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## **LIBRARY SERVICES GRANT POLICY FOR NICOLET FEDERATED LIBRARY SYSTEM**

Library Services Grants are provided to libraries in member counties as a way to supplement services needed within their home municipality that arise outside of those services ordinarily planned.

The following policy provides guidelines for the use of these grant funds.

1. Library Services Grants will be calculated every three years based on a formula using the previous year's population estimates as available from the Wisconsin Department of Administration.
2. Grant applications detailing how these funds will be used must be filled out, approved by the local library board or county library board and returned to NFLS for review and approval by the NFLS Grant Committee and Board.
  - a. The due date for these forms shall be March 15 in any given year.
  - b. Checks for Library Services Grants will be mailed to those libraries or county library boards provided the evaluation forms have been received by NFLS and the library remains in compliance with the System Membership agreement and the Department of Public Instruction.
  - c. Libraries that have not submitted application forms by the due date specified in 2a, may still be considered for the Library Services Grant upon request and approval of the NFLS director.
3. Library Services Grant funds must be spent in the year in which they are received.
4. Library Services Grant funds may be used for the purchase of the following:
  - a. Library materials such as books, DVDs, audiobooks, digital audiobooks (ex: Playaways), eBooks, compact discs, computer software, microform materials such as local, state or national newspapers or backfiles of periodicals, etc.;



- b. Library materials or supplies to support large-scale library events and/or programming;
  - c. Library materials or supplies to support archival efforts or complete archival projects;
  - d. Materials, supplies, software, or hardware which will be used to implement projects that address priorities identified in the library's strategic plan; and
  - e. Other library-related materials or services as approved by the NFLS director.
5. Ultimate ownership of library materials and equipment purchased with state aid funds shall rest with the member library receiving the funds. The library shall assume all liability and responsibility for insurance, care, maintenance and replacement of the materials and equipment.

Library users are subject to all pertinent copyright laws and libraries receiving NFLS library services grant funding must comply with Chapter 43 of Wisconsin State Statutes.