



**COLORADO**

**Department of Education**

Colorado State Library

# **Library Services & Technology Act (LSTA) Five-Year Plan 2018-2022**

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For the  
Institute of Museum & Library Services



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## **Colorado Department of Education Mission Statement**

The mission of the Colorado Department of Education (CDE) is to ensure that all students are prepared for success in society, work, and life by providing excellent leadership, service, and support to schools, districts, and communities across the state.

## **Colorado State Library Mission Statement**

The Colorado State Library (CSL) helps libraries, schools, museums, and other organizations improve services, making it easier for all Coloradans to access and use the materials and information they need for lifelong learning.

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## **Needs Assessment**

The needs assessment relied primarily on three methodologies: available data, focus groups, and survey research.

### **Available Data**

Evidence supporting the identified needs was compiled from Library Research Service Fast Facts reports, 2016 Public Library Annual Report Data and 2015-2016 Annual Colorado School Library Survey data. Additional support was derived from the United States Census Bureau, Colorado Department of Education, 2015 IMLS State Program Report for Colorado, and the Colorado Department of Corrections.

### **Focus Groups**

Between October and December 2016, focus groups were held with the staff of CSL's major units: Administration, Institutional Library Development, Library Development, Library Research Service, and Networking and Resource Sharing. All of these focus groups were structured by the same set of questions:

- What broader social trends do you see impacting Colorado communities that libraries could take a leadership role in over the next five years?
- Based on the four LSTA goals—Learning For All Ages, Resource Sharing, Training of Library Staff, and Services to Special Populations—what do you currently have planned for 2017 and beyond?
- What else could your unit do to take libraries to the next level of leading change in the communities they serve?
- What structures and systems do you need to be leaders of library and community development for the future?

The Director of the Colorado Talking Book Library and the State Publications Library was interviewed as a key informant for those two highly specialized operations. (The interview about CTBL was supplemented by a regular in-depth outcome-based evaluation survey of clients.)

The input from these focus groups informed the design of a survey of the state's library leaders for public, school, and academic libraries and a survey of library stakeholders for institutional libraries.

### **Survey of Library Leaders**

Library leaders responded to an online survey to provide input about CSL's 2018-22 plan. This survey was conducted from January 17-31, 2017. Of 231 total respondents, 206 responded to most questions.

Library leaders to whom the survey was administered included:

- library directors and associate directors, finance officers, technology leaders, data users, and children's and youth services librarians;

- leaders of statewide library associations representing the Colorado Association of Libraries (CAL), Colorado Public Library Association (CPLA), Colorado Academic Library Association (CoALA), Colorado Association of School Libraries (CASL), Colorado Association of Special Libraries (ColASL), Rocky Mountain Chapter of the Special Libraries Association (RMSLA), and Reforma Colorado;
- leaders of library networks and consortia representing the Colorado Alliance of Research Libraries (The Alliance), AspenCat, and Marmot; and
- regional library leaders representing the state's Front Range, the Northeast, the Southeast, and the West and Southwest.

In addition to these formal leaders, additional leaders reachable via the state's online discussion list were also invited to participate in the survey.

To provide input for the next five-year plan, respondents were asked to identify specific proposed activities as essential, very important, important, or not important. In reporting these results, essential and very important percentages were summed for a priority rating.

The strengths of this survey approach to gather input for the next five-year plan are the usual strengths of a survey: 1) it permitted a relatively large number of individuals to participate in a relatively short time, 2) it gathered systematic, comparable data about the same issues from all participants, and 3) it allowed for a relatively concise and comprehensible report of a large amount of feedback.

As part of the Colorado State Library's (CSL) work toward planning its 2018-22 plan, stakeholders of Institutional Library Development (ILD)—the unit of CSL responsible for libraries serving correctional and mental health institutions as well as institutions that serve veterans and blind and deaf students—were surveyed between mid-January and mid-February 2017. Of 104 individuals who responded to any questions, 90 responded to most questions.

## Need #1 Learning for all Ages

### **Needs Assessment Summary:**

- In a CSL survey of state library leaders:<sup>1</sup>
  - 84% of respondents selected providing services that focus on early childhood literacy as either essential or very important.
  - 64% of respondents selected hosting family engagement in library programs (e.g., two-generation programs) as either essential or very important.
  - 62% of respondents selected expanding summer reading to more experiential summer learning as either essential or very important.
  - 74% of respondents selected the role of libraries as civic conveners as either essential or very important.
  - 59% of respondents selected the continued support of Check Out Colorado State Parks Pass program as either essential or very important.
- Check Out Colorado State Parks program: There were approximately 3,960 backpack checkouts in the first 6 months or 165 checkouts per week.<sup>2</sup>
- One Book 4 Colorado Program: More than 75,000 books were given away at more than 500 sites. The impact of this program on children and families:<sup>3</sup>
  - 70% of caregivers showed an increased awareness of the importance of childhood reading.
  - 54% of families came to the library for the first time.
  - 65% of families view libraries as a resource for books and activities related to childhood reading.
- In 2015, one in four Coloradans (1.39 million) were under the age of 19. 6.1% of the population was under the age of 5 years.<sup>4</sup>
- Colorado's 2015-2016 dropout rate was 2.3% (10,530 dropouts reported).<sup>5</sup>
- 8.8 % of Colorado residents 18 years of age and older do not have a high school degree or equivalency. <sup>6</sup>
- Of 110 public libraries surveyed, 30 reported providing 10 or fewer adult programs in 2016 (27%). Thirty-seven libraries reported 10 or fewer young adult programs (34%), compared to only eight reporting 10 or fewer children's programs (7%). <sup>7</sup>

## **Need #2 Resource Sharing**

### **Needs Assessment Summary:**

- In a CSL survey of state library leaders:<sup>8</sup>
  - 55% of respondents selected the digitization of Colorado Historic Newspapers as an essential or very important tool for teaching history with primary sources.
  - 67% of respondents selected the need for focused resources and guides available electronically to explore new skills for library staff (e.g. community engagement, data/evaluation, and outreach) as either essential or very important.
  - 45% of respondents selected the need for aggregation services to showcase the state's unique digital collections for inclusion in the Digital Public Library of America as either essential or very important.
- The Colorado Historic Newspaper Collection contains over 880,000 digitized pages. During FY15 google reported 195,371 visitors to the site and these visitors viewed the site on average 22,973 times per month.<sup>9</sup>
- The Statewide Interlibrary Loan Fast Track (SWIFT) service provides free access for 388 member libraries to interlibrary loan software, support and training.<sup>10</sup>
- FindIT Colorado is a mobile app that expands patron access to collections by connecting them to the catalogs and online resources of 24 participating libraries. During the first six months of service the app was downloaded 1,050 times and users performed 18,723 searches.<sup>11</sup>

## **Need #3 Training of Library Staff**

### **Needs Assessment Summary:**

- In a CSL survey of state library leaders:<sup>12</sup>
  - 57 % of respondents selected the need for individualized, on-site consulting by CSL staff as either essential or very important.
  - 65% of respondents selected leadership institutes for current and aspiring leaders as either essential or very important.
  - 72% of respondents selected online learning communities (e.g., webinars, tutorials, videos) as either essential or very important.
  - 62% of respondents selected a resource bank of experts available online and face-to-face as either essential or very important.
  - 79% of respondents selected regional staff training as either essential or very important.
- Results from the annual Colorado School Library Survey indicate:<sup>13</sup>
  - 65% of endorsed librarians teach students how to use digital resources.
  - 64% help students use a variety of sources when information-gathering.
  - 63% help students use technology to organize and share information.

- 57% help students apply critical-thinking skills.
- 51% help students evaluate the credibility of information sources.
- Library Jobline program:<sup>14</sup>
  - 963 employers have signed up for the ability to post jobs.
  - 4,115 job seekers have signed up to receive custom job notifications.
  - Twitter account has over 900 followers.
  - In 2015, 656 jobs were posted with 288,000 views.

**Need #4**  
**Services to Underserved Populations**

**Needs Assessment Summary:**

- In a CSL survey of state library leaders:<sup>15</sup>
  - 55% of respondents selected circulating resource kits to assist staff working with underserved populations (e.g., homeless, K-12, incarcerated, LGBTQ etc.) as being essential or very important.
  - 73% of respondents selected sharing resources and services for underserved populations as essential or very important.
- In a CSL survey of institutional library stakeholders:<sup>16</sup>
  - 49% of respondents selected face-to-face training programs for non-library staff operating institutional libraries as essential or very important.
  - 48% of respondents selected an improved Colorado Correctional Libraries intranet as essential or very important.
  - 52% of respondents selected the need for programs/toolkits to circulate among libraries served by institutional library development as essential or very important.
  - 51% of respondents to a CSL survey of institutional library leaders selected hands-on experience with technology in institutional libraries as essential or very important.
  - 58% of respondents selected STEAM programs in institutional libraries as essential or very important.
  - 56% of respondents selected the promotion of outreach by public libraries to encourage successful transition as essential or very important.
- 27% of new admissions to CDOC do not have a high school diploma or GED and 41% of Colorado prisoners do not have adequate vocational skills.<sup>17</sup>
- 49% of CDOC offenders return to prison within three years.<sup>18</sup>
- In 2016, a Colorado Talking Book Library (CTBL) patron satisfaction and outcome survey reported that overall quality of service is high with nearly all respondents (99%) rating CTBL as excellent or good. By far, reading for pleasure is the most frequently valued outcome of CTBL service, selected by more than 84% of survey respondents.<sup>19</sup>
- There are almost 550,000 Colorado residents with disabilities, of these over 103,000 have difficulty with their vision.<sup>20</sup>

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## Goals

### Goal #1

**All Colorado residents will have access to library services that support formal educational achievement and inspire lifelong learning.**

**Need:** Learning for all Ages

**LSTA Purpose:**

- Expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, and digital literacy skills.
- Develop public and private partnerships with other agencies and community-based organizations.

**Program: Colorado State Publications Library (CoSPL)**

**Purpose:** Established by CRS 24-90-201 to 208, the Colorado State Publications Library (CoSPL) meets the need for government transparency with centralized and free permanent public access to state publications. The library acquires, catalogs, and maintains print and electronic publications produced by all state agencies; distributes them to depository libraries and maintains an online library catalog, digital repository, and website. Other services provided are original cataloging and maintenance of the classification code; a blog with current information; and reference and interlibrary loan functions performed by library staff.

**Target Users:** Colorado residents

**Activities:** Focus on student, educator and public access to electronic Colorado government information results in Quick Guides and Resource Guides for the public. The CoSPL blog is a resource for topical information. Supporting and monitoring the depository system by distributing print, or providing notification of electronic publications. Original catalog records are provided to any library to include in their catalogs. The cataloger spends significant time on name authority work, classification schedule updating and publication, and catalog maintenance. Maintain and update the online public access database. Update and print the "Colorado State Publications Classification Schedule" which is a guide to the library's unique classification. Facilitate State Library and Department of Education access to legislative bills and laws as they become available. Quarterly email newsletters are sent to agency contacts and depository librarians for continued communication. CoSPL continues to digitize existing documents in hardcopy or archived on microfiche for access and incorporating them into the digital repository.

**Outcomes:** Colorado residents have access to government documents providing transparency into the workings of state government. Colorado State Publications Depository Libraries enjoy significant savings on cataloging costs for state publications because of the work done at CoSPL.

**Timeline:** Annual

**Funding:** LSTA expenditures: 1 FTE salary/benefits; travel; serial binding; printing; and the annual maintenance fee for the library's automated library system and maintenance of the digital repository. Total funding: \$106,000/year.

**Project: Early Literacy Programming**

**Purpose:** To provide early literacy resources and training to library staff. Library staff will provide early literacy collections, programs, and spaces for children under the age of six and their parents/caregivers.

**Target Users:** Public library staff, parents/caregivers, children under six



**Activities:** Based on the availability of private funding, work with the Lt. Governor’s Office, public libraries, and other partners to distribute copies of the same book to four-year-olds across the state each spring to continue the One Book 4 Colorado project annually. Partner with Colorado Libraries for Early Literacy (CLEL) to produce StoryBlocks videos in multiple languages. Offer early literacy training to public librarians in conjunction with CLEL, including online sessions. Offer Supporting Parents in Early Literacy through Libraries training and grants to increase the number of libraries providing outreach and early literacy services to low-income parents and caregivers of children under six.

**Outcomes:** The ultimate outcomes are to raise parent/caregiver awareness of and increase habits of early literacy; provide welcome, learning spaces for young children and their families in libraries statewide, and to impart essential early literacy skills to young children while modeling techniques to parents and other caregivers.

**Timeline:** Annual

**Funding:** LSTA expenditures: StoryBlock videos \$5,000; training expenditures \$2,000; One Book 4 Colorado expenditures \$1,500; Supporting Parents in Early Literacy Learning grants \$15,000; travel/training \$3,000; 50% of Youth Services Consultant’s position cost to administer program \$44,000. Total funding: \$70,500/year.

### **Project: Colorado Family Literacy Programs**

**Purpose:** To provide literacy and learning (summer learning, etc.) resources and training to library staff. Library staff will offer engaging learning experiences in libraries throughout Colorado.

**Target Users:** Public library staff, children, teens, families, individuals interested in literacy and learning

**Activities:** Regional and online summer learning workshops, summer learning materials (CSLP membership and manuals, summer learning advisory board with students and parents, electronic registration, promotional material, programming ideas, etc.) for Colorado libraries, partnerships with other agencies at the state and local level to collaborate on summer food and reading programs, targeted campaign for underserved populations, and sponsor events and other awareness; Check Out Colorado State Parks pass and backpack program in public and academic libraries throughout Colorado; additional literacy partnerships to promote literacy and learning, particularly to underserved populations.

**Outcomes:** Increased awareness of and participation in literacy and learning programs throughout the state; well-trained and resourced library staff, offering popular, relevant, and engaging literacy programs in their libraries; a reduction in summer slide; partnerships for literacy.

**Timeline:** Annual

**Funding:** LSTA expenditures: manuals, CSLP membership, materials, and travel for workshops \$9,000; summer learning advisory board \$2,500; subsidizing cost for online registration platform for small/rural libraries \$2,000; cost for Check Out Colorado State Parks annually \$1,500; 50% of Youth Services Consultant’s position cost to administer program \$44,000. Total funding: \$59,000/year.

### **Project: Career Online High School (COHS)**

**Purpose:** This activity will provide access to the COHS shared enrollment platform (dashboard) and provide scholarships to library jurisdictions interested in offering this resource to eligible community members.

**Target Users:** Public library staff, residents age 19+ without a current High School diploma. The primary target for recipients of the scholarships are libraries serving small and medium sized communities to encourage expansion of the COHS program beyond the metro area/front range areas. If this target market does not materialize as expected, the secondary target will be supporting existing participants with additional scholarships.

**Activities:** The State Library will work with designated contacts from libraries that seek to start a COHS Program in their area for the purpose of enrolling students in the requisite coursework for a high school diploma with career focus. Those that are interested and commit to the terms of the partnership will receive scholarships in the form of grants, plus assistance for enrolling learners in the COHS program. CSL will pay for access to a shared enrollment

platform (dashboard) that will be used by participating libraries to enroll and track progress of the students using the scholarships.

**Outcomes:** The ultimate outcomes are to increase the number of HS graduates from among those ages 19+ who did not finish high school for whatever reason. The program will provide them with the opportunity to earn a career-focused diploma and a path toward finding work, earn better wages, and support themselves and/or their families in today's economically challenged world.

**Timeline:** Annual

**Funding:** LSTA expenditures: 100 scholarships \$109,500; Shared enrollment platform \$50,000. Total funding: \$159,000/year.

## Goal #2

**Colorado libraries will share resources, expertise, and systems statewide to ensure the efficient and effective delivery of library services to their diverse communities.**

**Need:** Resource Sharing

### **LSTA Purpose:**

- Establish or enhance electronic and other linkages and improve coordination among and between libraries and entities, for the purpose of improving the quality of and access to library and information services.
- Develop public and private partnerships with other agencies and community-based organizations.
- Develop library services that provide all users access to information through local, state, regional, national, and international collaborations and networks.

### **Project: Resource Sharing Services**

**Purpose:** To empower libraries to achieve more and have greater success in meeting the expectations and needs of their communities through the sharing of resources, including materials, expertise, initiatives, ideas, and services. The resource sharing suite of services consists of four major activities, all representing a different facet of statewide resource sharing.

**Target Users:** Users are library staff from all types of libraries, with an emphasis on small/rural libraries and those with limited resources.

### **Activities:**

**Statewide Interlibrary Loan Fast Track (SWIFT) Service:** SWIFT gives libraries of any size or library type the ability to enhance services to their patrons through the borrowing and lending of materials with other libraries within the state. SWIFT participants include rural and large metropolitan libraries. As a SWIFT participant, libraries can broaden the amount of information and resources available to their patrons. The State Library provides the platform, support and training for library staff in SWIFT use, and serves as liaison among the SWIFT community.

**SWIFT Book Club Resource:** A collection of popular titles available in multiple copy bundles used to expand library book club activities within the state. The service consists of the collection, a website for communications, and a weekly blog posting for introducing libraries to new titles added to the collection.

**FindIT Colorado:** FindIT CO is a mobile app that expands patron access to collections by connecting them to the catalogs and online resources of 22 participating Colorado libraries. Users can download the app

for free to their Android or Apple mobile devices and find the nearest participating libraries using the app's geolocation feature. Once inside the app, users can search and reserve materials from the catalog, reserve materials, check their patron account, download eBooks and audiobooks, search online databases, connect with the library's social media sites, and check library locations and hours.

**Resource Sharing Eco System:** Colorado has always maintained a culture of sharing within the state - from traditional ILL services to the sharing of resources and expertise outside of the normal understood boundaries. CSL is constantly searching for ways to help library staff create greater efficiencies by helping them think outside the box and create sharing partnerships that are new, exciting and serving to bring the state to a new level of community service. The components of this initiative include: facilitating resource sharing working and planning groups to focus on specific issues, blog postings to highlight resource sharing activity within the state, and events to promote spontaneous resource sharing for the participants. The initiative is also exploring technology options to create increased resources sharing through shared online spaces for collaboration, sharing of policies and procedures, and colleague mentoring.

**Outcomes:** Through the various resource sharing methods available, libraries will be able to expand the services and resources available to their communities. They will learn from their statewide colleagues and create greater economies through shared initiatives.

**Timeline:** Annual

**Funding:** LSTA expenditures: 1.0 FTE salary/benefits \$79,820; SWIFT Infrastructure \$99,999; Courier, \$5,000; FindIT app \$22,000; Resource Sharing Ecosystem \$5,000 (training and outreach); Travel \$10,000. Total funding: \$222,000/year.

### **Project: Statewide Digital Collections**

**Purpose:** The Statewide Digital Collections program is an initiative to increase the digital footprint of Colorado collections housed among the many cultural heritage institutions within the state. Collections are held by the largest institutions and the smallest institutions, each holding a fraction of the story of our state and the people within it. By aggregating these disparate collections together as part of a shared database or as a statewide feed to the Digital Public Library of America (DPLA), we are able to help Coloradans better tell their story and provide primary source materials which are so valuable to the education of Colorado children.

**Target Users:** Public and academic libraries, museums, archives, historical societies, K-12 educators, historians, genealogists, general public.

#### **Activities:**

##### **Colorado Historic Newspapers Collection (CHNC):**

Colorado Historic Newspapers Collection (CHNC) provides free online access to 200+ newspapers published in Colorado from 1859 to 1983, containing over 1,000,000 digitized pages from these newspapers. Digitization of additional newspapers continues through a local fund-raising model with contributions made by local libraries, archives, museums, and other organizations. Newspapers are digitized from microfilm or from the original newspaper as appropriate. CSL staff provides guidance and project management for the digitization process.

**Plains to Peaks Collective Service Hub (PPC):** Libraries, archives and museums in Colorado and Wyoming all hold pieces of our rich cultural history, and have a long history of sharing these stories with a wide audience through their digital collections. With this in mind, the Plains to Peaks Collective (DPLA) Service Hub has been created to help aggregate and share these unique collections. DPLA Service Hubs are state, regional, or other collaborations that host and/or bring together digital objects from institutions within their respective communities. The Colorado State Library is the central organizing agency for this

program, hosting the dark aggregator gathering metadata for the various collections around the two states, normalizing it into one metadata format to feed it to the DPLA for global discovery.

**Primary Source Growth in K-12 curriculum:** Create primary source sets for kindergarten through fifth grade students, to encourage and grow the use of primary resources within the Colorado K-12 curriculum. Using the online primary source material available, and working with partners around the state including Metropolitan State College, History Colorado, Colorado Department of Education, early education students and teachers throughout Colorado, and Teaching with Primary Sources (TPS), create and develop an ongoing initiative to provide greater awareness and easy access to primary source materials, and provide it in a format that is easy to use for teachers and educators throughout the state. These resources are shared online through the Colorado Department of Education's web site.

**Outcomes:** Provide centralized access to digital collections throughout the state of Colorado and Wyoming, and promote the digitization of the unique collections held by the large and small cultural heritage organizations within the two states. Bringing together these unique resources will provide greater and more efficient access to the historic artifacts and stories of our history, and provide richer resources to be used by researchers and students. Creating greater access to our primary resources will provide greater more relatable context to the growth and development of Colorado territory. Create a statewide infrastructure of networks and partnerships to enable all of the cultural heritage organizations within Colorado that want to participate the opportunity to do so. Ultimately, provide greater access to, and use of Colorado primary source materials for K-12 education.

**Timeline:** Annual

**Funding:** LSTA expenditures: 1.5 FTE salary/benefits \$119,730; Technology \$16,000/year (PPC Service hub); Technology \$10,000/year (CHNC). Outreach/travel \$10,000/year (PPC and CHNC training and outreach); \$20,000 digitization grants (PPC Participation for small and rural CHO's). Total funding: \$175,730/year.

### **Project: Technology and Web Services**

**Purpose:** Technology and Web Services is a suite of web-based services designed to assist libraries, associations, and cultural heritage organizations communicating with and reaching their external patrons and communities as well as communicating and sharing with each other.

**Target Users:** Small and rural public libraries, small and rural museums, local library and museum associations, multi-institution cooperative projects and initiatives, all libraries within the state, the general public.

**Activities:**

**CVL-Sites:** Hosted web sites for library related and cultural heritage associations and special interest groups within the state of Colorado.

**COLibraries/COMuseums:** A website creation and hosting service designed to provide an independent web presence for small and rural libraries that do not have the infrastructure or resources to host and maintain their own site.

**CVL-Lists:** Hosted and maintained mailing lists on the open source Mailman platform to benefit a variety of library-related organizations, associations, and special-interest groups throughout the state.

**ColoradoVirtualLibrary.org:** is a web portal for the sharing of information, ideas, resources for both the library and cultural heritage communities as well as the Colorado public.

**Outcomes:** The desired outcome is to provide a variety of tools and support for libraries and cultural heritage institutions to communicate with their patron communities, communicate with each other, and share information and resources across the state. This in turn will promote and enhance the delivery of services to patrons, and the growth of resource sharing initiatives within the library community.

**Timeline:** Annual

**Funding:** LSTA Expenditures: 1.00 FTE salary/benefits \$79,820; Web/cloud hosting \$1,000; Training and outreach - \$3000. Total funding: \$83,820/year.

### Goal #3

**Colorado library staff and leadership will continuously enhance their skills, advancing library services to Colorado residents.**

**Need:** Training of Library Staff

**LSTA Purpose:**

- To provide training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services.

**Project: Digital Literacy Instruction**

**Purpose:** To position teacher librarians as essential school leaders who coach and teach digital literacy (e.g., critical thinking, digital citizenship, information literacy, and technology proficiency) and facilitate meaningful problem/project-based learning for the student learners in their schools.

**Target Users:** Colorado teacher librarians and other K-12 educators

**Activities:** This project will include multiple regional, individual, and online professional learning events related to digital literacy. Professional learning will leverage other educational organizations to reach rural, suburban, and urban areas with varied instructional needs. In addition, host an ever-growing online resource bank of tips, lesson plans, and other practical resources to support digital literacy instructional strategies.

**Outcome:** Colorado teacher librarians and other K-12 educators will develop instructional skills to collaboratively teach digital literacy and facilitate meaningful problem/project-based learning for the student learners in their schools. Ultimately, more students will graduate college and career-ready.

**Timeline:** Annual

**Funding:** LSTA expenditures: 1 FTE salary/benefits \$80,000; travel and training \$6,000; supplies \$5,000; technology \$10,000. Total funding: \$101,000/year.

**Project: Highly Effective School Library Program**

**Purpose:** Through the Highly Effective School Library rubric, professional learning, and credentialing program, school leaders and library educators and staff will have the guidance to continuously improve their educational offerings for students through the school library program. School library professionals and staff will have the skills to gather, develop, use, and analyze evidence to guide their practice and demonstrate the impact of their work on student performance.

**Target Users:** Colorado teacher librarians and library staff, K-12 school administrators

**Activities:** This project will leverage the highly effective rubric for school leaders to determine activities and evaluation of their school library program. We will offer formal instruction, cohort learning opportunities, coaching, and credentials (badges) to those providing evidence of achievement. We will host online professional learning events and an online portal of highly effective school library strategies and resources.

**Outcome:** Colorado schools will have effective library programs and staffing that align with the strategic goals of their schools.

**Timeline:** Annual

**Funding:** LSTA Expenditures: 1.3 FTE salary/benefits \$100,460; school library substitutes and travel for cohort members \$6,000; funding for training, travel, etc. \$4,000. Total funding: \$110,460/year.

### **Project: Public Library as Community Hub**

**Purpose:** To encourage local librarians to become civic leaders, including offering community programs, facilitating civil discourse, and positioning public libraries as community hubs.

**Target Audience:** Library leaders and advocates; community members

**Activities:** Continue partnerships and presentations with Colorado Municipal League, Downtown Colorado Inc., and other state-level civic organizations to find ways to position public libraries as community hubs, woven into the municipal fabric; offer professional development and resources on community engagement techniques, provide facilitation and facilitation training/resources for civic discussion and civil discourse.

**Outcomes:** Public library staff will have the skills, confidence, and commitment to facilitate and lead community conversations and programs. Community leaders and the public will recognize public libraries as essential neutral community hubs for: supporting government service delivery (e.g., disaster relief, health education) engaging citizens in the governing process (voting etc.), and convening meetings of diverse and sometimes polarized community members to solve problems and build stronger communities.

**Timeframe:** Annual

**Funding:** LSTA expenditures: .5 FTE salary/benefits \$45,000; materials, workshops, travel \$5,000. Total funding: \$50,000/year.

### **Project: Public Library Leadership Development**

**Purpose:** Library director and board training and guidance for strategic administration of the library.

**Target Audience:** Library directors, trustees, and other administrators of public libraries

**Activities:** Board training, leadership courses, strategic planning facilitation, standards guidance, consultation on library policies, law, and other procedures, orientation and guidance for new directors, workshop presentations on future trends, and support for fundraising and organizational development.

**Outcomes:** Public library directors and trustees will have the skills and knowledge to effectively administer library services that meet the needs and aspirations of their communities.

**Timeline:** Annual

**Funding:** LSTA expenditures: 1 FTE \$90,000; travel, training, and materials \$7,000. Total funding: \$97,000/year

### **Project: Library Staff Learning and Development**

**Purpose:** Professional learning offers Colorado library staff opportunities to gain valuable skills that improve their performance and contribute to consistent library services throughout the state.

**Target Users:** Colorado library staff

**Activities:** Workshops offered online, regionally, and statewide on a variety of library specific and general topics for library staff. Online offerings include self-paced modules and resources for rolling out innovative new programs in libraries as well as address basic skill development for new library staff. In coordination with higher education institutions and other library organizations, professional learning opportunities will be developed based on need, interest, and future trends in libraries. The online portal, Library Learning and Creation, will continue to expand and align with standards, national competencies, and local requests. Outreach, both online and in-person, will raise awareness of these resources and to gain participation.

**Outcome:** Colorado library staff will have skills, resource, and confidence to offer services that meet the needs and aspirations of their communities.

**Timeline:** Annual

**Funding:** LSTA expenditures: 1.0 FTE salary/benefits \$80,000; travel and annual training, \$10,000; training software and services \$500; professional development registration fees for library staff \$1,500; speaker fees \$10,000. Total funding: \$102,000/year.

### **Project: Colorado Library Learning for Effectiveness**

**Purpose:** Colorado professional development offerings will extend past satisfaction and learning to result in improvement of participant work performance and organizational effectiveness.

**Target Users:** Library supervisors, staff, and leadership

**Activities:** A task force of instructional experts and library leaders will develop, pilot, and extend a program for library organizations to plan, roll out, and evaluate staff development that has positive impact on staff performance and organizational improvement. State and regional training will be offered to guide supervisors and library staff on the process for implementing this professional development program. In addition, we will train presenters and workshop facilitators on strategies for instruction that encourages application for performance and organizational improvement. We will provide outreach throughout Colorado to raise awareness of this resource and to gain participation.

**Outcome:** Colorado library staff, supervisors, and presenters will have research-based strategies for planning and implementing impactful professional development for their organizations.

**Timeline:** Annual

**Funding:** LSTA expenditures: .5 FTE salary/benefits \$40,000; travel, technology, and workshops \$5,000. Total funding: \$45,000/year.

### **Project: Institutional Library Staff Development**

**Purpose:** Use technology to train library staff to deliver high-quality services to the underserved, meeting the institutional library users' specific needs. Shift the culture of institutional library staff toward seeking out ongoing asynchronous professional development instead of relying wholly on in-person training delivery.

**Target Users:** Institutional staff that work in or support institutional libraries, and volunteers

**Activities:** Update and contemporize the Colorado Correctional Libraries Intranet. Assess needs of users by delivering surveys in partnership with Parole and to institutional stakeholders. Develop webinar and video trainings based on user needs. Provide a training map or other learning management system. Create a graduate-level Correctional Librarianship course in partnership with a school/Association of Specialized & Cooperative Library Agencies/or other partner. Develop a short library-focused training for Colorado Department of Corrections (CDOC) staff to deliver at facilities in partnership with the CDOC Basic Training Academy.

**Outcomes:** Library staff will have easily accessible tools and resources that meet their professional development and training needs. New and experienced institutional library staff will have a clear map of training to follow to ensure they deliver consistent and high-quality library services. Resources developed by Institutional Library Development staff will provide a template for other state and private institutions nationally to promote the benefit of the public library model in correctional libraries.

**Timeline:** Annual

**Funding:** LSTA expenditures: .75 FTE salary/benefits \$58,500; \$3,050 for software subscriptions; travel \$6,000. Total funding: \$67,550/year.

### **Project: Library Data Utilization Project**

**Purpose:** This project will facilitate and create opportunities for library staff to learn how to better collect, analyze, report, and use library data.

**Target Users:** Public and school library staff

**Activities:** LRS staff, with input from library colleagues, will identify specific needs and learning goals, and establish the best delivery methods for educating library personnel on effective use of data to help them evaluate, manage,

and support their organization. Library staff will also have access to data collection tools developed by LRS staff (e.g., Data Analysis Resource Tools (DART), Random Date Generator, and Hours Calculator).

**Outcomes:** Library staff can better collect, analyze, and report library data to funders and key stakeholders; library staff can better use data for planning, management, and communication.

**Timeline:** Annual

**Funding:** LSTA expenditures: 1.75 FTE salary/benefits \$137,500; educational supplies, travel, printing \$26,500. Total funding: \$164,000/year.

### **Project: Library Jobline**

**Purpose:** Available 24/7, Library Jobline is a database driven job listing service that allows both employers and job seekers to create individualized accounts to suit their needs. In a recent survey of Colorado library leaders, 95% rated this service as “excellent” or “good.”

**Target Users:** Library job seekers and employers

**Activities:** LRS staff will continue to maintain and develop Library Jobline to meet the needs of the Colorado library profession. Development will be based on feedback from the field and State Library resources.

**Outcomes:** The Colorado library community will continue to benefit from this no-cost-at-the-point-of-delivery service that allows employers to find the best new staff members for their organizations and job seekers to access relevant job listings.

**Timeline:** Annual

**Funding:** LSTA expenditures: .5 FTE salary/benefits \$39,500; software and hardware upgrades and maintenance \$10,000. Total funding: \$49,500/year.

### **Project: Annual Surveys and Program Evaluations**

**Purpose:** Annual Surveys - LRS staff conduct annual surveys of Colorado public and school libraries and publish the results on LRS.org. The data is represented in a variety of formats such as interactive reporting tools, standard statistical reports, and narrative reports. Program Evaluations – LRS staff conducts outcome-based evaluations for various state library programs in order to demonstrate their impacts on library staff and the public.

**Target Users:** Library staff and stakeholders

**Activities:** LRS staff will continue to collect, analyze, and report these data. The public library data collection is done in cooperation with IMLS’s Public Library Survey national data collection.

**Outcomes:** Library managers, state library staff, administrators, and boards can readily access data to support their evaluation, management, and community relation needs.

**Timeline:** Annual

**Funding:** LSTA expenditures: 1.75 FTE salary/benefits \$137,500, software and hardware upgrades and maintenance, administrative costs (e.g., copying and mailing) \$26,500. Total funding: \$164,000/year.



**Goal #4**  
**Underserved Colorado residents will receive services from Colorado libraries that meet their individual needs.**

**Need:** Services to Underserved Populations

**LSTA Purpose:**

- Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills.
- Target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line.

**Project: Institutional Library Program Development**

**Purpose:** Provide resources and training for institutional library staff to present increased and more varied programs to institutional library users.

**Target Users:** Institutional library staff and users

**Activities:** Provide resources and training to institutional library staff for programming that will help institutional residents improve skills for prosocial behavior, classroom and lifelong learning, and transitioning back to their communities. Expand family literacy programs such as “Read to the Children.” Facilitate connections between institutional and public libraries. Create marketing and public relations materials to shift institutional cultures toward more library program usage. Collect data, conduct research, and identify best practices. Write standards, policies, and white papers. Create reports and/or infographics for wide publication. Collection development activities for each location.

**Outcomes:** Institutional library staff will have confidence and knowledge to conduct library programming. Provide an encouraging place for institutional residents to learn new life skills. Learners will gain new workforce and life skills. Consultants will share institutional library programming best practices with broader library communities.

**Timeline:** Annual

**Funding:** LSTA expenditures: 1.0 FTE salary/benefits \$78,000; travel \$6,000; project resources \$1,000; training materials \$1,000; family literacy materials \$2,000; presenter fees \$200; travel \$2,000; and books/periodicals \$60,000. Total funding: \$150,200/year.

**Project: Institutional Libraries Access to Technology**

**Purpose:** Ensure institutional library users’ access to technologies and e-resources and provide them opportunities for STEAM and information literacy learning and growth using those technologies and e-resources. Provide training and best practices for their use to institutional library staff and other stakeholders.

**Target Users:** Institutional library patrons, staff, and stakeholders who work for the institutions served but do not work in the library

**Activities:** Identify and implement technologies and e-resources; work with vendors to modify products and equipment where needed; identify additional e-resources that meet patrons’ needs; create and identify training for staff; develop standards for technology and e-resources in institutional libraries; evaluate outcomes continuously.

**Outcomes:** Patrons will have confidence and knowledge to use technology and e-resources to access information. Patrons support their transition and lifelong learning efforts using technology and e-

resources. Library staff will have the knowledge and confidence to provide training and access to their patrons. Other stakeholders have knowledge of and refer patrons to these technologies and e-resources.

**Timeline:** Annual

**Funding:** LSTA expenditures: .75 FTE salary/benefits \$58,500; training materials \$1,000; travel \$2,000; e-Materials (books & subscriptions) \$21,000. Total funding: \$82,500.

### **Project: Colorado Talking Book Library (CTBL)**

**Purpose:** The Colorado Talking book Library provides free library services to print disabled residents of Colorado. Collections include audio books, Braille books, large print books and descriptive videos. Additional services available are reference services to patrons, online databases and an online public access catalog through the KLAS circulation system.

**Target Users:** Colorado residents who cannot read standard print; organizations who support target users; public libraries who need large print resource sharing

**Activities:** CTBL circulates library materials to registered individual patrons and organizational accounts with libraries, schools and nursing homes. Public libraries across the state can participate in resource sharing of large print to augment or use as their circulating large print collection. CTBL provides online access to library materials for patrons of CTBL through the web OPAC. CTBL continues providing administrative and technical support to patrons for the NLS sponsored BARD site which allows patrons to download audio books. CTBL coordinates volunteers for recording and producing books and translation through print-to- Braille services. Develops and provides information bulletins and workshops on the use of CTBL services and materials to school, public, and other library types. Output data collected: circulation, items processed by the mailroom, number of phone calls and emails from patrons, how many large print books are added to the collection, how many books are recorded locally and added to the collection and posted on BARD and how many outreach events were covered are. A biennial patron survey will be completed.

**Outcomes:** Patrons will continue to feel connected to the world and not isolated. Patrons will continue to receive excellent service from CTBL.

**Timeline:** Annual

**Funding:** LSTA expenditures: 7.0 FTE salary/benefits \$380,500; large print books; travel expenses; technology and supplies \$41,000. Total funding: \$421,500.

### **Project: Resource Kits for Libraries**

**Purpose:** Provide circulating kits of informational and educational materials to introduce a new or unique concept or program to a library, specifically aimed at helping library staff when working with underserved populations. These populations could include, but are not limited to: LGBTQ, homeless, English as a second language, refugees, incarcerated individuals, newly released individuals.

**Target Users:** Small and rural public library staff, institutional library staff, Front Range public library staff.

**Activities:**

**Resource Kits:** Specifically focused collections of materials that a library might not have on hand, but can help their staff when working with patrons with specific needs. Kits may include sample books and videos about or representing a certain topic, resource lists of national and local organizations on the topic, further reading lists for additional information or potential inclusion in the library's collection, templates to engage with these communities. Colorado State Library (CSL) staff will partner with other agencies and individuals to gain a greater understanding of the individual unique populations, and learn what resources are available and what materials will provide the greatest service to the library staff and the unique communities they serve.

**Tool Kits:** Create circulating toolkits to demonstrate replicable programs and programs specifically for

people transitioning out of an institution into a community. Kits are cost effective and require little State Library staff time to support a variety of programming in libraries. Institutional library development staff members are the subject matter experts for this collection of underserved populations, and will provide the necessary guidance for other CSL staff with the creation of these toolkits.

**CVL- Resource Center:** Creation of online resources to augment and/or duplicate those contained in the Kits to provide additional access to these resources. This would include specific topic reading lists, available national and local resources for assistance and support, guidelines for activities and more. These resources will be made available through the Colorado Virtual Library (CVL) and would be curated by CSL Library staff, with the assistance of subject matter experts from around the state and the country as appropriate.

**Outcomes:** Patrons have access to more adult and youth programming, including STEAM and transitions skills. Library staff will be more knowledgeable when addressing and working with specific needs of underserved populations in their communities. Library staff have and share greater understanding of the issues and concerns with these populations, and have greater awareness of resources and services available to support these special populations is shared with those in need.

**Timeline:** Annual

**Funding:** LSTA Expenditure: 1 FTE salary/benefits \$78,000; materials for kits \$30,000; Outreach and training \$5,000. Total funding: \$113,000

## Coordination Efforts

### Coordination Efforts / Crosswalks

Focal Area	Intent	Project	State Goal
Lifelong Learning	Improve users' formal education	Career Online High School	Goal 1 – Learning for all ages
Lifelong Learning	Improve users' general knowledge and skills	Digital Literacy Instruction	Goal 3 – Training of Library Staff
Lifelong Learning	Improve users' formal education	Highly Effective School Library Program	Goal 3 – Training of Library Staff
Lifelong Learning	Improve users' general knowledge and skills	Institutional Libraries Access to Technology	Goal 4 – Services to Underserved Populations
Lifelong Learning	Improve users' general knowledge and skills	Colorado Talking Book Library	Goal 4 – Services to Underserved Populations
Lifelong Learning	Improve users' general knowledge and skills	Resource Kits for Libraries	Goal 4 – Services to Underserved Populations
Information Access	Improve users' ability to obtain and/or use information resources	Resource Sharing Services	Goal 2 – Resource Sharing
Information Access	Improve users' ability to discover information resources	Statewide Digital Collections	Goal 2 – Resource Sharing
Information Access	Improve users' ability to obtain and/or use information resources	Technology and Web Services	Goal 2 – Resource Sharing
Human Services	Improve users' ability to apply information that furthers their parenting and family skills	Early Literacy Programming	Goal 1 – Learning for all ages
Human Services	Improve users' ability to apply information that furthers their parenting and family skills	Colorado Family Literacy Programs	Goal 1 – Learning for all ages
Civic Engagement	Improve users' ability to participate in their community	Colorado State Publications Library	Goal 1 – Learning for all ages
Civic Engagement	Improve users' ability to participate in community conversations around topics of concern	Public Library as Community Hub	Goal 3 – Training of Library Staff
Institutional Capacity	Improve the library workforce	Public Library Leadership Development	Goal 3 – Training of Library Staff
Institutional Capacity	Improve the library workforce	Library Staff Learning and Development	Goal 3 – Training of Library Staff

Institutional Capacity	Improve the library workforce	Colorado Library Learning for Effectiveness	Goal 3 – Training of Library Staff
Institutional Capacity	Improve the library workforce	Institutional Library Staff Development	Goal 3 – Training of Library Staff
Institutional Capacity	Improve library operations	Library Data Utilization Project	Goal 3 – Training of Library Staff
Institutional Capacity	Improve library operations	Annual Surveys and Program Evaluations	Goal 3 – Training of Library Staff
Institutional Capacity	Improve the library workforce	Institutional Library Program Development	Goal 4 – Services to Underserved Populations
Institutional Capacity	Improve the library workforce	Library Jobline	Goal 3 – Training of Library Staff

**Coordination Efforts / Partnerships**

The Colorado State Library prioritizes partnerships and coordinated efforts with a variety of entities when distinct assets can be combined to meet shared goals that better our state. Resource allocation limitations require 21<sup>st</sup> century organizations to clearly identify their singular benefit as well as work with other agencies to be more efficient, effective, and elegant in joint offerings to the public.

Coordinated efforts vary, such as when we work with one or more entities to improve literacy and learning for all students and residents in the state. Our literacy partnerships include state-level and regional organizations, such as non-profits, foundations, and private sector groups, as well as local agencies, libraries, and public and private partnerships. In addition, we prioritize partnerships with other Colorado state government agencies with the aim to increase inter-agency cooperation in order to expand services and leverage resources to the greatest extent possible for the benefit of Coloradans.

Along with partnerships for learning, we collaborate to increase community effectiveness, economic and workforce development, resiliency, health and wellness, and other quality of life factors for Coloradans. We coordinate efforts with municipal organizations, labor and economic development agencies, and other civic agents to position libraries as central to community development and resiliency.

In addition, we work closely with agencies that meet the unique needs of special populations, such as Coloradans with low vision, those in state institutional facilities, and those re-entering communities after incarceration. Through partnerships, we are able to offer our unique resources and expertise while leveraging partner assets to reach these high-need populations with meaningful library services.

Partnerships take many forms, including those with other library and cultural institutions in Colorado and nationally who seek to build a knowledge infrastructure of shared resources for the benefit of all. These efforts include collaboration to make both print and electronic resources freely and seamlessly available to Coloradans in all areas of the state. Through networks and resource sharing, our efforts range from aggregating distinct collections to digitization of unique collections for access and discovery. Partner collaboration is essential in our overall efforts to ensure that all have access to the unique collections of our state. It is only through collaborative efforts that we can attain this ambitious vision.

On the national and regional levels, we look for opportunities to collaborate on projects with those interested in innovative new programs and services that fit the goals and aspirations of library leaders in our state. Through

these partnerships, we can share the cost of implementation, gain expertise from outside our state, and share the talents and resources we have to make a broader impact.

Often with these coordinated efforts, one partner or the other will contribute more or gain more benefit. At times, staffing and funding changes mid-cycle require a review of agreements; partnerships require flexibility and dynamic processes. We focus on anticipating issues while clearly articulating common goals, expectations, milestones, and responsibilities through a thorough process of memoranda of understanding, project plans with timelines, and communication plans.

In addition, with any new undertaking, we begin with a pilot for small scale test and prototyping prior to expanding to a scaled statewide service offering. We communicate regularly with partners to assess progress toward goals and determine methods for improvement. We also embed assessment and evaluation into our projects in order to determine and implement continuous improvement while also ascertaining the overall value and impact of our combined efforts.

#### **Colorado State Agencies:**

- Department of Corrections
- Department of Education (Offices of Adult Education, Community Partnerships, Choice and Innovation, Early Learning and School Readiness, Educator Effectiveness, Federal Programs, Field Services, Information Management Services, Literacy, Migrant Education, Postsecondary Readiness, School Nutrition, Standards and Instructional Support)
- Department of Human Services (Division of Youth Corrections, Early Childhood, Mental Health Institute, Public Health & Environment, School for the Deaf and the Blind, Veterans Living Communities)
- Department of Labor and Employment (Rural Workforce)
- Department of Local Affairs
- Governor and Lt. Governor's Offices (Serve Colorado, Homeless Initiatives, Office of Information Technology)
- History Colorado Center
- State Parks and Wildlife
- State Internet Portal Authority
- State Archives

#### **National, Regional, and State Organizations**

- American Council of the Blind CO
- American Library Association
- Aspen Institute
- Assistive Technology Council
- Bayaud
- Buckley Air Force Base volunteer group
- Civic Canopy
- Clayton Early Learning
- Collaborative Summer Library Program
- Colorado Alliance of Research Libraries
- Colorado Association of Libraries
- Colorado Association of School Libraries
- Colorado Connecting to Collections
- Colorado Historical Records Advisory Board

- Colorado Humanities & Center for the Book
- Colorado Libraries for Early Literacy
- Colorado Library Consortium
- Colorado Municipal League
- Colorado Wyoming Association of Museums
- Denver Council of Regional Governments
- Denver Preschool Program
- Denver Public Library
- Digital Public Library of America
- Downtown Colorado, Inc.
- Emporia State University, Colorado SLIM
- Executives Partnering in Investing in Children
- Family, Friend & Neighbor (FFN) Strategic Partnership Action Network
- Friends of the Colorado Talking Book Library
- Government Publications Interest Group
- Libraries for the Blind and Physically Handicapped
- Library of Congress - National Library for the Blind and Physically Handicapped
- Museum of the West
- National Federation of the Blind
- National Institute of Corrections
- National Network of Libraries of Medicine, MidContinental Region, Univ. of Colorado
- RAFT Colorado – Resource Area for Teaching
- Reach Out and Read Colorado
- Rocky Mountain PBS
- Rocky Mountain SER
- Schools, Health, & Libraries Broadband Coalition
- Space Science Institute/STAR\_Net
- State Publications Depository Libraries
- Telephone Pioneers – machine repair
- Temple Hoyne Buell Foundation
- ThinkSpace
- University of Denver, Morgridge College of Education
- University of Wyoming, Coe Library

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## Evaluation Plan

To ensure the State Library’s projects are successfully implemented there will be multiple evaluation points, including the collection of ongoing programmatic and project data. Three categories of data will be collected to measure the progress and ultimately the success of Colorado’s LSTA 5-year plan: input, output, and outcomes measures. This approach will allow for informed project management, as well as multi-layered accountability and responsible reporting to stakeholders.

**Input measures**, defined as quantifying the effort expended on a program, will include, but are not limited to, tracking project funds, resources purchased, and staff hours. This data will be primarily collected by the LSTA coordinator in cooperation with CSL staff.

**Output measures**, the level of services provided, will include data about resource use (e.g., website visits) and consultant services (e.g., number of trainings offered, number of project participants). In consultation with the LSTA coordinator, this data will be collected by CSL staff as appropriate.

**Outcomes**, the effect a service has on the program's stated objectives, will be collected in accordance with the *Measuring Success* initiative. The Colorado State Library will build on its Outcome-Based Evaluation (OBE) experience, with the Library Research Service (LRS) taking the lead to ensure that these evaluations are conducted for one or more statewide projects representing every unit of the agency.

Having LRS coordinate this effort will achieve several desirable ends, such as:

- Guaranteeing that libraries and other clients served by multiple CSL units receive only one OBE survey;
- Extending the benefits of LRS expertise in survey design and data analysis to all units; and
- Assuring that evaluations are conducted objectively and equitably while protecting the anonymity of respondents.

LRS staff will consult with unit managers and staff on the following issues:

- Selecting appropriate project(s);
- Identifying likely outcomes;
- Specifying appropriate types of outcome data (i.e., customer satisfaction, anticipated outcomes, actual outcomes);
- Designing questionnaires and other data collection instruments as appropriate.

Remaining OBE activities to be pursued by the LRS staff independently of the unit staff:

- Administering questionnaires;
- Processing, analyzing, and reporting data.

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## Stakeholder Involvement

The development of and stakeholder involvement for the FY18-22 state plan occurred concurrently with the evaluation of the previous five-year plan which was submitted in March 2017 for IMLS' review.

An outside evaluator was selected to work on the evaluation process, during which surveys and focus groups were implemented to engage stakeholders in what worked with the previous plan, and review any gaps in activities or services that needed to be addressed in the development of the FY18-22 plan.

Staff of the State Library contributed ideas and measures for priorities that were included in the survey of the FY13-17 survey. These suggestions were based on a) their knowledge of the field; b) personal interactions with various stakeholders as part of regular business, and; c) knowledge of activity and service trends resulting from personal knowledge and information-gathering about what will be needed over the next five years by library personnel and the communities they serve.

Surveys distributed statewide resulted in over 200 responses, many with ideas on what to include during development of the next five-year plan. The stakeholders who responded to or participated in this process reported more than 45 different project ideas under four broad goals on which to focus. Often, the ideas generated through this process named or implied potential partners and other stakeholders to include as the prioritized activities were built into the FY18-22 plan.



A similar survey was provided separately to institutional library services stakeholders with questions geared toward that specific audience. The results, merged with the overall results, helped inform how well institutional libraries were serving their stakeholders without inundating them with general library topics with which they would not be as familiar. This approach helped boost stakeholder response for the small but important niche audience served by institutional library staff.

The stakeholder process allowed conversations and responses to occur in the context of activities and services that people were familiar with, thus permitting people to speak in terms of what worked, what needed improvement, and what was lacking in State Library's meeting the priorities and needs of the library community.

The final plan was distributed to stakeholders for final review, recommendations, and comments before being finalized and submitted to IMLS.

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### **Communication and Public Availability**

Once the five-year plan has been approved by IMLS, it will be published and posted on the Colorado State Library's Website for access by all librarians, staff, and the general population. The plan's availability will be announced on library discussion lists, through social media outlets such as Facebook and Twitter, and the Colorado Virtual Libraries website. The plan will be made available in accessible formats upon request. The plan will also be cataloged into the Colorado State Publications Library OPAC and made available through the digital repository.

Relevant portions of the document will be incorporated into State Library staff training.

The State Library will report achievements that result from addressing the needs, goals, and expected outcomes of the Five-Year Plan as required for reporting purposes in the annual IMLS State Program Report. The State Library will utilize the necessary communication channels listed above, as well as the library's annual report, to make these results known to all stakeholders in the state.

Any substantive revisions to the plan that are necessary due to changing economic conditions in the state or a refocusing of efforts in areas not currently addressed in the needs and goals of this plan will be submitted to IMLS according to the provisions of the LSTA, and to appropriate stakeholders. If changes are made, they will be publicized through the CSL web site, through email lists, or via the state's monthly mailing. Combined, these communication tools can reach all librarians and stakeholders in the state.

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### **Monitoring**

Appropriate staff from all Colorado State Library units will be utilized as needed to continuously track the implementation of the five-year plan. Progress reports will be prepared and provided to IMLS as required.

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State: Colorado

### **Assurances and Certifications for 2018 Grant Award**

All State Library Administrative Agencies receiving Library Services and Technology assistance under 20 U.S.C. § 9121 et seq., as amended, must comply with applicable statutes and regulations including but not limited to those cited below. To receive Federal assistance, all applicants must provide this signed Statement of Program Assurances and Certifications.

The undersigned, on behalf of the State Library Administrative Agency (SLAA), agrees that the SLAA will comply with the following:

(a) Legal Authority and Capability

Pursuant to 20 U.S.C. § 9122(5), the SLAA provides assurance that it has the fiscal and legal authority and capability to administer all aspects of the LSTA, that it will establish the State's policies, priorities, criteria, and procedures necessary to the implementation of all programs under this Act (including the development of a State Plan), and that it will submit copies of these materials for approval as required by regulations promulgated by the Director of the Institute of Museum and Library Services (IMLS).

(b) Internet Safety

Pursuant to 20 U.S.C. § 9134(b)(7), the State Library Administrative Agency provides assurance that it will comply with 20 U.S.C. § 9134(f), which sets out standards relating to Internet Safety for public libraries and public elementary school and secondary school libraries that do not receive services at discount rates under § 254(h)(6) of the Communications Act of 1934, and for which IMLS State Program funds are used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet.

(c) State Plan

Pursuant to 20 U.S.C. 9134(b)(8), the SLAA provides assurance that it shall make reports, in such form and containing such information, as the Director may reasonably require to carry out the State Plan and to determine the extent to which funds provided under this Act have been effective in carrying out the purposes of the LSTA.

(d) Compliance with IMLS Regulations

The SLAA agrees that it will comply with all applicable IMLS regulations, including those in 2 C.F.R. §3187.12 – Federal statutes and regulations on nondiscrimination; 45 C.F.R.

part 1110 – Nondiscrimination in Federally Assisted Programs; and 2 C.F.R. Chapter XXXI, including 2 C.F.R. part 3185 – Nonprocurement Debarment and Suspension, 2 C.F.R. part 3186 – Requirements for Drug-Free Workplace (Financial Assistance), and 2 C.F.R. part 3187 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards).

(e) Federal Funding Accountability and Transparency Act

The SLAA agrees that it will comply with the Federal Funding Accountability and Transparency Act (FFATA or Transparency Act – P.L. 109-282, as amended by § 6202(a) of P.L. 110-252) subaward and executive compensation reporting requirements. The SLAA further provides assurance that it will comply with all other applicable Federal statutes and regulations and OMB circulars in effect with respect to the periods for which it receives grant funding.

(f) Trafficking in Persons

The SLAA agrees that it will comply with the Trafficking in Persons requirement set forth in Appendix A hereto.

(g) Nondiscrimination

The authorized representative, on behalf of the SLAA, certifies that the SLAA will comply with the following nondiscrimination statutes and their implementing regulations:

- (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which prohibits discrimination on the basis of race, color, or national origin (note: as clarified by Executive Order 13166, reasonable steps must be taken to ensure that limited English proficient (LEP) persons have meaningful access to the programs (see IMLS guidance at 68 Federal Register 17679, April 10, 2003));
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.* including §794), which prohibits discrimination on the basis of disability (note: IMLS applies the regulations in 45 C.F.R part 1170 in determining compliance with § 504 as it applies to recipients of Federal assistance);
- (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–83, 1685–86), which prohibits discrimination on the basis of sex in education programs; and
- (d) the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age.
- (e) the requirements of any other nondiscrimination statute(s) which may apply.

(h) Debarment and Suspension

The SLAA shall comply with 2 C.F.R. part 3185 and 2 C.F.R. part 180, as applicable. The authorized representative, on behalf of the SLAA, certifies to the best of his or her knowledge and belief that neither the SLAA nor any of its principals for the Five Year Plan:

- (a) Are presently excluded or disqualified;
- (b) Have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. §180.800(a) or had a civil judgment rendered against it or them for one of those offenses within that time period;
- (c) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in 2 C.F.R. §180.800(a); or
- (d) Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Where the SLAA is unable to certify to any of the statements in this certification, the authorized representative shall attach an explanation to this form.

The SLAA, as a primary tier participant, is required to comply with 2 C.F.R. part 180 subpart C (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) as a condition of participation in the award. The SLAA is also required to communicate the requirement to comply with 2 C.F.R. part 180 subpart C (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) to persons at the next lower tier with whom the SLAA enters into covered transactions.

As noted in the preceding paragraph, SLAAs who plan to use IMLS awards to fund contracts should be aware that they must comply with the communication and verification requirements in the above Debarment and Suspension provisions.

(i) Drug-Free Workplace

The authorized representative, on behalf of the SLAA, certifies, as a condition of the award, that the SLAA will or will continue to provide a drug-free workplace by complying with the requirements in 2 C.F.R. part 3186 (Requirements for Drug-Free Workplace (Financial Assistance)). In particular, the SLAA as the recipient must comply with drug-free workplace requirements in subpart B of 2 C.F.R. part 3186, which adopts the Government-wide implementation (2 C.F.R. part 182) of the Drug-Free Workplace Act of 1988 (41 U.S.C. §§ 701-707, as amended).

This includes, but is not limited to: making a good faith effort, on a continuing basis, to maintain a drug-free workplace; publishing a drug-free workplace statement; establishing a drug-free awareness program for the SLAA's employees; taking actions concerning employees who are convicted of violating drug statutes in the workplace; and identifying (either at the time of application or upon award, or in documents that the SLAA keeps on file in its offices) all known workplaces under its Federal awards.

(j) Federal Debt Status

The authorized representative, on behalf of the SLAA, certifies to the best of his or her knowledge and belief that the SLAA is not delinquent in the repayment of any Federal debt.

**(k) Certification Regarding Lobbying Activities (Applies to Applicants Requesting Funds in Excess of \$100,000)(31 U.S.C. §1352)**

The authorized representative certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the authorized representative, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant, as provided in 31 U.S.C. § 1352) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the authorized representative shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (c) The authorized representative shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when the transaction is made or entered into. Submission of this certification is a prerequisite for making or entering into the transaction imposed by 31 U.S.C. § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure, or as otherwise required by law.

In addition, in accordance with Federal appropriations law, no IMLS funds may be used for publicity or propaganda purposes for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the Congress or any State or local legislature or legislative body or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government. No IMLS funds may be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation,

appropriations, regulation, administrative action or Executive order proposed or pending before the Congress or any State government, State legislature or local legislature or legislative body.

(l) Reporting of Matters Related to Recipient Integrity and Performance Matters

The authorized representative, on behalf of the SLAA, certifies that, as part of its award and as applicable, it will comply with award term regarding the Reporting of Matters Related to Recipient Integrity and Performance Matters attached hereto as Appendix B.

(m) General Certification

The authorized representative, on behalf of the SLAA, certifies that the SLAA will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program.

(n) Certifications Required of Some Applicants

The following certifications are required if applicable to the project for which an application is being submitted. Applicants should be aware that additional federal certifications, not listed below, might apply to a particular project.

Native American Human Remains and Associated Funerary Objects:

The authorized representative, on behalf of the applicant, certifies that the applicant will comply with the provisions of the Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C. §3001 *et seq.*), which applies to any organization that controls or possesses Native American human remains and associated funerary objects, and which receives federal funding, even for a purpose unrelated to the Act.

Historic Properties:

The authorized representative, on behalf of the applicant, certifies that the applicant will assist the awarding agency in ensuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470f, see 54 U.S.C. §306108), Executive Order (E.O.) 11593, and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §469 *et seq.*, see 54 U.S.C. §501502 *et seq.*).

Environmental Protections:

The authorized representative, on behalf of the applicant, certifies that the project will comply with environmental standards, including the following:

- (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969, as amended (42 U.S.C. §4321 *et seq.*) and E.O. 11514;
- (b) notification of violating facilities pursuant to E.O. 11738;



- (c) protection of wetlands pursuant to E.O. 11990, as amended by E.O. 12608;
- (d) evaluation of flood hazards in floodplains in accordance with E.O. 11988, as amended;
- (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972, as amended (16 U.S.C. §1451 *et seq.*);
- (f) conformity of federal actions to State (Clean Air) Implementation Plans under section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §7401 *et seq.*);
- (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (42 U.S.C. §300f *et seq.*); and
- (h) protection of endangered species under the Endangered Species Act of 1973, as amended (16 U.S.C. §1531–1543).

The authorized representative, on behalf of the applicant, certifies that the project will comply with the Wild and Scenic Rivers Act of 1968, as amended (16 U.S.C. §1271 *et seq.*), related to protecting components or potential components of the national wild and scenic rivers system.

The authorized representative, on behalf of the applicant, certifies that the applicant will comply with the flood insurance purchase requirements of the Flood Disaster Protection Act of 1973, as amended (42 U.S.C. §4001 *et seq.*), which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more, or as otherwise designated.

#### Research on Human Subjects:

The authorized representative, on behalf of the applicant, certifies that the project will comply with 45 C.F.R. Part 46 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

#### Research on Animal Subjects:

The authorized representative, on behalf of the applicant, certifies that the project will comply with the Laboratory Animal Welfare Act of 1966, as amended (7 U.S.C. §2131 *et seq.*) pertaining to the care, handling, and treatment of warm-blooded animals held for research, teaching, or other activities supported by this award of assistance.

These assurances and certifications are provided in connection with any and all financial assistance from the Institute of Museum and Library Services after the date this form is signed. This includes payments after such date for financial assistance approved before such date. The SLAA recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in this assurance, and that the U.S. shall have the right to seek judicial enforcement of this Statement of Program Assurances and Certifications. These assurances and

certifications are binding on the SLAA, its successors, transferees, and assignees, and on the Authorized Certifying Official whose signature appears below.

The undersigned further provides assurances that it will include, as applicable, the language of the assurances and certifications in all subawards and that all subrecipients shall certify and disclose accordingly.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above assurances and certifications.



Signature of Authorized Certifying Official

June 29, 2017

Date

Eugene Hainer, Assistant Commissioner  
Authorized Certifying Official Print Name and Title

For additional information on these Assurances and Certifications, contact the IMLS State Programs Office at 955 L'Enfant Plaza North, SW, Suite 4000, Washington, DC 20024.

## APPENDIX A

### Trafficking in Persons

The SLAA must comply with Federal law pertaining to trafficking in persons. Under 22 U.S.C. § 7104(g), any grant, contract, or cooperative agreement entered into by a Federal agency and a private entity shall include a condition that authorizes the Federal agency (IMLS) to terminate the grant, contract, or cooperative agreement, if the grantee, subgrantee, contractor, or subcontractor engages in trafficking in persons, procures a commercial sex act, or uses forced labor. 2 C.F.R. part 175 requires IMLS to include the following award term:

- a. *Provisions applicable to a recipient that is a private entity.*
  1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not –
    - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
    - ii. Procure a commercial sex act during the period of time that the award is in effect; or
    - iii. Use forced labor in the performance of the award or subawards under the award.
  2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity –
    - i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
    - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either –
      - A. Associated with performance under this award; or
      - B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 C.F.R. part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by our agency at 2 C.F.R. part 3185.
- b. *Provision applicable to a recipient other than a private entity.* We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity –
  1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
  2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either –
    - i. Associated with performance under this award; or
    - ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 C.F.R. part 180, “OMB Guidelines to Agencies on

Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 C.F.R. part 3185.

c. *Provisions applicable to any recipient.*

1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
  - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. § 7104(g)), and
  - ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
3. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.

d. *Definitions.* For purposes of this award term:

1. "Employee" means either:
  - i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
  - ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
2. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
3. "Private entity":
  - i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 C.F.R. part 175.25.
  - ii. Includes:
    - A. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 C.F.R part 175.25(b).
    - B. A for-profit organization.
4. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. § 7102).

## **Appendix B**

### **Award Term and Condition for Recipient Integrity and Performance Matters**

#### **A. Reporting of Matters Related to Recipient Integrity and Performance**

##### **1. General Reporting Requirement**

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings described in paragraph 2 of this award term and condition. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

##### **2. Proceedings About Which You Must Report**

Submit the information required about each proceeding that:

- a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
- b. Reached its final disposition during the most recent five year period; and
- c. Is one of the following:
  - (1) A criminal proceeding that resulted in a conviction, as defined in paragraph 5 of this award term and condition;
  - (2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
  - (3) An administrative proceeding, as defined in paragraph 5. of this award term and condition, that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or
  - (4) Any other criminal, civil, or administrative proceeding if:
    - (i) It could have led to an outcome described in paragraph 2.c.(1), (2), or (3) of this award term and condition;
    - (ii) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and

- (iii) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

### **3. Reporting Procedures**

Enter in the SAM Entity Management area the information that SAM requires about each proceeding described in paragraph 2 of this award term and condition. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM because you were required to do so under Federal procurement contracts that you were awarded.

### **4. Reporting Frequency**

During any period of time when you are subject to the requirement in paragraph 1 of this award term and condition, you must report proceedings information through SAM for the most recent five year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report. Recipients that have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000 must disclose semiannually any information about the criminal, civil, and administrative proceedings.

### **5. Definitions**

For purposes of this award term and condition:

- a. Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.
- b. Conviction, for purposes of this award term and condition, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.
- c. Total value of currently active grants, cooperative agreements, and procurement contracts includes—
  - (1) Only the Federal share of the funding under any Federal award with a recipient cost share or match; and

(2) The value of all expected funding increments under a Federal award and options, even if not yet exercised.

**B. [Reserved]**

[80 FR 43310, July 22, 2015] [see also, 2 C.F.R. pt 200, Appendix XII to Part 200 – Award Term and Condition for Recipient Integrity and Performance Matters]

Version: 1/30/2017

**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

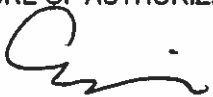
**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.



9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 		TITLE Assistant Commissioner	
APPLICANT ORGANIZATION Colorado State Library		DATE SUBMITTED June 6, 2017	

**STATE LEGAL OFFICER'S CERTIFICATION OF  
AUTHORIZED CERTIFYING OFFICIAL**

I hereby certify that in

**Colorado**

**Name of State**

**Colorado State Library**

**Name of State Agency**

is the official State Agency with authority under State law to develop, submit, and administer or supervise the administration of the State Plan under the Library Services and Technology Act; that

**Eugene Hainer**

**Name of Authorized Certifying Official**

**Assistant Commissioner**

**Title of Authorized Certifying Official**

is the officer authorized to submit the State Plan, sign all assurances, certifications, and reports and to whom the grant award is made for the named State Agency; that the State Treasurer or

**Commissioner of Education**

**Title of Officer other than State Treasurer**

has authority under State law to receive, hold, and disburse Federal funds under the State Plan; and that all provisions contained in the Plan are consistent with State law.



**Signature of Attorney General or Other State Legal Officer**

**Katy Anthes, Commissioner of Education**

**Print Name and Title**

**June 27, 2017**

**Date**




**INTERNET SAFETY CERTIFICATION FOR APPLICANT PUBLIC LIBRARIES,  
PUBLIC ELEMENTARY AND SECONDARY SCHOOL LIBRARIES, and  
CONSORTIA WITH PUBLIC AND/OR PUBLIC SCHOOL LIBRARIES**

As the duly authorized representative of the applicant library, I hereby certify that the library is (*check only one of the following boxes*)

A.  CIPA Compliant (*The applicant library has complied with the requirements of 20 U.S.C. § 9134(f) et seq.*)

**OR**

B.  The CIPA requirements do not apply because no funds made available under the LSTA program are being used to purchase computers to access the Internet, or to pay for direct costs associated with accessing the Internet.

  
\_\_\_\_\_  
Signature of Authorized Representative

**Eugene Hainer**  
\_\_\_\_\_  
Printed Name of Authorized Representative

**Assistant Commissioner**  
\_\_\_\_\_  
Title of Authorized Representative

**June 6, 2017**  
\_\_\_\_\_  
Date

**Colorado State Library**  
\_\_\_\_\_  
Name of Applicant Library/Program