

Library Services and Technology Act	For LD Use Only			
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Service Improvement Invitational Grant Program

GRANT APPLICATION

One of the three copies of each application and related forms must contain original signatures.
Please check here if this set contains all **ORIGINAL SIGNATURES** ()

System/Library Name: South Central Regional Library Council	
Project Title: Leadership and Collaboration: Improving library services	
Project Director's Name: Jean Currie	Telephone # (607) 273-9106 Email address: jcurrie@lakenet.org
System/Library Director's Name: Jean Currie	Telephone # (607) 273-9106 Email address: jcurrie@lakenet.org
LSTA Funds Requested: \$ 17,500	In-Kind Contribution: \$75,000 Matching Funds
Number of people you anticipate serving (not a population figure): 400	
Please identify () all of the user groups you expect to serve through this project: (X) Library/library system staff () Students () Faculty () Business people () Media representatives () General public () Others _____(Specify)	
Congressional District(s) Within Area to be Served by Project: 20,22,24,29	

GRANT CATEGORIES (See Grant Application Instructions)	
(X) Technology	(X) Service Improvement
() Special Client Services	

<p>Applicant must check off the following appropriate items: <input type="checkbox"/> CIPA Assurance required & included <input checked="" type="checkbox"/> CIPA Assurance not required because <input checked="" type="checkbox"/> Assurance already filed for E-Rate <input type="checkbox"/> Not relevant to this application</p>
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Applications must be *received* in Library Development Office by **5:00 PM Wednesday January 17, 2007**
 Faxed or email applications ***will not be*** accepted.

Send 3 copies of each application, FS-20 and related form to:
 Division of Library Development, NYS Library, Room 10B41 CEC, Albany, NY 12230
 The University of the State of New York, The State Education Department, New York State Library

Abstract:

Funds will be used to support the following activities:

- A. A series of 10 workshops on planning, implementing, and managing digitization projects. South Central Regional Library Council (SCRLC) will begin to implement a regional digitization project based on the 2002 plan *Planning for Regional Digitization Projects* (<http://www.lakenet.org/ITS/2002digplan.pdf>). The action plan has many components, a key one of which is extensive training in all aspects of digitizing. Many of the workshops will be done in collaboration with the Central New York Regional Library Council (CLRC)
- B. A major, high level conference on Collection Development to be organized in collaboration with CLRC.
- C. A series of 5 workshops on issues related to Libraries 2.0 and Web 2.0. Where appropriate some of these may be organized in collaboration with CLRC.
- D. Upgrading of the laptops in the SCRLC WOW mobile training lab to support use in the digitizing and Libraries 2.0 workshops.

All activities address two major strategic intentions in the Plan of Service, 2006-2011:

#2. Through Council sponsored education and training opportunities, members will have well trained, creative, flexible library staff capable of managing rapid change.

#3. Members will use new information technologies to provide equitable, effective access to information for their users.

All activities also address the goal of the current LSTA Five Year Plan: **Libraries, library systems... will deliver programs that meet and anticipate constantly changing needs for library services.**

1. Explain how this project will improve library services.

- Since its inception, SCRLC has provided an extensive, high quality continuing education program for staff of member libraries. Most libraries in our region have yet to begin any digitizing partly because of lack of funds, but mainly due to lack of knowledge and skills in how to actually implement such projects. To implement the 2002 plan *Planning for Regional Digitization Projects*, SCRLC is developing an action plan that includes a comprehensive training program to cover topics such as managing projects, copyright/property rights, scanning, metadata, preservation of digital objects, sustainability/maintenance of digital projects, promotion and use of digital collections. The skills and knowledge of participants will be improved by attending these workshops. The ability for library staff to make good decisions related to digitizing will be improved leading to well-executed products of great value to the many potential audiences for digital materials: K-12, researchers, tourists, genealogists, and others interested in local or regional materials. The participating libraries will be able to offer electronic access to materials with previously limited physical access. Offering the workshops in collaboration with CLRC will not only reduce duplication of effort, but also extend the number and range of people with improved skills and knowledge to carry out digitizing projects. This project addresses the Plan of Service Strategic Intentions 2 and 3
- Collection development is a vital component of library services which does not receive much attention except as related to library budgeting. We propose to collaborate with CLRC in mounting a major, high level conference on issues

related to managing collections at a time of diminishing resources and changing user expectations. Components of the conference (which will begin with a dinner and keynote address and continue with a daylong program the next day), will be based on the Janus Conference at Cornell University 2005, and the collection development conference at Binghamton University 2006. These two conferences raised major issues about the future of collection development in a time of static or reduced budgets, a rapid move by users to electronic information, and concerns about what information libraries would provide users and how it would be provided. By collaborating in such a conference, the two councils will be able to broaden the audience to hear and discuss the issues of the Janus and Binghamton conferences. Participants, from all types of libraries will improve their ability to make informed decisions about the future direction of their libraries' collections (hard copy or electronic), and the services based on these collections. This project addresses the Plan of Service Strategic Intentions 2 and 3.

- SCRLC will mount a series of 5 workshops to address issues related to Web 2.0 and how these will play out in what is called Libraries 2.0. Examples of topics to be covered include user-centered services, growing library staff, social networking, meeting and exceeding user expectations, and leadership. A workshop in this series will likely include a *Focus on Leadership* program in collaboration with CLRC. SCRLC has a reputation for identifying and addressing current, relevant issues in high quality workshops for library staff to help them serve their users in contemporary ways that meet user needs – this series will be no exception. This project addresses the Plan of Service Strategic Intentions 2 and 3.
- SCRLC was a pioneer in having a mobile laptop lab for use in hands-on training for regional library staff. Over the last 10 years, we have trained hundreds of library staff in practical applications, use of online resources, improved Internet searching, improved use of library resources, and software applications. The current laptops in our wireless, Workshops on Wheels (WOW) lab need upgrading to Windows XP and higher networking speed to meet the needs of workshop participants for faster use and more complex applications. Staff with current training in the latest technologies related to digitizing, Web 2.0, and Libraries 2.0, provided through SCRLC, are well-placed to better serve their users whether they are millennials or more traditional library users. This project addresses the Plan of Service Strategic Intentions 2 and 3.

2. Describe the target audience(s) for the project.

- The target audience for digitizing training will be any library staff, in or out of our region, with an interest in any or all of the topics offered. Libraries involved in the detailed regional planning, and participating in actually digitizing materials, will be the key audience. Ultimately, the target audience is anyone interested in accessing regional digital materials for their particular needs. We are estimating a total of 100 participants in the series.
- The target audience for the collection development conference will be library directors and senior level staff involved in collection development whether print or electronic information. This conference will be widely advertised, and participants could be expected from both New York State and other parts of the country as well as the SCRLC and CLRC regions. We are estimating 100 participants.

- The target audience for the Web and Libraries 2.0 workshops will be any staff, in or out of the region, with an interest in improving their skills and knowledge of what libraries must do to meet the rapidly changing needs of their users. These users are the ultimate beneficiaries of staff who can provide the library services required. We estimate a total of 125 participants in the series.
- The target audience for the improved WOW units will be library staff using the laptops in training sessions. The ultimate target audience is any library user benefiting from the improved knowledge and skills of those staff. The specific target audiences will be those attending any of the hands-on sessions in the digitizing and Libraries 2.0 workshop series, an estimated 50-75.

3. Provide a monthly timeline of the planned activities, describing what will be done and by whom, including partners and collaborators.

NB. This timeline is tentative – it has a very tight schedule of continuing education events involving two NY3Rs. We will try to follow the schedule as outlined but may need to make changes depending on weather, speaker schedules, and other unforeseen events.

Month	Activity	Responsibility	Collaborators	Notes
Jan – Mar 2007	Plan digitizing workshops: identify topics, speakers, locations, etc. Plan Libraries 2.0 workshop: identify topics, speakers, locations, etc. Initial planning for Collection Development Conference.	SCRLC & CLRC staff.	Digitizing Advisory Committee. Education & Training Advisory Committee. CLRC. Cornell & Binghamton Universities.	Planning period not funded by LSTA.
April 2007	Identify appropriate laptop upgrades & vendors. Advertise digitizing workshops.	SCRLC staff. SCRLC & CLRC staff.	 SCLRC Digitizing Committee.	Get latest available upgrades at current best prices. Advertise within and outside the region. Registrations for all workshops will be ongoing from now on.
May 2007	Purchase upgrades and install. Hold Digitizing workshop #1. Hold Libraries 2.0 workshop #1.	SCRLC staff. SCRLC & CLRC staff & speakers.	IT Consultant if needed.	Topic: Introduction to, & developing a digital project. Topic: Toward Library 2.0.
June 2007	Hold Digitizing workshop #2.	SCRLC & CLRC staff & speakers.		Topic: Managing digitizing projects.
July 2007	Continue planning for Collection	SCRLC & CLRC staff.		

	Development Conference. Plan for Focus on Leadership event.			
August 2007	Use laptops in WOW lab for summer session.	SCRLC staff & speakers.	Education & Training Committee.	Topics to be determined but usually practical, hands-on applications. Registrations not supported by LSTA funds.
September 2007	Hold Digitizing workshop #3, #4. Hold Libraries 2.0 workshop #2	SCRLC staff & speakers.		Topics: DRM, Scanning & Imaging. Topic: RDA/FRBR: Coming Soon to your Library.
October 2007	Hold Digitizing Workshop #5.	SCRLC staff & speakers.		Topic: Metadata for digital objects.
November 2007	Hold Digitizing workshop #6 #7. Hold Libraries 2.0 workshop #3. Continue planning Focus on Leadership workshop.	SCRLC staff & speakers. SCRLC & CLRC staff.		Topics: Using CONTENTdm; Practice creating a digital collection. Topic: NextGen Librarianship.
December 2007	Hold Digitizing workshop #8.	SCRLC staff & speakers.		Topic: Preservation of digital collections.
January 2008	Hold Digitizing workshop #9. Hold Libraries 2.0 workshop #4.	SCRLC staff & speakers.		Topic: Sustainability/maintenance of digital collections. Topic: Meeting/Exceeding user Expectations.
February 2008	Hold Digitizing workshop #10.	SCRLC staff & speakers.		Topic: Promotion/use of digital projects.
March 2008	Hold any Digitizing workshop postponed. Hold Libraries 2.0 workshop #5.	SCRLC staff & speakers SCRLC & CLRC staff and speakers.		Topic: Focus on Leadership.
April, 2008	Reports, evaluation analysis.	SCRLC and CLRC staff.		Submit all reports in a timely manner.

4. **Describe the project's evaluation plan for both quantitative (outputs) and qualitative (outcomes) evaluation measures. (See page 5 of the Guidelines for more detail on the requirement for Outcome-Based Evaluation.) The final report for this project will require both outputs (numbers) and a report on the outcomes for users of the project's activities.**

Outputs/Outcomes: Digitizing workshops	Evidence	Tool
Library staff will attend workshops and find them useful.	Registrations. Attendance at whole workshop series.	Counts. Evaluations.
Workshop participants will have increased knowledge about digitizing projects.	Development of plans for library digitizing project by participants.	Sample plans or plan components. Anecdotes. Workshop evaluations.
Workshop participants will develop skills related to digitizing projects.	Implementation of library digitizing project. Objects digitized with metadata.	Digitized objects accessible in local or regional databases. Use statistics indicate access by public.
Outputs/Outcomes: Collection Development Conference	Evidence	Tool
Directors and senior staff attend and find the conference useful.	Registrations	Counts. Evaluations.
Participants address issues of CD in their library.	Changes are made to processes, budgets, plans etc.	Follow-up survey to participants to identify changes made.
Outputs/Outcomes: Web, Libraries 2.0 workshops	Evidence	Tool
Library staff attend workshops & find them useful.	Registrations. Attendance at whole workshop series.	Counts. Evaluations.
Workshop participants will have increased knowledge & skills about Web & Libraries 2.0	Changed or improved services in libraries.	Follow-up review of one possible change identified by each participant the day of the workshop (was the change implemented?).
Outputs/Outcomes: WOW Upgrades	Evidence	Tool
15 laptops upgraded.	Laptops functioning in WOW lab.	Trouble free use of laptops in workshops. Workshop evaluations. Anecdotal evidence of no problems in set up or use.

5. In narrative form, explain the importance of each budget item and how it contributes to the activities. The narrative should be arranged by the budget codes as seen on the second page of the FS-20 form, i.e., Code 15, Professional Salaries, and so on.

Code 40: Purchased services. Total \$12,000

Digitizing workshops. SCRLC and CLRC will each contribute \$5,000 to help support the series of workshops. Funds will be used to pay workshop speakers with an average cost of \$1,000 per speaker for each of 10 workshops. Speakers will be required to include all expenses in their charge. SCRLC and CLRC will work together to organize the workshops, including taking registrations and making payments. For purposes of this proposal, SCRLC will pay for 5 workshops. Participants will pay a modest registration fee to cover costs, such as food, that will not be covered by the grant.

Collection Development Conference. SCRLC and CLRC will each contribute \$1,000 to help support the conference. Funds will be used to pay for speakers who will be required to include all expenses in their charge. SCRLC and CLRC will work together to organize the conference, including taking registrations and making payments. Participants will pay a registration fee to cover costs not covered by the grant and will also be responsible for their own accommodation and travel.

Web and Libraries 2.0 workshops. SCRLC will use \$6,000 to help support a series of 5 workshops. Funds will be used to pay workshop speakers with an average cost of \$1,100 per speaker. Speakers will be required to include all expenses in their charge. Participants will pay a registration fee to cover costs not covered by the grant.

Code 45: Supplies and materials. Total \$5,500

Workshops: \$1,000 will be used to cover room rentals and other costs such as handouts, but excluding food, needed to mount the workshop series.

Upgrades to WOW units. SCRLC will use up to \$4,500 to upgrade the 15 WOW laptop units with as many of the items below as funds permit. We will obtain the best deals available at the time of purchase. Many components will be purchased through TechSoup. Examples of upgrades and expected/estimated charges are:

- 1 802.11g access point \$600
- 15 Network interface cards \$1,120
- 15 x 256mb RAM \$1,040
- Upgrade hard drives to 30g \$1,600
- Battery replacements \$120
- Win XP \$124
- Office 2003 \$360
- Digital Image Suite \$120
- Instructor laptop \$1,018

In-Kind Costs:

In-kind costs are estimated at 1,500 hours of staff time (all staff will be involved in most activities) at an average of \$50 an hour, including benefits, for a total of \$75,000.

The information on this page must accompany all applications.

The Applicant hereby gives assurance to the New York State Library that:

1. It will comply with the law, regulations, policies, guidelines and administrative requirements as they relate to the application, acceptance and use of Federal funds for this federally-assisted project.
2. It will initiate and complete the work of the project within the applicable time frame after receipt of approval from the New York State Library.
3. It will maintain project records as specified by the New York State Library and will submit to the New York State Library a final report by the deadline established.
4. It will file Project Expenditure Reports (FS-25) on the schedule outlined by the State Education Department's Grants Finance Office. The applicant also agrees to file a final Project Expenditure Report (FS-10-F) by the deadline established by the New York State Library.
5. It will make project records readily available for independent auditing and will submit such audits to the New York State Library when requested. It will provide copies of such financial and program audits of LSTA projects as the State Library may request to meet the requirements of the Federal Single Audit Act as amended in 1996. It will make project records readily available to State Library staff or other staff of the State Education Department.
6. All library services provided as a result of a grant for this project will be available free of charge and without discrimination to all members of the community, district, or region served. (Required by the Federal Civil Rights Act of 1964, Title VI.)
7. It will comply with all applicable federal laws, regulations, and Office of Management and Budget (OMB) circulars in regard to use of LSTA funds to purchase materials to promote the purpose and activities of the project being proposed. The undersigned assures the New York State Library that such promotional materials are educational and informational in nature and have a clearly demonstrable and legitimate purpose that is directly related to the LSTA grant project for which the applicant is seeking funds.
8. All products, regardless of format or method of distribution, including flyers or announcements of library programs and web sites, produced in this project will include the appropriate following acknowledgement:

"This publication (production, workshop, web site) was (is) supported by (or 'in part by') Federal Library Services and Technology Act funds, awarded to the New York State Library by the Federal Institute of Museum and Library Services."

Date	Signature of Chief Administrative Officer (System/Library Director)
Name and Title of Chief Administrative Officer (System/Library Director)	