



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Staff Associate
Date: June 29, 2021
Subject: Grant Request – JFO #3055

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration.

JFO #3055 – \$22,000 to the Agency of Administration, Dept of Libraries from the American Library Association. Vermont will work with other Hub Coordinators in developing and supporting a regional community of practice among small, rural library grantees.
{JFO received 6/23/2021}

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson: sanderson@leg.state.vt.us) if you have questions or would like this item held for legislative review. Unless we hear from you to the contrary by July 15, 2021, we will assume that you agree to consider as final the Governor's acceptance of this request.



State of Vermont
 Department of Finance & Management
 109 State Street, Pavilion Building
 Montpelier, VT 05620-0401

[phone] 802-828-2376
 [fax] 802-828-2428

Agency of Administration

STATE OF VERMONT FINANCE & MANAGEMENT GRANT REVIEW FORM					
Grant Summary:		This grant is intended to assist Vermont, which was selected by the ALA as the New England Hub Coordinator, in working with the other three hub coordinators in developing and supporting a regional community of practice among grantees (ALA provided 517 grants to small, rural libraries).			
Date:		5/28/2021			
Department:		Libraries			
Legal Title of Grant:		American Library Association Libraries Transforming Communities: Focus on Small and Rural Libraries Regional Engagement Hubs			
Federal Catalog #:					
Grant/Donor Name and Address:		American Library Association (ALA) Public Programs Office 225 N. Michigan Ave. Suite 1300 Chicago IL 60601			
Grant Period:		From:	To:		
		6/1/2021	6/30/2022		
Grant/Donation		\$22,000			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$22,000	\$	\$	\$22,000	
Position Information:		# Positions	Explanation/Comments		
		0			
Additional Comments:		SFY1 is FY22 and there is no appropriation request as this spending authority will be requested via ERR in that fiscal year.			
Department of Finance & Management		Adam Greshin	<small>Digitally signed by Adam Greshin Date: 2021.06.01 10:23:05 -0400'</small>	(Initial)	
Secretary of Administration		Kristin Clouser	<small>Digitally signed by Kristin Clouser Date: 2021.06.01 17:20:02 -0400'</small>	(Initial)	
Sent To Joint Fiscal Office		Ariel Murphy	<small>Digitally signed by Ariel Murphy Date: 2021.06.23 09:52:50 -0400'</small>	Date	



STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

BASIC GRANT INFORMATION				
1. Agency:	Agency of Administration			
2. Department:	Department of Libraries			
3. Program:	American Library Association Libraries Transforming Communities: Focus on Small and Rural Libraries Regional Engagement Hubs			
4. Legal Title of Grant:	American Library Association Libraries Transforming Communities: Focus on Small and Rural Libraries Regional Engagement Hubs			
5. Federal Catalog #:				
6. Grant/Donor Name and Address:	American Library Association (ALA) Public Programs Office 225 N. Michigan Ave. Suite 1300 Chicago IL 60601			
7. Grant Period:	From:	6/01/2021	To:	6/30/2022
8. Purpose of Grant:	To support the work of the current American Library Association Libraries Transforming Communities grant for small and rural libraries by convening geographically proximate grantee libraries in regional communities of practice.			
9. Impact on existing program if grant is not Accepted:	Recipients of the Transforming Communities grants wouldn't have the supports they needed to be successful without this new program.			
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2022	FY	FY	
Personal Services	\$3,000	\$	\$	
Operating Expenses	\$19,000	\$	\$	
Grants	\$	\$	\$	
Total	\$22,000	\$	\$	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source ALA)	\$22,000	\$	\$	
Total	\$22,000	\$	\$	
Appropriation No:		Amount:	\$	
			\$	
			\$	

STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

			\$
			\$
			\$
			\$
		Total	\$22,000

PERSONAL SERVICE INFORMATION

11. Will monies from this grant be used to fund one or more Personal Service Contracts? Yes No
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: _____ Agreed by: _____ (initial)

12. Limited Service Position Information:	# Positions	Title
Total Positions	0	

12a. Equipment and space for these positions: Is presently available. Can be obtained with available funds.

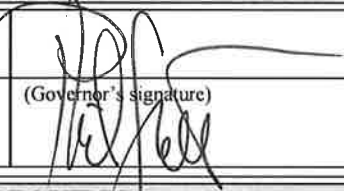
13. AUTHORIZATION AGENCY/DEPARTMENT

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):	Signature: E-SIGNED by Jason Broughton on 2021-05-28 15:38:49 GMT	Date: May 28, 2021
	Title: State Librarian	
	Signature: _____	Date: _____
	Title: _____	

14. SECRETARY OF ADMINISTRATION

<input checked="" type="checkbox"/>	Approved:	(Secretary or designee signature) Kristin Clouser	Date: <small>Digitally signed by Kristin Clouser Date: 2021.06.01 17:20:19 -0400'</small>
-------------------------------------	-----------	--	--

15. ACTION BY GOVERNOR

<input checked="" type="checkbox"/>	Check One Box: Accepted	 (Governor's signature)	Date: 6/21/21
<input type="checkbox"/>	Rejected		

16. DOCUMENTATION REQUIRED

Required GRANT Documentation	
<input checked="" type="checkbox"/> Request Memo <input type="checkbox"/> Dept. project approval (if applicable) <input checked="" type="checkbox"/> Notice of Award <input checked="" type="checkbox"/> Grant Agreement <input checked="" type="checkbox"/> Grant Budget	<input type="checkbox"/> Notice of Donation (if any) <input type="checkbox"/> Grant (Project) Timeline (if applicable) <input type="checkbox"/> Request for Extension (if applicable) <input type="checkbox"/> Form AA-1PN attached (if applicable)


End Form AA-1

(*) The term "grant" refers to any grant, gift, loan, or any sum of money or thing of value to be accepted by any agency.

STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

department, commission, board, or other part of state government (see 32 V.S.A. §5).

To: Suzanne Young, Secretary, Agency of Administration

From: Jason Broughton, State Librarian 

Date: May 13, 2021

Re: Request for Authorization to accept grant funding
Grantor: American Library Association
Proposed Grant Total: \$22,000.00
Grant Period: June 1, 2021 – June 30, 2022

I am writing to request that the state accept \$22,000 in funding for the *Regional Hubs for Libraries Transforming Communities: Focus on Small and Rural Libraries* grant awarded to the Vermont Department of Libraries from the American Library Association (ALA).

This grant supports the work of the ALA Libraries Transforming Communities: Focus on Small and Rural Libraries initiative. This initiative granted funding to 517 small, rural libraries nationally to support community engagement projects in libraries, helping libraries develop strong community partnerships, and develop greater community investment in civility, collaboration, education, health, and well-being.

To make the grant implementation work as effectively and sustainably as possible, ALA has offered funding to four regional hubs to develop and support a regional community of practice among grantees. The Vermont Department of Libraries has been selected as the coordinator for the New England Hub. The Department of Libraries' focus will be on Vermont, New Hampshire, and Maine, who received a total of 55 grants (32 of which were awarded to Vermont public libraries).

Working with the other three Hubs, the Department of Libraries will do a needs assessment of participating libraries and based on the assessment results, develop and facilitate professional development opportunities. This will consist of creating and facilitating online sessions using MS Teams and our existing training platform, Niche Academy, for New England regional hub participants to share progress reports on their grant-funded projects. Training topics will also include community engagement best practices, how to best use marketing and other resources offered to grantees by ALA, and how to evaluate project initiatives.

The tentative budget is as follows:

- VTLIB Staff time: \$3,000 (90 - 95 hrs)
- Development of a needs assessment: \$1,000.00

- Technology tools to support communication among cohort: \$2,000.00
 - Hiring subject matter experts for training: \$11,000.00
- Possible topics:
- Facilitation skills
 - Community programming on Equity, Diversity, and Inclusion
 - Data gathering and evaluation
 - Building community partnerships
 - Developing conference proposals
- In-person convening at the end of the grant period (if possible due to COVID protocol); OR conference attendance to share the experience of participating in the Libraries Transforming Communities and Regional Hub experience: \$5,000.00

In support of this request the Department of Libraries submits the following documentation

- State Form AA-1
- Grant Acceptance Form

Thank you for your assistance with this matter. Please let me know if you require additional information or have any questions. I may be reached via email at Jason.Broughton@Vermont.gov or by telephone at (802) 636-0040.

ALA American Library Association

Grant Acceptance Form

Regional Hubs for Libraries Transforming Communities: Focus on Small and Rural Libraries

Please sign and return this form immediately to Samantha Oakley (soakley@ala.org) in order to authorize payment of a \$22,000 grant.

Grant Requirements

As a regional hub for the Libraries Transforming Communities (LTC): Focus on Small and Rural Libraries grant, Vermont Department of Libraries agrees to:

- Convene their working group regularly at mutually agreed upon intervals to:
 - share and document challenges, opportunities, and best practices.
 - co-develop training opportunities.
 - promote engaged librarianship nationally, in collaboration with ALA project staff.
 - author and administer evaluation tools for Engagement Hubs participants.
 - share summative challenges, opportunities, and best practices with ALA project staff.
 - support the overall initiative evaluation by speaking with independent evaluators.
- Convene ALA grant recipients regularly at mutually agreed upon intervals to:
 - foster peer dialogue and support for their LTC project work and community engagement work.
 - support development of engaged leaders.
 - provide professional development opportunities as need and opportunity arises.
- Complete all grant deliverables no later than June 30, 2022

Payment of Grant Funds (\$22,000)

Please enter payee name and address information below. If you opt to receive grant payment via ACH, please be sure the information below matches the institution name and address that will be provided on the ACH deposit form.

State of Vermont, Department of Libraries

Payee Name

Attention: Cherie Yaeger

Care of/Attention to

60 Washington Street Suite 2, Barre, Vermont 05641

Mailing Address

American Library Association
Public Programs Office
50 East Huron Street
Chicago, Illinois 60611-2795
USA

TDD 312 944 7298
<http://www.ala.org/publicprograms/>

Telephone 312-280-5287
Fax 312-280-5759
E-mail mfournier@ala.org

ALA American Library Association

Confirmation of Acceptance

By completing and submitting the information below, I agree to the terms stated above and accept the Libraries Transforming Communities: Focus on Small and Rural Libraries grant for my library's participation as a regional hub.

Any modification, change or discharge of this agreement must be in writing and signed by both parties.

SIGNED:

E-SIGNED by Jason Broughton **State Librarian**
on 2021-05-11 16:21:40 GMT

Certifying Official Name, Title and Institution

May 11, 2021

Date

FOR THE AMERICAN LIBRARY ASSOCIATION:



Digitally signed by Lorelle Swader
DN: cn=Lorelle Swader, o, ou,
email=lswader@ala.org, c=US
Date: 2021.05.12 16:36:12 -05'00'

Lorelle Swader, Associate Executive Director, Offices & Member Relations and Allied Professional Association

5/12/21

Date

ALA Regional Hub - Libraries Transforming Communities Budget

Description	
VTLIB staff hours	\$ 3,000.00
Needs assessment	\$ 1,000.00
Tech tools - communication	\$ 2,000.00
SME fees for trainings	\$ 11,000.00
Conference(s)	\$ 5,000.00

Total	\$ 22,000.00
--------------	---------------------

Murphy, Ariel

From: Shaffer, Janette
Sent: Friday, April 30, 2021 2:23 PM
To: Whitney, Susan; Broughton, Jason; Worland, Joy
Subject: FW: Award Notification - LTC Focus on Small and Rural Libraries Regional Engagement Hubs
Attachments: LTC_RegionalHub_VT_GAF.docx; LTC_RegionalHub_VT_GAF.pdf

Hi Susan,
We received the grant! 😊
Will this be signed on OneSPan?
Thanks,
Janette

Janette Shaffer
Assistant State Librarian for Advancement
Vermont Department of Libraries

From: Samantha Oakley <soakley@ala.org>
Sent: Thursday, April 29, 2021 5:59 PM
To: Broughton, Jason <Jason.Broughton@vermont.gov>
Cc: Mary Davis Fournier <mfournier@ala.org>; Shaffer, Janette <Janette.Shaffer@vermont.gov>; Worland, Joy <Joy.Worland@vermont.gov>
Subject: Award Notification - LTC Focus on Small and Rural Libraries Regional Engagement Hubs

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.
Dear Jason Broughton,

Thank you for submitting a letter of interest for the *Libraries Transforming Communities: Focus on Small and Rural Libraries* regional engagement hubs opportunity. The American Library Association (ALA) Public Programs Office is pleased to inform you that the Vermont Department of Libraries has been selected to receive the grant.

Please review and sign the attached grant acceptance form by **May 30, 2021**. The signed form can be returned via email to me at soakley@ala.org.

If you have any questions or concerns, please don't hesitate to reach out to me (soakley@ala.org) or Mary Davis Fournier (mfournier@ala.org).

Sincerely,

Samantha

Samantha Oakley
Program Manager
Public Programs Office

ALAAmericanLibraryAssociation

(312) 280-5287

Preferred Pronouns: She/Her/Hers

www.ala.org/publicprograms

www.ProgrammingLibrarian.org

**LIBRARIES
TRANSFORM®**

Registration is Now Open!

Save when you register before April 30.

Visit www.alaannual.org

ALAANNUAL JUNE 23-29, 2021
CONFERENCE & EXHIBITION **VIRTUAL**