

PER CAPITA GRANT ANSWERS FOR 2023 TO BE FILED IN JANUARY 2023

Chapter 1: Core Standards

The Rolling Meadows Library meets or exceeds the Core Standards. The Trustees conducted a search for and hired a new Executive Director after the retirement of the previous Executive Director. The search was conducted by the Board itself, with assistance from staff. The new Executive Director holds a Master of Science in Library and Information Science. The library appropriates money to major budget categories using the Illinois Public Library Annual Report statewide percentages analysis. The Capital Projects financing plan is updated annually and projects Library needs at least 15 years out.

Chapter 2: Governance and Administration

The Library meets or exceeds the items on the Governance and Administration Checklist. The Library maintains a close relationship with the City of Rolling Meadows Council, Mayor, and staff. In 2023, the Rolling Meadows Library will assess and make improvements to our document-management procedures and policies, and codify procedures for archiving documents for retention until they are identified for disposal in accordance with State law.

Chapter 3: Personnel

The Library meets or exceeds items on the Personnel Checklist, such as our Personnel Committee's annual review of policies in the Employee Handbook to keep employment practices fair, up to date, and ensure staff are supported and encouraged by offering benefits that promote motivation and retention of staff. The Rolling Meadows Library will conduct a salary market benchmarking study in 2023 to ensure both internal equity and competitiveness of our overall compensation when compared to peer libraries. A professional analysis may be obtained, if financially feasible. Otherwise, the Library will consult with peers and the Library System for input. The Executive Director has prior experience in the salary benchmarking process at another library, and worked with a reputable consultancy on that project. Lessons learned from that experience will improve our chances of producing accurate results.

Chapter 4: Access

The Rolling Meadows Library meets or exceeds the items on the Access Checklist. Enhancements have been made to our programming practices to include both virtual and hybrid (simultaneous in-person + Internet-simulcast) formats, broadening the scope of those reached by our programming. In 2023, the Library will make use of our new e-communications platform to send an e-newsletter, highlight upcoming programs and new library materials, general promotional emails, and public service announcements regarding our operations, such as alerting the community to unexpected closures or changes in hours.

Chapter 5: Building Infrastructure and Maintenance

The Rolling Meadows Library meets or exceeds the items on the Building Infrastructure and Maintenance Checklist. The Library Board has a Planning Committee, which seeks input from staff. In 2022, the Library completed its LED upgrade project. In 2023, the Library will engage architectural and

engineering professionals to provide us with up-to-date evaluations of the building's structural elements and systems to help us refine key aspects of our Capital Improvement plan.

Chapter 6: Safety

The Rolling Meadows Library meets or exceeds the priorities on the Safety Checklist. The Library has a state-of-the-art security camera system, and access to feeds has been granted to the Rolling Meadows Police Department. Sightlines and furniture locations maximize security. All public desks have walkie-talkies. Lost child procedures have been developed. Outside lighting has been upgraded. In 2023, the Library will re-develop its emergency response guidelines and documentation to be current with the latest guidance from emergency response professionals. Key staff will be tasked with developing a plan to enhance their colleagues' understanding of procedures and methods to improve safety in diverse situations and emergencies.

Chapter 7: Collection Management

The Rolling Meadows Library meets or exceeds the items on the Collection Management Checklist. As our catalog discovery portals do a more effective job of helping our patrons discover our e-book and other e-media holding, the Rolling Meadows Library is greatly expanding our efforts to provide easy access to those formats in on-demand and pay-per-use models, which will significantly improve patrons' discovery and access to e-media titles. We will also launch our first "Library of Things" collection of materials, enabling access to streaming-media platforms, circulating mobile Wifi hotspots, and other "Things".

Chapter 8: System Membership Responsibilities and Resource Sharing

The Rolling Meadows Library meets or exceeds on the System Membership Responsibilities and Resource Sharing Checklist. We comply with RAILS' reporting and certification requirements, and staff contribute to RAILS' networking and knowledge-sharing portals, and participate in RAILS-negotiated group-pricing arrangements in the purchase of certain resources. The library generously shares its materials with other libraries via Interlibrary Loan services. The Library will make substantial improvements in how our own patrons initiate Interlibrary Loan Borrowing requests for materials from other libraries. In 2023 we will develop a web page dedicated to ILL information (including a patron-fillable ILL request form).

Chapter 9: Public Services: Reference and Reader's Advisory Services

The Library will establish a new Winter Reading Program to promote collections and library services, especially to those whose engagement with the Library waned during the height of COVID-related risks. Staff will continue to participate as members of the Adult Reading Round Table Steering Committee, the Rolling Meadows High School Summer Reads Committee, and other organizations to provide exceptional community engagement.

Chapter 10: Programming

The Rolling Meadows Library meets or exceeds the items on the Programming Checklist. The Library has formed a new staff-run Programming Committee, which will foster collaboration and promote cohesion in our programming offerings. This will help us target programs to all age groups. In 2023, our outreach

activities will include easier methods to enroll new users. We will use our new website's Content Management System to enable more streamlined registration for library programs.

Chapter 11: Youth/Young Adult Services

In 2023, Library staff will set up an information booth/table at family-oriented events of the City of Rolling Meadows and the Rolling Meadows Park District, where appropriate. The Library will establish stronger partnerships with government and educational institutions to help the community learn about the full range of public services available to the citizens of Rolling Meadows. We will use this advocacy to recruit new patrons and enhance the experiences of those who already make use of the library and its facilities. The Library has already been active in its outreach to local schools, and student volunteer opportunities are once again (post-COVID) available at the library.

Chapter 12: Technology

The library will streamline end-user experiences by upgrading the library website and refining our mobile app's features. The library will consult with network management consultants to enhance network security and take steps to prevent malware and ransomware attacks, including educating staff on identifying common tricks used by malware creators to lure end-users into trusting hostile actors. The library will implement improvements to its organizational password-management practices, increasing the security and reliability of access to all operational and business online accounts.

Chapter 13: Marketing, Promotion, and Collaboration

The Library Board and Administration will conduct an annual library walk-through to ensure Trustees' understanding of how spaces are used to optimize services. The Trustees and/or staff will re-establish the past practice of visiting other libraries to compare/contrast our current offerings and help to formulate strategic planning goals. The Library will survey patrons through various means to judge awareness of the library's programs and services. This will be done using multiple methods of inquiry, to be determined by consulting peer libraries and, if needed, gaining the assistance of a planning consultancy.

Part II: Planned Use of Grant Funds

Per Capita Funds will be used to purchase pay-per-use and on-demand e-Media titles (e-books, e-audiobooks, e-video), which have been made more readily discoverable via our mobile app and through an upgrade to our discovery interface currently in implementation. It is anticipated that broader discovery of pay-per-use holdings numbering nearly 1 million newly-discoverable titles will cause significant increase in usage, which we are already beginning to experience. Grant funds will also empower us to offer a nascent "Library of Things" collection, to include 1) circulating devices that enable access to streaming-media platforms, 2) circulating mobile Wifi hotspots, and, funds-permitting, 3) in-house circulating laptop computers, which will enable patrons to make use of computers in locations of the Library beyond the computer labs.