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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:** 01/09/2025

Contact information of the person completing this grant application:

Preparer’s Name: Jack Bower
(First Name) *(Last Name)*

Preparer’s Title: Executive Director

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

Preparer’s Email Address: jack.bower@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 24,200

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 fully adheres to the Core Standards outlined in *Serving Our Public 4.0*. Following administrative transitions in 2023, the Library Board appointed an Interim Director and conducted a successful search for a permanent Executive Director, who began their tenure in May 2024. Despite the transitional period, the Library upheld robust fiscal oversight and continued its dedication to strategic capital project 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 standards outlined in the Governance and Administration Checklist. The Rolling Meadows Library maintains strong collaborative relationships with city leadership, including the Mayor, City Council, City Manager, and staff. These partnerships ensure a shared commitment to serving the community effectively. Furthermore, comprehensive strategic planning efforts were undertaken in late 2024 to align the Library's long-term goals with the evolving needs of the community, ensuring continued excellence in service.

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 upholds all components of the Personnel Checklist. The Personnel Policy Manual is reviewed and updated annually by the Library Board to ensure clarity and consistency in policies and procedures. In addition, a recent salary benchmarking study identified positions where pay did not align with tenure and market standards. Adjustments were made to these positions to bring compensation in line with industry benchmarks. With the projected 2025 pay increases, the Library's compensation structure is now more competitive for roles where it previously fell short, promoting fairness and supporting staff retention.

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 complies with all Access Checklist items. Parking spaces previously designated for quick 10-minute parking have been reallocated to serve patrons with limited mobility, further enhancing access for all visitors. The Library's digital presence continues to grow, with a new mobile app and the planned launch of a redesigned website in early 2025. Extra care has been taken to ensure the redesigned website meets the forthcoming accessibility requirements set to take effect in the coming year, reinforcing the Library's commitment to equitable and innovative service.

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 fulfills the Building Infrastructure and Maintenance standards. A recent building assessment guided updates to the Capital Improvement Plan, overseen by a collaborative Planning Committee of Board members and staff. In 2024, the lower-level youth space was renovated with fresh paint, new carpeting, updated signage, and select furniture enhancements, creating a more vibrant and welcoming environment for young patrons and their families. Additionally, after careful evaluation, it was determined that the Library's roof, nearing the end of its projected lifespan, could withstand another winter. Plans are in place to replace the roof in 2025, ensuring the facility remains safe and well-maintained for patrons and staff alike.

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 all Safety Checklist standards. Ongoing upgrades to camera systems and safety procedures reinforce the Library's commitment to providing a secure environment for staff and patrons. A staff-initiated Safety Committee has been established to further advance these efforts. The committee has reviewed and addressed numerous procedures, including closing protocols, setting alarms, and responding to bomb threats, among others, ensuring a comprehensive approach to safety and preparedness.

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 adheres to the standards of the Collection Management Checklist. In 2023, the library launched a "Library of Things" collection, including mobile Wi-Fi hotspots and streaming devices, to meet evolving patron needs. In 2024, this collection was further expanded to include various new items, notably the introduction of baby bags containing educational materials and toys tailored to different stages of infancy, supporting early childhood development. A dedicated Collection Committee continues to oversee ongoing collection development, prioritizing diverse and accessible resources. In 2025, the Library will likely evaluate the prospect of joining a consortium to enhance resource sharing capabilities. Additionally, the outdated WebPAC catalog system was replaced with the new Vega catalog, offering a modern, user-friendly experience that significantly improves patron access to library materials.

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 exceeds standards for System Member Responsibilities and Resource Sharing. Collaborative relationships with ALA, ILA, RAILS, and other organizations support robust resource-sharing initiatives. Planned improvements include the development of a dedicated webpage for Interlibrary Loan services, simplifying access for patrons. Additionally, the Library intends to evaluate the possibility of joining a consortium in 2025, which could further enhance resource sharing and collaboration opportunities to better serve the community.

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 library satisfies all requirements for Reference and Reader's Advisory Services. Staff members are well-trained in both reference tools and popular media. The library promotes engagement through reading clubs, challenges, and digital content. Staff development is prioritized through ongoing education, ensuring excellence in customer service delivery.

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 Library meets all Programming standards. A robust calendar includes bilingual Spanish programming and successful all-ages events, such as the Summer Reading Program kickoff. The Programming Committee continues to align offerings with community interests and demographics, fostering inclusivity and participation. Looking ahead, the Library's strategic plan is expected to include a focused programming element. This will emphasize the expansion of foreign language programming, the development of diverse all-ages events, and the exploration of scheduling options to better accommodate various audiences, among other initiatives, ensuring programming remains dynamic and responsive to community needs.

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 Library fulfills all Youth and Young Adult Services standards. Partnerships with schools, community hubs, and organizations ensure the Library's reach and impact. A Middle School Advisory Board amplifies youth engagement and input, fostering meaningful connections with younger patrons. Additionally, the Library's strategic plan is anticipated to position the Library as an educational hub for all ages. This will include a renewed focus on complementing the educational resources available to youth in Rolling Meadows, refining efforts to support academic success and lifelong learning opportunities for young community members.

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 Library meets Technology standards. Recent updates include implementing a cloud backup system, upgrading meeting room technology, and increasing Internet speed by 150% in 2024 through E-rate funding to enhance connectivity for patrons and staff. In alignment with the Library's technology plan, significant technology updates were made, including the replacement of numerous staff computers to ensure modern and efficient operations. The library also introduced a user-friendly scanning solution for public use, improving access to essential services. Looking ahead to 2025, the library will further enhance its offerings with the addition of a self-checkout machine, streamlining service and elevating the patron experience.

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 library excels in Marketing, Promotion, and Collaboration standards. Strong partnerships with local organizations, including schools, the Rolling Meadows Park District, the City's Human Services Department, and other civic groups, foster community engagement. Upcoming enhancements include a redesigned website and expanded social media efforts to connect with patrons and promote library services. Additionally, the library's strategic plan is expected to emphasize the development of a comprehensive marketing plan and the strengthening of these community partnerships, ensuring the library continues to serve as a vital and visible resource across Rolling Meadows.

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.

Grant funds will support the expansion of the Library's collections, including traditional materials and the growing "Library of Things." Investments in digital resources and technology will further bridge the digital divide. These funds will enhance access, improve programming, and meet the evolving needs of the community.