

July 27, 2021 Library Board Meeting

Enclosed:

- ❖ Agenda
- ❖ Public Postings for Library Board
- ❖ Draft Minutes of the June 8, 2021 special meeting and June 22, 2021 regular meeting – *Agenda Item 3*
- ❖ Gift Fund Claims June/July 2021, Consent Calendar – *Agenda Item 4a*  
-Gift Fund Expenditures Report FY2021, dated 7/21/21
- ❖ Budget Summary/Budget Performance, 6/30/2021 – *Agenda Item 5a*
- ❖ Letter for Consideration and Resume from Luise Davis - *Agenda Item 6*
- ❖ LSTA Mini Grant information – *Agenda 8*
- ❖ Statistical Reports year to date for fiscal years 19-20 and 20-21 – *Agenda Item 10*

Minden Branch:  
1625 Library Lane  
Minden, NV 89423  
P:775.782.9841  
F:775.782.5754



Lake Tahoe Branch:  
233 Warrior Way  
Zephyr Cove, NV 89448  
P:775.588.6411  
F:775.588.6464

P.O. Box 337 • Minden, NV 89423

library.douglascountynv.gov

## Douglas County Public Library Board of Trustees Meeting Notice and Agenda

July 21, 2021

The Douglas County Public Library Board of Trustees will meet at 10:00 a.m. on Tuesday, **July 27, 2021** in the Meeting Room of the Minden Library, 1625 Library Lane, Minden, NV. The meeting will be in-person and will not be simultaneously streamed via YouTube or Zoom®. Below is an agenda of all items scheduled for consideration.

### Agenda

The Library Board encourages the respectful consideration of all views by members of the public. In order to ensure that every individual desiring to speak before the Library Board has the opportunity to express his or her opinion, it is requested that the audience refrain from disruptive behavior that may interrupt, interfere or prevent the speaker from commenting on items that are for possible action by the Library Board.

1. **Public comments. [No Action]**

At this time, public comment will be taken on those items that are within the jurisdiction and control of the Library Board of Trustees. Public comment will not be taken on agenda discussion items because a public hearing is not legally required.

Public Comment is limited to five (5) minutes per speaker. No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken.

If members of the public wish to comment on a specific agenda item scheduled for action, please make comments when the Library Board of Trustees considers that item and the item is opened for public comment.

2. **For possible action.** Discussion on approval of the agenda. The Library Board of Trustees reserves the right to take items in a different order to accomplish business in the most efficient manner, to combine two or more agenda items for consideration, and to remove items from the agenda or delay discussion relating to items on the agenda.

3. **For possible action.** Discussion on approval of the minutes of the June 8, 2021 special meeting and the June 22, 2021 regular meeting.

4. **Consent Calendar.**

Items appearing on the Consent Calendar are items that can be adopted with one motion unless pulled by a Trustee wishing to have an item or items further discussed.

When items are pulled for discussion, they will be automatically placed as the next item for discussion or may be continued until another meeting.

- a. For possible action. Approval of Gift fund claims
  - i. June 2021
  - ii. July 2021
5. For possible action. Discussion and review of Budget Performance Report summary and Gift Fund summary.
  - a. 6/30/2021
6. For possible action. Discussion on the selection, appointment, and setting of expectations for an acting Library Director, including conducting interviews of potential candidates: Julia Brown, Library Supervisor and Luise Davis, Librarian. Notice has been given to the two candidates consistent with NRS 241.033.
7. For possible action. Discussion on the recruitment, selection process, and timeline for filling the vacant Library Director position, including reviewing and updating the current Library Director job description.
8. For possible action. Discussion and update on federal, state and local grants which may be applied for on behalf of the Douglas County Public Library, including funding amounts and potential projects.
9. For possible action. Discussion on changing the currently scheduled August 24, 2021, Library Board of Trustees meeting date to another date in August.
10. For discussion only. Statistical reports from staff.
11. Closing public comments.

At this time, public comment will be taken on those items that are within the jurisdiction and control of the Library Board of Trustees or those agenda items where public comment has not already been taken.
12. For possible action. Adjournment.

According to the provisions of NRS 241, this notice and agenda has been posted at or before 9:00 a.m. on the third working day before the meeting at the following locations:

Douglas County Library, 1625 Library Lane, Minden NV, <https://library.douglascountynv.gov/>  
Douglas County website, <http://douglascountynv.igam2.com/>  
State of Nevada website, <https://notice.nv.gov>

An electronic copy of the supporting materials is posted on the Douglas County website: <http://douglascountynv.igam2.com/> and is available for viewing or downloading. Supporting materials are also available at the Minden Library, 1625 Library Lane, Minden, NV. A request for copies of the supporting materials may be directed to:

Veronica Hallam, Administrative Services Manager  
Douglas County Public Library  
1625 Library Lane, Minden, NV 89423  
775-782-9841  
[vhallam@douglas.lib.nv.us](mailto:vhallam@douglas.lib.nv.us)

Reasonable efforts will be made to assist and accommodate members of the public who are disabled and wish to attend the meeting. Please contact Veronica Hallam at 782-9841 before July 27, 2021 for arrangements.

## DOUGLAS COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

A quorum or greater number of Library Board Trustees may be gathering at any or all of the following organizations' meetings during the month of July/August. At these meetings the Library Board of Trustees is in attendance to observe the proceedings of the organization and to participate in discussions to the extent allowed by the organization.

These organizations may not have posted a formal agenda for their meetings. The Library Board of Trustees present at the meeting will take no action relevant to the Douglas County Public Library.

Friends of the Library	8/9/21	4:00 PM	Minden Library
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*\*Meeting dates, times and locations are subject to change.*

**UNAPPROVED**  
**LIBRARY BOARD OF TRUSTEES**  
**June 8, 2021**

**ATTENDEES**

**Library Board Members:** Chairperson Bonnie Rogers; Vice Chairperson Heather Martin Maier; Trustees Jill Harper, Kate Garrahan, Elizabeth Tattersall

**Library Staff:** Library Director Amy Dodson; Library Supervisors Julia Brown and Laura Treinen; Administrative Services Manager Veronica Hallam, Clerk to the Board

**County Staff:** Deputy District Attorney Cynthea Gregory

**Guest:** Library Consultant Norma Fowler with the Nevada State Library, Archives and Public Records

**THE MEETING CONVENED AT 2:32 P.M.**

**1. PUBLIC COMMENTS.**

Chairperson Bonnie Rogers asked for public comment.

There being no public comment, public comment was closed.

**2. APPROVAL OF PROPOSED AGENDA.**

**MOTION/VOTE:**

Trustee Kate Garrahan made a motion to approve the agenda. Trustee Elisabeth Tattersall made a second and the motion carried unanimously with a 5-0 vote.

**3. DISCUSSION AND POSSIBLE ACTION ON THE LIBRARY'S LONG RANGE PLAN. DISCUSSION TOPICS MAY INCLUDE OBJECTIVES, NEXT STEPS IN THE DEVELOPMENT OF THE LONG RANGE PLAN, HIRING A CONSULTANT AND AUTHORIZING THE LIBRARY DIRECTOR TO EXECUTE AN AGREEMENT. PRESENTATIONS BY CONSULTANTS WILL INCLUDE: {Action}**

Presentations were given by Dr. Frederick Steinmann with the University of Nevada, Reno Center for Economic Development, CEO Renee Plain and CMSO Kathie Taylor with In Plain

Site, Marketing LLC and Marc Futterman with CIVIC Technologies. Ruth Metz with Ruth Metz Associates, Library Consultant Services was invited to present but she withdrew her presentation. At the conclusion of the presentations, the board held a lengthy discussion regarding each presenter and each board members thoughts on who would be the best fit in helping to develop the library's long range plan. Some items to consider included:

- a. SWOT Analysis
- b. Data gathering
- c. Group management skills
- d. Familiarity with the local region
- e. Communication and listening skills
- f. Partnership with the board
- g. Experience with other libraries
- h. Quality vs. quantity
- i. Marketing skills
- j. Clear objectives
- k. Data collection and interpretation
- l. Relationship building

It was decided that the board would look over each presentation and discuss who the trustees would like to consider for the strategic planning process at the next board meeting.

#### **CLOSING PUBLIC COMMENTS.**

Chairperson Rogers asked for public comment.

There being no public comment, public comment was closed.

**THE MEETING ADJOURNED AT 4:34 P.M.**

**UNAPPROVED**  
**LIBRARY BOARD OF TRUSTEES MINUTES**  
**June 22, 2021**

**ATTENDEES**

**Library Board Members:** Chairperson Bonnie Rogers; Vice Chairperson Heather Martin Maier; Trustees Jill Harper and Elizabeth Tattersall

**Library Staff:** Library Director Amy Dodson; Library Supervisors Julia Brown and Laura Treinen; Administrative Services Manager Veronica Hallam, Clerk to the Board

**County Staff:** Deputy District Attorney Cynthea Gregory

**Absent:** Trustee Kate Garrahan

**THE MEETING CONVENED AT 10:01 P.M.**

**1. PUBLIC COMMENTS.**

Chairperson Bonnie Rogers asked for public comment.

There being no public comment, public comment was closed.

**2. APPROVAL OF PROPOSED AGENDA.**

**MOTION/VOTE:**

There being no public comment, Trustee Jill Harper made a motion to approve the agenda. Trustee Elizabeth Tattersall made a second and the motion carried unanimously with a 4-0 vote.

**3. APPROVAL OF THE MINUTES OF THE MAY 6, 2021 SPECIAL MEETING AND THE MAY 25, 2021 REGULAR MEETING.**

**MOTION/VOTE:**

There being no public comment, Trustee Harper made a motion to approve the minutes of the May 6, 2021 special meeting and the May 25, 2021 regular meeting. Trustee Tattersall made a second and the motion carried unanimously with a 4-0 vote.



**4. CONSENT CALENDAR.**

a. Approval of Gift fund claims

i. May 2021

ii. June 2021

*Petty Cash	Items for Summer Reading Program	03717	\$ 138.80
*Petty Cash	Items for Children’s Storytime; ERC Staff birthday	03706	\$ 20.50
Do Co Procurement Program	ERC - staff training/recognition	03715	\$ 133.56
*Baker & Taylor	Friends donated funds – book group	03724	\$ 158.37
*Petty Cash	Items for Summer Reading Storytime	03722	\$ 20.00
*Petty Cash	Items for Summer Reading Program	03729	\$ 32.89
*Town of Minden	CVIC rent for the Summer Reading performance events	03730	\$ 50.00
*Petty Cash	ERC – Kira’s baby shower; items for Summer Reading Program	03737	\$ 161.85
*Do Co Procurement Program	Items for Summer Reading Program	03738	\$ 22.50
*Do Co Procurement Program	Items for Summer Reading Program Murder Mystery Party	03741	\$ 44.95
*Do Co Procurement Program	NRS Chapter 82 Nonprofit Annual List of Officers and Director’s	03739	\$ 50.00
Digital Technology Solutions	Barracuda email back-up appliance software & support	03744	\$11,135.40
*Baker & Taylor	Friends donated funds – book group	03752	\$ 224.12
*Center Point	Donated funds in memory of Helen Ruso – large print books	03751	\$ 46.48

\*Funding/partial funding by Friends of the Library

**MOTION/VOTE:**

Trustee Tattersall made a motion to approve the consent calendar. Trustee Harper made a second. There being no public comment, the motion carried unanimously with a 4-0 vote.

**5. DISCUSSION AND REVIEW OF BUDGET PERFORMANCE REPORT SUMMARY AND GIFT FUND SUMMARY. [Discussion]**

a. 5/31/2021

Referring to the budget performance report, Director Amy Dodson noted that 90% of the library's budget has been expended. She spoke with Finance yesterday and there are a couple of augments that have still not been entered and are not reflected in the report. Those include the \$12,000 for the investigation and the transfer to clean up some purchase orders. By the end of the week those augments will be posted and reflected in the budget. She noted that the purchase orders will be closed on or before June 30<sup>th</sup> and those encumbrances will be released and put back into the fund.

**6. DISCUSSION AND POSSIBLE ACTION ON THE LIBRARY'S LONG RANGE PLAN. DISCUSSION TOPICS MAY INCLUDE OBJECTIVES, NEXT STEPS IN THE DEVELOPMENT OF THE LONG RANGE PLAN, SELECTION OF A CONSULTANT AND AUTHORIZING THE LIBRARY DIRECTOR TO NEGOTIATE AND ENTER INTO AN AGREEMENT IN AN AMOUNT NOT TO EXCEED \$30,000. [Action]**

The board discussed the consultants' presentations and it was agreed that the board would work with Dr. Fred Steinmann with the University of Nevada, Reno Center for Economic Development moving forward with the strategic plan. Chairperson Rogers noted that Trustee Kate Garrahan stated to her that she would be fine hiring Dr. Steinmann. The board also agreed that working with In Plain Site to assist the library with a marketing plan would be beneficial once the strategic plan is in place.

MOTION/VOTE:

There being no public comment, Chairperson Bonnie Rogers made a motion that the board select Dr. Frederick Steinmann as a consultant for the strategic plan and authorize the library director to negotiate into an agreement an amount not to exceed \$12,000. Trustee Tattersall made a second and the motion carried unanimously with a 4-0 vote.

**7. DISCUSSION AND POSSIBLE ACTION ON ORGANIZING AND SELECTING A DATE FOR A TOUR OF THE MINDEN LIBRARY BY MEMBERS OF THE DOUGLAS COUNTY BOARD OF COUNTY COMMISSIONERS.**

Director Dodson stated that she reached out to County Manager Patrick Cates and his assistant to give her a range of dates for a tour but has not heard back. She suggested the board discuss a time when the tour should take place and Trustee Tattersall recommended the fall which would give the board adequate time for planning. October at the latest. Trustees Harper and Heather Martin Maier agreed. Trustee Harper commented that it's important that the bookmobile be present for the tour and it would also be good for the commissioners to see the bookmobile in action out in the field. Director Dodson can schedule that as a separate event as soon as she hears back from Patrick.

There was no further discussion.

**8. LIBRARY DIRECTOR'S MONTHLY REPORT ON LIBRARY OPERATIONS AND STATISTICAL REPORTS FROM STAFF. [Discussion]**

The monthly report and statistical reports are attached and made a part of these minutes.

**9. CLOSING PUBLIC COMMENTS.**

Chairperson Rogers asked for public comment.

There being no public comment, public comment was closed.

**THE MEETING ADJOURNED AT 10:37 A.M.**

UNAPPROVED

*Lib. Board of Trustees Mtg 7/27/21  
Consent Calendar  
Agenda Item 4a*

Gift Fund Claims  
June / July 2021

*Town of Minden	CVIC rent for Summer Reading Program finale performance (7/29/21)	03730	\$ 50.00
*Swank Movie Licensing	Movie licensing for Minden Branch	03755	\$ 1,438.00
*Petty Cash	Items for Weekend Warriors Teen Program and Storytime in the Park	03757	\$ 49.60
*Dodson, Amy c/o Library	Items for Summer Reading Program	03762	\$ 172.46
*Amazon	Items for Summer Reading Program	03764	\$ 79.43
*Baker & Taylor	Friends donated funds – book group	03765	\$ 45.96
*Petty Cash	Items for Summer Reading Storytime	03766	\$ 29.95
*Do Co Procurement Program	Items for TAB meeting	03768	\$ 38.42
* Do Co Procurement Program	Items for Summer Reading Program	03769	\$ 20.00
* Do Co Procurement Program	Items for Summer Reading Program Kick-off at the lake	03770	\$ 17.46
*Do Co Procurement Program	Items for Summer Reading Program Reading incentives	03772	\$ 122.75
*Center Point Large Print	Donated funds in memory of Helen Ruso – large print books	03775	\$ 48.75
*Demco	Items for Summer Reading Storytime	03785	\$ 366.20
Petty Cash	Employee Recognition	03787	\$ 17.99

\*Funding/partial funding by Friends of the Library

# GIFT FUND EXPENDITURES REPORT FY 20-21

7/21/2021

Vendor	Date	Programs	Library Materials	All Others	Notes
OverDrive	11/12/2020		55.00		Friends of the Library grant funds - ebooks
Midwest Tape	11/12/2020		2,894.02		Friends of the Library grant funds - online digital services
Petty Cash	11/19/2020			89.28	\$13.98, \$19.76, \$27.82, \$27.72 ERC items for staff birthdays
OverDrive	11/28/2020		1,078.83		Friends of the Library grant funds- ebooks
Center Point Large Print	12/5/2020		23.25		Friends Helen Jean Raso Gift- books
OverDrive	12/5/2020		100.50		Friends of the Library grant funds- ebooks
OverDrive	12/31/2020		773.84		Friends of the Library grant funds - ebooks
Midwest Tape	12/31/2020		525.66		Friends of the Library grant funds - dvd binge boxes
Midwest Tape	1/14/2021		217.46		Friends of the Library grant funds - dvd binge boxes
OverDrive	1/28/2021		103.00		Friends of the Library grant funds - ebooks & eaudio books
Center Point Large Print	2/9/2021		158.21		Library materials purchased with donated funds- Helen Raso Memorial
Baker & Taylor	2/9/2021		1,123.20		Library materials for China Springs- Friends
Petty Cash	2/25/2021			36.96	\$7.99, \$12.98, \$15.99 ERC items for staff birthdays
CSLP	2/26/2021			122.00	Staff tshirts for summer reading program 2021
Baker & Taylor	3/10/2021		342.21		Library materials for china springs and bookgroup - friends
Center Point Large Print	3/10/2021		22.50		Library materials purchased with donated funds- Helen Raso Memorial
Center Point Large Print	3/26/2021		90.73		Library materials purchased with donated funds- Helen Raso Memorial
OverDrive	3/26/2021		2,245.97		Friends gift covid relief for ebooks & eaudio books
Baker & Taylor	3/27/2021		415.92		Book club books purchased with donated funds- friends
Petty Cash	4/9/2021			8.98	ERC items for staff birthday
Baker & Taylor	4/10/2021		31.72		Library materials for China Springs - Friends
OverDrive	4/22/2021		119.99		Library materials purchased with donated funds- Friends (17.99; 102.00)
Center Point Large Print	4/29/2021		61.47		Library materials purchased with donated funds- Helen Raso Memorial
Petty Cash	5/4/2021	13.00		7.50	\$13 for Children's Story Time program - Friends , \$7.50 ERC
Petty Cash	5/7/2021	138.80			SRP Youth Services - Friends (Target \$97.94 ; Walmart \$32.86 ; Dollar Tree \$8 ; Costco \$64.50 {\$50 donated costco g.c. used here})
Petty Cash	5/7/2021	14.50			SRP Youth Services - Friends (Costco \$64.50 {\$50 donated costco g.c. used here})
DoCo Procurement ProgramVH	5/6/2021			133.56	Staff training lunch
Petty Cash	5/19/2021	\$20.00			SRP Storytime - Friends
Baker & Taylor	5/19/2021		158.37		Library materials purchased w/ donated funds - friends - for book club
Petty Cash	5/26/2021	32.89			Items for Summer Reading Program 2021
Town of Minden	5/27/2021	50.00			CVIC rent for SRP 2021 kick-off performance
Digital Technology Solutions	8/7/2021			11,135.40	Barracuda email back up appliance software & suppor
Petty Cash	6/8/2021	114.92		46.93	\$114.92 Summer Reading Kick-off; \$46.93 ERC
DoCo Procurement ProgramLT	6/3/2021	22.50			Items for Summer Reading Program 2021
DoCo Procurement ProgramAD	6/3/2021			50.00	Charitable Solicitation Registration for FOL
DoCo Procurement ProgramJB	6/3/2021	44.95			Item for Murder Mystery Party SRP 2021
Baker & Taylor	6/11/2021		224.12		Library materials purchased w/ donated funds - friends - for book club
Center Point Large Print	6/11/2021		46.48		Library materials purchased with donated funds- Helen Raso Memorial
Petty Cash	6/17/2021	49.60			\$40.13 items for Weekend Warriors; \$9.47 items for Summer Reading Storytime in the Park
Amy Dodson, reimbursement	6/22/2021	172.46			Items for Summer Reading Program 2021
Petty Cash	6/24/2021	29.95			Items for Summer Reading Program 2021 - Bingo
Amazon	6/23/2021	79.43			Items for Summer Reading Program 2021
Baker & Taylor	6/24/2021		45.96		Library materials purchased w/ donated funds - friends - for youth book club
DoCo Procurement ProgramLD	6/28/2021	20.00			items for Summer Reading Program - display case
DoCo Procurement ProgramLT	6/28/2021	122.75			prizes for the Adult Summer Reading Program
DoCo Procurement ProgramVH	6/28/2021	38.42			items for TAB meeting
DoCo Procurement ProgramJB	6/28/2021	17.46			Items for Summer Reading kick-off at the lake
Center Point Large Print	7/3/2021		48.75		Library materials purchased with donated funds- Helen Raso Memorial
Demco	7/13/2021	366.20			FOL Summer Reading in the Park - bags for crafting material
Petty Cash	7/19/2021			17.99	ERC items for staff birthday
					<b>Grand Total:</b>
<b>TOTALS</b>		<b>1,347.83</b>	<b>10,907.16</b>	<b>11,648.60</b>	<b>\$23,903.59</b>
		<b>Programs</b>	<b>Materials</b>	<b>All others</b>	<b>\$23,903.59</b>

# GIFT FUND EXPENDITURES REPORT FY 21-22

7/21/2021

Vendor	Date	Programs	Library Materials	All Others	Notes
Town of Minden	5/27/2021	50.00			CVIC rent for SRP 2021 finale performance 7/29/21 (FOL)
Swank Movie Licensing	6/17/2021	1,438.00			Movie licensing for Minden (FOL)
Demco	7/13/2021	366.20			Crafting bags for Summer reading Storytime in the Park (FOL)
Petty Cash	7/19/2021			17.99	Employee recognition
					<b>Grand Total:</b>
<b>TOTALS</b>		1,854.20	0.00	17.99	<b>\$1,872.19</b>
		<b>Programs</b>	<b>Materials</b>	<b>All others</b>	<b>\$1,872.19</b>

Lib. Board of Trustees Mtg 7/27/21

Agenda Item #5a

Douglas County Public Library

Budget Summary

Fiscal Year 2020-2021

Month End 6/30/2021

% of Fiscal Year

100.0%

EXPENDITURE ACCOUNTS

**Salaries & Wages**

Budgeted	Augments	Current month	Year-to-date	% Used
\$799,403		\$99,297	\$784,569	101%

**Benefits**

Budgeted	Augments	Current month	Year-to-date	% Used
\$386,187		\$50,127	\$377,815	98%

**Services & Supplies**

Budgeted	Amend-ments	YTD Current month	YTD Encumber	Year-to-date	% Used
\$480,000	\$72,783	\$73,178	\$38,377	\$527,576	102%

Some individual lines are paid only once per year, in July and will therefore show a higher than expected percentage of disbursements in the early months of a fiscal year.

**Capital Outlay \*\***

Budgeted	Amend-ments	Current	YTD Encumber	Year-to-date	Amended Less YTD	% Used
\$0	\$0	\$0	\$0	\$0	\$0	0%

**Capital Projects \*\*** 224-804-562-000 & 224-804-564-500

Budgeted	Amended Budget	Current	YTD Encumber	Year-to-date	Budget less YTD	% Used
\$0						

\*\* These are pass-through accounts. During the year money will be transferred from Services & Supplies lines or money will be augmented by grant payments. Any single item costing \$50,000 or more will pass through this account. Augmentations are done as needed per fiscal year, and so these accounts can show a negative balance.



# Library Expense Budget Performance Report

Fiscal Year to Date 06/30/21  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
<b>Fund 224 - Library</b>											
<b>Department 804 - Library</b>											
<b>EXPENSE</b>											
<i>Salaries &amp; Wages</i>											
510.000	Salaries & Wages	799,403.00	(25,600.00)	773,803.00	91,215.91	.00	667,075.70	106,727.30	86	.00	.00
511.165	Holiday Overtime	.00	.00	.00	.00	.00	.00	.00	+++	.00	.00
511.167	Vacation Payout	.00	.00	.00	.00	.00	5,097.20	(5,097.20)	+++	.00	.00
511.169	Comp Payout	.00	.00	.00	.00	.00	114.98	(114.98)	+++	.00	.00
511.170	Overtime	.00	.00	.00	.00	.00	14.36	(14.36)	+++	.00	.00
511.171	Holidays	.00	.00	.00	2,941.36	.00	31,298.80	(31,298.80)	+++	.00	.00
511.172	Comp Paid	.00	.00	.00	71.44	.00	4,290.55	(4,290.55)	+++	.00	.00
511.173	Vacation	.00	.00	.00	2,255.52	.00	40,552.93	(40,552.93)	+++	.00	.00
511.174	Sick	.00	.00	.00	2,813.06	.00	24,043.56	(24,043.56)	+++	.00	.00
511.178	Sick Leave Payoff	.00	.00	.00	.00	.00	12,081.05	(12,081.05)	+++	.00	.00
<i>Salaries &amp; Wages Totals</i>		\$799,403.00	(\$25,600.00)	\$773,803.00	\$99,297.29	\$0.00	\$784,569.13	(\$10,766.13)	101%	\$0.00	\$0.00
<i>Employee Benefits</i>											
511.181	Retirement	227,970.00	.00	227,970.00	28,538.03	.00	219,132.21	8,837.79	96	.00	.00
511.182	Workers Comp	19,795.00	.00	19,795.00	2,261.57	.00	19,012.60	782.40	96	.00	.00
511.183	Group Insurance	114,654.00	.00	114,654.00	16,645.11	.00	115,035.85	(381.85)	100	.00	.00
511.184	Unemployment	4,031.00	.00	4,031.00	500.83	.00	3,990.05	40.95	99	.00	.00
511.186	Medicare	11,672.00	.00	11,672.00	1,367.41	.00	10,876.60	795.40	93	.00	.00
511.189	Cell Phone Stipend	780.00	.00	780.00	255.00	.00	3,060.00	(2,280.00)	392	.00	.00
511.195	Social Security	577.00	.00	577.00	.00	.00	.00	577.00	0	.00	.00
511.201	PEES-Ret. Medical	6,708.00	.00	6,708.00	559.00	.00	6,708.00	.00	100	.00	.00
<i>Employee Benefits Totals</i>		\$386,187.00	\$0.00	\$386,187.00	\$50,126.95	\$0.00	\$377,815.31	\$8,371.69	98%	\$0.00	\$0.00
<i>Services &amp; Supplies</i>											
520.029	Program Underwriting	.00	635.00	635.00	.00	.00	(293.25)	928.25	-46	.00	.00
520.045	Computer System	54,291.00	.00	54,291.00	1,561.00	.00	42,140.08	12,150.92	78	.00	.00
520.055	Telephone Expense	5,500.00	.00	5,500.00	895.03	.00	10,671.54	(5,171.54)	194	.00	.00
520.060	Postage/Po Box Rent	3,000.00	.00	3,000.00	267.99	.00	3,499.86	(499.86)	117	.00	.00
520.064	Travel	.00	.00	.00	.00	.00	13.66	(13.66)	+++	.00	.00
520.072	Advertising	.00	.00	.00	.00	.00	.00	.00	+++	.00	.00
520.078	Printing & Binding	.00	.00	.00	.00	.00	488.59	(488.59)	+++	.00	.00





# Library Expense Budget Performance Report

Fiscal Year to Date 06/30/21  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
520.085	Communications	5,580.00		11,160.00	5,580.35	.00	8,772.15	8,772.15	2,387.85	79	.00
520.088	Utilities	30,000.00	.00	30,000.00	1,304.90	.00	25,417.31	25,417.31	4,582.69	85	.00
520.097	Maint BAG	1,500.00	.00	1,500.00	8.97	.00	1,448.01	1,448.01	51.99	97	72.24
520.098	Janitorial Services	22,453.00	6,400.00	28,853.00	2,538.00	.00	28,853.51	28,853.51	(.51)	100	.00
520.107	Maint Equip	4,500.00	.00	4,500.00	.00	.00	4,623.21	4,623.21	(123.21)	103	.00
520.114	Motor Pool Expense	5,473.00	.00	5,473.00	456.08	.00	5,472.96	5,472.96	.04	100	.00
520.116	Veh. Maint-Co Shop	.00	.00	.00	.00	.00	343.64	343.64	(343.64)	+++	.00
520.136	Rents & Leases Equipment	3,000.00	.00	3,000.00	.00	.00	3,438.82	3,438.82	(438.82)	115	.00
520.156	Risk Mgmt-Co. Insurance	32,271.00	.00	32,271.00	8,067.75	.00	32,271.00	32,271.00	.00	100	.00
520.169	EMRB Assessment	100.00	.00	100.00	.00	.00	42.00	42.00	58.00	42	.00
520.170	Memberships	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.194	Cellular Phones	1,000.00	.00	1,000.00	.00	.00	1,104.74	1,104.74	(104.74)	110	.00
520.200	Training & Education	.00	.00	.00	410.00	.00	410.00	410.00	(410.00)	+++	.00
520.240	Data Lines	4,100.00	.00	4,100.00	299.96	.00	3,579.81	3,579.81	520.19	87	.00
521.100	Professional Services	.00	12,508.00	12,508.00	.00	.00	12,508.43	12,508.43	(.43)	100	.00
521.134	Cataloging	7,000.00	8,400.00	15,400.00	904.77	5,783.60	10,706.71	10,706.71	(1,090.31)	107	.00
521.500	Admin & Overhead	174,481.00	.00	174,481.00	43,620.25	.00	174,481.00	174,481.00	.00	100	.00
530.001	Circulation Supplies	500.00	.00	500.00	.00	.00	4,372.61	4,372.61	(3,872.61)	875	.00
532.003	Gas & Oil	.00	.00	.00	163.64	.00	448.09	448.09	(448.09)	+++	.00
532.054	Library Materials	122,351.00	3,000.00	125,351.00	6,225.84	29,800.05	119,934.04	119,934.04	(24,383.09)	119	44.78
532.057	Processing Materials	1,000.00	7,800.00	8,800.00	369.25	2,793.24	6,215.56	6,215.56	(208.80)	102	.00
532.065	Institutional Supplies	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
533.800	Office Supplies	500.00	1,000.00	1,500.00	17.98	.00	1,910.46	1,910.46	(410.46)	127	.00
533.802	Small Equipment	.00	10,000.00	10,000.00	.00	.00	8,921.82	8,921.82	1,078.18	89	.00
533.813	Office Products Program	1,000.00	2,000.00	3,000.00	35.41	.00	2,701.47	2,701.47	298.53	90	.00
533.817	Small Projects	.00	8,074.00	8,074.00	382.31	.00	5,106.23	5,106.23	2,967.77	63	.00
540.012	Statewide Collection Gran	.00	7,386.00	7,386.00	.00	.00	7,424.46	7,424.46	(38.46)	101	.00
550.100	Bank Fees-Credit Card Processing	400.00	.00	400.00	68.51	.00	547.14	547.14	(147.14)	137	.00
<b>Services &amp; Supplies Totals</b>		<b>\$480,000.00</b>	<b>\$72,783.00</b>	<b>\$552,783.00</b>	<b>\$73,177.99</b>	<b>\$38,376.89</b>	<b>\$527,575.66</b>	<b>\$527,575.66</b>	<b>(\$13,169.55)</b>	<b>102%</b>	<b>\$117.02</b>
<b>Capital Outlay/Projects</b>											
562.000	Capital Projects	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
<b>Capital Outlay/Projects Totals</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>
<b>EXPENSE TOTALS</b>		<b>\$1,665,590.00</b>	<b>\$47,183.00</b>	<b>\$1,712,773.00</b>	<b>\$222,602.23</b>	<b>\$38,376.89</b>	<b>\$1,689,960.10</b>	<b>\$1,689,960.10</b>	<b>(\$15,563.99)</b>	<b>101%</b>	<b>\$117.02</b>
<b>Department 804 - Library Totals</b>		<b>(\$1,665,590.00)</b>	<b>(\$47,183.00)</b>	<b>(\$1,712,773.00)</b>	<b>(\$222,602.23)</b>	<b>(\$38,376.89)</b>	<b>(\$1,689,960.10)</b>	<b>(\$1,689,960.10)</b>	<b>\$15,563.99</b>	<b>101%</b>	<b>(\$117.02)</b>
<b>Fund 224 - Library Totals</b>		<b>\$1,665,590.00</b>	<b>\$47,183.00</b>	<b>\$1,712,773.00</b>	<b>\$222,602.23</b>	<b>\$38,376.89</b>	<b>\$1,689,960.10</b>	<b>\$1,689,960.10</b>	<b>(\$15,563.99)</b>		<b>\$117.02</b>
<b>Grand Totals</b>		<b>\$1,665,590.00</b>	<b>\$47,183.00</b>	<b>\$1,712,773.00</b>	<b>\$222,602.23</b>	<b>\$38,376.89</b>	<b>\$1,689,960.10</b>	<b>\$1,689,960.10</b>	<b>(\$15,563.99)</b>		<b>\$117.02</b>



# Gift Fund Expense Budget Performance Report

Fiscal Year to Date 06/30/21  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
Fund 235 - Library Gift Fund										
Department 800 - Library Gift Fund										
	EXPENSE									
	Services & Supplies									
532.061	Library Gift Fund	.00	32,394.00	32,394.00	11,813.05	.00	21,384.10	11,009.90	66	15,673.69
	<i>Services &amp; Supplies Totals</i>	\$0.00	\$32,394.00	\$32,394.00	\$11,813.05	\$0.00	\$21,384.10	\$11,009.90	66%	\$15,673.69
	<b>EXPENSE TOTALS</b>	\$0.00	\$32,394.00	\$32,394.00	\$11,813.05	\$0.00	\$21,384.10	\$11,009.90	66%	\$15,673.69
Department 800 - Library Gift Fund	Totals	\$0.00	(\$32,394.00)	(\$32,394.00)	(\$11,813.05)	\$0.00	(\$21,384.10)	(\$11,009.90)	66%	(\$15,673.69)
Fund 235 - Library Gift Fund	Totals	\$0.00	\$32,394.00	\$32,394.00	\$11,813.05	\$0.00	\$21,384.10	\$11,009.90		\$15,673.69
<b>Grand Totals</b>		\$0.00	\$32,394.00	\$32,394.00	\$11,813.05	\$0.00	\$21,384.10	\$11,009.90		\$15,673.69



# Gift Fund Income Statement

Through 06/30/21  
 Detail Listing  
 Exclude Rollup Account

Account	Account Description	YTD Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year YTD Total
<b>Fund Category Governmental Funds</b>							
<b>Fund Type Governmental-Spec Revenue</b>							
<b>Fund 235 - Library Gift Fund</b>							
<b>REVENUE</b>							
Department 000 - Revenue							
<i>Interest Revenue</i>							
361.211	Invest. Earnings-LGIP	93.00	.00	35.94	57.06	39	190.64
361.212	Invest. Earnings-BNY Mellon	439.00	.00	1,051.52	(612.52)	240	1,148.14
	<i>Interest Revenue Totals</i>	\$532.00	(\$24.38)	\$1,051.82	(\$519.82)	198%	\$3,090.92
<i>Miscellaneous Revenue</i>							
367.102	Donations	.00	1,039.02	17,031.94	(17,031.94)	+++	45,020.06
	<i>Miscellaneous Revenue Totals</i>	\$0.00	\$1,039.02	\$17,031.94	(\$17,031.94)	+++	\$45,020.06
Department 000 - Revenue Totals							
		\$75,766.00	\$1,014.64	\$18,382.69	\$57,383.31	24%	\$48,110.98
	<b>REVENUE TOTALS</b>	\$75,766.00	\$1,014.64	\$18,382.69	\$57,383.31	24%	\$48,110.98
<b>EXPENSE</b>							
Department 800 - Library Gift Fund							
<i>Services &amp; Supplies</i>							
532.061	Library Gift Fund	32,394.00	11,813.05	21,394.10	11,009.90	66	15,673.69
565.755	Investment Service Fees	98.00	.00	.00	98.00	0	42.48
	<i>Services &amp; Supplies Totals</i>	\$32,492.00	\$11,813.05	\$21,399.22	\$11,092.78	66%	\$15,716.17
Department 800 - Library Gift Fund Totals							
		\$75,766.00	\$11,813.05	\$21,399.22	\$54,366.78	28%	\$15,716.17
	<b>EXPENSE TOTALS</b>	\$75,766.00	\$11,813.05	\$21,399.22	\$54,366.78	28%	\$15,716.17
<b>Grand Totals</b>							
	<b>REVENUE TOTALS</b>	75,766.00	1,014.64	18,382.69	57,383.31	24%	48,110.98
	<b>EXPENSE TOTALS</b>	75,766.00	11,813.05	21,399.22	54,366.78	28%	15,716.17
	<b>Grand Total Net Gain (Loss)</b>	\$0.00	(\$10,798.41)	(\$3,016.53)	(\$3,016.53)	+++	\$32,394.81



# Gift Fund Trial Balance Listing

Through 06/30/21  
Detail Listing  
Exclude Rollup Account

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance
<b>Fund 235 - Library Gift Fund</b>						
<i>Current Assets</i>						
101.000	Cash	72,578.33	20,506.40	23,313.11	69,771.62	72,578.33
101.090	Investment-FMV Adjust	2,269.65	.00	.00	2,269.65	2,269.65
121.100	Interest Receivable	327.25	621.74	605.76	343.23	327.25
	<i>Current Assets Totals</i>	\$75,175.23	\$21,128.14	\$23,918.87	\$72,384.50	\$75,175.23
<i>Current Liabilities</i>						
202.000	Accounts Payable	(240.00)	22,775.51	23,001.31	(465.80)	(240.00)
	<i>Current Liabilities Totals</i>	(\$240.00)	\$22,775.51	\$23,001.31	(\$465.80)	(\$240.00)
<i>Fund Balance</i>						
253.000	Fund Balance	(74,935.23)	.00	.00	(74,935.23)	(74,935.23)
	<i>Fund Balance Totals</i>	(\$74,935.23)	\$0.00	\$0.00	(\$74,935.23)	(\$74,935.23)

Luise Davis

July 19, 2021

To the Douglas County Library Board of Trustees:

I am asking to be considered for the position of Interim Director of Douglas County Public Library.

I have been employed at DCPL since November 1998. During my entire tenure, I have managed the library's volunteer program including handling the required paperwork, proper record keeping, assigning, scheduling, training and supervising the volunteers as appropriate. The library had around thirty or so volunteers when I started; it has grown to over one hundred volunteers who come from a wide variety of backgrounds and skills. For the past several years I have planned the volunteer reception including creating and sending invitations; planned, purchased, and set up refreshments, all within the allotted budget and time frame.

Previously I was the supervisor for the Library Pages. My responsibilities included assisting with recruitment and selection of staff, training, conducting performance evaluations, coaching, and addressing disciplinary issues if needed.

I have had the privilege of attending some major leadership conferences including Mountain Plains Library Association Leadership Institute, the Public Library Association Boot Camp, and the Nevada Library Leadership Institute that allowed me the opportunity to take the Gallup Strength Finder assessment. I am currently serving as the Nevada Library Association Delegate to the Mountain Plains Library Association where I serve on the Executive Board.

As a member of the Nevada Library Association, I have been this library's representative on Library Legislative Day to our local state representatives for the past three sessions.

Other areas where I have gained leadership experience include serving as the President of the Douglas County Employees' Association, being a delegate for the County Benefits committee, and working as the stage manager for over twenty successful live theater productions.

During my time here I have worked in collection development including maintaining the assigned budget, programming, circulation services, reference services, proctoring services, interlibrary loan, and outreach to the community. I value what this library has to offer this community and expect it to offer more in the future.

As a long-term employee with Douglas County I have seen a lot of change. I appreciate working for an employer that values integrity, accountability, customer service, leadership, communication, and teamwork. All of these values apply to library service, particularly the position of Interim Director, one that sets an example for other staff.

Thank you for your consideration,

Luise Davis, MLS

**Luise Davis**  
1349 El Dorado Drive, Apt. F  
Gardnerville, NV 89410

## **Professional Summary**

Detail-oriented library professional specializing in volunteer management, customer service, and collection development. Always looking for ways to improve processes and assist patrons. Dedicated to keeping materials current and accessible.

## **Skills**

Volunteer Management and supervision  
Collection Development  
Attention to detail

Circulation procedures  
Skilled researcher  
Collaborative

## **Work History**

**Librarian I, 11/1998 to Current**  
**Douglas County Public Library -- Minden, NV**

- Provided collection development for adult services including selection, reviewing, and de-selecting library materials
- Managed program for 100+ volunteers including handling required paperwork, record maintenance, assigning, scheduling, training, and supervising volunteers as appropriate
- Coordinated annual volunteer recognition event
- Supervised Library Pages including assisting with recruitment and selection of staff, training, conducting performance evaluations, and administering disciplinary actions as required
- Checked in, checked out and renewed library materials using Polaris
- Coordinated special projects that required research, budgeting, and meeting deadlines
- Answered patrons' reference questions covering a broad variety of research topics
- Provided library programs including author events, creative opportunities, and book groups
- Served as library representative to Nevada Legislature
- Elected as Nevada Library Association Delegate to Mountain Plains Library Association
- Assisted in scheduling offsite book drop service
- Provided proctoring services
- Provided interlibrary loan services
- Kept abreast of current trends and strategies in field by attending conferences and reviewing trade publications
- Served as delegate to County Benefits Committee
- Served as President of Douglas County Employees Association

# 2021 LSTA Mini Grant Instructions

## General Information

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- Grant amount: up to \$10,000 per eligible library.
- Funding Period: Projects occurring between July 1, 2021-August 31, 2022.
- Total Available funding: \$200,000
- Application Deadline: Cycle 1: May 17, 2021 for a July 1, 2021 project start date  
Cycle 2: August 16, 2021 for an October 1, 2021 project start date (funds permitting)  
Cycle 3: November 15, 2021 for a January 1, 2022 project start date (funds permitting)  
Cycle 4: February 15, 2022 for an April 1, 2022 project start date (funds permitting)
- Submit application and signature forms to: [nslaprsta@admin.nv.gov](mailto:nslaprsta@admin.nv.gov)

## Eligibility

This Mini Grant opportunity is available to all eligible Nevada libraries. Eligibility requirements are here:

[http://nsla.libguides.com/ld.php?content\\_id=36161206](http://nsla.libguides.com/ld.php?content_id=36161206)

## Funding

There is \$200,000 available for Mini Grants during Federal Fiscal Year (FFY) 2021. Projects of up to \$10,000 will be considered. **Libraries may submit multiple applications**, and have multiple funded projects, but the total FFY 2021 award per library jurisdiction is \$10,000. Funds will be awarded in up to 4 application cycles. All applications received by the posted due dates will be considered but are subject to funding availability. Once the full \$200,00 is awarded, Mini Grant applications will no longer be accepted.

If the application is approved for funding, the sub-grantee may not obligate or encumber grant funds prior the effective date of the Grant-in-Aid (GIA) award. GIA start dates will be driven by the timely receipt of this application. End dates will be determined by the ending date listed in Section 2.2 of this application. Project expenditures made prior to the start of the grant period will be considered pre-award and must be funded locally.

## Funding Priorities

Libraries are encouraged to envision projects that will support new/improved programs or services that will solve a specific problem or meet an identified need of the library's current or potential users. Projects must also align with and advance at least one of the goals from Nevada's LSTA 5 year plan, 2018-2022. The four goals are:

- **Goal 1:** Strengthen Nevada libraries' ability to effectively respond to community needs through assessment, planning and training.
- **Goal 2:** Encourage Nevada libraries to develop and use partnerships and collaboration to maximize user resources and services throughout the state.
- **Goal 3:** Nevada libraries will provide responsive learning environments for Nevada residents.
- **Goal 4:** Build capacity of libraries to meet user identified access needs.

The LSTA Plan for Nevada has been approved by the U.S. Institute of Museum and Library Services and directly relates to the federal LSTA purposes and priorities of the Library Services and Technology Act (LSTA) (20 U.S.C. § 9121). It is the basis for funding all projects. Nevada's LSTA 5 year plan, 2018-2022 is available here:

[https://nsla.nv.gov/ld.php?content\\_id=50682804](https://nsla.nv.gov/ld.php?content_id=50682804)

There are no favored categories of grant or applicant.

## LIBRARY SERVICES AND TECHNOLOGY ACT

### Match

A financial cash or in-kind match of 10% of awarded LSTA funds is required. Matching funds may come from the library's operating budget, Friends, gift funds, or project partners. Other federal funds may not be used towards match. In *Section 10, Project Budget*, list your 10% match in the "Local Cash/In-Kind" column and describe whether the match is either *local cash or in-kind*.

When/where is the application due? Submit a signed & complete electronic copy of the application via email to [nslapr1sta@admin.nv.gov](mailto:nslapr1sta@admin.nv.gov). NSLAPR no longer requires hard copies with original signatures, but you must retain the original document with your grant records, following LSTA retention schedules (FFY 21 grants: retain until Dec. 31, 2026).

Deadlines are as follows:

- Cycle 1: May 17, 2021 for a July 1, 2021 project start date
- Cycle 2: August 16, 2021 for an October 1, 2021 project start date (funds permitting)
- Cycle 3: November 15, 2021 for a January 1, 2022 project start date (funds permitting)
- Cycle 4: February 15, 2022 for an April 1, 2022 project start date (funds permitting)

Submission of an application is not binding upon the applicant nor upon the Nevada State Library, Archives and Public Records (NSLAPR). Submitted applications become public information.

### Appeals Process

Applicant Libraries whose LSTA grant applications are denied funding may appeal for reconsideration. The applicant library should submit a letter of appeal in writing, including detailed reasons, facts, and the remedy sought, within 30 days from the date that the applicant was notified that their grant was denied funding. The LSTA Coordinator will review the appeal and provide recommendations to the Nevada State Library, Archives and Public Records Division Administrator, who will respond as appropriate to the situation.

Send written appeals to:

Nevada State Library, Archives and Public Records  
LSTA Program  
100 N. Stewart Street  
Carson City, NV 89701

### Application Evaluation

Mini Grants are evaluated and ranked internally by NSLAPR staff to ensure that budget expenses are allowable and that outcomes align with LSTA federal and state priorities. Strong applications will be clear in intent; have a Statement of Need supported by evidence (data); describe attainable Outcomes that result in a change in knowledge, skills, attitudes, enjoyment, or behavior for the target audience; show evidence of planning; have realistic budgets and timelines; and have well defined inputs, activities, outputs. They will also be evaluated for viability, sustainability and community impact. You may receive detailed project recommendations in the areas outlined above. Project funding recommendations are submitted to the NSLAPR Administrator for final approval.

### Budget Guidelines

**Reimbursement Only:** NSLAPR will reimburse grant recipients for project expenditures. Grant recipients are responsible for the timely payment of their vendors' invoices. Budget items must be allowable under federal and state law and federal OMB regulations. See Allowable Costs Tips on the [Nevada 2021 LSTA Libguide](#), under *IMLS Guidance*.

Allowable costs include:

**Reimbursement Documentation:** Submit Reimbursement Requests with appropriate documentation of expenditures. Acceptable source documentation includes:



## LIBRARY SERVICES AND TECHNOLOGY ACT

- legible copies of receipts
- legible copies of invoices
- detailed printouts from the grantee's fiscal software showing payment

The receipts/invoices/printouts must include the vendor name, date, quantity, unit cost, and an accurate description of the goods or services provided. The receipts/invoices/ printouts items must be clearly mapped to the Reimbursement Request form.

**NOTE:** NSLAPR funds this program through the Library Services and Technology Act (LSTA) as administered by the Institute for Museum and Library Services (IMLS). IMLS does not allow use of LSTA funds in support of library management activities involving fundraising, advocacy, general marketing, or library design and construction.

### Reporting Requirements

A final report, *consisting of activity summaries and data sets, user surveys, target audience outcomes, lessons learned, anecdotal information, and a financial section* is required and must be submitted by November 4, 2022.

## Section 1, Applicant Information

**1.1 DUNS Number:** This number is provided by Dun & Bradstreet and is required for all organizations who obtain federal contracts or grants. The DUNS Number may be assigned to your library or the agency directly responsible for library operations. Don't have a DUNS Number? Get one here: <http://fedgov.dnb.com/webform//>

**1.2 Library Name:** Enter the full legal name of the applicant library, system, school district, or other agency.

**1.3 Library Type:** Select one. Your library type will also have corresponding LSTA eligibility criteria (see Section 5)

**1.4 Address:** The mailing address for the applicant library – street, route or post office box. ***Don't forget the city & ZIP!***

**1.5 Library Director/Administrator Name:** The library director or appropriate senior administrative officer who is authorized to sign an agreement accepting the terms of the grant.

**1.6 Library Director/Administrator Email & Phone:** The primary contact information for the library director or appropriate senior administrative officer who is authorized to sign an agreement accepting the terms of the grant.

**1.7 Project Manager Name:** The primary contact person for this project

**1.8 Project Manager Email/Phone:** The primary contact information for the project manager

## Section 2, General Project Information

**2.1 Project Title:** The official title of your project –descriptive & short! Avoid two-part titles or acronyms.

**2.2 Start Date:** Mini Grants will be awarded in up to four cycles, funds permitting. Select the appropriate start date for your project and submit your application by the due date listed below (all projects must end by August 31, 2022).

- Cycle 1: Application due **May 17, 2021** for a **July 1, 2021** project start date
- Cycle 2: Application due **August 16, 2021** for an **October 1, 2021** project start date (funds permitting)
- Cycle 3: Application due **November 15, 2021** for a **January 1, 2022** project start date (funds permitting)
- Cycle 4: Application due **February 15, 2022** for an **April 1, 2022** project start date (funds permitting)

*No expenses may be encumbered before or after the start and end dates.* The final report is due November 4, 2022.

**2.3 Project Budget Summary:** Transfer final figures for *LSTA, Local Cash/In-Kind, and Project Total* from Section 5.

## LIBRARY SERVICES AND TECHNOLOGY ACT

**2.4 Project Summary:** Briefly and clearly summarize what you want to do and why. How will it help your primary audience, what are the benefits, why are you the best organization to do this project? *This section will be short and concise.* Consider it your 30 second elevator speech. Details will come in Section 3.

**2.5 Partners:** Indicate whether you have project partners. If yes, list them and whether they are formal (you have written agreements on project deliverables) or informal and describe their project contributions. Attach any formal agreements.

**2.6 Project Intent:** These are IMLS subject categories. Select the one that best represents your project.

**2.7 Nevada LSTA 5 Year Plan Goals:** Select ONE Nevada LSTA Goal that your project addresses.

**2.8 Target Audience:** Identify the audience(s) for this project. All of your activities and outcomes will be aimed at meeting this group's needs. Select *either* Library Workforce, General Population, or Targeted Group. If you select Targeted Group, also select the subgroups that apply.

## Section 3, Project Details

**3.1 Statement of Need:** What is the Need, the challenges or the gaps in service that are facing your project's primary audience? What are the symptoms and causes? The Statement of Need will present facts and evidence, so explain how you know the need is actually a problem and *not a perception*. Use qualitative or quantitative comparative data to illustrate your point. Please don't confuse your organization's needs with those of your project's primary audience. Cite your sources, whether Census data, circulation data, or even phone book data (showing a scarcity of arts and cultural venues, for instance). See <https://nsla.libguides.com/2019LSTA/GrantWritingResources> for links to some well-known data sets. *Unsupported assumptions will not be considered.*

**3.2 Proposed Solution to Need:** What will you do to address the need as stated in 3.1? Why is this solution the best solution and why is your library the best organization to make it happen? This is an overview, the 30,000 foot version of your solution. Details, the actual implementation activities, will come in section 3.4.

**3.3 Benefits/Outcomes:** What do you wish for your project to accomplish? How will it impact/affect primary audience and what changes in behavior, attitude, skill, or understanding would you like for them to experience as a result of participating in the project's activities? Explain how this outcome was selected and how you determined that your approach will provide the best solution. Describe what success looks like.

**3.4 Implementation Activities:** In this section, describe all of the activities that are part of your Solution to the Need. Describe what you'll *do* and the tangible things you'll *acquire or create* for your primary audience. For each Activity, explain the activity's purpose and target beneficiaries, plus any high-level results that you anticipate. *Attach additional sheets if needed.*

*Note:* Your project activities will all fit into one of the four standardized LSTA Activity categories as identified by IMLS: **Instruction, Content, Planning/Evaluation, and Procurement**. To be considered an Activity, the action must account for at least 10% of the total amount of resources (the budget, both LSTA and Local Cash/In-Kind) committed to your project. You can list up to 10 different activities, but group like items together. Activities are also associated with **Modes and Formats** that relate to *how* an Activity is implemented. See *Figure 1* below. Example: If your budget has a line item for the purchase of printed books & ebooks, one of the project Activities will be *Content-Acquisition, Physical & Digital*. List this, then describe what you'll buy, why you decided on these items, how the end user will get access, and why it matters to them. A related activity will be *Content-Lending*, where you'll describe how you'll track usage of these newly acquired items and how this tracking will help determine outcomes. Please contact the LSTA Coordinator with questions!

## LIBRARY SERVICES AND TECHNOLOGY ACT

Activity	Mode	Format
Instruction	Program	In-person
	Presentation/performance	Virtual
	Consultation/Drop-in/Referral	In-person & virtual
Content	Acquisition	Physical
	Creation	Digital
	Preservation	Physical & Digital
	Description	
	Lending	
Planning/Evaluation	Prospective	In-house
	Retrospective	3 <sup>rd</sup> party
Procurement	n/a	n/a

Figure 1

### Activity/Mode Combinations and Definitions:

- **Instruction/Program:** The transfer of knowledge or skills through **formal** interaction and **active** user engagement.
- **Instruction/Performance:** The transfer of knowledge or skills through formal interaction and **passive** user engagement.
- **Instruction/Consultation:** The transfer of knowledge or skills through **informal** interaction.
- **Content/Acquisition:** The acquisition of materials/collections/resources.
- **Content/Creation:** The design or production of an information tool or resource.
- **Content Preservation:** Maintaining materials in an optimal condition.
- **Content/Description:** The application of standardized descriptive information for purposes of control, organization & retrieval.
- **Content/Lending:** The provision of a library's physical and/or electronic resources and collections through the circulation of materials.
- **Planning/Prospective:** The design, development, or assessment of **future** operations, services, or resources.
- **Planning/Retrospective:** The assessment of a completed project.
- **Procurement:** The purchasing of facilities, equipment/supplies, hardware/software, or other materials that are *not content related*, but support library infrastructure.

**3.5 Relevance to Nevada LSTA and Local Planning Documents:** Describe how this project advances the Nevada LSTA Goal selected in 2.8. Describe how it ties to local planning documents (your strategic, collection, technology, etc. plan)

**3.6 Evaluation Activities:** How success will be defined and measured? What tools will be used to evaluate the activities in 3.5? What are your measurement indicators (such as circulation, program participation, or staff hours saved if you are procuring technology)? Include any pre- and post-assessments, surveys, benchmarks, and observations. Also describe how you'll use the required LSTA surveys in your evaluation process (see: <https://nsla.nv.gov/2021LSTA/Surveys>). Public libraries: consider using Project Outcome's free survey tools as well: <https://www.projectoutcome.org/surveys-resources>. Evaluation example for a family reading program:

- **Intended Outcomes:** Adults will read to children more often.
- **Indicators:** Number and percent of parents or other caretakers who read to children 5 times/week or more.
- **Data Source(s):** Participant interviews.
- **Target for Change:** At the end of year one, 75% of participating parents and other caretakers will read to children in their care 5 times per week or more.

## LIBRARY SERVICES AND TECHNOLOGY ACT

**3.7 Promotional Activities:** How will you promote and share this project? How will you make sure your primary audience is aware of opportunities? How will you make sure your partners, elected officials, and community leaders are aware of your project? Include plans for crediting IMLS on promotional items and tagging IMLS and the Nevada State Library on social media using the following hashtags: #IMLSgrant (across social media platforms) and Facebook: [@Institute of Museum and Library Services](#), [@NevadaStateLibrary](#)

**3.8 Supporting Materials** *In this section, list any supporting materials you are attaching (letters of support, partner agreements, equipment specs, etc.)*

## Section 4, Project Budget

**4.1 Project Budget** – The “inputs” that make your project come alive. Provide a description of expenditures for each budget category. Requests must be for reasonable, necessary, and allowable expenditures that are necessary to achieve the project’s goal. Attach additional pages if necessary. Lobbying, fundraising, classroom booksets or textbooks, food and refreshments, prizes, and items not directly related to the project activities and timeline are not allowable expenses. See [Tip Sheet](#) for more details on what may be purchased with LSTA funds. Plan carefully: once budgets are approved and projects funded, reallocations between budget categories that are more than 10 % of that category are considered contract changes and must be approved by NSLAPR’s Deputy Attorney General. Fields do not auto-calculate - please enter TOTAL amounts and double check math.

Budget items, both LSTA and Match, should tie directly to Activities in section 3.4. If you’re asking for salaries, there needs to be an Activity, such as an Instructional Program, for which these salaries are used. If you’re asking for “things” like books and/or technology, these need to be for an Activity that will support outcomes (in other words, you cannot get a grant to buy *stuff*, but you can buy *stuff* if it directly supports your project).

**NOTE:** in the Description section of each budget category, designate whether the item is to be funded with LSTA, Local Cash, or In-Kind.

- **Cash:** all other financial support contributed to the project, including state or local grants or allocations, private grant funds, Friends or philanthropic support, or other funds. *Include new library funds if they will be budgeted specifically for this project.*
- **In-kind:** contributions from the library’s current budget may be used to the extent that they are devoted *exclusively* to this project and may include staff time, library materials, equipment, building space, utilities, and other operating costs.
- **Salaries/Wages/Benefits:** For staff contributing directly to the project. Include position titles, job duties, hourly rate, and number of FTEs. **Note:** LSTA funds should not be used to fund existing employee salaries.
- **Consultant Fees:** This category includes all expenses related to acquiring the services of a consultant for a specific activity within the project. A consultant may be an author, poet, educator, trainer, or presenter. Costs may include fees, travel, accommodation, and any support services obtained by the consultant. Include the consultant’s area of expertise and actions/contributions to the project and demonstrate that the consultant is qualified to perform the intended work or service. Attach relevant RFPs, the Scope of Work, or consultant bids.
- **Travel:** Includes transportation, accommodation, meals, etc. Must be incurred by staff working on project.
- **Supplies/Materials:** Program supplies and library materials purchased specifically for project activities. Include technology hardware/software and furnishings in this category if the per unit cost is less than \$5,000. **Note:** Acquisition of any of these items should not be the primary purpose of the project.
- **Equipment over \$5,000:** Tangible property having a useful life of more than one year and a *per unit cost* of \$5,000 or more. Requests for equipment or other assets must be connected to a significant and/or specific program component in the application and **must be preapproved by Nevada’s IMLS federal program manager**. *Provide specifications for these items and explain how they will meet your project’s LSTA goal (Section 5).*

## LIBRARY SERVICES AND TECHNOLOGY ACT

- **Services:** The cost of services provided by a vendor. Include a description of the services and name of vendor. Review [IMLS Guidance on Advertising and PR](#) to ensure promotional services are allowable.
- **Indirect Costs:** Includes allowable indirect costs. An indirect cost is an organization's incurred cost that cannot be readily isolated or identified with just one project or activity. These types of costs are often referred to as "overhead costs." Typical examples of indirect costs are general telephone service, postage, office supplies, office space expenses, and administrative or financial operations for an entire organization. **NOTE: NSLAPR has placed a 10% cap on indirect cost rates.**

## Section 5, Timeline

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**5.1 Timeline:** List all project implementation & promotional activities and indicate (with an X) when they'll occur. Include activities to be used towards match!

**5.2 Staff Responsibilities:** Describe the qualifications of key project staff listed in the timeline (track record, training, expertise, etc.)

## Section 6, Certifications

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**6.1 Agreements:** Checking each box indicates the applicant library understands and agrees to perform each of the required tasks. The tasks are mandatory, libraries awarded LSTA funds may not opt out.

**6.2 Application Certification:** Enter the official title of your project, the name of the person completing the application and the full legal name of the applicant library, system, school district, or other agency. The persons authorized to apply for federal funds on behalf of the applicant jurisdiction should sign and date the certification.

**6.3 Eligibility Certification:** To be eligible to apply for LSTA funds, each applicant library and participant library must certify to NSLAPR that it meets all of the eligibility criteria in this section. The person authorized to apply for federal funds on behalf of the applicant jurisdiction should sign and date the certification.

## LIBRARY SERVICES AND TECHNOLOGY ACT

# 2021 Mini Grants

- Grant amount: up to \$10,000 per eligible library
- Eligibility: Any Nevada library that meets LSTA eligibility requirements may apply. Eligibility requirements are here: [https://nsla.nv.gov/ld.php?content\\_id=50682807](https://nsla.nv.gov/ld.php?content_id=50682807)
- Funding Period: Projects occurring between July 1, 2021-August 31, 2022
- Total Available funding: \$200,000
- Application Deadline: Cycle 1: May 17, 2021 for a July 1, 2021 project start date  
Cycle 2: August 16, 2021 for an October 1, 2021 project start date (funds permitting)  
Cycle 3: November 15, 2021 for a January 1, 2022 project start date (funds permitting)  
Cycle 4: February 15, 2022 for an April 1, 2022 project start date (funds permitting)
- Submit application and signature forms to: [nslaprlsta@admin.nv.gov](mailto:nslaprlsta@admin.nv.gov).

## Section 1, Library Information

---

1.1 DUNS Number:

1.2 Library Name:

1.3 Library Type:     Public     School     Academic     Special     Consortia

1.4 Address (Street, City, State, ZIP):

1.5 Library Director/Administrator Name:

1.6 Director/Administrator Email:

Phone:

1.7 Project Manager Name:

1.8 Project Manager Email:

Phone:

## Section 2, General Project Information

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2.1 Title:

2.2 Start Date:     07/01/21 (cycle 1)     10/01/21 (cycle 2)     01/01/22 (cycle 3)     04/01/22 (cycle 4)

2.3 Budget (transfer numbers from Section 4):

- LSTA Funds requested    \$ \_\_\_\_\_
- Local Cash/In-Kind    \$ \_\_\_\_\_
- Project Total    \$ \_\_\_\_\_

2.4 Project Summary *What do you want to do? Briefly give an overview of your project. Space for details is in Section 3.*

## LIBRARY SERVICES AND TECHNOLOGY ACT

2.5 Partners?  No  Yes (list and note whether formal or informal)

### 2.6 IMLS Project Intent (select ONE)

- |   |  |
|---|--|
| <input type="checkbox"/> Lifelong Learning      | <input type="checkbox"/> Information Access                |
| <input type="checkbox"/> Institutional Capacity | <input type="checkbox"/> Economic & Employment Development |
| <input type="checkbox"/> Human Services         | <input type="checkbox"/> Civic Engagement                  |

### 2.7 Nevada LSTA 5 Year Plan Goals (select ONE)

- 1. Strengthen Nevada libraries' ability to effectively respond to community needs through training, planning, and assessment.
- 2. Encourage Nevada libraries to develop and use partnerships and collaboration to maximize user resources and services throughout the state.
- 3. Nevada libraries will provide responsive and accessible learning environments that meet the needs of all Nevada residents.
- 4. Build capacity of libraries to meet evolving information access needs.

### 2.8 Target Audience (select *either* Library Workforce, General, or Targeted)

- Library Workforce (includes volunteers and trustees)
- General Population
- Targeted Group (select all that apply):
  - People who are living below the poverty line  Unemployed

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  - American Indian or Alaska Native  Asian
  - Native Hawaiian or other Pacific Islander  Black or African American
  - Hispanic or Latino

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  - Families  Intergenerational groups (not families)
  - Immigrants/refugees  Persons with disabilities
  - Persons with limited functional literacy skills  Other

---

  - Urban  Suburban  Rural

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  - All ages  0-5 years  6-12 years  13-17 years  18-25
  - 26-49 years  50-59 years  60-69 years  70+ years

## LIBRARY SERVICES AND TECHNOLOGY ACT

### Section 3, Project Details

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**3.1 Statement of Need** *Why do you want to do this project? Describe the challenges/obstacles facing your Primary Audience (2.9). How have you determined that these challenges are real and relevant to your community? Cite supporting data sources, such as the Census Bureau.*

**3.2 Proposed Solution to Need** *What is your proposed solution to the Need as stated above? Why is this the best solution and why is your library the best organization for implementation?*

**3.3 Desired Benefits/Outcomes to Primary Audience** *What changes in behavior, attitude, skill, or understanding would you like to see for your primary audience as a result of your project?*



## LIBRARY SERVICES AND TECHNOLOGY ACT

**3.4 Implementation Activities** *How are you going to make this project come alive? What activities will you do? Project activities will fall into 4 categories: Instruction, Content, Planning, or Procurement- see *Instructions* for more detail about the activity categories.*

## LIBRARY SERVICES AND TECHNOLOGY ACT

**3.5 Relevance to Nevada LSTA and Local Planning Documents** *How will this project provide an opportunity to advance your library's strategic goals and Nevada's LSTA strategic goals (from 2.7)?*

**3.6 Evaluation Activities** *Describe how the desired outcomes will be measured and evaluated.*

**3.7 Promotional Activities** *How will you let your primary audience, and the community as a whole, know about this project and its activities?*

**3.8 Supporting Materials** - *Attach any supporting materials (letters of support, partner agreements, equipment specs, etc.)*

## LIBRARY SERVICES AND TECHNOLOGY ACT

### Section 4, Project Budget

**4.1 Project Budget & Narrative.** *Whole dollar* amounts only. Fields do *not* auto-calculate - please enter TOTAL amounts and double check your math. See Instructions for each category's definitions and required information. See the allowable expenses [Tip Sheet](#) for details on what may be purchased with LSTA funds. Questions? Contact the LSTA coordinator.

	LSTA	Local Cash/In-Kind	TOTAL
<b>Salaries/Wages/Benefits</b>	\$	\$	\$
Description			
<b>Consultant Fees</b>	\$	\$	\$
Description			
<b>Travel</b>	\$	\$	\$
Description			
<b>Supplies/Materials</b>	\$	\$	\$
Description			
<b>Equipment Over \$5,000 per unit</b>	\$	\$	\$
Description			
<b>Services</b>	\$	\$	\$
Description			
<b>Indirect Costs</b>	\$	\$	\$
Rate %: (a cap of 10% is imposed)			
<b>TOTALS</b>	\$	\$	\$

Match: a match of 10% is required.



## LIBRARY SERVICES AND TECHNOLOGY ACT

**5.2 Staff Responsibilities-** *Provide a brief resume of key project staff.*

## LIBRARY SERVICES AND TECHNOLOGY ACT

### Section 6, Certifications

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#### 6.1, Agreement

By checking the boxes, I agree that if my LSTA Grant Project is funded, I will:

- Submit a Risk Assessment and all Required LSTA Signature forms (one set per library per grant year). Forms are available here: <https://nsla.nv.gov/2021LSTA/RequiredForms>
- Expend 100% of LSTA funds in the allowable costs categories as noted in the budget section and submit receipts/backup documentation for reimbursement
- Conduct participant surveys as required by IMLS - see <https://nsla.nv.gov/2021LSTA/Surveys>
- Provide local matching funds of at least 10%
- Submit final reimbursement requests by September 15, 2022.
- Submit a final report by November 4, 2022.
- Acknowledge the source of project funding in all publicity - see instructions
- Retain all grant related documents, including copies of reimbursement requests and payments received, per federal retention schedules (through Dec. 31, 2026 for Federal Fiscal Year 2019 grants)

#### 6.2, Application Certification

**Project Title:**

**Applicant Name & Library Jurisdiction:**

**WE, THE UNDERSIGNED, CERTIFY** the project application named above will be the basis for the operation and administration of the project for which LSTA funds are requested. We will provide expenditure and other reports and will comply with such fiscal provisions as the Nevada State Library, Archives and Public Records.

Receipt of this application by NSLAPR does not guarantee that my library will be awarded funding.

\_\_\_\_\_  
Signature of President, Board of Trustees

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Library Director

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Project Director

\_\_\_\_\_  
Date Signed

## LIBRARY SERVICES AND TECHNOLOGY ACT

### 6.3, Eligibility for LSTA Certification

To be eligible to apply for LSTA funds, each applicant library and participant library must certify to NSLAPR that it meets all of the following eligibility criteria:

- Is supported by public revenues (51% or more) or is a non-profit institution or agency;
- Makes the collection accessible to its primary clientele organized according to a nationally accepted classification system;
- Participates in resource sharing through the Information Nevada program;
- Serves its primary clientele free of charge;
- Has a fixed location with regular, published hours of operation;
- Has one or more paid library staff;
- Has an annual budget with funds reserved for library materials and services;
- Has a current, written long range or strategic plan that is available for review.

Applicants should refer to the LSTA Eligibility Criteria certification form of the proposal. These criteria were approved by the Nevada State Council on Libraries and Literacy in May 2008.

*The applicant or participating library must also meet the following requirements:*

- **Public Libraries:** Must meet the Minimum Standards for Public Libraries
- **School Libraries:** The school district employs at least one certified library/media specialist;
- **Academic Libraries:** Be accredited by the Northwest Commission on Colleges and Universities
- **Library Consortia:**
  - Be a Nevada local, regional, or statewide cooperative of library entities which provides for the systematic and effective coordination of resources of school, public, academic, and/or special libraries and information centers, for improved services for the clientele of such library entities [20 U.S.C. 9122(2)]; and
  - Have a formal organized structure that includes governance, membership, long range planning and regular funding components.
- **Non-profit library related organization:**
  - Be a non-profit entity registered with the Nevada Secretary of State; and
  - Have tax exempt status under the Internal Revenue Section 501(C)3.

**Certification:** I certify to the best of my knowledge and belief that the library meets LSTA eligibility.

\_\_\_\_\_  
Signature of authorized certifying official

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Name & Title

Submit application with all completed signature pages to [nslaprsta@admin.nv.gov](mailto:nslaprsta@admin.nv.gov).  
Subject: Mini Grant Application

# 2021 LSTA /ARP Opt-in Form

Opt-in Deadline: Friday, July 23, 2021

**LSTA ARP project period: July 1, 2021-August 31, 2022**

*Note: This project will use federal year 2021 LSTA American Rescue Plan (ARP) Act funds. NSLAPR received a one-time LSTA ARP award of \$2,683,783, the bulk of which will be distributed to Nevada libraries through subgrants.*

*Need a cheat sheet to keep current library funding opportunities straight? Check here: <https://padlet.com/NSLAPR/Grants>*

## Step 1, Opt-in

This form is **Step 1** of the 2021 LSTA ARP Subgrant Project.

- During Step 1, eligible libraries will **opt-in to participate by completing this form** (scroll to the bottom to get to the form- but read this first!)
- **Deadline: Friday, July 23, 2021.**
  - **No exceptions, no extensions.**

If you choose to opt-in, during Step 2:

- You will submit an LSTA ARP application, outlining how you will use the funds in alignment with LSTA ARP Goals & Priorities
- You will certify that your library meets LSTA eligibility requirements
- You will submit a complete set of LSTA 2021 certifications and signature forms, including a Risk Assessment (if you haven't already done so for federal year 2021)
- If you choose, NSLAPR will advance payments to you based upon an agreed upon schedule
- You will collect and submit necessary project data, and/or user surveys
- You will submit a final ARP report, describing how you used your funds, project activities, project outcomes for your target audience, and lessons learned.

## Step 2, Project Paperwork

All libraries who opt-in during Step 1 will receive, during Step 2, an application, a formula based award amount, and instructions.

- **The application will be due by August 21, 2021.**

## About LSTA ARP Subgrants

### 2021 LSTA ARP Subgrants

Nevada State Library and Archives will use funds under the American Rescue Plan Act to help communities respond directly and immediately to the pandemic, as well as to related economic and community needs through equitable approaches to digital inclusion and library services.

### LSTA ARP Goals

*All subgrant projects must align with LSTA ARP Goals:*

1. Strengthen Nevada libraries' ability to effectively respond to community needs through training, planning, and assessment;
2. Encourage Nevada libraries to develop and use partnerships and collaboration to maximize user resources and services throughout the state;
3. Nevada libraries will provide responsive and accessible learning environments that meet the needs of all Nevada residents;
4. Build capacity of libraries to meet evolving information access needs.

### LSTA ARP Priorities

*All subgrant projects must also align with LSTA ARP Priorities:*



- a. **First**, to support digital inclusion efforts to enable libraries to reach residents such as through internet hotspots, accessible Wi-Fi, and digital content and related resources, particularly in support of education, health, and workforce development needs.
- b. **Second**, to provide rapid emergency relief to libraries across the country, allowing them to safely respond to the pandemic and implement public health protocols;
- c. **Third**, to support library services that meet the needs of communities throughout the U.S., including costs such as personnel, technology, training, materials, supplies, equipment, and associated indirect costs; and
- d. **With respect to (a), (b), or (c)**, reach tribal and museum partners best positioned to assist with pandemic response efforts, in addition to traditionally eligible library entities, where appropriate.

## Project period

- July 1, 2021 – August 31, 2022

## Project Amount

- Approximately \$1.8 million in LSTA ARP will be available for subgrants
- Subaward amounts will be determined by the actual number of public, special, academic, k12, and tribal libraries who opt-in during Step 1 (this form!)

## Eligible Libraries

- Eligible academic, public, k12, special, and tribal
- LSTA Eligibility: [https://nsla.nv.gov/ld.php?content\\_id=50682807](https://nsla.nv.gov/ld.php?content_id=50682807)
  - Tribal Libraries, contact the LSTA coordinator [sulinjones@admin.nv.gov](mailto:sulinjones@admin.nv.gov) to confirm eligibility

## ARP Needs Assessment Data

*The following types of data, among others, can inform efforts to reach underserved populations:*

- Poverty/Supplemental Nutrition Assistance Program (SNAP)
  - [frac.org/research/resource-library/snap-map-snap-matters-every-state](http://frac.org/research/resource-library/snap-map-snap-matters-every-state)
- Unemployment
  - <http://nevadaworkforce.com/>
- Broadband availability
  - <https://go.usa.gov/x6RnD>

## Awards

Awards are made to library entities/jurisdictions, not to individual branches/locations/schools.

Funds are awarded per formula, the formula is based on:

- the number of unique outlets your library has (**separate & staffed** physical locations)
- the number of libraries that opt-in

K12 libraries: you will be asked to provide additional documentation/certifications with your LSTA ARP application to confirm that each library location listed in this form (and on which your formula based award amount will be calculated) is active, has a collection, and is staffed.

## Approved Project Focal Areas

*Examples; not an exhaustive list. Consult with LSTA coordinator for project approvals*

## Digital Equity & Inclusion

- Hotspots/mobile wifi/expanded wifi
- Public printers/public computers
- ADA workstations/software
- Mobile computer labs

- Videoconference software/equipment
- Lendable digital devices
- Digital literacy programs

## Physical and Virtual Content

- Databases
- Ebooks
- Digitization projects
- Book bundles (example: early lit or cookbook bundles)

## New Service Models

- Digital and in-person programming
- Virtual reference and virtual consulting
- Website/virtual branch design and upgrades
- Reciprocal community partnerships
- Technology
- Collection Development

## Workforce Development

- Computer labs/training spaces
- Skills building databases
- Reciprocal community partnerships

## Spaces

- Signage
- Plexiglass barriers
- Cleaning supplies
- Pop-up spaces
- Outdoor spaces
- Touchless/self check/self service equipment and technology
- Capacity monitoring software

## Personnel

- Personnel
- Training

## Advanced Payments

NSLAPR will make advanced payments, if you choose, based on your operational and fiscal needs. The LSTA coordinator will work with you to determine a payment schedule, which will be written into your Grant-in-Aid (GIA) agreement.

- After receiving the advanced payment, you must submit all of your expenditure backup (copies of invoices, receipts, and proof of payment) before your next advanced payment is approved.
- Failure to submit expenditure documentation will impact any future advanced payments and/or grant awards.

## Deadline

You **MUST** opt-in to participate in the grant project by **Friday, July 23, 2021**.

- There will be **NO** grace period or extensions

# ARP Opt-In Form

Library (required)

Director name (required)

Director email (required)

Person submitting this form (required)

Submitter's email (required)

Opt-in/opt-out

My library will be participating in this federal year 2021 LSTA ARP subgrant project.

I will:

- submit LSTA eligibility certifications;
- submit all federal year 2021 certifications, including a Risk Assessment;
- submit receipts and proof of payment for all allowable expenditures;
- collect required data (surveys, circulation, attendance, etc.);
- submit a final report narrative and fiscal report; and
- credit IMLS and NSLAPR as the funding source

(required)

Yes, I opt in

No, I opt out

I understand that I am submitting ONE survey on behalf of my library's branches/locations. (required)

Yes

I understand that this is the opt in phase. Additional project information and final award amounts will determined by the number of libraries that opt-in. (required)

Yes

Submit





## Circulation by Collection

June 2021

Collection	Location		
	Minden	Lake Tahoe	BKM
Adult Audiobook	750	20	9
Adult Biography	113	1	2
Adult CD Non-Fiction	53	1	0
Adult DVD	1046	38	65
Adult Fiction	3063	176	70
Adult Launchpad	3	1	0
Adult Magazines	169	30	0
Adult Music	60	4	0
Adult Non-Fiction	1027	68	28
Adult Spanish	6	0	0
Children's Audiobook	141	12	33
Children's Biography	39	0	0
Children's DVD	309	26	15
Children's Fiction	858	117	65
Children's Launchpad	7	0	0
Children's Magazines	9	0	0
Children's Music	18	0	0
Children's Non-Fiction	848	46	48
Children's Oversize	4	0	0
Children's Spanish	12	0	0
Easy Reader	531	48	99
Equipment	27	0	0
Exam Books	0	0	0
Large Print	747	22	51
Mobile Devices	1	0	0
Nevada	85	5	6
Picture Books	1208	155	136
Video Games	4	0	0
Young Adult	289	24	11
Graphic Novels	178	1	12
Young Adult Launchpad	4	0	0
Young Adult Magazines	8	0	0

### Hoopla

<b>eAudiobook</b>	741	<b>Movie</b>	75
Adult Non-Fiction	140	Adult Non-Fiction	16
Adult Fiction	486	Adult Fiction	48
Juv Non-Fiction	3	Juv Non-Fiction	6
Juv Fiction	112	Juv Fiction	5
<b>eBook</b>	333	<b>Television</b>	103
Adult Non-Fiction	61	Adult Non-Fiction	18
Adult Fiction	225	Adult Fiction	81
Juv Non-Fiction	8	Juv Non-Fiction	0
Juv Fiction	39	Juv Fiction	4
<b>Comics</b>	46	<b>Music</b>	39
Adult Non-Fiction	0	Adult	36
Adult Fiction	32	Juv	3
Juv Non-Fiction	0		
Juv Fiction	14	<b>Total Circulation</b>	1,337

### Overdrive/Libby

eAudiobook	396
eBook	350
Adult	685
Juv	31
Young Adult	30
<b>Total Circulation</b>	746