

## CITIES, VILLAGES, TOWNS, MUNICIPAL, TOWNSHIPS LIBRARY CHART

### BOARD OF TRUSTEES/DIRECTOR REVIEW TASKS - For Per Capita Grant Applications FY10 and FY11

PLAN/POLICY	REQUIRED	REVIEW CYCLE	DESCRIPTION	NOTES
<b>Environmental Plan and Profile</b> <i>See also Building Plan</i>	<a href="#">Parts A &amp; B required for Per Capita Grant application FY10 (A) and FY11 (B).</a> Plan should reflect the <a href="#">“Green Governments Illinois Act” Public Act 095-0657</a>	Annually	A.A plan for ongoing maintenance, building repair, replacements. B.A plan for making the library more environmentally friendly as envisioned by the <a href="#">“Green Governments Illinois Act” Public Act 095-0657</a>	ADA Self-Evaluation completed for the Per Capita Grant FY09 could be included here since it involved plans for changing the facility
<b>Personnel Policies</b>	FY10 Per Capita Grant application Numerous Illinois Statutes Apply  <a href="#">Illinois Local Library Act (75 ILCS 5/4-7)#7</a>	Two Years	Includes those required by all employers in Illinois: ADA, FMLA, Minimum Wage, Prevailing Wage, FLSA, HIPPA, Drug-free Workplace, Blood-born Pathogens. May include job classifications, recruitment, salary/wages, hours of work, benefits, staff development, employment at will statement, personnel procedures, dress code, etc.	See Appendix 3.1 in <a href="#">Serving Our Public</a> for a complete list of recommended sections. See also <a href="#">Trustee Facts File Chapter 4</a>  Personnel policies should be reviewed by the library’s attorney.
<b>Library Use Policy</b>	FY10 Per Capita Grant application  <a href="#">Library Records Confidentiality Act (75ILCS70)</a>  Illinois Local Library Act <a href="#">(75 ILCS 5/1-3) (75 ILCS 5/1-5) (75 ILCS 5/1-7)</a>  <a href="#">(75 ILCS 5/4-7)#12 (75 ILCS 5/4-7)#11</a>	Two years	May Include Several Parts A. Borrowing Privileges including Fines and Penalties, Misuse of materials, borrowing periods, acts of Destruction, reciprocal borrowing, inter-library loan B. Resident/Non-Resident Use including who can use the library, non-resident card fees, etc. C. Exclusion/Inappropriate Behavior D. Confidentiality of Records including patron privacy E. Meeting Room Policy F. Internet Access Policy (excerpted from technology plan)	See also <a href="#">Trustee Facts File Chapter 4</a>  Confidentiality of records may include Requirements of <a href="#">US Patriot Act Sections 215 and 505</a>  See Appendix 2.2 in <a href="#">Serving Our Public</a> for topics to be included
<b>Collection Management Policy</b>	FY10 Per Capita Grant application  Illinois Local Library Act <a href="#">(75 ILCS 5/1-6)</a> <a href="#">(75 ILCS 5/4-7.2)</a>	Two Years	Policy states what library will and won’t accept as donations (money or property) and guides staff in selection of materials. Board and Director write jointly. Includes Intellectual Freedom statements	See also Appendix 4.1 in <a href="#">Serving Our Public</a> for recommended sections  <a href="#">Freedom of Information Act 5 ILSC 140</a> - may apply.

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<b>Technology Plan</b>	<p><a href="#">Technology Inventory</a> Required for FY10 Per Capita Grant Application</p> <p><a href="#">Full Plan</a> Required for FY11 Per Capita Grant Application</p> <p>Guidelines for Illinois Libraries and Federal Laws may apply to website design</p>	<p>Annually (Best Practice)</p> <p>Two Years (At Least)</p> <p>Three Year Plan Life</p>	<p>Goals and strategies for professional development, hardware &amp; software, connectivity, Internet access policy, telecommunications services, evaluation method, budget appropriations. Includes replacement cycles for hardware.</p> <p>Internet Access Policy taken from Library Use Policy</p>	<p>Committee of savvy community members, staff, board members should be involved.</p> <p>Include website upgrades/ADA compliance (compliance guidelines will be provided by the Illinois State Library) This website offers tools to assist you in checking website compliance <a href="http://wave.webaim.org/">http://wave.webaim.org/</a></p> <p><a href="#">TechAtlas on WebJunction</a> Illinois has been chosen as the tool to accomplish the inventory and plan in Illinois libraries.</p> <p>See also <a href="#">Trustee Facts File Chapter 4</a></p> <p>Coordinate with Technology Plan</p>
<b>Accumulation of Funds Plan</b>	<p>Illinois Local Library Act (<a href="#">75 ILCS 5/4-13</a>) (<a href="#">75 ILCS 5/4-13.1</a>) (<a href="#">75 ILCS 5/5-8</a>)</p>	Annually	Allows collection and growth of funds needed for expansion	Coordinate with budget preparations and special reserve
<b>Special Reserve Fund Plan</b>	<p>Illinois Local Library Act (<a href="#">75 ILCS 5/4-13</a>) (<a href="#">75 ILCS 5/4-13.1</a>) (<a href="#">75 ILCS 5/5-8</a>)</p>	Annually	Plan must be formulated within two years of adopting ordinance to establish fund	Coordinate with budget preparations and Accumulation of Funds
<b>Building Plan (New Building/Renovation)</b>	<p><a href="#">Illinois State Library Construction Grants</a> require (not mini-grants)</p> <p>Illinois Local Library Act (<a href="#">75ILCS5/5-1</a>)</p>	Once Building has begun – no changes.	From this plan, architect designs a new building that meets the library growth and service goals	<p>Coordinate with Environmental Profile and Plan</p> <p>Coordinate with Technology Plan</p> <p>Coordinate with Special Reserve Fund Plan</p> <p>Does not apply to emergency repairs</p>