

**ALEXI GIANNOULIAS • Secretary of State & State Librarian**
Illinois State Library, Gwendolyn Brooks Building
300 S. Second Street, Springfield, IL 62701-1796
**ilsos.gov**

## Illinois State Library

## SCHOOL DISTRICT LIBRARY GRANT PROGRAM APPLICATION

**Certification of Eligibility**

It is the policy of the State to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials (According to 75 ILCS 10/ Illinois Library System Act and 23 Ill. Adm. Code 3035.110 School District Library Grant Program).

As the duly authorized representative of the school district, by entering my name below, I certify that the applicant school district:

- ✔ **Has adopted the American Library Association's Library Bill of Rights** that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval.

*Or, in the alternative,*

- **Is providing* a written policy or procedure, approved and in force at the applicant library(s),** declaring the inherent authority of the library to provide an adequate collection of books and other materials sufficient in size and varied in kind and subject matter to satisfy the library needs of students or patrons served and prohibit the practice of banning specific books or resources.

I also certify that at the request of the State Librarian, the school district agrees to provide the Illinois State Library with any final decision for reconsideration of library materials during the term of the grant award.

By entering your name, title, and date, you are also confirming authorization to submit this grant application and acknowledge that you have read and understand the Program Overview and Administrative Rules for this grant offering. If an authorized person is not entered (typed) below, this application will not be reviewed or considered for funding.

| Taylor | Cothern |
|---|---|
| First name | Last name |
| District Librarian | 10/07/2026 |
| Title | Date |

*Provide the policy or procedure as a separate attachment when submitting the application to schoolgrant@ilsos.gov.

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**PROGRAM OVERVIEW**

This grant program is designed to support library media services for eligible Illinois public school districts based on qualified school library(s) serving K-12 students. The state legislature has authorized up to $0.885 per pupil expenditure with a minimum award of $850.00. Grant awards are based on funds appropriated by the General Assembly and the official enrollment as of the previous September 30.

***To qualify for the School District Library Grant:***

1. The **public school district** must be recognized by the Illinois State Library as a full member of an Illinois library system [75 ILCS 10/8.4] which includes meeting the definition of a library (*an entity that serves the basic information and library needs of its patrons through a bibliographically organized collection of library materials, is open at least 15 hours per week, and is staffed by one or more employees serving as librarians working a minimum of 15 hours per week. The collection must have ongoing financial support, be accessible centrally, and occupy identifiable quarters in one principal location. These requirements can be met through contractual services provided by another library), and a school library (the library or libraries of an elementary and/or secondary school district, or private elementary and/or secondary schools under a single governing authority.*)

2. A **school library** must serve the basic information and library needs of the school's employees and students through a bibliographically organized collection of library materials, have at least one employee whose primary duty is to serve as a librarian, and have a collection permanently supported financially, accessible centrally, occupying identifiable quarters in one principal location. [23 Ill Adm. Code 3030.110]

**PART I: SCHOOL DISTRICT IDENTIFICATION**

1. School district's legal name: Pana Community Unit School District #8

2. School district's Illinois State Library control number (five digits): 41027

3. School district's (ISBE)RCDTS Code (15 digits without dashes): 030110080260000

4. Mailing address of the school district's Administration Headquarters:

14 E. Main St.
Address 1

PO Box 377
Address 2

| Pana | IL | 62557 |
|---|---|---|
| City | State | ZIP |

5. Contact information for person completing grant application:

| Taylor | Cothern |
|---|---|
| First name | Last name |

tcothern@panaschools.com
Email

| 562-6500 | 6507 |
|---|---|
| Telephone number | Extension number |

## PART II: STANDARDS AND COMPLIANCE

6. Does this district's school library program provide library services that either meet or show progress toward meeting the Illinois school library standards as most recently adopted by the Association of Illinois School Library Educators? [75 ILCS 10/8.4(4)]

   ✔ Yes  No

7. Has this district's financial support for the school library or libraries been maintained **undiminished**? [75 ILCS 10/8.4(5)]

   ✔ Yes – Continue to Question 8

   No – If no, does the district certify that the percentage of diminution of financial support for library services is no more than the percentage of diminution of the district's total 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 – Continue to Question 8

   No – Explain why funding for library services was diminished:

*(120 word limit)*

## PART III: PROPOSED PLAN FOR UTILIZING GRANT FUNDS FOR LIBRARY SERVICES

8. Check the priorities for use of grant funds:

   ✔ Library Materials: Print and Non-Print — Include books, magazines, newspapers, CDs or DVDs.

   ✔ Library Materials: Electronic Resources — Include e-book, audio, video and database subscriptions.

   Library Automation — Include fees for membership and services in an integrated library system, whether a shared consortium or stand-alone, that provides an automated catalog and circulation.

   Library Staff Development — Include continuing education, conferences/meetings, travel.

   Library Programs — For example, author visits or family reading night events.

   Library Supplies — Include book jackets, bookends, magazine storage boxes, book repair tape.

   Library Technology — Include devices or equipment purchased for in-library use or circulated.

   Library Services — Include fees paid to consultants or library-related, contractual services such as cataloging, database licenses, bindery services.

   OTHER — Identify and explain.

*(150 word limit)*

**PART IV: ELIGIBLE ATTENDANCE CENTERS PROVIDING SCHOOL LIBRARY SERVICES:**

Per 75 ILCS 10/8.4, to qualify, a school library must:

- Serve the basic information and library needs of the school's employees and students through a bibliographically organized collection of library materials, and
- Have at least one employee whose primary duty is to serve as librarian, and
- Have a collection permanently supported financially, accessible centrally, and occupying identifiable quarters in one principal location and meet the definition of a "School Library" per 23 Ill. Adm. Code 3030.110.

Grants under this section shall be made only upon application of the school district for its qualified school library or school libraries.

9. List the eligible attendance centers:
    1. Enter the 15 digits RCDTS number (without dashes) for each eligible attendance center. Go to Illinois State Board of Education RCDTS Lookup: https://www.isbe.net/pages/RCDTS-lookup.aspx to confirm numbers.
    2. Enter the name of each eligible attendance center (building) with school library services.
    3. Enter the name of the employee whose primary duty is to serve as the librarian at this school library.
    4. New attendance centers are not eligible for grant funding until the next school year.

| RCDTS 15 digits # (no dashes) | Name of School | Employee whose primary duty is to serve as librarian at this library |
|---|---|---|
| 030110080262001 | Pana Elementary School | Lori Harlow |
| 030110080261005 | Pana Junior High School | Dianze Scherzer |
| 03011008026006 | Pana High School | Robert Wooley |
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**PART IV: ELIGIBLE ATTENDANCE CENTERS (BUILDINGS) —** *(continued)*

| RCDTS 15 digits # | Name of School | Employee whose primary duty is to serve as librarian at this library |
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