

**Full Grant Proposal
Library Services and Technology Act FFY 2015**

This form is available for download in Microsoft Word on our web site via:
<http://www.oregon.gov/osl/LD/Pages/LSTAcamp.aspx>. Proposals not meeting the following conditions will be returned. Use 12 point Times New Roman with one inch margins. Hard copy must be **single-sided**. Do not change the words on this form. The deadline for receipt of the full proposal is **5:00 pm on Friday August 15, 2014**.

Part I: General Information

1. Project title: Linn County Cooperative Libraries
2. Applicant: Linn Library Consortium
3. Mailing Address: 6500 Pacific Blvd SW, Albany OR 97321
4. Contact person: Bryan Miyagishima Phone: 541-917-4646
Email: miyagib@linnbenton.edu
5. Fiscal agent (if different than applicant): Linn-Benton Community College
6. Project URL (if any): <http://linnlibraries.org>
7. U.S. Congressional District: 4
8. DUNS number: 050965961
9. List geographic target area to be served by the project: Linn County
10. Estimated number of persons benefiting from the project: 118,000
11. Description of persons benefiting from the project: all residents of Linn County
12. List partnering organizations. All partnering organizations must also sign section IV.1. See instructions for guidance on partners versus participants.
13. Project abstract (one paragraph):

In the Spring of 2014, the Linn County Cooperative Libraries project used LSTA funds to successfully migrate the holdings of the libraries of Scio, Sweet Home, and Harrisburg to the shared ILS used by the libraries of Albany, Lebanon, and Linn-Benton Community College. Initial reports from the staff in the new libraries indicate staff and patron satisfaction with the increased capabilities of the new ILS and OPAC. The project is in the midst of creating a website to be used by county residents, providing information about library services, access to statewide subscription resources, and access to the shared OPAC. In year two of the project, the Linn Libraries Consortium will establish a resource sharing and delivery system using courier delivery among participating Linn County Libraries. Grant funds will be used to allow Linn County Library staff to plan for circulation policies, workflow, and assessment of a resource sharing

program, and to do additional staff development on the Evergreen ILS. The consortium will use funds to contract out holdings cleanup, software configuration, and courier services, and to purchase necessary supplies for materials delivery and to promote the new service.

14. Provide the text of the single most relevant goal from the *Five-Year State Plan 2013-2017* that will be addressed by the grant project.

GOAL # 2 – Use technology to increase capacity to provide library services and expand access

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

When grant funds are no longer available, individual libraries will be responsible for paying for a proportional share (based upon holdings and patron base) of the following:

- a shared maintenance plan for the ILS
- technical support and anticipated technology upgrades from the City of Albany IT department.
- website hosting and maintenance
- courier service (after Year Two of the proposed project)

The applicants are confident of the sustainability of maintaining a shared ILS among its current library members and additional new libraries. Website hosting and maintenance costs are negligible, as most city governments are already paying for web hosting. The applicants, especially the Albany Public Library and Linn-Benton Community College, will continue to provide additional consultation and assistance.

Year Two courier service costs are expected to be sustainable after grant funding ends, as Linn-Benton Community College maintains a daily courier service between its campuses in Albany, Lebanon, and Sweet Home. Participating libraries will send materials using the same courier and pay the college the added costs for the additional stops. Moreover, if it is determined that resource sharing demand is lower than anticipated, the consortium is willing to investigate a less than daily delivery of materials.

16. List letters of support for the project (name, affiliation) that are attached to this application. Do not include letters from project partners listed in #11.

Brian Latta, City Administrator, City of Harrisburg
Mike Adams, City Administrator, City of Sweet Home
Gary Marks, City Manager, City of Lebanon
Wes Hare, City Manager, City of Albany
Virginia Griffith, City Manager, City of Scio

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.

THIS IS PRIORITY 1 OF THIS ORGANIZATION'S PROPOSALS

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		\$14,880	\$0	\$14,880
Benefits		\$4,910		\$4,910
Travel			\$5,406	\$5,406
Equipment		\$12,000	\$0	\$12,000
Supplies			\$10,000	\$10,000
Contractual			\$32,270	\$32,270
Library Materials	\$24,000			\$24,000
Total Direct Charges	\$24,000	\$31,790	\$47,676	\$103,466
Indirect Charges**				\$0
Total Budget	\$24,000	\$31,790	\$47,676	\$103,466

** If requesting indirect charges, you MUST attach the relevant portion of a current federally-approved indirect cost plan.

Proposed second year LSTA amount: \$47,676 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)

In 2012, the libraries of Albany, Lebanon, and Linn-Benton Community College (LBCC) migrated their holdings to a shared Evergreen Integrated Library Software system, with servers hosted by the City of Albany IT Department and one of their IT staff designated as primary point of contact for day-to-day technical support issues. In 2013, the libraries (now called the Linn Library Consortium) submitted a LSTA grant to request funds to allow other interested Linn

County libraries to migrate their holdings to the shared system. The Linn Library Consortium now consists of the libraries of Albany, Lebanon, Linn-Benton Community College, Scio, Sweet Home, and Harrisburg. The City of Albany IT Department still provides hosting and technical support, and the consortium contracts with Equinox Library Services for ILS maintenance. Library staff from Albany, Lebanon, and LBCC have assisted with circulation and cataloging training and with initial support issues as they have cropped up, and all new members of the consortium have expressed satisfaction with the new ILS and OPAC.

In planning for resource sharing, the consortium will utilize several existing resources in order to ensure success. Equinox Library Services has experience with configuring resource sharing for other library systems using the Evergreen ILS; the consortium will contract with them to consult with libraries to help set up resource sharing policies and to configure the ILS software. The consortium initially plans to utilize Linn-Benton Community College's courier service, which already delivers materials between the cities of Albany, Lebanon, and Sweet Home; the courier anticipates only a few more stops being added to the current route.

B. Detailed statement of problem

In submitting our grant proposal for year one of this LSTA grant, the consortium noted the following issues limiting access to library resources for Oregon's Linn County residents:

1. Inconsistent library web presence across Linn County hinders access to statewide database resources for those residents unaware of the Libraries of Oregon website.
2. Need for a consistent OPAC/ILS for Linn County libraries
3. Library collections/expenditures for small Linn County libraries limits residents' access to library materials.

Year one of the LSTA grant is providing solutions to the first two problems, with all participating libraries having a countywide web presence providing access to directory information to individual libraries and access to Oregon statewide database resources, as well as a shared OPAC. Library collections, however, still remains an issue for smaller county libraries. While the Oregon Passport program helps to remedy this problem for library card holders, many Linn County residents also lack public transportation to visit other libraries.

C. Describe the proposed solution that the project will implement. Indicate the project goal, and the quantified objectives that will be used to measure whether the goal is accomplished. Describe the activities that will be undertaken to meet each objective. (include timeline)

Goal: The Linn Libraries Consortium will establish a resource sharing and delivery system using courier delivery among participating 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 promotional materials by May 2015.

4. All libraries participating in the system will create a resource-sharing workflow that fits the limitations of their current staffing.
5. Using a patron survey, 25% of adults will show awareness that they can request materials from other system libraries.
6. Linn Libraries will share at least 1,000 books in its first year of resource sharing.

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

Fall 2014 / Winter 2015

- Library staff will meet to decide upon circulation policies for resource sharing; workflow; and methods for assessment.
- Library staff will consult with individuals from the Sage Library System to draw upon their expertise in resource sharing within a consortial setting.
- Equinox Library Services will be contracted for consulting services in this planning phase and for de-duplication of library holdings records.

Spring 2015

- The consortium will contract with Equinox Library Services for software configuration services necessary for resource sharing.
- Library staff will attend the 2015 Evergreen conference in Hood River to learn more about ILS capabilities, and to use this new information to finalize resource sharing policies.
- Staff from all participating libraries will test the resource-sharing workflow – requesting, paging, preparing for delivery, checking out and checking in of materials.
- The consortium will purchase necessary items for material delivery.
- The consortium will contract for courier services.
- Participating libraries will promote the new service and create training and promotional materials.

Summer 2015

- Courier service to begin.
- Libraries will conduct several workflow assessments during the first two months of courier service.
- Libraries will conduct informal satisfaction assessment with patrons utilizing the new service.

Fall 2015

- Libraries will continue to assess resource-sharing workflow and patron satisfaction.
- Library staff will meet to assess the impact of resource sharing on their local collections and staff workload.

D. Budget narrative

Funds requested for year two of this project will primarily be used to contract for software services and consultation necessary for resource-sharing. This includes de-duplication of records in the shared catalog. Funds are also requested for contracting for one year of courier service to be provided twice a week to participating libraries. Funds are also requested for professional development, to allow one staff member from each participating library to attend the annual Evergreen conference. As the 2015 conference will be in Hood River, travel costs are projected to be relatively small. A detailed breakdown of projected costs follows:

Software services from Equinox Library Services:

De-duplication of library holdings records	\$12,250
Consultation for resource-sharing	\$3,500

Courier Services

Courier service with two stops a week at each participating library for one year	\$10,000
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Additional Contracted Services

In addition to funds designated for consulting, software configuration, and courier services; this proposal assumes the need for additional staff hours from the Albany IT department to work with Equinox software. The proposal also accounts for meeting room rental. Finally, realizing that most of the new libraries joining the system are solo operations, and that attending meetings would require closure of these libraries, this proposal requests funds for substitute library staff. This would allow all libraries to meet to plan for the new resource sharing service without impacting library services. The proposal assumes four meetings.

City of Albany IT staff support	\$60 per hour X 50 hours	\$3,000
Substitute Library Staff	\$160 per day X 4 libraries X 4 meetings	\$2560
Lebanon Public Library Room Rental	\$10/hr X 32 hours	\$320

Supplies

Book bags	200 X \$24.03	\$4806.00
Book crates	100 X 21.94	\$2194.00
Promotional supplies		\$3000.00

Professional Development

Travel to Hood River from Linn County (round trip)	260 miles X .56/mile X 6 staff	\$873.60
Evergreen Conference Registration	\$270 (2014 conference fee) X 6	\$1620.00
Conference Lodging and Meals	128\$ (GSA rate) per day X 2.75 days X 6	\$2112.00

Additional Meeting costs

Lebanon Public Library will continue to be the site for quarterly meetings, since it is the most central location. The proposal assumes up to approximately 1400 total staff miles for travel to these meetings.

Travel	Mileage	\$800
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In-kind contributions

Planning and training and support

Linn Consortium libraries will provide in-kind contributions in the form of library staff participation in planning for resource sharing, workflow training and assessment, and professional development. For the six libraries comprising the consortium, this assumes a total of four meetings attended by eight staff for a total of thirty-two staff days. Staff time utilized in providing the new resource sharing service is assumed at five days per library, or an additional thirty days. Average cost of library staff is assumed at \$240 per day.

Staff planning, training, and provision of new resource sharing service	62 days X \$240/day	\$14,880.00
Benefits	\$14,880.00 X .33	\$4910.00

Equipment

Evergreen uses existing Internet connections and staff workstations. This proposal assumes two workstations per library used to provide resource sharing services at \$1,000 each, for a total of \$12,000.

Library Materials

This project assumes approximately one thousand shared items in the first year at an average cost of \$24.00 per item for a total of \$24,000.000

E. Evaluation method

For year two of this project, staff from participating libraries will meet at least once in Summer 2015 to assess the following:

- Initial patron experience (anecdotal) with patron-initiated borrowing requests and courier delivery
- Number of borrowing requests from other libraries
- Analysis of resource sharing workflow, workload impact, and courier time-in-transit. Staff will be surveyed as to time needed to page, process, and package materials for delivery, and time necessary for processing delivered items.
- Training needs for library staff
- Effectiveness of resource sharing promotion/publicity
- Library satisfaction with technical support
- The usage of the county libraries' website

Resource sharing workflow and staff and patron training will be adjusted as a result of this meeting. Libraries will continue to meet quarterly to assess these same items, and to determine the cost per item for resource sharing.

A formal survey of Linn Consortium patrons will be undertaken in late Fall 2015/Winter 2016 with the following indicators being assessed:

- Number of individuals aware of the resource sharing service
- Number of individuals who have used the service, the frequency of use, and their satisfaction with the service.

Part IV: Certification of Application

1. Documentation of project support. Partners listed in Part I, number 12 must sign. The grant applicant signs IV.3.d. If the fiscal agent is different than the applicant, they sign IV.3.e.

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

<i>Name</i>	<i>Library/Organization</i>	<i>Signature</i>	<i>Date</i>
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2. Certification for Children's Internet Protection Act
Public and public school library applicants, and consortia with public or school members **must** check one of the options below (a, b, or c).

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. Every computer connecting to the Internet, public and staff, is filtered. The filter can be disabled upon request of adults.
b.	<i>(for consortia only)</i> 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. Every computer connecting to the Internet, public and staff, is filtered. The filter can be disabled upon request of adults.
c.	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.

3. Certification of the grant applicant and/or fiscal agent (if different than applicant)

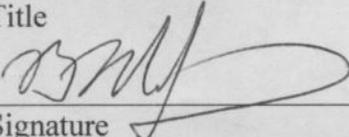
- a. I affirm that the jurisdiction or organization (henceforth, ORGANIZATION) is the designated fiscal agent for the project described in this application and is empowered to receive and expend funds for the conduct of the proposed grant project.
- b. I affirm that the information contained in this application is true and correct and that the ORGANIZATION 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 ORGANIZATION being awarded grant funds to carry out the project described in this application, that the ORGANIZATION would comply with all of the federal and state requirements for the administration of LSTA grants, including part IV.2 above and allowable costs described in Appendix B of the General Information and Grant Application Guidelines, Library Services and Technology Act.

d. Signature of grant applicant

Bryan Miyagishima
Name of official authorized to enter into contractual agreements for the
ORGANIZATION

Reference and Instruction Librarian

Title


Signature

8/14/2014
Date

miyagib@linnbenton.edu
Email

541-917-4646
Phone number

e. Signature of fiscal agent (if different than applicant or if applicant is not a 501(c)3 or
legally established entity or if applicant does not have contract authority for the
ORGANIZATION)

Dave Henderson

Name of official authorized to enter into contractual agreements for the
ORGANIZATION

Vice President, Finance and Operations, Linn-Benton Community College

Title


Signature

08/12/2014
Date

henderd@linnbenton.edu
Email

541-917-4331
Phone number

**This form must be received at the State Library no later than 5:00 p.m. on
Friday, August 15, 2014.**

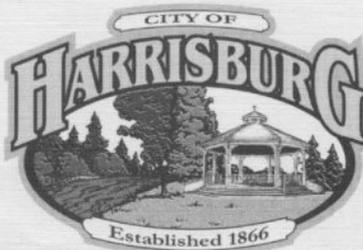
Email a Word or PDF of your proposal to ann.reed@state.or.us. It is fine if you are not able to include letters of recommendation or appendices in the electronic copy. The electronic copy does not substitute for the hard copy original. Hard copy must be **single-sided**. The hard copy original of this form with signature must be received at the State Library no later than **5:00 pm on Friday, August 15, 2014. Faxed copies will not be accepted.** There are no exceptions. If requesting indirect costs, attach appropriate sections of a federally- approved indirect cost plan.

Friday, August 15, 2014. 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

120 Smith Street
PO Box 378
Harrisburg, OR 97446



(541) 995-6655
FAX: (541) 995-9244
TDD: (800) 753-2900

"2002 Award of Excellence"

"2006 All-America City Finalist"

August 1, 2014

www.ci.harrisburg.or.us

Bryan Miyagishima
Linn-Benton Community College Library
6500 Pacific Blvd SW
Albany, OR 97321

To whom it may concern,

The migration to the Evergreen System was very successful for the City of Harrisburg. We recognize that the migration would not have occurred without the funding made possible through the LSTA grant. The migration has enabled our citizens with access to materials from other libraries in Linn County, which is very important for a small community such as ours.

We have also found value in participating in the Oregon Library Passport program. Our patrons have access to more materials and services, and our library's materials and services can also be used by patrons of other Oregon Passport libraries.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Latta".

Brian Latta
City Administrator
E-mail: blatta@ci.harrisburg.or.us



SWEET HOME PUBLIC LIBRARY

CITY OF SWEET HOME
1101 13TH AVENUE
SWEET HOME, OREGON 97386
541-367-5007
FAX 541-367-3754
www.ci.sweet-home.or.us

July 29, 2014

Linn-Benton Community College Library
Bryan Miyagishima
6500 Pacific Blvd SW
Albany, OR 97321

Subject: Letter of Support, Year Two LSTA Grant

I am pleased to write this letter in support of the second year of the LSTA grant application submitted by Linn-Benton Community College (LBCC) for the project, "Linn County Cooperative Libraries". Our library's transition to the Evergreen ILS could not have happened without the grant funds made available the first year. We are pleased to be a part of this system. The first year of the grant allowed for efficient ways to extend and share resources through ease of access across one ILS platform. Participating in the first year of the grant also allowed us to develop working relationships with other partner libraries. We are grateful for the support and encouragement these libraries provided as we worked through the transition.

The second year of the grant is exciting to our small rural library. This phase of the grant will enhance the shared ILS by implementing the inter-library courier which will facilitate patron's access to materials at other libraries through the use of the existing Library Passport Program which further expands resources and services. The second year of the grant would also allow the participating libraries to test the need for and cost effectiveness of the courier.

The Sweet Home Public Library fully supports this grant application and believes that it will continue to have a very positive impact on library services for Sweet Home and Linn County residents.

Sincerely,

Mike Adams
City Manager Pro-Tem
City of Sweet Home

Rose Peda
Library Services Director
Sweet Home Public Library



July 29, 2014

LSTA Advisory Committee
c/o Oregon State Library
250 Winter St. NE
Salem, OR 97301

Subject: LSTA Grant proposal to expand collaborative services to Linn County Libraries

Greetings,

I am writing to express my support for the second year continuation of the LSTA Grant to expand collaboration between Linn County Libraries. The first year of the grant resulted in the inclusion of Sweet Home, Harrisburg and Scio into the ILS already shared by Albany, Lebanon and Linn-Benton Community College. Continuing the grant into the second year will allow these libraries to build on this collaboration and resource sharing.

The second year of the grant will fund inter-library courier service and development of a Linn Libraries website. The website will consolidate information about each participating library's services and links to their websites, as well as access to resources available statewide. These actions will further develop the resource-sharing infrastructure with an eye on the long-term goal of establishing a county-wide library system.

I believe that this grant will benefit our community by facilitating their access to other Linn County libraries' resources. I fully support the continued expansion of collaboration and resource sharing between Linn County libraries as a means of increasing services while controlling costs.

Sincerely,

Gary B. Marks
City Manager

GBM/drs - File

July 30, 2014

LSTA Advisory Committee
Oregon State Library
250 Winter St. NE
Salem, OR 97301

Dear Committee:

LINN COUNTY LIBRARY COOPERATIVE

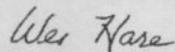
The City of Albany continues to strongly support the LSTA proposal to expand and enhance access to library resources throughout Linn County. Collaboration and partnership have become the new norm, and the Linn Consortium is already leading the way with its shared open-source ILS. This effort alone is saving thousands of dollars a year that are now available for other needs as budgets continue to shrink; savings that are more critical for the smaller libraries.

A shared ILS throughout the county (and beyond) provides cost savings; local hosting and technical expertise; plus a uniform and professional grade catalog enhancement for every participating library. We believe including more public libraries in the consortium benefits our citizens as well as residents in other communities. The ability to share resources expands our offerings without significant cost to our taxpayers.

This proposal also directly addresses the wide disparity and varying quality of library web presence in the county. A lack of website quality and vibrancy is a strategic flaw that is easily overcome by the actions set forth in this proposal. To use a very important example—the Harrisburg Public Library is in the early stages of building a new library, but needs the support and expertise delineated in this proposal to ensure success.

We appreciate the clear and practical nature of these cooperative projects, and think that this is a proposal that will strongly resonate throughout the County, and we urge your support.

Sincerely,



Wes Hare
City Manager



Covered Bridge Capital of the West

City of Scio

P. O. Box 37

Scio, OR 97374

Phone: 503-394-3342

Fax: 503-394-2340

TTY Access: 711

August 6, 2014

Bryan Miyagishima
Linn-Benton community College Library
6500 Pacific Blvd SW
Albany OR 97321

We are so very pleased to be part of the grant funding migration to the shared system. This is a very big step for our small Library. It has been very exciting for all of us that work in the Library. We have so much more to offer the patrons.

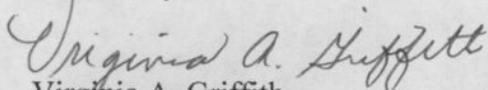
We are getting used to the new system and find it very user friendly.

It is so important to our small Library to be able to access materials and items that our patrons would like that we do not have from another Library. Being small, the book and media budget is limited, this way we are able to provide what our patrons want and need.

The Oregon Passport program has been a huge success at the Scio Library. The patrons are surprised when they hear about the Passport program and the opportunity it gives them to get items from other Libraries.

We are looking forward to the next steps this opportunity takes us, like the courier service. The City of Scio is very appreciative that we are part of this program, as it is helping to make our Library more of a success, and to be used more by additional patrons.

Yours truly,


Virginia A. Griffith
City Manager

Incorporated October 24, 1866

The City of Scio is an Equal Opportunity Employer and Provider