

Libraries Illuminated
Application Guidelines
June 2017

Project Overview

The Libraries Illuminated project helps California public libraries make software and hardware improvements to maximize benefits to patrons as they access new high-speed broadband connections and utilize non-broadband Internet connections.

Our goals are to support the development of innovative and creative programs and services for all ages, address the needs of libraries in underserved communities, and provide a variety of programming and service models for the library community to learn from and replicate.

We invite applications from public libraries for funds to support the purchase of:

- a. cutting-edge technology that helps libraries provide innovative services and programming that fulfills the potential of their broadband connections;
- b. functional hardware and software that allows libraries to use their new broadband connections; and
- c. technology that enables libraries to make the best use of their non-broadband Internet connections.

Eligibility

- The Libraries Illuminated grant program is open to CLSA public library jurisdictions, i.e., public library jurisdictions that are full members of one of California's regional library cooperatives.
- Libraries do not have to be connected or connecting to CalREN to apply to participate in the project.
- Libraries do not have to be CIPA compliant to apply for funds.
- Applicants must demonstrate plans to implement and evaluate at least three programs for their communities using their new technology by December 2018.
- Library jurisdictions may submit up to 3 applications for funds according to the size of the jurisdiction:
 - library jurisdictions with 1-30 outlets may submit 1 application;
 - library jurisdictions with 31-60 outlets may submit up to 2 applications;

- library jurisdictions with 61-100 outlets may submit up to 3 applications.
- Library jurisdictions may apply for a minimum of \$5,000 and a maximum of \$30,000 per application.
- Matching funds are required; further information about providing a match is below.

Use of Project Funds

- The Libraries Illuminated project is intended to help libraries make purchases that will leverage and fulfill the potential of their Internet connections. Grant funds should be spent on technology and not on the programs that the technology will support; technology purchased must maximize benefits to patrons as they access the library's Internet connection.
- Funds may not be used to help libraries connect to broadband. The California State Library provides Technology Improvement Grants for that purpose through the Lighting Up Libraries broadband project.
- Project funds may be used to upgrade technology if the applicant can demonstrate that the upgrade helps them leverage and fulfill the potential of their Internet connections.

Technology can be used in a variety of ways to create rich learning and community building experiences for adults, teens, and children and their families. We encourage you to find new ways to implement technology in your community. Below are few questions to help get you thinking about how technology might be used in your library:

- What do heat guns and heat shrink tubing have in common with creating circuits for a Raspberry Pi and coding?
- Would robotics help you serve people of all abilities?
- How can they be used to create a giant Rube Goldberg machine powered by a WiFi enabled device?

Technology is more than the use of tablets, apps and computers. Various types of technology can help you solve problems and achieve practical results by harnessing the power of the Internet.

Examples of possible uses of project funds include (but are not limited to) technology to support: virtual reality game creation, audio production (including music mixing and recording), coding, filmmaking and videography, hack-a-thons, mobile and game app development, programming, robotics, 3D printing, access points and hotspots to expand WiFi outside of library walls, laptop checkout kiosks, live streaming or iPad storytime, SmartBoards, ebook instruction webinars, taking the library service away from the desk (e.g. roving reference and technology to support pop-up programs), technology classrooms, and virtual class visits, reference, storytime, and speakers.

Cash and In-Kind Match

- Successful applicants are required to contribute matching funds and resources to the project and the match must be included in the project budget.
- The match should be a combination of cash and in-kind contributions and may come from the applicant libraries and/or project partners and/or other sources.
- The match may include contributions to the programs that the technology will support.
- The minimum level of match required is determined by each library jurisdiction's Local Income Per Capita (LIPC) level:
 - LIPC Level 1: a minimum of 25%
 - LIPC Level 2: a minimum of 35%
 - LIPC Level 3: a minimum of 50%
- Information about libraries' LIPC levels is available on the project website.
- If successful applicants are unable to provide a match for the funds they are awarded, those funds must be returned to the Southern California Library Cooperative.
- Technology Improvement Grant funds, costs associated with connecting to broadband, and other California Library Services Act funds may not form part of the match.
- Examples of ways to contribute matching funds and resources include:
 - donations of funds, time, or other resources from friends groups, library foundations, local businesses, and philanthropic agencies
 - local, state, or federal grant funds
 - crowdsourcing funds
 - staff or volunteer time
 - non-tech program supplies

Evaluation

- The project requires grantees to use Project Outcome survey tools to evaluate the impact of at least three programs provided for their communities with the new technology.
- Survey tools will be made available to participating libraries.
- The State Library and Project Outcome will provide an informational webinar, resources, and support to help libraries implement Project Outcome survey tools.

Timeline

September 15, 2017:	Applications are due to the Southern California Library Cooperative.
October 2017:	Applications are assessed by project staff and advisory group members.
October 31, 2017:	Applicants are notified of the results of their applications.

Nov & Dec 2017:	Funds are issued to successful applicants within two weeks of the library submitting a funding request form to the Southern California Library Cooperative.
March 31, 2018:	First brief narrative and financial reports are due to the Southern California Library Cooperative (reporting period: Start of project – February 28, 2018).
September 30, 2018:	Second brief narrative and financial reports are due to the Southern California Library Cooperative (reporting period: March 1 – August 31, 2018).
September 30, 2018:	Unexpended and unencumbered funds must be returned to the Southern California Library Cooperative.
December 31, 2018:	Programs must be completed.
January 31, 2019:	Final narrative and financial reports are due to the Southern California Library Cooperative (reporting period: Start of project – December 31, 2018).

Definition of Terms

- “Technology” is defined here as any hardware, software, or equipment that will help your library maximize benefits to patrons as they access new high-speed Internet connections or (if your library is not connected to broadband) access the Internet.
- “Programs” is used to refer to any programs or services provided using your new technology.
- “Jurisdiction” means a county library, city and county library, city library, or library district.
- “Outlets” includes main libraries, branch libraries, library stations, and bookmobiles.

How and where to submit

Please submit applications electronically and in hard copy to the Southern California Library Cooperative.

An electronic copy must be received by 5:00pm, Friday September 15, 2017. It should be emailed to: dsatchwell@socallibraries.org

A hard copy with the library director’s original signature must be received within seven days of the submission of the electronic copy. It should be mailed to:

Southern California Library Cooperative
 Attn: Diane Satchwell
 248 E. Foothill Blvd., Ste 101
 Monrovia, CA 91016

Additional Information

- The California Library Services Board has provided \$1M in California Library Services Act funding to support this project. We will fund as many projects as we are able to but we are unable to guarantee funding to all applicants.
- We aim to divide project funds equitably between libraries requesting different types of technology and between different types of libraries, e.g. rural, suburban, and urban; city, county, and special district; lower- and higher-resourced.
- Applications will be reviewed by project staff and the Libraries Illuminated Advisory Group.
- If project funds are not fully expended in response to this call for applications, we will issue a second call in 2018.
- Applicants are encouraged to disseminate the impact of their new technologies and related programs to the field and related professional communities through publications and conference presentations.
- For assistance in identifying your technology needs as you prepare your application, please contact Diane Satchwell at dsatchwell@socallibraries.org
- If you have any questions, please contact Natalie Cole at natalie.cole@library.ca.gov or Diane Satchwell at dsatchwell@socallibraries.org

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