

Deadline: April 6, 2012

**ALABAMA PUBLIC LIBRARY SERVICE
FY2013 LSTA GRANT APPLICATION**

PRINT AND READ THE INSTRUCTIONS PRIOR TO COMPLETING THIS FORM

Name of library applying (Where a system is administering a member's project, enter both the system and member name) Foley Public Library		E-mail address of project administrator shorn@cityoffoley.org
Library Address 319 E. Laurel Ave.	City Foley	Zip Code + 4 36535-2680
Project administrator Steve Horn	Phone Number (251) 943 -1032	FAX Number (251) 943 -8637

A. GRANT PROGRAM: (You may select one program per application. Do not apply for the same program under General and Small Library Development.)

GENERAL:

☒	1. Collection Development (Award cap: \$10,000)	☐	7. Library Vehicles (Award cap: \$90,000)
☐	2. Cooperative Library Network Planning (Award cap: \$5,000)	☐	8. Micrographic Equipment (Award cap: \$4,500)
☐	3. Cultural Diversity (Award cap: \$20,000)	☐	9. Services for the Disabled (Award cap: \$15,000)
☐	4. Digitization of High-Demand Rare Library Materials (Award cap: \$15,000)	☐	10. Services for Those Having Difficulty Using a Library (Award cap: \$20,000)
☐	5. High-Speed Connectivity (Award cap: \$13,000)	☐	11. Strengthening Communities (Award cap: \$20,000)
☐	6. Library Technology and Automation (Award cap: \$60,000 for individual / \$150,000 for system)	☐	12. Strengthening Youth and Family (Award cap: \$20,000)

SMALL LIBRARY DEVELOPMENT:

☐	1. Collection Development (Population 10,000 or less) (Award cap: \$7,000)
☐	2. Library Technology and Automation (Population 10,000 or less) (Award cap: \$15,000)
☐	3. Strengthening Youth and Family (Population 10,000 or less) (Award cap: \$5,000)

B. BUDGET SUMMARY: Enter here the budget category totals after you have completed Section E (Budget Information). **For non-vehicle grants, the local match grand total must be equal to 25% of the LSTA grand total and project personnel salaries may comprise up to 25% of match. For vehicle grants, the local match grand total must be equal to 100% of the LSTA grand total and must be in cash. Round all figures to the nearest dollar.**

BUDGET CATEGORY	LSTA FUNDS	LOCAL MATCH	TOTAL FUNDS
Salaries		\$0	\$0
Travel	\$0	\$0	\$0
Equipment	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Contractual	\$0	\$0	\$0
Library Materials	\$5250	\$1312	\$6562

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GRAND TOTALS	\$5250	\$1312	\$6562
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C. **POPULATION INFORMATION:** Enter the name of the county or counties served and the estimated number of persons to be served by this project.

1. County or counties served: Baldwin.
2. Estimated total number of persons to be served by this project: 15000

D. **DISTRICT INFORMATION:** Enter the number(s) for each specified district.

1. Congressional District: 1
2. State House District: 95
3. State Senate District: 32

E. **PROJECT SUMMARY:** Give a brief description of the project including project purpose and objectives. Limit response to 150 words or less.

In order to meet the needs of our small business community, we would like to develop a collection specifically targeted to help that population. Our local Chamber of Commerce has consented to survey its membership for the types of material (books or A/V) that would be most useful, such as human resources training videos, directories and other reference material not readily found on the internet. We anticipate incorporating these resources into our small business center activities.

F. **PROJECT NARRATIVE:** Limit response to 1,000 words or less. Narrative should include:

1. Justification:

We are fortunate to have a booming small business community in the Foley area. However, the rising costs of government mandated training for employees and increasing regulations that require research inhibit their growth. The Foley Public Library has been seen in the past as supporting "leisure activity" and had very little contact with the leaders of our business community. The South Baldwin Chamber of Commerce has partnered with us to provide the material business owners need and thus raise the profile of the library in our community. This project meets our 5 year plan stated Goal #1: "Improve responsiveness to public needs and communication of library materials and services."

2. Project Planning/Description:

The planning was simple. The director of the Library and the director of the Chamber of Commerce informally surveyed the business community and asked about what they needed from the Foley Public Library. First on their list was employee training videos specifically for their industries. Secondly, they asked for directories and research material that will streamline their bid, building and marketing processes. The goal of the project is to do a serious survey, find out their needs and provide them. We plan to begin with human resources videos applicable to all businesses and then grow the collection in specific areas such as marketing, government regulations and state/municipal requirements for new business starts. The collection will be advertised through the Chamber of Commerce. Our hope is that the Library will become the source for these materials, thus freeing the small business to thrive.

3. Evaluation/Continuation:

We plan to evaluate the project by surveying the business community through "Survey Monkey" and written evaluations presented at Chamber meetings. The project will be continued with local municipal funds in the next budget year.

G.

press "Enter". Round all figures to the nearest dollar. Enter the totals for each category in section B, Budget Summary, on page 1.

1. Salaries: Only project-related salaries for non-Library Vehicle projects may be used for 25% of required local match amount. **Add more lines as needed.**

PROJECT-RELATED TASKS	LSTA FUNDS	LOCAL MATCH	TOTAL FUNDS
TOTALS	\$0	\$0	\$0

2. Travel: All LSTA eligible travel must be directly related to furthering the purpose of this project. **Add more lines as needed.**

TRIPS FROM/TO	LSTA FUNDS	LOCAL MATCH	TOTAL FUNDS
TOTALS	\$0	\$0	\$0

3. Equipment: Describe all equipment (including hardware and software) to be purchased for the project. If an individual item costs \$5,000 or more, its technical specifications must be attached to the signature page. **Add more lines as needed.**

☐ ← Check this box to indicate that the specifications, if required, have been attached to the signature page.

EQUIPMENT ITEMS	LSTA FUNDS	LOCAL MATCH	TOTAL FUNDS
TOTALS	\$0	\$0	\$0

4. Supplies: Include all supplies to be purchased for the project. **Add more lines as needed.**

SUPPLY ITEMS	LSTA FUNDS	LOCAL MATCH	TOTAL FUNDS
TOTALS	\$0	\$0	\$0

5. Contractual: Contractual includes services from a company or agency, such as training. **Add more lines as needed.**

SERVICES PROVIDED	LSTA FUNDS	LOCAL MATCH	TOTAL FUNDS
TOTALS	\$0	\$0	\$0

6. Library Materials: List by subject and format categories. List quantities and average unit costs. Unit costs may include preprocessing packets. **Add more lines as needed.**

	QTY	UNIT	LSTA	LOCAL	TOTAL
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MATERIAL TYPES		COST	FUNDS	MATCH	FUNDS
TOTALS			\$5250	\$1312	\$6562

H. CHILDREN'S INTERNET PROTECTION ACT: All applicants must answer the following question:

Will federal funds be used in this project 1) to purchase computers used by a public library or a public school library to access the Internet or 2) to pay for direct costs associated with a public library or a public school library accessing the Internet?

☐ Yes xx No

I. COLLECTION DEVELOPMENT: To be completed only by applicants for the program, "Collection Development". Check one or more of the target population categories:

1) ☐ children and youth at risk, 2) ☐ older adults, 3) ☐ persons with disadvantages, 4) ☐ persons who are institutionalized, 5) ☐ persons with limited literacy or English language skills, 6) ☒ persons in under-served areas.

Enter the regular **local funds** for library materials in FY2010 and FY2011, and enter the projected regular local funds for library materials for FY2012 and FY2013.

FY2010: \$779,770 FY2011: \$763,124 \$FY2012: \$780,522 FY2013: \$800,000

Present collection size (use the materials definitions used for your annual APLS statistical report):

Printed book volumes: 66,214 Video recordings: 5,700 Audio materials: 7,457

J. LETTERS FROM SYSTEM AND NETWORK DIRECTORS: Required only for members of public library systems and/or cooperative library networks (see the instructions).

X ← Check this box to indicate that copies of the letter(s) if required above have been attached to the signature page.

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- K. PARTNERING LIBRARIES OR AGENCIES:** If you are partnering with one or more libraries or agencies, enter the number below. If not, skip this section.

Number	Type or Kind	Number	Type or Kind
	Public Libraries		Academic/College
	Schools	1	Other

List all partnering agencies, indicating the type or kind. Include the name, address and phone number of each: South Baldwin Chamber of Commerce, 112 West Laurel Avenue Foley, AL 36535 (251) 943-3291

Attach their endorsement letters to the signature page.

X ← Check this box to indicate that copies of the letter(s) if required above have been attached to the signature page.

If applicable, (1) show how cash-sharing arrangements and formulas were developed, and (2) show the anticipated budget expenditures by each library or agency: N/A

L. STATE AID COMPLIANCE CHECKLIST:

- X Current State Aid contract on file at APLS
- X Current by-laws on file at APLS
- X Current policy and procedures manual on file at APLS
- X Current list of Board of Trustees on file at APLS
- X Current Five-Year Plan on file at APLS
- X Current statistical report on file at APLS
- X Current audit or financial statement on file at APLS

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M. AUTHORIZATION OF REQUEST: We, the undersigned, (1) understand the conditions and requirements set forth in the "Federal Public Library Programs" section of the Alabama Public Library Service Administrative Code effective April 22, 2010, (2) on behalf of the state agency or city and/or county governments which support this library, agree to adhere to them, and (3) certify that this application has been approved by the Board of Trustees of the Library or, if a library agency or department, by the appropriate governing authority. We understand the following conditions:

- Failure to include required information in the application or failure to submit any required attachments with the signed signature page of the application may cause the application to not be funded.
- To be **on time** the application(s) must be submitted **by email** to krallya@apls.state.al.us by **April 6, 2012** **and** one (1) paper application with original signatures and any required attachments **must also** be submitted (postmark deadline: **April 6, 2012**). Send to: LSTA Grants, ATTN: Kelyn Ralya, 6030 Monticello Dr., Montgomery, AL 36130. **A faxed signature page or attachments shall not be accepted.**

Library: _____ Grant Program: _____

(Signed) _____
Project administrator Date _____
Printed Name: _____

(Signed) _____
Library director Date _____
Printed Name: _____

(Signed) _____
Governmental official authorized to receive
and disburse funds, if different from the above Date _____
Printed Name: _____

(Signed) _____
Chair or Vice-Chair, Board of Trustees Date _____
Printed Name: _____