
Library Services and Technology (LSTA) Grant Information and Guidelines 2022

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Services Act of 2018

Developed by
Division for Libraries and Technology



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Introduction

The Museum and Library Services Act (including the Library Services and Technology Act (LSTA)) was signed into law on September 30, 1996. Fiscal year 1997 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 2018.

The LSTA Grants to States program is administered at the federal level by the [Institute of Museum and Library Services \(IMLS\)](#). IMLS is the primary source of federal support for the nation's 123,000 libraries and 17,500 museums. The [Institute's mission](#) is to advance, support, and empower America's museums, libraries, and related organizations through grantmaking, research, and policy development. IMLS administers its program according to the Office of Management and Budget's (OMB) based formula [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#). The Department of Public Instruction (DPI) manages and distributes the federal funding as the State Library Administrative Agency for Wisconsin.

LSTA Grant Timeline

Event	Date
Date of IMLS Award to the DPI.	April 8, 2022
Grant application and eligibility requirements released by the DPI's Division for Libraries and Technology.	May 11, 2022
Deadline to confirm collaboration as a consortium on LSTA grants.	May 16, 2022
Pre-applications for Improved Discovery Solution grants deadline	June 30, 2022
Start of grant period. Earliest date expenditures may be charged back to grant.	July 1, 2022
Applications are entered into WISEgrants (date subject to change based on setup of WISEgrants).	August 24, 2022
Notifications of Federal Grant Subaward sent to awardees.	Estimated September 2022
Mid-project check-in.	January 13, 2023
End of grant period. Final day expenditures may be charged to grant.	June 30, 2023
Claims due to the DPI.	August 15, 2023
Final project evaluations due to the DPI.	August 15, 2023

Wisconsin LSTA Goals 2018-2022

Through the IMLS Grants to States program, the goals established for Wisconsin are based on the federal LSTA priorities and are described in the [LSTA Five-Year Plan for Wisconsin 2018-2022](#). Below is a summary of the state's primary goals and objectives. These goals will be accomplished through the activities implemented by the DPI's Division for Libraries and Technology through statewide initiatives, managed projects and resources, or grant subaward projects. This information is also available as a flyer in [PDF format](#).

- **Robust and equitable access to technology through statewide infrastructure and consulting services.** Objective: Assist libraries and systems in using technology; providing access and coordinating the use of technology statewide.
- **Statewide sharing of information resources and collaboration among libraries to provide equitable and efficient library services for all Wisconsin residents.** Objective: Create, maintain, and continuously improve on a platform and system to facilitate the sharing of content and resources across the state for all libraries in all locations. Encourage a more informed society by providing access to historical and current civic content.
- **Increased leadership capacity of public libraries through law, finance, and data support including governance and service standards.** Objective: To provide leadership and management training and consultation services for library staff and volunteer leaders. To develop clear and useful library standards and provide an interactive interface to enable real time and consistent measurement and comparisons of progress in meeting state standards.
- **Stronger engagement of public libraries with their communities and utilization of data to actively adapt to community needs.** Objective: To increase awareness of community engagement as critical to public library sustainability and to provide training and resources to facilitate the effective community engagement practices of libraries with their local communities. To improve local libraries' ability to create, collect, and analyze local outcomes as part of ongoing data practices in order to actively adapt to community needs.
- **Increased involvement of youth and underrepresented populations in library programs and services through staff training and shelf-ready resources.** Objective: To provide quality training, programs, and information regarding identifying, attracting, and effectively serving the needs of youth and all community members, including individuals or groups for whom using the library is difficult or limited.

Subaward Consultation

Consultation on grant proposals and the application process for federal grant subaward categories is available from the Division for Libraries and Technology staff upon request. For help, contact one of the DPI staff members listed below:

Vacant

LSTAgrants@dpi.wi.gov

General LSTA Questions, Funding, Eligibility, Reporting

Bill Herman

Bill.Herman@dpi.wi.gov

(608) 264-9335

Library and System Technology

Monica Treptow

Monica.Treptow@dpi.wi.gov

(608) 224-6161

School Library Media, Future Ready Libraries

General Grant Requirements

Acknowledging IMLS for Project Funding

LSTA grant award subrecipients (including all public libraries and public library systems) are required to acknowledge IMLS as the funding agency. Recipients are acknowledging the source of federal dollars to their federal representatives and senators when they clearly demonstrate an IMLS logo (if possible) accompanied by text explaining the federal agency responsible for its funding.



The IMLS acknowledgement must be included on everything purchased and distributed using LSTA funding. All products and informational materials, regardless of format or method of distribution that are supported by an LSTA grant, including websites and databases created totally or in part with LSTA funding, must include a logo and an acknowledgement. Any promotional materials including flyers, web pages, bookmobiles, and signs must include an IMLS acknowledgement and IMLS logo where appropriate. More information is available on the [IMLS Acknowledgement Requirements page](#). For grant subrecipients unsure if IMLS logo should be included on an item purchased with LSTA funding, reach out to LSTAgrants@dpi.wi.gov with a description of the item for further guidance.

LSTA Project Marketing

Including marketing costs within LSTA projects is encouraged as part of the grant project budgeting process. The marketing must be related specifically to the LSTA project and must not include marketing of general library services in order to be an [allowable cost](#). By including these costs in the project budget, it will help promote the LSTA project and new opportunities provided

by the grant funding. Additional guidance from IMLS regarding [advertising, public relations, and promotional materials](#) is available.

The only exception to including marketing of general services is in the case of marketing to targeted populations such as underserved populations or persons having difficulty using a library. Examples of this would be promoting Spanish translation of resources or braille books at the library. Please reach out to LSTAgrants@dpi.wi.gov with any questions regarding allowability of marketing as part of an LSTA project and to receive further guidance.

Website Development, Maintenance, and Hosting

When developing a website as part of a grant project, the grant recipient must determine who will maintain and host the website throughout the duration of the project. Likely the grant subrecipient should be the entity managing the website, though this is ultimately up to the grant subrecipient and should be discussed as part of project development. Any ongoing expenses for the website past the grant end date must be covered through local funds.

Staff time spent on website development, maintaining the website, or hosting the website are allowable expenses when directly related to the LSTA funded project. Remember website or promotional materials must include [IMLS acknowledgement](#) when developed using LSTA funding.

The DPI will not host a website for an LSTA grant funded project, as the DPI is unable to provide editing access to external parties. Therefore, it is best a project is hosted and edited by the grant recipient or a partner organization.

Internet-accessible Devices

The use of LSTA funds is restricted by the [Children's Internet Protection Act \(CIPA\)](#). CIPA requires libraries to block images that are obscene, contain child pornography, or are harmful to minors on all library-owned, internet-connected computers, and to have an internet safety policy that has been approved at a public meeting. The filter can be turned off by an authorized library staff member for adult library users (17 and older) for lawful purposes. CIPA applies only to library-owned computers; it does not apply to library user-owned computers.

Libraries must be CIPA compliant to use LSTA funds to purchase internet-accessible devices such as computers, tablets, and smartphones. They must also be CIPA compliant to use LSTA funds for costs associated with accessing the internet *on library-owned computers*, such as hotspot data plans or internet service provider subscription costs.

LSTA funding may be used by libraries that are *not* CIPA compliant for projects that include the use or purchase of internet-accessible devices or internet service, as long as the devices and service are paid for with local funds. In addition, LSTA funding may be used by libraries that are not CIPA compliant to pay for internet service, such as hotspot data plans, as long as the service will be used exclusively with library user-owned computers.

Examples: Libraries that *are* CIPA compliant may use LSTA funds to purchase internet accessible devices or services directly associated with accessing the internet, including:

- Computers (laptops, desktops, Chromebooks, tablets) for checkout or for use in the library
- Smartboards
- Smart TVs
- Hotspots with data plans

Examples: Libraries that *are not* CIPA compliant may use LSTA funds to purchase IT equipment, including:

- Wireless access points and routers
- Cabling
- Cases and storage carts
- Computer peripherals (mice, monitors, keyboards)
- Meeting room peripherals like projectors, televisions (non-smart TVs), or speakers
- Hotspots without a data plan to be used with library-owned computers
- Hotspots with a data plan, as long as the plan will be used exclusively with library user-owned computers

Partnerships and Collaborations

IMLS defines a *partner* in the [State Program Report \(SPR\) Reporting System User Documentation – State Library Administrative Agency View](#) as, “A cooperating institution, designated through a formal agreement that contributes material resources (i.e., materials, funds, staff) to the activity.” IMLS provides the example of a statewide training, in which staff from several library systems attend is not considered a partnership between the DPI and the systems, but if the DPI worked with the University of Wisconsin–Madison, who agreed to provide their facilities to host the training, that would be considered a partnership. There are many opportunities to collaborate on LSTA projects, but not all collaborations are partnerships per the IMLS definition.

IMLS considers partnerships official when there is a formal agreement between the grant applicant and another institution and a contribution of material resources. An agreement may come in the form of a signed letter stating the intent of member librarians to offer a program to library users, financial support, or in-kind contribution of staff to teach a workshop or deliver a presentation. The formal agreement should include a clear understanding of the responsibilities expected from each institution.

Grants are offered to a single fiscal agent. Any project that includes the distribution of funds or shared activities with additional entities must have a formal partnership agreement. An [example of a written memorandum of understanding](#) is provided and can be modified to formalize a project partnership.

For fiscal relationships, allocating funds to member libraries requires greater documentation of accountability in the LSTA application and final evaluation. For example, library system staff, as grant administrators, need to provide information to member libraries about their responsibility in agreeing to accept funds. IMLS requires each recipient of funds to describe the impact of the federal funds on its community. Each library or organization receiving and expending LSTA money

must report the use of the LSTA funds and the outcomes of the project to the library system as the original recipient of the grant award.

Grant File Retention Requirements

Records relating to any awarded LSTA 2021 grants must be retained by the grant subrecipient through December 31, 2026. Records for LSTA 2021 grants would include the grant application, Notice of Federal Grant Subaward, reimbursement claims, receipts and invoices supporting the reimbursement claims, and grant evaluation reports. Access to these grant records must be made available to the DPI if requested. If an audit occurs during the fiscal year of LSTA activities, this may extend the records retention period for three years following the resolution of an audit. Refer to the [Records Retention Schedule](#) provided by IMLS for more information.

Federal Funding Exclusions List

In rare cases, a vendor, manufacturer, or service provider may be excluded from the ability to receive federal funding on grants. As LSTA is a federally funded program, any business listed on the federal exclusions list is not eligible to receive federal grants.

The federal exclusions list can be accessed on the [SAM.gov Exclusions page](#). To search for any business that may be on the exclusions list, enter the name of the business into the search box. If the business is listed, then they are excluded from receiving federal funding and cannot receive any of the grant funding for the LSTA grant. In this case, the grant subrecipient would need to find a different vendor or service provider to work with on the grant. If the organization is not listed, then the organization is not excluded from receiving federal funding and the grant subrecipient is free to use grant funding to purchase items or services in alignment with their LSTA grant application.

Eligible Entities

Eligible entities are Wisconsin public libraries that are legally established as a public library under Wis. Stat. § 43 and Wisconsin public library systems. A public library system may act as a fiscal agent for an eligible public library or libraries. Eligible entities may also apply as a consortium of libraries or library systems. Refer to the Allocation and Eligibility section of each LSTA project category to review eligible entities for each specific grant category.

What does it mean to be a fiscal agent on a grant?

A fiscal agent on an LSTA grant has several responsibilities as part of an LSTA grant. A fiscal agent's responsibilities include:

1. Submitting the application to apply for LSTA funds.
2. Maintaining invoices and submitting reimbursement claims. If part of a consortium, this may require coordinating the submittal of one reimbursement claim to the DPI.
3. Receiving checks for reimbursement claims.

4. Consolidating any information necessary to report on grant project activities. If part of a consortium, this may require coordinating the submittal of information to the DPI into one project report.

Formula grants provide an allocation to each library system which can then be pooled if one system decides to be the fiscal agent for a consortium of systems. In order for WISEgrants to be set up correctly, library systems must inform the DPI of the systems involved and fiscal agent as soon as possible prior to grant applications opening in WISEgrants.

Unique Entity Identifier (UEI) Transition

Wisconsin public libraries and public library systems must have a unique entity identifier (previously provided by Dun & Bradstreet as a DUNS number prior to April 4, 2022) and be set up in the DPI's online aids banking system to receive funds.

To receive federal funds as a federal grant subrecipient, a library or system must have a Unique Entity Identifier (UEI). Libraries or systems that intend to receive federal grant subawards (i.e., LSTA grant funding) should use the System for Award Management (SAM) at [SAM.gov](https://sam.gov) to obtain a UEI. To check library or system entity registration status, visit the [SAM.gov Status Tracker](#). A login with a SAM.gov account is required to view entity registration status.

Libraries and systems can request a UEI through SAM.gov without needing to complete a full entity registration process for the purposes of receiving an LSTA grant subaward. The SAM.gov website includes helpful resources on the [Getting Started with Registration](#) page, which includes step-by-step instructions and a list of materials and information needed. Additional information can be found on the [DPI Unique Entity ID \(SAM\) Transition](#) website.

DPI Aids Banking Setup

Any LSTA applicants that have not registered banking information with the DPI must do so before the DPI will issue a federal grant subaward or approve claims for reimbursement. This process may take several months, so the DPI recommends starting this process as soon as an agency decides to apply for an LSTA grant. Contact Jacqueline Jordee, Accountant, at jacqueline.jordee@dpi.wi.gov or call (608) 267-9134 for more information regarding DPI aids banking.

If a library is not set up to receive funds directly from the DPI, the library may apply as a participating member of a consortium, but it cannot be the fiscal agent for the consortium. Public library systems are encouraged to act as fiscal agents for LSTA funding, as all systems are already set up with DPI aids banking.

Project Budgeting and Expenses

Grant Period Time Frame

When planning out a budget and activities to be completed as part of the grant, it is important that the expenses align with the time frame of the grant. All project expenses must be incurred within the grant period which typically runs July 1 through June 30 of the next year. This means that expenses must be billed and paid for within the grant period. Any salary expenses must be incurred between the start and end date of the grant and no time can be reimbursed past the grant end date.

Allowable Costs

Ensuring costs charged back to a federal award are allowable is important in the planning and implementation of projects. Disregard of allowable costs might affect project status or out-of-pocket costs for a grantee.

LSTA allowable expenses must be directly related and necessary to carry out one or more of the goals and objectives identified in the [LSTA Five-Year State Plan](#). In addition, it must be reasonable and not specifically disallowed by the state or local laws, or regulations. The [DPI's Allowable Cost Checklist for Federal Funds](#) provides a list of questions to ask in determining if a cost is allowable. The DPI follows the Code of Federal Regulations [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards \(Title 2 Subtitle A Chapter II Part 200 Subpart E\)](#), which has more details regarding allowable costs.

Allowable cost examples for LSTA projects include, but are not limited to:

- Salaries, wages, fringe benefits (must fall within the grant period and cannot extend past the grant end date)
- Travel costs (mileage, airfare, lodging, meal expenses)
- Materials and supplies (specific attention should be given to purchases of internet-accessible devices)
- Consultant fees
- Supplies
- Food (if obtained in conjunction with training to achieve one of the project purposes. The cost must be reasonable and necessary to achieve project goals. A working lunch would be required where food was consumed while actively working on grant project activities. In most cases, use local funds for food expenses.)
- Performance costs (only if the performance is primarily for educational purposes)
- Marketing costs related to promoting services to underserved populations or LSTA project specific marketing (marketing the library in general is not an allowable cost)

Unallowable Costs

- Purchase of internet filtering software
- Marketing and public relations of general library services

- Meetings, conventions for non-LSTA grant activities
- Membership fees to organizations (i.e., American Library Association, Public Library Association, Wisconsin Library Association, Wisconsin Educational Media & Technology Association)
- Memorabilia or any kind of promotional items
- Gifts, souvenirs, t-shirts, temporary tattoos, toys, stickers, candy
- Parties, games, coloring books
- Incentives and motivators (i.e., rewards, prizes)
- Lobbying or advocacy activities (i.e., attempt to influence government decision-making)
- Construction expenditures (i.e., work involving the usual construction trades like carpentry, major electrical work, concrete pouring, tearing out walls, or major structural changes to the library space)
 - Library renovations including drive-thrus/walk-up windows
 - Solar panels/electric vehicle charging stations/LEED certified renovations
 - Ramps for accessibility upgrades
- General library maintenance expenses (carpet replacement, duct cleaning, etc.)

The DPI recommends libraries partner with local businesses and organizations to cover the cost of promotional materials.

Equipment Costs

Equipment requests for items that cost \$5,000 or more per-unit must be pre-approved by the DPI and by IMLS prior to grant subaward. The [LSTA Equipment Approval Request form](#) must be submitted along with the grant application to work through the IMLS equipment approval request process prior to grant subaward. If purchased items do not have a unit cost equal to or over \$5,000, then the equipment approval request form will not be necessary.

One form will need to be filled out for each piece of equipment over \$5,000 since each individual item will need to be approved by IMLS prior to funding. The unit cost does not include any item shipping/freight expenses, taxes (likely will not apply for tax-exempt organizations), or service/installation fees.

To complete the form, include the exact price of the equipment, the make/model or information on that specific equipment, and a detailed explanation of why the equipment is necessary and reasonable to complete the LSTA project. The description should be around two to four sentences and should justify the equipment purchase. Applicants have an option to include a quote, website link, brochure, or any other additional information as an attachment to the form to assist with equipment review.

When submitted, the form will send you an automatic email after form submission for the applicant to keep with grant records. The DPI will follow up with information from IMLS on the approval or denial of the equipment request once received by the DPI.

LSTA Grant Application Instructions

WISEgrants

All LSTA grants use [WISEgrants](#) to submit a grant application, do any necessary budget revisions during the grant period, and submit claims for grant reimbursement. All awarded subrecipients will receive training on use of WISEgrants if applicable and access to [technical assistance](#) documentation.

The WISEgrants application requires the applicant to:

- Fill in LSTA grant contacts for grant application/budgeting and grant claims;
- Write a short, 90–160-word project abstract describing the project purpose and intended outcome;
- Enter at least one line in the grant budget;
- Sign grant assurances by an agency authorizer; and
- Submit the completed application through WISEgrants.

Indirect Cost Rate

An indirect cost is an organization's incurred cost that cannot be readily isolated or identified with just one project or activity. These types of costs are often referred to as "overhead costs." Typical examples of indirect costs are general telephone service, postage, office supplies, office space expenses, and administrative or financial operations for an entire organization.

Indirect costs must be budgeted within the specific dollar amount awarded in the LSTA grant. The awarded agency cannot budget indirect costs in excess of the grant award amount.

Grant recipients can choose to budget indirect costs using one of the following methods:

- **Use a current indirect cost rate already negotiated with a federal agency; or use an indirect cost rate proposed to a federal agency but not yet approved.** Federally negotiated indirect cost rates are negotiated agreements between federal agencies and nonprofit organizations. If the applicant agency already has an existing negotiated indirect cost rate in effect with another federal agency, the agency may use this rate to calculate total project costs and apply the rate in accordance with the terms of the negotiated agreement. A copy of the negotiation agreement will be required as a condition of a grant subaward. The DPI will only accept federally negotiated indirect cost rates that are current at the time awards are announced. The applicant agency must notify the DPI when using a federally negotiated indirect cost rate.
- **Use a de minimis rate not to exceed 10% of modified total direct costs (MTDC)** if the agency has never had a federally negotiated indirect cost rate and is not subject to other requirements (e.g., for states and local governments, and Native American tribes). MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first \$25,000 of each subaward or subcontract. MTDC excludes equipment, capital expenditures, rental costs, tuition

remission, scholarships and fellowships, participant support costs, and the portion of each subaward and subcontract in excess of \$25,000. If the agency chooses to use this rate, the agency must exclude from the budget all indirect-cost-type items, such as general telephone service, postage, office supplies and office space expenses, and administrative or financial operations for the applicant's entire organization. If the agency is eligible and has never had a federally negotiated indirect cost rate, the agency may use this rate with no additional documentation required.

- **Not include any indirect costs** (allowing more of granted funds to be used toward actual project costs).

The following example of how to budget indirect costs is from the *DPI Local Educational Agency (LEA) Indirect Cost Plan July 1, 2017 - June 30, 2022*, available on the [School Financial Services team Indirect Cost Information page](#). This calculation is applicable to public libraries and public library systems in addition to LEAs.

Sum 100% (1.0) + 10% (de minimis rate) (0.1) = 1.1

Grant Award Amount \$10,000 / Sum + Indirect (above) 1.1 = MTDC \$9,090.91

Direct Cost	\$9,090.91		Direct Cost	\$9,090.91
Indirect Cost Rate	x <u> .1</u>	Check →	Indirect Cost	+ <u> \$909.09</u>
Indirect Cost	\$909.09		Total Grant Award	\$10,000.00

Contact LSTAgrants@dpi.wi.gov to ask additional questions or request more information.

Application Review and Notification

The DPI reviews grant applications following the application deadline. Non-competitive categories are restricted to a specific agency or agencies, with funds distributed among the eligible projects. These projects are reviewed by Division for Libraries and Technology staff.

The State Superintendent reviews recommendations for funding from Division staff, and makes a final determination regarding all grant applications, both non-competitive and competitive. The DPI then notifies all applicants if projects will be funded. Funding is dependent on LSTA funding appropriation by the U.S. Congress.

If projects are selected for funding, grantees may be required to attend a virtual information session offered shortly after the grant notifications are issued.

Budget and Activity Changes

The DPI notifies grant subrecipients if the submitted budget within the application requires a change in WISEgrants before the federal grant subaward is issued. If the grant subaward does not include any special conditions, the budget is approved as stated in the original application. During the project performance period, changes to an approved grant budget must be submitted through WISEgrants and approved by the DPI prior to claiming reimbursement.

Claiming Reimbursement

Disbursement of grant funds is done on a reimbursement basis. This means the grant recipient makes purchases using local funds and then submits a claim for reimbursement through WISEgrants. After the claim has been reviewed by the DPI staff, the LSTA funds are directly deposited to a bank account established by the grantee following approval of the form by the DPI. The DPI recommends grant subrecipients submit claims at least quarterly during the grant period. Direct all questions regarding financial claims to the DPI's LSTA accountant, Glenn Aumann, at glenn.aumann@dpi.wi.gov or (608) 266-3489. Recipients must complete grant activities and encumber expenses by the end date on the notification of federal grant subaward. The grantee maintains all receipts for purchases.

Expending the Full Grant Award

The grant subrecipient should contact the DPI (via LSTAgrants@dpi.wi.gov) if it becomes evident the full grant subaward amount is not going to be expended by the end of the grant period. DPI staff may also be able to help strategize how to expend funds following the initial intent of the grant application. If a budget revision is needed, the grant applicant can submit a revised budget in WISEgrants.

Reporting Requirements

Mid-Project Check-in

Each LSTA grant project requires a mid-project check-in to ensure grant activities are in progress and provides an opportunity to discuss any issues or anticipated problems that arise during the grant period. If any issues come up during the grant period that may impact grant reimbursement or completion of grant activities, the DPI requests grant subrecipients inform DPI staff immediately.

A check-in email will be sent from a DPI staff member near the beginning of January requesting the information below from the grant subrecipient:

- A short update on progress in achieving project activities and an opportunity to share grant progress through DPI communications channels (i.e., a post on [Wisconsin Libraries for Everyone blog](#));
- LSTA reimbursement claim status (i.e., how much money has been expended to date, any anticipated changes that would impact total amount of money being reimbursed at end of grant with a specific focus on money that will not be expended by end of grant period);
- Any changes to the staff assigned to the project and updated contact information; and
- Any problems that have arisen in implementing the grant as well as requests for assistance from the DPI.

Final Project Reporting

Each recipient of LSTA funds must complete a [final report](#) on the project. A link to the reporting form for the grant will be provided to the subgrantee at the time of subaward as a Google Doc. Reports are due 45 days after the end date of the grant, which is August 15, 2022.

To submit the report, email a copy of the completed report to LSTAgrants@dpi.wi.gov or send an email indicating the form has been completed at the provided Google Doc link. Questions on the reporting form can be emailed to LSTAgrants@dpi.wi.gov.

Project Reporting Additional Materials

The DPI and IMLS are eager to see and share details regarding your projects to demonstrate the value of public libraries in their communities and to inform the public how their investment in public libraries is being utilized. Send additional materials providing context to the project or the project's outcome such as images, promotional materials, website links, feedback received, survey results, staff and library user stories about the project, press releases, and news articles to LSTAgrants@dpi.wi.gov. If shared with the Division for Libraries and Technology, additional materials may be shared publicly (e.g., social media, newsletters) and with IMLS unless otherwise indicated. Be sure to include the library's name and location with any materials sent.

LSTA Grant Categories

As LSTA grant opportunities become available, the opportunities to apply will be messaged directly to eligible entities and listed below. More may be added throughout the course of a fiscal year as funds allow.

2022 LSTA Increase Capacity for Technology Tools and Resources Sparsity Aid

The sparsity aids category of funds is available to systems experiencing funding challenges due to population sparsity and geography. Individual systems may apply for the supplemental sparsity funds to assist with technology needs or apply the funds to a collaborative project. In addition, some or all of the sparsity funds may be applied to offset delivery costs for that system or its member libraries or system participation in the statewide backup project (these are the only exceptions where funds within this category may offset already established operating costs). Funds may be requested up to a maximum amount per system determined by the formula outlined in the [2022 LSTA Increase Capacity for Technology Tools and Resources Sparsity Aid worksheet](#).

Application

Apply for a 2022 LSTA Increase Capacity for Technology Tools and Resources Sparsity Aid grant through [WISEgrants](#). Multiple system allocations can be combined to perform a collaborative project.

Eligible Entities and Distribution

The [2022 LSTA Increase Capacity for Technology Tools and Resources Sparsity Aid Distribution spreadsheet](#) details the allocation amounts generated by each Wisconsin public library and system, the sums and averages by county, and the sums and averages by system. The table below outlines the total LSTA aid amounts for each system.

Eligible Wisconsin Public Library Systems	Total Allocation
Arrowhead Library System	\$3,000.00
Bridges Library System	\$3,000.00
IFLS Library System	\$22,157.00
Kenosha County Library System	\$3,000.00
Lakeshores Library System	\$3,000.00
Manitowoc-Calumet Library System	\$12,041.00
Milwaukee County Federated Library System	\$3,000.00

Monarch Library System	\$3,000.00
Nicolet Federated Library System	\$19,126.00
Northern Waters Library Service	\$27,895.00
Outagamie Waupaca Library System	\$5,290.00
South Central Library System	\$8,949.00
Southwest Wisconsin Library System	\$25,653.00
Winding Rivers Library System	\$22,890.00
Winnefox Library System	\$12,754.00
Wisconsin Valley Library Service	\$25,245.00
Total	\$200,000.00

General Stipulations for the 2022 LSTA Increase Capacity for Technology Tools and Resources Sparsity Aid grant

- Grants must tie back to at least one of the goals in the [LSTA Five-Year Plan for Wisconsin 2018-2022](#)
- Grants shall improve users' ability to obtain and/or use information resources
- Funds may be used to underwrite startup costs for new services that can subsequently be sustained without the continued use of LSTA funding
- Any system receiving funds will be required to complete mid-project and end-of-project reporting
- Funds shall **not** be used for licensing products or platforms in categories already provided by the DPI
- Funds shall **not** be used for ongoing operational costs (delivery is the only exception), or already established system or member Overdrive or Advantage accounts
- Grant budgets shall follow the outlined [allowable](#) and [unallowable](#) costs
- Applicants shall expend subaward funds by June 30, 2023
- Applicants shall submit the final report and claim for reimbursement by August 15, 2023

Wisconsin Public Library Facility Analysis and Needs Assessment

The Library Space and Safety competitive grant category in the American Rescue Plan Act funding identified the need for a thorough analysis and needs assessment for library facilities in Wisconsin. This project will allow for the study of current barriers and resources needed to improve library facilities across the state. Additionally, this project will allow for the creation of potential tools and/or resources for the library community to implement the recommendations and findings at the local level.

Application

Use [WISEgrants](#) to apply for the Wisconsin Public Library Facility Analysis and Needs Assessment grant.

Allocations and Eligibility

The Winding Rivers Library System is the only eligible entity to apply for the Wisconsin Public Library Facility Analysis and Needs Assessment grant.

Eligible Wisconsin Public Library System	Total Allocation
Winding Rivers Library System	\$50,000.00
Total	\$50,000.00

General Stipulations for the Wisconsin Public Library Facility Analysis and Needs Assessment grant

- Grant must tie back to at least one of the goals in the [LSTA Five-Year Plan for Wisconsin 2018-2022](#)
- Grant shall improve library operations
- Grant shall be inclusive of Wisconsin as a state and not be focused on any specific region
- Applicant encouraged to include costs for marketing the LSTA project and administrative overhead to carry out the project
- Grant budgets shall follow the outlined [allowable](#) and [unallowable](#) costs
- Applicants shall expend subaward funds by June 30, 2023
- Applicants shall submit the final report and claim for reimbursement by August 15, 2023

Statewide Delivery Service System Cost Support

The funds for the Statewide Delivery Service System Cost Support grant help cover the Public Library Systems' share of the cost of the delivery service provided by the South Central Library System. This service connects the 16 systems to allow libraries across the state to efficiently send and receive materials they share with each other to fulfill library user requests. In addition to supporting operational costs, these funds provide resource flexibility for public library systems as they plan for future service improvements and establish a new statewide delivery governance structure.

Application

Use [WISEgrants](#) to apply for the Statewide Delivery Service System Cost Support grant.

Allocations and Eligibility

The South Central Library System is the only eligible entity to apply for the Statewide Delivery Service System Cost Support grant.

Eligible Wisconsin Public Library System	Total Allocation
South Central Library System	\$75,000.00
Total	\$75,000.00

General Stipulations for the Statewide Delivery Service System Cost Support grant

- Funds are for delivery service expenses for 2022 for statewide delivery to public library systems
- Grant must tie back to at least one of the goals in the [LSTA Five-Year Plan for Wisconsin 2018-2022](#)
- Grant shall improve users' ability to obtain and/or use information resources
- Applicant encouraged to include costs for marketing the LSTA grant and administrative overhead to carry out the project
- Grant budgets shall follow the outlined [allowable](#) and [unallowable](#) costs
- Applicant shall expend subaward funds by June 30, 2023
- Applicant shall submit the final report and claim for reimbursement by August 15, 2023

Statewide Delivery Service New Model Implementation

The funds for the Statewide Delivery Service New Model Implementation grant support project management and coordination of a collaboration of all 16 public library systems and other statewide delivery stakeholders to implement a statewide delivery network model based on the recommendations of the Public Library System Redesign project. The results of implementation efforts in 2022 will include:

- Establishing statewide delivery standards for quality-of-service expectations and cost metrics to be used for statewide delivery hub development evaluation
- Piloting new statewide delivery hub connections
- Recommendations for a cooperative governance model for statewide delivery
- An evaluation of statewide service connections to non-UW libraries and non-public libraries currently receiving service on statewide delivery routes to identify and implement service solutions that most effectively and efficiently meet the needs of these statewide library delivery participants

Application

Use [WISEgrants](#) to apply for the Statewide Delivery Service New Model Implementation grant.

Allocations and Eligibility

The South Central Library System is the only eligible entity to apply for the Statewide Delivery Service New Model Implementation grant.

Eligible Wisconsin Public Library System	Total Allocation
South Central Library System	\$100,000.00
Total	\$100,000.00

General Stipulations for the Statewide Delivery Service New Model Implementation grant

- Grant must tie back to at least one of the goals in the [LSTA Five-Year Plan for Wisconsin 2018-2022](#)
- Grant shall improve users' ability to obtain and/or use information resources
- Applicant encouraged to include costs for marketing the LSTA grant and administrative overhead to carry out the project
- Grant budgets shall follow the outlined [allowable](#) and [unallowable](#) costs
- Applicant shall expend subaward funds by June 30, 2023
- Applicant shall submit the final report and claim for reimbursement by August 15, 2023

Recollection Wisconsin

Recollection Wisconsin is a collaborative digitization program that brings together digital cultural heritage resources from Wisconsin libraries, archives, museums, and historical societies. These resources are made available to all residents of Wisconsin and are additionally shared throughout the world in partnership with the Digital Public Library of America. The purpose of this grant is to provide support for the continued development of this vital program.

Application

Use [WISEgrants](#) to apply for the Recollection Wisconsin grant.

Allocations and Eligibility

The Outagamie Waupaca Library System is the only eligible entity to apply for the grant.

Eligible Wisconsin Public Library System	Total Allocation
Outagamie Waupaca Library System	Up to \$150,000.00
Total	Up to \$150,000.00

General Stipulations for the Recollection Wisconsin grant

- Grant must tie back to at least one of the goals in the [LSTA Five-Year Plan for Wisconsin 2018-2022](#)
- Grant shall improve users' ability to obtain and/or use information resources
- Applicant encouraged to include costs for marketing the LSTA project and administrative overhead to carry out the project
- Grant budgets shall follow the outlined [allowable](#) and [unallowable](#) costs
- Applicants shall expend subaward funds by June 30, 2023
- Applicants shall submit the final report and claim for reimbursement by August 15, 2023

WPLC Statewide Collection Support

The funds for the WPLC Statewide Collection Support grant provide financial support for statewide digital library content. This may include e-books, audiobooks, magazines, and other electronic collections. The Wisconsin Public Library Consortium (WPLC) manages the Wisconsin Digital Library, which is available to all Wisconsin residents with a public library card.

Application

Use [WISEgrants](#) to apply for the WPLC Statewide Collection Support grant.

Allocations and Eligibility

A library system is the only eligible entity to apply for the WPLC Statewide Collection Support grant.

Eligible Applicant	Total Allocation
Wisconsin Public Library System	Up to \$50,000.00
Total	Up to \$50,000.00

General Stipulations for the WPLC Statewide Collection Support grant

- Grant must tie back to at least one of the goals in the [LSTA Five-Year Plan for Wisconsin 2018-2022](#)
- Grant shall improve users' ability to obtain and/or use information resources
- Applicant encouraged to include costs for marketing the LSTA grant and administrative overhead to carry out the project
- Grant budgets shall follow the outlined [allowable](#) and [unallowable](#) costs
- Applicants shall expend subaward funds by June 30, 2023
- Applicants shall submit the final report and claim for reimbursement by August 15, 2023

Improved Discovery Solutions

The funds for the Improved Discovery Solutions grant will support advancements in technical solutions for improved discoverability of library collections and resources. Funds will be prioritized to first support standalone library catalogs joining shared systemwide or regional integrated library systems. Remaining funds will support collaborative (2 or more public library systems) grants for planning or research into technical solutions for improved discovery of library collections and resources.

Collaborative planning and/or research grant project examples include, but are not limited to:

- Integrated Library System (ILS) mergers
- NISO Circulation Interchange Protocol (NCIP) for interlibrary loan
- Cataloging standardization
- Technologies for improved interoperability between library platforms
- Shared print programs

Application Process

Fill out the [Improved Discovery Solution Grant Pre-Application](#). Submit the completed pre-application to LSTAgrants@dpi.wi.gov by **June 30, 2022**. Please either submit the pre-application file as an attachment to an email or ensure the submitted file has appropriate viewing permissions when sharing the link.

Pre-applications will be reviewed by three rankers and evaluated using the scoring rubric located in [Appendix A](#). Please review the scoring rubric as you are filling out the pre-application to ensure your project answers align with the scoring rubric. Applicants selected to move forward with funding will use [WISEgrants](#) to submit an application for the Improved Discovery Solutions grant.

Allocations and Eligibility

Public library systems are the only eligible entity to apply for the Improved Discovery Solutions grant.

Eligible Applicants	Total Allocation
Public Library Systems	Up to \$150,000.00
Total	Up to \$150,000.00

General Stipulations for the Improved Discovery Solution grant

- Grant must tie back to at least one of the goals in the [LSTA Five-Year Plan for Wisconsin 2018-2022](#)
- Grant shall improve users' ability to obtain and/or use information resources

- Applicant encouraged to include costs for marketing the LSTA project and administrative overhead to carry out the project
- Grant budgets shall follow the outlined [allowable](#) and [unallowable](#) costs
- Applicants shall expend subaward funds by June 30, 2023
- Applicants shall submit the final report and claim for reimbursement by August 15, 2023
- Grant funds may not be used to supplant local funding for discovery products or related technologies
- Applicants are responsible for securing all necessary local approvals prior to submitting application, such as board approval for a library joining a shared ILS

Pre-Application Questions for Improved Discovery Solution Grants

Applicants will answer the questions below, providing no more than a page answer for each question in the [Improved Discovery Solution Grant Pre-Application](#). Question 1 is to be answered only by those seeking funds for libraries with a stand-alone ILS to join a shared ILS. Question 2 is to be answered only by those seeking funds for collaborative planning and/or research grants. Both grant types should complete question 3.

1. Project Abstract: Standalone to Shared ILS (0-20 points)
Please describe your standalone to shared ILS project in detail. Please be sure to include details on:
 - The stand-alone library and shared ILS libraries or system(s) involved in the migration and specific goals of the project
 - How the local library will support ongoing participation in the shared ILS
 - Grant activities and associated expenses. Please illustrate a breakdown of your budget for this project, including salaries/wages/benefits, consultant fees, travel, supplies/materials, services, equipment*, and other. *See note on equipment in Project Total Request Amount section.
 - Timeline details
 - Any other information relevant to your proposed project
2. Project Abstract: Collaborative planning and/or research grants for technical solutions for improved discovery of library collections and resources (0-10 points)
Please describe your collaborative planning and/or research project in detail. Please be sure to include details on:
 - Which systems will be involved and the specific goals of the planning or research
 - Any additional stakeholders involved outside of system staff (if applicable)
 - Grant activities and associated expenses. Please illustrate a breakdown of your budget for this project, including Salaries/Wages/Benefits, Consultant Fees, Travel, Supplies/Materials, Services, Equipment*, and Other. *See note on equipment in Project Total Request Amount section above.
 - Timeline details
 - Any other information relevant to your proposed project
3. Equity: (0-5 points)
How will your project help to improve discovery of library resources for historically underserved populations?

Professional Learning Support

The funds for the Professional Learning Support grant will provide financial support to expand access and promote equity in professional learning opportunities for public library and system staff. These grants are intended to help reduce barriers to professional learning among staff at all libraries in Wisconsin. Professional learning can take many forms and include virtual or in-person conference or training attendance, in-service staff trainings, or offsetting staff time. Funds may be requested up to a maximum amount per system determined by the formula outlined in the [2022 Professional Learning Support Distribution Spreadsheet](#). Library systems are required to complete mid-project and end-of-project reporting.

In addition to regional projects, the following regular statewide professional learning opportunities will be presented: Tech Days, Wisconsin Winter Web Conference, Wisconsin Trustee Training Days, and a spring webinar series. Professional learning will also be offered statewide on the topics of Library Spaces, Public Library Privacy, and Inclusive Services.

Application

Use [WISEgrants](#) to apply for the Professional Learning Support grant.

Allocations and Eligibility

The [2022 Professional Learning Support Distribution Spreadsheet](#) details the allocation amounts generated by each Wisconsin public library and system, the sums and averages by county, and the sums and averages by system. The table below outlines the total LSTA aid amounts for each system including any additional funding for learning opportunities.

Eligible Wisconsin Public Library Systems	Formula Allocation	Additional Funding	Total Allocation
Arrowhead Library System	\$4,413.00		\$4,413.00
Bridges Library System	\$15,163.00	\$10,000.00	\$25,163.00
IFLS Library System	\$22,097.00	\$3,150.00	\$25,247.00
Kenosha County Library System	\$4,099.00		\$4,099.00
Lakeshores Library System	\$10,585.00		\$10,585.00
Manitowoc-Calumet Library System	\$2,149.00	\$20,000.00	\$22,149.00
Milwaukee County Federated Library System	\$25,697.00		\$25,697.00
Monarch Library System	\$11,684.00		\$11,684.00
Nicolet Federated Library System	\$21,334.00		\$21,334.00
Northern Waters Library Service	\$13,272.00	\$2,000.00	\$15,272.00

Outagamie Waupaca Library System	\$7,552.00		\$7,552.00
South Central Library System	\$27,018.00	\$28,000.00	\$55,018.00
Southwest Wisconsin Library System	\$14,415.00		\$14,415.00
Winding Rivers Library System	\$19,344.00		\$19,344.00
Winnefox Library System	\$14,311.00	\$2,000.00	\$16,311.00
Wisconsin Valley Library Service	\$17,717.00	\$4,000.00	\$21,717.00
Total	\$230,850.00	\$69,150.00	\$300,000.00

General Stipulations for the Professional Learning Support grant

- Grants must tie back to at least one of the goals in the [LSTA Five-Year Plan for Wisconsin 2018-2022](#)
- Grants shall improve the library workforce
- Grants shall provide financial support for library workers to engage in professional learning activities including virtual or in-person conference or training attendance, in-service staff trainings, or offsetting staff time
- Applicants encouraged to include costs for marketing the LSTA project and administrative overhead to carry out the project
- Applicants are required to separate out expenses related to travel, attendance or registration fees, and personnel expenses in grant budget
- Grant budgets shall follow the outlined [allowable](#) and [unallowable](#) costs
- Applicants shall expend subaward funds by June 30, 2023
- Applicants shall submit the final report and claim for reimbursement by August 15, 2023

Library Research Studies

Library Staff Compensation Study

The Library Research Studies will be a collaboration of studies of Wisconsin public library systems and libraries to gather wage and salary data of public library staff throughout Wisconsin. The results of this study will include a standardization of position titles. The compensation data will be normalized according to appropriate state and federal wage and salary data and statewide cost of living statistics to aid with any future analysis and comparison of the data by libraries and systems throughout the state.

Library Board Participation Study

The study will gather data and information regarding citizen participation on local public library boards. The intent of the study is to understand factors that encourage and facilitate one's ability to participate and what barriers may exist that limit a community's member ability to join a library board. The results will be shared statewide to inform inclusive strategies for library board participation.

Library Data Landscape Study

The Library Data Landscape Study will gather information about the levels of data awareness, knowledge, expertise, and use by library and library system staff throughout the state. The result will include an analysis of the information gathered, including respondent professional and demographic information, to develop recommendations for data training and the development of a data expertise network.

Application

Use [WISEgrants](#) to apply for the Library Research Studies grant.

Allocations and Eligibility

The Southwest Wisconsin Library System is the only eligible entity to apply for the Library Research Studies grant.

Eligible Wisconsin Public Library System	Total Allocation
Southwest Wisconsin Library System	\$55,000.00
Total	\$55,000.00

General Stipulations for the Library Research Studies grant

- Grant must tie back to at least one of the goals in the [LSTA Five-Year Plan for Wisconsin 2018-2022](#)
- Grant shall improve library operations

- Applicant encouraged to include costs for marketing the LSTA project and administrative overhead to carry out the project
- Grant budgets shall follow the outlined [allowable](#) and [unallowable](#) costs
- Applicants shall expend subaward funds by June 30, 2023
- Applicants shall submit the final report and claim for reimbursement by August 15, 2023

WebJunction

WebJunction is a professional learning platform where public library staff build the knowledge, skills, and support they need to carry out library operations. This grant provides funding to ensure new content and trainings are freely available to libraries and library workers statewide.

Application

Use [WISEgrants](#) to apply for the WebJunction grant.

Allocations and Eligibility

The IFLS Library System is the only eligible entity to apply for the WebJunction grant.

Eligible Wisconsin Public Library System	Total Allocation
IFLS Library System	\$12,607.00
Total	\$12,607.00

General Stipulations for the WebJunction grant

- Grant must tie back to at least one of the goals in the [LSTA Five-Year Plan for Wisconsin 2018-2022](#)
- Grant shall improve the library workforce
- Applicant encouraged to include costs for marketing the LSTA project and administrative overhead to carry out the project
- Grant budgets shall follow the outlined [allowable](#) and [unallowable](#) costs
- Applicants shall expend subaward funds by June 30, 2023
- Applicants shall submit the final report and claim for reimbursement by August 15, 2023

Appendix A: Pre-Application Scoring Rubric for Improved Discovery Solutions Grants

<p>Project Abstract: <u>Standalone to Shared ILS</u></p>	<p>The applicant describes their standalone to shared ILS project in detail, including:</p> <ul style="list-style-type: none"> • The standalone library and shared ILS libraries or system(s) involved in the migration and specific goals of the project • How the local library will support ongoing participation in the shared ILS • Grant activities and associated expenses. Please illustrate a breakdown of your budget for this project, including salaries/wages/benefits, consultant fees, travel, supplies/materials, services, equipment*, and other. *See note on equipment in Project Total Request Amount section of pre-application. • Timeline details • Any other information relevant to your proposed project
<p>Not Adequately Demonstrated (0 points)</p>	<p>The applicant does not describe the library, system(s), and technologies involved, how the local library will support ongoing participation in the shared ILS, activities and expenses, or timeline. The project also does not describe specific goals.</p>
<p>Partially Demonstrated (1-15 points)</p>	<p>The applicant vaguely describes the library, system(s), and technologies involved, how the local library will support ongoing participation in the shared ILS, activities and expenses, and timeline. The project's goals are vague.</p>
<p>Thoroughly Demonstrated (16-20 points)</p>	<p>The applicant provides a clear description of the library, system(s), and technologies involved, how the local library will support ongoing participation in the shared ILS, activities and expenses, and timeline. The project's goals are clearly described.</p>
<p>Reviewer Score and Comments</p>	<p>__ Points Comments:</p>

<p><u>Project Abstract:</u> <u>Collaborative planning and/or research grants for technical solutions for improved discovery of library collections and resources</u></p>	<p>The applicant describes their collaborative planning and/or research grant project in detail, including:</p> <ul style="list-style-type: none"> • Which systems will be involved and the specific goals of the planning or research • Any additional stakeholders involved outside of system staff (if applicable) • Grant activities and associated expenses. Please illustrate a breakdown of your budget for this project, including salaries/wages/benefits, consultant fees, travel, supplies/materials, services, equipment*, and other. *See note on equipment in Project Total Request Amount section of pre-application. • Timeline details • Any other information relevant to your proposed project
<p>Not Adequately Demonstrated (0-2 points)</p>	<p>The applicant does not provide information on which systems will be involved, the goals of the planning or research, activities and associated expenses, or timeline details.</p>
<p>Partially Demonstrated (3-6 points)</p>	<p>The applicant vaguely describes information on which systems will be involved, the goals of the planning or research, activities and associated expenses, or timeline details.</p>
<p>Thoroughly Demonstrated (7-10 points)</p>	<p>The applicant clearly describes information on which systems will be involved, the goals of the planning or research, activities and associated expenses, or timeline details.</p>
<p>Reviewer Score and Comments</p>	<p>__ Points Comments:</p>

<p><u>Equity</u></p>	<p>The applicant provides a description on how the project includes a focus on improving discovery of library resources for any historically underserved populations.</p>
<p>Not Adequately Demonstrated (0-1 points)</p>	<p>Any mention of improving discovery of library resources for historically underserved populations was not included in the answer.</p>
<p>Partially Demonstrated (2-3 points)</p>	<p>The description of improving discovery of library resources for historically underserved populations is vague or somewhat unclear.</p>
<p>Thoroughly Demonstrated (4-5 points)</p>	<p>The project has a clear focus on improving discovery of library resources for historically underserved populations.</p>
<p>Reviewer Score and Comments</p>	<p>__ Points Comments:</p>

Overall Comments
Proposal Strengths:
Proposal Weaknesses:
Total Project Score: __ Points