

MEMORANDUM

To: Grant Approval Workflow Participants
From: Ashley Leblow, Assistant City Librarian-Access Services
CC: Meredith Layton, City Librarian
Date: 5/20/2025
Re: TSLAC ILL Reimbursement Grant

Comments: Attached please find our Grant Pre-Approval form for the Texas State Library and Archives Commission Interlibrary Loan Lending Reimbursement Program, along with TSLAC's application form. TSLAC's application must be signed by the City Manager and submitted via the grant portal by June 30, 2025.

The Texas State Library and Archives Commission (TSLAC) supports a statewide interlibrary loan (ILL) program to assure Texans have access to shared library resources to meet learning and information needs.

The ILL Lending Reimbursement Program supports and encourages libraries by reimbursing libraries on a per-lend basis for direct costs associated with statewide resource sharing such as postage, mailing materials, courier fees, and staff time.

Awarded libraries will receive a reimbursement based on the number of lends they provide to other Texas libraries. The amount reimbursed varies from year to year and is based on the number of participating libraries and available funding. No matching funds from the City are required.

Awards are tied to lending activity between August 1, 2024, to July 31, 2025, or the average number of annual lends made by the library from FY 2021, FY 2022, and FY 2023, whichever is larger. The payments will be dispersed by August 31, 2025.

*A separate grant application signature form is attached that requires the City Manager's signature.