Full Grant Proposal
Library Services and Technology Act FFY 2009

This form is available for download on our web site via: http://www.oregon.gov/OSL/LD/grantmainalt.shtml. Use 12 point Times New Roman, with one inch margins. The deadline for receipt of the Project Proposal is **5:00 pm on Friday August 15, 2008.**

Part I: General Information

1. Project title: Test and Implement an Open Source Integrated Library System
2. Applicant: Eastern Oregon University on behalf of Sage Library System of Eastern Oregon
3. Address: 1 University Blvd., Eastern Oregon University, La Grande, OR 97850-2807
4. Contact person: Karen Clay ___ Phone: _(541) 962-3792 _____
   Email: _____ kclay@eou.edu _____

5. U.S. Congressional District: __Oregon Congressional District #2___

6. List geographic target area to be served by the project:

Libraries in the following 11 counties in Eastern Oregon are members of Sage:
Gillam, Morrow, Umatilla, Union, Wallowa, Wheeler, Grant, Baker, Lake, Harney, and Malheur.

7. Estimated number of persons benefiting from the project: _____

According to data from Portland State University's Population Research Center, the 2006 combined population of the above counties is 191,050.

8. Description of persons benefiting from the project:

Because open source software is free, costs of maintaining the Sage ILS (after initial set-up cost) are expected to drop significantly. The open source model also promises more flexibility for libraries and better control over key software used to run management functions.

These benefits will be felt most by libraries within the Sage System. The reduction in software costs could result in lower annual fees for Sage membership as well as greater service provision for members. For other libraries in eastern Oregon, lower costs will allow them (if desired) to more easily join Sage and take advantage of membership benefits. This will be particularly beneficial for small libraries with very low budgets.

Benefits may also accrue to the entire Oregon State Library system. The State Library is interested in creating a statewide library system with universal borrower's card. Because of its affordability, an open source ILS could be an excellent basis for a statewide system. Because Sage is a large, diverse, multi-type library system, it makes a suitable test bed for a larger,

potentially state-wide, ILS. If Sage can demonstrate the benefits of implementing an open source ILS, it will shatter some of the perceived barriers to a statewide system.

9. Participating libraries and other partners (if any). Note that all participating organizations must also sign section IV.

Members of the Sage Open Source ILS Committee:

Karen Clay, Director, Pierce Library, Eastern Oregon University
Heidi Florenzen, Title, Hermiston Public Library
Beth Longwell, Sage Systems Administrator
Ken Reading, Coordinator of the Umatilla County Special Library District
Perry Stokes, Director, Baker County Public Library
Shannon Van Kirk, Director, Blue Mountain Community College Library

Libraries to be involved in testing the Open Source ILS:

Baker County Public Library (Perry Stokes)
Baker High School Library (Joy LeaMaster)
Blue Mountain Community College Library (Shannon Van Kirk)
Gillam County Library (Kathy Street)
Hermiston Public Library (Marie Baldo)
Lake County Library District (Amy Hutchinson)
Malheur County Library (Darlyne Johnson)
Oregon Trail Library District, Boardman and Heppner (Marsha Richmond)
Pierce Library at Eastern Oregon University (Karen Clay)
Treasure Valley Community College Library (Jean Ruud)

10. Project abstract (one paragraph):

Our project is to test and implement an Open Source Integrated Library System for Sage. The Integrated Library System (ILS) is the software that is used to run all aspects of the shared Sage Library catalog, including the public interface, circulation system, acquisitions and cataloging system. Libraries use ILSs to order and acquire, receive and invoice, catalog, circulate, track and shelve materials. Traditional ILS software is expensive, and includes an annual maintenance cost, which for Sage makes up the largest proportion of the annual budget. In contrast, Open Source ILS software is free - most of the associated costs are personnel costs for the software set up and maintenance. Significant savings from switching to an Open Source ILS have been exhibited by other library systems, most notably the State of Georgia. The complete project will involve selecting an Open Source System, purchasing appropriate hardware on which to run the system, using a contractor to install a test system for a subset of Sage Libraries, assessing and evaluating this trial system, developing a long range business plan to ensure sustainability of the system, and finally, implementing the selected system throughout all Sage Libraries.

11. List the text of the single most relevant goal and high-level outcome from the *Five-Year State Plan 2008-2012* that will be addressed by the grant project.

Most relevant Goal:

GOAL # 5 – *Using Technology to Expand Access and to Increase Efficiency*
Oregon libraries have and use cost-effective technologies to expand and enhance the access that all Oregonians have to information resources.

High Level Outcome:

- Libraries increase their efficiency and cost-effectiveness through the use of new technologies

12. Briefly describe how the LSTA project will continue after the grant ends, especially noting local support:

Once the switch is made, the funds that previously supported Innovative ILS will be available to support the Open Source ILS. Similarly, the Sage Library System Manager (Beth Longwell), who currently supports the Innovative ILS, is willing and qualified to support the Open Source ILS. Based on the experiences of other users of Open Source Systems, the continuing costs for an Open Source system are expected to be lower than the costs associated with maintenance of the current ILS.

The test period will provide an opportunity for Beth Longwell to enhance her knowledge of the Open Source ILS and to get an idea of what types of support issues come up. Likewise, as part of the project, the Sage Open Source ILS committee will be assessing the costs associated with maintaining the Open Source ILS and developing a long range business plan to ensure sustainability as well as ease of expansion to libraries outside of Sage.

13. List letters of support for the project (name, affiliation) that are attached to this application. Do not include letters from project partners listed in #9.

Outside of Sage:

Karyle Butcher, University Librarian, Oregon State University
Deborah Carver, Dean of Libraries, University of Oregon
John Helmer, Executive Director, Orbis Cascade Alliance
Teresa Landers, Library Director, Corvallis Benton County Public Library

Sage Members:

Jo Cowling, Director, La Grande Public Library
Kat Davis, Director, Pendleton Public Library
Kellie Lamoreaux, Director, Umatilla Public Library
Denise Rautenstrauch, Director, Enterprise Public Library

PLEASE FILL IN THE FOLLOWING INFORMATION ABOUT THE ANTICIPATED LENGTH OF YOUR GRANT PROJECT:
(Check applicable boxes)

THIS IS THE	☒ 1st YEAR	OF A	☐ ONE YEAR GRANT PROJECT
	☐ 2nd YEAR		☒ TWO YEAR
	☐ 3rd YEAR		☐ THREE YEAR

For projects that are multi-year be sure to include an estimate of the funds anticipated to be needed for the future years in the budget discussion.

OF THE APPLICATIONS SUBMITTED BY THIS AGENCY, THIS ONE HAS A PRIORITY OF : _____.

Part II: Project Budget

Proposed project budget (use this format only – do not alter):
(Double click on the table to enter data. Before closing the table, be sure to scroll to the top of it)

Item	Local Cash	Local In-kind	LSTA	Total
Personnel		$20,000	$12,000	$32,000
Benefits		$10,000	$6,000	$16,000
Travel		$2,650	$3,250	$5,900
Equipment	$7,500			$7,500
Supplies				$0
Contractual			$54,000	$54,000
Library Materials				$0
Total Direct Charges	**$7,500**	**$32,650**	**$75,250**	**$115,400**
Indirect Charges	$0	$0	$4,515	$0
Total Budget	**$7,500**	**$32,650**	**$79,765**	**$115,400**

Proposed second year LSTA amount: $65,000 Proposed third year LSTA amount:_____

Part III: Project Narrative (Attach additional pages. See the criteria for grant proposal evaluation in the Grant Guidelines as well as the Grant Application Instructions for more information on this section.)

A. Background of Applicant (describe the agency's ability to undertake this project)

The Sage Library System is a consortium of 76 publicly and privately funded institutions, including 34 school libraries, 38 public libraries, 3 academic libraries, and 1 special library spread throughout 11 counties in Eastern Oregon. Through a combined library catalog, patrons of the Sage Library System enjoy shared access to materials from other member libraries, and can place requests for materials either online directly or by asking library staff. Sage uses a variety of courier systems to transport items between libraries.

The Sage Library System makes a highly appropriate test bed for an open source Library System because of its large size and complexity. Any system implemented for Sage needs to be capable of integrating the diverse needs and policies of public libraries, school libraries, and college libraries. In existence since 1993, the Sage Library System is now a mature organization; its members have successfully worked together for many years and resolved issues arising from differences in approach or mission of the varied institutions. Sage has administered large grants in the past – in fact the current ILS was implemented in 2001, using funding from a grant of over $1 million, from donors including the Collins Foundation, the Ford Family Foundation, and

Meyer Memorial Trust. Sage has also received and responsibly administered funds from LSTA in the past, including an ongoing Sage Courier Grant, which encourages resource sharing by subsidizing the very active Sage courier.

To help accomplish the nuts and bolts of the project, The Sage Library system employs a highly qualified system administrator with a degree in Computer Science, who has been working in Libraries since 1995, and keeps up to date through regular involvement in professional development activities. The Sage Open Source ILS committee, who will be actively directing the ILS implementation process, is composed of several active members of the Sage Council as well as library systems staff from interested Sage libraries. All the Sage Council members are library directors with years of experience managing libraries, and the Sage Council Chair, who will be the principal investigator for the project, has degrees in engineering and librarianship, and has been working in libraries for over 15 years.

B. Detailed statement of problem

Within Sage, the maintenance charge for the Integrated Library System makes up the largest part of the annual budget. This high cost of this maintenance is causing problems for Sage. The high ILS cost pushes up the cost of Sage membership, which has further detrimental effects. Libraries with low budgets are finding it difficult to pay for continued membership in Sage, despite a strong appreciation of the benefits that membership brings. Some of these libraries are withdrawing from Sage while other libraries outside of the Sage system that might consider membership in Sage are prevented from joining by the high cost of the ILS software. Stagnant or decreasing membership puts an ever increasing financial burden on the remaining Sage members.

Retaining a healthy membership is crucial for continued smooth functioning of the consortium. The more members Sage has to share the cost of maintaining the Integrated Library System, the lower each library's individual membership cost will be, and the richer the shared library collection will be. Sage has recently become aware of a problematic trend in membership – namely that small or poorly funded libraries are withdrawing. Specifically, in the past five years, 14 libraries have withdrawn from Sage; 12 of them are small school libraries. In almost all cases, the issue was affordability - the libraries recognized the benefits of Sage membership, but school administrators could not afford the annual membership costs. For these libraries in particular and for Sage in general, any initiative that can lower Sage membership costs will help to address the problem.

A related problem is that many integrated library systems (including the system currently used by Sage) have established themselves as essential, mature library software products and as a result they are slow to change and slow to incorporate new features. Technology continues to move forward, particularly in the area of Web 2.0 functionality such as user generated tags, user created reviews, or book suggestions based on relevance rankings or previous behavior. Libraries are excited about adding these types of features, as they provide a way of engaging and connecting with library users. Yet the Sage ILS does not incorporate these emerging technologies or have any plans to add them in the immediate future.

Finally, because of the lack of affordable systems, the goal expressed in Vision 2010 for a statewide catalog is not yet realized. Sage System libraries as well as other libraries throughout

Oregon are unable either to implement an integrated library system, or if they already have an ILS they are unable to try out a newer, more innovative system.

C. Goal, quantified objectives, and activities to address problem (include timeline)

Implementing Open Source ILS software can address all of the above problems. Open Source software is flexible and can develop rapidly because there are no proprietary limitations on the code. Change and new growth happen quickly because the source code is freely available and the entire user community is welcome to make the changes or additions that they want or need. As well as encouraging rapid development, Open Source ILS software will not be subject to inflationary pressures, and experience in other library systems has shown that costs associated with maintaining the ILS will drop when using an Open Source system.

Our quantified objectives are first to spend 6 months thoroughly testing an Open Source ILS within Sage. Ten testing libraries will monitor and gauge the functionality of the system, including the user interface, the circulation system, the cataloging module, resource sharing capabilities, report generation abilities, the ability to communicate with other systems, etc. In addition, the Sage Open Source ILS Committee will assess the costs associated with maintaining the Open Source ILS, both near term and long term. The ten testing libraries have been selected to ensure testing from a broadly representative group of Sage Libraries, including small and large public libraries, branch and main libraries, community college libraries, a school library, and a university library.

Our further objective is to gain enough knowledge from the test to allow the Sage Council to make an informed decision on whether to pursue full implementation of the Open Source ILS in year two of the grant, and to start the conversation on how best to fund ongoing ILS-related costs over the long term. Year two of the grant will then focus on a full implementation of the Open Source ILS for the entire Sage Library System.

The project can be roughly divided into four sections, summarized below. For a detailed timeline, please see the attached project timeline and the sample ILS installation schedule developed by Equinox, a potential contractor.

1) The Sage Open Source ILS committee evaluates Open Source ILS systems and selects the most suitable system, based upon their assessment of the Sage Library System needs as well as the need for possible expansion beyond Sage. (2.5 months)

2) The contractor implements a test version of the Open Source ILS. During this time : the Project Technical Coordinator will be establishing communications with the Sage testing libraries, becoming familiar with the chosen Open Source ILS system and with Sage libraries' ILS requirements, assisting the Sage systems administrator in site preparation at the testing libraries, and developing test schedules and parameters. (2 months)

3) Testing and evaluation of the test Open Source ILS proceeds, first with technical support from the contractor, and later with technical support provided by the Sage Systems Administrator and the Project Technical Coordinator. During this time the Project Technical Coordinator and the Sage Systems Administrator are expected to make 2 visits to each test site, in order to ensure that

the system is functioning as it should, to fix any problems that cannot be fixed from a distance, and to obtain detailed feedback. (6 months)

4) The Sage Open Source ILS committee assesses ongoing costs associated with the Open Source ILS, develops a long term business plan for supporting the ILS, and gears up for full implementation of the ILS in year 2. (3 months)

D. Budget narrative

The Local In-kind personnel contributions total $20,000, calculated as follows:

Time contributions from the Sage Open Source ILS committee.

- The Open Source ILS committee includes 5 librarians (individuals listed in question nine) and will meet monthly, by phone or by polycom, throughout the grant. Some of the decisions made by the committee (in particular choosing an Open Source ILS, and developing long-range plans for support of the ILS) will require several hours of research or preparation. Our expectation is that on average each of the Open Source ILS committee members will be devoting 5 hours per month to the project, for a total of 300 hours. Using a salary of $30 per hour (listed in the OSL statistics as the average salary for public library directors) the in-kind personnel contributions come to $9,000.

Time contributions from the Sage systems administrator

- The Sage systems administrator will be putting in time as part of the Sage Open Source ILS committee, as well as additional time working with the contractor to set up and implement the test, working with the project technical coordinator to help provide technical support during the test, and investigating how the test is going and getting feedback on the testing process as part of her regularly scheduled visits to Sage libraries involved in the test. Our expectation is that on average the Sage systems administrator will be devoting 10% of her time to the project, for a total of $4,500 in matching funds.

Time contributions from staff at testing libraries

- Library staff at the 10 testing libraries will be putting in time to become trained on the system, and to test the system during the six month testing period, and to report their results. The number of staff involved and the degree to which the system is tested may vary depending on the size of the library. Our expectation is that library staff at each of the ten testing libraries will spend at least 2 hours per week for six months (25 weeks) of testing, for a total of $6,500 in matching funds (salary level used of $13 per hour).

The Local In-kind Benefits are assumed to be equivalent to 50% of the personnel contributions, which comes to $10,000.

The Local In-kind travel contributions ($2,650) cover the costs of two visits from the Sage Systems Administrator to each of the testing libraries. To minimize costs, some libraries are combined into a single trip. Mileage costs are reimbursed at the Oregon University System rate of $0.505 per mile; per diem costs are reimbursed at the OUS rate of $45 per day, and overnight

costs are reimbursed at the OUS rate $107 per night. The table below shows the breakdown of the travel costs.

Sites Visited	Mileage	Hotel	Per Diem	Cost
Treasure Valley CC and Malheur County (Ontario)	230 miles	1 overnight stay	2 days per diem	$315
Lake County (Lakeview), Gillam County (Condon)	816 miles	2 overnight stays	3 days per diem	$665
Oregon Trail Library District (Boardman), Hermiston Public, BMCC (Pendleton)	201 miles	1 overnight stay	2 days per diem	$300
Baker County Public and Baker High School (Baker City)	90 miles	No overnight	No per diem	$45

LSTA funded travel costs ($3,250) are to pay the Project Technical Coordinator to travel to each of the testing libraries twice. To arrive at this amount we used the travel costs calculated above for the Sage Administrative Assistant as a base, and added 25% in order to compensate for the fact that the Project Technical Coordinator will most likely not live in La Grande, and will therefore be making the required trips from a different base.

Personnel funds requested from LSTA ($12,000) will be used to pay the salary for an 8 month, 0.5 FTE, project technical coordinator. The proposed job description for the project technical coordinator is attached. The position is classified in the Oregon University System at the level of Information Technology Consultant (OUS salary range 28-I), competency level 2, with a starting monthly salary range of $2,700 to $4,000. We would offer $3,000 (a low to medium salary within this range), which comes to a total of $12,000 for 8 months at 0.5 FTE.

Benefits requested from LSTA ($6,000) are assumed to be equivalent to 50% of the personnel funds.

Contractual costs ($54,000) are estimated based on a quote from Equinox - a company that provides migration, management and support for Open Source ILS software. A breakdown of the contractual costs includes $15,000 for Open Source software installation and configuration; $30,000 for data loading, and $9,000 for training. Training consists of 3 one-day on-site training sessions plus associated travel costs plus a remote training session via Webex. Note that the contractor's training costs have increased from the draft proposal submitted in April – this is due largely to increases in the cost of travel, which have been going up as the price of gas continues to rise.

Equipment costs ($7,500) are the hardware costs for the hardware configuration recommended by Equinox as an appropriate test server. This hardware consists of Dual 4 core Xeon processors, 16 GB RAM, and 4 SAS drives with 200GB (RAID 10). We are hoping that the necessary hardware for the ILS will be purchased using a grant from the Wildhorse Foundation. The grant application was submitted July 1st 2008 and the decision will be made by November 1st 2008. We will be submitting one or more additional grant applications to cover these equipment costs to a group such as PacificCorp Foundation, the Swindells Charitable Trust, or the Washington Group Foundation. In the event that funding is not obtained from any of these sources the Sage

Council will decide on another alternative to allow the grant to proceed. Possibilities include paying for the hardware using Sage reserves, or running the test on existing (but sub-optimal) hardware at EOU, or circumventing the need for hardware by having the contractor host the software for the test period.

The second year budget ($65,000) will primarily go toward contractual costs for the full implementation. The contractual cost will be higher than the cost for the test implementation, because we will be working with all the Sage Libraries, instead of just 10, and patron records will need to be migrated as well as item records.

E. Evaluation method

Within Sage, the project technical coordinator will be expected to develop a testing schedule and to communicate regularly with the ten test sites to ensure that the project is progressing on schedule as expected. In addition, there are many Sage libraries that could not take the time to participate in the test but are nevertheless deeply interested pursuing an Open Source ILS, as well as naturally concerned that any new ILS be functionally equivalent to the current ILS. The project technical coordinator and the Sage Open Source ILS committee will send out e-mail updates on the project to all Sage libraries to ensure that they remain informed and aware.

The Sage Open Source ILS committee will also ensure that Sage Council members remain informed on the progress of the project, particularly in the months prior to July, when a Sage Council vote will be taken on whether or not to proceed with year 2 full implementation. Sage council business is done at bi-monthly meetings via polycom and phone, and through a wiki, and the ILS committee will update Council at meetings as well as reporting on the project progress on the Sage Council wiki.

A number of libraries outside of Sage have expressed a keen interest in the Sage Open Source ILS project. It is important to keep these libraries informed, to help encourage the current groundswell of enthusiasm for Open Source and ideally to promote further engagement of libraries throughout Oregon (and beyond!). In fact, two indicators of great success would be if the project influenced libraries outside of Sage to join together either to implement their own Open Source ILS or to join with an existing Open Source ILS; or if the project influenced outside entities such as Orbis-Cascade to make it a priority to contribute their expertise to the further expansion of the Open Source product.

We will commit to keeping any interested libraries aware of our progress and our decisions. There is a well organized open source ILS community with a strong online presence, including a blog at OpenILS.org. The Sage Open Source Committee will interact with this community as the project progresses, will post updates to the OpenILS blog, and will encourage the contractor implementing the system to generate and distribute a press release on the project.

Part IV: Certification of Application

1. Documentation of project participation (signatures below for each participating library and other partner listed under Part I, number 9 above):

I HAVE READ THE PROPOSAL PRESENTED ON THE PRECEDING PAGES. I AM AWARE OF THE OBLIGATIONS THAT PARTICIPATION IN THE PROPOSED PROJECT WOULD ENTAIL. BY MY SIGNATURE I CERTIFY MY LIBRARY'S COMMITMENT TO PARTICIPATE IN THE PROPOSED PROJECT AS DESCRIBED IN THE PRECEDING PAGES.

Name	*Library/Agency*	*Date*
Karen Clay	Pierce Library, Eastern Oregon University	
Beth Longwell	Pierce Library, Eastern Oregon University	

2. Certification of the fiscal agent

   Fiscal Agent (if different from applicant):

   Name and address: _____

   Contact person: _____ Phone: _____

   Email: _____

   a. I affirm that the jurisdiction or agency (henceforth, AGENCY) is the designated fiscal agent for the project described in this application and is empowered to receive and expend funds for the conduct of the proposed grant project.

   b. I affirm that the information contained in this application is true and correct and that the AGENCY for which I am an official has authorized me to submit this application for LSTA grant funds.

   c. I affirm that if this application were to result in the AGENCY being awarded grant funds to carry out the project described in this application, that the AGENCY would comply with all of the requirements for the administration of LSTA grants described in Appendix D of the General Information and Grant Application Guidelines, Library Services and Technology Act.

   _____
   Name of official authorized to enter into contractual agreements for the AGENCY

   _____
   Title

   _____
   Signature Date

3. Certification for Children's Internet Protection Act
   Public and public school library applicants, and consortia with public or school members must indicate one of the options below.

a.	The applicant public or public school library has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.
b.	*(for consortia only)* Prior to using any LSTA funds to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library or a public school library, the applicant consortium or group will collect and retain a duly completed Internet Safety Certification from every constituent public library or public school library in accordance with requirements of Section 9134(f) of the Library Services and Technology Act.
c. **X**	The requirements of Section 9134(f) of the Library Services and Technology Act do not apply to the applicant library because no funds made available under the LSTA program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library or public school library that does not receive discounted E-Rate services under the Communications Act of 1934, as amended.

_____
Name of official authorized to enter into contractual agreements for the AGENCY

_____
Title

_____
Signature Date

This form must be received at the State Library no later than 5:00 p.m. on Friday, August 15, 2008.

Faxed copies will not be accepted. There are no exceptions. If requesting indirect costs, attach appropriate sections of a federally approved indirect cost plan.

Mail or deliver **one copy** of your application to:

Library Development Services
Oregon State Library
250 Winter St., NE
Salem, OR 97301-3950

As a courtesy, the State Library asks that you email an electronic copy of your proposal, without letters of recommendation and appendixes, to *ann.reed@state.or.us*. This does not substitute for the signed, mailed copy.