

**Brief Grant Proposal for Continuing Projects
Library Services and Technology Act FFY2015**

This form is available for download in Microsoft Word on our web site via:
<http://www.oregon.gov/osl/LD/Pages/LSTAComp.aspx>. Use this form only if applying for continuing grant funding. Proposals not meeting the following conditions will be returned. The form must not exceed this cover page and two **single-sided** pages of proposal content. Use 12 point Times New Roman with one inch margins. Do not change the words on this form. The deadline for receipt of this proposal is **5:00 pm on Friday, April 11, 2014**.

General Information

Project Title: Linn County Cooperative Libraries

Applicant: Linn Library Consortium

Mailing Address: : 6500 Pacific Blvd SW, Albany OR 97321

Contact Person: Bryan Miyagishima Phone: 541-917-4646

Email: miyagib@linnbenton.edu

Fiscal Agent (if different than Applicant): Linn-Benton Community College

Authorized by: Betty Nielsen Title: Director, Accounting and Budgets

Signature:  Date: 4/10/14

Project URL (if any):

PLEASE INDICATE THE ANTICIPATED LENGTH OF YOUR GRANT PROJECT:
(Check applicable boxes)

THIS IS THE 2nd YEAR OF A TWO YEAR GRANT PROJECT
 3rd YEAR OF A THREE YEAR

For projects that are anticipated to continue another year, be sure to include an estimate of the future funds anticipated to be needed in the Section 4 budget discussion and Section 5 grid.

THIS IS PRIORITY 1 OF THIS AGENCY'S PROPOSALS.

A Word or PDF of your proposal, and one original of this form with signature must be received at the State Library no later than **5:00 pm on Friday, April 11, 2014**. **Faxed copies will not be accepted.**

Library Development Services
Oregon State Library
250 Winter St. NE
Salem, OR 97301-3950
ferol.weyand@state.or.us

Project Proposal (insert your text after each section)

Section 1. Briefly describe the project. Indicate the overall goal and quantified objectives, and outcome(s) of the multi-year project.

This project will use a shared ILS, and web development services, and a courier to expand services and resources to library patrons within Linn County, Oregon, with an emphasis on smaller libraries.

Objectives for meeting this goal:

- Expand access to the Evergreen open source shared ILS currently used by Albany, Lebanon, and LBCC Libraries to at least 2 other public libraries within Linn County within the first year of the grant
- Allow patrons of all participating libraries to request materials from other member libraries and receive them at their home library via courier by the end of year two.
- Establish a website with all Linn County Library contacts, contact/policy information, links to shared statewide resources within the first year of the grant, and the Linn Libraries consortial catalog.

Section 2. Describe the progress accomplished in the current grant year to date and justify the need for continued funding.

Contact has been made with all public libraries within Linn County (with the exception of Lyons Public which is already a member of CCRLS) to assess interest in a new ILS and services provided by grant funds. The libraries of Sweet Home, Scio, and Harrisburg agreed to migrate their current holdings to a new ILS and to join the Oregon Passport program, thereby helping to facilitate future resource sharing among Linn County libraries. Equinox Library Services was contracted for migration, which is expected to be complete for all three libraries by June 2014.

A website with Linn County Library contacts, policies, links to shared statewide resources, and the shared OPAC, is expected to go live concurrently with the completion of the migration.

While the objective of resource sharing will be partially met by the use of a shared catalog and use of the Oregon Passport program, the project aims to fully realize this objective by providing a courier service for delivery of library materials to all member libraries. Funds must be procured to purchase delivery supplies (courier bags, bins), to contract for initial delivery services, and to help plan for a sustainable courier service for the long term with the expectations of no significant increase in public library funding (given that Linn County does not have an established countywide system).

Section 3. Indicate the project goal for the next year. List the quantified objectives that will accomplish the goal. Describe briefly the activities that will be undertaken to meet each objective. Briefly indicate how you will evaluate the outcome(s) of this project. See instructions.

Goal: The Linn Libraries Consortium will establish a resource sharing and delivery system using courier delivery among Linn County Libraries.

Objectives:

1. All participating libraries will agree upon resource sharing policies by March 2015.
2. The consortium will contract for twice a week delivery to begin by June 2015.
3. Participating libraries will create print and online promotional materials by May 2015.
4. All patrons using the service will be asked to provide feedback in regards to their satisfaction and likelihood of using the service again.

Activities: To accomplish this goal, the libraries will undertake the following activities:

- Meet to decide upon circulation policies for resource sharing, workflow, and assessment
- Contract with Equinox Library Services for resource sharing software management
- Purchase necessary items for material delivery, including bookbags and books
- Promote the new resource sharing capability of the system within the individual participating libraries and on the consortial website
- Provide staff and patron training

Assessment: Participating libraries will draw upon usage statistics, satisfaction surveys, and indicators of time spent in paging/receiving materials to evaluate and revise workflow, assess the popularity of the service, costs per item, and long-term sustainability of resource-sharing.

Section 4. Provide specifics about this proposed year’s project’s budget. Identify any additional resources obtained for the project.

Equinox Library Services will be contracted to provide software services for resource-sharing and catalog cleanup at a projected cost of \$10,000. The courier used by Linn-Benton Community College to provide daily delivery between its campuses in Linn County will be contracted to do extra stops twice weekly on its route at a projected cost of \$10,000. Courier bags and bins make up the bulk of the cost of supplies, with a small amount set aside for printing supplies and promotional materials. Travel funds will be used for librarians to go to planning meetings. Personnel costs will be used to pay for substitute staff to keep libraries open when regular staff are attending meetings or trainings. Other personnel costs spent in meeting, planning, training, paging and accepting shared materials will be borne by the participating libraries.

Section 5. Proposed project budget summary (Use this format – do not alter it):
(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	\$2,000	\$22,000
Benefits		\$6,000		\$6,000
Travel			\$1,000	\$1,000
Equipment				\$0
Supplies			\$5,000	\$5,000
Contractual			\$20,000	\$20,000
Library Materials				\$0
Total Direct Charges	\$0	\$26,000	\$28,000	\$54,000
<i>Indirect Charges</i>	\$0	\$0	\$0	\$0
Total Budget	\$0	\$26,000	\$28,000	\$54,000

Proposed third year LSTA amount:

