

PER CAPITA GRANT ANSWERS FOR 2022 TO BE FILED IN NOVEMBER 2021

Chapter 1: Core Standards

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

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. Due to the current Director's 2022 retirement, an Executive Director Search Committee consisting of Board Members and staff has been formed. The current Director has created documents and protocols to use in the transition, which will make the library's succession planning more robust.

Chapter 3: Personnel

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

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 upgraded its phone system to voice-over-IP in 2021. The COVID crisis caused the Library to accelerate its investment in e-materials and develop an extensive remote-programming capability via products such as Zoom and YouTube. E-material circulation is up 116% since 2017.

Chapter 5: Building Infrastructure and Maintenance

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 2021, the Library will complete Phase II of a three-phase project to convert all interior and exterior lighting to L.E.D. lighting.

Chapter 6: Safety

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. Sightlines 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 sightlines. The Disaster Plan was updated in 2021.

Chapter 7: Collection Management

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 and 2021, in part due to the COVID pandemic and the need to make more materials available remotely. E-material expenditures increased from \$32,170 in 2019 to \$89,625 in 2020.

Chapter 8:

System Membership Responsibilities and Resource Sharing

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 vehicles 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

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

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 patrons have attended Library programs in 2020. Based on year-to-date actual attendance, over 27,000 are projected to attend Library programs in 2021.

Chapter 11:

Youth / Young Adult Services Checklist

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. As COVID restrictions ease, the Library will resume these activities.

Chapter 12:

Technology Checklist

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 an extensive 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 Checklist

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. Board members and staff annually 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 and 2021. COVID restrictions have also resulted in a temporary suspension of 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. As COVID restrictions ease, the Library will resume these activities.

Part II: Planned Use Of Grant Funds

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.