

# FY2010 Public Library Per Capita and Equalization Grant Application

## Frequently Asked Questions

### ***What version of Adobe Reader do I need to access the FY2010 Per Capita Application?***

Version 8.1.3 or higher of Adobe Acrobat Reader is recommended to complete the form. You may download the latest version of Adobe Acrobat Reader free of charge from Adobe's Website at <http://get.adobe.com/reader/>

### ***Do I have to complete the application in one sitting or can I save it and work on it a little at a time?***

No, you do not have to complete the application in one sitting. It is a good idea to open the application and save it to your Desktop before completing any form field. When you open the application, go to File, then to Save As. The filename, *plpcap2010\_application.pdf*, will appear automatically. It will most likely direct you to a temporary folder. Just change the destination to your Desktop and hit Save. As you are completing the application, you can open the application from your Adobe file and close it as often as you need just by hitting Save. It really IS just that easy!

### ***What if I am unable to download Adobe 8.1.3 or higher?***

This year only, libraries may request a paper copy of the grant application by contacting Mary Downing at [mdowning@ilsos.net](mailto:mdowning@ilsos.net) or Jeanne Urbanek at [jurbanek@ilsos.net](mailto:jurbanek@ilsos.net) or call the Illinois State Library at 1-800-665-5576 press 1, then select extension 1.

### ***Why do I need to send the original and one copy of the application to the Illinois State Library?***

The original, with original signatures and seals remains on file at the Illinois State Library. The copy is used for compiling statistics and analyzing the information we asked for each year.

### ***Why can't I use black ink or pencil on the application?***

Some black ink pens make it difficult to determine whether the signatures on the front page are original as required. Using a color other than black alleviates this concern. Pencils are never used on official documents such as the Per Capita application.

### ***Why is it important to notify the State Library if the preparers name and/or email change?***

The Illinois State Library must be able to contact you expeditiously if there is an issue with your application. If we cannot reach you, it delays the review process for everyone! Once the applications are reviewed, all corrections must be made and all applications must be approved before they can progress to the next step, which is the payment process.

### ***What is the FY2010 Per Capita grant application period?***

The FY2010 Per Capita grant period runs from October 16, 2008 - October 14, 2009. All reviews and activities should be conducted between these dates unless otherwise specified?

### ***When completing the calculations, do I need to fill out all six lines (a-f)?***

Everyone needs to complete a, b & c. Once those calculations are completed, if the figure on line c is below \$4.25, your library qualifies for an Equalization grant so you must complete parts d, e & f.

### ***In Illinois Library Laws, (Chapter 75, Libraries), what Acts and policies should the library board review?***

The library board and director should review the *Illinois Local Library Act* and all additional Acts pertaining to library type, i.e. village, township, district, etc. To comply with this requirement, you must review the Illinois Local Library Act between October 16, 2008 and October 14, 2009 and provide the date(s) of review. If after reading the above Acts and you determine that older policies should be revised or new policies should be written, pertaining to the library, list those revisions and/or additions.

***Which edition of *Serving Our Public* should we review?***

This year only, you may use *Serving Our Public: Standards for Illinois Public Libraries, Revised Edition, 1997*, or *Serving Our Public 2.0: Standards for Illinois Public Libraries*. The most recent publication can be purchased through the Illinois Library Association.

***Which section of *Serving Our Public* should we review?***

Either Chapter V "Reference, Reader's Advisory, and Bibliographic Instruction" of *Serving Our Public: Standards for Illinois Public Libraries, Revised Edition, 1997*, or Chapter 8 "Public Services: Reference and Reader's Advisory Services" of *Serving Our Public 2.0: Standards for Illinois Public Libraries* can be reviewed.

***Where can we find the most recently published ILLINET Interlibrary Loan Code?***

The most recently published ILLINET Loan code can be found on the Illinois State Library website at [http://www.cyberdriveillinois.com/departments/library/who\\_we\\_are/pdfs/ill\\_loan\\_code.pdf](http://www.cyberdriveillinois.com/departments/library/who_we_are/pdfs/ill_loan_code.pdf)

***Which version of the Administrative Ready Reference should the library use?***

If you began your review prior to the launch of the new Administrative Ready Reference using the 2000 CD-Rom version, you may continue with that review. If you have not yet begun the review, please refer to the recently released 2009 edition of the Administrative Ready Reference, which can be found at <http://il.webjunction.org/readymref> Either edition is acceptable, this year only.

***Are there specific sections of the Administrative Ready Reference that the library staff and board should review?***

It is up to the director and library board to decide what sections of the *Administrative Ready Reference* should be reviewed by the library staff and board. A review of the entire document is not necessary. The intent of the requirement is to acquaint the library staff and board with the rich content within this valuable resource.

***What should the plan for the library's ongoing building maintenance, replacement and repairs include?***

Ultimately it is up to the library director and library board to determine how the plan should be developed and what should be included. The plan might address such things as torn/worn carpeting, aging furniture, loose banister/railing, drafty windows, chipped paint, aging roof, gutters, cracked/broken walkways, landscaping, air conditioner or a furnace.

**Note:** While this is non-binding, the maintenance, replacement and repair plan should include a rough timeline of when the library would like to see these issues addressed.

***If the library completed a TechAtlas inventory to become eligible for a Bill & Melinda Gates Foundation Opportunity Online hardware grant, has the library fulfilled the requirement for the FY2010 Per Capita Grant?***

If you completed a technology inventory to become eligible for a Bill & Melinda Gates Foundation Opportunity Online hardware grant, then you have fulfilled the requirement. Those who were not eligible to apply for the grant will have to complete a TechAtlas inventory.

***Do I need to print a copy of the TechAtlas inventory and include it with my application?***

No, you do not need to print a copy of the inventory and include it with your application. As per the requirement, you will only need to provide the date the Tech Atlas inventory was submitted.

***How does the library determine if the website is accessible to persons with disabilities?***

To fulfill the requirement, the library can determine website accessibility in a number of different ways using the method that best meets the needs of the library. Estimate whether you believe your library's website is 25, 50, 75 or 100 percent ADA compliant and check the appropriate box. Two options for determining website accessibility that are free and easily accessed are

- The *Accessibility of State and Local Government Websites to People with Disabilities* guidelines at [http://www.ada.gov/websites2\\_prnt.pdf](http://www.ada.gov/websites2_prnt.pdf)
- The WAVE website at <http://wave.webaim.org>

***Do I have to bring my website into ADA compliance to receive a Per Capita Grant?***

No! The intent of this requirement is to bring awareness of the issues and limitations faced by patrons with disabilities in accessing the library's website.

***If I reported on the expenditure of FY2008 Per Capita/Equalization funds last year, do I have to provide that information (pgs 7 & 8) again?***

No you do not have to provide that information again. However, if you did not report on FY2008 spending last year, you **MUST** do so this year.

***I received my Per Capita grant funds later than usual and have not had a chance to spend them. How do I report this?***

You can report on FY2009 expenditures in one of two ways. You can report on the funds that have been expended (pg 9) and make a note that you will report the remaining balance on next year's application or you can just note in the narrative section of the budget page that you will report on FY2009 expenditure next year.

***Reminder:*** You do have until June 30, 2010 to expend FY2009 Per Capita and Equalization Aid grant funds.

***What if I already have my County Clerk's Information and it is on the old form?***

If your library has already received the latest information from your County Clerk, the old form is absolutely acceptable. In subsequent years, the updated County Clerk's page will be the accepted form.