IMLS Grants to States

Site Visit Webinar

Tuesday, April 15, 2014
2:00 pm Eastern Time
Overview

- Purpose of visit
- Pre-visit
- Site visit
- Post-visit
- Questions
Staff Intro

Michele Farrell

Omaha Public Library, NE
Purpose of visit

- Monitoring/technical assistance
- Visit LSTA-funded projects
- Identify best practices
Site visit

- Generally 2-3 days
- Meetings with key personnel
- Discussing checklist items
- Field visits
Pre-visit responsibilities

**IMLS**
- initiates contact
- sends preparatory materials (letter, checklist)
- checks records on file

**LSTA Coordinator**
- organizes visit logistics, including field visits
- prepares itinerary
- reviews checklist

communicates ←  communicates
Checklist

- Overview of state’s libraries and statistics
- Legal authority and compliance
- Administrative activity
- Financial activity
Overview of your state

- What types of libraries and how many
- What does staffing look like
- If you give subgrants, to what types of libraries
Legal authority and compliance

- Statutory authority
- Assurances and certifications
- Other federal requirements
Administrative activity

- Written policies and procedures
- Training of staff
- Records retention
- Complaint procedures
- Advisory council
- Completeness of grant files
Financial activity

- 4% administrative costs
- Statewide cost allocation plan (SWCAP)
- Accounting procedures to track funds
- Match requirement
- Maintenance of Effort (MOE) requirement
- Audits
Documents for IMLS

- List of people we will visit and their titles
- Names and titles of SLAA personnel - LSTA
- SLAA organizational charts
- Match and MOE documentation
- Sample policies
- Public relations examples
- Project information
Staff Intro

Timothy Owens

Hearst Free Library, Anaconda, MT
Visit: SLAA meetings

- State Librarian
- LSTA Coordinator
- Financial Staff
- Library Development Staff
- Tour
SLAA review

- Project files
- Public relations examples
- Written policies
- LSTA program procedures
- Audit statements
SLAA review (cont.)

- Match and MOE files
- Record retention guidelines
- Subgrant cycle information
- Written guidance for subgrantees
- Complaint files
Field visits

- LBPH/Talking Books Library
- Public
- School
- Academic
- Special
Post-visit

- Required actions
- Suggested recommendations
2014 site visits

Michele Farrell
James Lonergan
Timothy Owens
Contacts and resources

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- Timothy Owens, Senior Program Officer  
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- Federal Audit Clearinghouse:  
  http://harvester.census.gov/sac/
- IMLS Grantee Communications Kit:  
  http://www.imls.gov/recipients/grantee.aspx