

Library Services and Technology Act
LSTA
Information and Guidelines for Wisconsin
2014



Wisconsin Department of Public Instruction
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Madison, Wisconsin

This publication is available online in a format suitable for printing.

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pld.dpi.wi.gov/files/pld/pdf/guide14.pdf

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



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Introduction

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The *Library Services and Technology Act LSTA Information and Guidelines for Wisconsin 2014* 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 2014, 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.



Purposes of LSTA

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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:

1. 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, lifelong learning, workforce development, and digital literacy skills;
2. establishing or enhancing electronic and other linkages and improved coordination among and between libraries and entities, as described in 9134(b)(6), for the purpose of improving the quality of and access to library and information services;
3. A) 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 B) enhancing efforts to recruit future professionals to the field of library and information services;
4. developing public and private partnerships with other agencies and community-based organizations;
5. 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;
6. 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 (as defined by the Office of Management and Budget and revised annually in accordance with section 9902(2) of title 42) applicable to a family of the size involved;
7. developing library services that provide all users access to information through local, State, regional, national, and international collaborations and networks; and
8. carrying out other activities consistent with the purposes set forth in section 9121, as described in the State library administrative agency's plan. 20 U.S.C. § 9141(a)



LSTA Advisory Committee

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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.

Term Ending 12/31/2013

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Preliminary Budget 2014

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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 (*). The amount of LSTA funds estimated to be available for LSTA projects January through December 2014 is:

FY 2014 Estimate

Appropriation	\$ 2,745,415
Carryover	\$ 250,000
Total	\$ 2,995,415

Preliminary Amounts

A. Technology

Delivery Projects	\$ 90,000
Digital Content Buying Pool	\$ 150,000
Digital Creation Technology	\$ 100,000
Digitization-Local Resources **	\$ 14,765
Digitization of Library Historical Material *	\$ 25,000
Library Improvement - Technology	\$ 115,300
Library System Technology	\$ 350,000
Merging ILS of Public Library Systems *	\$ 30,000
Resources for Libraries & Lifelong Learning	\$ 652,500
WISCAT	\$ 458,100

Subtotal \$ 1,985,665

B. Special Services Populations

Accessibility Projects	\$ 75,000
Early Literacy Projects *	\$ 75,000
Early Literacy Initiative * (Year 2)	\$ 20,000
Learning Express Computer Module & License	\$ 116,000
Literacy Projects	\$ 75,000

Subtotal \$ 361,000

C. Library Improvement

Communications & Planning	\$ 20,000
Merging Public Library Systems *	\$ 10,000
Public Library Director Orientation	\$ 10,000
Statewide Library Improvement	\$ 272,155
School Library e-Content	\$ 35,000
Youth and Special Services Consultant	\$ 109,150

Subtotal \$ 456,305

D. LSTA Administration

LSTA Administration	\$ 109,815
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Subtotal \$ 109,815

TOTAL \$ 2,912,785

* New category

** Awarded in 2013, implemented in 2014



Schedule for 2014

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April 3, 2013	LSTA Advisory Committee recommends grant categories/budget for 2014
June 2013	Grant information to potential applicants
June 2013	Information session on the LSTA grant program for 2014
September 13, 2013	Grant applications must be submitted online by 4:30 p.m.; signature pages and attachments from application must be postmarked by September 13, 2013. (Only online applications are acceptable.)
September 2013	Grant application reviewer pool selected
September 2013	Reviewers trained and applications distributed
October 2013	Reviewer reports due
November 6, 2013	LSTA Advisory Committee meeting to consider grant applications
December 2013	Grant award announcements (pending federal appropriations)
December 2013	Grant application appeals filed (within 30 days of notification)
January 2014	Projects begin (pending federal appropriations)
July 16, 2014	Six-month evaluations due
December 30, 2014	End of 2014 project year
February 15, 2015	Final evaluations due, all claims submitted and projects closed



Consultation

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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
General questions	Terrie Howe	(608) 266-2413
E-learning questions		teresa.howe@dpi.wi.gov
Library Technology Projects		
Serving Special Populations	Tessa Michaelson	(608) 267-5077
Digital Creation Technology	Schmidt	tessa.schmidt@dpi.wi.gov
Early Literacy		
Merging Integrated Library Systems	Walter Burkhalter	(608) 266-7270
Merging Public Library Systems		walter.burkhalter@dpi.wi.gov

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

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



Need to Know

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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 supported by an LSTA grant, should include a logo when possible and 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: [imls.gov/recipients/imls_acknowledgement.aspx](https://www.imls.gov/recipients/imls_acknowledgement.aspx).

Allowable Uses of LSTA Funds

1. 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;
2. To establish or enhance electronic and other linkages and improved coordination among and between libraries and entities, as described in 9134(b)(6), for the purpose of improving the quality of and access to library and information services;
3. A) 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 B) To enhance efforts to recruit future professionals to the field of library and information services;
4. To develop public and private partnerships with other agencies and community-based organizations;
5. 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;

6. 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 (as defined by the Office of Management and Budget and revised annually in accordance with section 9902(2) of title 42) applicable to a family of the size involved;
7. To develop library services that provide all users access to information through local, State, regional, national, and international collaborations and networks; and
8. To carry out other activities consistent with the purposes set forth in section 9121, as described in the State library administrative agency's plan. 20 U.S.C. § 9141(a).

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 pld.dpi.wi.gov/pld_cipafaqlite. 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, needs 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 by *completing a separate form*.

Grant and Budget Changes

Changes to an approved grant budget need DLT approval. The *LSTA Budget Revision Request form* at dpi.wi.gov/files/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, Final, and Single Library Grant Evaluations

See the forms in Appendices A through E 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 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 LSTA Program Coordinator or Director of Public Library Development, the 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 Chapter 11, [Grant Process and Procedures](#), and the [Certifications](#) section of Appendix A, [LSTA Application 2014](#).

Division for Libraries and Technology (DLT) Statewide Projects

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Technology Projects

Statewide Library Improvement – Technology Consultant

Estimated Total Expenditures: \$115,300

Purpose

Funds in this category are used to support the Public Library Technology Consultant position. This amount includes funding of a statewide meeting of public library system technology liaisons, and continuing education opportunities for the consultant. This position provides statewide leadership for the implementation of technology in public libraries, provides support for LSTA library technology grant applications and projects, and the TEACH Wisconsin program for Wisconsin public libraries.

Resources for Libraries and Lifelong Learning (RL&LL) Statewide Technology Programs and Services

Estimated Total Expenditures: \$652,500

Background

This category funds a range of services benefiting all Wisconsin residents and libraries of all types, including BadgerLink, interlibrary loan referral service, the Wisconsin Document Depository Program/Wisconsin Digital Archives; Found in Wisconsin, the BadgerLink Song Book Database, and maintenance of webpages for these services, the DPI library portal page, and other systems.

Interlibrary loan services: Staffing

LSTA funds a 1.00 Interlibrary Loan Coordinator and 2.55 FTE Library Service Assistants. The Interlibrary Loan Coordinator resolves ongoing issues with interlibrary loan issues, organizes user group calls and presents on interlibrary loan issues at conferences and seminars. The 2.55 FTE Library Service Assistants refer interlibrary loan requests between Wisconsin libraries that use WISCAT and Wisconsin libraries that use OCLC and out of state libraries that use OCLC.

Staff responsibilities

- Manage and provide technical support and consultation to libraries on interlibrary loan processes and use of automated systems (WISCAT and OCLC)
- Consult with library directors, staff to resolve inter, and intra-library and system resource sharing issues.

- Provide library staff members training on interlibrary loan processes and procedure
- Provide interlibrary loan services using WISCAT, OCLC, MnLINK, email, and other forms of technology
- Collect and post interlibrary loan statistics on the web
- Develop and disseminate the best resource sharing practices and revise statewide resource sharing guidelines

BadgerLink: Staffing

LSTA funds 2.25 FTE to support BadgerLink. The fulltime BadgerLink Coordinator works with over 1,000 libraries and nearly 200 Internet service providers to provide access for libraries. The .5 FTE Content Management Librarian assists the BadgerLink Coordinator with technical support and authentication management. The .5 FTE BadgerLink Training and Outreach Librarian provides instruction to staff in all types of libraries throughout the state and coordinates the development and maintenance of BadgerLearn, an online database that provides links to programs and presentations designed to build the technology skills of library staff. A .25 FTE position contributes data to the BadgerLink Song Index and the Library Directory. In 2012, Wisconsin residents conducted 95,540,101 searches in the BadgerLink databases.

Staff Responsibilities

- Technical support for BadgerLink including: working with full text vendors to identify and resolve problems and implement new services, management of authentication of users for BadgerLink (IP addresses, library card numbers, username and passwords)
- Management of the BadgerLink listserv
- Creation and maintenance of the BadgerLink website
- Development of Wisconsin related specialty databases to supplement resources including the BadgerLink Song Index
- Training librarians and patrons on selection and use of BadgerLink resources
- Provision of BadgerLink use statistics.

Wisconsin Document Depository Program

According to 35.83 Wisconsin Statutes as amended by 1991 Wisconsin Act 285, Wisconsin state agencies must provide copies of their publications, regardless of format, to Resources for Libraries & Lifelong Learning for distribution to libraries through the Wisconsin Document Depository Program. The Wisconsin Digital Archives program provides staffing to capture and catalog electronic documents and information on state government websites and make them available through OCLC and WISCAT. LSTA funding is allocated for the OCLC Digital Archive software and hosting service.

Staffing

A .90 FTE position manages the Wisconsin Document Depository Program and Wisconsin Digital Archive.

Staff responsibilities

Staff collects and distributes state government publications to Wisconsin depository libraries in both print and electronic formats. The number of print documents distributed by state agencies continues to decline. In calendar year 2012, staff made 10 document depository deliveries, including approximately 434 print documents and 1,510 electronic documents.

RL&LL support of automated systems- Staffing

LSTA funds a .5 FTE information technology position that supports multiple tools and platforms used to deliver statewide programs managed by RL&LL.

Staff responsibilities

- Manage the RL&LL local area network (LAN)
- Manage telecommunications connections to the state wide area network (WAN)
- Manage the RL&LL circulation system.
- Manage the RL&LL website
- Develop various RL&LL statistics for posting to the website.
- Develop and maintain the Song Index, Library Directory, and Found in Wisconsin.

WISCAT

Estimated Total Expenditures: \$458,100

Purpose

LSTA funds support the WISCAT program including vendor contract costs, staff, and other related costs. Funds support staff that test, maintain and update the Autographics software and support the statewide combined union and virtual catalog.

Background

The Department of Public Instruction has contracted with Auto-Graphics, Inc. since 2006 to provide s a web-based hybrid union/virtual catalog and interlibrary loan management system developed to ISO standards and with NCIP functionality. Auto-Graphics has made regular upgrades to enhance or add new functions requested by users and improve performance. Wisconsin is able to borrow and lend materials with other states and one Canadian province that use the Auto-Graphics software through a multi-state resource sharing program.

Staffing

LSTA funds 2.5 staff including 1 FTE librarian responsible for support of libraries using WISCAT and interacting with the vendor to resolve issues and

upgrades, a .5 FTE library manager and a 1 FTE Library Services Assistant position that has been unfilled for most of the last year. Staff manage the WISCAT software, establish and library and patron accounts within WISCAT, train library staff on use of the WISCAT software, test and implements upgrades and new interfaces.

Statistics

In calendar year 2012, borrowers made 175,719 requests, resulting in 375,058 lending requests. (Borrowing requests = total number of requests submitted, Lending requests = total number of lenders tried per request). The borrower/fill rate was 89.5%. The Lender fill rate is 89.5% (calculated by # requests supplied/# of unique requests filled). WISCAT managed 175,719 unique requests, 157,408 were filled by borrowers, and 157,408 were supplied by lenders. RL&LL staff referred 25,718 requests as the primary default lender for most WISCAT libraries.

Serving Special Populations

Growing Wisconsin Readers – Early Literacy Year 2

Estimated Total Expenditures: \$20,000

Purpose

The Growing Wisconsin Readers initiative aims to support Wisconsin caregivers of young children with information about early literacy so they can prepare children for learning at school and beyond. Rooted in public libraries, Growing Wisconsin Readers helps bridge early literacy experiences with public education. It serves as a statewide model while simultaneously supporting local library efforts. Continued support would allow for the following in year two of the initiative:

- Additional printing of the brochure, including translation into Spanish and possibly Hmong.
- Collaborative efforts with UW SLIS faculty to develop an early literacy certification course offered through SLIS Continuing Education and available to Wisconsin librarians and early childhood educators.
- Outreach to childcare providers in the form of training and collaboration with public libraries.

Learning Express Database

Estimated Total Expenditures: \$100,000

Purpose

DLT plans to use LSTA funds to contract for a statewide license for Learning Express Library from June 30, 2013-July 1, 2014, pending necessary approvals. 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.

Computer E-Learning Module

Estimated Total Expenditures: \$16,000

Purpose

DLT plans to use LSTA funds to contract for a statewide license for the Learning Express Library Computer Skills from June 30, 2013, to July 1, 2014, pending necessary approvals. Learning Express Library proposed a cost for statewide access to the Computer Skills Tutorials modules at approximately \$30,000 per year, pricing which is dependent on our continuing statewide access to the Learning Express Learning Centers that are currently a part of the BadgerLink set of databases.

These tutorials are being purchased by numerous Wisconsin libraries. According to Learning Express, the same resources, if purchased by individual Wisconsin libraries, would cost \$543,636. Centralized purchasing of the resource would reduce the cost by \$513,636.

The package would include two separate components: “Computer and Internet Basics” and “Popular Software Tutorials”. The “Computer Internet and Basics” package includes 18 beginner-level tutorials covering all the basic computer and Internet fundamentals, from PC essentials to social networking, and including email. “Popular Software Tutorials” provides self-paced computer software application tutorials, from basic to advanced levels, for the most commonly used applications and operating systems, including Microsoft, Windows, Adobe and Corel.

Resources for Libraries and Lifelong Learning would assume responsibility for adding the computer skills training modules to BadgerLink and for training and support of the resource. LSTA would require a report on the use of the databases and on payments made to Learning Express.

To see the computer skills tutorials please go to:

learnatest.com/LEL/index.cfm/general/moreInfo/computerSkills

Library Improvement Projects

Communications & Planning

Estimated Total Expenditures: \$20,000

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: Statewide study projects are funded through this account.

Library Director Orientation

Estimated Total Expenditures: \$10,000

Purpose

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

The Public Library Development Team will collaborate with public library systems to conduct a one or two one-day “boot camp” for new public library directors. Similar to the first, conducted in 2012, the project will bring participants together for orientation on topics of public library administration so that the new directors can successfully carry out their jobs and be aware of both resources available to public libraries, as well as requirements for legal operation and participation in a regional library system. The workshops or sessions will be conducted collaboratively by staff from various systems and the Division, providing a model that can be further developed and replicated in the future. The modules will also be available via webinar for those who cannot attend.

School Library eContent

Estimated Total Expenditures: \$35,000

Purpose

Similar to the public libraries the school library community has identified eBook purchases as an area that needs to be addressed statewide. 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.

Statewide Library Improvement

Estimated Total Expenditures: \$272,155

Purpose

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 following positions:

- Director of the Public Library Development Team (partial support – 80%)
- Public library data collection position

Funding provides support of statewide annual meetings of system staff, including the system directors and continuing education consultants. LSTA also provides funding for continuing education opportunities for public library development team staff.

Youth and Special Services Consultant

Estimated Total Expenditures: \$109,150

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

Estimated Total Expenditures: \$109,815

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 Noncompetitive Grant Categories 2014

9

Technology Projects

Delivery Services

Estimated Total Expenditures: \$90,000

Eligible Applicants

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

Purpose

Funds will be used to provide a subsidy to Northern Waters Library Service for the costs of in-system delivery and inter-system delivery. Funds also will be used to provide a subsidy for public library system services for the statewide delivery backbone network operated by the South Central Library System.

Background

South Central Library System LSTA funding provides a subsidy to the backbone network. This cost was figured into the cost sharing proposal adopted by public library systems.

Public library system costs for the backbone service are projected to be \$326,354 for 2013 prior to applying the LSTA subsidy. Charges to public library systems are calculated using a base cost of \$8,000, a volume factor (based on sample volumes), and a public library system aid factor. Through South Central Library System, four public library systems have 5-day-a-week delivery on the backbone and the other thirteen systems have 4-day-a-week service. The Delivery Service Advisory Committee worked with the System and Resource Library Administrators of Wisconsin (SRLAAW) to determine if changes needed to be made to these factors, but no changes were recommended in 2011. The University of Wisconsin has negotiated a multi-year contract directly with South Central Library Service.

Northern Waters Library System funding subsidizes the cost of in-system delivery and intersystem delivery. South Central Library System contracts with WALTCO to deliver materials to and from Ashland and this cost is now included in the total delivery service cost.

Digital Content Buying Pool

Estimated Total Expenditures: \$150,000

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 used as formula match working in conjunction with regional library systems will work with their member libraries to establish how match will be done. Statewide library community input will be sought on the most appropriate use of funds in this category.

Public Library System Technology Projects

Estimated Total Expenditures: \$350,000

Eligible Applicants

Public library systems

Purpose

Funds will be distributed to public library 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%). The funding allocation to public library systems for this category is as follows:

Arrowhead	\$9,600	Northern Waters	\$23,700
Eastern Shores	\$11,200	Outagamie Waupaca	\$13,800
Indianhead	\$34,000	South Central	\$42,500
Kenosha	\$9,000	Southwest	\$14,000
Lakeshores	\$14,500	Waukesha	\$17,600
Manitowoc	\$8,400	Winding Rivers	\$22,600
Mid-Wisconsin	\$17,600	Winnefox	\$19,100
Milwaukee	\$37,100	Wisconsin Valley	\$26,900
Nicolet	\$28,400		

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 following are some possible uses of the funds in this category.

- data lines or increasing bandwidth on the BadgerNet network
- direct Internet connections
- shared integrated systems (joining, merging, upgrading)
- experimentation with electronic books
- adaptive devices and information and training in using those devices
- staff and patron training related to using technology-dependent services and programs
- technology consulting and troubleshooting services for member libraries
- system and library digitization projects

- virtual reference service
- distance education equipment
- online databases (eligible only if they do not substantially overlap content available via BadgerLink)
- web development or maintenance
- system WAN upgrades or library LAN upgrades
- other innovative uses of technology

The projects must be consistent with the Wisconsin Library Technology Strategic Plan and the system technology plans **that must be updated by 2013**

Library Improvement Projects

Merging Public Library Systems

Estimated Total Expenditures: \$10,000

Purpose

To provide more robust and efficient library services in a time of diminished state and local funding by supporting the merger of two smaller systems or systems that already have cooperative relationships and similar service areas.

Description

DPI would like to facilitate the process when possible by providing support for the preliminary and follow-up costs. This funding would be used to encourage merging of library systems and would fund as many as three grants, with a maximum award for any grant of \$4000.

Funding

Both system boards must demonstrate, through resolution, a willingness to investigate a merger with another system, and designate one as a fiscal agent. No more than one-half of the total grant amount will be released for directly-related preliminary costs (studies, meetings, facilitators and consultants, development of plan for resulting system). Then, once both systems and all participating counties have formally approved the merger plan, the remaining funds can be requested to offset actual costs related to the merger (such as legal costs related to incorporation, contract revisions, and lease negotiations).

No resulting system could, through the merger, qualify for more than one-third of the total of state system funding.

History

In 2005 Act 420, a simpler process of merging two library systems was integrated into Chapter 43. However, the process is still not without costs and uncertainty.



LSTA Competitive Grant Categories 2014

10

Technology Projects

Digital Creation Technology – Competitive

Estimated Total Expenditures \$100,000

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; e.g., makerspaces.

Example scenarios

- 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)

Examples of Project Activities

- Initiate a digital production area where library users of all ages can learn and create using digital technologies such as:
 - video and audio editing and production
 - image scanning and editing
 - specialized printing
 - website, blog, and Internet development
 - app development
 - file conversions and copying
 - file upload/download
- 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

Web Links of Examples

- A Librarian's Guide to Makerspaces
oedb.org/ilibrarian/a-librarians-guide-to-makerspaces
- Manufacturing Makerspaces
americanlibrariesmagazine.org/features/02062013/manufacturing-makerspaces
- The Makings of Makerspaces
thedigitalshift.com/2012/10/public-services/the-makings-of-maker-spaces-part-1-space-for-creation-not-just-consumption

Digitization of Library Historical Material – Competitive

Estimated Total Expenditures \$25,000

Eligible Applicants

Public Libraries & Systems (if more than one library included)

Grant Range: \$1,000-\$5,000

Purpose

This category will widen the scope of online access to historical materials found in Wisconsin libraries while maintaining high standards for project quality, accessibility, interoperability, and sustainability. This category will allow public libraries to digitize materials that are unique or of local interest. Libraries may manage their own digital repositories, or develop partnerships with organizations that can provide hosting and technical expertise. Materials must be related to the history, culture, environment, government, or economy of the state of Wisconsin.

Possible uses for funds in this category include:

- Basic scanning hardware and software
- Image Editing or Optical Character Recognition (OCR) software
- Collection Management Software
- Outsourcing a project to a vendor for scanning
- Time to scan and provide metadata development
- Licensing fee to harvest collection for Recollection Wisconsin (formerly Wisconsin Heritage Online)
- Storage costs for access and preservation of digital files (i.e. local area network, cloud, external hard drives, archival-quality DVDs)

General Requirements

- a. A project must contain unique local resources not available elsewhere online for free.
- b. A project must be completed within the grant award period (calendar year).
- c. Applicants must attend an information session to develop reliable project cost estimates

- d. Applicants must provide cost estimates and specify type, size, and approximate amount of material to be digitized.
- e. Applicants must allocate staff time to attend training, select materials, research copyright, develop metadata, and publicize project.
- f. Completed projects must have the ability to be harvested by Recollection Wisconsin in order to provide wider accessibility to online materials. Budgets must include a collection harvesting fee.
- g. Completed projects must appropriately acknowledge the Institute of Museum and Library Services (IMLS) as the funding source on websites, publications and activities supported with the use of LSTA grant money.

Requirements to Provide Public Access

A project must be created using an OAI-compliant platform (Open Archives Initiative), such as CONTENTdm, ResCarta, or Omeka (with plug-in), so that metadata can be harvested by aggregators such as Recollection Wisconsin or, in the future, the Digital Public Library of America (DPLA).

Content may be hosted locally or access may be provided in partnership with another institution; e.g., CONTENTdm at Milwaukee Public Library through Recollection Wisconsin. Digital collections must be made freely available online. Authentication or location restrictions (such as viewing in library) are not permitted.

Preservation

Applicants must address long-term storage of digital assets and create regular back-up procedures of materials made available with grant support to ensure sustained access.

Selection and Copyright requirements

- Collections must have broad appeal
- May have research value and/or are of particular interest to key audiences
- Are organized around a specific subject, theme or creator
- Applicants must address copyright status of selected collections

Scanning and image processing requirements

Applications must ensure that scanning and image processing, whether by the applicant or a vendor, will follow a set of established guidelines, such as:

- Wisconsin Heritage Online's Digital Imaging Guidelines
- General Guidelines for Digitization University of Wisconsin Digital Collections Center
- Locally developed written standards consistent with widely recognized digital imaging standards such as those developed by the Federal Agencies Digitization Guidelines Initiative

Metadata requirements

Applicants must be capable of creating metadata that will follow a set of established guidelines based on a standard metadata schema such as Dublin Core.

Minimum required metadata fields for each item in all collections are (Recollection Wisconsin required fields):

- Title
- Subject
- DCMI Type (text, still image, etc.)
- Format (Internet Media Type, such as image/jpeg, image/tiff, etc.)
- File name
- Rights statement (copyright)
- Name of submitting institution
- Date digitized

Marketing/visibility requirements in addition to acknowledgement of IMLS

- Digital collections and/or items should have records in the institution's online public access catalog (OPAC).
- Digital collections and/or items should be linked to/from the library's webpage.
- Applications should include a plan for marketing digital collections to the community.
- Applications should include a plan for addressing staff training

Proposed training requirements

- Applications must indicate that staff has completed (or will complete) training covering materials selection, copyright, scanning, file management, and metadata. (Training will be offered as part of the LSTA process.)
- Training requirement can be waived if key project participant has applicable academic credentials, such as a certificate of advanced study in digital libraries or professional experience

Serving Special Populations

Accessibility Projects – Competitive

Estimated Total Expenditures: \$75,000

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; however, one library/system should be designated as the leader.

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 socioeconomic backgrounds; and people who are institutionalized, incarcerated, or homeless. Special populations vary in each community; special services should be part of the inclusive and democratic identity of all public libraries. System continuation projects are allowed.

Examples

- 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, improved website design
- 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 online resource *Serving Special Populations* (pld.dpi.wi.gov/pld_ssp) and/or DLT publications *Adults with Special Needs: A Resource and Planning Guide* (pld.dpi.wi.gov/pld_specialasn) and *Youth with Special Needs: A Resource and Planning Guide* (pld.dpi.wi.gov/pld_ysnpl)
- 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)

Early Literacy Projects – Competitive

Estimated Total Expenditures: \$75,000

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; however, one library/system should be designated as the leader.

Purpose

To promote and demonstrate the role of public libraries in providing early literacy services to children birth through age six and their caregivers for whom using a library is difficult. Projects must prioritize early 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 socioeconomic backgrounds; and people who are institutionalized, incarcerated, or homeless. Special populations vary in each community; special services should be part of the inclusive and democratic identity of all public libraries. All projects must complement Growing Wisconsin Readers, the statewide early literacy initiative (growingwisconsinreaders.org).

Examples

Initiate specific early literacy projects targeting specific populations, such as:

- Future students of school communities focused on accelerating reading development; e.g., establish 1,000 Books Before Kindergarten programs
- Children birth through age six with potentially limited exposure to early literacy experiences; e.g., children cared for at facilities with 1, 2, 3 YoungStar tier ratings or children cared for at clinics participating in Reach Out and Read. To find a YoungStar child care provider, simply search the Department of Children & Families Child Care Search (childcarefinder.wisconsin.gov/Search/BasicSearch.aspx). You can choose to review only YoungStar providers or to search all regulated providers, which includes both those in YoungStar and those that are not. View a map of participating Reach Out and Read Wisconsin clinics and clinics in application (chawisconsin.org/rorprograms.htm).

- Children birth to age six 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
- Provide outreach services at a location other than a library in collaboration with agencies already working with children birth through age six and their caregivers, such as:
 - Childcare facilities
 - Neighborhood centers
 - Schools
 - Literacy providers
 - Other projects that advance the purpose of this category and involve appropriate partnering agencies; e.g., Head Start

General Requirements

Project funds may be used to implement, improve, and/or adapt collections, library spaces, and/or early literacy services to children birth through age six and their caregivers 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 the DLT online resource *Serving Special Populations* (pld.dpi.wi.gov/pld_ssp) and/or DLT publications *Adults with Special Needs: A Resource and Planning Guide* (pld.dpi.wi.gov/pld_specialasn) and *Youth with Special Needs: A Resource and Planning Guide* (pld.dpi.wi.gov/pld_ysnpl) and *Early Learning Initiative for Wisconsin Public Libraries* (pld.dpi.wi.gov/pld_earlylearning)
- Complement the Growing Wisconsin Readers initiative (growingwisconsinreaders.org)
- Involve member libraries (for public library 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)
- Projects targeting school-age children must include a partnership with a school(s) and be consistent with the Wisconsin Common Core State Standards (CCSS).

Project exceptions

- LSTA funds may be used for staff costs but cannot be used to supplant local or system funds.
- Book giveaways promoting and directly tied to early literacy education and/or family literacy projects (e.g., Reach Out and Read) are supported.

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.

Literacy Projects – Competitive

Estimated Total Expenditures: \$75,000

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; however, one library/system should be designated as the leader.

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 socioeconomic backgrounds; and people who are institutionalized, incarcerated, or homeless. Special populations vary in each community; special services should be part of the inclusive and democratic identity of all public libraries. System continuation projects are allowed.

Examples

Initiate specific literacy (e.g., 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
- 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:

- neighborhood centers
- schools
- camps for children with special needs
- literacy providers
- employment support agencies; e.g., workforce development centers

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 the DLT online resource *Serving Special Populations* (pld.dpi.wi.gov/pld_ssp) and/or DLT publications *Adults with Special Needs: A Resource and Planning Guide* (pld.dpi.wi.gov/pld_specialasn) and *Youth with Special Needs: A Resource and Planning Guide* (pld.dpi.wi.gov/pld_ysnpl)
- Involve member libraries (for public library 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)
- Projects targeting school-age children must include a partnership with a school(s) and be consistent with the Wisconsin Common Core State Standards (CCSS).

Project exceptions

- LSTA funds may be used for staff costs but cannot be used to supplant local or system funds.
- Book giveaways promoting and directly tying to adolescent literacy and/or family literacy projects are supported.
- 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.

Library Improvement Projects

Merging Integrated Library Systems – Competitive

Estimated Total Expenditures: \$30,000

Eligible Applicants

Two or more regional library systems. Only one grant application can be submitted by a library system representing the shared integrated systems to be merged

Purpose

To fund inter-system merger of system-hosted shared integrated library systems (ILS).

Use of Funds

Grant funds may be used for hosted services, software, telecommunications (including DOA TEACH data lines), data conversion/preparation, membership fees, and system or network upgrades specifically needed to support the merging of the shared systems.

Grant Priority

1. First priority: Grants to enable the merger of existing shared integrated systems coinciding with the merger of two regional library systems under Wis. Stats 43.15(4)(a). Within this priority, grants that serve the largest number of residents in the merged system will receive priority.
2. Second priority: Grants to enable the shared ILSs of two adjacent regional library systems to create new shared integrated system over a larger region. Within this priority, grants that serve the largest number of libraries in the new system will receive priority. Delivery of materials between the new shared system must be addressed in the proposal, but grant funds may not be used for delivery.



Grant Process and Procedures

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A. Application Process and Procedures

Grant application forms and the LSTA Information and Guidelines for Wisconsin 2014 will be found on the DPI Public Library Development website listed under LSTA (pld.dpi.wi.gov/pld_lsta). 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 2014 projects must be made before December 3, 2014.
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

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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

13

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 2014
- 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 2014

PII 2440-A

Due Date: September 13, 2013, 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 2014 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 13, 2013. 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*

Non-competitive

- Delivery Services (Technology)
- Merging Public Library Systems (Library Improvement)
- Public Library System Technology Projects (Technology)

Competitive

- Accessibility Projects (Serving Special Populations)
- Digital Creation Technology (Technology)
- Digitization of Library Historical Material (Technology)
- Early Literacy Projects (Serving Special Populations)
- Literacy Projects (Serving Special Populations)
- Merging Integrated Library Systems (ILS) (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

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*

- 1 2 3 4 5 6 7 8

LSTA Purposes *Choose 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 need, problem, or idea that generated the project. Describe the major goals of the project and 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 DLT publications:

- [*Adults with Special Needs: A Resource and Planning Guide*](#)
- [*Youth with Special Needs: A Resource and Planning Guide*](#)
- [*Early Learning Initiative for Wisconsin Public Libraries*](#)

Note: If your project is funded, this justification will be included on the LSTA website, the Federal Institute of Museum & Library Services (IMLS) website, and made available upon request.

Activities / Methods

Maximum Points: 30

Describe in detail how project goals will be reached. Clearly identify implementation, collaboration, marketing, and evaluation methods (see LSTA project planning worksheet and evaluation examples at pld.dpi.wi.gov/pld_lsta). 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 rounded to nearest dollar

Category	Local Funds	LSTA Funds
A. Salaries and Wages	<input type="text"/>	<input type="text"/>
B. Library Collection	<input type="text"/>	<input type="text"/>
C. Contractual Services	<input type="text"/>	<input type="text"/>
D. Other Operating Expenditures <i>Travel, supplies, other</i>	<input type="text"/>	<input type="text"/>
E. Capital Expenditures <i>Equipment and other major nonrecurring expenditures</i>	<input type="text"/>	<input type="text"/>

Total Local and LSTA Funds

Local Funds

LSTA Funds

For each LSTA Funds amount entered above, complete the corresponding budget narrative on the next page.

Budget Narrative

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

A. Salaries, wages, and employee benefits

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

B. Library Collection

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

C. Contractual services

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

D. Other Operating Expenditures

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

E. Capital Expenditures

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

Distribution of Funds

A short final evaluation will need to be completed by each library receiving funds from the public library system at the end of the grant.

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. View the LSTA worksheet at pld.dpi.wi.gov/pld_lsta for evaluation examples

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?

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.

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.

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://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=30c104a85a43edb14f5f1e577cba5c40&r=PART&n=2y1.1.1.8.12#2:1.1.1.8.12.0.1.3>.

Signature

I, THE UNDERSIGNED, CERTIFY that the 2014 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 _____

C I VERIFY that the board of **<applicant agency>** has given its consent to this application for an 2014 LSTA grant.

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

Mailing Instructions

Print this page, sign, and return by mail. Envelope must be postmarked by September 13, 2013. 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

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 2014 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 **Reviewer name**
Grant Applicant **Applicant agency**
Application No. **App. no.**
Project Title **Grant application title**
Category **LSTA grant category**

Criteria

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

Project purpose clearly documented and justified (0-10 points)

Realistic progress can be made in addressing the project’s purpose (0-10 points)

Total Purpose/Justification

Activities/Methods

Maximum Points: 30

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 points)

Appropriate agencies, staff and potential users, were involved; responsibilities for implementation assigned (0-5 points)

Marketing plan to targeted population is realistic (0-5 points)

Total Activities/Methods

Budget & Budget Narrative

Maximum Points: 20

Budget is clearly stated and appropriate to the *project (0-10 points)*

Budget narrative complies with grant category requirements *(0-10 points)*

Total Budget/Budget Narrative

Outputs and Outcomes

Maximum Points: 25

Outputs. Were project purchases and activities evaluated in relationship to project purposes? *(0-5 points)*

Outcomes. 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? *(0-15 points)*

Other Results. Did the applicant indicate how activities or benefits from the project could be continued or sustained after the LSTA grant period ended. *(0-5 points)*

Total Outputs and Outcomes

Abstract

Maximum Points: 5

Overall concept and idea are worthwhile *(0-5 points)*

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

PII-2442

Due Date: July 15, 2014, 4:30 p.m.

INSTRUCTIONS

Please complete this online six-month evaluation form by the date listed above.

Printing the Six-Month Evaluation

Press the keyboard Ctrl + the P key and click Print OR
Right-Click in any white space with your mouse and select Print.

Contact Information

Terrie Howe, LSTA Program Coordinator
(608) 266-2413
teresa.howe@dpi.wi.gov

General Information

Project Title	<i>Grant project title</i>
Project Number	<i>LSTA grant number</i>
System/Organization Administering Project	<i>Applicant agency</i>

Person Completing Form

First Name	<input type="text"/>
Last Name	<input type="text"/>
Phone Area/No.	<input type="text"/>
Email	<input type="text"/>

Narrative

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

Appendix D

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



Library Services and Technology Act (LSTA) 2014 Final Project Evaluation

EXAMPLE ONLY

PII-2441-B

Due Date: February 15, 2015

Instructions

Complete this online final evaluation form by February 15, 2015.

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.

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." 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 unfinished evaluation.

Previous Page button

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

Print a Copy

Print a copy for your records BEFORE submitting the application form. You must print a copy of grant evaluation page 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

General Information

Project Title	<i>Grant project title</i>
LSTA Grant Number	<i>LSTA grant number</i>
Name of Library, System, or Other Organization Administering Project	<i>Applicant agency</i>
Project Category	<i>LSTA grant category</i>
Person Designated as Administrator of Project	<i>Name of grant administrator</i>
Phone	<i>Grant administrator phone number</i>
Email Address	<i>Grant administrator email address</i>
Estimated Number of People Served by This Project	<i>Number of people</i>
Total Federal Funds Awarded	<i>Amount of LSTA grant</i>
Total Federal Funds Used	<input type="text"/>
Person Completing Form	<input type="text"/>
Phone <i>Area/No.</i>	<input type="text"/>
Email	<input type="text"/>

Project Activities

- Describe what was done.
- When did activities take place?
- How were the activities done?
- Who implemented the grant activities?

Outputs

- What was the original purpose or objective of the project?
- What progress was made toward the purpose?
- What were the results of the activities?

Outcomes

- What benefit was the grant to library users?
- Explain how partnering agencies were involved in the project.

Fund Use

- Describe how funds were spent.
- If your grant involved distributing funds to member libraries, state the amount each library received and how each library used the funds.
- If funds were distributed, what were the results of the activities?

Comments & Stories

Please share comments about the project. Stories and anecdotes indicating that the grant had an impact on the targeted audience are encouraged.