FY2013 – FY2017

Long Range Plan for the Use of
Library Services and Technology Act Funds
In Illinois

Illinois State Library
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Overview

Federal Library Services and Technology Act (LSTA) grant funds are provided by the Institute of Museum and Library Services (IMLS). IMLS is the primary source of federal support for the nation's 123,000 libraries and 17,500 museums. The Institute's mission is to create strong libraries and museums that connect people to information and ideas.

Through the Grants to States program, (*Catalog of Federal Domestic Assistance,* number 45.310), IMLS provides LSTA funds to state libraries using a population-based formula.

Illinois has four state goals to use the federal fiscal year 2013 – 2017 LSTA funds in support of library services on behalf of the people who live and work in Illinois.

Goal 1:   Position the Illinois library community to extend library services for all Illinois residents by providing access to information and ideas. This position is supported by providing diverse resources, whether virtual or tangible, embracing technology and sharing resources.

Goal 2:   Position the Illinois library community as an educational anchor that provides experiences supporting lifelong learning and information fluency to address the diverse needs of Illinois residents.

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.

Goal 4:   Position the Illinois library community to provide quality library and information services through research and discovery, best practices, innovation and engaging strategies.

The Illinois State Library (ISL) took multiple approaches, both externally and internally, to identify areas of need in the development of the *FY2013 - FY2017 Long Range Plan for the Use of LSTA Grant Funds in Illinois*. This involved strategic planning with ISL staff, a survey and conversations with the Illinois library community to hear their concerns and recommendations, integrating the results of the *Evaluation of Library Services and Technology Act Funds FY2008 - FY2012,* examining a variety of data sources such as annual reports, and researching published information documenting trends and demographics of Illinois.

A comprehensive strategic planning process was used during the development of the *Illinois State Library Strategic Plan 2008 - 2011.*[1] In late February through mid-March 2011, a follow-up survey of ISL staff was conducted to internally evaluate progress and begin the planning to determine the ISL's strategic directions for the next three years.

Technology and training were internally identified by ISL staff as two major areas of need. The staff indicated the need to increase the utilization of technology in achieving the mission, vision and goals of the ISL. Staff not only identified the need for more internal training, but also a need to have training in the technology tools necessary to meet the informational needs of targeted audiences. As such, the ISL's strategic goals for 2012 through 2015 will focus on reaching out to potential users and targeted audiences, providing opportunities and resources for staff and users, utilizing technology to strengthen library services, and fostering an eco-friendly environment by encouraging go-green initiatives.

To determine statewide needs and issues, the ISL involved hundreds of people in informal and formal evaluation and idea gathering during the development of the *FY2013 - FY2017 Long Range Plan for*

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[1] White, Jesse, Secretary of State and State Librarian and Illinois State Library, "Illinois State Library Strategic Plan: 2008 - 2011". http://www.cyberdriveillinois.com/publications/pdf_publications/lda128.pdf

the Use of Library Services & Technology Act Funds in Illinois. In addition to a statewide survey, discussions and conversations were held at scheduled meetings, both in-person and virtual, to solicit input into the planning process.

The themes of technology and training were again identified as the top two areas of critical need when librarians and stakeholders were asked to respond to a statewide *LSTA/Continuing Education Survey* that was conducted January through May 2012. 72% strongly agreed, and an additional 25% agreed (total 97% affirmative) that grant offerings to apply technology initiatives to engage customers, patrons or students are important. Statewide, 54% strongly agreed and an additional 32% agreed (total 86% affirmative) that grant offerings to allow libraries to develop training, and/or educational programming are important for customers, patrons and students.

The 2013 – 2017 LSTA goals were developed to emphasize the needs for technology and training that were clearly identified by statewide participants and ISL staff during the planning process. To address the educational and informational needs of Illinoisans, *Goal 1* and *Goal 2* are prioritized to reflect the importance of technology to access information, and provide opportunities to offer training and educational programming. Support for people of all ages reading and opportunities to explore innovative ideas additionally emerged as two key areas of statewide need where libraries could have tremendous impact, and are prioritized as *Goal 3* and *Goal 4*.

A diverse cross-section of the library community involved in the discussions included academic, public, school, and special librarians, regional library system staff, public library trustees, library patrons, and leaders from Illinois library organizations and consortia. Diverse representation ensured that voices were heard from every corner of the state on behalf of every type of library and the patrons they serve. In this plan, careful consideration is given to every library user ranging from children learning how to read, to adults struggling with literacy issues, to the research needs of the Chairmen of major corporations and graduate students, to senior citizens with training and access issues, and to everyone in-between. The needs and goals of the residents of Illinois and the statewide library community were reviewed meticulously in order to develop this plan.

The results of the *Evaluation of Library Services and Technology Act Funds FY 2008 - FY 20012* were carefully reviewed. The ISL hired an outside evaluator to help determine the effectiveness of the LSTA program in improving library services for the residents of Illinois. The evaluator also assessed how library services could be improved or trends influenced with LSTA funds. The evaluation used formal survey methods, asked questions appropriate for determining outcomes, investigated what should continue, and made recommendations to improve the overall impact of LSTA funds in Illinois.

Reports and published data sources were analyzed to discover and document areas of need in Illinois. Sources were retrieved January through May 2012 and are included at the end of this document on page 25.

Mission Statement of the Illinois State Library

*The ISL promotes excellence in information access and innovative services
for government, libraries and people.*

Goal 1 *(Access to Information and Ideas)*
Position the Illinois library community to extend library services for all Illinois residents by providing access to information and ideas. This position is supported through programs and services providing diverse resources, whether virtual or tangible, embracing technology and sharing resources.

Needs Assessment
Access to information is a fundamental need in a democratic society. Knowledgeable citizens are more likely to make informed decisions, share ideas, engage more completely and express opinions. The people of Illinois, regardless of age or ability, need access to current, accurate and objective information that will meet their individual needs. Results from an online search often elicit thousands of internet hits leading to frustration sorting through the responses. Librarians are essential to help Illinoisans find suitable and reliable resources. Whether the patron is a second grader or a nuclear physicist, Illinois libraries (academic, public, school and special) are a safe source for information.

- Illinois residents rely on libraries for a variety of information. In state fiscal year 2010 - 2011, Illinois public libraries reported nearly 67 million annual visits, averaging 182,773 people using public libraries every day, and asking over 10 million reference questions.[2] Of these, inquiring children asked over three million, or over 8,000 questions every day! Libraries are in a unique position to provide a balance of resources and services that support information seeking individuals of all ages and abilities.

- Illinois is home to 179,628 people unable to read standard print comfortably due to visual or physical disabilities. This number is based on a formula (calculated at 1.4% of the population) used by the National Library Service. This figure does not include people with "senior eyes" (blurry after 20 minutes of reading) who could also benefit from library services that provide alternatives to reading print.

- Citizens rely on digital libraries to provide virtual access to library materials 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 2011, there were 17,738,640 hits to the IDA web site, averaging over 51,000 hits every day. On average, 15,066 visitors use the resources of IDA and download about 50GB of data every month.

- Students need seamless access to quality information to develop information literacy skills. The *Illinois Standards Aligned Instruction for Libraries* 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.* [3]

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[2] Illinois State Library. State Fiscal Year 2010-2011 "Illinois Public Library Annual Report Bibliostat Collect".
[3] Illinois School Library Media Association. 2011 "Illinois Standards Aligned Instruction for Libraries."
http://islma.org/ISAIL.htm

- On the 2012 statewide *LSTA/Continuing Education Survey*, library staff and stakeholders responded:

  - 91% strongly agreed that statewide delivery of library materials is a valuable service. 78% use statewide delivery frequently and another 12.8% use it as needed.

  - When asked if OCLC FirstSearch databases provided by ISL at no cost to all libraries statewide, are a valuable online resource, 72.1% strongly agreed and another 21.8% somewhat agreed that this is a valuable online resource (total 93.9% affirmative). 49.4% use the databases frequently and an additional 32.7% use them as needed.

  - WebJunction Illinois is an online portal that provides access to resources and online learning for library staff, and has annually been supported by ISL with LSTA funds. 88.9% strongly agreed or somewhat agreed that this is a valuable resource.

- When asked to indicate the importance of possible initiatives that could be supported with LSTA funds, based on the library's local need:

  - Support of interlibrary resource sharing was a top priority for 82.7% of the responders with an additional 12.3% indicating this is important to their library (95% affirmative).

  - 65.7% indicated that joining and maintaining affordable membership in a shared automation system for resource sharing is a top priority for libraries with another 18.5% stating this is important (84.2% affirmative).

Programs and Activities

Goal 1 will be accomplished through statewide initiatives and services, subgrant competitions and/or cooperative agreements that develop and advance access to library resources, connectivity and services. Programs and activities will support federal priorities and may include:

(1) Support for efforts to develop activities that provide access to quality content and information, virtual and tangible, including strategies such as collection development, online resources or databases, digital downloads, especially for adults and teens of all abilities; and provide access to resources that meet the unique information needs of knowledge seekers (e.g., job seekers, students or genealogy researchers). The expected benefit is to expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, and digital literacy skills. ISL will seek to implement these activities between 2013 and 2017.

(2) Support for efforts to empower people with reliable and responsive access to information through the sharing of library resources (e.g., delivery of materials, resource sharing, interlibrary loan or content management) for library patrons of all ages. Support programs, library services or activities that incorporate access to online databases and repositories to meet the eclectic needs of library users (especially researchers and information seekers) making unique resources available to the general public. Extend opportunities for libraries to digitize significant collections to add to the Illinois Digital Archives. Develop a portal for grant application and management through a web-based, single-unified-source-of-information (e.g., SUSI) resulting in improved accountability for LSTA funds including certification of a library agency's eligibility for grant funds. The expected benefit is to establish or enhance electronic and other linkages and improve coordination among and between libraries and entities, as described in 20 U.S.C. § 9134(b)(6), for the purpose of improving the quality of and access to library and information services. ISL will seek to implement these activities between 2013 and 2017.

(3) Support for library services that consider special needs of users and reduce barriers to transform conditions for underserved and people having difficulty using the library (e.g., outreach, digital downloads, mobile applications or online resources) to provide access for people with special needs. The expected benefit is to impact library and information services for persons having difficulty using a library and underserved urban and rural communities, including children from families with incomes below the poverty line. ISL will seek to implement these activities between 2013 and 2017.

(4) Reduce barriers to print challenged Illinois residents via assistive technologies and services such as provided by the Illinois talking book and braille network. Offer services for underserved and people of all ages and abilities having difficulty using the library (e.g., reciprocal access or outreach). The expected benefit is a positive impact on library services for individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills. ISL will seek to implement these activities between 2013 and 2017.

(5) Strengthen access and coordination between libraries through activities that establish collaborations and networks such as support for shared library catalogs (e.g., local library system automation programs or LLSAPS), retrospective conversion or automation. Support the shared videoconferencing network to encourage collaboration and engage library staff and collaborators. The expected benefit is that all users are provided access to information through local, state, regional, national, and international collaborations and networks. ISL will seek to implement these activities between 2013 and 2017.

Goal 2 *(Lifelong Learning)*
Position the Illinois library community as an educational anchor that provides experiences supporting lifelong learning and information fluency to address the diverse needs of Illinois residents.

Needs Assessment
Libraries are critical in the overall support of individuals learning through relevant activities and educational programming with reliable, current and accurate information, and competent staff. Libraries of all types support the personal growth, lifelong learning and the essential continuous education of Illinois residents of all ages and abilities.

- Illinois libraries encourage people, regardless of abilities or knowledge levels, to learn at the library. Illinois has an impressive workforce. Nearly one-half of the state's 5.6 million workers are professionals, skilled technicians, craftspeople or machine operators. About 10% are employed in manufacturing. Illinois workers are well educated; 59% have some education beyond high school.[4]

- In 2010, over 900,000 students were enrolled in classes at Illinois' 187 institutions of higher education. Students' success is supported by Illinois academic libraries at nine public universities, 48 community colleges, and 130 independent colleges and universities.[5]

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[4] Illinois Department of Commerce and Economic Opportunity. "Facts & Figures - The Illinois Workforce 2011."
http://www.ildceo.net/NR/rdonlyres/F7117C57-0DBC-417D-81F0-30C97879C019/0/Workforce2011.pdf
[5] Illinois Board of Higher Education. "Data Book on Illinois Higher Education 2011".
http://www.ibhe.state.il.us/Data%20Bank/DataBook/2011/DATABOOK2011.pdf

- Patrons look to libraries to support their self-directed education and lifelong learning. The *Illinois Public Libraries Annual Report* for state fiscal year 2010 - 2011 documents that over four million people took advantage as public libraries offered 158,166 programs on various topics to meet the educational and informational needs of participants, translating to an average of over 433 library based programs and training sessions being offered every day at public libraries across the state.

- Illinois is home to people from multiple cultures, not necessarily fluent in English. The 2010 U.S. Census reports that 21.7% of Illinois residents speak a language other than English as the primary language in their home. Chicago is the second-largest Polish populated city in the world, outside of Warsaw, Poland.

- Libraries provide learning activities that address diverse needs and interests. Illinois schools provided bilingual education for 197,388 students (8.8% of the total K-12 enrollment) during the 2010 - 2011 school year, with 34% of the limited English students enrolled in the Chicago Public Schools. Statewide, Spanish is the primary language for 81% of these students with special language needs.[6]

- Literacy programs benefit those adults lacking in the most basic academic skills. Limited functional literacy prevents these adults from fully engaging in family, work and community roles. Of the 8.4 million Illinois residents 25 years-old or over, 5.6% have less than a ninth grade education. An additional 7.5% of Illinois residents have between a 9th and 12th grade education, but have no high school diploma. In total, over 1 million (13%) adults do not have a high school diploma and could benefit from literacy efforts provided by libraries.[7]

- Students depend on quality school libraries to meet their educational needs. The Illinois School Library Media Association identifies an increased demand and demonstrated need for continuing education and regional professional development opportunities for library staff, and an increased need for instructional resources specifically to develop information literacy skills.[8]

- General continuing education and training for library staff are a top priority for 59.6% of those responding to the 2012 statewide *LSTA/Continuing Education Survey*, with an additional 31.6% indicating this is somewhat important (91.2% affirmative). Specifically, training programs to improve the management skills and knowledge of library administrators are important or very important activities for 84.3% of all responders.

Programs and Activities
Goal 2 will be accomplished through statewide initiatives and services, subgrant competitions and/or cooperative agreements that support Illinois residents of all ages learning through library programs, engaging activities, educational experiences, need-based services, and informational resources. Programs and activities will support federal priorities and may include:

(1) Raise public awareness and provide opportunities that encourage expression and engage users of all ages and abilities. Strategies include educational programs, informal training, customized workshops and virtual or participatory learning to raise awareness, improve skills, and provide information to meet the learning needs and expectations of targeted populations and

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[6] Illinois State Board of Education. "2011 Annual Report, Students." http://www.isbe.state.il.us/reports/annual11/toc.htm
[7] White, Jesse, Secretary of State and State Librarian and Illinois State Library. "Guide to the Secretary of State Literacy Effort 2012." http://www.cyberdriveillinois.com/publications/pdf_publications/ldl8.pdf
[8] Illinois School Library Media Association. "Strategic Plan 2008 – 2013." http://www.islma.org/pdf/Strat.pdf

geographies. Opportunities include support for children and youth learning through library initiatives (e.g., early childhood projects, homework centers or after school programs). The expected benefit is to expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, and digital literacy skills. ISL will seek to implement these activities between 2013 and 2017.

(2) Provide a quality experience for library users, whether in-person or virtual, by developing a knowledgeable library staff and professional leadership through educational programs and training activities, group activities or individual learning (e.g., WebJunction Illinois or the On the Front Lines Conference). The expected benefit is to enhance the skills of the current library workforce and leadership, advance the delivery of library and information services, and enhance efforts to recruit future professionals to the field of library and information services. ISL will seek to implement these activities between 2013 and 2017.

(3) Provide for local multi-partner projects within a community to enhance local community information and support partnerships that create opportunities to collaborate on issues for a greater good (e.g., disaster preparedness). The expected benefit is the development of public and private partnerships with other agencies and community based organizations. ISL will seek to implement these activities between 2013 and 2017.

(4) Develop activities with inclusive and accessible formats to create an atmosphere for learning based on the diverse needs and interests of the participants (e.g., adult literacy activities, family literacy programs and issues of cultural diversity) especially for learners of all ages, abilities and diversities including those with limited literacy skills and their families. The expected benefit is a positive impact on library services for individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills. ISL will seek to implement these activities between 2013 and 2017.

Goal 3 *(Reading)*
Position the Illinois library community to further a literate Illinois by creating a reading culture that encourages reading fluency for recreation and/or education.

Needs Assessment
The National Endowment for the Arts report, *To Read or Not to Read,* provides a comprehensive overview on Americans reading. The ability to read and have access to books *changes lives for the better. Reading transforms the lives of individuals whatever their social circumstances. Regular reading not only boosts the likelihood of an individual's academic and economic success … but it also seems to awaken a person's social and civic sense.*[9] Programs that encourage reading develop language, provide diverse insight, and inspire and increase awareness and mindful thought. Access to an abundance of quality reading materials for all people regardless of age or financial means coupled with opportunities to discuss, reflect and absorb what is learned, are keys to developing healthy communities and productive, engaged residents who will help change their communities for the better.

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[9] National Endowment for the Arts. "To Read or Not to Read: A Question of National Consequence." Research Report #47, November 2007. http://www.nea.gov/research/ToRead.pdf

- 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 Libraries* 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 a knowledge of genres and literary elements*

  - *Derive meaning from informational texts in various formats.[10]*

- The Illinois Standards Achievement Test (ISAT) is administered to students in grades 3 through 8 annually. In 2011, 74.7% of third graders and 85% of eighth graders met or exceeded the standards in reading. Considering they have one more year before they graduate and potentially join the workforce, the results of the 2011 Prairie State Achievement Exam show that only 51% of the juniors in high school meet or exceed the standards in reading.[11]

- Illinois residents rely on libraries to lend reading materials. In 2011, the average cost of a children's hardcover fiction book was $22, a hardcover young adult book was $24 and a hardcover adult title was $28.[12] The Illinois State Board of Education reports that the percentage of low income students jumped from 42.9% in 2009 to 48.1% in 2011.[13] This is an alarming trend as the percentage of low income students over time is on the rise and books are a luxury they often cannot afford. The *Illinois Public Libraries Annual Report* for state fiscal year 2010 - 2011 confirms that people are using libraries to obtain reading materials with over 64 million books circulated statewide, averaging 175,375 books checked out of public libraries every day.

- Access to reading materials is critical for students with limited English language skills to be successful. The *2011 School Report Card for Illinois* documents that 8.8% of Illinois students are limited English proficient. This is an increase from 2006, when 6.6% of the K-12 population fell into this demographic.[14]

- Low-literate adults need reading materials and literacy reinforcement that can be provided by libraries. In support of low-literate adults, 29% of the public libraries in Illinois house a dedicated high-interest/low vocabulary reading collection, as collected from the final narrative reports of the FY2011 Adult Literacy Grant program of the ISL.

- In an open ended question asking what new service libraries would start if they had seed money to do so, 24% of the librarians specifically mentioned e-books as a new initiative for reaching out to readers.

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[10] Illinois School Library Media Association. 2011 *"*Illinois Standards - Aligned Instruction for Libraries." http://islma.org/ISAIL.htm

[11] Illinois State Board of Education. "2011 Annual Report, Student Performance." http://www.isbe.state.il.us/reports/annual11/toc.htm

[12] Kenney, Brian, *"*Better Data, Better Libraries: Statistics are More Important Than Ever." *School Library Journal (*March 1, 2011). http://www.schoollibraryjournal.com/slj/printissue/currentissue/889315-427/better_data_better_libraries_statistics.html.csp

[13] Illinois State Board of Education. "Illinois Education Quick Stats 2011." (January 2012). http://www.isbe.net/research/pdfs/quickstats_2011.pdf

[14] Illinois State Board of Education. "2011 Illinois State Report Card." http://webprod.isbe.net/ereportcard/publicsite/getReport.aspx?year=2011&code=2011StateReport_E.pdf

Programs and Activities

Goal 3 will be accomplished through statewide initiatives and services, subgrant competitions and/or cooperative agreements that support people of all ages reading for information and enjoyment thus fostering a culture of reading. Programs and activities will support federal priorities and may include:

(1) Support for initiatives to engage readers of all ages and abilities 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. Increase the library's reading resources both virtual and tangible to support independent reading and reading related activities including the use of books and media, web resources and appropriate technologies. The expected benefit is to expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, and digital literacy skills. ISL will seek to implement these activities between 2013 and 2017.

(2) Provide encouragement to develop partnerships that create opportunities to engage readers of all ages and create a reading culture (e.g., one book, one community programs or family reading nights). The expected benefit is the development of public and private partnerships with other agencies and community-based organizations. ISL will seek to implement these activities between 2013 and 2017.

(3) Support for opportunities to develop customized reading programs for targeted audiences with diverse or unique needs (e.g., book discussions engaging senior citizens, college students, home schooled students, low-literate adult learners or readers of English as another language). The expected benefit is a positive impact on library services for individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills. ISL will seek to implement these activities between 2013 and 2017.

(4) Provide services and resources to encourage independent or guided reading (e.g., readers' advisory and making a variety of formats available such as e-books, audio, print) for all Illinoisans. The expected benefit is to impact library and information services for persons having difficulty using a library and underserved urban and rural communities, including children from families with incomes below the poverty line. ISL will seek to implement these activities between 2013 and 2017.

Goal 4 *(Innovation, Research and Development)*

Position the Illinois library community to provide quality library and information services through research and discovery, best practices, innovation and engaging strategies.

Needs Assessment

Academic, public, school and special libraries add value to the communities they serve and improve the quality of life for their constituents. As the demographics of Illinois change, libraries must explore possibilities, search out best practices and have the courage to discover innovative solutions to meet the evolving needs of library users and the underserved.

- Illinois is the fifth largest state in the nation. According to the U.S. Census 2010 data, over 12.8 million people live in Illinois. While the population is predicted to increase, growth is sluggish

and falling behind other states. Illinois' rate of growth is ranked 41st among the 50 states putting Illinois' future ability to maintain this ranking in the top five most populated states at risk.

- While Cook County, home to Chicago, continues to have the highest population in the state with nearly 5.2 million residents, Cook County's population decreased by 3.4% over the past decade while populations in the surrounding suburban counties increased. Sixty-one of Illinois' 102 counties lost population during the 2000's. As communities experience a loss in population and an erosion of their tax base, tax caps and declining tax revenues could have a negative impact on funding for libraries.

- Recognized by the U.S. Census to be one of the top ten fastest growing incorporated places, the village of Plainfield (50 miles from the Chicago Loop) ranked number six nationwide with a 203.6% increase in population from 2000 to 2010. Kendall County, IL (southwest of Cook County) experienced the largest countywide population growth in the nation with a 110.4% increase from 2000 to 2010.

- A statewide issue of inequities becomes apparent as students and technology savvy residents expect the latest technologies and innovative services from their libraries; yet libraries in regions experiencing an economic decline or whose parent agency is downsizing, are struggling to maintain the most basic services and keep the doors of the library open.

- The population of Illinois is aging. The very elderly population, considered to be those over age 85, increased by 22% from 2000 to 2010. Senior citizens are traditionally solid users of the public library, and the numbers are projected to increase.

- The number of children in Illinois 15-years-old and younger actually declined from 2000 to 2010 with children under five at the lowest total since the 1940's.   There were fewer babies born in Illinois in 2009 than in 1976. With fewer to serve, general services for children run the risk of budget cuts and may present opportunities for libraries to fill a future void in early childhood programming initiatives.

- Illinois is becoming more diverse. Between 2000 and 2010, the largest reported increase was in the Asian population which experienced a 38.6% increase. Residents reporting a Latino or Hispanic origin increased by 32.5%. People identifying two or more races, on their census form, increased by 23.4%.   The changing demographics are impacting the Illinois workforce. It is forecast that by 2020, one-third of the workforce in Illinois will come from non-white groups, with the greatest increase expected in Hispanic workers. As workers from minority groups become an increasingly dominant part of the Illinois workforce, their education will be increasingly critical to the success or failure of the economy.[15] Cultural diversity and the shifting demographics of Illinois communities are an ongoing consideration when developing library services.

- With larger areas of service, the regional library systems are considering new strategies to deliver support services for the libraries in Illinois. To survive the economic downturn, in 2011, Illinois' ten regional library systems merged to form three. The Chicago Library System (CLS) serves the city of Chicago.   Reaching Across Illinois Library System (RAILS) serves northern and western Illinois representing more than 3,700 academic, public, school and special libraries in a 27,000 square mile area. The Illinois Heartland Library System (IHLS) supports academic,

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[15] Northern Illinois University. "Science, Technology, Engineering and Math Education." (June 2006). http://www.keepingillinoiscompetitive.niu.edu/ilstem/pdfs/STEM_ed_Trends_1-3.pdf p. 19.

public, school and special libraries in central and southern Illinois, serving over 28,141 square miles and over 2.2 million people. When compared to the square feet of the U.S. states, Illinois' two multi-type regional library systems serve territories larger than eleven states including West Virginia and Maryland. Innovation and an insightful use of technologies are vital in maintaining support services for libraries.

- Illinois measures about 400 miles from its northern border to its southernmost tip. At the northeast, Cook County is the second most populous county in the nation, second only to Los Angeles. Yet, according to the Illinois Department of Agriculture, Illinois is also home to 76,000 farms covering more than 28 million acres or nearly 80% of the state's total land area. In Illinois, only 67% of farmers report having computer access. Of these, 43% use the computer in their business. In 2011, 9% were still using a dial-up connection to access the internet.[16] Libraries offering higher speed internet services could investigate services for rural residents such as farmers.

- Unemployment rates in Illinois continue to stay above the national average. In April 2011, 9.5% were unemployed in Illinois, while 9.0% were unemployed nationally. In April 2012, the Illinois unemployment rate improved to 8.7% while the national average fell to 8.1%.[17] Since employment results in residents earning personal income, unemployment has a negative influence on consumer spending, and reflects the health of a state's economy.

- The number of operating public school districts declined from 891 in 2002 to 868 in 2011. There were 3,904 public school attendance centers in 2011.[18] Unfortunately, not every one of these attendance centers offers its students the resources of a school library. The ISL recognizes staffed school libraries at about 2,700 public schools based on eligibility for the School District Library Grant. Therefore, it is possible that nearly 1,200 K-12 schools offer no identifiable library media program.

- The Illinois Century Network (ICN) is a telecommunications backbone providing affordable internet connectivity for everything from connecting library catalogs for interlibrary loan to providing uninterrupted access to reference databases or digital repositories. ICN predicts that innovation and technology are keys for future prosperity of the state. To quote the ICN:

  Illinois is on the doorstep of a learning revolution that will propel economic growth for individuals to get jobs, for business to be competitive, and for states to be prosperous. Whether Illinois becomes a leader in this emerging world of educational innovation depends largely on the willingness to deploy the technology to make learning available virtually anytime, anywhere.[19]

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[16] United States Department of Agriculture National Agricultural Statistics Services. "Farm Computer Use and Ownership." (August 2011). http://usda01.library.cornell.edu/usda/current/FarmComp/FarmComp-08-12-2011.pdf
[17] Illinois Department of Employment Security. "Local Area Unemployment Statistics." http://www.ides.illinois.gov/page.aspx?item=908
[18] Illinois State Board of Education. "2011 Annual Report, 2011 Condition of Education." http://www.isbe.state.il.us/reports/annual11/toc.htm
[19] Illinois Department of Central Management Services. "Vision of the Illinois Century Network". http://www.illinois.net/about/vision.htm

Programs and Activities

Goal 4 will be accomplished through statewide initiatives and services, subgrant competitions and/or cooperative agreements to position the library community as a leader to anticipate future expectations of library users and emphasize innovative technology solutions in a world with unimagined network devices and tools. Programs and activities will support federal priorities and may include:

(1) Invest in projects that encourage research, innovative approaches or testing new ideas in support of people of all ages learning at the library. The expected benefit is to expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, and digital literacy skills. ISL will seek to implement these activities between 2013 and 2017.

(2) Research and explore possibilities to engage users in the evaluation of current and future trends impacting the greater statewide library community. For example, explore creative possibilities for online resource sharing (sharing of electronic materials) across the state on behalf of the people of Illinois. The expected benefit is to establish or enhance electronic and other linkages, and improve coordination among and between libraries and entities, as described in 20 U.S.C.§ 9134(b)(6), for the purpose of improving the quality of and access to library and information services. ISL will seek to implement these activities between 2013 and 2017.

(3) Invest in projects that encourage innovation and testing new ideas to make libraries' resources and services available in new and innovative ways for people of diverse backgrounds and abilities. The expected benefit is a positive impact on library services for individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills. ISL will seek to implement these activities between 2013 and 2017.

(4) Identify trends to explore and discover best practices and models for improving the quality of and access to library and information services. The expected benefit is all users are provided access to information through local, state, regional, national, and international collaborations and networks. ISL will seek to implement these activities between 2013 and 2017.

Coordination Efforts

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. For example:

- The Illinois State Board of Education (ISBE) administers state and federal grant programs to schools for early childhood, elementary and secondary education. ISL complements the efforts of ISBE by providing subgrants to school libraries in support of library services for pre-kindergarten through high school students and teachers.

- ISBE is the lead applicant for the federal Race to the Top - Early Learning Challenge grant. ISL supports the ISBE application and the efforts of school/public libraries for the Race to the Top initiatives to develop programs and improve early learning for young children in Illinois.

- The Illinois Board of Higher Education (IBHE) administers state and federal higher education grant programs for colleges and universities. ISL complements the efforts of IBHE by providing subgrants to academic libraries for the provision of 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 ISL, ISBE, IBHE, and/or the Illinois Department of Commerce and Economic Opportunity (DCEO). 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. ISBE awards funds in support of the early childhood activities. IBHE awards funds in support of the adult education activities. DCEO funds activities supporting workplace instruction. Working together, state and federal funds are leveraged for the greatest impact to improve literacy in Illinois.

In 2011 and 2012, the ISL worked with the U.S. Small Business Administration to provide technology packages for 128 public libraries to help businesses and entrepreneurs in their communities create new economic growth opportunities.

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

Evaluation Plan

Data collection techniques will improve under the *FY2013 - FY2017 Long Range Plan for the Use of LSTA Grant Funds in Illinois* as the ISL transitions to an online platform for collecting reports and statistics. Outcomes proposed on an awarded application will pre-populate on subsequent reports. This will allow for more accurate reporting to show improvement or increases per each of the federal priorities.

Subgrantees are required to submit quarterly reports that summarize the progress of project activities and expenditures to monitor any variation from the approved program. In the final reports, the subgrantees are required to 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. Project directors are required to submit statistics, correspondence, reports, and other materials relevant to the project evaluation.

The ISL is committed to both the evaluation of individual projects and to the evaluation of the LSTA program in Illinois. Individual project evaluations as well as surveys and reports will be taken into

consideration when evaluating success in meeting the overall goals and priorities stated in this document.

Annually, Illinois will build on the strengths of successful programs and determine if any 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 in an online community, as well as in the IMLS annual state program report.

The ISL will conduct regular and ongoing evaluation of selected projects under the IMLS focal areas to track annual progress towards meeting expectations in these distinct program areas. The focal areas are broad categories, generally supported nationwide with LSTA funds. The focal areas include: civic engagement, employment and business development, information access, human services, lifelong learning, and institutional capacity. The IMLS focal areas will be integrated into the subgrant reporting requirements to appropriately categorize applicable projects.

Focal Area	Programs & Activities	State Goal	Federal Priority	Evaluation		
				Year 1	Year 3	Year 5
Civic Engagement	Raise public awareness and provide opportunities that encourage expression and engage users, e.g., offer opportunities to engage residents in sharing their stories, histories and opinions, such as Veterans History Projects	**Goal 2 (1)** Support lifelong learning and information fluency	1) Expand services for learning and access to information and educational resources	Collect data on incidences where people are engaged collectively for civic improvement	Analyze changes and identify opportunities to improve participation	Identify best practices that foster civic engagement
Civic Engagement	Support partnerships that create opportunities to collaborate on issues for the public good, e.g., disaster planning and preparedness	**Goal 2 (3)** Support lifelong learning and information fluency	4) Develop public and private partnerships with other agencies and community-based organizations	Collect data on incidences where partners are engaged in activities	Analyze changes in opportunities	Identify elements that make effective partnerships
Civic Engagement	Support the shared videoconferencing network to encourage collaboration and engage library staff and collaborators	**Goal 1 (5)** Provide access to information and ideas	7) Provide all users access to information through collaborations and networks	Establish an historical baseline for the videoconferencing network and the conversations occurring	Analyze changes and identify opportunities to improve the network	Identify best practices to engage users

Focal Area	Programs & Activities	State Goal	Federal Priority	Evaluation		
				Year 1	Year 3	Year 5
Civic Engagement	Research possibilities to engage users for impact on the greater statewide library community, e.g., studies such as the Illinois Library Association's study on the Future of Illinois Library Cooperation	**Goal 4 (2)** Research and discovery, best practices, innovation, and engaging strategies	2) Establish or enhance electronic and other linkages and improve coordination	Establish a baseline where users are engaged in assessment	Analyze results and identify opportunities	Make recommendations for improvements to library services
Employment & Business Development	Provide access to resources that meet the unique information needs of knowledge seekers, e.g., resources for job seekers and local businesses	**Goal 1 (1)** Provide access to information and ideas	1) Expand services for learning and access to information and educational resources	Collect historical data to show the statewide levels of investment in employment and business development	Assess the strategies public libraries are using to identify job seekers and to serve small businesses	Gather stories to demonstrate the impact of library resources and services on economic development
Information Access	Support efforts to provide access to quality content and information through libraries, whether virtual or tangible, e.g., online databases, collection development, digital downloads	**Goal 1 (1)** Provide access to information and ideas	1) Expand services for learning and access to information and educational resources	Collect data to show the current levels of participation in the statewide databases	Assess if opportunities change and the extent to which local libraries make databases available.	Gather demographics about end users to show characteristics of users and use patterns
Information Access	Support efforts to empower people with reliable and responsive access to information through the sharing of library resources, e.g., delivery of materials between libraries, interlibrary loan, cataloging and basic access functions	**Goal 1 (2)** Provide access to information and ideas	2) Establish or enhance electronic and other linkages and improve coordination	Collect data on incidences where libraries are sharing resources	Assess if opportunities change and how these changes impact the sharing of library resources	Identify the value of resource sharing to expand and promote access to information

Focal Area	Programs & Activities	State Goal	Federal Priority	Evaluation		
				Year 1	Year 3	Year 5
Information Access	Support access to online databases and repositories to meet the eclectic needs of library users, e.g., Illinois Digital Archives (IDA)	**Goal 1 (2)** Provide access to information and ideas	2) Establish or enhance electronic and other linkages and improve coordination	Collect historical data to show the statewide levels of investment in digitization projects	Assess the extent to which local libraries make IDA and other digital repositories available	Gather demographics about end users to show characteristics of users and use patterns
Information Access	Strengthen access through collaborations and networks between libraries, e.g., LLSAPS, cataloging, retrospective conversion or automation	**Goal 1 (5)** Provide access to information and ideas	7) Provide all users access to information through collaborations and networks	Collect data to show the current levels of participation in the shared library catalogs and use	Analyze changes as the shared catalogs evolve	Identify best practices to improve access for users
Human Services	Support library services that consider special needs of users and reduce barriers to transform conditions for underserved and people having difficulty using the library, e.g., reciprocal access, outreach, digital downloads, mobile applications or online resources	**Goal 1 (3)** Provide access to information and ideas	6) Target library and information services to persons having difficulty using a library	Collect data on incidences where libraries are transforming conditions for the underserved and people having difficulty using libraries	Assess if opportunities change and the impact on access	Identify best practices that support improved access
Human Services	Reduce barriers to print challenged Illinois residents via assistive technologies and services such as provided by the Illinois talking book and braille network	**Goal 1 (4)** Provide access to information and ideas	5) Library services to individuals of diverse backgrounds, disabilities, and limited functional literacy or information skills	Compile data on the historical model for delivery of talking book and braille services	Assess changes and the capacity of network to address the needs of the print challenged population	Gather data and stories to show changes and impact on end users

Focal Area	Programs & Activities	State Goal	Federal Priority	Evaluation		
				Year 1	Year 3	Year 5
Human Services	Invest in projects that encourage innovation and testing new ideas to use the library's resources, e.g., projects that impact new immigrants or literacy students	**Goal 4 (4)** Research and discovery, best practices, innovation and engaging strategies	5) Library services to individuals of diverse backgrounds, disabilities, and limited functional literacy or information skills	Collect data on incidences where libraries are transforming conditions	Assess if opportunities change and the impact on access	Identify best practices
Human Services	Identify trends to improve the quality of and access to library and information services, e.g., data collection and comparison projects like IL Public Library Annual Reports	**Goal 4 (5)** Research and discovery, best practices, innovation and engaging strategies	7) Provide all users access to information through collaborations and networks	Collect statistics on library use	Compare data	Identify trends and opportunities
Lifelong Learning	Support children, teens or adults learning through library initiatives, e.g., digital literacy, early learning projects, Project Next Generation, computer training, genealogy searching skills, use of new technologies	**Goal 2 (1)** Support lifelong learning and information fluency	1) Expand services for learning and access to information and educational resources	Collect data on incidences where libraries offer educational programs	Assess changes and the capacity of libraries to address the learning needs of users	Gather data and stories to show learning occurring in libraries
Lifelong Learning	Develop activities and create an atmosphere for learning based on the diverse needs and interests of the participants, e.g., adult literacy and family literacy programs and issues of cultural diversity	**Goal 2 (4)** Support lifelong learning and information fluency	5) Library services to individuals of diverse backgrounds, disabilities, and limited functional literacy or information skills	Collect historical data to determine libraries involvement with literacy efforts	Assess changes and the capacity of libraries to address the needs of the low-literate and ESL population	Gather data and stories to show changes in literacy skills among participants

Focal Area	Programs & Activities	State Goal	Federal Priority	Evaluation		
				Year 1	Year 3	Year 5
Lifelong Learning	Support initiatives to engage readers of all ages and abilities in formal and independent reading, e.g., authors series, reading clubs and programs, early childhood reading development	**Goal 3 (1)** Encourage reading	1) Expand services for learning and access to information and educational resources	Collect data on incidences where libraries engage readers and support reading skills	Analyze changes and identify opportunities to improve support for people reading	Identify best practices that support the reading experience
Lifelong Learning	Provide encouragement to develop partnerships that create opportunities to engage readers of all ages and create a reading culture, e.g., one book, one community programs or family reading nights	**Goal 3 (2)** Encourage reading	4) Develop public and private partnerships with other agencies and community-based organizations	Collect historical data to identify the types of activities where partnerships are clear	Analyze changes in opportunities	Identify elements that make effective partnerships
Lifelong Learning	Support customized reading programs to targeted audiences with diverse or unique needs, e.g., book discussions engaging senior citizens, college students, home schooled students, low-literate learners or ESL readers	**Goal 3 (3)** Encourage reading	5) Library services to individuals of diverse backgrounds, disabilities, and limited functional literacy or information skills	Collect data on incidences where libraries engage readers and support reading skills	Analyze changes and identify opportunities to improve support for people reading	Identify best practices that support the reading experience
Lifelong Learning	Provide services and resources to encourage independent or guided reading, e.g., readers' advisory, and making a variety of formats available such as e-books, audio, print	**Goal 3 (4)** Encourage reading	6) Target library and information services to persons having difficulty using a library	Collect data on incidences where libraries engage readers and support reading skills	Analyze changes and identify opportunities to improve support for people reading	Identify best practices that support the reading experience

Focal Area	Programs & Activities	State Goal	Federal Priority	Evaluation		
				Year 1	Year 3	Year 5
Lifelong learning	Invest in projects that test new ideas in support of people learning at the library e.g. Research, data analysis and recommendations for best practices	**Goal 4 (1)** Research and discovery, best practices, innovation and engaging strategies	1) Expand services for learning and access to information and educational resources	Assess the economic feasibility to test new ideas	Analyze changes and identify opportunities	Identify best practices to create culture that values reading for information
Lifelong Learning	Develop knowledgeable library staff and leadership, e.g., public library trustee education, WebJunction Illinois, and activities such as ILEADU or On the Front Lines	**Goal 2 (2)** Support lifelong learning and information fluency	(3) Enhance the skills of the current library workforce and leadership	Assess the economic feasibility to address needs identified for learning	Analyze changes and identify opportunities	Identify trends and changes in the library workforce
Institutional Capacity	Develop a portal for grants application and management through a single web-based source resulting in improved accountability for LSTA funds, e.g., SUSI	**Goal 1 (2)** Provide access to information and ideas	2) Establish or enhance electronic and other linkages and improve coordination	Collect the baseline indicative information of libraries with certification per administrative rules	Identify trends in certification status and subsequent eligibility for grants	Identify key components of successful grant management through an online portal

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 *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 IL ADC 3030.10 Definitions)*

The library must agree to honor the current *ILLINET Interlibrary Loan Code*[20] and all current resource-sharing agreements. The library must share its collection without charge with other libraries in Illinois

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[20] White, Jesse, Secretary of State and State Librarian and Illinois State Library. "ILLINET Interlibrary Loan Code." (2008). http://www.cyberdriveillinois.com/publications/pdf_publications/lda130.pdf

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 must annually certify eligibility for grants and services from the ISL. The certification process validates the accuracy of a library agency's contact information, verifies basic data for branch or building libraries; and confirms compliance with the statutory criteria for membership in a regional library system.

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 Definitions)* 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. The third library system is the Chicago Public Library System.

Library Organization: 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 IL ADC 3030.10 Definitions).* Their 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.

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 State Library Advisory Committee).* 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. The lists of committee members and archived minutes for ISLAC and other ISL committees are available on the ISL website at: http://www.cyberdriveillinois.com/departments/library/about/committees/home.html

Grant Reviewers serve as an advisory group critical to the implementation of and adherence to the LSTA plan. Grant reviewers represent 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 run 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 annually reviewing and making recommendations to fund projects that meet the established criteria. In 2011, a Conflict of Interest Policy was implemented to identify potential bias during the grant application review process. To maintain objectivity and fairness, reviewers with an affiliation that may constitute a conflict of interest must not enter into any discussion about the application in question and must abstain from voting on that application.

Communication and Public Availability
The Long Range Plan for the Use of LSTA Funds 2013 - 2017 was shared in draft form with ISLAC at their regularly scheduled April 12, 2012 meeting to elicit comments, recommendations and endorsement of the goals prior to making the plan available for public comment.

Once the ISL receives notification from the IMLS that the State Plan has been approved, *The Long Range Plan for the Use of LSTA Funds 2013 - 2017* will be posted on the ISL's web site and availability will be announced to the library community in *E-News*, the weekly electronic newsletter from the ISL, with over 4,700 subscribers. The plan will be prominently displayed on the State Library's web site. 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 LSTA 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, online 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 appropriate projects within the *Long Range Plan for the Use of LSTA Funds 2013 - 2017.*

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

The ISL conducts monitoring visits at least once annually via telephone, email or in person, as determined by past performance of the subgrantee 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, challenges, and expected outcomes are discussed. The monitor will ask questions intended to spark introspection such as "What do you think?" or "What would you do differently next time?" or "Is there a better way to...?" 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.

Subgrantees are required to submit quarterly activity and financial reports that show the progress of the grant project, expenditure of grant funds, and any variation in the grant timeline or program. If a project is deemed high-risk, as identified by the monitor or determined by past performance of the subgrantee, they may be required to submit additional documentation to ensure compliance with project goals and fiscal accountability.

For all grants awarded in excess of $25,000, regardless of the funding source or the state agency awarding the grant, the Illinois Grant Funds Recovery Act (*30 ILCS 705/ Section 4 (b)(2))* requires a subgrantee to submit quarterly progress and expenditure reports.

Project directors are asked to submit statistics, progress towards meeting outcomes, correspondence, reports, copies of significant public relations items and other materials relevant to the project evaluation as part of their narrative report. Model projects also provide recommendations and best practices for others to replicate the project. The grant monitor reads 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 State Program Report.

The *Evaluation of Library Services & Technology Act Funds FY 2008 - FY 2012* recommended the revision of reporting requirements to improve the ISL's ability to efficiently collect data that chronicles progress toward achieving goals. New reporting procedures will be implemented under the 2013 - 2017 Long Range Plan. During the 2013 through 2017 timeline, the ISL will begin using a web-based platform for LSTA grant applications and reporting to leverage online tools for data gathering.

Per *23 IL ADC 3035.140 (e) Grants, Expenditures and Audits,* all Secretary of State (SOS) and ISL subgrantees 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 paper project files in accordance with the State Records Retention Schedule. In addition to reports and letters, email messages that involve communication between ISL and a subgrantee in the performance of an official function are printed and filed. 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. Closed records are retained for 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 are additionally required to participate in Open Meetings 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.

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