

STATE GRANTS FOR LIBRARIES, 2013-2014

FREQUENTLY ASKED QUESTIONS

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A) FUNDING ALLOCATION:

1) Q: How much will my library receive?

A: A chart of the preliminary amount allocated to libraries can be found at [the State Grants to Libraries site](#). The State Library developed a funding distribution chart that meets the statutory requirement of \$3,000 per eligible library, plus a per capita amount for remaining funds. So if a library or school district is eligible, it will receive at least \$3,000, and the larger libraries and districts will receive more on a per capita basis.

2) Q: What happens to funds if a library doesn't apply or is not eligible?

A: Funds not applied for by libraries will be distributed on a per capita basis among all the libraries that do apply and meet the requirements. In the first stage of funding, all libraries that apply and meet the requirements will get \$3000 and those serving over 9589 people also get about \$.20 per capita for everyone they serve over the first 9589. The second stage of funding occurs with the money remaining from those that didn't apply or were ineligible being distributed on a per capita basis among most of the libraries that applied and met the requirements.

3) Q: Which libraries receive grants?

A: Public Libraries. Each library legal entity, not each branch, will receive funding. The library board and/or director then determine the distribution to branches/members. 24-90-405 (c)(I) specifies that an amount not less than \$3,000 will be awarded a public library "...that satisfies the requirements of this part...Notwithstanding the fact that a public library ...may maintain more than one separate or individual library facility, a public library shall be considered the equivalent of one eligible participant...".

A: School Libraries. Each school district, not each school building will be awarded the funding. The district then determines the distribution of the funds to individual school libraries. 24-90-405 c)(II) specifies that a school library "...that satisfies the requirements of this part..." will be awarded not less than \$3,000"...Notwithstanding the fact that a school library ...may maintain more than one separate or individual library facility under its control, a school library shall be considered the equivalent of one eligible participant..." This means that each school district, not each school building will be considered the equivalent of one eligible participant."

A: Academic Libraries. Funding will be awarded to the library system of each academic institution, not to each library of the institution. The library system of the institution then determines the distribution of the funds.24-90-405 (c)(iii) specifies that each publicly supported academic library "...that satisfies the requirements of

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this part...may be awarded an amount that shall not be less than three thousand dollars. Notwithstanding the fact that an institution of higher education may maintain more than one library at the same or additional campuses, each such institution shall be considered the equivalent of one eligible participant..."

4) Q: How do I know my application has been received?

A: You will receive email verifying that your application has been received.

5) Q: Where will the check be sent?

A: The check will go to the District, Jurisdiction, or University on file with the Accounting office at the Colorado Department of Education (CDE). In most cases this is the business office for the main jurisdictional facility.

6) Q: Why will applications not be posted until September?

A: CDE policy and state statute requires a review of all grant applications involving schools and data collection. EDAC, the review committee established in [22-2-304 C.R.S.](#) meets next in September. Applications will be posted immediately after approval.

B) ELIGIBILITY:

1) Q: What libraries are eligible to apply for these grants?

A: The bill makes grant monies available to "...publicly supported libraries, including public libraries, school libraries, and academic libraries...". (CRS 24-90-402).

2) Q: Does every school, public, and academic library in the state get a grant?

A: For distribution purposes, only the main funding agency entity applies for and receives the grant. Public library branches, separate academic library facilities within a college or university, and school buildings do not apply for nor receive separate funding. In schools, grants go the main school district office.

3) Q: How does the entity receiving the funds expend them for all libraries?

A: Each library funding agency that applies for and receives a grant decides how to spend the amount for its libraries. Use of grant funds may include purchase of eligible materials (e.g. databases) to serve everyone using the libraries, or shared with any or all libraries within the jurisdiction as needed to fulfill the requirements for expending funds.

4) Q: Are BOCES or non-publicly funded agencies eligible to apply for these grants?

A: No, BOCES, privately funded school libraries, or private academic libraries are not eligible according to the state law, C.R.S. 24-90-402, which provided funding for these annual grants. School districts that are served by a BOCES are eligible to apply and receive funds.

5) Q: We do interlibrary loans, but we don't use the SWIFT or Prospector service. Do we have to use SWIFT or Prospector to qualify for the ILL eligibility requirement?

A: No, you do not need to be a SWIFT or Prospector member. As long as you have policies or procedures in place that allow loaning of items to others on request and

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obtain materials from other libraries if requested by those using your library, you meet the eligibility requirement regarding interlibrary loans.

C) DEFINITIONS:

1) Q: How are libraries defined?

A: The definitions of academic, county, joint, library district, and municipal libraries are defined in this Act in the same way as in Library Law, 24-90-101. For the purpose of this bill, school libraries are defined as "...established and maintained by a particular school district and shall not mean each separate or individual library facility established and maintained by such school district".

2) Q: For the purposes of this grant, what is a minor?

A: The Act defines "minor" as "any person under the age of 18".

3) Q: How are educational resources defined?

A: "Education resources" is defined as "one or all of the following: books, periodicals, or any other form of print media; audiovisual materials; and electronic information resources." "Electronic information resources" is further defined as "material of an educational or informational nature that may only be accessed by computer or electronic terminal". No computers or Internet access may be purchased with this grant. No staff may be hired with this grant.

D) INTERNET/FILTERS:

1) Q: Do we need to install filters on all our computers?

A: Only public and school libraries are affected by the statutory filtering requirement. Academic libraries are not required to filter. The bill offers three options, so the library can choose which option best meets the needs of its community:

School Libraries 24-90-404(c) In the case of a school library that provides one or more public access computers: (I) equip each computer with software that will limit the ability of minors to gain computer access to material that is obscene or illegal; **OR** (II) purchase internet connectivity from an Internet service provider that provides filter services to limit the computer access of minors to material that is obscene or illegal; **OR** (III) develop and implement a policy, adopted by the board of education of the school district that maintains that library, that establishes and enforces measures to restrict minors from obtaining computer access to material that is obscene or illegal.

Public Libraries 24-90-404(d) In the case of any publicly supported library other than a school or academic library that provides one or more public access computers: (I) equip each such computer with software that will limit the ability of minors to gain computer access to material that is obscene or illegal; **OR** (II) purchase Internet connectivity from an Internet service provider that provides filter services to limit the computer access of minors to material that is obscene or illegal; **OR** (III) develop

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and implement a policy, publicly adopted by the governing body of such library, that establishes and enforces measures to restrict minors from obtaining computer access to material that is obscene or illegal.

E) COLORADO LIBRARIES COLLABORATE (FORMERLY KNOWN AS COLORADO LIBRARY CARD):

1) Q: Do school districts need to be members of CLC?

A: CLC is encouraged but not required for school districts due to increased security concerns regarding access to schools by the public. The CLC manual provides suggestions for sharing of resources, such as intra- or inter-district loaning of items.

2) Q: Why is CLC membership one of the factors for eligibility for public and academic libraries?

A: Colorado residents have long benefited from the CLC program, which allows reciprocal borrowing between libraries. Participation in CLC helps make materials available to everyone within the confines of any requirements established by each library. Being a CLC participant enhances your library's access to materials, reduces costs by allowing borrowing rather than purchase of some items, and helps foster the collaborative spirit Colorado has long enjoyed with its libraries.

3) Q: How do I know if we are a CLC member?

A. A list of libraries that are currently [CLC members can be found here](#), with amendments and additions listed at the end.

4) Q. If our library is not a member now, but needs to become a member to become eligible for these grants, can I become a member now and be eligible?

A. Yes. If we receive your application for CLC membership (found at <http://www.cde.state.co.us/cdelib/clc>) by the due date for the Grant Eligibility Forms, you will be considered a member and meeting that eligibility requirement.

F) MAINTENANCE OF EFFORT:

1) Q: What is the purpose of the "maintenance of effort" requirement?

A: This is insurance for the library to not have its budget reduced as a result of anticipating or receiving these grant dollars. These funds are intended to supplement, not supplant the annual budget for library materials provided by the local funding agency.

2) Q: The question asks for the library collections budget. What does that include?

A: This would include all funds spent on print, electronic, and other materials. Do not include related expenses (e.g., collection development staff salaries, support materials, IT costs), or other operating expenses, building or grounds maintenance, capital expenses, or any grants to the library for collections. For schools, please include the library collections budget for the whole district, not just one or a set of schools that may receive the grant.

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- 3) **Q: The form asks for our current year budget and three previous years of actual expenditures. Do you want the calendar year or a fiscal year?**
A: Please use your own fiscal year that ends in the year noted. For example, if your fiscal year is on the calendar year (January – December), your current budget would be for January – December 2013. If your fiscal year is July – June, your current budget would be for July 2013 – June 2014.
- 4) **Q: What happens if my current year budget is less than the average of the previous three years? The form says you will ask for additional information. What information will you want?**
A: For this first year of restored funding, we are asking for the Maintenance of Effort information for baseline purposes. Applicants will not be ineligible this year if their current year budget is less than their previous three year average. Next year this will become more important, as we need you to demonstrate that this grant will supplement, and not supplant, local funding.
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G) USES OF FUNDS:

- 1) **Q: What can my library purchase with this money?**
A: C.R.S. 23-90-402 states: “The General Assembly hereby finds and declares that the purpose of this part 4 is to ...enable these institutions to obtain educational resources they would otherwise be unable to afford...”. A footnote in the 2013 budget bill further defined uses focusing on early literacy materials. Please refer to the “How Can State Grants Be Used – Eligible Uses Checklist” for examples of purchases that are eligible or not eligible with this funding.
- 2) **Q: Can overhead or grants administration charges be funded from the allocations received by library agencies?**
A: No, the law specifically states that all funds received under this grant must be used for purchasing educational resources.
- 3) **Q: May the allocated funds be used to purchase web access?**
A: No, the funds must be used for a product of content, as in educational resources.
- 4) **Q: May we use these funds to purchase statewide databases?**
A: Yes, your library or school district may use the state funding for libraries grant to renew or subscribe to any of the statewide databases provided by in the [LYNX database](#) purchase agreement, early literacy databases, or other database vendors.
- 5) **Q: What if we already paid for the database subscription - can we use the State Grants funding to cover that expense?**
A: No, the database purchase must be paid for during the funding period of October 1, 2013 through June 30, 2014.

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- 6) **Q: May we use these to purchase ebooks, audiobooks, or eBook readers?**
A: Ebooks, audio ebooks, and audiobooks may be purchased with grant funds. EBook readers or self contained audio or video book players (e.g. “Playaway” type materials) because they are a device, not an ‘educational material’ as described in the statute, are not eligible purchases.
- 7) **Q: Can I buy crafts, puppets, felt boards, counting blocks, or other educational toys for our children’s area and/or for storytimes?**
A: No. The Eligible Uses Checklist specifies that you can purchase books for storytimes, and another eligible use would be to purchase early literacy activities and manipulatives that *are* circulated or packaged for public use (e.g., family backpacks for home use that are returned to the library). Items not eligible include early literacy activities, manipulatives, or furnishing in the children’s are that are *not* circulated.
- 8) **Q: Can I purchase educational literacy software, such as Lexia Reading Core?**
A: While technically eligible, purchases that promote reading growth in struggling readers rather than those relying on reader testing are encouraged.
- 9) **Q: I understand the focus of this funding is on early literacy, but that is not a need in our library this year. Can I use the money for other needs?**
A: We would prefer that you use your own collections budget to fund those other needs, and use this State Grants funding to supplement your collections budget. Academic or public libraries may want to consider the *Collections for Students and Parents* listed in the Strategic Purchasing Guide.
- 10) **Q: What age range is considered “early literacy”?**
A: Although the legislators did not specify a certain age range, we would recommend an age range of 0-8 years old since we have a statewide effort for not just kindergarten readiness but also third grade reading success.
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H) POPULATION COUNT:

- 1) **Q: How is the population served number figured for public libraries?**
A: The number served is based on 1) the 2010 census figures 2) the Legal Service Area served documented in the Establishment Document on file with the State Library. If a library entity is serving those who are not served, or is serving those in unincorporated areas, then that population will be divided proportionally among the library governing entities that have agreements with other governing entities to provide service and provide financial support in this effort.
- 2) **Q: How is the population served number figured for academic libraries?**
A: Student enrollment numbers were derived from information in the [latest NCES/IPEDS data website](#).
- 3) **Q: How is the student enrollment figured for school libraries?**
A: The school district enrollment numbers come from the Colorado Department of Education’s most recent District Pupil Membership.

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I) TABOR:

1) Q: How do I know if the TABOR amendment affects our ability to accept this grant?

A: Contact your local city or county treasurer or clerk, or your school district's fiscal representative to determine your eligibility to accept the grant. TABOR requirements vary by jurisdiction and whether a tax cap override has been enacted or not.

J) GENERAL:

1) Q: How did the State Grants to Libraries Act originate and what is the purpose?

A: SB01-85 passed in 2001, created the means for an appropriation of state funds and mechanism for providing state grants to libraries. Grants were funded for two years, and refunded for FY2013-14 through actions of the Joint Budget Committee. The statute that resulted contains a Legislative declaration (24-90-402) stating that the purpose is "...to make grant moneys available to publicly supported libraries, including public libraries, school libraries, and academic libraries, to enable these institutions to obtain educational resources they would otherwise be unable to afford, to the end that the state will receive the corresponding benefits of a better educated and informed population."