



JESSE WHITE • Secretary of State & State Librarian  
Illinois State Library, Gwendolyn Brooks Building  
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## Illinois State Library

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

As required by administrative rule, The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (2) (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

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: Warren-Newport Public Library District

2. Library's control number: 30684 Branch number: 00

3. Contact information of the person completing this grant application:

Preparer's name: Ryan Livergood  
(First name) (Last name)

Preparer's title: Executive Director

Preparer's phone number: (847) 244-5150

Preparer's email: rlivergood@wnpl.info

4. **Population Served:** 66,690

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 submit appropriate and substantial supporting information, including a certified population. 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 Chapter 3, "Personnel," 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.

The review has been complete and WNPL meets all personnel standards.

**6. Trustees Fact File:** The Board of Trustees shall review chapters 11-14 and all appendices of the "Trustee Facts File Third or Fourth Edition"— <https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>.

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

7. **Continuing Education:** Library staff and at least one trustee shall have completed an educational program in calendar year 2019 focusing on organization management. 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 and the Illinois Library Association. The library may choose to have an in-house staff day and have someone come in to discuss organizational management. Because libraries throughout the state vary in staff size and need, the individual library will decide on the area of focus.

List the organization management program attended and indicate any modification to current practices or policies that may occur in the forthcoming year.

Ryan Dowd, author of the Librarian's Guide to Homelessness, attended our in-house staff day in September and presented to library staff how we as an organization can do a better job of serving the homeless. The Library Board completed "Librarian Evolution: Libraries Thrive When We Change", an online educational program via WebJunction, presented by Gina Millsap and Thad Hartman of the Topeka and Shawnee County Public Library.

8. **Outreach:** Having familiarized library staff and the Board of Trustees with the Illinois Digital Archives (IDA): <http://www.idaillinois.org/> and the Digital Public Library of America (DPLA): <https://dp.la/>, does the library have a collection of original source materials relevant to Illinois' history and culture that would be appropriate for possible inclusion in the DPLA and the IDA? Would the library like to receive a follow up call from the Illinois State Library? Yes  No

Describe the library's role in the collection, exhibition and promotion of local history in your community.

WNPL does have a small local history collection, but it is fair to say it isn't a strength of our collection. WNPL is fairly young compared to other public libraries in both Illinois and beyond, so it doesn't have as robust a local history collection as libraries that were established some time ago. Our library occasionally does a display that focuses on local history, but not on a regular basis. While I don't think we have anything in our local history collection significant enough to be worth adding to either DPLA and the IDA, we certainly would be willing to have a conversation about our local history collection with the Illinois State Library.

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.

WNPL has historically used these funds for collection development, and we plan to do so once again.