

Library Vision Grant Guidelines

Security

Libraries today face growing challenges in protecting the safety of their patrons, staff, collections, and information technology environment. Innovations in technology offer practical solutions that are less dependent on infrastructure and are available at reasonable costs. This grant provides libraries funding for security equipment for use in either physical or cybersecurity environments. The North Dakota Library Coordinating Council (NDLCC) and the North Dakota State Library (NDSL) are offering the opportunity to enhance the security of libraries throughout North Dakota.

Maximum grant amount

\$15,000

Match

No match is required for this grant.

Timeline

- Application Period: January 2 – January 31, 2024
- Award Date: February 29, 2024
- Grant Period: March 1 – October 31, 2024
- Final Report Due: January 31, 2025

All grant activities must be completed before the end of the grant period. All items purchased must be received by the end of the grant period.

Disbursement of funds

- This is a reimbursement-based grant.
 - Final reimbursement request must be submitted on or before November 15, 2024.
 - Libraries may opt to submit one reimbursement request at the end of the project by submitting copies of all paid, allowable invoices that are scanned and emailed to the State Library at ndsl-ld@nd.gov along with a completed Grant Reimbursement Request form is located at [SFN 54009 Grant Reimbursement Request](#) on the State Library website for reimbursement on or before June 15, 2024
- OR-

Libraries may opt to submit monthly reimbursement requests. Forms are due by the 15th of the month and they must include all expenses for the preceding month. The State Library will reimburse funds one time per month.

- All documents (besides the Counting Opinion Application) should be sent to the nds-lid@nd.gov email.

Eligibility

- Publicly funded North Dakota academic, public, and K-12 school libraries and tribal libraries are eligible for this grant.
- Public libraries must meet the developing level of the Standards for Public Libraries.
- Grant recipients must attend or view the current recording of the NDSL Library Vision grant webinar (presented in November 2023).

Requirements

- Grants must be submitted in Counting Opinions.
- Libraries must sign and return the grant contract prior to the deadline.
- Libraries may purchase security related equipment that do not fall under capital costs or construction.
- Libraries may purchase cybersecurity software that are not subscriptions. Software purchases must be good for one or more years and must be paid in their entirety during the grant period.
- Sufficient detail in the grant narrative should outline what will be included in for purchased; however, brand names are discouraged in case substitutions are required.
- Any changes made to approved grant activities after the award date must be approved by the State Library prior to implementation. All modification requests should be submitted to the Grants Coordinator at nds-lid@nd.gov.

Reports

- All required reports are found on the [State Library's Website](#).
- Libraries must submit the [Grant Reimbursement Request Form SFN 54009](#) as they expend grant funds to be reimbursed either monthly, or they may submit the form one time after all funds have been expended at the end of the grant period.
- Libraries must submit the [Final Grant Report SFN 59256](#) before the deadline to be eligible for future Library Vision grant opportunities.

Eligible expenses

This list is not exhaustive. If you have questions about eligibility of items, please contact the Grants Coordinator.

- Locks, cameras, doorbells, alarms, distress buttons, or security mirrors
- DVRs or other security recording devices
- Devices used only for security purposes such as Raspberry Pi or Arduino
- Antivirus, malware, firewall software or hardware solutions, or other security software
- Walkie talkies, RFID tags, window coverings, security lighting, safety audits
- Network cables, Wi-Fi access points, and routers not to exceed 10% of the grant budget
- Expansions to a current system already in place

Ineligible expenses

This list is not exhaustive. If you have questions about eligibility of items, please contact the Grants Coordinator. If you include items that are identified as ineligible expenses, your grant will be disqualified.

- Any capital expenses or construction costs such as shelving or renovations
- Any expenses beyond the grant period
- Subscriptions, warranties, or maintenance contracts
- Any software not directly related to security
- Weapons of any kind
- Labor for maintenance or maintenance contracts
- Staff salaries or benefits
- Food and beverages
- Taxes

Additional Information

Consider consulting with the library's attorney about the need for a liability and indemnification waiver as it relates to misuse and maintenance of the library's materials.

Questions to consider

- What items would help protect your staff and/or patrons?
- What would help increase your awareness of your surroundings especially if you are the only staff present?
- If your library has limited hours, is there something that could help with access in a secure manner?
- Is there an enhancement you need to your current security system?
- Are there any IT requirements you should consider?
- Is there a project that may seem feasible with some planning assistance? NDSL grants coordinator and IT department are available for practical consultations.
- How will you ensure this project will be completed and paid for within the grant period?

Assistance

If you have questions or need assistance with your grant application, please contact the Grants Coordinator, James Murphy, at 701-328-3495 or email at ndsld@nd.gov.