## Eligible Uses

Community Library Enhancement Funds (CLEF) may be used in the following three areas:

- **Collection Development** *(such as children's materials, video materials, online resources, materials in another language, special new collections, enhanced current collections)*
- **Technology That Directly Affects The Public** *(such as public access computing, library catalogs, online resources, technology training, wifi)*
- **Programming** *(such as community outreach programs, classes, story time, any program hosted by the library held on- or off-site)*
  - With the change from outreach to programming, two previously ineligible expenditures are now eligible under certain conditions; furniture and temporary staff salaries.  Furniture purchased with CLEF funds *must* directly support and be necessary to carrying out the program you are funding.  For temporary staff salaries, the staff member may only be paid for hours spent on the program and must track their hours indicating such.  The staff member should either be a temporary employee hired specifically for this program, or should be separate hours worked outside of the employee's regular schedule.  CLEF cannot and should not be used to support long term salaries of any staff member.

In addition to new spending categories, the State Library requires more specific reporting on the outcome of the above spending. Measurable results affirm the value of this fund to the legislature and taxpayers and thus support continuing this program. Please use these dollars for services and items that benefit as many people as possible.

## Ineligible Uses

Community Library Enhancement Funds may **NOT** be used for the following areas:

- Salaries
- Food
- Incentives (*This includes promotional items and giveaways intended to increase attendance/engagement in a program*)
- Prizes (*This includes summer reading prizes*)
- Gifts
- Giveaways (*Some giveaways are allowed if underlined directly related to a program and necessary for the program's success.  You **must** call the State Library prior to spending CLEF funds on giveaways to be sure they are eligible.*)
- Debt
- Interest
- Losses/overspending from previous grants
- Capital improvements
- Technology that is solely for staff use (*Any item purchased not for explicit public use is not eligible for CLEF spending.  Technology that helps staff serve patrons better is not defined as public use.*)