10-2015

Library Services and Technology Act (LSTA) Report by the Maine State Library 2014

Maine State Library

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Financial Status Report

General Information

Federal Grant or Other Identifying Number Assigned By Federal Agency: LS-00-14-0020-14

Total Federal Funds Authorized for This Funding Period: $1,181,411.00

Recipient Account Number or Identifying Number: 013-94Q-0217-33

Report Basis

Cash ☑

Accrual ☐

Funding Grant Period of Performance

Start Date: 10/01/2013

End Date: 09/30/2015

Period Covered by This Report

Start Date: 10/01/2013

End Date: 09/30/2015

Total SLAA funds expended to meet the purposes of LSTA, including the Five-Year-Plan (MOE): $2,782,650.26

Minimum MOE Required: $2,777,813.58

MATCH-State funds expended specifically on the Five-Year Plan: $836,170.96

MATCH-Other funds expended specifically on the Five-Year Plan: $67,730.75

Total Match: $903,901.71

Minimum Match Required: $608,605.67

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: $1,181,411.00

**LSTA Administrative Costs**

Allowed: $47,256.44

Actual: $46,974.55

Difference: $281.89

IMLS-approved date unliquidated obligations are expected to clear:

**Name of Authorized Certifying Official:**

**Title of Authorized Certifying Official:**

**Signature of Authorized Certifying Official:**

**Phone Number of Authorized Certifying Official:**

**Email of Authorized Certifying Official:**

**Report Status:** Completed

**Date Report Certified:**

**Agency DUNS:**

**Agency EIN:**

**Agency Name:**

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**Administrative Project**

**General Information**

Fiscal Year: 2014

State: ME

Status: Completed

**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: 10/01/2013
End Date: 09/30/2015

Budget Information

<table>
<thead>
<tr>
<th>Description</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>$920.42</td>
</tr>
<tr>
<td>Consultant Fees</td>
<td>$ 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>$0.00</td>
</tr>
<tr>
<td>Supplies/Materials</td>
<td>$ 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>$0.00</td>
</tr>
<tr>
<td>Services</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other Operational Expenses</td>
<td>$46,054.13</td>
<td>$ 0.00</td>
<td>$46,054.13</td>
</tr>
</tbody>
</table>

The State of Maine provides un-billed central services to State Programs that operate with Federal and/or special revenue funds. In order to recover the costs of providing these services, the STACAP is used to identify and assign central services costs. This process ensures accountability in the state's financial performance.
services, the State must prepare a Statewide Indirect Cost Allocation Plan or STACAP also known as SWCAP. The plan is used to develop indirect cost rates, which are used to bill the Federal and special revenue fund units, their “fair share” of the indirect costs. Furthermore, to recover indirect costs from Federal funds, the State Controller's Office must successfully negotiate the STACAP plan with representatives of the U.S. Department of Health and Human Services (HHS), Division of Cost Allocation. LSTA is charged a rate that varies each year. Costs for STACAP plus other admin costs for network and telephone access are also included.

| Totals:   | $46,974.55 | $0.00   | $0.00   | $46,974.55 |

### Projects

### Project Information

- **Fiscal Year:** 2014
- **State:** ME
- **Version:** 1
- **SPR Project Code:** 2014-ME-72778
- **Exemplary:** 0
- **Exemplary Narrative:**

#### Title: Books by Mail Program

- **State Project Code:** 2
- **Start Date:** 10/1/2013 12:00:00 AM
- **End Date:** 9/30/2015 12:00:00 AM
- **Status:** Completed

**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 1,330,089 for 2014) 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/](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 un-served or under-served 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 under-served.

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


Budgets

<table>
<thead>
<tr>
<th>LSTA</th>
<th>MATCH-State</th>
<th>MATCH-Other</th>
<th>Total</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>$120,074.14</td>
<td>$44,093.79</td>
<td>$0.00</td>
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<tr>
<td><strong>Salaries/Wages/Benefits</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Salary and wages for 2FTE federal employees and 1 state employee.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Consultant Fees</strong></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Description</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Travel</strong></td>
<td>$193.18</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Description</td>
<td>Rent of state vehicle for meeting</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Supplies/Materials</strong></td>
<td>$14,622.82</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

http://imls-spr.imls.gov/SLAA/Projects/PrintAll/6

1/27/2016
Intents

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

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: 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

<table>
<thead>
<tr>
<th>Type</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Libraries</td>
<td>0</td>
</tr>
<tr>
<td>Academic Libraries</td>
<td>0</td>
</tr>
<tr>
<td>SLAA</td>
<td>1</td>
</tr>
<tr>
<td>Consortia</td>
<td>0</td>
</tr>
<tr>
<td>Special Libraries</td>
<td>0</td>
</tr>
<tr>
<td>School Libraries</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
</tr>
</tbody>
</table>

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 310 residents (235 adults and 75 juveniles, K-12) who cannot access library services due to limited local library service in this reporting period. The Books by Mail program has a total of 4710 registered users (3232 adults and 1478 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 156 registered homebound users in the program. This is a 10% 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 will survey those users in 2016.
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 is to promote this service in areas of need without undermining efforts of public libraries to expand their services to a wider region.

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you anticipate continuing this project after the current reporting period ends?</td>
<td>Yes</td>
</tr>
<tr>
<td>Do you anticipate any change in level of effort?</td>
<td>No</td>
</tr>
<tr>
<td>Do you anticipate any change in the project's scope?</td>
<td>No</td>
</tr>
<tr>
<td>Do you anticipate any other changes in the project?</td>
<td>No</td>
</tr>
</tbody>
</table>

Project Tags

- BBM, underserved

Project Information

- Fiscal Year: 2014
- State: ME
- Version: 1
- SPR Project Code: 2014-ME-73028
- Exemplary: 0
- Exemplary Narrative:

  Title: Talking Books Plus (Large Print, Talking Books, and Descriptive Videos)

  State Project Code: 7

  Start Date: 10/1/2013 12:00:00 AM

  End Date: 9/30/2015 12:00:00 AM

  Status: Completed

  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:
Large Print 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.

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.

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: 207-287-5653
Director Email: christopher.boynton@maine.gov

Grantee Information

Grantee: Maine State Library

Additional Materials

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

Budgets

<table>
<thead>
<tr>
<th>LSTA</th>
<th>MATCH-State</th>
<th>MATCH-Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries/Wages/Benefits</td>
<td>$161,454.59</td>
<td>$126,611.67</td>
<td>$0.00</td>
</tr>
<tr>
<td>Description</td>
<td>LSTA salaries/wages and benefits are for 3.5 FTE. State match is for 3 FTE positions working on the Talking Books Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consultant Fees</td>
<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>
</tr>
<tr>
<td>Travel</td>
<td>$1,307.59</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Description</td>
<td>Travel in state for meetings and out of state for NLS meeting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies/Materials</td>
<td>$15,716.70</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
### 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 information resources.

### Project Activities

<table>
<thead>
<tr>
<th>Description</th>
<th>Equipment</th>
<th>Services</th>
<th>Other Operational Expenses</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Includes postage, large print books, scanners for checking in cartridges, printing of return labels and other misc. supplies for the program.</td>
<td>$0.00</td>
<td>$29,032.24</td>
<td>$11,759.02</td>
<td>$219,270.14</td>
</tr>
<tr>
<td>No equipment was purchased</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Services for web hosting, software and maintenance of the CUL catalog for the program.</td>
<td>$29,032.24</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$29,032.24</td>
</tr>
<tr>
<td>Other expenses include network and email costs from the State of Maine Office of Information Technology, purchase and installation of 4 wireless routers in office and materials space, a special pin-fed printer and new software for the recorded books project.</td>
<td>$11,759.02</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$11,759.02</td>
</tr>
</tbody>
</table>

**Equipment**

**Mode:** Lending

**Format:** Combined physical & digital
Total number of items circulated: 6,852

Average number of items circulated / month: 571

Total number of ILL transactions: 0

Average number of ILL transactions / month: 0

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: 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: 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 information resources.
**Mode:** Creation  
**Format:** Digital

<table>
<thead>
<tr>
<th>Number of items digitized:</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of items digitized and available to the public:</td>
<td>1</td>
</tr>
<tr>
<td>Number of physical items:</td>
<td>0</td>
</tr>
<tr>
<td>Number of open-source applications/software/systems:</td>
<td>0</td>
</tr>
<tr>
<td>Number of proprietary applications/software/systems:</td>
<td>0</td>
</tr>
<tr>
<td>Number of learning resources (e.g. toolkits, guides):</td>
<td>0</td>
</tr>
<tr>
<td>Number of plans/frameworks:</td>
<td>0</td>
</tr>
</tbody>
</table>

**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: 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: 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 information resources.

Activity: Content

Mode: Lending

Format: Physical

Total number of items circulated: 14,738

Average number of items circulated / month: 1,228

Total number of ILL transactions: 0

Average number of ILL transactions / month: 0

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: 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: 184
Academic Libraries: 0
SLAA: 0
Consortia: 0
Special Libraries: 0
School Libraries: 28
Other: 11

Project Outcomes

List any important findings or outcomes from your project:
The use of the old cassettes has decreased and the digital cassettes are the largest format that MSL distributes through the Talking Books Plus program. Digital cassettes circulation is showing a slight decrease from last year. The BARD downloads are showing an increase in both the number of patrons and the number of materials downloaded. Patron numbers are remain stable as we purge non-active users and add new users.
Please briefly describe importance of findings.
We will monitor the increase of the use of BARD. The de-accessioning of the old and bulky cassettes is providing more space in the library and our warehouse. Our volunteers who once fixed the cassette players are no longer needed since cassette use has dramatically declined.

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

Project Tags
blind

Project Information
Fiscal Year: 2014
State: ME
Version: 1
SPR Project Code: 2014-ME-73035
Exemplary: 0
Exemplary Narrative:
Title: Partnership with the University of Maine for Maine InfoNet
State Project Code: 6
Start Date: 10/1/2013 12:00:00 AM
End Date: 9/30/2015 12:00:00 AM
Status: Completed
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.maineinfonet.org/
- http://download.maineinfonet.org/171EEF0C-748F-40C4-BB6C-E41CA07402C6/10/50/en/Default.htm
- http://libraries.maine.edu/mainedatabases/

Budgets

<table>
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<tr>
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<th>MATCH-State</th>
<th>MATCH-Other</th>
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<tbody>
<tr>
<td>Salaries/Wages/Benefits</td>
<td>$69,906.55</td>
<td>$89,019.89</td>
<td>$0.00</td>
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<tr>
<td>Description</td>
<td>Salary for 2 State FTE that work for Maine InfoNet. The Systems Training and Support Librarian is federally funded and the Library Systems Manager is state funded.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consultant Fees</td>
<td>$32,568.15</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Description</td>
<td>The Maine State Library contracts with a payroll services company to employee a contracted part-time position for statewide cataloging and cataloging training.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>$1,509.10</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Description</td>
<td>In-state travel mileage reimbursement for the Systems Training and Support Librarian and the part-time cataloging trainer.</td>
<td></td>
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</table>
Intents

Improve users' ability to obtain information resources.

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

Project Activities

Activity Details

**Title:** Maine Integrated Library Systems and Statewide Catalog

**Abstract:**

Maine InfoNet manages three statewide ILS consortia as well as the statewide catalog – MaineCat. The URSUS consortia includes the seven University of Maine System libraries, the Maine State Library, the Maine Law and Legislative Library and Bangor Public Library. The Minerva consortia include 61 public, school, academic and hospital libraries. The new MILS system for small libraries is being beta tested by 2 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 information resources.

<table>
<thead>
<tr>
<th>Supplies/Materials</th>
<th>$0.00</th>
<th>$0.00</th>
<th>$0.00</th>
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<tr>
<td>Description</td>
<td>No supplies and materials</td>
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<thead>
<tr>
<th>Equipment</th>
<th>$0.00</th>
<th>$0.00</th>
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<tr>
<td>Description</td>
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<tr>
<th>Services</th>
<th>$67,730.75</th>
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<th>$67,730.75</th>
<th>$135,461.50</th>
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<tbody>
<tr>
<td>Description</td>
<td>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.</td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Other Operational Expenses</th>
<th>$0.00</th>
<th>$283,000.00</th>
<th>$0.00</th>
<th>$283,000.00</th>
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<tbody>
<tr>
<td>Description</td>
<td>This state money match is provided through a Maine State Library contract with the University of Maine - Fogler Library to contribute to the purchase of online databases for statewide access. Databases are in Maine's Virtual Library - MARVEL. The contract also covers authentication support provided by the University, Maine InfoNet and the Fogler Library.</td>
<td></td>
<td></td>
<td></td>
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</table>

Totals: $171,714.55 | $372,019.89 | $67,730.75 | $611,465.19
Total number of ILL transactions: 0
Average number of ILL transactions / month: 0

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:

http://imls-spr.imls.gov/SLAA/Projects/PrintAll/6
1/27/2016
Is the activity state-wide: Yes
Specific Locations: No

Institution Types
Public Libraries: 43
Academic Libraries: 19
SLAA: 1
Consortia: 3
Special Libraries: 3
School Libraries: 3
Other: 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 information resources.

Activity: Content
Mode: Description
Format: Digital

Number of items made discoverable to the public: 4,246,460
Number of collections made discoverable to the public: 64
Number of metadata plans/frameworks produced/updated: 0

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: 266 |
| Academic Libraries: 37 |
| SLAA: 1 |
| Consortia: 0 |
| Special Libraries: 38 |
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 information resources.

Activity: Content
Mode: Lending
Format: Digital

Total number of items circulated: 373,331
Average number of items circulated / month: 31,111
Total number of ILL transactions: 0
Average number of ILL transactions / month: 0

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
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: 176
Academic Libraries: 25
SLAA: 1
Consortia: 0
Special Libraries: 1
School Libraries: 23
Other: 0

Project Outcomes

List any important findings or outcomes from your project:
One of the important outcome 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
From a statewide system standpoint, and the challenge for Maine InfoNet was finding a vendor to meet state needs on a scale from small to very large as well as include all existing consortia needs.

**Please briefly describe importance of findings.**
This meets Maine InfoNet and Maine State Library goals of expanding the number of libraries that actively participate in 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.

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

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 the MILS program to more small, rural libraries in Maine. We anticipate adding 10 libraries per year.

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

Do you anticipate any other changes in the project? No

**Project Tags**
- ILS, e-books, databases

**Project Information**
- Fiscal Year: 2014
- State: ME
- Version: 1
- Exemplary: 0
- Exemplary Narrative:

Title: Maine Regional Library System-Area Reference and Resource Centers

State Project Code: 3
Start Date: 10/1/2013 12:00:00 AM
End Date: 9/30/2015 12:00:00 AM
Status: Completed

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 1,330,089. 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) with a total population of 484,887. The Maine State Library serves Androscoggin, Franklin, Kennebec, Lincoln, Oxford, Sagadahoc, and Somerset counties with a total population of 437,347. The Bangor Public Library serves Aroostook, Hancock, Knox, Penobscot, Piscataquis, Waldo, and Washington counties with a total population of 406,068. In accordance with P.L. 626, An Act Creating Regional Library Systems, three Area Reference and Resource Centers (ARRCs) were created, one for each of the three districts. 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. ILL, 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/illnml.htm
- http://www.maine.gov/msl/libs/interlib/
- http://www.bangorpubliclibrary.org/nmld-ill.htm
- http://www.maine.gov/msl/libs/services/smldarrc.htm

Budgets

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<th>LSTA</th>
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http://imls-spr.imls.gov/SLAA/Projects/PrintAll/6
### State vs. Other

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<tr>
<td>Salaries/Wages/Benefits</td>
<td>$95,334.07</td>
<td>$0.00</td>
<td>This amount represents 1.2 FTE for Interlibrary loan library staff for the ARRC ILL services to libraries and patrons.</td>
</tr>
<tr>
<td>Consultant Fees</td>
<td>$0.00</td>
<td>$0.00</td>
<td>No consultant fees</td>
</tr>
<tr>
<td>Travel</td>
<td>$33,247.15</td>
<td>$0.00</td>
<td>Travel is for in-state and out of state travel to conferences. Out of state travel includes 2 ARRC staff and one public library staff to attend the Research Institute for Public Libraries held in Colorado, July 2015.</td>
</tr>
<tr>
<td>Supplies/Materials</td>
<td>$24,013.40</td>
<td>$0.00</td>
<td>Supplies and materials include postage and supplies for Interlibrary Loan, van delivery totes and bags, upgrade of wireless unit for new public UP Room/Makerspace/Re-Makerspace as well as printers for ILL staff and public.</td>
</tr>
<tr>
<td>Equipment</td>
<td>$0.00</td>
<td>$0.00</td>
<td>No equipment purchased</td>
</tr>
<tr>
<td>Services</td>
<td>$25,070.91</td>
<td>$0.00</td>
<td>Services for Lynda.com 2 week passes for patrons, OCLC support for Portland Public Library and Bangor Public Library contracts</td>
</tr>
<tr>
<td>Other Operational Expenses</td>
<td>$104,803.03</td>
<td>$0.00</td>
<td>Costs for databases (LearningExpress, Novelist and MSL EBSCO databases equals $98,185.50. Balance represents charges for phone, 800# and internet access for public access computers.</td>
</tr>
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</table>

**Totals:** $282,468.56  $0.00  $0.00  $282,468.56

### Intents

Improve library operations.

- Library Infrastructure & Capacity

Improve users’ ability to obtain information resources.

- Outreach & Partnerships
- Systems & Technologies

### Project Activities

**Activity Details**

**Title:** Area Reference and Resource Centers - 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 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:** 23,173  
**Average number of ILL transactions / month:** 1,931

**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: 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: 266
Academic Libraries: 37
SLAA: 1
Consortia: 2
Special Libraries: 38
School Libraries: 451
Other: 0

Activity Details
Title: Area Reference and Resource Centers - 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 information resources.

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

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: 266
Academic Libraries: 37
SLAA: 1
Consortia: 0
Special Libraries: 38
School Libraries: 451
Other: 0

**Activity Details**

**Title:** Area Reference and Resource Centers - 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 information resources.

**Activity:** Content

**Mode:** Other

**Format:** Combined physical & digital
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: 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: Yes
Specific Locations: No
Institution Types

Public Libraries: 266
Academic Libraries: 37
SLAA: 1
Consortia: 0
Special Libraries: 38
School Libraries: 451
Other: 0

Activity Details

Title: Interlibrary Loan (ILL) Van Delivery Service

Abstract:
Statewide Interlibrary Loan Van Delivery Service is a voluntary service where participating libraries use a courier to deliver library books and materials to facilitate interlibrary lending and borrowing throughout the State of Maine. This program is administered by the Maine State Library and funded by a combination of fees paid by libraries, funds from the Maine State Library's General Fund and funds from the federal Library Services and Technology Act (LSTA) through the Institute of Museum and Library Services (IMLS). The Maine State Library issues an RFP every three years and negotiates a contract for all library types in Maine

Intent: Improve library operations.

Activity: Procurement

Mode:

Format:

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
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: 137
Academic Libraries: 37
SLAA: 1
Consortia: 0
Special Libraries: 12
School Libraries: 16
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. ILL increases every year but as more libraries join the statewide ILS, the dependence on the ARRC for ILL and reference services has decreased. The
Maine Library Commission has established a Shared Resources Committee to study ARRC services 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 library 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.

- 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 difference ARRCs that have staff that can handle the activity statewide, rather than on a regional basis. We will be discussing this with the ARRCs and libraries during regional meetings in 2016.

**Project Tags**
databases, ILL, reference

**Project Information**
- Fiscal Year: 2014
- State: ME
- Verison: 1
- SPR Project Code: 2014-ME-73067
- Exemplary: 0
- Exemplary Narrative:

**Title:** Maine Regional Library System- Consultant Services and Continuing Education

**State Project Code:** 4
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:

1. **Central Maine Library District** (CMLD) with an office located in Augusta at the Maine State Library and serving Androscoggin, Franklin, Kennebec, Lincoln, Oxford, Sagadahoc, and Somerset counties.

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.

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

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**Abstract:**

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

**State Goal:**

Janet McKenney

Director Name: Janet McKenney

Director Phone: 207-287-5620

Director Email: janet.mckenney@maine.gov

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**Grantee Information**

Grantee: Maine State Library

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**Additional Materials**

- [http://www.maine.gov/msl/libs/services/childliteracy.htm](http://www.maine.gov/msl/libs/services/childliteracy.htm)
Budgets

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<th>MATCH-Other</th>
<th>Total</th>
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<td><strong>Salaries/Wages/Benefits</strong></td>
<td>$98,103.49</td>
<td>$270,747.55</td>
</tr>
<tr>
<td>Description</td>
<td>Salary for 1.2 FTE - State Data Coordinator and partial Library Development Director and LSTA Coordinator</td>
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</tr>
<tr>
<td><strong>Consultant Fees</strong></td>
<td>$100.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Description</td>
<td>Reader and Interpreter services</td>
<td></td>
</tr>
<tr>
<td><strong>Travel</strong></td>
<td>$22,478.46</td>
<td>$9,371.61</td>
</tr>
<tr>
<td>Description</td>
<td>Travel costs include both in-state and out of state travel. Travel to ALA for two MSL staff as well as travel for two MSL staff to the Research Institute for Public Libraries in July 2015. Travel for Early Literacy consultant and State Data Coordinator for trainings and visits.</td>
<td></td>
</tr>
<tr>
<td><strong>Supplies/Materials</strong></td>
<td>$1,565.76</td>
<td>$0.00</td>
</tr>
<tr>
<td>Description</td>
<td>General supplies and print cartridges for meeting documents and staff use.</td>
<td></td>
</tr>
<tr>
<td><strong>Equipment</strong></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Description</td>
<td>No equipment purchased</td>
<td></td>
</tr>
<tr>
<td><strong>Services</strong></td>
<td>$111,824.09</td>
<td>$0.00</td>
</tr>
<tr>
<td>Description</td>
<td>Contracted services for NMLD Consultant salary (1 FTE) and office expenses, Webjunction partnership fee for webinar and courses; LibPas software for Public Library Survey</td>
<td></td>
</tr>
<tr>
<td><strong>Other Operational Expenses</strong></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Description</td>
<td>No Other Operational expenses</td>
<td></td>
</tr>
</tbody>
</table>

Totals: $234,071.80 $280,119.16 $0.00 $514,190.96

Intents

Improve the library workforce.
- Library Infrastructure & Capacity
- Continuing Education and Staff Development

Improve library operations.
- General (select only for electronic databases or other data sources)

Project Activities

Activity Details

Title: Early Literacy Programs

Abstract:
The Early Literacy consultant focuses work on workshops plus library visits with library staff that provide storytime and other activities for pre-school children. Two workshops were offered this year: a two-hour early literacy training titled “Early Literacy: Every Child Ready to Read,” and a 5.5-hour story time workshop called “Story Time Success: What’s Behind
Library visits were made to public libraries in 10 of Maine’s 16 counties in this first year. Maine was selected to participate in “Supercharged Storytimes”, an IMLS funded grant through the Washington State Library and OCLC to help strengthen story time planning and delivery in our public libraries. We recruited 70 Maine Public Library staff to participate in Supercharged Storytimes beginning in October 2015.

https://www.webjunction.org/explore-topics/supercharged-storytimes.html

**Intent:** Improve the library workforce.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode</td>
<td>Program</td>
</tr>
<tr>
<td>Format</td>
<td>In-person</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Session length (minutes):</th>
<th>180</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of sessions in program:</td>
<td>6</td>
</tr>
<tr>
<td>Average number in attendance per session:</td>
<td>10</td>
</tr>
<tr>
<td>Number of times program administered:</td>
<td>6</td>
</tr>
</tbody>
</table>

**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: 266
Academic Libraries: 0
SLAA: 1
Consortia: 0
Special Libraries: 0
School Libraries: 0
Other: 0

Activity Details
Title: Public Library Data Collection - Software Purchase

Abstract:
Purchase set up, review the online portal for the federal Public Libraries Survey (PLS) by Maine's State Data Coordinator

Intent: Improve library operations.

Activity: Procurement
Mode:
Format:

Number of equipment acquired: 0
Number of acquired equipment used: 0
Number of hardware items acquired: 0
Number of acquired hardware items used: 0
Number of software items acquired: 1
Number of acquired software items used: 0
Number of materials/supplies acquired: 0
Number of acquired materials/supplies used: 0

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

<table>
<thead>
<tr>
<th>Type</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Libraries</td>
<td>266</td>
</tr>
<tr>
<td>Academic Libraries</td>
<td>0</td>
</tr>
<tr>
<td>SLAA</td>
<td>0</td>
</tr>
<tr>
<td>Consortia</td>
<td>0</td>
</tr>
<tr>
<td>Special Libraries</td>
<td>0</td>
</tr>
<tr>
<td>School Libraries</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
</tr>
</tbody>
</table>

### 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:** 950

**Average number of consultation/reference transactions per month:** 79

### 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: 266
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 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.  
http://www.maine.gov/msl/libs/ce/libcert.shtml

**Intent:** Improve the library workforce.

**Activity:** Instruction  
**Mode:** Program  
**Format:** Virtual

<table>
<thead>
<tr>
<th>Session length (minutes):</th>
<th>60</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Number of sessions in program:</strong></td>
<td>433</td>
</tr>
<tr>
<td><strong>Average number in attendance per session:</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Number of times program administered:</strong></td>
<td>106</td>
</tr>
</tbody>
</table>

**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: 266
Academic Libraries: 0
SLAA: 0
Consortia: 0
Special Libraries: 0
School Libraries: 0
Other: 0

Activity Details

Title: E-rate Training

Abstract:
The Maine State Library's E-rate coordinator offers consulting services and training to Maine libraries who submit for e-rate on their own for Category 1 and Category 2 services. In addition, webinars are offered regularly and archived, step by step online training instructions, Powerpoint and YouTube videos.


Intent: Improve library operations.

Activity: Instruction
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
Activity Details

**Title:** Council Meetings

**Abstract:**
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 the Fall of 2014 and a joint meeting was held in Spring of 2015. Program topics were BiteSized Marketing: Realistic Solutions for Overworked Librarians by Nancy Dowd and the Five Early Literacy Practices by Maine’s new Early Literacy consultant. The Spring Joint Council meeting featured Nancy Pearl, Library Journal Librarian of the Year 2011, and Maxine Bleiweis, Director of the Westport Library in Connecticut. Nancy Pearl presented on the Importance of Readers’ Advisory @ Your Library. MaxineBleiweis spoke about Being Innovative on a Shoestring.

**Intent:** Improve the library workforce.

**Activity:** Instruction

**Mode:** Program

**Format:** In-person

**Session length (minutes):** 360

**Number of sessions in program:** 2

**Average number in attendance per session:** 44

**Number of times program administered:** 4

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

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**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

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

**Is the activity state-wide:** Yes  
**Specific Locations:** No

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**Institution Types**

- **Public Libraries:** 266  
- **Academic Libraries:** 0  
- **SLAA:** 0  
- **Consortia:** 0  
- **Special Libraries:** 0  
- **School Libraries:** 0  
- **Other:** 0

---

**Activity Details**

**Title:** Public Library Directors Training and CE
Abstract:
The Maine State Library consultants hold two programs focused on public library directors each year. One event is for new public library directors. The second event is on a professional development topic targeted to meet current needs of the state’s public library directors. The consultants also support small regional meetings or cluster groups of public library directors who meet informally when they request a professional development component for their meeting.

Public Library Director’s Orientation
The Maine Regional Library System’s district consultants host an orientation for new directors who have been in their positions fewer than three years. New directors get the chance to meet the staff from the Maine State Library, learn about the services offered and come to a greater understanding of the Maine library landscape.

Public Library Directors’ Institute
Innovation, Outreach, and Partnerships: Ways to Make Your Library Discoverable! The session provided an overview of various innovative program ideas, tips and tricks, and offered real world case study examples. Attendees learned new ways to expand their reach into their local communities through strategic outreach and partnerships.

Intent: Improve the library workforce.

Activity: Instruction
Mode: Program
Format: In-person

Session length (minutes): 300
Number of sessions in program: 2
Average number in attendance per session: 27
Number of times program administered: 1

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

<table>
<thead>
<tr>
<th>Legal Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Government</td>
<td>No</td>
</tr>
<tr>
<td>State Government</td>
<td>No</td>
</tr>
<tr>
<td>Local Government</td>
<td>Yes</td>
</tr>
<tr>
<td>School District</td>
<td>No</td>
</tr>
<tr>
<td>Non-Profit</td>
<td>Yes</td>
</tr>
<tr>
<td>Private Sector</td>
<td>No</td>
</tr>
<tr>
<td>Tribe</td>
<td>No</td>
</tr>
</tbody>
</table>

Is the activity directed at the library workforce: Yes

Is the activity state-wide: Yes
Specific Locations: No

### Institution Types

- Public Libraries: 266
- Academic Libraries: 0
- SLAA: 1
- Consortia: 0
- Special Libraries: 0
- School Libraries: 0
- Other: 0

### Activity Details

**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.

**Intent:** Improve library operations.
**Activity:** Instruction

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

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

---

**Total number of consultation/reference transactions:** 517

**Average number of consultation/reference transactions per month:** 43

---

**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: 266
- 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:*


*Please briefly describe importance of findings.*

Small and rural libraries need support for basic library management. We are trying to move librarians to online classes for self-directed learning before relying on visits from consultants for many of these topics. We face a real challenge in Maine to strengthen public library staff in small communities. 50% of public libraries serve communities with populations less than 3,000 and with annual operating revenue averaging $40,500 with a median of $23,000. Local capacity is lean in small rural towns in Maine. Since 72% of public library directors lack an MLS our focus has been on CE and consulting about the basics of librarianship plus important work with professional librarians on the challenges faced by libraries today with a look toward the future. This informs our work with school libraries as well. With school districts eliminating trained library professionals at the elementary and middle school level, the need from that community is ever increasing. Our academic libraries are also losing positions due to restructuring at the state university and other institutions.

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

- Survey
- Review of Administrative Data
- Participant Observation

*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.*

Our focus is providing as much basic instruction as we can via the online Voluntary Public Library Certification Program, focused and specialized consulting and continued efforts for school librarians. Lessons learned is that our librarians appreciate and desire a relationship with a consultant at the state library. Any changes to our service model will have to incorporate an MSL staff liaison for each public library. We are exploring ways to fund a dedicated school library consultant.
Do you anticipate continuing this project after the current reporting period ends? Yes

Do you anticipate any change in level of effort? Yes
We have gained another position that will focus on LSTA project evaluation and management.

Do you anticipate any change in the project's scope? Yes
We anticipate moving away from a regional consultant model towards a specialist model. This will hopefully reduce duplication of effort and expand staff expertise statewide.

Do you anticipate any other changes in the project? No

Project Information

Fiscal Year: 2014
State: ME
Verison: 1
SPR Project Code: 2014-ME-73078
Exemplary: 1

Exemplary Narrative: Achieving a successful RFP for minimum 100Mbps fiber connections for Maine public libraries is a huge accomplishment. In addition, the work of the state e-rate coordinator for libraries with the challenges of the new program and category 2 CIPA compliance was a tremendous amount of work. This project most certainly deserves to be marked Exemplary!

Title: Partnership with Networkmaine, Maine Department of Education, Maine Public Utilities Commission
State Project Code: 5
Start Date: 10/1/2013 12:00:00 AM
End Date: 9/30/2015 12:00:00 AM
Status: Completed

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. 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 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.” In addition, this project provides emerging technology instruction, demonstration and support which includes the videoconferencing units and the technology petting zoo managed by MSL staff.

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

• http://networkmaine.net/msln/
• http://www.maine.gov/msl/erate/index.shtml

Budgets

<table>
<thead>
<tr>
<th>LSTA</th>
<th>MATCH-State</th>
<th>MATCH-Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries/Wages/Benefits</td>
<td>$63,372.71</td>
<td>$13,326.45</td>
<td>$0.00</td>
</tr>
<tr>
<td>Description</td>
<td>Salary for 1 FTE - state e-rate coordinator and technology consultant. Match is from state funded employee time supporting video conferencing and technology petting zoo.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consultant Fees</td>
<td>$500.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Description</td>
<td>The MSL contracted with the Maine Fab Lab in Biddeford, ME to provide equipment and a program at the Portland Public Library’s first Maker Event.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>$4,784.74</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Description</td>
<td>Travel to Washington DC for USAC e-rate training. In state travel mileage for technology and e-rate training.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies/Materials</td>
<td>$7,317.40</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Description</td>
<td>Supplies include two 3D printers, audio visual training studio upgrades, including a new projector, screen, an integrated audio with existing Tandberg equipment. This upgrade now allows full interaction for attendees at a distance and on site. Also included is yearly cost for Adobe Connect license for E-rate coordinator.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
Intents

Improve library’s physical and technology infrastructure.
- Library Infrastructure & Capacity

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

Project Activities

Activity Details

Title: Networkmaine Advisory Council Oversite, planning and procurement

Abstract:
The Maine State Librarian serves as a voting member of the Networkmaine Council which oversees planning and budgeting for the Networkmaine infrastructure (including the Maine School and Library Network – MSLN). The Library Development Director liaises with the libraries and communicates and works with the MSL E-rate Coordinator on CIPA compliance, bandwidth and other related matters. This Council plans for future growth and success of connectivity for Maine’s public libraries and K-12 schools. This year saw the development and review of the RFP for minimum 100 Mbps fiber connections for libraries. The Library Development Director served on the RFP Review Committee to select new vendors for the fiber build out. Approximately 70% of the transport and Internet costs for MSLN is supported by the federal E-rate program and the remaining 30% is financed by the Maine Telecommunications Education Access Fund (managed by the Maine Public Utilities Commission). For 2014-15, the Maine State Library assisted Networkmaine staff during the e-rate application, review, audit and RFP processes.

Intent: Improve library's physical and technology infrastructure.

Activity: Procurement

Mode:

Format:
Number of equipment acquired: 230
Number of acquired equipment used: 230

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: 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: No

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

Activity Details
Title: E-rate and technology support for libraries

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. In addition, the consultant manages the technology petting zoo that travels to libraries for staff training and patron training. The zoo includes: tablets, e-readers, 3D printers, robots, little bits, makey-makey and other hands on technology. Zoo items are purchased with federal, state and donations.

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: 195

Average number of consultation/reference transactions per month: 16

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: 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: 232
- 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 council agreed that for the next RFP the goal would be fiber to all libraries and schools and a minimum 100 mbps to each location. 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 would be upgraded to a minimum 100 mbps fiber connection. Outcome - E-rate Coordinator: 96 libraries submitted e-rate applications for telephone and category 2 for the 2014 E-rate cycle for July 1, 2014 through June 30, 2015. Ninety-nine (99) libraries were successful in obtaining over $67,000 of universal service funds from the e-rate program. The next cycle should yield additional funds from Category 2 - requested funds amount to over $78,000. Outcome - Technology Petting Zoo: Digital literacy efforts through the use of the zoo increases with each new technology added. Now with 3D printers and programmable robots, requests for the zoo have increased and MSL has contracted with 3 Maine librarians to be "tech ninjas" to fill in for MSL Zookeeper as needed. Zoo visits almost doubled this reporting year.

**Please briefly describe importance of findings.**
The added bandwidth for libraries will meet 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 equipment to match new bandwidth. The Tech Zoo will continue to add new technology to increase knowledge and awareness to librarians and Maine citizens through hands-on training and demonstration. Seeing and touching makes a huge difference in rural communities. Many participants had never even heard of a 3D printer, so seeing demonstrations is truly an eye opener for many.

**What methods did you use to determine your findings? Check all that apply.**
Survey
Review of Administrative Data
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.**
The recent survey indicated continued appreciation and need for assistance in the area of e-rate and technology. The technology petting zoo concept - to introduce, demonstrate and train librarians and patrons continues to be successful and requested if we keep up with new and emerging technologies. Adding 3D printers, robots, little bits, etc. to the technology petting zoo keeps it fresh and interest high among Maine libraries. Technologies are adopted by libraries as...
they are demonstrated through the "zoo" visits. 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.

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<tbody>
<tr>
<td>Do you anticipate continuing this project after the current reporting period ends?</td>
<td>Yes</td>
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<td>Do you anticipate any change in level of effort?</td>
<td>Yes</td>
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<td>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.</td>
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<td>Do you anticipate any change in the project's scope?</td>
<td>No</td>
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<tr>
<td>Do you anticipate any other changes in the project?</td>
<td>No</td>
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Project Tags

broadband, MSLN, e-rate