

# MEMORANDUM

## Alaska Department of Education & Early Development

TO: Directors of Combined  
School/Public Libraries

DATE: February 1, 2000

TELEPHONE: 907-269-6566  
800-776-6566

FROM: Patience Frederiksen  
Grants Administrator

SUBJECT: Public Library Assistance Grants

### **Additional Requirements for Combined School Public Libraries**

If you have already read the *Public Library Assistance Grant Regulations and Instructions*, you know that there are a number of special requirement for combined libraries.

1. Submit a copy of the written legal agreement between the school board and the governing body of the public library to the State Library. This agreement must be submitted prior to the State Library releasing any grant money to you.

The agreement must cover the following areas:

- Financial responsibilities;
- Maintenance and care of the facility;
- Personnel;
- Intellectual freedom;
- Use of equipment;
- Hours of service;
- Any other related issues.

2. The library must allocate space and funds for materials for patrons of all ages.
3. *Public Library Assistance Grant* funds and local matching funds must be spent only for public library purposes. These funds may not be used for school or curriculum related materials.
4. The library must be readily accessible to patrons other than students.
5. The library must maintain a regular schedule of hours that meet the minimum requirements detailed in the instructions. At least 10 of the open hours must be outside regular school hours. (A library open 3-5 p.m. on Monday through Friday only, does **not** meet these requirements.)

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FROM: Patience Frederiksen                      SUBJECT: Public Library Assistance Grants  
Grants Administrator

### **New Law and Regulations for the Public Library Assistance Grant**

The Public Library Assistance Grant program has been operating under new law and regulations since FY2000. Please review the changes made under the new law and regulations that you need to consider when applying for the grant.

1. Only legally constituted public libraries established and operated by a municipality, or a public nonprofit corporation are eligible.
  - a. Libraries applying for the first time must supply copies of their enabling documentation.
  - b. Nonprofit boards that operate libraries must have quarterly public meetings.
2. The total amount of the grant is \$7,000. Each grant dollar must be matched with local funds. Libraries may claim as local funds the fair value of up to one hour of volunteer labor for every open hour.
3. The minimum number of hours a library must be open is now based on population. (See *Instructions*)
4. The library director must meet minimum educational and training requirements. (See *Instructions*)
5. The amount of funds the library expends on library materials and online services has increased:
  - a. \$3,000 in FY2001
  - b. \$3,500 in FY2002
6. The library must provide the following services:
  - a. purchase, maintain and provide for the circulation of a collection of library materials;
  - b. interlibrary loans;
  - c. reference services;
  - d. children's programming.

Please read the enclosed ***Public Library Assistance Grant Regulations and Instructions*** before completing the application form. Pay special attention to the minimum requirements for grant eligibility. You are responsible for knowing and abiding by these requirements. **If your library cannot meet the requirements of the program, do not apply for the grant.** Libraries that apply for and receive a grant but do not abide by the requirements will be liable for the return of the grant funds, even if the funds have already been spent.

Copies of library law AS 14.56.300 – 14.56.340 and regulations 4 AAC 57.050 -57.990 are available on the Web or can be requested at the address below. If you have questions about the application, please call me at 800-776-6566.

### **Deadline and Mailing**

Applications must be postmarked by April 1, 2000. All applications should be sent to:

Patience Frederiksen, Grants Administrator  
Alaska State Library  
344 W. 3rd Ave., Suite 125  
Anchorage, AK 99501

**PUBLIC LIBRARY ASSISTANCE GRANT  
APPLICATION FOR FY 2001**

**DUE: April 1, 2000**

1. Library Name: \_\_\_\_\_
2. Address: \_\_\_\_\_
- City: \_\_\_\_\_ Zip: \_\_\_\_\_
3. Contact Person: \_\_\_\_\_ 4. Phone No: \_\_\_\_\_
5. Fax No: \_\_\_\_\_ 6. E-mail: \_\_\_\_\_
7. Warrant Mailing Address: \_\_\_\_\_

8. Hours library is open for service (Fall 1999):

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total Hours Per Week	Weeks Open Per Year
to	to	To	To	to	to	to		

9. Number of **outlets**, including branches. \_\_\_\_\_ Attach a sheet with the name, address, and open hours of each branch.

10. **Budget Summary:**

	Local Funds for Match	Grant Funds Requested	Total Project Budget
a. <b>Personnel</b>			
1. Salaries and Wages			
2. Benefits			
b. <b>Collection (Library Materials)</b>			
1. Books			
2. Subscriptions			
3. Audiovisuals			
4. Online services			
5. Other Materials			
c. <b>Other Expenditures</b>			
1. Building Operations			
2. Furniture & Equipment			
3. Travel			
4. Supplies			
5. Services			
6. All Other Unreported Expenditures			
d. <b>Total</b>			

11. **Fair Value Rate for Volunteer Labor:** If your library is claiming volunteer labor as part of the local match, please note the number of volunteer hours and the hourly rate claimed. (For the hourly rate, see **Personnel** under Section X in the enclosed *Regulations and Instructions* packet.)

Volunteer Hours: \_\_\_\_\_ Hourly Rate: \_\_\_\_\_

**Public Library Assistance Grant  
Application FY2001  
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12. What objectives do you plan to accomplish with this grant? *Describe how the services provided by the library will be increased or improved. Explain how the library will meet EACH of the following minimum program requirements.*
- a. A collection of books and other materials for loan
  - b. Access to interlibrary loan services
  - c. Reference services
  - d. Reading/educational programs for children

13. What activities will you undertake to achieve your objectives? How will you evaluate your project when it is completed? Please be specific.

**Note: Report must have both Signatures**

For the Library:

For the Municipality or Library Board:

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Print or Type Name

---

Print or Type Name

---

Signature

---

Signature

---

Title

Date

---

Title

Date

**PUBLIC LIBRARY ASSISTANCE GRANT PROGRAM  
REGULATIONS AND INSTRUCTIONS  
FY2001**

**I. General Requirements**

Any Public Library outlet, including branch libraries, is eligible to apply for a *Public Library Assistance Grant*, provided it meets the following criteria:

1. It is legally constituted and operated by a municipality under AS 29.35 or public library nonprofit corporation for the purpose of providing general library services. Where administered by a nonprofit corporation, public meetings of the board of directors must be held at least quarterly;
2. Services must be provided free and without discrimination to all residents in the library's legal service area;
3. Paid or volunteer staff must be on duty in the library during the required open hours;
4. The library must provide the following services:
  - a. purchase, maintain and provide for the circulation of a collection of library books and materials;
  - b. interlibrary loans;
  - c. reference services; and
  - d. children's programs;
5. Must submit an annual report of its operations and services to the State Library.

Note: If residents in a community are currently being served by mail-a-book services through their regional library, these services will be phased out if the local library receives a *Public Library Assistance Grant*.

**II. Special Eligibility Requirements for Combined School/Public Libraries**

1. The school board of the school district and the governing body of the public library must enter into a written agreement that clearly delineates the financial responsibilities, maintenance and care of the physical facility, personnel, use of equipment, hours of service and any other related issues. A copy of the agreement must be provided to the State Library. The State Library may recommend changes in the agreement.
2. The library must provide space for library materials for patrons of all ages and allocate its space and funds for establishing a collection of library materials for children, young adults and adults in appropriate proportions.
3. The combined school/community library may not expend *Public Library Assistance Grant* funds or local matching funds for school or curriculum related materials.
4. The library must be readily accessible to library patrons other than students enrolled in the school by placement of the library in a separate facility, in a room that has an outside entrance, or by providing access and clear signage at the school entrance.

5. The library must provide access to the general public, not just students, which meet the open hours requirements listed in Section III.

### **III. Open Hours**

1. Each separately administered library facility must be open regularly scheduled hours a minimum of 48 weeks per year based on the following:

Population served	hours
under 750	10
750-1,500	15
1,500-3,000	25
3,000-10,000	40
over 10,000	50

A branch outlet of a public library system which is easily accessible by road to its main library must be open regularly scheduled hours for a minimum of 48 weeks a year based on the following:

Population served	hours
under 1,000	15
1,000-4,999	20
5,000 and over	25

2. Each outlet must be open at least three days per week.
3. Each outlet must be open at least 5 hours during evening and weekend hours.
4. In a combined school/public library, at least 10 of its open hours must be outside regular school hours.

### **IV. Staff Requirements**

1. The library must provide trained paid or volunteer staff on duty at each facility during all open hours. Each library must have a designated library director who completes at least one continuing education program approved by the state librarian every two years.
2. If the library is in a municipality with a population of 3,000 to 5,999, the director must have a bachelor's degree and library management experience or training. (Directors with continuous service prior to July 1999 are exempt from this requirement.)
3. If the library is in a municipality with a population of 6,000 or more, the director must have a master's degree in library or information science. (Directors with continuous service prior to July 1999 are exempt from this requirement.)

### **V. Management Requirements**

1. The library must adopt and maintain policies, which include
  - a. a statement of mission, goals, and objectives; and
  - b. a written collection development policy, providing for the selection, evaluation, and weeding of materials and reconsideration of materials.
2. The library must provide written copies of these documents to the State Library upon request.

## VI. Financial Requirements

1. Money payable as a *Public Library Assistance Grant* and local funds identified as matching funds may be used by the public library only for expenses related to the operation of the public library. The State Library must approve the proposed expenditure of the money payable under the grant.
2. The amount of the basic grant (\$7,000) must be equally matched by local funds. The local match shall consist of local money and the in-kind contribution of volunteer labor. No other types of in-kind contributions may be counted.
  - a. The library should not apply for more money than it is certain it can match with local funds. If the library does not actually spend the amount of matching funds committed in the application, the State Library will reclaim a portion of the grant moneys at the end of the grant year.
  - b. In the event the State Library does not have sufficient funds to provide each eligible outlet the full grant amount, it may pro rate the state's match. When grants are prorated, the public library may not reduce the amount that it committed to the match.
3. In FY2001, a public library receiving a *Public Library Assistance Grant* must expend at least \$3,000 from either grant or local matching funds for library materials and on-line services for each of its public library outlets. This amount increases to \$3,500 in FY2002.
4. If the proposed expenditure under a *Public Library Assistance Grant* includes the payment of utilities and communications for a public library in a shared facility, the money payable under the grant may only be used for the proportion of the costs attributable to use as a public library.
5. Each grant award must be maintained in an account that makes it possible to track expenditures of the grant funds.
6. The library must maintain an accurate accounting of the library's budget and expenditure of all funds. Records of all grant expenditures must satisfy audit requirements.
7. Funds may be expended only for those purposes set out in the grant application. The State Library must approve budget changes prior to expenditure.
8. Funds must be spent or encumbered during the period from July 1 through June 30. They cannot be carried over into the next year's budget or put into the city's general fund. Any money that has not been spent or encumbered by that date must be returned to the State Library. Funds for personnel and travel may not be encumbered but must be spent by June 30. Other line items encumbered should be spent by September 1 and not carried indefinitely.

## VII. Requesting Budget Changes in Grants

When a library applies for a grant, it submits a budget, detailing how the grant money will be spent. The State Library awards grants based on the expectation that the money will be spent as proposed. If a library wishes to change any line item by more than 10%, it must receive prior approval from the State Library. (A change of less than \$100 in a line item or any change that adds funds to library materials does not require prior approval even if it is more than a 10% change.)

## VIII. Submission of Final Report

State Administrative Rules require a library to file a *Final Report* with the State Library by September 1 following completion of the grant period. If a library fails to file a report or to properly account for the use of grant funds, the State Library may reclaim the entire grant award. Libraries receiving *Public Library Assistance Grants* must also file an *Annual Report*. Libraries that have not submitted *Annual* or *Final Reports* will not be eligible to apply for future grants until all requirements for past grants are met.

## IX. Grant Cycle

In an effort to get grant awards to libraries as soon after July 1 as possible, the State Library uses the following grant cycle:

February 1, 2000:	State Library mails out grant applications for FY2001.
April 1, 2000:	Deadline for libraries to postmark applications to the State Library
June 2000:	State Library determines grant awards, notifies libraries, and sends out <i>Grant Agreement Form</i> to libraries. Libraries sign and return <i>Grant Agreement</i> to State Library.
July 2000:	State Library issues check for 25% of the grant after it receives the signed <i>Grant Agreement</i> from the library. The State Library will send a check for the remaining 75% of the grant after it receives a properly completed <i>Annual Report</i> and <i>Final Report</i> for the <i>FY2000 Public Library Assistance Grant</i> from the library.
July 2000- June 30, 2001:	Grant period.
July 2000:	State Library sends out <i>Final Report</i> forms for FY2000.
September 1, 2000:	Completed <i>Final Report</i> forms due back to the State Library.

## X. Instructions for Filling out Applications

The first part of the *Application* is self-explanatory, but the following items may need further explanation.

- #7. **Warrant Mailing Address:** This is the address where the State Library should mail the grant check.
- #8. **Hours Open:** For each day the library is open, list which hours it is open, i.e. Mon 10 to 2. At the end, include the number of hours per week the library is open. Also, include the number of weeks per year it is open.

**#9. Number of Outlets:** (Only Anchorage, Barrow, Fairbanks, Juneau, Kotzebue, and Naknek need to complete this section.) Include hours and weeks open for each outlet.

**#10. Budget Summary:** This section needs to be completed very carefully since it determines the size of the grant.

1. Determine how much in **local funds** the library will spend per outlet during the year. Put this amount in column one "Local Funds for Match" and show how it will be spent. You can request up to \$7,000 for a *Public Library Assistance Grant* and this is the minimum amount of local money you are required to spend.
2. In column two "Grant Funds Requested" the figures should total \$7,000 or the amount committed from local funds.
3. In column three "Total Project Budget," add the first two columns.

### **PERSONNEL**

1. **Salaries and wages** - full and part time staff (except building and grounds maintenance employees).

**Note:** If the library is staffed by volunteers, the library may claim the fair value of up to one hour of volunteer labor per hour the library is open.

The fair value of volunteer labor may not exceed the following:

Population served	Fair value rate
Under 750	\$11.00 per hour;
750-1,500	\$12.00 per hour.

On your application, please note the number of volunteer hours and hourly rate claimed in the space below the Budget Summary.

2. **Benefits** - medical, dental, insurance, workman's compensation, social security and retirement programs paid by the employer; usually computed as a percentage of salary.

### **COLLECTIONS (LIBRARY MATERIALS)**

1. **Books** - cost of books, shipping, and preprocessing fees.
2. **Subscriptions** - subscriptions to magazines and newspapers and other publications on standing order.
3. **Audiovisual** - Audio CDs, films, slides, pre-recorded audio and video tapes, phono-recordings, pictures, maps, charts, media kits, etc.
4. **Online services** - Internet Services and On-line Database Searching - charges including telecommunication costs for ISPs such as Internet Alaska, America Online etc., as well as license fees and per search charges for databases such as Dialog, Lexis, Electric Library, IAC, EBSCOhost, etc. Only include resources and services intended for use by the general public.
5. **Other Materials** - microforms, computer software on disk, tape or CD Rom for patron use, games, toys, etc.

## **OTHER EXPENDITURES**

1. **Building Operations** - utilities/heat: electricity, water, heat (oil, coal, steam, etc.); snow removal, janitorial contracts or salaries, cleaning supplies. Include in this category the cost of cable or wiring for computers or electronic access if the cost of the cable is separate from the installation charges.
2. **Furniture & Equipment** - Computers, printers, routers, modems, hard drives, scanners, fax machines, photocopiers, shelving, desks, chairs, filing cabinets, etc., except when part of new construction or a major remodeling; items with a life span of several years, including the leasing of those items.
3. **Travel** - Transportation and per diem (or actual costs) to attend conferences, meetings and continuing education/ training experiences relevant to job responsibilities; includes reimbursement for travel related expenses of consultants, program presenters, etc.
4. **Supplies** - consumable items such as office supplies, processing and mailing supplies, mending and repair supplies, blank audio and video tapes, and computer diskettes.
5. **Services**
  - a. Communications - postage, telephone, and printing costs, such as expenditures for informational brochures, advertisements and flyers, but not the cost of paper for xeroxing which belongs under supplies.
  - b. Installation and maintenance charges for communications equipment and networks.
  - c. Contracted Computer Services - custom programming, software leases, other contractual arrangements, equipment repair, maintenance agreements.
6. **All Other Unreported Expenditures** - any other expenses not included above, such as book binding services and maintenance contracts on typewriters, copiers, etc.

**#11. Fair Value Rate for Volunteer Labor.** If your library is claiming volunteer labor as part of the local match, please note the number of volunteer hours and the hourly rate claimed. The library may claim the fair value of up to one hour of volunteer labor per hour the library is open. For auditing purposes the library must be able to provide appropriate documentation for the volunteer hours claimed. (e.g. monthly schedules, timecards, etc.)

*Questions?*  
*Contact Patience Frederiksen*  
*Phone: 800-776-6566*  
*Fax: 907-269-6580*  
*E-mail:*  
*Patience\_Frederiksen@eed.state.ak.us*

*Return form to:*  
*Grants Administrator*  
*Alaska State Library*  
*344 W. 3rd Ave., Suite 125*  
*Anchorage, AK 99501*