



FY 2022 ILL Lending Reimbursement Program

Presented by Sara Hayes
Statewide ILL Program Coordinator
May 3, 2022

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Resources and Information

Navigator Interlibrary Loan (ILL)
<https://www.tsl.texas.gov/landing/ill.html>

FY 2022 ILL Reimbursement Program
<https://www.tsl.texas.gov/ld/ill2022>

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Webinar Agenda

- Program Overview
- Budget and Timeline
- Award Information
- Program Eligibility
- Application Process
- Application Review
- Award Administration
- Questions?

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Glossary

Sub Recipient: Your library

Legal Entity (each library has only one and it is legally established):

- City or County government
- Non-Profit Corporation
- Library District
- University

Authorized Signatory: an individual authorized to enter in to contract on behalf of the library's legal entity (unless written approval from the legal entity for the Director to sign has been provided):

- City libraries: Mayor or City Manager
- County libraries: County Judge
- Non-Profit libraries: Library Board President
- Academic libraries: School Dean or President

GMS: Grant Management System. Online portal where libraries opt into the program and submit signed forms and notes. (grants.tsl.texas.gov)

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Program Overview

1. Participation is completely optional

2. The awards are non-competitive, any library meeting the following requirements will receive an award:

- a. Live on the Navigator system/lending to Navigator libraries.
- b. Have made lends to Texas Navigator libraries between August 1, 2021 – July 31, 2022.
- c. Submit required forms by the stated deadlines.

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Program Overview

The Texas State Library and Archives Commission (TSLAC) supports a statewide ILL program in order to ensure Texans will have access to shared library resources to meet their learning and informational needs. Participation is currently an accreditation criteria for Texas public libraries.

The **goal** of the ILL Lending Reimbursement Program is to support and encourage libraries in the statewide resource sharing endeavors by reimbursing direct, out-of-pocket costs associated with participation. These may include shipping costs and supplies, courier contracts, and staff time.

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ILL Costs

- TSLAC's responsibility**
- WorldCat FirstSearch Subscription/Texas Group Catalog
 - Navigator subscription and holdings maintenance
 - WorldShare ILL access and subscription

- Libraries' responsibility**
- Shipping/courier costs
 - Shipping supplies
 - Staff time

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Program Budget

The flat rate TSLAC reimburses per lend will be determined by the number of participating libraries and their eligible lends.

FY 2021: \$6.94 per lend

FY 2020: \$8.17 per lend

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Program Timeline

- May 3, 2022:** FY 2022 Program opens in the online Grant Management System (GMS).
- July 14, 2022:** Deadline to submit completed Participation Signature form in GMS, signed by authorized legal entity signatory.
- August 17, 2022:** TSLAC will notify libraries of total FY 2022 award amounts and begin accepting Performance Certification forms through the online GMS portal.
- August 31, 2022:** Deadline to submit completed Performance Certification form in GMS, signed by Library Director.
- September 2022:** Reimbursement payments dispersed to legal entities (cities, counties, universities).
- December 2022:** Single Audit Certification forms are sent out to participants in early December and due back to TSLAC by December 31, 2022, via email.

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Award Information

The reimbursements are sub awards (or pass-through awards) of the Grants to States program from the Texas State Library and Archives Commission's federal funder, Institute of Museum and Library Services (IMLS).

- Federal Award Identification # (FAIN): LS-249990-OLS-21
- Federal Award Date: January 19, 2021
- Assistance Listing Number/Title: 45.310 State Library Program

Eligible participants will receive a **flat rate** reimbursement based on the number of lends they provide to other Texas libraries through the Navigator ILL system between August 1, 2021 – July 31, 2022.

Example: 100 lends * \$7.00 per lend = \$700.00 reimbursement award

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Award Information

Remember:

Awards are tied to lending activity during August 1, 2021 – July 31, 2022. The payments will be dispersed after the end of the fiscal year, in September 2022.

If your library participates in the program, please communicate to your legal entity's accounting department or grants accountant that federal money will be coming to the organization after the end of the fiscal year.

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Program Eligibility

Texas Public Libraries:

- Must be live on the Navigator ILL system.
- Must have provided lends to Texas Navigator libraries between August 1, 2021– July 31, 2022.
- There are no minimum lends required for participation.
- Must submit in the Grant Management System portal:
 - Participation Signature Form – due July 14, 2022
 - Performance Certification Form – due August 31, 2022

Texas Academic Libraries:

- Must have agreed to make their collections available to request by Navigator libraries through the Texas Group Catalog.
- Must submit in the Grant Management System portal:
 - Application Certification Form – due July 14, 2022
 - Participation Certification Form – due August 31, 2022

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Program Eligibility

Before receiving payment, a library's legal entity (city, county, library board, University) must have:

- an active direct deposit account for electronic payment dispersal**
- A Texas Identification Number
- a current and active federal Unique Entity ID (UEI)

*This information should auto fill on your signature sheet in GMS.

**State Agencies/Universities will receive a payment via check/warrant.

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Unique Entity ID

Unique Entity ID (UEI) will replace the DUNS number for Federal award tracking.

To get started registering your entity, to renew your registration, or for more information, visit SAM.gov or to refer to the [Quick Start Guide for Getting a Unique Entity ID](#), published by the US General Services Administration (GSA).

This should be automatically populated in the form generated in GMS.

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Participants will need:

- Grant Management System access:
 - grants.tsl.texas.gov
 - Username and Password
- Knowledge of staff authorized to enter into contracts on behalf of your library's legal entity:
 - City Library: City Manager
 - County Library: County Judge
 - Non-Profit Library: Board President
 - Academic Library: Check with Dean or Grants Office
- TSLAC contact information:
 - Sara Hayes shayes@tsl.texas.gov

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Application Process

- Use the GMS to:
 - Create an application for the grant
 - Confirm your library wants to participate
 - Print your Participation Signature Form
 - Attach signed form to your application by July 14, 2022.
 - Attach Performance Certification form to your application by August 31, 2022.
- GMS portal invites and resets will come from “LDN CRM”.
- Send Sara Hayes email at shayes@tsl.texas.gov with this information:
 - Library name, staff name, job title, email address, and phone number.

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Required Forms

- **Participation Signature Forms** must be signed by an individual authorized to enter in to contract on behalf of the library’s legal entity (unless written approval from the legal entity for the Library Director to sign has been provided) and due by July 14, 2022.
- **Performance Certification Forms** may be signed by Library Directors and will be available in mid-August 2022, and due by August 31, 2022.
- **Single Audit Certification Form** signed by financial officer of legal entity and available in early December 2022, due by December 31, 2022.

****Libraries are NOT required to submit receipts, invoices, or timesheets but need to maintain those records locally****

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Authorized Signatories

Legal Establishment	Signatory
City	Mayor City Manager/City Administrator
County	County Judge
Non-Profit Corporation	Library Board Chair
Library District	Library Board Chair
Academic Library	Dean Finance or Accounting Director

- Previous signatory information is available from Sara Hayes.
- Libraries can provide permission on letter head from the legal entity for the Library Director to sign on their behalf.

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Application Process

Live demonstration in the Grant Management System:
<https://grants.tsl.texas.gov/>

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Application Review

This grant is a non-competitive, fixed amount award. TSLAC staff will review submissions for the following:

- **Participation Signature Forms** must be signed by an individual authorized to enter in to contract on behalf of the library's **legal entity**.
- **Performance Certifications Forms** may be signed by the Library Director and will be available in mid-August.
- Unique Entity ID (UEI) of legal entity (City, County, Non-profit) is available.

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Administration: Documentation and Records

Participants will maintain financial records and supporting documents relating to this program and award (shipping receipts, staff time documentation, courier, and cataloging invoices, etc.) for three years after the last State Program Report for the Texas LSTA 5-Year Plan 2018-2022, is submitted on January 29, 2024. Participants need to maintain their records through **January 29, 2027**.

What should be kept by libraries?

- Award letter from TSLAC
- Documentation of costs related to interlibrary loan: shipping receipts, supply receipts, courier and cataloging invoices, staff time sheets, and mail machine reports.

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Program Resources

Grant Management System under “Documents” in the folder “2022 ILL Lending Reimbursement Program” at grants.tsl.texas.gov.

Website: <https://www.tsl.texas.gov/ld/ill2022>

Sara Hayes, ILL Coordinator:
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Questions?



Thank you!

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