



Library Services and Technology Act

LSTA

Information and Guidelines for Wisconsin

2012

Wisconsin Department of Public Instruction
Division for Libraries, Technology, and Community Learning



Library Services and Technology Act
LSTA
Information and Guidelines for Wisconsin
2012



Wisconsin Department of Public Instruction
Tony Evers, PhD, State Superintendent
Madison, Wisconsin

This publication is available from:

Terrie Howe, LSTA program coordinator
Division for Libraries, Technology, and Community Learning
(608) 266-2413 or teresa.howe@dpi.wi.gov

Wisconsin Department of Public Instruction
125 South Webster Street
Madison, WI 53703
(608) 266-7270
dpi.wi.gov/pld/pdf/guide12.pdf

© June 2011 Wisconsin Department of Public Instruction

The Wisconsin Department of Public Instruction does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation, or disability.

This publication (product) was supported by the Library Services and Technology Act funds, awarded to the DPI by the Federal Institute of Museum and Library Services (IMLS).



Printed on Recycled Paper

Table of Contents

Chapter 1	Introduction.....	1
Chapter 2	Purposes of LSTA	3
Chapter 3	LSTA Advisory Committee.....	5
Chapter 4	Preliminary Budget 2012.....	7
Chapter 5	Schedule for 2012.....	9
Chapter 6	Consultation	11
Chapter 7	Need to Know	13
	Acknowledgment of IMLS	13
	Allowable Uses of LSTA Funds	13
	Computer Purchases with LSTA Funds.....	14
	Distribution of Funds by Library Systems.....	14
	Grant and Budget Changes	15
	Six-Month and Final Grant Evaluations	15
	Marketing / Public Relations	15
	Unallowable Advertising and Public Relations Costs	15
	Refreshments, Gifts, Toys.....	16
	Sanctions.....	16
Chapter 8	Division for Libraries, Technology, & Community Learning (DLTCL) Projects ..	17
	Technology Projects	17
	Library Improvement Projects	24
	LSTA Administration	25
Chapter 9	LSTA Competitive and Noncompetitive Grant Categories 2012	27
	Technology	27
	Special Needs.....	29
	Library Improvement.....	33
Chapter 10	Grant Process and Procedures	35
	A. Application Process and Procedures	35
	B. Review Process and Procedures.....	35
	C. Award Process and Procedures	36
	D. Appeal Process and Procedures for Unfunded LSTA Grants	36
	E. Administration of Grants.....	37
Chapter 11	Policy on Conflict of Interest	39
Chapter 12	LSTA Comment / Complaint Procedure	41
Appendices	A: Library Services and Technology Act (LSTA) Application 2012	45
	B: Library Services and Technology Act (LSTA) Application Rating Form for Volunteer Reviewers	54
	C: Library Services and Technology Act (LSTA) Six-Month Evaluation.....	57
	D: Library Services and Technology Act (LSTA) Final Evaluation.....	58

Introduction

1

The *Library Services and Technology Act LSTA Information and Guidelines for Wisconsin 2012* is produced by the Wisconsin Department of Public Instruction, Division for Libraries, Technology, and Community Learning, to describe the federal LSTA program in Wisconsin. Included in this document are the funding categories and priorities for 2012, the requirements and criteria by which grant applications will be rated, the grant review and award process, and forms related to the administration of the program.

The LSTA was signed into law on September 30, 1996. FY 97 was a year of transition, marking the end of the Library Services and Construction Act (LSCA) program and the beginning of the new LSTA program. Known originally as the Library Services Act, the LSTA program had been in existence, in various forms and with various priorities, since 1956. LSTA was most recently reauthorized in 2010.

The LSTA program is administered at the federal level by the Institute of Museum and Library Services (IMLS). The Catalog of Federal Domestic Assistance (CFDA) number for LSTA is 45.310.



Purposes of LSTA

2

The LSTA program represents a modernization and reconfiguration of the LSCA, building on the strengths of that program but sharpening the focus on technology, resource sharing, and targeted services. The LSTA purposes as revised in late 2010 (PL 108-81) are:

- expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, life-long learning, workforce development, and digital literacy skills;
- establishing or enhancing electronic and other linkages and improved coordination among and between libraries and entities for the purpose of improving the quality of and access to library and information services;
- providing training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services; and enhancing efforts to recruit future professionals to the field of library and information services;
- developing public and private partnerships with other agencies and community-based organizations;
- targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills;
- targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line
- developing library services that provide all users access to information through local, State, regional, national, and international collaborations and networks; and
- carrying out other activities consistent with the purposes [of LSTA], as described in the State library administrative agency's plan.



LSTA Advisory Committee

3

Members of the Library Services and Technology Act (LSTA) Advisory Committee are appointed by the State Superintendent of Public Instruction to serve staggered three-year terms. The primary responsibilities of the committee are to advise the State Superintendent and the Division for Libraries, Technology, and Community Learning on the development of the long-range plan for LSTA; establishment of the annual grant criteria, priorities, and categories; grant applications and grant awards; and evaluation of the LSTA grant program.

Term Ending 12/31/2011

Dee Barabe
Learning Resource Technician
Wisconsin Indianhead Technical College
2100 Beaser
Ashland, WI 54806
(715) 274-2303
Dee.Barabe@witc.edu

Pat Chevis
Past WLA President & Library Director
2914 Arbor Drive
Madison, WI 53711
(608) 238-9513
pchevis@gmail.com

Garrett Erickson
Support Services Manager
Marathon County Public Library
300 North First Street
Wausau, WI 54403
(715) 261-7270
Garrett.Erickson@mail.co.marathon.wi.us

Patricia Laughlin, Director
Hales Corners Library
5885 South 116th Street
Hales Corners, WI 53130
(414) 529-6150 ext. 20
Pat.Laughlin@mcfls.org

Lynn Stainbrook, Director
Brown County Library
515 Pine Street
Green Bay, WI 54301
(920) 448-4400 ext. 351
stainbrook_lm@co.brown.wi.us

Term Ending 12/31/2012

Jeff Dawson, Director
Lester Public Library
1001 Adams Street
Two Rivers, WI 54241
(920) 793-7104
jdawson@esls.lib.wi.us

Teri Iverson, ITSS Director
CESA #3
1300 Industrial Drive
Fennimore, WI 53809
(608) 822-3276
tiverson@cesa3.k12.wi.us

Leah Langby
Development & Youth Coordinator
Indianhead Library System
1538 Truax Boulevard
Eau Claire, WI 54703
(715) 839-5082
langby@ifls.lib.wi.us

Steven Platteter
Technology Coordinator
Mid-Wisconsin Library System
112 Clinton Street
Horicon, WI 53032
(920) 485-0833
sepp@mwfls.org

Robert Stack, Director
Portage County Public Library
1001 Main Street
Stevens Point, WI 54481
(715) 346-1548
Bob.Stack@uwsp.edu

Term Ending 12/31/2013

John Hanson, Director
U.S.S. Liberty Memorial Public Library
1620 11th Avenue
Grafton, WI 53024
(262) 375-5315
jhanson4@esls.lib.wi.us

Martha Van Pelt, Director
South Central Library System
4610 S. Biltmore Lane, Suite 101
Madison, WI 53718
(608) 246-7975
mvanpelt@scls.lib.wi.us

Matt Rosendahl, Director
Learning Resources, WITC
(Wisconsin Indianhead Tech College)
P.O. Box 244
Luck, WI, 54853
(715) 517-2929
matt.rosendahl@witc.edu

Bruce Gay
Technical Services Manager
Milwaukee Public Library
814 W. Wisconsin Avenue
Milwaukee, WI, 53233-2385
(414) 286-3289
bgay@milwaukee.gov

Malena Koplin, LMS
Pewaukee Lake Elem School
436 Lake Street
Pewaukee, WI 53072
(262) 691-2100 ext. 2010
koplmal@pewaukee.k12.wi.us

Preliminary Budget 2012

4

The amount of LSTA funds estimated to be available for LSTA projects January through December 2012 is:

FY 2012 Estimate

Appropriation	\$ 2,946,913
Carryover	-
Total	\$ 2,946,913

Preliminary Amounts

A. Technology

Broadband Upgrade Grant	\$ 15,500
Resources for Libraries & Lifelong Learning	\$ 722,125
WISCAT	\$ 488,265
Library Improvement - Technology	\$ 107,300
Library System Technology	\$ 350,000
Digitization - Local Resources	\$ 16,000
Delivery Projects	\$ 90,000
e-Content Licensing	\$ 400,000
Subtotal	\$ 2,189,190

B. Special Needs

Literacy	\$ 100,000
Accessibility - Public Library Systems	\$ 115,000
Subtotal	\$ 215,000

C. Library Improvement

Statewide Library Improvement	\$ 343,400
Communication and Planning	\$ 30,000
School Media Staffing Follow-up	\$ 35,000
Library Director Orientation	\$ 10,000
Subtotal	\$ 418,400

D. LSTA Administration

LSTA Administration	\$ 117,500
Subtotal	\$ 117,500

TOTAL **\$ 2,940,090**

The grant categories and the dollar amounts may be revised on the basis of the total dollars available, applications submitted, and other factors, before final awards are made. New categories are noted by an asterisk (*).



Schedule for 2012

5

April 13-14, 2011	LSTA Advisory Committee recommends grant categories/budget for 2012
June 2011	Grant information to potential applicants
June-July 2011	Information sessions on the LSTA grant program for 2012
September 16, 2011	Grant applications must be submitted online by 4:30 p.m.; signature pages and attachments from application must be postmarked by September 16, 2011. (Only online applications are acceptable.)
September 2011	Grant application reviewer pool selected
September 2011	Reviewers trained and applications distributed
October 2011	Reviewer reports due
November 16-17, 2011	LSTA Advisory Committee meeting to consider grant applications
December 2011	Grant award announcements
December 2011	Grant application appeals filed (within 30 days of notification)
January 2012	Projects begin
July 16, 2012	Six-month evaluations due
December 30, 2012	End of 2012 project year
February 15, 2013	Final evaluations due, all claims submitted and projects closed



Consultation

6

Consultation on grant ideas and the application process is available from the Division for Libraries, Technology, and Community Learning staff upon request. If help is desired in a particular category, contact one of the staff members listed below. If you have any general questions or are unsure of the person to call, contact Terrie Howe, LSTA program coordinator.

Grant Category	Contact Person	Phone / Email
Technology Projects	Bob Bocher	(608) 266-2127 robert.bocher@dpi.wi.gov
Special Needs Projects	Terrie Howe	(608) 266-2413 teresa.howe@dpi.wi.gov
Continuing Ed for New Directors	John DeBacher	(608) 266-7270 john.debacher@dpi.wi.gov
General	Terrie Howe	(608) 266-2413 teresa.howe@dpi.wi.gov

The grant categories and the dollar amounts listed in Chapter 11 may be revised on the basis of the total dollars available, applications submitted, and other factors, before final awards are made.

LSTA grants and grant categories are not guaranteed for more than a one-year time period. New applications must be submitted and approved for each year. There are competitive and non-competitive grant categories. If a category is listed as non-competitive, it means that applications are limited to a specific roster of applicants, with funds to be distributed among the eligible projects. If a category is listed as competitive, the eligibility base is broader and not all eligible projects may receive funding.



Need to Know

7

Acknowledgment of IMLS

Grant recipients (library systems and member libraries) are required to acknowledge the Institute of Museum and Library Services (IMLS). All products, regardless of format or method of distribution and including Internet websites, which are created totally or in part under an LSTA grant, should include the following acknowledgement:

“This publication (product) was supported by (or "in part by") Library Services and Technology Act (LSTA) funds, awarded to the Wisconsin Department of Public Instruction by the Federal Institute of Museum and Library Services.”

In addition, flyers and other announcements of library programs and services should carry an acknowledgement such as the following:

“Supported by (or "in part by") Federal Library Services and Technology Act funds, awarded to the DPI by the Federal Institute of Museum and Library Services.”

Logos may be located here: www.ims.gov/recipients/acknowledgement.shtm.

Allowable Uses of LSTA Funds

- Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals’ needs for education, life-long learning, workforce development, and digital literacy skills;
- Establishing or enhancing electronic and other linkages and improved coordination among and between libraries and entities for the purpose of improving the quality of and access to library and information services;
- Providing training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services; and enhancing efforts to recruit future professionals to the field of library and information services;

- Developing public and private partnerships with other agencies and community-based organizations;
- Targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills;
- Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line
- Developing library services that provide all users access to information through local, State, regional, national, and international collaborations and networks; and
- Carrying out other activities consistent with the purposes [of LSTA], as described in the State library administrative agency's plan.

Computer Purchases with LSTA Funds

LSTA funds used to purchase computers for accessing the Internet or to pay for costs associated with accessing the Internet must comply with the Children's Internet Protection Act (CIPA), passed in December 2000. The Act mandates the use of Internet filters in libraries. This includes the purchase of computers for job resource centers (For CIPA compliance information, see the division's CIPA FAQ at dpi.wi.gov/pld/cipafaq.html. The purchase of Internet filtering software is not a permissible use of LSTA funds under the Wisconsin guidelines.)

Distribution of Funds by Library Systems

Allocating funds to member libraries or partnering agencies in special needs and system technology projects requires greater documentation in the LSTA application and final evaluation. The federal government requires accountability in the distribution of funds. Library system staffs, as grant administrators, need to provide information to system member libraries about their responsibility in agreeing to accept funds. (See Administration of Grants) The Institute of Museum and Library Services (IMLS) requires that each recipient of funds must describe the impact of the federal funds on its community. Each library or organization that receives and spends LSTA money must report on the use and outcomes of the LSTA fund expenditures.

Grant and Budget Changes

Changes to an approved grant budget need DLTCCL approval. The *LSTA Budget Revision Request form* must be completed. Visit the following website dpi.wi.gov/forms/doc/f2443.doc and complete the form. Your original budget detail needs to be included as well as requested changes with an explanation of the reasons for the revisions. If you are not sure whether a cost is permitted, please ask a DLTCCL consultant before spending the money. Costs will be reviewed for allowable expenses under federal laws and regulations.

Six-Month and Final Grant Evaluations

See the forms in Appendices A through D for information that must be reported.

Marketing / Public Relations

LSTA funds may NOT be used for marketing and public relations of general library services—marketing and public relations must be specifically related to the grant project and its outcomes. According to the Code of Federal Regulations (CFR) allowable public relations costs (marketing) might include:

- Costs specifically required by the grant award for a specific LSTA grant project.
- Typically, allowable public relations costs are specific expenses involved in a project to inform the public or the press about specific LSTA grant projects.
- Public relations costs, such as brochures and bookmarks, charged to an LSTA project to carry out that specific project would be allowable. However, a general message such as “libraries are good places and deserve to exist” would be considered unallowable.

Unallowable Advertising and Public Relations Costs

Costs of meetings, conventions, convocations, or other events related to other non-LSTA grant activities of the organization (including the costs of displays, demonstrations, exhibits, meeting rooms, hospitality suites, other special facilities used in connection with special events, and salaries and wages of employees engaged in setting up exhibits and providing briefings); costs of promotional items and memorabilia including models, gifts, and souvenirs; and costs of advertising and public relations designed solely to promote the a library or library system.

Refreshments, Gifts, Toys

According to federal guidelines, LSTA funds may only be used for refreshments if they are obtained in conjunction with training to achieve one of the LSTA purposes. In most cases, however, it is best to use local funds for food expenses. Performance costs may be reimbursed with LSTA funds only if the performance is primarily for educational purposes and is necessary as part of the outreach effort.

LSTA funds cannot be used to pay for toys/gifts or other promotional items unless "...items are more educational and informational in nature than promotional." It is recommended that libraries partner with businesses and organizations to cover the cost of promotional material.

Sanctions

If a grant recipient materially fails to comply with the terms and conditions of an LSTA award, whether stated in a federal statute, regulation, assurances, application, certification, or notice of grant award, the Division for Libraries, Technology and Community Learning (DLTCL) may take one or more of the following actions, as appropriate in the circumstances:

- Temporarily withhold grant funds pending correction of the deficiency by the recipient
- Disallow use of funds for all or part of the cost of the activity or action not in compliance
- Wholly or partly suspend or terminate grant awards
- Require the immediate return of LSTA funds to DPI
- Withhold future grant awards
- Suspend or reduce future grant awards
- Pursue other remedies that may be legally available

Failure to properly complete the six-month and the final evaluation and close out a grant in a timely manner may result in sanctions.

Special Conditions. The recipient must provide written documentation that shows that any special conditions of the award have been met. Failure to meet any of the General and Special Conditions, unless specifically waived in writing by either the LSTA program coordinator or Director of Library Development prior to termination of the grant will result in the disallowance of all award expenditures and the return of all federal funds to DPI.

Also, See "Grant Process and Procedure" section and "Certification" section of the application form.

Division for Libraries, Technology, & Community Learning (DLTCL) Projects

8

Technology Projects

Broadband Upgrade Grants

Noncompetitive; Estimated Total Expenditures: \$15,500

Purpose

Financial assistance for member libraries obtaining fiber for high speed Internet access through the state's federal broadband grant. This assistance will provide for extra wiring and possibly pay for other expenses incurred as part of the fiber broadband connection.

Expanded E-Content Licensing

Noncompetitive; Estimated Total Expenditures: \$300,000

Purpose

The purpose of this category is to support and encourage expanded e-content to be made available to libraries and individuals statewide. The DLTCL sponsored an e-book summit held on May 4, 2011. One of the goals of this summit is to develop a strategy for expanded statewide cooperative purchasing of e-books and other e-content. Funds in this category could be used to support funding models developed at or subsequent to the e-book summit. Funding could also be used to support expanded BadgerLink content on a temporary or demonstration basis. Statewide library community input will be sought on the most appropriate use of funds in this category.

Statewide Library Improvement – Technology

Noncompetitive; Estimated Total Expenditures: \$107,300

Purpose

Funds in this category are used to support the Public Library Technology Consultant position. This amount includes funding of a statewide meeting of public library system technology liaisons, and continuing education opportunities for the consultant. This position provides statewide leadership for the implementation of technology in public libraries, provides support for LSTA library technology grant applications and projects, and serves as the liaison to the federal e-rate telecommunications program and the Broadband program for Wisconsin public libraries and schools. It also coordinates the implementation of the Bill and Melinda Gates Foundation public library grant program in Wisconsin.

Resources for Libraries and Lifelong Learning (RL&LL)

Noncompetitive; Estimated Total Expenditures:

\$722,125

Background

This category funds the development, management, and use of technology to provide interlibrary loan and reference services; BadgerLink and full text database support services; the Wisconsin Document Depository Program and Wisconsin Digital Archives; and the operation and maintenance of RL&LL automated network and systems, including the Song Book index, the Wisconsin Digital Library Collections index (Found in Wisconsin), circulation services, website maintenance, DPI library portal page, and other systems. Funding for the Delivery Services Advisory Committee is also included in this budget.

Interlibrary loan and reference services. Funds are used to support the work of 4.95 FTE permanent FTE (.75 vacant) who manage the operation of the automated interlibrary loan system, interlibrary loan services and provide reference services. Staff carries out consulting, and technical support activities for the automated interlibrary loan management systems and for interlibrary loan practices and protocols. Reference staff uses the OCLC Question Point web-based automated system to provide reference referral services within Wisconsin. In addition reference staff uses DIALOG, WestLaw, Lexis/Nexis, Wilson databases, OCLC First Search, the Wisconsin Newspaper Association database (RL&LL access includes the most recent sixty days of Wisconsin newspapers content that is embargoed in the BadgerLink version) and other databases to answer reference requests and verify difficult citations. Staff uses the online content heavily to answer reference questions. Staff also assists with activities associated with the Delivery Services Advisory Committee. Additional reference staff hours have been allocated to staffing, organizing, and promoting AskAway as WiLS has decreased support activity for this service.

The staff is responsible for:

- Management of and provision of technical support and consultation for interlibrary loan processes and use of automated systems (WISCAT and OCLC)
- Configuration of and software testing for interlibrary loan automated systems
- Provision of training for interlibrary loan activities
- Responding to questions about DPI programs and services
- Provision of interlibrary loan services using WISCAT, OCLC, MnLINK, email, and other forms of technology
- Conducting database searches, use of the Internet or use of other automated systems to respond to reference requests

- Setup and configuration of the AskAway virtual reference and reference referral system
- Provision of hours towards the state total needed for 24/7 virtual reference service
- Development of best practices information for virtual reference staff
- Contribution to the QuestionPoint knowledge database
- Access development, support, and training for BadgerLink resources
- Collection and web posting of interlibrary loan statistics
- Delivery Services Advisory Committee staff support (scheduling and staffing meetings, minutes, issue documentation, research)

Reference staff will support the AskAway virtual reference service until it is discontinued at the end of 2011. They will continue to respond to reference questions from patrons and librarians statewide that arrive at Resources for Libraries and Lifelong Learning via email, WISCAT, phone and mail. They may be transitioned to provide more training and support to patrons using BadgerLink resources. In 2010, staff filled 6,557 reference requests. Staff used the Resource for Libraries & Lifelong Learning (RL&LL) collection in addition to BadgerLink to answer reference questions. The RL&LL received 6,900 requests for materials from its collection in 2010.

ILL staff works on the most difficult requests needing bibliographic verification, location holding and referral using OCLC and other processes. In 2010, the RL&LL processed approximately 27,053 interlibrary loan requests referrals. As a result of the ISO ILL connection to WorldCat Resource Sharing the ILL team completely revised workflow which completely eliminated any backlog. The same day a request arrives at RL&LL it is forwarded to libraries for loan. The ISO ILL connection also allows for automatic routing of requests to Wisconsin's OCLC libraries. Once a request finds its way to RL&LL, any Wisconsin holdings (identified in the WISCAT Union Catalog, the WISCAT Virtual Catalog, or in OCLC's WorldCat) have been identified and the request routed. Further referral to libraries outside Wisconsin is handled manually.

The WISCAT interlibrary loan management system automatically referred 12,632 requests to WiLS, 46,134 requests to MINITEX, 7,680 requests to Milwaukee Public Library, and 3,042 requests to Milwaukee County libraries other than Milwaukee Public Library.

In 2011 the WISCAT/ILL teams continue to explore strategies which reduce costs and streamline operations. Software enhancements could further automate the referral process and reduce the need for manual intervention. The WISCAT team has started this conversation with Auto-Graphics. The ILL team will also closely examine referral policies, conduct in-house experiments and data gathering to help inform broader, statewide discussion of ILL practice.

BadgerLink. LSTA funds pay for a 2.25 FTE. This total includes coordinator, technical support and development, and training positions. The coordinator works with over 1,000 libraries and nearly 200 Internet service providers to provide access for libraries. The use of library card number and sequence range has vastly expanded. It is necessary to constantly revise the lists of IP addresses as IP providers change, add, and delete addresses, as vendors make changes in their administrative software and as more libraries want to set up administrative accounts. BadgerLink users made over 64 million database searches and nearly 40.5 million sessions in 2010 (not including usage from Wisconsin Newspapers Digital Research Site).

Staff continues to work with EBSCO to produce outreach materials on behalf of BadgerLink. Staff have developed new poster and bookmark series as well as a radio ad for commercial radio (to date this advertisement has run in two cycles on stations around Wisconsin). Staff has also arranged the BadgerLunch training program to introduce users to continuing and new resources. BadgerLunch is in its second year. A new series of webinars for teachers and educators is being discussed. Also, in discussion, is a graduate course for educators in cooperation with a CESA. The sessions revolve around topical themes used to introduce content and functionality. Staff also started using social media to reach, engage, and train new audiences.

Staff is responsible for:

- Work with full text vendors to identify and resolve problems and implement new services
- Management of authentication of users for BadgerLink (IP addresses, library card numbers, username and passwords)
- Management of the BadgerLink listserv
- Provision of technical support for BadgerLink
- Revision, development, and maintenance of the BadgerLink website
- Management of BadgerLink links to outside sites
- Development of Wisconsin related specialty databases to supplement resources
- Provision of training for BadgerLink users
- Addition of data to the Song Index, Training Portal prototype, and the Library Directory

Management of the Wisconsin Document Depository Program. This .75 FTE position is responsible for administering and implementing the Wisconsin Documents Depository Program and managing the Wisconsin Digital Archives as required in Wisconsin Statutes sections 35.81 through 35.82.

In response to a dramatic decrease in the number of print documents available for distribution to designated depository libraries, RL&LL subscribes to a suite of preservation tools through OCLC to make it possible for the depository program to place greater emphasis on the capture, archiving, preservation, and meta-tagging of electronic state government information. RL&LL has collaborative partnerships with the Wisconsin Historical Society, the Legislative Reference Bureau, State Law Library, Wisconsin Dept. of Transportation and the UW System who assist in archiving and cataloging state documents and information on state government websites. Catalog records for archived documents are made available to all libraries, regardless of depository status, to upload into their local OPACs. Access to electronic records can also be found in OCLC, WISCAT, and in the Wisconsin Digital Archives collection, www.wistatedocuments.org.

In 2010, the distribution of electronic state documents surpassed print for the first time ever. There were 1,622 documents distributed in 2010 with 61% (996 documents) being electronic documents. This was a 19% increase from 2009 which was 42% of the total distribution for the year. It is anticipated that in 2011 the number of electronic records distributed will again see a double-digit increase due to state agencies responding to significant budget constraints making it more efficient to provide access to electronic documents instead of paying for print.

RL&LL support of automated systems. A .6 FTE position performs technical work for the RL&LL and its programs.

- Management of the RL&LL local area network (LAN) including firewalls, backup and data protections
- Management of telecommunications connections to the state wide area network (WAN)
- Management of the RL&LL circulation system including upgrade and data backup as well as assistance with batch removal of cataloging records resulting from de-accessioning materials from RL&LL collection
- Management of the Reference and Loan website
- Development of RL&LL statistics for posting to the website
- Development and maintenance of the Song Index, Library Directory, and Wisconsin Digital Library Collection

Administration of technical contracts and supervision of staff. A total of .6 FTE (.3 vacant) management and supervisory positions oversee the management and operation of automated systems. Staff is responsible for project budgeting, development of specifications for automated systems, management of RFP and bid processes, procurement of automated systems, recruitment, hiring, and supervision of staff positions, development of presentations to statewide advisory committees and groups and other activities in relationship to the above services.

WISCAT

Noncompetitive; Estimated Total Expenditures: \$488,500

Purpose

Funds will be used to subsidize the cost of the WISCAT program. Funds will be allocated for staff, vendor contract costs, and other related costs. Revenue for the project is anticipated from licensing library staff access to the products.

Background

In late 2006 following major planning efforts and a bid process, the Department of Public Instruction signed a contract with Auto-Graphics, Inc. to provide WISCAT services. Auto-Graphics provides a web-based version of a hybrid union/virtual catalog and an interlibrary loan management system developed to ISO and standards and with NCIP functionality.

Division staff successfully made the transition to the new Auto-Graphics system by the end of November, 2006. Between 2007-2009, Auto-Graphics made regular upgrades to enhance or add new functions requested by users and improve performance. Division and vendor staff provides ongoing training sessions for library staff to use the system.

Users of the services are staff and the public using local libraries and residents of Wisconsin obtaining access from home, offices, dormitories, classrooms, and other locations. Libraries include public library systems, Cooperative Education Service Agencies (CESA), school, public state agency, state institution, academic, technical college, hospital, corporate, and other types of libraries and media centers. The union catalog is available on the web for by all users. The hybrid union/virtual catalog and interlibrary loan management systems are available only to licensed users. In 2010, borrowers made 180,635 requests which resulted in 344,213 lending requests. The borrower fill rate was 89% and the lender fill rate was 54%. The ratio of borrowing to lending requests was 1.9.

The resource sharing system allows library staff members and patrons to enjoy a number of important features. The product uses a single integrated user interface for the hybrid union/virtual catalog as well as for the interlibrary loan management system. Search results are de-duplicated and re-sorted so that records from multiple catalogs are displayed together. The product is extremely customizable. It allows customization and “branding” down to the regional or local library level. Each library or region can easily create its own customized splash page for the catalog. The union catalog allows for reader’s to post reviews. The Cooperative Children’s Book Center has entered reviews for books listed in CCBC choices which are not visible when using the union catalog. The union catalog contains Lexile reading level scores and materials can be searched by Lexile categories.

Staff implemented clearinghouse functionality for those systems still handling some requests prior to referral. Interlibrary loan routing has become increasingly automated. The product has been configured so that it requires library users to borrow from their own library or region prior to requesting materials from other libraries outside their region and displays an alert to the patron if a requested item is locally owned. A long sought after feature in the system, allows checking the shelf status of a potential lender's Z39.50 catalog, prior to sending a request to that lender, and then automatically skipping the location if the item is checked out or otherwise not available. The system also checks the policy statement of a potential lender prior to sending a request, and can skip the location if their policy indicates that the library does not lend the type of media requested (e.g., does not lend DVDs). The product has been configured to allow requests to be sent by libraries directly to MINITEX, WiLS, and Milwaukee Public Library after first going to other WISCAT libraries. The software and its advanced configurations have allowed the Reference and Loan Library staff to eliminate the backlog of interlibrary loan requests needing referral. Lenders are alerted when requests are about to expire at their location so that they can respond to the request before it moves on.

Update on 2010 Initiatives

Wisconsin participated in a pilot project with three other states and one Canadian province using the Auto-Graphics software to send requests out-of-state. This pilot was very successful. With minimal effort all states participating moved the system into full production. Wisconsin currently has 46 libraries both lending and borrowing from libraries in other states. Wisconsin is both a large borrower and lender to these states. As Wisconsin moves toward broader implementation of this initiative, automatic request routing speed improves and manual intervention is reduced.

In 2010 staff completed a number of major changes to the management of WISCAT. The changes include:

- Moving away from the union catalog as the primary repository for library holdings and relying more on the Z39.50 targets for current holdings information. The union catalog contains holdings for libraries without Z39.50 targets or for libraries that do not want the Z39.50 traffic on their local automated systems.
- Increased use of WISCAT to send requests out-of-state to other Auto-Graphics customers using the ISO ILL protocol. Libraries taking part would also lend to other Auto-Graphics customers.
- Implemented standard connection that allows requests to go from WISCAT to OCLC using the ISO ILL protocol. This change greatly reduced the manual intervention needed to refer requests outside Wisconsin.

2011 Initiatives

Staff is working to:

- Further refine the Union catalog in effort to streamline data management and reduce project costs.
- Strongly encourage Union Catalog libraries to become virtual catalog search targets to reduce data management and allow for automated availability checking.
- Identify and implement ISO ILL connections to South Central Library System and other ILLiad installations to further bring WISCAT and OCLC libraries together as technology allows.
- Continue to recruit Wisconsin libraries as part of Auto-Graphics' inter-state sharing project
- Identify software enhancements that continue to automate the connection to WorldCat Resource Sharing.
- Establish CIRC ILL connections to two new installations of Auto-Graphics' Verso OPAC software—Southwest Library System and Winding Rivers Library System. The interconnection allows for greatly improved management of ILL directly linked to the circulation system resulting in significant staff efficiencies.

The cost of WISCAT will remain \$200 for 2012.

Library Improvement Projects

Communications & Planning

Noncompetitive; Estimated Total Expenditures: \$30,000

Funds for DLTCL Communication and Planning are used for the following activities:

- Meetings/Conferences/Travel: Funds for statewide planning committee expenses that occur during the year and other travel expenses, including attendance at COSLA, Chief Officers of State Library Agencies, and COLAND, the Council on Library and Network Development (6 times per year).
- Other M&S: This is funding for expenses other than fixed materials and supplies, including furnishings and equipment.

- Planning: Funds set aside for statewide library projects including possible planning for a statewide integrated library system (ILS).

Statewide Library Improvement

Noncompetitive; Estimated Total Expenditures: \$343,400

The Public Library Development Team provides leadership, assistance, planning, coordination, and funding for the improvement of public libraries and public library systems in Wisconsin. Funds are used for the Director of the Public Library Development Team (.8 FTE) as well as the Public Library Youth and Special Services consultant positions. The latter position provides leadership for the improvement of public library services for youth and populations with special needs. Funds also pay for the Public library data collection position.

Funding provides for administrative and coordination costs of the statewide summer library program, and for support of statewide annual meetings of system staff, including the system directors, special needs consultants, youth services consultants, and continuing education consultants. LSTA provides funding for continuing education opportunities for public library development team staff.

School Library Media Summit

Noncompetitive; Estimated Total Expenditures: \$35,000

Purpose

The Council on Library and Network Development (COLAND) recommended a statewide visioning/strategic planning summit to address the ongoing issues related to staffing school library media centers with certified teacher librarians/library media specialists in the state of Wisconsin. School district funding concerns and a shortage of certified library media specialists has caused staffing levels in Wisconsin to decline for more than four years. LSTA funds have been set aside to support this upcoming planning that is a collaborative venture between the Division, COLAND and the State Superintendent of Public Instruction.

LSTA Administration

LSTA Administration

Noncompetitive; Estimated Total Expenditures: \$117,500

Purpose

Funds will enable the DLTCCL to administer the LSTA program in accordance with federal regulations. The administration funds will support LSTA Advisory Committee meetings, the grant review and award process, administration of grant program records and fiscal records, LSTA program coordination, federal reporting, and publication of information on the grant program and projects.



LSTA Competitive and Noncompetitive Grant Categories 2012

9

Technology

Delivery Services

Noncompetitive; Estimated Total Expenditures: \$90,000

Eligible Applicants: Northern Waters Library Service (NWLS); South Central Library System (SCLS)

Purpose

\$15,000 will be used to provide a subsidy to the Northern Waters Library System for the cost of in-system delivery and the cost of connecting to the statewide delivery backbone network. \$75,000 will be used to provide a subsidy for the statewide delivery backbone network operated by the South Central Library System.

Future Funding

The South Central Library System (SCLS) Delivery Service is advocating for a future increase in LSTA funding. Changes currently being discussed by the University of Wisconsin and SCLS Delivery Service may increase the cost of delivery for public libraries. SCLS proposes increased LSTA funding to offset those higher costs. A series of meetings between SCLS, the Department of Public Instruction, the University of Wisconsin system, representatives of SRLAAW and the statewide Delivery Services Advisory Committee will be held to discuss alternate service configuration, changing needs and funding options.

Digitization – Local Resources

Noncompetitive; Estimated Total Expenditures: \$16,000

Purpose

This category will allow libraries to digitize historical resources that may be unique or of local interest. Applicants awarded grants will be required to work with the Division and University of Wisconsin Digital Collections Center (UWDCC – digioll.library.wisc.edu/WI/) which will be responsible for scanning materials, creating metadata for text-based materials, formatting information for web display, and hosting the website. Digitized materials will be placed on the website as part of the UW-Madison Libraries' State of Wisconsin Collection.

The UWDCC could only implement Five (5) of the Nine (9) awarded grants in 2011 as a result of staff shortage. For this reason, funds are allocated to fund four awarded projects in 2011 that UWDCC could not implement without appropriate staff in place.

Public Library System Technology Projects

Noncompetitive; Estimated Total Expenditures:

\$350,000

Eligible Applicants: Public library systems

Purpose

Funds will assist public library systems in meeting the technology needs of their system and member libraries. The funds will be distributed to the systems using a formula with a base allocation of \$2,500 per system and the remaining funds allocated on the basis of system area (33.3%) and system population (66.7%). Based on this formula the funding allocation to public library systems for this category is as follows:

Arrowhead	\$9,600	Northern Waters	\$24,100
Eastern Shores	\$11,300	Outagamie Waupaca	\$13,800
Indianhead	\$34,100	South Central	\$42,100
Kenosha	\$8,900	Southwest	\$14,100
Lakeshores	\$14,500	Waukesha	\$17,400
Manitowoc	\$8,500	Winding Rivers	\$22,600
Mid-Wisconsin	\$17,500	Winnefox	\$19,100
Milwaukee	\$36,500	Wisconsin Valley	\$27,300
Nicolet	\$28,600		

Library systems must complete an application form in sufficient detail for division staff to make certain the funds are spent in accordance with the criteria listed for the categories below. Library systems must address how and to what extent they involved their member libraries in developing the system's application.

Some possible uses of the funds in this category:

- data lines or increasing bandwidth on BadgerNet or other networks
- direct Internet connections (requires compliance with CIPA)
- joining shared integrated library systems
- enhancing shared integrated library systems
- experimentation with electronic books
- adaptive devices and information and training in using those devices
- staff and patron training related to using technology dependent services and programs

- technology consulting and troubleshooting services for member libraries
- system and library digitization projects
- virtual reference service
- distance education equipment
- online databases (see condition below)
- web development or maintenance
- system WAN upgrades or library LAN upgrades
- other innovative uses of technology

Projects that involve video gaming are not allowed in this category.

Funding online databases. Using LSTA funds to pay for access to online databases is eligible only if the database(s) do not substantially overlap with content available via BadgerLink. Systems applying in this area must provide specific information that indicates there is very little or no overlap. The cost of the databases must also be clearly indicated in the budget area of the grant.

The projects in this category must be consistent with the Wisconsin Library Technology Strategic Plan and the system technology plans.

Special Needs

Accessibility in Public Libraries

Competitive; Estimated Total Expenditures: \$115,000

Eligible Applicants

Public Libraries and Public Library Systems. Public libraries and library systems can submit joint grants with other public libraries and systems.

Purpose

To promote and demonstrate the role public libraries play in meeting the informational needs of people with disabilities. Fund may also be used to implement, improve, and/or adapt collections and services.

Funds will be used to assist member library patrons with purchasing and installing the technology and other adaptive equipment needed to increase accessibility for people of all ages who have mental health issues (i.e., autism, etc.) mobility, vision, and/or hearing disabilities, and to provide member librarians with the training to use the equipment effectively. System continuation projects are allowed.

General Requirements

The projects must be consistent with the DLTCL publications, *Wisconsin Adults with Special Needs: A Resource and Planning Guide* and/or *Wisconsin Youth with Special Needs: A Resource and Planning Guide*, which serve as the Division's strategic plan for people with special needs. All participating in this category are expected to provide any training needed for staff. Collaboration and appropriate marketing are important to all projects. Involving member libraries in the planning process is important for system projects.

Grant Funds May be Used to:

- Purchase equipment, software, or technologies directly related to enhancing the accessibility of public library buildings, services and resources for people who have mobility, hearing, or vision limitations or disabilities.
- Systems may choose to select one product or service to place in all libraries that need them or to address several needs at the same time. Selecting one disability area is strongly encouraged to simplify the administration of the project.
- Computer workstation accommodations (no laptops) might include:
 - trackballs or other alternate input devices
 - 19 inch or larger monitors
 - keyboard cords longer than 72 inches
 - adapted keyboards (e.g., oversized keys, Braille keys, color coded keys)
 - scanners
 - headsets
 - accessible workstation carts or tables
 - specialized software that enlarges text (e.g., Window Eyes) or that enlarges and reads text (e.g., ZoomText)
- Accommodations for people with mobility limitations might include wheelchairs, wheeled walkers with seats, and/or shopping carts.
- Accommodations for people with a vision loss or who are blind might include hand magnifiers, magnifying pens, portable full spectrum lighting, portable scanners, and stand alone scanner readers (e.g., Kurzweil).
- Accommodations for people with a hearing loss or who are deaf might include portable individual sound amplifier devices, telephones with amplified sound capability, microphone and/or sound system, installation

of a sound loop system in a public meeting room, purchase of TTY/TTD, and specialized voice recognition software that translates spoken word to written text (e.g., Dragon Naturally Speaking).

- Other technologies or services that advance the purpose of the category are allowed.
- Funds may be used to retrofit an existing door at a public entrance with an electronic door opener for a maximum of \$2,500 per library, if:
 - Neither the existing door nor the door frame is replaced.
 - the entrance is otherwise accessible and no barriers exist to prevent someone in a wheelchair from moving from the parking lot or street to the entrance door, as verified by the system
 - the door has never had an electronic opener
 - the library has not received LSTA funding in the past to retrofit a door
 - the funds do not offset new building or remodeling construction costs
 - the library building or last remodeling project is at least five years old

Literacy

Competitive; Estimated Total Expenditures: \$100,000

Eligible Applicants

Public libraries, public library systems, correctional libraries. Public libraries may submit joint projects and systems may submit projects on behalf of multiple libraries in their system area.

Purpose

To promote and demonstrate the role of public and correctional libraries in improving literacy and reading skills for people having difficulty using libraries because of their educational, cultural or socioeconomic background, in collaboration with partnering agencies appropriate to the project.

General Requirements

In general, LSTA funding is intended as start-up funding. If a project is a continuation or expansion of a previous project, applicants are required to justify the continuation or expansion using LSTA funds. Computer literacy training targeted specifically to adults seeking employment is allowed, but computer literacy training for the general public is not allowed.

- LSTA funds may be used for staff costs, but cannot be used to supplant local or system funds.

- Book giveaways are discouraged because they are rarely sustainable.
- Projects must involve other organizations, institutions, or employment support agencies that promote literacy in the planning, implementation, and evaluation of the project.
- All literacy projects must include a marketing plan that targets people who do not use print, do not read well or speak English. NOTE: Publishing news items in local newspapers is not considered adequate marketing for literacy projects.
- Projects targeting school age children must include a partnership with a school(s) and be consistent with the DPI Wisconsin Literacy Plan, when it is available.
- Computer literacy projects must include an employment support agency as a partner.
- This category is not a general collection development or standards category. The following materials are encouraged: book and tape combinations, videos and software for people with learning or other disabilities or who are learning English.

Grant funds may be used to:

- Initiate projects targeting at-risk teens who are in alternative high school programs, group homes, detention facilities, jails or prisons, or adults in jails or prisons that are in need of literacy services. Middle and high school students who are struggling with literacy skills in regular programs are also eligible.
- Initiate projects for families or individuals who use English as their second language, in collaboration with a school and/or adult literacy provider.
- Initiate outreach services at a location other than a library in collaboration with agencies already working with the targeted children or adults, such as day care centers, neighborhood centers, schools especially special education classes, camps for children with special needs, literacy providers, and employment support agencies.
- Promote early literacy by targeting children birth to age five. The project should target groups of parents who—are teens, use a language other than English in their homes, live in poverty, are incarcerated; or target day care providers who care for the children of these targeted parent groups, or grandparents raising their grandchildren. Funds can be used to purchase specialized furniture, play equipment, and resources designed specifically

for use by children under the age of three. Funds may be used to create early learning environments within public libraries. Projects that promote early math and science literacy skills are encouraged.

- Target adults who have literacy issues or who use English as a Second Language to address their health and/or financial literacy needs, including information on how energy saving and other "green" practices may save money.
- Offer computer classes for a targeted group of special needs population with appropriate accommodations, such as seniors with hearing or vision disabilities. Computer classes for the general public cannot be funded.
- Target adults who are unemployed, underemployed, and/or are seeking to improve their job skills, by providing computer literacy classes and related services.
- Other projects that advance the purpose of this category and involve appropriate partnering agencies.

Library Improvement

Library Director Orientation

Competitive; Estimated Total Expenditures \$10,000

Applicants

Public Library System or Systems

Purpose

To improve library services for all residents through better training of library staff, as well as more effective management of public libraries through orientation programs for new library directors.

Description

One or more public library systems will collaborate to conduct one or two one-day "boot camps" for new public library directors. The intent is to bring participants together for orientation on topics of public library administration so that the new directors can successfully carry out their jobs and be aware of both resources available to public libraries, as well as requirements for legal operation and participation in a regional library system. Ideally, the workshops or sessions will be conducted collaboratively by staff from various systems and the Division, providing a model that can be further developed and replicated in the future.

Criteria and Eligibility

Only one grant will be awarded, and preference will be given to the proposal that offers the most comprehensive range of topics and the most effective balance of:

- a) A convenient location(s) and
- b) Reimbursement of costs to attendees; i.e., travel time and cost to participants.

Use of Funds

At least 50% of grant funds must go toward reimbursement of mileage and/or lodging to participants (in a typical year, approximately 50 applications are submitted to DPI for initial library director certification). The only meal cost that may be covered is for a working lunch during the Boot Camp. Participation does not have to be limited to new library directors, but priority must be given to those who assumed their first Wisconsin library directorship within the 18 months prior to the event.

Grant Process and Procedures

10

A. Application Process and Procedures

Grant application forms and the *LSTA Information and Guidelines for Wisconsin 2012* are found on the DPI Public Library Development website listed under LSTA (dpi.wi.gov/pld/lsta.html). Eligible organizations are listed with each grant category. Some LSTA categories are restricted to certain libraries or organizations. Applicants must use the LSTA online application form that will be available on the DPI website.

B. Review Process and Procedures

Noncompetitive Grants:

1. Division for Libraries, Technology, and Community Learning staff and others review all noncompetitive grant applications to ensure compliance with application requirements (September).
2. Division staff sends sections of the grant applications and other information to the LSTA Advisory Committee (October).
3. Division staff report to the LSTA Advisory Committee. The LSTA Advisory Committee reviews and discusses noncompetitive grant applications and makes recommendations to the DLTCL (November).
4. Division staff review the LSTA Advisory Committee recommendations and contact applicants when necessary (November).
5. Division staff prepares grant award information for review by the state superintendent (November).

Competitive Grants:

1. Grant reviewers are appointed by Division for Libraries, Technology, and Community Learning staff and provided training in grant review procedures (August–September).
2. Division staff review competitive grant applications to ensure compliance with selected application requirements (September).
3. Grant reviewers, working independently, complete a criteria rating form for each of the grant applications. (September-October)

4. Division staff consolidates ranking points from individual grant reviewers and send this information, sections of the grant applications and other information to the LSTA Advisory Committee (September–October).
5. Division staff report to the LSTA Advisory Committee. The LSTA Advisory Committee reviews and discusses competitive grant applications and reviewer rankings and makes recommendations to the DLTC (November).
6. Division staff review the LSTA Advisory Committee recommendations and contact grant applicants when necessary (November).
7. Division staff prepares grant award information for review by the state superintendent (November).

C. Award Process and Procedures

1. The state superintendent reviews and makes a final determination in regard to all grant applications, both noncompetitive and competitive (November–December).
2. The state superintendent notifies all applicants, LSTA Advisory Committee members, and grant reviewers of final grant decisions (November–December). This may occur later IF the U.S. Congress has not appropriated funds.
3. In order to be considered eligible recipients of LSTA funds, public library systems must be in compliance with statutory requirements, and public libraries must be in compliance with system membership requirements. LSTA funds will not be awarded if these requirements are not met. Temporary failure to have a properly certified library director will not disqualify a library from receiving an LSTA grant award so long as the library board is actively involved in the recruitment process for a new director who meets the requirements for certification in Wisconsin.

D. Appeal Process and Procedures for Unfunded LSTA Grants

1. Applicants will have an opportunity to appeal decisions.
2. The applicant shall request the hearing within 30 days of the action of the Department of Public Instruction.
3. Within 30 days after it receives a request, the Department of Public Instruction shall hold a hearing on the record and shall review its action.

4. No later than 10 days after the hearing, the Department of Public Instruction shall issue its written ruling, including findings of fact and reasons for the ruling.
5. If the Department of Public Instruction determines that its action was contrary to state or federal statutes/regulations that govern the LSTA program, the Department of Public Instruction shall rescind its action.

E. Administration of Grants

Organizations administering grants have the following responsibilities:

1. Administer the project within the organization. The agency applying for and administering a grant is responsible for receiving and disbursing funds, maintaining official accounts, and carrying out the purposes of the project. Public libraries must deposit LSTA funds with their municipalities. Municipalities make authorized payments. No funds can be designated for “Administrative Retention,” “Administrative Overhead,” “indirect costs” or similar purposes.
2. Implement the project as outlined in the proposal, or request (in writing) a change in the project. Requests for changes must be approved in writing by the division administrator or designee. Any change to be made in the course of project implementation requiring transfer of funds between lines or a change in program focus must be requested in writing and approved by the DLTCL prior to making the change. All final changes for 2012 projects must be made before December 3, 2012.
3. Expend funds only as allowed by applicable federal laws and regulations, including 2 CFR 220, 225, and 230.
4. Use proper accounting procedures. A grant recipient expending \$500,000 or more in a year in federal awards shall have a single or program specific audit conducted for that year in accordance with the provisions of Office of Management and Budget (OMB) Circular A 133 (Audits of State, Local Governments, and Non-Profit Organizations).
5. Fill out regular expenditure reports to claim funds. Advance payments, based on valid reported encumbrances, are authorized under the LSTA program. However, federal regulations require grant recipients to maintain procedures that minimize the time elapsing between the transfer of funds and their disbursement. When cash payments total approximately 80 percent of an approved budget, remaining payments will revert to a reimbursement basis.

6. Fill out six month and one year evaluation forms for the project. Copies of these forms are included in this document.
7. Disseminate information about the project, crediting the use of LSTA funds to DPI and IMLS.
8. Follow appropriate workman's compensation and unemployment compensation regulations. Project applicants may be responsible for paying workman's compensation and unemployment compensation.
9. No person shall, on the grounds of sex, race, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation, or disability be excluded from participation in or be subjected to discrimination in any program or activity funded, in whole or in part, by federal funds.
10. Equipment or materials obtained with LSTA funds must continue to be used to carry out the purpose of the original proposal after funding is no longer available, or be disposed of in accordance with federal guidelines.
11. If copyrightable material is developed in the course of an LSTA project, the U.S. Institute of Museum and Library Services and the Department of Public Instruction shall have a royalty free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, the work for federal and state government purposes.

Policy on Conflict of Interest

11

The following policy on conflict of interest is established in dealing with LSTA grant applications which are reviewed by the members of the Wisconsin LSTA Advisory Committee and grant reviewers.

The members of the LSTA Advisory Committee and LSTA grant reviewers represent interests and leadership in library development throughout the state. It is inevitable that from time to time proposals to be recommended for funding or policy decisions regarding the direction of library development in the state will involve a member of the advisory committee or a grant reviewer, either as the person who submits the grant or as one whose institution will benefit from a decision made by the committee. In order to respond to these circumstances, the following provisions are made.

A member of the LSTA Advisory Committee may not participate in the discussion of, make motions regarding, or vote on:

- Any grant application proposed by the individual's employer or by a board or other governing body of which the individual is a member.
- The establishment of a noncompetitive grant category designating as the sole eligible recipient the individual's employer or a board or other governing body of which the individual is a member.
- Any action in which the individual is or might be a direct financial beneficiary.

An individual may not serve as a reviewer of:

- Any grant application proposed by the individual's employer or by a board or other governing body of which the individual is a member.
- Any grant application if the individual would be a direct financial beneficiary.

The determination whether or not a conflict of interest exists shall be made by the LSTA Advisory Committee or the administrator of the Division for Libraries, Technology, and Community Learning, as appropriate, or by duly adopted motion of the Committee.



LSTA Comment / Complaint Procedure

12

Comments and complaints or questions about the LSTA program received by the Division for Libraries, Technology and Community Learning (DLTCL) will be forwarded to the LSTA program coordinator. The LSTA program coordinator will respond as is appropriate to the situation, either through a phone call, an email message or a formal letter.

“Received” means comments made in person at workshops or conferences, phone calls or email messages to the LSTA Coordinator. The DLTCL will accept complaints or questions from any Wisconsin resident or member of the Wisconsin library community.

If the person asking the question or making the comment or complaint is not satisfied with the information provided by the LSTA program coordinator, the question or complaint will be sent to the Administrator of the DLTCL. The Administrator of the DLTCL will respond as is appropriate to the situation, either through a phone call, an email message or a formal letter.

The Administrator of the DLTCL is the person of last resort for questions or complaints about the state LSTA program.



Appendices

- A: Library Services and Technology Act (LSTA) Application 2012
- B: Library Services and Technology Act (LSTA) Application Rating Form –
for Volunteer Reviewers
- C: Library Services and Technology Act (LSTA) Six-Month Evaluation
- D: Library Services and Technology Act (LSTA) Final Evaluation



Appendix A



Library Services and Technology Act (LSTA) Application 2012

PII 2440-A

Due Date: September 16, 2011, 4:30 p.m.

Instructions

Complete all sections of this online grant application form and submit by due date above. All applications must be submitted online. The link to the online form will be available by July 11, 2011 and will be linked at dpi.wi.gov/pld/lsta.html and announced in Channel Weekly and WISPUBLIB. You may use the following pages to collect data and prepare for the online form. Narrative portions can be written in word processing software and pasted into the form; however, if you are using special formatting it may not transfer.

A. Next button

Scroll down each page/section to click on the **Next** button. This will take you to the next page or section of the application.

B. Save button

C. Print a Copy

Print a copy for your records BEFORE submitting the application form.

D. Signature

Print the signature page at the end of the grant. You must sign and mail to Terrie Howe postmarked no later than September 16, 2011, 4:30 p.m.

Terrie Howe, LSTA program coordinator
Wisconsin Department of Public Instruction
Division for Libraries, Technology, and Community Learning
PO Box 7841 Madison, WI 53707-7841

Category Type *Select only one grant category*

- Competitive Category
- Noncompetitive Category

Competitive Categories *Select only one*

- Accessibility
- JOBS: Search, Train, Support
- Literacy
- Continuing Education of Library Staff

Noncompetitive Categories *Select only one*

- Delivery Services
- Public Library System Technology

General Information *Complete every item*

Applicant Library or System	<input type="text"/>
Project Administrator <i>Only one person</i>	<input type="text"/>
E Mail Address	<input type="text"/>
Project Title	<input type="text"/>
Address <i>Street, P.O. Box</i>	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>
Telephone <i>Area/No.</i>	<input type="text"/>
County	<input type="text"/>
System	<input type="text"/>
Federal Congressional District(s) Served by Project (No. 1-8)	<input type="text"/>
People Served by Project <i>Estimated</i>	<input type="text"/>
Federal Funds Requested	<input type="text"/>

LSTA PURPOSES *Check At Least One*

- To expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, life-long learning, workforce development, and digital literacy skills;
- To establish or enhance electronic and other linkages and improve coordination among and between libraries and entities for the purpose of improving the quality of and access to library and information services;
- To provide training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services; and to enhance efforts to recruit future professionals to the field of library and information services;
- To develop public and private partnerships with other agencies and community-based organizations;
- To target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills;
- To target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line;
- To develop library services that provide all users access to information through local, State, regional, national, and international collaborations and networks;
- To carry out other activities consistent with the purposes [of LSTA], as described in the State library administrative agency's plan.

NEEDS ASSESSMENT *Maximum Points: 15*

A. Needs

Describe the need or problem that generated this project. Include supporting documentation about your community, your library, and the clientele to be served by the project, including such information as demographic data (e.g., age, educational level, income level, literacy level, and disabilities), results of surveys, professional opinions, community input.

Special Needs projects should use the strategies from the *Adults with Special Needs or Youth with Special Needs* publication (dpi.wi.gov/pld/special.html)

B. Literacy Continuation Projects

If this project is a continuation of a previous project(s) in the literacy category from 2009-2011, explain how this project differs from the previous project(s) and why it deserves additional LSTA funds.

C. Previous Literacy Projects (2009-2011 – Please list)

Year	<input type="text"/>
Title	<input type="text"/>
Purpose	<input type="text"/>
Year	<input type="text"/>
Title	<input type="text"/>
Purpose	<input type="text"/>
Year	<input type="text"/>
Title	<input type="text"/>
Purpose	<input type="text"/>

OBJECTIVES AND EVALUATION *Maximum Points: 30*

A. Describe the objectives of the project and how the results of the project will be measured to determine if needs of the targeted audience have been met. The results should reflect the impact of the project on the target audience, as well as on the library (libraries) involved. Objectives will be used as the primary elements in the final evaluation.

B. Indicate how the project purchases and activities will be evaluated. (Evaluating outcome examples can be located at the LSTA web page. (dpi.wi.gov/pld/lsta.html))

C. Indicate how activities or benefits from the project will continue after the LSTA funding period ends.

PLANNING & IMPLEMENTATION *Maximum Points: 30*

A. Include a list of activities (what will be done, when, how, by whom) within a monthly timetable.

B. Explain how the project is relevant to your institution's planning documents and cite relevance to appropriate state planning documents, including but not limited to: *Youth with Special Needs: A Resource and Planning Guide for Wisconsin's Public Libraries* OR *Adults with Special Needs: A Resource and Planning Guide for Wisconsin's Public Libraries*.

C. Projects must indicate collaborating partners involved in planning and implementing the project. Please indicate the nature of the collaboration. All system special needs projects must list participating member libraries.

BUDGET *Maximum Points: 15*

Complete the following charts and narrative budget page. Include amounts for LSTA and local funds allocated in support of the project. There is no requirement that LSTA funds be matched with local funds. However, both local funds and LSTA funds for the project will be taken into consideration when evaluating the budget. Local funds may include both existing and new budget items for direct expenditure on the project. For this purpose, existing or in-kind budget items may include space, equipment, salaries, fringe benefits, supplies, and other related costs. Federal funds received by public libraries must be deposited with the library's municipality per s. 43.58(2), Wis. Stats. Federal audit requirements must be met.

Enter amounts. *Round to nearest dollar.*

Category	Local Funds	LSTA Funds
Salaries and Wages	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>
Library Collection	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>
Contractual Services	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>
Other Operating Expenditures (<i>travel, supplies, other</i>)	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>
Capital Expenditures (equipment and other major nonrecurring expenditures)	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>
Total Local Funds	<input style="width: 100px; height: 20px;" type="text"/>	
Total LSTA Funds		<input style="width: 100px; height: 20px;" type="text"/>

BUDGET NARRATIVE

Outline the project budget in narrative form under the following categories. If both local and LSTA funds will be used, please specify by source within the categories. Explain how the various budget items are applicable to the proposed project.

A. Salaries, wages, and employee benefits

Indicate salaries, amount of time to be spent on the project for each employee, and the role of each employee in relation to the proposed project. Provide sufficient detail to assure that LSTA funding is not supplanting local funding.

B. Library Collection

Break out formats (item types), approximate number, average costs, and purpose of each format.

C. Contractual services

Indicate purpose for the consultant services, identify consultant (name or firm), and include the rate of pay, and type of service.

D. Other Operating Expenditures

Indicate number, purpose, and mileage for trips, and estimated expenditures; indicate specific expenses for supplies, office expenses, and purposes.

E. Capital Expenditures

Indicate type of equipment or other materials to be purchased, rented, or leased, average cost and purpose.

DISTRIBUTION OF FUNDS

If your grant involves distributing funds to libraries in any project, document here for each library receiving funds:

1. The library name and collaborating partner(s) if a literacy project
2. Amount of money distributed
3. How the funds will be used (i.e. on what will the library spend the funds?)
4. How the library will evaluate the usefulness of the project?
5. How your agency (applicant) will confirm that the funds were used as intended

ABSTRACT

Summarize your project proposal, using key points from the application form, e.g., overall purpose and major activities. (If your project is funded, this summary will be included on the LSTA website and made available upon request. While the Abstract is not specifically awarded points, reviewers award a maximum of **10 points** based on the overall merit of the project.)

CERTIFICATIONS

Signing this form certifies compliance with the statutes and regulations cited below.

DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549 and implemented at 45 C.F.R. Part 1185, the undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that neither the applicant, nor its principals: (a) are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency; (b) have within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, or in connection with a violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; (d) have within a three year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause or default. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

DRUG FREE WORKPLACE REQUIREMENTS

As required by the Drug Free Workplace Act of 1988 and implemented at 45 C.F.R. Part 1185, the undersigned, on behalf of the applicant, certifies that the applicant will or will continue to provide a drug free workplace by: (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the action that will be taken against employees for violation of such prohibition; (b) establishing an ongoing drug free awareness program to inform employees about:

- (1) the dangers of drug abuse in the workplace;
- (2) the grantee's policy of maintaining a drug free workplace;
- (3) any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) the penalties that may be imposed on employees for drug abuse violations occurring in the workplace;

(c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will (1) abide by the terms of the statement; and (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;

(e) notifying the agency in writing within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;

(f) taking one of the following actions within thirty (30) days of receiving notice under subparagraph (d)(2) with respect to any employee who is so convicted: (1) taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*); or (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health law or other appropriate agency;

(g) making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f). The applicants either shall identify the site(s) for the performance of work done in connection with the project in the application material or shall keep this information on file in its office so that it is available for federal inspection. The street address, city, county, state, and zip code should be provided whenever possible.

LOBBYING

As required by Section 1352, Title 31 of the United States Code, and implemented for persons entering into a grant or cooperative agreement over \$100,000, the applicant certifies to the best of his or her knowledge and belief that: (a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement. (b) If any funds other than appropriated federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. State Programs 3 Issued 2/9/2006. (c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

FEDERAL DEBT STATUS The undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any federal debt.

NONDISCRIMINATION As required by the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Education Amendments of 1972, and the Age Discrimination in Employment Act of 1975, as implemented at 45 C.F.R. Part 1180.44, the undersigned, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations: (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity receiving federal financial assistance; (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*), which prohibits discrimination on the basis of disability in federally assisted programs; (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681 83, 1685 86), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance; (d) The Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age in federally assisted programs.

INTERNET SAFETY (CIPA) PUBLIC ELEMENTARY AND SECONDARY SCHOOL LIBRARIES, and CONSORTIA WITH PUBLIC AND/OR PUBLIC SCHOOL LIBRARIES

The library is either:

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

OR

B. CIPA requirements do not apply because LSTA funds are **NOT** being used to purchase computers to access the Internet, or to pay for direct costs associated with accessing the Internet.

SIGNATURE

I, THE UNDERSIGNED, HEREBY CERTIFY that the 2012 project(s) will be the basis for the operation and administration for which LSTA funds are requested. We will provide expenditure and other reports and will comply with such fiscal provisions as the Division for Libraries, Technology, and Community Learning requires. We will comply with the statutes and regulations cited above as required by the Institute of Museum and Library Services (IMLS).

Applicant Library or System _____

Project Title _____

Name of Principal Officer of Applicant Agency _____

Title of Principal Officer of Applicant Agency _____

Date Signed _____

Mailing Instructions

Print this page, sign, and return by mail. Envelope must be postmarked by **September 16, 2011**. Send signed page to:

Terrie Howe, LSTA program coordinator
Wisconsin Department of Public Instruction
Division for Libraries, Technology, and Community Learning
PO Box 7841
Madison, WI 53707-7841

Back

Submit Application

Appendix B

This form is included so that applicants can see the criteria used to rank the grant proposals.



Library Services and Technology Act (LSTA) Application Rating Form – for volunteer reviewers

PII 2435-B

The Institute for Museums and Library Services (IMLS) administers federal funds to state government agencies through LSTA 45.310. This is the online rating form used by subject experts to review competitive grants submitted to the Division of Libraries, Technology and Community Learning (DLTCL) within the Wisconsin Department of Public Instruction.

Instructions

- * Please answer all questions for each of the grants in your category.
- * Points must be awarded in whole numbers and according to the criteria within the LSTA Information and Guidelines 2012 and this application rating form.

Save button

Use this button if you do not have time to complete the rating form and need to return to finish. The Save button once clicked will open a page providing a new customized link with a message similar to the following (Your responses to the survey have been saved. Save the link to finish the survey at a later time.) Previous answers will be saved. Bookmark the new link so that you can return to your uncompleted application.

For Further Information Contact

Terrie Howe
Division for Libraries, Technology, and Community Learning
PO Box 7841
Madison, WI 53707-7841
teresa.howe@dpi.wi.gov

General Information

Reviewer	<input type="text"/>
Grant Applicant	<input type="text"/>
Application Number	<input type="text"/>
Project Title	<input type="text"/>

Category *Choose One*

- Accessibility
 - JOBS: Search, Train, Support
 - Literacy
 - Continuing Education for New Library Directors
-

Criteria

1. In your judgment does this project fit the LSTA category in which the applicant is applying for funds?

Yes

No

Not Sure

If "no" or "not sure" was checked, explain reason.

Needs Assessment *(15 Points Maximum)*

2a Need for project clearly documented and convincing *(0-10 pts.)*

2b Realistic progress can be made in addressing the need *(0-5 pts)*

2c Total Needs

Objectives and Evaluation *(30 Pts. Maximum)*

3a Objectives are clearly stated, based on desired results or outcomes, and appropriate to described need *(0-15 pts.)*

3b Evaluation is clearly stated, measurable, and appropriate to the project *(0-10 pts.)*

3c The project itself or the benefits of the project are likely to continue after the grant funding ends *(0-5 pts.)*

3d Total Objectives and Evaluation

Planning and Implementation (30 Pts. Maximum)

4a Activities of the project are clearly stated, including what will be done and how; are appropriate to the need described; and include marketing of special needs projects (0-10 pts.)

4b Responsibility for implementation is assigned and includes relevant people and agencies (0- 5 pts.)

4c Project timetable is realistic (0-5 pts.)

4d Appropriate people and agencies, including potential users, were involved (0-5 pts.)

4e Project is relevant to applicant's and state planning documents (0-5 pts.)

4f Total Planning

Budget (15 Pts. Maximum)

5a Budget is clearly stated and appropriate to the project (0-10 pts.)

5b Budget complies with LSTA and grant category requirements (0-5 pts.)

5c Total Budget

Overall Merit (10 Pts. Maximum)

6a Overall concept and idea are worthwhile (0-10 pts.)

Total Points Total

Comments or Conditions for Awarding LSTA Grant

Appendix C

This form is for informational purposes only. All awarded projects must complete the online form.



Library Services and Technology Act (LSTA) Six- Month Evaluation

Due Date: July 15, 2013, 4:30 p.m.

INSTRUCTIONS

Complete this online six month evaluation form by the date listed above.

A. Next button

Scroll down each page/section to click on the Next button. This will take you to the next page or section of the six month evaluation form.

B. Save button

Use this button if you do not have time to complete the evaluation and need to return.

C. IMPORTANT: Print a Copy

Print a completed evaluation copy for your records **BEFORE** submitting the six month evaluation form.

Contact Information

Terrie Howe, LSTA program coordinator
Phone No.: 608-266-2413

General Information

Project Title	<input type="text"/>
Project Number	<input type="text"/>
Library System or Other Organization Administering Project	<input type="text"/>
Person Completing Form	<input type="text"/>
Telephone Area Code/No.	<input type="text"/>
E Mail Address	<input type="text"/>

Narrative

Briefly describe your progress on this project to date. Include any problems, etc. that have arisen.

Appendix D



Library Services and Technology Act (LSTA) 2012 Final Project Evaluation

EXAMPLE ONLY

PII-2441-B

Due Date: February 16, 2013

Instructions

Complete this online final evaluation form by February 16, 2013.

A. Next Page button

Scroll down each page/section to click the Next Page button. This will take you to the next page or section of the final evaluation form.

B. Save button

Use this button if you do not have time to complete the final evaluation and need to return to complete it. Once clicked, the **Save** button will open a page providing a **new customized link** with a message similar to the following: "Your responses to the evaluation have been saved." **Please right-click on the link and SAVE as a bookmark or favorite.** Previous answers will then be saved. The bookmarked link will enable you to return to your uncompleted evaluation.

C. Previous Page button

Click the Previous Page button when you want to visit preceding pages of the grant evaluation.

D. Print a Copy

Print a copy for your records **BEFORE submitting** the application form. You must print a copy of **each grant application page/section** in one of two ways:

- a. Press the keyboard Ctrl + the P key, then click Print.
- b. Right-Click in any white space with your mouse, then click Print.

For Further Information Contact

Terrie Howe, LSTA program coordinator
Wisconsin Department of Public Instruction
Division for Libraries, Technology, and Community Learning
PO Box 7841
Madison, WI 53707-7841
teresa.howe@dpi.wi.gov

LSTA Grant Number *Example: 12-185*

Name of Library, System, or Other Organization Administering Project

Project Category

Person Designated as Administrator of Project

Phone Area/No.

E-mail Address

Person Completing Form

Phone Area/No.

E-mail Address

Total Federal Funds Awarded

Total Federal Funds Used

Estimated Number of People Served *by this Project*

Project Evaluation

- Describe the project (what was done, when, how, and by whom).
- List the objectives from the original grant proposal.
- Describe the end results or outcomes, including any changes to the original objectives.
- Explain how partnering agencies were involved in the project.
- Are there follow-up plans or an interest to continue this project?

Project Evaluation – Fund Distribution

If your grant involved distributing funds to member libraries for any purpose (including library collections), document the amount each library received and how each library used the funds.

Comments & Stories

IMLS is gathering information to add strength to future endorsement of LSTA program funds. Please share comments about the project. Stories and anecdotes indicating that the grant had an impact on the targeted audience are encouraged.

[Previous Page](#)

[Submit Project Evaluation](#)

