

APPROVAL OF THE 2013 PER CAPITA GRANT APPLICATION

Each year the Library applies for a per capita grant available through the State of Illinois. The grant awards libraries an amount of money for each person in the community. We use the money to purchase materials for our adult collection. The application is due by mid October, and if all goes well, the money will be awarded in the spring.



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

WWW.CYBERDRIVEILLINOIS.COM

**Illinois State Library
FY2014 ILLINOIS PUBLIC LIBRARY PER CAPITA AND
EQUALIZATION AID GRANTS APPLICATION**

DUE: OCTOBER 15, 2013, 11:59 PM

This is an email due date. The Illinois State Library is neither responsible for, nor obligated to fund, grant applications that are email time stamped after 11:59 pm, October 15, 2013, that are incomplete or that are 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 that libraries may complete the form online. After completing the required fields, the form must be submitted electronically to the Illinois State Library per the instructions in the Illinois Public Library Per Capita and Equalization Aid Grants application. **Paper copies will not be accepted.** 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 form by 11:59 pm, October 15, 2013, 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 Illinois Public Library Annual Report (IPLAR).

The application must be submitted electronically to Percap-grant@ilsos.net on or before 11:59 p.m. on October 15, 2013. All required supporting documentation must be attached as a separate document(s) and submitted with the application.

Retain an electronic copy for the library's files; be sure the copy includes the email time stamp.

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

The Library Board understands that the State Librarian is empowered to award 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 per capita. The Board affirms that in making 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 that libraries may complete the form online. After completing the required fields, the form must be submitted electronically 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 form by 11:59 pm, October 15, 2013, 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.

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 FY2013 Illinois Public Library Per Capita and Equalization Aid Grants to be used for library purposes.

☒ By checking this box, I confirm that I am authorized to submit this application.

1. Legal name of library: Elmhurst Public Library

2. Has the library's name changed since October 16, 2012? ☐ Yes ☒ No

If yes, provide previous library name: _____

3. Library's Control Number 30258 Branch Number _____

4. Address: 125 South Prospect Ave _____
(Street Address) (Post Office Box)

Elmhurst 60126-3245
(City) (ZIP + Four)

**Illinois State Library
APPLICATION FOR GRANTS AVAILABLE TO
ILLINOIS PUBLIC LIBRARIES**

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 FY2014 Illinois Public Library Per Capita and Equalization Aid Grants to be used for library purposes.

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

Marcy _____ Rodriguez _____ Assist. Director of Admin Services
(First Name) (Last Name) (Title)

Library Phone Number: 630-279-8696 _____

*E-Mail Address: marcy.rodriguez@elmhurst.org _____
(E-mail address of the person preparing this application)

Main Library Hours: Monday 9 a.m.-9 p.m. Tuesday 9 a.m.-9 p.m. Wednesday 9 a.m.-9 p.m.
Thursday 9 a.m.-9 p.m. Friday 9 a.m.-9 p.m. Saturday 9 a.m.-5p.m. Sunday 1p.m.-5p.m.

Board President Name: ☐ Mr. ☒ Mrs. ☐ Ms. Linda _____ Wheaton _____
(First Name) (Last Name)

Board Secretary Name: ☐ Mr. ☐ Mrs. ☒ Ms. Monica _____ Iacono _____
(First Name) (Last Name)

Librarian Name: ☐ Mr. ☐ Mrs. ☐ Ms. Mary Beth _____ Campe _____
(First Name) (Last Name)

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

6. Population Served: 44,121 _____

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 submitted to the Illinois State Library on or before the due date. Documentation should include one of the following:

- Any U.S. Census documentation (corrections, special census, etc.) that has been filed by October 15, 2013, with the Office of Secretary of State, Index Department, or
- For population changes, annexations or disconnections 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, referendum questions and certified results, etc.

Contact the Illinois State Library with any questions about what documentation should be included.

7. Equalized Assessed Valuation (EAV)

Calculation of Equalization Aid Grant: *NOTE: Sections a, b, c and d 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, 2013, 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.

a.1) Primary County Name _____
"TOTAL" line from primary county's County Clerk's page \$ 1,929,004,352.00 a.1)

a.2) County Name _____
"TOTAL" line from second county's County Clerk's page \$ 0.00 a.2)

a.3) County Name _____
Must match "TOTAL" line from third county's County Clerk's page \$ 0.00 a.3)

a.4) County Name _____
Must match "TOTAL" line from fourth county's County Clerk's page \$ 0.00 a.4)

EAV TOTAL:

Combined said valuation for all counties listed above: a.1) + a.2) + a.3) + a.4) = \$ 1,929,004,352.00 b)

c) Said valuation (b) multiplied by 0.0013 yields \$ 2,507,705.66 c)

d) Levy at 0.13% divided by population served yields per capita of \$ 56.84 d)

Complete e) f) and g) ONLY if line d) is below \$4.25

e) Population served multiplied by \$4.25 equals \$ 187,514.25 e)

f) Enter valuation multiplied by 0.0013 obtained in step c) \$ 2,507,705.66 f)

g) Subtract f) from e) equals amount of Equalization Aid..... \$ g)

ELIGIBILITY

8. ☐ 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, documentation for the most recent year available, must be attached as a separate document(s) and electronically submitted with the application. Please check the box to indicate the library has included the required documentation with this application.

☒ Please check the box if the library's current Illinois Public Library Annual Report (IPLAR) has been filed with the Illinois State Library.

LEGAL COMPLIANCE

9. As per the requirements, the library administration and board of trustees must review Chapter 10, "Marketing, Promotion, and Collaboration" 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 that were made as a result of the review.

The Library Board reviewed Chapter 10 at their Regular meeting on September 17, 2013. The following is a sample listing of how the Library continues to market, promote, and collaborate the resources available to our community:
-Host events for community organizations such as the Elmhurst Chamber of Commerce breakfast meeting. (MS #2)
-Redesigned Library's website to reflect the building, services, and programs. (Marketing Standard # 5)
-Acquired four iPads with assistive apps and upgraded the software on the assistive computers to help those with vision or other physical disabilities. (Marketing Standard #9)

COLLABORATION AND COOPERATION

10. Describe what the library is doing to position itself as a vital service to the community.

The Library has positioned itself as a vital service to the community in several ways. In addition to offering traditional resources and services, the Library hosts many educational and cultural programs for the community. The Library is the key resource for access to technology that enables patrons to seek information anytime or anywhere. Below is a sample list:

- Updated the meeting room & study room policies to increase usage by local groups and the business community.
- Hosted popular teen programs such as, "Study for Finals." This program is so successful that it is hard to find an open space to sit in our 80,000 sq. ft. facility during finals week.
- Developed engaging spaces that encourage more library visits such as the new tween area in the Kids' Library.
- Expanded program offerings to increase digital literacy and to nurture the community's experience with new technology.
- Expanded Library subscriptions to digital versions of popular magazines and music. We continue to expand our eBook collections in response to a growing public interest in downloadable content.
- Collaborated with area organizations such as the community-wide initiative "Got Fit in Elmhurst" program.

LIBRARY'S PROMOTION AND PROGRAMMING

11. Identify promotional tools employed by the library to enhance its image and services to the community. Examples may include, but are not limited to: various media; interactive Web sites; cell phone service delivery; Web 2.0 tools; and social networking such as Facebook, Twitter and blogs.

The following is a sample listing of promotional tools used to enhance the Library's image and services to the community.

1. Redesigned website
2. Social media- Facebook, Twitter, Pinterest, Instagram, Yelp, Foursquare, YouTube
3. Chat software to interact with librarians 24/7
4. Teen and tween blogs on website
5. Online newspapers (patch.com, online versions of print papers like Elmhurst Press and Triblocal)
6. Email publicity about programs, releases, and events
7. Online calendar with links to event types and ages
8. Online summer reading software to promote programs and activities while recording reading history
9. Specialized websites for individual programs (e.g. gotfitinelmhurst.com)
10. Flat screen monitor in the lobby to promote Library programs and resources

TRUSTEES

12. Based on the information gleaned from the environmental scan of the community conducted by the Board, identify the library's strengths, weaknesses, opportunities and challenges in meeting the future needs of the service area.

Elmhurst is a well-educated community that appreciates and uses its Library. The total population of the Library as measured by the U.S. Census Bureau increased from 42,782 in 2000 to 44,121 in 2010 (3.08%). The 2012 estimate is 45,171, that is 2.32% over 2010. The median age is 40.2. The city is experiencing significant increases at the middle schools as well as in the senior age range. Many residents are involved in social and community organizations. Most people in Elmhurst have access to the Internet. This presents an opportunity for the Library to function as the "hub of the community," offering residents of all ages a place to meet, learn, and exchange ideas.

- We are currently upgrading the technology in our meeting rooms.
- We are investing in eReaders and tablets, such as iPads with assistive apps to help those with vision or other physical disabilities.
- We are researching and evaluating new technologies and services, such as digital media labs, expanding study room spaces, and streaming books and video products.
- We need to manage expenses within the current level of funding and train staff on emerging technologies.

PLANNED USE OF FY2014 GRANT MONIES

13. Will the primary use of grant funds address one of the following? *Select only one*

- ☐ Provide access to information, ideas, and diverse resources whether virtual or tangible *(includes collection development and databases)*
- ☐ Develop educational activities for learning
- ☒ Encourage reading for information or enjoyment
- ☐ Lead via research, innovation, and best practices
- ☐ None of the above

If one of the above is selected, will grant funds primarily be used in support of: *Select only one*

- ☐ Civic Engagement *(engaging patrons for a greater community good or cause)*
- ☐ Databases
- ☐ Digitization
- ☐ Employment and Business Development *(e.g., services for job seekers)*
- ☐ Human Services *(changing conditions for individuals or families, e.g., literacy efforts)*
- ☒ Lifelong Learning *(e.g., educational programming)*
- ☐ None of the above

14. Describe how the library plans to use FY2014 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. Per Capita funds cannot be used for capital expenditures. By way of definition, capital expenditures include, but are not limited to the construction or modification of a facility including anything attached to the building's interior or exterior. This includes HVAC systems, plumbing, electrical work, painting, carpeting and tiling. Other inappropriate expenses include, but are not limited to, appliances such as refrigerators, stoves, microwaves, water coolers and drinking fountains. Parking lot maintenance and landscaping are also excluded from Per Capita funding.

The Library plans to purchase adult materials in print and electronic formats to supplement the collection. Circulation statistics continue to increase and the money will provide more materials to satisfy patron demand.

Libraries that did not report any or all use of FY2012 Per Capita Grant funds on last year's application, must provide required information below.

FY2012 Per Capita Grant funds must be obligated by June 30, 2013 and expended by August 15, 2013

EXPENDITURE OF FY2012 PER CAPITA GRANT

15. Total FY2012 Per Capita Grant received: \$ 45,246.09

(Must be exact amount - do not round up or down)

List expenditures by general category. Total must be equal to the FY2012 Per Capita Grant.

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

| CATEGORY | FY2012 AMOUNT |
|--|---------------|
| Children's Materials (including electronic resources) | \$ 0.00 |
| Adult Materials (including electronic resources) | \$ 45,246.09 |
| Programs | \$ 0.00 |
| Personnel | \$ 0.00 |
| Continuing Education | \$ 0.00 |
| Supplies | \$ 0.00 |
| Equipment | \$ 0.00 |
| Electronic Access (include computer software and hardware) | \$ 0.00 |
| Travel | \$ 0.00 |
| Public Relations | \$ 0.00 |
| Telecommunications | \$ 0.00 |
| Contractual Services (please specify) | \$ 0.00 |
| Other (please specify) | \$ 0.00 |
| TOTAL (must be equal to or greater than the FY2012 Per Capita Grant) | \$ 45,246.09 |

If a Per Capita Grant was received in FY2012, describe how the monies were used in the library's progress towards meeting the Illinois Public Library Standards adopted by the Illinois Library Association, Serving Our Public 2.0: Standards for Illinois Public Libraries, most recent edition.

All expenditures addressed here must also be represented above.

Adult Materials: Subsidize the purchase of adult materials in print and electronic formats (Chapter 7: Management and Resource Sharing): \$45,246.09

Libraries that did not report any or all use of FY2012 Equalization Grant funds on last year's application, must provide required information below.

FY2012 Per Capita Grant funds must be obligated by June 30, 2013 and expended by August 16, 2013

EXPENDITURE OF FY2012 EQUALIZATION AID GRANT

16. Total FY2012 Equalization Aid Grant received: \$ 0.00

(Must be exact amount - do not round up or down)

List expenditures by general category. Total must be equal to the FY2012 Equalization Aid Grant.

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

| CATEGORY | FY2012 AMOUNT |
|--|---------------|
| Children's Materials (including electronic resources) | \$ 0.00 |
| Adult Materials (including electronic resources) | \$ 0.00 |
| Programs | \$ 0.00 |
| Personnel | \$ 0.00 |
| Continuing Education | \$ 0.00 |
| Supplies | \$ 0.00 |
| Equipment | \$ 0.00 |
| Electronic Access (include computer software and hardware) | \$ 0.00 |
| Travel | \$ 0.00 |
| Public Relations | \$ 0.00 |
| Telecommunications | \$ 0.00 |
| Contractual Services (please specify) | \$ 0.00 |
| Other (please specify) | \$ 0.00 |
| TOTAL (must be equal to or greater than the FY2012 Equalization Aid Grant) | \$ 0.00 |

If an Equalization Aid Grant was received in FY2012, describe how the monies were used in the library's progress towards meeting the Illinois Public Library Standards adopted by the Illinois Library Association, Serving Our Public 2.0: Standards for Illinois Public Libraries, most recent edition.

All expenditures addressed here must also be represented above.

FY2013 Per Capita Grant funds must be obligated by June 30, 2014, and expended by August 15, 2014

EXPENDITURE OF FY2013 PER CAPITA GRANT

17. Total FY2013 Per Capita Grant received: \$45,340.95

(Must be exact amount - do not round up or down)

List expenditures by general category. Total must be equal to the FY2013 Per Capita Grant.

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

| CATEGORY | FY2013 AMOUNT |
|--|---------------|
| Children's Materials (including electronic resources) | \$ 0.00 |
| Adult Materials (including electronic resources) | \$ 45,340.95 |
| Programs | \$ 0.00 |
| Personnel | \$ 0.00 |
| Continuing Education | \$ 0.00 |
| Supplies | \$ 0.00 |
| Equipment | \$ 0.00 |
| Electronic Access (include computer software and hardware) | \$ 0.00 |
| Travel | \$ 0.00 |
| Public Relations | \$ 0.00 |
| Telecommunications | \$ 0.00 |
| Contractual Services (please specify) | \$ 0.00 |
| Other (please specify) | \$ 0.00 |
| TOTAL (must be equal to or greater than the FY2013 Per Capita Grant) | \$ 45,340.95 |

If a Per Capita Grant was received in FY2013, describe how the monies were used in the library's progress towards meeting the Illinois Public Library Standards adopted by the Illinois Library Association, Serving Our Public 2.0: Standards for Illinois Public Libraries, most recent edition.

All expenditures addressed here must also be represented above.

Adult Materials: Subsidize purchase of adult materials in print and electronic formats (Chapter 7: Management and Resource Sharing):

FY2013 Per Capita Grant funds must be obligated by June 30, 2014, and expended by August 15, 2014

EXPENDITURE OF FY2013 EQUALIZATION AID GRANT

18. Total FY2013 Equalization Aid Grant received: \$0.00
(Must be exact amount - do not round up or down)

*List expenditures by general category. Total must be equal to the FY2013 Equalization Aid Grant.
All expenditures listed here must be addressed in the budget explanation below.*

| CATEGORY | FY2013 AMOUNT |
|--|---------------|
| Children's Materials (including electronic resources) | \$ 0.00 |
| Adult Materials (including electronic resources) | \$ 0.00 |
| Programs | \$ 0.00 |
| Personnel | \$ 0.00 |
| Continuing Education | \$ 0.00 |
| Supplies | \$ 0.00 |
| Equipment | \$ 0.00 |
| Electronic Access (include computer software and hardware) | \$ 0.00 |
| Travel | \$ 0.00 |
| Public Relations | \$ 0.00 |
| Telecommunications | \$ 0.00 |
| Contractual Services (please specify) | \$ 0.00 |
| Other (please specify) | \$ 0.00 |
| TOTAL (must be equal to or greater than the FY2013 Equalization Aid Grant) | \$ 0.00 |

If an Equalization Aid Grant was received in FY2013, describe how the monies were used in the library's progress towards meeting the Illinois Public Library Standards adopted by the Illinois Library Association, Serving Our Public 2.0: Standards for Illinois Public Libraries, most recent edition.

All expenditures addressed here must also be represented above.

**TO BE USED BY COUNTY CLERK'S OFFICE AND INCLUDED WITH THE LIBRARY'S FY2014
Illinois Public Library Per Capita and Equalization Aid Grants application**

PRIMARY COUNTY CLERK'S PAGE

**JESSE WHITE
SECRETARY OF STATE AND STATE LIBRARIAN
ILLINOIS STATE LIBRARY**

I, Gary A. King, Clerk of the County of DuPage,

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 the most recent year 2012 available in City of Elmhurst Library is:
(tax year) (Library Corporate entity)

***TOTAL \$1,929,004,352.00**

***USE THIS FIGURE ON LINE a.1) OF QUESTION 7 ON PAGE 3 OF THIS APPLICATION**

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

The Elmhurst Public Library tax rate for 2012 is .3684
(Name of Library) (Tax Year) (Tax Rate)

Is this tax rate below .13% because of the Property Tax Limitation Law? ☐ Yes ☐ No