

**GRANT ANALYSIS FORM
OPERATING & CAPITAL GRANT PROJECTS/PROGRAMS**

Department/Division: LIBRARY BOARD

Contact Person & Phone No: PATRICIA KENNEDY 286-3050

Category of Request

New Grant

Grant Continuation

Change in Previously Approved Grant

Previous Council File No.

Previous Council File No. 031280

Project/Program Title: Interlibrary Loan Services

Grantor Agency: State of Wisconsin Department of Public Instruction & Milwaukee County Federated Library System (MCFLS)

Grant Application Date: N/A

Anticipated Award Date: December 2003

Please provide the following information:

1. Description of Grant Project/Program (Include Target Locations and Populations):

The Interlibrary Services grant provides staff and equipment to receive, retrieve, and distribute requests from State residents for library materials from the Milwaukee Public Library collection. Under the provisions of this grant, Milwaukee area users may also obtain materials from other libraries in the State if these materials are unavailable in Milwaukee area library collections.

2. Relationship to City-wide Strategic Goals and Departmental Objectives:

City goals support providing information and resources that enhance city residents' ability to get jobs, additional education or training, or attend college. Materials made available to city residents under this grant are often used for these purposes.

3. Need for Grant Funds and Impact on Other Departmental Operations (Applies only to Programs):

The grant fully funds the staff and equipment required to provide the specified services.

4. Results Measurement/Progress Report (Applies only to Programs):

N/A

5. Grant Period, Timetable and Program Phase-out Plan:

The grant period runs from January 1, 2004 – December 31, 2004.

6. Provide a List of Subgrantees:

7. If Possible, Complete Grant Budget Form and Attach to Back.

CITY OF MILWAUKEE OPERATING GRANT BUDGET

PROJECT/PROGRAM TITLE: Interlibrary Services
 CONTACT PERSON: Patricia Kennedy, Ext. 3050

PROJECT/PROGRAM YEAR: 2004

NUMBER OF POSITIONS		LINE DESCRIPTION	PAY RANGE NO.	GRANTOR SHARE	IN-KIND SHARE	CASH MATCH A/C #	TOTAL
NEW	EXISTING						
		PERSONNEL COSTS					
1		Library Reference Assistant (FT)	504	\$28,917			\$28,917
1		Library Circulation Assistant I (0.5 FTE)	406	13,937			13,937
		TOTAL PERSONNEL COSTS		\$42,854			\$42,854
		FRINGE BENEFITS					
		TOTAL FRINGE BENEFITS		\$18,846*			\$18,846*
		*Rate based on experience					
		SUPPLIES AND MATERIALS					
		General Office and Operating		\$1,300			\$1,300
		TOTAL SUPPLIES AND MATERIALS		\$1,300			\$1,300
		EQUIPMENT AND FACILITY RENT					
		TOTAL EQUIPMENT AND FACILITY RENT					
		SERVICES					
		Travel and Subsistence		\$ 250			\$ 250
		WISCAT		150			150
		Telephone		1,245			1,245
		Photo Reproduction		500			500
		TOTAL SERVICES		\$2,145			\$2,145

NUMBER OF POSITIONS		LINE DESCRIPTION	PAY RANGE NO.	GRANTOR SHARE	IN-KIND SHARE	CASH MATCH A/C #	TOTAL
NEW	EXISTING						
		EQUIPMENT					
		Library Materials		\$855			\$855
		TOTAL EQUIPMENT		\$855			\$855
		INDIRECT COSTS					
		TOTAL INDIRECT COSTS					
		TOTAL COSTS		\$66,000			\$66,000