



**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**

**ILLINOIS PUBLIC LIBRARY PER CAPITA AND  
EQUALIZATION AID GRANT APPLICATION**

The applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) as required by administrative rule, The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (2) (J)), to be eligible for funding.

In making an application for Public Library Per Capita and Equalization Aid Grants, the Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by statute Illinois Library System Act (75 ILCS 10/8 and 10/8.1) and administrative rule Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide 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 public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records that directly relate to this grant.

By checking this box, I certify 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statement or claims may be subject to civil, criminal or administrative penalties.

1. Legal name of library: Rolling Meadows Library

2. Library's control number: \_\_\_\_\_ Branch number: \_\_\_\_\_

3. Contact information of person completing this grant application:

Preparer's name: David Ruff  
(First name) (Last name)

Preparer's title: Director

Preparer's telephone number: (847) 259-6050

Preparer's email: \_\_\_\_\_

4. **Population Served:** 24,099

All changes in population must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation should include one of the following:

- Any U.S. Census certifications (corrections, special census, etc.) that has been filed with the Office of Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must include appropriate and substantial supporting information. 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.

5. **Standards Chapter Review, Public Service:** The Library Director and the Board of Trustees shall review and report on progress in meeting Chapter 8, Public Services: Reference and Reader's Advisory Services, of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." Review the check list at the end of the chapter and report on progress toward meeting any items left unchecked. If all items are checked, please indicate as such.

This review was completed at the November 6, 2018 Board Meeting. The library does not have a "Board Approved" Reference and Readers' Services Policy, but will adopt one in the Spring of 2019 as a part of our annual review of Board policies. Thereafter, it will be reviewed annually. The Library meets or exceeds all other items from the check list at the end of the chapter.

6. **Trustees Fact File:** Review chapters 6-10 of the "Trustee Facts File Third or Fourth Edition," <https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf> placing particular emphasis on Chapter 8, "Human Resources."

As a result of this review, indicate any modification to current practices or policies that may occur in the forthcoming year.

Chapters 6-10 of the Trustees Facts File was distributed at the October 2, 2018 Board Meeting. At this time, there are no practices or policies that need modification; however, Library Policies are reviewed each year by the Board. The next review will begin in the Spring of 2019.

7. **Continuing Education:** Library staff and at least one trustee completed an educational program in calendar year 2018 that focused on meeting the needs the patrons with challenges or disabilities. The requirement could have been met via live presentation, webinar or free online courses. Providers may include, but are not limited to, the Illinois State Library, an Illinois Library System, the Illinois Library Association or local agency specializing in services for patrons with intellectual, behavioral, physical and non-physical challenges or differences.

List continuing education programs attended and report on the libraries commitment to serving patrons with challenges, disabilities or differences.

This item was discussed at the October 2, 2018 Board Meeting. Library staff and Board members were given links to and viewed educational webinars and programs dealing with meeting the needs of patrons with challenges or disabilities and as listed by the Rails Library System as satisfying this requirement. The webinar viewed was JJJ's List Disability Awareness Training. The Library provides one-on-one Reference and Readers' Services assistance for patrons with challenges or disabilities. If requested, we will provide a signer for the hearing impaired for programs presented at the Library. For the visually impaired, we provide ADA compliant computers with larger keyboards & screens and an Optelec Reader/Magnifying Machine.

8. **Outreach:** Does the library have a program similar to the Illinois Veterans' History Project? Yes  No   
<http://www.cyberdriveillinois.com/departments/library/public/veteransproject.html>

Please describe how the library connects with, serves and supports veterans and military families in your community.

The library recently did a Veteran's Day book display highlighting veteran's contributions and sacrifices supporting and defending our country. Programs presented to the public in 2018 include: The Vietnam War, Women Of World War II, Eliza Hamilton (life and contributions during the Revolutionary War), Eleanor Roosevelt, The New Birth Of Freedom (Abraham Lincoln and those that fought in the Civil War). In 2019, we will present the World War II movie, The Darkest Hour. We also maintain a resource guide of local social services which assist our residents and veterans when in need.

Would your library be interested in partnering with the Illinois State Library Veterans' History Project and like to receive a follow-up call after the Jan. 15, 2019 deadline? Yes please  Not at this time

9. **Planned Use of Funds:** Describe how the library plans to use grant monies in order to meet standards in the most recent edition of "Serving Our Public 3.0: Standards for Illinois Public Libraries." Use general categories in identifying actual planned expenditures.

2019 Per Capita Funds will be used to aid the Library in continuing to meet our goal of family literacy. Purchases of fiction and non-fiction books and audio books to be added to the Adult Services collection will be made with grant funds. Audio book purchases will assist the Library in meeting the growing demand for this format. Grant funds will also be used to purchase bilingual materials in the Youth services area for elementary school children and their families.