# Illinois Public Library Standards – Buildings & Grounds: Action Plan

### **Library Name**

#### Date

## **Completed by**

## Job Title

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	The library's	The library	The library	
	operating budget	establishes a	contributes	
	includes dedicated	special reserve	annually to a	
	funds for regular	fund with the goal	special reserve	
	maintenance of	of financing future	fund to have	
	buildings and	capital projects,	sufficient financial	
	grounds.	including repairs,	resources to cover	
		remodeling,	the costs of future	
		renovations, or a	capital projects.	
		new building.		
2	The library has a	The library	The library hires a	
	capital	regularly reviews	qualified architect	
	improvement plan	the capital	or engineer to	
	that defines and	improvement plan.	perform a long-	
	forecasts repair and		term facility	
	replacement of		assessment to	
	major equipment		inform the capital	
	and infrastructure.		improvement plan.	

3The library conducts a walkthrough to assess the condition of furniture and equipment on an annual basis.The library conducts a walkthrough to assess the condition of furniture, fixtures annual basis.The library periodically conducts an appraisal of all furniture, fixtures and equipment on an annual basis.4The library has liability insurance that will cover replacement costs of the facility and its contents.The library reviews its insurance to ensure proper valuation of the facility and its contents.The library periodically conducts an appraisal of all and equipment and equipment appraisal company.5Staff and trustees receive a tour of the library's buildings and grounds.Key staff receive training on building systems appropriate to theirThe library periodically conducts an appraisal company.
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roles.
6 Key staff receive The library has a
training on building facilities
systems appropriate maintenance
to their roles. manual that
includes
instructions for
operation of all
building systems.

7	The library keeps a	The library keeps a	
	copy of all maintenance	digital copy of all maintenance	
	documents,	documents, all	
	blueprints of the	documents related	
	original building,	to the construction	
	and all subsequent	for the original	
	renovations and	building and all	
	warranties.	subsequent	
		renovations and	
		warranties.	
8	The library hires		
	, staff, contractors, or		
	vendors to maintain		
	the building and		
	grounds and		
	maintains a list of		
	contacts for		
	building systems.		
9	The library has a	The library has a	
	master key box and	security protocol	
	a password list for	for the distribution	
	access to the	of keys and	
	building and its	passwords,	
	systems.	including regular	
		password changes.	

10	The library strives to make its buildings and grounds as environmentally friendly as possible (e.g., LED lighting, recycling, energy efficient equipment, solar panels, EV chargers).	The library has a plan to improve environmental efficiency and sustainability.	The library seeks local, state, and national accreditations for environmental standards (e.g., LEED, Energy Star).	
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Notes/Comments: