



## OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

TO: Brian Bannon, Commissioner  
Chicago Public Library System  
Leslie Bednar, Executive Director  
Illinois Heartland Library System (IHLS)  
Deirdre Brennan, Executive Director  
Reaching Across Illinois Library System (RAILS)

FROM: Anne Craig, Director, Illinois State Library

DATE: February 16, 2016

SUBJECT: System Area and Per Capita Grant Application for FY2016: Update 1  
Talking Book Services: Update 2

### MEMORANDUM

As requested, the Illinois State Library (ISL) is providing the following directions concerning the changes that need to be made to the FY2016 System Area and Per Capita Grant Application, and information about the FY2017 application process. Also included in this memo is a second update on Talking Book Services.

#### **FY2016 System Applications**

The System Area and Per Capita Grant Applications continue to be ISL's primary documentation to ensure the accountability that is required of this office. We are aware that the reduction in the FY2016 grant award will necessitate a change from the services and budget originally proposed. These changes must be reflected in the revised FY2016 System Application that will be submitted on or before March 31, 2016.

Based on further information provided by IHLS, there will be no need for revenue sharing between IHLS and RAILS, as originally proposed in the January 12, 2016, memorandum to IHLS and RAILS from this office.

We expect that you will all discuss the specific changes to services and the budgets with your boards that you foresee will be necessary, including any costs related to staff severance packages and/or early retirement incentives.

For each system, once the board approves both the revised budget, the budget narrative and changes to the Operational Plan, forward the following to [isl\\_grants@ilsos.net](mailto:isl_grants@ilsos.net) by **March 31, 2016**:

- System Budget for FY2016 & Accompanying Detailed Budget Narrative (revised)
- FY2016 Operational Plan (revised)

In making these changes, we do not expect your staff to write another grant application. In fact, modifying the FY2016 System Application as submitted in May 2015 will allow us to clearly see the changes that the reduction causes. Using the original FY2016 Operational Plan narrative submitted May 1, 2015, please use the "track changes" feature to highlight changes for the March 31, 2016, revision. Attach the revised budget with a budget narrative that explains any changes. This narrative can be in the form of a memo or action item to the board. The ISL will review the revisions and notify each system when the revised applications are approved.

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**FY2017 System Application and Plan of Service**

We will be in touch by **April 15, 2016**, about the FY2017 application.

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**Talking Book Services: Update 2**

The FY2016 Talking Book Grants should be used to reimburse expenses and cover operational costs from July 1, 2015, through June 30, 2016. In addition, the grant could cover moving expenses of equipment provided by the federal government (cassettes, digital cartridges, cassette machines, digital talking book machines) and personnel costs related to shuttering the programs by June 30, 2016.

Please submit by **March 31, 2016**, a brief narrative including a proposed timeline that addresses a June 30, 2016, closure or continuation of your talking book operation. This document should also indicate whether FY2016 grant monies will be fully expended by June 30. If funds will remain, indicate as accurately as possible the projected amount. **Talking Book Grant funds may not be carried over into FY2017.**

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**In summary**

By March 31, 2016:

- Revised System Area and Per Capita Grant Application for FY2016;
- Narrative and timeline about your decision concerning shuttering or continuing talking book services for FY2017; and
- An indication about whether Talking Book Grant FY2016 funds will be fully expended by June 30 and (if applicable) remaining amount projected.

Please contact me with any questions or let me know if you need further discussion about these requirements.