

**OFFICE OF THE ASSISTANT SUPERINTENDENT FOR EDUCATIONAL SERVICES**

To: Dr. Mike Riggle

From: Rosanne Williamson

Re: Library Per Capita Grant – required review of application summary

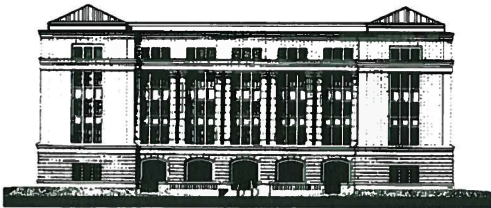
Date: November 6, 2013

Our annual application for the Library Per Capita Grant requires that we share with the Board of Education our district's compliance with the Illinois School Library Standards. These standards were adopted by the Illinois School Library Media Association in 2005 and are found in a publication entitled: *Linking for Learning: The Illinois School Library Media Program Guidelines, 3<sup>rd</sup> edition, 2010.*

This grant provides the district with 72 cents per student or a total of approximately \$3450 - monies which collectively will be used in the libraries to purchase some additional electronic resources/digital materials to enhance the resources accessible over the internet to students even when the library is closed.

Attached is a document that affirms the district's compliance in meeting the standards of the Illinois School Library Media Association [(75 ILCS 10/8.4(5)], identifies how FY2014 grant funds will be used and attests that the district followed required fiscal reporting and accountability relative to FY2012 grant funds (Because these grant funds have lagged in coming to districts from the State, the FY2013 grant award expenditures report will be a component of the FY2015 grant application.

The Board simply needs to review this document which should be included on the consent agenda for the regular board meeting on November 12, 2013. This represents the Board's approval of our grant application and acknowledgement of our compliance with the requirements of this grant.



**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 SCHOOL DISTRICT LIBRARY GRANT PROGRAM APPLICATION**

**Signature Page**

**The FY2014 School District Library Grant Application consists of two components:**

- Grant Application to be completed and submitted electronically via email by **November 22, 2013**.
- Signature Page to be completed and returned via postal mail, postmarked by **November 22, 2013**.

All grant application requirements/deadlines and grant components are available at [www.cyberdriveillinois.com](http://www.cyberdriveillinois.com) (Departments, Illinois State Library, Grants, School District Library Grant).

**BY SIGNING BELOW, THE SCHOOL BOARD AND SCHOOL DISTRICT CERTIFY THAT:**

A school library media center is located in **each** attendance center included on the district's FY2014 School District Library Grant Program Application, and each attendance center's library meets all the following criteria:

1. The library occupies identifiable quarters in one location within the attendance center.
2. The library has at least one employee whose primary duty is to serve as a librarian and works a minimum of 15 hours in the library.
3. The library has a permanent, bibliographically organized collection of library materials, financially supported by the school district, which serves the basic information and library needs of the students.
4. The library is a member of, or has applied for membership in, one of the Illinois Regional Library Systems, and meets the requirements for membership.
5. The library provides services that meet or show progress toward meeting the Illinois School Library Standards adopted by the Illinois School Library Media Association.

**THE SCHOOL BOARD AND ADMINISTRATION ALSO ATTEST THAT:**

1. Grant funds will be an incremental increase to local and anticipated library funds and will not replace previously budgeted items.
2. The School Board affirms that services, programs and activities provided under this grant are and will continue to be in compliance with the Americans with Disabilities Act [42 U.S.C. 12101 et seq.].
3. During the current school year (July 1, 2013 – June 30, 2014) the School Board has reviewed or will review the library's progress toward meeting the Illinois standards for school library media centers.
4. The FY2014 School District Library Grant Program Application has been submitted.
5. The school board and administration affirm that the information submitted on the FY2014 School District Library Grant Program Application is, to the best of our knowledge and under the penalty of perjury, correct.

School District Name: Northfield Township High School District #225

**SIGNATURES:** Affix original signature preferably in any ink except black; DO NOT use signature stamps.

Signature – Superintendent

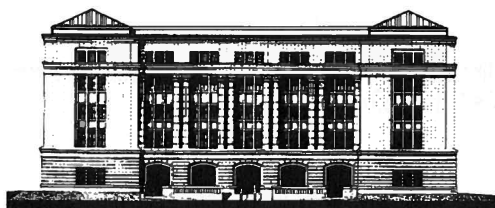
Michael D. Riggle

Name (type)

Signature – Librarian

Name (type)

**Mail completed Signature Page to:** Illinois State Library, Gwendolyn Brooks Building, School District Library Grant Program, 300 S. Second St., Rm. 410, Springfield, IL 62701-1796



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**Illinois State Library**  
**FY2014 SCHOOL DISTRICT LIBRARY GRANT PROGRAM APPLICATION**

**PART I: SCHOOL DISTRICT IDENTIFICATION**

1. School district's legal name: Northfield Township High School District 225
2. School district's Illinois State Library Control Number (five digits): 40501
3. School district's Illinois State Board of Education (ISBE)  
Reg/Cty/Dist/Type Number (Column B, 11 digits): 05016225017
4. School district's city:  
Glenview 60026-1292  
City ZIP Code + 4
5. If this school district consolidated or merged since the last school year, then enter the district's new name:  
\_\_\_\_\_

6. Superintendent's contact information:

Dr. Michael mriggle@glenbrook225.org  
First Name E-mail  
D.  
Middle Initial  
Riggle  
Last Name

7. Contact information for the person completing this grant application:

Dr. Rosanne rwilliamson@glenbrook225.org  
First Name E-mail  
M. 847-486-4701  
Middle Initial Telephone Ext.  
Williamson 847-486-4733  
Last Name FAX  
Assistant Superintendent  
Title  
District Office  
Based at which Attendance Center

**PART 2: STANDARDS AND COMPLIANCE**

- 8. Does this district's school library program serve the basic information and library needs of the school's employees and students through a bibliographically organized collection of library materials? [75 ILCS 10/8.4(1)]  
 Yes    No
- 9. Does this district's school library program have at least one employee whose primary duty is to serve as a librarian? [75 ILCS 10/8.4(1)]  
 Yes    No
- 10. Does this district's school library program have a collection permanently supported financially, accessible centrally, and occupying identifiable quarters in one principal location? [75 ILCS 10/8.4(1)]  
 Yes    No
- 11. Does this district's school library program provide library services which either meet or show progress toward meeting the Illinois school library standards as most recently adopted by the Illinois School Library Media Association? [75 ILCS 10/8.4(4)]  
 Yes    No
- 12. (a) Has this district's financial support for the school library or libraries been maintained **undiminished**? [75 ILCS 10/8.4(5)]  
 Yes    No

(b) If financial support has diminished, does this district certify that the percentage of diminution of financial support is no more than the percentage of diminution of the district's total financial support for educational and operations purposes since the submission of the last previous application of the district for the school library per student grant that was funded? [75 ILCS 10/8.4(5)]

Yes    No  
 If No, explain:

**PART 3: ELIGIBLE ATTENDANCE CENTERS (BUILDINGS)**

- 13. Enter each district's attendance center (building) and its building number (four digits) that qualifies for grant funding using Illinois State Board of Education (ISBE) data:
  1. Access the ISBE Data Analysis & Progress Reporting web page: [http://isbe.state.il.us/research/htmls/fall\\_housing.htm](http://isbe.state.il.us/research/htmls/fall_housing.htm)
  2. **Locate the header: 2012-13 Students Housed by Serving School**
  3. Use the "School Summary" Excel file to find the ISBE Name of School (Column E) and Schl # (Column D, four digits)

If an attendance center has changed names, add (Name Change) after the building name.

Any new attendance centers are not eligible for grant funding until the next school year.

ISBE Name of School	Glenbrook North High School
ISBE 4-digit School #	0001
ISBE Name of School	Glenbrook South High School
ISBE 4-digit School #	0002
ISBE Name of School	
ISBE 4-digit School #	
ISBE Name of School	
ISBE 4-digit School #	







**PART 4: FY2014 GRANT FUNDS: FISCAL PLANNING FOR LIBRARY SERVICES**

14. Identify the school district's proposed plan for utilizing FY2014 School District Library Grant Program funds (subject to grant approval). Check all that apply:

- LIBRARY MATERIALS: PRINT AND NON-PRINT — Include books, magazines, newspapers, video (DVD, VHS), audio (music/spoken word CDs and cassettes), microforms, scores, maps, Accelerated Reader Tests
- LIBRARY MATERIALS: ELECTRONIC RESOURCES — Include electronic/digital materials as well as database resources. Types of electronic materials include e-Books, e-Serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carriers, and can be accessed via a computer, the Internet, or by using an eBook reader. Include equipment expenditures that are inseparably bundled into the price of the information service product. Include expenditures for materials held locally and for remote electronic materials for which permanent or temporary access rights have been acquired; and expenditures for database licenses. Examples: OCLC (Virtual Reference, Cataloging, Interlibrary Loan), My Media Mall, United Streaming, World Book.
- LIBRARY AUTOMATION SYSTEMS — Include fees for membership and services in an Illinois regional library system LLSAP, a stand-alone automation system, or a non-LLSAP consortium. Automated library system's products/functionalities include, but are not limited to: Circulation, Public Access Catalog, Holds/Reserves
- LIBRARY CONTRACTUAL SERVICES
- LIBRARY STAFF DEVELOPMENT — Include Continuing Education, Conferences/Meetings, Travel
- LIBRARY SERVICES: PROGRAMS AND PUBLIC RELATIONS FOR STUDENTS, FACULTY, AND/OR ADMINISTRATION
- LIBRARY SUPPLIES — Include book jackets, bookends, magazine storage boxes, book repair tape
- LIBRARY EQUIPMENT — Include equipment purchased for library use and housed in the library
- LIBRARY TELEPHONE/TELECOMMUNICATIONS
- LIBRARY PERSONNEL
- LIBRARY PROFESSIONAL SERVICES CONTRACTS — Include fees paid to consultants or contractual staff for provision of library related services
- OTHER — Identify and explain

**PART 5: GRANT FUNDS: FISCAL REPORTING AND ACCOUNTABILITY**

NOTE: The FY2013 grant award expenditures report will be a component of the FY2015 grant application.

15. This school district attests that all FY2012 School District Library Grant Program funds were encumbered by June 30, 2013 and spent on or before August 15, 2013.

- Yes
- No

If No, explain:

16. FY2012 Grant Funds Expenditures by Budget Category:

- Report ONLY FY2012 School District Library Grant Program expenditures. DO NOT report any other expenditures here.
- Report only the total (not itemized) expenditure per budget category.
- Round to the nearest dollar: round up for \$.50 or more, and round down for \$.49 or less.



**LIBRARY MATERIALS: PRINT AND NON-PRINT**

Include books, magazines, newspapers, video (DVD, VHS), audio (music/spoken word CDs and cassettes), microforms, scores, maps, Accelerated Reader Tests.

\$ \_\_\_\_\_ 0

**LIBRARY MATERIALS: ELECTRONIC RESOURCES**

Include electronic/digital materials as well as database resources. Types of electronic materials include e-Books, e-Serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carriers, and can be accessed via a computer, the Internet, or by using an eBook reader. Include equipment expenditures that are inseparably bundled into the price of the information service product. Include expenditures for materials held locally and for remote electronic materials for which permanent or temporary access rights have been acquired; and expenditures for database licenses. Examples: OCLC (Virtual Reference, Cataloging, Interlibrary Loan), My Media Mall, United Streaming, World Book.

\$ \_\_\_\_\_ 3,466

**LIBRARY AUTOMATION SYSTEMS**

Include fees for membership and services in an Illinois regional library system LLSAP, a stand-alone automation system, or a non-LLSAP consortium. Automated library system's products/functionalities include, but are not limited to: Circulation, Public Access Catalog, Holds/Reserves.

\$ \_\_\_\_\_ 0

**LIBRARY CONTRACTUAL SERVICES**

\$ \_\_\_\_\_ 0

**LIBRARY STAFF DEVELOPMENT**

Include Continuing Education, Conferences/Meetings, Travel.

\$ \_\_\_\_\_ 0

**LIBRARY SERVICES: PROGRAMS AND PUBLIC RELATIONS FOR STUDENTS, FACULTY, AND/OR ADMINISTRATION**

\$ \_\_\_\_\_ 0

**LIBRARY SUPPLIES**

Include book jackets, bookends, magazine storage boxes, book repair tape.

\$ \_\_\_\_\_ 0

**LIBRARY EQUIPMENT**

Include equipment purchased for library use and housed in the library.

\$ \_\_\_\_\_ 0

**LIBRARY TELEPHONE/TELECOMMUNICATIONS**

\$ \_\_\_\_\_ 0

**LIBRARY PERSONNEL**

\$ \_\_\_\_\_ 0

**LIBRARY PROFESSIONAL SERVICES CONTRACTS**

Include fees paid to consultants or contractual staff for provision of library related services.

\$ \_\_\_\_\_ 0

**OTHER — Identify and explain**

\$ \_\_\_\_\_ 0

**TOTAL**

This total SHOULD NOT EXCEED the total amount of the FY2012 School District Library Grant Program funds awarded to your school district.

\$ \_\_\_\_\_ 3,466

Save the completed application and email it as an attachment to [School-grant@ilsos.net](mailto:School-grant@ilsos.net).

