Nebraska Library Commission

Library Services and Technology Act
Sub-Grant Policies and Procedures Manual

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Rod Wagner, Director
Nebraska Library Commission
The Atrium, 1200 N Street, Suite 120
Lincoln, NE 68508-2023

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Overview

The Library Services and Technology Act (LSTA) is a federal program administered by the Institute of Museum and Library Services (IMLS) for the exclusive benefit of libraries. LSTA funds the grants to states initiatives. While not a requirement from IMLS, Nebraska may award sub-grants or cooperative agreements to public, school, academic, research, and special libraries. There is a requirement for a state match, which helps stimulate approximately three to four dollars for every federal dollar invested.

LSTA consolidates federal library programs while expanding services for learning and access to information resources in all types of libraries for individuals of all ages. LSTA links libraries electronically and helps provide access to information through state, regional, national, and international networks.

Every fiscal year, Congress provides funding for LSTA in the Labor, Health and Human Services, Education, and Related Agencies Appropriations bill. Using a population-based formula, more than $181 million is distributed to State Library Administrative Agencies (SLAA's) every year. States and subrecipients have partnered with community organizations to provide a variety of services and programs, including access to electronic databases, computer instruction, homework centers, summer reading programs, digitization of special collections, access to e-books and adaptive technology, bookmobile service, and development of outreach programs to the underserved.

Grants to States funds have supported the needs of children, parents, teenagers, adult learners, senior citizens, the unemployed, and the business community. One of the program's statutory priorities is to address underserved communities and persons having difficulty using a library, and grant funds in recent years have supported library services for the blind and physically handicapped. The program also meets the needs of the current and future library workforce.

20 U.S.C. § 9121 outlines the overall purposes of the LSTA:

- Enhance coordination among federal programs that relate to library and information services;
- Promote continuous improvement in library services in all types of libraries in order to better serve the people of the United States;
- Facilitate access to resources in all types of libraries for the purpose of cultivating an educated and informed citizenry;
- Encourage resource sharing among all types of libraries for the purpose of achieving economical and efficient delivery of library services to the public;
- Promote literacy, education, and lifelong learning and to enhance and expand the services and resources provided by libraries, including those services and resources relating to workforce development, 21st century skills, and digital literacy skills;
- Enhance the skills of the current library workforce and to recruit future professionals to the field of library and information services;

- Ensure the preservation of knowledge and library collections in all formats and to enable libraries to serve their communities during disasters;
- Enhance the role of libraries within the information infrastructure of the United States in order to support research, education, and innovation; and
- Promote library services that provide users with access to information through national, state, local, regional, and international collaborations and networks.

For more information, refer to the IMLS Grants to States Manual, at https://www.imls.gov/findfunding/funding-opportunities/grants-to-states/grants-to-states-manual

Timeline

Notification of Available Funding
Application Deadlines
Award Notification
Contracts Signed and Submitted
Interim Reports Due
Final Reports Due
End of Grant Period

General Guidelines

These guidelines apply to **ALL** LSTA sub-grants. The Nebraska Library Commission (NLC) expects the agency/institution to expend 100% of the awarded funds as outlined in the grant application and award documents. All required reports must be submitted on or before the deadlines outlined. Failure of the library to file required reports may result in a suspension of future grant awards. Any printed material or website data that are products from the project must acknowledge both NLC and IMLS as funding sources. If the grant application specifies, products that promote the specific project are authorized; however, products that promote the library or its services in general are not allowed. The library must agree and adhere to all federal and state laws, rules and regulations that govern federal LSTA funds as administered by the State of Nebraska.

NLC requires LSTA sub-grants to have at least a 25% local match, and 10% of that must be a cash match.

Pre-Project Activities

Grantees may learn that their project is approved but often cannot begin spending funds because of delays in completing contracts. Although this may seem like down time before the project can begin, there are many pre-project activities **not requiring funds** that may be completed during this time.

Some of these pre-project activities may include:

- Community engagement in anticipation of the project;
- Partnerships with other agencies and volunteer recruitment to assist with the project;
- Development of and consultation with advisory groups;
- Research and decisions about product selection, including vendor contacts;

- Planning future programs; and
- Gathering pre-project statistics for evaluation.

Project Management

Publicity and Copyright: Publicity promotes the project and its activities to the targeted community. It is great for the project, the library, and the source of the funds (IMLS). LSTA is federal legislation that must be reauthorized every five years and funded every year. The more information available about how these funds help libraries and communities, the better.

Grant recipients are required to acknowledge IMLS and the Nebraska Library Commission in announcements, printed materials, and at the project's public events. For information about publicizing LSTA Sub-Grant Awards, please see the *NLC LSTA Grant Media Kit*. IMLS has also posted a communications kit to assist project promotion. The kit contains basic media tips, a sample news release, the IMLS logo, and more at: https://www.imls.gov/find-funding/funding-opportunities/grantrecipients/grantee-communications-kit
The guidelines for crediting IMLS and NLC include:

- **Public Events**: At programs or public gatherings for the project, acknowledge IMLS and NLC verbally. Display the IMLS logo on event signage.
- **Press Events**: For press conferences identify IMLS and NLC verbally. Acknowledge IMLS and NLC on press kits and in press releases.
- **Printed Materials**: IMLS requires and NLC requests that grantees acknowledge the Institute and the State Library as follows: *"This project is made possible by a grant from the U.S. Institute of Museum and Library Services, administered by the Nebraska Library Commission."* Materials should use a font size that allows the words "Institute of Museum and Library Services" to be legible from a distance.
- **Websites**: Acknowledge IMLS and NLC on the project website.
- **Copyright**: The federal awarding agency, IMLS, reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use for federal government purposes, the copyright in any work developed under the sub-grant or contract under the sub-grant, or purchased with sub-grant support (45 CFR 1183.34).

Documentation: When sub-recipients are awarded grants, they will be required to complete and return to NLC a number of forms. These include a ***Grant Request for Payment***. This form outlines the amount to be paid, and a verification that acknowledges what the funds will be used for. In addition, subrecipients are required to complete and return a ***Grant Agreement***. This document describes the grant payment schedule, LSTA requirements, and promotional acknowledgements. Copies of *all invoices* paid must be kept and forwarded to NLC. If the grant award pertains to computer purchases or internet access, a CIPA compliance form (***Internet Safety Certification form***) must be completed and returned to NLC. A ***Final Report*** must be submitted outlining LSTA purpose, project intent, activity, beneficiaries, and outcomes. The ***Final Report*** must be completed and returned to NLC before the deadline specified in the grant award. All records, books, papers, or documents related to the grant shall be accessible and examined by NLC upon request.

Budget Overview: The State Fiscal year begins on July 1st and ends on June 30th of the following year.

LSTA allotments cover a two-year period, from October 1 of the federal fiscal year and ending on September 30 of the next federal fiscal year. LSTA program regulations require that the activities for which these funds are expended must also be completed within the same 24-month period. IMLS deems expenditures for programs conducted after the close of the 24-month period to be unallowable costs.

Payment may be requested with the submission of invoices for the project that equal at least one-half of the cost of the total project. Ordering invoices are acceptable for documentation of planned expenditures in order to request payment of the grant. A copy of all final paid invoices is required to complete the project. Grantees receive a single payment in the amount of the grant award.

The grant funds must be expended by **September 30,** (depending on how soon the project is completed) of the grant year**.** If the paid invoices received from your library do not equal the total of the grant and the necessary local match, sub-grantees will be contacted and asked to provide copies of additional paid invoices. Expenditure of funds for purposes and items described in the approved project application must be made within the grant-identified timeframe. Grant funds may not be deposited into an interest bearing account, and the sub-recipient (library) cannot charge users for grant activities during the grant period. In addition, gifts, incentives, food, and refreshments are *not* allowable uses of LSTA funds. Supplies that are educational and integral to project activities, such as books for a participant's home library, are allowed.

Ineligible Costs:

- Food and beverages for workshops, meetings, or open houses;
- Sales tax;
- Construction/remodel costs;
- Buying computer hardware by public or school libraries unless the library is CIPA compliant, which requires filtering;
- "Entertainment" for a program that is not educational in nature (check with LSTA Coordinator);
- Give-away or promotional items – key chains, refrigerator magnets, T-shirts, mugs, pens, etc.;
- No built-in furniture (shelving, for example) may be purchased with LSTA funds. All equipment purchased must be movable/non-fixed;
- Expenses incurred prior to the start date or after the end date of the project listed on the LSTA agreement;
- Advocacy, lobbying and "influencing" related to a yes/no vote;
- Social activities, alcoholic beverages and entertainment costs (e.g., tickets and travel to shows or sporting events); and
- Public relations or advertising of general library services — although you may and are encouraged to do public relations for specific services or programs you are providing using LSTA funds. Examples: Not allowed: "Come to the library, it's a great place to learn." Allowed: "Come to the library's information literacy program and learn how to search the databases provided with LSTA funds."

For more information, see 2 CFR part 200 subpart E – Cost Principles

Matching Funds and Staffing Requirements: LSTA sub-grants require a local match of at least 10% of the LSTA award. Local match may be cash, in-kind contributions or a combination of both made by the library

and outside sources. In-kind contributions are defined as goods, commodities, or services instead of money contributed to the project. The library must maintain documentation of the local match in the event of an audit and will be required to certify the matching amount on the final fiscal report to close out the project.

Full-Time Staff: LSTA funds and salary may never be paid for the same hours worked or tasks completed. To put it simply, if 100% of an employee's wages are paid with LSTA funds, that employee must dedicate 100% of his or her time to project-related tasks and activities.

Consider the relationship of the task/activity to the grant-funded project:

1. Does the task or activity result in a direct benefit to the grant program?
2. Can the task or activity be easily and accurately traced back to the grant program?

If the answer to both of these questions is yes, then the time is allowable, and compensation with grant funds is appropriate.

Part-Time Staff: Part-time staff members may have hours added to their schedule to work on an LSTA funded project. For example, if employee A devotes 50% of her time on general library responsibilities and 50% on a specific LSTA Grant, LSTA Grant funds can be used for 50% of her time and other funding sources must be used to pay for work done outside the scope of the grant-funded project. If employees are assigned to more than one grant-funded project, appropriate time distribution records must support payroll expenditures.

Payroll documentation must be kept for time spent performing project related tasks for all employees compensated with LSTA funds. NLC recommends using time sheets that are parallel to payroll periods to clearly track time and activities compensated with grant funds. It is not necessary to submit time sheets unless requested by NLC.

Equipment: All equipment purchased with LSTA funds must be reasonable and necessary for the provision of grant related services or activities. Individual items purchased for $10,000 or more must be labeled as follows:

Purchased with LSTA Funds provided by the Nebraska Library Commission using federal funds provided by the U.S. Institute of Museum & Library Services

Project #_____

Date of
Purchase_____

Equipment purchased with grant funds must be maintained and kept in the library, as specified in the grant for a period of *five years.*

All capital expenditures (cost of equipment $10,000 or more per unit) must have prior approval by NLC from IMLS.

Reimbursement Procedures: Payment may be requested (by submitting a ***Request for Payment*** form) with the submission of invoices for the project that equal at least one-half of the cost of the total project. Ordering invoices are acceptable for documentation of planned expenditures in order to request payment of the grant. A copy of all final paid invoices is required to complete the project.

- For payment, send a completed copy of the ***Request for Payment*** form and a copy of the invoices that equal at least half of the total project cost. Please note: the ***Grant Agreement*** (and corresponding Attachments, if applicable) must be signed and returned to the Library Commission, with the ***Request for Payment*** form;
- The grant funds must be expended by **September 30** of the grant year (depending on how soon you complete your project); and
- If the paid invoices received from your library do not equal the total of the grant and the necessary local match, you will be contacted and asked to provide copies of additional paid invoices.

Project Evaluation and Reporting: ***Report Forms*** are available from NLC. End report forms are required; in some cases depending on the sub-grant quarterly reports may be required. Reports demonstrate accountability for state and/or federal grant funds. Late reports can delay payments and jeopardize NLC's eligibility to receive future grant funds. Failure of the grant recipient to file required reports in a timely manner or to expend all grant funds may result in suspension of future grant awards.

Grant funds must be obligated and activities concluded on or before the ending date listed in the signed agreement. Funds remaining that are not encumbered (obligated) at the end date of the grant period must be refunded to NLC within 45 days after the grant end date.

Reports are due as specified in the terms of the grant agreement. If no activities or obligations/expenditures occurred during any given quarter, the reports are still due.

If applicable (depending on the sub-grant), ***Quarterly Financial and Narrative Reports*** are due to NLC no later than 15 days after the close of each quarter. Quarters are defined as: January-March; April-June; July-September; and October-December of each calendar year.

Reports must be submitted for each quarter represented within the dates of the grant agreement.

Completion Report**:** A final narrative report is due 30 days after the end of the grant period for all projects awarded federal Library Services and Technology Act (LSTA) funds. This narrative report is an overview of the whole project, includes statistical totals and is shared with the Institute of Museum and Library Services.

Grantees shall cooperate with the performance of any evaluation of the program by the Nebraska Library Commission (NLC) or the Institute of Museum and Library Services (IMLS) or by their contractors [2 CFR §200.328(1)].

Records Retention and Auditing: Audit requirements for recipients of federal aid are established according to the federal Single Audit Act of 1984 (P.L. 98-502), Single Audit Act Amendments of 1996 (P.L. 104-156) and in accordance with the Office of Management and Budget (OMB) Circular A-133, Audits of State, Local Governments and Non-Profit Organizations. See 2 CFR §200.334, Record Retention Requirements.

The Institute of Museum and Library Services (IMLS) provides guidance on requirements for retention of documentation for LSTA projects. This includes documents kept by the local project library or institution. All records for each project must be maintained separately from those of other projects. Accounting records should be supported by source documentation such as canceled checks, paid invoices, and payrolls. Records must be kept for three years after the State Library Administrative Agency (SLAA) submits the last expenditure report for that period (2 CFR 200.334). Since the entire five-year package of documents is pertinent to the Grants to States program, records for all documents associated with that five-year period must be kept until three years after the last report is submitted. NLC recommends records be kept for ***10 years after grant completion*** to adhere to these regulations.

If any litigation, claim, negotiation, audit, or other action involving the records starts before the end of the period, the records must be retained for a period of three years following the resolution of an audit or litigation.

See https://www.imls.gov/sites/default/files/2022-01/recordsretentionschedule.pdf

Non-Discrimination (Generally): **Civil Rights, Nondiscrimination Statutes, and Regulations**: All Grantees shall comply with all applicable statutory and regulatory requirements. These requirements include, but are not limited to, applicable provisions of:

- Title VI of the Civil Rights Act of 1964 [45 U.S.C. 2000d through 2000d-4]
- Title IX of the Education Amendments of 1972 [20 U.S.C. 1681-1683]
- Section 504 of the Rehabilitation Act of 1973 [29 U.S.C.794]
- The Age Discrimination Act [42 U.S.C. 6101 et seq.]

Access for Persons with Disabilities: NLC is committed to complying fully with the Americans with Disabilities Act (ADA), and other applicable federal, state, and local laws. It is NLC policy to ensure equal opportunities for persons with disabilities, and NLC will not discriminate against qualified individuals based on disability in services, programs, or activities. This also applies to sub-grants issued by NLC, and to sub-recipients. Reasonable accommodations will be provided by NLC during the LSTA grant review process, and must be provided by LSTA sub-recipients. Grantees must have accessibility to all steps of the selection process and are protected from disability related questions that could potentially screen them out of the application process. Sub-recipients may not be asked questions that are likely to elicit information about a disability. Reasonable accommodation will be provided to all sub-recipients during the grant selection process.

Access for Persons with Limited English Proficiency: Title VI prohibits discrimination in any program or activity that receives Federal financial assistance. In most cases, when a recipient receives Federal financial assistance for a particular program or activity, all operations of the recipient are covered by Title VI, not just the part of the program that uses the Federal assistance. Thus, all parts of the recipient's operations would be covered by Title VI, even if the Federal assistance were used only by one part. Finally, some recipients operate in jurisdictions in which English has been declared the official language. Nonetheless, these recipients continue to be subject to federal non-discrimination requirements, including those applicable to the provision of federally assisted services to persons with limited English proficiency.

Title VI and the IMLS implementing regulations require that recipients take reasonable steps to ensure meaningful access to the information, programs, and services they provide. Recipients of federal assistance have considerable flexibility in determining precisely how to fulfill this obligation.

Conflict of Interest: No board or staff member of a public library or library system may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated, such as a royalty, commission, contingent fee, brokerage fee, consultant fee, or other benefit [Generally, see 2 CFR § 200.112].

Proposal Evaluation: All grant proposals are evaluated by reviewers assigned by NLC. For proposals that are not funded, general feedback may be obtained by contacting the LSTA coordinator, the Library Development Director, or project director. Re-submissions of proposals are encouraged.

Complaint and Complaint Review Process: Comments and complaints about fiscal, contractual, subgrant selection, or ethical concerns regarding any LSTA programs and funding should be forwarded to the LSTA Coordinator. This includes any comments and complaints about LSTA sub-grants. The LSTA Coordinator will confer with NLC and IMLS staff as needed. The LSTA Coordinator will respond as appropriate via phone call, and e-mail message, or a formal written letter. NLC will accept complaints or questions from any Nebraska resident or member of the Nebraska library community. If the person making the comment or complaint is not satisfied with the information provided by the LSTA Coordinator, the comment or complaint can be sent to the NLC Director, who will respond as appropriate to the situation.

If the individual or body making the comment or complaint is not satisfied with the information provided by the NLC Director, the comment or complaint and all previous responses will be sent to the Commissioners of the Nebraska Library Commission, which will respond as appropriate to the situation. The Commissioners of the Nebraska Library Commission is the body of last resort for complaints about the state LSTA program.

Contracts and procurement: Grantees will use their own procurement procedures that reflect applicable state and local laws and regulations, provided the procurements conform to applicable federal law and the standards in [2 CFR §§ 200.318-200.326] Procurement Standards.

Fiscal Control: Grantees will use fiscal control and fund accounting procedures and will ensure proper disbursement of, and accounting for, federal funds received and distributed under this program [2 CFR §200.328(1)].

OMB Standard Form 424B: Grantees will comply with all applicable assurances in OMB standard Form 424B (Assurances for Non-Construction Programs), including the assurances relating to the legal authority to apply for assistance; access to records; conflict of interest; merit systems; nondiscrimination; Hatch Act provisions; labor standards; flood insurance; environmental standards wild and scenic river systems; historic preservation; protection of human subjects; animal welfare; lead based paint; Single Audit Act; and general agreement to comply with all applicable federal laws, executive orders and regulations.

Single Audit: Any entity that expends in total (all sources) $1,000,000 or more in federal funds during a fiscal year (July 1–June 30) is required to conduct a single audit [2 CFR §200.501].

Text Messaging and E-Mailing While Driving: Grantees and their grant personnel are prohibited from text messaging while driving a government-owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or e-mail when driving [Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving October 1, 2009].

Trafficking in Persons: 2 CFR §175.15 includes the following language: "I. Trafficking in persons. 1 You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect; ii. Procure a commercial sex act during the period of time that the award is in effect; or iii. Use forced labor in the performance of the award or subawards under the award." Grantees are required to inform the federal agency immediately of any information received from any source alleging a violation of this condition. The federal agency may unilaterally terminate this award, without penalty, if a Grantee is determined to have violated this condition.

Debarment and Suspension: As required by Executive Order 12549 and implemented at 2 CFR Parts 180 and Part 3185, the undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that neither the applicant, nor its principals:

(a) are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

(b) have within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, or in connection with a violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification;

(d) have within a three-year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause or default. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

Lobbying: As required by Section 1352, Title 31 of the United States Code, and implemented for persons entering into a grant or cooperative agreement over $100,000, the applicant certifies to the best of his or her knowledge and belief that:

(a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than appropriated federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. State Programs 3 Issued 2/9/2006.

(c) Grantees shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Criminal Disclosures: As a non-federal entity, Grantees must disclose, in a timely manner, in writing to NLC, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award.

Whistleblower Protections: An employee of a Grantee must not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body information that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract or grant. The Grantee must inform their employees in writing of employee whistleblower rights and protections under 41 U.S.C. 4712 [2 CFR 200.217].

Acronyms and Definitions:

CIPA - The Children's' Internet Protection Act went into effect on April 20, 2001. This law places restrictions on certain uses of funding under the Library Services and Technology Act, Title III of the Elementary and Secondary Education Act, and on the Universal Service discount program known as Erate (Public Law 106-554). CIPA requires both an Internet Safety Policy and technology, which blocks or filters

certain material from being accessed through the Internet. The U.S Supreme Court reinstated the Internet filtering requirement for public libraries in June 2003.

Equipment - Examples include furniture, computer hardware, software only when it is purchased as a package deal with a computer and the cost is included in the cost of the computer, surge suppressors, compact disc and MP3 players, external drives, microfilm/fiche readers/printers, headphones, laptops, multi-media projectors, game devices, all-in-one fax/scanner/copier machines, computer carts, barcode scanners and other handheld devices, routers, and network printers.

Grantee - Direct recipient of grant money from IMLS —in this manual, the Nebraska Library Commission.

IMLS - Institute of Museum and Library Services is a federal grant-making agency that promotes leadership, innovation, and a lifetime of learning by supporting the nation's museums and libraries. Created by the Museum and Library Services Act of 1996. 20 U.S.C. § 9121.

LSTA - Library Services and Technology Act; major federal grant program for libraries authorized under Public Law 104-208 and administered by IMLS. https://www.law.cornell.edu/uscode/text/20/9121

LSTA Goals – See IMLS strategic plan, at: https://www.imls.gov/sites/default/files/2022-02/imls-strategic-plan-2022-2026.pdf

LSTA Purpose – See https://www.imls.gov/find-funding/funding-opportunities/grants-to-states/purpose-and-priorities-of-lsta

Output - Products and services your project provides.

Outcome - The benefit your project has on people: changes in their skills, attitude, knowledge, and behavior or life condition.

Project Director - The person responsible for the completion of the LSTA reimbursement forms, narrative and financial reports. The person responsible for the implementation and evaluation of the grant. Considered the primary contact person.

Source document - Copies of invoices, purchase orders, checks, timesheets, etc. that document grant expenditures and matching fund expenditures.

Speaker Fee - Allowable cost to speaker/presenter for an approved LSTA project related activity.

Sub-grantee - Recipient of an LSTA grant award from the Nebraska Library Commission.

Timeline - Due dates for reimbursement requests, narrative and financial reports.

Contact Information:

Sam Shaw
LSTA Coordinator/Planning and Data Services
Nebraska Library Commission
The Atrium, 1200 N Street
Suite 120
Lincoln, NE 68508-2023

Christa Porter
Library Development Director
Nebraska Library Commission
The Atrium, 1200 N Street
Suite 120
Lincoln, NE 68508-2023

Library Improvement Grant Program

Library Improvement Grant Application

Applicant Name

Library/Institution

Phone Number

Email

Address

City

Zip

Project Director

1. Library Services and Technology Act (LSTA) Purposes

Indicate which of the following **LSTA Purposes** will be addressed by your project by checking one or more of the following:

☐ Facilitate access to resources … for the purpose of cultivating an educated and informed citizenry;

☐ Encourage resource sharing among … libraries for the purpose of achieving economical and efficient delivery of library services to the public;

☐ Promote literacy, education, lifelong learning, and to enhance and expand the services and resources provided by libraries, including those services and resources relating to workforce development, 21st century skills, and digital literacy skills;

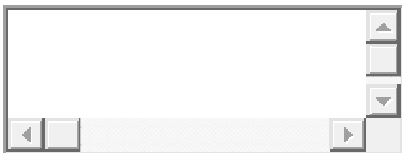
☐

Ensure the preservation of knowledge and library collections in all formats and to enable libraries to serve their communities during disasters;

Promote library services that provide users with access to information through national, state, local, regional, and international collaborations and networks.

Executive Summary:

Summarize the essence of your Library Improvement Grant.
Strong Suggestion: Use the terminology and information from the rest of this grant application form as you write the Executive Summary. This means you should use the choices you make on this application form (**LSTA Purposes, Project Intent, Activity, Beneficiaries, Formats of the Activity, Project Outcome – Expectations,** and **Project Budget**) as you write the Executive Summary. You may wish to print out and complete your application form in preparation for writing the **Executive Summary**.



2. Project Intent

The **Project Intent** is the objective, intended result, or outcome of your project. Choose one of the following 13 boxes to indicate the **Intent** of your project:

Lifelong Learning:

Improve users' formal education

Improve users' general knowledge and skills **Information**

Access:

Improve users' ability to discover information resources

Improve users' ability to obtain and/or use information resources

Institutional Capacity:

Improve the library's physical and technological infrastructure

Improve library operations

Economic & Employment Development:

○ Improve users' ability to use resources and apply information for employment support

○ Improve users' ability to use and apply business resources **Human**

Services:

○ Improve users' ability to apply information that furthers their personal, family or household finances

○ Improve users' ability to apply information that furthers their personal or family health & wellness

○ Improve users' ability to apply information that furthers their parenting and family skills **Civic**

Engagement:

○ Improve users' ability to participate in their community

○ Improve users' ability to participate in their community conversations around topics of concern

3. Activity

An **Activity** is an action or actions through which the **Intent** of a project is accomplished. An **Activity** accounts for at least 10% of the total amount of resources committed to the project. Choose only one of the four **Activity** areas below to indicate the primary **Activity** of your project. Then choose one or more of the **Modes** for the **Activity** you chose**:**

Note: A **Mode** is a characteristic of an **Activity**.

○ **Procurement** – Involves purchasing facilities, equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure.

Mode: (not applicable)

○ **Planning/Evaluation** – Involves design, development, or assessment of operations, services, or resources.

Mode – When information is collected, analyzed, and/or disseminated (choose one or more)

☐ **Retrospective** — Research effort that involves historical assessment of the condition of a project, program, services, operation, resources and/or user group

☐ **Prospective** — Research effort that involves assessments of a future condition of a project, program, services, operation, resources and/or user group

○ **Content —** Involves the acquisition, development, or transfer of information

Mode – How the information is made accessible (choose one or more)

☐ **Acquisition** — Selecting, ordering, and receiving materials for the library; may also include procuring software or hardware for the purposes of storing or retrieving information or interacting with that information.

☐ **Creation** — Design or production of an information tool or resources; includes digitization or the process of converting data to digital formal for processing by a computer.

☐ **Description** — Apply standardized descriptive information to items in a collection for intellectual control, organization, and retrieval.

☐ **Lending** — Provision of a library's resources and collections through circulation of materials; may also refer to the physical or electronic delivery of library documents to a residence or business.

☐ **Preservation —** Effort that extends the life or useful life of a collection or of individual items by reducing the likelihood or speed of deterioration.

○ **Instruction** — Involves an interaction for knowledge or skill transfer

Mode – How learning is delivered or experienced (choose one or more)

☐ **Program —** Formal interaction and active user engagement (e.g., a class on computer skills)

☐ **Presentation —** Formal interaction and passive user engagement (e.g., an author's talk)

☐ **Consultation/Drop-In/Referral —** Informal interaction with an individual or group; the provision of expert advice or reference services to individuals, units, or organizations

4. Beneficiaries

Beneficiaries are the people who will use, visit, participate, or otherwise experience a project activity. Indicate who will benefit from this project. Choose <u>one</u> of those listed below as the primary beneficiary.

Is the activity for the general population or for a targeted group?

○ General Population

○ Targeted Group

If a **Targeted Group** is the **Beneficiary,** please complete the following ten questions:

Which best describes the geographic community?

○ Urban

○ Suburban

○ Rural

Select one or more of the following **Activity** target age groups:

☐ All Ages ☐ 26 – 49 years

☐ 6 – 12 years ☐ 60 – 69 years ☐ 0 – 5 years ☐ 50 – 59 years

☐ 13 – 17 years ☐ 70+ years

☐ 18 – 25 years

If the **Activity** is directed at those in one or more of the following economic situations, select one or more:

☐ People who are living below the poverty line

☐ Unemployed

☐ Not Applicable

If the **Activity** is directed at ethnic or minority populations, select one or more:

☐ American Indian or Alaska Native

☐ Asian

☐ Black or African American

☐ Hispanic or Latino

☐ Native Hawaiian or other Pacific Islander

☐ Not Applicable

Is the **Activity** directed at families? ○ Yes ○ No

Is the **Activity** directed at Intergenerational groups (does not include families)? ○ Yes ○ No

Is the **Activity** directed at immigrants/refugees? ○ Yes ○ No

Is the **Activity** directed at those with disabilities? ○ Yes ○ No

Is the **Activity** directed at those with limited functional literacy or informational skills? ○ Yes ○ No

Is the **Activity** directed at groups that fall into a category not already listed? ○ Yes ○ No

If Yes please describe:

5. **Formats** of the **Activity**

A **Format** is a characteristic of a Mode. Using the same **Mode(s)** as you chose in question #3 above, indicate which **Formats** the project will be using:

Activity: Procurement — Format *(not applicable)*

Activity: Planning/Evaluation – Format Prospective:

○ In-house

○ Third party

Retrospective:

○ In-house

○ Third party

Activity: Content – Format

Acquisition

- ○ Digital
- ○ Physical
- ○ Combined digital and physical

Creation

- ○ Digital
- ○ Physical
- ○ Combined digital and physical

Description

- ○ Digital
- ○ Physical
- Combined digital and physical

Lending

- ○ Digital
- ○ Physical
- ○ Combined digital and physical

Preservation

- ○ Digital
- ○ Physical
- ○ Combined digital and physical

Activity: Instruction – Format

Program

- ○ Virtual
- ○ In-person
- ○ Combined in-person & virtual

Presentation/performance

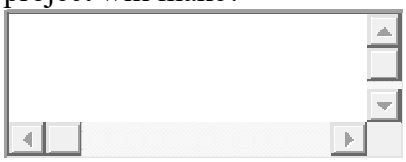
- ○ Virtual
- ○ In-person
- ○ Combined in-person & virtual

Consultation/Drop-in/Referral

- ○ Virtual
- ○ In-person
- ○ Combined in-person & virtual

6. Project Outcomes – Expectations

What **Outcomes** do you anticipate from your project? What difference(s) do you think this project will make?



What methods do you anticipate using to determine or measure these **Outcomes**? Check all that apply:

- ☐ Survey
- ☐ Participant Observation
- ☐ Review of Administrative Data
- ☐ Interview/Focus Group
- ☐ Other

Do you anticipate continuing the project after the current reporting period ends?

- Yes
- No

Do you anticipate any changes in the project's scope?

- Yes
- No

Do you anticipate any other changes in the project?

- Yes
- No

7. Project Budget

Nebraska Library Commission Library Improvement Grant Program
Proposed Project Budget Spreadsheet
(*figures rounded to the nearest whole dollar amount*)

Grants require at least a twenty-five percent (25%) local match, of which at least 10% must be a cash match.
The minimum grant award is $500.

Category	**LOCAL FUNDS** **Grant Funds** **(25% match required)**		**TOTAL FUNDS**
Equipment & Capital Costs			
Computer Equipment & Peripherals			
Other			

Subtotal

Operating Costs

Contractual Services

Materials/Supplies

Training

Travel

Other

Subtotal

Personnel Costs *Note: not usually allowable grant cost, but can be used to show matching costs if dedicated to the project.*

Salary & Wages			
Benefits			
Subtotal			

TOTALS

Please describe what you will do with each of the budget items and amounts listed:

Please print, sign and mail in the Library Improvement Internet Safety Certification (PDF) separately. [This is the form that certifies the library complies with the Children's Internet Protection Act (CIPA) for grant proposals involving access via the Internet.]

Online applications will be accepted up through **11:59 PM (CT)** on **<DATE>**.

The Library Commission will post a list of applications submitted.

If you have questions about the Library Improvement Grant Program, contact:
Christa Porter
Nebraska Library Commission
c/o Library Improvement Grant Applications
1200 N Street, Suite 120
Lincoln, Nebraska 68508-2023

Phone: 402-471-3175, 800-307-2665
Email: Christa Porter

Nebraska Library Commission

Nebraska Library Internship Grant Program

Grant Application Form

Please refer to the grant application instructions prior to completing this form.

To be completed by NLC

Save this form using a document name containing the name of your library. Send the completed form as a *Microsoft Word* document to the NLC Continuing Education Coordinator, using the subject line: "Internship Application from [insert library name]" If you have any difficulties using this form please contact the NLC Continuing Education Coordinator. Handwritten applications will not be accepted. **All applications must be received no later than 5:00 PM Central Time, by the posted deadline.** There is no page/length limit to your responses to the questions below. Other documents or letters of support should not be submitted as they will not be considered or reviewed.

Organizational Information	
Applicant (name of public library)	
Branch name (if applicable)	
Mailing Address	
City, State, Zip Code	
Library Director's Name	
Library Director's Email address	
Library Director's Phone number	
Library Branch manager's name & contact information (if applicable)	
Intern Supervisor's Name	
Intern Supervisor's Email address	
Intern Supervisor's Phone number	
Other Details concerning the Request/Internship	
Amount requested (range $500 - $1,000)	
Do you plan to recruit a: high school student, college student, or either high school or college student?	
Do you plan to use grant funds for stipends for 1 or 2 interns?	

Indicate your preliminary plans for internship period(s)* (such as June 1 to August 15) *no*	
earlier than March 15 and no later than November 30)	
Your tentative preliminary budget (e.g. 2 interns each to receive a $500 stipend)	

** Note: if your plans are to work with two interns and their internship periods, activities, and/or orientation plans are different, feel free to answer questions by leading with: For Intern #1…. For Intern #2…..*

Background:

Describe the reason your library wants to participate in the internship grant program. State the underlying need or opportunity?

Schedule & Description of Activities: ***(be sure to mention any partnerships, orientations, or field trips that might involve other libraries—public, school, academic or special libraries)***

Briefly describe the projects and activities with which the student intern(s) will be involved. Include the student's role in the projects/activities.

Briefly describe your preliminary orientation plan.

Provide a *tentative* timeline for recruitment, interviewing, making an offer, start and end of internship, and key milestones associated with the anticipated activities.

Outcomes:

Describe the anticipated benefits and/or outcomes of this internship to the student, to the library, and to the community.

Indicate that you have read, understand, and will comply with the following conditions of the Nebraska Library Internship Grant Program by indicating "yes" following each statement/condition:	
Grant applicant is an accredited Nebraska public library	Yes ☐
Library Board president has been informed and approves of our participation	Yes ☐
Internship will be completed on or before November 30	Yes ☐
Supervisor will respond to requests for information from the Nebraska Library Commission such as name of intern, timeline for internship, etc., in a timely manner	Yes ☐
Supervisor will direct student to complete Intern baseline and post internship assessments in a timely manner (assuming the student or their parent signs the permission request form)	Yes ☐
Supervisor will track student's hours and activities	Yes ☐
Supervisor will complete and submit post internship and intern assessments/reports in a timely manner	Yes ☐

Library director will submit a signed form attesting to how grant funds were expended as agreed to (only for wages or stipend to intern(s) and if applicable for withholdings and taxes) at the conclusion of the internship	Yes ☐

Signature:

Entering your name and the date signed acts as your electronic signature.

Library Director Name:

Date (Month/Day/Year):

LIBRARY IMPROVEMENT GRANT CHECKLIST

Library/Project Summary:

Contact Name: Phone:

Grant Number: Grant Amt: $ Local:_____

Total: _____

DATES

Application: _____ Signed

Agreement: _____

Attachment A: _____

Request for Payment: _____

Copies of Invoices: _____

E-mailed Completion Report: _____

Other applicable documents: _____ Completion

Report from Recipient:_____

Report on SPR: _____

LSTA Payments made:

Date	Amount
_____	_____
_____	_____ _____
_____	

NOTES: _____

_____

_____

LSTA Sub-Grant Agreement

Grant: <NUMBER>
Grant Amount: <AMOUNT>
Date of Grant: <DATE>

THIS AGREEMENT is made and entered into this date by and between the Nebraska Library Commission, hereinafter referred to as the Commission, and the <LIBRARY NAME>, hereinafter referred to as the grantee.

The parties hereby covenant and agree as follows:

1. The Commission agrees to establish with the grantee a grant payment schedule with the whole payment due upon documentation of expenditures equal to or more than 50% of the entire project cost. Completion of the project shall include the implementation of the project according to approved specifications and programs, meeting all applicable conditions of the Library Improvement Grants Program.

2. The Commission agrees to provide information and advice to the grantee for assistance in the successful administration of the project.

3. The grantee agrees to all conditions and assurances attached to this agreement (see attachment A) including furnishing copies for paid invoices and a completed report form when the project concludes. All such conditions and assurances are incorporated into this agreement by reference.

4. Any announcements or other public relations pieces about the project must acknowledge funds provided by Nebraska Library Commission. The announcement should be phrased: "This project was supported in part by the Library Services and Technology Act, administered by the federal Institute of Museum and Library Services and granted by the Nebraska Library Commission."

5. Failure to comply with the terms and conditions of this agreement, or those incorporated by reference, shall be cause for termination, withholding, or return of grant funds.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed as of the date first noted below.

Nebraska Library Commission <LIBRARY NAME>

By: _____ By: _____

Rod Wagner, Director (PRINT)_____
Project Director

Date:_____ Date:_____

Awarded Grant Notification Letter

<DATE>

<NAME>
<LIBRARY>
<ADDRESS>
<CITY/STATE>
Dear <NAME>:

Congratulations! This is the official notice of a <YEAR> Library Improvement Grant award to your library in the amount of $<AMOUNT> (Grant #_____) to <LIBRARY>. We look forward to working with you on this project. Feel free to contact our staff if you have questions during the implementation of this project.

Please read carefully the enclosed documents related to your grant, and call or e-mail us if you have questions about this information. Enclosed are the following:

- Two copies of the Library Improvement Grant Agreement, signed by Commission Director Rod Wagner. Please sign both, keeping one for your files. Return one to the Library Commission.
- Attachment A, which outlines required federal LSTA Assurances. Please sign and return this form with your Grant Agreement.
- A copy of the Official Award Notification for Nebraska Library Commission Grant.
- Request for Payment form and explanation. One payment will be made (no later than August 15 <GRANT YEAR>) to your library in the amount of the grant when you submit orders or payment invoices totaling at least half of the total cost of the project. Copies of all paid invoices totaling the amount of the entire project must be submitted to Christa Porter.

These Library Improvement Grant funds must be expended by **September 30, <GRANT YEAR>.** The final report on your project (Library Improvement Grant Project Report) must be submitted no later than November 1, <GRANT YEAR>. See the following link for a copy of that report: <COMPLETION REPORT> Replacement costs of any equipment purchased as part of the project are the responsibility of the library receiving the grant. When completing your annual Nebraska Library Commission statistical report, Library Improvement Grant funds should be reported as federal funds. Please remember when reporting on this grant or issuing any public information to use the following statement:

> *This project is supported in part by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the Nebraska Library Commission.*

Feel free to call or e-mail me at the Nebraska Library Commission if you have any questions about this information (800-307-2665; christa.porter@nebraska.gov).
Sincerely,

Christa Porter
Library Development Director
Enclosures
Cc: xxx Director

<YEAR> Library improvement Grant Request for Payment

Submit to:

Accounting Office
Nebraska Library Commission
1200 N Street, Suite 120
Lincoln, NE 68508-2023

Pay to:

<NAME>
<LIBRARY>
<ADDRESS>
<CITY, STATE, ZIP>

Project Number: Grant _____

CFDA Number _____

For Period: <YEAR>

Description	Total
LSTA Library Improvement Grant Grant # _____ <PROJECT DESCRIPTION>	$<AMOUNT>

I certify that the above funds requested are correct and are for the purposes set forth in contract documents.

By:_____
(Singature, Title)

Date:_____

NLC Use Only

Approved by:_____
Date:_____

Completion Report
Library Improvement Grant
(Report due end of September)

Name of Library:

Contact Name:

Grant Number: **Grant Amt.:** **Local Amt.:**

Total Amt.:

Final Figures

Grant Expenditures:

Local Expenditures:

Total Expenditures:

Over/Under Expected Total:

[Please include with this report copies of all invoices or receipts, not already submitted, that relate to expenditures for this project.]

Referring back to the Library Improvement Grant application your library submitted (and using as much space below as you need), please respond to the following:

1. **LSTA Purpose: Was the Purpose (or Purposes) you chose, addressed by your project? How?**

2. **Project Intent: Was the project intent realized? If not, please explain.**

3. **Activity: Were there any changes made in the planned activities of your grant project? If so, what were these?**

4. **Beneficiaries: Were there any changes made in the planned beneficiaries of your project? If so, explain why.**

5. **Project Outcomes (Expectations): Were the expected outcomes of your project those you anticipated and planned for? If there were any unexpected outcomes, were these positive or negative? Please describe.**

NLC LSTA Grant Media Kit

Congratulations on being selected as a LSTA sub-recipient. Your project will be funded by the Institute of Museum and Library Services (IMLS). The Nebraska Library Commission (NLC) has this media kit available to help you promote your LSTA project. One way to get this message out to your library customers and potential customers is to have stories printed in the local newspapers and broadcast on area radio and TV stations. Tools and examples assembled here are intended as guidance. Feel free to change or adapt them in ways that make sense for your library and your community.

Communication planning is essential to ensure that you make the best use of your time and reach your target audiences. In addition to planning traditional communication about your LSTA funded project, your communication plan might include holding special events such as open houses, launch events, library learning activities, outreach visits, and other events to attract residents to the library. Communication efforts might also focus on recruiting volunteers, building Word-of-Mouth marketing, or providing training.

Getting the Attention of the Media:

FIRST: Develop (or update) contact lists for the media outlets in your area. Be sure to include name, address, phone, and email contacts for radio and TV stations that serve your community, as well as newspapers and other print publications (community news-sheets, church bulletins, senior center flyers, etc.). News releases, information sheets, and pitch letters are excellent ways to inform the media about the arrival of your grant funded equipment or programs. Social Media posts and Public Service Announcements will increase coverage. News releases are best used when the information is publicized in a timely fashion. News releases are short and precise, covering the basic who, what, when, where, and why of the event. Keep paragraphs short—less than seven lines—and keep the entire release less than two pages long, if possible. Information sheets might be used when a reporter—or anyone—needs detailed information about an event or activity.

A pitch letter is used when the subject of your story is not time sensitive. The purpose of a pitch letter is to create interest so the media will decide to do a story about the topic. Pitch letters are most effective if they are addressed to a specific person in the media (e.g., city editor at the newspaper, a local television reporter or radio announcer, etc.). Pitch letters work best if they include the story of a real community member who is willing to be interviewed about how the IMLS funded project had a direct effect on his/her life.

Public Service Announcements: (PSAs) are scripts provided to radio and television stations. These scripts must be written in a standard format and should be 15 or 30 seconds long. Read your PSA aloud and time it to estimate the length as accurately as possible. Check with your broadcast media outlets to see if they prefer a written script or a PSA recorded by someone on your team.

Interview Tips:

Before:

Develop three to five messages or "talking points." These are the main ideas you want to emphasize during your interview. Repeat your main points often to ensure the reporter includes them in the story. Anticipate what questions may be asked and be prepared with answers that include these messages. Include real library customer stories, if you can. Check with the customer to make sure it is ok to use their story. Find out if those persons want their privacy protected or if they are willing to be interviewed about their experience.

Learn more about the interview. Ask the reporter about the goal of his or her story. Will it be live or on tape? If it is a radio interview, will listeners be calling in? If it is a TV talk show interview, will there be other guests?

Understand the reporter's deadline. Find out when the reporter must complete his or her story and plan your interview to give the reporter ample time to do so.

Give yourself some time to prepare. Once you know what a reporter wants to cover and his or her deadline, take some time to prepare before being interviewed.

Relax and focus. Get to your location or in your chair at work 10 to 15 minutes before your interview. Spend time practicing your core message points. Breathing exercises may feel silly, but they will help you feel calm.

During:

Keep your answers succinct. Do not feel compelled to keep talking. When you have covered your message point, stop talking.

Do not look straight at the camera. Stay focused on the interviewer or the task at hand. If you are demonstrating equipment use for a newspaper photographer or television camera, keep your focus on the customer and the equipment.

Do not guess. If you do not know the answer to a question, it is all right to say you are not sure. Be sure to find the answer and get back to the reporter as promptly as possible.

Avoid jargon, technical language, and acronyms. Avoid words that may be unfamiliar to the general public. Try to keep your explanations simple.

Be enthusiastic. You have a positive story to tell the reporter's readers, viewers, and listeners. Smile when it is appropriate and let your enthusiasm come through in your voice.

Remember anything you say may appear in the story. Nothing is "off the record." Assume from the moment you pick up the phone or walk into an interview, everything you say may be quoted.

Never say "No comment." If you cannot comment on a point, emphasize what you can say and return to your points.

Point out. That you are willing to arrange interviews with individuals and community groups that are benefiting from this project.

Audio/video broadcasts **must include** the tagline, *"This project is made possible by a grant from the U.S. Institute of Museum and Library Services, administered by the Nebraska Library Commission."* Video broadcasts must display the IMLS logo, available at https://www.imls.gov/grants/manage-your-award/grantee-communications-kit/imls-logos.

After:

Follow up with the reporter with any unanswered questions. Try to do so in the same day.

Consider sending a thank you note to the reporter. This helps you build a good relationship with the media.

Use of Social Media:

Social media is a great way to promote your LSTA grant funded program or service.

Tips:

- Use a visual graphic of some kind in every post;
- Snap a picture or take of video of someone using the LSTA funded equipment, or attending the LSTA funded program; and
- Always include language about the funding source, such as: *"This project is made possible by a grant from the U.S. Institute of Museum and Library Services, administered by the Nebraska Library Commission."*

Revised: June, 2026