



2020 Mini Grants

- Grant amount: up to \$10,000 per eligible library
- Eligibility: Any Nevada library that meets LSTA eligibility requirements may apply. Eligibility requirements are here: https://nsla.nv.gov/ld.php?content_id=50682807
- Funding Period: Projects occurring between July 1, 2020-August 31, 2021
- Total Available funding: \$200,000
- Application Deadline: Cycle 1: May 15, 2020 for a July 1, 2020 project start date
Cycle 2: August 15, 2020 for an October 1, 2020 project start date (funds permitting)
Cycle 3: November 15, 2020 for a January 1, 2021 project start date (funds permitting)
Cycle 4: February 15, 2020 for an April 1, 2021 project start date (funds permitting)
- Submit application and signature forms to: nslaprlsta@admin.nv.gov.

Section 1, Library Information

1.1 DUNS Number: 134681717

1.2 Library Name: North Las Vegas Library District

1.3 Library Type: ☒ Public ☐ School ☐ Academic ☐ Special ☐ Consortia

1.4 Address (Street, City, State, ZIP): 2250 Las Vegas Blvd North, North Las Vegas, NV 89030

1.5 Library Director/Administrator Name: Forrest Lewis

1.6 Director/Administrator Email: lewisf@cityofnorthlasvegas.com

Phone: 702.633.1079

1.7 Project Manager Name: Shelly Alexander

1.8 Project Manager Email: alexanders@cityofnorthlasevgas.com

Phone: 702.839.2980

Section 2, General Project Information

2.1 Title: Summer Reading Grab & Go Kits

2.2 Start Date: ☐ 07/01/20 (cycle 1) ☐ 10/01/20 (cycle 2) ☐ 01/01/21 (cycle 3) ☒ 04/01/21 (cycle 4)

2.3 Budget (transfer numbers from Section 4):

- LSTA Funds requested \$ 3,000
- Local Cash/In-Kind \$ 1,990
- Project Total \$ 4,990

2.4 Project Summary What do you want to do? *Briefly give an overview of your project. Space for details is in Section 3.*

The North Las Vegas Library District plans to provide Grab & Go STEAM Kits for school aged kids and teens during our 8 week Summer Reading program. Four different kits will be available for elementary aged kids (100 each), spaced out every 2 weeks throughout the summer. Teen will have 2 kits (60 each), one in June and one in July. The kits will include all supplies needed to complete the project, including basic things like: glue, scissors and markers, directions, and a QR code linking to a brief video demonstrating the project. A list of library books related to the project will also be included to increase the check out of materials.

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2.5 Partners? ☒ No ☐ Yes (list and note whether formal or informal)

2.6 IMLS Project Intent (select ONE)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Lifelong Learning | <input type="checkbox"/> Information Access |
| <input type="checkbox"/> Institutional Capacity | <input type="checkbox"/> Economic & Employment Development |
| <input type="checkbox"/> Human Services | <input type="checkbox"/> Civic Engagement |

2.7 Nevada LSTA 5 Year Plan Goals (select ONE)

- ☐ 1. Strengthen Nevada libraries' ability to effectively respond to community needs through training, planning, and assessment.
- ☐ 2. Encourage Nevada libraries to develop and use partnerships and collaboration to maximize user resources and services throughout the state.
- ☒ 3. Nevada libraries will provide responsive and accessible learning environments that meet the needs of all Nevada residents.
- ☐ 4. Build capacity of libraries to meet evolving information access needs.

2.8 Target Audience (select *either* Library Workforce, General, or Targeted)

- ☐ Library Workforce (includes volunteers and trustees)
- ☐ General Population
- ☒ Targeted Group (select all that apply):
 - ☒ People who are living below the poverty line ☐ Unemployed

 - ☐ American Indian or Alaska Native ☐ Asian
 - ☐ Native Hawaiian or other Pacific Islander ☐ Black or African American
 - ☐ Hispanic or Latino

 - ☒ Families ☐ Intergenerational groups (not families)
 - ☐ Immigrants/refugees ☐ Persons with disabilities
 - ☐ Persons with limited functional literacy skills ☐ Other

 - ☐ Urban ☐ Suburban ☐ Rural

 - ☐ All ages ☒ 0-5 years ☒ 6-12 years ☒ 13-17 years ☐ 18-25
 - ☐ 26-49 years ☐ 50-59 years ☐ 60-69 years ☐ 70+ years



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Section 3, Project Details

3.1 Statement of Need *Why do you want to do this project? Describe the challenges/obstacles facing your Primary Audience (2.9). How have you determined that these challenges are real and relevant to your community? Cite supporting data sources, such as the Census Bureau.*

North Las Vegas is a large and diverse city of over 250,000 people, with a significant number (36%) under the age of 18. Demographics show 41% of our residents are Hispanic and 21% are African American. Many of our families are lower income with 14.5% living in poverty. (U.S. Census, 2020). Normally during our annual Summer Reading Program we encourage families to visit the library frequently. We have storytimes, special programs, performers, hands-on activities available to do in the library. COVID-19 had forced us to re-evaluate how to provide a quality Summer Reading Program to our community. At the present time, we are unable to have in-person storytimes/programs or hands-on learning activities. While the hope is that things will change, it is unlikely that we will be able to do those things for the 2021 Summer Reading Program. Since April 2020, we have been providing virtual programs and while we continue to do so, we know that screen fatigue is a very real issue. We also know that many of our financially challenged families are unable to do suggested crafts or activities as they lack the funds to purchase the necessary materials. This project aims to provide take home STEAM and early literacy activities that our patrons can do at home.

3.2 Proposed Solution to Need *What is your proposed solution to the Need as stated above? Why is this the best solution and why is your library the best organization for implementation?*

Grab & Go Kits will provide families access to hands-on learning activities, that they will be able to do at home - no sharing of supplies or returning of materials. The kits will be available whether the library is open or closed. (If the library is closed, kits will be available to be picked up through curbside.) Everything needed for the projects will be included so that lower income families will be able to participate. Printed directions will be provided and the staff plans to create short video clips demonstrating how to do the project or activity. The clips will be accessible by scanning a QR code on the directions. There will be a variety of kits available, based on age.

3.3 Desired Benefits/Outcomes to Primary Audience *What changes in behavior, attitude, skill, or understanding would you like to see for your primary audience as a result of your project?*

The Summer Reading Program Grab & Go Kits will encourage students to continue to read and learn throughout the summer to help prevent summer slide. The kits will also reinforce the idea that libraries are an educational resource available to assist families. Having different kits for families will also encourage repeat visits to the library and give staff multiple opportunities to encourage families to participate in the Summer Reading Program.



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3.4 Implementation Activities *How are you going to make this project come alive? What activities will you do? Project activities will fall into 4 categories: Instruction, Content, Planning, or Procurement- see **Instructions** for more detail about the activity categories.*

Instruction/Consultation:

Grab & Go Kits will be created based upon age. Each kit will contain all required materials, including written directions and a QR code linking to a video demonstration of the activity. Kits will also include a list of age appropriate books related to the activity to encourage check-out.

Kit List:

Ages: 0 to 5 years.

2 kits (60 each) focusing on Early Literacy activities that parents and children can do together. (Sample ideas: laminated ABC or 123 printables with a dry erase marker or laminated Ready to Read Early Literacy tip cards hooked together with a carabiner to keep them together and so they cards can easily hooked to a diaper bag or stroller.

Ages: 6 - 12.

4 kits (100 each) focusing on STEAM activities. (Sample ideas: origami, craft stick catapults, slime, etc.)

Ages: 12 - 18.

2 kits (30 each) focusing on STEAM activities. (Sample ideas: building with clay, advanced origami, etc.)

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3.5 Relevance to Nevada LSTA and Local Planning Documents *How will this project provide an opportunity to advance your library's strategic goals and Nevada's LSTA strategic goals (from 2.7)?*

One of the NLV Library District strategic plan goals is to accelerate reading Pre-K to 3rd grade. The Grab & Go Kits will be used in conjunction with our annual Summer Reading Program which is designed to keep kids reading and learning all summer. While reading is our primary objective, including specific hands-on learning activities encourages library visits, increases the check out of books and materials and specifically targets students who are reluctant readers with an engaging activity. This project also ties into the Nevada LSTA strategic goal of providing responsive and accessible learning environments for our residents. School has been a challenge this year for most families. Anything that the library can do to provide meaningful hands-on activities will not only increase learning, it will additionally remind families that libraries are an educational resource.

3.6 Evaluation Activities *Describe how the desired outcomes will be measured and evaluated.*

The library will use the LSTA survey to measure outcomes. Each kit will include printed directions with a QR code survey that can be completed. If the library is open to the public, a paper survey that can be returned to the library will be included as well. Staff will also speak to families personally, whether in the library or through curbside pick-up to get more feedback and anecdotal information.

Intended outcomes:

1. Increased library use
2. Positive learning experience

Indicators:

1. Checkouts & patron count
2. Agree or strongly agree responses on survey question

Data Targets:

1. Library Statistics
2. Participant surveys

Target for Change: At the end of the Summer Reading Program we would see an increase in circulation and patrons visiting the library. 75% of survey responses will indicate a positive response with regard to learning.

3.7 Promotional Activities *How will you let your primary audience, and the community as a whole, know about this project and its activities?*

The program will be promoted through the library's website and Facebook page. We will also work with the City of North Las Vegas Communications Department to send out a press release to local news organizations, as well as promotion on the City's social media channels and the City's weekly newsletter. North Las Vegas schools will be contacted and provided with a digital flyer to send to students. If the library is open to the public, we will promote verbally with library patrons. IMLS information will be included on all promotional materials and the IMLS hashtag will be used on all social media posts.

3.8 Supporting Materials - *Attach any supporting materials (letters of support, partner agreements, equipment specs, etc.)*

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Section 4, Project Budget

4.1 Project Budget & Narrative. *Whole dollar* amounts only. Fields do *not* auto-calculate - please enter TOTAL amounts and double check your math. See Instructions for each category's definitions and required information. See the allowable expenses [Tip Sheet](#) for details on what may be purchased with LSTA funds. Questions? Contact the LSTA coordinator.

	LSTA	Local Cash/In-Kind	TOTAL
Salaries/Wages/Benefits	\$	\$ 1,990	\$ 1,990
Description Total staff hours = 40 (in-kind) 20 Library Assistant Hours @ \$40 per hour = \$800 10 Associate Librarian Hours @ \$47 per hour = \$470 10 Public Services Librarian Hours @ \$72 per hour = \$720			
Consultant Fees	\$	\$	\$
Description			
Travel	\$	\$	\$
Description			
Supplies/Materials	\$ 3,000	\$	\$
Description Misc craft/STEAM supplies from Discount School Supply or Amazon (glue, scissors, card stock, markers, clay, Ziplock bags, contact lens solution, baking soda, cups with lids, etc.) Laminator and laminating film			
Equipment Over \$5,000 per unit	\$	\$	\$
Description			
Services	\$	\$	\$
Description			
Indirect Costs	\$	\$	\$
Rate %: (a cap of 10% is imposed)			
TOTALS	\$ 3,000	\$ 1,990	\$ 4,990

Match: a match of 10% is required.

[illegible]

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5.2 Staff Responsibilities- *Provide a brief resume of key project staff.*

The Family Services staff will handle this project. The senior public services librarian will oversee the project. He has over 12 years experience with the library district and has worked on the Summer Reading Program each year. He also regularly leads early literacy storytimes and STEAM programs.

The Associate Librarian had over 20 years experience in libraries, with 10 of them at the NLV Library District. She has worked on the Summer Reading Program before and regularly leads early literacy storytimes and STEAM programs. She excels at planning and organizing programs and activities.

Two Library Assistants will assist with this project. One has only been in the position of about a year. She assisted with the Summer Reading program last year and created the majority of our promotional materials. She recently completed a course in Early Literacy with Saroj Ghoting. The other Library Assistant has over 4 years working in the library and completed her Masters degree in library science in August of 2020. She also recently completed the Early Literacy class with Saroj Ghoting. Both Library Assistants provide virtual early literacy programs.

Section 6, Certifications

6.1, Agreement

By checking the boxes, I agree that if my LSTA Grant Project is funded, I will:

- ☒ Submit a Risk Assessment and all Required LSTA Signature forms (one set per library per grant year). Forms are available here: <https://nsla.libguides.com/2019LSTA/RequiredForms>
- ☒ Expend 100% of LSTA funds in the allowable costs categories as noted in the budget section and submit receipts/backup documentation for reimbursement
- ☒ Conduct participant surveys as required by IMLS - see <https://nsla.libguides.com/2019LSTA/Surveys>
- ☒ Provide local matching funds of at least 10%
- ☒ Submit final reimbursement requests by September 15, 2021.
- ☒ Submit a final report by November 1, 2021.
- ☒ Acknowledge the source of project funding in all publicity - see instructions
- ☒ Retain all grant related documents, including copies of reimbursement requests and payments received, per federal retention schedules (through Dec. 31, 2026 for Federal Fiscal Year 2019 grants)

6.2, Application Certification

Project Title: North Las Vegas Grab & Go Kits

Applicant Name & Library Jurisdiction: Shelly Alexander, North Las Vegas Library District

WE, THE UNDERSIGNED, CERTIFY the project application named above will be the basis for the operation and administration of the project for which LSTA funds are requested. We will provide expenditure and other reports and will comply with such fiscal provisions as the Nevada State Library, Archives and Public Records.

Receipt of this application by NSLAPR does not guarantee that my library will be awarded funding.

E-SIGNED by Tameka Henry
on 02/11/2021 16:14:25 GMT

02/11/2021 16:14:25 GMT

Signature of President, Board of Trustees

Date Signed

E-SIGNED by Forrest Lewis
on 02/11/2021 17:08:40 GMT

02/11/2021 17:08:40 GMT

Signature of Library Director

Date Signed

Signature of Project Director

Date Signed



2.11.21

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6.3, Eligibility for LSTA Certification

To be eligible to apply for LSTA funds, each applicant library and participant library must certify to NSLAPR that it meets all of the following eligibility criteria:

- Is supported by public revenues (51% or more) or is a non-profit institution or agency;
- Makes the collection accessible to its primary clientele organized according to a nationally accepted classification system;
- Participates in resource sharing through the Information Nevada program;
- Serves its primary clientele free of charge;
- Has a fixed location with regular, published hours of operation;
- Has one or more paid library staff;
- Has an annual budget with funds reserved for library materials and services;
- Has a current, written long range or strategic plan that is available for review.

Applicants should refer to the LSTA Eligibility Criteria certification form of the proposal. These criteria were approved by the Nevada State Council on Libraries and Literacy in May 2008.

The applicant or participating library must also meet the following requirements:

- **Public Libraries:** Must meet the Minimum Standards for Public Libraries
- **School Libraries:** The school district employs at least one certified library/media specialist;
- **Academic Libraries:** Be accredited by the Northwest Commission on Colleges and Universities
- **Library Consortia:**
 - Be a Nevada local, regional, or statewide cooperative of library entities which provides for the systematic and effective coordination of resources of school, public, academic, and/or special libraries and information centers, for improved services for the clientele of such library entities [20 U.S.C. 9122(2)]; and
 - Have a formal organized structure that includes governance, membership, long range planning and regular funding components.
- **Non-profit library related organization:**
 - Be a non-profit entity registered with the Nevada Secretary of State; and
 - Have tax exempt status under the Internal Revenue Section 501(C)3.

Certification: I certify to the best of my knowledge and belief that the library meets LSTA eligibility.

E-SIGNED by Forrest Lewis
on 02/11/2021 17:08:56 GMT

02/11/2021 17:08:56 GMT

Signature of authorized certifying official

Date Signed

Forrest Lewis, Library Director

Name & Title

Submit application with all completed signature pages to nslaprlsta@admin.nv.gov.
Subject: Mini Grant Application