

Questions from State Grants School Libraries Q & A Webinar on September 19, 2013

- Do the librarians fill out the eligibility forms or does someone at the district level fill them out?
Who fills out the form is up to who the district decides should do it. Some delegate to fiscal or grant offices. Others may let the superintendent or library supervisor. It really doesn't matter as long as the information and signatures are provided.
- So, is the expectation that regardless of the purchase it should be around early literacy? Does this mean we cannot use funds for our secondary libraries?
Other materials can be purchased, but focus on early lit (grade 3 or below) is emphasized.
- Are e-books eligible purchases?
Yes, e-books (the content) are eligible, but not the equipment to read them, so no devices like Kindles or Nooks or tablets. Also, a subscription to Overdrive is allowable. A checklist of eligible purchases is on the State Grants website at <http://www.cde.state.co.us/sites/default/files/EligiblePurchasesChecklist.pdf>
- Our school libraries share a courier with our local public library. Are we all considered one district or are they separate?
You would be considered separate. Each eligible school district and each eligible public library jurisdiction would receive a separate grant. You can view the tentative amounts at http://www.cde.state.co.us/sites/default/files/StateGrantsAllocationChart_June%202013.pdf
- It says we can email the application can the signatures be scanned or do they need to be sent separate?
You can scan the whole eligibility form with signatures and email it. You do not have to send the originals separately.
- Is a CIO signature enough for the place of the superintendent, or does it need to be the superintendent?
Each district has different policies about who has signature authority for different types of documents. Check with your local district.

Interlibrary Loan questions

- Do school libraries at least have to participate in an interlibrary system to be eligible - even if it is not the CLC system?
- When it says that "borrows and lends to other Colorado libraries without charge" --does interlibrary loan fulfill this requirement?
- So if the elementary school and secondary school libraries share resources, could that be interlibrary loan?

Yes, school libraries need to participate in interlibrary sharing of resources without charge to the user. We encourage loaning materials, even if within your district or area. It helps expand the reach, and saves schools money. It does not have to be through Colorado Libraries Collaborate or other statewide systems, but the district must have some internal policies and procedures in place to share resources with other libraries, including other schools within your district.

- How do we find out if we are a Colorado Libraries Collaborate member?
There is a list of current participants at <http://www.cde.state.co.us/sites/default/files/clcpparticipantlist.pdf> and there is also an agreement form on the website if you would like to join.

Library Collections Budget questions

- Do monies raised from fundraiser's count as part of the library budget
No, similar to grants, please do not include fundraiser donations in your library collection budget.
- I am a K-12 School only one District my system is unique I have two separate libraries under the one school roof, I have two budgets, one for elementary one for secondary. Since it is marked early literacy should I use just my elementary budget or do I need to combine both budgets?
- Do you just want funding numbers for the elementary libraries since it is an early literacy grant? Or do we need to include budget numbers for the middle school and high school?
- The library collection budgets are determined at each school and not district level. Can we just share the combined school budgets for collections in that portion of the form?
- What if the budget comes from the building and not the district?

For the library collection budget, please provide the total district budget for all schools. Many times the principal sets the budget for the school, but we need you to combine the library collections budgets from all schools, even middle and high schools.

- Many of our schools no longer have any budget unless it is like title one grants or fundraising money will this disqualify us from applying for this grant.
No, you will not be disqualified. There is no threshold amount of budget we need to see. Simply combine the budgets that do exist and list that on the application.
- What if our budget is listed as "library" but also includes other areas such as tech supplies for the school?
- My line items are books, travel supplies periodicals binding and software would that all be included?

Try to have your accounting friends back out the tech supplies, travel, supplies, etc. from your internal line item for the library. We want you to focus on your collections budget for library materials, including print, periodicals, e-books, database subscriptions, etc.

- On the application where it asks you to fill out how much you spent since 2010 on your collection. Then it states that if the budget for this year is less than your average how will that affect us if it is lower? We lowered a lot of spending costs this year, but plan to increase them for the 2014 budget. Will this affect our library?
This year we are using this Maintenance of Effort section more as a baseline, so you will not be ineligible if your current year budget is less than the average. The intent of this section will be to show that your district is using this grant to supplement, not supplant, local funding for your library in the future.
- Okay so for the average is for the future. So is that for making sure that you spend your regular amount over the years plus the amount of the grant?
Yes.