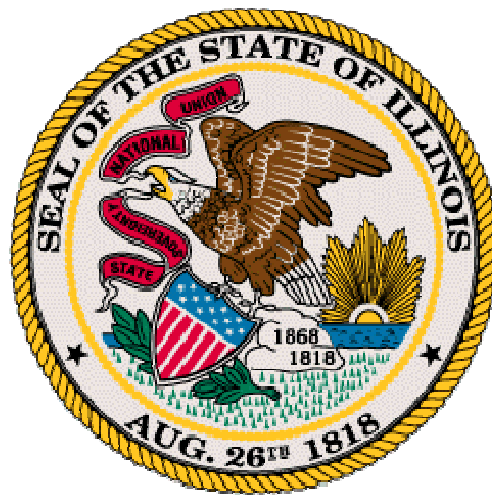


ILLINOIS

**Long Range Plan for the Use of
Library Services and Technology Act Funds
2018 - 2022**



**Illinois State Library
Gwendolyn Brooks Building
300 South Second Street
Springfield, Illinois 62701**

**Jesse White, Secretary of State and State Librarian
Greg McCormick, Deputy Director
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Introduction

The Illinois State Library (ISL) is a division of the Illinois Secretary of State. From overseeing the ISL and administering the state's literacy efforts, to issuing driver's licenses, registering vehicles, and promoting organ/tissue donation awareness, the Secretary of State's office directly touches the lives of nearly everyone in Illinois.

The purposes of the ISL are set forth in Illinois Compiled Statutes [[15 ILCS 320/7](#)]. The ISL is the principal information resource for Illinois' state government and serves as the State's library by extending and developing library services for the citizens of Illinois. Reading materials and services to meet the needs of the visually impaired are provided by the Illinois State Library Talking Book and Braille Service.

The ISL administers state and federal grants in support of over 1,800 public, academic, school, and special library agencies throughout Illinois that together comprise the Illinois Library and Information Network (ILLINET). Grant programs develop and expand library services, enhance technology, build and renovate libraries, as well as provide support for the statewide delivery service for library materials. Basic adult literacy instruction is provided through grant programs administered through the ISL's Literacy Office to libraries, businesses and literacy providers.

In compliance with Illinois statutes and administrative rules, annual certification is required of all library system members in order to retain system membership and eligibility for grants administered by the ISL [[23 Ill. Adm. Code 3030.200](#)]. As of 2017, ILLINET includes 1,809 certified library agencies, 3 library systems and the ISL:

- 158 academic library agencies
- 639 public library agencies
- 788 school library agencies
- 224 special library agencies
- 3 library systems: 1 public library system and 2 regional, multi-type library systems

Library Systems:

- Chicago Public Library System: 1 public library serving the City of Chicago.
- Illinois Heartland Library System: 33 academic; 226 public; 232 school; 29 special libraries for a total of 520 members serving southern Illinois.
- Reaching Across Illinois Library System: 125 academic; 412 public; 556 school; 195 special libraries for a total of 1,288 members serving northern Illinois excluding the City of Chicago.

Mission Statement

The Illinois State Library provides leadership in information access and supports essential and collaborative library and literacy services.

The Illinois State Library envisions a future where everyone is aware of the valuable role of libraries and has timely access to library and information services.

Needs Assessment

The ISL conducted a needs assessment process that involved several strategies to gather data, review information and determine priorities as the basis for this long range plan.

The Institute for Legal, Legislative, and Policy Studies, Center for State Policy and Leadership at the University of Illinois Springfield assessed the 2013 through 2017 use of LSTA funds in Illinois. The evaluator compiled, reviewed and analyzed quantitative and qualitative data from project reports of all LSTA and match funded activities during the timeframe of the evaluation. A great deal of attention was spent by ISL staff reviewing and sharing the results of the evaluation and talking with the evaluator.

The Illinois State Library Advisory Committee (ISLAC) advises the ISL in the development of state and federal library plans; provides input in addressing policies, issues, and activities for library development and cooperation among different types of libraries; makes recommendations concerning the evaluation of statewide services; and addresses the use of technology to expand access to information for the state's citizens.

The evaluation was presented to ISLAC for discussion and to solicit recommendations for the investment of federal and state grant funds. Suggestions were to:

- Help libraries do the things they cannot do themselves.
- Focus on services with direct connections to patrons/library users: catalogs, delivery, literacy, educational programs and big grants with statewide impact.
- Emphasize instructional programs for library staff that teach skills not addressed in library schools.
- Facilitate community wide discussions and promote involvement by all organizations.
- Support what could otherwise become missed opportunities.
- Discontinue grant programs that should be a local responsibility.

When asked to prioritize their recommendations, three clear priorities were voiced: 1) invest in resource sharing; 2) continue to support the network for the delivery of library materials between agencies; 3) invest in education for the library workforce.

The ISL conducted online surveys to gather statewide input towards the LSTA goals and solicit recommendations from the library community and leaders. Library staff from all types of libraries self-selected whether to participate and voice their opinions. Quantitative and qualitative data were collected and reviewed to confirm the value of current services as well as recommendations for initiatives to develop or expand within the next five years. Of those responding: 66 percent represented public libraries; 24 percent represented school libraries; 6 percent represented academic libraries; and 5 percent represented special libraries.

Public libraries were required to assess their services using [The Edge Toolkit](#) benchmarks as a requirement to receive state funded Public Library Per Capita and Equalization Aid grants in state fiscal years 2015, 2016 and 2017. Libraries nationwide took part in this important initiative to strengthen their public technology services and make improvements to better serve communities. 83 percent of Illinois public libraries used/still use the Edge assessment to increase their value and offerings to patrons. 17 percent of libraries were either not impressed, felt the tools were better suited for large libraries, or did not have the capacity to implement any of the suggested benchmarks. While the Edge initiative did not provide a one-size-fits-all assessment, it did have a considerable impact on public libraries throughout Illinois as they assessed their strengths and areas for improvement.

Publications from state and federal agencies were used to analyze demographics on the people in Illinois and statewide trends. Library Development staff reviewed these publications as well as project reports, libraries'

annual reports and survey results to assess the need, value and impact of services and activities currently funded with LSTA and match funds.

Goal 1: Position the Illinois library community to extend library services for all Illinois residents by providing access to information and ideas.

Access to information, the **number one priority** for use of LSTA and match funds, provides the foundation for libraries working together on behalf of the residents of Illinois. This goal is supported by sharing resources, embracing technology, making informed decisions and providing diverse resources whether digital, virtual or tangible to improve access to the information that library users seek.

Need:

Illinois residents rely on libraries for a variety of information. In FY2016, Illinois public libraries reported over 66 million visits, averaging 182,143 people using public libraries every day and asking over 9.9 million reference questions. With 27,214 questions asked daily, just at public libraries, libraries of all types are in a unique position to provide a balance of resources and services to support inquiring individuals of all ages and abilities.¹

Students need seamless access to quality information to develop information literacy skills, and school libraries especially are positioned to fulfill this need. The Illinois Standards Aligned Instruction for Libraries² is based on K-12 students having access to information. The first standard deals with the ability of students to: “access information efficiently and effectively to inquire, think critically, and gain knowledge.

- Recognize the need for information.
- Formulate questions based on information needs.
- Identify various potential sources of information.
- Develop and use successful strategies for locating information.
- Seek information from diverse sources.”

Citizens rely on digital libraries for virtual access to resources that would otherwise be locked away and unavailable for use by researchers, students and the general public. The Illinois Digital Archives (IDA) provides a seamless search tool to both unique historical resources and deposited electronic government documents of all types. In February 2017, there were 69,882 views of the 511,364 items hosted by IDA. This translates to IDA users viewing 2,500 items every day!

As documented by the Evaluation of Use of Library Services and Technology Act Funds FY2013 - FY2017³:

- Library users across Illinois rely on their library for access to information. During the evaluation period, FirstSearch handled more than 9,000,000 searches or 8,500 searches a day. This includes access to WorldCat to discover resources available in libraries’ collections.
- The financial advantage of a statewide delivery network to transport library materials borrowed and loaned on behalf of patrons’ requests was evident as the cost per item averaged less than 20 cents during the evaluation period of 2013 – 2017.

Academic, public, school and special libraries are actively sharing resources for the benefit of Illinois residents. The FY2016 ILLINET Interlibrary Loan and Reciprocal Borrowing Traffic Survey collected responses from 1,809 libraries of all types, representing 100 percent of the library agencies in Illinois. The interlibrary loan data

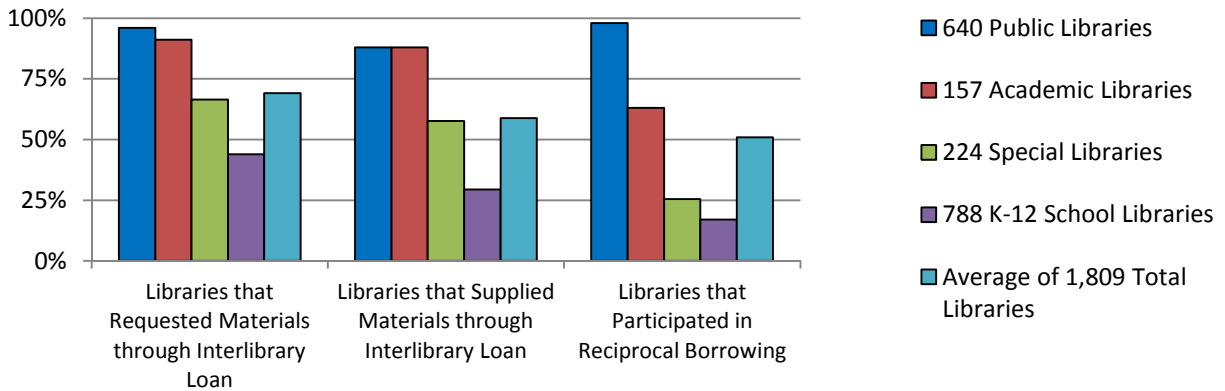
¹ Illinois State Library. (2015-2016). Illinois Public Library Annual Report. Retrieved from Bibliostat Collect.

² Illinois School Library Media Association.(2011). Illinois Standards - Aligned Instruction for Libraries. Retrieved from <http://islma.org/ISAIL.htm>

³ Racine, D. P. Ph.D. (2017). Illinois State Library Evaluation of Use of Library Services and Technology Act Funds FY2013 - FY2017 (Rep.). Retrieved http://www.cyberdriveillinois.com/departments/library/grants/pdfs/lsta_evaluation.pdf

charted below reflects libraries requesting and loaning materials on behalf of patron requests. Reciprocal borrowing reflects the percent of libraries allowing patrons to check out materials with a library card issued by another library. No one library can possibly own everything; therefore sharing resources is critical to meet the eclectic needs of Illinois library users.

Resource Sharing Among Illinois Libraries in FY2016



On the 2017 LSTA Long Range Planning Survey, 200 library staff from academic, public, school and special libraries statewide responded:

- 98.5 percent strongly agreed that when libraries join forces for statewide resource sharing, (e.g., collections in a shared catalog, interlibrary loan, delivery) patrons, customers and students have greater opportunities for access to the information they need.
- 95 percent agreed or strongly agreed that patrons, customers and students benefit when libraries create content (e.g., website, digital images, curriculum) or provide web access to important historical and cultural collections.

For Illinois residents to successfully discover the resources available in libraries’ collections, shared automation systems generate better search results from the cleanup of duplicate records, upgrade of less than full level bibliographic records, and identification and resolution of problems created by conflicts between accepted metadata and the shared automation system. Many smaller Illinois libraries of all types lack staff with the expertise to do original cataloging. Additionally, many libraries lack sufficient staff or the time necessary to upgrade bibliographic records or to engage in database cleanup activities. Those libraries with cataloging staff often have a hard time keeping current with the latest cataloging standards and best practices.

The State of Illinois has seen many challenges over the last several years. The decline in the state’s fiscal climate as a result of the state’s budget challenges and dwindling financial resources have taken a toll on libraries as well as state, regional and local agencies that serve the people of Illinois. Data collection and assessment are necessary to measure progress in meeting goals and make effective decisions to allocate resources and share results with stakeholders.

Illinois’ initial population of 34,620 people in 1818 has grown to nearly 13 million in 2016. Although Illinois remains the fifth most populous state in the country, the population growth has stalled with a decrease of over 29,000 people from the 2010 U.S. Census to 2016. Even Chicago, home to 3.5 million people in 1960 has shrunk to 2.7 million people in 2016. Expectation is that if this trend continues, by the 2020 Census, Pennsylvania may overtake Illinois with Illinois dropping to the 6th most populated state.⁴

⁴ Illinois Population 2017. Retrieved May 10, 2017, from <http://worldpopulationreview.com/states/illinois-population/>

Approximately 65 percent of Illinois residents live in Chicago and the surrounding 5 counties. The remaining 35 percent of the population is spread across 97 counties which represents 92.4 percent in area of the state. This presents special problems in delivering library services statewide especially in rural areas. Discovering and implementing best practices and lessons learned can be a powerful strategy for improving library services for the people of Illinois when successful strategies are shared between libraries of all types and sizes. The ILLINET network of libraries is stronger as best practices are shared, modified or implemented by others wanting to bring similar services to their communities.

LSTA Priorities supported by the activities under this goal are expected to include:

- Develop library services that provide all users access to information through local, state, regional, national and international collaborations and networks.
- Establish or enhance electronic and other linkages and improve coordination among and between libraries and entities, for the purpose of improving the quality of and access to library and information services.
- Develop public and private partnerships with other agencies and community based organizations.

Projects under Goal 1:

Project 1: Support the efforts of the Illinois library community to share their resources.

What will be done/for whom: The physical transportation of library materials between ILLINET libraries through regional and statewide delivery networks is a vital service to support resource sharing. The delivery load is driven by the interlibrary loaning of materials between libraries to fulfill the needs of library users statewide. Materials are transported between libraries to fulfill library patrons' requests for books, newspapers, magazines or resources that are not available at their "home" library, but are available from other Illinois libraries elsewhere in the state. Support for the delivery of resources between libraries is based on strategic and cost effective methods.

Procedures used to carry out activities: Delivery is outsourced or provided as a direct service to ILLINET libraries by sub grant organizations. Every ILLINET library complies with all delivery policies, procedures, and guidelines established by the ISL, the library systems, Illinois Library Delivery System and/or their commercial contractors. ILLINET libraries ensure that appropriate and sufficient interlibrary loan practices are in place and that libraries are in compliance with the components of the most recently adopted ILLINET Interlibrary Loan Code. Interlibrary resource sharing across the state of Illinois is supported and encouraged as documented on library agencies' annual certification and the ILLINET Interlibrary Loan Traffic Survey.

Benefits or Outcomes Expected: Statewide and regional solutions provide an infrastructure that support sharing resources and access to information for the people of Illinois. The capacity of an individual library to respond to the informational needs of their patrons is improved as resources are borrowed and loaned. Activities improve library operations on behalf of library users across the state.

How SLAA will use federal funds to assist in meeting this goal: As a continuing statewide initiative, LSTA and/or state funded sub grant opportunities will be made available for eligible applicants to develop and support sharing resources between libraries.

Timeline: This is a top priority with annual grant opportunities to ensure seamless services 2018 through 2022.

Project 2: Support the efforts of the Illinois library community to provide content and resources in a variety of formats.

What will be done/for whom: An ongoing, statewide subscription provides access to OCLC WorldCat Discovery/FirstSearch for every ILLINET library in the state. WorldCat Discovery refers to OCLC's enhanced search interface, which provides access via a single portal, to two services: WorldCat and FirstSearch databases. Through WorldCat, users find libraries' descriptive catalog records to request the resource they need plus the location of the owning library whether it is their local library or another library. ILLINET member libraries are provided content to 13 databases through this subscription to the former FirstSearch "base package." Most of these copyrighted resources cannot be found using a simple Google search.

Libraries' resources, whether virtual or tangible, are improved based on the demonstrated needs of users.

Procedures used to carry out activities: Through a subscription to OCLC WorldCat Discovery/FirstSearch or a similar database suite, the ISL ensures that every ILLINET member academic, public, school and special library has access to a suite of online content. Each library is provided a unique URL and password for use by staff and to provide for their patrons. As part of the subscription, the vendor provides technical support and virtual training directly to libraries.

Libraries may be offered sub grants or other assistance to improve the resources available for the people they serve. Based on local need, resources are added to a library's collection to enhance the library's capacity to meet the needs of their patrons. The bibliographic records of the new materials are made available through a shared catalog to enhance resource sharing.

Benefits or Outcomes Expected: Illinois libraries respond to the needs of patrons by providing access to information in a variety of formats. A user's ability to obtain quality information online regardless of where they are located in the state is equalized due to a statewide subscription. Through WorldCat, Illinois libraries have an improved web presence for their holdings which makes their catalogs searchable online by library users; the capacity for interlibrary loan is improved. Activities improve users' ability to obtain and use information resources.

How SLAA will use federal funds to assist in meeting this goal: As a continuing statewide initiative, the expectation is that LSTA funds will support the annual OCLC WorldCat Discover/FirstSearch subscription or subscription to a similar database suite. In support of activities to enhance local resources, LSTA and/or state funds may support statewide initiatives, sub grant competitions and/or cooperative agreements

Timeline: The annual, statewide database subscription is a high priority for LSTA and/or state funds. Special sub grant opportunities may be offered as necessary and appropriate 2018 through 2022.

Project 3: Support the efforts of the Illinois library community to make resources discoverable.

What will be done/for whom: Activities may include:

- Strengthen the integrity of the bibliographic records for the billions of books and resources available in Illinois libraries through support for the shared libraries' catalogs.
- Support for Illinois libraries to join or increase holdings in a shared catalog/automation consortium also known as a Local Library System Automation Program (LLSAP).

- Creation of the “Encyclopedia of Illinois” as a storytelling framework to tell the story of Illinois through partnerships, civic engagement, digital images and the involvement of communities to share their rich histories.
- Digitization support to carry out projects involving the selection, digital capture, preservation, storage, and provision of web access to important local, historical and cultural collections. This also includes support to add Illinois’ digital collections to the Digital Public Library of America.
- Support for technology solutions to make libraries’ resources discoverable such as wifi hot spots that improve virtual access to discover information.

Procedures used to carry out activities: Provide libraries with an infrastructure that supports sharing resources, discovery and access to information for the people of Illinois. Activities support statewide solutions for economic efficiency and the standardization of cataloging records across all Illinois communities. Multiple organizations may be involved to make collections discoverable.

Benefits or Outcomes Expected:

Activities improve users’ ability to discover information resources:

- The quality of cataloging is improved; the numbers of full level records are increased and duplicate records are decreased in libraries’ shared bibliographic catalogs making the search results more manageable.
- Collaborative automation systems improve access to information resources regardless of a user’s approach to searching.
- Illinois citizens benefit from unique local, historical and cultural digitized materials accessible via the web from their home, mobile devices, work or library computers.

How SLAA will use federal funds to assist in meeting this goal: Statewide initiatives, sub grant competitions and/or cooperative agreements support activities to make resources discoverable. The expectation is that a combination of LSTA and state funds will be used.

Timeline: Annual contracts for services will maintain cataloging support. Special grant opportunities may be offered as necessary and appropriate 2018 through 2022.

Project 4: Support the efforts of the Illinois library community to make informed decisions to ultimately improve library services for Illinois residents.

What will be done/for whom: Libraries are encouraged to evaluate their role in the changing community environment. The ISL contracts with a vendor to collect data about Illinois libraries with a reporting interface to compare and analyze statistics. ISL is a participant in the Institute of Museum and Library Services Public Library Statistics Cooperative that requires the collection of a core set of national public library data. This is accomplished through the statutorily required Illinois Public Library Annual Report. In addition, statewide data tracking interlibrary loan and reciprocal borrowing transactions is collected from academic, public, school and special libraries to annually to track the sharing of resources between libraries. Other assessment strategies may be implemented as appropriate and necessary. Through evaluation, libraries are engaged to explore possibilities and examine current and future trends impacting the greater statewide library community.

Procedures used to carry out activities: ISL follows state procurement policies for contracting with a vendor to provide data collection and reporting services. Using vendor products like LibPas, all public libraries are required to enter their data within 60 days after the end of their fiscal year. ISL staff review and edit the local library data for accuracy prior to uploading it for national consideration. The statistics are available online for

libraries and stakeholders to run reports and analyze their individual library's services and trends. ISL staff also prepares reports to compare and analyze data for local or statewide consideration.

All academic, public, school and special libraries complete an annual statewide interlibrary loan and reciprocal borrowing survey. The self reported data is collected and used for comparative reports.

Webinars or other means of individual or group training are offered to make the library workforce aware of the process and importance of participation in statewide data collections and evaluations. In addition to online training, links to the surveys as well as specific data reports are posted on the ISL website with informational articles published in the ISL electronic newsletter.

Benefits or Outcomes Expected: Activities improve library operations. Libraries have real-time and on-demand access to data for operational and peer benchmarking that incorporates qualitative and quantitative results. Communication is enhanced as cooperative efforts and achievements are documented with real comparative data. Data documents the increase/decrease in resource sharing across the state thus demonstrating the value of libraries working together on behalf of patrons.

How SLAA will use federal funds to assist in meeting this goal: As a continuing statewide initiative, the expectation is that LSTA funds will be used to support annual evaluation through data collection and analysis. In support of making informed decisions, LSTA and/or state funds may support statewide initiatives, sub grant competitions and/or cooperative agreements.

Timeline: The annual, ongoing contract with a vendor is a high priority for LSTA or state funds 2018 through 2022. Libraries submit data annually.

Goal 2: Position the Illinois library community as an educational anchor by providing opportunities to support education, information fluency and lifelong learning.

Through programs, presentations and other educational experiences, the ILLINET library community of regional library systems, academic, public, school and special libraries provides significant support for the personal growth, lifelong learning and essential continuous education of Illinois residents of all ages and abilities including a competent and knowledgeable library workforce.

Need:

On the 2017 LSTA Long Range Planning Survey, 200 library staff from academic, public, school and special libraries statewide responded:

- 100 percent (200 out of 200) agreed or strongly agreed that opportunities for the library workforce to attend training on library related issues and topics to increase knowledge and develop leadership skills are important.
- 95 percent (190 out of 200) agreed or strongly agreed that opportunities to develop training and/or educational programming to engage patrons, students and customers to improve their skills or knowledge are important.

Patrons look to libraries to support their self-directed education and learning. Statistics from the Illinois Public Library Annual Reports for fiscal year 2015-2016 document that over five million people took advantage as public libraries offered 226,019 programs on various topics to meet the educational and informational needs

of participants, translating to an average of over 4,300 programs and training sessions being offered every week at public libraries across the state.

The aggregate results of the Training/Education/Workshops section on the EDGE Initiative validates that 63 percent of Illinois' public libraries offer individual computer tutoring as well as courses related to email, web browsing and social media. This includes: computer skills (basic, web design, creating a Facebook page, bilingual instruction); how to use handheld devices (phones, cameras, Nooks, Kindles) and Chrome Books; resume writing/job search; maker space and media lab training. Many rural libraries indicated that with limited funds, they do not have the capacity to own or provide up-to-date patron training on every generation of equipment in a rapidly changing technological environment.

The U.S. Census, 2011-2015 American Community Survey 5 Year Estimates indicates that of the 12.6 million Illinois residents, an estimated 2.1 million (16.7 percent) need adult literacy and/or English language instruction. Of those who speak a language other than English, 1.1 million (40.5 percent) report that they speak English less than very well. These numbers only reflect some of the Illinois residents who could benefit from English language instruction. The survey further indicates that 468,000 (5.4 percent), of the 8.6 million Illinois residents over age 25, have less than a ninth-grade education. Additionally, another 570,000 (6.6 percent) residents have between a ninth-grade and 12th-grade education. Combined, the numbers indicate that more than 1 million (12 percent) of the population over age 25 do not have a high school diploma.

Of the statewide K-12 student enrollment of 2,256,410, 8.9 percent or 201,974 students were identified as limited English proficient. While 30 percent of the total limited English proficient student body attended the Chicago Public Schools, twenty six school districts served more than 1,000 limited English proficient students during the 2015-2016 school year. Spanish is the primary language for 77 percent of these students with special language needs followed by Arabic (3 percent) and Polish (3 percent).⁵

Illinois celebrates its 200th birthday during implementation of this plan. August 26, 2018 will mark the 200th anniversary of the adoption of the Illinois Constitution of 1818 at the Kaskaskia Convention, and December 3, 2018 will mark the 200th anniversary of the admission of Illinois to the Union as a state. The people of Illinois will be celebrating the diverse, rich cultural heritage of the state. Being responsive to common purposes, libraries are expected to engage partners and attract them to educational opportunities focused around the 200th birthday of Illinois.

LSTA Priorities supported by the activities under this goal are expected to include:

- Expand services for learning and access to information and education resources in a variety of formats, in all types of libraries, for individuals of all area in order to support such individuals' need for education, lifelong learning, workforce development and digital literacy skills.
- (a) Provide training and professional development, including continuing education to enhance the skills of the current library workforce and leadership and advance the delivery of library and information services and (b) Enhance efforts to recruit future professionals to the field of library and information services.
- Develop public and private partnerships with other agencies and community based organizations.
- Target library services to individuals of diverse geographic, cultural and socioeconomic backgrounds to individuals with disabilities, and to individuals with limited functional literacy or information skills.

⁵ ISBE Office of Communications. Illinois State Board of Education 2016 Annual Report. (2017, January). Retrieved from <https://www.isbe.net/Documents/2016%20Annual%20Report.pdf#page=39>

- Target library and information services to person having difficulty using a library and to underserved urban and rural communities including children (from birth through 17) from families with incomes below the poverty line.

Projects under Goal 2

Project 1: Support educational experiences for the library workforce and leadership to gain knowledge and enhance skills.

What will be done/for whom: As new technologies emerge, responsibilities change, and the amount of information available grows exponentially, the library workforce must continually learn to remain relevant. Educational experiences, interactive training, group activities or independent learning will be strategies to advance the knowledge of the library workforce and leadership. The majority of activities are expected to target a statewide or regional audience. Participants vary (e.g., public library directors, front line staff, public library trustees) depending on the focus for the training with consideration given to the needs of the library workforce across all types of libraries and job responsibilities.

Procedures used to carry out activities: Support opportunities for the library workforce and leadership to learn. Activities support statewide or regional training: beginning or advanced programs, whether in-person, participatory learning or virtual presentations. Multiple organizations are expected to be involved in the development and implementation of programs. Programs are expected to emphasize a potpourri of topics based on the needs of the targeted audience. L2, the state's [library learning calendar](#) is expected to be an integral communications tool to publicize and register library staff for activities.

Benefits or Outcomes Expected: Activities improve the library workforce. The skills of the library workforce and leadership are enhanced as attendees increase their knowledge and understanding to ultimately provide better library services for the people of Illinois.

How SLAA will use federal funds to assist in meeting this goal: Statewide initiatives, sub grant competitions and/or cooperative agreements will support activities by which the Illinois library workforce learns through library programs or educational experiences. A combination of state and LSTA funds may be used.

Timeline: Specific programs may alternate biennially based on the intended audience with training offered 2018 through 2022.

Project 2: Support opportunities for the library community to provide educational experiences for Illinois residents to gain knowledge and enhance skills.

What will be done/for whom: Strategies are expected to include educational programs, informal training, customized workshops and virtual or participatory learning to raise awareness, improve skills or provide information to meet the learning needs and expectations of the participants. Activities may engage targeted groups of diverse ages and abilities or general audiences.

Opportunities include support for children and youth learning through library initiatives (e.g., Project Next Generation) as well as programs that include inclusive and accessible formats to create an atmosphere for learning based on the needs and interests of the participants (e.g., adult/family literacy programs) for learners of any ages, abilities and diversities including those with limited literacy skills and their families.

Libraries are encouraged to explore diverse partnerships to access a broader range of resources and expertise (e.g., libraries working in alliance with literacy providers and agencies that support Autism) to impact the knowledge and skills of Illinois residents regardless of ages or abilities.

Procedures used to carry out activities: Competitive offerings support the development and implementation of educational programs. Examples include: Project Next Generation by which libraries offer after-school programs to provide training on computers, software and various technology devices, but also hire mentors who are crucial to help students develop self-confidence and pride in their newly acquired skills. In addition, adults who read below the ninth grade level or speak English below the intermediate level, and their children benefit from adult/family literacy programs. While community based organizations, not-for-profit entities and educational agencies are also eligible to apply for adult/family literacy grants, only literacy grant programs administered by libraries will be considered for LSTA or match funding.

Benefits or Outcomes Expected: Activities improve users' formal education or improve users' general knowledge and skills. Learners increase their competence, confidence and knowledge through library based learning. As libraries offer learning experiences abilities are reinforced and learning is evident. Illinois citizens improve their skills to fully participate in their family, work and community roles.

The expected benefit is to expand services for learning for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development and digital literacy skills.

How SLAA will use federal funds to assist in meeting this goal: Statewide initiatives, sub grant competitions and/or cooperative agreements will support activities by which educational programming may be developed and instituted based on an identified need. A combination of state and LSTA funds may be used.

Timeline: During fiscal years 2018 through 2022, annual opportunities for sub grants will be offered to eligible applicants.

Goal 3: Position the Illinois library community to further a literate Illinois by creating a culture that encourages reading.

Libraries engage people of all ages and abilities in programs to encourage reading as well as offer an abundance of quality reading materials. From formal to independent reading, libraries provide resources and implement reading based services for the residents of Illinois. Academic, public, school and special libraries add value to the communities they serve and improve the quality of life for their constituents by providing opportunities to read. Support of services for vulnerable populations such the blind and physically handicapped is a number one priority for use of LSTA funds.

Need:

According to the disability characteristics of the 2011-2015 American Community Survey,⁶ 1.9 percent of Illinois residents self-describe themselves as having vision difficulty. This demographic of 244,028 Illinois residents are potentially eligible for talking books and/or braille services.

Illinois residents rely on libraries as a source for reading materials. Statistics collected 2015-2016 from the Illinois Public Library Annual Reports confirm that people are using libraries to obtain the materials they need with 102,589,588 materials loaned. Books accounted for 60 percent or 60,832,756 of that total. In 2016, the average cost of a children's hardcover book was \$18.12; the average cost of a hardcover, young adult book

⁶ U.S. Census. 2011-2015 American Community Survey. Retrieved from https://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_15_5YR_S1810&prodType=table

was \$19.95; the average cost of an adult, hardcover book was \$27.60.⁷ Illinois public libraries saved library users over \$1.3 billion based on the average cost per book (\$21.89) and the number of books (only) borrowed.

Access to reading materials is critical for students with limited English language skills to be successful. The 2016 School Report Card for Illinois⁸ documents that 10.5 percent of Illinois students are limited English proficient. This is an increase from 2011 when limited English proficient students represented 8.8 percent of the student body.

Considering they have one more year before they graduate from high school, enter college or join the workforce, the results of the 2014 Prairie State Achievement Examination⁹ show that only 56.3 percent of high school juniors meet or exceed the standards in reading.

Students with access to quality reading materials are more apt to become passionate about reading which increases their exposure to new ideas and the potential to engage in future social and civic endeavors. The Illinois Standards Aligned Instruction for Libraries¹⁰ emphasizes the importance of reading and literature for K-12 students. The fourth standard illustrates that students should: “appreciate literature and other creative expressions of thoughts and ideas and pursue knowledge related to personal interests and aesthetic growth

- Cultivate a love of reading and become a self-motivated reader
- Develop knowledge of genres and literary elements
- Derive meaning from informational texts in various formats.”

LSTA Priorities supported by the activities under this goal are expected to include:

- Develop public and private partnerships with other agencies and community based organizations.
- Target library services to individuals of diverse geographic, cultural and socioeconomic backgrounds to individuals with disabilities, and to individuals with limited functional literacy or information skills.
- Target library and information services to person having difficulty using a library and to underserved urban and rural communities including children (from birth through 17) from families with incomes below the poverty line.

Projects under Goal 3

Project 1: Provide and support library services for print challenged Illinois residents.

What will be done/for whom: The Illinois Talking Book and Braille Service (TBBS) provides mail-order public library services to any Illinois resident unable to read standard print material comfortably due to a permanent or temporary visual or physical disability. Activities support the ability and functions of the TBBS to circulate audio books and special audio equipment designed for ease of use by talking book readers. Services target people of all ages, with visual or physical limitations, unable to read standard print or hold or turn pages of a book.

⁷ School Library Journal. (2016, March 7). SLJ's Average Book Prices for 2016. Retrieved from <http://www.slj.com/2016/03/research/sljs-average-book-prices-for-2016/>

⁸ Illinois State Board of Education. 2016 Illinois Report Card. <https://www.isbe.net/Documents/2016StateReportCard.pdf>

⁹ Illinois State Board of Education. (2015, September) 2014 QuickStats. <https://www.isbe.net/Documents/quickstats-2014.pdf>

¹⁰ Illinois School Library Media Association. Illinois Standards - Aligned Instruction for Libraries. (2011). Retrieved from <http://islma.org/ISAIL.htm>

Procedures used to carry out activities: The TBBS, located at the ISL, is the liaison with the National Library Service for the Blind and Physically Handicapped. In 2017, TBBS relocated all services into one location which streamlines operations, ensures equitable training for all staff and guarantees a high standard for providing quality statewide services. The [TBBS website](#) provides information seekers with details about the program as well as links to other services that support people eligible for this program. The TBBS website also includes a free downloadable application that will read web pages out loud. It can help anyone who has difficulty reading on-line, including people with mild visual impairments, low literacy, English as a second language, or learning disabilities, such as dyslexia.

The TBBS provides a full range of library services specializing in audio and braille books, circulating books via the United States Postal Service specifically to residents enrolled in the Talking Book and Braille Program. Readers Advisors connect with patrons by telephone or email and assist them in learning how to download books, obtain library materials and equipment and participate in programs. Materials in braille are provided through an agreement with the Utah State Library Program for the Blind and Disabled.

Benefits or Outcomes Expected: People with visual or physical limitations, unable to read standard print, turn the pages or hold a book have access to library materials and equipment to support reading for information or pleasure. Without this service, the majority of eligible patrons would not have access to reading materials. Activities target persons having difficulty using a library and improve users' general knowledge and skills.

How SLAA will use federal funds to assist in meeting this goal: A combination of state and LSTA funds will be used to support the activities of the Illinois Talking Book and Braille Service specifically targeting Illinois residents of all ages with visual or physical disabilities that meet the national criteria for eligibility.

Timeline: 1st priority. Ongoing activities provided 2018 through 2022 for seamless services.

Project 2: Support the Illinois library community's efforts to encourage reading

What will be done/for whom: Support for initiatives that engage readers of any age or ability in formal and independent reading including but not limited to book discussions, family reading nights or reading clubs including support for children and youth reading through activities that may foster reading readiness, comprehension and reading fluency.

Procedures used to carry out activities: Libraries are encouraged to develop programs to engage their patrons in activities that highlight reading. Activities may emphasize programs supported by the Illinois Center for the Book, a programming arm of the ISL that encourages libraries to promote reading, writing and author programs. Activities may demonstrate a need for an increase in the library's reading resources both virtual and tangible, including books and media, web resources and appropriate technologies to get books into the hands of readers.

Reading programs offer unique opportunities for libraries to partner with other agencies and organizations with a vested interest in encouraging reading and partnerships are encouraged. For example, the ISL, the Illinois Center for the Book, the Illinois Reading Council–Illinois READS and the Illinois Library Association–IREAD are expected to continue a longstanding partnership to support families reading together and to highlight Illinois authors.

Benefits or Outcomes Expected: Activities improve users' formal education or improve users' general knowledge and skills as libraries engage Illinoisans of ages and abilities to read for enjoyment, learning and information.

How SLAA will use federal funds to assist in meeting this goal: Using a combination of LSTA and state funds, statewide initiatives, sub grant competitions and/or cooperative agreements will support Illinois residents reading, writing or connecting with authors for information or pleasure.

Timeline: As necessary and appropriate to support a demonstrated need 2018 through 2022.

Coordination Efforts:

| State Goals | LSTA Purposes | IMLS Focal Areas | Projects and Priorities | IMLS Intents |
|---|--|-------------------------------|--|--|
| <p>Goal 1: Position the Illinois library community to extend library services for all Illinois residents by providing access to information and ideas</p> | <p>Develop library services that provide all users access to information through local, state, regional, national and international collaborations and networks</p> <p>Establish or enhance electronic and other linkages and improve coordination among and between libraries and entities, for the purpose of improving the quality of and access to library and information services</p> <p>Develop public and private partnerships with other agencies and community based organizations</p> | <p>Institutional Capacity</p> | <p>1st Priority Project 1: Support the efforts of the Illinois library community to share their resources (e.g., Delivery, Interlibrary Loan)</p> | <p>Improve Library Operations</p> |
| | | <p>Information Access</p> | <p>1st Priority Project 2: Support the efforts of the Illinois library community to provide content and resources in a variety of formats (e.g., Databases, Sub grants to improve resources)</p> | <p>Improve users' ability to obtain and/or use information resources</p> |
| | | | <p>2nd Priority Project 3: Support the efforts of the Illinois library community to make resources discoverable (e.g., Cataloging accuracy, Increase holdings in shared catalogs, Encyclopedia of IL, Digitization, Technology Solutions)</p> | <p>Improve users' ability to discover information resources</p> |

| State Goals | LSTA Purposes | IMLS Focal Areas | Projects and Priorities | IMLS Intents |
|---|--|--|---|---|
| <p>Goal 2: Position the Illinois library community to further a literate Illinois by creating a culture that encourages reading</p> | <p>Expand services for learning and access to information and education resources in a variety of formats, in all types of libraries, for individuals of all area in order to support such individuals' need for education, lifelong learning, workforce development and digital literacy skills</p> | <p>Institutional Capacity</p> | <p>1st Priority Project 1: Support educational experiences for the library workforce and leadership to gain knowledge and enhance skills (e.g., Directors University, Leadership, On the Front Lines)</p> | <p>Improve the library workforce</p> |
| | <p>(a) Provide training and professional development, including containing education to enhance the skills of the current library workforce and leadership and advance the delivery of library and information services and (b) Enhance efforts to recruit future professionals to the field of library and information services</p> | <p>Lifelong Learning</p> | <p>1st Priority Project 2: Support opportunities for the library community to provide educational experiences for Illinois residents to gain knowledge and enhance skills (e.g., Literacy, Project Next Generation, Sub grants for programming and presentations)</p> | <p>Improve users' formal education</p> |
| | <p>Develop public and private partnerships with other agencies and community based organizations</p> | <p>Economic and Employment Development</p> | <p>2nd Priority Project 2: Support opportunities for the library community to provide educational experiences for Illinois residents to gain knowledge and improve skills (e.g., Sub grants for programming and presentations)</p> <p>Addressing this focal area and these intents is dependent on the focus of sub grant projects</p> | <p>Improve users' ability to use resources and apply information for employment support</p> |
| | <p>Target library services to individuals of diverse geographic, cultural and socioeconomic backgrounds to individuals with disabilities, and to individuals with limited functional literacy or information skills</p> | | | <p>Improve users' ability to use and apply business resources</p> |
| | <p>Target library and information services to person having difficulty using a library and to underserved urban and rural communities including children (from birth through 17) from families with incomes below the poverty line</p> | <p>Human Services</p> | <p>2nd Priority Project 2: Support opportunities for the library community to provide educational experiences for Illinois residents to gain knowledge and improve skills (e.g., Sub grants for programming and presentations)</p> <p>Addressing this focal area and these intents is dependent on the focus of sub grant projects</p> | <p>Improve users' ability to apply information that furthers their personal, family or household finances</p> |

| State Goals | LSTA Purposes | IMLS Focal Areas | Projects and Priorities | IMLS Intents |
|---|---|-------------------|---|--|
| <i>Goal 2: continued</i> | | | | <p>Improve users' ability to apply information that furthers their personal or family health and wellness</p> <p>Improve users' ability to apply information that furthers their parenting and family skills</p> |
| | | Civic Engagement | <p>2nd Priority Project 2: Support opportunities for the library community to provide educational experiences for Illinois residents to gain knowledge and improve skills (e.g., Sub grants for programming and presentations)</p> <p>Addressing this focal area and these intents is dependent on the focus of sub grant projects</p> | <p>Improve users' ability to participate in their community</p> <p>Improve users' ability to participate in community conversations around topics of concern</p> |
| <p>Goal 3: Position the Illinois library community to further a literate Illinois by creating a reading culture that encourages reading fluency for recreation and/or education</p> | <p>Develop public and private partnerships with other agencies and community based organizations</p> <p>Target library services to individuals of diverse geographic, cultural and socioeconomic backgrounds to individuals with disabilities, and to individuals with limited functional literacy or information skills</p> <p>Target library and information services to person having difficulty using a library and to underserved urban and rural communities including children (from birth through 17) from families with incomes below the poverty line</p> | Lifelong Learning | <p>1st Priority Project 1: Provide and support library services for print challenges Illinois residents (e.g., Talking Book and Braille Services)</p> <p>2nd Priority Project 2: Support the Illinois library community's efforts to encourage reading (e.g., Sub grants in support of reading initiatives)</p> <p>Addressing this focal area and these intents is dependent on the focus of sub grant projects</p> | <p>Improve users' general knowledge and skills</p> <p>Improve users' formal education</p> <p>Improve users' general knowledge and skills</p> |

Where appropriate, the ISL works with other state agencies to coordinate resources, programs, and activities. The ISL leverages the federal and state investment to complement but not duplicate the efforts of other agencies in elementary and secondary education, early childhood education, workforce development, and other federal programs and activities as they relate to library services.

- The Illinois State Board of Education administers state and federal grant programs to schools for early childhood, elementary and secondary education. ISL complements the efforts of the Illinois State Board of Education by providing grants to school districts specifically in support of school library services for pre-kindergarten through high school students and teachers.
- To work in an Illinois school as a librarian, teacher, school support personnel, or an administrator, the individual must obtain a Professional Educator License. The license is renewed every 5 years with evidence of successful completion of 120 professional development hours provided by an approved provider. The ISL is an approved professional development provider by authority of the Illinois State Board of Education. This relationship authorizes ISL to offer educational opportunities for the school library workforce with professional development hours credited towards the renewal of teaching licenses. In addition, this partnership allows the ISL to subcontract with Illinois Heartland Library System and Reaching Across Illinois Library System to provide professional development hours credit under the auspices of the ISL for school librarians participating in appropriate regionally based programs. The ISL facilitates professional learning opportunities, suitable for license renewal and aligned with state learning standards which create a stronger school library workforce to ultimately impact student learning.
- The Illinois Board of Higher Education administers state and federal higher education grant programs for colleges and universities. ISL complements the efforts of the Illinois Board of Higher Education by providing grants to academic libraries for the provision of academic library services to support the students and faculty in their educational endeavors. In addition, public and special libraries, regional library systems and library organizations also offer library resources and services that support education for people regardless of age.
- Many state agencies work in concert to address the literacy needs of those who need help to read and speak English fluently. Local literacy projects often use a combination of state and federal funds from the ISL, Illinois State Board of Education, Illinois Board of Higher Education, Illinois Community College Board and/or the Illinois Department of Commerce and Economic Opportunity to meet literacy needs. Family literacy programs, funded by the ISL, equip parents and their children, together and separately, to improve their basic reading, math, writing or language skills. These projects require partnership between a library, an early childhood provider (school or literacy organization) and an adult education provider (community college or educational agency). Adult Volunteer Literacy Tutoring programs utilize volunteer tutors to provide one-on-one instruction for adults who want to improve their reading, math, writing and language skills. The educational needs of working adults are met through workplace skills enhancement programs, which provide on-site basic skills learning opportunities at their workplace.
- State and federal funds support the element of the literacy program appropriate to the statutory responsibility of the awarding agency. ISL awards funds in support of the library based activities and literacy instruction for adults and families who read at the lowest levels. The Illinois State Board of Education awards funds in support of the early childhood activities. The Illinois Community College

Board awards funds in support of the adult education activities. The Illinois Department of Commerce and Economic Opportunity funds activities supporting workplace instruction. Working together, state and federal funds are leveraged for the greatest impact to improve literacy in Illinois.

- ISL Literacy staff serves on the Illinois Community College Board Advisory Council, the state's coordinating board for community colleges. Public Act 91-0830 provides for governance of Adult Education and Family Literacy by the Illinois Community College Board, stating the agency shall establish an advisory council consisting of all categories of eligible providers; agency partners, such as the State Board of Education, the Department of Human Services, the Illinois Department of Employment Security, the Secretary of State Literacy Program; and other stakeholders to identify, deliberate, and make recommendations to the State Board on adult education policy and priorities. Illinois is home to 48 community colleges in 39 districts and has the third largest community college system in the nation serving close to 1 million residents each year in credit and non credit courses.¹¹
- In 2015, the Illinois Digital Heritage Hub (IDHH) was selected as a Service Hub for the Digital Public Library of America (DPLA) with responsibilities shared by the ISL, the Chicago Public Library, the Consortium of Academic and Research Libraries of Illinois (CARLI), and the University of Illinois at Urbana-Champaign. The Illinois Digital Heritage Hub coordinates the inclusion of digital collections from around the state into DPLA. Work began with collections added from the Illinois Digital Archives (IDA) and CARLI-Digital Collections and by the spring of 2017, the Hub had submitted over 350 collections to DPLA. Work progresses as collections from the Chicago History Museum, the Chicago Public Library and Northwestern University continue to be added to DPLA. An IDHH Committee has been formed to work on furthering the growth of the Hub through statewide representation on working groups and for committee members.
- The ISL is in the unique position of managing the disbursement of funds through the Secretary of State's special license plate program. Illinois drivers may opt to purchase special license plates to commemorate any number of organizations, sports or events with a portion of the fees returned to the association selected. While no LSTA funds are involved, this special license plate program supports an annual grant to the libraries operated by the Illinois Department of Veterans Affairs. Funds obtained through the sale of special military license plates support the four Illinois Veterans' Homes libraries in Anna, LaSalle, Manteno and Quincy to provide reading and reference materials, access to technology and other library services for the residents living in the homes.
- ISL Reference staff coordinate information services for all state agencies through databases, article searches, map collections, and collections of historic state documents. Coordination with other state agency libraries (e.g. Illinois Department of Transportation, Illinois Environmental Protection Agency, Department of Mental Health) help to insure that state government employees have the resources they need to succeed in their duties.
- The ISL is actively involved with state agencies and offices to coordinate resources, programs and activities that leverage state and federal dollars to ensure Illinois libraries are represented.
 - ISL staff work with the Illinois Department of Revenue (IDOR) to create maps based on taxing districts and population; IDOR is also essential in providing critical information as the basis for the state funded Public Library Per Capita and Equalization Aid Grant awards.

¹¹ Illinois Community College Board. (2016, July 19). Community Colleges Focus on Reforming Developmental Education [Press release]. Retrieved from https://www.iccb.org/iccb/wp-content/pdfs/pr/Developmental_Education_Reforms_7-19-16.pdf

- ISL staff actively serve on boards and/or advisory committees in collaboration with the following agencies:
 - American Library Association – the United for Libraries division to establish literary landmarks in the state of Illinois.
 - Illinois Department on Aging – the annual Central Illinois Senior Celebration providing information and health screenings to enhance the lives of persons 50 and older. The Area Agency on Aging for Lincolnland, AARP Illinois, local hospitals and senior groups are also involved as sponsoring agencies.
 - Illinois Library Association – to represent Illinois libraries and the millions who depend on them
 - Illinois Reading Council - to promote reading and authors: the Prairie State Award Committee and the Illinois Reads Book/Author Award Selection Committee, and efforts to present literary heritage awards in the state.
 - Illinois School Library Media Association – to provide leadership and support for the development, promotion, and improvement of the school library media profession and programs in Illinois.
 - Illinois State Archives – to support the the depository of public records of Illinois’ state and local governmental agencies.
 - Illinois State Board of Education – to support K-12 education and develop an online portal for professional development with stakeholders.

In summary, coordinated efforts with other state agencies maximize the investment of state and federal funds in Illinois.

Evaluation Plan

The ISL is committed to the evaluation of individual projects and to the evaluation of this plan based on IMLS guidelines. Individual project evaluations and reports are the foundation when evaluating success in meeting the overall goals and priorities stated within this document. Adherence to federal guidelines is integral in the evaluation of the overall LSTA program in Illinois.

- Evaluation of sub grants to libraries: Sub grants are required to submit quarterly reports that summarize the progress of project activities and expenditures in order for ISL staff to monitor disbursements and adherence to the approved program. In the post project reports, sub grants provide information on how project objectives were met; plans for follow-up or continuation of the project; problems encountered during the project; and suggestions for others interested in replicating the project.
- Surveys and assessments: As appropriate, educational programs with lifelong learning as the intent will integrate a participant learning survey to capture specific outcomes including the questions identified by IMLS to measure success. Other surveys and assessments may be implemented to gather evaluative data from other programs.
- Annual assessment: The IMLS focal areas have been integrated into reporting requirements to appropriately categorize applicable projects for annual review of progress towards meeting the goals set forth under this plan. The ISL will review project reports to track annual progress towards meeting expectations in these distinct program areas. Illinois will build on the strengths of successful programs and determine if programs should be expanded or discontinued to continually improve library services

for the people of Illinois. Exemplary projects, best practices and outcomes, will be shared on the annual IMLS state program report as well as with the Illinois library community.

- Five Year Evaluation: An independent evaluator will conduct an assessment of the FY2018-2022 plan following the guidelines provided by IMLS.

Stakeholder Involvement

Primary stakeholders are those agencies eligible to apply for LSTA funds. The ISL recognizes three types of agencies as eligible to apply for LSTA funds: libraries, regional library systems and library organizations.

Library: To be eligible for LSTA grants under this plan, a library must meet the criteria as defined by the Illinois Compiled Statutes and the Administrative Code Rules. The agency must be recognized as a “Full Member Library” meeting the criteria for library system membership as defined by the regional library system’s board, and subject to approval by the State Librarian. [23 Ill. Adm. Code 3030.110]

The library must agree to honor the current ILLINET Interlibrary Loan Code¹² and all current resource-sharing agreements. The library must share its collection without charge with other libraries in Illinois based on those agreements. Local funds for the library may not be decreased as a result of being awarded grant funds. Public libraries must honor all current laws regarding non-resident use.

Illinois library institutions are required to annually certify eligibility for grants and services from the ISL. The certification process confirms compliance with the statutory criteria for membership in a regional library system validates the accuracy of a library agency’s contact information and verifies basic data for branch or building libraries. The 2017 certification statistics document the statewide total for all certified library agencies as 1,809 which includes 639 public library agencies; 224 special library agencies; 788 school districts; and 158 academic library agencies. These 1,809 library agencies are eligible to receive LSTA funds.

Regional Library System: To be eligible for LSTA grants under this plan, a regional library system must be recognized by the ISL as meeting the criteria defined by Illinois Compiled Statutes [75 ILCS 10/2] and the Administrative Code Rules.

- A multi-type library system serving a minimum of 150,000 inhabitants or an area of not less than 4,000 square miles and serving a minimum 10 or more public libraries, elementary and secondary school libraries, institutions of higher education libraries and special libraries.
- A public library system consisting of a single public library serving a city of over 500,000 population.

There are three library systems in Illinois. Two of the library systems are membership-based and multi-type, drawing their membership from academic, public, school, and special libraries located within a specific geographic boundary: Reaching Across Illinois Library System consists of 1,288 libraries in northern Illinois; Illinois Heartland Library System consists of 520 libraries in southern Illinois. The third library system is the Chicago Public Library System serving the City of Chicago. These three library systems are eligible to receive LSTA funds.

Library Organizations: The ISL recognizes certain legitimate Illinois library professional organizations as eligible for LSTA grants. They must draw membership from librarians or various types of Illinois libraries as defined by Illinois Compiled Statutes and the Administrative Code Rules [23 Ill. Adm. Code 3030.110]. Their

¹² White, Jesse, Secretary of State and State Librarian/Illinois State Library. Revised 2015 ILLINET Interlibrary Loan Code. (2015). Retrieved http://www.cyberdriveillinois.com/departments/library/libraries/ill_code.html

headquarters must be within the State of Illinois. Their mission must have the charge for the promotion, provision, development and improvement of libraries and library services in Illinois. Illinois library organizations such as the Illinois Library Association are eligible to receive LSTA funds.

The Illinois State Library Advisory Committee (ISLAC) advises the State Library in the development of state and federal library plans including LSTA; provides input in addressing policies, issues, and activities for library development and cooperation among different types of libraries; makes recommendations concerning the evaluation of statewide services; and addresses the use of technology to expand access to information for the state's residents.

ISLAC is established by Illinois Compiled Statutes [15 ILCS 320/5] Membership includes not only representatives from all types of libraries, but also Illinois residents and individuals who represent groups of special library users, such as the disabled community and the library education community. Statewide geographic representation and staggered terms provide balance to the committee. Reports on compliance and progress towards meeting the goals of LSTA are shared with and endorsed by ISLAC as appropriate.

Grant Reviewers serve as an advisory group critical to the implementation of and adherence to the LSTA plan. The Library Services and Technology Act Grant Review Committee [Administrative Authority: 23 Ill. Adm. Code 3035.720 (b)] represents a mix of academic, school, special, and public libraries, staff from regional library systems and library organizations, residents with special subject expertise, and appropriate ISL staff. With broad perspectives and statewide geographic representation, they bring a variety of opinions, perspectives and knowledge to ensure that the LSTA grant program is administered with integrity, equity and fairness. Grant reviewers generally serve a one or two-year term. This group of stakeholders is critical in the implementation of the plan by reviewing and making recommendations to fund sub grants that meet an established criteria. All grant reviewers must adhere to the Conflict of Interest Annual Disclosure Statement and Terms of Agreement, implemented to identify potential bias during the grant application review process.

Communication and Public Availability

ISLAC members recommended direction for the content of the Long Range Plan for the Use of LSTA Funds 2018 - 2022 at their regularly scheduled meetings with discussions eliciting comments, recommendations and endorsement of the goals prior to submitting the plan to IMLS for approval.

A link to the Long Range Plan for the Use of LSTA Funds 2018-2022 will be posted on the ISL's web site with availability announced to the library community in E-News, the electronic newsletter from the ISL, with nearly 5,000 subscribers. The approved document will be emailed to members of the ISLAC. Others may print the document from the web site or request a printed version.

At the end of each fiscal year, a summary of significant accomplishments will be shared with the Illinois library community to show progress towards meeting goals, and highlight best practices and benefits. The outcomes of notable grant projects will be shared with the Illinois library community through E-News, reports, and on web sites. Selected successful grant results, products and benefits will be shared during workshops, programs and at state conferences.

Monitoring

The staff of the ISL work with potential applicants on an ongoing basis to increase awareness of the purposes of LSTA and how grant funds can be used to make a difference for the residents of Illinois. Grant writing workshops, meetings, archived webinars and one-on-one conversations are examples of strategies used to educate the Illinois library community about the requirements of LSTA and projects appropriate within the Long Range Plan for the Use of LSTA Funds 2018-2022.

To facilitate communication and accountability after the grants are awarded, an ISL staff person is assigned to each project as their project monitor. Project directors are encouraged to call or communicate by email with their monitor any time questions or concerns arise.

The ISL conducts monitoring at least once annually via telephone, email or in person, as determined by past performance of the sub grant and the amount of the grant award. During the monitoring visit, the monitor, project director and appropriate project personnel review applicable project documents and reports. Matters such as reporting and fiscal responsibilities, the overall progress of the project in relation to the approved project proposal, challenges, and expected outcomes are discussed. The monitoring and conversations identify issues and solutions to resolve potential problems. The monitor submits a written report detailing the results of the monitoring visit that is retained in the grant file in accordance with the ISL records retention schedule.

In addition, ISL monitors the progress and success of sub grants through written financial and narrative reports. ISL requires quarterly reports of all sub grants regardless of the level of the award. Whereas, the Illinois Grant Funds Recovery Act [[30 ILCS 705/Section 4\(b\)\(2\)](#)] requires all grants awarded in excess of \$25,000, regardless of the funding source or the state agency awarding the grant, to submit quarterly progress and expenditure reports. If a project is deemed high-risk, as identified by the monitor or determined by past performance of the sub grant, additional documentation may be required to ensure compliance with project goals and fiscal accountability. LSTA funded sub grants also submit a post project report which provides a retrospective overview and analysis of the project.

Project directors submit statistics, progress reports towards meeting outcomes, correspondence, copies of significant public relations items and other materials relevant to the project evaluation. The grant monitor reviews and signs off on all activity and financial reports and contacts the project director with any questions or concerns. The monitor identifies exemplary projects that are subsequently reported to IMLS in the annual State Program Report.

Per [23 IL ADC 3035.140\(e\)](#) Grants, Expenditures and Audits, all Secretary of State (SOS) and ISL sub grants that receive a combined cumulative total of \$175,000 or more from any of the SOS/ISL administered grant programs are required to file their annual agency-wide audit upon completion of grant activity and completion of their annual agency audit.

Record keeping and documentation of LSTA project activities abide by federal and state guidelines. The ISL retains complete project files in accordance with the State Records Retention Schedule. In addition to reports and letters, project files include email messages that involve communication between ISL and a sub grant in the performance of an official function. A project is not “closed” until the five-year evaluation covering the fiscal year of a given project has been accepted by IMLS; therefore, a project could be “open” for 3 to 5 years. Project files are retained for at least three years at the ISL and seven years in the State Records Center.

Assurances

The ISL manages the LSTA grant program with fairness, equity and accountability. In support of responsible management, the Secretary of State requires all staff to annually participate in Ethics Training and Sexual Harassment Training. Appropriate staff members are additionally required to participate in Open Meetings Act/Freedom of Information Act Training and Procurement Training.

The Director and staff of the ISL guarantee that Illinois will comply with all assurances, certifications and LSTA requirements set forth at 20 USC Sec. 9121 et seq., and all accompanying program regulations. No Library Services and Technology Act funds will be used to replace normal operating funds of the state library agency.

The required signed assurances and certifications submitted with the Long Range Plan to the Institute of Museum and Library Services include:

- Assurance of Non-Construction Programs
- State Legal Officer's Certification of Authorized Certifying Official
- Internet Safety Certification for Applicant Public Libraries, Public Elementary and Secondary School Libraries, and Consortia with Public and/or Public School Libraries.