

## ✦ Set Up a Board Committee to Review of Board By-Laws 😊

**ISL requirements:** As per Chapter I "Core Standards 6" of *Serving Our Public: Standards for Illinois Public Libraries, Revised Edition 1997* or Chapter 1 "Core Standards 7" of *Serving Our Public: Standards for Illinois Public Libraries, 2009 edition*: "The library board of trustees adopts written bylaws that outline the board's purpose and operational procedures and address conflict-of-interest issues." Review the library's bylaws and provide the date of review. Describe the revisions, corrections or updates made as a result of this review.

*"Only Robinson Crusoe had every done by Friday."*

**RPLS adds:** In *Serving Our Public 2.0* go to → Chapter 1 → Illinois Public Library Core Standards → Core 7 → use Appendix H recommended topics to include in the by-laws

## ✦ Set Up a Board Committee to Review Personnel Policies and Procedures 😊

**ISL requirements:** The library must review and report on progress in meeting Chapter III "Personnel" of *Serving Our Public: Standards for Illinois Public Libraries, Revised Edition, 1997* or Chapter 3 "Personnel" of *Serving Our Public 2.0: Standards for Illinois Public Libraries, 2009 edition*.

**RPLS adds:** In *Serving Our Public 2.0* go to → Chapter 3 → Personnel → for Policies, Job Descriptions, Hiring Practices, Performance Appraisals, CE. use [Draft Employee Handbook](#) provided in training at RPLS February 2009.

*"Even if you're on the right track, you'll get run over if you just sit there." William Penn*

## ✦ Set Up a Board Committee to Review the New Core Standards 😊

**ISL requirements:** The library staff and board must review the most recently published standards for Illinois public libraries. Provide the date of review and describe the review process including what was learned from this review. Identify five major impacts or changes that affect the library board and staff as a result of this review.

**RPLS adds:** Go to *Serving Our Public 2.0* → Chapter 1 → review the 24 standards

## ✦ Set Up a Board Committee to Begin Developing the Environmental Plan 😊

**ISL requirements:** The library board and staff must work together to support "Going Green" at the library. Develop and submit a plan that will make the library more environmentally friendly as envisioned by the [Green Governments Illinois Act, \[20 ILCS 3954\]](#).

**RPLS adds:** Use the materials provided by RPLS April 2009 training "Simple Ways to Green Your Library". Consider setting up a Green Team by engaging members of the community. Set up long-term goals and short-term goals. Stay tuned to RPLS for additional assistance during FY2011.

*"Procrastination is the grave in which opportunity is buried." - Unknown*

## ✦ Set Up a Board Committee to Begin Developing the Technology Plan 😊

**ISL requirements:** The library must submit a Technology Plan including the date of implementation and planned review schedule. Plans adopted or updated by the board after October 15, 2009 will be accepted. The Technology Plan will include; clear goals and strategies; professional development plans; assessment of telecommunications services; hardware and software; provision of a sufficient budget for technology; an evaluation process; and an Internet access policy.

**RPLS adds:** Stay tuned to RPLS for CE & assistance with the Technology planning process using the tools at Web Junction Illinois.