

What is LSTA?

The Congress of the United States enacted the Library Services and Technology Act (LSTA) “(1) to consolidate federal library service programs; (2) to stimulate excellence and promote access to learning and information resources in all types of libraries for individuals of all ages; (3) to promote library services that provide all users access to information through state, regional, national and international electronic networks; (4) to provide linkages among and between libraries; and (5) to provide targeted library services to people of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to people with limited functional literacy or information skills.”

What is the State Library’s responsibility under LSTA?

Section 234 of LSTA requires each state to submit a Five Year State Plan which is approved by the Institute of Museum and Library Services, the federal funding and administrative agency. Some of the programs are administered directly by divisions of the State Library for statewide benefit, while the State Library is authorized under K.S.A. 75-2542 and 75-2562 to contract with local libraries for administration of certain functions of the Five Year State Plan. These grants are among the latter programs.

What is the applicant’s responsibility under this program?

The applicant is authorized under state statute to contract with the State Library to administer functions of the Five Year State Plan. The applicant submits an application for funds and agrees to comply with all terms and conditions of the Five Year State Plan and the application which becomes part of the contract if approved.

The administration of such a project is supervised by the State Library with a view of conformance to terms and conditions of LSTA, the State Plan and the application. In the event that this project is found not to be in conformance, such findings shall be communicated by the State Library to the applicant in writing. If such nonconformance is not corrected within a reasonable time, the materials or equipment purchased through the funded project and all unexpended moneys shall be delivered to the State Library or its designated agent.

If applicable, the local person responsible for the moneys received through a project shall be bonded in an amount of the moneys awarded. If the applicant deems it necessary to amend the application, a revised application shall be submitted to the Kansas State Library with a request that the amendment be approved. No such amendment may take force without written approval from the State Library. Amendments shall be submitted by revising the page(s) of the application where the amendment(s) occur(s). Amendments not submitted in this form shall not be considered. In the event that the estimated amounts in the budget section of the application vary more than 15% for any category, the governing body shall submit an amendment to the State Library in the manner outlined here.

What is the purpose of this grant program?

Library technology will be enhanced through Goal 1, Program 2 and Goal 2, Program 1 of the Five-Year State Plan for the Library Services and Technology Act. This program will provide technology grants to libraries of all types in Kansas.

What kind of projects will the grant program fund?

Applicants are encouraged to develop innovative programs to use technology or provide technology training to improve or enhance library services. In 2005, priority consideration will be given to Internet connectivity, maintenance and enhancement. While applications for traditional library services are welcome, proposals involving innovative or unique approaches are encouraged.

For the purposes of this grant program, “technology” refers to systems, materials, and equipment for the electronic storage and transfer of information in a digital form. Generally, equipment for reproduction or micro-reproduction of information in a printed form (photocopiers, telefacsimile machines, microform readers/printers, general office equipment) is not considered “technology” except as it is demonstrably an integral part of an electronic information storage and transfer system.

Who is eligible for these grants?

Tax-supported libraries of any type in Kansas are eligible to apply for these federal funds. Applications may be submitted by individual libraries or by collaborating libraries.

How may grant funds be spent?

Federal funds for technology development and training may be expended for equipment, personnel, contractual services, supplies, telecommunications, postage, rent for equipment, or equipment maintenance.

How much is available to fund these grants?

\$70,000 in federal funds have been budgeted statewide for the Technology Grant Program.

Is a local match required?

No local match is required for the use of these funds. However, if a local match is indicated on the application form, it will become part of the contract and the State Library will require reports including expenditures of an amount equal to, or greater than, the amount indicated.

Local financial and in-kind investment in the project will be regarded as evidence of local commitment and may strengthen the application's evaluation.

What are the grant award criteria?

Criteria on which grant proposals will be evaluated include, but are not limited to, the following:

- need for service;
- priority consideration for Internet connectivity, maintenance, and enhancement;
- ability to produce enhancement to library service programs that is measurably the result of technology development and/or training;
- evaluation method, including how evaluated, what tools will be used and who will collect and analyze the data;
- innovation and creativity;
- quality of application, including evidence of planning, conciseness and clarity; and
- clear statement of type of population served. (Example: rural, urban, aging, children, ethnic, etc.)

Who evaluates the proposal?

The LSTA Council and the State Library Commission will convene in a joint meeting to review, evaluate and make recommendations to fund.

An LSTA Technology Grant Applications Evaluation form is available on this Web site.

What will be the process for awarding grants?

The best applications will be selected from the pool of applications which meet the criteria. The amount of funding appropriated by Congress and allotted to the State Library may result in unfunded or partially funded proposals.

What evaluation requirements accompany this grant?

Evaluation is an essential requirement for reporting to the Institute of Museum and Library Services (IMLS) on the use of federal funds. Each recipient will be required to describe how the project will be evaluated, what tools of measurement will be used to determine the extent to which the project met its objectives, and who will perform the collection and analysis of the evaluation data. Quarterly financial reports will be

required and a final evaluation shall be submitted at the conclusion of the federal fiscal year. These evaluations will be included in or used to develop the annual statewide evaluation of LSTA in Kansas.

The final evaluation may include, but is not limited to, questionnaires, interviews, data or number collection, use of existing data, structured observation, logs or journals, and other means of quantitative and qualitative evaluation. Members of the Local Library Development Division, Kansas State Library, have been trained in the use of these evaluation techniques and can provide assistance with the final evaluations.

What is the tentative timetable for the Technology Grant Program?*

Call for letters of intent	May - July, 2004
Letter of intent DUE	August 13, 2004
Applications mailed	August 16, 2004
Application DUE	September 10, 2004
Grant award meeting	October 8, 2004
Grant funds expended by recipients	September 30, 2005
Completed evaluation DUE	November 1, 2005

* Timetable is subject to change.