Illinois State Library
FY2016 – FY2017 REQUIREMENTS
ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION GRANTS

FY2016 Requirements

Annual Report — The library must have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library. The IPLAR deadlines are detailed in the Illinois Compiled Statutes (ILCS):

- For municipal (city, incorporated town, village or township) libraries, the report shall be submitted within 60 days after the expiration of the fiscal year [75 ILCS 5/4-10].
- For public library districts, the report shall be submitted on or before September 1 of each year [75 ILCS 16/30-65].
- Non-compliance/non-submission of the 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.


Educational Programs and Training Opportunities for Patrons — Identify educational programs and training opportunities the library currently provides to its patrons. If the library does not currently provide such programs and training, how does the library meet or plan to meet the needs of the patrons?

Technology — Library staff and board will complete the EDGE Assessment, which is supported by the Illinois State Library and provided at no charge to your library. If the library already completed the assessment, it does not have to be repeated.

Trustees — The library board, having previously analyzed the library’s finances and fiscal climate, will identify and describe how library funds are used to support educational programs and training opportunities for patrons. The library board and staff will engage in a discussion on how the library fosters resource sharing. Provide an example of how the library has expanded or improved resource sharing for its patrons.

FY2017 Requirements

Annual Report — The library must have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library. The IPLAR deadlines are detailed in the Illinois Compiled Statutes (ILCS):

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- For public library districts, the report shall be submitted on or before September 1 of each year [75 ILCS 16/30-65].
- Non-compliance/non-submission of the 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.


Educational Programs and Training Opportunities for Patrons — Describe current or potential collaborative efforts that have benefited or will benefit local library patrons and patrons in neighboring communities.

Technology — Library board and staff will report on the impact the EDGE Assessment has had on the library, including at least one example of how the library has used or plans to use the information gleaned from the assessment.

Trustees — The library board will describe the library’s ability to meet the needs of the community as a provider of educational programs and training opportunities, will describe the library’s ability to integrate new technologies and will identify at least one activity that fosters increased resource sharing.
Chapter 6 [Access]

Access refers to the ease with which all residents can use the library. Some of the factors that affect access are hours of service; quality of cataloging; the physical facility and distance to the physical facility; the quantity, quality, relevance, formats, and arrangement of the collections; quality and quantity of staff; public relations; policies on use of collection and services; and availability of collections and services outside the library. The extent to which the library uses existing and emerging technology to provide in-house as well as remote access is an additional factor. While existing budget limitations may prevent immediate use of some technology, it is important that those responsible for long-range/strategic planning keep current on products and services so that informed decisions can be made as soon as funding becomes available. Standards that relate directly to the building or “fixed assets” such as lighting and furniture are included in Facilities chapter.

APPLICABLE CORE STANDARDS – Please see Core Standards 1, 2, 5, 13, 16, 17, 18, 19, 20, and 22 in Chapter 1.

ACCESS STANDARDS

1. Hours of service are posted on a sign visible to the public from outside the library building.

2. Hours of operation are established for the convenience of the community. To accommodate school children and working adults, the library is open as many evening and weekend hours as possible. (See Appendix N for recommended hours of service by population.) Some information is available electronically twenty-four hours per day (minimally the library website and online catalog). (See Appendix N)

3. The library has a website with current information and content updated at least weekly. The website allows for patron inquiry or comment and feedback. The website should also provide the opportunity for remote 24/7 access to online databases, virtual reference, registration, access by users to their own accounts, and other library services. Staff responds to online requests for information.

4. All basic services are available when the library is open. For the purposes of this document, basic services are circulation, reference, reader’s advisory, and computer/Internet access. If reference and reader’s advisory are provided to children and adults from two separate points, then the library provides adequate staffing at both locations at all hours the library is open. Internet access is available to adults and children with a sufficient quantity of computers and bandwidth to meet most needs. Some access may be provided through wireless installations that enable people to use mobile devices or their own personal devices for Internet searching.

5. The collections are arranged and housed in a way that provides the greatest accessibility for all users.

6. Materials and guides for library use are made available in languages and formats appropriate to the community.

7. Materials are not sequestered from any user except for the purpose of protection from theft and damage.

8. All circulating materials may be borrowed by all persons with a valid library card who reside within the jurisdictional boundaries of the library regardless of the age, sex, or social or economic status of the patron. (See Appendix L)

9. All materials, except those judged by the library administrator to be irreplaceable or needed in the collection for reference service, are available for use within the library by all persons regardless of the age, sex, or social or economic status of the patron.

10. Lending regulations facilitate maximum use of library materials.

11. The library publicizes and promotes interlibrary loan to its patrons. Library staff develops procedures that ensure that interlibrary loan is a simple and effective way for patrons to receive materials and information.

12. The library’s bibliographic and holdings information are in machine-readable form using the MARC format. Accurate and easily understood bibliographic access is provided through a computerized catalog that is accessible remotely as well as in the library. This access may be provided through the library’s catalog or the catalog of a Local Library System Automation Project (LLSAP) to which the library contributes records. Either through a local consortial Online Public Access Catalog (OPAC) or through WorldCat from OCLC, a current record of the library’s holdings is made available.

13. Through clear signage or logical placement, the services, collections, and amenities of the library are easily located.

14. The library ensures access to its collections and services for patrons with disabilities through the provision of auxiliary aids and alternate formats.
15. The library provides access to its collections and services for patrons unable to travel to the library. (Some of the ways to provide this kind of service are deposit collections, programs held in sites outside the library, and home delivery.)

16. Telephone, text telephone, and fax numbers are listed in a phone book. The library has sufficient incoming telephone lines for voice and data transmission to accommodate staff and user needs.

17. If a meeting room is available for the public, its use is limited by time, place, and manner only and not by the subject or content of the program.

18. The library has policies for Internet use, retention of patron-associated records, and for responding to search warrants and subpoenas. (See Appendix L)

ACCESS CHECKLIST

☐ Library has a publicized, fixed schedule of open hours.
☐ Library has a website and online catalog for 24/7 access.
☐ All basic services are available when the library is open.
☐ All materials are available for use in the building or for checkout by persons regardless of age, sex, or social standing.
☐ Library participates in and promotes interlibrary loan.
☐ Library’s holdings information is in machine-readable form and part of a remotely accessible electronic database.
☐ Library provides auxiliary aids and alternate formats to enable persons with disabilities to use collections and services.
☐ Library has a sufficient quantity of computers and bandwidth to meet most needs.
☐ Library publishes and promotes the telephone and fax numbers and also the website address for the library.
☐ Library has policies for Internet use, retention of patron-associated records, and for a meeting room, if one is available.

BIBLIOGRAPHY


WEB SITES

Freedom to Read Foundation
www.frfr.org

Illinois State Library Talking Book and Braille Service
www.ilslib.org

Library Terms That Users Understand
www.jkup.net/terms.html

PolyTalk, a library interpreter’s network
www.polyltalk.info/languagekit.html