



# SUMMER LIBRARY PROGRAM GRANT MANAGEMENT

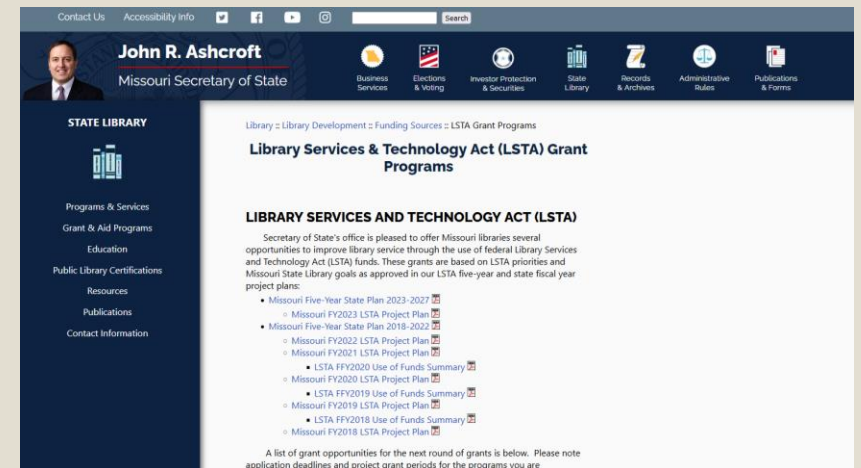


Presented by Terry Blauvelt  
LSTA Coordinator  
and  
Lysha Thompson  
Youth Services Consultant



# 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

The screenshot shows the 'Applicant Dashboard' for the Missouri Secretary of State State Library. The user is logged in as 'Christa Van Herreweghe' from 'Kirkwood Public Library'. The dashboard displays two tabs: 'Active Requests' (8) and 'Historical Requests' (7). The 'Active Requests' section shows two entries:

Process	Application Decision	Status	Date	Action
Spotlight on Literacy 2023	Draft	Undecided	12/26/2022	<a href="#">Edit Application</a>
All Together Now with KPL	Submitted	Undecided	12/01/2022	<a href="#">View Application</a>

Below the requests, there is a section for 'Documents uploaded by Administrator' with the following table:

DESCRIPTION	FILE
Award Packet	<a href="#">Kirkwood Public Library Award.pdf</a>

A large yellow arrow points from the 'View Application' link of the second request to the 'Award Packet' document entry in the table below.

nt Software provided by Foundant Technologies © 2023

# Grant Timeline

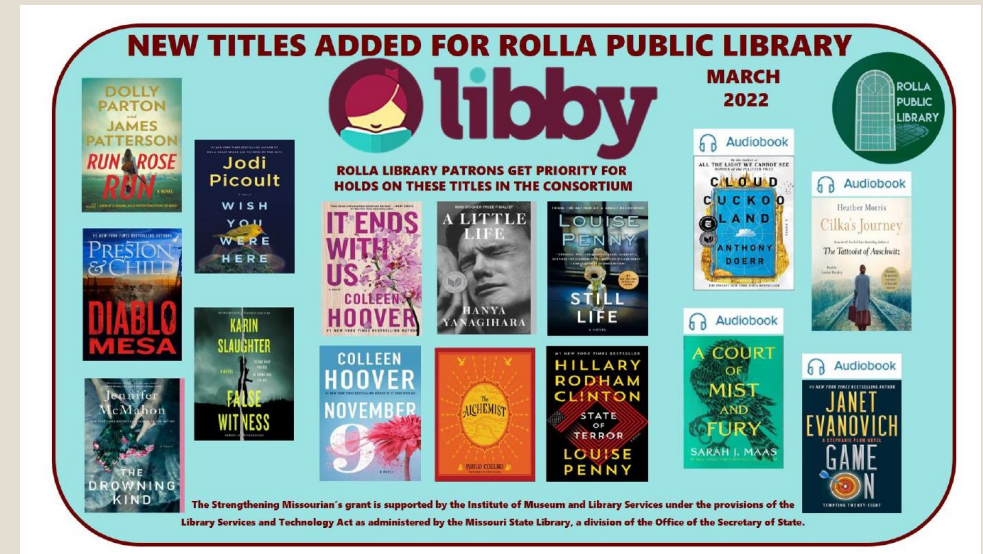
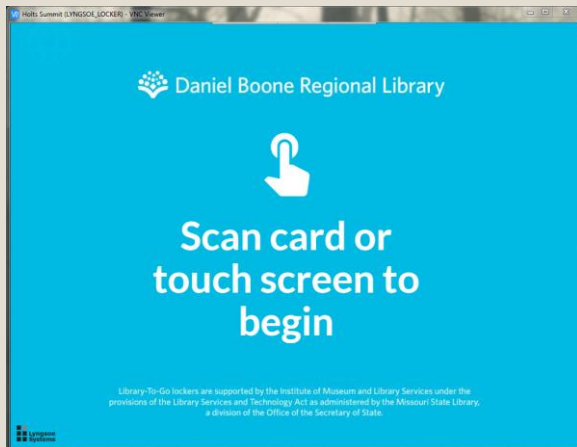
- Begins: February 1, 2023-
  - Interim Report: May 1, 2023
  - Ends: August 15, 2023
  - Final Report Due: September 15, 2023
- DO NOT PLACE ANY ORDERS OR PURCHASE ANY MATERIALS BEFORE February 1, 2023



# 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](http://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](http://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>





# 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](mailto: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

LSTA GRANT PAYMENT SUMMARY										
Library Name:	\$	-								
Project Number:	\$	-								
<p>For each invoice, list the invoice number, vendor/payee, date, quantity, and a brief description of the items ordered and received during the grant period. Breakout the cost share by LSTA and Local funds. When finished, upload this form as an attachment in the grant management system. Do NOT include costs that are ineligible for LSTA funding, such as prizes, incentives, decor, etc. even if they are funded locally. Remember to submit a Procurement Certification form if you purchased an item or set of the same items that exceeded \$3,000 in the aggregate.</p>										
SUPPLIES BUDGET CATEGORY	Invoice Number	Vendor/Payee	Date	Quantity	Description of item or service	LSTA Funds	Local Funds	Total		
SUPPLIES								\$	-	
								\$	-	
								\$	-	
								\$	-	
								\$	-	
								\$	-	
								\$	-	
								\$	-	
								\$	-	
								\$	-	
								\$	-	
								\$	-	
								\$	-	
								\$	-	
								\$	-	
								\$	-	
								\$	-	
								\$	-	
							\$	-	\$	-

### INSTRUCTIONS LSTA BUDGET CHART

*Please complete the chart below. Use only LSTA funds. Use exact figures. Do not round.*

**LSTA Amount Approved**— This is the LSTA amount approved as listed in the budget memo in the grant award packet. Do not change any of these figures. Changes can only be made after an amendment has been fully executed.

**Total LSTA Amount Spent to Date**— List total amount of funds spent to date in each category. For this report, the amount spent this period should equal the amount spent to date.

**LSTA Unspent Balance**— This is the LSTA Amount Approved minus the LSTA Amount Spent to Date. If this is a final report, you will subtract this amount from the final payment request.

Name of Library:

Name of Project:

Budget Category	LSTA Amount Approved	LSTA Amount Spent to Date	LSTA Unspent Balance
Personnel		\$0.00	\$0.00
Supplies		\$0.00	\$0.00
Services		\$0.00	\$0.00
Travel		\$0.00	\$0.00
Equipment		\$0.00	\$0.00
Consultant Fees		\$0.00	\$0.00
Indirect Cost		\$0.00	\$0.00
<b>TOTAL</b>		\$0.00	\$0.00

[Instructions](#) | 
 [Personnel](#) | 
 [Supplies](#) | 
 [Services](#) | 
 [Travel](#) | 
 [Equipment](#) | 
 [Consultant Fees](#) | 
 [Indirect Cost](#)

# 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

- Written in the third person perspective
  - We increased the number of patrons during our grant program (1<sup>st</sup>).
  - The library increased the number of patrons during the grant program (3<sup>rd</sup>).
- Project Abstract
- Activities
- Project Changes and Additions
- Project Promotion
- Project Partners

# Report Requirements

## ○ 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

- Importance of Findings
- Lessons Learned
- Project Promotion
- Project Partners
- Project Continuance
- Effort Level
- Project Scope
- 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



Lysha Thompson  
Youth Services Consultant  
Telephone: 573-522-9564  
Email: [Lysha.Thompson@sos.mo.gov](mailto:Lysha.Thompson@sos.mo.gov)



Terry Blauvelt  
LSTA Coordinator  
Telephone: 417-895-6670  
Email: [terry.blauvelt@sos.mo.gov](mailto:terry.blauvelt@sos.mo.gov)