

LSTA Grant Handbook



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IMLS and LSTA

The Institute of Museum and Library Services (IMLS) is the agency responsible for distributing federal funds to State Libraries in all 50 states and U.S. territories. IMLS also gives out grants in other areas, but this program is called the Grants to the States program. The funds are made available through a federal law entitled the Library Services and Technology Act (LSTA) – 20 USCS.9102 (Title 20. *Education. Chapter 72.*) *Museum and Library Services. General Provisions.*

Important provisions of the law:

Section 9141 Grants to States. Defines what categories LSTA funds are allowable costs.

- 1) Expanding services for learning and access to information and educational resources in a variety of formats (including new and emerging technology), in all types of libraries, for individual of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, economic and business development, health information, critical thinking skills, digital literacy skills, and financial literacy and other types of 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) of this title, 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, including those from diverse and underrepresented backgrounds, to the field of library and information services;
- 4) Developing public and private partnerships with other agencies, tribes, 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 SLAA's plan.

Section 9132 – 9132 (a) Administration in general: Not more than 4 percent of the total amount of funds received under this subchapter for any fiscal year by a State may be used for administrative costs.

Paragraph 9133 – Five Year State Plan requirement.

Paragraph 9151 – Allows for the creation of a State Advisory council that is broadly representative of the library entities in the State, including public, tribal, school, academic, special, and institutional libraries, and libraries serving people of diverse geographic, cultural, and socioeconomic backgrounds, individuals with disabilities, residents of rural and urban areas, Native Americans, military families, veterans, and caregivers.

Tennessee's Program Officer Contact Information

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LSTA Coordinator

Each state is required to name an LSTA Coordinator. An annual Information Update asks for contact information for this individual and any other key officials.

Responsibilities:

1. Serves as LSTA Coordinator, who is the liaison between the Library & Archives and IMLS.
2. Oversees the management of the 5-Year Plan, including the submission of a quarterly financial report and the annual Grants to States' Program Report (SPR) to IMLS. The SPR is due January 30th.
3. Oversees the annual LSTA budget, ensuring that all funds expended, and any local matching funds are allowable expenses. Traditionally, Tennessee spends the 2-year award in the second year of the grant cycle.
4. Trains new LSTA program managers and provides guidance regarding any LSTA project upon request.
5. Schedules and runs quarterly update meetings with the LSTA program managers and maintains the online portal for statistics and update information.
6. For any LSTA funds that are expended via contract, works with the program manager/fiscal liaison to ensure that all funds are expended within the federal fiscal year (October 1 – September 30).
7. Title VI
8. Reviews and signs all purchase requests and invoices using federal funds and sends that documentation on to the Administration for review and signature.
9. Seeks input and prepares the Five-Year Plan. Seeks IMLS consultation if any new major initiatives are planned.
10. Prepares bid documentation for the Five-Year Plan Evaluation. Coordinates all activities with the evaluator and assists as needed.
11. Attends the LSTA annual conference, which is typically scheduled in the spring. Usually the State Librarian, a fiscal officer, or another LSTA Planning & Development staff member attends the conference as well. This conference can be held either virtually or in person.

Five-Year Plan

IMLS requires a five-year plan for the expenditure of LSTA funds. IMLS requires a specific format and procedures for developing each new plan. The Plan is not complete until it is approved by IMLS. Our current 5-Year plan can be found at <https://sos.tn.gov/products/tsla/library-services-and-technology-act>.

LSTA Budget Program Overview

Allotment Code: 305.04

- 27101** TSLA Administration. This cannot rise above 4% of the annual grant.
- 27107** GAC charges to OCLC for 2 regional libraries that serve as out of state interlibrary loan agents.
- 27108** Continuing Education. This includes funds for a nationally known speaker and for the purchase of subscriptions to assist in providing continuing education information and opportunities.
- 27109** Network Services Consultants Program. This includes the salaries and benefits for the 4 Network Consultants on staff and the maintenance and upkeep of the vehicles that they use. Also included are funds for an annual Technology Workshop for the NSCs and Library Information Systems Specialists and a subscription to LinkedIn Learning for the NSCs and LISSs continuing education.
- 27116** Tennessee Electronic Library federal expenses. This includes databases, consultant travel and booth rental, and TEL marketing expenses. The TEL Administrator's salary is currently paid with state, not federal funds, but her travel can be taken out of this program.
- 27117** Technology purchases. This includes the end-of-year purchasing of hardware and software for regional offices and Planning and Development. This also includes subscriptions for services that do not fit under Continuing Education.
- 27118** R.E.A.D.S. This includes the quarterly service plan from Overdrive for the service as well as marketing expenses and funding for the purchase of content.
- 27340** Online Statewide Catalog. This is the monthly fee for the statewide catalog service.
- 27345** ILS. This is for continuing education for those libraries who participate in Tennessee's ILS consortium, Verso. This is currently not in use.
- 27347** Technology Grants. This is used for funding our annual technology grants which have a 50/50 match. This grant is open to any public library recognized as such by TSLA and is for the purchase of hardware and software.
- 28130** Library for Accessible Books and Media. This includes the salary and benefits for one Reader's Advisor position, the purchase of large print materials, marketing materials, travel to conferences, and basic supplies. It may also include special projects which are allowable under LSTA guidelines.

Allotment Code 305.05

- 27101** TSLA Administration. This pays for a part-time Administrative Services Assistant for Planning and Development.
- 110** Materials for the Disadvantaged. This includes funding to the 4 metro libraries (Chattanooga, Knox County, Memphis, and Nashville) for the purchase of materials.
- 510** Materials for the Disadvantaged. This includes funding for public libraries through the regional offices for the purchase of materials.

Program Managers

A program manager is assigned to each program in our LSTA 5-Year plan. This program manager is responsible for the successful running of this program both programmatically and financially. A summary of responsibilities is below:

Program Manager Summary of Responsibilities

1. Ensure that the program follows the Library & Archives' LSTA 5-Year plan and all relevant LSTA guidelines as set by IMLS.
2. Processes all PRs and invoices associated with your program in a timely manner.
3. That all funds expended for the program are allowable costs according to LSTA guidelines.
4. If surveys are required, that they are created and completed in a timely manner as based on our 5-Year plan.
5. Attend each of the quarterly LSTA meetings, prepared to speak on the progress of your program and any statistical information required by the 5-Year plan is provided prior to each meeting.
6. Works with the Title VI Coordinator to ensure that sub-recipients are compliant with Title VI requirements when relevant to the program.
7. Provide information regarding the program upon request for the annual State's Program Report (SPR) in a timely manner. Examples of this information are provided later in this handbook. Not all statistics for each type of program may be relevant to your specific program. If unsure, please ask the LSTA Coordinator.
8. Be available to meet with the 5-year plan evaluator(s) and answer questions and/or provide information about your program.

Each program manager is welcome to enlist the assistance of others to complete the program, but the overall responsibility of the program will still reside with the program manager. The LSTA Coordinator is also available for any questions or guidance regarding the program and LSTA guidelines.

LSTA Comment/Complaint Procedure

Written complaints or question about the LSTA program received by the Library & Archives will be handled through the program manager involved with the assistance of the LSTA Coordinator as well as the Deputy State Librarian and the State Librarian and Archivist as needed. The program manager will respond as appropriate through a phone call, email, or formal letter. If the person making the complaint is not satisfied with the information provided by the program manager, the question or complaint will be sent to the State Librarian and Archivist, Chuck Sherrill. The State Librarian and Archivist will respond as is appropriate to the situation and is the person of last resort for complaints.

IMLS Acknowledgements

We are required to include either a tag line or logo for IMLS when providing information on a project that includes funding from IMLS.

The full communications kit is available at: <https://www.imls.gov/grants/grant-recipients/grantee-communications-kit>

Credit Line

"This project was made possible in part by the Institute of Museum and Library Services [include IMLS grant number when space allows]."

You may choose to include this acknowledgment in Spanish:

"Este proyecto ha sido posible en parte por el Instituto de Servicios de Museos y Bibliotecas, [include IMLS grant number when space allows]."

IMLS Logos

Logos in different shapes, colors, and backgrounds can be found at: <https://www.imls.gov/grants/manage-your-award/grantee-communications-kit/imls-logos>

If using an IMLS logo, please refer to the logo standards guidance: <https://www.imls.gov/sites/default/files/logostandards.pdf>

Activities, Modes, and Data Needed for SPR

Activity	Mode	Data Needed for Annual Report <i>(all may not apply to your specific activity)</i>
Instruction	Program	Program length (in minutes); # of sessions in program; total # in attendance of all sessions; average # in attendance per session; # of times the program was administered
	Presentation	Presentation length (total minutes); # of presentations, average number in attendance per presentation
	Consultation	# of consultations
Content	Acquisition	# of hardware; # of software, # of licensed databases; # of print materials; # of electronic materials; # of audio/visual
	Creation	# of items digitized; # of items digitized and available to the public; # of physical items; # of open source applications/software/systems; # of proprietary applications/software/systems; # of learning resources (toolkits, guides); # of plans/frameworks
	Preservation	# of items conserved, relocated, rehoused; # items reformatted, migrated; # preservation plans/frameworks produced/updated (data management plan)
	Description	# items made discoverable to the public; # collections made discoverable to the public; # metadata plans/frameworks produced/updated
	Lending	# items circulated; average # items circulated/month; # total ILL transactions; average # ILL transactions/month
Planning & Evaluation	Prospective	# evaluations/plans funded; # funded evaluations/plans completed
	Retrospective	# evaluations/plans funded; # funded evaluations/plans completed
Procurement	N/A	# equipment; # equipment used; # hardware items; # hardware items used; # software items; # software items used; # materials/supplies; # materials/supplies used

Activities and Outcome Surveys Needed for SPR

		Beneficiary	
		Library Workforce	General Public
Activity	Instruction	Yes, if mode is Program	Yes, if mode is Program
	Content	Yes, if mode is Acquisition or Creation	No
	Planning & Evaluation	Yes	No
	Procurement	No	No

Interlibrary Loan (27107)				
Activity Title	Activity	Mode	Beneficiary	Outcome (Y/N)
OCLC Resource Centers	Content	Lending	General Public	N

Continuing Education (27108)				
Activity Title	Activity	Mode	Beneficiary	Outcome (Y/N)
LibGuides Subscription	Content	Creation	Library Workforce	Y
WebJunction Subscription	Content	Acquisition	Library Workforce	Y
Nationally known speaker workshops	Instruction	Program	Library Workforce	Y
Public Library Management Institute	Instruction	Program	Library Workforce	Y
Teen Summit	Instruction	Program	Library Workforce	Y
Niche Academy Subscription	Content	Creation	Library Workforce	Y

Network Services (27109)				
Activity Title	Activity	Mode	Beneficiary	Outcome (Y/N)
Network Consultants Program	Instruction	Consultation	General Public	N
IT Workshop	Instruction	Program	Library Workforce	Y

TEL (27116)				
Activity Title	Activity	Mode	Beneficiary	Outcome (Y/N)
Database Management	Content	Acquisition	General Public	N
TN History Digitization	Content	Creation	General Public	N

Technology (27117)				
Activity Title	Activity	Mode	Beneficiary	Outcome (Y/N)
Information Systems Plan (ISP) Purchases	Procurement	N/A	Library Workforce	N
Counting Opinions Annual Maintenance	Content	Acquisition	Library Workforce	Y
READSquared Reading Program	Content	Creation	Library Workforce	Y
Cyberivation: Statistics Infographics	Content	Description	Library Workforce	N

READS (27118)				
Activity Title	Activity	Mode	Beneficiary	Outcome (Y/N)
Service Plan	Content	Lending	General Public	N

Statewide Catalog (27340)				
Activity Title	Activity	Mode	Beneficiary	Outcome (Y/N)
Statewide Online Catalog	Content	Lending	General Public	N

Technology Grants (27347)				
Activity Title	Activity	Mode	Beneficiary	Outcome (Y/N)
Technology Grants	Procurement	N/A	General Public	N

LABM (28130)				
Activity Title	Activity	Mode	Beneficiary	Outcome (Y/N)
Readers Advisor Position	Instruction	Consultation	General Public	N
Large Print Purchases	Content	Lending	General Public	N
Braille Book Outsourcing	Content	Acquisition	General Public	N
LABM ISP Purchasing	Procurement	N/A	Library Workforce	N

Materials for the Disadvantaged (510 / 110)				
Activity Title	Activity	Mode	Beneficiary	Outcome (Y/N)
Materials for the Disadvantaged – Regions	Content	Acquisition	General Public	N
Materials for the Disadvantaged – Metros	Content	Acquisition	General Public	N

Survey Questions

Instruction (Program) – Library Workforce

- I learned something by participating in this library activity.
- I feel more confident about what I just learned.
- I intend to apply what I just learned.
- Applying what I learned will help improve library services to the public.

Instruction (Program) – General Public

- I learned something by participating in this library activity.
- I feel more confident about what I just learned.
- I intend to apply what I just learned.
- I am more aware of resources and services provided by the library.
- I am more likely to use of the library resources and services.

Content (Acquisition or Creation) – Library Workforce

- I am satisfied that the resource is meeting library needs.
- Applying the resource will help improve library services to the public.

Planning & Evaluation – Library Workforce

- I believe the planning and evaluation addresses library needs.
- I am satisfied with the extent to which the plan or evaluation addresses library needs.
- I believe the information from the plan or evaluation will be applied to address library needs.

For all above – Response Options

Strongly Disagree

Disagree

Neither Agree nor Disagree

Agree

Strongly Agree

Non-Response

We can add additional questions if we so choose.

Record Retention

All records that pertain to LSTA must be kept for a minimum of 3 years after the last report, with the State requiring an additional 2 years after that date.

Five Year Plan Package	Last Report Due	IMLS Release Date*	State RDA Destruction Date
FFY 2028 – 2032	January 30, 2033	January 30, 2036	Destroy after January 30, 2038
FFY 2023 – 2027	January 30, 2028	January 30, 2031	Destroy after January 30, 2033
FFY 2021 – 2022	January 30, 2023	January 30, 2026	Destroy after January 30, 2028
FFY 2018 – 2020	December 30, 2021	December 30, 2024	Destroy after December 30, 2026
FFY 2013 – 2017	December 30, 2018	December 30, 2021	Destroy after December 30, 2023
FFY 2008 – 2012	December 30, 2013	December 30, 2016	Destroy after December 30, 2018
FFY 2003 – 2007	December 31, 2008	December 31, 2011	Destroy after December 31, 2013
FFY 1998 – 2002	December 31, 2003	December 31, 2006	Destroy after December 31, 2008
FFY 1995 – 1997	December 31, 1998	December 31, 2001	Destroy after December 31, 2003

**Audits for any of the state's fiscal year LSTA activities can extend the records retention period; documents must be retained for a period of three years following the resolution of an audit.*