

BYLAWS
PALATINE PUBLIC LIBRARY DISTRICT

ARTICLE I—ESTABLISHMENT

The Palatine Public Library District (the Library) is established and conducted as a library district in accordance with the Illinois Public Library District Act of 1991, Illinois Compiled Statutes, Chapter 75, Act 16 (the Act). The District was established pursuant to conversion of the Palatine Village Library by referendum dated September 10, 1974, for the use and benefit of eligible residents of the District.

The Library is financed primarily by property taxes levied by the Library and collected by Cook County on taxable property within the District, pursuant to said statutes, 75 ILCS 16/35-5 and 16/35-25, et seq. Unless indicated to the contrary, where reference is made to state statutes, these bylaws merely repeat the requirements of the statute for reference and it is the intent of this Board that any future amendments to state statutes are incorporated herein by present reference to such statutes. All statutory references are to 75 ILCS Act 16 unless indicated otherwise.

ARTICLE II—BOARD OF LIBRARY TRUSTEES

Section II-1: Definition

The Board of Library Trustees shall consist of seven members elected to staggered terms in accordance with the Act.

Section II-2: Qualifications

A trustee must be a resident of the Library District for at least one year and a registered voter. Complete requirements are specified in 75 ILCS 16/30. Persons who are elected, or appointed, ~~or candidates for election~~ to the Board of Trustees must file an annual ~~written~~ Statement of Economic Interest. Candidates for election to the Board of Trustees also must file a Statement of Economic Interest.

Section II-3: Elections

All elections for Trustees shall be conducted in accordance with the provisions of the Election Code of the State of Illinois and the Act.

Section II-4: Organization of the Board

Within 74 days after their election, and following certification thereof by the Cook County Clerk, the incumbent and new Trustees shall meet in public session to administer oaths of office to newly elected Trustees and organize the Board. The first order of business shall be to elect a President pro tem and Secretary pro tem. The Secretary shall certify the membership of the Board and administer the oath of office to newly elected Trustees. The Trustees shall elect from their membership a President, Vice President, Treasurer, and Secretary. These officers shall serve terms of two years ending on the third Monday of the month following each regular election or until their successors are duly elected by the Board.

Section II-5: Terms of Office

The full term of office for a Library Trustee shall be four years, from the third Monday of the month following the election.

Section II-6: Vacancies

Vacancies shall be declared in the office of Trustee in conformance with Section 30-25 of the Act. Vacancies shall be filled by appointment by the remaining Trustees until the next regular library election, at which time a Trustee shall be elected to fill the remainder of the unexpired term. If, however, the vacancy occurs with less than 28 months remaining in the term, and if the vacancy occurs less than 88 days before the next regular scheduled election for this office, then the person appointed shall serve the remainder of the unexpired term and no election to fill the vacancy shall be held.

Section II-7: Compensation and Expenses

Trustees shall serve without compensation but shall be reimbursed from Library funds for actual and necessary expenses incurred in the performance of their duties.

Section II-8: Powers

The Board shall have such powers as are set forth in Section 30-55 of the Act and other relevant statutes. The Board shall have authority only when acting as a Board in legal session. The Board shall not be bound in any way by any statement or action on the part of an individual member except when acting on specific instructions from the Board.

Section II-9: Conflicts of Interest

Members of the Board shall not participate in any discussion or vote on any matter in which they or a member of their immediate family has potential conflict

of interest due to having material economic or other material conflicting involvement regarding the matter being discussed. When such a situation presents itself, the Trustee shall announce their potential conflict, recuse themselves from discussion of the matter, and disqualify themselves from voting on the matter involved. The President is expected to make inquiry if such conflict appears to exist and the Board member has not made it known. The Vice President is expected to make inquiry if a conflict of interest appears to exist for the President. Any Trustee may bring up the appearance of a conflict of interest.

ARTICLE III—OFFICERS AND DUTIES

Section III-1: Officers

The officers of the Board shall be a President, Vice President, Treasurer, and Secretary. The officers are elected by members of the Board from its own membership at the organizational meeting following the biannual election. Officers shall serve terms of two years ending on the third Monday of the month following each regular election or until their successors are duly elected by the Board.

Section III-2: The President

The President shall preside at all meetings. The President shall execute all documents authorized by the Board; shall appoint all necessary committees and serve ex-officio as a member of all committees; shall have authority to sign all checks for expenditures; and shall perform such duties as are imposed upon the office by law or by regulations, ordinances, or other appropriate action of the Library Board. The President shall not have nor exercise veto power. [75 ILCS 16/30-45(b)]. The President shall be the official voice of the Board to the news media and for responding to written comments from patrons. The President may delegate responsibility for responding to written comments from ~~patrons~~ members to the Executive Director.

Section III-3: The Vice President

In the absence of the President, the Vice President shall preside at all meetings and perform such duties as are imposed upon the office of the President by law or by action of the Board. The Vice President shall assist the President with the duties as requested by the President and may be the representative for the Board at public events or in associate bodies.

Section III-4: The Treasurer

The Treasurer shall keep and maintain all financial accounts and records of the Library, indicating therein a record of all receipts, disbursements, and balances in any funds. The records shall be subject to audit each fiscal year by a professional accountant licensed to practice in the State of Illinois. The audit shall certify the following:

- cash on hand as of July 1
- total cash receipts from all sources
- total disbursements
- discrepancies
- any other information deemed pertinent by the Board

Such audit shall be accompanied by a professional opinion by the auditor regarding the financial status of the Library and the accuracy of the audit, or, if an opinion cannot be expressed, a declaration that such accountant is unable to express such an opinion and an explanation of the reasons.

The Treasurer shall give bond to the Library to faithfully discharge the duties of the office and to account to the Library for all Library funds coming into the Treasurer's hands. The bond shall be in such amount and with such sureties as approved by the Board. The minimum bond shall be 50 percent of the total funds received by the Library in the last fiscal year. The cost of the bond shall be borne by the Library. As an alternative to a personal bond on the ~~the~~ Treasurer, the ~~the~~ Treasurer may secure for the ~~district Library~~ an insurance policy or other insurance instrument that provides the ~~district Library~~ with coverage for negligent or intentional acts by ~~district Library~~ officials and employees that could result in the loss of ~~district Library~~ funds. The coverage shall be in an amount at least equal to 50% of the average amount of the ~~district's Library's~~ operating fund from the prior ~~3-three~~ fiscal years. The coverage shall be placed with an insurer approved by the ~~b~~Board. The cost of any such coverage shall be borne by the ~~district Library~~. The system shall provide the Illinois State Library a copy of the district's certificate of insurance at the time the ~~district's Library~~ annual report is filed. (75 ILCS 16/30-45)

Section III-5: The Secretary

The Secretary shall keep and maintain appropriate records for the term in office, including a record of the minutes of all meetings; the names of those in attendance; the ordinances enacted; resolutions, rules, and regulations adopted; and all other pertinent written matter as affect the operation of the Library. The records shall be subject to an audit by two other Trustees appointed by the President and shall be conducted each fiscal year. The report shall be filed and submitted as part of the Illinois Public Library Annual Report not later than the 90th day following the completion of the fiscal year. Such report shall certify as

to the accuracy of the records of the Secretary, their completeness, and list the discrepancies, if any. The Secretary shall have the power to administer oaths and affirmations for the purposes of the Act.

Section III-6: Absences of Officers

In the absence of the President from a legally called meeting, the Vice President shall preside and perform the duties of the office. Should the Secretary be temporarily unable to perform the duties of the office, a Secretary pro tem shall be appointed from the Board by the presiding officer. Should the Treasurer be temporarily unable to perform the duties of office, the presiding officer shall appoint a Treasurer pro tem who shall perform the duties of the Treasurer.

ARTICLE IV—MEETINGS

Section IV-1: Open Meetings

All meetings of the Board shall be public meetings except those specifically excepted in the Open Meetings Act (5 ILCS 120). Executive sessions or closed meetings shall be held only upon a roll call vote of the Board and only as authorized by statute.

Section IV-2: Regular Meetings

Prior to the beginning of each calendar or fiscal year, the Board shall give public notice of the schedule of its regular meetings, which notice must state the regular dates, times, and places of these meetings for the coming year, as provided by statute. The date, time, or place of a regular meeting may be temporarily rescheduled by a roll call or voice vote at the regular meeting prior to the meeting affected. If a change is made in regular meeting dates, at least 10 days' notice of such change shall be given by publication in a newspaper of general circulation in the District. (5 ILCS 120/2.03)

Section IV-3: Special Meetings

Special meetings of the Board may be called by the President or Secretary or by any four Trustees. All meetings shall comply with the provisions of the Open Meetings Act.

Section IV-4: Quorum

As provided by statute, a quorum shall consist of four Trustees, and a majority of those present shall determine the vote taken on the question unless a larger majority is specified in the Act.

Section IV-5: Electronic Attendance at Meetings

The Board may permit meeting attendance via video or audio conference at Board or Board Committee meetings to conduct Library business under the following circumstances:

- A quorum of the Board or committee must be physically present throughout the meeting.
- A member requesting to attend by video or audio conference shall give two hours' notice to the Executive Director or designee stating the reason for the inability to physically attend, unless advance notice is impractical.
- A majority of the Board or committee members physically present must vote at that meeting to allow a member to attend the same meeting by video or audio conference.
- The requesting member may attend remotely due to personal illness or disability, employment purposes or other business of the Library, or a family or other emergency. -The requesting member must publicly state for the Board ~~at~~ their reason for attending by video or audio conference.

All meetings must comply with the provisions of the Illinois Open Meetings Act, including 5 ILCS 120/7. Any Board member attending a meeting in-person or by electronic participation is entitled to vote on all issues before the Board or committee.

The Secretary will record in meeting minutes the names of those members who are physically present and those attending electronically.

Section IV-6: Voting

As provided by statute, all votes on any question shall be publicly voiced by ayes and nays and recorded by the Secretary. Absentees and abstentions from voting shall be noted.

Section IV-7: Order of Business

The order of business for regular meetings shall include, but not be limited to, the following items that shall be covered in the sequence shown so far as circumstances permit:

1. Call to order
2. Roll call/Trustee requests to attend meeting via electronic means
3. Approval of agenda
4. Introduction of visitors
5. Public comment
6. Liaison reports
7. Unfinished business
8. New business
9. President's report
10. Director's report
11. Committee reports
12. Consent agenda
 - a. Approval of minutes of previous meetings
 - b. Financial report and authorization of expenditures
 - c. Other routine matters
13. Correspondence
14. Adjournment

Section IV-8: Public Participation

All regular, annual, and special meetings shall be open to members of the public. Members of the public present, individually or as organized groups, who wish to publicly comment or speak to the Board may do so in accordance with the Library's policy, Appendix 0: Rules of Procedure for Public Meetings and Hearings.

Because the Board recognizes its responsibilities to conduct the business of the Library in an orderly and efficient manner, requests by members of the public to place a topic on a Board meeting agenda must be made four business days (Monday–Friday, 9 a.m. to 5 p.m.) before the regular or special meeting so that it may be considered for inclusion in the Board agenda for that meeting. Requests should state fully the reason for the request and should give the name of the designated spokesperson, if any. Requests to add a topic to the meeting agenda may be made in person or by phone to the Executive Director or designee during business hours or via email to the President of the Board. In extraordinary circumstances, and at the discretion of the President, any matter may be raised even though not included in the agenda for that meeting.

The Board reserves the right to confine the discussion to a definite period of time and to refer the matter to a future Board or Board committee meeting for further deliberation.

Section IV-9: Conduct of Meetings

Proceedings of all meetings shall be governed by Roberts Rules of Order, most recent edition, and applicable laws of the State of Illinois.

Section IV-10: Suspension of Rules

Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the Board (five or more) shall be present and two-thirds of those present (four or more) shall so approve. Statutory requirements may not be suspended.

ARTICLE V—COMMITTEES

Section V-1: Standing Committees

The Board shall have ~~two-three~~ standing committees; ~~a Director Review Committee~~, a Policy Committee, ~~and~~ a Finance Committee, ~~and a Director Evaluation Committee~~. The term of service of members of standing committees shall be until the end of the fiscal year in which they were appointed or until their successors are appointed.

Section V-2: Special Committees

Special committees of the Board may be created for specific purposes as the Board may require from time to time. A special committee shall be considered discharged upon the completion of the purpose for which it was created and after a final report is made to the Board. The chair and members of special committees shall be appointed by the President. No committee shall have other than advisory powers unless the Board grants it specific power to act which grant of authority may not include the power to legally bind the Board or would constitute a delegation of the Board's statutory authority.

Section V-3: Nominating Committee

At a regular meeting of the Board of Library Trustees prior to the organizational meeting at which the officers of the Board shall be elected, the outgoing President shall appoint a nominating committee. This committee shall be composed of two continuing members of the Board. This committee's charge is to nominate a slate consisting of one candidate for each office and to present such slate at the organizational meeting of the Board.

Section V-4: Committee of the Whole

The Board members may meet from time to time as a Committee of the Whole. All Committee of the Whole meetings are subject to the provisions of the Open Meetings Act.

Section V-5: Policy Committee

The Policy Committee shall consist of two or more members appointed by the President at the first regular meeting of the fiscal year. The Policy Committee shall be charged with reviewing Library policies on an ongoing basis according to a schedule.

Section V-6: Finance Committee

The Finance Committee shall consist of two or more members appointed by the President at the first regular meeting of the fiscal year. The Treasurer shall serve as chair. The Finance Committee has supervision of all financial matters relating to the Library. Specifically, this committee must perform the following tasks:

- prepare the annual Library tax levy and review with the Board for submission to Cook County in December
- prepare and present the annual budget for adoption by the Board
- monitor the Library's investments and make investment decisions within the financial management policy and applicable state statutes

Section V-7: Director Review/Evaluation Committee

The Director Review/Evaluation Committee shall consist of two or more members appointed by the President at the first regular meeting of the fiscal year. The Director Review/Evaluation Committee shall be charged with leading the Board in the following tasks:

- completing the annual review of the Executive Director
- managing any performance issues with the Executive Director

ARTICLE VI—AMENDMENTS

Section VI-1: Procedure

Amendments to these bylaws shall be in writing and may be proposed at any regular meeting of the Board. Such amendments shall be voted on at the next regular meeting and adopted by four or more of all members of the Board. Statutory provisions shall not be amended.

(Adopted December 9, 1992; Last Revised December 17, 2019, Effective January 1, 2020)

APPENDIX 0—Rules of Procedure for Public Meetings and Hearings

The Board of Trustees of the Palatine Public Library District encourages and welcomes public participation and input and will hear any individual pursuant to the guidelines outlined in this policy. The purpose of this policy is to ensure that individuals are allowed time to address the Board while permitting the Board to conduct its meeting or hearing in an efficient and effective manner. Procedures for members of the public to request that a topic be placed on a Board meeting agenda are found in Section IV-8 of the Board Bylaws.

Therefore, during each regular meeting or scheduled hearing, a period of time not to exceed 60 minutes will be devoted to comments presented by the public. If there are no members of the public wishing to address the Board, the Board will continue with the meeting or hearing.

Open Meetings Act

All public meetings and hearings are subject to and conducted in accordance with the Illinois Open Meetings Act (5 ILCS 120).

Registration of Public Participants

Anyone who wishes to comment in a public meeting or hearing must sign in at the public meeting or hearing, providing full name, noting topic on which they wish to speak, stating whether they are a resident of the District, and listing any organization(s) represented, if applicable.

Comment Procedures

Procedures for public participation and for requesting that any topic be placed on the agenda of a Board meeting are described in the Board Bylaws.

Public participation and comment will be permitted during the “Public Comment” portion of the agenda.

The Board President or person presiding over the meeting will ask if anyone wishes to address the Board and will determine the order in which the speakers are recognized. Groups are asked to designate a single spokesperson.

When called upon, the person should come to the podium or designated speaking area; state their name; state the topic of comment; and, if speaking for an organization or other group, identify the group represented. No person may speak without first being recognized by the presiding officer.

All remarks should be addressed to the Board as a whole, not to individual Trustees or staff.

Questions, if any, should be directed to the presiding officer who will determine whether, or in what manner, an answer will be provided.

Time Allocation for Comments

Each individual will have five minutes to present their comments. If a person is unable to complete comments in the allotted time, they may submit comment in written form.

A majority vote of the Board may alter the enumerated time allocations for individuals or the cumulative limit based on the number of persons wishing to speak.

Questions of Speakers

Members of the Board who wish to ask clarifying questions of the speaker during the public meeting or hearing may do so, but only after first being recognized by the presiding officer. Interaction with the speaker is limited to a question or questions, rather than an ongoing dialogue.

Recording of Meetings

While persons attending an open meeting are permitted to record the proceedings, recording should not be allowed to interfere with the overall decorum and proceeding of the meeting. (1975 Ill. Att'y Gen. Op. 17)

Orderly and Civil Meeting or Hearing

The presiding officer may take such actions as are required to maintain an orderly and civil meeting or hearing. Discourtesy or disorderly conduct will be deemed a breach of order, and such misconduct will be dealt with as appropriate.

(Appendix referenced in the Bylaws. Approved by PPLD Board of Trustees 9-10-08, Last Revised 12-17-19, Effective 01-01-20)

9-51.8 Emergency Paid Sick Leave Due to COVID-19

The purpose of this policy is to provide eligible employees with leave and paid sick leave due to COVID-19. Employees who are seeking a leave for reasons outside of this policy may still be eligible under the Library's other leave policies.

For the purpose of this policy, "child" means the employee's own child under the age of 18, which includes biological, adopted, or foster children, stepchildren, legal wards, children for whom the employee is standing in loco parentis—someone with day-to-day responsibilities to care for or financially support a child. The definition also includes an adult son or daughter (i.e., one who is 18 years of age or older), who (1) has a mental or physical disability, and (2) is incapable of self-care because of that disability.

Emergency Paid Sick Leave

All employees unable to work (or telework) due to one of the following reasons are eligible:

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for their child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human services in consultation with the Secretary of the Treasury and the Secretary of Labor.

All eligible employees are entitled to the number of hours worked, on average, over a two-week period for each instance or exposure.

Emergency paid sick leave will be paid at the employee's regular rate of pay.

The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

Notice and Documentation Required

All employees requesting this leave must provide written notice of the need for leave to Human Resources as soon as practicable. The request must include the

employee's name; the date or dates for which leave is requested; a statement of the COVID-19 related reason the employee is requesting leave as well as written support for such reason; and a statement that the employee is unable to work or telework.

If the employee is requesting the leave due to a quarantine, the employee must also include: the name of the governmental entity ordering quarantine or the name of the health care professional advising self-quarantine; and, if the person subject to quarantine or advised to self-quarantine is not the employee, that person's name and relationship to the employee.

If the leave request is based on a school closing or child care provider unavailability, the statement from the employee should include: the name and age of the child (or children) to be cared for; the name of the school that has closed or place of care that is unavailable; and, a representation that no other person will be providing care for the child during the period for which the employee is receiving the leave. If the request is based on the employee's inability to work or telework because of a need to provide care for a child older than fourteen during daylight hours, the employee should also include a statement that special circumstances exist requiring the employee to provide care.

Emergency paid sick leave under this policy will not be provided beyond December 31, 2021. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

Intermittent or Reduced Schedule Leave

Emergency paid sick leave for qualifying reasons related to COVID-19 must be taken in full-day increments. It cannot be taken intermittently.

The only exception under which employees may take sick leave on a reduced schedule for the above reasons is if they are able to, and want to, telework, with the agreement of the Library. Unless the employee is teleworking, once the employee begins taking emergency paid sick leave for one or more of these qualifying reasons, the employee must continue to take emergency paid sick leave each day until the employee either (1) uses the full amount of paid sick leave or (2) no longer has a qualifying reason for taking paid sick leave.

The employee may take emergency paid sick leave intermittently, if the employee wants to, with the agreement of the Library, if the employee is taking emergency paid sick leave to care for the employee's child whose school or place of care is closed, or whose child care provider is unavailable, because of COVID-19 related reasons.

Job Protections

Employees who take emergency paid sick leave will not be retaliated against or discharged for doing so.

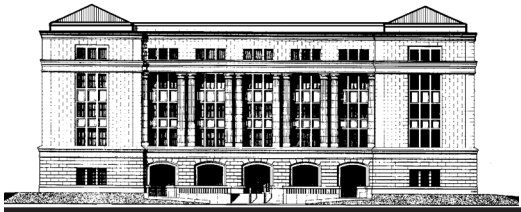
Vaccinations

Providing a safe and healthy work environment helps employees be more productive and can reduce the number of sick days employees take due to exposure to COVID-19. To encourage all employees to get a COVID-19 vaccine, all employees (regardless of benefit status) will be granted up to eight hours of paid time off to get COVID vaccine shots. Employees should stop by HR once they have received their first shot to provide proof of vaccination. All data will be kept confidential to the greatest extent required by applicable law.

The Library encourages employees to participate in the voluntary COVID-19 vaccine program, but any such participation is voluntary. There will not be any discrimination, harassment, retaliation, or adverse action for employees who choose not to participate in the voluntary COVID-19 vaccine program.

The voluntary COVID-19 vaccine program will take effect immediately and is retroactive. Employees who have already received a COVID-19 shot will be paid up to eight hours for any time they had to take off work, after showing proof of vaccination.

(Adopted 5-19-20, Effective 7-1-20)



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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: _____

Library's Control Number: _____ **Branch Number:** _____ **Today's Date:** _____

Contact information of the person completing this grant application:

Preparer's Name: _____
(First Name) (Last Name)

Preparer's Title: _____

Preparer's Phone Number: _____

Preparer's Email Address: _____

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 _____

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)

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)

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)

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)

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)

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)

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)

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)

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)

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)

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)

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)

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)

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.