<u>**FY 2017 Library Development Project Proposal Form**</u>

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

<u>**Section One: Basic Information**</u>

1. *Project Title:* Summer Reading Program

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 is a project that has historically been funded by the State Library. The project pays for our membership in CSLP, the Collaborative Summer Library Program, and also provides summer reading program manuals to every public library in the state. However, instead of providing hard copies of manuals, we will now have the option of providing online access via a log in and password or providing access to the program materials through a DVD or USB. Based on feedback from libraries, it seems that libraries are ready to move to a different format besides the large print manual.

   The project also pays for one representative to attend the CSLP conference. All travel costs are paid for by CSLP. However, we have historically paid someone to attend to represent Montana. The Montana Library Association also pays for someone to attend.

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* <u>LSTA-specified Grants to States Priorities</u>? *If so, which one? Please explain.*

   Lifelong Learning – Summer reading affects everyone from birth on.

4. *Primary Project Manager:* Lifelong Learning Librarian

5. *Other MSL staff that will be involved in the project's implementation:*

6. *Potential partnering institutions or entities for the project:*

   <u>Libraries</u>
   Historical societies
   Museums
   Archives

Cultural heritage organizations
Schools
Child care centers
Higher education
Adult education
Human services organizations
Other (please list): This year, we have partnered with OPI to encourage libraries to serve as a site for the summer free lunch program.

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.*

   FY17.

Section Two: Audience, Benefits and Outcomes, Evaluation

1. *What is the primary audience for this project?* Public libraries.

2. *How will the project benefit this audience?* The manual is a comprehensive programming guide for summer reading programs and encompasses all audiences from early literacy, children's, teens, and adults. The person who attends CSLP provides training at MLA and via webinars on how to conduct high-quality summer programming.

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.*

   • Learning that spans a lifetime
   • Early Literacy outcomes supported through family Literacy
   • Community engagement inside & outside the library, fostering engagement in the world and empowering an informed citizenry
   • Technology & digital literacy and digital inclusion
   • Connecting patrons to the Talking Book Library
   • Promotes educational values
   • Engagement with arts & humanities
   • 21st century skills (connections to people)
   • Inspires new channels of learning
   • Learning that happens in the library and virtually
   • Learning through creation as well as consumption

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.*

   Outputs: Last year, for the first time ever, we conducted a survey of libraries that tried to quantify the number of participants in summer reading. I would like to continue the use of this survey to continue to try to report the number of summer reading participants. It is also my understanding that IMLS might begin to require reporting numbers on summer reading projects. This would be extremely useful to us. In addition to trying to quantify the number of patrons in the program, we also tried to identify whether or not people use the CSLP manual that we purchase for them, and whether or not they make use of the training we provide. We will continue to do this.

   Outcomes: I would like to encourage libraries to collect information from their patrons about their participation in summer reading so that we can begin to record their perspective and learn how patrons are impacted by summer reading programs.

Section Three: Timeline

1. *Please give a <u>detailed</u> 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.*

   July 2016 Order manuals

   September 2016 Receive manuals and pay manual costs plus shipping

   April 2017 Send librarian representative to CSLP

   April 2017 CSLP representative offers training at MLA.

   May 2017 CSLP representative offers online training.

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

   No. This project is pretty straightforward.

Section Four: Marketing Needs

1. *What marketing needs do you anticipate for your proposed project?*

None.

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?*

   No.

Section Five: Proposed budget and spending calendar

1. *Please give a <u>detailed</u> 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:*

   $285 for CSLP membership
   $880 Summer Reading manuals (110 copies @ $8 each for online access) OR
   $1,100 Summer Reading manuals (110 copies @ $10 each for USB or DVD)
   $800 Cost for sending librarian to CSLP, 24 hours (3 workdays) @ $25 per hour
   $50 for manuals to be sent to us and for MSL to send manuals to libraries who don't pick them up at Fall Workshop if we don't do the online access

   TOTAL: $1965 for online access
   OR $2235 for USB or DVD

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.*

   July 2016 Order manuals

   September 2016 Receive manuals and pay manual costs plus shipping

   April 2017 Send librarian representative to CSLP; reimburse librarian for their time. All costs to attend conference are paid for by CSLP.