

# Alaska Public Library Assistance Grant Guidelines

Updated by the Alaska State Library Grants Administrator on May 21, 2020

## Alaska Public Library Assistance Grant Guidelines

- I. Introduction
- II. Continuing Education Requirement Cycle
- III. Online Version of Grant Application
- IV. Eligibility and Operating Requirements for Public Libraries
- V. Additional Eligibility and Operating Requirements for Combined School Public Libraries
- VI. Annual and Weekly Open Hours
- VII. Staffing, Educational, and Training Requirements
- VIII. Management Requirements
- IX. Financial Requirements
- X. Requesting Budget Changes in Grants
- XI. Submission of Final Report
- XII. Instructions for the Public Library Assistance Grant Application
  - A. Library
  - B. Contact Information
  - C. Schedule
  - D. Budget
  - E. Basic Services
    - Provide a collection of books and other materials for loan
    - Provide access to interlibrary loan (ILL) services
    - Provide reference services
    - Provide reading and/or educational programs for children
  - F. How to Submit
  - G. Additional Information
  - H. Signatures
- XIII. Deadline and Questions

## I. Introduction

This *Guide* describes the statutes and regulations governing the Public Library Assistance Grant program and provides instructions on how to fill out the application and manage the grant. Pay special attention to the minimum requirements for grant eligibility for public libraries and for combined school public libraries. 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 can be requested from the State Library or viewed online on [the state library's webpage for grants](#).

## II. Continuing Education Requirement Cycle

Every public library director must attend at least one continuing education event within a two year cycle which begins on an even fiscal year. For example, FY2018 and FY2019 would be such a two-year cycle. One qualified continuing education event needs to be taken between July 1, 2020 and June 30, 2021. The next two-year cycle will encompass FY2022 and FY2023. This requirement applies to directors from both public and combined school public libraries. Approved programs will provide at least 6 hours of actual instruction. The Continuing Education Coordinator at the Alaska State Library can help you find appropriate and practical training opportunities.

The State Library offers an annual continuing education grant to reimburse up to \$1,250 for continuing education costs for the library director or staff in every public library outlet (central libraries AND branch libraries.) For information about CE grants, see [the state library's webpage for grants](#). Applicants should get approval from the State Library for training or conferences that the applicant is planning to attend to meet this requirement. The State Library pre-approves attendance at the Alaska Library Association, the Pacific Northwest Library Association, the Public Library Association, and the American Library Association conferences.

## III. Online Version of Grant Application

This grant packet is accessible at the Public Library Assistance Grants header at [the state library's webpage for grants](#). You should open the public library assistance grant application on your computer, save it, and type entries directly onto the form. Once signed, you can scan/email, mail, or fax the form to the State Library. The State Library does not need the original, signed form; copies or scans are fine.

## IV. Eligibility and Operating Requirements for Public Libraries

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

1. Only legally constituted public libraries established and operated by a municipality under AS 29.35 or a public library nonprofit corporation established for the purpose of providing general library services are eligible.
  - a. Libraries applying for the first time must supply copies of their enabling documentation.
  - b. Libraries applying for the first time must have been in operation and in compliance with grant requirements for a full fiscal year before becoming eligible for the public library assistance grant.
  - c. Libraries applying for the first time must submit a **New Library Addendum Page** with the grant application.
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. By *Alaska Statute*, the library must:
  - a. purchase, maintain and provide for the circulation of a collection of library books and materials;
  - b. provide interlibrary loan service;
  - c. provide reference services; and
  - d. provide children's programs.
5. The library **MUST** submit the online annual report of its operations and services (Alaska Public Library Report System) by September 1 following the end of the fiscal year.
6. Provided the State Library has adequate funds, the total amount of the grant can be up to \$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.
7. The minimum number of hours a library and its branches is based on population. (See **Section VI** below.)
8. The library director must meet minimum educational and training requirements. (See **Section VII** below.)
9. During each fiscal year, the library must expend **at least \$3,500** on library materials for each library receiving a grant.

10. Nonprofit boards that operate libraries must hold public meetings, at least quarterly, and must **submit minutes of these meetings** to the State Library. Minutes may be submitted via e-mail.
11. If residents in a community are currently being served by Alaska Mail Services in Juneau, these services will be phased out if the local library receives a Public Library Assistance Grant.

## V. Additional Eligibility and Operating 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, intellectual freedom, use of equipment, hours of service, and any other related issues.
2. A copy of the agreement must be submitted prior to the State Library releasing any grant money to the combined school public library. The State Library may recommend changes in the agreement.
3. 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.
4. The combined school public library may not expend Public Library Assistance Grant funds or local matching funds for school or curriculum related materials.
5. The library must be readily accessible to library patrons other than students enrolled in the school by placing 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.
6. 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**. (If the school day ends at 3:30 p.m., a library open public hours from 3 - 5 p.m. on Monday through Friday only, does **not** meet these requirements because only 7.5 hours are outside of regular school hours.)

## VI. Annual and Weekly 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 - 1,499	15
1,500 - 2,999	25
3,000 – 9,999	40
10,000 and over	50

2. 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

3. Each outlet must be open at least three days per week.
4. Each public library outlet must be open at least 5 hours during evening and weekend hours. Evening hours for public libraries are after 6:00 PM.
5. In a combined school public library, at least 10 of its open hours must be outside regular school hours.

## VII. Staffing, Educational, and Training Requirements

1. The library must provide trained paid or volunteer staff on duty at each facility during open hours.

2. Each library must have a designated library director who completes at least one continuing education program approved by the state librarian every two years. Library directors must complete one continuing education program either during FY2020 or FY2021 (July 1, 2019 – June 30, 2021) for the library to remain eligible for the grant.
3. Approved continuing education programs will provide at least 6 hours of actual instruction. Library directors should ask the State Library for pre-approval for training or conferences that the director is planning to attend to meet this requirement. The State Library has pre-approved attendance at the annual conferences held by the Alaska Library Association, the Pacific Northwest Library Association, Public Library Association, and the American Library Association.
4. In order to help public libraries meet the continuing education requirement, the Alaska State Library offers two annual **Continuing Education Grants** to public library directors and/or their staff. For more information, see [the State Library's webpage for grants](#).
5. 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.)
6. 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.)

## VIII. 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.

## IX. 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 grant (up to \$7,000) must be equally matched by local funds. The local funding match shall consist of:
  - a. **local money** (funds from local government or local non-profits or foundation funds);
  - b. the **fair value rate of volunteer labor** used to operate the public library up to the total number of hours the library is open, i.e. 48 weeks times 10 hours per week for 480 hours; or
  - c. **other grant funds that can be used for operating expenses**, including the Institute of Museum and Library Services' Native American Basic Library Services Grant (For information about these grants, see [the IMLS website](#)).
  - d. No other types of in-kind contributions may be counted toward the local match.
  - e. 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.
  - f. 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 grant award. When grants are pro-rated, the public library may not reduce the amount that it committed to the match.
3. During each fiscal year, a public library receiving a Public Library Assistance Grant must expend at least \$3,500 from any combination of grant or local matching funds for library materials for each of its public library outlets. Computers are not library materials and do not meet this requirement.

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 (such as a combined school public library), 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. See **Section X** below, **Requesting Budget Changes in Grants**.
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.

## **X. Requesting Budget Changes in Grants**

When a library applies for a grant, a budget must be submitted 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 in the budget.

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 which adds funds to library materials does not require prior approval even if it is more than a 10% change.) The budget revision form is available on [the State Library's webpage for grants](#).

## **XI. Submission of Final Report**

The Alaska Administrative Code requires a library to file a *Grant Final Report* with the State Library for each grant that it receives. Libraries receiving Public Library Assistance Grants must also file an *Annual Report*. This online report is due by the first business day of September following completion of the grant period. If a library fails to file this report or to properly account for the use of grant funds, the State Library may reclaim the entire grant award.

Libraries that have not submitted these reports will not be eligible to apply for future grants until all requirements for past grants are met. The State Library will send libraries a link and appropriate access information at the beginning of July.

# **Reports are always due by September 1.**

## XII. Instructions for the Public Library Assistance Grant Application

Use the [online application](#) to apply for the Alaska Public Library Assistance Grant. The form is a fillable PDF document which will allow you to download and fill out the application. Applications will be made available in January and must be submitted by April 1. The following is a summary of the main sections of the application.

### A. Library

Please include the official library name, the mailing address, and a fax number if one is available. Just a heads up; the State Library will automatically use direct deposit if it is available for most transactions. Let us know what type of library you have. Everybody will select Public, but, also select School, Special, or Academic if they apply. Select Museum or Archive if your library fulfills those specialized functions for your community.

### B. Contact Information

Please include the director's name, phone, and email address. If you have a co-director situation, please include both. We are asking for a financial or second contact. Please give a second person to contact so that important information is shared if the first contact is unavailable.

### C. Schedule

For each day the library is open, list which hours it is open, i.e. Mon 10 to 2. Include the total number of hours per week the library is open. Also, include the number of weeks per year the library will be open. Check your calendar for July 1 through June 30 and indicate those dates (other than holidays) that the library will be closed.

### D. Budget

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 for every hour the library is open. If the library is open 10 hours per week for 48 weeks of the year, you may only claim 480 hours of volunteer labor. You would then multiply those hours by \$22.00 per hour to get the final monetary value, \$10,560. For auditing purposes the library must be able to provide appropriate documentation for the volunteer hours claimed. (e.g. monthly schedules, a volunteer log, timecards, etc.)

The Financial Summary section needs to be completed very carefully since it determines the size of the grant. 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. If you are able to provide \$7,000 or more in "Local Funds for Match," you are eligible to request the entire \$7,000 Public Library Assistance Grant.

In column two "Grant Funds Requested," the figures should total \$7,000 or the **amount committed from local funds**.

In column three "Total Project Budget," add together the first two columns.

#### Personnel details

1. **Wages.** Salaries and wages for full and part time staff (except building and grounds maintenance employees).
2. **Benefits** - medical, dental, insurance, workman's compensation, social security and retirement programs paid by the employer; usually computed as a percentage of salary.
3. **Volunteer Value** - 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 during the fiscal year. See description above for figuring the Fair Value Rate for Volunteer Labor.

#### Collection details

1. **Books (print)** - cost of books in any format, shipping, and preprocessing fees.

2. **Subscriptions (print)** - subscriptions to magazines and newspapers and other publications on standing order.
3. **A/V** - audio CDs, films, slides, pre-recorded audio and videotapes, DVDs, phono-recordings, pictures, maps, charts, media kits, etc.
4. **Digital Materials/Online services** - You can include Overdrive/Alaska Digital Library, OCLC license fees, license fees for access to online database content, and other digital material.
5. **Initial \$500 spent on ISP** - Up to a total of \$500 in local funds and/or state grant funds may be included for online services and Internet Service Provider (ISP) fees. If you plan to spend more than \$500 in this category, record funds beyond the \$500 level under **C. Other. 6. ISP Fees paid beyond the \$500 listed on line B-5.**
6. **Games, Toys, Software, Tools, Equipment,** and other items for patrons to check out.

#### Other Expenditures

1. **Building Operations** - utilities/heat: electricity, water, heat (oil, coal, steam, etc.), snow removal, janitorial contracts or salaries, cleaning supplies, insurance on the library. 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, and Computers** - 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 videotapes, and flash drives.
5. **Services** – Paying for a consultant or contracting for specific work to be performed. Communications - postage, telephone, and printing costs, such as expenditures for informational brochures, advertisements and flyers, but not the cost of paper for photocopying which belongs under Supplies. Installation and maintenance charges for communications equipment and networks. Contracted Computer Services - custom programming, software leases, other contractual arrangements, equipment repair, maintenance agreements.
6. **ISP Fees paid beyond the \$500** listed in B. Collection. 5. Initial \$500 spent on ISP.
7. **All Other Unreported Expenditures** - any other expenses not included above, such as book binding services and maintenance contracts on typewriters, copiers, etc.

#### E. Basic Services

There are four sections which cover the Library Collection, Interlibrary Loan, Reference, and Children's Programming. These are important because Alaska Statute requires that these be present in every eligible public library. The paragraph does not need to be long; however, it should bring up a few activities specific to your library.

Provide a collection of books and other materials for loan – How will this your library collections be increased or improved? What activities will you undertake to achieve your objectives? Will staff receive training in this service area? How will you evaluate improvements to your library collections?

Provide access to interlibrary loan (ILL) services – How will ILL service be increased or improved? What activities will you undertake to achieve your objectives? Will staff receive training in this service area? Do you plan to use the 800# ILL and Reference Backup Service in Anchorage to provide ILLs to your patrons? How will you evaluate improvements to ILL services?

Provide reference services – How will reference services be increased or improved? What activities will you undertake to achieve your objectives? Will staff receive training in this service area? Do you plan to use the 800# ILL and Reference Backup Service in Anchorage to provide reference answers to your patrons? How will you evaluate improvements to reference services?

Provide reading and/or educational programs for children – How will children’s programs be increased or improved? What activities will you undertake to achieve your objectives? Will staff receive training in this service area? How will you evaluate improvements to children’s programming? For combined school public libraries, what programs are you planning for pre-school children?

Always remember that the State Library gives the Anchorage Public Library a grant every year to provide you with interlibrary loan and reference backup services for your patrons. If you need help with ILL, call the helpful staff at 1-800-261-2838! (Please do NOT give this number to your patrons. Only library staff or library volunteers may use this number.)

#### **F. How to Submit**

Once you have completed the application please obtain the necessary signatures and return to the Alaska State Library by April 1. We do not need the original document. Scans or copies are definitely OK!

**Scan/email** (preferred) application to [eed.library.grants@alaska.gov](mailto:eed.library.grants@alaska.gov) OR **Mail** application to Grants Administrator, Alaska State Library, PO Box 110571, Juneau, AK 99811 OR **FAX** application to 907-465-2151

If your library meets the requirements for the PLAG, you will receive an email with your official award paperwork. As soon as the award paperwork is signed and returned to the Alaska State Library, your award funding will be processed.

#### **G. Additional Information**

If you have branches, please fill out the **Branch Library or Bookmobile Addendum** and attach to the grant application (Only Anchorage, Barrow, Fairbanks, Juneau, Kotzebue, and Naknek need to complete this section). If you are a New Library, please fill out the **New Library Addendum** attach to the grant application. These forms are available at [Alaska State Library Grants web page](#).

#### **H. Signatures**

This grant application is a legal document committing your library to a specific course of action. The application **MUST** have two signatures from two different people.

### **XIII. Deadline and Questions**

If you have questions about the grant application, please contact the Grants Administrator at [eed.library.grants@alaska.gov](mailto:eed.library.grants@alaska.gov) or 907-465-1018. The deadline for applications is April 1. **Scanned copies of signed grant applications are acceptable and should be e-mailed** to [eed.library.grants@alaska.gov](mailto:eed.library.grants@alaska.gov) before or on April 1. Applications which are mailed must be postmarked by April 1 to this address:

Grants Administrator  
Alaska State Library  
PO Box 110571  
Juneau, AK 99811-0571

## Applications due by April 1 – Reports due by September 1