

SUBTITLE B

TITLE 23: EDUCATION AND CULTURAL RESOURCES
SUBTITLE B: CULTURAL RESOURCES
CHAPTER I: SECRETARY OF STATE

PART 3035
ILLINOIS STATE LIBRARY GRANT PROGRAMS

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AUTHORITY: Implementing and authorized by the Illinois Library System Act [75 ILCS 10], the State Library Act [15 ILCS 320], the Illinois Literacy Act [15 ILCS 322], and the federal Library Services and Technology Act (20 USC 9121).

SOURCE: Adopted at 31 Ill. Reg. 16309, effective Nov. 20, 2007.

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Section 3035.10 Definitions

For the purpose of this Subpart, the definitions in 23 Ill. Adm. Code 3060.10 are applicable.

SUBTITLE B**Section 3035.100 System Area and Per Capita Grants**

Application for Annual Per Capita and Area Grants to the library systems shall be made to the State Librarian prior to July 1 of each year and shall consist of the following:

- a) An annually updated plan of service. The plan of service shall clearly indicate how the proposed expenditure of State funds in the ensuing fiscal year will be utilized for the provision of member services within the goals for Illinois Library systems.
- b) The estimated system budget for the ensuing fiscal year based on current year funding with a contingency plan for anticipated funding for the ensuing year.

SUBTITLE B**Section 3035.105 Library System Technology Grants**

- a) Application for library system grants for the provision of services to member libraries and for technology developments (see Section 8(c) of the Illinois Library System Act (Act)) shall be made according to criteria established by the State Librarian.
- b) The number of grants to be awarded is at the discretion of the State Librarian, within the confines of available funding.
- c) Applicants must meet requirements established by the State Library for telecommunications and network services to member libraries.

SUBTITLE B**Section 3035.110 Special Library Services to the Blind and Physically Handicapped**

- a) Application for Annual Grants for special library services to the blind and physically handicapped shall be made to the State Librarian prior to July 1 of each year and shall consist of a budget and a description of services to be offered.
- b) To qualify for an Annual Grant to the Illinois State Library for the Blind and Physically Handicapped, the applicant agent shall be jointly designated by the Illinois State Library and the Library of Congress National Library Service for the Blind and Physically Handicapped for such purpose. An annual contract with the State Library shall be executed that specifies the objectives and budget for the service.

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Section 3035.115 Public Library Per Capita and Equalization Grants

- a) To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois Library Standards, "Serving Our Public: Standards for Illinois Public Libraries, 1997" (produced by the Illinois Library Association, 33 West Grand Avenue, Chicago IL 60610-4306). The material incorporated by reference includes no later amendments or editions. A grant applicant must raise or improve its performance levels in relation to the standards, when such levels are below the standards, according to objectives, time frames, and priorities the library shall state in its application for a grant, and that it shall also state are consistent with the terms of the plan of service of the system of which it is a member. (See Section 8.1(1) of the Act.) The applying library must be in good standing and meet the criteria of a "full member library" or a "developmental member library" as defined in 23 Ill. Adm. Code 3030.10.
- b) *Application for annual equalization grants and per capita grants to public libraries shall be made each year.* (Section 8 of the Act) Whenever an applicant library reports any changes in the population count for the eligible service area population, then the applicant library shall submit with the grant application the appropriate supporting legal documentation for the population count change. The Illinois State Library shall validate the eligible service area population of a public library using the latest census of population of Illinois, or a municipality or parts of a municipality, as prepared and submitted to the Secretary of State's Index Department by the federal government and certified by the Secretary of State in accord with the application deadline date established by the Illinois State Library.
- c) For a public library to qualify for a per capita grant, it must be a member of a library system and not under suspension. The application shall show that grant funds will be used to meet or make progress in meeting Illinois library standards cited in subsection (a).
- d) The grant may not be used for the construction of a new library or for capital improvements to the existing library.

SUBTITLE B**Section 3035.120 School District Library Grant Program**

- a) To be eligible for a School Library Grant, the applicant must be an Illinois public school district and a member in good standing of a regional multitype library system, or have made application for system membership 90 day prior to the grant application deadline and be approved for membership prior to the following January 15.
- b) To qualify for a grant under this Part, a school library must meet the criteria in Section 8.4 of the Act.
- c) Application for School Library Grants shall be made each year.
- d) The applicant shall show that grant funds will be used to support the services of the district's school library media program. The grant may not be used for the construction of a new library or for capital improvements to the existing library.

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Section 3035.125 Library Grants for Veterans' Homes

- a) Pursuant to Section 8.6 of the Act, this Section establishes the application procedures for veterans' home library grants.
- b) The application for annual grants to State-funded veterans' homes shall be made according to a deadline established by the State Librarian. The administrator and librarian or person responsible for library services at the veterans' home shall sign the application.
- c) Illinois State Library staff will evaluate the applications, and the State Librarian will make final funding decisions.
- d) Applications will be funded according to amount of funding available, demonstrated need and number of residents being served. Criteria will also include whether the plan of operation contains information about the project goals and objectives, the methods used to achieve these goals and objectives, and the involvement of staff in providing library service.
- e) In order for an application to be considered, the veterans' home must be providing library services to its residents at the time of application.
- f) The application shall consist of:
 - 1) A statement on the proposed use of the grant for which application is being made that shall show how grant funds will be used to expand library services to residents of the veterans' home. Grant funds are eligible to be used for library staff, materials, equipment and library services.
 - 2) A report on the use of the previous year's grant, if a grant was received, that shall show how the grant was used, and an evaluation detailing the impact of the program.
 - 3) A certification stating that:
 - A) the grant funds will be kept in a separate account;
 - B) local funding for library service will not diminish as a result of the program;

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- C) the library will submit semiannual financial and programmatic reports to the Illinois State Library, on January 31 and July 31 of each year, covering the use of the funds.
- 4) Other requirements established by the Illinois State Library.

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Section 3035.130 Educate & Automate Automation/Technology Grants

- a) Competitive grants
 - 1) Application for purchases of equipment and services that support library development and technological advancement (Section 8.5 of the Act) in libraries shall be made prior to July 1 according to an annual deadline by the State Librarian. Applicants shall use the forms prepared and made available by the State Librarian for this purpose.
 - 2) Criteria will include whether the project plan contains information about the project goals and objectives, the methods used to achieve these goals and objectives, the number of people to be served, and whether the proposed budget is reasonable in view of the proposed goals.
 - 3) The number of grants to be awarded is at the discretion of the State Librarian.
 - 4) Applicants must meet requirements designated by the State Library for public access to electronic information and technology.
- b) Direct expenditures by the State Librarian may be made to support library development and technological advancement in libraries (Section 8.5 of the Act).
- c) Funding awarded under subsections (a) and (b) of this Section may be used for any or all of the following purposes:
 - 1) Telecommunications costs for electronic networks for ILLINET libraries and library systems;
 - 2) Computer hardware and software for ILLINET libraries and library systems;
 - 3) Access to electronic information by the general public through ILLINET libraries;
 - 4) Converting special collections and rare materials in ILLINET libraries into digital format, making them accessible by computer to students, researchers and the general public.
- d) The following reports and records will be completed and transmitted to the Illinois State Library:

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- 1) Quarterly financial reports due December 31, April 15 and July 15 showing expenditures made from grant funds by line item.
 - 2) Quarterly narrative reports due December 31, April 15 and July 15 stating the progress of the project; accomplishments to date; problems encountered; objectives met and unmet; changes implemented; and percentage of completion of the project to date.
 - 3) Final financial report, and final narrative report due September 15 evaluating the degree to which the grantee achieved the goals and objectives of the project.
- e) Grants made under this Section are subject to the provisions of the Illinois Grant Funds Recovery Act [30 ILCS 705]. If a provision of this Subpart conflicts with a provision of the Illinois Grant Funds Recovery Act, then the provision of the Illinois Grant Funds Recovery Act controls.

SUBTITLE B**Section 3035.135 Requirements, Denial and Revocation of Approval**

- a) Grant applicants must demonstrate in their grant applications that they have satisfactorily met all requirements of this Part.
- b) The Illinois State Library may deny a grant application if the requirements in this Part are not met, or are inadequately met.
- c) Grant applicants shall use the forms prepared and made available by the State Librarian for this purpose.
- d) Grant applications not submitted on the required forms by the deadline date, or not completed, shall not be considered for funding by the Illinois State Library.
- e) Any grant application not considered for funding by the Illinois State Library shall be copied and returned to the submitting organization, accompanied by a letter explaining the reason for denial.
- f) The Illinois State Library shall provide for hearings to reconsider decisions made in the administration of this Part, as provided for in 23 Ill. Adm. Code 3030.121.

SUBTITLE B**Section 3035.140 Grants and Expenditures**

- a) The Illinois State Library staff shall review grant applications and the decision of the State Librarian is final.
- b) The Illinois State Library will notify the grant applicant when the application is approved for contractual purposes.
- c) Any change in the use of funds from that stated in the approved grant application shall have prior approval of the State Librarian.
- d) Failure to spend funds in accordance with the application or approved amendment shall result in ineligibility for future grants for a period of one year.

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SUBPART B: LITERACY GRANT PROGRAM

Section 3035.200 Purpose

- a) The Adult Literacy Grant Program is part of the Literacy Grant Program established by Section 7.2 of the State Library Act [15 ILCS 320/7.2] to develop, expand or support adult, family and workplace literacy programs in Illinois through local community programs administered by education agencies, libraries, public and private employers, volunteer or community-based organizations, or a coalition of any of these entities.
- b) The purposes of the 3 types of literacy programs are:
 - 1) Adult literacy program will provide instruction in literacy to persons 16 years or older who read or compute below a 9th grade level.
 - 2) Workplace literacy program will provide services at their place of business to assess the educational skill levels of, and to provide direct instructional services for, adults employed or available to be employed by an Illinois employer who read, write, comprehend or compute below a 9.0 grade level in English.
 - 3) Family literacy program will provide direct instructional services to parents and children, and reciprocal parent-child learning activities for another family literacy program offered to adult caregivers and their children. Family literacy services may include services to the clients of residential domestic violence shelters.
- c) The features of each of the three types of literacy programs are delineated in Exhibit A of this Part.

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Section 3035.210 Definitions

"Adult" means an individual in Illinois who has exceeded the maximum age for compulsory schooling (16) and is not currently enrolled in school (see 105 ILCS 5/Art. 26).

"Applicant" means the eligible education agency or public or private employer.

"Application" means the written request for a literacy grant submitted to the LAB pursuant to this Subpart. Applications shall be submitted by the legal entity responsible for the disbursement of public funds.

"Coalition" means a structured cooperative effort among a library system, libraries, education agencies, and community-based organizations, or any combination of these entities, at the local or regional level.

"Community" means any county or municipality in Illinois.

"Community-based Organization" means a private or public not-for-profit organization, including volunteer organizations, located in an Illinois community, which provides services to citizens within that community and the surrounding area.

"Educational Agencies" means those entities eligible to apply are public libraries that are members of an Illinois regional library system; community colleges, school districts and regional offices of education that are certified by the Illinois Board of Higher Education, the Illinois State Board of Education or the Illinois Community College Board and have provided instructional literacy services for at least 3 years; community based organizations, volunteer agencies or a coalition of those entities that have been granted 501(c)(3) status by the Internal Revenue Service and have provided literacy instructional services for at least 3 years; and public and private employers that have provided instructional literacy services for at least three years or are in cooperation with an educational agency that has provided instructional literacy services.

"Educational Skills Assessment" means testing methods that measure the educational skills possessed by adults, including reading, writing, comprehension and computation skills in English.

"Family Literacy" means reading, writing and computing instruction for parents and children together, including academic and parenting instruction for adults, developmentally appropriate activities for children, and structured reciprocal time for both to learn together.

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"Fiscal Year" means the fiscal year of the State of Illinois.

"Instructional Materials" means written materials and computer software programs that are used in teaching adults basic reading, writing, comprehension, computation or English language skills.

"LAB" means the Literacy Advisory Board established by Section 7.2 of the State Library Act [15 ILCS 320/7.2].

"Library" means the main facility for a tax-supported public library within an Illinois library system.

"Literacy" means the ability of an individual to read, write, compute and comprehend above the 8.9 grade level as measured by an educational skills assessment.

"Literacy Program" means a structured project or program that provides direct instructional services in literacy to adult students.

"Math Student" means an adult whose math skills are below the 9.0 grade level and who is enrolled in the literacy program for math instruction.

"Participating Agency" means those agencies who will receive part of the grant funds or who will actively participate in the literacy project as an essential component of that project, without whose participation the project would fail or be radically changed.

"Secretary of State" means the Illinois Secretary of State, who is the State Librarian.

"State Library" means the Illinois State Library, a department of the Illinois Secretary of State established pursuant to the State Library Act [15 ILCS 320].

"Workplace Literacy Program" means a structured program that provides direct instructional services in reading, writing, comprehension, computation or English language skills to adult employees or prospective employees at their place of employment.

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Section 3035.220 Application for Grant

- a) ISL may make grant application forms available prior to the availability of funds.
- b) Applications shall be submitted to the Literacy Office, Illinois State Library, Gwendolyn Brooks Building, 300 S. Second, Springfield, Illinois 62701.
- c) Applications shall be reviewed by the LAB. Awards shall be made on or after July 1 of every year for the fiscal year then commencing.
- d) The maximum grant amount shall be determined by the State Librarian based on the amount of money appropriated by the General Assembly and the likely number of grant applications.
- e) The grant period shall be within the fiscal year.
- f) Applications shall include the following information:
 - 1) The name of the literacy program for the community.
 - 2) The name and address of the grant applicant.
 - 3) The name and telephone number of the grant project applicant's director or executive officer.
 - 4) The name, address, telephone number, Federal Employer Identification Number (FEIN), and signature of the grant applicant's fiscal officer, who will receive any approved grant and be responsible for the grant funds.
 - 5) The name, address and contact person for each business whose employees will participate in literacy services.
 - 6) The name, address and contact person for domestic violence shelter facilities whose clients will participate in literacy services.
 - 7) The name, address and contact person for the local public library.
 - 8) The term of the literacy program.
 - 9) The total amount of grant money requested for the literacy program.
 - 10) A brief and explicit description of the literacy program purpose and goals.

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- 11) A statement supported by statistics (e.g., dropout rates, census figures on the education level of the local population, or the number of persons receiving public assistance) and other evidence (statements from local officials, State legislature requests, or community college reports) detailing the need for the literacy program in the particular community or geographic region of the grant applicant.
- 12) A statement of the instructional, promotional and training methods to be used by the grant applicant to meet its stated goals and objectives.
- 13) A statement of the grant applicant's plans to coordinate its effort with other community groups providing similar or related services, and to cooperate with other community groups, including education groups, volunteer organizations, governmental bodies, private business and library organizations, and a listing of participating agencies.
- 14) A statement detailing plans to evaluate project objectives and program accomplishments by the grant applicant, including statistical data and how it is gathered and by whom and when.
- 15) A list of all organizations that are participating agencies in the literacy program project proposed by the grant applicant, including signatures of organization representatives.
- 16) The budget for the literacy project, setting forth the personnel costs, fringe benefits (e.g., retirement benefits and health insurance), travel costs, equipment purchases, supplies, contractual services, instructional materials, and any other expense necessary to operate the literacy program proposed in the grant application.
- 17) A statement as to the time schedule for the completion of project objectives of the literacy program within the grant year.
- 18) For organizations that are not units of government, a statement of cash flow in accordance with Statement No. 95, FASB Statements of Financial Accounting Standards, Financial Accounting Standards Board, 401 Merritt 7, Norwalk, Connecticut 06856, November 1987, no subsequent dates or editions included.
- 19) If the applicant is a charitable organization, the proper certification of federal and State tax exempt status.

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Section 3035.230 Review of Grant Applications

- a) The LAB shall review all grant applications for projects that are designed to deliver direct instructional service in literacy to adult students.
- b) The LAB will use the following selection criteria:
 - 1) Whether the need for literacy services for the target population is demonstrated and how proposed literacy services address the need.
 - 2) Whether the grant applicant has identified similar programs provided locally by other organizations and has described cooperation and coordination with such programs.
 - 3) Whether the plan of operation contains a specific statement of project goals and outcomes, the methods used to achieve these goals and outcomes, the number of students to be served, and the number of administrative and instructional personnel necessary to serve the targeted student population.
 - 4) Whether the proposed budget is reasonable in view of the proposed goals of the project, and the budget is adequate to support the project.
 - 5) Whether the proposed project contains evaluation methods and procedures that will produce quantifiable data regarding the results of the educational assessment, including pre- and post-testing of students to evaluate student progress, recordkeeping procedures for both students' instructional hours and volunteer tutors' hours of participation.
 - 6) Whether the persons managing the project have experience, training or education to provide adult literacy programming, including at least a bachelor's degree, and the administrative capacity to support the project.
 - 7) A report on the use of the previous year's grant, if a grant was received, detailing information on students served, progress of program towards its stated goals and an evaluation detailing the student outcomes achieved, the programmatic outcomes and the impact of the program.
- c) The criteria listed in subsection (b) of this Section will be evaluated by the LAB, using its best professional judgment.
- d) The LAB shall not select any grant application nor award any public funds to any grant applicant that:

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- 1) Does not certify or state that it will comply with the Illinois Human Rights Act [775 ILCS 5].
 - 2) Uses as its staff or management personnel persons who have been convicted of any felonies involving moral turpitude, embezzlement, theft, sexual offense, fraud, and misrepresentation under laws of the United States, Illinois, or any other state, or have been convicted of bribery in violation of Section 50-5 of the Illinois Procurement Code [30 ILCS 500/50-5].
 - 3) Has employees of the Office of the Secretary of State as its managers.
 - 4) Has been disqualified and had its grant cancelled in previous years for false application statements, failure to adhere to the grant plan as approved by LAB, failure to complete reporting requirements satisfactorily, misappropriation of funds, or any violation of this Part as determined by the Secretary.
- e) The LAB shall not award more than one grant under this Subpart to any one applicant in the same fiscal year.
- f) Grant applications are subject to the conditions stipulated in Section 3035.135 of this Part.

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Section 3035.240 Award of Grants, Accountability and Recordkeeping

- a) The LAB will make a recommendation to the Secretary of State as to which grant applications shall be approved, based upon the criteria in Section 3035.230.
- b) Grant awards will be made upon appropriation of funds.
- c) The Secretary of State shall make his or her final decision upon each recommendation as soon as possible within 60 days after the recommendation is presented to the Secretary.
- d) The final approved grant applications and the funding determination shall constitute the Adult Literacy Grant Program, which shall be a public record, as shall be the grant applications, whether approved or not, and shall be subject to disclosure pursuant to the Freedom of Information Act [5 ILCS 140] and the rules of the Secretary of State found at 2 Ill. Adm. Code 551.
- e) Approved grant applicants shall submit to the State Library, Office of the Secretary of State, such reports as deemed necessary by the Illinois State Library staff to assure project accountability. Reports to be submitted include:
 - 1) Mid-term reports due January 15 stating the progress of the project; accomplishments to date; problems encountered; objectives met and unmet; changes implemented; and percentage of completion of the project to date.
 - 2) Quarterly financial reports showing expenditures made from grant funds by line item due October 15, January 15, and April 15.
 - 3) Mid-term statistical reports due January 15.
 - 4) Final financial report, and final statistical and narrative report due July 15 evaluating the degree to which the grantee achieved the goals and objectives of the project.
- f) The decision of the Secretary of State upon any grant application shall be a final decision for the purpose of the Administrative Review Law [735 ILCS 5/Art. III].

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Section 3035.250 Cancellation of Grant

- a) A grant shall be cancelled if:
 - 1) Required reports and data are not submitted as required by Section 3035.240(e). Grant programs shall receive one 30 day notice requesting compliance with this Section before the grant is cancelled.
 - 2) An interim financial report shows financial irregularities, such as misappropriation or embezzlement of funds by the grant program operator and/or its employees and staff.
 - 3) The grant program fails to adhere to the grant plan as approved by LAB.
 - 4) The grant program managers are convicted of any felony or misdemeanor.
 - 5) The grant program fails to operate properly and effectively.
 - 6) A monitor's evaluation shows program irregularities or non-compliance with this Part.
- b) Upon cancellation, the Secretary shall send a notice by certified mail, return receipt requested, to the grant program, which shall return all unexpended public funds to the Secretary within 30 days after the date of the cancellation notice.
- c) Grants made under this Subpart are subject to the provisions of the Illinois Grant Funds Recovery Act [30 ILCS 705]. If a provision of this Subpart conflicts with a provision of the Illinois Grant Funds Recovery Act, then the provision of the Illinois Grant Fund Recovery Act controls.

SUBTITLE B**Section 3035.260 Fiscal Procedures**

- a) The literacy grant recipient may be asked by the State Library to present copies of past audits or require that an audit of grant funds be performed on individual programs.
- b) Audits may be requested for such reasons as poor recordkeeping, fiscal irregularities, or staff's request after viewing narrative reports or after viewing files at the program site.

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Section 3035.270 Other Requirements

- a) Testing
 - 1) Plans for pre- and post-testing of students must be attached to the proposal application. The Slosson Oral Reading Test-Revised (SORT-R), 1994 edition (produced by Slosson Educational Publications, Inc., P.O. Box 280, East Aurora NY 14052-0280), or the Test of Adult Basic Education (TABE) 2002 edition (produced by CTB/McGraw-Hill, 20 Ryan Ranch Road, Monterey CA 93940), must be used in student testing for semiannual reports submitted to the State Library. The materials incorporated by reference includes no later amendments or editions. Programs are encouraged to use additional tests for their own purposes.
 - 2) In the case of English as a Second Language (ESL) projects, professionally accepted tests must be used, such as the ESLOA Oral Assessment, 1978 edition (produced by Literacy Volunteers of America, Inc. 5795 Widewater Parkway, Syracuse NY 13214); the Comprehensive English Language Skills Assessment (CELSA), 1992 edition (produced by the Association of Classroom Teacher Testers, 1187 Coast Village Road, PMB 378, Montecito, CA 93108-2794); the Basic English Skills Test (BEST), 2006 edition (produced by the Center for Applied Linguistics, 1118 22nd Street, NW, Washington DC 20037); the Foreign Service Institute Oral Proficiency Interview (FSI) (also known as ILR), 1983 edition (produced by the Foreign Service Institute Shultz Center, 4000 Arlington Boulevard, Arlington, VA 22204-1500. The materials incorporated by reference includes no later amendments or editions. All tests used must be described in the proposal. Results must accompany semi-annual and final reports.
 - 3) In the case of students who enroll for math assistance only, the TABE math test, 2007 edition (produced by CTB/McGraw Hill, 20 Ryan Ranch Road, Monterey CA 93940), must be used in testing for semi-annual reports submitted to the State Library, Office of the Secretary of State. The material incorporated by reference includes no later amendments or editions.
- b) No grant funds shall be used to purchase equipment.

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- c) No literacy program shall transfer funds within the approved grant budget in excess of 10% of the budget line item from which the funds are transferred, without the prior written approval of the State Library. Approval will be granted by the State Library when justification is shown for why the transfer is necessary and how it will affect the goals and objectives of the project. Unapproved expenditures in excess of 10% of a budget line will not be paid for by the grant.
- d) Costs for purchase of consultant services will not be allowed in the proposal budget unless the specific expertise required is not available at the applicant's agency or the State Library. Justification must be provided if consultant services are purchased, and a complete description of the work to be performed must also be provided. The proposed consultant must be mutually acceptable to both the grantee and State Library, based on the consultant's prior experience and expertise in literacy programs.
- e) A literacy grant monitor shall make a minimum of one site visit during each biennium. Additional site visits shall be made at the discretion of the State Library Literacy Office (for such reasons as poor recordkeeping, fiscal irregularities, monitor's/staff's request after viewing narrative reports, requests by literacy program). Literacy monitors shall evaluate program effectiveness. It shall be the responsibility of the grant monitor to:
 - 1) Review the grant budget and expenditures in the project to date.
 - 2) Verify that the project plan is being implemented according to the proposal approved by the LAB.
 - 3) Submit a written report on the progress of the project to the Literacy Office following each site visit.

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Section 3035.280 Penny Severns' Grant Program

- a) Competitive Grants
 - 1) Application requirements, including criteria, for the Penny Severns' Grant Program shall be made available by the State Librarian no later than March 1 for the current year. Applications shall be submitted to the Illinois State Library on or before April 30. The State Librarian shall disqualify applications that are untimely filed or those that are not submitted on the prescribed forms.
 - 2) Applications shall be reviewed by the State Librarian or designee. The decision of the State Librarian is final. Review criteria includes, but is not limited to:
 - A) How the applicant identifies and addresses the at-risk population to be served;
 - B) How the learning activities involve both parent and child in interactive learning experiences;
 - C) Number of people to be served;
 - D) Reasonableness of the budget in relation to the goals and objectives. Requested funds are sufficient but not excessive and are targeted to accomplish the specified goals and objectives;
 - E) How libraries are involved in learning activities.
 - 3) The number of grants to be awarded is at the discretion of the State Librarian.
 - 4) Applicants must meet requirements designated by the State Library for collaboration with other groups interested in promoting reading and literacy.
 - 5) At-risk families are defined as parents and their children whose minimal skills in reading, writing, computation, comprehension and communication preclude them from functioning effectively in their lives.
- b) Funding awarded under subsection (a) of this Section may be used for any one or all of the following purposes:

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- 1) Development of collections of materials, including learning games, for use by parents working together with their children.
- 2) Employment of staff to provide parent-child reading activities, computer technology activities, experiential enrichment excursions and participation in library reading programs.
- 3) Provision of support services to assist in families' participation, which could include, but is not limited to, child care and transportation.
- 4) Development of programs on library resources and services for at-risk families.

SUBTITLE B**SUBPART C: TRAINING PROGRAM GRANTS****Section 3035.300 Purpose**

- a) The Illinois State Library Training Program Grants, which assist Illinois residents to obtain a master's degree in library and information science, are established in this Subpart.
- b) The purposes of the Library Training Program Grants are to encourage college graduates with demonstrated scholarship, talent and potential to enter the library profession, to encourage these new librarians to work in Illinois libraries, and to improve and stimulate development of library service in Illinois.
- c) The State Library shall administer the State Library Training Program Grants.

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Section 3035.310 Definitions

"Academic Year" shall mean the instruction period from the fall term of one calendar year through the spring term of the following calendar year, unless the grantee has requested to begin studies with summer enrollment.

"Applicant" shall mean a person who applies for the Illinois State Library Training Grant and who has not begun the program for a master's degree in library and information science.

"C Average" shall mean the median grade on a letter grading system at the Illinois graduate library schools, or a 2.0 grade on a 4.0 grade scale, or a 3.0 grade on a 5.0 grade scale.

"Director" shall mean the Director of the Illinois State Library.

"Grant" shall mean a Library Training Program Grant being awarded under this Subpart.

"Illinois Library and Information Network (ILLINET) Library" shall mean a library that is a member of an Illinois library system.

"Library" shall mean an entity that serves the basic information and library needs of its constituents through a bibliographically organized collection of library materials and has at least one employee who works at least 15 hours per week as a librarian. The collection must have permanent financial support, be accessible centrally and occupy identifiable quarters in one principal location.

"Library System" shall mean an organization of libraries established under the Illinois Library System Act [75 ILCS 10].

"MLS" shall mean a program for the master's degree in library and information science in which the applicant is enrolled and for which the training grant is awarded.

"Resident of Illinois" shall mean a person who is domiciled in Illinois for one calendar year prior to application, or a person who is a domiciliary of Illinois and registered to vote in Illinois but is attending a school of higher education outside of Illinois.

"Secretary of State" or "Secretary" shall mean the Illinois Secretary of State, who is the State Librarian.

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"State Library" shall mean the Illinois State Library, as established pursuant to the State Library Act [15 ILCS 320].

"Training Program" shall mean the Illinois State Library Training Program, as established by this Part.

SUBTITLE B**Section 3035.320 Number and Amount of Training Program Grants**

- a) The State Library shall award no more than 15 Library Training Program Grants each academic year, depending on the availability of funds. The final number of grants awarded shall be determined by the amount of grant money available and the number of qualified applicants.
- b) The maximum grant to be awarded shall be \$7,500 for the master of library and information science program in which the successful applicant is enrolled. A full-time training grant shall be paid in three installments of \$2,500, at the beginning of the three graduate semesters or as required by the graduate school's tuition payment schedule. A part-time training grant will be paid in six installments of \$1,250, at the beginning of the six graduate semesters or as required by the graduate school's tuition payment schedule.

SUBTITLE B**Section 3035.330 Illinois Library Schools and Attendance Requirements**

The grant shall be awarded only to individuals who will attend an American Library Association accredited graduate school.

SUBTITLE B**Section 3035.340 Eligibility Requirements**

- a) Each applicant must be a resident of Illinois and a citizen of the United States or its territories.
- b) Each applicant must have received a bachelor's degree from an accredited college or university (with a transcript of all academic work submitted to the Illinois State Library).
- c) Each applicant must be accepted at a graduate library school accredited by the American Library Association.
- d) Each applicant must agree to sign an agreement with the State of Illinois, Illinois State Library, consenting to spend the equivalent of two years in full-time Illinois library service within the first three years following graduation from graduate library school. Service must be in ILLINET library, Illinois library system or at the Illinois State Library.
- e) Each applicant must not have commenced graduate study for the master's of library and information science.

SUBTITLE B**Section 3035.350 Application Process**

- a) All applications must be submitted to: Illinois State Library, Library Training Program Grants, Gwendolyn Brooks Building, 300 South Second Street, Springfield, Illinois 62701-1796 by May 1 of each year.
- b) All applications must be submitted on the written application form supplied by the State Library. The application form shall request personal identifying information concerning the applicant, the name and admittance date of the library school the applicant seeks to attend, the applicant's educational history and college transcripts, the collegiate extra academic activities of the applicant, any organizational affiliations of the applicant, the applicant's employment history, the names and addresses of three references, and an essay question to be answered by the applicant seeking to know why the applicant wants to be a librarian.

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Section 3035.360 Selection of Training Program Grantees

- a) A grant will be awarded to up to 15 applicants per calendar year who:
 - 1) possess the best academic performance as indicated by:
 - A) grade point average, in comparison to the other applicants and to the applicant's peers in his or her undergraduate school;
 - B) the personal interview by the State Library staff and the Illinois State Library Training Grant Program Committee appointed by the Director of the Illinois State Library;
 - C) whether the answer to the essay question on the application form shows the applicant to be a person genuinely interested in becoming a librarian in Illinois (for example, by identifying their personal goals and by demonstrating their intellectual curiosity, initiative, leadership ability, flexibility, punctuality, dependability, creativity and resourcefulness);
 - 2) participated in extracurricular activities in college that show the applicant to be a student with interests that can contribute to his or her success as a librarian;
 - 3) produce personal references that recommend the applicant for the grant;
 - 4) exhibit positive attitude and demeanor toward his or her work, indicating that the applicant will work well in the library community; and
 - 5) are likely to succeed academically in the master of library and information science program based upon past academic and extracurricular performance.
- b) Only applications postmarked by May 1 of each calendar year will be considered.
- c) The successful grant applicants will be notified by August 1 of each calendar year.
- d) The final decision regarding each applicant will be made by the Director of the State Library.

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- e) Grant applications are subject to the conditions stipulated in Section 3035.135 of this Part.

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Section 3035.370 Conditions of Training Program Grants

- a) The applicants must submit proof of acceptance but not be enrolled in the graduate library program at a school specified in Section 3035.330 by May 1 of each calendar year. No grant award may be utilized to defray or otherwise reimburse previous study and applicants may not be enrolled in the graduate program at the time of submission of the application.
- b) The grant recipient must notify the State Library in writing of his or her proposed date of graduation from the master of library and information science program at least four months before the date of graduation.
- c) The grant recipient must immediately notify in writing the State Library of other grants or loans being accepted by the applicant.
- d) The grant recipient must commence the master of library and information science program at the beginning of the next fall academic term (unless the grantee has requested to begin studies with summer enrollment), and must continue on a full or a part-time basis with no interruptions or leaves of absence, except upon the written approval of the Director of the State Library after consideration of the recipient's written request, based on unforeseen hardship, such as personal emergency, illness or disability.
- e) The recipient must forward an original or photocopy of the college's or university's official notification of grades of graduate library school courses for each semester of study to the Illinois State Library Training Program Grants Committee within 30 days following the semester's conclusion.
- f) A Library Training Program Grant is subject to cancellation if a C average for each semester of graduate library courses is not maintained.
- g) If, for any reason, the grant recipient is unable to complete the required course program and receive the master's degree in library and information science, the recipient must refund the total amount of money received. The grant must also be repaid if the recipient fails to fulfill the personal services agreement for two years of full-time work in a qualifying Illinois library. In the event of other extenuating circumstances (i.e., unplanned, unforeseen crisis, emergencies, or situations beyond the recipient's control), the responsibility of the recipient will be reviewed and determined by the Director of the Illinois State Library.

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- h) The recipient must satisfy the requirements of the personal services agreement with the Illinois State Library within the first three years following graduation from graduate library school. The recipient must submit to the Illinois State Library proof of employment by an ILLINET library, Illinois library system or the Illinois State Library and proof of continued employment in such a library until the two year work agreement has been fulfilled.
- i) The successful applicant must sign a written agreement evidencing all of these terms and conditions at the time of acceptance of the grant.
- j) The failure, either by neglect or willful misconduct, of the recipient to strictly adhere to this Section shall result in the forfeiture of the grant, and the grant shall be paid back to the State Library. If the two year work agreement is not fulfilled, the recipient shall repay the amount of the grant, or repay a pro-rated amount if only a fraction of the time is worked in a public library. The Director shall send a written payback order to the applicant. If the recipient wishes to contest the payback order, he or she shall be entitled to request a personal hearing before the Director. The request for a hearing must be made within 30 days after the date of the payback order. The hearing date, time and location will be stated in a letter to the recipient, which will be sent within 15 days after the receipt of the hearing request. The decision after the hearing by the Director is final.
 - 1) The grant shall be paid back at the rate of at least \$100 per month, commencing within 90 days after the grant recipient leaving the master's program without successful completion, or completion of the public library service agreement.
 - 2) No interest on the unpaid balance shall be charged.
 - 3) The State Library shall use the offset procedure with the Illinois Comptroller (74 Ill. Adm. Code 285) and the Illinois State Collection Act of 1986 [30 ILCS 210] to collect any unpaid monies due to the State Library by any grant recipient.

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Section 3035.EXHIBIT A Differences Among the Three Types of Literacy Grant Programs

	Adult Literacy	Family Literacy	Workplace Literacy
Purpose	Improve the adult's literacy skills	Improve the adult's literacy skills, Improve parenting skills	Improve the employee's literacy skills, Increase work skills
Audience	Adults	Adults and their children	Employees who are adults
Teaching Method	Volunteer tutoring	Classroom teaching	Classroom teaching
Program Components	One: Adult Basic Education or English as a Second Language	Five: Adult Basic Education or English as a Second Language, Child education, Library education, Parenting education, Parent/child interaction	One: Adult Basic Education or English as a Second Language
Agencies Involved	One: Adult education agency	Three: Adult education agency, Library, Child education agency	Two: Adult education agency, Public or private employers
Agencies Eligible To Apply	Adult education agency	Any of the three agencies involved	Public or private employers
Location of Service	Anywhere	Anywhere	At the workplace, during work time