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## **Illinois State Library ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANTS FY2012 – FY2014 REQUIREMENTS**

### **FY2012 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 (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 online and printed 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).

**Standards Chapter Review** — The library must review and report on progress in meeting Chapter 2, "Governance and Administration," of *Serving Our Public 2.0: Standards for Illinois Public Libraries, 2009*.

**Collaboration and Cooperation** — Determine how the library can inspire a stronger community through collaboration and cooperation. Identify and describe partnerships the library has formed or will consider forming within the community.

**Library's Promotion and Programming** — Describe how funding from the Illinois Public Library Per Capita and Equalization Aid Grants Program has enabled the library to initiate or enhance library services.

**Trustees** — Analyze the library's revenues and determine if those monies are sufficient to meet the needs of the community. If revenues are insufficient, investigate and identify potential funding sources.

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### **FY2013 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 (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].
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**Standards Chapter Review** — The library must review and report on progress in meeting Chapter 9, "Programming," of *Serving Our Public 2.0: Standards for Illinois Public Libraries, 2009*.

**Collaboration and Cooperation** — Describe how diverse populations within the service area collaborate with library staff in serving the library community. Examples may include, but are not limited to, serving as trustees or volunteers; assisting with strategic planning; providing programming; or forming partnerships.

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**Library's Promotion and Programming** — Identify segments of the population that do not use or underuse library services. Describe how the library reaches out or plans to reach out to those populations.

**Trustees** — The library board will review *Illinois Library Law and Rules, 75 ILCS 10/8 State Grants and 10/8.1 Eligibility for Grants*. The board will then review a list of supplemental taxes and identify potential supplemental tax funding for the library.

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**FY2014 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 online and printed 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).

**Standards Chapter Review** — The library must review and report on progress in meeting Chapter 10, "Marketing, Promotion and Collaboration," of *Serving Our Public 2.0: Standards for Illinois Public Libraries, 2009*.

**Collaboration and Cooperation** — Describe what the library is doing to promote itself as a vital service to the community.

**Library's Promotion and Programming** — Identify promotional tools employed by the library to enhance its image and services to the community. Examples may include, but are not limited to; various media; interactive Web sites; cell phone service delivery; Web 2.0 tools; and social networking such as Facebook, Twitter and blogs.

**Trustees** — The library board will conduct an environmental scan of the community. Based on the information gleaned, the scan will assess the library's strengths, weaknesses, opportunities and challenges in meeting the needs of the service area.