

2019 STATE GRANT PROGRAM

Network Infrastructure Program

FACT SHEET

Background

The Network Infrastructure program provides annual support for the capital and infrastructure costs of the nine automate resource sharing networks that form the foundation for essential library services throughout the Commonwealth. This grant was first offered in FY15, and replaces LSTA funding under the *Network Connections and Servers* targeted grant category.

The Network Infrastructure grant, along with Resource Sharing, Telecommunications for Resource Sharing, and Small Libraries in Networks grants, are the primary methods for providing ongoing state support to the automated resource sharing networks.

Purpose of this Grant Offering

The Network Infrastructure Program provides a highly predictable funding stream for network capital costs and platform fees. Awards will be made based on a simple formula reflecting the number of network member outlets (main libraries, branches, bookmobiles, and –new for FY19—offsite storage facilities).

Networks will be allowed to save and expend funds on larger capital projects through a rainy-day or reserve fund over a multi-year period (*e.g.*, a staggered, five-year equipment replacement cycle), rather than having to expend all funds by the end of each fiscal year. Networks will also be allowed to pay for infrastructure costs that are annual, such as Software-as-a-Service or cloud computing fees, as they represent contemporary best-practice analogs to more traditional server hardware and ILS software purchases.

At the end of each fiscal year, each network will provide a narrative and expenditure report showing how infrastructure grant funds have been expended and/or saved for anticipated future expenses.

This grant does not preclude networks from applying for LSTA funding for projects under the Innovative “Open” Grant category.

Eligible Uses of Grant Funds

Networks may use funding for:

- Telecommunications Equipment - routers, switches, access points, cabling and installation.
- Servers – hardware, installation, initial operating system and ILS application or backend database licensing.
- Network System Upgrades –hardware and software purchases and migration costs. Annual ILS/application licenses
- Cloud-based ILS hosting and maintenance fees
- Platform Fees – fees for enabling electronic content and/or tools related to discovery and improved resource sharing.
- Project-Specific Personnel and Benefits – personnel hired or contracted for, to accomplish a finite/discrete project, such as a software development project, or one-time equipment installation.

Ineligible Uses of Grant Funds

Networks may not use funding for normal core business operating costs, such as:

- Regular Personnel and Benefits
- Office Overhead (rent, insurance, phone, mail, supplies, travel)
- Audit

Expenses that do not fall clearly within either eligible or ineligible categories shall be submitted to the MBLC program manager for determination of eligibility.

Reporting

The MBLC will require annually:

- A narrative report that briefly describes the network's overall infrastructure health, upcoming needs/projects/changes, and projects that were addressed with network infrastructure grant funds during the previous fiscal year.
- A financial report providing year-end balance and a summary of how funds have been expended during the previous fiscal year.
- Inventory control records for equipment purchased with a value of \$5,000 or greater.

Eligible Applicants

The nine automated resource sharing networks are eligible to apply: CLAMS, C/W MARS, FLO, MBLN, Minuteman Library Network, MVLC, NOBLE, OCLN and SAILS.

Application Process

Application forms sent to Networks	July 6, 2018
Applications due	August 17, 2018
Meet with Networks to discuss preliminary figures	September 21, 2018
Board votes grant awards	October 2018 Board Meeting

Anticipated Funding

The amount of Network Infrastructure funds available is expected to be between \$163,944 (FY19 House Budget) and \$250,000, depending on the final FY19 budget figure for 7000-9506.

This is a formula-driven grant program. If the total amount of funds available should change, the formula will be applied to derive the recommended award amounts to each grant recipient.

To Apply

Complete the previous year's reporting and FY19 request forms for this program and submit to: amy.clayton@state.ma.us (Amy Clayton) at the MBLC offices, 98 North Washington St., Suite 401, Boston, MA 02114 by **4:00 PM on August 17, 2018**.

Questions?

Questions about this grant program should be directed to Paul Kissman, Library Information Systems Specialist, at 617-725-1860 x238 or 800-952-7403.