



SUMMER LIBRARY PROGRAM GRANT MANAGEMENT



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and
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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>

The screenshot displays the Missouri State Library website. At the top, there is a navigation bar with links for Contact Us, Accessibility Info, and social media icons. Below this is a header featuring a portrait of John R. Ashcroft, Missouri Secretary of State, and a row of icons for various state services. The main content area is titled "Library :: Library Development :: Funding Sources :: LSTA Grant Programs" and "Library Services & Technology Act (LSTA) Grant Programs". A sidebar on the left lists "STATE LIBRARY" with sub-links for Programs & Services, Grant & Aid Programs, Education, Public Library Certifications, Resources, Publications, and Contact Information. The main text explains that the Secretary of State's office offers Missouri libraries several opportunities to improve library service through the use of Federal Library Services and Technology Act (LSTA) funds. It lists several project plans and use of funds summaries, including Missouri Five-Year State Plans from 2018-2022 and 2023-2027, and LSTA FFY2018 through FFY2020 Use of Funds Summaries and Project Plans. A note at the bottom states: "A list of grant opportunities for the next round of grants is below. Please note application deadlines and project grant periods for the programs you are".

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 active requests:

- Process: Spotlight on Literacy 2023**
Application: Draft, 12/26/2022, Decision: Undecided. Action: [Edit Application](#)
- Process: Summer Library Program 2023**
Application: Submitted, 12/01/2022, Decision: Undecided. Action: [View Application](#)

A yellow arrow points to the 'Documents uploaded by Administrator' section, which contains a table with the following data:

DESCRIPTION	FILE
Award Packet	Kirkwood Public Library Award.pdf

At the bottom of the page, it says 'Software provided by Foundant Technologies © 2023'.

Grant Timeline

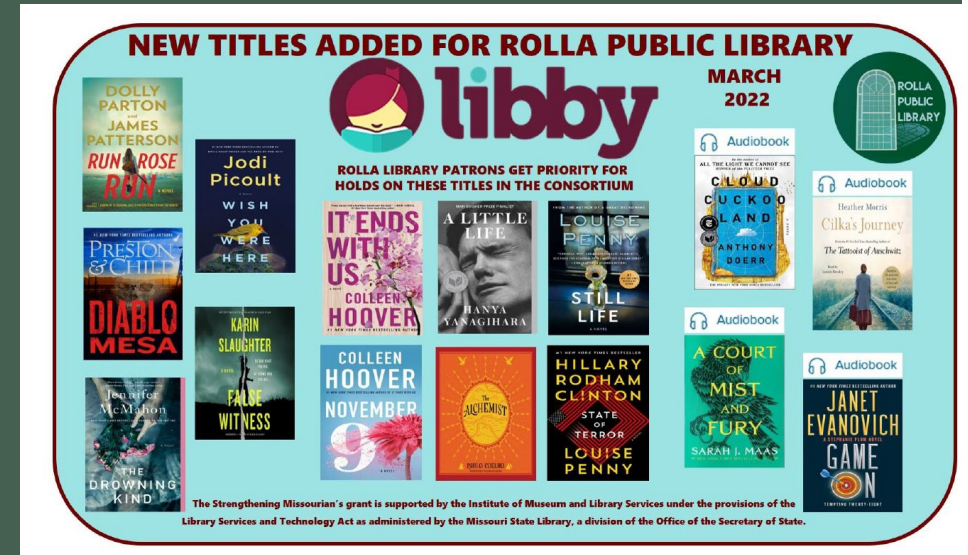
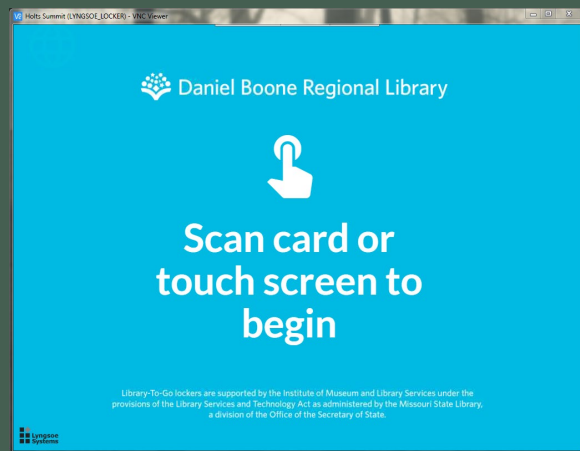
- Begins: February 1, 2024
 - Interim Report: May 1, 2024
 - Ends: August 15, 2024
 - Final Report Due: September 15, 2024
- DO NOT PLACE ANY ORDERS OR PURCHASE ANY MATERIALS BEFORE February 1, 2024



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
- No hashtags are used by 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

<https://www.sos.mo.gov/CMSImages/LibraryDevelopment/ProgramUpload-2.xlsx>

ProgramUpload-2 (12).xlsx - Excel

File Home Insert Page Layout Formulas Data Review View Help Acrobat Tell me what you want to do

Clipboard Copy Paste Format Painter Font Font Alignment Merge & Center Number Conditional Formatting Format as Table Styles Normal Bad Good Neutral Insert Delete Cells

M4

1 Enter all programs by age group on this tab. Consolidate like programs with the same age group. For example, if you offer ten in person weekly story time's, you can enter the title as "Storytime," a brief description, average session length, 10 synchronous sessions, the attendances, and the age group of the intended audience.

2	Title of Program	Brief Description of Program	Length of each session in minutes	Synchronous Sessions	Asynchronous Sessions	Attendances	Age Group
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
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28							
29							
30							
31							

Instructions | Program Definitions | **Programs** | Passive Programs | Total Programs | Participant Data | Materials Data

Ready

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 0185

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:	[REDACTED]
Project Director:	[REDACTED]

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

A	B	C	D	E	F	G	H	I	J	K	L	M
LSTA GRANT PAYMENT SUMMARY												
1												
2												
3	Library Name: \$	-										
4	Project Number \$	-										
5												
6	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 <u>same</u> items that exceeded \$3,000 in the aggregate.											
7												
8	SUPPLIES	Invoice Number	Vendor/Payee	Date	Quantity	Description of item or service	LSTA Funds	Local Funds	Total			
9									\$	-	\$	-
10									\$	-	\$	-
11									\$	-	\$	-
12									\$	-	\$	-
13									\$	-	\$	-
14									\$	-	\$	-
15									\$	-	\$	-
16									\$	-	\$	-
17									\$	-	\$	-
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30									\$	-	\$	-
31									\$	-	\$	-
32									\$	-	\$	-
33									\$	-	\$	-
34									\$	-	\$	-
35									\$	-	\$	-
36									\$	-	\$	-
37									\$	-	\$	-

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
TOTAL	\$0.00	\$0.00	\$0.00

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)
11. Time sheets should be signed and dated by the staff person to confirm the hours worked.

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 (15 CSR 200.20(5).6)
 - 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 (1st).
 - The library increased the number of patrons during the grant program (3rd).
- 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
- 2023/2024 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

LSTA Grant files must be retained for 10 years following the end of the grant period.

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 spreadsheet
 - Report the complete story in third person
 - Keep a grant file

Contact Information



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