

FY 2017 Library Development Project Proposal Form

As you complete this form, please refer to:

The FY 17 Library Development Budget approved by the MSL Commission on April 6

The Library Development Study Task Force Recommendations

The IMLS list of LSTA-specified Grants to States Priorities

The current version of the Evaluation Planning Guide for Library Development Projects and Services

Section One: Basic Information

1. *Project Title:* Statewide Databases
2. *Do you consider your project to be a one- time pilot that is not connected to any existing project or service? Or, does your project add services, access or content to an existing project? Please explain.* The statewide databases contract provides content in support of lifelong learning efforts in all types of libraries.
3. *How does your project fall under a broader umbrella—i.e., one of the larger efforts described in the LDSTF Recommendations or in the IMLS list of [LSTA-specified Grants to States Priorities](#)? If so, which one? Please explain.*

IMLS intents: Information Access (improve users' ability to obtain and/or use information resources)

LDSTF desired outcomes: Lifelong Learning (multiple outcomes)

4. *Primary Project Manager:* Cara Orban and Lifelong Learning Librarian
5. *Other MSL staff that will be involved in the project's implementation:* Consulting staff
6. *Potential partnering institutions or entities for the project:*

Libraries
Schools
Higher education
Adult education
7. *Total FY 17 Library Development funding approved by the MSL Commission for this project/service? (not including MSL funded personnel): Please indicate whether the funding source is FY16 LSTA or FY17 CST monies. Note that some items in the FY 17 Library Development budget have funding from both sources. If so, please indicate each amount.*

\$49,028 FY16 LSTA

\$56,679 FY17 Coal Severance Tax

Section Two: Audience, Benefits and Outcomes, Evaluation

1. *What is the primary audience for this project?* Montana citizens
2. *How will the project benefit this audience?* Citizens are able to discover relevant quality information that aids in meeting their goals.
3. *Please list additional outcomes of the project. Refer to the specific outcome statements within the LDSTF Recommendations as well as the IMLS LSTA priorities. Note that the LDSTF statements are prioritized and that this is the first year of several to come of addressing these goals. Be specific.*
 - Library users are able to easily access relevant content through available electronic resources
 - Electronic resources support learning that spans all types of libraries
 - Electronic resources support learning that happens in the library as well as virtually
 - Library staff are knowledgeable about the electronic resources available through MSL
 - Library staff find relevant content through these resources and can quickly and easily share this content with library users
4. *Your project is expected to include evaluation techniques that utilize the steps outlined in the Evaluation Planning Guide for Library Development Projects and Services. Please describe the evaluation methods and processes you will engage in for this project, based on the information in the Guide.*

Survey, statistics, qualitative feedback from library staff

Inputs:

- Number of work hours spent planning and implementing a project or service
- Funding available
- Number of databases available
- Training

Outputs:

- Number of training sessions (online and in person)
- How many training hours/minutes available to the audience
- Session and full text counts
- Number of sites actively using the resources

Outcomes: Listed in #3

Section Three: Timeline

1. *Please give a detailed timeline for the project. The timeline should include all aspects of the project, including initial evaluation planning, project planning, implementation, launch and ongoing management, and if applicable, an end date. If you are creating training proposals for the funding period, please prioritize them. Do you anticipate continuing this project after the current funding concludes? Explain why or why not.*

May 2016: Network Advisory Council reviews available database pricing data and statistics in order to set priorities for negotiating changes to existing contract or recommend RFP for new contract.

A new or revised database contract will be in place by September 2017.

Additional objectives will be determined in collaboration with the Lifelong Learning Librarian in summer / fall 2016.

2. *Do you anticipate any change in level of effort or scope during the project? Explain why or why not.*

Unknown at this time.

Section Four: Marketing Needs

1. *What marketing needs do you anticipate for your proposed project? Marketing materials may be requested to communicate changes and promote any new resources to patrons as well as to library staff.*
2. *If a third party vendor is involved, what marketing assistance can the vendor supply? Unknown at this time.*
3. *Do you anticipate needing the MSL Marketing Coordinator's assistance with marketing your project? If so, how much time do you anticipate will be needed? To be determined.*

Section Five: Proposed budget and spending calendar

1. *Please give a detailed budget proposal for the project. The budget should include all potential direct costs for the project (not including MSL funded personnel). Typical costs may include, but are not limited to:*

Contracted speakers, trainers or consultants including associated travel
Event locations, catering, services
Services or content provided by third-party vendors
Hardware or software
Supplies and materials
Equipment
Marketing

Available MSL funds for FY17 contract:

\$49,028 FY16 LSTA

\$56,679 FY17 Coal Severance Tax

Amount of potential contributions from libraries or consortia is not known at this time.

- 2. Please give a close estimate of a spending calendar for the project. As you put this calendar together, consider whether or not your project will require an ITPR, RFI, RFP or Solicitation for Bid. Federal award FY16 LSTA expenditures should be completed well ahead of the September 30, 2017 spending deadline. State FY17 CST expenditures must be completed ahead of the June 30, 2017 deadline.*

MSL funds for database contract will be expended in September 2017.