

FY 2023-2024 STATE GRANTS TO LIBRARIES
SCHOOL LIBRARY GUIDELINES
COLORADO STATE LIBRARY
July 1, 2023



FY 2023-2024 State Grants to Libraries are provided by the Colorado State Library to enable public libraries, school libraries, and academic libraries to obtain educational resources they would otherwise be unable to afford, to the end that the state will receive the corresponding benefits of a better educated and informed population. (C.R.S. 24-90-402)

Due Date: 5:00p.m. Friday, September 15, 2023



COLORADO
Department of Education
Colorado State Library

Eligibility Requirements

SCHOOL LIBRARIES

1. Must be a publicly supported school library. Such libraries are supported with money derived from taxation.
2. When applicable, participates in interlibrary sharing of resources at no charge to other Colorado libraries.
3. Have existing local and/or state funding for libraries. The library must maintain its current effort to obtain funds to the end that moneys received under this Act do not replace or displace existing local revenue sources.
4. Make no charges to Colorado residents:
 - a. To use an Interlibrary loan service (can pass on fees charged/assessed by other libraries) for primary clientele of the library.
 - b. To access the Internet.
5. School districts are the sole applicant on behalf of all the school libraries in the district. The district may purchase materials for use in all school libraries (e.g., databases) or target funds to specific schools for defined library needs.
6. For the purposes of this grant, a School District must have at least one school library, which is defined as a dedicated facility located in and administered by the school that provides at least the following:
 - a. an organized, circulating collection of printed and/or audiovisual and/or computer-based resources, or a combination thereof,
 - b. paid staff to oversee library collection, and
 - c. an established schedule during which services of the staff are available to students and faculty.
7. Schools that provide electronic devices (computers, hotspots, tablets, e-readers, etc.) for student access must:
 - a. Equip each device with software that will limit the ability of minors to gain access to material that is obscene or illegal, OR
 - b. Purchase Internet connectivity from an Internet service provider that provides filtering services, OR
 - c. Develop and implement a policy, publicly adopted by the governing body of such library that establishes and enforces measures to restrict minors from obtaining information that is obscene or illegal.

Eligible Use of Funds

1. The State Grants to Libraries funding is to be used by the recipient to obtain educational resources that they would otherwise be unable to afford. The purpose of the educational resources is to support efforts to improve literacy and learning, and other education-related needs identified by the grantee.
2. Educational resources are defined as any of the following: books, periodicals, or any other form of print media; audiovisual materials; and electronic information resources.
3. Electronic Information Resources are defined as material of an education or informational nature that may only be accessed electronically.
4. Educational materials purchased by school libraries must support content-based standards and student achievement.
5. Libraries should refer to the chart of *How State Grants Can Be Used* in the Appendix and the *Frequently Asked Questions* resource on the [State Grants to Libraries site](#)

Timeline for Expenditure of Funds

The funding cycle for State Grants to Libraries begins July 1, 2023. Expenses incurred by libraries from July 1, 2023, through June 30, 2024, may be requested for reimbursement once funds are available. Approved grantees will be notified of their grant amount in October and funds will be available for reimbursement soon thereafter. **Funds will need to be requested on a reimbursement basis via online request for funds form no later than June 30, 2024.**

Reporting Requirements

1. All State Grants to Libraries recipients must complete a final report by July 31, 2024, certifying that all moneys received were used for the purposes outlined in the State Grants to Libraries Act and these Guidelines. The report will include:
 - a. A description of how the grant funds were used.
 - b. Statistical and/or anecdotal reports on the benefits of the grant funded resources.
2. A sample report form is available online at: [2023-2024 Report Form Preview](#)
3. Grant recipients must complete the online final report through a link provided to the Grant Contact Person listed in the Grant Eligibility Form or to the link made available on the State Grants website in early 2024.
4. The report may be filled out whenever all funds have been spent, but at least by July 31, 2024.
5. The reporting form must be completed to be eligible for future State Grants to Libraries funding.

Process for Completing the Grant Eligibility Form

1. Complete and submit the [School Library Grant Eligibility Form](#) by **September 15, 2023** to certify that the district meets the requirements to receive funding and intends to use the funds as required by law.
2. Secure the appropriate signatures on the Grant Eligibility Form. Omitting required signatures may disqualify the applicant. Digital signatures may be added to the Eligibility Form. If unable to add digital signatures to the PDF form, filled form may be printed off, required signatures obtained, then signed form can be scanned and attached to the email for submission. School Districts must include a signature of:
 - a. District Board Chair, Superintendent, or other designated authority, AND
 - b. designated library coordinator (when applicable).
3. **Grant Eligibility Form must be emailed by 5:00pm Friday, September 15, 2023.** Send email to Melissa Carlson at carlson_m@cde.state.co.us

Appendix

How State Grants Can Be Used – an Eligible Uses Checklist

Revised July 1, 2023

(Please refer to Checklist posted on [State Grants to Libraries site](#) for the most up-to-date version)

The intended purpose of these funds, according to statute (24-90-401, CRS) is for libraries to obtain educational resources they would otherwise be unable to afford. Latitude is provided to honor local control of these funds within established guidelines. This list is intended as a rough guide to materials eligible for purchase with these grants. Contact the State Library with questions or clarification of items or products being considered that are not described here.

	Eligible?	
	Yes	No
1. Books, periodicals, or any other form of print media. <i>Fiction and non-fiction books for all age groups are eligible.</i>		
2. E-books, Audiobooks & e-Audiobooks. A vendor-based e-book subscription is also eligible, as are self-contained audio or video e-books devices that are pre-loaded with educational content (e.g., "Playaway" type materials). <i>Fiction and non-fiction books for all age groups are eligible.</i>		
3. Audiovisual materials – CDs, DVDs, other non-print media. <i>Content must relate to educational purposes. Media geared toward students and learning are eligible. "Top 40" music and general release movies are not eligible.</i>		
4. Non-circulating collections for staff use in educational programming events, such as storytimes.		
5. Collections used by staff or volunteers in preschools or offsite settings that are returned to the library.		
6. Educational activities and manipulatives, including robotics, that are packaged for public use and circulated (e.g., kits or backpacks for home use, returned to the library).		
7. Books and subscriptions for staff professional development.		
8. Purchase or renew subscriptions to electronic resources such as databases that provide learning and educational content.		
9. Apps for tablets or computers, focused on educational use, not entertainment or general office apps.		
10. Patron-facing technology for accessing learning or educational content, such as e-readers, tablets, and Chromebooks. Devices must be configured to ensure compliance with CIPA (filtering).		
11. Wi-Fi hotspots for patron use and circulated. Devices must be configured to ensure compliance with CIPA (filtering). <i>Both device and data plan are eligible.</i>		
12. Cultural experience passes (e.g., museums, botanical gardens, zoos). <i>These items MUST be for circulation. NOT to be used for field trips or incentive giveaways.</i>		
13. Staff professional development training/classes. <i>Limited circumstances (such as training related to collection development) – MUST contact State Library grant program manager for approval.</i>		
14. Processing, postage, or shipping related to purchase of new materials obtained with grant funds.		
15. Purchase or renew subscriptions to electronic resources such as databases that are primarily used for entertainment purposes (such as vendor-based video or music streaming services).		

	Eligible?	
	Yes	No
16. Hardware such as computers or tablets for staff use only or for use in library administrative functions (such as self-checkout machines).		✓
17. Books or other gifts to giveaway as prizes, rewards, or reading incentives. <i>Some books may be allowable – contact State Library grant manager for approval.</i>		✓
18. Marketing/promotional materials.		✓
19. Quizzes related to accelerated reader programs.		✓
20. Furniture, including wall-mounted activity panels.		✓
21. Remodeling, rewiring, or other building projects related to improving learning and educational use of the library.		✓
22. Wi-Fi, internet costs and other telecommunication purposes. <i>*Data plan/internet cost for patron-facing Wi-Fi hotspot is eligible.</i>		✓
23. Fees for programming events (such as performers, authors, or speakers).		✓
24. Fees associated with integrated library systems or collection management software/database (such as AspenCat or FollettDestiny).		✓
25. Collections that are housed in classrooms, preschools, and other partner agencies.		✓
26. Overhead, grants administration charges, staffing costs.		✓