

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:* Montana Courier Alliance
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.*

This proposal would sustain a discounted rate to libraries participating in the courier delivery service of the Montana Courier Alliance. MSC libraries are responsible for 91% of courier activity. This is an essential service to support resource sharing groups. They could not support resource sharing at current volume without a reliable courier. The cost savings in packaging, staff time, and postage for our sharing group libraries represents many thousands of dollars.

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 intent: Library infrastructure

LDSTF recommendations: Library infrastructure > resource sharing

The courier facilitates the sharing of physical materials among Montana libraries at a more affordable rate than shipping via mail.

4. *Primary Project Manager:* Cara Orban
5. *Other MSL staff that will be involved in the project's implementation:* Jessie Goodwin will be consulted where proposals and decisions affect MSC libraries.
6. *Potential partnering institutions or entities for the project:*

Libraries

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.

\$9,950 in FY16 LSTA

Section Two: Audience, Benefits and Outcomes, Evaluation

1. *What is the primary audience for this project?* Public and academic libraries
2. *How will the project benefit this audience?*

The purpose of the courier cost proposal and discounts:

- To help fulfill the MSC's mission of encouraging resource sharing and collaboration
 - To help libraries that are currently struggling or unable to participate see a benefit to taking part in the courier
 - To help remote MSC libraries who do not have access to the courier network to take part in resource sharing
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.*

Participating libraries are able to sustain their participation in the courier service, and prospective members may join the service at a reduced rate. Strong participation in a statewide courier network allows greater opportunities for resource sharing, which benefits the patrons of every participating library.

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 and statistics analysis

Inputs:

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

Outputs:

- Number of crates delivered
- Number of libraries served

- Money saved through contract

LDSTF desired outcomes:

End users are able to get resources easily and seamlessly, in a timely manner.

Courier and resource sharing services are accessible and affordable for all Montana libraries.

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: MSC membership votes on shipping proposal

July: Changes for courier hub discounts go into effect

September – October: Evaluation of service and planning for new contract period beginning January 2017

November – December: Negotiate contract renewal with service provider if desired; or RFP for new service provider

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

Unknown at this time but the intention is to support sustainable growth of the courier.

Section Four: Marketing Needs

1. *What marketing needs do you anticipate for your proposed project? n/a*
2. *If a third party vendor is involved, what marketing assistance can the vendor supply?*
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?*

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

\$6,800 to support discount for MSC courier hub libraries
\$2,172 to support discount for non-MSC courier hub libraries
\$978 to support discount for MSC sharing group shipping
\$1,000 from Doig trust donation to support discount for MSC sharing group shipping
\$3,490 from MSC libraries to support discount for MSC sharing group shipping

TOTAL: \$14,440

- 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.*

RFI or RFP may be requested by membership in advance of January 2017 contract renewal.

Courier discount funds will be spent by July 2017. Shipping discount funds will be distributed in FY18 cost sharing formula in July 2017.