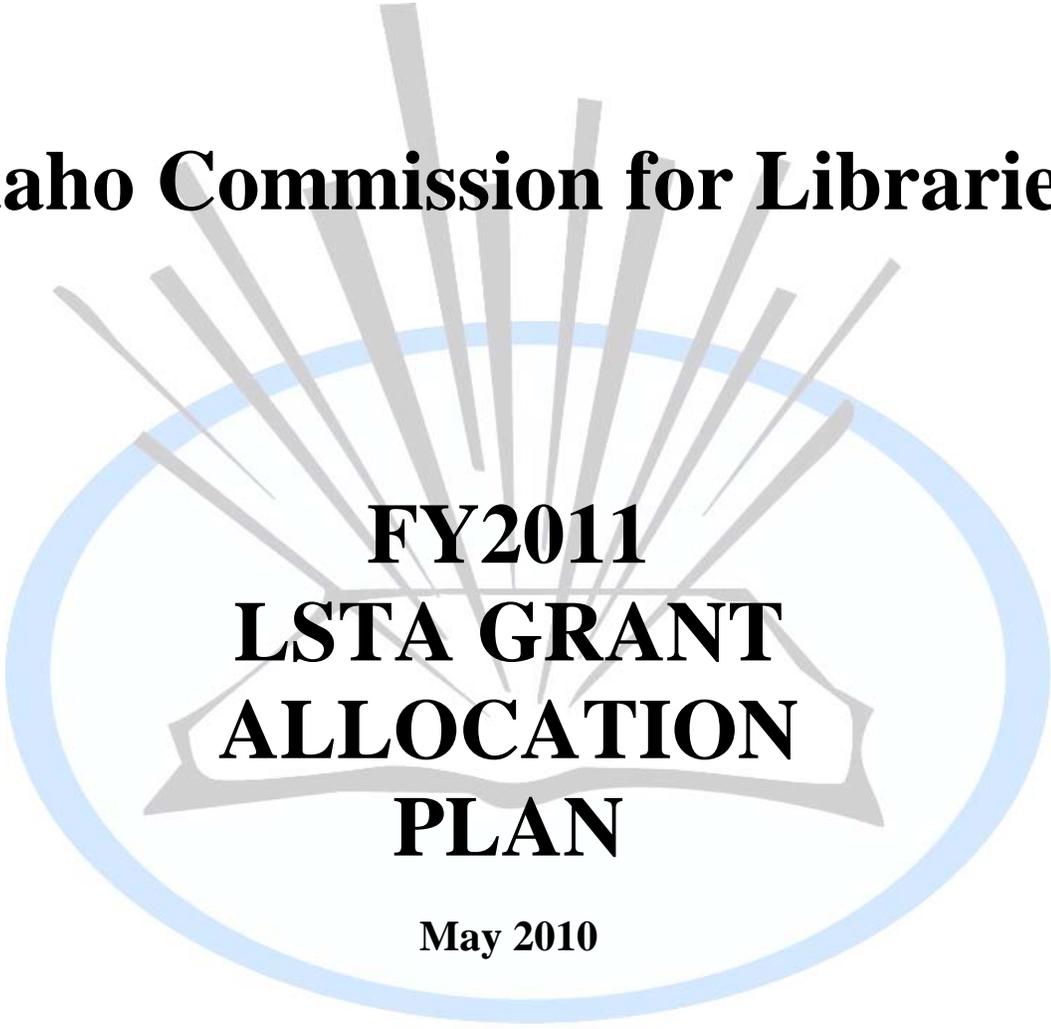


# Idaho Commission for Libraries



## FY2011 LSTA GRANT ALLOCATION PLAN

May 2010

Publication supported in whole or in part by funding from the  
**Library Services & Technology Act**

Provided through a grant from the



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*Associate State Librarian:*  
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FY 2011 LSTA ALLOCATION PLAN

*FY 2011 Idaho Board of Library Commissioners,  
Advisory Council and Commission for Libraries Staff*

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**IDAHO COMMISSION FOR LIBRARIES WEBSITE**

<http://libraries.idaho.gov>



## Competitive Grant Timeline

*(The following dates are projected and may be changed without notice. Verify these dates with a Consultant.)*

Date	Activity
January 5 – October 30, 2010	<ul style="list-style-type: none"> <li>Pre-qualify new consortia or update existing qualified consortia information to maintain eligibility for LSTA grant funds.</li> </ul>
April 4, 2010	<ul style="list-style-type: none"> <li>Board of Library Commissioners meeting to approve the FY 2011 Allocation Plan.</li> </ul>
May 18, 2010	<ul style="list-style-type: none"> <li>Invitation to apply will be posted on LibIdaho and the ICFL web-site. Potential applicants will be directed to go to ICFL's web-site to find the 2011 Allocation Plan, Eligibility Check List, Competitive Grant Timeline and LSTA Draft Application.</li> </ul>
September 10, 2010	<ul style="list-style-type: none"> <li>Just In Time Grant Process is suspended until further notice.</li> </ul>
October 11, 2010	<ul style="list-style-type: none"> <li>Deadline for <b>digital submission of the 2011 LSTA Draft Competitive Grant Application</b>. Applications and all supporting documentation must be emailed no later than 5 PM on this day. Refer to Appendix C for more instruction.</li> </ul>
October 13, 2010	<ul style="list-style-type: none"> <li>Deadline for paper version of the 2011 LSTA Competitive Draft Application. Applications must be complete with supporting documentation and hand-delivered or postmarked by 5 PM on this day. Commission for Libraries staff review begins.</li> </ul>
November 17, 2010	<ul style="list-style-type: none"> <li>The Commission for Libraries staff reviews draft grant applications. (See glossary for staff review)</li> </ul>
November 22, 2010	<ul style="list-style-type: none"> <li>Letters of Invitation to apply for the 2011 LSTA Competitive Final Grant Application process go out. Letters contain a letter of invitation and notes from the staff evaluation.</li> </ul>
January 3, 2011	<ul style="list-style-type: none"> <li>Deadline for <b>digital submission of the 2011 LSTA Competitive Final Grant Application</b>. Applications and all supporting documentation must be e-mailed no later than 5 PM on this day. Refer to Appendix C for more instruction.</li> </ul>
January 5, 2011	<ul style="list-style-type: none"> <li>Deadline for paper version of the 2011 LSTA Competitive Final Grant Application. All applications must be postmarked or hand delivered by 5 PM on this day.</li> </ul>
To be announced	<ul style="list-style-type: none"> <li>The Commission resumes the Just In Time Grant Process.</li> </ul>
January 24 – February 3, 2011	<ul style="list-style-type: none"> <li>Advisory Council meets to evaluate FY 2011 Competitive Final Grant Applications. (See glossary for Advisory Council evaluation)</li> </ul>
February 18, 2011	<ul style="list-style-type: none"> <li>Board of Library Commissioners meets to approve FY2011 grant awards. <i>(Board meetings are subject to change, so check the ICFL web-site for the adjusted meeting dates.)</i></li> </ul>
March 1, 2011	<ul style="list-style-type: none"> <li>Administrative forms and grant agreements mailed to subgrantees.</li> </ul>
March 31, 2013	<ul style="list-style-type: none"> <li>Conclusion of FY 2011 grant projects</li> </ul>

NOTE: THIS CALENDAR IS A TENTATIVE SCHEDULE FOR THE COMPETITIVE GRANT PROGRAM AND NOT A SCHEDULING DEVICE FOR THE JUST IN TIME GRANT PROGRAM. THE BOARD OF LIBRARY COMMISSIONER'S MEETING DATES ARE THE SCHEDULING MECHANISM FOR THE JUST IN TIME PROCESS. BE AWARE THAT BOARD MEETINGS ARE SUBJECT TO CHANGE. PLEASE REFER TO <http://libraries.idaho.gov/page/board-commissioners-meetings-calendar> WHEN SCHEDULING YOUR JUST IN TIME GRANT APPLICATION.



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## FY2011 LSTA ALLOCATION PLAN

### GRANT PROGRAMS

The mission of the Idaho Commission for Libraries (ICFL) is to assist libraries to build the capacity to better serve their clientele. In that context, the Board of Library Commissioners invites applications for projects that, if successful, will make a significant long-term contribution to local, regional, or statewide library development.

Successful proposals clearly describe a well-planned project that supports at least one of the Board of Library Commissioners' strategic issues for Idaho's libraries, is consistent with LSTA's priorities, and supports the 2020 Vision for Idaho's Library Future 2007-2020. (see Table 1 on page 9).

Grant proposals will be submitted and reviewed in two granting programs: the Competitive Grant program and the Just in Time Grant program.

### COMPETITIVE GRANTS

The Competitive Grant program will follow the Competitive Grant Timeline printed on the page 1. Once the draft application is received, it will be reviewed by ICFL staff with comments and suggestions returned to the applicant for use in preparing the final grant application. The final grant application will be evaluated by the Advisory Council which will make funding recommendations to the funding authority, the Idaho Board of Library Commissioners (see Appendix C).



### JUST IN TIME GRANTS

After the final Competitive Grant applications have been received and it has been determined that funds continue to be available, ICFL may announce the availability of Just in Time Grants (see Appendix C). These applications may be submitted at any time until all funds have been awarded. Application reviews and awards will be made on a first come first served basis.

### GRANT CHARACTERISTICS

The ICFL staff and the LSTA Advisory Council encourage members of the library community to submit grant proposals that develop or demonstrate the following characteristics:

- Directly relate to one or more of the priorities for LSTA funds identified on page 9
- New models or new levels of collaboration and resource sharing
- Improvements in the existing infrastructure of cooperation or resource sharing
- Measurable impact on specific groups of clientele, particularly the unserved or underserved
- Synergistic benefits for participating libraries and partners
- Efficient leveraging of public funds

## FY 2011 LSTA ALLOCATION PLAN

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- Significant new steps toward development of formal regional networks or establishment of multi-county library districts
- High visibility for libraries as information service providers and community partners

### **PRIORITIES**

Priorities for the FY 2011 grant cycle focus on the following areas:

- Outreach services to underserved populations and those people having difficulty using library services
- Enhancement or expansion of school library services
- Resource sharing

See the relevant Appendix in the LSTA Grant Application Kit for more details and project requirements. Contact a Commission for Libraries Consultant to discuss your proposed project.

Examples of library projects include:

#### **A. NETWORK PROJECTS**

- Planning for a library network
- Retrospective conversion of library records to be added to LiLI-Unlimited and OCLC's WorldCat
- Pilot projects for network services
- Establishment, enhancement, or expansion of the services of a library network
  - Delivery service
  - Developing electronic resources, including digitization, and virtual reference mentoring and training
- Establishment, enhancement, or expansion of the infrastructure of a library network
  - Expanding network services with or without migrating to a new platform
  - Adding libraries to a library network
  - Establishing a regional library network

See Appendix D and E in the LSTA Grant Application Kit for more details and project requirements.

#### **B. EXPANDING LIBRARY SERVICE PROJECTS**

- Planning for annexation, consolidation, or creation of a library district
- Annexation and/or consolidation into larger public library jurisdictions
- Demonstration projects leading to the creation of a library district
- Establishment, enhancement, or expansion of services for a targeted underserved population
- Enhancement or expansion of school library services
- Implementing innovative projects designed to test a concept or to demonstrate new approaches or new services

See Appendix F and G in the LSTA Grant Application Kit for more details and project requirements.

**C. UNDERSERVED PROJECTS**

Grants are available to Idaho libraries to develop and implement community outreach projects for a population identified by the library as underserved.

See Appendix H in the LSTA Grant Application Kit for more details and project requirements.

**D. CONTINUING EDUCATION PROJECTS**

Grants are available to Idaho libraries for individual or group continuing education projects.

See Appendix I in the LSTA Grant Application Kit for more details and project requirements.

**E. ADVOCACY PROJECTS** (as funds are available)

Grants are available to Idaho libraries for advocating for library services and educating citizens about the library's role in the community.

See Appendix J in the LSTA Grant Application Kit for more details and project requirements.

**PROJECTS ADMINISTERED BY THE COMMISSION FOR LIBRARIES**



In support of its mission to assist libraries to build the capacity to better serve their clientele, the Commission administers the following statewide projects:

- **STATEWIDE READING**

Plans and implements Summer Reading, Read to Me, Let’s Talk About It, and Talking Book Service programs.

- **STATEWIDE NETWORKING**

Implements the Libraries Linking Idaho (LiLI) work plan, including support for the LiLI website, electronic resources, (digitization, virtual reference services, etc), LiLI-Unlimited virtual catalog through WorldCat, materials delivery service, statewide walk-in access, electronic ILL, regional library networks, and the LiLI Steering Committee.

- **STATEWIDE CE**

Implements the statewide continuing library education plan, including support for individual or group CE projects, workshops, out-of-state presenters, broadcast of teleconferences, CE materials, etc.

- **STATEWIDE PLANNING FOR LIBRARY SERVICES**

Addresses the Idaho Commission for Libraries’ statewide strategic issues for library development and the 2020 Vision for Idaho’s library future, including support for advisory groups.

- **STATEWIDE ADVOCACY**

Implements statewide advocacy and marketing projects, including marketing campaign planning, development, production, distribution, and evaluation in support of projects administered by the Commission for Libraries.

- **LSTA ADMINISTRATION**

Plans and administers projects under the LSTA program, including distribution of application materials, and the work of the LSTA Advisory Council.

**APPENDICES**

- A. Eligibility Requirements
- B. General Requirements for All Projects
- C. Requirements for Competitive or Just in Time Grants
- D. Requirements for Consortium Planning Projects
- E. Requirements for Networking and Resource Sharing Projects
- F. Requirements for District Assessment or Planning Projects
- G. Requirements for Projects Creating, Expanding, or Consolidating Library Districts
- H. Requirements for Mini-Grant Underserved Projects
- I. Requirements for Individual or Group Continuing Education Projects
- J. Requirements for Advocacy Projects

**TABLE 1: STRATEGIC ISSUES, LSTA PURPOSES, AND VISION OF IDAHO’S LIBRARIES IN 2020**

STRATEGIC ISSUES	LSTA PRIORITIES	VISION OF IDAHO’S LIBRARIES IN 2020
<ul style="list-style-type: none"> <li><input type="checkbox"/> How do Idaho libraries strategically position themselves to actively create and embrace the future?</li> <li><input type="checkbox"/> How do Idaho libraries develop and sustain services valued by digital natives?</li> <li><input type="checkbox"/> How do Idaho libraries create and promote a vital identity?</li> <li><input type="checkbox"/> How do Idaho libraries sustain an infrastructure that provides for services in an atmosphere of innovation and change?</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Library Technology, Connectivity &amp; Services</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Developing library services that provide all users access to information through local, State, regional, national, and international electronic networks;</i></li> <li><input type="checkbox"/> <i>Providing electronic and other linkages among and between all types of libraries;</i></li> </ul> </li> <li>• <b>Services for Lifelong Learning</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>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;</i></li> </ul> </li> <li>• <b>Services to People Having Difficulty Using Libraries</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Developing public and private partnerships with other agencies and community based organizations;</i></li> <li><input type="checkbox"/> <i>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;</i></li> <li><input type="checkbox"/> <i>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;</i></li> </ul> </li> </ul> <p><i>(Public Law 108-81, 117 Stat. 999, Sec. 206)</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Nexus of global information, innovative services and community, enabling us to sustain our history, empower our present, and create our future.</li> <li><input type="checkbox"/> Borderless providing unlimited access to global information, a single system sharing resources and collections.</li> <li><input type="checkbox"/> Vital institutions, providing a spark to community, a continued gathering place, hub of interaction, a place to be inspired.</li> <li><input type="checkbox"/> Learning centers, where anyone can come to any library and learn to use global information resources in a high-touch atmosphere.</li> <li><input type="checkbox"/> Strongly branded so when people think of libraries they think of dynamic places of passion and opportunity.</li> </ul>