

DEMONSTRATION OF PUBLIC LIBRARY SERVICES

\$5,000 - \$50,000

Letter of Intent Deadline: April 2, 2007

Application Deadline: May 11, 2007

Program Overview

Demonstration of Public Library Services is intended to show the value of public library services to Illinois residents currently residing outside of a taxed library service area. Applicants are encouraged to explore innovative methods of providing services and address the needs of the unserved population within Illinois. The project design should be inviting and educational, showing an understanding of the needs of the unserved population.

Each grant application is reviewed/evaluated based on its merit in providing service to the Illinois unserved population.

Grant funds are intended to demonstrate library services. Applicants should clearly show planning for and consideration of extra library hours, additional staff, special programs or activities and their promotion to educate and provide library services to the target audience.

A letter of support from the regional library system is required. Involvement of the regional library system staff in planning a demonstration project is critical to the success of the project. The applicant should show plans to keep the regional library system consultant(s) involved and/or informed during the planning and process.

Publicity is a very important component of demonstration projects. Grant funds may be used to publicize or promote ONLY the services or activities being demonstrated. The applicant must clearly understand that grant funds can never be used to encourage a "yes" vote, advocate or lobby.

Appropriate use of grant funds to support demonstration activities and programs may include:

- ★ Building collections in order to strengthen libraries, which will be providing services to the demonstration area (e.g.: Library Materials)
- ★ Demonstration of services including special speakers or programs, library cards and activities (e.g.: Professional Contracts; Supplies, Postage and Printing)
- ★ Legal fees (e.g.: Contractual Services)
- ★ Public relations and related costs to inform the public about specific grant related services or programs being demonstrated by the library (e.g.: Supplies, Postage and Printing; Public Relations)
- ★ Personnel hired to work on the project (e.g.: Professional Contracts, Personnel)

These items represent appropriate use of funds awarded, though unique situations may require expenditures in other areas.

The applicant must show proof that all other public libraries (regardless of their system affiliation) that are near or adjacent to the unserved area were contacted to avoid conflict of

interest. Include evidence that other community groups have been contacted and will support the process (e.g. village administration, school boards, chambers of commerce).

Using local or donated funds, the community/area must agree to hold a referendum:

- ★ To **annex** to an existing library district by referendum that will provide tax supported library service to its residents:

The minimum criteria for an area that will **ANNEX** to an existing library district are:

- 1) A corporate tax will be levied of at least .15%, and
- 2) An income of at least \$5,000 will be generated. The district library, which is attempting the annexation, must be taxing at a minimum of .15% (corporate levy).

- ★ To **establish** a new library district in a currently unserved area that will provide tax supported library services to its residents:

The minimum criteria for an area that proposes to **ESTABLISH** a new library service are:

- 1) A corporate tax will be levied of at least .15%, and
- 2) To meet the expectations of the service population, a viable library should generate a minimum budget of at least \$60,000 per fiscal year.

- ★ To establish a tax supported library district that will **contract** for library service with an existing public library that meets or is making progress towards meeting Illinois library standards.

The minimum criteria for an area, which proposes to establish a new library district and will **CONTRACT** with another public library for service, are:

- 1) The new library district will tax at a minimum of .15% corporate levy.
- 2) The library, which is providing the service through contract, must have a minimum annual operating budget of \$60,000.

Desired Outcomes

The Illinois State Library seeks to fund projects that result in the following outcomes:

- ★ Illinois citizens recognize the library and librarians as vital resources in the community.
- ★ Illinois citizens have access to tax supported library services, program and materials.

General Information

- ★ Contact the Regional Library System prior to submitting an application.
- ★ The demonstration of services must culminate in a referendum, with these activities funded by the library or local donations.
- ★ Grant funds may not be used for referendum activities, and can never be used to encourage a “yes” vote, advocate or lobby.
- ★ Library agencies are limited to one application.

- ★ The public library agency must convert to a public library district.
- ★ Applications must be programmatic and based on a program or service(s) for the end users, and not for the primary purpose of purchasing items or for promotion of the library in general.

Eligible Applicants: The Illinois State Library recognizes only public library agencies and regional library systems as eligible to apply for this LSTA grant offering as defined by the Long Range Plan For The Use Of Library Services And Technology Act (LSTA) Funds 2003-2007. .

- ★ **Public Library Agencies may apply to demonstrate library services to an unserved, contiguous area.** The agency must be a library member of one of the regional library systems and must agree to honor the current interlibrary loan code and all current resource-sharing agreements. Additionally, the library must share its collection without charge with other libraries in Illinois, based on those agreements. Any library that applies for a grant must show continued level or improved fiscal support from its agency for the previous three fiscal years. The public library agency must honor all current laws regarding non-resident use.
- ★ **Regional Library Systems may apply on behalf of an unserved community.** The Illinois State Library recognizes regional library system agencies as those whose primary funding source is an appropriation given to the Illinois State Library through the Secretary of State's Office by the General Assembly. The Regional Library System may apply:
 - 1) To create a new library district that will provide tax supported library services to currently unserved residents; or
 - 2) To form a tax supported library district that will contract for library service with an existing public library that meets or is making progress towards meeting Illinois library standards.
- ★ Only one application will be accepted per public library agency or regional library system.
- ★ The application must be submitted through and by the administrative headquarters of the library agency.
- ★ The library agency's director or authorized agency designee must sign the Cover Sheet on the application, with original signatures on at least one copy of the application.

Grant Period: Grant activities may begin October 1, 2007 with all funds encumbered by June 30, 2008. All activities must end and all funds must be expended by August 15, 2008.

Grant Award: Grant awards will range from \$5,000 - \$50,000. Requests for grant funds must relate directly to the activities being proposed. The maximum amount of any one award should be appropriate to the proposed activities with funds requested up to the amount of the income that will be generated from the proposed corporate tax levy of the unserved area or based on approximately \$12 per person.

In addition, if the referendum is successful, ongoing grant support may be requested for ongoing demonstration of library services, until tax receipts can actually be collected in an ensuing fiscal year.

Letter of Intent: Applicants are required to submit an online "LSTA Letter of Intent" no later than **April 2, 2007**.

Application Deadline: Applications must be **postmarked no later than May 11, 2007**.

Mail one original and 20 copies to:

LSTA Grant Program
Illinois State Library
300 S. Second Street
Springfield, IL 62701-1796

Proposals also may be **hand-delivered, prior to 4:30 p.m., on May 11, 2007** to:

Room 410 (Library Development Group, 4th floor)
Illinois State Library
300 S. Second Street
Springfield, IL 62701-1796

- ★ No proposals will be accepted after the deadline.
- ★ No facsimile proposals or electronic proposals will be accepted.
- ★ Incomplete proposals will not be considered for funding.
- ★ All applications received by the Illinois State Library become the property of the Illinois State Library.

Fiscal Information

- ★ No funds will be released until the signed and dated contract has been executed.
- ★ For grants awarded at \$25,001 or more, grant funds are reimbursed upon submission of the required financial reports showing proof of expenditure or encumbrance.
- ★ For grants awarded at \$25,000 or less, the Illinois State Library will authorize the release of awarded grant funds upon execution of the signed and dated contract with the applicant showing proof of expenditures on the periodic reports and the final report.
- ★ Budget requests require clear justification and explanation.
- ★ All items included in the budget must be essential to the proposed programmatic plan and justified by the proposed activities or services.
- ★ Costs incurred prior to the official contract start date are not eligible for reimbursement. All costs associated with preparation and submission of the application are the responsibility of the applicant.
- ★ All purchases, personnel or contracts paid with grant funds must be integral to the project. LSTA grant funds may not be used for non-grant purposes.
- ★ LSTA grant funds may not draw interest.
- ★ Awarding of LSTA funding does not obligate the Illinois State Library to provide any additional or future funding for extensions or continuation of the project.
- ★ Grants are awarded using Library Services and Technology Act (LSTA) funds provided to the Illinois State Library by the Institute of Museum and Library Services.

When Preparing The LSTA Budget:

- ★ Research and use actual costs. Round to the nearest dollar. Show formulas for calculating costs or convey the source.
- ★ Request appropriate items and write clear explanations showing why they are necessary to the proposal. It is more than how the library “will” spend the grant money. It is also how “well” the library spends the grant money.
- ★ Specifications for equipment to be purchased must be included with supporting documentation. Reviewers must be able to evaluate if the proposed scanner, or other piece of equipment, is appropriate, inappropriate or inadequate for the project.

The Illinois State Library Will Not Fund The Following With LSTA Funds:

- ★ General local responsibilities
The library must open the doors, pay utilities, hire staff and use local funds for basic library services.
- ★ Continuations or to sustain existing programs
LSTA grants are to try something new. These grants are opportunities to reach beyond what is normally offered in library services.
- ★ Travel to, registrations for, and attendance at conferences
- ★ Out of state travel
Regardless of the purpose, library staff may not use LSTA funds to travel out of state. An out of state trainer may be brought to Illinois.
- ★ Accelerated Reader tests or Reading Counts tests
- ★ Stand-alone circulation systems
Illinois has a long-standing history of resource sharing. Circulation systems that are stand-alone do not support statewide resource sharing.
- ★ Computer labs (stationary or wireless), circulation systems or bibliographic platforms
- ★ Subscriptions, maintenance contracts or licensing fees
- ★ Magazines, periodicals, or serials
- ★ Databases or subscription electronic resources through the Web (E-Resources)
- ★ Bookmobiles or vehicles
- ★ Joining the Local Library System Automation Program (LLSAP)
These grants are funded with Educate & Automate grants when funds are available.
- ★ Furniture
- ★ Construction, wiring, and capitol improvements to the building or anything that is attached to the walls: i.e. signage, shelving. To be allowed, shelving, for example, must specifically say that it is free standing and why it is integral to the proposed activities.
Public libraries may apply for these capitol improvements under the Construction Grant program.
- ★ Food and refreshments, but these costs can be considered a local contribution
- ★ Indirect costs and/or overhead, but these costs can be considered a local contribution
- ★ Duplication or cross over with other FY2008 grants offerings
Submit the application in the appropriate grant category

- ★ A general marketing campaign to promote the library, including general promotional products that promote the library

he purchase of promotional materials with LSTA funds is rarely an allowable cost unless the application has clearly demonstrated a legitimate purpose for the purchase and distribution of these items that is directly related to the LSTA grant project.

Products that educate the public about the grant project are allowable. The determining factor may be whether the items are more educational and informational in nature than promotional.

Applicants **may not** use LSTA grant funds to cover:

- ⊙ Costs of meetings, or other events related to non-LSTA grant activities of the organization;
- ⊙ Costs of general library promotional items and memorabilia, including models, gifts, and souvenirs;
- ⊙ Costs of advertising and public relations designed solely to promote the library in general.

If an item is in question, call the Illinois State Library for clarification or partner with a business and other organization to cover the costs of promotional materials

Hiring Staff, Individuals, or Agencies on Contract:

Personnel and Professional Contracts may be paid with either LSTA grant funds or as a local contribution with agency funds.

- ★ If individuals or contracts are paid with LSTA funds, it must be for time actually spent working on the project.
- ★ Personnel: Salary and LSTA grant funds may not be earned at the same time. In other words, no double dipping or overlap of payment is allowed. An individual, including full time staff, may be paid with LSTA grant funds for actual time spent working on grant activities, as long as they are not earning salary concurrently. An agency may pay project staff and recover staff salaries (and benefits) for the actual time that individual works on the grant project.

A part time employee of the library may have hours added for work on the grant project and those hours spent working on the project can be paid with LSTA funds.

- ★ LSTA funds may not be used for purposes other than the approved, funded grant activities. Personnel or contractual arrangements to assume non-grant related duties of or to substitute for a staff person working on the grant activities are not allowed as grant expenses.

As an example: a school librarian (project director) working on a grant project may not hire a sub, with LSTA funds, to work in the library while the project director is out of the building working on grant activities. (Because the sub is not working on the grant project.) But, the school district can hire a sub with local funds and pay the project director with LSTA funds for time spent working on the grant project.

Budgeting Equipment:

A machine or electronic device is considered equipment. Cost does not determine if an item is considered equipment. Cost does determine where that item is budgeted.

- ★ If the value of the equipment is \$500 or more, use the *Capital Outlay* budget line.
- ★ If the equipment is valued under \$500, use the *Supplies, Postage and Printing* budget line.

Appropriate Local Contributions Include, But Are Not Limited To:

- ★ An appropriate percent of the salary(s) of primary staff(s) working on the project
- ★ Food, refreshments, gifts
- ★ Travel
- ★ OCLC costs
- ★ Processing materials
- ★ Supplies
- ★ Overhead or indirect costs

Travel To Required Meetings:

For grants over \$5,000, budget for travel to the Illinois State Library in Springfield. One person (project director) is required to attend a Grant Management And Reporting Requirements Meeting. LSTA budgets may include travel reimbursement at a rate of \$0.445 per mile, hotel at a maximum of \$70 per night and meals at a maximum of \$28 per day, which are based upon State of Illinois Travel Regulations. Budget for travel to Springfield in October 2007.

Attachments to the Grant Application

Letters Of Support:

- ★ *Demonstration of Public Library Services* applications are required to have a Letter of Support from the Regional Library System.
- ★ Partnering agencies should write letters of support to confirm their commitment to the project and include their responsibilities with the project to ensure its success. These should be attached to the application, not mailed separately.
- ★ Letters of support from the agencies or organizations that will be invited to participate in the project may be important to show they have been contacted and are willing to participate. These should be attached to the application, not mailed separately. Participating agencies are not necessarily partnering agencies.
- ★ Letter of support from legislators are neither necessary nor encouraged.

Supporting Documentation:

- ★ Attach any additional documentation that communicates the library's commitment to the success of the project.
- ★ Do not attach resumes of staff.

Review Process

This is a competitive review process. Each application must stand on its own merit and is evaluated based on the information provided in the application.

The staff of the Illinois State Library and/or teams or reviewers will evaluate all applications. Final recommendations for funding are made by the Illinois State Library with the grant awards subject to approval by the Secretary of State and State Librarian.

Only the awarded grant applications shall be considered public information. Working papers, individual reviewer's comments, notes, and scores are not public information.

Final Selection Process: Applications will be funded that best meet the purpose of the grant offering and address one or more of the goals in the *Illinois State Library's Long Range Plan for the Use of LSTA Funds FY2003-FY2007*.

Selection factors that will be taken into account include:

- ★ Availability of LSTA funds
- ★ Submission by the deadlines
- ★ Extent to which the proposed grant activities represent an appropriate use of the funds
- ★ Reviewers' working papers
- ★ Geographic distribution of the proposed grant awards
- ★ Applicant's past grant performance
- ★ Possible duplication with other state funded initiatives
- ★ Earliest date and time of receipt of the full application

Pre-contract negotiations between the Illinois State Library and the grant applicant will clarify any issues raised during the review process. Not all applicants contacted during the pre-contract negotiations will receive an award.

Grant Time Frame

February 2007	Application information available for grants
April 2, 2007	Deadline for the required Letter Of Intent
May 11, 2007	Deadline for the Full Application Postmarked or hand delivered by 4:30 p.m.
September 2007	Grants awards announced
October 1, 2007	Grant activities begin
October 2007	Required grant management workshop for Project Directors
June 30, 2008	All funds encumbered or expended

August 15, 2008 **All encumbered funds expended. All grant activities end.**

September 1, 2008 Final Report due by Email

All grant activities and expenditures must take place during the grant time frame of October 1, 2007 – August 15, 2008.

Accountability

Grant recipients are expected to adhere to the activities in the approved application.

Grant recipients must file reports in a timely manner as outlined in the reporting manual provided by the Illinois State Library.

Failure to comply may result in:

- 1) The library agency will be required to return the grant monies, and
- 2) The library agency will be ineligible for competitive grants for one year.

Questions?

Contact the Illinois State Library with any questions.

- ★ Telephone: 1-800-665-5576, Extension 1
- ★ Submit questions by fax to 217-782-1877
- ★ E-mail questions to kegan@ilsos.net

