



JESSE WHITE • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

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**Illinois State Library
FY2012 ILLINOIS PUBLIC LIBRARY PER CAPITA AND
EQUALIZATION AID GRANTS APPLICATION**

DUE DATE: OCTOBER 15, 2011

This is a postmark due date. **Postmark legibility and proof of postal receipt are the applicant's responsibility.** The Illinois State Library is neither responsible for, nor obligated to fund, grant applications postmarked past the deadline date that are incomplete or missing components. The Illinois State Library is not obligated to fund grant applications that do not meet the requirements established by the Illinois State Library as indicated in the State of Illinois Administrative Code Rules Part 3035.115 and 3035.135.

This application form is made available electronically so libraries may complete the form online. After completing the required fields, the form must be printed, signed and returned to the Illinois State Library per the instructions in the Illinois Public Library Per Capita and Equalization Aid Grants Application. Other than supplying requested information, grant applicants may not alter the original form as issued by the Secretary of State/Illinois State Library. Grant applications not submitted on the required forms by the deadline date, or not completed, shall not be considered for funding by the Illinois State Library. The Illinois State Library is not obligated to fund grant applications from public libraries that have: delinquent grant reports, lapsed grant funds from any Illinois State Library administered grant program, and/or failed to submit a current IPLAR (Illinois Public Library Annual Report).

ONE ORIGINAL grant application including the County Clerk(s) page, any supporting documentation, AND ONE COPY must be postmarked on or before October 15, 2011, **or hand delivered no later than 4:30 p.m. on October 14, 2011.** Postmark Legibility and proof of postal receipt are the applicant's responsibility.

Mail or deliver application to: State Grants for Illinois Public Libraries
Illinois State Library
Gwendolyn Brooks Building - Room 410
300 S. Second St.
Springfield, IL 62701-1796

Make two (2) COPIES of the original application and all supporting documentation. Submit the **ORIGINAL AND ONE (1) COPY** to the Illinois State Library. **Retain one (1) COPY** for the library's files.

Jesse White, Secretary of State and State Librarian

Anne Craig, Illinois State Library Director

Illinois State Library
APPLICATION FOR GRANTS AVAILABLE TO ILLINOIS PUBLIC LIBRARIES
Application Statement

City

The Library Board understands that the State Librarian is empowered to make these grants, under the law, from funds appropriated by the Illinois General Assembly, and that if the monies appropriated for these grants are not sufficient, the State Librarian shall reduce the per capita amount of the grants so that the qualifying public libraries receive the same amount of per capita. The Board further affirms that in making the application for the grant or grants, it is acting at its sole discretion and is not applying as a result of pressure or duress from any outside agency, person or persons.

In making application for a grant or grants, the Library Board agrees to expend all the funds received for the purposes outlined in the application as approved by the Illinois State Library and defined by the Illinois Library System Act and corresponding Administrative Rules. The Library Board further affirms that all grant funds received as a result of this application shall be used for providing 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 library's levy in the current year or in the next year.

The Board further affirms that if the expenditure of the grant funds is contemplated, at any time, to be other than that stated in the grant application, that it will solicit and receive the consent of the Illinois State Library before approving such expenditures. Failure to spend funds as approved by the Illinois State Library and/or within the time frame allotted shall result in ineligibility for future grants for a period of one year. The Board further affirms that it has reviewed the most recent edition of *Serving Our Public 2.0: Standards for Illinois Public Libraries* during the previous 12 months and that it has completed all requirements of this application. The Board agrees that the Illinois State Library or its designee shall have the right to examine any of the Board's records that directly relate to this grant.

The Illinois State Library is not obligated to fund grant applications that do not meet the requirements established by the Illinois State Library as indicated in the State of Illinois Administrative Code Rules Part 3035.115 and 3035.135. This application form has been made available electronically so libraries may complete the form online. After completing the required fields, the form must be printed, signed and returned to the Illinois State Library per the instructions in the Illinois Public Library Per Capita and Equalization Aid Grants Application. Other than supplying requested information, grant applicants may not alter the original form as issued by the Secretary of State/Illinois State Library. Grant applications not submitted on the required forms by the deadline date, or not completed, shall not be considered for funding by the Illinois State Library. The Board affirms that the information contained in this application is, to the best of its knowledge and under penalty of perjury, correct.

Library

Date: _____, 2011

Mr. Mrs. Ms. _____
President, Board of Directors/Trustees

Mr. Mrs. Ms. _____
Secretary, Board of Directors/Trustees

Mr. Mrs. Ms. _____
Librarian

Illinois State Library
2012 ILLINOIS PUBLIC LIBRARY PER CAPITA AND
EQUALIZATION AID GRANTS APPLICATION

Pursuant to the provisions of the Illinois Compiled Statutes (ILCS), 75 ILCS 10/8 and 10/8.1, as amended, the undersigned PUBLIC LIBRARY hereby applies for the FY2011 Illinois Public Library Per Capita and Equalization Aid Grants to be used for library purposes.

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1. *Name and Title of Person preparing this application:

 (Name) (Title)

Library Telephone Number: _____ Library FAX Number: _____

*E-mail Address: _____
 (E-mail address of person preparing the application)

Main Library Hours: Monday _____ Tuesday _____ Wednesday _____

Thursday _____ Friday _____ Saturday _____ Sunday _____

***If this information changes within the next six months, please e-mail changes to jurbanek@ilsos.net.**

2. Population Served: _____

Has the library's legal service population changed from the previous year? Yes No

If yes, all changes in population must be documented, and that documentation must be included with this application. Documentation should include one of the following:

1. Any U.S. Census documentation (corrections, special census, special block census, etc.) that has been filed by October 14, 2011, with the Office of Secretary of State, Index Department, **or**
2. For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must include appropriate and substantial documentation. Examples include, but are not limited to: documentation from appropriate municipal corporate authorities, a library district's board of trustees, referenda questions and certified results, etc.

Contact the Illinois State Library with any questions about what documentation should be included. **Please check box** to indicate the library has included the required documentation with this application.

3. Calculation of Equalization Aid Grant: (Sections a, b, and c must be completed in order to apply for a Per Capita Grant, even if the library is not applying for an Equalization Aid Grant.)

a) Value of all taxable property within the library's service area as of January 1, 2011, or the most recent year available (the assessed valuation against which tax revenue was most recently levied) and as equalized by the Department of Revenue, Property Tax Administration Bureau

Must match "TOTAL" line from primary county's County Clerk's page..... \$ _____

Must match "TOTAL" line from additional county's County Clerk's page \$ _____

Must match "TOTAL" line from additional county's County Clerk's page \$ _____

Must match "TOTAL" line from additional county's County Clerk's page \$ _____

a) = the sum of ALL county total lines

TOTAL of combined said valuation for primary and/or additional counties: \$ _____ a)

Library

- b) Said valuation multiplied by 0.0013 yields.....\$ _____ b)
- c) Levy at 0.13% divided by population served yields per capita of.....\$ _____ c)

Complete d) e) and f) ONLY if receiving an Equalization Aid Grant

- d) Population served multiplied by \$4.25 equals\$ _____ d)
- e) Enter valuation multiplied by 0.0013 obtained in step b).....\$ _____ e)
- f) Subtract e) from d) equals amount of equalization aid.....\$ _____ f)

- 4. Is the library's tax rate below .13% because of the Property Tax Limitation Law? Yes No
- 5. In order to be eligible for either a Per Capita Grant or an Equalization Aid Grant, the corporate authorities, in lieu of a tax levy at a particular rate, may provide an amount equivalent to the amount to be produced by that levy (75 ILCS 10/8.1). **If the library is applying for a grant on that basis, attach documentation for the most recent year available. Please check box** to indicate the library has included the required document with this application.

LEGAL COMPLIANCE

- 6. As per the requirements, the library administration and board of trustees must review Chapter 2, "Governance and Administration," of the most recent edition of *Standards for Illinois Public Libraries*. Provide the date(s) of review and a short narrative discussing the library's progress toward meeting the standards, including any changes made as a result of this review.

COLLABORATION AND COOPERATION

- 7. Determine how the library can inspire a stronger community through collaboration and cooperation. Identify partnerships the library has formed or will consider forming within the community. Explain in a short narrative and provide a list of the community partners:

LIBRARY'S PROMOTION AND PROGRAMMING

8. How has funding from the Illinois Public Library Per Capita and Equalization Aid Grants Program enabled the library to initiate or enhance library services? Explain in a short narrative:

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TRUSTEES

9. Has the library board analyzed the library's revenues in the last three years to determine if those monies are sufficient to meet the needs of the community? Yes No

If the revenues were found to be insufficient, has the board of trustees investigated and identified potential funding sources? Yes No

Please identify the potential funding sources:

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PLANNED USE OF FY2012 GRANT MONIES

10. Describe how the library plans to use FY2012 grant monies in order to meet standards in the most recent edition of **Serving Our Public 2.0: Standards for Illinois Public Libraries**. Use general categories in identifying actual planned expenditures. *Capital expenditures (anything attached to the building's interior or exterior including heating and air conditioning systems) will not be an approved use of per capita funds. Inappropriate expenditures include appliances such as refrigerators, stoves, microwaves, water fountains, etc.*

FY2010 Per Capita Grant funds must be obligated by June 30, 2011, and expended by August 15, 2011.

For libraries that received and reported the use of FY2010 Per Capita Grant funds on last year's application, proceed to page 7.

For libraries that did not report any or all of the use of FY2010 Per Capita Grant funds on last year's application, the information below is required.

EXPENDITURE OF FY2010 PER CAPITA GRANT

11. Total FY2010 Per Capita Grant received: \$ _____
 (Must be exact amount - do not round up or down)

List expenditures by general category. Total must be equal to or greater than the FY2010 Per Capita Grant.

Include equalization aid grant expenditures only - do not include entire library budget.

All expenditures listed here must be addressed in the budget explanation below.

CATEGORY	FY2010 AMOUNT
Children's Materials (including electronic resources)	\$ _____
Adult Materials (including electronic resources)	\$ _____
Programs	\$ _____
Personnel	\$ _____
Continuing Education	\$ _____
Supplies	\$ _____
Equipment	\$ _____
Electronic Access (include computer software and hardware)	\$ _____
Travel	\$ _____
Public Relations	\$ _____
Telecommunications	\$ _____
Contractual Services (please specify) _____	\$ _____
Other (please specify) _____	\$ _____
TOTAL (must be equal to or greater than the FY2010 Per Capita Grant).....	\$ _____

If a Per Capita Grant was received in FY2010, describe how the monies were used in the library's progress toward meeting the Illinois Public Library Standards adopted by the Illinois Library Association, in the most recent edition of *Serving Our Public 2.0: Standards for Illinois Public Libraries*.

All expenditures addressed here also must be represented above.

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COUNTY CLERK PAGE

ATTACHMENT TO BE USED BY COUNTY CLERK'S OFFICE AND INCLUDED WITH THE LIBRARY'S FY2012 APPLICATION
ATTACH A SEPARATE FORM FOR EACH COUNTY WITHIN THE LIBRARY'S SERVICE AREA

I, _____, Clerk of the County of _____,
in the State of Illinois, and keeper of the records and files of said county, do hereby certify that the assessed value of all
property as equalized by the Department of Revenue, Property Tax Administration Bureau, for tax year _____
(most recent year)
available in _____ is: \$ _____
(Library Corporate entity) (* Total assessed valued of all property)

***USE THIS FIGURE TO ANSWER QUESTION 14 a) ON PAGE 3 OF THIS APPLICATION.**

All of which appears from the records and files in my office.

The _____ tax rate for _____ is _____
(Name of Library) (Tax Year) (Tax Rate)

This tax rate is below .13% because of the Property Tax Limitation Law: Yes No

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