

### IN SYNC WITH TECHNOLOGY

- ★ A library agency may submit only one application. Agencies awarded FY09 In Sync With Technology grants are not be eligible for funding in this category.
- ★ A regional library system may submit up to two applications with one on behalf of member libraries and one on behalf of the system headquarters unless they were awarded FY09 LSTA funds.
- ★ Range of funding is \$5,000 - \$50,000.
- ★ Preference will be given to applications that demonstrate outside support for the project.

### PROGRAM OVERVIEW

This grant offering provides libraries the opportunity to improve library services for their patrons by developing programs or services that integrate new technologies or significant equipment. This offering allows for the purchase of computers, significant equipment (capital outlay), and software or technology enhancements to be used in creating or delivering library programming or services with justification based on patron need. The equipment should reside in the library.

Develop services, programs or activities that integrate new technologies or equipment as listed below.

- ★ Enhance library services for patrons by replacing, upgrading or adding public access/staff computers located in the library. This includes upgrading to larger monitors and the purchase of laptop computers.
- ★ Support new library programs by adding significant equipment (capital outlay) such as: HDTV, LCD projector, white/smart board, printer, microfilm/fiche reader/printer or assistive computer technologies to improve library services, digitization centers and access to library resources.
- ★ Provide improved library services and accessibility by adding software or technology enhancements such as WiFi, high speed Internet, podcasts, online meeting, E-commerce software or designing an accessible, ADA compliant, library web site.
- ★ Institute emerging web-based initiatives geared towards more participation by library patrons in library services. Examples include, but are not limited to, blogs for patron book discussions, RSS, enabling tagging in the library's online catalog to make it more attractive to library users, and utilizing instant messaging to connect reference services with users.
- ★ Develop a digitization center for libraries that prefer to outsource their digitization projects.
- ★ Expand access to and train library staff statewide on effective utilization of virtual meeting and web conferencing/collaboration software such as Horizon WIMBA, WebEx, LiveMeeting, InterWise, OPAL, and ConferenceNow. (Please note that LSTA only allows for training of librarians with a demonstrated benefit for patrons.)

*Don't know what Library 2.0 is?*

*Check out this article on Library Journal.com:*

<http://www.libraryjournal.com/article/CA6365200.html>

or

The Participatory Librarianship Starter Kit

<http://ptbed.org/intro.php>

This opportunity provides grant awards between \$5,000 and \$50,000 to upgrade or replace the library's capital outlay, but applications must define a patron based need with a program, service or activity driving the reason for the new equipment or technology. Appropriate program ideas and collaboration might include, but certainly are not limited to these examples:

- ★ Begin participating in the Veteran's History Project with the purchase of a laptop computer to record interviews with WWII and other Veterans. Leverage community support through partnership with local veterans' organizations or senior citizens' centers. <http://www.loc.gov/vets/>
- ★ Improve library services for visually challenged patrons with an ADA compliant website, screen readers and other assistive equipment. Leverage community support through partnership with the Lions Club, area Talking Book & Braille Center or special interest groups.

- ★ Add value to library services for patrons by instituting e-commerce or self-service programs. Leverage community support through partnership with local financial institutions. <http://www.treasurer.il.gov/>
- ★ Work towards an environmentally friendly library by replacing energy inefficient computers and equipment, and establish the library as a model for going “green.” Leverage community support through partnerships with the local Sierra Club, scouts, or local, environmentally conscious groups. (Please note: LSTA will not fund items such as furnace replacement or construction.)
- ★ Without duplicating efforts under the READ grant offering, initiate an Internet based, online book discussion group for patrons to encourage reading and idea sharing. Leverage community support through partnerships with other types of libraries within the community, home school groups, and local media.
- ★ Target home-based or small business owners by offering expertise and equipment that area small business are lacking and programs that the library’s current equipment might not have the capacity to support. Leverage community support through partnerships with area businesses.
- ★ Expand access to and train area businesses, organizations and library staff on effective utilization of virtual meeting and web conferencing/collaboration software to position the library as a leader within the community. leverage community support through partnership with the local Chamber of Commerce and community leaders.

Preference will be given to applicants that leverage community support for the project. Demonstrate leverage through local contributions/match, in-kind support from agencies other than the applicant. If an outside agency is providing funds or in-kind contributions, attach a memorandum of understanding from them to confirm their financial commitment. The memorandum of understanding must quantify the monetary contribution and/or define the in-kind contributions.

The intent of this offering is to provide substantial equipment (capital outlay) and software to be used in the creation or delivery of library programs or services. The application must include specifications and non-binding quotes for all Capital Outlay. The quotes must correspond to the Capital Outlay budget line directly or through explanations.

#### **Not Allowed Under the In Sync With Technology Offering**

- ★ Entertainment programs
- ★ Library Materials including books added to the collection
- ★ Ineligible subscriptions include but are not limited to:
  - ✓ Serials
  - ✓ Databases or subscription electronic resources available through the Web (E-Resources)
  - ✓ Costs to subscribe to a shared catalog such as OCLC
- ★ Ineligible supplies include but are not limited to:
  - ✓ Personal devices such as GPS, cells phones, i-phones, blackberries or MP3 players
  - ✓ Puppets, toys or costumes
  - ✓ E-book readers

#### **DESIRED OUTCOMES**

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

- ★ Participating libraries will report an improved ability to meet the programming and information needs of technologically savvy and technology challenged patrons
- ★ Library users will report high satisfaction with library services and programs accessed using technology.
- ★ Library users will make informed decisions as their information and programming needs are met in new and innovative ways.

## **ELIGIBLE APPLICANTS**

- ★ A library agency may submit only one application.
- ★ A regional library system may submit up to two applications with one on behalf of member libraries and one on behalf of the system headquarters, if they were not award FY09 LSTA grant funds.

**Academic, School, Public And Special Libraries and Library Agencies are eligible to apply.** To be eligible for LSTA grants under this offering, 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 library system board, subject to approval by the State Librarian and sustain full member status. (23 IL ADC 3030.10) The library must agree to honor the current Illinet Interlibrary Loan Code [http://www.sos.state.il.us/publications/pdf\\_publications/lda130.pdf](http://www.sos.state.il.us/publications/pdf_publications/lda130.pdf) and all current resource-sharing agreements. The library must share its collection without charge with other libraries in Illinois based on those agreements. Local funds for the library may not be decreased as a result of being awarded grant funds. If a public library, the agency must honor all current laws regarding non-resident use.

**Regional Library Systems are eligible to apply.** There are ten regional library systems in Illinois. Nine of the regional library systems are membership-based and multi-type drawing their membership from academic, public, school, and special libraries located within a specific geographical boundary and the tenth is the Chicago Public Library System. To be eligible for LSTA grants under this plan, a regional library system must be recognized by the Illinois State Library as meeting the criteria defined by *Illinois Compiled Statutes* and the *Administrative Code Rules*. (75 ILCS 10/2).

## **GENERAL APPLICATION CRITERIA**

- ★ Agencies are limited to one application. The agency's headquarters or main library must authorize applications submitted by a building or branch library.
- ★ Library agencies may partner on an unlimited number of applications. Partners are agencies whose activities are integral to the project and without whom the project could not occur. Attach a memorandum of understanding from every partnering organization or outside agency providing funds or in-kind contributions to confirm their financial commitment.
- ★ A programmatic component is required. The application must demonstrate involvement of the end user/target audience via library-based program/service/activity(s), and not focus primarily on purchasing items for the library. All items included in the budget must be justified by the proposed activities or services.
- ★ Grant funded activities may not start prior to the contract start date, (expected to be October 1, 2009) and all project activities must conclude prior to August 15, 2010.
- ★ Applicants will be required to demonstrate that the programs and use of items proposed support at least one purpose of LSTA.
- ★ Products that specifically educate the public about the grant project are allowable. Products promoting general library services or activities are not allowed. The determining factor may be whether the items are more educational and informational in nature than promotional.
- ★ Grant recipients must comply with the Children's Internet Protection Act (CIPA) if LSTA funds are used to purchase computers or Internet access (i.e.: to pay an Internet Service Provider).

## **Fiscal Information**

- ★ Applications for the In Sync With Technology grant offering will be funded in the range of \$5,000 - \$50,000. Requests below or above this range will automatically be disqualified.
- ★ The Illinois State Library anticipates that if funds are available, a grant offering similar to this may be offered for three grant cycles, FY09, FY10 and FY11.
- ★ Once an agency is funded under this category, they will not be eligible for subsequent funding in this category. Therefore, those agencies awarded In Sync grants in FY09 are not eligible in FY10 or 11.
- ★ Grants are awarded using Library Services and Technology Act (LSTA) funds, CFDA 45.310, provided to the Illinois State Library by the Institute of Museum and Library Services.

- ★ Grant funds must be obligated (encumbered) between October 1, 2009 and June 30, 2010. 100% of the LSTA funds must be expended by August 15, 2010. Costs incurred prior to the official contract start date are not eligible for reimbursement.
- ★ Applicants should budget for an October 2009 meeting at 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 not to exceed the state rate: mileage at \$0.505, 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.
- ★ A machine or electronic device is considered equipment. If the cost of one piece of equipment is under \$500, use the *Supplies, Postage and Printing* budget line. If the cost for one piece of equipment is over \$500, use the *Capital Outlay* budget line.
- ★ The application must include specifications and non-binding quotes for equipment costing \$500 or more. The quotes and specifications must correlate to the *Capital Outlay* budget line. If not, explain the quote to budget discrepancy, so it is clear how the *Capital Outlay* budget total was calculated.
- ★ All items included in the budget must be essential to the proposed activities or services. Request appropriate items and write clear explanations within the *Project Description* and on the *Budget Explanation* justifying why they are necessary to the success of the project. Also show formulas for calculating costs or convey the source.
- ★ Research and use actual costs. Round up to the nearest dollar.
- ★ 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.
- ★ No funds will be released until the signed and dated contract has been executed:
  - ✓ 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.
  - ✓ 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.

**The Illinois State Library Will Not Approve the Following Uses of LSTA Grant Funds**

- ★ Construction, wiring, and capital improvements to the building. This includes installation and wiring to set up equipment purchased, i.e.: mounting of an LCD Projector on the ceiling, Smart Board or monitor on the wall. Installation and wiring should be covered with local contributions.
- ★ Conferences including travel to attend and registration costs.
- ★ Continuations or to sustain existing programs.
- ★ Databases or subscription electronic resources through the Web (E-Resources).
- ★ Cash donations or contributions using LSTA grant funds.
- ★ Duplication or cross over with other FY2010 grants offerings.
- ★ Food and refreshments, but these costs can be considered a local contribution.
- ★ Furniture.
- ★ General local responsibilities. The library must open the doors, pay utilities, hire staff and use local funds for basic library services.
- ★ General marketing or promotional materials to publicize the library including general promotional items, memorabilia, gifts and/or souvenirs.
- ★ Indirect costs and/or overhead.
- ★ Magazines, periodicals, or serials.
- ★ Marketing, advertising and public relations designed solely to promote the library in general.

- ★ Meetings or other events related to non-LSTA grant activities of the organization.
- ★ 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 or speaker may be brought to Illinois.
- ★ Personal items such as t-shirts, water bottles, coffee mugs.
- ★ Stand-alone circulation systems or bibliographic platforms. Illinois has a long-standing history of resource sharing. Circulation systems that are stand-alone do not support statewide resource sharing.
- ★ Subscriptions, warranties, maintenance contracts or licensing fees that fall outside the timeframe of the grant project.

### **Hiring Staff, Individuals, or Agencies on Contract**

If appropriate and necessary for the success of the project, 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 actual time 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 school librarian (project director) with LSTA funds for time spent working on the grant project.

### **Attachments to the Grant Application**

- ★ Leveraging support is an important aspect of this offering. If an outside agency is providing funds or in-kind contributions, attach a memorandum of understanding from them to confirm their financial commitment. The memorandum of understanding must quantify either the monetary contribution or define the in-kind contributions.
- ★ The application must include specifications and non-binding quotes for equipment costing \$500 or more. The quotes and specifications must correlate to the corresponding Capital Outlay budget line. If not, explain the cost discrepancy.
- ★ Attach any additional documentation that communicates the library's commitment to the success of the project.
- ★ Attach the signed CIPA certification to certify compliance with the Children's Internet Protection Act. Please note that all grant recipients must comply with the Children's Internet Protection Act (CIPA) if LSTA funds are used to purchase computers or Internet access (i.e.: to pay an Internet Service Provider). For all other uses, CIPA certification is required, but compliance is not.
- ★ Generic letters of support from legislators or letters expressing general endorsement of the proposal are neither necessary nor encouraged.
- ★ Do not attach resumes of staff.

## **REVIEW PROCESS**

- ★ Preference will be given to applicants that leverage outside support for the project. If an outside agency is providing funds or in-kind contributions, attach a memorandum of understanding from them to confirm their financial commitment. The memorandum of understanding must quantify either the monetary contribution or define the in-kind contributions.
- ★ 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 teams of 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. A summary of the review comments will be shared with the applicant.

## **Final Selection Process**

Applications will be funded that best meet the purpose of the grant offering and that address one or more of the goals in the *Illinois State Library's Long Range Plan for the Use of LSTA Funds FY2008 – 2012*.

As determined by the proposed purpose of the project, this grant offering supports:

- ★ Goal 2: Position Illinois libraries to provide access to abundant resources and information, both virtual and tangible, to collaborate for resource sharing, develop ideas that embrace technology and extend library services for all Illinois citizens.

Obligations of the Illinois State Library to fund this grant program will cease immediately without penalty or further payment being required if the Institute of Museum & Library Services or the US Congress fails to appropriate or otherwise make available sufficient funds. Award notification will be released when legislative and gubernatorial approval of an FY2010 appropriation is made.

### **Selection factors that will be taken into account include:**

- ★ Availability of LSTA funds.
- ★ Submission of a complete application meeting the deadline.
- ★ Extent to which the proposed grant activities represent an allowable, allocable and reasonable use of the funds.
- ★ Projects that address the *Strategic Plan for Technology and Telecommunications: Action Plan* and lead to models that can be replicated in other locales.
- ★ Reviewers' working papers.
- ★ Geographic distribution of the proposed grants awards.
- ★ Applicant's past grant performance.
- ★ Possible duplication with other state funded initiatives.
- ★ Earliest date and time of receipt of the complete 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. ISL reserves the right to change the grant amount as appropriate.

### **GRANT TIME FRAME**

January 2009	Application information available for grants
<b>March 31, 2009</b>	<b>LETTER OF INTENT deadline</b>
<b>May 1, 2009</b>	<b>COMPLETE APPLICATION deadline</b>
September, 2009	Grant awards announced
October 1, 2009	Grant activities begin
October 2009	Required grant management workshop for Project Directors
June 30, 2010	All funds encumbered
August 15, 2010	100% of encumbered funds expended; all grant activities end
September 1, 2010	Deadline for Final Report submitted by e-mail.

### **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:
  - ✓ The library agency will be required to return the grant monies.
  - ✓ The library agency will be ineligible for competitive grants for one year.

### **TO APPLY**

***An online Letter of Intent is required. Click on the "Application" for instructions.***

***Letter of Intent Deadline: March 31, 2009***

***Application Deadline: May 1, 2009***

***Applications must be legibly postmarked OR hand-delivered prior to 4:30 p.m.***

Mail one original and 15 copies (total 16) to: LSTA Grant Program  
Illinois State Library  
300 South Second Street  
Springfield, Illinois 62701-1796

**OR**

Hand-deliver one original and 15 copies (total 16) to: Room 410 (Library Development Group, 4<sup>th</sup> floor)  
Gwendolyn Brooks Building  
Illinois State Library  
300 South Second Street  
Springfield, Illinois 62701-1796

- ★ Staple each copy of the application with the Grant Application Cover Sheet listing the grant number "10-xxxx" as page 1. Do not use special bindings or notebooks.

- ★ To ensure timely delivery, please use Fed Ex, UPS or first class mail.
- ★ No applications will be accepted after the deadline.
- ★ No facsimile applications or electronic applications will be accepted.
- ★ Incomplete applications will not be considered for funding.

**QUESTIONS?**

Contact the Illinois State Library at 1-800-665-5576. When prompted, select extension 1 for the Library Development Group.

Send questions by e-mail to: [kegan@ilsos.net](mailto:kegan@ilsos.net)

Complete and attach this required form to the In Sync With Technology grant application.

**CHILDREN'S INTERNET PROTECTION ACT (CIPA) 20 U.S.C. § 9134(f)  
INTERNET SAFETY CERTIFICATION FOR APPLICANTS  
APPLYING FOR FY2010 LSTA FUNDS**

**Name of Applicant Agency:** \_\_\_\_\_

**The applicant is a:**

- Public Library
- Public Elementary or Secondary School Library
- Consortia With Public Libraries and/or Public School Libraries
- Special Library, Academic Library or a Private Library

As the duly authorized representative of the applicant library, I hereby certify that the library is: (Please check only one.)

**CIPA Compliant**

The applicant library has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.

- The library receives services at discount rates under section 254(h)(6) of the Communications Act of 1934 and **certifies compliance under the E-Rate program.**

- The CIPA requirements do not apply** because no funds made available under the LSTA program are being used to purchase computers to access the Internet, or to pay for direct costs associated with accessing the Internet.

- The applicant is a **Special Library, an Academic Library or a Private Library** and is NOT partnering on this project with a public library, a public school library or consortia with public libraries and/or public school libraries.

\_\_\_\_\_  
*Signature of Authorized Representative*

\_\_\_\_\_  
*Printed Name of Authorized Representative*

\_\_\_\_\_  
*Title of Authorized Representative*

\_\_\_\_\_  
*Date*