



# FY 2021 ILL Lending Reimbursement Program

Presented by Sara Hayes  
Statewide ILL Program Coordinator  
April 27, 2021



# Resources and Information

## **COVID-19 Information and Resources for Texas Library Workers**

<https://www.tsl.texas.gov/ldn/covid-19>

Navigator Interlibrary Loan (ILL)  
information

<https://www.tsl.texas.gov/landing/ill.html>



# Webinar Agenda

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



# Glossary

**Sub Recipient:** Your library

**Legal Entity (each library has only one):**

- 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 in to the program and submit signed forms and notes.



# Program Overview

**Participation is completely optional!**

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.

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.



# Participants will need:

- Grant Management System access:
  - Username and Password
- Knowledge of staff authorized to enter in to contracts on behalf of your library's legal entity:
  - City Manager, County Judge, or Board President
- TSLAC contact information:
  - Sara Hayes [shayes@tsl.texas.gov](mailto:shayes@tsl.texas.gov)



# Program Budget

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

TSLAC was able to reimburse libraries \$6.94 per lend for the FY 2021 ILL Lending Reimbursement Program and it expected this year's program will meet or exceed that amount.



# Program Timeline

**April 27, 2021:** FY 2021 Program opens in the online Grant Management System (GMS).

**July 16, 2021:** Deadline to submit completed Participation Signature form in GMS, signed by authorized legal entity signatory.

**August 17, 2021:** TSLAC will notify libraries of total FY 2021 award amounts and begin accepting Performance Certification forms through the online GMS portal.

**August 31, 2021:** Deadline to submit completed Performance Certification form in GMS, signed by Library Director.

**September 2021:** Reimbursement payments dispersed to legal entities (cities, counties, universities).

**December 2021:** Single Audit Certification forms are sent out to participants in early December and due back to TSLAC by December 31, 2021, via email.





# 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 Number (FAIN): LS-246193-OLS-20
- Catalog of Federal Domestic Assistance (CFDA) Number: 45.310

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, 2020 – July 31, 2021.

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



# Award Information

## **Remember:**

Awards are tied to lending activity during August 1, 2020 – July 31, 2021. The payments will be dispersed after the end of the fiscal year, in September 2021.

**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.****



# Program Eligibility

## **Texas Public Libraries:**

- Must be live on the Navigator ILL system.
- Must have provided lends to Texas Navigator libraries between August 1, 2020– July 31, 2021.
- There are no minimum lends required for participation.
- Must submit in the Grant Management System portal:
  - Participation Signature Form – due July 16, 2021
  - Performance Certification Form – due August 31, 2021

## **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 16, 2021
  - Participation Certification Form – due August 31, 2021



# Program Eligibility

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

- A DUNS® Number\*
- An active direct deposit account for electronic payment dispersal
- Texas Identification Number

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

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



# 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):
  - City libraries: Mayor or City Manager
  - County libraries: County Judge
  - Non-Profit libraries: Library Board President
  - Academic libraries: School Dean or President
- Performance Certification Forms may be signed by Library Directors and will be available in mid-August 2021, and due by August 31, 2021.
- Single Audit Certification Form signed by financial officer of legal entity and available in early December 2021, due by December 31, 2021.

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



# Application Process

- Our new Grant Management System platform requires re-registration in the portal.
- Email invites will come from “LDN CRM”.
- No invite? Send Sara Hayes email at [shayes@tsl.texas.gov](mailto:shayes@tsl.texas.gov) with this information:
  - Library, Name, Email Address, and Job Title



# Application Process

Live demonstration in the  
Grant Management System:

<https://grants.tsl.texas.gov/>



# 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 Library Directors and will be available in August.
- DUNS® Number of legal entity (City, County, Non-profit) is available.





# Administration: Documentation and Records

The Subrecipient (library) agrees to main all financial and programmatic records, supporting documents, statistical records, and other records relating to this grant award for three years after the last State Program Report for the Texas LSTA 5-Year Plan 2018-2022, is submitted on December 31, 2023. The Subrecipient will maintain their records through **December 31, 2026**.

*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.



# Program Resources

Grant Management System under “Documents” in the folder “2021 ILL Lending Reimbursement Program” at [grants.tsl.texas.gov](https://grants.tsl.texas.gov).

Website: <https://www.tsl.texas.gov/ld/ill2021>

Sara Hayes, ILL Coordinator:  
[shayes@tsl.texas.gov](mailto:shayes@tsl.texas.gov)



# Questions?



*Thank you!*