



Library Services and
Technology Act

LSTA

Information and Guidelines for Wisconsin

2009

Wisconsin Department of Public Instruction
Division for Libraries, Technology, and Community Learning



Library Services and Technology Act

LSTA

Information and Guidelines for Wisconsin

2009



Wisconsin Department of Public Instruction
Elizabeth Burmaster, State Superintendent
Madison, Wisconsin

This publication is available from

Terrie Howe, LSTA Program Coordinator
Division for Libraries, Technology, and Community Learning
(608)266-2413 or email:teresa.howe@dpi.wi.gov

Wisconsin Department of Public Instruction
125 S. Webster Street
P.O. Box 7841
Madison, Wisconsin 53707-7841

(608) 267-9222
or
(800) 441-4563
fax: (608) 266-2529
email: george.hall@dpi.wi.gov

Web Address
<http://dpi.wi.gov/pld/pdf/guide09.pdf>

The Wisconsin Department of Public Instruction does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation, or disability.



Printed on recycled paper

Table of Contents

Introduction 1

Purposes of LSTA 1

Advisory Committee..... 2

Preliminary Budget 2009..... 3

Schedule for 2009..... 3

Consultation..... 4

Grant Categories 2009 4

Grant Process and Procedures 13

Policy on Conflict of Interest..... 15

Appendix 16

Instructions for Using the Online LSTA Application Form..... 17

Introduction

The *Library Services and Technology Act LSTA Information and Guidelines for Wisconsin 2009* is produced by the Wisconsin Department of Public Instruction, Division for Libraries, Technology, and Community Learning, to describe the federal LSTA program in Wisconsin. Included in this document are the funding categories and priorities for 2009, 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. FY 97 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. In 2003 LSTA was reauthorized by Congress through 2009.

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

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 September 2003 (PL 108-81) are:

- *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*
- *Developing library services that provide all users access to information through local, state, regional, national, and international electronic networks*
- *Providing electronic and other linkages among and between all types of libraries*
- *Developing public and private partnerships with other agencies and community-based organizations*
- *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*
- *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.*

Advisory Committee

The membership of the LSTA Advisory Committee includes representatives of public and other types of libraries, and of the users of libraries. It includes representation from different sizes of libraries and different geographic areas of the state. Library systems are also represented on the committee. Members of the committee are appointed by the State Superintendent of Public Instruction to serve staggered three-year terms. The committee meets twice a year—a two-day meeting in the spring and a two-day meeting in the fall. The primary responsibilities of the committee are to advise the State Superintendent and the Division for Libraries, Technology, and Community Learning on the following: development of the long-range plan; policy matters arising from the administration of the program; establishment of annual grant criteria, priorities, and categories; the process and calendar for each year; grant applications and recommendations for grant awards; and evaluating grants.

Term Ending 12/31/2008

Phyllis Davis
Director
South Central Library System
5250 East Terrace Drive, Suite A2
Madison, WI 53718-8345
608/246-7975
pbdavis@scls.lib.wi.us

Terry Dawson
Director
Appleton Public Library
225 North Oneida Street
Appleton, WI 54911-4780
920/832-6170
tdawson@apl.org

Jim Gingery
Director
Milwaukee County Library System
709 North 8th Street
Milwaukee, WI 53233
414/286-8149
jim.gingery@mcfls.org

Jane Pearlmutter
Associate Director
UW–Madison SLIS
600 North Park Street
Madison, WI 53706
608/262-6398
jpearlmu@wisc.edu

Zora Sampson
Director
Library/Information and Instructional
Technology
UW–Barron County
1800 College Drive
Rice Lake, WI 54868-2497
715/234-8176 x 5448
zsampson@uwc.edu

Term Ending 12/31/2009

Jan Adams
Media Specialist
CESA # 10
725 West Park Avenue
Chippewa Falls, WI 54729
715/720-2069
jadams@cesa10.k12.wi.us

Roxane Bartelt
Head of Children's Services
Kenosha Public Library
812 56th Street
Kenosha, WI 53141-1414
262/564-6151
rbartelt@kenosha.lib.wi.us

Jeff Gilderson-Duwe
Director
Oshkosh Public Library /Winnefox
Library System
106 Washington Avenue
Oshkosh, WI 54901-4985
920/236-5212 x351
gilderson-duwe@winnefox.org

Bea Lebal
Director
T. B. Scott Free Library
106 West First Street
Merrill, WI 54452-2398
715/536-7191
blebal@wvls.lib.wi.us

Mildred McDowell
District Library Media Specialist
Milwaukee Public Schools
6620 W. Capitol Drive, Room 216,
Office H
Milwaukee, WI 53216
414/438-3420
mcdoweml@milwaukee.k12.wi.us

Term Ending 12/31/2010

Becki George
Media Specialist
Rice Lake Middle School
204 Cameron Road
Rice Lake, WI 54868
715/234-8156 x 2046
georgeb@ricelake.k12.wi.us

Joan Johnson
Assistant Director
Milwaukee Public Library
814 W. Wisconsin Avenue
Milwaukee, WI 53233-2385
414/286-3025
jrjohns@milwaukee.gov

Deborah Kabler
Director
Barneveld Public Library
107 W. Orbison Street
Barneveld, WI 53507-0092
608/924-3711
dkabler@swls.org

Tasha Saecker
Director
Elisha D. Smith Public Library
440 First Street
Menasha, WI 54952-3191
920/967-3661
tasha@menashalibrary.org

Michael Sheehan
Assistant Director
Northern Waters Library Service
3200 Lakeshore Drive E.
Ashland, WI 54806-2510
715/682-2365
msheehan@nwls.lib.wi.us

Preliminary Budget 2009*

The amount of LSTA funds estimated to be available for LSTA projects January through December 2009 is

	FY 2009 Estimate
Appropriation	\$ 2,962,815
Carryover	20,085
Total	\$ 2,982,900

	Preliminary Amount		Preliminary Amount
A. Technology		B. Special Needs	
DLTCL- Reference and Loan	\$ 710,400	Literacy	225,000
DLTCL-Library Development	139,300	Sensory and Mobility Disabilities	50,000
WISCAT	605,800	Accessibility – Public Library Systems	50,000
Library System Technology	350,000	Subtotal	\$ 325,000
Merging Shared Library Systems	115,000	C. Library Improvement	
Wireless Connections	20,000	DLTCL-Library Development	\$ 279,300
Innovative Uses of Technology	50,000	DLTCL-Communication and Planning	25,000
Shared Systems for Schools	27,500	Library Development Training & Planning	10,800
Digitization-Local Resources	30,000	Subtotal	\$ 315,100
Virtual Reference	69,300	D. LSTA Administration	
Delivery Projects	90,000	LSTA Administration	\$ 115,500
Health Awareness	20,000	TOTAL	\$2,982,900
Subtotal	\$ 2,227,300		

**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.*

Schedule for 2009

April 9-10, 2008	LSTA Advisory Committee recommends grant categories/budget for 2009
May 2008	Grant information to potential applicants
June 2008	Information session on the LSTA grant program for 2009
September 12, 2008	Grant applications must be submitted online by 4:30 p.m.; signature pages and attachments from application must be postmarked by September 12, 2008. (Only online applications are acceptable.)
September 2008	Grant application reviewer pool selected
September 2008	Reviewers trained and applications distributed
October 2008	Reviewer reports due
November 2008	LSTA Advisory Committee meeting to consider grant applications
December 2008	Grant award announcements
December 2008	Grant application appeals filed (within 30 days of notification)
January 1, 2009	Projects begin
July 20, 2009	Six-month evaluations due
December 31, 2009	End of 2009 project year
February 15, 2010	Final evaluations due, all claims submitted and projects closed

Consultation

Consultation on grant ideas and the application process is available from the Division for Libraries, Technology, and Community Learning 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	Telephone	Email
Library Administration	Mike Cross	(608) 267-9225	michael.cross@dpi.wi.gov
Technology Projects	Bob Bocher	(608) 266-2127	robert.bocher@dpi.wi.gov
Digitization / Virtual Reference	Sally Drew	(608) 224-6161	sally.drew@dpi.wi.gov
Special Needs Projects	Barb Huntington	(608) 267-5077	barbara.huntington@dpi.wi.gov
Training / Planning Projects	John DeBacher	(608) 266-7270	john.debacher@dpi.wi.gov
Health Awareness / General	Terrie Howe	(608) 266-2413	teresa.howe@dpi.wi.gov

Grant Categories 2009

The grant categories and the dollar amounts listed below 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 noncompetitive grant categories. If a category is listed as noncompetitive, it means that applications are limited to a specific roster of applicants, with funds to be distributed among all the eligible projects. If a category is listed as competitive, the eligibility base is broader and not all eligible projects may receive funding.

The Children's Internet Protection Act (CIPA), passed in December 2000, mandates the use of Internet filters in libraries that participate in the LSTA program if the LSTA funds are used to purchase computers for accessing the Internet or to pay for costs associated with accessing the Internet. (For CIPA compliance information, see the division's CIPA FAQ at <http://dpi.wi.gov/pld/cipafaq.html>. The purchase of Internet filtering software is not a permissible use of LSTA funds under the Wisconsin guidelines.)

LSTA funds may not be used for entertainment costs; therefore, performance costs may only be reimbursed with LSTA funds if the performance is primarily for educational purposes and is necessary as part of the outreach effort. All proposed projects must meet at least one of the stated LSTA purposes found on page 1.

• Delivery Services

Noncompetitive; Estimated Total Expenditures: \$90,000

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

Purpose: \$15,000 will be used to provide a subsidy to the Northern Waters Library System for the cost of in-system delivery and the cost of connecting to the statewide delivery backbone network. \$75,000 will be used to provide a subsidy for the statewide delivery backbone network operated by the South Central Library System.

• Public Library System Technology Projects

Noncompetitive; Estimated Total Expenditures: \$350,000

Eligible Applicants: Public library systems

Purpose: Funds will assist public library systems in meeting the technology needs of their system and member libraries. The funds will be distributed to the 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	Mid-Wisconsin	\$17,400	Southwest	\$14,100
Eastern Shores	\$11,300	Milwaukee	\$37,000	Waukesha	\$17,400
Indianhead	\$34,100	Nicolet	\$28,600	Winding Rivers	\$22,500
Kenosha	\$ 8,900	Northern Waters	\$24,000	Winnefox	\$19,100
Lakeshores	\$14,500	Outagamie Waupaca	\$13,800	Wisconsin Valley	\$27,200
Manitowoc-Calumet	\$ 8,500	South Central	\$42,000		

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.

- System WAN upgrades including increasing bandwidth
- Direct Internet connections (requires compliance with CIPA)
- 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 (see funding condition below)
- Web development or maintenance
- Library LAN upgrades
- Other innovative uses of technology

LSTA funds may not be used for entertainment costs; therefore, performance costs may only be reimbursed with LSTA funds if the performance is primarily for educational purposes and is necessary as part of the outreach effort.

Funding online databases

Using LSTA funds to pay for access to online databases is eligible only if the database(s) do not substantially overlap with content available via BadgerLink. Systems applying in this area must *list the databases* to be purchased and provide specific information that indicates there is very little or no overlap. The cost of the databases must also be clearly indicated in the budget area of the grant.

The projects in this category must be consistent with the Wisconsin Library Technology Strategic Plan and the system technology plans.

• Merging Shared Integrated Library Systems

Noncompetitive; Estimated Total Expenditures: \$115,000

Eligible Applicants: Indianhead Federated Library System and Outagamie Waupaca /Nicolet Library System

Purpose: Funds will assist public library systems in merging one or more existing shared systems.

Criteria, Eligibility and Priority

Only one grant application can be submitted by a library system representing the shared integrated systems to be merged. \$40,000 will be allocated to the Indianhead Federated Library System for this purpose and \$75,000 will be allocated to the Outagamie Waupaca or Nicolet Federated Library System.

Use of Funds

Grant funds may be used for hardware, 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.

• Shared Integrated Library Systems for Schools

Noncompetitive; Estimated Total Expenditures: \$27,500

Eligible Applicant: Division for Libraries, Technology, and Community Learning

Purpose: This proposed project will support the continuation and expansion of the FY 2008 Shared Integrated Library Systems for Schools Demonstration Project for the purpose of conducting a viable study that includes a longer period of time and a more in-depth demonstration project by including additional school districts and school libraries.

Background:

During FY 2008, LSTA sponsored the Division in conducting a demonstration project to study the feasibility of a school library shared integrated automation system between CESA 10 and interested public school districts. Due to application and funding challenges, the implementation of this shared system demonstration project did not begin until April 2008. Funding covered two school districts with their five school libraries joining into the system.

This study addresses a number of issues, including

- The start-up and ongoing costs for participation in this shared system;
- The impact of the options on local, regional and state policies;
- Technical issues;
- Local, regional, and statewide resource sharing processes;
- Impact on access to library resources by students and teachers for educational assignments; and
- Impact on school library media center programs and services of the participating school library media centers in relation to access; inter-district and intra-district resource sharing/interlibrary loan, circulation, technology system support and backup; support and professional development for professional educators, library media specialists and library support staff roles and responsibilities; and allocation of staff time utilization.

The results of this study combined with an analysis of other survey data will provide guidelines for future development of shared ILS for schools, for the development of statewide policies and for the possible use of LSTA funds for this purpose in future funding years. In addition during 2008, the Division will continue to explore the options available to school libraries interested in participating in shared ILS - either as part of a public library shared system or under the auspices of a CESA or other regional educational organization.

Criteria and Eligibility

- Library Media Centers of the FY 2008 demonstration project will continue with the shared integrated system but are not eligible for 2009 funding. These school library media centers include Eleva-Strum School District libraries (Eleva-Strum High School, Eleva Elementary, and Strum Elementary) and Stanley Boyd Area School District libraries (Stanley-Boyd High School, Stanley-Boyd Middle School, Boyd Elementary, and Stanley Elementary).
- Additional school districts and their library media centers will join the FY 2008 Demonstration Project for FY 2009. Two districts expressing an interest in joining this shared integrated system are Granton Area School District (Granton High School and Granton Elementary School) and New Auburn School District (New Auburn Junior High, New Auburn High School and New Auburn Elementary School).

Grant funds may be used for hardware, software, telecommunications (including DOA BadgerNet data lines and WANs), data conversion/preparation, membership fees, system or network upgrades, and training/professional development specifically needed to support a public school district in joining this shared library automation systems.

Public School Districts and CESAs, receiving funding in this category must:

- Work with the DLTCCL to ensure that bibliographic records and local school library holdings from the shared system are added to and maintained in WISCAT in a timely fashion or made available via the WISCAT gateway. An annual membership per school library catalog in WISCAT will be required.
- Ensure that the online catalog of any new or merged shared system must be available on the Internet, and the system must have the Z39.50 linking protocol fully installed and operational.

IDEA Regulations

Public School Libraries participating in these shared system projects must have at least one computer workstation that is adapted for use by patrons with disabilities, including access to those in wheelchairs. Systems must identify and consult with a knowledgeable staff member or other individual, agency or organization familiar with the IDEA/Americans for Disabilities Act regulations on the use of the adaptive equipment in libraries and they must participate in training if required.

• Wireless Internet Access

Noncompetitive; Estimated Total Expenditures: \$20,000

Eligible Applicants: Public library systems

Purpose: Funds will assist public library systems in helping their member libraries and branches to install the technology needed to offer wireless Internet access for library patrons or to upgrade current wireless service. *This will be the last year for this category.*

Eligibility

Public library systems can apply on behalf of their member libraries that do not now offer wireless Internet access or for libraries that do offer wireless access but need upgrades to their existing service.

Funding, Use of Funds, and Priority

Grant funds will be allocated based on a maximum of \$500 per participating library or branch. Funds may be used for costs directly associated with installing/upgrading wireless Internet access in a library. For example, router purchase/upgrades, telecommunication costs (including costs for a DSL or Cable subscription) or other network upgrades specifically needed to support the wireless connection. Labor costs directly associated with the installation and configuration of the wireless connection is eligible for grant funding.

If the funding is not sufficient to fund all requests, priority will be given to libraries that do not now offer wireless access with a further priority, if needed, given to libraries serving the fewest residents based on municipal population. Any remaining funds will be allocated to wireless upgrades, prorated if necessary.

Type of Wireless Connection

Any type of wireless access can be used. Systems and their member libraries are strongly encouraged to work closely to determine what type of connection is best for the library. Systems are not required to permit wireless over the library's BadgerNet (BCN) circuit if the system determines that such access will have a detrimental impact on the library's circuit or the system's wide area network.

• Health Information Awareness and Access

Competitive; Estimated Total Expenditures: \$20,000

Eligible Applicants: Public libraries, public library systems, health libraries. Applicants should consider joint projects, showing partnerships with other organizations. Preference will be given to proposals including multi-type library environments.

Purpose: The underlying goal is to expand access to quality health information resources available to the public by providing electronic tools and by training public librarians to direct people to the best health resources.

General Requirements:

- Proposed health information literacy projects must involve multiple organizations that promote health information literacy, e.g., health sciences libraries, schools of health education, National Library of Medicine.
- Proposals must address educational and training development for librarians who will share the best health resources with the public.
- Proposals could identify and address health information needs of special/underserved populations or the general public. See Healthy Wisconsin People 2010 <http://dhfs.wisconsin.gov/localdata/healthy2010data.htm>
- Proposals could involve a needs assessment or survey to determine health information needs and target populations.
- Proposals will include a public awareness component to the best health literacy materials.
- Proposals should include a method of sustainability for maintaining this effort.

Grant Funds May be Used to:

- Design and maintain Web pages and online health information resources for caregivers; design and publish other resources as determined by local health information needs.
- Plan and execute educational training opportunities in health information literacy awareness for librarians.

• Innovative Use of Technology

Competitive: Estimated Total Expenditures: \$50,000

Eligible Applicants: Public libraries and library systems

Purpose: Funds will assist public libraries and public library systems to implement programs or services that demonstrate an innovative or interesting use of technology in the library. Such programs or services must be targeted at enhancing library services to patrons.

Funding and Use of Funds

Grant funds will be allocated based on a maximum of \$5,000 per library applicant and a maximum of \$20,000 per system applicant. Funds may be used to support costs associated with implementing a program or service that demonstrates an innovative or interesting use of technology in the library. The purchase/licensing of content that substantially overlaps the content available via BadgerLink is not eligible for funding.

LSTA funds may not be used for entertainment costs; therefore, performance costs may only be reimbursed with LSTA funds if the performance is primarily for educational purposes and is necessary as part of the outreach effort.

• Digitization – Local Resources

Competitive; Estimated Total Expenditures: \$30,000

Eligible Applicants: Public libraries, public library systems, and state government agencies. First time applicants are encouraged. If applicants have submitted an application in the past, they are required to list new and repeat participants in the application and explain the reasons for the request for additional funds. Applications from or on behalf of libraries that have already received 2 or more grants will not be eligible.

Purpose: This category will allow public library systems, libraries, and state government agencies to digitize historical resources that may be unique or of local interest. It is anticipated that the Division will award no more than seven grants. Public library systems may submit grants that incorporate materials selected from more than one library, and system staff is encouraged to assist libraries in the process of selecting materials and development of metadata.

Applicants awarded grants will be required to work with the Division and University of Wisconsin Digital Collections Center (UWDCC – <http://digicoll.library.wisc.edu/WI/>) which will be responsible for scanning materials, creating metadata for text-based materials, formatting information for web display, and hosting the web

site. Digitized materials will be placed on the web site as part of the UW-Madison Libraries’ State of Wisconsin Collection. Libraries and state government agencies will also receive high resolution copies for local use as a part of the project.

Libraries and state government agencies can apply for grants that are between \$2,000 (minimum) and \$5,000 (maximum) to pay for the costs associated with the work done by UW-Madison Libraries. Depending on what kinds of materials are being digitized, the cost could vary from \$3.00-\$8.00 per image. A briefing session will be held for potential applicants during the grant submission timeframe so that they can develop a more accurate budget and have a better understanding of how much time they will need to commit to the project. Training will be provided each applicant awarded a grant.

There is no specific matching fund requirement. However, applicants are expected to document in their application that they can supply sufficient staff hours to attend training, select materials that have no copyright restrictions, develop metadata, and publicize the project to their community’s residents. With guidance from the UWDC, grantees will be required to create descriptive metadata for each individual multimedia object (book, photograph, postcard, newspaper clipping, pamphlet, etc.) These materials will be presented using UWDC’s SiteSearch model. Grantees will need to supply a single bibliographic or catalog record for books (local histories, plan maps, city directories). These materials will be presented using the UWDC’s Electronic Facsimile or “pageturner” model. If possible, Optical Character Recognition (OCR) text will be created for all text-based materials. This facilitates full-text searching within the “pageturner” model. The quality of OCR results depends greatly on the print quality of the original item. In some cases, grantees may want to hand edit the resulting OCR text for maximum search results.

• **Virtual Reference Service**

Noncompetitive; Estimated Total Expenditures: \$69,300
 Eligible Applicant: Division for Libraries, Technology, and Community Learning

Purpose: Funds will be used to subsidize a statewide contract for 24x7 coverage for virtual reference services in conjunction with the statewide Ask?Away program sponsored by Wisconsin Library Services (WiLS) in partnership with other libraries in Wisconsin and nationally. Libraries of all types will be able to participate by placing a logo on their website regardless of whether or not their library staff contributes time to the service.

• **Accessibility in Public Libraries / Public Library Systems**

Noncompetitive; Estimated Total Expenditures: \$50,100
 Eligible Applicants: Public Library Systems

Purpose: To promote and demonstrate the role public libraries play in meeting the informational needs of people with disabilities. Funds will be used by public library systems to assist their member libraries and branches with purchasing and installing the technology and other adaptive equipment needed to increase accessibility for people of all ages who have mobility, vision, and/or hearing disabilities, and to provide member librarians with the training to use the equipment effectively.

Allocation of Funds: The funds will be distributed to systems using a base allocation of \$2,000 per system and the remaining funds will be allocated on the basis of system population, as indicated below.

Arrowhead	\$ 2,500	Mid-Wisconsin	\$ 2,900	Southwest	\$ 2,400
Eastern Shores	\$ 2,600	Milwaukee	\$ 4,700	Waukesha	\$ 3,100
Indianhead	\$ 3,300	Nicolet	\$ 3,200	Winding Rivers	\$ 2,800
Kenosha	\$ 2,500	Northern Waters	\$ 2,400	Winnefox	\$ 2,900
Lakeshores	\$ 2,800	Outagamie Waupaca	\$ 2,700	Wisconsin Valley	\$ 2,800
Manitowoc-Calumet	\$ 2,300	South Central	\$ 4,200	TOTAL	\$ 50,100

General Requirements:

Library systems must complete an application form in sufficient detail for division staff to assure the funds are spent in accordance with the criteria listed. Systems must address the process they used to involve their member libraries in developing the system's application.

The projects must be consistent with the DLTCCL publications, *Wisconsin Adults with Special Needs: A Resource and Planning Guide* and/or *Wisconsin Youth with Special Needs: A Resource and Planning Guide*, which serve as the Division's strategic plan for people with special needs. Of particular importance is the need for the systems to address Collaboration, Planning, and appropriate Marketing elements.

All systems participating in this category are expected to provide the training needed for staff to use the equipment and to assist participating libraries with the use of appropriate marketing techniques to reach the targeted audience for whom the equipment or technology was purchased. Collaboration with partnering agencies and to market the new technology or equipment is expected.

Use of Funds

- Purchase equipment, software, or technologies directly related to enhancing the accessibility of public library buildings, services and resources for people who have mobility, hearing, or vision limitations or disabilities.
- Systems may choose to select one product or service to place in all libraries that need them or to address several needs at the same time. Selecting one disability area is strongly encouraged to simplify the administration of the project.
- Computer workstation accommodations might include:
 - trackballs or other alternate input devices
 - 19 inch or larger monitors
 - keyboard cords longer than 72 inches
 - adapted keyboards (ex: oversized keys, Braille keys, color coded keys)
 - scanners
 - accessible workstation carts or tables
 - specialized software that enlarges text (ex: Window Eyes) or that enlarges and reads text (ex: ZoomText)
- Accommodations for people with mobility limitations might include wheelchairs, wheeled walkers with seats, and/or shopping carts.
- Funds maybe used to retrofit an existing door at a public entrance with an electronic door opener for a maximum of \$3000 per library, if:
 - the entrance is otherwise accessible and no barriers exist to prevent someone in a wheelchair from moving from the parking lot or street to the entrance door, as verified by the system
 - the door has never had an electronic opener
 - the library has not received LSTA funding in the past to retrofit a door
 - the funds do not offset new building or remodeling construction costs
 - the library building or last remodeling project is at least five years old
- Accommodations for people with a vision loss or who are blind might include hand magnifiers, magnifying pens, portable full spectrum lighting, portable scanners, and stand alone scanner readers (ex: Kurzweil).
- Accommodations for people with a hearing loss or who are deaf might include portable individual sound amplifier devices, telephones with amplified sound capability, microphone and/or sound system, installation of a sound loop system in a public meeting room, purchase of TTY/TTD, and specialized voice recognition software that translates spoken word to written text (ex: Dragon Naturally Speaking).
- Other technologies or equipment that advances the purpose of the category are allowed.

- **Sensory and Mobility Disabilities**

Competitive; Estimated Total Expenditures: \$50,000

Eligible Applicants: Public libraries and public library systems. Public libraries may submit joint projects and systems may submit projects on behalf of multiple libraries in their system area.

Purpose: To promote and demonstrate the role of public libraries in meeting the informational needs of people with sensory or mobility disabilities, including seniors.

General Requirements:

In general, LSTA funding is intended as start-up funding. If a project is a continuation or expansion of a previous project, applicants are required to justify the continuation or expansion using LSTA funds.

- LSTA grant funds can be used for staff costs for these projects, but LSTA funds cannot be used to supplant local or system funds.
- This is not a general collection development or standards category. The project must involve a way to determine specific materials that seniors or other targeted groups most want and need at the library, especially if music or books on tape are involved. Funds can be used to assure delivery of the materials to people who cannot come to the library. Periodicals of interest to seniors with special needs, and to other groups with disabilities, parents with children who have disabilities and resources for family care givers are encouraged.
- All projects targeting seniors or other groups who are blind or have vision disabilities must include marketing materials printed in large print. Projects must include a provision to make a large-print version of their library card application form and to create a large-print brochure that describes their library's services for people with mobility and sensory disabilities.

Grant Funds May be Used to:

- Purchase library materials directly related to the needs and interests of people who have sensory or mobility disabilities. Projects may target family care givers.
- Provide outreach services that target seniors with special needs, including those who are institutionalized or who live in housing which includes units for seniors with low incomes, and/or family caregivers caring for someone in their home. This can include start-up funding for home delivery services in collaboration with an agency such as Meals on Wheels, visiting nurses, hospice care agencies or other agencies that already visit seniors in their homes. The project may involve area middle schools and high schools as part of a service learning project in which the students provide services to seniors with special needs. Typically this would not be a local senior center, unless there are local circumstances that would indicate most seniors at the center have a special need, such as high poverty levels.
- Purchase adaptive equipment that addresses sensory or mobility disabilities, including a sound system, magnification devices, equipment and software, wheeled carts, wheel chairs and other mobility aides for use in the library as long as these purchases are part of a larger project. A marketing plan for new equipment and other services the library offers people with special needs must be included. Open but practical access to the equipment must be addressed in the application. If adaptive equipment is purchased, at least one accessible computer workstation must be included, unless the library already has a workstation that is accessible. (Accessible desk, 19 inch monitor, screen enlarger/reader like ZoomText, keyboard and mouse cords longer than 2 feet)
- Retrofit an existing door, as part of a larger project that includes outreach activities, with an electronic door opener for a maximum of \$3,000, if the building is otherwise accessible. (Grant funds cannot be used to offset new building construction costs and cannot be used by libraries remodeled or built new within the past five years.)
- Promote programming for seniors that includes specific marketing to seniors with special needs and/or their care givers.
- Other projects that advance the purpose of this category.

- **Adult, Family and Early Literacy**

Competitive; Estimated Total Expenditures: \$225,000

Eligible Applicants: Public libraries, public library systems, correctional libraries. Public libraries may submit joint projects and systems may submit projects on behalf of multiple libraries in their system area.

Purpose: To promote and demonstrate the role of public and correctional libraries in improving literacy and reading skills for people having difficulty using libraries because of their educational, cultural or socioeconomic background.

General Requirements:

In general, LSTA funding is intended as start-up funding. If a project is a continuation or expansion of a previous project, applicants are required to justify the continuation or expansion using LSTA funds.

- LSTA funds may be used for staff costs, but cannot be used to supplant local or system funds.
- Book giveaways are discouraged because they are rarely sustainable.
- Projects must involve other organizations and institutions that promote literacy in the planning, implementation and evaluation of the project. All literacy projects must include a marketing plan that targets people who do not use print, do not read well or speak English.
- All literacy projects must include the purchase of at least some GED preparation materials, unless the library can document it already has these materials. Print materials should have a copyright of 2002 or later.
- This category is not a general collection development or standards category. Book and tape combinations, videos and software for people with learning or other disabilities or who are learning English are encouraged.

Grant Funds May be Used to:

- Initiate projects aimed for at-risk teens that are in alternative high school programs, group homes, detention facilities, jails or prisons, or adults in jails or prisons that are in need of literacy services. Middle and high school students who are struggling with literacy skills in regular programs are also eligible.
- Initiate projects for families or individuals who use English as their second language.
- Initiate family literacy projects which address the literacy needs of families in which a parent is in need of literacy or English language instruction.
- Initiate outreach services at a location other than a library in collaboration with agencies already working with the targeted children or adults. (day care centers, schools especially special education classes, camps for children with special needs, literacy providers).
- Promote early literacy by targeting children under the age of five. The project should target group of parents who—are teens, use a language other than English in their homes, live in poverty, are incarcerated; or target day care providers who care for the children of these targeted parent groups, or grandparents raising their grandchildren. Funds can be used to purchase specialized furniture, play equipment, and resources designed specifically for use by children under the age of three. Projects that promote early math and science literacy skills are encouraged.
- Other projects that advance the purpose of this category.

• Library Development Training & Planning Projects

Competitive; Estimated Total Expenditures: \$10,800

Eligible Applicants: Public libraries and public library systems. Public libraries may submit joint projects and systems may submit projects on behalf of multiple libraries in their system area.

Purpose: Grants in this category will allow applicants to hire a consultant or facilitator to provide expertise to library staff and boards in developing a strategic or long-range plan of library service, or to better prepare library staff to adapt to changing services and thereby enhance the ability of the library to better serve patrons. The grants are intended to help libraries deal with the new and continuous challenges facing libraries today. Applicants can apply for grant awards between \$300 and \$1500 for the development and implementation of consulting or educational training activities. The speaker or consultant hired for training activities may be onsite or connected remotely to the site. Public library systems are eligible to apply for grants to benefit their member libraries by offering or developing a training opportunity on an eligible topic of interest to the staffs and boards of their member libraries.

Use of Funds

Grant funds can be used for training activities on a variety of topics including, but not limited to, the following:

- Customer needs and satisfaction
- Space needs planning
- Long-range planning for library services
- Staff organization and team-building
- Library policy evaluation and development
- Provision of library services

Grants may not be used for:

- Equipment, including computer hardware and software
- Registration for or attendance at conferences
- Paying agency staff as a trainer
- Library materials

Applicants must indicate which LSTA purpose or purposes are supported by the proposed project.

• **WISCAT**

Noncompetitive; Estimated Total Expenditures: \$605,800
Eligible Applicant: Division for Libraries, Technology, and Community Learning

Purpose: Funds will be used to subsidize the cost of the WISCAT program. Funds will be allocated for staff, vendor contract costs, and other related costs. Some revenue for the project is anticipated from licensing library staff access to the products at \$200 per license.

• **State Library Agency Projects**

Noncompetitive; Estimated Total Expenditures: \$279,300
Eligible Applicant: Division for Libraries, Technology, and Community Learning

Purpose: Funds will assist the DLTCCL in supporting the LSTA purposes for technology, special needs and library improvement in the areas of statewide planning activities, selected statewide consultant services and support services, general publication costs, interlibrary loan and database searching.

• **LSTA Administration**

Noncompetitive; Estimated Total Expenditures: \$115,500
Eligible Applicant: Division for Libraries, Technology, and Community Learning

Purpose: Funds will enable the DLTCCL 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.

Grant Process and Procedures

A. Application Process and Procedures

Grant application forms and the *LSTA Information and Guidelines for Wisconsin 2009* may be obtained from the Division for Libraries, Technology, and Community Learning. 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 available on the DPI website (<http://www3.dpi.wi.gov/FormFinder/>). User names and passwords are required to access the form. Public libraries and public library systems must use the user names and passwords provided by DLTCCL in conjunction with the public library and system annual reports.

B. Review Process and Procedures

Noncompetitive Grants:

1. Division for Libraries, Technology, and Community Learning 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 DLTCCL (November).

4. Division staff review 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, Technology, and Community Learning staff and provided training in grant review procedures (August–September).
2. Division staff review 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 and rank them based on the total points awarded on the rating sheet (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 DLTCCL (November).
6. Division staff review 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).
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

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 or regulations that govern the applicable 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 “Administrative Retention” or “Administrative Overhead” without prior approval from the DLTCCL.)
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 DLTCCL prior to making the change. All final changes for 2009 projects must be made before December 3, 2009.

3. Use proper accounting procedures. A grant recipient expending \$300,000 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).
4. Fill out regular expenditure reports 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% of an approved budget, remaining payments will revert to a reimbursement basis.
5. Fill out six-month and one-year evaluation forms for the project. Copies of these forms are included in this document.
6. Disseminate information about the project, crediting the use of LSTA funds.
7. Follow appropriate workman's compensation and unemployment compensation regulations. Project applicants may be responsible for paying workman's compensation and unemployment compensation.
8. No person shall, on the grounds of race, color, national origin, age, or handicap, be excluded from participation in or be subjected to discrimination in any program or activity funded, in whole or in part, by federal funds.
9. 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.
10. 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

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 chair of the LSTA Advisory Committee or the administrator of the Division for Libraries, Technology, and Community Learning, as appropriate, or by duly adopted motion of the Committee. A ruling of the chair may be overridden by due parliamentary action.

Appendix

Instructions for Using the Online LSTA Application Form
Library Services and Technology Act (LSTA) Application
Library Services and Technology Act (LSTA) Application Rating Form
Library Services and Technology Act (LSTA) Six-Month Project Evaluation
Library Services and Technology Act (LSTA) Final Project Evaluation

Instructions for Using the Online LSTA Application Form

1. Go to the DLTCL form finder web site (<http://www3.dpi.wi.gov/FormFinder/>). Adobe Acrobat Reader 7.0.9 or higher is needed to use the form. (If your computer does not have a recent version of Acrobat Reader installed, you can download the latest version from Adobe by visiting <http://www.adobe.com/>.)
2. Enter your **User Name and Password**. Public libraries and systems were provided user names and passwords for filing the public library and system annual reports. If you have any questions about your password or user name, please contact Al Zimmerman (608/266-3939; alan.zimmerman@dpi.wi.gov.)
3. Once you are at the Forms page, click on LSTA Program.
4. Select PI-2440-A LSTA Application from the list of LSTA forms.
5. The first time you access this form there will be no file to open. **Select New File, No Profile.**
6. **IMPORTANT:** Click on the Save button and provide a file name for this application. When asked for a **filename, use the grant category and library or system name** (e.g., Shared Automation-Winnefox OR Library Card-Milwaukee) as the filename. If you have more than one application, each will require its own filename. The filename you use will appear on the center top of the first page of the form.
7. Complete the form, saving periodically. If you wish to close the form and complete it later, save your work and exit the form. The next time you access the LSTA Application folder, your work will be contained in the file named by you. Form sessions are set to time out after being idle for 3 hours. This can be avoided by logging out while not in use or periodically clicking the SAVE button.
8. You are limited to the display space provided per question on this form – up to 4,000 characters per question. ***Please print out your entire application and make certain that all of your entered text is visible on the printout. “Overflow” text will not be available to reviewers.*** Additional pages at the end of the form may be used as a continuation of any section. You may enter information directly onto the form or you may cut and paste from another program (e.g., Word). If you cut and paste, only one page of information will fit on each page of the form and some formatting may be lost. Each page will require a separate cut and paste. This is an Adobe Acrobat file, so you will need to use the scroll bar on the right side of the window to view the entire document.
9. Click on the Print button at the top of the first page to print a copy of the form.
10. When you have completed the form, click on the Route button on the top of the first page. You will receive confirmation that the form is ready to be submitted to the Division. Click on Finished to submit your form. The form must be submitted no later than September 12, 2008.
11. Submit a signed copy of the signature/certification pages only (pages 9-10) to Terrie Howe. The signature pages must be ***postmarked by September 12, 2008.***

Terrie Howe, LSTA Coordinator, Wisconsin Dept. of Public Instruction, PO Box 7841, Madison, WI 53707-7841

