**Section 3035.410 Definitions**

For the purposes of this Subpart:

"Act" means the Illinois Library System Act [75 ILCS 10].

"Application round" means the period in which applications for grants are available to prospective applicants and completed applications are reviewed and grants awarded as indicated in Section 3035.400.

"Appropriation" means the amount of funds actually approved by the General Assembly for a particular fiscal year and allocated to fund the construction grant program under Section 8 of the Illinois Library System Act.

"Audit" means a report of financial compliance of a construction grant project by a certified public accountant.

"Conflict of Interest" means a situation that arises when a person in a position of authority over an entity or organization, such as an officer, director or manager, may benefit financially from a decision the person could make in that capacity, including direct benefits such as to family members or businesses with which the person is closely associated.

"Conflict of Interest Policy" means a policy that defines conflict of interest, identifies the classes of individuals within an organization covered by the policy, facilitates disclosure of information that may help identify conflicts of interest, and specifies procedures to be followed in managing conflicts of interest.

"Construction" includes, but is not limited to:

The construction of new public library and library systems buildings.

The acquisition, expansion, remodeling and/or alteration of existing buildings.

The purchase of initial equipment for new buildings or existing buildings that are being expanded, remodeled or altered under this grant.

The demolition of existing structures on the project site and/or preparations and improvements of the site, including excavation.

Architect's fees and the cost of the site if acquired in the last 2 years.

Any combination of these activities.

"Conversion" means converting a building currently not used as a library into a public library facility.

"Equipment" includes machinery, utilities and built-in equipment and any necessary enclosures or structures to house them, and all other items necessary for the functioning of a particular facility as a library or as a library system facility. By way of illustration, "equipment" includes fixtures, furnishings and carpeting. Shelving is acceptable in new construction, within new building additions or for accessibility projects. "Equipment" does not include, for example, books, periodicals, films, recordings, computers, computer equipment, projection equipment or wireless Internet components.

"Facility plan" means a narrative report describing the project, with the following components:

Examine the present and future public library facility needs required by present and anticipated public library programming. Library buildings are to be planned for 20 year population projection (for new construction, conversions and additions to buildings).

A site analysis, space needs assessment and project design as specified in Section 3035.450(b)(1)(H).

How the library facility will provide access for persons with disabilities, as required in the Illinois Capital Development Board's Illinois Accessibility Code (71 Ill. Adm. Code 400), and will display the symbol of accessibility.

"Library" means a tax-supported public library that is a full member of an Illinois Library System. "Library" also means a main library facility and its branches.

"Library building consultant" refers to an individual, chosen by the applicant library, with a Master's degree in library science from a library school accredited by the American Library Association with prior experience in at least one library construction project. An architect licensed to practice in Illinois or a structural or other type of engineer, depending on the scope of work, licensed to practice in Illinois, with prior experience in at least one library construction project, may also be a library building consultant.  The architect or engineer may be retained for other services by the applicant library.

"Library system" means an organization defined at Section 2 of the Illinois Library System Act [75 ILCS 10].

"Local matching funds" means general funds, securities, general revenue bonds, tax levies, mortgages and locally generated monies that are immediately available upon application or award.  Local matching funds do not include any pledges as defined in this Section; any funds from the State of Illinois or the federal government; or a pending referendum to authorize funds for the construction project.

"Mini-grants" means projects to enable public libraries with limited funds, as defined in this Section, to remodel or refurbish the library.

"Pledge" means a non-collateralized offer or guarantee in writing of a specified dollar amount as part of the local matching funds for a construction project that is not immediately available upon application or award.

"Political unit" refers to the local governing authority.

"Public libraries with limited funds" refers to public libraries that would have received an income of less than $15 per capita in the preceding fiscal year by using a formula in which the library's equalized assessed valuation is multiplied by .13% and divided by the population of the library's service area.

"Security system" means an electronic system designed to protect the library property, facility and contents and individuals on the premises.

"Shared use facility" means a building occupied by a public library and a school or another entity that is open to the public and complements the concept of public library service.

"State fiscal year" means the period from July 1 through June 30.

"State Librarian" means the Illinois Secretary of State.

"Statewide Reciprocal Borrowing" means the right of a person who holds a valid, in-good-standing library registration card from a full member public library to borrow materials onsite from other participating full member public libraries of any other Illinois library system under the same conditions that the library provides those materials to its patrons, subject to reasonable restrictions approved by the library's governing board in accordance with requirements of the reciprocal borrowing policy of the library system of which the public library is a member.

"Technology wiring" means the installation of wiring to allow for the transmission of electronic data.

"Total project cost" means the combination of the local funds and any State or federal grant funds to be expended on the project.

(Source: Amended at 46 Ill. Reg. 6614, effective April 7, 2022)