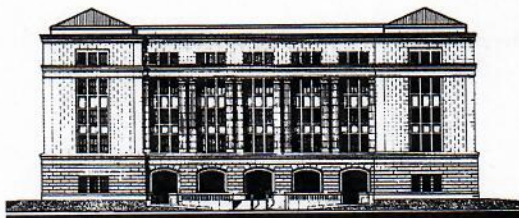


JESSE WHITE • Secretary of State & State Librarian
 Illinois State Library, Gwendolyn Brooks Building
 300 South Second Street, Springfield, IL 62701-1796

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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:** 0 **Today's Date:** 01/12/21

Contact information of the person completing this grant application:

Preparer's Name: David Ruff
(First Name) (Last Name)

Preparer's Title: Library Director

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

Preparer's Email Address: david.ruff@rmlib.org

- 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 24,099

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 Illinois Public Library Core Standards. The Board and staff pay close attention to fiscal planning and the management of capital projects. The 2017 and 2019 building expansions were both completed on time, under budget, and without creating any debt. The Capital Projects financing plan is updated annually and projects Library needs through 2042.

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 Rolling Meadows Library meets or exceeds the items on the Governance and Administration Checklist. The Library maintains a close relationship with the Rolling Meadows City Council and City Staff. Because we are a municipal library, working with and through the City is our best vehicle for participation in government decision making that will benefit libraries. We also work through our Library System (RAILS) and support libraries generally through many State, regional, library system, and professional ALA / PLA surveys. A written succession plan is incorporated into the job descriptions for the Director and Assistant Director.

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 Rolling Meadows Library meets or exceeds the 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 Board for approval. Staff evaluations are done throughout the year in a manner that is most practical for each department. Salary schedules are reviewed on an alternating basis with roughly half the positions reviewed each year.

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 Rolling Meadows Library meets or exceeds the items on the Access Checklist. The Library has a Planning Committee composed of members of the Library Board, Library staff, and members of the public. During the past five years, the Library has greatly improved its internal signage to include electronic signage incorporating "rotators" for upcoming programs. The Library is exploring the feasibility of providing an exterior electronic sign as well. The Library expects to upgrade its phone system in 2021. The COVID crisis caused the Library to accelerate its investment in e-materials and develop a robust remote-programming capability via products such as Zoom and YouTube.

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 Rolling Meadows Library meets or exceeds the items on the Building Infrastructure and Maintenance Checklist. The Library has a Planning Committee composed of members of the Library Board, staff, and members of the public. The 2017 and 2019 building expansions were both completed on time, under budget, and without creating any debt. The Capital Projects financing plan is updated annually and projects Library needs through 2042. In 2020, the Library began a three-year project to convert all interior and exterior lighting to L.E.D. lighting. Phase 1 is complete. \$30,000 is budgeted for a 2021 Phase 2 L.E.D. lighting project.

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 Rolling Meadows Library meets or exceeds the items on the Safety Checklist. The Library has greatly upgraded its use of security cameras. The Rolling Meadows Police Department has been given access to these live camera feeds. Sight lines and furniture location within the library are arranged to maximize security. All public desks have walkie-talkies. Lost child procedures have been created and reviewed annually with staff. Outside lighting has been upgraded and landscaping has been arranged to improve sight lines. The disaster plan is reviewed periodically. The current document was produced in 2012 and will be updated this year.

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 Rolling Meadows Library meets or exceeds the items on the Collection Management Checklist. Nearby library collections that we factor into our collection management planning include specialties in foreign languages (we focus on Spanish) business reference, legal reference, and government documents. The Library's already robust electronic materials collection was greatly strengthened in 2020, in part due to the COVID pandemic and the need to make more materials available remotely.

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 cooperates with ALA, ILA, NSLS, Rails, SLURP, and other organizations such as the Adult Reading Round Table. Participation in these organizations includes both some staff and Board members. Due to COVID, the Library does not participate in in-person meetings; however, it makes use of participation options such as Zoom, Director's e-mail threads, and system podcasts. The Library is very involved in Interlibrary Loan and makes its collection readily available to its neighbors through reciprocal borrowing.

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. All full-time staff join at least one community organization, club, or council and attend at least one workshop, reading roundtable, webinar, or continuing education event. Part-time employees who cannot attend such events are briefed by the staff that do attend. Reference Services include a professionally trained staff and a robust collection of print and electronic reference sources. Due to COVID, there has been an increased emphasis on electronic sources since they are accessible from home 24/7/365. The Library is also a wonderful source of local history and has published a local history book, had a staff member co-author a pictorial history of Rolling Meadows, created a local history GPS-based "history hunt", and cooperates with the local Historical Society to develop and present programs for our patrons.

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 its patrons. Some programs are offered as Spanish Language programs as well as in English. Programs and concerts are well attended. COVID has required the Library to develop a strong offering of programs and concerts via remote attendance. The public has responded enthusiastically, and over 10,000 have attended Library programs in 2020.

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. The Library makes early literacy a priority. Providing access to an abundance of quality materials and entertaining educational programs helps promote a love of reading and the habit of lifelong learning. The Library supports a significant outreach program to local schools. Student volunteer opportunities are also available at the Library.

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. Major technology upgrades are included in the Library's capital project planning document. This document is reviewed annually by the Planning Committee and plays a central role in developing the Library's annual budget and levy. This document anticipates the costs and financing needed for each such project through 2042. The Bylaws Committee is also composed of Library Board members and staff. It is responsible for an annual review of all Library Policies, including the Library's Internet Policy. The COVID crisis has resulted in the development of a robust offering of online concerts, book clubs, and educational presentations developed by library staff and in coordination with outside presenters.

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. Each year, Board members and staff have the opportunity to visit three metro-area libraries after being supplied with each library's usage statistics and demographics; however, COVID restrictions have interrupted this practice for 2020. The Library makes its facility available for candidate forums and constituent meetings for local, state, and federal elected officials. The Library has a Social Media Policy that is updated annually. The Library participates in a number of cooperative activities with other community organizations including schools, the Chamber Of Commerce, City-Sponsored activities such as the Farmer's Market, the League Of Women Voters, The Friends Of The Library, the Park District, and the Senior Center.

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 family literacy. Purchases of fiction and non-fiction books for the Adult Services Collection will be made with grant funds. Grant funds will also be used to purchase bilingual materials in the Youth Services Department for elementary school children and their families. Rolling Meadows has a large Hispanic population comprising over twenty percent of our population. The Library will continue to increase the number of electronic resources available to its patrons. Remote access to materials such as e-books, e-audio, and electronic reference sources is especially important due to COVID restrictions.