

ILLINOIS STATE LIBRARY
Gwendolyn Brooks Building
300 South Second Street
Springfield, Illinois 62701-1796

MEMORANDUM

TO: Directors, Illinois Public Libraries

FROM: Anne Craig, Director
Illinois State Library

DATE: March 26, 2008

RE: Illinois Public Library Per Capita and Equalization Aid Grants Requirements

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Enclosed in this mailing are the Illinois Public Library Per Capita and Equalization Aid Grants Requirements for FY2009 through FY2011. For the next three years, libraries shall demonstrate that they are providing library services which either meet or show progress toward meeting Illinois Library Association standards, as required for the grant eligibility by the Illinois Library System Act, in the following areas:

- Governance and Administration, focusing on compliance with state and federal law and trustee ethics
- Facilities, focusing on maintenance and upkeep of existing facilities, technology needs and ADA compliance
- Collection Management, also focusing on technology
- Reference, Reader's Advisory and Bibliographic Instruction
- Personnel

The process of deciding the grant requirements for the next three years began a number of months ago by seeking guidance from several groups. Those groups included system consultants, public library directors, the Illinois Library Association Public Library Forum, the Illinois Library Association Public Library Standards Revision Committee, the System Presidents and Directors, and the staff from the Illinois State Library's Development Group. The State Library values and appreciates the recommendations and all the input received from across the state.

The FY2009 Illinois Public Library Per Capita and Equalization Aid Grants application must be postmarked on or before October 15, 2008. **Under Administrative Code Rules 23 IL ADC 3035.135 effective November 20, 2007, grant applicants must demonstrate in their grant applications that they have satisfactorily met all requirements of the grant. The Illinois State Library may deny a grant application if the requirements in the grant are not met, or are inadequately met. Grant applications not submitted on the required forms by the deadline date, or not completed, shall not be considered for funding by the Illinois State Library.**

For questions, please contact the Library Development Group at 1-800-665-5576, press 1, and then select extension 1.

Enclosure
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FY2009 REQUIREMENTS

Annual Report	<p>The library must have a current Illinois Public Library Annual Report (IPLAR) on file (a web-based submission as well as a paper copy) with the Illinois State Library. The IPLAR deadlines are detailed in the <i>Illinois Compiled Statutes</i> [hereinafter referred to as ILCS]:</p> <p>For “municipal” (city, town, township, and village) libraries: the deadline is within 30 days after the expiration of the fiscal year [75 ILCS 5/4-10]</p> <p>For “public library districts”: the deadline is on or before September 1 of each year [75 ILCS 16/30-65].</p> <p>Non-compliance/non-submission of both the web and paper based IPLAR is a violation of Illinois library law and jeopardizes a public library’s receipt of grant funding from the Illinois State Library. Grants affected include, but are not limited to: Public Library Per Capita and Equalization Aid, Live and Learn Public Library Construction, and Library Services and Technology Act (LSTA).</p>
Legal Compliance	<p>The library board must review the Freedom of Information Act [5 ILCS 140] and the Open Meetings Act [5 ILCS 120]. Provide the dates of review and describe how the library complies with the Open Meetings Act and how the library's policies changed or ensured compliance with these acts as a result of these reviews.</p>
Standards Chapter Review	<p>The library must review and report on progress in meeting Chapter IX "Facilities-Implications of Technology on Designing/Remodeling a Building" of <i>Serving Our Public: Standards for Illinois Public Libraries, 1997</i>. Use the 2002 revision of Chapter IX.</p>
Trustees	<p>Each member of the library board must review the Ethics Statement [5 ILCS 430] and complete a Statement of Economic Interest [5 ILCS 420]. Please provide completion dates for both.</p>
Library's Environmental Profile	<p>Complete and submit the ADA Self-Evaluation Form (to be provided by the Illinois State Library). Identify areas where the library is not ADA compliant. Develop a plan that identifies how and when the library will bring these areas into compliance. If applicable, address the library's service plan for assisting patrons who are unable to utilize the library because of physical barriers such as stairways.</p> <p>Complete and submit the Chief Officers of State Library Agencies (COSLA) Library Construction Survey of the States (2007) (to be provided by the Illinois State Library).</p>
Technology and Collection Management	<p>Provide a list of all electronic databases available for patron use at the library. Include information regarding the method of purchase. Identify if the database(s) were acquired directly from a vendor, consortially or otherwise.</p>

FY2010 REQUIREMENTS

Annual Report	<p>The library must have a current Illinois Public Library Annual Report (IPLAR) on file (a web-based submission as well as a paper copy) with the Illinois State Library. The IPLAR deadlines are detailed in the <i>Illinois Compiled Statutes</i> [hereinafter referred to as ILCS]:</p> <p>For "municipal" (city, town, township, and village) libraries: the deadline is within 30 days after the expiration of the fiscal year [75 ILCS 5/4-10]</p> <p>For "public library districts": the deadline is on or before September 1 of each year [75 ILCS 16/30-65].</p> <p>Non-compliance/non-submission of both the web and paper based IPLAR is a violation of Illinois library law and jeopardizes a public library's receipt of grant funding from the Illinois State Library. Grants affected include, but are not limited to: Public Library Per Capita and Equalization Aid, Live and Learn Public Library Construction, and Library Services and Technology Act (LSTA).</p>
Legal Compliance	<p>The library board must review policies identified in <i>Illinois Library Laws & Rules, January 2008</i> (Chapter 75, Libraries) pertaining to the library type, i.e. Act 5, the Illinois Local Library Act for municipalities, cities, villages, and townships, including Act 40, the Village Library Act, or Act 16, the Public Library District Act of 1991 for district libraries. Provide the date of review and describe policies that were reviewed, developed or revised as a result of this process. Identify areas where the library needs to address compliance, policies or other improvements and the steps the board will take to alleviate any discrepancies or ensure compliance with these acts.</p>
Standards Chapter Review	<p>The library must review and report on progress in meeting Chapter X "Reference, Reader's Advisory, and Bibliographic Instruction" of <i>Serving Our Public: Standards for Illinois Public Libraries, Revised Edition, 1997</i>.</p> <p>Library staff must review the most recently published ILLINET Interlibrary Loan Code and provide the date of review.</p>
Trustees	<p>The library staff and board must review the most recently published <i>Administrative Ready Reference</i>. Provide the date of review and describe the policies that were developed or revised as a result of this review. As of March 2008, a new edition is being prepared and will be available by 2010.</p>
Library's Environmental Profile	<p>Describe how the library's facilities meet the needs of the community. Develop and submit a plan for ongoing building maintenance, replacement and repairs.</p>
Technology and Collection Management	<p>Complete a technology inventory, using TechAtlas on WebJunction Illinois located at: http://data.webjunction.org/il/documents/13542.pdf. Attach a copy to the library's application and describe what was learned about the library's technology needs from this inventory.</p> <p>Determine if the library's website is ADA compliant by using the guidelines which will be included with the grant application. Describe the physical environment the library provides in order to serve people with disabilities.</p>

FY2011 REQUIREMENTS

Annual Report	<p>The library must have a current Illinois Public Library Annual Report (IPLAR) on file (a web-based submission as well as a paper copy) with the Illinois State Library. The IPLAR deadlines are detailed in the <i>Illinois Compiled Statutes</i> [hereinafter referred to as ILCS]:</p> <p>For "municipal" (city, town, township, and village) libraries: the deadline is within 30 days after the expiration of the fiscal year [75 ILCS 5/4-10]</p> <p>For "public library districts": the deadline is on or before September 1 of each year [75 ILCS 16/30-65].</p> <p>Non-compliance/non-submission of both the web and paper based IPLAR is a violation of Illinois library law and jeopardizes a public library's receipt of grant funding from the Illinois State Library. Grants affected include, but are not limited to: Public Library Per Capita and Equalization Aid, Live and Learn Public Library Construction, and Library Services and Technology Act (LSTA).</p>
Legal Compliance	<p>As per Chapter I "Core Standards #6" of <i>Serving Our Public: Standards for Illinois Public Libraries, Revised Edition, 1997</i>: "The library board adopts written by-laws outlining its purpose and operational procedures and address conflict-of-interest issues." Review the library's by-laws and provide the date of review. Describe the revisions, corrections or updates made as a result of this review.</p>
Standards Chapter Review	<p>The library must review and report on progress in meeting Chapter III "Personnel" of <i>Serving Our Public: Standards for Illinois Public Libraries, Revised Edition, 1997</i>.</p>
Trustees	<p>The library staff and board must review the most recently published standards for Illinois public libraries. Provide the date of review and describe the review process including what was learned from this review. Identify five major impacts or changes that affect the library board and staff as a result of this review.</p>
Library's Environmental Profile	<p>The library board and staff must work together to support "Going Green" at the library. Develop and submit a plan that will make the library more environmentally friendly as envisioned by the Green Governments Illinois Act, [20 ILCS 3954].</p>
Technology and Collection Management	<p>The library must submit a Technology Plan including the date of implementation and planned review schedule. Plans adopted or updated by the board after October 15, 2009 will be accepted. The Technology Plan will include; clear goals and strategies; professional development plans; assessment of telecommunications services; hardware and software; provision of a sufficient budget for technology; an evaluation process; and an Internet access policy.</p>