Final Financial Status Report

General Information
Federal Grant or Other Identifying Number Assigned By Federal Agency: LS-00-15-0020-15
Total Federal Funds Authorized for This Funding Period: $ 1,172,672.00
Recipient Account Number or Identifying Number: 013-94Q-0217-33
Report Basis: Cash

Funding Grant Period of Performance
Start Date: 10/01/2014
End Date: 09/30/2016

Period Covered by This Report
Start Date: 10/01/2014
End Date: 09/30/2016

Total SLAA funds expended to meet the purposes of LSTA, including the Five-Year-Plan (MOE): $ 2,834,977.96 Minimum MOE Required: $ 2,769,378.34
MATCH-State funds expended specifically on the Five-Year Plan: $ 972,112.47
MATCH-Other funds expended specifically on the Five-Year Plan: $ 0.00
Total Match: $ 972,112.47
Minimum Match Required: $ 604,103.76
All other recipient outlays not previously reported: $ 0.00
Total unliquidated obligations (expected to clear by Dec. 30 or later IMLS-approved date): $ 0.00
Unobligated balance of Federal funds (these funds to be deobligated): $ 0.00
Federal share of net outlays: $ 1,172,672.00

LSTA Administrative Costs
Allowed: $46,906.88
Actual: $46,906.40
Difference: $0.48

IMLS-approved date unliquidated obligations are expected to clear:

Name of Authorized Certifying Official: James Ritter
Title of Authorized Certifying Official: State Librarian
Signature of Authorized Certifying Official: James Ritter
Phone Number of Authorized Certifying Official: 207-287-5604
Email of Authorized Certifying Official: james.ritter@maine.gov

Report Status: Accepted
Date Report Certified: 06/08/2017
Agency DUNS: 002491384
Agency EIN: 01-6000001
Agency Name: Maine State Library

Administrative Project

General Information
Fiscal Year: 2015
State: ME
Status: Accepted

Title: Administration
Abstract: Financial Administration of the LSTA funds is done by the Department of Administrative & Financial Services (DAFS), the organization that coordinates a number of central services for departments within Maine State Government. The DAFS' service bureaus seek to work in partnership with other state agencies, including the Maine State Library, to provide quality services and to establish processes that ensure accountability in the state’s financial performance. The following information is from the State of Maine Administrative and Accounting Manual, Section 50.20.60.: "The Statewide Central Services Cost Allocation Plan (STACAP) is used to identify and assign central services costs. Most government units provide certain services such as accounting, computing, payroll, service, motor transport, etc. to operating agencies on a centralized basis. Since federally supported awards are performed within the individual operating agencies, a process is necessary to identify these central service costs and assign them to benefiting activities on reasonable and consistent bases. The federally reviewed and approved, statewide, central service cost allocation plan (STACAP) provides that process. Administrative coordination with this department is done by the Director of Library Development and LSTA Coordinator.
Intent: Administer the LSTA Program
Grantee: Maine State Library
Start Date: 10/01/2014  
End Date: 09/30/2016

Budget Information

<table>
<thead>
<tr>
<th>Description</th>
<th>LSTA</th>
<th>MATCH-State</th>
<th>MATCH-Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries/Wages/Benefits</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Consultant Fees</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Travel</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Supplies/Materials</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Equipment</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Services</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other Operational Expenses</td>
<td>$46,906.40</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$46,906.40</td>
</tr>
<tr>
<td>Admin for LSTA</td>
<td>$46,906.40</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$46,906.40</td>
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</table>

Projects

Project Information
Fiscal Year: 2015  
State: ME  
Version: 4  
SPR Project Code: 2015-ME-75924  
Title: Books by Mail  
State Project Code: 2  
Start Date: 10/01/2014  
End Date: 09/30/2016  
Status: Accepted  

Abstract:
The Books by Mail (BBM) program is part of the Maine State Library's Outreach Services. This service helps to meet the library needs of citizens in our large rural state (33,125 square miles with an estimated population of 1,329,328) who live in towns without local libraries or in towns with public libraries open less than 12 hours a week. Services are also for the homebound. More details about the program may be found at: http://www.maine.gov/msl/outreach/booksbymail/

Program Eligibility—Patrons requiring homebound services are eligible to have return postage paid. Homebound status is defined as a need to receive library materials by mail due to a physical inability to use local library services. To be eligible applicants must have a doctor, nurse, social worker, counselor, teacher, librarian, or other qualified person sign a Certification of Eligibility on the application for services form. For participants for the unserved or underserved communities, the residents pay return postage. Maine residents that have no town library, or who don’t pay for library services at a nearby town, or who reside in towns where the library is open less than 12 hours a week are eligible to apply. Rising postage costs made budget cuts a necessity and reduced the number of participants in the program. Every effort is made to encourage local libraries to work with neighboring communities to provide library service to keep Books by Mail for the truly unserved and underserved.

State Goal: Improve library services to individuals with disabilities and for Maine citizens, including children, living in underserved areas.

Project Director
Director Name: Christopher Boynton; Director Phone: 207-287-5650; Director Email: christopher.boynton@maine.gov

Grantee Information
Grantee: Maine State Library

Additional Materials
• http://www.maine.gov/msl/outreach/booksbymail/eligible.shtml
• http://maine.gov/msl/outreach/booksbymail/

Budgets

<table>
<thead>
<tr>
<th>LSTA</th>
<th>MATCH-State</th>
<th>MATCH-Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$73,941.42</td>
<td>$5,584.22</td>
<td>$0.00</td>
<td>$79,525.64</td>
</tr>
</tbody>
</table>

Description: LSTA Salary/wages/benefits are for 2.917 FTE federal employees. Match is salary from a state funded employee who works on the project.

Consultant Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>No consultant fees.</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Travel

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel to in-state meeting to present about Books by Mail.</td>
<td>$66.78</td>
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</table>

Supplies/Materials

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postage, printing supplies for mailing labels, office supplies, printer cartridges and inkjet printer. Also includes equipment repairs, label software, binding costs.</td>
<td>$15,580.79</td>
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</table>

Equipment

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>No equipment</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Services

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone services for the project and charges above STACAP costs.</td>
<td>$3,277.07</td>
</tr>
</tbody>
</table>

Other Operational Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>No other operational expenses.</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Totals: $92,866.06 $5,584.22 $0.00 $98,450.28

Intent

Improve users' general knowledge and skills.

• Education
• Literacy

Project Activities

Activity Details

Title: Lending books to Maine citizens who are disabled, homebound or without access to a library

Abstract:

Eligible Maine residents can borrow books from the Maine State Library via the Books by Mail program. Patrons who do not have Internet access may make selections from paper catalogs. These are mailed to patrons upon request. Patrons who have the capacity to go online can request and renew materials via e-mail or via an online public access catalog that is part of a state-wide consortium. Users are able to request anything available from the shared database through the OPAC. A formal reader advisory service also allows users to request a specialized recommended reading list. Users can use either a paper or online form. Since Books by Mail patrons have a Maine State Library card, they are eligible for electronic resources such as the MARVEL databases and the Maine InfoNet Download Library (downloadable e-books and audio-books). A summer reading program is conducted for the benefit of children enrolled in the Books by Mail program. The Maine State Library pays postage to and from for the homebound patrons. All others pay return postage only. A Maine State Library toll free phone number is provided to users.

Intent: Improve users' general knowledge and skills.

Activity: Content

Mode: Lending

Format: Combined physical & digital

Total number of items circulated: 13,108

Average number of items circulated / month: 1,092

Total number of ILL transactions: 11,723

Average number of ILL transactions / month: 977

Partner Information

Please identify the area(s) in which your partner organization(s) operates.

Libraries: No
Historical Societies or Organizations: No
Museums: No
Archives: No
Cultural Heritage Organization Multi-type: No
Preschools: No
Schools: No
Adult Education: No
Human Service Organizations: No
Other: No

Please identify the legal type of the partner organization(s) for this project.

Federal Government: No
State Government: No
Local Government: No
School District: No
Non-Profit: No
Private Sector: No
Tribe: No

Is the activity directed at the library workforce: No

For a targeted group or for the general population: Targeted

Geographic community of the targeted group: Urban, Suburban, Rural

For what age groups: All Ages,

For what economic types: EconomicNotApplicable

For what ethnicity types: EthnicityNotApplicable

Is the activity directed at families: No

Is the activity directed at intergenerational groups: No

Is the activity targeted at immigrants/refugees: No

Is the activity directed at those with disabilities: Yes

Limited functional literacy or informational skills: No

Is the activity category not already captured: No

Is the activity state-wide: Yes

Specific Locations: No
Institution Types
Public Libraries: 0, Academic Libraries: 0, SLAA: 1, Consortia: 0, Special Libraries: 0, School Libraries: 0, Other: 0

Project Outcomes

List any important findings or outcomes from your project:
In rural Maine where many towns have no library, and with no county library system, the Maine State Library is able to provide library materials for underserved Maine citizens. We have aligned eligible communities with our definition of a public library. Residents of communities with a library open less than 12 hours per week are eligible for this program. We will continue to analyze geographic data. This program served 192 residents this year who cannot access library services due to limited local library service in this reporting period. The Books by Mail program has a total of 3654 registered users (2489 adults and 1165 K-12 juveniles). The highest number of Book by Mail registered users are residents of Aroostook and Penobscot counties but there are registered users in all of Maine’s sixteen counties. There are also 175 registered homebound users in the program. This is a 12% increase from last year.

Please briefly describe importance of findings.
We continue to monitor usage by residents of towns close to MSL (Augusta) and encourage towns to make financial agreements with strong area libraries to offer local and more robust library services. This program replaced the Maine State Library Bookmobile service. The increase of registered homebound users will require some further analysis to see if this is related to Maine’s aging population and our promotion to our rural libraries who do not have sufficient staff to offer this service locally. We need to study patterns of use since we have many more registered users than active participants.

What methods did you use to determine your findings? Check all that apply.
- Review of Administrative Data
- Other

Based on outputs, outcomes and/or other results, explain any significant lessons learned from these findings for either the SLAA or others in the LIS field.
We continue to have conversations with libraries in Maine that support other towns with financial agreements for both non-resident card purchases and tax supported library service. The challenge with this program is to meet the real needs of the underserved rather than be a convenient service to those who may have easy access to a full service library. We do not want this program to undermine efforts of public libraries to expand their services to a wider region and obtain funding from neighboring towns with no library.

Do you anticipate continuing this project after the current reporting period ends? Yes
Do you anticipate any change in level of effort? No
Do you anticipate any change in the project’s scope? No
Do you anticipate any other changes in the project? No

Exemplary: Yes;

Project Tags
- rural
- MSLN
- e-rate

Project Information
Fiscal Year: 2015
State: ME
Version: 3
SPR Project Code: 2015-ME-75925
Title: Talking Books Plus (Large Print, Talking Books, and Descriptive Videos)
State Project Code: 7
Start Date: 10/01/2014
End Date: 09/30/2016
Status: Accepted
Abstract:
The purpose of the Maine State Library’s Talking Books Plus program is to provide free services to Maine residents of any age who are unable to read traditional print materials. The Maine State Library’s Talking Books Plus program has three components:

1. **LargePrint Books**: The program purpose is to directly or through public libraries meet the informational and recreational needs of residents of Maine who are certified as being blind, visually impaired, or physically handicapped.

2. **TalkingBooks and Descriptive Video**: The program purpose is to act as Maine’s regional library for the National Library Services for the Blind and Physically Handicapped (NLS) providing talking books statewide and providing descriptive videos to individually enrolled patrons.

3. **RecordedBooks**: Recording of Maine materials not recorded by the Library of Congress. This program provides specific Maine materials in the state and nationally.
State Goal: Improve library services to individuals with disabilities and for Maine citizens, including children, living in underserved areas.

Project Director
Director Name: Chris Boynton; Director Phone: 207-287-5653; Director Email: christopher.boynton@maine.gov

Grantee Information
Grantee: Maine State Library

Additional Materials

Budgets

<table>
<thead>
<tr>
<th>Budgets</th>
<th>LSTA</th>
<th>MATCH-State</th>
<th>MATCH-Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries/Wages/Benefits</td>
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<td>$119,092.42</td>
<td>$0.00</td>
<td>$237,048.20</td>
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<td>Description</td>
<td>LSTA salaries/wages and benefits are for 2.917 FTE. State match is for 2 FTE positions working on the Talking Books Program</td>
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<td></td>
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<tr>
<td>Consultant Fees</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Description</td>
<td>There were no consultant fees</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Travel</td>
<td>$3,936.96</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$3,936.96</td>
</tr>
<tr>
<td>Description</td>
<td>Travel in state for CUL meeting in Portland, ME. Airfare, hotel and meals for out of state travel to regional conference for Libraries of the Blind and Physically Handicapped for the program director. Other travel is for in-state mileage for meetings with organizations and libraries.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies/Materials</td>
<td>$14,028.33</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$14,028.33</td>
</tr>
<tr>
<td>Description</td>
<td>Includes postage, large print books, scanners for checking in cartridges, printing of return labels and other misc. supplies for the program. Also includes label software.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Description</td>
<td>No equipment was purchased</td>
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<tr>
<td>Services</td>
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<td>$0.00</td>
<td>$35,337.06</td>
</tr>
<tr>
<td>Description</td>
<td>Services for web hosting, software and maintenance of the CUL catalog for the program. Also a service for magazines for program participants. Telephone services for Talking Books.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Operational Expenses</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Description</td>
<td>No other operational expenses</td>
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<td></td>
</tr>
<tr>
<td>Totals:</td>
<td>$171,258.13</td>
<td>$119,092.42</td>
<td>$0.00</td>
<td>$290,350.55</td>
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</table>

Intent
Improve users' ability to obtain and/or use information resources.

Project Activities
Activity Details
Title: Talking Books Plus

Abstract:
Activities for the Talking Book Plus program include: Registering new patrons via phone; providing reader’s advisory services, maintaining a patron handbook, providing a distance summer reading program to juvenile patrons, promoting the grant-funded Newsline service, and working with the Maine State Division of the Blind and Maine AIM. The program Director is currently the chair of the Consortium of User Libraries(CUL), a cooperative non-profit organization made up of network libraries for the blind and physically handicapped (LBPHs) that has developed and shares an ongoing automation system for delivery of NLS services in their respective states and service areas.

Intent: Improve users' ability to obtain and/or use information resources.

Activity: Content
Mode: Lending
Format: Combined physical & digital
Total number of items circulated: 114,566
Average number of items circulated / month: 9,547
Total number of ILL transactions: 115
Average number of ILL transactions / month: 9

Partner Information
http://imls-spr.imls.gov/SLAA/Projects/PrintAll/7
8/24/2017
Please identify the area(s) in which your partner organization(s) operates.

Libraries: No Historical Societies or Organizations: No Museums: No Archives: No Cultural Heritage Organization Multi-type: No Preschools: No Schools: No Adult Education: No Human Service Organizations: No Other: No

Please identify the legal type of the partner organization(s) for this project.


Is the activity directed at the library workforce: No

For a targeted group or for the general population: Targeted Geographic community of the targeted group: Urban, Suburban, Rural For what age groups: All Ages,

For what economic types: Economic Not Applicable For what ethnicity types: Ethnicity Not Applicable, Is the activity directed at families: No Is the activity directed at intergenerational groups: No Is the activity targeted at immigrants/refugees: No Is the activity directed at those with disabilities: Yes Limited functional literacy or informational skills: No Is the activity category not already captured: No

Is the activity state-wide: Yes

Specific Locations: No

Institution Types
Public Libraries: 0, Academic Libraries: 0, SLAA: 1, Consortia: 0, Special Libraries: 0, School Libraries: 0, Other: 0

Activity Details
Title: Talking Books Recording Project
Abstract:
The Maine State Library (MSL) records Maine materials not recorded by the National Library Services for the Blind and Physically Handicapped (NLS). The MSL has an on-site recording studio and a part-time librarian who manages the projects and volunteers.

Intent: Improve users' ability to obtain and/or use information resources.

Activity: Content
Mode: Creation
Format: Digital

Number of items digitized: 4
Number of items digitized and available to the public: 4
Number of physical items: 41
Number of open-source applications/software/systems: 0
Number of proprietary applications/software/systems: 0
Number of learning resources (e.g. toolkits, guides): 0
Number of plans/frameworks: 0

Partner Information
Please identify the area(s) in which your partner organization(s) operates.

Libraries: No Historical Societies or Organizations: No Museums: No Archives: No Cultural Heritage Organization Multi-type: No Preschools: No Schools: No Adult Education: No Human Service Organizations: No Other: No

Please identify the legal type of the partner organization(s) for this project.


Is the activity directed at the library workforce: No

For a targeted group or for the general population: Targeted Geographic community of the targeted group: Urban, Suburban, Rural For what age groups: All Ages,

For what economic types: Economic Not Applicable For what ethnicity types: Ethnicity Not Applicable, Is the activity directed at families: No Is the activity directed at intergenerational groups: No Is the activity targeted at immigrants/refugees: No Is the activity directed at those with disabilities: Yes Limited functional literacy or informational skills: No Is the activity category not already captured: No

Is the activity state-wide: Yes

Specific Locations: No

Institution Types
Public Libraries: 0, Academic Libraries: 0, SLAA: 1, Consortia: 0, Special Libraries: 0, School Libraries: 0, Other: 1

Activity Details
Title: Large Print Books
Abstract:
Large print books are circulated to program participants as well as to public libraries, schools and retirement homes in Maine.

Intent: Improve users’ ability to obtain and/or use information resources.
Activity: Content
Mode: Lending
Format: Physical

Total number of items circulated: 13,283
Average number of items circulated / month: 1,106
Total number of ILL transactions: 0
Average number of ILL transactions / month: 0

Partner Information
Please identify the area(s) in which your partner organization(s) operates.

Libraries: No
Historical Societies or Organizations: No
Museums: No
Archives: No
Cultural Heritage Organization Multi-type: No
Preschools: No
Schools: No
Adult Education: No
Human Service Organizations: No
Other: No

Please identify the legal type of the partner organization(s) for this project.

Federal Government: No
State Government: No
Local Government: Yes
School District: No
Non-Profit: Yes
Private Sector: No
Tribe: No

Is the activity directed at the library workforce: No
For a targeted group or for the general population: Targeted
Geographic community of the targeted group: Urban, Suburban, Rural
For what age groups: All Ages
For what economic types: EconomicNotApplicable
For what ethnicity types: EthnicityNotApplicable
Is the activity directed at families: No
Is the activity directed at intergenerational groups: No
Is the activity targeted at immigrants/refugees: No
Is the activity directed at those with disabilities: Yes
Limited functional literacy or informational skills: No
Is the activity category not already captured: No
Is the activity state-wide: Yes
Specific Locations: No
Institution Types

Project Outcomes
List any important findings or outcomes from your project:
Audio cassettes are now discontinued, we now circulate audio digital cartridges exclusively. The BARD downloads have increased about 13% over last year, and account for about 23% of total circulation.

Please briefly describe importance of findings.
We will continue to monitor the increase of the use of BARD.

What methods did you use to determine your findings? Check all that apply.
Survey
Review of Administrative Data

Based on outputs, outcomes and/or other results, explain any significant lessons learned from these findings for either the SLAA or others in the LIS field.
There still remains a huge demand for reader's advisory services for the blind and visually impaired who have yet to move to BARD. Large print demand is decreasing.

Do you anticipate continuing this project after the current reporting period ends? Yes
Do you anticipate any change in level of effort? No
Do you anticipate any change in the project's scope? No
Do you anticipate any other changes in the project? No
Exemplary: No

Project Tags
blind

Project Information
Fiscal Year: 2015
State: ME
Version: 2
SPR Project Code: 2015-ME-75926
Title: Partnership with the University of Maine for Maine InfoNet
State Project Code: 6
Start Date: 10/01/2014
End Date: 09/30/2016
Status: Accepted
Abstract:
Maine InfoNet is a collaborative of academic, public, school, and special libraries that provides leadership in resource sharing, promotes cost effective solutions for quality library information services, and supports the cultural, educational, and economic development of Maine. Supported by the Maine State Library and the University of Maine System, Maine InfoNet connects the people of Maine to information and ideas through library cooperation. A Board of Directors oversees the operation of Maine InfoNet and takes the lead in planning and the establishment of policies. The Maine State Librarian is a member of this Board along with 12 other members from the Maine library community. Maine InfoNet is dedicated to improving information and library service to all Maine citizens through online systems and technology. It develops and manages services that unite electronic and physical resources to form a digital library for all of Maine.

State Goal: Expand library resource sharing and services for all Maine citizens.

Project Director
Director Name: James Jackson Sanborn; Director Phone: 207-581-3083; Director Email: james.jacksonsanborn@maineinfonet.org

Grantee Information
Grantee: Maine State Library

Additional Materials
• http://www.mainefinonet.org/
• http://download.maineinfonet.org/171EEF0C-748F-40C4-BB6C-E41CA07402C6/10/50/en/Default.htm
• http://libraries.maine.edu/mainedatabases/

Budgets

<table>
<thead>
<tr>
<th>Salaries/Wages/Benefits</th>
<th>LSTA</th>
<th>MATCH-State</th>
<th>MATCH-Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary for 1.17 FTE that work on Maine InfoNet project and 1 FTE state funded as match. The Systems Training and Support Librarian is federally funded and the Library Systems Manager is state funded with the balance for management by Library Development Director.</td>
<td>$81,089.06</td>
<td>$114,462.25</td>
<td>$0.00</td>
<td>$195,551.31</td>
</tr>
</tbody>
</table>

Consultant Fees
Description
$0.00

Travel
Description
In-state travel mileage reimbursement for the Systems Training and Support Librarian and the part-time cataloging trainer. Also included is travel for out of state training for Sierra ILS.
$1,589.09 $0.00 $0.00 $1,589.09

Supplies/Materials
Description
No supplies and materials
$0.00 $0.00 $0.00 $0.00

Equipment
Description
No equipment

$0.00 $0.00 $0.00 $0.00

Services
Description
The Maine State Library has a contract with the University of Maine System to pay half the salary and benefits for the Maine InfoNet Executive Director. Cost also include services for a part-time cataloger for training and database cleanup. Amount also includes subscription to SkyRiver for MILS consortial ILS. Also includes telephone services. Match amount is from the same contract for databases managed by InfoNet.
$100,941.42 $275,000.00 $0.00 $375,941.42

Other Operational Expenses
Description
No other operational expenses...
$0.00 $0.00 $0.00 $0.00

Totals:
$183,619.57 $389,462.25 $0.00 $573,081.82

Intent
Improve users' ability to obtain and/or use information resources.

Project Activities
Activity Details
Title: Maine ILS and Statewide Catalog Abstract:

Maine InfoNet manages three statewide ILS consortia as well as the statewide catalog – MaineCat. The URSUS consortia includes 13 libraries: University of Maine System libraries, the Maine State Library, the Maine Law and Legislative Library and Bangor Public Library. The Minerva consortia include 68 public, school, academic and hospital libraries. The new MILS system for small libraries is includes 4 libraries. All three consortia use the same ILS system, are scaled to size and capacity and all feed into the state catalog, MaineCat. Maine InfoNet provides the management, technological infrastructure, help desk ticketing system, and training. The SOLAR program for libraries on other systems was ended in late 2016.

Intent: Improve users' ability to obtain and/or use information resources.
Activity: Content  
Mode: Lending  
Format: Combined physical & digital  
Total number of items circulated: 4,703,625  
Average number of items circulated / month: 391,968  
Total number of ILL transactions: 0  
Average number of ILL transactions / month: 0  

Partner Information  
Please identify the area(s) in which your partner organization(s) operates.  
Libraries: No  
Historical Societies or Organizations: No  
Museums: No  
Archives: No  
Cultural Heritage Organization Multi-type: No  
Preschools: No  
Schools: No  
Adult Education: No  
Human Service Organizations: No  
Other: No

Please identify the legal type of the partner organization(s) for this project.  
Federal Government: No  
State Government: Yes  
Local Government: Yes  
School District: Yes  
Non-Profit: Yes  
Private Sector: No  
Tribe: No

Is the activity directed at the library workforce: No  
For a targeted group or for the general population: General  
Geographic community of the targeted group: Urban, Suburban, Rural  
For what age groups:  
Is the activity state-wide: Yes  
Specific Locations: No  

Institution Types  

Activity Details  
Title: Maine’s Virtual Library - MARVEL  
Abstract: Maine InfoNet manages Maine’s Virtual Library, known as MARVEL. This collection of online resources provides access to full text and abstracts from magazines, newspapers and reference books. MARVEL is provided free of charge to all library types and Maine citizens from home. MARVEL is funded by the Maine State Library, the University of Maine, the Maine Telecommunications Education Access Fund via the Public Utilities Commission as well as Colby, Bates, and Bowdoin colleges.  
Intent: Improve users’ ability to obtain and/or use information resources.

Activity: Content  
Mode: Acquisition  
Format: Digital  
Number of hardware acquired: 0  
Number of software acquired: 0  
Number of licensed databases acquired: 63  
Number of print materials (books & government documents) acquired: 0  
Number of electronic materials acquired: 0  
Number of audio/visual units (audio discs, talking books, other recordings) acquired: 0

Partner Information  
Please identify the area(s) in which your partner organization(s) operates.  
Libraries: No  
Historical Societies or Organizations: No  
Museums: No  
Archives: No  
Cultural Heritage Organization Multi-type: No  
Preschools: No  
Schools: No  
Adult Education: No  
Human Service Organizations: No  
Other: No

Please identify the legal type of the partner organization(s) for this project.  
Federal Government: No  
State Government: Yes  
Local Government: Yes  
School District: Yes  
Non-Profit: Yes  
Private Sector: No  
Tribe: No

Is the activity directed at the library workforce: No  
For a targeted group or for the general population: General  
Geographic community of the targeted group: Urban, Suburban, Rural  
For what age groups:  
Is the activity state-wide: Yes  
Specific Locations: No  

Institution Types  

Activity Details  
Title: Download Library: E-books and Audiobooks  
Abstract:
Maine InfoNet also manages the Download Library of e-books and audiobooks for Maine libraries. The eBooks and audiobooks are both available to patrons of all member libraries that join this project. Libraries pay an annual membership fee which is used to purchase content and pay for licensing fees. Membership fees are based on library population served and range from a low of $150 for libraries serving populations under 1,000 to a high of $1,700 for libraries serving populations above 25,000. The initial set up fee upon joining is $300.

**Intent:** Improve users' ability to obtain and/or use information resources.

**Activity:** Content  
**Mode:** Lending  
**Format:** Digital

**Total number of items circulated:** 407,494  
**Average number of items circulated / month:** 33,958  
**Total number of ILL transactions:** 0  
**Average number of ILL transactions / month:** 0

**Partner Information**  
Please identify the area(s) in which your partner organization(s) operates.  
- **Libraries:** No  
- **Historical Societies or Organizations:** No  
- **Museums:** No  
- **Archives:** No  
- **Cultural Heritage Organization Multi-type:** No  
- **Preschools:** No  
- **Schools:** No  
- **Adult Education:** No  
- **Human Service Organizations:** No  
- **Other:** No

Please identify the legal type of the partner organization(s) for this project.  
- **Federal Government:** No  
- **State Government:** Yes  
- **Local Government:** Yes  
- **School District:** Yes  
- **Non-Profit:** Yes  
- **Private Sector:** No  
- **Tribe:** No

Is the activity directed at the library workforce: No

For a targeted group or for the general population: General  
**Geographic community of the targeted group:** Urban, Suburban, Rural  
**For what age groups:**

- **Specific Locations:** No

**Institution Types**  
- **Public Libraries:** 178  
- **Academic Libraries:** 30  
- **SLAA:** 1  
- **Consortia:** 0  
- **Special Libraries:** 2  
- **School Libraries:** 23  
- **Other:** 0

**Project Outcomes**  
**List any important findings or outcomes from your project:**  
One of the important outcomes has been the establishment of the MILS consortia for small libraries. The main obstacle for the small libraries was cost. The goal was to find a system and price to widen the number of libraries to join a statewide system. Currently work with vendor now includes 4 MILS libraries up and running and 5 more in development. Expansion will continue in the upcoming year as more libraries apply for membership. An evaluation took place for the e-book platform during 2016 since the current vendor can't present pricing and inclusion in current model for more school libraries. Maine InfoNet will move to a new e-book delivery system in Spring/Summer 2017.

**Please briefly describe importance of findings.**  
Maine InfoNet and Maine State Library are reaching goals for expanding the number of public libraries that can actively participate and utilizing the statewide catalog, MaineCat. By offering a scaled down version, easy copy cataloging, and lower costs, the number of libraries able to participate will increase. Attention to training needs for these new MILS libraries in a consistent manner is a 2017 goal.

**What methods did you use to determine your findings? Check all that apply.**  
- Review of Administrative Data  
- Interview/Focus Group  
- Participant Observation  
- Other

**Based on outputs, outcomes and/or other results, explain any significant lessons learned from these findings for either the SLAA or others in the LIS field.**  
In Maine, where more than 50% of our public libraries serve populations under 3,000 people and 55% of our libraries have 2 paid staff - or less, it is significantly harder to provide an ILS that will fit all libraries ability to pay and manage. Many vendors do not want a multi library type statewide contract and it does not fit into their pricing models. Maine has always approached contracts for services to include all library types to try and achieve the best prices but there are challenges to that approach that we must deal with in the upcoming years as some products and vendors do not align with Maine’s population and structure.

**Do you anticipate continuing this project after the current reporting period ends?** Yes

Do you anticipate any change in level of effort? Yes  
We will continue to use both LSTA and state funds to expand and support the MILS program to more small, rural libraries in Maine. We anticipate adding 10 libraries per year. MSL and the University will continue to support Maine InfoNet for statewide resource sharing and technology infrastructure.

**Do you anticipate any change in the project's scope?** Yes  
An evaluation of databases cost, benefit and use is planned for 2017.
Do you anticipate any other changes in the project? Yes.

Exemplary: No.

Project Tags
ILS, e-books, databases.

Project Information
Fiscal Year: 2015
State: ME
Version: 2
SPR Project Code: 2015-ME-75927
Title: Maine Regional Library System-Area Reference and Resource Centers
State Project Code: 3
Start Date: 10/01/2014
End Date: 09/30/2016
Status: Accepted

Abstract:
The purpose of the Maine Regional Library System is to promote improved service for the constituents of member libraries. It was created by Public Law 626, enacted in 1973, and established three library districts based on population in an effort to improve library service for the citizens of Maine. The current population of Maine served by the ARRC system is estimated to be 1,329,328. Each district has a corresponding ARRC Library. ARRC services are tied to the specific geographic areas. Portland Public Library, the largest public library in the state, is the ARRC for the Southern Maine Library District (SMLD). The Maine State Library serves as the ARRC for the Central Maine Library District (CMLD) and the Bangor Public Library is the ARRC for the Northeastern Maine Library District (NMLD). The Portland Public Library serves Cumberland and York counties plus selected Oxford county towns (Brownfield, Denmark, Fryeburg, Hiram and Lovell). The Maine State Library serves Androscoggin, Franklin, Kennebec, Lincoln, Oxford, Sagadahoc, and Somerset counties. The Bangor Public Library serves Aroostook, Hancock, Knox, Penobscot, Piscataquis, Waldo, and Washington counties. Bangor Public Library and Portland Public Library receive state and federal aid from the Maine State Library for the purpose of making “their resources and services available without charge to all residents in their Districts....” The Maine State Library serves as the ARRC for the Central Maine Library District and uses a combination of state and federal funds to deliver their ARRC services. The Lewiston Public Library’s fiction collection also supplements the MSL collection for ARRC interlibrary loan. Interlibrary Loan, free library cards for patrons in the Districts and backup reference services for libraries and patrons are services of the Maine ARRCs.

State Goal: Expand and enhance life-long learning opportunities for librarians and Maine citizens.

Project Director
Director Name: Janet McKenney; Director Phone: 207-287-5620; Director Email: janet.mckenney@maine.gov

Grantee Information
Grantee: Maine State Library

Additional Materials
- https://www.portlandlibrary.com/using-the-library/services-for-librarians/
- http://www.maine.gov/msl/services/ask.htm
- http://www.maine.gov/msl/libs/services/linmld.htm
- http://www.maine.gov/msl/libs/interlib/
- http://www.bangorpubliclibrary.org/nmld-ill.htm
- http://www.maine.gov/msl/libs/services/smlarrc.htm

Budgets

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http://imls-spr.imls.gov/SLAA/Projects/PrintAll/7
$38,494.04 are for contract with Bangor Public Library for the NMLD consultant from July 1, 2015-December 31, 2015 plus associated costs for the office (supplies, parking, etc.). $16,024.32 are for a payroll services contract for part-time STEM/Emerging technologies librarian to work with public libraries. The balance covers special van delivery services for Cornerstones of Science trunks. Cost for 26 public access computers for access and support by the Office of Information technology. The match from state funds for subscription/replenishment to comply with CIPA. Also, telephone services.

Other Operational Expenses

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<th>$0.00</th>
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<td>$363,958.41</td>
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Intent

Improve users’ ability to obtain and/or use information resources.

- Outreach & Partnerships
- Systems & Technologies

Project Activities

Activity Details

Title: ARRC - Interlibrary Loan Abstract:
ARRCs provide interlibrary loan service for libraries and citizens in the districts of the Maine Regional Library System. The Maine State Library and Lewiston Public Library serve as the ILL ARRC for the Central Maine Library District (CMLD). The Bangor Public Library serves as the ILL ARRC for the Northeastern Maine Library District (NMLD) and Portland Public Library serves as the ILL ARRC for the Southern Maine Library District. District libraries that are not part of the state supported ILS (Minerva) are able to make requests through their assigned ARRC. District libraries include all library types: public, school, academic and special.

Intent: Improve users’ ability to obtain and/or use information resources.

Activity: Content
Mode: Lending
Format: Physical

Total number of items circulated: 0
Average number of items circulated / month: 0
Total number of ILL transactions: 28,786
Average number of ILL transactions / month: 2,399

Partner Information

Please identify the area(s) in which your partner organization(s) operates.

Libraries: No
Historical Societies or Organizations: No
Museums: No
Archives: No
Cultural Heritage Organization Multi-type: No
Preschools: No
Schools: No
Adult Education: No
Human Service Organizations: No
Other: No

Please identify the legal type of the partner organization(s) for this project.

Federal Government: No
State Government: Yes
Local Government: Yes
School District: Yes
Non-Profit: Yes
Private Sector: No
Tribe: No

Is the activity directed at the library workforce: No
For a targeted group or for the general population: General
Geographic community of the targeted group: Urban, Suburban, Rural
For what age groups:
Is the activity state-wide: Yes
Specific Locations: No

Institution Types


Activity Details

Title: ARRC - Borrower Cards Abstract:
ARRCs provide borrower cards to Maine residents in the districts of the Maine Regional Library System. The Maine State Library provides a free card to any Maine citizen and through the ARRC agreement provides cards to residents in the CMLD district (Androscoggin, Franklin, Kennebec, Lincoln, Oxford, Sagadahoc and Somerset counties). The Bangor Public Library provides a free card to any Maine citizen and through the ARRC agreement provide cards to residents in the NMLD district (Aroostook, Hancock, Knox, Penobscot, Piscataquis, Waldo, and Washington counties). Portland Public Library provides a free card to residents of Cumberland, York and selected Oxford county towns (Brownfield, Denmark, Fryeburg, Hiram, and Lovell).

Intent: Improve users’ ability to obtain and/or use information resources.

Activity: Content
Mode: Other
Format: Combined physical & digital

Partner Information

Please identify the area(s) in which your partner organization(s) operates.
Title: ARRC - Reference Services

ARRCs provide references services to Maine Regional Library System district libraries with and without a reference librarian as well as directly to patrons in their regions. The Maine State Library, Bangor Public Library and Portland Public Library all have degreed and experienced reference librarians available in person, via phone and via email to answer quick or detailed reference questions. Many small libraries call for patrons when the answers to questions are not available using the librarian's reference skills or the library's online or local reference resources. Statistics are reported for all reference questions since librarians will not ask a patron or library to identify their regional district or location.

Intent: Improve users’ ability to obtain and/or use information resources.

Activity: Instruction

Mode: Consultation/drop-in/referral

Format: Combined in-person & virtual

Total number of consultation/reference transactions: 38,788

Average number of consultation/reference transactions per month: 3,232

Partner Information

Please identify the area(s) in which your partner organization(s) operates.

Libraries: No Historical Societies or Organizations: No Museums: No Archives: No Cultural Heritage Organization Multi-type: No Preschools: No Schools: No Adult Education: No Human Service Organizations: No Other: No

Please identify the legal type of the partner organization(s) for this project.


Is the activity directed at the library workforce: No

For a targeted group or for the general population: General

Geographic community of the targeted group: Urban, Suburban, Rural

For what age groups:

Is the activity state-wide: Yes

Specific Locations: No

Institution Types


Activity Details

Title: Maine State Library - Public Access Computing

Abstract:

The Maine State Library offers public access computers in the Augusta office. Both federal and state funds are used for the purchase, internet access and support of these computers by the Office of Information Technology. Both state and federal funds are used to support this service to patrons who use the library.

Intent: Improve users’ ability to obtain and/or use information resources.

Activity: Content

Mode: Other

Format: Digital

Partner Information

Please identify the area(s) in which your partner organization(s) operates.

Libraries: No Historical Societies or Organizations: No Museums: No Archives: No Cultural Heritage Organization Multi-type: No Preschools: No Schools: No Adult Education: No Human Service Organizations: No Other: No

Please identify the legal type of the partner organization(s) for this project.


Is the activity directed at the library workforce: No

For a targeted group or for the general population: General

Geographic community of the targeted group: Urban, Suburban, Rural

For what age groups:

Is the activity state-wide: Yes

Specific Locations: No

Institution Types

Federal Government: No
State Government: Yes
Local Government: No
School District: No
Non-Profit: No
Private Sector: No
Tribe: No

Is the activity directed at the library workforce: No

For a targeted group or for the general population: General
Geographic community of the targeted group: Urban, Suburban, Rural
For what age groups:

Is the activity state-wide: No

Institution Types
Public Libraries: 0, Academic Libraries: 0, SLAA: 1, Consortia: 0, Special Libraries: 0, School Libraries: 0, Other: 0

Project Outcomes
List any important findings or outcomes from your project:
The ARRC service was a model established in 1973, prior to the internet and email. Interlibrary loan requests increase every year but as more libraries join the statewide ILS, the dependence on the ARRC for ILL and reference services has decreased. The Maine State Library and Maine Library Commission will study ARRC services during 2017 and recommend any changes that may be necessary.

Please briefly describe importance of findings.
Borrower cards are increasing as patrons want access to the three ARRC library specific databases as well as statewide databases. ARRC usage has evolved and the process is in place to improve and provide services in line with both libraries and Maine residents needs.

What methods did you use to determine your findings? Check all that apply.
Review of Administrative Data
Other

Based on outputs, outcomes and/or other results, explain any significant lessons learned from these findings for either the SLAA or others in the LIS field.
We anticipate developing a user survey (libraries and patrons) to evaluate use and satisfaction with databases and online resources. Maine State Library staff, Portland Public Library staff and Bangor Public library staff will engage in meetings to analyze ways to provide up to date ARRC services.

Do you anticipate continuing this project after the current reporting period ends? Yes
Do you anticipate any change in level of effort? No
Do you anticipate any change in the project's scope? No
Do you anticipate any other changes in the project? Yes
There are discussions around centralizing ILL, reference and cataloging to different ARRCs that have staff that can handle the activity statewide, rather than on a regional basis. We will be discussing this with the ARRC staff and libraries in 2017...

Exemplary: No

Project Tags
databases, ILL, reference

Project Information
Fiscal Year: 2015
State: ME
Version: 2
SPR Project Code: 2015-ME-75928
Title: Maine Regional Library System- Consultant Services and Continuing Education
State Project Code: 4
Start Date: 10/01/2014
End Date: 09/30/2016
Status: Accepted
Abstract:
The purpose of the Maine Regional Library System is to promote improved service for Maine residents who use libraries. It was created by Public Law 626, enacted in 1973, and established the three library districts based on population to improve library service for the citizens of Maine. The Maine Regional Library System’s District Consultants support a network of public, school, academic, and special libraries in Maine’s 16 counties. Maine currently has three districts serving the entire state:
2. Northeastern Maine Library District (NMLD) with an office located at the Bangor Public Library and serving Aroostook, Hancock, Knox, Penobscot, Piscataquis, Waldo, and Washington counties.
3. Southern Maine Library District (SMLD) with an office at the Portland Public Library and serving Cumberland, York and selected Oxford county towns (Brownfield, Denmark, Fryeburg, Hiram, Lovell, and Naples).

The three districts each have an executive advisory body representing a constituency of participating libraries within their geographical district. District Councils (the participating libraries) consist of representatives from public,
academic school or special libraries. The councils meet at least twice each year. Membership is open to public, school, academic or special libraries.

In addition to regional consultants, the Maine State Library also has two consultants who work on a statewide basis and serve all regions. The Early Literacy Consultant and the Technology/E-rate consultant work mainly with public libraries but all libraries are free to utilize their expertise.

An evaluation and restructuring project took place in 2016 of the current service model for consultant/specialist services. A new service model will go forward in 2017.

State Goal: Expand and enhance life-long learning opportunities for librarians and Maine citizens

Project Director
Director Name: Janet McKenney; Director Phone: 207-287-5620; Director Email: janet.mckenney@maine.gov

Grantee Information
Grantee: Maine State Library

Additional Materials
• http://www.maine.gov/msl/libs/districts/index.shtml
• http://www.maine.gov/msl/libs/tech/index.shtml
• https://www.youtube.com/watch?v=dt-lJ4PnUDk
• http://www.maine.gov/msl/libs/services/childliteracy.htm

Budgets

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<th>Salaries/Wages/Benefits</th>
<th>LSTA</th>
<th>MATCH-State</th>
<th>MATCH-Other</th>
<th>Total</th>
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<tbody>
<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LSTA salary is 1.17 FTE. This is the State Data Coordinator's salary plus .17 for Library Development Director salary for management. The match is for 6 FTE. Three consultants and three support staff.</td>
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<td>Travel costs include both in-state and out of state travel. Travel to ALA for two MSL staff as well as air travel for two MSL staff to the Research Institute for Public Libraries in July 2015. Travel for Early Literacy consultant to a national conference. State Data Coordinator for trainings and visits in the state. Travel reimbursement for staff and participants to three Maine ILEAD events. This includes travel for 7 Maine State Library staff for ILEAD.</td>
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<td><strong>Description</strong></td>
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</tr>
<tr>
<td>General supplies and print cartridges for meeting documents and staff use. Expenses also for upgrades to our training room. New screen, projector and integrated audio and speakers with our video conferencing. This integrated all the technology for trainings and meetings.</td>
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Intent

Improve the library workforce.

- Library Infrastructure & Capacity
- Continuing Education and Staff Development

Project Activities
Activity Details

Title: Literacy Programs
Abstract:

The Maine State Library’s literacy efforts include Early Literacy and Summer Reading. Activities for early literacy are provided by the state funded Early Literacy consultant. The training includes library visits and workshops for staff that provide storytime activities. Sixty visits were made to libraries statewide by the early literacy consultant in 2015-16. This also includes 2 sessions with school librarians and Title 1 teachers. Federal funds pay for travel for the Early Literacy consultant activities.
The Early Literacy consultant, along with the Library Program Officer from the Maine Humanities Council, coordinates the Collaborative Summer Library Program in Maine. This includes membership, ordering and distribution of manuals for Maine libraries. They both collaborate to provide support and answer questions via email as well as provide fun and informative training videos for library staff.

**Intent:** Improve the library workforce.

**Activity:** Instruction

**Mode:** Program

**Format:** Combined in-person & virtual

**Session length (minutes):** 216

**Number of sessions in program:** 5

**Average number in attendance per session:** 42

**Number of times program administered:** 5

**Partner Information**

Please identify the area(s) in which your partner organization(s) operates.

**Libraries:** Yes

**Historical Societies or Organizations:** No

**Museums:** No

**Archives:** No

**Cultural Heritage Organization Multi-type:** No

**Preschools:** No

**Schools:** No

**Adult Education:** No

**Human Service Organizations:** No

**Other:** No

Please identify the legal type of the partner organization(s) for this project.

**Federal Government:** No

**State Government:** No

**Local Government:** Yes

**School District:** No

**Non-Profit:** Yes

**Private Sector:** No

**Tribe:** No

**Is the activity directed at the library workforce:** Yes

**Is the activity state-wide:** Yes

**Specific Locations:** No

**Institution Types**

**Public Libraries:** 264,  **Academic Libraries:** 0,  **SLAA:** 1,  **Consortia:** 0,  **Special Libraries:** 0,  **School Libraries:** 337,  **Other:** 0

**Activity Details**

**Title:** Public Library Data Collection - Collection and Instruction

**Abstract:**

The State Data Coordinator actively engages with libraries to collect data, instruct librarians, volunteers and trustees to use proper methods for data collection. Libraries are trained to use the online software, and submit reviewed data to IMLS **Intent:** Improve the library workforce.

**Activity:** Instruction

**Mode:** Consultation/drop-in/referral

**Format:** Combined in-person & virtual

**Total number of consultation/reference transactions:** 619

**Average number of consultation/reference transactions per month:** 52

**Partner Information**

Please identify the area(s) in which your partner organization(s) operates.

**Libraries:** No

**Historical Societies or Organizations:** No

**Museums:** No

**Archives:** No

**Cultural Heritage Organization Multi-type:** No

**Preschools:** No

**Schools:** No

**Adult Education:** No

**Human Service Organizations:** No

**Other:** No

Please identify the legal type of the partner organization(s) for this project.

**Federal Government:** No

**State Government:** No

**Local Government:** Yes

**School District:** No

**Non-Profit:** Yes

**Private Sector:** No

**Tribe:** No

**Is the activity directed at the library workforce:** Yes

**Is the activity state-wide:** Yes

**Specific Locations:** No

**Institution Types**

**Public Libraries:** 267,  **Academic Libraries:** 0,  **SLAA:** 0,  **Consortia:** 0,  **Special Libraries:** 0,  **School Libraries:** 0,  **Other:** 0

**Activity Details**

**Title:** Voluntary Public Librarian Certification Program

**Abstract:**

To meet the needs of Maine’s public library staff, the Maine State Library has developed a three-level voluntary certification program comprised of online courses, archived webinars, workshops and special institutes. Library directors and personnel who do not have formal training in library science start with Basic Certification training. All the courses fit into the American Library Association (ALA) Core Competencies and the 21st Century Skills matrices. Intermediate and
Advanced Certification builds on the work done at the basic level and allows the librarian to explore these topic areas in more depth by choosing electives in each subject area. Once acertification level is achieved, the librarian is required to attend or complete 5 classes, webinars or workshops each year to maintain that level of certification. School Library Media Specialists and Ed Techs can use these courses toward recertification.

http://www.maine.gov/msl/libs/ce/libcert.shtml

Intent: Improve the library workforce.

Activity: Instruction
Mode: Program
Format: Virtual

Session length (minutes): 60
Number of sessions in program: 763
Average number in attendance per session: 1
Number of times program administered: 56

Partner Information
Please identify the area(s) in which your partner organization(s) operates.

Libraries: No
Historical Societies or Organizations: No
Museums: No
Archives: No
Cultural Heritage Organization Multi-type: No
Preschools: No
Schools: No
Adult Education: No
Human Service Organizations: No
Other: No

Is the activity directed at the library workforce: Yes
Is the activity state-wide: Yes
Specific Locations: No
Institution Types
Public Libraries: 264, Academic Libraries: 0, SLAA: 0, Consortia: 0, Special Libraries: 0, School Libraries: 0, Other: 0

Activity Details
Title: Statewide and Regional Continuing Education Events
Abstract:
The Maine State Library hold a wide variety of Continuing Education Programs directed at library staff statewide. Highlights include six Council meetings, the Reading Round Up of Children’s Literature, the New Public Library Directors’ Orientation, and smaller regional cluster group events for public library directors, reference, IT, adult services, youth services, school librarians, etc.
The Regional District Council meetings are required by Maine State Law and focus on specific professional development topics of interest to all types of libraries. Council meetings are held twice a year in Fall and Spring. Three regional meetings were held in fall of 2015 and three meetings were held in spring of 2016. Program topics included:

- STEM and Maker programming
- Aspen Report and Guide
- Using Data to tell your Story – Lessons from RIPL
- Maintaining staff engagement during times of change
- Maximizing user experience and community engagement

Intent: Improve the library workforce.

Activity: Instruction
Mode: Program
Format: In-person

Session length (minutes): 180
Number of sessions in program: 26
Average number in attendance per session: 28
Number of times program administered: 1

Partner Information
Please identify the area(s) in which your partner organization(s) operates.
Title: One to one consulting

Abstract:
The MSL Consultants offer one to one consulting services to help individual libraries with library management issues, building projects, programming, volunteers, marketing and promotion, and to assist smaller libraries to find mentors or support and assistance from nearby libraries. Library trustees also request consulting services.

Activity Details

Title: Webinars

Abstract:
The Maine State Library hosted 2 in-state webinars and provided access to national webinars through our community partnership with WebJunction. In state webinars were on Engaging Your Community in Sustainable Funding and Unpacking the Tackle Box! Innovation Tools.

There were 24 WebJunction webinars attended by Maine library staff

Intent: Improve the library workforce.

Activity: Instruction

Mode: Program

Format: Virtual

Session length (minutes): 60

Number of sessions in program: 26

Average number in attendance per session: 8

Number of times program administered: 1

Partner Information

Please identify the area(s) in which your partner organization(s) operates.

Libraries: No Historical Societies or Organizations: No Museums: No Archives: No Cultural Heritage Organization Multi-type: No Preschools: No Schools: No Adult Education: No Human Service Organizations: No Other: No
**Federal Government:** No  
**State Government:** No  
**Local Government:** Yes  
**School District:** Yes  
**Non-Profit:** Yes  
**Private Sector:** No  
**Tribe:** No

**Is the activity directed at the library workforce:** Yes  
**Is the activity state-wide:** Yes  
**Specific Locations:** No

**Institution Types**  
**Public Libraries:** 264,  
**Academic Libraries:** 37,  
**SLAA:** 1,  
**Consortia:** 0,  
**Special Libraries:** 40,  
**School Libraries:** 336,  
**Other:** 0

### Activity Details

**Title:** Evaluation and Re-envisioning of District Consulting Service Model  
**Abstract:** The process of evaluating the district consulting servicemodel initially began with the Maine Library Commission’s Statewide SharedResources Subcommittee tasked with studying the Maine Regional Library System. With the recommendation of the committee and the Director of Library Development, staff set out to craft a survey, look at the data, hold regional meetings and analyze the results from both. Our intent was to change the model but not without having a discussion with libraries statewide. Many comments from libraries prior to the survey indicated there was a desire at the local library level to move from the generalist to specialist. The survey and regional meetings were intended to widen that discussion, ask for input on the change and allay fears about changing models.

**Based on the evaluation report the following recommendations were made to the Maine Library Commission in September 2016.**

- Create one Statewide Maine Library District  
- The district will have 9 service regions — arranged by single or combined counties but still aligned with the same ARRCs as to not disturb ILL and other current ARRC services  
- Each region will have an assigned MSL Specialist assigned as the liaison  
- Create one statewide advisory board (initial board to consist of volunteer members from CMLD, NMLD, SMLD boards) who will meet to determine best board size and library type distribution and make recommendations to the Commission  
- Continue with the 2 required council meetings consisting with Title 27 – one held at Maine Library Association each fall and one in the spring with rotating regional locations  
- MSL staff will provide regional meetings and trainings in the 9 regional locations sending a team of specialists to an area at least once a year

**Intent:** Improve the library workforce  
**Activity:** Planning & Evaluation  
**Mode:** Retrospective  
**Format:** In-house  
**Number of evaluations and/or plans funded:** 1  
**Number of funded evaluation and/or plans completed:** 1

### Partner Information

Please identify the area(s) in which your partner organization(s) operates.

**Libraries:** No  
**Historical Societies or Organizations:** No  
**Museums:** No  
**Archives:** No  
**Cultural Heritage Organization Multi-type:** No  
**Preschools:** No  
**Schools:** No  
**Adult Education:** No  
**Human Service Organizations:** No  
**Other:** No

Please identify the legal type of the partner organization(s) for this project.

**Federal Government:** No  
**State Government:** Yes  
**Local Government:** Yes  
**School District:** Yes  
**Non-Profit:** Yes  
**Private Sector:** No  
**Tribe:** No

**Is the activity directed at the library workforce:** Yes  
**Is the activity state-wide:** Yes  
**Specific Locations:** No

**Institution Types**  
**Public Libraries:** 264,  
**Academic Libraries:** 37,  
**SLAA:** 336,  
**Consortia:** 0,  
**Special Libraries:** 40,  
**School Libraries:** 0,  
**Other:** 0

### Activity Details

**Title:** Leadership Training - MLLI and ILEAD  
**Abstract:** The Maine State Library engaged in two year-long leadership training programs in 2015 and part of 2016.

MLLI: The Maine Library Leadership Institute included 6 participants who attended NELLS (New England Library Leadership Symposium) and then completed a 10 month program of 10 face to face and virtual meetings. Focus on Leadership styles, interpersonal communications, influence, risk taking, organizational change, coaching/mentoring, transforming libraries and a personal development plan. Meetings had presenters, participant facilitation plus focused readings and TEDTalks.
ILEAD – Maine: The Maine State Library participated in the national ILEAD project and used ILEAD funds, LSTA funds and state money to sponsor 4 teams (18 participants). Teams met along with other states for three face to face meeting with teams and virtual presenters from Illinois. The teams worked on community projects in between face to face sessions. The four projects included

- **TechResources for Seniors** focused on providing seniors with technology and training to access online resources for health, wellness and other information.
- **Axis of Access** worked on addressing bandwidth and hardware issues that inhibit access to online higher education for rural Mainers.
- **Civil and Social Engagement in Maine** developed a moderated online space for community engagement.
- **ILEAD MDI** will create a guided, single-site research experience for students, teachers, tech coordinators, library media specialists and public librarians which will be a model for future school/public library collaboration.

**Intent:** Improve the library workforce.

**Activity:** Instruction

**Mode:** Program

**Format:** Combined in-person & virtual

**Session length (minutes):** 660

**Number of sessions in program:** 19

**Average number in attendance per session:** 24

**Number of times program administered:** 1

**Partner Information**

Please identify the area(s) in which your partner organization(s) operates.

- **Libraries:** No
- **Historical Societies or Organizations:** No
- **Museums:** No
- **Archives:** No
- **Cultural Heritage Organization Multi-type:** No
- **Preschools:** No
- **Schools:** No
- **Adult Education:** No
- **Human Service Organizations:** No
- **Other:** No

Please identify the legal type of the partner organization(s) for this project.

- **Federal Government:** No
- **State Government:** No
- **Local Government:** Yes
- **School District:** Yes
- **Non-Profit:** Yes
- **Private Sector:** No
- **Tribe:** No

**Is the activity directed at the library workforce:** Yes

**Is the activity state-wide:** Yes

**Specific Locations:** No

**Institution Types**

- **Public Libraries:** 16
- **Academic Libraries:** 1
- **SLAA:** 1
- **Consortia:** 0
- **Special Libraries:** 3
- **School Libraries:** 2
- **Other:** 0

**Project Outcomes**

List any important findings or outcomes from your project:

The findings from our evaluation of the district consulting service model reinforced our staff and administration conclusions that the Maine State Library should make these changes. The year-long process provided time for much discussion, thought and weighing of pros and cons. The most important finding was the desire to have more regional with training and outreach. The second finding was a desire to have a point person for each public library. The Staff Liaison role was created for that purpose. Each specialist/consultant is a liaison to 40-50 libraries. The third finding was a desire to have specialists model programming. We see this as an expanding role as libraries make their way through changes and expectations in library services. We expect to demonstrate, model and teach librarians. Technology, STEM, community engagement and collective impact are all areas around which libraries need focused guidance and training. The Volunteer Public Library Certification is playing an important role in the state and we are beginning to see it mentioned in job postings. Maine librarians need training but do not have funds - or the ability to re-pay education loans on the salaries available in small rural communities.

**Please briefly describe importance of findings.**

We are hopeful that taking a statewide approach with one district with 9 service regions will prove workable for both the libraries and state library staff. The MSL staff hopes to encourage wider participation and involvement at the regional levels and for the Maine State Library to act as a convener in those regions. We want to encourage resource sharing and more communication in rural isolated communities. Small rural libraries will need to share personnel to stay viable and provide quality and relevant services.

**What methods did you use to determine your findings? Check all that apply.**

- Survey
- Review of Administrative Data
- Interview/Focus Group
- Participant Observation
- Other

**Based on outputs, outcomes and/or other results, explain any significant lessons learned from these findings for either the SLAA or others in the LIS field.**

Outreach and communication was the most important part of the process. A shared vision of the possibilities and advantages for the new model had to be explained. Ultimately it came down to emphasizing that we all wanted the same outcome – superior library services for the people of Maine and strong, viable libraries in these changing times. We need to work as a team to deliver regional services in a cost-effective manner. We need to provide face to face and virtual. We also need to live stream events.

**Do you anticipate continuing this project after the current reporting period ends? Yes**
Do you anticipate any change in level of effort? Yes
Changes in level of effort will be dependent on the results of the five year plan evaluation and the new five year plan.

Do you anticipate any change in the project's scope? No

Do you anticipate any other changes in the project? No

Exemplary: Yes; Maine Regional Library System- Consultant Services and Continuing Education Our Continuing Education and Consulting/Specialist services are highly valued by the library workforce in Maine. It is a constant challenge working with small, rural communities with a high number of directors and staff without a professional library degree and trustees and Board Members who lack expertise. The dedication and commitment to raising the quality of library services through this LSTA program is evident in the work done in the past year. This is exemplary example of well spent federal that has very wide impact.

Project Tags
consultants, CE, data

Project Information
Fiscal Year: 2015
State: ME
Version: 3
SPR Project Code: 2015-ME-75929

Title: Partnership with Networkmaine, Maine Department of Education, Maine Public Utilities Commission
State Project Code: 5
Start Date: 10/01/2014
End Date: 09/30/2016
Status: Accepted

Abstract:
This partnership manages the Maine School and Library Network (MSLN), the statewide telecommunications and Internet delivery system for public libraries and K-12 schools in Maine and provides E-rate coordinator services to both libraries and schools so they can benefit from Universal Service Fund.

LSTAfunds are used to support salary for the E-rate Coordinator and Library Development Director who work with Networkmaine and libraries. Work is done with the Networkmaine Advisory Council and Networkmaine staff consists of planning, funding, compliance, applications and managing Maine School and Library Network (MSLN). The network and library connections are funded by federal e-rate and state e-rate (MTEAF).

The following language is from the Networkmaine Council Memorandum of Understanding signed by the Maine Commissioner of Education, the Maine State Librarian, the State of Maine Chief Information Officer and the Chief Information Officer of the University of Maine System: “Networkmaine is a unit of the University of Maine System (UMS). Networkmaine shall operate and manage a statewide telecommunications delivery system developed to support education, research, public service, government and economic development...Networkmaine shall act as the Maine School and Library (MSLN) consortium authority and will be responsible for making necessary certifications and for responding to Universal Service Administrative Company (USAC) inquiries on behalf of the eligible consortium members during both pre and post-commitment processes.”

State Goal: Expand library resource sharing and services for all Maine citizens.

Project Director
Director Name: Janet McKenney; Director Phone: 207-287-5620; Director Email: janet.mckenney@maine.gov

Grantee Information
Grantee: Maine State Library

Additional Materials
• 2015-2016 Report to the PUC - MSLN.pdf
• http://networkmaine.net/mln/
• http://www.maine.gov/msl/erate/index.shtml

Budgets

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Project Tags
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Project Information
Fiscal Year: 2015
State: ME
Version: 3
SPR Project Code: 2015-ME-75929

Title: Partnership with Networkmaine, Maine Department of Education, Maine Public Utilities Commission
State Project Code: 5
Start Date: 10/01/2014
End Date: 09/30/2016
Status: Accepted

Abstract:
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LSTAfunds are used to support salary for the E-rate Coordinator and Library Development Director who work with Networkmaine and libraries. Work is done with the Networkmaine Advisory Council and Networkmaine staff consists of planning, funding, compliance, applications and managing Maine School and Library Network (MSLN). The network and library connections are funded by federal e-rate and state e-rate (MTEAF).

The following language is from the Networkmaine Council Memorandum of Understanding signed by the Maine Commissioner of Education, the Maine State Librarian, the State of Maine Chief Information Officer and the Chief Information Officer of the University of Maine System: “Networkmaine is a unit of the University of Maine System (UMS)...Networkmaine shall operate and manage a statewide telecommunications delivery system developed to support education, research, public service, government and economic development...Networkmaine shall act as the Maine School and Library (MSLN) consortium authority and will be responsible for making necessary certifications and for responding to Universal Service Administrative Company (USAC) inquiries on behalf of the eligible consortium members during both pre and post-commitment processes.”

State Goal: Expand library resource sharing and services for all Maine citizens.

Project Director
Director Name: Janet McKenney; Director Phone: 207-287-5620; Director Email: janet.mckenney@maine.gov

Grantee Information
Grantee: Maine State Library

Additional Materials
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Project Tags
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Project Information
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State: ME
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Title: Partnership with Networkmaine, Maine Department of Education, Maine Public Utilities Commission
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Start Date: 10/01/2014
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Status: Accepted

Abstract:
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Description Telephone services for the project.

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**Other Operational Expenses**

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Totals: $106,425.50 $0.00 $0.00 $106,425.50

**Intent**

Improve users' ability to discover information resources.

- Other
  
  Improve users' general knowledge and skills.
  
  - Digital Literacy
  
  - Broadband adoption

**Project Activities**

**Activity Details**

**Title:** E-rate Coordinator Support and Instruction

**Abstract:**

The MSL e-rate and technology consultant works with libraries statewide on e-rate applications, technology issues and emerging technologies education and training. This includes phone, webinars and e-rate reminders for the e-rate applications for telephone and new Category 2 services. **Intent:** Improve users' general knowledge and skills.

**Activity:** Instruction

**Mode:** Consultation/drop-in/referral

**Format:** Combined in-person & virtual

**Total number of consultation/reference transactions:** 303

**Average number of consultation/reference transactions per month:** 25

**Partner Information**

Please identify the area(s) in which your partner organization(s) operates.

- Libraries: Yes
- Historical Societies or Organizations: No
- Museums: No
- Archives: No
- Cultural Heritage Organization Multi-type: No
- Preschools: No
- Schools: No
- Adult Education: No
- Human Service Organizations: No
- Other: No

Please identify the legal type of the partner organization(s) for this project.

- Federal Government: No
- State Government: Yes
- Local Government: Yes
- School District: No
- Non-Profit: Yes
- Private Sector: No
- Tribe: No

**Is the activity directed at the library workforce:** Yes

**Is the activity state-wide:** Yes

**Specific Locations:** No

**Institution Types**

- Public Libraries: 230
- Academic Libraries: 0
- SLAA: 0
- Consortia: 0
- Special Libraries: 0
- School Libraries: 0
- Other: 0

**Activity Details**

**Title:** Networkmaine Advisory Council-MSLN Management

**Abstract:**

This activity represents time invested by the Director of Library Development and the Library Erate Coordinator for management, compliance, planning and evaluation of the Maine School and Library Network. The Maine State Library, along with the Maine Department of Education and with support of the Networkmaine Council present a budget to the Public Utilities Commission each year for use of the **Maine Telecommunications Education Access Fund** (MTEAF). The Erate Coordinator spends time during the MSLN/Erate application process determining eligibility and compliance for libraries as well as ensuring the proper paperwork is signed and submitted. The Library development Director attends all Advisory Council Meetings for project planning, budget, and report submission to the Maine PUC.
Intent: Improve users' ability to discover information resources.

Activity: Planning & Evaluation

Mode: Prospective

Format: In-house

Number of evaluations and/or plans funded: 1

Number of funded evaluation and/or plans completed: 1

Partner Information

Please identify the area(s) in which your partner organization(s) operates.

Libraries: Yes  Historical Societies or Organizations: No  Museums: No  Archives: No  Cultural Heritage Organization Multi-type: No  Preschools: No

Schools: Yes  Adult Education: No  Human Service Organizations: No  Other: No

Please identify the legal type of the partner organization(s) for this project.


Is the activity directed at the library workforce: Yes

Is the activity state-wide: Yes

Specific Locations: No

Institution Types

Public Libraries: 230,  Academic Libraries: 0,  SLAA: 0,  Consortia: 0,  Special Libraries: 0,  School Libraries: 0,  Other: 0

Project Outcomes

List any important findings or outcomes from your project:

Outcome - MSLN: Networkmaine tracks bandwidth usage of all libraries. The results of the RFP in spring of 2015 started the fiber and bandwidth expansion project for libraries in schools in MSLN. All libraries but 3 have been upgraded to a minimum 100 mbps fiber connections. Outcome - E-rate Coordinator: 230 libraries filed paperwork (Letters of Agency and Form 479s) with Networkmaine for the MSLN Internet application. 95 libraries submitted e-rate applications for telephone and Category 2 for the 2015-16 E-rate cycle for July 1, 2015 through June 30, 2016 and have received over $58,000 in funding.

Please briefly describe importance of findings.

The added bandwidth for libraries have met the ever expanding demand for bandwidth and put Maine libraries on track with national goals. The increased e-rate money and guidance from the E-rate consultant will enable libraries to modernize network infrastructure equipment to match robust bandwidth. Libraries need expertise and assistance with new Category 2 funding for wireless infrastructure upgrades.

What methods did you use to determine your findings? Check all that apply.

Review of Administrative Data

Other

Based on outputs, outcomes and/or other results, explain any significant lessons learned from these findings for either the SLAA or others in the LIS field.

The input at regional meetings demonstrated continued appreciation and need for assistance in the area of e-rate and network infrastructure. The installation of fiber and high speed connections are exciting for libraries but now they need to use Category 2 e-rate funds to upgrade local infrastructure (wired and wireless) to match capacity and local expertise is lacking regarding equipment and procurement.

Do you anticipate continuing this project after the current reporting period ends? Yes

Do you anticipate any change in level of effort? Yes

The e-rate coordinator will have to expand outreach and training for Category 2 funds for new wireless services/hardware and internal hardware for the fiber connections. MTEAF funding is declining and legislative solutions will be a goal in 2017.

Do you anticipate any change in the project's scope? No

Do you anticipate any other changes in the project? No

Exemplary: Yes;

Project Tags

broadband, MSLN, e-rate