

NOT PART OF SAPG - USE FOR ORDER OF DOCS

**ILLINOIS STATE LIBRARY
MULTITYPE LIBRARY SYSTEM
FY2022 SYSTEM AREA & PER CAPITA GRANT APPLICATION 75 ILCS 10/8 (c)**

COMPONENTS AND ORDER OF SUBMISSION

1.0 Annual Area and Per Capita Grant Cover Sheet

Sign and submit the Cover Sheet included with this document.

2.0 System Budget for FY2022

Base the FY2022 budget for services to be provided upon the amounts awarded in FY2021. Use the attached FY2022 PDF Budget format to submit this information.

2.1 Delivery Budget Supplement for FY2022

Itemize the delivery services budget between state funds and the federal (LSTA) funds awarded as a component of the total System Area and Per Capita Grant.

2.2 System Budget Narrative for FY2022

Attach a detailed Budget Narrative explaining the components of the budget and how it supports the Operational Plan. The budget narrative must support these statutory priorities (23 Ill. Adm. Code 3030.215):

- a. Administration which includes active membership review and certification.
- b. General Resource Sharing Standards.
- c. Bibliographic Access which includes Local Library System Automation Programs.
- d. Consulting and Continuing Education in the areas of resource sharing and assistance to member libraries in understanding and complying with applicable State statutes and administrative rules; and with the system's bylaws, policies and services.
- e. Delivery - Expand the delivery services budget narrative to specifically identify which elements of delivery will be supported with the federal Library Services and Technology Act (LSTA) funds awarded as a component of the total System Area and Per Capita Grant. This narrative must align with the Delivery Budget Supplement for FY2022 (2.1).
- f. Resource Sharing Standards: Reciprocal Access, Reciprocal Borrowing and Interlibrary Loan.

3.0 FY2022 Operational Plan

The System's Operational Plan presents a proposed plan covering the priorities and services provided by the system headquarters for FY2022. Each planned activity that is listed should also reference the corresponding standard found in Appendix A of this document (summary of system standards from 23 Ill. Admin Code 3030.215). Below is an example for one objective. Add a line for each objective.

Objectives (example)	Planned Activities	System Standard
Develop an operational plan with input from members	Member libraries of all types were encouraged to provide input during system board meetings, quarterly and special membership meetings...	23 ILAC 3030.215 a) 1)

NOT PART OF SAPG - USE FOR ORDER OF DOCS

**ILLINOIS STATE LIBRARY
MULTITYPE LIBRARY SYSTEM
FY2022 SYSTEM AREA & PER CAPITA GRANT APPLICATION 75 ILCS 10/8 (c)**

3.1 Unmet Core Standards

If there are standards in Appendix A that have little or no activity planned, indicate those standards by adding a line for each unmet objective. Below is an example for one objective. Add a line for each objective.

Objectives (example)	Explain how deficient or list No Activities	System Standard
Develop an operational plan with input from members	No Activities	23 Ill. Adm. Code 3030.215 a) 1)

3.2 Statewide Service Collaboration

As a component of the FY2022 System Area and Per Capita Grant Application, please identify how the system is collaborating with other systems to provide statewide services such as Delivery, LLSAP, Resource Sharing, Bibliographic Access, and Consulting/Continuing Education.

3.3 Operational Plan - Proposed Fees for Service

The plan shall include a list of all available services for which a fee is proposed and shall include an explanation and justification for the fee. No fee or fee charges shall be implemented until after the Operational Plan is approved by the State Librarian. List proposed fees adding a line for each fee.

Fee Description	Who Fee Impacts	Amount of Fee	Estimate of Annual Revenue Generated

4.0 Exhibits - Other Requested Information

Exhibit 4.1a

List of position titles including the budget line item, salary, and fund type. As systems are grantees of the Illinois State Library/Secretary of State and State Librarian Jesse White, any position salary shall not exceed the annualized salary of the Secretary of State and State Librarian. Add a line for each position.

Position Title (only)	Annualized Salary Range	General Fund	Special Revenue Fund	Capital Projects Fund	Proprietary Fund	Fiduciary Fund

Exhibit 4.1b

List of vacancies to be filled during the budget year with position title, funding priority, and fund source. Add a line for each vacancy.

Position Title	Funding Priority ex: Delivery	Annualized Salary Range	General Fund	Special Revenue Fund	Capital Projects Fund	Proprietary Fund	Fiduciary Fund

Exhibit 4.2

List of planned motor vehicle purchases during the budget year denoting which high-mileage vehicles will be replaced. List planned new additions to the vehicle fleet here. The Budget Cost total must equal the amount entered for the Capital Outlays, Vehicles budget line item in the Budget. Add a line for each vehicle.

Addition or Replacement?	Type of Use	Budget Cost

NOT PART OF SAPG - USE FOR ORDER OF DOCS

**ILLINOIS STATE LIBRARY
MULTITYPE LIBRARY SYSTEM
FY2022 SYSTEM AREA & PER CAPITA GRANT APPLICATION 75 ILCS 10/8 (c)**

Exhibit 4.3

Summary of budget year estimated out-of-state travel information. Add a line for each out-of-state travel event.

Number of Travelers	Month of Travel	Budget Year Estimated Expense	Reason for Travel Destination & Duration

Exhibit 4.4

Information on all agency contracts including rental agreements. The list must identify all contracts. Copies of all LLSAP contracts must be included with the submission of the FY2022 System Area and Per Capita Grant Application; however, it is not necessary to submit contracts for other agreements identified. Add a line for each contract.

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Contract Start & End Dates	Contract Amount Budget Year	Comments

Exhibit 4.5

Health, dental, vision and life insurance coverage for employees and dependents.

Employee Individual Insurance Coverage *Include one line for each type of insurance*

Type of Insurance	Percentage of Coverage Paid by Employer	Percentage of Coverage Paid by Employee
Health	%	%
Dental	%	%
Vision	%	%

Are employer/employee contribution amounts for health insurance determined by the employer's annual salary? Yes or No?

Is a term life insurance program offered to library system employees? Yes or No

If yes, what percentage of the premium is paid by the library system? _____%

Dependent Insurance Coverage *Include one line for each type of insurance.*

Type of Insurance	Percentage of Coverage Paid by Employer	Percentage of Coverage Paid by Employee
Health	%	%
Dental	%	%
Vision	%	%

Exhibit 4.6

Description of facilities in all locations (regardless if rented, owned, or leased) and explanation of use and plans for locations in FY2022. Add a line for each property.

Property Address	Continue to rent/own or dispose?	Use of Property	Plans for Property

NOT PART OF SAPG - USE FOR ORDER OF DOCS

**ILLINOIS STATE LIBRARY
MULTITYPE LIBRARY SYSTEM
FY2022 SYSTEM AREA & PER CAPITA GRANT APPLICATION 75 ILCS 10/8 (c)**

Exhibit 4.7

Listing and description of all corporations formed by the library system. Attach Articles of Incorporation and Annual Report for each corporation. Add a line for each corporation

Name**	Brief Description	System Area and Per Capita Grant Budgeted (direct or indirect)	Is any SAPG spending not related to ISL core priorities? (Yes or No)

Exhibit 4.8

Description of all pending litigation. Add a line for each pending case.

Case name	Document number	Legal representation	Brief explanation	Impact	Cost breakdown/analysis

Exhibit 4.9

Copies of the most recently filed Statements of Economic Interest for board members, employees, and the executive director.

Exhibit 4.10

Copy of Board Ordinance required by Section 70-5 of Ethics Act [5 ILCS 430].

Exhibit 4.11

Certification indicating review and compliance of Board with Illinois statutes. For each member, mark X if they are in compliance with each statute.

Legal Statute	Citation	Board Member's Name	Add a column for each Board Member
Open Meetings Act (OMA)	5 ILCS 120	X	
Freedom of Information Act (FOIA)	5 ILCS 140	X	
IL Public Labor Relations Act	5 ILCS 315	X	
IL Government Ethics Act	5 ILCS 420	X	
State Officials & Employees Act	5 ILCS 430	X	
Public Funds Deposit Act	30 ILCS 225	X	
Public Funds Investment Act	30 ILCS 235	X	
Illinois Municipal Retirement Fund (IMRF)	40 ILCS 5 Article 7	X	
Public Officer Prohibited Activities Act	50 ILCS 105	X	
Local Records Act	50 ILCS 205	X	
IL Library System Act	75 ILCS 10	X	
IL Human Rights Act	775 ILCS 5	X	
Equal Opportunities for Individuals with Disabilities (Americans with Disabilities Act)	42 USC 126	X	

Exhibit 4.12

Copy of current bylaws

**ILLINOIS STATE LIBRARY
MULTITYPE LIBRARY SYSTEM
FY2022 SYSTEM AREA & PER CAPITA GRANT APPLICATION 75 ILCS 10/8 (c)**

**OPERATIONAL PLAN NARRATIVE AND BUDGET
STANDARDS FOR CORE SERVICES TO MEMBERS
Appendix A**

The FY2022 Budget and Operational Plan should support only these statutory standards for core services
23 III. Adm. Code 3030.215:

a) Administration

- 1) The library system shall develop an annual operational plan with input from members that addresses the specified standards for core services.
- 2) The library system shall ensure that all system members have opportunities for input into or to comment on planning and evaluation activities, such as system plans of service, plans of cooperation, long-range plans, and program designs, including budgetary information, before the plans are finally adopted.
- 3) The library system shall designate staff to fulfill the roles specified below:
 - A) Membership, including recordkeeping, member directory, application review, certification support and consultation.
 - B) Bibliographic access.
 - C) Training in resource sharing processes and procedures for member libraries.
 - D) Consulting and continuing education assistance to member libraries in understanding and complying with applicable State statutes and administrative rules, and with the system's bylaws, policies, and plan of service and additional consulting and/or continuing education services approved by State Librarian.
 - E) Oversight of system-wide delivery.
 - F) Coordinating system-wide resource sharing, including interlibrary loan, reciprocal access, and reciprocal borrowing.
 - G) Communications to system members.
 - H) Publication of the names of participating and nonparticipating public libraries in the non-resident program.
- 4) Membership:
 - A) The system shall designate staff to actively maintain accurate system membership information including up-to-date directory information of library system members on the ISL specified web site;
 - B) The system shall designate staff to administer and act upon system membership applications;
 - C) The system shall designate staff to provide member library support and promotional activities during the annual library certification process;
 - D) The system shall designate staff to work with libraries, other library systems, and ISL on membership-related issues and questions.
- 5) Provide the essential information technology infrastructure in-house to carry out system standards.
- 6) Promote use of State procurement contracts by system members and pursue other collaborative purchasing agreements for the benefit of members when State group purchasing opportunities do not address member needs.

b) General Resource Sharing Standards

- 1) Work cooperatively and collaboratively with member libraries, other systems and their members, and the ISL to maintain and strengthen resource sharing and to coordinate resource sharing efforts, including addressing interlibrary loan responsibilities as specified in ILLINET Interlibrary Loan Code.
- 2) Participate in meetings convened by the ISL to develop and share best practices and innovations in resource sharing.
- 3) Establish a mechanism for resolving disputes over resource sharing.
- 4) Provide training to member libraries on resource sharing processes and procedures.

c) Bibliographic Access Standards

- 1) Encourage libraries to participate in a Local Library System Automation Program (LLSAP). The LLSAP resource sharing plan shall be in compliance with the system resource sharing plan.
- 2) Explore the potential of emerging integrated library system software and other automated discovery tools that facilitate resource sharing and the creation of a regional and/or statewide LLSAP.
- 3) Develop and strengthen ability of member libraries' staffs to implement and use currently available and emerging resource discovery tools.
- 4) Work with member libraries in building and maintaining library collections that meet primary needs of their patrons.
- 5) Work with member libraries in organizing library collections using accepted bibliographic methods for cataloging and classification of library materials.
- 6) Facilitate the development of expertise in the use of resource description, including cataloging and metadata, among member library staffs.
- 7) Assign professional staff member to be responsible for the system's bibliographic access activities.
- 8) Identify how automated online access to unique holdings in member libraries can be provided, including a timetable for achieving access.
- 9) Work with system members in developing plans for how new acquisitions of all member libraries will be exposed and maintained via a LLSAP or shared bibliographic database.

d) Consulting and Continuing Education Standards

- 1) The system shall designate staff to provide consulting and continuing education assistance to member libraries in understanding and complying with applicable State statutes and administrative rules and with the system's bylaws, policies and plan of service. The assistance provided may be in response to member-initiated inquiries or in organized group training sessions.
- 2) The library system shall present a written plan with accompanying budget for additional consulting and/or continuing education services based on members' needs and input. At a minimum, the plan should address services in the areas of library advocacy, management and practice.

NOT PART OF SAPG - USE FOR ORDER OF DOCS

**ILLINOIS STATE LIBRARY
MULTITYPE LIBRARY SYSTEM**

FY2022 SYSTEM AREA & PER CAPITA GRANT APPLICATION 75 ILCS 10/8 (c)

e) Delivery Standards

- 1) Provide for equitable and consistent delivery of library materials to full member libraries to fulfill patron requests.
- 2) Provide delivery via methods including, but not limited to, library system delivery; Illinois Library Delivery Service; electronic; commercial delivery services; and U.S. Postal Service.
- 3) Designate a staff person to coordinate system-wide delivery.
- 4) Provide a vehicular delivery service to deliver materials to and from member libraries according to the following standards:
 - A) Provide its own delivery service or contract for delivery service.
 - B) Coordinate the delivery service with the Illinois Library Delivery Service.
 - C) Provide basic delivery at no cost to full member libraries with one delivery point per member or community drop-off point provided by the library system. Expedited, higher frequencies than the established volume levels or some specially requested form of enhanced delivery may incur a charge to the requesting member library.
 - D) Provide each member library with direct delivery a minimum of two times per week when it needs and requests that delivery.
 - E) Determine delivery points and frequency based on criteria including, but not limited to, volume of use (counted both to and from sites), collection strengths and convenience of member libraries. The criteria will be posted and readily available.
 - F) Work collectively with other library systems and the ISL to implement equitable, statewide delivery frequencies and criteria.
 - G) Ensure that each member library has an option for delivery up to five days per week to a drop-off point.
- 5) Develop and distribute written system delivery policies and procedures to include as part of the operational plan in the annual application in Section 3030.265. The policies and procedures shall:
 - A) Identify delivery methods available and when to use each;
 - B) Describe delivery schedules and sub-schedules;
 - C) Identify fixed points for picking up and receiving materials;
 - D) Describe the mechanism for determining van delivery and locations and deliveries;
 - E) Provide a mechanism for annual review;
 - F) Describe how the system delivery service interfaces with other library delivery systems through the Illinois Library Delivery Service;
 - G) Establish uniform policies and procedures to govern problems related to delivery service, including packaging standards and indemnification of suppliers for loss or damage in delivery;
 - H) Utilize statewide uniform statistical data-gathering methods;
 - I) Ensure that its delivery service shall complete the schedule on a consistent and regular basis.
- 6) Provide training for member libraries on delivery procedures.

**ILLINOIS STATE LIBRARY
MULTITYPE LIBRARY SYSTEM**

FY2022 SYSTEM AREA & PER CAPITA GRANT APPLICATION 75 ILCS 10/8 (c)

f) Resource Sharing Standards: Reciprocal Access, Reciprocal Borrowing and Interlibrary Loan

- 1) Designate a resource sharing coordinator to monitor and guide the resource sharing program.
- 2) Promote reciprocal access and interlibrary loan to all full member libraries and establish policies that support reciprocal borrowing of materials by all full member public libraries.
- 3) Adopt a resource sharing plan that, as a minimum, shall include:
 - A) Reciprocal Access
 - i) A strategy for promotion of reciprocal access among full member libraries of the library system and for establishing policies that support reciprocal access.
 - ii) How member libraries in the system shall provide reciprocal access, including limitations, if any, that individual libraries may establish for reciprocal access.
 - B) Statewide Reciprocal Borrowing
 - i) A strategy for establishing policies that encourage full member public libraries to participate in statewide reciprocal borrowing.
 - ii) No library may charge a fee to any statewide reciprocal borrower that is not charged to the library's patrons or system-wide reciprocal borrower unless the fee was in effect on July 1, 2014.
 - C) System-wide Reciprocal Borrowing
 - i) A strategy for establishing policies that support system-wide reciprocal borrowing of materials by patrons of all full member public libraries.
 - ii) The scope of reciprocal borrowing within the system among its full member public libraries, including but not limited to how public libraries shall participate; how other types of libraries can participate in the program; and the types of materials that are covered under reciprocal borrowing.
 - iii) The requirement that all reciprocal borrowing patrons will be treated the same and that reasonable limitations on quantities of reciprocal borrowing loans shall be allowed only if system-specified parameters are met, as established in the system resource sharing plan.
 - iv) The definition of a library card valid for purposes of reciprocal borrowing.
 - v) A mechanism for resolving disputes over reciprocal borrowing including the damage or loss of materials.
 - vi) The requirement that the library of a patron who borrows materials from another library through reciprocal borrowing is responsible for lost and damaged materials if the patron does not pay. The resource sharing plan, however, may allow for alternate means of resolving the loss or damage if the lending library agrees.
 - D) Interlibrary Loan
 - i) The ILLINET Interlibrary Loan Code will be followed.
 - ii) A mechanism for resolving disputes over interlibrary loan issues, including fulfillment programs and the damage or loss of material in accordance with the Code.
 - E) The resource sharing statistics that the system and member libraries will gather.
- 4) Address the library system's responsibilities towards non-resident services.
- 5) Work collectively with other multi-type library systems and ISL to explore the provision of library service to unserved areas of the State.

g) Other Core Member Services

- 1) Additional core member services may be designated by the State Librarian.
- 2) Prior to providing the service, the library system must develop a written plan with accompanying budget for the service. The plan should address the system's role and member library responsibilities, and shall show evidence of being developed with input from the board and membership.
- 3) The plan is subject to approval by the State Librarian.