



# State of Maine Department of Administrative and Financial Services

Document Type	Contractor Name	Advantage CT or RQS Number
Contract	MAINE INFONET COLLABORATIVE	20210615000000003716
Department	Contract Start Date	Internal Department Contract Number
94Q-Maine State Library	6/28/2021	
Short Description of Goods or Services	Contract End Date	Contract Amount
EXPAND ACCESS & IMPROVE SERVICES IDENTIFIED DURING PANDEMIC	9/30/22	\$500,000.00
		Approval Date Time
		6/21/21 11:29 AM

**This contract has been approved by the Division of Purchases, Chair of the State Procurement Review Committee and encumbered by the Office of the State Controller.**

LINE TOTAL	FUND	DEPT	UNIT	SUB UNIT	OBJ	PROGRAM	PROGRAM PERIOD	BOND FUNDING	FISCAL YEAR
\$ 500,000	025	94Q	1792	37	6401	1792 ARPA			F2021

VS0000018001

CT/Grant Agreement - 94Q20210615\*3716

IMLS LS-250215-OLS-21

CFDA#: 45.310

*Janet McKenney*

6/28/2021

\$500,000.00



Janet T. Mills  
Governor

Maine State Library  
LMA Building  
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Augusta, Maine  
04333-0064

James Ritter  
State Librarian

ARPA Grant Award Letter

June 25, 2021

James Jackson Sanborn  
Maine InfoNet, Executive Director  
University of Maine  
5784 York Village, Suite 58  
Orono, Maine 04469-5784

025-94Q-1792-37 1792 ARPA F2021

6/28/2021

Dear James,

Congratulations! The Maine State Library (MSL) is pleased to inform you that Maine InfoNet's ARPA grant application for the project titled, *MaineCat Library Systems Environment: Expanding Access and Improving Services in Response to Pandemic Needs*, has been approved for funding in the amount of \$500,000. This is a single grant award for the project or proposal outlined in your grant application contract agreement (attached). The period of the grant activities is June 28, 2021 – September 30, 2022.

Grant Requirements

- Maine InfoNet agrees to produce a report that includes budget amounts by November 30, 2022 for inclusion in the Maine State Library's State Program Report. You will receive email reminders and an outline for reporting purposes. MSL will meet with you regarding the format for reporting.
- Maine InfoNet agrees to **keep receipts and other grant related information for 7 years**. We recommend keeping a project file of all grant-related documentation such as a copy of your original application, grant information and guidelines, award letter, signed grant agreement, Also keep copies of any publicity or other materials generated from the project so that you can include copies with your final report. The records retention requirements for LSTA grants is stated above.
- The library agrees to [credit IMLS](#) and the State Library (see statement below) in all related publications and activities in conjunction with the use of the grant funds.  
"This grant is made possible by funding from the American Rescue Plan Act of 2021 as administered by the federal Institute of Museum and Library Services (IMLS) through the Maine State Library (IMLS grant number CFDA 45.310)." Logos are available upon request.
- Maine InfoNet agrees to federal guidelines as outlined in the Maine State Library's Federal Guidance document that is attached.

Sincerely,

Janet McKenney, Library Development Director



## **MaineCat Library Systems Environment: Expanding Access and Improving Services in Response to Pandemic Needs**

Grant submitted, June 7, 2021 to the Maine State Library in Response to

LSTA American Rescue Plan Act (ARPA) Grants (2021)

CFDA Number 45.310

**Requested Amount: \$500,000**

### **Grant Objective:**

Maine InfoNet (MIN) proposes to significantly increase the number of public libraries that provide direct patron requesting across the MaineCat System, improve the system to make it more usable by patrons and library staff, explore new consortial services for providing content and supporting patron usage of library services. This work will help libraries and the communities that they serve recover from the damages brought on by the recent pandemic and build resiliency for the communities by more closely tying them to a robust statewide network of libraries.

Toward this end Maine InfoNet will

- Add libraries to existing MIN supported Library Management Systems
- Directly connect third party systems to MaineCat using APIs
- Improve existing systems and tools to allow for easier ongoing expansion post grant
- Support public libraries in activities that will lead toward easier integration into statewide systems
- Expand and explore new means of sharing digital materials amongst libraries

### **Background:**

The mission of Maine InfoNet is to connect the people of Maine to information and ideas through library cooperation.

Originally formed in 1996 through a successful statewide bond referendum supporting libraries, Maine InfoNet is a nonprofit collaborative of academic, public, school, and special libraries that



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provides services and online resources to libraries throughout the state. Maine InfoNet provides leadership in resource sharing, promotes cost effective solutions to enable libraries to provide quality services, supports excellence and innovation in libraries, and ensures equitable access to information resources for Mainers in all regions of the state.

Residents of towns whose public libraries use Maine InfoNet services, and students, faculty and staff at Maine InfoNet member schools and colleges, benefit from the broad universe of print and digital information resources that MIN helps makes available. Maine InfoNet supports and manages several statewide library services, including: MaineCat, the Statewide Library Catalog and interlibrary loan system listing over 10 million books and other items in the State's libraries; Digital Maine Library, offering thousands of magazine, journal and news articles—free to use by all Mainers with more than 6 million searches made each year; and the Download Library, providing over 15,000 downloadable books to 219 member libraries. Maine InfoNet also manages the URSUS, Minerva, and MILS library consortia, each of which provide shared catalog and circulation systems to a combined 93 libraries of all types across the state. The public libraries currently represented in MaineCat connected systems serve towns with populations totaling nearly 700,000 residents, roughly half the state's residents! Together, these services have transformed libraries from across the state into information powerhouses, enriching the lives of Maine citizens.

### **MaineCat Library Systems Environment: Expanding Access and Improving Services in Response to Pandemic Needs**

MaineCat Statewide Catalog links nearly 100 library collections contained in 7 large online library systems. A single search scans more than 5.2 million unique titles and over 9 million items. A built-in requesting and transaction management system allows patrons of libraries using a qualifying online system to make online interlibrary loan requests.

- 95 libraries in Maine have direct patron requesting via MaineCat (52 public libraries), representing nearly 58% (679,534) of Maine's population.
- In order to significantly accelerate the addition of more libraries into MaineCAT an investment must be made to provide catalog systems that can directly connect to this central requesting resource.
- Maine's smallest and most rural libraries are currently underrepresented in MaineCat. This initiative will target these libraries.



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The main benefit of connecting directly with MaineCat comes through increasing the library collection from the relatively small number of items that can be housed in one library to effectively the sum total of collections from all participating libraries.

This means that even the smallest participating library can offer their members direct requesting of more than 10 million items.

Previous libraries that have joined the system have an average of over 353% increase in their ILL, with some libraries increasing their ILL nearly 8 fold.

### **Grant Activities**

Grant funds will be used to underwrite all aspects of incorporating these libraries into the MILS or Minerva and MaineCat systems. Maine InfoNet will provide training and support for libraries as they migrate into their new catalog systems. Grant funds will pay for the first year of each library's participation in the statewide delivery system that transports requested books between libraries. And we will use grant funds to improve the quality of the catalog records being added to the system, so that they integrate well with existing records from other libraries.

Maine InfoNet will also work with the small, currently independent, Balsam Library group of 40 small school and public libraries to directly connect their system with MaineCat through the development and use of APIs, furthering the reach of this backbone of library collaboration.

Funds will also be used to support the incorporation of the 10 libraries that currently operate using the ByWater Communications supported Open-Source Software Koha. This will be accomplished through the use of the APIs that have already been developed by ByWater Communications, but not yet implemented.

Similarly, the 12 libraries that operate using the Apollo library management software will be supported in the development of API connections to bring them into MaineCat direct participation.

Once these systems are connected using the API, funds may be used to help libraries join the appropriate Koha, Evergreen, or Apollo based system if that would allow additional libraries to be integrated into MaineCat.



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Additional activities may include working with libraries currently using the Atrium library management software to investigate feasibility of API development for that system. Exploration through an abbreviated RFI process may be undertaken to create a new, vendor supported consortial catalog system that will have the ability to cost-effectively provide daily operational software to libraries while connecting directly to MaineCat.

Significant work will be undertaken to both improve the existing MaineCat Environment and related systems, as well as to support individual libraries in the improvement of their own library management software. This work may include vendor supported catalog integrity and data quality clean up activities. Libraries will also be supported in conversion of their local barcoding systems for both book and patron identification to come into compliance with the statewide 14 digit barcode standard. Investigations will be undertaken to see if one or more Maine InfoNet managed library systems should be migrated to new software, or if the groupings of libraries should be rearranged to better support the users of libraries across the state. A major benefit of this data quality and possible migration work would be the ability to continue the work of bringing libraries more easily into direct participation with MaineCat and simplify their system migration and support in a time period beyond the initial grant activity. This would allow the grant to prepare additional libraries that are not yet ready to migrate into a new system to make that move in future years.

Finally, funds will be used to explore and implement new sharing tools that allow for sharing of digital resources, such as streaming video, newspapers and magazines, as well as increasing availability of downloadable ebooks and audiobooks through the existing systems.

These improvements will put small and rural communities on a more even playing field, providing the residents of these towns with access to the educational, recreational, and economic resources currently available through libraries statewide in towns that are larger and/or more affluent.



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## Activities Outline:

- Increase Libraries Participating in Maine InfoNet Managed Systems:
  - Maine InfoNet will add new libraries to the Minerva and MILS systems. This will allow those libraries to upgrade and replace their existing Library Management System with a robust, MIN supported system. These systems are directly connected to MaineCat allowing for direct patron requesting.
- Connect Existing groups of libraries in to MaineCat through development and implementation of API connections
  - Koha Libraries
    - Much of the API work is complete and ready to implement
    - 10 libraries currently use the Koha system
  - Evergreen Libraries
    - Work has begun on coding for the APIs and there is an active development program that will receive funding through this grant
    - 40 libraries currently are part of the Balsam Library system
  - Apollo Libraries
    - Work has begun on coding against the APIs by the Biblionix support vendor. Funds may be necessary to co-develop this work with Innovative, the vendor for MaineCat
    - 12 libraries currently are users of the Apollo system
- Improve Maine InfoNet supported systems
  - Undertake catalog reclamation activities designed to improve user experience and simplify addition of new libraries into systems
  - Explore migration of MILS and possibly Minerva into a system that is both simpler for libraries to use and simpler to add new libraries to
  - Explore and implement new tools that will improve the user experience and increase connectivity and relationships between patrons and their libraries
- Support local best practices at small libraries
  - Aid in the conversion of barcode systems for items and patrons at libraries supporting the library to come into compliance with statewide 14 digit barcode standards
  - Fund clean up of catalog systems at the local level to make future migrations into MaineCat connected systems simpler
  - Support integration of libraries into the statewide library delivery system to facilitate inclusion in statewide requesting services



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- Explore new vendor supported consortial system
  - Issue abbreviated RFI seeking possible vendors to create, establish, and manage a new consortial system that is able to be connected to MaineCat
  - Such a system should focus on small, rural libraries that can share amongst themselves while also taking part in MaineCat
- Expand access to shareable digital resources
  - Investigate additional tools for sharing items such as streaming media or news and magazine content
  - Increase availability and collection size of existing downloadable ebook and audiobooks systems

#### **Estimated Expansion Measures:**

MaineCat Expansion: Increase MaineCat libraries by 21 – 55 public libraries

- Expand by connecting new libraries through Minerva by 1-3 libraries
- Expand by connecting new libraries through MILS by 3-10 libraries
- Expand by connecting new libraries through Koha API integration by 4-10 libraries
- Expand by connecting new libraries through Biblionix API integration by 5-12 libraries
- Expand by connecting new libraries through Evergreen API integration by 8-20 libraries

#### **Estimated Budget Activities – Grant Funds:**

##### **Staffing:**

- 1 FTE time-limited Systems Librarian 12 months (salary+ benefits) **\$85,000**
- .5 FTE time-limited contract systems support staff (staffing agency costs) **\$40,000**

##### **Programming Support:**

- Koha Library API work (mostly completed in-kind by ByWater) **\$ 8,000**
- Evergreen Library API work **\$20,000**



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### Library Readiness and Migration Services

• Library Catalog Cleanup (multiple systems – millions of records)	<b>\$73,000</b>
• MILS Migration to Polaris (future-easing of new libraries)	<b>\$85,000</b>
• Library Barcode upgrades	<b>\$10,000</b>
• Delivery bags and totes to support new libraries	<b>\$12,000</b>
• Vendor provided migration services	<b>\$36,000</b>
• Delivery subsidy for new libraries	<b>\$21,000</b>

### New Digital Services

• Content and Platform Fees	<b>\$60,000</b>
• Integration and rollout expenses	<b>\$ 5,000</b>

### Administrative Overhead

• Calculated at <8510%	<b>\$45,000</b>
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**TOTAL Grant Funds Requested** **\$500,000**

Submitted by:

James M Jackson Sanborn

Executive Director, Maine InfoNet

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