will be upgrading our Interned speed at the end of June 2024, to increase its speed by 150% using E-rate.

Chapter 13: Marketing, Promotion and Collaboration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

The Rolling Meadows Library meets or exceeds the items on the Marketing, Promotion, and Collaboration Checklist. The Library utilizes the promotional vehicles identified in this chapter. The Library Board and Administration conducted an annual library building walk-through to ensure Trustees' understanding of how spaces are used to optimize services. The Library participates in a number of cooperative activities with other community organizations including schools, the Chamber of Commerce, City sponsored activities, the League of Women Voters, The Friends of the Library, the Park District, and the Senior Center. The Trustees and staff will re-establish the past practice of visiting other libraries to compare/contrast our current offerings and help to formulate strategic planning goals. We will unveil our new improved website in 2024 and improve our social media presence.

Part II: Planned Use of Grant Funds

Describe objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.

Per Capita Funds will be used to aid the Library in continuing our focus on collection development of traditional library materials, in addition to streaming content and streaming devices, as well as a new " Library of Things″ collection to serve all patrons. We emphasize trying to bridge the technology gap in our Community, as well as reach non-library users.