



North Carolina Department of Cultural Resources

State Library of North Carolina
Administration and Library Development

Beverly Eaves Perdue, Governor
Linda A. Carlisle, Secretary

Mary L. Boone, State Librarian

MEMORANDUM

TO: School Library Media Coordinator / Grant Project Manager

FROM: Penny Hornsby, Federal Programs Consultant
Library Development Section, State Library of North Carolina

DATE: August 2009

SUBJECT: LSTA School Library Collection Development Grant 2009-2010
Fully Executed Grant Agreement and Important Instructions

This memorandum covers the following:

- fully executed grant agreement (your original enclosed);
- grant reimbursement information and forms;
- sample media release (enclosed),
- report information, and
- other important instructions.

Please share this memorandum with all appropriate persons in your school and/or district office.

Fully Executed Grant Agreement

Included with this memorandum is a fully executed original of the grant agreement between your school and the State Library of North Carolina. You should have already received email notification that the State Librarian signed your agreement. That notification, as well as receipt of your signed agreement in this packet, provides authorization to begin spending project funds (LSTA and matching dollars).

Grant Reimbursement

Instructions and form for requesting reimbursement/payment of the federal LSTA grant funds, and for documenting your matching expenditures, are available in a Microsoft Excel document found at <http://statelibrary.ncdcr.gov/lsta/Reim-BudgRev-Forms0910.htm>; please read this information carefully. Contact me if you have questions; see my telephone number and email address at the end of this memorandum.

- Use the reimbursement form each time you prepare a request for reimbursement of grant funds.
- Completed forms must be signed and accompanied by documentation (copies of invoices) of project expenditures.
- **Please submit reimbursement requests as soon as you have significant expenditures;** you may submit requests at any time. To ensure an even flow of grant payments, we ask that you submit requests at least in fall 2009, winter 2010, and spring 2010 (by April 15 for payment by June 30). The final deadline for submitting requests is July 15, 2010.
- While your last reimbursement request may be submitted in July 2010, **all expenditures (grant and matching) must be completed by June 30, 2010.**
- You will receive payments within 5 to 6 weeks in most instances.

It is important to know and understand your school district's procedures to pay and account for grant and matching expenditures. While we will make payments to individual schools, it is often preferable or required that the grant payments for your school be made directly to the school district. In addition, the district may have more cash flow flexibility than an individual school. Complete the enclosed Reimbursement Payment Information Confirmation form to verify how your payments should be made; the form should be submitted before or with your first reimbursement request. Please contact me if you need additional clarification about payment procedures.

How the Grant and Matching Funds May Be Used

The following is excerpted from the 2009-2010 School Library Collection Development Grant "Program-Specific Information & Guidelines": <http://statelibrary.ncdcr.gov/lsta/SchoolCDGLApp09-10.pdf>.

Allowable expenditures:

Project funds (grant funds and matching funds) may be used to purchase **print books** that support the school curriculum and the joy of reading. This may include non-fiction, fiction, and reference materials. Other media may be purchased **only** if part of an appropriate book/CD/DVD combination or as audio books to fulfill the needs of specific user populations. **Associated expenses** are also allowable: jobber processing costs, as well as shipping/handling, and taxes (if taxes are not recouped by the school).

Processing provided by a vendor as part of the purchase cost of books is allowable, and encouraged if it speeds making materials available to users.

Unallowable expenses:

*Grant funds and local matching money may **not** be used for the following:*

- Class sets of books
- Accelerated Reader (or other reading program) testing software/disks and spine labels
- Internal processing costs
- Equipment [note: this includes Playaways]
- Computer software and other media (except CDs and DVDs as noted above)
- "Overhead" or indirect/administrative costs

Libraries that wish to buy more than five copies of one title should provide a clear, concise explanation of why more copies are needed. The State Library retains the right to disallow such expenditures.

Budget Revisions

Changes in use of project funds require prior approval from the State Library. However, approval is not required to use different vendors than those identified in your application. A preferred first step for budget revisions is to contact me by telephone or email (see contact information at the end of this memorandum). A Budget Revision form is available on the same web page as the reimbursement form, but is not usually necessary for this grant program.

Grant Acknowledgement

You must acknowledge in all announcements/news releases/publicity/publications/programs about your project that it is supported in part by grant funds from the federal Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the State Library of North Carolina, a division of the Department of Cultural Resources. We have enclosed a **sample media release** that suggests wording you may use to publicize your grant; also find it online at <http://statelibrary.ncdcr.gov/lsta/LSTA-SLCD-media-release0910.doc> .

Project Records

Keep the following grant-related documents in your grant project file: a copy of your original application, grant information and guidelines, your award letter, signed grant agreement, reimbursement instructions and forms, copies of reimbursement requests and invoices that you send to us. Also keep copies of any publicity or other materials generated from the project – for your records, and so that you can include copies in your final project report. The retention period requirements for the grant records are stated in your grant agreement.

Final Report

Your final project report is due by September 30, 2010. Report data elements and examples are enclosed. You'll submit the majority of your report via an online form. To see what the generic online report form will look like you may view last year's information at <http://statelibrary.ncdcr.gov/lsta/report0809.htm> .

The report will require that you have baseline data before adding the grant project books to your catalog (e.g. book collection quantities, average copyright dates, etc.) to enable comparisons of "before" and "after" project implementation. Also, plan to keep notes and observations during the course of your project, including anecdotal information and stories that show the difference the grant-funded materials make for your library users. This information will be useful for your final report. And you will want to periodically review your grant application as an ongoing reminder of what you planned to accomplish, and to help ensure that your project stays on track.

Here is some specific information that will be requested in the Project Outputs section of your final narrative report.

- Number of books purchased for the project. Include books purchased with both grant and matching funds.
- Size of the media center's book collection (# of titles and # of volumes) before the project and after the project was completed.
- Tell the extent of change in the average copyright date of your book collection - both for the entire book collection and for the targeted subject areas.
- Indicate changes in circulation figures compared to a similar period in the previous year. (Depending upon when most of the new books become available to students, you may or may not see significant circulation increases by the time you submit the final report.)

Please contact me at any time if you have questions about your project; my telephone number is 919-807-7420; fax 919-733-8748; e-mail <penny.hornsby@ncdcr.gov>. We wish you all the best as you proceed to implement your project!

Enclosures (4)