

***Policy and Procedures
For Grants from TMLF to TML
March 2019***

Policy Principles

TMLF raises funds to support the library in ***annual services*** and to enlarge the ***TMLF endowment*** for long-run stability.

Annual Services are defined as TML offerings: educational and cultural programs, continuing education for Director and Staff, additions to new collections, and material resources (e.g. toys, tools, or other expenditures) for implementing annual services and programs.

The TMLF endowment is used primarily for major expenditures such the 2015 renovation. The endowment policy, adopted in 2016, allows the TMLF board to use *4% of its prior year's balance* for the next year's budget.

TMLF believes that the Library Director and staff, due to their training, experience, professional networks and daily contact with library users, are the best position to determine the specific uses of the annual services funds.

TMLF also believes that the Library Director and staff are best capable of managing, staffing, promoting and evaluating the annual services programs and TMLF will make no recommendations on these aspects.

The grant process provides flexibility and confidence in the availability of the funding so the Library Director can make commitments to program providers in a timely fashion.

TMLF will publicly share library users' excitement about the impact of the library and librarian, helping maintain the strong public support the Library currently enjoys.

Grant Process for Annual Services Funds

Level and Timing of Annual Services Allocation (or "Block Grant"):

The TMLF Board will vote at the ***January meeting*** as to the level of the annual services funds to be awarded to the Library Director until the following January meeting, pursuant to policy principles #1 and #4.

The first allocation for that year will be available within 30 days of the full TMLF vote.

- a. The level of the annual services allocation for any year will be dependent on the donations to the annual appeal during the prior calendar year, as well as the financial performance of TMLF endowment and the completion of all mandated reports. (Section 4).

Grant Process and Timing of Allocations:

- b. No proposal on how the annual service funds will be used is required from the Library Director prior to receiving the next installments. This approach is consistent with the practice in 2018 and with policy principles #2 and #3.
- c. As the funds in the first installment are spent, the Library Director can submit a report on their use to the Treasurer and the President and request a second installment at any time. If the report on the use of the prior installment of funds addresses all the items in outlined in Section 4, the Treasurer and the President will proceed to provide the next installment as specified in the annual budget adopted by the full Board.
- d. If all four installments are spent prior to the next annual budget in January, the Director can submit a request for additional funds. However, these additional funds will require a vote from the full Board.

Ongoing programs:

- e. ~~If the Library Director decides to continue programs which have been funded in a prior year due to their success, these can be funded through the “annual services” annual allocation or through a separate vote of the full board.~~
- f. ~~When ongoing programs or services funded by TMLF require either library staff or volunteers to be at the event to run them, the availability of staff or volunteers from TMLF or others needs to be discussed at a full board meeting to ensure there is a viable written plan prior to announcing these services. This discussion and plan needs to be done annually since the membership of both TMLF and TMLC changes over time.~~
- g. ~~Public announces for programs that are staffed by TMLF need to be reviewed and approved by TMLF before going public.~~
- h. ~~If TMLF members of responsible for running the program, a written plan is needed to clearly designate who is accountable and responsible for the event and any guidelines jointly developed by TMLC and TMLF. Also, the plan needs to indicate who will be consulted and informed on key steps.~~

Reports on Spending and Programs:

Rather than asking for proposals as is usually done by grant sources, including CEEF, the TML Foundation used the following approach:

- TMLF provides a block grant to the Library Director with no proposal prior to providing the funds.
- TMLF annually determines the funds available for a “block grant” to the Library Director for use in supporting annual services.
- Once the size of the “block grant” is determined, this is provided in four equal installments *after* the Director provides a report on how the funds in the previous installment were spent.
- Each report needs to include the items in tables 1 to 3 ~~4~~ as shown on page 3 and 4.
- If all items are addressed, the Treasurer and the President will send the Director the next installment of the “block grant.”

TML Report for Annual Services Implemented in Prior Period and Supported by TML Foundation Funding

Which Installment does this report cover? (Circle one) 1 2 3 4

Date submitted? _____

Table 1. Expenditures for the Prior Installment*

<i>Date</i>	<i>Major Category</i>	<i>Notes Name of Event & Notes</i>	<i>Amount</i>	<i>Balance</i>
Jan-23	Maine Wildlife Series	Maine Wildlife Center brings 2 live falcons for program.	\$230.	\$4,770
Jan-26	AV Equip.	Video-camera and accessories for recording programs.	\$2,238.89	\$2,531.11
Feb-20	Maine Wildlife Series	Maine Wildlife Center brings a turkey vulture for program.	\$230.	\$2,3011.11

* Identical format to 2018 and examples drawn from 2018. Instructions on page 4.

Table 2: Reasons and Audience Major Categories of Expenditures*

<i>Major Categories</i>	<i>Primary Reasons Library choose to do this.</i>	<i>Total # Programs</i>	<i>No. of patrons</i>
<i>Maine Wildlife Series</i>	This series brings in live animals from rehabilitation centers. It provides an opportunity for CE residents to observe the wild animals up close, learn more about them and interact with a community of wildlife enthusiasts.	2	90
<i>A-V Equip.</i>	Used to enrich programs	1	15*

* This is a new table with hypothetical examples. Instructions on page 4.

Table 3: Expenditures for Capital Campaign and Dedicated Spending*

<i>Date</i>	<i>Notes Name of Event & Notes</i>	<i>Grant</i>	<i>Spent</i>	<i>Balance</i>
Dec.7	Display Shelves (TMLF Grant from Capital Campaign)	\$10,225	0	\$10,225
Dec 11	Display Shelves	0	\$5,115	\$5,110
Nov 2	Dorothy Stack Memorial Shelves	\$1,235	0	\$1,235
Nov 5	Dorothy Stack Memorial Shelves	0	\$1,235	0

* Data in Table if from data submitted in 2018.

Table 4: How Does One Library Program Make A Difference?

Name and contact information of a patron who is willing to share how one type of program made a difference to them and is willing to be share this with the story committee?

Name and mail address:-
Phone or email:-

Instructions:

- Each of the four grant installments is sent to the Director after receiving the report from the prior installments.
- The following tables should be submit each of the tables in both pdf format and in an editable format.

Instructions for Table 1:

- Column #1: “Date” List the date of the expenditure.
- Column #2 “Major category.” When possible, list any descriptive title such as “Summer Concerts” or “Maine Wildlife Series.”
- Column #3: “Name of Events & Notes.” List the name under which the event was promoted, for example “Concert – Glenshance Irish Folk Duo” or provide a description such as: “Zoom – a video conferencing software for long distance book clubs.”
- Column #4: “Amount.” Amount of the expenditure. Include receipts for all expenditures reported in Table 1. Put items from capital campaign funds in Table 3.
- Column #5: “Balance.” The balance of the funds for “annual services.”

Instructions on Table 2:

- Column #1: “Major Category.” List a descriptive title such as “Summer Concerts” or “Maine Wildlife Series.” Aggregate the programs by major programs rather than individual expenditures, using the data in table 1. Limit to 10 10 15.
- Column #2: “Primary Reasons the Library Choose to Do This.” Just focus on the “Major Category” rather than specific events within the Majority Category to help TMLF members answer the question: “What are examples of things you fund? Why was that funded?”
- Column #3: “Total # (Number) of Programs.” A count of the number of entry’s on this item.
- Column #4: “No. of Patrons” List the estimated number of library patrons who benefited from this. In most cases this can be the number of attendees. For fish tank, describe the estimation procedure. For example, children’s program attendance in 2017 was almost 8,000. If 80% visited the fish tanks 50% of the time, this would be 3,200 visits. For audio-visual, the estimate might be the number of times used.

Instructions on Table 3: Use this table for all capital campaign funded grants from TMLF and other revenues or grants which are in addition to the annual grant provided by TMLF for annual services.

~~**Instructions on Table 4.** For any one of the items in Table 2, provide one name and contact information of a person who has expressed to one of the librarians that they really like a program and the reason(s) for liking this or how it makes a difference to them. Preference is for the program be one that TMLF funds or partially funds, however any program is ok.~~