SUMMER LIBRARY PROGRAM GRANT MANAGEMENT

INSTITUTE *of* **Museum** and **Library** SERVICES

Presented by Terry Blauvelt
LSTA Coordinator
and
Lysha Thompson
Youth Services Consultant

Missouri Secretary of State
State Library

MOSL LSTA Website

◦ All support forms are linked in the grant management system to the LSTA grants website

  ◦ Grant folder Content list

  ◦ Financials Report (Spreadsheet)

  ◦ Survey Guidelines

  ◦ Summer Library Program Upload

  ◦ Procurement Certification

◦ https://www.sos.mo.gov/library/development/lstagrants
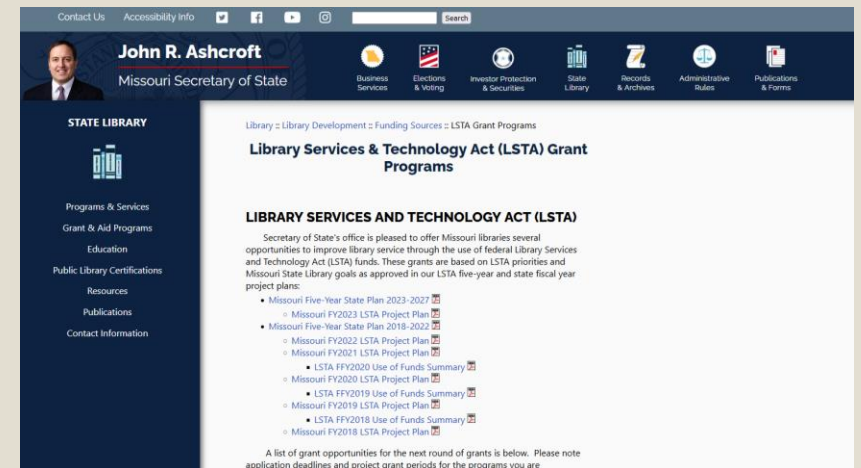
Award Packet

◦ The award packet is uploaded into the documents tab in the online grant management system.

◦ It includes:
 ➢ Budget memo
  ➢ Payment requests

Grant Timeline

◦ Begins: February 1, 2023-

◦ Interim Report: May 1, 2023

◦ Ends: August 15, 2023

◦ Final Report Due: September 15, 2023

◦ DO NOT PLACE ANY ORDERS OR PURCHASE ANY MATERIALS BEFORE February 1, 2023

Print and Digital Promotions

◦ **Acknowledgement Text:**

"This project is supported by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the Missouri State Library, a division of the Office of the Secretary of State."
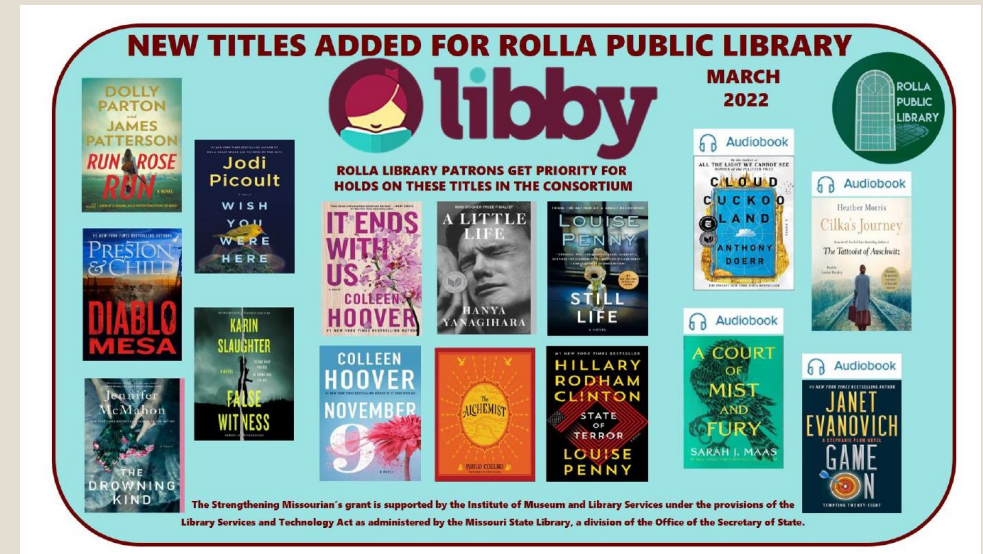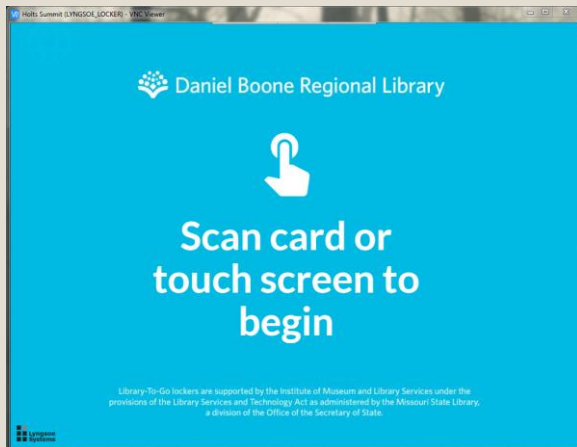
Social Media Promotions

◦ Facebook- use **www.facebook.com/USIMLS**

◦ Other social media-@US_IMLS

The Missouri State Library has awarded 41 libraries Summer Library Program grants totaling $285,784 in LSTA funds. www.facebook.com/USIMLS

@US_IMLS

Library Materials

◦ Items must be received and circulate in the grant period
  ◦ Report circulation data on the **Summer Library Program Upload** sheet.

◦ Each physical material is required to have the "*This project is supported by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the Missouri State Library, a division of the Office of the Secretary of State*" statement on the book/material.

◦ Requires the Survey for the Library Workforce about Content Acquisition

Programs and Events

◦ Reading program participant and completion data must be recorded and reported

◦ Presenter and event attendance must be recorded and reported

◦ LSTA funded presenters must be approved by MOSL

◦ May require a survey
  https://www.sos.mo.gov/CMSImages/LibraryDevelopment/2020SurveyGuidelines.docx

Program Upload Sheet

Payment Requests

○ First Payment
- ○ Full payment amount
- ○ Items must be encumbered before requesting a payment

○ Final Payment
- ○ Enter exact final payment amount
- ○ Submit with final report

○ Send all payment requests to LSTA@sos.mo.gov

SCS 231 S__LDA000_____
RC 231 __LD0000_____
44600058900

Application for First Payment of Library Services and Technology Act Grant Funds

Grant Project Number: **2022-LFL1-SLP21-031**
Agency 231 Org 3520 Fund 0195

Beginning Date: **2/1/2022**
Ending Date: **8/15/2022**

For Library Use Only: If anything in this box is incorrect **DO NOT** change it. Please contact the State Library for instructions.

Grantee Name	County Public Library
Address:	
Project Director	

Project type: **Summer Library Program**

Payment plan:

	Amount	Amount requested
Total award	$1,870.00	
First payment	$935.00	
Final payment	$935.00	

Payment is requested in the amount of **$935.00** as **FIRST** payment for project number: **2022-LFL1-SLP21-031.** These funds have been encumbered and the Grantee must begin spending these funds within 45 days. This request **cannot** be dated prior to the start of the grant period.

_____
Library Director (Signature)   Date

(Below here for State Library Use Only)
I have reviewed the Agreement that covers this application and monitored its progress. The Grantee has submitted all required financial and narrative reports.

_____
Terry Blauvelt, Grants Officer   Date

Financial Reporting

Personnel

Record requirements for personnel costs

1. Name of staff
2. Library position
3. Rate of pay
4. Services performed
5. Number of hours worked-LSTA
6. Number of hours worked-regular
7. Dates of service span
8. LSTA portion of total
9. Local match portion of total
10. Wages paid in Total (salary/wages and benefits)

Changes

- Small changes
  - Generally don't require state library approval (i.e. changes in craft supplies or small program supplies

- Medium to Large changes
  - Step 1 is to always contact the state library
  - Changes in presenters requires MOSL approval
  - Grant Adjustment memo-medium changes
  - Amendment-Large changes
  - Must be submitted at least 3 weeks before the end of the grant period
  - Must be fully executed before placing any orders, etc.

Final Report Requirements

o Written in the third person perspective

   o We increased the number of patrons during our grant program (1st).

   o The library increased the number of patrons during the grant program (3rd).

o Project Abstract

o Activities

o Project Changes and Additions

o Project Promotion

o Project Partners

Report Requirements

o Outcomes
- Library Materials
- Reading program(s)-Attendances and Participants
- Presentations/Performances
- Materials and circulation
- Changes in Knowledge, Skills, etc.
- Survey Results
- 2021/2022 Statistical Comparison

Report Requirements

o Importance of Findings

o Lessons Learned

o Project Promotion

o Project Partners

o Project Continuance

o Effort Level

o Project Scope

o Other

Grant Monitoring

- Reports
- Emails
- Phone Calls
- Onsite Visits
- Zoom Calls

Contents of Grant File

- Original application
- Grant Agreement Standard Terms and Conditions
- Signed copy of the Grant Acceptance Form
- Signed copy of the Grant Agreement
- Signed copies of the Certifications and Assurances
- Documents pertaining to an amendment, as appropriate
- Payment requests, completed
- Interim and final reports, completed
- Outstanding report and payment forms

- Invoices
- Payroll documentation (if applicable to the grant)
- Travel documentation (if applicable to the grant)
- Market analysis documentation
- Bid process documentation
- Promotional materials
- Evaluation measures: statistics, surveys, etc.
- Documentation of contacts with the State Library staff

Summary

◦ Make sure to use the SOS and IMLS Acknowledgment

◦ Collect data
  ◦ Library materials-circulation data
  ◦ Reading program-Participants and completions by age
  ◦ Presenter/Event/Program-attendance
  ◦ Surveys

◦ Be aware of the reporting requirements and expectations
  ◦ Use correct spreadsheets
  ◦ Report the complete story in third person
  ◦ Keep a grant file

Contact Information

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