

## Per Capita FY2011

Illinois State Library – Public Library and Per Capita Grant page:

[http://www.cyberdriveillinois.com/departments/library/what\\_we\\_do/equalizationgrant.html#percapita](http://www.cyberdriveillinois.com/departments/library/what_we_do/equalizationgrant.html#percapita)

## FY2011 REQUIREMENTS

### Annual Report

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 Illinois Compiled Statutes [hereinafter referred to as ILCS]:

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].

For “public library districts”: the deadline is on or before September 1 of each year [75 ILCS 16/30-65].

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).

### Legal Compliance

Chapter 1 "Core Standards 7" of **Serving Our Public: Standards for Illinois Public Libraries, 2009 edition**: "The library board of trustees adopts written bylaws that outline the board’s purpose and operational procedures and address conflict-of-interest issues." Review the library’s bylaws and provide the date of review. Describe the revisions, corrections or updates made as a result of this review. A copy of the Standards for Illinois Libraries can be purchased from ILA at <http://www.ila.org/pub/list.htm>.

Additional Resources:

Administrative Ready Reference: <http://il.webjunction.org/readyref>

Massachusetts Board of Library Commissioners Library Trustees Handbook: Chap. 2 Board Organization - [http://mbclc.state.ma.us/advisory/trustees/trustees\\_handbook/ch02.php#d0e1245](http://mbclc.state.ma.us/advisory/trustees/trustees_handbook/ch02.php#d0e1245)

### Standards Chapter Review

The library must review and report on progress in meeting Chapter 3 "Personnel" of **Serving Our Public 2.0: Standards for Illinois Public Libraries, 2009 edition**.

Sample Personnel Policies, job descriptions, etc.:

Owlsweb: <http://www.owlsweb.info/L4L/personnel.asp#sample>

### Trustees

The library staff and board must review the most recent published standards for Illinois Libraries, **Serving Our Public 2.0: Standards for Illinois Public Libraries, 2009**, available from ILA <http://www.ila.org/pub/list.htm>. 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.

## Library's Environmental Profile

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] <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=2951&ChapAct=20%26nbsp%3BILCS%26nbsp%3B3954%2F&ChapterID=5&ChapterName=EXECUTIVE+BRANCH&ActName=Green+Governments+Illinois+Act>.

### Resources:

Chicago Center for green technology -

<http://egov.cityofchicago.org/city/webportal/portalEntityHomeAction.do?entityName=Chicago+Center+for+Green+Technology&entityNameEnumValue=161>

Going Green @your library - <http://greeningyourlibrary.wordpress.com>

Green Libraries - <http://greenlibraries.org>

On WebJunction (including an article by MLS Consultant Christina Stoll) - <http://www.webjunction.org/824>

Green.Illinois.gov – [www.green.illinois.gov](http://www.green.illinois.gov)

Green up your library - <http://uiuc.libguides.com/content.php?pid=64093&sid=473366>

School & Community Assistance for Recycling & Composting Education - <http://www.bookrescue.org/>

BuildingGreen.com - <http://www.buildinggreen.com/>

Global Green Building - <http://www.usgreenbuilding.com/>

Greenfootsteps - <http://www.greenfootsteps.com/>

Green Footstep - <http://greenfootstep.org/>

## Technology and Collection Management

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. Your technology plan should follow the e-rate model <http://www.universalservice.org/sl/applicants/step02/technology-planning>.

### Additional Resources:

WebJunction- Technology Planning: <http://www.webjunction.org/techplan>

TechAtlas IL: <http://il.webjunction.org/il-techatlas/-/resources/bparticles>

For more information contact Gretel Stock-Kupperman at [stockg@mls.lib.il.us](mailto:stockg@mls.lib.il.us) or Kathy Roegge at [roeggek@mls.lib.il.us](mailto:roeggek@mls.lib.il.us).