

Minnesota Five-Year Plan for LSTA, 2003-2007

Eligible Applicant Requirements

All types of libraries in Minnesota that are legally established and full participating members of a designated regional public library system, multicounty multitype library cooperation system and/or library consortia (new and existing); Library Development and Services (state library administrative agency); and legally established libraries that serve a statewide audience. Subd.4.

Regional public library system means a multicounty public library service agency that provides free access to all residents of the region without discrimination, and is organized under the provisions of chapter 134 or chapter 317A, or section [471.59](#) of the Minnesota State Statutes.

Eligibility criteria for public libraries:

Public Library

A library established under M.S. 134 that provides free access to all residents of a city or county without discrimination and receives at least half its financial support from public funds. It provides at a minimum:

- (1) an organized collection of printed or other library materials, or a combination thereof;
- (2) trained paid staff to provide and interpret such materials as required meeting the information, cultural, recreational, and/or educational needs of the clientele;
- (3) an established schedule of when services of the staff are available to the clientele; and
- (4) the funding and facilities necessary to support such a collection, staff, and schedule. (Standards for Minnesota Public Libraries, 1996, p.4)

- Legally established – State statute, municipal/county resolution/ ordinance
- Member in good standing of a regional public library system

LSTA Application process:

- All legally established public libraries that are members in good standing of their designated regional public library system may apply directly for LSTA competitive grants in cooperation with their designated regional public library system.
- The designated regional public library system must be included in all aspects of the grant planning process and designated regional public library system participation documented in the grant proposal.
- The grantee's Letter of Intent must be signed by all parties to include: the grantee administrator/ director, president of the grantee library or agency board and the designated regional public library system administrator/ director and board president.
- Application must include the following support documentation;
 1. an applicant library's long-range plan for library service is on file with its designated regional public library system. (The applicant library must at least have a vision statement, mission statement and planning goals on file with its designated regional public library system; (Federated system only)
 2. the grant proposal must be consistent with the library's designated regional public library system's strategic plan and membership agreement; (both federated and consolidated regions)
 3. applicant grant proposal must include a letter of support and check off requirements, provided by the state library agency, from the designated regional public library system to include the designated regional public library system administrator's signature;
 4. an applicant library's technology application must be consistent with its designated regional public library system's technology plan filed with the State of Minnesota for E Rate. (A public library may also cite its local technology plan if the plan is on file with its designated regional public library system.)

While it is not a state requirement each regional public library system (federated/consolidated) may establish additional local guidelines for its members/branches to follow regarding the LSTA application process.

"Multicounty, multitype library system" means a cooperative network composed of any combination of public libraries, regional public library systems, public school libraries, public or private college or university libraries and any other libraries, which share services and resources within a multicounty area.

1. Academic Library

A library, which forms an integral part of a college, university or other academic institution for post-secondary education, organized and administered to meet the learning and research needs of students, faculty, and staff of the institution.

2. School Library/Media Center

A library or area in an elementary, middle, secondary or combined school where a collection consisting of a full range of media supports the curricular needs, associated equipment and technology; services from the media staff are accessible to students, teachers and staff.

3. Special Library

A library supported and administered by a private corporation or business, government agency, association, or other special interest group or agency to meet the information needs of its staff or members in pursuing the goals of the organization.

LSTA Application process:

- All legally established not for profit libraries to include academic, school and special that are a registered member in good standing of its designated multicounty, multitype library cooperation system may apply directly for LSTA competitive grants.
- The designated multicounty, multitype library cooperation system must be included in all aspects of the grant planning process and their participation documented in the grant proposal.
- The grantee’s Letter of Intent must be signed by all parties to include: the grantee administrator director, president of the grantee library or agency board and the designated multicounty, multitype library cooperation system administrator/director and board president.
- Application must include the following support documentation;
 1. applicant library’s/media center’s strategic/long-range plan for library service is on file with its designated multicounty, multitype library cooperation system. (The applicant library must at least have a vision statement, mission statement and planning goals on file with its designated multicounty, multitype library cooperation system)
 2. grant proposal must be consistent with its designated multicounty, multitype library cooperation system strategic plan and membership agree
 3. applicant grant proposal must include a letter of support and check off requirements, provided by the state library agency, from the designated multicounty, multitype library cooperation system to include the designated multicounty, multitype library cooperation system administrator’s signature;
 4. application for technology proposal is consistent with its designated multicounty, multitype library cooperation system’s long-range plan. (academic, school or special library may also cite its local technology plan if the plan is on file with its designated multicounty, multitype library cooperation system.)

While it is not a state requirement each multicounty, multitype library cooperation system may establish additional local guidelines for its members to follow regarding the LSTA application process.

“Consortium”

Any organization of local, regional or statewide cooperative association of library entities recognized by the state library agency, which provide for the effective coordination of the resources of a group of school, public, academic, and special libraries and information centers, or combination of such libraries for improved services for the clientele of such library entities. Consortia include but may not be limited to Regional Public Library Systems, Multicounty Multiype Library Cooperation Systems, CLIC, MLA, MEMO, MAGNOLIA.

“Libraries serving a statewide audience”

A library serving a statewide audience is recognized as a library or library agency, which by its mission, program or potential serves its users, statewide, on an equitable basis as recognized by the state library agency. Recognized statewide entities include Minneapolis Public Library, the State of Minnesota Law Library, Minnesota History Center, and MINITEX.