

Arkansas State Library

IMLS Grants to States Program

FY14 Report

October 1, 2014 – September 30, 2015

Project Overview | LSTA Administration | Digital Services | IT Support and Management | Outreach & ILL | Collection Management | Acquisitions | Cataloging | Information Services | Reference | Network Services | Traveler Statewide Databases | Continuing Education | Library for the Blind | Library Development | Library Consulting | Arkansas Center for the Book | Raising Readers | Technology & E-Rate Support | Consulting Services | Board/Trustee Orientation | Public Library Data |

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Arkansas State Library Grants to States Program FY14 Report

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Grants to States Program Overview

What is the Grants to States program?

The Grants to States program is the largest source of federal funding support for library services in the U.S. Using a population based formula; more than \$150 million is distributed among the State Library Administrative Agencies (SLAAs) every year. SLAAs are official agencies charged by law with the extension and development of library services, and they are located in:

- Each of the 50 states and the District of Columbia;
- The Territories (Guam, American Samoa, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands); and
- The Freely Associated States (Federated States of Micronesia, Republic of Palau, and the Republic of the Marshall Islands).

The Arkansas State Library is the officially designated SLAA for Arkansas.

What makes Arkansas State Library eligible for this program?

To be eligible to receive funds under the Grants to State Program, Arkansas State Library must submit to IMLS a "State Plan" detailing certain goals, assurances, and procedures for a five-year period. The plan must identify the State's library needs and set forth activities to be taken toward meeting the identified needs supported with the assistance of LSTA funds.

IMLS regulations additionally provide that each State plan must include "an assurance that the State shall comply with all applicable Federal statutes and regulations in effect with respect to the periods for which it receives grant funding."

What are the requirements?

Match and Maintenance of Effort

To ensure that the State provides comprehensive library services to its residents, each State is responsible for leveraging non-Federal, State and local funds to **match** the Federal funds it receives. (Federal share shall be 66 percent. FY14 – Federal \$1,792,501, State match - \$923,409.61)

In addition, each State must sustain a **Maintenance of Effort (MOE)** level of State spending on libraries and library programs to ensure that Federal funds do not replace State funds in supporting State-based programs. (MOE requires that the previous fiscal year must be equal to or more than the average of the total of State expenditures for the 3 fiscal years preceding that previous fiscal year.)

Each SLAA is required to independently evaluate activities funded by IMLS prior to the end of the five year plan and provide a report of its findings to IMLS's Director.

How are funds allocated?

The Grants to States program allocates a base amount to each of the SLAAs plus a supplemental amount based on population. For each of the 50 states, Puerto Rico and the District of Columbia, the base amount is \$680,000 each, and for the U.S. Territories the base amount is \$60,000 each.

The Arkansas State Library distributes the allocated amount – a different amount each year – among the projects described within this report. Some years may see new projects or projects funded more or less than previous years. Project directors submit a project proposal including a narrative and detailed budget to the LSTA Coordinator (Manager of Grants). These proposals are reviewed by the State Librarian, Deputy Director, Administrative Services Manager, Division Manager of Collection Development, and Manager of Grants.

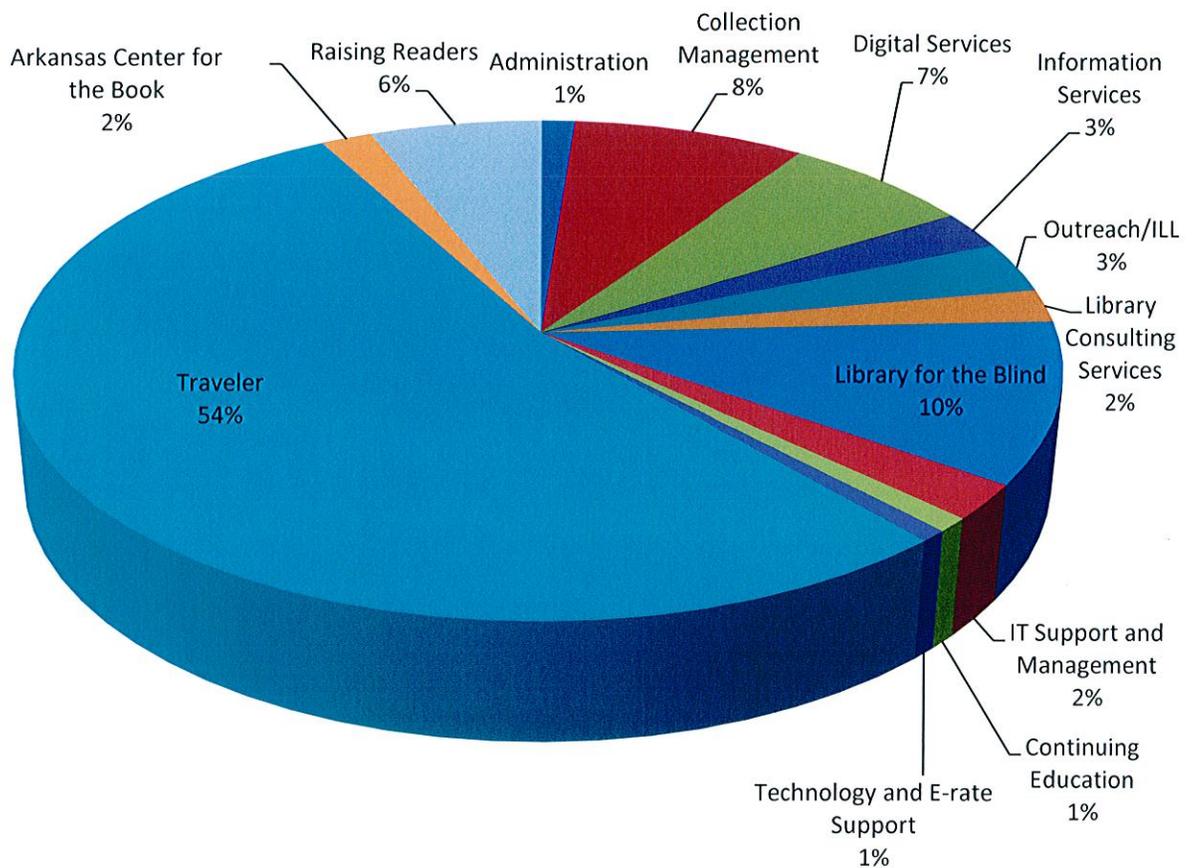
What do the funds support in Arkansas?

The Arkansas State Library uses the Grants to States federal funding to support statewide projects. These statewide projects serve libraries of all types throughout the state. These projects include the Traveler Statewide Database project, Summer Reading Program, Library for the Blind, Collection Management, Library Development, and Information Services.

Funds are used for salaries, travel, supplies/materials, equipment, and services. This report will give information about each LSTA Grants to State project including the project director, project description, and budget information.

The following pie chart shows the distribution of funds by project. Total award amount for FY2014 - \$1,792,501.

FY14 LSTA Grants to States Distribution by Project



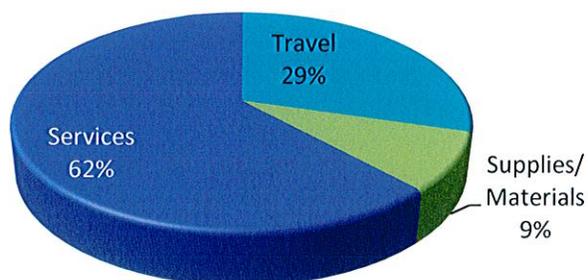
Administration

LSTA Administration

Project Directors: Debbie Hall and Mindy Hodges

- Provides leadership and guidance to all LSTA project directors to ensure that federal and state guidelines are followed in planning and fulfilling projects.
- Manages state and federal funds ensuring that Match and MOE are reported correctly to IMLS. Oversees personnel services, including those positions that are federally funded.
- Reviews LSTA project proposals including narratives and budgets and reports to the Arkansas State Library Executive Committee for funding recommendations.
- Monitors LSTA projects with required reports generated and submitted to IMLS.

Percentage of funds expended by category - FY14



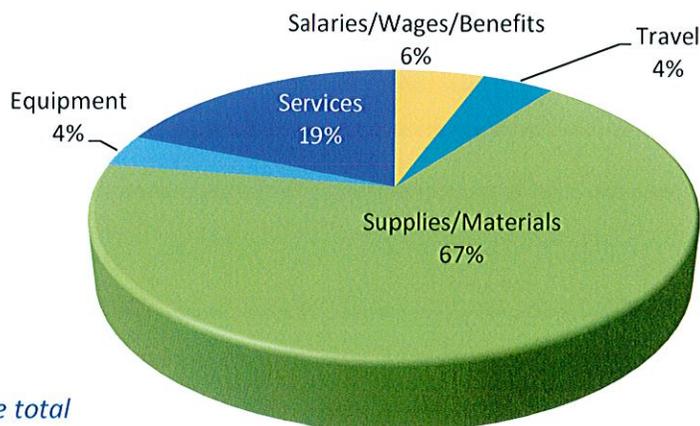
Budget - \$21,100 - represents 1% of the total LSTA award.

IT Support & Management

Project Director: Dustin Brock

- Provides information technology infrastructure and services which are critical in delivery of our services and information.

Percentage of Funds Expended by Category - FY14



Budget

\$41,047 - represents 2% of the total LSTA award

Outreach Services & Interlibrary Loan

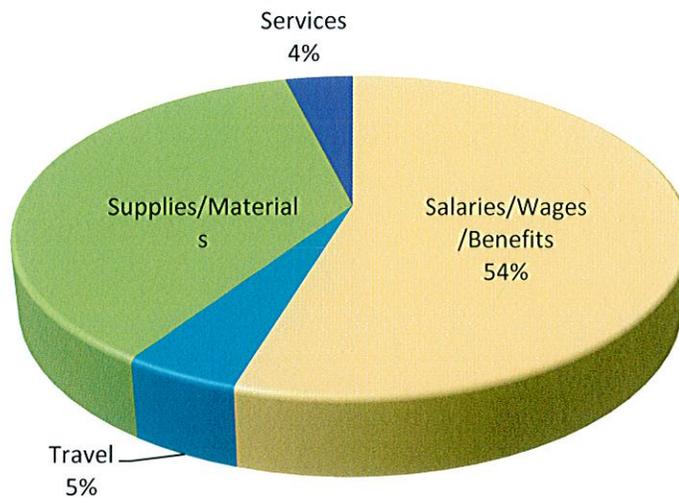
Project Director: Jessica McGrath

Outreach Services

- Collaborate with other state agencies to discover mutually beneficial resources and services that improve Arkansas State Library awareness to and use by state employees.

Provide resources and services tailored to the informational needs of state employees.

Percentage of Funds Expended by Category - FY14



Budget

\$58,778 - represents 3% of the total LSTA award

Interlibrary Loan

- Provides Interlibrary Loan Services to support the State Library's mission in serving as the information resource center for state agencies, legislators and legislative staffs.
- Lends and borrows print and electronic materials through OCLC to assist state employees in meeting their work-related informational needs.
- Provides these services to small, rural Arkansas libraries that either cannot afford OCLC's subscription fees or are not staffed to effectively process interlibrary loan requests.

Statistics

Outreach

Number of presentations: 27

Average Number in attendance per session: 14

ILL

Total number of ILL transactions: 1,873

Average number of ILL transactions per month: 156

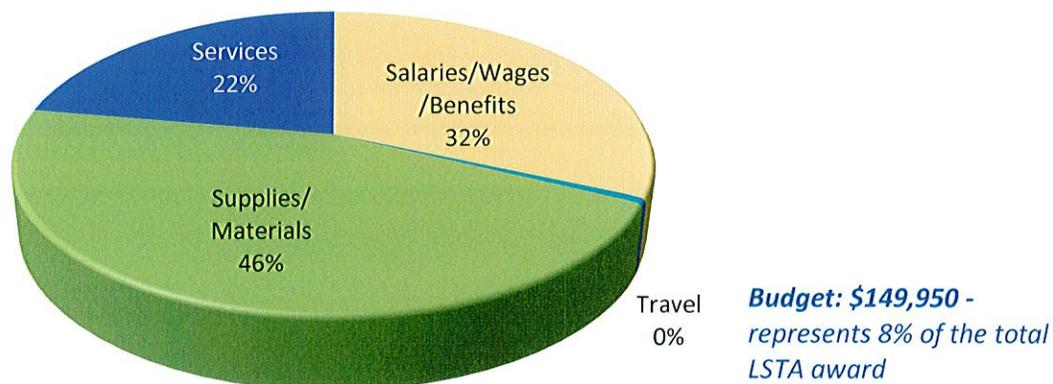
Collection Management

Acquisitions/Cataloging

Project Director: Mary Brewer

- Encourages statewide multi-library resource sharing through the support of activities in the State Library's Collection Management area.
- Provides services that support the addition of resources for reference/referral and interlibrary loan services to state government and assists public libraries' efforts to meet user's information needs.
- Access to these resources is available through the Arkansas State Library's online catalog.
- Selected online databases are also available remotely Arkansas State Library card holders.
- Collections include reference and general non-fiction collections, specialized collections include: Arkansas Collection (containing non-fiction books about the state), the Patent and Trademark Resource Center, and the Library Science Professional Collection.
- Provides cataloging services to public and institutional libraries.
- Supports the addition of new records and holdings to OCLC for original cataloging and to coordinate OCLC local holding maintenance.
- Coordinating agency for OCLC's WorldShare Discovery Services (formerly FirstSearch) providing access to a consortium of public, special, and academic libraries throughout the state.

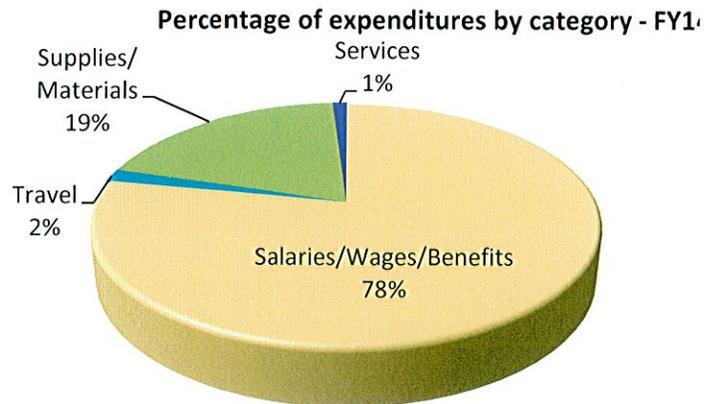
Percentage of Funds Expended by Category - FY14



Digital Services

Project Director: Sarah Lipsey

- Creates a sustainable service providing long-term access to Arkansas digital and physical state government publications.
 - ASL is mandated to house and maintain the official State Publications Depository and Clearinghouse.
 - ASL is mandated as the state's Regional Federal Depository Library.
 - State publications are acquired through partnerships with over 200 Arkansas state government agencies, boards, and commissions.
 - Publications are made accessible through the Arkansas Digital State Publications online repository, onsite at the Arkansas State Library, through OCLC WorldCat, and ASL's online catalog.
 - Encourages statewide multi-library resource sharing of Arkansas current and historical information. Included are 214 public libraries, 40 academic libraries, 17 depository libraries, and 200 state agencies, boards, and commissions.
 - Provides consulting services to libraries implementing digital collections using OCLC's CONTENTdm content management service.
 - Creates digitized copies of Arkansas state government publications.
 - Digital copies are hosted permanently in ASL's online digital repository, allowing simultaneous user access to rare, unique documents previously available only in print format.
- 9,922 items were added to the official State Documents Depository and Clearing house.
 - 4846 titles were received into the collection: 1261 print titles and 3585 digital titles.
 - 1520 were new titles for the collection: 649 print titles and 871 digital titles
 - The Arkansas Digital State Publications Collection via CONTENTdm had 8,899 unique sessions, a 201% increase over the last reporting period with a total of 6,717 unique users, a 225% increase.
 - 2032 physical items were distributed to the state depository libraries.
 - 6 volumes of the early Legislative Acts of Arkansas have been digitized.
 - A total of 5,356 physical items and 7,101 digital items were added in the Federal Documents collection



Budget: \$122,309 - represents 7% of total LSTA award

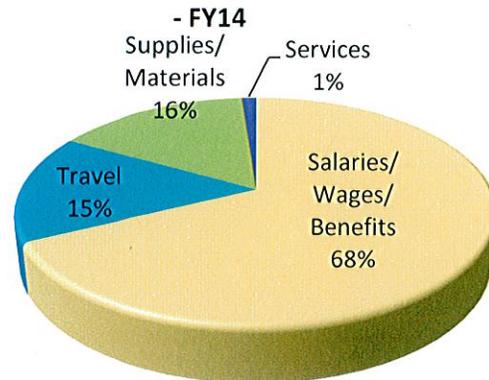
Information Services

Reference

Project Director: Michael Strickland

- Provides information services to federal, state, and local government agencies, businesses, educators, students, citizens, and libraries.
- Only U.S. Patent and Trademark Resource Center in Arkansas, patent and trademark assistance is routinely given to inventors and potential inventors within the state.
- The reference staff frequently provides information services to the unemployed and underemployed citizens, persons needing Arkansas legal forms, persons with health questions along with a variety of questions from the general public.

Percentage of Funds Expended by Category



Budget - \$44,411 – represents 2% of the total LSTA award

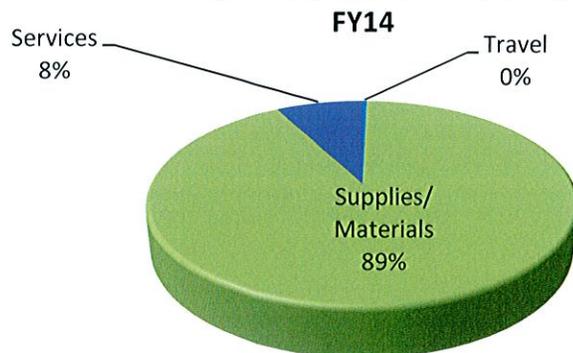
Network Services

Traveler – Statewide Databases

Project Director: Sally Hawkes

- Provides the Traveler Statewide Databases and the Traveler portal for access to the databases.
- Arkansas academic, public, school, and special libraries can extend their research collections in digital format as well as multi-media (videos and images) and eBooks. Cost for Traveler is approximately \$800 per library.
- The cost for duplicating the unlimited simultaneous subscription would be well over \$100,000 per individual library.
- Selection of the databases is done by the Arkansas State Library Board Network Advisory Committee which has representatives from each library type.
- Remote access is Geo-spatial and allows any Arkansas citizen access by entering their city, zip code and phone number.

Percentage of expenditures by category -



Budget: \$958,974 – represents 53% of the total LSTA Award

Continuing Education

Project Director: Dwain Gordon

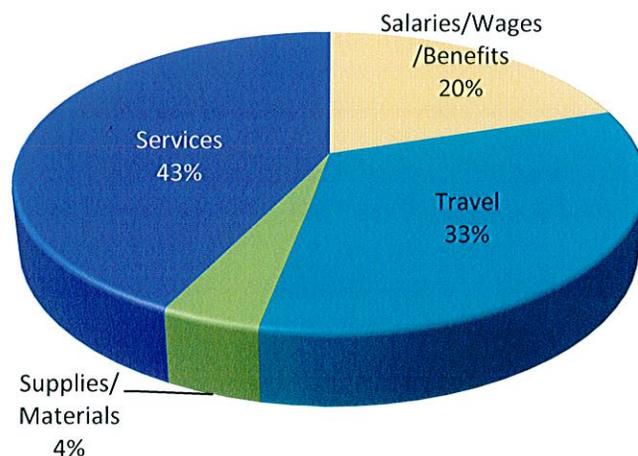
- Meets the needs for professional development at all levels of experience and education
- More than 12 CE sessions provided with approximately 408 attending during this reporting period

The following sessions were presented this reporting period with location where held.

- Excel at Rearranging Your Library – Bentonville
- Basic Computer Maintenance – Monticello
- I Want it My Way: The Customer Experience – Monticello
- Annual Public Library Survey – Arkansas State Library
- Collection Development & Management: Weeding is your friend – AAIM – Hot Springs
- Summer Reading: Required or Suggested – AAIM – Hot Springs
- Social Software in Libraries – Arkansas State Library
- YA Spring Fling – Arkansas State Library
- Introduction to the Arkansas State Library, UCA – Conway
- Managing Reference Service in a Small Library – Arkansas State Library
- Don't Just Sit There, Say Something – Arkansas State Library
- Learning Express Orientation, Arkansas Association of School Librarians conference – Little Rock
- Arkansas Library Leadership Institute Pre-Conference at the Arkansas Library Association Annual Conference – Hot Springs

Percentage of expenditures by category - FY14

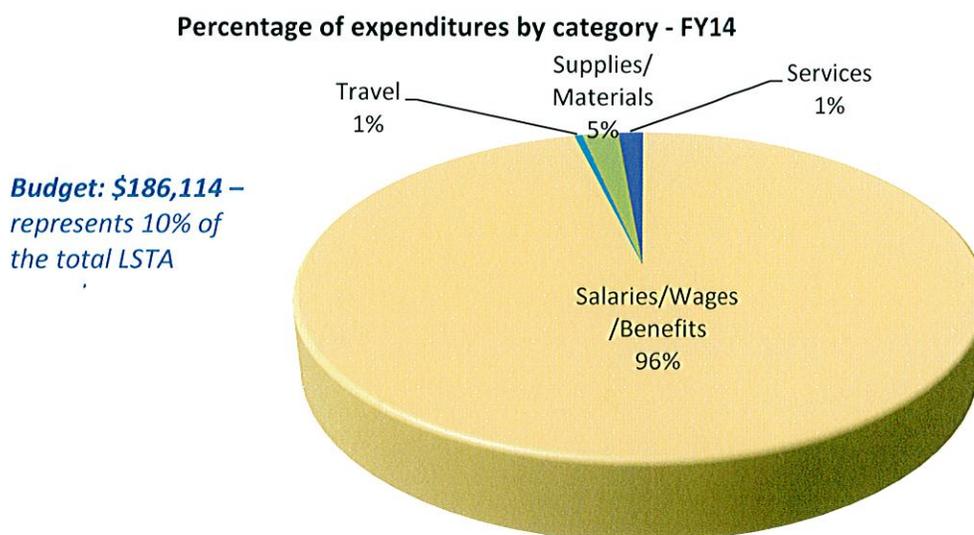
Budget
\$16,322 – represents 1% of
the total LSTA award



Library for the Blind

Project Director: J D Hall

- Provides non-print public library service directly to Arkansans who are unable to use standard print materials due to a visual, physical, or reading disability.
- Provides daily circulation of books and magazines in recorded and Braille formats along with free access to downloadable books in audio and Braille formats through the National Library Service BARD and Web-Braille Programs.
- All books and equipment are provided on loan as part of the services and are delivered to patrons free of charge through the mail.



Statistics

204,483 audio and Braille books and magazines were circulated to blind or physically handicapped patrons. 172,186 of these were sent directly to patrons through the mail. An additional 31,352 audio and Braille books and magazines were downloaded by patrons from the NLS BARD (Braille and Audio Reading Download) program.

Ten presentations were made to groups that represent or work with those with visual, physical, or learning disabilities.

Library Development

Library Consulting

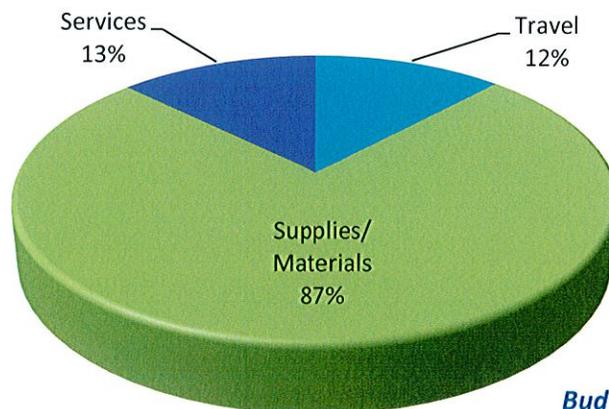
Project Director: Ruth Hyatt

- Provides consulting services to all public library staff and the members of their boards and trustees.
- Consultants are available to all libraries to answer any questions related to library operations or services.
- Provides a sense of connection and a pool of expertise to library staff who may not have any formal library training.
- Works in tandem with the Continuing Education project to fill the knowledge gaps and help library staff and trustees focus on the future of their libraries.
- Allows consultants to go out for on-site visits to offer one-on-one assistance, participate in staff training days and to reach out to distant library staff via electronic resources.

Consulting Services

- Approximately 4,200 emails and phone calls were answered during this reporting period.
- The project director went out for on-site consulting visits and training on a wide range of subjects 22 times. Library Development staff worked with libraries on weeding, disaster planning, collection development, customer service, Library Development Districts in Arkansas, and new services such as using ABC Mouse with patrons.
- In person training efforts have been supplemented with archived recordings. The recording for "How to set up and use ABC Mouse" was viewed 112 times.
- Liaison between public libraries and various groups, agencies, and organizations to help facilitate their program partnerships.

Percentage of Funds Expended by Category - FY14



Budget
\$38,094 –
*represents 2% of
the total LSTA
award*

Library Consulting (Cont.)

Board Orientation

- Provides a 2-hour Trustee Orientation to the boards of any and all Arkansas public libraries. These sessions are provided upon request.
- Information and materials provided include, but are not limited to, board duties, library director duties, and the Public Library Laws of Arkansas.
- 4 sessions were presented to a total of 35 attendees.

Public Library Data

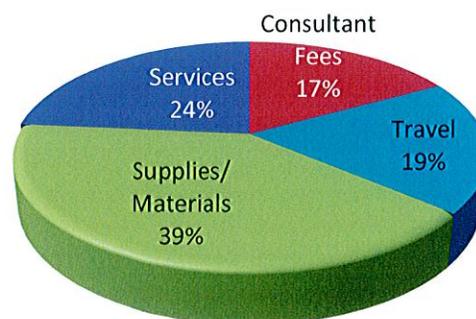
- Collects and distributes public library statistical data
- Updated the annual public library survey for Arkansas libraries
- Attended the SDC (State Data Center) training
- Worked with Bibliostat to prepare the online survey
- Trained the public library staff to complete the survey
- Reviewed submitted data Uploaded the statistical data to the Webplus site for Census
- Prepared the statistical data for Legislative Day and general inquiries

Arkansas Center for the Book

Project Director: Zoe Butler

- Encourages reading, writing, and literacy to all ages of Arkansas citizenry by stimulating public interest in books, book culture, and protects Arkansas's rich literary heritage by preserving and promoting literature through stimulating activities and programming.
- Designed to center upon certain age groups, as in Letters about Literature, a writing contest limited to fourth through tenth grade students. Serves adults and students of all ages. For example, the Book Club project provides multiple copies of book titles to be read and discussed by both student and adult book clubs established in public libraries and schools across the state.
- Developed cultural and literary heritage activities to speak to all ages in the hopes of perpetuating the value of the written word and its impact on all generations.

Percentage of expenditures by category - FY14



Budget: \$32,240 – represents 2% of the total LSTA award

Arkansas Center for the Book (Cont.)

Arkansas Gems

- Connects adults and students in the state to current activities in literature through the creation of posters and bookmarks featuring a selection of new works about Arkansas subjects or by authors from the state. The poster featured 5 adult fiction books, 7 adult non-fiction, 1 easy fiction, 1 juvenile non-fiction, and 2 young adult books. Bookmarks included 9 titles and a link to a more extensive title list and author information.
- Materials are distributed to Arkansas public libraries, interested school libraries, and at the annual National Book Festival.
- 17,000 posters and bookmarks were printed and distributed.

Book Club Project

- Assist book clubs sponsored by public and school libraries in their reading and discussion of current and classic literature by the development of a book club lending collection.
- Provide interested clubs with help in the initial organizing of a book club, choosing titles, leading an interesting discussion, and general book club etiquette.
- Approximately 250 titles are available to participating clubs. Annual schedules are prepared once a year, in November, for the coming calendar year via title list submitted by each club.
- 12 copies of the monthly scheduled titles are shipped to clubs, with author information and suggested discussion questions.

Items circulated: 5452

Monthly average: 454

If All Arkansas Read the Same Book

- Designed to encourage reading in communities across the state and to develop an interest in one particular book to be read and discussed by residents in Arkansas communities. The author of the selected book is brought to the state for a one-week tour, making presentations in selected libraries, book clubs, and other venues, and giving readers an opportunity to meet the author, learn of their writing process, and discuss the selected book.
- Arkansas native Dr. Daniel Black was the author chosen for touring during the reporting period.
- The selected title was *Perfect Peace*, a novel set in 1940's Arkansas which tells the plight of a rural family forced to question everything they know about gender, sexuality, unconditional love, and fulfillment.
- 13 presentations with an average of 52 in attendance at each presentation.

Arkansas Center for the Book (Cont.)

Letters about Literature

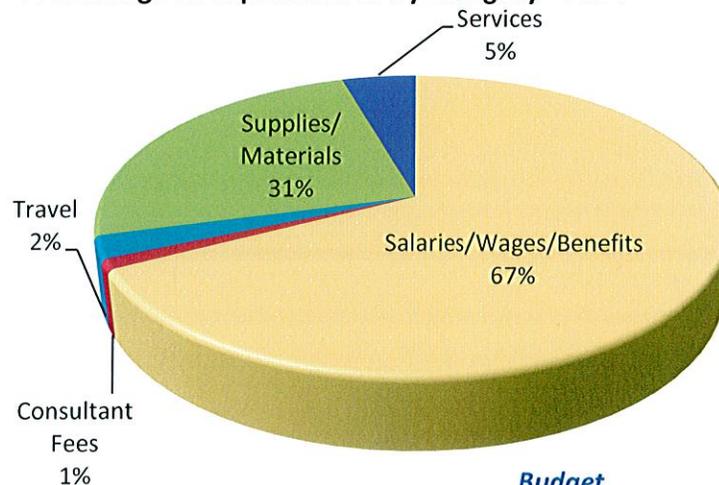
- Letters about Literature is an annual literacy-based competition for students 9 to 18 years old, originated by the Library of Congress.
- Requires students to make a connection between books they read and the emotions and opinion that may occur as a result of reading
- Open to public, private, and home schooled students and is divided into three competition levels based on age
- Participating students are asked to select a book (fiction or non-fiction), written by an author (living or deceased), and write a letter to the book's author, indicating their feelings about the book and how they were impacted or influenced by having read the book. Teachers and parents may assist students as to grammar, writing technique, and content.
- First, second, and third place state winners are selected by a committee of state judges, and these students along with all students selected as state finalists by judges at the national level are honored at an annual state awards program. First place winners in each level present their letters during the program. Their entries are submitted for judging in the national competition.

Raising Readers

Project Director: Cathy Howser

- Provides programs that promote literacy and reading to the citizens of Arkansas.
- Includes Arkansas Reader's Choice Book Awards, Summer Reading Program, Children's Services Workshop, and Every Child Ready to Read.

Percentage of expenditures by category - FY14



Budget
\$109,856 – represents 6% of the total LSTA award

Raising Readers (Cont.)

Arkansas Readers' Choice Book Awards

- Three different book awards for different age groups – Arkansas Diamond Primary Book Award, Charlie May Simon Children's Book Award, and The Arkansas Teen Book Award
- Purpose is to motivate children and teens to read quality literature by giving readers a voice in selecting the recipients of state book awards
- More than 76,000 children and teens voting

Summer Reading Program

- Motivational effort to keep people reading through the summer
- Member of the Collaborative Summer Library Program since 2002. This organization is a consortium of public libraries that creates quality summer library programs for children, teens, and adults. Member libraries share the resources and cost savings realized through these collaborative efforts.
- Participation in the Collaborative has greatly enhanced our summer programs Provided full color print materials to the public libraries for use in their programs

Public libraries reported that more than 41,000 people registered to participate in their summer reading program. There were 217,000+ people attending 5,300+ programming events throughout the state during the summer. In addition to the materials provided by LSTA funds, the public libraries spent more than \$273,000 of local monies to provide their programs.

Children's Services Workshop

- Provides continuing education for library staff members who have limited opportunities to attend training sessions in children's services
- Offers access to specialized information and resources for librarians working with children and teens
- 198 Attendees

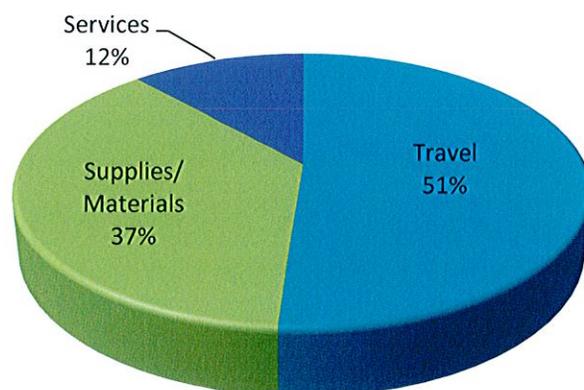
Every Child Ready to Read

- Purpose is to encourage Arkansas public libraries to provide early literacy services that are responsive to their communities
- Support and facilitate early literacy work
- 96 additional Every Child Ready to Read 2nd Edition kits were purchased. This allows most public libraries to have a set of the materials

Technology & E-Rate Support

- Assist libraries and librarians in Arkansas with acquisition of broadband through the auspices of the Coordinator of E-Rate Services and the Coordinator of Technology Support
- Coordinators worked with Arkansas libraries to extend broadband coverage to public libraries which function as anchor institutions in their communities
- Provide training and guidance in E-Rate
- Advocate for libraries in the Universal Service Schools and Libraries Program
- Encourage libraries to apply for discounts on telecommunications services, internet access, and internal connections
- The Coordinator of Technology Support serves as an information technology consultant for public libraries in Arkansas Offers advice and assistance in technology matters
- Teaches sessions and classes to librarians and the public.

Percentage of Funds Expended by Category - FY14



Budget
\$13,306 – represents 1% of the total LSTA award

Technology Support

Project Director: Donovan Mays

Technology Classes

- Basic Computer Maintenance covers the basics of computer maintenance including adding software and hardware to computers and running software updates to maintain the computers.
- Updating Your Webpage with Wordpress helps the smaller libraries develop and maintain a webpage with Wordpress.
- Stump the Librarian assisted staff and volunteers in finding information on new technology. Sessions can be based around a specific technology or topic at the decision of the library
- Technology classes were presented 15 times with an average attendance of 19 for a total number attending 285.

Tech Petting Zoo

- The Coordinator of Technology Support travels to public libraries across the state of Arkansas with a variety of technology devices such as tablets and e-readers
- Assists patrons and staff with the explanation of how to get e-books onto them
- Presentations help acclimate staff to some of the devices their patrons may bring in and assisted patrons with the confusion caused by devices with scant or confusing instructions.
- Provided Handouts for working with Overdrive, Freading, or other e-book suppliers as requested.
- There were a total of 23 visits with an average of 13 in attendance per visit for a total number attending 299.

Tech Support

- Offered assistance in computer repair and consultation to those libraries without full-time or part-time IT support
- Takes the onus of technology support costs away from smaller, rural libraries that do not have in-house technology support
- Offered at an ad hoc, first come-first served basis.
- There were 39 visits this reporting period.

E-Rate Support

Project Director: Amber Gregory

- Training and support targeted at public library staff and trustees.
- Consultation and training on E-Rate application process and timeline, program rules, CIPA compliance, and technology was offered in-person and virtually via Adobe Connect
- Worked one-on-one with individual applicants to fill out E-Rate forms correctly, respond to Program Integrity Assurance (PIA) questions pre-commitment, and navigate service provider paperwork to initiate discounts post-commitment.
- Worked on behalf of individual applicants to the Universal Service Administrative Company (USAC) during the application, review, invoice, and appeals process.
- Joined the American Library Association's (ALA) E-Rate Task Force (ERTF), a small group of state E-Rate coordinators who work closely with ALA, USAC, and the Federal Communications Commission on E-Rate matters.
- Worked on the Library E-Rate Clearinghouse, a collaborative online resource, as part of ERTF.
- Participated in the Advisory Group for the Library E-Rate Assessment Project (LEAP).