Library Services and Technology Act

LSTA

Information and Guidelines for Wisconsin

2013

Wisconsin Department of Public Instruction
Division for Libraries and Technology

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Wisconsin Department of Public Instruction
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Madison, Wisconsin

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Table of Contents

Introduction

1

The *Library Services and Technology Act LSTA Information and Guidelines for Wisconsin 2013* is produced by the Wisconsin Department of Public Instruction, Division for Libraries and Technology, to describe the federal LSTA program in Wisconsin. Included in this document are the funding categories and priorities for 2013, 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. 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 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.

Library Services and Technology Act Information and Guidelines for Wisconsin

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; and

- developing library services that provide all users access to information through local, State, regional, national, and international collaborations and networks.

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 and Technology 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.

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Preliminary Budget 2013

4

The amount of LSTA funds estimated to be available for LSTA projects January through December 2013 is:

FY 2013 Estimate

Appropriation	$ 2,862,663
Carryover	$ 225,000
Total	**$ 3,087,663**

	Preliminary Amounts
A. Technology	
Delivery Projects	$ 90,000
Digital Creations in Public Libraries*	$ 80,000
Digitization-Local Resources	$ 25,000
E-Content Licensing	$ 200,000
Library Improvement - Technology	$ 140,000
Library System Technology	$ 350,000
Resources for Libraries & Lifelong Learning	$ 641,600
WISCAT	$ 514,250
Subtotal	**$ 2,040,850**
B. Special Services Populations	
Accessibility - Public Libraries/Systems	$ 100,000
Learning Express License	$ 200,000
Literacy Initiatives	$ 125,000
Subtotal	**$ 425,000**
C. Library Improvement	
Communications & Planning	$ 25,000
eLearning-Continuing Education*	$ 35,000
Statewide Library Improvement	$ 286,350
School Library e-Content*	$ 35,000
Youth Services Institute*	$ 15,000
Youth and Special Populations Administration*	$ 107,150
Subtotal	**$ 503,500**
D. LSTA Administration	
LSTA Administration	$ 114,500
Subtotal	**$ 114,500**
TOTAL	**$ 3,083,850**

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 2013

5

April 17-18, 2012	LSTA Advisory Committee recommends grant categories/budget for 2013
June 2012	Grant information to potential applicants
June 2012	Information sessions on the LSTA grant program for 2013
September 16, 2012	Grant applications must be submitted online by 4:30 p.m.; signature pages and attachments from application must be postmarked by September 17, 2012. **(Only online applications are acceptable.)**
September 2012	Grant application reviewer pool selected
September 2012	Reviewers trained and applications distributed
October 2012	Reviewer reports due
November 7, 2012	LSTA Advisory Committee meeting to consider grant applications
December 2012	Grant award announcements (pending federal appropriations)
December 2012	Grant application appeals filed (within 30 days of notification)
January 2013	Projects begin (pending federal appropriations)
July 16, 2013	Six-month evaluations due
December 30, 2013	End of 2013 project year
February 15, 2014	Final evaluations due, all claims submitted and projects closed

Library Services and Technology Act Information and Guidelines for Wisconsin

Consultation

6

Consultation on grant ideas and the application process is available from the Division for Libraries and Technology 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
e-Learning	Terrie Howe	(608) 266-2413
General		teresa.howe@dpi.wi.gov
System Technology Projects		
Special Populations	Tessa Michaelson Schmidt	(608) 267-5077
Digital Creations		tessa.schmidt@dpi.wi.gov
Youth Institute		

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 are available at: www.imls.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 populations and public library 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 staff, 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 DLT approval. The *LSTA Budget Revision Request form* at dpi.wi.gov/forms/doc/f2443.doc must be completed. 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 DLT 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 and Technology (DLT) 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. Unless specifically waived in writing by either the LSTA program coordinator or Director of Public Library Development, failure to meet any of the General and Special Conditions 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 and Technology (DLT) Projects

8

Technology Projects

Expanded E-Content Licensing

Noncompetitive; Estimated Total Expenditures: $200,000

Purpose

The purpose of this category is to support and encourage expanded e-content to be made available to libraries and individuals statewide. Funds in this category will be used to support funding models in close cooperation with the public library systems and public libraries following the e-book summit in May 2011. Funds will be awarded to public library systems working with member libraries on a formula basis, with grant funds providing 20% of the total cooperative funding goal.

Learning Express Database

Noncompetitive; Estimated Total Expenditures: $200,000

Purpose

Learning Express Library is designed to help people succeed on the tests they must pass to gain citizenship, improve their testing skills or to further their education or career. Over 300 online academic and licensing practice tests including SAT, ACT, GRE, LSAT, Advanced Placement, civil service, military, real estate, law enforcement, citizenship, TOEFL, ESL and basic skills for elementary, middle and high school skills improvement and much more. Test preparation materials span ages from elementary through adult. This testing resource also provides instant scoring and customized feedback.

Statewide Library Improvement – Technology

Noncompetitive; Estimated Total Expenditures: $140,000

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 grants programs or other support to public libraries.

Resources for Libraries and Lifelong Learning (RL&LL)
Statewide Technology Programs and Services
Noncompetitive; Estimated Total Expenditures: $641,600

Background

This category funds staff responsible for managing personnel, systems, budgets and procurement of statewide resources and staff responsible for developing, managing, and providing technical support for those programs. Services supported by this budget include the BadgerLink databases, the Wisconsin Document Depository Program and Wisconsin Digital Archives, Found in Wisconsin and the Song Book index and the BadgerLearn educational resource portal.

Changes made by Resources for Libraries and Lifelong Learning (RL&LL) during the past year have made it possible to reduce this budget request. These include reduction of personnel and associated salary costs for reference service, circulation and shipping, interlibrary loan and technical support.

Interlibrary loan. Funds are used to support a total of 3.35 permanent FTE that refer interlibrary loan (ILL) requests using WISCAT, OCLC, Minitex, email, and resolve issues with ILL trading partners. The WISCAT software now automatically refers requests to Wisconsin WISCAT libraries, Wisconsin OCLC libraries, AGent libraries in other states and libraries in Minnesota, and North and South Dakota (Minitex system libraries).

ILL staff is responsible for:

· Managing requests that are sent to RL&LL when they are not filled by the WISCAT software. This includes discovering holding locations and manually referring requests. The bulk of this work now involved formats including VHS, DVD and Audio Cassettes, that are not as often loaned as other formats.

· Managing requests sent with incomplete information

· Maintaining and updating lists of OCLC libraries that lend for free

· Referring requests to the Library of Congress

· Managing processes relating to OCLC referrals

BadgerLink. LSTA funds 2 FTE. These staff members are responsible for a variety of workflows relating to technical support, authentication, and training on BadgerLink databases. Technical support includes working with more than 1,000 libraries and nearly 200 Internet service providers to manage authentication of BadgerLink users. IP addresses require constant attention to manage changes made by IPs and libraries.

BadgerLink currently includes the following databases funded through Universal Service Funds: Access NewspaperArchive (Heritage Microfilm), Ebsco, Wisconsin Educational Communications Board (ECB) VideoLink, Encyclopedia Britannica, HeritageQuest Online (ProQuest), Learning Express (funded through LSTA), LitFinder (ProQuest), TeachingBooks.net, Soundzabound (made available to Wisconsin residents at no cost by agreement with the Wisconsin ECB), Wisconsin Newspaper Digital Research Site (Wisconsin Newspaper Association).

Staff is responsible for:

· Working with vendors to identify and resolve problems and implement new services

· Managing authentication of users for BadgerLink (IP addresses, library card numbers, username and passwords)

· Managing the BadgerLink listserv, Facebook page and Twitter account

· Assessing data on the effectiveness of social media

· Providing technical support for BadgerLink

· Creating and maintaining the BadgerLink website

· Managing links between BadgerLink and other sites

· Providing training information and objects for BadgerLink and BadgerLearn

· Developing and discovering training objects for BadgerLearn

· Coordinating work among the collaborative BadgerLearn team

Management of Digital Content including the Wisconsin Document Depository Program. 1.50 FTE work to develop digital resources and educate librarians and the public on their use.

The .50 FTE assigned to Digital programs is responsible for:

· Developing the BadgerLink Songbook database and the Found in Wisconsin index to digital collections created and hosted on the websites of Wisconsin libraries, museums and historical societies

· Managing the BadgerLink Songbook and Found in Wisconsin Facebook pages and Twitter accounts

· Assessing data on the effectiveness of social media

· Developing and discovering Found in Wisconsin training objects for BadgerLearn

The FTE position is the Wisconsin Document Depository Librarian who is responsible for:

- Managing the Wisconsin Document Depository Program

- Managing the Wisconsin Digital Archive

- Coordinating workflow of the Wisconsin Digital Archive in partnership with the Wisconsin Historical Society, the Legislative Reference Bureau, State Law Library, and the UW System

- Harvesting state governments born digitally on state agency websites and making them available through OCLC and WISCAT

- Assisting librarians statewide in discovery, cataloging and use of state government documents

- Managing a presence in Facebook and Twitter

- Assessing data on the effectiveness of social media

RL&LL support of automated systems. This .5 FTE position performs information technology work to support the statewide programs and services provided by RL&LL.

Responsibilities include:

- Managing websites for these statewide programs

- Managing the RL&LL circulation system

- Posting program and service statistics to the website

- Technical support for the Library Directory, Song Index and Wisconsin Digital Library Collection

Administration of technical contracts and supervision of staff. .8 FTE (2 part time management and supervisory positions) are allocated to this account to manage staff and automated systems. Administrators have assumed additional responsibilities for managing RL&LL as one supervisory position has been eliminated in the past year.

Responsibilities include:

- Budgeting for projects

- Developing specifications for automated systems

- Managing contracts, RFP and bid processes and procurement

- Recruiting, hiring, and supervising staff

- Reporting to statewide advisory committees

- Managing other activities required by the above services

WISCAT

Noncompetitive; Estimated Total Expenditures: $514,250

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.

Statewide Union Catalog

- Used as the only library catalog for some public, school and correctional institutions.

- Provides all functionality necessary to create and maintain accurate bibliographic records.

- Includes batch processing of Marc records by Auto-Graphics staff.

Statewide Downloading Bibliographic Records and Holdings

- MARC records can be downloaded for libraries to upload into their local catalog.

Z39.50 client/server

- WISCAT uses a single integrated user interface for the hybrid union/virtual catalog and the interlibrary loan management system.

- Search results are de-duplicated and re-sorted so that records from multiple catalogs are displayed together.

- Real-time shelf status is displayed.

2011/12 Initiatives

- Implemented lending from RL&LL to OCLC libraries in March 2012.

- Built a business case that compelled AG to buy a new server for WISCAT in 2012 to improve response time.

- Batch uploads of bibliographic records into the Union catalog was resumed, allowing libraries dependent on the Union catalog to have more accurate catalogs and WISCAT holdings.

- Continue to work with libraries to move to ZA39.50 catalogs.

- Explored the option of moving libraries in Correctional Institutions to Z3.50 catalogs, which was ultimately unsuccessful due to security concerns.

- Added more Wisconsin and out-of-state libraries to the inter-state sharing project.

- Modified AGent software to display all OCLC holdings displayed in discovery result sets.

- Identify software enhancements that continue to automate the connection to WorldCat Resource Sharing.

Library Improvement Projects

Communications & Planning

Noncompetitive; Estimated Total Expenditures: $25,000

Funds for DLT 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: Additional funds set aside for statewide library projects including possible planning for a statewide integrated library system (ILS).

Statewide Library Improvement

Noncompetitive; Estimated Total Expenditures: $286,350

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). There is also funding in this project for a full-time public library data collection position (1 FTE).

Funding provides for administrative 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 e-Content

Noncompetitive; Estimated Total Expenditures: $35,000

Purpose

Prompted by cooperative purchasing success among public libraries, the school library community has identified eBook purchases as an area that may have potential for statewide or regional cooperative purchasing. This funding would support bringing a group together to review the current status of eBook purchases in school libraries, discuss and possibly pilot eBook purchases in school libraries by matching some of these funds with Common School Funds, and sharing the results of this project. This aligns with the school library and eBook summits as well as the work of the Digital Learning Advisory Committee.

Youth Services Leadership Development Institute

Noncompetitive; Estimated Total Expenditures: $15,000

Purpose

The Wisconsin Youth Services Leadership Development Institute will provide professional development and networking for librarians who serve babies, children, and teens in small to medium public libraries. The Leadership Development Institute will target librarians who have no graduate level education in librarianship and/or work in rural library communities. For many librarians across the state, participation, collaboration, and networking with library peers can be a distanced and disadvantaged experience. Isolation can breed disconnect on both geographic and professional levels. Librarians in these situations may have access on online resources and communities, but the exchange is often one-sided. In-person professional development is often limited to local or regional activity. State and national networks can seem as intimidating or irrelevant. For this group, there is a need to improve skill and knowledge base, foster a supportive community (in person and online), and to develop stronger peer-to-peer and peer-community connections within the Wisconsin libraries infrastructure.

Institute participants will experience foundational training related to youth services, including programming, advocacy, and collection development. In addition, emphasis will be placed on developing technology and leadership skills. Training will be conducted by DPI staff and experienced librarians and educators from around the state. The Institute will be limited to 25 participants in order to facilitate an effective, intimate, and focused Institute experience. Face-to-face interaction in a small group setting is considered an important element of the Institute and the basis for future networking and professional participation, online and in-person. If successful, the Leadership Development Institute will take place biennially (every 2 years) in the fall at a retreat/conference center. Institute topics will incorporate feedback from previous participants as well as library research, practices, and trends.

Needs

The Wisconsin Youth Services Leadership Development Institute will provide professional development and networking for librarians who serve babies, children, and teens in small to medium public libraries. The Leadership Development Institute will target librarians who have no graduate-level education in librarianship and/or work in rural library communities. For many librarians across the state, participation, collaboration, and networking with library peers can be a distanced and disadvantaged experience. Isolation can breed disconnect on both geographic and professional levels. Librarians in these situations may have access to online resources and communities, but the exchange is often one-sided. In-person professional development is often limited to local or regional activity. State and national networks can seem as intimidating or irrelevant. For this group, there is a need to improve skill and knowledge base, foster a supportive community (in person and online), and to develop stronger peer-to-peer and peer-community connections within the Wisconsin libraries infrastructure.

Idea

Over the course of three days, Institute participants will experience foundational training related to youth services, including programming, advocacy, and collection development. In addition, emphasis will be placed on developing technology and leadership skills. Training will be conducted by DPI staff and experienced librarians and educators from around the state. The Institute will be limited to 25 participants in order to facilitate an effective, intimate, and focused Institute experience. Face-to-face interaction in a small group setting is considered an important element of the Institute and the basis for future networking and professional participation, both online and in-person. If successful, the Leadership Development Institute will take place biennially (every 2 years) in the fall at an Institute/conference center. Institute topics will incorporate feedback from previous participants as well as library research, practices, and trends.

Logistics

Librarians will apply 5-6 months ahead of time. Applications will include a statement of interest and plans for implementation of Institute topics and goals. Applications will require a signature for approval of attendance (if accepted) by the librarian's direct supervisor. Applications will be reviewed and attendees determined by DPI staff. Attendees will be notified 3-4 months ahead of time and a waiting list will be maintained if necessary.

Objectives

Wisconsin Youth Services Leadership Development Institute participants will return to their communities with more knowledge and skills for improving/implementing youth services at her/his public library. Participants will develop a new and immediate network of library peers (Institute cohort) as well identify professionals and networks with whom to connect.

The DPI Youth and Special Services Consultant will provide statewide leadership in promoting library services; serve as an expert on library service to youth and special needs; develop and conduct statewide training activities; distribute and facilitate the sharing of information through social media and other means; and develop statewide plans for library service, including the LSTA Plan for Wisconsin.

Evaluation

Participants will be required to formally reflect on their Institute experiences and submit a report to their supervisor and to DPI. Part of this report will identify a specific goal focusing on leadership and networking; e.g., finding a mentor, shadowing a library leader, or collaborating with cohort members on a project. The DPI Youth and Special Services Consultant will assist individual participants with goal planning and attainment in the months following the Institute. Additionally, participants will document a minimum of one visible change in their practice stemming from the Institute experience, and share this initiative with the youth services library community; e.g., post a video of a successful outreach program. These "spotlights" will be featured on the Wisconsin Youth Services Showcase website hosted by DPI.

Outcome

DPI will measure outcomes of the Wisconsin Youth Services Leadership Development Institute by using a participant before/after questionnaire, gathering participant reflection reports, and communicating participants' success via multiple channels.

Youth and Special Populations Administration

Noncompetitive; Estimated Total Expenditures: $107,150

The Youth and Special Services Consultant position is one (1.0) that provides statewide leadership in promoting public library services to youth (ages 0-18) and to special populations including those who are economically and educationally disadvantaged; those for whom English is a second language; those who are institutionalized, incarcerated, or homeless; and those who are cognitively, emotionally or physically disabled. This position consults with public librarians, public library administrators, public library system staff, library board members, school staff, and interested citizens on services to youth and to those populations requiring special services. In addition, this position develops and conducts statewide training activities; distributes information and facilitates the sharing of information on library services through social media and other appropriate means; and participates with other Public Library Development team members and library groups in the development of statewide plans for library services including the Library Services and Technology Act (LSTA) Plan for Wisconsin.

This person coordinates the annual statewide summer library program and works with other units within the Wisconsin Department of Public Instruction with a particular focus on literacy.

LSTA Administration

LSTA Administration
Noncompetitive; Estimated Total Expenditures: $114,500

Purpose
Funds will enable the DLT 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 2013

9

Technology

Delivery Services
Noncompetitive; Estimated Total Expenditures: $90,000

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

Purpose
$75,000 will be used to provide a subsidy for the statewide delivery backbone network operated by the South Central Library System. $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.

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.

Digital Creations in Public Libraries
Competitive; Estimated Total Expenditures $80,000

Eligible Applicants
Public Libraries and Public Library Systems
Grant Range: $2,000 - $20,000

Purpose
To promote and demonstrate the role that public libraries play in offering opportunities to create and consume information. Funds will be used to develop and improve library resources and services that promote digital creativity and learning for all ages.

- Seniors from the local retirement community use the library's production studio to record personal oral histories.

- Local artisans use the library's graphic design software and image editing tools to create marketing materials and ownership watermarks to sell their goods online.

- High school students film, edit, and produce video essays for curricular and extracurricular endeavors at the library.

- A stay-at-home parenting group meets in the library's creation area to upload digital photos and design online photo albums and web projects.

- A young entrepreneur composes and records music for YouTube productions in the library's production studio.

- Middle school students develop digital Claymation movies with the youth services librarian for a national contest.

General Requirements

Project funds may be used to designate and cultivate digital creation spaces in public libraries, which may include purchasing and installing technology equipment and/or furniture. Funds may also be used to designate staff resources and develop services and programming to support digital creation by library users.

Projects must:

- Address both the spaces and services foci of this category in equal and complementary fashions.

- Identify how spaces and services will help library patrons *create things* using digital technologies.

- Emphasize learning, community, technology, and access.

- Involve member libraries (for system projects)

- Include collaboration with community partners. Projects targeting school-age children must include a partnership with a school(s) and be consistent with the Wisconsin Common Core State Standards (CCSS).

- Provide training for library staff

- Implement strategic marketing plan (in and outside the library community) that includes people who do not use print, read well, or speak English and goes beyond traditional methods; e.g., social media, YouTube, etc.

- Implement project evaluation tools and strategies

- Outline project sustainability/durability (short and long term)

- Initiate a digital production area where library users of all ages can learn and create using the following types of digital creation:
  - o film editing and production
  - o image scanning and editing
  - o audio editing and production
  - o specialized printing
  - o website, blog, and social media construction
  - o graphic design
  - o file conversions and copying
  - o file upload/download
  - o file production
- Develop library services to support digital creation technologies
- Develop library services to promote fair use, privacy, and copyright practices and laws
- Offer classes and tutorials (print and online) that promote independent and collaborative use of digital creation technologies
- Develop existing space for meeting and production related to digital creation technologies
- Promote multidisciplinary design work using library spaces and services

Examples of Project Expenses

- Video, image, and audio editing software
- Graphic design software
- Flip cameras
- Tripods
- Midi keyboard
- Headphones
- Microphones
- Green screen
- Soundproofing
- CD/DVD burners
- Furniture for production area
- Staff training for software and equipment use
- Installation or wiring costs

Digitization – Local Resources
Competitive; Estimated Total Expenditures: $25,000

Eligible Applicants
Public Library Systems and Public Libraries

Purpose
This category will allow public library systems and public libraries to digitize historical resources that may be unique or of local interest. It is anticipated that the Division will award five grants. Public library systems may submit grants that incorporate materials selected from more than one library, and system staff is encouraged to assist libraries in the process of selecting materials and development of metadata.

Applicants that are awarded grants will be required to work with the Division and University of Wisconsin Digital Collections Center (UWDCC - digicoll.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. As a part of the project, libraries will also receive high resolution copies for local use as a part of the project.

Libraries can apply for grants between $2,000 (minimum) and $5,000 (maximum) to pay for the costs associated with the work done by UW–Madison Libraries. Depending on what kinds of materials are being digitized, the cost could vary from $0.75-$3.50 per image. An LSTA information session will be held for potential applicants during the grant submission timeframe to better understand how much time applicants will need to commit to the project. Training will be provided each applicant awarded a grant at a January meeting in Madison.

Grant applicants need to know the type, size, and amount of material to be digitized (book pages, photographs, postcards, newspaper clippings, pamphlets, etc.) before speaking to the UWDCC. Contact Melissa McLimans at the UWDCC for assistance in choosing appropriate material for digitization. Once material has been chosen, the person submitting a digitization grant application must contact Melissa McClimans (mmclimans@library.wisc.edu) at the UWDCC, to develop a more accurate budget for the application. UWDCC cost estimates must be included in the grant proposal.

There is no specific matching fund requirement; however, applicants are expected to document in their application that they can supply sufficient staff hours to attend training, select materials that have no copyright restrictions, develop metadata (descriptions of material to be digitized) with guidance from the UWDCC, and publicize the project to their community's residents. Grantees will need to supply a single bibliographic or catalog record for books (local histories, plan maps, city directories).

Priority funding will be given to original applicants. Applicants will be asked to state whether their library or library system has previously received a grant(s) in this category.

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.

The Division for Libraries and Technology encourages use of funds for:

· data lines or increasing bandwidth on BadgerNet or other networks

· system WAN upgrades or library LAN upgrades

· increasing participation or enhancing shared integrated library systems

· adaptive devices and information and training in using those devices

· staff and patron training related to using technology dependent services and programs

· online databases or resources (see condition below)

· web development or maintenance

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. Funding in this category may not be used as a match for e-content grants.

The projects in this category must be consistent with the system technology plans that must be updated in 2013.

Serving Special Populations

Accessibility in Public Libraries
Competitive; Estimated Total Expenditures: $100,000

Eligible Applicants
Public Libraries: Grant Range $2,000 - $15,000
Public Library Systems: Grant Range $3,000 - $25,000

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

Purpose
To promote and demonstrate the role that public libraries play in meeting the informational needs of people for whom using a library is difficult. Projects must prioritize **accessibility** based on the needs of **special populations for whom library use is limited or minimized**. This includes services for people with disabilities; people with limited literacy or information skills; underserved rural and urban communities; children from families with incomes below the poverty line; people with diverse geographic, cultural, and socio-economic backgrounds; and people who are institutionalized, incarcerated, or homeless. System continuation projects are allowed.

Example scenarios

· Accommodations for children with cognitive and emotional disabilities and their families

· Assistive technologies and devices for people with disabilities; e.g., talking books, hearing loop system, visual signage, in-house shopping carts

· Outreach to people who are institutionalized, incarcerated, or homeless; e.g., nursing home, alternative teen housing facilities, jails/prisons

· Services for migrant workers and non-English speakers

· Off-site services and outreach for underserved rural communities

General Requirements

Project funds may be used to implement, improve, and/or adapt collections, library spaces, and/or services for people for whom using a library is difficult. Project funds may also be used to purchase equipment, software, or technologies directly related to enhancing the accessibility of public library buildings, services, and resources for people for whom using a library is difficult.

Projects must:

· Target a specific population(s) (although grant efforts might benefit a secondary or general audience)

· Be consistent with DLT publications Wisconsin Adults with Special Needs: A Resource and Planning Guide and Wisconsin Youth with Special Needs: A Resource and Planning Guide (available dpi.wi.gov/pld/publications.html)

· Involve member libraries (for system projects)

· Include collaboration with community partners

· Provide training for library staff

· Implement strategic marketing plan (in and outside the library community) that includes people who do not use print, read well, or speak English

· Implement project evaluation tools and strategies

· Outline project sustainability/durability (short and long term)

Literacy Initiatives and Improvements

Competitive; Estimated Total Expenditures: $125,000

Eligible Applicants

Public Libraries: Grant Range $2,000 - $15,000
Public Library Systems: Grant Range $3,000 - $25,000

Purpose

To promote and demonstrate the role of public libraries in providing literacy services that support lifelong learning in a variety of formats for people for whom using a library is difficult. Projects must prioritize **literacy** based on the needs of **special populations for whom library use is limited or minimized**. This includes services for people with disabilities; people with limited literacy or information skills; underserved rural and urban communities; children from families with incomes below the poverty line; people with diverse geographic, cultural, and socio-economic backgrounds; and people who are institutionalized, incarcerated, or homeless. System continuation projects are allowed.

Example scenarios

- Initiate specific literacy (e.g., early, adolescent, computer, family, financial, health, etc.) projects targeting specific populations, such as:

- At-risk teens in alternative high school programs, group homes, detention facilities, jails or prisons, or adults in jails or prisons

- Struggling school-age readers at any grade level

- Families or individuals who use English as their second language

- Children birth to age five and their caregivers (especially parents who are teens, use a language other than English in their homes, live in poverty, are incarcerated; day care providers who care for children of these targeted parent groups, or grandparents raising their grandchildren)

- Adults who are unemployed, underemployed, and/or are seeking to improve their job skills

- Provide outreach services at a location other than a library in collaboration with agencies already working with targeted children or adults, such as:

  o day care centers

  o neighborhood centers

  o schools

  o camps for children with special needs

  o literacy providers

  o employment support agencies; e.g., workforce development centers

- Other projects that advance the purpose of this category and involve appropriate partnering agencies; e.g., Reach Out and Read

General Requirements

Project funds may be used to implement, improve, and/or adapt collections, library spaces, and/or literacy services that support lifelong learning in a variety of formats for people for whom using a library is difficult. Project funds may also be used to purchase equipment, software, or technologies directly related to said literacy services.

Projects must:

- Target a specific population(s) (although grant efforts might benefit a secondary or general audience)

- Be consistent with DLT publications *Wisconsin Adults with Special Needs: A Resource and Planning Guide*, *Wisconsin Youth with Special Needs: A Resource and Planning Guide,* and *Early Learning Initiative for Wisconsin Public Libraries* (available dpi.wi.gov/pld/publications.html)

- Involve member libraries (for system projects)

- Include collaboration with community partners

- Provide training for library staff

- Implement strategic marketing plan (in and outside the library community) that includes people who do not use print, read well, or speak English

- Implement project evaluation tools and strategies

- Outline project sustainability/durability (short and long term)

Project exceptions

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

- Book giveaways that promote and are directly tied to early literacy and/or family literacy projects (e.g., Reach Out and Read) are supported.

- Projects targeting school-age children must include a partnership with a school(s) and be consistent with the Wisconsin Common Core State Standards (CCSS).

- Computer literacy projects must include an employment support agency as a partner; e.g., workforce development centers.

- This category is not a general collection development or standards category. However, materials that support specific literacy skills and styles are acceptable; e.g., audio and print book combinations, non-English DVDs, and software.

Grant Process and Procedures

10

A. Application Process and Procedures

Grant application forms and the LSTA Information and Guidelines for Wisconsin 2013 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 and Technology 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 DLT (November).

4. Division staff reviews 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 and Technology staff and provided training in grant review procedures (August–September).

2. Division staff reviews 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 DLT (November).

6. Division staff reviews 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 DLT prior to making the change. All final changes for 2013 projects must be made before December 3, 2013.

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. Complete the program fiscal report form 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 and Technology, 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 and Technology (DLT) 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 DLT 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 DLT. The Administrator of the DLT will respond as is appropriate to the situation, either through a phone call, an email message or a formal letter.

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

Appendices

A: Library Services and Technology Act (LSTA) Application 2013

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

E: Library Services and Technology Act (LSTA) Grant Application Worksheet

Appendix A

Library Services and Technology Act (LSTA) Application 2013

PII 2440-A

Due Date: September 17, 2012, 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 9, 2012, 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.

You may want to print this page of instructions for reference while working on your grant application. If you need to make changes or print information, use the Previous Page and Next Page buttons at the bottom of pages to move through the application. (Do not use the browser's forward and back buttons.)

Save button
Use this button if you do not have time to complete the application and need to return to finish the application. When clicked, the **Save** button opens a page that provides your *customized link* and the message "Your responses to the LSTA 2013 grant application have been saved. Save the following link to finish the grant application at a later time." Right-click the link and *SAVE as a bookmark or favorite*. Previous answers will be saved. Do not bookmark the page.

Printing the application
The summary page displays all information that has been entered for the application. Print a copy of the summary page for your records **BEFORE submitting** the application form.

Signature
Print two copies of the certification/signature page at the end of the grant application. You must sign and mail one copy to Terrie Howe, postmarked no later than 4:30 p.m. on September 17, 2012. File the second copy.

Wisconsin Department of Public Instruction
ATTN: Terrie Howe, LSTA Program Coordinator
Division for Libraries and Technology
PO Box 7841
Madison, WI 53707-7841

Grant Category *Select one*

Competitive

Accessibility in Public Libraries   (Serving Special Populations)

Digital Creation Technologies   (Technology)

Digitization—Local Resources   (Technology)

Literacy Initiative and Improvements   (Serving Special Populations)

Noncompetitive

Delivery Services

Public Library System Technology

General Information *Unless otherwise noted, all information is required.*

Applicant System and Agency

Library System

Applicant Agency

Mr. / Ms.

Project Administrator First Name

Project Administrator Last Name

E-Mail

Project Title

Street Address

PO Box *If applicable*

City

State   WI

ZIP Code *xxxxx or xxxxx-xxxx*

Phone *Area/No.*

Extension *Optional*

County *One or more*

People Served by Project *Estimated*

DUNS Number *Nine digits*

Federal Congressional District(s) Served by Project *Choose all that apply*

c 1   c 2   c 3   c 4   c 5   c 6   c 7   c 8

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;

Purpose   *Maximum Points: 20*

Project justification

Provide a general synopsis and identify the major goals of the project. Describe the need, problem, or idea that generated the project. Describe the population(s) targeted and served by the project.

Include supporting documentation about your community, your library, and the population(s) 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, and community input.

Describe how the project is relevant to your institution's planning documents and cite relevance to appropriate state planning documents, including but not limited to: DLT publications *Wisconsin Adults with Special Needs: A Resource and Planning Guide*, *Wisconsin Youth with Special Needs: A Resource and Planning Guide,* and *Early Learning Initiative for Wisconsin Public Libraries* (available at http://dpi.wi.gov/pld/publications.html)

Note: If your project is funded, this justification will be included on the LSTA website and made available upon request.

Literacy Continuation Projects

If this project is a continuation of a previous project(s) in the literacy category from 2010-2012, explain how this project differs from the previous project(s) and why it deserves additional LSTA funds.

Previous Literacy Projects 2010-2012 *List*

Year [   ]

Title [   ]

Purpose [   ]

Year [   ]

Title [   ]

Purpose [   ]

Year [   ]

Title [   ]

Purpose [   ]

Previous Digitization Projects

If you have previously received a digitization grant, list the years that you received the grant(s). Priority funding will be given to original applicants.

Year [   ]

Title [   ]

Purpose [   ]

Year [   ]

Title [   ]

Purpose [   ]

Year [   ]

Title [   ]

Purpose [   ]

Activities / Methods   *Maximum Points: 30*

Describe how project goals will be reached in detail. Clearly identify implementation, collaboration, marketing, and evaluation methods (see LSTA project planning worksheet and evaluation examples at dpi.wi.gov/pld/lsta.html). Include a list of activities and timetable.

[   ]

Budget and Budget Narrative   *Maximum Points: 20*

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.

Budget *Enter amounts. Round to nearest dollar.*

Category	Local Funds	LSTA Funds
A. Salaries and Wages		
B. Library Collection		
C. Contractual Services		
D. Other Operating Expenditures *Travel, supplies, other*		
E. Capital Expenditures *Equipment and other major nonrecurring expenditures*		

Total Local and LSTA Funds

Local Funds	0
LSTA Funds	0

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.

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E. Capital Expenditures

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

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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

```

```

Outputs and Outcomes   *Maximum Points: 25*

A. Outputs   Points: 0-5

Describe how the project purchases and activities will be evaluated in relationship to project goals. (See the LSTA webpage at dpi.wi.gov/pld/lsta.html for evaluation examples.)

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B. Outcomes   *Points: 0-15*

Describe how the project purpose will be evaluated in terms of meeting the needs of the targeted population(s), library institution, and library community. How will you recognize change and impact?

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C. Other Results   *Points: 0-5*

Indicate how activities or benefits from the project will continue after the LSTA funding period ends. Describe efforts needed to sustain project goals and maintain durability.

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Abstract   *Maximum Points: 5*

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.

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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.

TRAFFICKING IN PERSONS
The SLAA must comply with Federal law pertaining to trafficking in persons. Under 22 U.S.C. § 7104(g), any grant, contract, or cooperative agreement entered into by a Federal agency and a private entity shall include a condition that authorizes the Federal agency (IMLS) to terminate the grant, contract, or cooperative agreement, if the grantee, subgrantee, contractor, or subcontractor engages in trafficking in persons, procures a commercial sex act, or uses forced labor. 2 C.F.R. part 175 requires IMLS to include the following award term:

a. *Provisions applicable to a recipient that is a private entity.*
1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not -
i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
ii. Procure a commercial sex act during the period of time that the award is in effect; or
iii. Use forced labor in the performance of the award or subawards under the award.
2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity -
i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either -
A. Associated with performance under this award; or
B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 C.F.R. part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 C.F.R. part 3185.
b. *Provision applicable to a recipient other than a private entity.* We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity -
1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either -
i. Associated with performance under this award; or
ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 C.F.R. part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 C.F.R. part 3185.
c. *Provisions applicable to any recipient.*
1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:

i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. § 7104(g)), and

ii. Is in addition to all other remedies for noncompliance that are available to us under this award.

3. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.

d. *Definitions.* For purposes of this award term:

1. "Employee" means either:

i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or

ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.

2. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

3. "Private entity":

i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 C.F.R. part 175.25.

ii. Includes:

A. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 C.F.R part 175.25(b).

B. A for-profit organization.

4. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. § 7102).

2 C.F.R. part 175.15, Electronic Code of Federal Regulations at http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=0c772e898f6409eb76e130fcd9dd073c&rgn=div5&view=text&node=2:1.1.1.8.10&idno=2#2:1.1.1.8.10.0.1.3, as of July 20, 2011. IMLS 7/22/11.

SIGNATURE

I, THE UNDERSIGNED, CERTIFY that the 2013 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 and Technology 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 _____

Project Administrator _____

Federal Funds Requested _____

Name of Principal Officer of Applicant Agency	Title of Principal Officer	Signature of Principal Officer	Date Signed *Mo./Day/Yr.*
		>	

Mailing Instructions

Print this page, sign, and return by mail. Envelope must be postmarked by **September 17, 2012.** Send signed page to:

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

Previous Page   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 for Libraries and Technology (DLT) 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 2013 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 and Technology
PO Box 7841
Madison, WI 53707-7841
teresa.howe@dpi.wi.gov

General Information

Reviewer

Grant Applicant

Application Number

Project Title

Category *Choose One*

Accessibility in Public Libraries

Digital Creation Technologies

Digitization—Local Resources

·   Literacy Initiative and Improvements

Criteria

A. 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.

Project Purpose/Justification *(Maximum Points: 20)*
1a Project purpose clearly documented and justified *(0-10 pts.)*

1b Realistic progress can be made in addressing the project's purpose *(0-10 pts)*

1c Total Purpose/Justification

Activities/Methods   **(***Maximum Points: 30)*
2a Activities and methods are clearly stated; what will be done, how it will be done, are measurable and provide a timetable that are appropriate to the project based on purpose and justification *(0-20 pt.)*

2b Appropriate agencies, staff and potential users, were involved; responsibilities for implementation assigned *(0-5 pt*)

2c Marketing plan to targeted population is realistic (*0-5pt*)

Total Activities/Methods

Budget & Budget Narrative *(Maximum Points: 20)*

3a Budget is clearly stated and appropriate to the project *(0-10 pts.)*

3b Budget narrative complies with grant category requirements *(0-10 pts.)*

3c Total Budget/Budget Narrative

Outputs & Outcomes   (Maximum Points: 30)

4a Were project purchases and activities evaluated in relationship to project purposes? (OUTPUTS) (0-5)

4b Did applicant describe how the project purpose will be evaluated in terms of meeting the needs of the targeted population(s), library institution, and library community; did applicant describe how they would recognize change or impact of the grant? (OUTCOMES) (0-20 pts)

4c. Did the applicant indicate how activities or benefits from the project could be continued or sustained after the LSTA grant period ended.(OTHER RESULTS) (0-5)

4d. Total Outputs & Outcomes

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, 2014, 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

Project Number

Library System or Other
Organization Administering Project

Person Completing Form

Telephone Area Code/No.

E Mail Address

Narrative

Briefly describe your progress on this project to date. Include activities and funds spent up until now. Include any problems that have arisen.

Appendix D

Library Services and Technology Act (LSTA)
2013 Final Project Evaluation

EXAMPLE ONLY

PII-2441-B

Due Date: February 16, 2014

Instructions
Complete this online final evaluation form by February 16, 2014.

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 and Technology
PO Box 7841
Madison, WI 53707-7841
teresa.howe@dpi.wi.gov

LSTA Grant Number *Example: 13-184*		
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

v Describe:
   What was done?
   When did activities take place?
   How were the activities done?
   Who implemented the grant activities?
v Report progress made toward originally stated purpose.
v Describe how funds were spent
v What were the results; i.e., how many persons attended workshops and how many did you expect?
v How did people's lives become better after the grant? (What benefit was grant to patrons?)
v Explain how partnering agencies were involved in the 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

PII-2441-B

Appendix E

Library Services and Technology Act (LSTA) Grant Application Worksheet   (available as a Word file at dpi.wi.gov/pld/doc/lsta2013_worksheet.doc)

	Grant Category	Expense A *Examples*	Expense B *Examples*	Expense C *Examples*
Purpose	Grant Title	Autism Awareness at Our Public Library	Autism Awareness at Our Public Library	Autism Awareness at Our Public Library
	Target Audience	Children with autism	Children with autism	Children with autism
	General Audience	Children and families	Children and families	Children and families
	Project Purpose	Make the children's area safer and more accessible to families with children with autism; foster a supportive and inclusive library environment with space and services	Make the children's area safer and more accessible to families with children with autism; foster a supportive and inclusive library environment with space and services	Increase staff awareness of autism, specifically how the disorder relates to library spaces and services.
Activities and Methods	Expenses	Soft furniture	New lighting fixtures; electrical work	Autism training for youth services staff
	Implementation	Rearrange children's area, assist with marketing	Rearrange children's area, assist with marketing	Time away to attend 2 day conference, conference and travel costs, sharing with general staff and others in library system
	Collaboration Activity	Work with Western Wisconsin Autism Network to identify appropriate furniture and market the new library materials	Work with Western Wisconsin Autism Network to identify appropriate furniture and market the new library materials	Work with Western Wisconsin Autism Network to carpool to conference and other registration and participation details.
	Timeline	Purchase in January, delivery and installation in March	Purchase in January, delivery and installation in March	Attend conference in May
	Marketing and Public Relations	Letter to local/regional pediatric clinics, article for autism network, library newsletter, Facebook photos	Letter to local/regional pediatric clinics, article for autism network, library newsletter, Facebook photos	Not necessary
	Evaluation	Before/After awareness survey during programs (January and April), informal opinion poll (June), anecdotal feedback from library patrons and outside consultants (Summer)	Before/After awareness survey during programs (January and April), informal opinion poll (June), anecdotal feedback from library patrons and outside consultants (Summer)	Before/After awareness survey for staff (April and May), written reflections from staff who attend conference
Budget	·Salaries & wages COSTS: ·Library collection ·Contractual services ·Operating expenditures ·Capital expenditures	$500 capital	$1000 capital	$1,500 salary & wages; operating expenditures
Outputs and Outcomes	Sustainability / Durability	Furniture will need annual cleaning and possible slipcover replacements	Lighting requires special bulbs that must be purchased directly from the manufacturer	Discussion and planning sessions for youth services staff

Library Services and Technology Act (LSTA) Grant Application Worksheet

	Grant Category			
Purpose	Grant Title			
	Target Audience			
	General Audience			
	Project Purpose			
Activities and Methods	Expenses			
	Implementation			
	Collaboration Activity			
	Timeline			
	Marketing and Public Relations			
	Evaluation			
Budget	·Salaries & wages COSTS: ·Library collection ·Contractual services ·Operating expenditures ·Capital expenditures			
Outputs and Outcomes	Sustainability / Durability			