

**FY 2021-2022 STATE GRANTS TO LIBRARIES**  
**SCHOOL LIBRARY GUIDELINES**  
**COLORADO STATE LIBRARY**  
July 1, 2021



---

FY 2021-2022 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. Wednesday, September 15, 2021**

---

**Colorado State Library**  
201 E. Colfax Ave.  
Denver, CO 80203-1799  
Phone 303.866.6900  
Fax 303.866.6940



**COLORADO**  
**Department of Education**  
Colorado State Library

## Eligibility Requirements

---

### SCHOOL LIBRARIES

---

1. Must be a publicly supported library. Such libraries are supported with money derived from taxation; this includes public libraries, academic libraries, and school libraries.
2. Where 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, ereaders, 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, 2021. This does not mean funds will be transferred on July 1, but expenses incurred by libraries from July 1 may be applied to funds once they are available. **All funds from this grant must be spent by June 15, 2022.** 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, 2022.**

## Reporting Requirements

---

1. All State Grants to Libraries recipients must complete a final report by July 29, 2022 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: [2021-2022 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 the spring of 2022.
4. The report may be filled out whenever all funds have been spent, but at least by July 29, 2022.
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, 2021** 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. If submitting the form by email, scan the signed copy of the form to send as an attachment. 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 received by email (preferred) or postmarked by 5:00pm Wednesday, September 15, 2021.**
  - Completed forms may be provided via Email (preferred), OR Mail (only send once).

Send original (OR scanned, signed copy) to:

Colorado Department of Education  
Colorado State Library  
Attn: Melissa Carlson  
201 East Colfax Avenue, Room 309  
Denver, CO 80203-1799  
Email: [carlson\\_m@cde.state.co.us](mailto:carlson_m@cde.state.co.us)

## Appendix How State Grants Can Be Used – an Eligible Uses Checklist

Revised July 1, 2021

(Please refer to Checklist posted on [State Grants to Libraries site](#) for the most updated 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 (of all ages) are eligible</i>		
2. Ebooks, Audiobooks & e-Audiobooks A vendor-based ebook subscription is also eligible, as are self-contained audio or video ebooks devices that are pre-loaded with educational content (e.g. "Playaway" type materials). <i>Fiction and non-fiction books (of all ages) 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 ereaders, 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 – must contact State Library grant program manager for approval</i>		
14. Processing, postage, or shipping related to purchase of new materials obtained for grant		
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) or for hobbyists (such as vendor-based genealogy services)		
16. Hardware such as computers or tablets for staff use only or for use in library administrative functions (such as self-checkout machines)		

	Eligible?	
	Yes	No
17. Books or other gifts to giveaway as prizes, rewards, or reading incentives <i>Some books may be allowable – contact 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		✓