

ALEXI GIANNOULIAS • Secretary of State & State Librarian  
Illinois State Library, Gwendolyn Brooks Building  
300 S. Second St., 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.

|                                  |            |            |
|----------------------------------|------------|------------|
| Mrs.                             | Taylor     | Cothorn    |
| Prefix                           | First name | Last name  |
| (e.g., Mr., Ms., Mx., Dr., etc.) |            |            |
| District Librarian               |            | 09/29/2025 |
| Title                            |            | Date       |

## **Instruction**

### **Library Media Program**

The Superintendent or designee shall manage the District's library media program to comply with (1) State law and Ill. State Board of Education (ISBE) rule and (2) the following standards:

1. The program includes an organized collection of resources available to students and staff to supplement classroom instruction, foster reading for pleasure, enhance information literacy, and support research, as appropriate to students of all abilities in the grade levels served.
2. Financial resources for the program's resources and supplies are allocated to meet students' needs.
3. Students in all grades served have equitable access to library media resources.
4. The advice of an individual who is qualified according to ISBE rule is sought regarding the overall direction of the program, including the selection and organization of materials, provision of instruction in information and technology literacy, and structuring the work of library paraprofessionals.
5. The program adheres to the principles of the American Library Association's *Library Bill of Rights*, which indicate that materials should not be proscribed or removed because of partisan or doctrinal disapproval.
6. Staff members are invited to recommend additions to the collection.
7. Students may freely select resource center materials as well as receive guided selection of materials appropriate to specific, planned learning experiences.

Parents/guardians, employees, and community members who believe that library media program resources violate rights guaranteed by any law or Board policy may file a complaint using Board policy 2:260, *Uniform Grievance Procedure*.

The Superintendent or designee shall establish criteria consistent with this policy for the review of objections. Parents/guardians, employees, and community members with suggestions or complaints about library media program resources may complete a *Library Media Resource Objection Form*. The Superintendent or designee shall inform the parent/guardian, employee, or community member, as applicable, of the District's decision.

LEGAL REF.: 75 ILCS 10/8.7.  
23 Ill.Admin.Code §1.420(o).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 6:60 (Curriculum Content), 6:170 (Title I Programs), 6:210 (Instructional Materials), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs)

## 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] 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)  
RCDS Code (15 digits without dashes): 030110080260000
4. District's mailing address to receive grant payments:

14 E. Main St.

Address 1

PO Box 377

Address 2

Pana

City

IL

State

62557

ZIP

5. Contact information for person completing grant application:

Mrs.

Prefix

(e.g., Mr., Ms., Mx., Dr., etc.)

Taylor

First name

Cothorn

Last name

tcothorn@panaschools.com

Email

562-6500

Telephone number

6507

Ext.

## 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 for library-related, contractual services.

OTHER — Identify and explain.

(150 word limit)

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

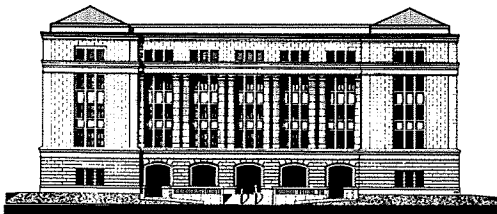
Per 75 ILCS 10/8.4, to qualify, a school library must:

- 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. Enter each eligible attendance center (building) with school library services and each RCDTS code:
1. Go to Illinois State Board of Education: Research and Data Reporting, Fall Enrollment Counts <https://www.isbe.net/Pages/Fall-Enrollment-Counts.aspx> to complete this section.
  2. Use the previous school year Fall Enrollment Report.
  3. New attendance centers are not eligible for grant funding until the next school year.

| <b>RCDTS 15 digits #<br/>(no dashes)</b> | <b>Name of School</b>   | <b>Employee whose<br/>primary duty is to<br/>serve as librarian</b> |
|------------------------------------------|-------------------------|---------------------------------------------------------------------|
| 030110080262001                          | Pana Elementary School  | Lori Harlow                                                         |
| 030110080261005                          | Pana Junior High School | Diane Scherzer                                                      |
| 030110080260006                          | Pana High School        | Robert Wooley                                                       |
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## School District Library Grant Expenditures Report

Identify Fiscal Year (FY): 2024

School District's Illinois State Library Control Number (five digits): 41027

School District's Legal Name: Pana Community Unit School District #8

Report expenditure of the grant award by categories:

- ☒ Library Materials: Print and Non-Print  
*Include physical library items like books, magazines, newspapers, CDs and 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, either a shared consortium or stand-alone, that provides an automated catalog and circulation.*
- ☐ Library Staff Development  
*Include continuing education, conferences, meetings and travel.*
- ☐ Library Programs  
*For example, author visits or family reading night events.*
- ☐ Library Supplies  
*Include items like book jackets, bookends, magazine storage boxes and book repair tape.*
- ☐ Library Technology  
*Include devices or equipment purchased for library use and housed in the library or circulated.*
- ☐ Library Services  
*Include fees paid to consultants or for library-related, contractual services.*
- ☐ OTHER – *Identify and explain.*

(100 characters)

Total School District Library Grant Program funds received:

\$ 946.60

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

**FY24 Illinois Secretary of State and State Librarian School District Library Grant Recipients**

Paid at \$.885 (minimum grant \$850)

| City             | Institution                                     | Amount Awarded |
|------------------|-------------------------------------------------|----------------|
| Palatine         | Township High School District 211               | \$10,748.76    |
| Palestine        | Palestine CUSD 3                                | \$850.00       |
| Palmyra          | Northwestern CUSD 2                             | \$850.00       |
| Palos Heights    | Palos Heights School District 128               | \$850.00       |
| Palos Hills      | North Palos School District 117                 | \$2,723.15     |
| Palos Park       | Palos CCSD 118                                  | \$1,754.60     |
| Pana             | Pana Community Unit School District 8           | \$946.60       |
| Paris            | Paris Cooperative High School                   | \$850.00       |
| Paris            | Paris CUSD 4                                    | \$850.00       |
| Paris            | Paris Union School District 95                  | \$850.00       |
| Park Forest      | Park Forest-Chicago Heights School District 163 | \$1,234.58     |
| Park Ridge       | Maine Township High School District 207         | \$5,387.64     |
| Park Ridge       | Park Ridge-Niles CCSD 64                        | \$3,972.32     |
| Paw Paw          | Paw Paw CUSD 271                                | \$850.00       |
| Pawnee           | Pawnee Community Unit School District 11        | \$850.00       |
| Paxton           | Paxton-Buckley-Loda Unit 10                     | \$1,082.07     |
| Payson           | Payson CUSD 1                                   | \$850.00       |
| Pearl City       | Pearl City CUSD 200                             | \$850.00       |
| Pecatonica       | Pecatonica School District 321                  | \$850.00       |
| Pekin            | Pekin CHSD 303                                  | \$1,563.04     |
| Peoria           | Peoria PSD 150                                  | \$9,850.58     |
| Peoria           | Pleasant Valley School District 62              | \$850.00       |
| Peotone          | Peotone CUSD 207U                               | \$1,037.12     |
| Peru             | Peru Elementary School District 124             | \$850.00       |
| Petersburg       | PORTA CUSD 202                                  | \$850.00       |
| Pittsfield       | Pikeland CUSD 10                                | \$947.92       |
| Plainfield       | Plainfield CCSD 202                             | \$20,862.37    |
| Plainfield       | Troy CC Elementary SD 30C                       | \$3,293.15     |
| Plano            | Plano CUSD 88                                   | \$2,010.41     |
| Pleasant Hill    | Pleasant Hill CUSD 3                            | \$850.00       |
| Pleasant Plains  | Pleasant Plains CUSD 8                          | \$1,059.96     |
| Polo             | Polo CUSD 222                                   | \$850.00       |
| Pontiac          | Pontiac Township HSD 90                         | \$850.00       |
| Poplar Grove     | North Boone CUSD 200                            | \$1,299.18     |
| Port Byron       | Riverdale CUD 100                               | \$881.46       |
| Princeton        | Princeton Elementary SD 115                     | \$850.00       |
| Princeton        | Princeton Township High SD 500                  | \$850.00       |
| Princeville      | Princeville CUSD 326                            | \$850.00       |
| Prophetstown     | Prophetstown-Lyndon-Tampico CUD 3               | \$850.00       |
| Prospect Heights | Prospect Heights School District 23             | \$1,127.93     |
| Quincy           | Quincy School District 172                      | \$4,914.73     |
| Ramsey           | Ramsey CUSD 204                                 | \$850.00       |
| Rantoul          | Rantoul City Schools District 137               | \$1,364.67     |
| Rantoul          | Rantoul Township High School District 193       | \$850.00       |