

LSTA (Federal) Projects - FFY15 Starts 10-1-14 closes 9-30-16						
PI	Proj	Sub	Amount	Project Name	Library Program	Budget Manager
09550	8505	01		Unassigned	Library Development	Jeff Martin
09550	8511	01	\$131,270	LSTA Administration	Library Development	Maura Walsh
09550	8521	01	\$411,117	Technology Services for Washington Libraries	Library Development	Gary Bortel
09550	8521	04	\$25,000	IT Services	Library Development	Gary Bortel
09550	8521	06	\$10,000	K-20 Library Support	Library Development	Gary Bortel
09550	8521	13	\$349,000	Statewide Database Licensing	Library Development	Will Stuiwenga
09550	8521	15	\$100,000	Digital Literacy	Library Development	Jennifer Fenton
09550	8521	17	\$25,100	Organizational Memberships	Library Development	Shirley Lewis
09550	8521	20	\$116,850	VRS	Library Development	Nono Burling
9550	8521	21	\$65,000	Washington Digital Newspapers	Digital Collections	Shawn Schollmeyer
09550	8521	22	\$198,000	Washington Rural Heritage	Library Development	Evan Robb
09550	8521	39	\$7,500	Wayfinder (formerly WA Group Services/Statewide Catalog)	Library Development	Will Stuiwenga
09550	8521	40	\$8,000	Off the Page: Downloadable Audiobooks	Library Development	Will Stuiwenga
09550	8521	44	\$110,000	Libraries as Open Education Leaders	Library Development	Shirley Lewis
09550	8530	10	\$196,000	Continuing Education and Training Program	Library Development	Jennifer Fenton
09550	8530	20	\$15,000	IT Continuing Education	Library Development	Jennifer Fenton
09550	8541	01	\$235,507	Statewide Assistance for Libraries	Library Development	Shirley Lewis
09550	8541	37	\$117,000	Youth Services	Library Development	Carolyn Petersen
09142	8541	40	\$315,207	Washington Talking Book & Braille Library	Library Development	Danielle Miller
09550	8541	52	\$73,000	TLC3 (K12) Project	Library Development	Carolyn Petersen
09550	8541	55	\$168,000	Connecting the Dots – Early Learning Systems & Public Libraries	Library Development	Diane Hutchins
09550	8541	57	\$120,000	All Aboard for Kindergarten	Library Development	Diane Hutchins
096x0	8541	BR	\$517,234	DOC Staffing	Institutional Branches	Laura Sherbo
	Total		\$3,313,785			

2015 LSTA Workplan and Budget

Project Name: LSTA Administration

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PROJECT SUMMARY

- Provide oversight and support for Library Development and the LSTA program in Washington State.
- Provide support for the Library Council of Washington.
- Develop and implement grant cycles.
- Create and submit the LSTA annual report.

Project goal:

- Continue to ensure compliance with federal and state regulations
- Provide grant cycles targeted for library needs and opportunities.

Major activities:

- Develop and implement grant cycles. These include Digital Literacy, Washington Rural Heritage and others.
- Maintain ongoing grant cycles like Continuing Education and IT Continuing Education
- Support the Library Council of Washington.
- Report on LSTA funded activities.
- Monitor activities and expenditures funded by LSTA

Approximate timing

Typically starts when funding is received

Ongoing

Four meetings annually

September – December

Ongoing

RESOURCES ASSIGNED**Project Manager**

Maura Walsh

Other Library Development Staff

Jeff Martin, Leanna Hammond, Jeremy Stroud

Advisory Committee Yes No**Fiscal Workload (Light, Moderate, Heavy)**

Heavy

Contracts Workload (Light, Moderate, Heavy)

Heavy

BUDGET SUMMARY

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Budget Categories	Funding Total	Description Of Budget Item
WSL Staffing Costs	\$110,620	One full time, one part time
Contracts For Employment/Services	\$1,500	K12 substitutes
Supplies And Equipment	\$3,075	
Travel Costs	\$16,075	Council and staff travel
Grant Funding		
Proposal Total	\$131,270	Assumes award of \$3,281,761

Comments on Budget

LSTA administration is limited to 4% of the 2015 award. Costs for administration above 4% must be charged to the state funding (PI 09530) or be directly related to LSTA project involvement. Until Congress acts we don't know what the award will be.

2015 LSTA Workplan and Budget

Project Name: Technology Services to Washington Libraries

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PROJECT SUMMARY**Provide a brief description of the project:**

Provides information technology assistance and training to libraries. After surmounting the initial hurdle of obtaining current information technology, many libraries are ill equipped to use or support these resources. This is especially true of small and rural libraries. This project provides help with the federal E-Rate applications and funds, supports use of third party funding, and assists libraries with technical questions related to hardware and software by phone or on-site visits.

Project Goal (What outcome would you like to see the project accomplish this upcoming year):

Promote public access computing in libraries

Major activities:

- Technical assistance and consulting in the application of technology in libraries
- Implement staffing and infrastructure assuming Institutional Technology Unit (ITU) responsibilities for K-20 Educational Network connected libraries. Includes site readiness visits, network monitoring, and onsite troubleshooting and mitigation
- Technology training to support public access computing
- Gather and distribute information and statistics about public libraries

Approximate timing

Ongoing throughout year

Ongoing throughout year

Ongoing throughout year

Information gathered first half of year and submitted in June; follow-up July and August

RESOURCES ASSIGNED

Project Manager

Gary Bortel

Other Library Development Staff

Joe Olayvar, Evelyn Lindberg, Leanna Hammond (50%), Staci Phillips (50%), Jeremy Stroud (50%)

Advisory Committee

 Yes No

Fiscal Workload (Light, Moderate, Heavy)

light

Contracts Workload (Light, Moderate, Heavy)

light

BUDGET SUMMARY

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Budget Categories	Funding Total	Description Of Budget Item
WSL Staffing Costs*	\$376,651	
Contracts For Employment/Services	\$9,000	Internet Librarian, Koha conference, 3 training classes
Supplies And Equipment		
Travel Costs	\$25,466	
Grant Funding		
Proposal Total	\$411,117	

Comments on Budget

Numerous trips to Eastern Washington this coming year working on the proof of concept Koha project, WebReady (Drupal web hosting), general consulting visits (E-rate, network/computer, etc) and Internet filter installs.

*calculated by increasing this FY2015 salary by 3% plus current cost of benefits. This figure includes compensation for: Evelyn Lindberg, Joe Olayvar & Gary Bortel (@ 100%); Leanna Hammond, Staci Phillips & Jeremy Stroud (@ 50%). No use of State funds assumed for Staffing Costs.

2015 LSTA Workplan and Budget

Project Name: IT Services

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PROJECT SUMMARY**Provide a brief description of the project:**

- Funding of ongoing program requirements for IT hardware, software and services.

Project goal (What outcome would you like to see the project accomplish this upcoming year?):

- Meet the IT needs of Library Development program staff.
- Meet IT service needs for libraries outside WSL as provided for by Library Development.

Major activities:

- Supports consulting on both technology and E-Rate issues through the purchase of equipment, reference material, software, etc.
- Update Library Development server infrastructure providing libraries services statewide such as web & email hosting, content filtering and domain name system service.
- Continue pilot project hosting Koha integrated library system (ILS) for seven to ten small libraries.
- Continue Institutional Technology Unit (ITU) responsibilities for K-20 Educational Network connected libraries. Includes hardware/software replacement.

Approximate timing

Ongoing throughout year

RESOURCES ASSIGNED**Project Manager**

Gary C. Bortel

Other Library Development Staff

Joe Olayvar

Advisory Committee Yes No**Fiscal Workload (Light, Moderate, Heavy)**

Light

Contracts Workload (Light, Moderate, Heavy)

Light

BUDGET SUMMARY

Budget Categories	Funding Total	Description Of Budget Item
WSL Staffing Costs		
Contracts For Employment/Services		
Supplies And Equipment	\$25,000	IT Equipment & Software
Travel Costs		
Grant Funding		
Proposal Total	\$25,000	

Comments on Budget

2015 LSTA Workplan and Budget

Project Name: K-20 Support

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PROJECT SUMMARY**Provide a brief description of the project:**

The Washington State Library recognizes the critical need to develop library services that provide all users with access to information through local, state, regional, national, and international electronic networks. Integral to this undertaking is the support of library efforts to provide reliable high-speed Internet connectivity. WSL will assist libraries statewide by providing the following services.

- Continue the helpdesk and regional institutional technology unit (RITU) functionalities provided by the Educational Service Districts (ESD) for the coming year.
- Provide fiber connectivity at the Washington State Library through the K-20 Educational Network over which services such as Internet content filtering, email hosting, web hosting and domain name system service is provided to libraries statewide.

Project goal (What outcome would you like to see the project accomplish this upcoming year?):

- Provide cost effective, reliable Internet connectivity and services to public libraries and users of those institutions statewide.

Major activities:

- Continue to provide helpdesk and RITU services through local ESDs for all libraries connected to the K-20 Network.
- Continue to provide reliable hosting of critical network services to libraries statewide.

Approximate timing

Ongoing throughout year

RESOURCES ASSIGNED**Project Manager**

Gary C. Bortel

Other Library Development Staff

Joe Olayvar

Advisory Committee Yes No**Fiscal Workload (Light, Moderate, Heavy)**

Light

Contracts Workload (Light, Moderate, Heavy)

Light

BUDGET SUMMARY

Budget Categories	Funding Total	Description Of Budget Item
WSL Staffing Costs		
Contracts For Employment/Services	\$10,000	<ul style="list-style-type: none">• RITU Helpdesk Services (\$5,000)• K-20 fiber circuit located at the WSL (\$5,000)
Supplies And Equipment		
Travel Costs		
Grant Funding		
Proposal Total	\$10,000	
Comments on Budget		

2015 LSTA Workplan and Budget

Project Name: Statewide Database Licensing (SDL)

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PROJECT SUMMARY

SDL provides citizens of the state access to online subscription research databases through their local libraries at a discounted cost. With guidance from the project's steering committee, the project uses federal LSTA funds to underwrite licenses to full-text magazine and newspaper databases, plus resources intended for use by children and students. Initiated in 1998, this project currently pays half the approximately \$500,000 contract annual costs. Libraries' local funds pay the rest. SDL staff also broker group purchasing with several additional vendors, coordinate training and other project related activities.

Project goal (What outcome would you like to see the project accomplish this upcoming year?):

During Federal Fiscal Year 2015 (Oct 2015 – Sept 2016) the project should mostly be on autopilot. It is not currently anticipated that this will be a year with any significant changes. If changes occur, it should be in FFY 2016.

Major activities:

- Approximately \$250,000 is used to subsidize the SDL ProQuest contract (participating libraries between them pay a matching amount)
- Remainder of budget pays salaries and benefits for staff, travel for staff and advisory group, for conferences and CE, and other incidental project expenses
- Ongoing vendor relations, routine promotion, support, retention, etc. efforts to keep project functioning efficiently and smoothly

Approximate timing

Throughout the year, except $\frac{3}{4}$ of the \$250K budget is paid in July or August of one year, the remainder a year later

RESOURCES ASSIGNED**Project Manager**

Will Stuiivenga

Other Library Development Staff

Support staff assist with travel and meeting arrangements, and may assist with collecting and filing paperwork if needed. Carolyn Petersen has assisted in outreach to small, rural, and tribal libraries. Evelyn Lindberg has worked to provide links to ProQuest resources on her 12 libraries with Drupal web sites hosted by WSL. Jennifer Fenton has assisted in coordinating training efforts, and SDL training stats are reported through her. LSTA subsidies are reported through Gary Bortel's Legislative Fact Sheet data collection procedure.

Advisory Committee
 Yes No
Fiscal Workload (Light, Moderate, Heavy)

Light

Contracts Workload (Light, Moderate, Heavy)

Light

BUDGET SUMMARY

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Budget Categories	Funding Total	Description Of Budget Item
WSL Staffing Costs	\$96,000	1.1 FTE staff, 12 months
Contracts For Employment/Services	\$250,000	eResource contract subsidy
Supplies And Equipment	\$1,500	Includes CE & conference costs, printing, supplies, etc.
Travel Costs	\$8,000	Conference, training, CE, Advisory Committee travel
Grant Funding	0	
Proposal Total	\$349,000	

Comments on Budget

Increase over FFY 2014 is due to funding salaries for 12 months instead of 10. Keep in mind that the eResources portion could have changed significantly due to recommendations from the needs assessment currently planned. This budget assumes no change.

2015 LSTA Workplan and Budget

Project Name: Digital Literacy

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PROJECT SUMMARY**Provide a brief description of the project:**

Coordinate Digital Literacy information and training statewide.

Project goal (What outcome would you like to see the project accomplish this upcoming year?):

The goal of Digital Literacy resources and training provided by WSL is to provide staff with resources about digital literacy that have a direct impact on their patrons and support the national priorities determined by the Institute of Museum and Library Services (IMLS.)

Major activities:

Maintain and enhance the Digital Literacy web resource portal, train library staff and provide grants for Digital Literacy projects. Sustain the Gadget Menagerie program with updates to devices and trainings as needed.

Approximate timing

Throughout the year

RESOURCES ASSIGNED**Project Manager**

Jennifer Fenton

Other Library Development Staff

Jeff Martin, Gary Bortel, Joe Olayvar, Leanna Hammond, Staci Phillips, Joe Olayvar, Evelyn Lindberg, Nono Burling, Shirley Lewis and Maura Walsh
Admin support, grant support, gadget menagerie support, training support.

Advisory Committee Yes No**Fiscal Workload (Light, Moderate, Heavy)**

Moderate

Contracts Workload (Light, Moderate, Heavy)

Moderate

BUDGET SUMMARY

Budget Categories	Funding Total	Description Of Budget Item
Contracts For Employment/Services	\$15,000	Training, online, in-person
Supplies And Equipment	\$2,000	Equipment/technology to support trainings
Travel Costs	\$8,000	Site Visits, on-ground training travel
Grant Funding	\$75,000	Year 3 projects on Digital Literacy
Proposal Total	\$100,000	

Comments on Budget

2015 LSTA Workplan and Budget

Project Name: Organizational Memberships

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PROJECT SUMMARY**Provide a brief description of the project:**

Purchase memberships to support Library Development programs and services. These memberships include Lyrasis, Amigos, and OCLC WebJunction.

Project goal (What outcome would you like to see the project accomplish this upcoming year?):

Provide libraries in Washington cost effective access to a variety of resources, materials and trainings.

Major activities:

Purchase memberships

Approximate timing

Annually

RESOURCES ASSIGNED**Project Manager**

Shirley Lewis

Other Library Development Staff

Jennifer Fenton, Jeff Martin

Advisory Committee Yes No**Fiscal Workload (Light, Moderate, Heavy)**

Light

Contracts Workload (Light, Moderate, Heavy)

Light

BUDGET SUMMARY

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Budget Categories	Funding Total	Description Of Budget Item
WSL Staffing Costs		
Contracts For Employment/Services	\$25,100	Amigos \$600 Lyrasis \$2,500 Webjunction \$22,000
Supplies And Equipment		
Travel Costs		
Grant Funding		
Proposal Total	\$25,100	

Comments on Budget

Because these service providers, especially Webjunction, are in a state of flux, projections are difficult. A minor increase has been added to 2014 allotted amounts.

2015 LSTA Workplan and Budget

Project Name: VRS (Ask WA)

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PROJECT SUMMARY

Provide a brief description of the project:

Ask WA uses the OCLC QuestionPoint software to perform virtual reference service. Both Academic and Public Libraries use the statewide virtual reference. Through OCLC Ask WA is able to offer 24/7 virtual reference coverage so that there is a librarian able to assist any participating library's patron 24 hours a day, 7 days a week. One .5 FTE staff person manages Ask WA performing essential activities such as communication (sharing information among libraries and vendors), scheduling (monitoring cooperative coverage compliance), training (facilitating or scheduling training for new staff, new libraries, software updates, etc.), vendor liaison, promoting and marketing, and maintaining and expanding the statewide VR program.

Project goal (What outcome would you like to see the project accomplish this upcoming year?):

Continue new library buy-in while maintaining existing library base. Add new members to Ask WA service. Increase quality of transactions. Work with member libraries to promote the Ask-WA program, share successful strategies between libraries. Encourage "low use" libraries to promote the service to their patrons. Build relationships and community between Ask WA librarians through regular meetings, newsletters, a specific Ask WA website, conference attendance/presentations and site visits. Maintain high answering percentages for WA state. Revitalize the Spanish queue.

Major activities:

- Purchase QuestionPoint software (3-BMEs & unlimited SUPs) for October 2014-September 2015 (12 months).
- With advisory committee, organize and plan QuestionPoint Washington meetings as needed.
- With the advisory committee, guide and promote the statewide virtual reference portal.
- Use statewide cooperative policy to ensure quality of service and proper VRS implementation among cooperating libraries.
- Administer VRS subscription groups for email, public, and private cooperatives, and VRS virtual groups for question referrals.
- Assist new cooperative libraries with software setup and training.
- Maintain statewide schedule of libraries to ensure coverage meets OCLC percentage guidelines.
- Work with advisory committee to expand the Washington QP cooperative; market the service with branding and direct communication to increase awareness, value, and buy-in.
- Conduct site visits to support cooperating libraries and to make non-participating libraries aware of benefits of a statewide QP cooperative
- Attend and participate in conferences to educate libraries, learners and customers about VRS.

Approximate timing

November 2014

RESOURCES ASSIGNED			
			Page 2 of 2
Project Manager	Nono Burling		
Other Library Development Staff			
Advisory Committee	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Fiscal Workload (Light, Moderate, Heavy)	Light	Contracts Workload (Light, Moderate, Heavy)	Light
BUDGET SUMMARY			
Budget Categories	Funding Total	Description Of Budget Item	
WSL Staffing Costs	\$56,000		
Contracts For Employment/Services	\$55,600	QuestionPoint Software 75% of total cost	
Supplies And Equipment	\$1,250		
Travel Costs	\$4,000		
Grant Funding			
Proposal Total	\$116,850		
Comments on Budget			

2015 LSTA Workplan and Budget

Project Name: Washington Digital Newspapers

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PROJECT SUMMARY

This project will continue the production of digital newspaper files and metadata started by our participation in the National Digital Newspaper Program which allows us to provide free, online access to Washington newspapers. New for the Washington Digital Newspapers program, we will also work to streamline our newspaper collection by combining an earlier collection searchable by subject index, with the digital assets from NDNP and those created for WDN into a single, keyword searchable portal. We will select new titles and establish new partnerships to grow and improve our digital newspaper collection.

Project goal (What outcome would you like to see the project accomplish this upcoming year?):

In this project we will:

- Develop a workflow plan to create a single search portal for newspapers
- Digitize 30,000 newspaper pages per year
- Establish interstate digital newspaper collection standards

Major activities:

- Establish advisory group to select newspaper titles
- Develop metadata and OCR standards for WSL
- Meet with IT staff to discuss preservation storage requirements
- Meet with web development staff to discuss data conversion to single portal
- Establish vendor partnerships to create high quality image files and metadata
- Investigate additional funding partnerships in local communities interested in digitizing their local papers

Approximate timing

ongoing

RESOURCES ASSIGNED**Project Manager**

Shawn Schollmeyer

Other Library Development Staff

IT and Digital Collections staff

Advisory Committee Yes No**Fiscal Workload (Light, Moderate, Heavy)**

Moderate

Contracts Workload (Light, Moderate, Heavy)

Moderate

BUDGET SUMMARY

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Budget Categories	Funding Total	Description Of Budget Item
WSL Staffing Costs	33,611	0.4 WSL staff project manager from LSTA, remainder of FTE (0.6) from state funding
Contracts For Employment/Services	21,989	Scanning, OCR software licensing, vendor processing services
Supplies And Equipment	3,200	Hard drives, shipping materials, preservation materials
Travel Costs	6,200	Travel to participating libraries, 1-2 conferences to discuss current metadata standards & promote collection
Grant Funding	-	
Proposal Total	65,000	
Comments on Budget		

2015 LSTA Workplan and Budget

Project Name: Washington Rural Heritage

PROJECT SUMMARY

Provide a brief description of the project:

Small libraries and heritage institutions across Washington are in possession of unique, historically significant collections. In most cases, they lack the resources necessary to provide adequate access to these materials. Washington Rural Heritage (WRH) is a statewide digitization program enabling public and tribal libraries and their partnering institutions to create online collections that highlight institutional holdings and tell the stories of their communities.

Rather than funding disparate projects at individual institutions, WRH is based on a collaborative model which utilizes a centralized infrastructure. WSL hosts, administers, and preserves the digital collections contributed by participants. Project staff work both virtually, and on-location with participating institutions to digitize materials, as well as to provide training in all aspects of digital project development. Professional development is a primary objective of the initiative; by the end of an initial project, participants have the skills to take on new digitization projects on their own.

Project goal (What outcome would you like to see the project accomplish this upcoming year?):

Expand the WRH program to include additional partners and unique collections of digitized primary source materials. Address the needs of students and educators in Washington State with the inclusion of a “Teacher Resources” page on the WRH website. Prepare roughly 25% of WRH collections/records for near-future inclusion in the Digital Public Library of America (DPLA) portal. Ensure that all master files for previous years’ grants are fully dark-archived using OCLC Digital Archive. Complete cross-walking 25% of existing WRH collections from Dublin Core to MARC; these will also be available through partners’ local catalogs.

Major activities:

- Provide digitization sub-grants to eligible Washington institutions.
- Investigate the incorporation and/or creation of K-12 curricula focusing on the use of digitized primary sources. Determine feasibility of incorporating librarian-teacher collaboration to create lesson plans/curricula as part of a larger collaborative digitization projects or ongoing programs. Include this as an eligible activity in 2015 WRH sub-grants.
- Update and enhance WRH collection metadata to be closely aligned with the Digital Public Library of America’s Metadata Application Profile. WRH partners will receive training in updating/enhancing their collection metadata to meet DPLA standards. WRH program staff will be in communication with regional colleagues discussing the development a DPLA “service hub.”

Approximate timing

Ongoing throughout the year

PROJECT SUMMARY (continued)**Major activities: (continued)**

- Support new and existing project participants in their efforts to build online digital collections: a) Provide training throughout the year in all aspects of project development. Encourage longer-term participants' professional development through training opportunities in advanced digitization topics; b) Administer WSL-hosted digital asset management software and continue to provide web design and hosting for project sites; c) Develop and administer grant cycles; d) Provide specialized digitization services to participating institutions (e.g., large format scanning, audio/video reformatting & transcoding, etc.); e) Continually revise and update training materials.
- See to digital preservation and metadata cross-walking of the repository.

Approximate timing

Ongoing throughout the year

RESOURCES ASSIGNED**Project Manager** Evan Robb**Other Library Development Staff** TBD**Advisory Committee** Yes No

Fiscal Workload (Light, Moderate, Heavy)	Light	Contracts Workload (Light, Moderate, Heavy)	Light
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BUDGET SUMMARY

Budget Categories	Funding Total	Description Of Budget Item
WSL Staffing Costs	\$140,000	2 FTEs, 12 months
Contracts For Employment/Services	\$17,000	Contract work, digitization services, OCLC services (incl. preservation), printing services.
Supplies And Equipment	\$1,000	Digitization and photography supplies and hardware. Software upgrades.
Travel Costs	\$15,000	2 FTEs, 30-45 nights on-site work.
Grant Funding	\$25,000	1 grant cycle.
Proposal Total	\$198,000	

Comments on Budget

2015 LSTA Workplan and Budget

Project Name: Washington Group Services/Wayfinder

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PROJECT SUMMARY

Through Washington Group Services libraries in Washington join together to purchase their OCLC Cataloging, Resource Sharing (ILL) and WorldCat subscription services with predictable pricing. Several small public libraries (population under 30K) receive subsidies to cover eligible OCLC costs.

Project goal (What outcome would you like to see the project accomplish this upcoming year?):

Offer libraries the option of directly and individually funding access to Wayfinder: The Catalog of Washington Libraries. Continue to pay out the decreasing contractual subsidies to small libraries.

Major activities:

- Manage the subsidy program for small libraries.
- Act as liaison with OCLC for the project:
 - Manage the OCLC contract addendums and renewals;
 - Assist in publicizing OCLC's announcements and
 Possibly coordinate with OCLC in promoting a new funding model for Wayfinder.

Approximate timing

Throughout the year as appropriate

RESOURCES ASSIGNED

Project Manager	Will Stuiivenga		
Other Library Development Staff	Support staff may assist with collecting and filing paperwork if needed		
Advisory Committee	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Fiscal Workload (Light, Moderate, Heavy)	Light	Contracts Workload (Light, Moderate, Heavy)	Moderate

BUDGET SUMMARY

Budget Categories	Funding Total	Description Of Budget Item
WSL Staffing Costs		Staff from SDL
Contracts For Employment/Services	\$7,500	Library Subsidies
Supplies And Equipment		
Travel Costs		
Grant Funding		
Proposal Total	\$7,500	

Comments on Budget

Subsidies continue to decrease

2015 LSTA Workplan and Budget

Project Name: Downloadable Audiobooks and eBooks

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PROJECT SUMMARY

Through contracts negotiated with two vendors (Recorded Books and OverDrive), many Washington libraries are able to offer downloadable audiobooks and eBooks to their patrons at an affordable price.

Project goal (What outcome would you like to see the project accomplish this upcoming year?):

Minimize loss of participation due to eliminate of LSTA subsidies while charting the best course forward for the Washington Digital Library Consortium, exploring the possibilities of additional services or platforms member libraries could offer to their patrons, and determining the best approaches to funding consortia expenses.

Major activities:

- Managing the WDLC;
- Invoicing WDLC libraries;
- Recruiting and supporting participating libraries;
- Managing vendor relations;
- Researching and pricing other services (such as Zinio, Hoopla, Freading, etc.)

Approximate timing

Most throughout the year; invoicing in December, sometimes at another time during the year

RESOURCES ASSIGNED**Project Manager**

Will Stuiivenga

Other Library Development Staff

In-house advisory and support team includes Carolyn Petersen (works with small libraries), Jennifer Fenton (advises on training), Joe Olayvar (provides technical assistance to libraries, especially the small ones), Jeremy Stroud (develops marketing materials and forms), Staci Phillips and Leanna Hammond (provide administrative support).

Advisory Committee
 Yes No
Fiscal Workload (Light, Moderate, Heavy)

Moderate

Contracts Workload (Light, Moderate, Heavy)

Moderate

BUDGET SUMMARY

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Budget Categories	Funding Total	Description Of Budget Item
WSL Staffing Costs		Salary from SDL
Contracts For Employment/Services	\$4,500	Covers 3 OverDrive \$1,500 startup fees
Supplies And Equipment	0	
Travel Costs	\$3,500	Site visits, conferences, training
Grant Funding	\$8,000	
Proposal Total	\$16,000	

Comments on Budget

These amounts are all that is projected to be needed to continue the current project without LSTA subsidies except to pay the startup fees for any libraries joining the WA Anytime Library. However, this project could be expanded into other directions, and given significant additional funding, could work to provide additional downloadable type services to WA libraries.

2015 LSTA Workplan and Budget

Project Name: Libraries as Open Education Leaders

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PROJECT SUMMARY

The project will supply training and opportunities for library and discipline faculty to work together to find and create OER, design courses using OER, and integrate OER at the course level. Participants will create long-term project plans for OER adoption tailored to the needs of their college's students. The ultimate goal of the project is to decrease the expense of textbooks for students at Washington State community colleges by replacing them with less costly digital, open source materials and increase student learning opportunities.

Project goal (What outcome would you like to see the project accomplish this upcoming year?):

This multi-year project includes three main goals.

- Goal 1: Librarians will be leaders and advocates for open education resources.
- Goal 2: Community and technical colleges will develop and pilot courses that adopt OER.
- Goal 3: Librarians will create sustainable OER programs tailored to the needs of their institutions; OER program planning and advocacy will be designed to create lasting relationships.

Major activities:

- Fall workshop for discipline and library faculty to learn about collaborating in OER adoption
- Library & Discipline Faculty begin collaboration for OER Pilot Course
- Collaborative teams complete OER course plan showing process for adoption in Winter 2016
- Collaboration teams return pilot course evaluation including student surveys, faculty assessment
- Using results of assessments, librarians revise and refine OER plans and courses

Approximate timing**RESOURCES ASSIGNED****Project Manager**

Shirley Lewis

Other Library Development Staff

Jeff Martin

Advisory Committee
 Yes No
Fiscal Workload (Light, Moderate, Heavy)

Moderate

Contracts Workload (Light, Moderate, Heavy)

Moderate

BUDGET SUMMARY

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Budget Categories	Funding Total	Description Of Budget Item
WSL Staffing Costs		
Contracts For Employment/Services	\$110,000	
Supplies And Equipment		
Travel Costs		
Grant Funding		
Proposal Total	\$110,000	
Comments on Budget		
Total assumed for 2015 is based on first year of project – interagency agreement IG-4814		

2015 LSTA Workplan and Budget

Project Name: Training/Continuing Education

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PROJECT SUMMARY

Provide a brief description of the project:

Training component: Training for topics not covered by project funding. Topics for library training include serving underserved populations and technology training. Training topics will be based on a needs assessment to be conducted by WSL and WLA. Trainings include both in-person trainings and online.

Continuing Education Grants component: Members of the Washington library community who need financial assistance in either attending or receiving instruction (individuals) or providing a workshop (organizations) may be eligible for grants. Grants awarded must be aligned with the LSTA State Program priorities and the training event must directly benefit the end user of the library.

Applicants may be librarians and all categories of support staff working ten or more hours per week in a library or library system which is eligible to receive Library Services and Technology Act (LSTA) funds. CE grants are on a matching basis; funds are awarded to match the applicant's contribution (normally a minimum of 50 percent). Given these more difficult times, match has been temporarily reduced from a minimum of 50% to a minimum of 25%. The maximum grant, per event, is \$750 for an individual (\$1,000 per calendar year) and \$3,000 for an organization (\$3,000 per calendar year). The budget will be monitored and the match may return to 50% if demand increases.

Project goal (What outcome would you like to see the project accomplish this upcoming year?):

The goal of training and continuing education grants provided by WSL is to provide staff with resources for Continuing Education opportunities that have a direct impact on their patrons and support the national priorities determined by the Institute of Museum and Library Services.

Major activities:

- Training:
 - Workshop / Trainer contracts (and travel)
 - Web conferencing software
 - Training supplies
 - Light meals and refreshments
- Continuing Education Grants: grants will be awarded on a reimbursement basis to individuals and organizations to help fund continuing education activities. Such events may include:
 - Attendance at workshops
 - Attendance at specialized conferences, symposiums, forums
 - Attendance at community college or university classes
- Participation in classes delivered through distance education programs

Approximate timing

Throughout the year

RESOURCES ASSIGNED

Page 2 of 2

Project Manager	Jennifer Fenton		
Other Library Development Staff	Leanna Hammond & Staci Phillips (Processing of applications, development of award letters, processing of claims, admin support for training); Jeff Martin & Maura Walsh (LSTA oversight and approval of claims)		
Advisory Committee	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Fiscal Workload (Light, Moderate, Heavy)	Moderate	Contracts Workload (Light, Moderate, Heavy)	Moderate

BUDGET SUMMARY

Budget Categories	Funding Total	Description Of Budget Item
WSL Staffing Costs	\$85,000	Salary and benefits for project manager
Contracts For Employment/Services	\$50,000	Contracts with presenters; space rental; equipment rental; training for ongoing trainings
Supplies And Equipment	\$5,000	General supplies; resource materials; postage; print and photocopy; light meals and refreshments for trainings;
Travel Costs	\$16,000	Travel to host on site trainings and attend CE events
Grant Funding	\$40,000	CE Grants for individuals and organizations
Proposal Total	\$196,000	

Comments on Budget

With limited state funds, more money is needed for salary and benefits.

2015 LSTA Workplan and Budget

Project Name: Information Technology Continuing Education (IT CE) Grants

Page 1 of 2

PROJECT SUMMARY**Provide a brief description of the project:**

Digital resources and information technology have become a crucial component in the delivery of information. The Information Technology Continuing Education (ITCE) grants were created to provide up-to-date training for the library community. Library Services and Technology Act (LSTA) funds will offset 50 percent of registration fees for the technical training of library and IT support staff.

The revised approach is: Provide reimbursement funding to attendees for 50% of registration fees and required workbooks/textbooks

Eligibility for ITCE grants is limited to staff members of LSTA-qualified libraries and IT staff who directly support these libraries a minimum of 10 hours per week. Annual funding caps will be enforced at \$2,000 per individual and a \$4,000 aggregate total per library system.

Funding from other WSL/LSTA sources (e.g., Continuing Education Grants) may not be combined with ITCE grants.

Project goal (What outcome would you like to see the project accomplish this upcoming year?):

Building capacity within libraries by providing crucial IT training opportunities.

Major activities:

Provision of IT training grants

Approximate timing

Throughout the year

RESOURCES ASSIGNED**Project Manager**

Jennifer Fenton

Other Library Development Staff

Leanna Hammond

Advisory Committee

Yes No

Fiscal Workload (Light, Moderate, Heavy)

Light

Contracts Workload (Light, Moderate, Heavy)

Light

BUDGET SUMMARY

Budget Categories	Funding Total	Description Of Budget Item
WSL Staffing Costs		
Contracts For Employment/Services		
Supplies And Equipment		
Travel Costs		
Grant Funding	15,000	
Proposal Total	15,000	
Comments on Budget		

2015 LSTA Workplan and Budget

Project Name: Statewide Assistance to Libraries

Page 1 of 2

PROJECT SUMMARY

- Work with a variety of small and mid-sized public and tribal libraries on service issues.
- Work on projects and grant cycles aimed at improving library services throughout the state

Project goal (What outcome would you like to see the project accomplish this upcoming year?):

Support and assist libraries in providing programs and services to the residents of Washington

Major activities:

- Work directly with rural and tribal libraries to improve service to their customers
- Plan and implement grant cycles
- Maintain a community reads exchange program, recycling gently used titles to other libraries for use in their own community reads program and collections
- Provide scholarships for up to five small rural library staff to attend ARSL conference

Approximate timing**RESOURCES ASSIGNED****Project Manager**

Shirley Lewis

Other Library Development Staff

Carolyn Petersen, Leanna Hammond, Staci Phillips, Jeremy Stroud

Advisory Committee Yes No**Fiscal Workload (Light, Moderate, Heavy)**

Moderate

Contracts Workload (Light, Moderate, Heavy)

Moderate

BUDGET SUMMARY

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Budget Categories	Funding Total	Description Of Budget Item
WSL Staffing Costs	\$213,007	Ten months salary & benefits 100% Carolyn & Shirley 50% Leanna, Staci, Jeremy
Contracts For Employment/Services		
Supplies And Equipment	\$3,050	
Travel Costs	\$12,300	Trips to rural libraries & tribes and travel to WALE, etc.
Grant Funding	\$7000	ARSL scholarships
Proposal Total	\$235,507	
Comments on Budget		
Used 2014 allotments, have not increased projected amounts.		

2015 LSTA Workplan and Budget

Project Name: Youth Services

Page 1 of 2

PROJECT SUMMARY

To provide support for statewide summer reading, youth services, training and services; distribution of Read to Your Baby booklets; and continued collaboration with:

- Dept of Early Learning, esp. Race to the Top –
- Early Learning Public Library Partnership (ELPLP)
- Collaborative Summer Library Program (CSLP) –
- Office of the Superintendent of Public Instruction (OSPI)
- Reach Out and Read and other organizations

Project goal (What outcome would you like to see the project accomplish this upcoming year?):

- Convene Youth Services folks to begin planning for new Youth Services initiative
- Explore committee responsibilities in CSLP and the implementation of the program
- Collaborate with CE coordinator to produce Youth Services trainings
- Facilitate a day one Summer Reading Summit between OSPI and public library folk

Major activities:

- Implement Summer reading summit
- Convene youth services advisory committee to plan training
- Collaborate with CE coordinator to schedule trainings

Approximate timing

October 2015
First quarter 2015

RESOURCES ASSIGNED**Project Manager**

Carolyn Petersen

Other Library Development Staff

Jennifer Fenton, Leanna Hammond

Advisory Committee
 Yes No
Fiscal Workload (Light, Moderate, Heavy)

light

Contracts Workload (Light, Moderate, Heavy)

light

BUDGET SUMMARY

Page 2 of 2

Budget Categories	Funding Total	Description Of Budget Item
WSL Staffing Costs	\$83,000	1 FTE
Contracts For Employment/Services	\$10,000	Contract for Youth Services training
Supplies And Equipment	\$8,000 \$6,000	CSLP membership, manual purchase mailing costs for booklets and other items To-go kits for rural and tribal libraries
Travel Costs	\$10,000	Meetings, conferences and training; sponsor youth services representative to the annual CSLP meeting
Grant Funding		
Proposal Total	\$117,000	
Comments on Budget		

2015 LSTA Workplan and Budget

Project Name: Washington Talking Book & Braille Library (WTBBL)

Page 1 of 1

PROJECT SUMMARY**Provide a brief description of the project:**

Provide free library service consisting of books and magazines in alternate formats to meet the information, self-education, and recreational needs of visually impaired, blind, physically handicapped, and learning disabled residents statewide who are eligible under the criteria of the U.S. Library of Congress, National Library Service for the Blind and Physically Handicapped (NLS). WTBBL is now a program and direct service of the Washington State Library.

Project goal (What outcome would you like to see the project accomplish this upcoming year?):

Provide cost effective service and further enhance services and the patron base as funding allows.

Major activities:

- Circulation of materials through electronic, postal, and via walk-in service
- Outreach to individuals and institutions serving those who cannot read standard print material

Approximate timing

Ongoing throughout year

RESOURCES ASSIGNED**Project Manager**

Danielle Miller

Other Library Development Staff

No library development staff are involved. Only WTBBL staff and approximately 400 volunteers

Advisory Committee

Yes No Patron Advisory Council

Fiscal Workload

Moderate

Contracts Workload

Light

BUDGET SUMMARY

Budget Categories	Funding Total	Description Of Budget Item
WSL Staffing Costs	\$315,207	
Contracts For Employment/Services		
Supplies And Equipment		
Travel Costs		
Grant Funding		
Proposal Total	\$315,207	

Comments on Budget

Also uses state funding to support this activity. This is a significant source of MOE.

2015 LSTA Workplan and Budget

Project Name: TLC3 or Teacher Librarian Common Core Cadre (K-12)

Page 1 of 2

This K-12 project, now named TLC3, will focus on supporting the implementation of Common Core Standards. In the third year of this project specialized curriculum will be developed to allow Washington State's teacher librarians to take advantage of source materials located at the Library of Congress.

PROJECT SUMMARY

Project goal (What outcome would you like to see the project accomplish this upcoming year?):

Provide training for teacher librarians that will be developed and modified by trainers from the Advisory Committee. Training will focus on:

- Providing resources and professional development for teacher-librarians to serve as building and district leaders for the successful implementation of Common Core State Standards in English Language Arts (ELA).
- Supporting reading for information, understanding text complexity, and developing research skills to strengthen student success through school library information and technology programs.
- Empowering teacher librarians to be key allies in CCSS implementation by providing resources and training opportunities to develop and strengthen school library resources and techniques for supporting teachers and students.
- Sharing messaging and professional development tools that will be available to all educators and school administrators, public librarians, and communities engaged with Common Core implementation.

Another component is developing training and/or a web portal to support public library staff.

Major activities:

- Review training from June and August 2015 to assess need for additional trainings
- Develop training and resources for public libraries
- Trainings presented
- Evaluate program

Approximate timing

Fall 2014
First quarter 2015
June & August 2015
September 2015

RESOURCES ASSIGNED			
Page 2 of 2			
Project Manager	Carolyn Petersen		
Other Library Development Staff	Leanna Hammond		
Advisory Committee	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Fiscal Workload (Light, Moderate, Heavy)	moderate	Contracts Workload (Light, Moderate, Heavy)	moderate
BUDGET SUMMARY			
Budget Categories	Funding Total	Description Of Budget Item	
WSL Staffing Costs			
Contracts For Employment/Services	\$40,000		
Supplies And Equipment	\$8,000		
Travel Costs	\$25,000		
Grant Funding			
Proposal Total	\$73,000		
Comments on Budget			
Strong partnerships with OSPI and WLMA expected to continue for the duration of the project.			

2015 LSTA Workplan and Budget

Project Name: Connecting the Dots – Early Learning Systems and Public Libraries

Page 1 of 2

PROJECT SUMMARY

Provide a brief description of the project:

The proof is in! With support from the first phase of *Connecting the Dots*, forty fearless librarians, working with Project VIEWS2 researchers and a small army of UW iSchool students under the guidance of the late Dr. Eliza T. Dresang, were able to prove, at long last, that public library storytimes really do make a difference when early literacy principles are intentionally incorporated into their delivery. The next phase of *Connecting the Dots, Supercharged Storytimes – The VIEWS2 Way*, will use the research findings of Project VIEWS2 to equip library staff in Washington State with exciting new ways to deliver storytimes that are fun, creative, and scientifically proven to help children learn to read.

Project goals:(What outcome would you like to see the project accomplish this upcoming year?):

- Make early learning programs, such as storytimes, that are offered by Washington’s public libraries, more effective by training library staff how to use intentionality to incorporate early learning principles into their programs;
- Increase the awareness of the tools and methodologies developed with the support of this project among members of the state’s early learning community;
- Increase the awareness of the benefits of the tools and methodologies developed with the support of this project among library administrators and funders.

Major activities:

- Based on feedback from experimental and control librarians and other members of project advisory committee, roll out statewide training on project methodologies and tools;
- Hold project advisory committee meetings (face-to-face and online) to guide evolution of training;
- Hold meetings (face-to-face and online) with project work teams as necessary;
- Work with four other pilot states on phased national rollout of Project VIEWS2 tools;
- Begin to explore ways to expand training on tools to other members of the early learning community, including designing training modules that are STARS certified;
- Publicize tools to increase awareness of them, including availability of training resources.

Approximate timing

Ongoing throughout year

RESOURCES ASSIGNED

Page 2 of 2

Project Manager	Diane Hutchins		
Other Library Development Staff	Leanna Hammond Staci Phillips Maura Walsh Jennifer Fenton Jeremy Stroud		
Advisory Committee	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Fiscal Workload (Light, Moderate, Heavy)	Moderate	Contracts Workload (Light, Moderate, Heavy)	Moderate
BUDGET SUMMARY			
Budget Categories	Funding Total	Description Of Budget Item	
WSL Staffing Costs	\$75,000	Salary and benefits for 1 FTE, – Level M takes effect 2/2016	
Contracts For Employment/Services	\$40,000	Contracts with presenters; trainer(s); equipment rental; space rental	
Supplies And Equipment	\$10,000	Training supplies; printing costs	
Travel Costs	\$43,000	Travel and per diem for project manager, advisory committee, subcommittees, conference costs	
Proposal Total	\$168,000		
Comments on Budget			

2015 LSTA Workplan and Budget

Project Name: All Aboard for Kindergarten

Page 1 of 2

PROJECT SUMMARY

Provide a brief description of the project:

Using the Collective Impact (<http://collectiveimpactforum.org/about-us>) approach, which has been employed successfully by Spokane's Excelerate Success partnership (<http://www.exceleratesuccess.org/>), "All Aboard for Kindergarten" will develop a statewide, ready-for-school program that libraries can incorporate into their early learning programs to ensure that all children enter school ready to learn. The program will focus on the 60% of children cared for by Family, Friends and Neighbors, especially those families that may be waiting for spots in Head Start and ECEAP programs although all would be welcome to participate. The design of the program will draw on programs that libraries across the state are currently using such as Every Child Ready to Read (PLA), Love Talk Play (Thrive by Five), Getting School Ready Booklets (Thrive), and What's the Big Idea, Mother Goose Math and Science (National Science Foundation). This project will use Project VIEWS data to ensure that library programs prepare young learners.

Collaborators:

Department of Early Learning (DEL); Office of Superintendent of Public Instruction (OSPI)

Outcome measures:

The following information will be collected:

- The number of families attending programs that focus on the six domains;
Note: Ideally, over a period of time, families will learn about all six of the domains.
- The number of people who visit the online support pages that reinforce learning and provide additional ideas for activities in each of the domains.

Ultimately, the impact of the project will be measured by the level of preparedness demonstrated by the children as they enter school. The project will be successful if the level of school readiness possessed by those children about to enter kindergarten, whose families participated in project programs, increases across all 6 domains as measured by the WaKIDS assessment instrument. Note: Project programs would need to be offered on an ongoing basis so that the skill level of children could be observed over a period of time.

Project goal (What outcome would you like to see the project accomplish this upcoming year?):

- To begin to design and test a series of beta programs that align what libraries already do with WaKIDS data and that could help parents ensure their children have the skills they need to be ready for kindergarten; the programs should be designed in a way that allows them to be assessed using Project VIEWS tools.

PROJECT SUMMARY (continued)

<p>Major activities:</p> <ul style="list-style-type: none"> • Having received training in the use of WaKIDS data, including how to integrate interactive and intentional strategies into library programs, as well as VIEWS reliability training at the end of the first project year, librarians, in collaboration with community representatives and project partners, will begin to design a series of library programs (face-to-face as well as online) to meet community needs and align them with WaKIDS data, ensuring assessment using VIEWS tools; • In collaboration with community representatives and project partners, a beta online tool that emphasizes one of the 6 domains will be developed and tested to ensure that it provides parents with effective and appropriate activities they can use to help enhance their children’s learning outside of library programs; if successful, beta tools will be developed for the remaining 5 domains. 	<p>Approximate timing</p> <p>Ongoing throughout year</p>
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RESOURCES ASSIGNED

Project Manager	Diane Hutchins		
Other Library Development Staff	Leanna Hammond, Staci Phillips, Jennifer Fenton		
Advisory Committee	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Fiscal Workload (Light, Moderate, Heavy)	Moderate	Contracts Workload (Light, Moderate, Heavy)	Moderate

BUDGET SUMMARY

Budget Categories	Funding Total	Description Of Budget Item
WSL Staffing Costs		
Contracts For Employment/Services	60,000	Meeting facilitator(s), trainer(s), web interface developer, translator
Supplies And Equipment	10,000	Training supplies; printing costs
Travel Costs	50,000	Travel and per diem for project manager; advisory committee; subcommittees; guest presenters at meetings
Grant Funding		
Proposal Total	\$120,000	

Comments on Budget

2015 LSTA Workplan and Budget

Project Name: DOC Branch Library Staffing

Page 1 of 1

PROJECT SUMMARY**Provide a brief description of the project:**

Staff members are responsible for the delivery of library and information services to inmates. They perform professional level duties related to collection development, reference/information delivery, and automated circulations systems. In carrying out these duties, staff members are expected to travel among branches to provide assistance and coverage as needed.

Although the primary purpose of the libraries is to serve the inmate population, services are also used by staff providing treatment and programs for inmates.

Project goal (What outcome would you like to see the project accomplish this upcoming year?):

Provide direct services to each institution's clientele.

Major activities:

All activities necessary to maintain and operate a library within these correctional facilities.

Approximate timing

Ongoing throughout the year

RESOURCES ASSIGNED**Project Manager**

Laura Sherbo

Other Library Development Staff

No library development staff. Composed of staff that report to Laura Sherbo from 9 institutional branch libraries.

Advisory Committee

Yes No

Fiscal Workload

Light

Contracts Workload

Moderate

BUDGET SUMMARY

Budget Categories	Funding Total	Description Of Budget Item
WSL Staffing Costs	\$517,234	Salaries and benefits
Contracts For Employment/Services		
Supplies And Equipment		
Travel Costs		
Grant Funding		
Proposal Total	\$517,234	

Comments on Budget