



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Education
& Early Development

DIVISION OF LIBRARY, ARCHIVES & MUSEUMS

P.O. Box 110571
Juneau, Alaska 99811-0571
Main: 907.465.4837
Fax: 907.465.2151

October 15, 2024

The **Public Library Assistance (PLA) second grant payout** for FY2025 for Homer Public Library will be **\$5171**. We are pleased your library is eligible to receive this supplemental operating grant so that you can provide the best possible service to your library patrons.

In order to receive your grant money, please return the attached grant agreement within thirty days of this award letter. Two different people (the librarian and the appropriate legal authority) must sign the grant agreement, since it is a legal document committing your library to certain obligations in return for receiving the public library assistance grant. Once we have your agreement, we will be able to electronically deposit your grant award (or mail a paper check in specific instances).

Librarians and officials should carefully note and follow the regulations governing the administration of this grant. To remain eligible for future grants, I have highlighted some of the most important grant requirements:

- Meet the four statutory requirements:
 - Maintain a Collection for Lending
 - Provide Interlibrary Loan
 - Provide Reference
 - Offer Children's Programming
- Submit the online Alaska Public Library Report for this fiscal year grant by **September 1, 2025, using the grant budget included in the FY2025 PLA Grant application**. Copies of the grant budget and a budget revision form, to be used if needed, are attached.
- Spend **at least 50% of the combined FY2025 award amount** on library materials and online services to total **\$3,500**.
- Be open 48 weeks and the appropriate number of hours for your population and type of library (weeks closed because of natural disasters will be waived).
- Attend **at least 6 hours of continuing education** (CE) during the current two-year cycle (7/1/2023-6/30/2025).

Please note that in addition to the above requirements, non-profit and school/public libraries have additional requirements. Non-profit organizations must have at least quarterly (4) public board meetings and **submit minutes** to the State Library. School libraries must execute and keep in force a **binding legal agreement** between the school district and the public library governing body. The governing body of the public library may be the municipal assembly, an advisory board appointed by the municipal assembly, or the board of directors of a non-profit corporation.

The State Library audits the records of selected libraries at the end of the grant year and reclaims any grant funds not properly accounted for. Also, any portion of this grant money not spent or encumbered by June 30, 2025, should be returned to the State Library. You may request a brief extension to spend unused FY2025 grant funds.

Please return your signed agreements to Kate Enge at eed.library.grants@alaska.gov. Questions should be directed to Kate at 907-465-2271 or the email above. Thank you!

Sincerely,

Kate Enge
Grants and Continuing Education Librarian
Alaska State Library

Alaska Public Library Assistance Grant Agreement FY2025

This agreement made and entered into on Tuesday, October 15, 2024, by and between the **Alaska State Library**, hereafter referred to as the Grantor; and the **Homer Public Library**, hereafter referred to as the Grantee.

Whereas, the State of Alaska has appropriated funds for public library assistance; and whereas, the application of the Grantee for a grant for public library assistance has been approved. NOW THEREFORE, for and in consideration of the mutual covenants herein contained the parties hereto agree as follows:

The Grantor will agree to:

1. Furnish funds in the amount of **\$ 5171** (dispersed after the agreement is received).
2. Provide advisory services in furtherance of the grant project.
3. Acknowledge the Grantee's eligibility for additional grants and services.

The Grantee will agree to:

Provide at least the following services free to residents of the municipality or community:

- Establish and maintain a **collection** of books and other materials for loan;
- Provide access to **interlibrary loans**;
- Provide **reference** information; and
- Provide **programming for children**.

Abide by the conditions set forth in its application, guidelines, and approved by the Grantor, including:

- Expend at least **at least 50% of the combined FY2025 award amount** on library materials and online services for each outlet totaling \$3,500.
- The number and timing of **open hours**;
- The existing and ongoing **educational requirements** for the library director.
- Have **trained paid or volunteer staff on duty** in the library during the scheduled open hours.

Maintain accurate financial records for auditing purposes.

- Return any grant funds **unexpended or unencumbered** by June 30, 2025, and all funds for which there is no proper accounting.
- Receive prior approval from the Grantor for **any line item change** that exceeds 10% of the line item, except that no prior approval is required for: Line item changes of less than \$100; or line item changes that add funds to library materials and online services.
- **Expend local funds** in FY2025 of at least **\$5171** for project purposes. Repay any portion of grant funds that have not actually been matched by local funds over the course of the grant period. Local fund match can include volunteer service as described in the Guidelines.
- Expended funds must be clearly attributable to **public library (not school) services and operations**.

Uphold specific governance requirements

- Non-profits will maintain "**Good Standing**" with the State and **submit minutes** of required quarterly public board meetings.
- School/public libraries will have **an agreement** between the school district and the public library governing body.

Submit reports, certifications, and contact information such as:

- The online **Alaska Public Library Report (APLR)** by September 1, 2025.
- The follow-up **signed certification** for the APLR
- Any changes in director or library **contact information** within 30 days.

Funding for this grant is dependent on the following source:

Library GF	PLA25-Homer-SUP	\$5171
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By accepting this award or agreement, the grantee may become subject to the audit requirements of State of Alaska Administrative code 2 AAC 45.010. As a result, the grantee may be required to provide for an audit and to permit independent auditors to have access to their records and financial statements. The grantee should consult with an independent auditor for assistance in determining audit requirements for each fiscal year.

The undersigned understands and agrees to the conditions of this agreement. Both signatures are required.

For the Library

For the Legal Entity

Signature

Signature

Title

Date

Title

Date

MAIL TO: Library Grants Coordinator Alaska State Library,
P.O. Box 110571, Juneau, AK 99801, SCAN TO eed.library.grants@alaska.gov, or FAX to 907-465-2151