STATE LIBRARY of NORTH CAROLINA

Library Services and Technology Act
Five-Year Plan

2018-2022

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October 1, 2017 – September 30, 2023

INTRODUCTION

The Grants to States Program is the largest grant program administered by the Institute of Museum and Library Services (IMLS); it provides funds to State Library Administrative Agencies (SLAAs) each year using a population-based formula.

As North Carolina's SLAA, the State Library of North Carolina must use federal funds to support the LSTA purposes and priorities outlined in the Library Services and Technology Act (LSTA).

LSTA Priorities (20 U.S.C. § 9141)

1. expand 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 in order to support such individuals' needs for education, lifelong learning, workforce development, and digital literacy skills;
2. establish or enhance electronic and other linkages and improve coordination among and between libraries and entities, as described in 20 U.S.C. § 9134(b)(6), for the purpose of improving the quality of and access to library and information services;
3. (a) provide training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and OMB Control No.: 3137-0029, Expiration Date: 7/31/2018 IMLS-CLR-D-0032 information services, and (b) enhance efforts to recruit future professionals to the field of library and information services;
4. develop public and private partnerships with other agencies and community-based organizations;
5. target 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;
6. target 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 (as defined by the Office of Management and Budget and revised annually in accordance with 42 U.S.C. § 9902(2)) applicable to a family of the size involved;
7. develop library services that provide all users access to information through local, State, regional, national, and international collaborations and networks; and
8. carry out other activities consistent with the purposes set forth in 20 U.S.C. § 9121, as described in the SLAA's plan. 20 U.S.C. § 9141(a)(1-8).

The Act requires an approved Five-Year Plan that identifies the state's library needs and establishes goals, projects, and activities that will be focused on meeting those needs. This document is North Carolina's fifth Five-Year Plan, developed in consultation with North Carolina's LSTA Advisory Committee, State Library staff, and in response to the evaluation of the previous five-year plan.

North Carolina libraries eligible to participate in LSTA programs include:
- 81 multi-county regional, county, and municipal public library systems;
- 58 community college learning resource centers and libraries;
- 36 independent college and university libraries;
- 17 University of North Carolina system libraries; and
- the State Library of North Carolina.

Other library types may be eligible to apply for programs posted in the Annual Program Plan, as established each summer. See "Criteria for Eligibility" in the Appendix.

MISSION
The State Library of North Carolina is the catalyst for exceptional library services in North Carolina. We are the principal library of state government; we build the capacity of all libraries in North Carolina; and we develop and support access to specialized collections for the people of North Carolina, including genealogy, North Caroliniana, and resources for the blind and physically handicapped. The State Library administers North Carolina's LSTA program to serve libraries through:
- Developing strong partnerships with libraries and their communities;
- Coordinating planning efforts and continuing education to improve library services;
- Supporting equitable access to information and resources; and
- Fostering creativity and innovation within all library types.

NEEDS ASSESSMENT
The goals, projects, and activities of the Five Year Plan for October 1, 2017 - September 30, 2023 are based on findings and recommendations from the following sources:
- North Carolina's LSTA Five Year Plan Evaluation, 2013-2017
- North Carolina Digital Summit Initiative, Meeting Discussions and Priorities, April 2017
- LSTA Advisory Committee Five Year Plan Planning Recommendations, April 2017
- North Carolina's Demographic Forecast, April 2017
- Library Development Consultants Five Year Plan Planning, May 2017
- State Library Commission Meeting Discussion, May 2017

North Carolina's LSTA Five Year Plan Evaluation, 2013-2017
QualityMetrics, LLC, Library Consultants employed a mixed-methods approach that included a review of the State Program Report (SPR), documents and statistics, focus groups, personal interviews and a web-based survey. Reports for FY 2013, 2014, and 2015 LSTA awards were reviewed along with other relevant documents. State Library leaders and other individuals were interviewed, five focus groups took place, and an online survey was completed with 126 responses. These data gathering efforts were supplemented with eight in depth phone interviews and site observation data. The site visit and the focus groups provided qualitative evidence and context.

Findings in the Five Year Plan Evaluation suggest that North Carolina's LSTA program should continue to provide opportunities for libraries to experiment and try new approaches while encouraging equity in services for all libraries, including outreach to unserved and underserved

audiences. Partnerships and collaboration will remain an effective strategy to leverage resources, achieve efficiencies, and develop community relationships.

North Carolina Digital Summit Initiative, Meeting Discussions and Priorities, April 2017
The Digital Summit Initiative consisted of multiple planning sessions, a statewide digital initiatives survey, and a one day Digital Summit meeting with 24 statewide library participants. Priorities identified by participants included the need for expanding the NC Digital Heritage Center, building a sustainable model for the center, and fostering a statewide framework that supports digitization, digital preservation, online access, and data management. Other specific needs mentioned were advancing a shared technical infrastructure and cultivating a community of practitioners across the state.

LSTA Advisory Committee Five Year Plan Planning Recommendations, April 2017
A two day planning meeting with the LSTA Advisory Committee and QualityMetrics, LLC, Library Consultants identified four recommendations based on needs of North Carolina libraries and their users.
1. Community engagement and collaboration should be woven into the fabric of all goals, projects, and activities.
2. Digitization initiatives should remain a significant part of North Carolina's LSTA program.
3. Support should be continued for activities that address information and digital literacy in ways that are highly relevant.
4. Strategies should be sought to extend the competitive program to libraries that seldom apply for LSTA grants.

North Carolina's Demographic Forecast, April 2017
A combination of demographic data was reviewed to forecast changes over the next five to ten years. In 2015 North Carolina was the 9th most populous state in the nation with just over ten million residents. North Carolina has experienced rapid and dramatic demographic changes since 2010 including population growth, movement of population from rural toward urban areas, and a shift in age demographics. While population growth across the state is expected to slow, it will remain faster than the national average at 1.6% through 2030. Growth is expected to be uneven and focused mainly in two metro areas: Charlotte-Mecklenburg and the Triangle (Raleigh, Durham, Chapel Hill). Migration is the most significant factor affecting population growth and is expected to represent 90% of growth by 2030. Though North Carolina still has the highest proportion of rural residents in the nation, that percentage has decreased by 16% since 1990. Currently, North Carolina ranks 5th for residents age 65+ and this segment of the population is expected to increase. By 2020 it is estimated those age 85+ will be the fastest growing segment of the population and by 2025, 94 of 100 counties are expected to have more residents 65+ than under 18.

North Carolina continues to lag behind the nation in most economic and social indicators and has widespread inequality. North Carolina has:
- experienced a slower than average recovery after the Great Recession;
- an unemployment rate of 5.1% that remains slightly higher than the rest of the United States;

- a median household income just under $47,000 that is 13% lower than the national average; a majority of counties fall below the state median household income which demonstrates the degree of inequality;
- a high poverty rate of 17.4% that remains high across the state with 24.7% of children living in poverty; and
- a declining reading and math proficiency from 4th grade to 8th grade. In 2015, 38% of 4th graders could read proficiently compared to 30% of 8th graders; and 44% of 4th graders tested proficient in math compared to 33% of 8th graders.

Library Development Consultants Five Year Plan Planning, May 2017
Library Development Consultants conducted site visits to 81 library systems serving all one hundred North Carolina counties, performed LSTA grant reviews, shared qualitative data representing multiple libraries, and participated in a Five Year Plan planning session. Consultants identified the following specific needs: libraries need help understanding library user (and non-user) behaviors more thoroughly; libraries need assistance with using existing and new data to better connect programs, collections, and services with residents; library users need to be able to connect to information resources in all formats; and community members need a library with a community first focus in place of a library first focus.

State Library Commission Meeting Discussion, May 2017
Commission members discussed the key trends that will impact their communities in the next five years such as growth, aging, migration, education, employment, urban/rural divide, poverty, race/ethnicity, and health indicators. The top trend was education and how it affects the other trends such as employment. Some trends, such as aging and urban/rural divide, were more community-based with some commissioners seeing them as very important and others seeing them as not an issue. Commissioners agreed that it remains important for LSTA to provide multifaceted support, maintaining statewide projects in addition to smaller, more project-specific grants.

SUMMARY OF IDENTIFIED NEEDS
Capacity, Access, and Community are the three primary categories representing the current and future needs identified from all the sources listed above.

Capacity represents the need of current and future library users to have libraries with capable staff and sufficient resources. To achieve this, North Carolina library staff need planning and learning opportunities that enable them to provide exceptional library programs and services. Specific needs identified were helping libraries understand library user (and non-user) behaviors more thoroughly; assisting libraries with using existing and new data to better connect programs, collections, and services with residents; expanding information and digital literacy skills through collaborative efforts with public, academic, and school library communities; addressing the mismatch between buildings and websites designed for transactional purposes and the need for facilities and web-presences that are transformational; training for library staff at all levels; supporting development of statewide professional networks; and enhancing skills for planning initiatives, implementation of planning efforts, and

prioritizing library services based on planning. The focus of this need is on providing for current and future library users through library staff and other resources.

Access represents the ongoing need of library users to have expanded access to resources, opportunities, and experiences for learning and success in school, work, and life. Specific needs identified were focused on connecting people to information resources in all formats as well as providing learning opportunities, access to experts, and physical spaces that will help them use the resources effectively. This includes, but is not limited to, print and electronic books, statewide electronic resources, and digitization initiatives. The focus of this need is directly on the current or future library user.

Community represents the need for local communities to have a library that is well-integrated into community-based activities and decisions. Building on the library's expertise and safe, trusted reputation, the strongest communities will be fully engaged with their library through relevant opportunities to coordinate, cooperate, collaborate, and communicate in helping the community address its needs. The specific need identified was helping libraries transition from a library-centered focus to a community-centered focus when assessing, selecting, and implementing priorities. This need focuses on library users and non-users, decision makers, and community partners from the community in which the library is located.

GOALS OVERVIEW

North Carolina has been intentional in the pursuit of both Collaboration and Innovation. This was modeled in the previous LSTA Five Year Plan, with a goal that specifically addressed collaboration and multiple years of projects that targeted innovation. Experience with that framework revealed that there is a place for both concepts across all the goals and in many of the individual projects. Going forward, collaboration is encouraged and innovation is welcome whenever appropriate.

The State Library of North Carolina's LSTA Five-Year Plan for 2018-2022 consists of three goals. Each goal builds on the previous one, addresses one or more of the LSTA purposes and priorities, and is based on identified needs. This plan is intended to advance excellence and promote equity in North Carolina's libraries.

Goal 1: Strengthening Capacity
North Carolinians will have libraries with essential resources and capable staff that enable them to provide exceptional library programs and services.

Goal 2: Expanding Access
North Carolinians will have expanded access to resources for learning and success in school, work, and life.

Goal 3: Community Engagement
North Carolinians have will libraries that are more effective because they cooperate, coordinate, collaborate, and communicate to help the community address its needs.

The State Library will meet these goals through a combination of statewide programs, sub-awards to local libraries, and special projects managed by libraries or library organizations. LSTA funds are intended to address new or expanded library programs and services, and limited ongoing projects, that advance the field and leverage other resources to build sustainability. Some grant programs that address the following goals already exist and may continue based on evidence of success or impact; others will be added to meet new needs as they become evident.

GOAL 1: STRENGTHENING CAPACITY

North Carolinians will have libraries with essential resources and capable staff that enable them to provide exceptional library programs and services.

This goal primarily addresses LSTA priorities 1 and 3.

NEEDS ADDRESSED

- Understanding library user (and non-user) behaviors more thoroughly;
- Using new and existing data to better connect programs, collections, and services with residents;
- Mismatch between buildings and websites designed for transactional purposes v. the need for spaces and web-presences that are transformational;
- Training for library staff at all levels;
- Providing an appealing library environment;
- Difficulty maintaining current technology/devices/hardware for users;
- Statewide tools and resources that improve library efficiency; and
- Evolving statewide networks.

PROJECTS

Projects that may be funded include, but are not limited to, the following activities:

- Annual assessment of library staff training needs.
- Learning opportunities for library staff
  - to assess current and future user needs;
  - in response to identified needs;
  - to use new and existing data to better connect with residents;
  - about needs assessments, strategic planning, and implementation strategies for strategic plans;
  - about improving the users' experience, both physical and virtual; and
  - to develop programs and services that address specific needs in their community.
- Support for libraries in providing current and future library users with Internet, literacy, and workforce development skills through improved use of electronic information resources.
- Targeted funding opportunities for technology/devices/hardware for current or future library users.
- Libraries develop programs and services that address specific needs in their community and/or target persons
  - lacking digital literacy skills;
  - having difficulty using a library, such as senior citizens, those with disabilities, and those who are institutionalized;
  - in underserved urban and rural communities, including children and families with incomes below the poverty line;
  - of diverse geographic, cultural and socioeconomic backgrounds, such as the rapidly growing Hispanic community in North Carolina;
  - for whom reading, or reading in English, is difficult; and
  - in need of skill development for entry or improvement in the workforce.

- Statewide tools and resources that improve library efficiency.
- Support for evolving statewide networks.

TIMELINE

As the foundation for library services, this goal has the highest priority. The timeline for the projects covered in this goal will be the full five-year period, October 1, 2017 – September 30, 2023.

OUTCOMES

Projects and activities for this goal will benefit current and future library users, library staff, the library's community, and other associated stakeholders.
- Library staff have improved skills that enable them to provide exceptional library programs and services.
- Library users have improved information and digital literacy skills.
- Libraries use new and existing data to make data driven decisions.
- Libraries offer and/or expand programs and services that are responsive to their communities.
- More libraries take the lead in conducting their own needs assessments, strategic planning, and implementation strategies for their strategic plan.
- Libraries improve alignment between the user's physical and virtual experience.

GOAL 2: EXPANDING ACCESS
North Carolinians will have expanded access to resources for learning and success in school, work, and life.

This goal primarily addresses LSTA priorities 2, 5, 6, and 7.

NEEDS ADDRESSED
- Community members have difficulty discovering library materials and resources;
- Community members are unable to access library materials and resources online;
- Community members have difficulty discovering North Carolina's digitized collections;
- Many cultural heritage, historic, and special collection materials have limited availability;
- Community members lack access to statewide electronic resources;
- Community members lack access to technology and bandwidth;
- Community members lack information and digital literacy skills; and
- Community members lack creative library spaces like learning commons and maker spaces.

PROJECTS
Projects that may be funded include, but are not limited to, the following activities:
- Learning opportunities for library staff
    - to develop or maintain skills in collection assessment, digitization, providing access, and preservation for library collections to be digitized;
    - about information and digital literacy skills; and
    - about improving the users' experience, both physical and virtual.
- Libraries provide current and future library users with Internet, literacy, and workforce development skills through improving use of electronic information resources.
- Libraries develop needs assessments and/or project plans for library collections to be digitized.
- Libraries digitize, provide online access to, and preserve North Carolina library materials.
- Libraries develop programs and services that address specific needs in their community and/or target persons
    - lacking digital literacy skills;
    - having difficulty using a library, such as senior citizens, those with disabilities, and those who are institutionalized;
    - in underserved urban and rural communities, including children and families with incomes below the poverty line;
    - of diverse geographic, cultural and socioeconomic backgrounds, such as the rapidly growing Hispanic community in North Carolina;
    - for whom reading, or reading in English, is difficult; and
    - in need of skill development for entry or improvement in the workforce.
- Statewide digital initiatives and consulting with local libraries.
- Programs that reduce the digital divide in North Carolina through access to technology and bandwidth.
- Explore and develop shared, statewide electronic resources.
- Integrated library systems (ILS) and digital equity programs.

TIMELINE

As an enhancement to foundational library services, this goal is the second highest priority. The timeline for the projects covered in this goal will be the full five-year period, October 1, 2017 – September 30, 2023.

OUTCOMES

Projects and activities for this goal will benefit North Carolina residents, current and future library users, library staff, the library's community, and other associated stakeholders.

- North Carolinians have easy access to library materials and resources.
- Community members have improved information and digital literacy skills.
- North Carolinians have easy access to an increased number North Carolina's digitized collections.
- Libraries have increased capacity to digitize and preserve their collections.
- Community members have increased access to creative library spaces in their communities.
- Library users have improved alignment between the physical and virtual library experience.
- The digital divide in North Carolina will be reduced.

GOAL 3: COMMUNITY ENGAGEMENT

North Carolinians will have libraries that cooperate, coordinate, collaborate, and communicate to help the community address its needs.

This goal primarily addresses LSTA priorities 4 and 7.

NEEDS ADDRESSED
- Assistance identifying and developing partnerships;
- Community unaware of resources and/or services the library offers;
- Library is not a significant partner in community decision-making;
- Leveraged resources and skills of various community service entities;
- Responsive outreach programs and services;
- Shared community spaces; and
- Local community needs for subject expertise.

PROJECTS

Projects that may be funded include, but are not limited to, the following activities:
- Learning opportunities for library staff about partnerships and collaboration.
- Partnerships at the state and national level that provide models for local libraries.
- Programs and support for libraries in developing new partnerships and collaborations.
- Programs and services that partner or collaborate with other organizations to serve targeted communities of users who are currently unserved or underserved.
- Initiatives that embed librarians in community programs and services.

TIMELINE

This goal is a transformative shift in the role of the library, that builds on capacity and access, so it is the third highest priority. The timeline for the projects covered in this goal will be the full five-year period, October 1, 2017 – September 30, 2023.

OUTCOMES

Projects and activities for this goal will benefit North Carolina residents, current and future library users, library staff, the library's community, and other associated stakeholders.
- Libraries are involved in an increased number of collaborative initiatives.
- Communities consider the library a valuable partner.
- Communities consider the library an expert on community services.
- Communities consider the library an essential community service.

COORDINATION EFFORTS
The State Library has a successful history of collaborating with other state agencies, departments, and organizations to coordinate resources, programs, and activities and leverage, but not replace, the Federal and State investment in elementary and secondary education; early childhood education; workforce development; and other federal programs and activities that relate to library services and align with the LSTA priorities. Agency staff has worked with the NCWorks Commission, Department of Public Instruction, Broadband Infrastructure Office, North Carolina Public Library Directors Association, North Carolina Library Association, NC LIVE, NC Community Colleges, UNC System Libraries, North Carolina Independent Colleges and Universities, and others on projects and initiatives. As projects unfold for the goals in this new plan, we will continue to work actively with these and other partners.

Measuring Success
In an effort to create a national picture with the information captured in the annual State Program Reports, required by IMLS from each SLAA, IMLS introduced a program called Measuring Success. Below are descriptions of the "focal areas" identified by IMLS; the Measuring Success Crosswalk on page 16 shows how the focal areas are addressed by the activities outlined in this Five Year Plan.

- **Lifelong Learning.** Activities may range from the provision of instructional information resources to direct instructional services delivered by libraries or in partnership with local entities with the goal of transferring knowledge or skills to advance educational aims.

- **Information Access.** Activities broaden public access to content through the purchase or original development of information resources (e.g. databases, computer technology).

- **Institutional Capacity.** Activities aim at modernizing existing libraries and/or supporting the development of sound policies, organizational structures, and effective methods of management and revenue development in order to improve the efficiency of library services.

- **Employment and Economic Development.** Activities address economic needs of individuals and communities.

- **Human Services.** Activities may range from the provision of instructional information resources to direct services, however these activities are focused on providing resources to remediate social problems and improve participants' quality of life.

- **Civic Engagement.** Activities improve users' ability to engage in their communities.

EVALUATION PLAN
The State Library of North Carolina will use a variety of methodologies in evaluating the success of the goals, projects, and activities in meeting our goals.

For Statewide Leadership Programs and Special Projects, we will determine if the outcomes have been met through standard measures such as record keeping, tracking data, surveys, focus groups, qualitative feedback, and other methods as appropriate.

For sub-awards to libraries, applicants will describe what success looks like and how it will be measured. They will provide the output, outcomes, expenditure, and narrative information in a Final Report.

2013-2017 FIVE YEAR PLAN EVALUATION RECOMMENDATIONS
In the evaluation of the 2013-2017 LSTA Five Year Plan, two recommendations were identified:
1. Working with K-12 schools. With the traditional "homework support" role changing, public libraries seek new ways to serve students and teachers, while acknowledging the complexity of governance and security issues.
   - The State Library will address this recommendation through maintaining a K-12 representative with a statewide perspective on the LSTA Advisory Committee and by fostering improved partnerships and collaborations between K-12 libraries and the libraries in their surrounding communities.

2. Sharing ideas and outcomes. While the State Library encourages libraries to present at conferences and regularly shares success stories on blogs and elsewhere, libraries would like more information of what worked and didn't.
   - The State Library will address this recommendation through developing an LSTA communication plan in consultation with the LSTA Advisory Committee and the North Carolina library community.

STAKEHOLDER INVOLVEMENT
The State Library of North Carolina has a well-established program of stakeholder involvement in the development, implementation, and evaluation of the LSTA Five-Year Plan.

LSTA Advisory Committee
In the late 1990's the State Library established an LSTA Advisory Committee to provide leadership for the federal library program in North Carolina. The nine-member committee is representative of our state, and is composed of members from various types of libraries from all geographic areas in the state. The committee advises the State Librarian on plans and policies for the state's LSTA program, annual grant programs, funding priorities, and the Five Year Plan Evaluation. The LSTA Advisory Committee is instrumental in the formation of each year's Annual Program Plan and the Five-Year Plan.

The State Librarian appoints new members to three-year terms in July of each year. Nominations are received from the various North Carolina library communities of interest (public, community college, UNC system, and independent colleges and universities), and are reviewed then appointed by the State Librarian. The committee elects its own chair from the membership each year for a term of July 1 - June 30.

State Library Commission
This Commission is established by North Carolina General Statute to advise the Secretary of Natural and Cultural Resources on the operations of the State Library and library services, including the LSTA program, in North Carolina. Some members are appointed by the Governor, the Speaker of the House, and the President Pro-Tempore of the Senate, while others represent the North Carolina Library Association and the North Carolina Public Library Directors Association.

State Library Commission Committees
The State Library Commission's various committees (e.g., Public Library Development Committee; Youth Services Advisory Committee; ad-hoc committees appointed as needed) may be asked to advise the State Library in planning and evaluating the LSTA program. The make-up of Commission committees includes commission members, representatives of the library community, library users, and experts appropriate to the assigned tasks.

Grant Reviews
Review of competitive grant applications is performed by State Library staff: Library Development Consultants and selected Senior Management. Grant reviews may also include the LSTA Advisory Committee and peer reviewers who are knowledgeable about the subject matter or type of grant under consideration. Peer reviewers may come from a wide variety of libraries from across the state.

Statewide Meetings
In addition to these established bodies, there are multiple opportunities for stakeholder involvement throughout each year when State Library staff engage with librarians across the state. This provides a continuous flow of relevant, timely communication that keeps a pulse on needs and trends, which may further inform the LSTA program.

COMMUNICATION AND PUBLIC AVAILABILITY
Following approval by IMLS, this plan will be posted on the State Library of North Carolina's website < http://statelibrary.ncdcr.gov/>. An email announcement of the plan with the web address will be distributed to the North Carolina Library Association membership, the North Carolina Public Library Directors Association, and to other primary stakeholder groups. In addition, the State Library staff and others from the State Library will distribute and discuss this plan during library conferences and other gatherings, public forums, library visits, and at other appropriate opportunities.

MONITORING
The State Library of North Carolina monitors Statewide Leadership Programs, Special Projects, and sub-awards to libraries through both formal and informal methods and in accordance with 2 CFR 200.327-332. Once grants have been awarded by the State Librarian, State Library staff and the LSTA Advisory Committee provide monitoring and oversight through a combination of emails, phone calls, and site visits. Library Development Consultants may monitor grant projects located within their areas of geographic responsibility and the federal program team pays particular attention to any projects that appear to be having difficulty. The federal

program team monitors all financial documents submitted for reimbursement and they review/approve the final report submitted at the end of the grant period.

Multiyear sub-awards require quarterly reports and receive a monitoring visit at mid-year by a team comprised of State Library staff and representatives of the LSTA Advisory Committee, as well as representatives of other relevant advisory groups.

MEASURING SUCCESS CROSSWALK

GOAL	FOCAL AREA	PROJECT	INTENT
STRENGTHENING CAPACITY	Lifelong Learning	Libraries provide training	Improve users' general knowledge and skills
		Libraries provide programs/services	Improve users' general knowledge and skills
	Institutional Capacity	Assessment	Improve library operations
		Learning opportunities for staff	Improve the library workforce
		Statewide tools	Improve library operations
		Support for statewide networks	Improve the library workforce
EXPANDING ACCESS	Institutional Capacity	Learning opportunities for staff	Improve the library workforce
	Information Access	Libraries provide training	Improve users' ability to obtain and/or use information resources
		Libraries provide access to digitized materials	Improve users' ability to obtain and/or use information resources
		Libraries provide programs/services	Improve users' ability to obtain and/or use information resources
		Digital equity	Improve users' ability to discover information
	Employment & Economic Development	Libraries provide programs/services	Improve users' ability to use resources and apply information for employment support
	Human Services	Libraries provide programs/services	Improve users' ability to apply information that furthers their personal or family health & wellness
		Libraries provide programs/services	Improve users' ability to apply information that furthers their parenting and family skills
COMMUNITY ENGAGEMENT	Institutional Capacity	Statewide partnerships	Improve library operations
	Civic Engagement	Learning opportunities for staff	Improve users' ability to participate in their community
		Libraries provide programs/services	Improve users' ability to participate in their community
	Lifelong Learning	Embedded librarians	Improve users' general knowledge and skills

CRITERIA FOR ELIGIBILITY

This section outlines the definitions of those organizations and institutions that may be eligible to participate in the Library Services and Technology Act implementation in North Carolina.

- **LSTA Definitions of Eligible Libraries**
  The Library Services and Technology Act gives the State Library Administrative Agency (i.e., the State Library of North Carolina) the authority to expend funds allotted to the state either directly or through sub-awards or cooperative agreements to achieve the purposes of the Act. The LSTA includes most libraries of all types in its definition of eligibility for funding.

  The Act defines the term "library" with a list that includes five types of libraries: a public library; a public elementary or secondary school library; an academic library; a research library; a private library or other special library (Sec. 213(2)(A-E)).

- **Additional State Definitions of Eligible Organizations**
  The State Library of North Carolina and the LSTA Advisory Committee have developed these additional guidelines and definitions to assist in the implementation of the LSTA program in North Carolina. They outline the libraries and organizations that may be eligible to apply for and receive LSTA funds; however, specific eligibility will be determined by the priorities in the overall LSTA plan and in the Annual Program Plan.

  The following are the broad policy guidelines for determining eligibility:

  - Every library or organization defined as eligible to apply for LSTA funds must be either publicly funded (receive at least 51% of its operating funds from tax dollars) or not-for-profit (recognized as tax-exempt by the Internal Revenue Service).

  - Every eligible library must have a cataloged collection of information resources, a designated space, a materials budget, and be open to the public a minimum of 40 hours per week.

  - Eligible libraries must be headed by a trained library professional with a master's degree in library and information science from a graduate library education program accredited by the American Library Association or by a regional accrediting organization.

  - For collaborative projects, one eligible library partner must be designated as the "lead" library to accept and administer the grant. The lead library in a collaborative project must meet all eligibility requirements.

The following are specific definitions for types of libraries that may be eligible under North Carolina's LSTA program:

- Public Libraries: Libraries that qualify for grants from the North Carolina Aid to Public Libraries Fund.

- Academic Libraries: Libraries in public or private institutions of higher education – universities, colleges, community colleges, and junior colleges (2-year, 4-year and graduate degree-granting institutions) – accredited by the Southern Association of Colleges and Schools. These are libraries in institutions that are part of the University of North Carolina system; libraries in institutions that are part of the North Carolina Community College System, and libraries in private North Carolina Independent Colleges and Universities institutions defined as qualifying for North Carolina students to receive legislative tuition grants under G.S. 116-22(1).

- State Library of North Carolina: The State Library is eligible to receive funds to support the administration of the program, to carry out statewide programs, and/or to improve its services in a manner consistent with the LSTA purposes and priorities.

- State Agency Libraries: Libraries that are part of a state government agency, including libraries that serve staff and residents of rehabilitative and correctional institutions.

- Special Libraries: Libraries operated by professional, scientific, or trade associations, governments, hospitals, or other organizations, agencies or institutions primarily to serve their own specialized clientele. To qualify, a special library must be willing to share resources either through public access on site or through interlibrary loan within the state.

- Library Cooperative Organizations: A formally organized cooperative association of libraries that provides for the systematic and effective coordination of the resources of school, public, academic, and/or special libraries and information centers, for improved services for the clientele of such libraries. At least half of the members of the organization must be eligible libraries.

- State and local professional library associations providing or encouraging professional involvement and continuing education (e.g., the North Carolina Library Association).

- Graduate library education programs accredited by the American Library Association or by a regional accrediting organization.

- National or Regional Library Organizations: Other state library agencies and national or regional not-for-profit library associations and organizations may be eligible to receive LSTA funds for collaborative projects and grants that will benefit North Carolina libraries and the people they serve.

- **Non-Eligible Organizations**
  There are several types of libraries and library-related organizations that are specifically not eligible to receive LSTA grants under North Carolina's plan:

  - Libraries in public schools are not eligible to apply directly for funds but may partner with other eligible libraries.

  - Based on the language of the original act passed by Congress, libraries in private elementary and secondary schools are not eligible for funding under the Library Services and Technology Act.

  - Libraries serving for-profit organizations and federally-recognized Indian tribes[1] are not eligible to apply directly for funds, but *may* be beneficiaries of collaborative projects that are LSTA-funded. Opportunities for use of LSTA would require partnering with eligible libraries or library-related organizations.

- **Other Eligibility Determinants**
  Specific eligibility requirements will be driven by the priorities that are set in the strategic plan and the annual programs for targeting the funds to achieve the five-year goals, intents, and outcomes.

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[1] Other LSTA funds are available for federally-recognized tribal libraries.

ANNUAL GRANT TIMELINE

The State Library uses a consistent process to manage the program and award funds each year.

Summer
- The Annual Program Plan of competitive grant opportunities is developed in consultation with State Library staff and the LSTA Advisory Committee.

Fall
- First announcement of Annual Program Plan for the next fiscal year; guidelines and application information is released.
- Libraries interested in applying for a Project Grant are invited to submit a Letter of Intent.

Winter
- State Library provides technical assistance and informal review of drafts for potential applicants.
- State Library staff and the LSTA Advisory Committee review and evaluate the Letters of Intent and provide feedback that advises applicants about submitting a full Project Grant application.
- Grant applications are due in February.

Spring
- State Library staff review and evaluate applications based on program criteria.
- LSTA Advisory Committee reviews and evaluates Project Grant applications based on program criteria.
- Recommendations on funding are submitted to the State Librarian in May.
- EZ Grant applicants not selected for funding receive notification of the decision and information about their right to appeal.
- Appeals are reviewed by LSTA Advisory Committee.
- Final funding decisions are announced in June.
- Funding period begins July 1.