

## 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 Shared Catalog New Library Start-Up Costs
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 project adds services to the Montana Shared Catalog by adding additional libraries to this resource-sharing platform.
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.* The MSC provides library infrastructure that enables the end user to get resources and services easily, seamlessly, and utilizing current technology, falling under the LDSTF recommendations.
4. *Primary Project Manager:* Jessie Goodwin
5. *Other MSL staff that will be involved in the project's implementation:* MSC dedicated staff
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.* FY17 CST Monies, \$10,443.45 in CST monies

### Section Two: Audience, Benefits and Outcomes, Evaluation

1. *What is the primary audience for this project?* Library staff

2. *How will the project benefit this audience?* The MSC encourages Collaboration among libraries and provides library staff with nimble, cutting edge library software.
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.* Additional outcomes include increased consortial resource sharing to make information resources and service delivery more efficient, effective, and affordable.
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.*

Input: Implementation work by MSC and SirsiDynix staff to create the libraries. Input from Livingston and Richey library staff. Planning for timeline with Livingston regarding test loads, production load, and training needs.

Output: Based on implementation timeline one output will be completion of a successful test load. Another will be a successful production load and go live dates as well as completion of the new library training.

Outcomes: Livingston-Park County Library goes live with staff trained in Fall of 2016. Richey library begins retro cataloging with 80% of the collection entered into the system with 12 months.

### **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.* Initial planning for implementation into the MSC will begin at the beginning of FY17, with collaboration between the MSC staff, the joining libraries, and the ILS vendor. Libraries will be trained and live in the catalog no later than November, 2016.
2. *Do you anticipate any change in level of effort or scope during the project? Explain why or why not.* This implementation follows a similar process and schedule as previous new libraries, and no change is anticipated.

### **Section Four: Marketing Needs**

1. *What marketing needs do you anticipate for your proposed project?* None, as member libraries supply the marketing and outreach within their communities.

2. *If a third party vendor is involved, what marketing assistance can the vendor supply? SirsiDynix does provide some marketing materials which are made available to us at the vendor website.*
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? None anticipated*

**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:*

The budget of \$10,443.45 pays costs for data migration, vendor ILS configuration and project management fees.

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.*

Initial spending is scheduled to occur in July 2017, with spending completed by November, 2017