Print Report

Final Financial Status Report

General Information

Federal Grant or Other Identifying Number Assigned By Federal Agency: LS-00-17-0020-17
Total Federal Funds Authorized for This Funding Period: $ 1,171,842.00
Recipient Account Number or Identifying Number: 94Q-0217-33
Report Basis: Cash

Funding Grant Period of Performance

Start Date: 10/01/2016

End Date: 09/30/2018

Period Covered by This Report

Start Date: 10/01/2016

End Date: 09/30/2018

Total SLAA funds expended to meet the purposes of LSTA, including the Five-Year-Plan (MOE): $ 2,833,093.80
Minimum MOE Required: $ 2,822,299.14

MATCH-State funds expended specifically on the Five-Year Plan: $ 810,067.30
MATCH-Other funds expended specifically on the Five-Year Plan: $ 0.00
Total Match: $ 810,067.30
Minimum Match Required: $ 603,676.18
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: $ 1,171,842.00

LSTA Administrative Costs

Allowed: $46,873.68
Actual: $46,869.46
Difference: $4.22
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: 12/03/2018
Agency DUNS: 002491384
Agency EIN: 01-6000001
Agency Name: Maine State Library

Administrative Project

General Information

Fiscal Year: 2017
State: ME
Status: Accepted

Title: LSTA State Projects Administration
Abstract: Financial Administration of the LSTA funds is done by the Department of Administrative & Financial Services (DAFS), the organization that coordinates most 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: 10/01/2016
End Date: 09/30/2018

Budget Information

	LSTA	MATCH-State	MATCH-Other	Total
Salaries/Wages/Benefits	$0.00	$0.00	$0.00	$0.00
Description				
Consultant Fees	$0.00	$0.00	$0.00	$0.00
Description				
Travel	$0.00	$0.00	$0.00	$0.00
Description				
Supplies/Materials	$0.00	$0.00	$0.00	$0.00
Description				
Equipment	$0.00	$0.00	$0.00	$0.00
Description				
Services	$0.00	$0.00	$0.00	$0.00
Description				
Other Operational Expenses	$46,869.46	$0.00	$0.00	$46,869.46
Description	STACAP amounts to $27,175.20. Administrative costs of $19,694.26 are for mail services, accounting services and charges for technology support for federally supported programs.			
Totals:	$46,869.46	$0.00	$0.00	$46,869.46

Projects

Project Information

Fiscal Year: 2017
State: ME
Version: 1
SPR Project Code: 2017-ME-79628

Title: Books by Mail
State Project Code:
Start Date: 10/01/2016
End Date: 09/30/2018
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 1,331,479) 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.
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. 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: Chris Boynton; Director Phone: 207-287-5650; Director Email: chris.boynton@maine.gov

Grantee Information

Grantee: Maine State Library

Additional Materials

- https://www.maine.gov/msl/outreach/booksbymail/

Budgets

		LSTA	MATCH-State	MATCH-Other	Total
Salaries/Wages/Benefits		$143,766.07	$61,794.78	$0.00	$205,560.85
Description	LSTA Salary/wages/benefits are for 3.17 FTE federal employees. Match is salary from a state funded employee who also works part-time on the project.				
Consultant Fees		$0.00	$0.00	$0.00	$0.00
Description	No consultant fees.				
Travel		$0.00	$0.00	$0.00	$0.00
Description	No travel				
Supplies/Materials		$9,287.10	$0.00	$0.00	$9,287.10
Description	Postage costs of $8488.85 make up the majority of costs for this project. The balance covers printing supplies for mailing labels and office supplies.				
Equipment		$0.00	$0.00	$0.00	$0.00
Description	No equipment.				
Services		$0.00	$0.00	$0.00	$0.00
Description	No services.				
Other Operational Expenses		$2,845.13	$0.00	$0.00	$2,845.13
Description	This is the cost charged to the program for state telephone services, including the 800 number.				
Totals:		$155,898.30	$61,794.78	$0.00	$217,693.08

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 email or via an online public access catalog that is part of a statewide consortium. Users can 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 audiobooks). 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: 6,559

Average number of items circulated / month: 547

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:** Yes

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: General **Geographic community of the targeted group:** Rural **For what age groups:** All Ages,

Is the activity state-wide: Yes

Specific Locations: No

Institution Types

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

Total number of survey responses: 0

Project Outcomes

List any important outcomes or findings not previously reported:
Some outputs have changed since last year. This program served 327 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 3448 registered users (2347 adults and 1101 K-12 juveniles). There are also 185 registered homebound users in the program. This number remained approximately the same as last year. The Books by Mail catalog has been combined with the Maine State Library's catalog and patrons have also been integrated into the ILS.

Please briefly describe the importance of these outcomes and findings for future program planning:
With only 10% of registered BBM patrons using the service we will need to determine if the other users are accessing materials via the Download Library making it difficult to track that number. Homebound users vary as that status can change as patrons are able to use a local library or leave the program for other reasons. Homebound users make up just 5% of the program.

Explain one or two of the most significant lessons learned for others wanting to adopt any facets of this project:
This program is highly valued by those who need it but an almost insignificant number from the overall Maine population

Do you anticipate continuing this project after the current reporting period ends? Yes
Do you anticipate any change in level of effort in managing this project? No
Do you anticipate changing the types of activities and objectives addressed by the project? Yes
We would like to know if the large K-12 users are homeschoolers and will pursue that data.
Was an evaluation conducted for this project? No
Exemplary: No

Project Tags

Homebound

Project Information

Fiscal Year: 2017
State: ME
Version: 1
SPR Project Code: 2017-ME-79667

Title: Talking Books Plus (Large Print, Talking Books, and Descriptive Videos)
State Project Code:
Start Date: 10/01/2016
End Date: 09/30/2018
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 BooksPlus program has three components:

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

2. **Talking Books 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. **Recorded Books:** 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: 207-287-5650; Director Email: chris.boynton@maine.gov

Grantee Information

Grantee: Maine State Library

Additional Materials

- http://www.maine.gov/msl/outreach/lbph/index.shtml

Budgets

		LSTA	MATCH-State	MATCH-Other	Total
Salaries/Wages/Benefits		$175,634.77	$66,067.93	$0.00	$241,702.70
Description	Salary and wages are for 3.167 FTE for LSTA. State salary match includes part-time work by 3 employees.				
Consultant Fees		$0.00	$0.00	$0.00	$0.00
Description	No consultant fees				
Travel		$6,652.59	$0.00	$0.00	$6,652.59
Description	Travel for 2 Talking Books staff to go to 3 conferences, including NLS, NELA and NJ Futures conference.				
Supplies/Materials		$7,446.47	$0.00	$0.00	$7,446.47
Description	$3833.50 was for Braille and Large print books. $2000 for ReadSpeaker software for MSL website The balance was for office supplies and mailing materials.				
Equipment		$0.00	$0.00	$0.00	$0.00
Description	No equipment.				
Services		$11,465.04	$0.00	$0.00	$11,465.04
Description	$9542 was for ARSD services for the CUL catalog and circulation system. Remainder was for printing of forms for the Talking Books service.				
Other Operational Expenses		$2,945.13	$0.00	$0.00	$2,945.13
Description	Charges to the program for telephone services including an statewide 800 number.				
Totals:		$204,144.00	$66,067.93	$0.00	$270,211.93

Intent

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

- Education
- Literacy

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.

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

Activity: Content
Mode: Lending
Format: Physical

Total number of items circulated: 103,871

Average number of items circulated / month: 8,655

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:** Yes **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

Public Libraries: 101, **Academic Libraries:** 0, **SLAA:** 1, **Consortia:** 0, **Special Libraries:** 14, **School Libraries:** 214, **Other:** 129

Total number of survey responses: 0

Activity Details

Title: Large Print Books **Abstract:**

Large print books are purchased and 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: 13,012

Average number of items circulated / month: 1,084

Total number of ILL transactions: 5

Average number of ILL transactions / month: 0

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: Yes **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: 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: 101, **Academic Libraries:** 0, **SLAA:** 1, **Consortia:** 0, **Special Libraries:** 14, **School Libraries:** 214, **Other:** 129

Total number of survey responses: 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 PhysicallyHandicapped (NLS). The MSL has an onsite recording studio and a part-time librarian who manages the projects and the 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: 9

Number of physical items: 0

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: 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: Yes **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:** 0, **Consortia:** 0, **Special Libraries:** 0, **School Libraries:** 0, **Other:** 0

Total number of survey responses: 0

Project Outcomes

List any important outcomes or findings not previously reported:
The BARD downloads account for about 21% of total circulation, and 15% of our Talking Book patrons borrowed at least one BARD item during the reporting period . There is 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 relatively flat.

Please briefly describe the importance of these outcomes and findings for future program planning:
We will continue to monitor the increase of the use of BARD and the impact on the number of "physical" digital cassettes mailed. As we move towards another ILS for the catalog and circulation we will move towards a "Duplication-on-Demand" model rather than maintaining the physical inventory of cartridges.

Explain one or two of the most significant lessons learned for others wanting to adopt any facets of this project:
The technology, methodology and delivery may be changing but the demand for reader's advisory services remains strong.

Do you anticipate continuing this project after the current reporting period ends? Yes
Do you anticipate any change in level of effort in managing this project? Yes
Changing to an new ILS and duplication on demand will require staff training and outreach to existing patrons.
Do you anticipate changing the types of activities and objectives addressed by the project? No
Was an evaluation conducted for this project? No
Exemplary: No

Project Tags

Talking books

Project Information

Fiscal Year: 2017
State: ME
Version: 1
SPR Project Code: 2017-ME-79668

Title: Partnership with the University of Maine for Maine InfoNet
State Project Code:
Start Date: 10/01/2016
End Date: 09/30/2018
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 through a contract with 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 establishing 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.maineinfonet.org/

Budgets

		LSTA	MATCH-State	MATCH-Other	Total
Salaries/Wages/Benefits		$83,552.00	$100,813.35	$0.00	$184,365.35
Description	LSTA salaries/wages are for 1.16 FTEs and 1 state match FTE dedicated to the project.				
Consultant Fees		$0.00	$0.00	$0.00	$0.00
Description	No consultant fees.				
Travel		$2,157.53	$0.00	$0.00	$2,157.53
Description	Travel is for attendance to attend one out of state conference (Innovative User Group Conference - partial payment) and to attend and present at one in-state conference (Maine Library Association). Also includes instate mileage for travel to libraries and meetings of $1095.				
Supplies/Materials		$0.00	$0.00	$0.00	$0.00
Description	No supplies.				
Equipment		$0.00	$0.00	$0.00	$0.00
Description	No equipment				
Services		$102,666.68	$170,164.00	$0.00	$272,830.68
Description	$74,859.65 is for a contract with the University of Maine system for 50% of the Executive Director's salary and benefits. $14,924 is for statewide access to SkyRiver, a cataloging utility product. Services of a part-time cataloger for training and database cleanup is $12,883.				
Other Operational Expenses		$2,845.13	$0.00	$0.00	$2,845.13
Description	Telephones services for the project.				
Totals:		$191,221.34	$270,977.35	$0.00	$462,198.69

Intent

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

- General (select only for electronic databases or other data sources)
- Other

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 consortium includes 11 libraries: University of Maine System libraries, the Maine State Library, the Maine Law and Legislative Library and Bangor Public Library. The Minerva consortium include 59 public, school, academic and hospital libraries. The new MILS system for small libraries now includes 17 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.

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

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

Total number of items circulated: 4,686,099

Average number of items circulated / month: 390,508

Total number of ILL transactions: 668,081

Average number of ILL transactions / month: 55,673

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.

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

Public Libraries: 64, **Academic Libraries:** 30, **SLAA:** 1, **Consortia:** 3, **Special Libraries:** 6, **School Libraries:** 9, **Other:** 0

Total number of survey responses: 0

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: 67

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: 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.

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

Public Libraries: 259, **Academic Libraries:** 33, **SLAA:** 1, **Consortia:** 3, **Special Libraries:** 43, **School Libraries:** 628, **Other:** 0

Total number of survey responses: 0

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 e-books 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.

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

Activity: Content
Mode: Lending
Format: Digital

Total number of items circulated: 387,939

Average number of items circulated / month: 32,328

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: 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.

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

Public Libraries: 181, **Academic Libraries:** 30, **SLAA:** 1, **Consortia:** 0, **Special Libraries:** 2, **School Libraries:** 28, **Other:** 0

Total number of survey responses: 0

Project Outcomes

List any important outcomes or findings not previously reported:
Maine citizens, library patrons and students continue to have increased access to the collections of more Maine libraries via MaineCat due to the expansion of the MILS consortium for small libraries. There are now 17 libraries participating with plans for 2 additional libraries in Winter 2019.

Please briefly describe the importance of these outcomes and findings for future program planning:
Bringing new libraries into the statewide system allows more Maine citizens access to the statewide catalog, MaineCat. Each new library added to the systems expands the equity of service to rural Maine citizens.

Explain one or two of the most significant lessons learned for others wanting to adopt any facets of this project:
Supporting libraries with preparation guidelines and training prior to implementation is necessary and time consuming. We will only be able to increase the speed of adding new libraries with additional staff dedicated to onboarding.

Do you anticipate continuing this project after the current reporting period ends? Yes
Do you anticipate any change in level of effort in managing this project? No
Do you anticipate changing the types of activities and objectives addressed by the project? No
Was an evaluation conducted for this project? Yes
Was a final written evaluation report produced? No
Exemplary: No

Project Tags

Project Information

Fiscal Year: 2017
State: ME
Version: 1
SPR Project Code: 2017-ME-79670

Title: Maine Regional Library System-Area Reference and Resource Centers
State Project Code:
Start Date: 10/01/2016
End Date: 09/30/2018
Status: Accepted
Abstract:

The MRLS ARRC system was established by legislation in 1973 (MRSATitle 27, Chapter 4). Currently there are three ARRC libraries serving 16 counties divided into nine regions. The ARRC libraries were selected to improve library services to the residents of Maine. Portland Public Library (PPL) provides services in the southern counties (York and Cumberland population 496,691). Bangor Public Library (BPL) provides services for the northern and eastern counties (Aroostook, Hancock,Knox, Penobscot, Piscataquis, Waldo, and Washington – population 402,095) and the Maine State Library (MSL) provides services for the central and western counties (Androscoggin, Franklin, Kennebec, Lincoln, Oxford, Sagadahoc and Somerset – population 437,121). Lewiston Public Library (LPL) supplements ILL services for fiction for the MSL.

The Maine State Library contracts with PPL, BPL and LPL for ARRCservices to expand library resource sharing and services for all Maine residents. The ARRCs:

- Provide ILL services to libraries in their respective counties
- Provide free borrower's cards to Maine residents residing in their respective counties. 51,255 cards are provided to citizens outside Augusta, Bangor and Portland
- Provide reference and additionalinformation online services to libraries and patrons in those counties
- Provide office space for MSL regional liaisons (as per contracts with BPL and PPL)
- The Maine State Library manages thestatewide van delivery program for libraries as an ARRC service

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

Project Director

Director Name: Janet McKenney; Director Phone: 207-287-5603; Director Email: janet.mckenney@maine.gov

Grantee Information

Grantee: Maine State Library

Additional Materials

- http://www.maine.gov/msl/libs/interlib/delivery.shtml
- http://www.maine.gov/msl/services/ask.htm
- http://www.maine.gov/msl/libs/interlib/mslarrcill.shtml
- https://www.portlandlibrary.com/using-the-library/services-for-librarians/
- http://www.maine.gov/msl/libs/interlib/

Budgets

		LSTA	MATCH-State	MATCH-Other	Total
Salaries/Wages/Benefits		$115,047.33	$61,903.81	$0.00	$176,951.14
Description	LSTA salary and wages are for 2.17 FTE that includes 2 FTE ILL staff and management by the Library Development Director.				
Consultant Fees		$0.00	$0.00	$0.00	$0.00
Description	No consultant fees.				
Travel		$5,690.83	$0.00	$0.00	$5,690.83
Description	LSTA travel for out of state travel was $4907.80. In-state travel was $783.03. Out of state travel was for 3 ARRC staff to travel to the OCLC User Group Meeting and the Futures Conference in New Jersey. In-state was for travel for warehoused materials, visits to libraries and library meetings.				
Supplies/Materials		$7,666.10	$0.00	$0.00	$7,666.10
Description	Office supplies to support the project, including materials for ILL and a tablet for collection inventory and PAC sign up management.				

Equipment		$0.00	$0.00	$0.00	$0.00
Description	No equipment				
Services		$169,167.20	$0.00	$0.00	$169,167.20
Description	LSTA funds of $119,176.08 for LearningExpress Library, $7500 for ARRC sponsored Project Outcome statewide meeting, $ 20,600 for contract work by Bangor Public Library, Portland Public Library and Lewiston Public Library for ILL processing for rural libraries. OCLC services for ILL and cataloging costs were $21891.12				
Other Operational Expenses		$4,331.55	$0.00	$0.00	$4,331.55
Description	LSTA costs to support access to internet and support of 22 public access cost $2845.13. $1486.42 for telephone for project.				
Totals:		$301,903.01	$61,903.81	$0.00	$363,806.82

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 regions of the Maine Regional Library System. The Maine State Library serves as the ILL ARRC for the central and western counties (Androscoggin, Franklin, Kennebec, Lincoln, Oxford, Sagadahoc and Somerset). Lewiston Public Library (LPL) supplements ILL services for fiction for the MSL. The Bangor Public Library (BPL) serves as the ILL ARRC for the northern and eastern counties (Aroostook, Hancock, Knox, Penobscot, Piscataquis, Waldo, and Washington). Portland Public Library (PPL) serves as the ILL ARRC for the southern counties(York and Cumberland). Maine libraries that are not part of one of the state supported ILS (Minerva, MILS, URSUS) may make requests through their assigned ARRC. All library types are eligible for this service: 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: 46,161

Average number of ILL transactions / month: 3,847

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.

Federal Government: No **State Government:** Yes **Local Government:** No **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

Public Libraries: 259, **Academic Libraries:** 33, **SLAA:** 1, **Consortia:** 0, **Special Libraries:** 43, **School Libraries:** 628, **Other:** 0

Total number of survey responses: 0

Activity Details

Title: ARRC - Reference services **Abstract:**

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: 59,735

Average number of consultation/reference transactions per month: 4,978

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.

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

Public Libraries: 259, **Academic Libraries:** 33, **SLAA:** 1, **Consortia:** 0, **Special Libraries:** 43, **School Libraries:** 628, **Other:** 0

Total number of survey responses: 0

Activity Details

Title: Van Delivery **Abstract:**

The Maine State Library (MSL) manages interlibrary loan van delivery service for the state's libraries. MSL issues an RFP every 3 years, negotiates the contract, and manages billing for public, school, some academic and special libraries. Billing for the University System and Bowdoin, Bates and Colby Colleges are direct with the vendor. MSL bills libraries yearly for van delivery service, facilitates inquiries and complaints with the vendor regarding service issues, and maintains regular communication with van delivery service provider. MSL staff maintains van delivery labels with route #s for all participating libraries and makes them available online. Maine libraries use local funds for the service paying $15.60 per stop. The Maine State Library uses state money to fund 1 free day for public libraries. Federal money is used to pay for delivery supplies such as bags and totes. The state library absorbs extra costs for higher rates at very rural locations. This keeps costs for all libraries equitable and there is no financial burden for rural libraries.

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

Activity: Content
Mode: Other
Format: Physical

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.

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

Public Libraries: 153, **Academic Libraries:** 31, **SLAA:** 1, **Consortia:** 0, **Special Libraries:** 8, **School Libraries:** 13, **Other:** 0

Total number of survey responses: 0

Activity Details

Title: MSL-Public Access Computing **Abstract:**

The Maine State Library offers public access computers in the Augusta location as an ARRC service. 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 regional patrons who use the library. These include general access computers, computers attached to 3D printers and other technology in the MSL's "UP Room" – our makerspace/remakerspace. This activity also provide internet access to the microfilm machines so copies can be emailed.

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

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

Number of hardware acquired: 20

Number of software acquired: 0

Number of licensed databases acquired: 0

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:** 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

Name: Maine State Library

64 State House Station Augusta, ME 04333-0064

Total number of survey responses: 0

Activity Details

Title: ARRC-Access to borrower card resources **Abstract:**

Through the Maine Regional Library System's ARRC libraries, Maine citizens who have cards from Bangor Public Library, Portland Public Library and the Maine State Library have access to the large collections at these libraries as well as to the additional online resources beyond the statewide MARVEL content. This content is accessed through each library's website and is authenticated with the card's barcode. Each library provides different online content based upon local needs, budgets and collection policies. These databases and/or online learning tools are testing grounds for adoption at the state level.

Examples of online learning tools and databases not available through the statewide portal (MARVEL) but available via an ARRC library are: Mango Languages and Transparent Language; Reference USA; Birds of North America Online; Chilton's Auto Repair, TumbleBook Library, Demographics Now and Heritage Quest.

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

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

Number of items made discoverable to the public: 1,475,849

Number of collections made discoverable to the public: 34

Number of metadata plans/frameworks produced/updated: 0

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:** No **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: 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

Public Libraries: 2, **Academic Libraries:** 0, **SLAA:** 1, **Consortia:** 0, **Special Libraries:** 0, **School Libraries:** 0, **Other:** 0

Total number of survey responses: 0

Project Outcomes

List any important outcomes or findings not previously reported:
The Maine State Library's has continued to study the current ARRC model with an analysis of ILL statistics from each ARRC. We are using the data to identify and recruit libraries into one of the statewide systems (MILS or Minerva) to ease the load on the ARRCs and provide a path to greater independence and expanded patrons services the systems offer. ARRC libraries will continue to play a role for very small rural libraries who can't afford -or whose ILL needs don't align with joining the statewide system. In 2018, the work continues towards a statewide card.

Please briefly describe the importance of these outcomes and findings for future program planning:
ILL in Maine is very high and as we have expanded t he van delivery (courier system) to more rural libraries it provides an opportunity to bring them on board to statewide system. We are using data for ILL and van delivery to identify and recruit with some early successes.

Explain one or two of the most significant lessons learned for others wanting to adopt any facets of this project:
Maine has no regional systems that are like other states but the 3 consortia that feed into MaineCat represent the academic libraries well but expanding the number of public libraries has been a slower process. MSL use of data has helped focus this expansion and aligns with our mission to make libraries stronger.

Do you anticipate continuing this project after the current reporting period ends? Yes
Do you anticipate any change in level of effort in managing this project? No
Do you anticipate changing the types of activities and objectives addressed by the project? No
Was an evaluation conducted for this project? Yes
Was a final written evaluation report produced? No
Exemplary: No

Project Tags

Project Information

Fiscal Year: 2017
State: ME
Version: 1
SPR Project Code: 2017-ME-79671

Title: Maine Regional Library System- Consultant Services and Continuing Education
State Project Code:
Start Date: 10/01/2016
End Date: 09/30/2018
Status: Accepted
Abstract:

The Maine State Library's Library Development Division has seven specialists/consultants that work with libraries statewide. Specialists cover a wide range of library related issues and programming.

The MSL Library Development specialists support public, school, academic, and special libraries in all Maine counties. Maine is now divided into nine regions for this service model. The specialists work on a statewide basis providing resources, guidance, training and other support in their areas of expertise. Each specialist is also a regional liaison and serves as a contact person for the region and assists libraries with their needs assessments for continuing education activities specific to the region. Continuing education programs are delivered at least yearly in each region in addition to the two statewide programs in the spring and fall as well as a program for new public library directors. The goal is to help Maine libraries strengthen and develop new programs, convene and collaborate regionally, foster collaboration across library types within a region and to improve library services statewide.
The Maine State library also contracts with the Maine Association of Nonprofits to provide specialist consulting for the 57% of Maine libraries who are non-profits

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

Project Director

Director Name: Janet McKenney; Director Phone: 207-287-5603; Director Email: janet.mckenney@maine.gov

Grantee Information

Grantee: Maine State Library

Additional Materials

- http://www.maine.gov/msl/libs/Specialties.shtml
- http://www.maine.gov/msl/libs/Regions.shtml

Budgets

	LSTA	MATCH-State	MATCH-Other	Total
Salaries/Wages/Benefits	$111,199.08	$339,877.36	$0.00	$451,076.44
Description	LSTA salary is 1.17 FTE (State Data Coordinator's salary and a portion of the Library Development Director's salary for management). State match is 4 FTE specialist consultants.			
Consultant Fees	$0.00	$0.00	$0.00	$0.00
Description	There were no consultant fees.			
Travel	$25,733.07	$0.00	$0.00	$25,733.07
Description	Travel costs include both in state and out of state travel for seven specialist consultants. In state travel costs of $13,703.03 include mileage, hotels, car rental and meals for specialists, including the State Data Coordinator, traveling to work with Maine libraries. The balance of $12,030.04 is for out of state travel to conferences including ALA, NELA, NJ Futures Conference and CSLP.			
Supplies/Materials	$2,491.27	$0.00	$0.00	$2,491.27
Description	$ 827 of LSTA funds were used for the events calendar from Demco. The balance of $1664.27 was for general office supplies and materials for meetings.			
Equipment	$0.00	$0.00	$0.00	$0.00
Description	No equipment purchases were made.			
Services	$48,200.08	$0.00	$0.00	$48,200.08
Description	$8,000 for WebJunction to supply course content for our certification program; LibPAS for PLS, $16,455.53 for Payroll Services for a STEM Librarian part-time; $9,075 for a contract for services for non-profit libraries with the Maine Association of			

	Nonprofits. $533 for CSLP library memberships. The balance of $6464.55 is for regional and statewide meetings that includes speakers, meeting rooms as well as staff registrations for MLA conference and other meetings.				
Other Operational Expenses		$2,845.13	$0.00	$0.00	$2,845.13
Description	Telephone services including an 800 number				
Totals:		$190,468.63	$339,877.36	$0.00	$530,345.99

Intent

Improve the library workforce.

- Library Infrastructure & Capacity
- Continuing Education and Staff Development

Project Activities

Activity Details

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

The State Data Coordinator actively engages with libraries to collect data and instruct librarians, volunteers and trustees to use proper methods for data collection. The State Data Coordinator trains librarians to use the online software, and submit reviewed data to IMLS. Site visits are made to libraries with new directors or with libraries who need onsite visits for accurate data collection methods and training to use the online portal. Most guidance is via email and phone. The SDC also works with the Data and Evaluation Specialist to present workshops on using data. MSL purchases LibPass software from Counting Opinions

Intent: Improve the library workforce.

Activity: Instruction
Mode: Consultation/drop-in/referral
Format: Combined in-person & virtual

Total number of consultation/reference transactions: 628

Average number of consultation/reference transactions per month: 52

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: Yes **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: 259, **Academic Libraries:** 0, **SLAA:** 0, **Consortia:** 0, **Special Libraries:** 0, **School Libraries:** 0, **Other:** 0

Total number of survey responses: 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 are aligned with the American Library Association (ALA) Core Competencies and the 21st Century Skills matrices. Intermediate and Advanced Certification build 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 a certification 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. The MSL contracts with WebJunction for content and also utilizes free content developed by other state libraries and national organizations

Intent: Improve the library workforce.

Activity: Instruction
Mode: Program
Format: Virtual

Session length (minutes): 60

Number of sessions in program: 548

Average number in attendance per session: 1

Number of times program administered: 41

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:** 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: 259, **Academic Libraries:** 0, **SLAA:** 0, **Consortia:** 0, **Special Libraries:** 0, **School Libraries:** 0, **Other:** 0

Total number of survey responses: 0

I learned something by participating in this library activity.
SD: 0 | **D:** 0 | **NA/ND:** 0 | **A:** 0 | **SA:** 0 | **NR:** 0

I feel more confident about what I just learned.
SD: 0 | **D:** 0 | **NA/ND:** 0 | **A:** 0 | **SA:** 0 | **NR:** 0

I intend to apply what I just learned.
SD: 0 | **D:** 0 | **NA/ND:** 0 | **A:** 0 | **SA:** 0 | **NR:** 0

Applying what I learned will help improve library services to the public.
SD: 0 | **D:** 0 | **NA/ND:** 0 | **A:** 0 | **SA:** 0 | **NR:** 0

Activity Details

Title: Statewide and Regional Continuing Education Events **Abstract:**

The Maine State Library holds a wide variety of Continuing Education Programs directed at library staff statewide. Highlights include two Council meetings, the Reading Round Up of Children's Literature, the New Public Library Directors' Orientation, and regional events for targeted at various audiences: 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. Twenty-two meetings were held across the state from July 1, 2017 to June 30, 2018.

Program topics include:

- New Director's Orientation
- Reading Round Up of Children's and Young Adult(YA) Literature
- Using Data
- News Literacy (2)
- Community Engagement
- Building Safety and Active Shooter Situations
- RIPL Regional
- Maine Librarians Engage and Lead (3)

Intent: Improve the library workforce.

Activity: Instruction
Mode: Program
Format: In-person

Session length (minutes): 180

Number of sessions in program: 19

Average number in attendance per session: 56

Number of times program administered: 22

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.

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: 259, **Academic Libraries:** 33, **SLAA:** 1, **Consortia:** 0, **Special Libraries:** 43, **School Libraries:** 628, **Other:** 0

Total number of survey responses: 213

I learned something by participating in this library activity.
SD: 1 | **D:** 0 | **NA/ND:** 5 | **A:** 98 | **SA:** 109 | **NR:** 0

I feel more confident about what I just learned.
SD: 1 | **D:** 0 | **NA/ND:** 21 | **A:** 134 | **SA:** 56 | **NR:** 1

I intend to apply what I just learned.
SD: 0 | **D:** 0 | **NA/ND:** 15 | **A:** 120 | **SA:** 76 | **NR:** 2

Applying what I learned will help improve library services to the public.
SD: 0 | **D:** 0 | **NA/ND:** 15 | **A:** 109 | **SA:** 85 | **NR:** 4

Activity Details

Title: One to one specialist and regional liaison consulting **Abstract:**

The MSL Specialists offer one to one consulting services to help individual libraries with all library service issues, including: management, building projects, programming, volunteers, marketing and promotion, and to assist smaller libraries to find mentors or support and assistance from nearby libraries. Library trustees/board members also request consulting services. The MSL Library Development specialists support public, school, academic, and special libraries in all Maine counties. Maine is now divided into nine regions for this service model. The specialists work on a statewide basis providing resources, guidance, training and other support in their areas of expertise. The specialists also serve as liaisons for each region and collaborate with team members to refer librarians to the best person on the MSL staff to address their needs.

Intent: Improve the library workforce.

Activity: Instruction
Mode: Consultation/drop-in/referral
Format: Combined in-person & virtual

Total number of consultation/reference transactions: 1,799

Average number of consultation/reference transactions per month: 150

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.

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: 259, **Academic Libraries:** 33, **SLAA:** 1, **Consortia:** 0, **Special Libraries:** 43, **School Libraries:** 628, **Other:** 0

Total number of survey responses: 0

Project Outcomes

List any important outcomes or findings not previously reported:

Outcomes for this program • Libraries convene and collaborate regionally and statewide to improve library services Within the reporting period all regions

held at least one meeting and quarterly email communications from the regional liaisons go out to each region. The Statewide Maine Library Advisory Council, with representation from the nine regions and all library types, began their work early 2018. Going forward, this council will engage with libraries and the state libraries to identify areas for CE and suggestions to the state library and/or the Maine Library Commission regarding initiatives and issues faced by libraries (either regionally – or statewide.)

Please briefly describe the importance of these outcomes and findings for future program planning:
We had hoped that regional meetings would increase participation – and although this has happened, we hope to try and increase participation and incentivize libraries to meet more than the one sponsored MSL meeting. We hope this will strengthen the relationships between libraries to foster regional collaborations. The communication between the council, the regional representatives on the council and the MSL liaisons are a vital element to the success of this new service model.

Explain one or two of the most significant lessons learned for others wanting to adopt any facets of this project:
Even if you think you have communicated changes – it must be reinforced at every possible meeting and opportunity. We continue to communicate at every opportunity to all library types about the new regional model.

Do you anticipate continuing this project after the current reporting period ends? Yes
Do you anticipate any change in level of effort in managing this project? No
Do you anticipate changing the types of activities and objectives addressed by the project? No
Was an evaluation conducted for this project? No
Exemplary: No

Project Tags

Project Information

Fiscal Year: 2017
State: ME
Version: 1
SPR Project Code: 2017-ME-79672

Title: Partnership with Networkmaine, Maine Department of Education, Maine Public Utilities Commission
State Project Code:
Start Date: 10/01/2016
End Date: 09/30/2018
Status: Accepted

Abstract:

This partnership manages the Maine School and Library Network (MSLN), the statewide telecommunications and Internet delivery system for public libraries and K12 schools in Maine and provides E-rate coordinator services to libraries so they can benefit from Universal Service Fund. LSTA funds are used to support salary for the State Library E-rate Coordinator and Library Development Director who work with Networkmaine and libraries. Work is done through the Networkmaine Advisory Council and consists of planning, funding, compliance, the application process and managing the overall Maine School and Library Network (MSLN). The network and library connections are funded by the federal Universal Service Fund (federal e-rate program) and the Maine Telecommunications Education Access Fund (MTEAF). (state e-rate program). The Networkmaine Council Memorandum of Understanding was 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 and is quoted below: “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: 208-287-5603; Director Email: janet.mckenney@maine.gov

Grantee Information

Grantee: Maine State Library

Additional Materials

- MSLNPUC2017.pdf
- http://www.msln.net/
- http://www.maine.gov/msl/erate/about.shtml
- http://networkmaine.net/

Budgets

		LSTA	MATCH-State	MATCH-Other	Total
Salaries/Wages/Benefits		$74,629.82	$9,446.07	$0.00	$84,075.89
Description	LSTA salaries/wages/benefits are for 1.166 FTE for E-rate/technology Coordinator and Library Development Director. Salary match is for state employee who supports the video conferencing equipment that is part of the Networkmaine infrastructure.				
Consultant Fees		$0.00	$0.00	$0.00	$0.00
Description	No consultant fees				
Travel		$2,818.49	$0.00	$0.00	$2,818.49
Description	Travel is for E-rate Coordinator to out of state USAC training and to present at Maine Libraries conference. Also included is $916.96 for mileage reimbursement for travel to libraries for consultation and training.				
Supplies/Materials		$1,043.82	$0.00	$0.00	$1,043.82
Description	Expenses for office supplies and also headsets and USB storage devices.				
Equipment		$0.00	$0.00	$0.00	$0.00
Description	No equipment				
Services		$0.00	$0.00	$0.00	$0.00
Description	No services				
Other Operational Expenses		$2,845.13	$0.00	$0.00	$2,845.13
Description	Telephone service for program including 800 number.				
Totals:		$81,337.26	$9,446.07	$0.00	$90,783.33

Intent

Improve users' ability to discover information resources.

- 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 deadline reminders for the e-rate applications for new Category 2 services as well as the applications through Networkmaine for Maine School and Library Network transport and Internet services.

Intent: Improve users' ability to discover information resources.

Activity: Instruction
Mode: Consultation/drop-in/referral
Format: Combined in-person & virtual

Total number of consultation/reference transactions: 90

Average number of consultation/reference transactions per month: 8

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:** No **School District:** No **Non-Profit:** No **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

Total number of survey responses: 0

Activity Details

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

This activity represents time invested by the Director of Library Development and the Library E-rate 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 E-rate Coordinator spends time during the MSLN/E-rate 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. The Director of Library Development also serves as part of the RFP review team every three years.

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:** Yes **Human Service Organizations:** No **Other:** No

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

Federal Government: Yes **State Government:** Yes **Local Government:** No **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

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

Total number of survey responses: 0

Project Outcomes

List any important outcomes or findings not previously reported:
Due to the shift in USAC funding away from supporting telephone services, there has been a reduction of Maine libraries participating in the e-rate program outside of funding the MSLN transport and Internet connections. The plan is to promote e-rate funding for Category 2 to upgrade wireless hardware and services to bring libraries into compliance with PLS reporting requirements for wireless statistics gathering. Most Maine public libraries do not have equipmen capable of gathering this data.

Please briefly describe the importance of these outcomes and findings for future program planning:
There will be an MSL initiative next year to provide training, guidance and some grant funding for equipment fro libraries with budgets under $200,000. Our g is to bring as many into compliance as possible with efforts supported by e-rate and other funding.

Explain one or two of the most significant lessons learned for others wanting to adopt any facets of this project:
In Maine, this is a very high-touch effort since most of our libraries do not have nor can afford technology consulting for these services.

Do you anticipate continuing this project after the current reporting period ends? Yes
Do you anticipate any change in level of effort in managing this project? No
Do you anticipate changing the types of activities and objectives addressed by the project? Yes
We are aligning the new technology requirements for the PLS with the work in this program.
Was an evaluation conducted for this project? No
Exemplary: Yes; The MSLN provides incredible high speed fiber connections to libraries and schools with a minimum of 100 mbps service and provides yearly upgrades to meet the local demand.

Project Tags

MSLN, E-rate