

Library Services & Technology Act (LSTA) **2014** Grant Application

Library Development Office
Indiana State Library
315 West Ohio Street
Indianapolis, IN 46202
Telephone: (317) 232-3697
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www.library.in.gov



Library Services and Technology Act Grant

2014 General Application Instructions

Thank you for your interest in a 2013 LSTA grant! This page will provide you with general application guidelines to reference as you prepare your application for submission. **Line-by-line application instructions are available** in a PowerPoint file downloadable from the Grant Application page of the Indiana State Library website: <http://www.in.gov/library/3732.htm>.

Grant Guidelines

A set of specific grant guidelines is accessible for each LSTA grant opportunity through the Indiana State Library main LSTA webpage: <http://www.in.gov/library/lsta.htm>.

Review the guidelines in their entirety; they not only describe the grant opportunity but also provide the **application deadline, submission mailing address and instructions for any required application supplements**. Incomplete applications will not be reviewed.

Application Form

Text boxes will expand as you type but please **limit your answers to any one question to a maximum of one page**. We do expect you will need **at minimum one paragraph** to answer most questions.

If you are unsure how to answer an application question, **please call the LSTA Grant Consultant** for help at **(317) 234-6550**.

Project Budget

With your application form, you will submit a Project Budget. The Project Budget will inform Part VIII of the application form, the Project Budget Narrative. For this reason, you will want to craft your Project Budget before you finish the application form. The Project Budget worksheet is located on our Grant Application webpage: <http://www.in.gov/library/3732.htm>.

Digitization Application Supplements

Supplemental questions for Indiana Memory Digitization grant applications can be found in *Appendix A* of the digitization grant guidelines. Submit a document answering each question in *Appendix A* with your completed application form and project budget.

Application Submission

To apply, **you must mail or hand deliver** one signed original of the application form, a budget worksheet, and any required supplements to the address provided in your grant guidelines. **You must ALSO e-mail a copy** of all application materials to the Library Development Office at LDO@library.in.gov. Please refer to your grant guidelines for more information. Faxed applications will **not** be accepted.



LIBRARY SERVICES AND TECHNOLOGY ACT GRANT APPLICATION

State Form 53456 (R6 / 12-13)
INDIANA STATE LIBRARY

GENERAL INFORMATION

Grant Program <i>please mark with an X</i>	Indiana Memory Digitization	Technology	Information Access for the Unserviced
	X		
Project Title	Presenting the Past: Commemorating Local History and Celebrating Indiana's Bicentennial through the John Martin Smith Collection		
Organization	Eckhart Public Library		
Full Mailing Address	603 S. Jackson Street, Auburn, Indiana 46706		
Web Address	http://epl.lib.in.us/		
Organization Director	Janelle Graber	E-mail Address	jhgrab@epl.lib.in.us
Telephone Number	(260) 925-2414 ext. 701	Fax Number	(260) 925-9376
Project Director <i>contact for grant purposes</i>	Jenny Kobiela-Mondor	E-mail Address	jkobiela@epl.lib.in.us
Telephone Number	(260) 925-2414 ext. 401	Fax Number	(260) 925-9376
Fiscal Agent <i>responsible for fiscal reporting</i>	Janelle Graber	E-mail Address	jhgrab@epl.lib.in.us
Telephone Number	(260) 925-2414 ext. 701	Fax Number	(260) 925-9376
Federal Congressional District(s)	3	County	DeKalb
Estimated Number of People Served by Project During Grant Period	42,462 residents in DeKalb County	LSTA Amount Requested	\$19,610
Source of this Number <i>US Census, library circulation records, etc.</i>	DeKalb County census 2010	Amount of Cash Match	\$5,196
FEIN Number/Tax ID Number	35-6001385	Total Cost of Project	\$24,806
Federal DUNS Number <i>If unsure of this number, call 1-866-705-5711</i>	169488293		

FEDERAL LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) PRIORITIES

Mark ONLY ONE with an X to indicate the PRIMARY purpose that best describes your project.

<input type="checkbox"/>	Expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages.
<input checked="" type="checkbox"/>	Establish or enhance electronic and other linkages between and improve coordination to improve library services.
<input type="checkbox"/>	Provide training and professional development to enhance the skills of the current and future library workforce.
<input type="checkbox"/>	Develop public and private partnerships with other agencies and community-based organizations.
<input type="checkbox"/>	Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, with disabilities, and with limited functional literacy or information skills.
<input type="checkbox"/>	Target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children from families with incomes below the poverty line.
<input type="checkbox"/>	Develop library services that provide all users access to information through local, state, regional, national and international collaborations and networks

INDIANA STATE LIBRARY LSTA GOALS

Mark ONLY ONE with an X to indicate the PRIMARY purpose that best describes your project.

<input checked="" type="checkbox"/>	Information Access - Indiana libraries will provide up-to-date, reliable access to information by utilizing effective telecommunications, technology, and resources. <i>(Includes projects involving technology, digitization, and resource sharing)</i>
<input type="checkbox"/>	Enhanced Services - Indiana libraries will improve services to residents, including services that support lifelong learning, employment, and civic engagement. <i>(Includes projects involving the following special populations: Children, Institutional, unserved / underserved, blind and physically handicapped and unemployed.)</i>
<input type="checkbox"/>	Capacity Building - Indiana libraries will improve the capacity of libraries through staff development and training opportunities.

PRIMARY PROJECT AUDIENCE

Mark next to AT LEAST ONE but NO MORE THAN THREE with an X to indicate your primary audience(s) for the project.

	Pre-Schoolers (0-5)		Seniors (65+)		Urban Populations
	Children (6-12)		People with Special Needs		Institutionalized Persons
X	Youth (13-17)		Library Staff		Non- or Limited English Speakers
X	Adults (18-64)		Rural Populations	X	Statewide Public

PART I. PROJECT SUMMARY

Provide an abstract describing all project components in 150 words or less.

In preparation for Indiana's bicentennial, Eckhart Public Library will partner with the family of late DeKalb County Historian John Martin Smith to digitize and provide access to a large collection of materials pertaining to the history of Auburn, DeKalb County, and Indiana. This project will focus on a selection of items from the collection, including rare Indiana imprints, books, and maps; items related to the Ku Klux Klan; and photographs and ephemera related to DeKalb County's annual fair. By digitizing and providing online access to these materials, Eckhart Public Library will be increasing the availability of local history materials to researchers, educators and students, and the general public. The Smith family is pleased to provide these historical materials to Eckhart Public Library for digitization with the understanding that if the LSTA grant is awarded, the scanned images and accompanying metadata will be accessible online through the Indiana Memory digital library.

PART II. NEEDS STATEMENT

Describe the need or problem that generated this project and explain how you determined this need.

Serving as the DeKalb County historian for several decades, John Martin Smith was an avid collector of local and Indiana historical materials, including rare books, imprints, and documents. Smith and his wife died in a car accident in 2011, and the impact of their deaths is still felt within the community. Smith's family, aware of the importance of the materials in their possession, has agreed to work with Eckhart Public Library and the Willennar Genealogy Center to provide access to these important historical materials to the Indiana Memory digital library. Digitizing these items and making them available to the public is an ideal way of honoring John Martin Smith's commitment to local and state history, thereby allowing a much wider audience to enjoy and learn from these valuable historical materials.

Archivists from the Indiana State Library measured the collection at some 3,000 cubic feet (well over 500 bankers boxes). Dr. David G. Vanderstel, the Marion County Historian, spent several weeks examining the entire collection and found it to be extremely rich in content, noting that the digitization of Smith's collection would definitely contribute more primary sources to the histories of Auburn and DeKalb County and exciting new and rare resources to the Indiana Memory community. The collection has been loaned to Eckhart Public Library, and it will be returned to the Smith family. Therefore, it is vital that the rare and significant items in the collection be digitized.

An earlier LSTA project focused on the digitization of Smith's large collection of postcards and Auburn Post Card Company ephemera. This collection includes a variety of materials that, when digitized, will enhance the Eckhart Public Library's digital holdings about local businesses, religious institutions, government, educational institutions, community events, and civic leaders. Included in the collection are:

- records from the Eckhart Carriage Company, forerunner of the Auburn Automobile Company, and other local automotive companies;
- land records from the 19th century;
- early 20th century auto travel books;
- motor and auto magazines from the early 20th century that include articles and advertisements about Indiana's automobile industries;
- Civil War letters, photographs, and ephemera;
- photographs and programs of local cultural events (e.g. county fairs, festivals);
- Ku Klux Klan publications and memorabilia;
- records pertaining to the Shaker community in Indiana;
- and dozens of other categories pertaining to local and state history.

The collection also includes a variety of rare materials, including early Indiana imprints and publications, many of which are not currently available online. For example, the collection includes a pamphlet published in 1808 in Washington, D.C. pertaining to the division of the Indiana Territory, several early 1800s maps of Indiana, and one of the first books published in the State of Indiana – none of which are currently available online.

Identify the goal from the *Indiana State Library's Five-Year LSTA Plan* (posted at <http://www.IN.gov/library/lsta.htm>) that your project will address and explain how your project will address this goal.

This project addresses the Indiana State Library's goal that "the academic success of Indiana's students and knowledge of its citizens in general can be strengthened by supporting electronic information resources, including statewide access to electronic databases and resource sharing." Eckhart Public Library will accomplish this by providing copies of all digitized images and their metadata to Indiana Memory. In this way, the images will be housed on a platform that is known and accessed by a larger population than that served locally by the Willennar Genealogy Center. This project also will promote the advantages of digitization to the general public and other institutions with the intent of inspiring them to pursue their own digitization projects, thus assisting individuals, institutions, and local communities to preserve their own histories and cultures for future commemorative events and for posterity's sake.

PART III. OBJECTIVES, ACTIVITIES, & EVALUATION

OBJECTIVES

Describe the overall objectives of your project.

The objectives for "Presenting the Past: Commemorating Local History and Celebrating Indiana's Bicentennial through the John Martin Smith Collection" are to:

1. Digitize important elements of the collection that focus on Indiana's local and state history, with special focus on rare Indiana imprints, books, and maps.
2. Digitize items in Smith's collection that focus on the Ku Klux Klan in DeKalb County and Indiana.
3. Digitize photographs and ephemera, including posters and programs, of DeKalb County's annual fair, which has roots dating back to the 1880s.
4. Create metadata for all digitized items.
5. Make digitized materials available through Indiana Memory so that Indiana residents, students and educators, researchers, and the public at large can easily access them.
6. Support and enhance the state's bicentennial commemoration and programs.
7. Promote the digitized collection in the local community and beyond.
8. Inspire educators and students to utilize local history in their study of U.S. history and social studies.
9. Encourage individuals, businesses, and organizations to learn about the advantages of digitization of records and the preservation of local history resources.

ACTIVITIES

Describe all project activities in detail.

1. Eckhart Public Library's Willennar Genealogy Center staff and volunteers will scan and digitize the significant local, state, and national historical materials from the John Martin Smith Collection, create metadata for the images, and upload the images to a newly created website that focuses on the JMS Collection. Digital images will be provided to the Indiana Memory digital library. Once the scanning of the collection is completed, the collection will be returned to the Smith family.
2. The project director will oversee the creation of metadata according to records left by John Martin Smith and based upon research conducted by project staff. Each image along with the metadata will be entered into Past Perfect, Eckhart Public Library's photo/digital archive management system. The metadata will be edited to adhere to the Dublin Core Metadata standards.
3. The Willennar Genealogy Center staff will adapt the procedures and processes developed in this digitization project to create programs to instruct local educators, students, and the public on the proper methods of digitization of local records in commemoration of the state's upcoming bicentennial. Two programs will be developed to introduce the digitization process: one for individuals and families interested in preserving family history, and one for institutions and organizations (e.g. churches, schools, businesses, clubs, and associations) that are interested in digitizing their respective records. By providing such programs now, Eckhart Public Library believes that it will be able to raise public awareness of Indiana's state and local history well in advance of the state's bicentennial.
4. Eckhart Public Library and the Willennar Genealogy Center will host six events related to the John Martin Smith collection. These events will include open houses in October 2014 - Family History Month - and Spring 2015 to view specific sections of the collection and pay homage to John Martin Smith, occasional speakers invited to address topics related to Smith's collection, and "local history days" where the public is invited to bring items in to be scanned and added to the library's digital collection, as well as receive information about digitization. Events focused on the John Martin Smith Collection will include information about Indiana Memory. These programs also will encourage the public to bring other collections to the attention of the staff. Through such programs, the library promotes the value of local and state history – in light of the forthcoming state bicentennial – and promotes intergenerational discussions about local history and related topics. Programs will take place at the Willennar Genealogy Center and at the restored Sinclair Station, located approximately one mile north of the Willennar Genealogy Center, that the library is renting to serve as an auxiliary digitization site.

5. Eckhart Public Library and the Willennar Genealogy Center will establish a training program for volunteers that will introduce them to the basics of historical research and documentation. This is intended to increase the number of trained volunteers who will be able to assist in conducting research and preparing the metadata for the scanned items.

Identify project staff and detail their individual roles in your proposed project.

Jenny Kobiela-Mondor, Genealogy Services Supervisor, will serve as project director. Kobiela-Mondor has a bachelor's degree in journalism and history and is currently pursuing a master's degree in library science. She has experience digitizing historic photographs and documents in her position at Eckhart Public Library's Willennar Genealogy Center. She will oversee metadata creation, program planning and implementation, and publicity.

Mike Mapes, a member of the Digital Team with scanning experience and background in local history, will oversee sorting and scanning materials and documents to be digitized. Mapes has been involved with the collection since the Eckhart Public Library received it in July 2013, and was involved with the sorting, scanning, and cataloging of Smith's postcard collection for the Postcards From the Past project.

Trained digitization assistants Christine Thrush, Suzanne Slick, and Thomas Irwin will enter and edit metadata for Past Perfect. Thrush, Slick, and Irwin have assisted with metadata entry and editing for previous Willennar Genealogy Center projects, including the John Martin Smith postcard collection.

Amber Braun, a sophomore student at Ball State University majoring in Urban Planning, will serve as an intern to assist with sorting, scanning, and metadata entry and editing during the summer of 2014. Braun, a DeKalb County resident with an interest in local history and historic preservation, has previously served as an intern at the Willennar Genealogy Center with great success.

PART IV. COMMUNICATION PLAN

Grantees are encouraged and expected to publicize the project through available and appropriate media outlets. How will you promote your project to your target audience?

Eckhart Public Library will be hosting the annual meeting of the Friends of the Library on Tuesday 18 March 2014. At that time, Willennar Genealogy Center staff and special guest speaker Dr. David G. Vanderstel, Marion County Historian, will be speaking about the John Martin Smith Collection and the library's future plans for digitization and public programming.

Eckhart Public Library has an excellent relationship with local media outlets. The project director, through the appropriate channels, will announce the grant and the project to the local newspapers, electronic media, historical societies, and assorted organizations. The project will be promoted through regular print and electronic newsletters, the library website, the library blog, social media outlets, H-INDIANA, and through state and local history organizations such as the Association of Indiana Museums (AIM) and the American Association for State and Local History (AASLH).

How and when are you planning to share the results of your project beyond your local jurisdiction?

The digitized contents of the John Martin Smith Collection will be available online through Indiana Memory.

The project also will seek to connect with research and discussion groups related to John Martin Smith's area of research interest so that those communities become aware of Smith's holdings and their availability through Indiana Memory.

Is this project a model for replication? If so, please explain.

This project is indeed a model for replication. Eckhart Public Library wishes to demonstrate the means by which individuals, clubs, businesses, and other institutions can easily pursue a program of digitization of records or materials. The library is available to sponsor workshops on the process of digitization for those expressing interest in the process.

All funded grant projects are required to acknowledge the IMLS on all products.
For more information, go to <http://www.imls.gov/recipients/communication.shtm>.

PART V. EVALUATION PLAN

Outcomes Based Planning and Evaluation (OBPE) is the preferred evaluation method for your grant project.

Refer to <http://www.shapingoutcomes.org/course> for more information about Outcomes Based Planning and Evaluation (OBPE). If you are unfamiliar with the terms below, the site's [Glossary of Terms](#) is an excellent place to begin.

INPUTS

Inputs include staff time, items from the John Martin Smith Collection, equipment used at the off-site Sinclair Station digitization facility, equipment used in the digital lab, software for entering metadata, and archival supplies.

OUTPUTS

Output will include the digitized image, the accompanying metadata, and instructional programs teaching digitization methods.

OUTCOMES

Outcomes will include:

- increased access to important historical images and information for Indiana residents and researchers that currently are privately owned and not available to the public online;
- increased public knowledge of preserving family and organizational histories, through discussion of digitization at programs and events relating to the collection;
- increased awareness of Indiana Memory and the Indiana bicentennial, through information provided at programs and events relating to the collection; and
- increased usage of Willennar Genealogy Center resources and services.

EVALUATION PLAN OVERVIEW

Describe how you will determine *whether* the needs of your target group were met by your project. Then explain how you will *measure the impact* of the project on your target audience(s).

The impact of this project will be determined through assorted means:

- Statistical usage reports of the library's online digital collection.
- Statistical usage reports of the John Martin Smith Collection through Indiana Memory.
- Media coverage of the project.
- Attendance at public programs and short evaluation questionnaires for each program.

History consultant Dr. David G. Vanderstel will visit throughout the project to assess ongoing digitization and public programming and provide a final evaluative assessment.

EVALUATION INDICATORS

Indicators will be attendance at public programs, Internet usage of the Willennar Genealogy Center digital collection and Indiana Memory, inquiries and searches by local and regional historians, inquiries by the general public, and use of materials by local educators.

EVALUATION METHODS

Eckhart Public Library will use library statistical reports for program attendance, website statistics using Google Analytics, social media statistics, and internal statistics indicating use of the collection, questions about the collection, and other inquiries about the project.

PART VI. PROJECT TIMETABLE

Using as few or as many rows as you need, complete a timetable of activities for each aspect of your proposed project that describes *what* will be done and indicates by *whom* and *when* it will be done.

PROJECT IMPLEMENTATION

ACTIVITY	WHO	WHEN (month and year or "ongoing")
Purchase Equipment	Project Staff	June 2014
Purchase Supplies	Project Staff	June 2014
Digitize images and materials	Project Staff	Ongoing
Create community digitization and history programs	Project Director	July 2014
Hold community digitization and history programs	Project Director	Ongoing
Create Metadata	Project staff	Ongoing

COMMUNICATION

ACTIVITY	WHO	WHEN (month and year or "ongoing")
Press Release	Project Director	June 2014
Community Programs	Project Director	Ongoing
Website and social media updates	Project Director	Ongoing

EVALUATION

ACTIVITY	WHO	WHEN (month and year or "ongoing")
Digitization and metadata statistics	Project Director	Ongoing
Program Statistics	Project Director	Ongoing

REPORTING

ACTIVITY	WHO	WHEN (month and year or "ongoing")
First Quarter Progress Report	Project Director	August 31, 2014
Second Quarter Progress Report	Project Director	November 30, 2014
Third Quarter Progress Report	Project Director	February 28, 2015
Financial Final Report	Project Director or Fiscal Agent	June 30, 2015
Narrative Final Report	Project Director	June 30, 2015

PART VII. CONTINUATION PLAN

Explain how activities or benefits from the project will continue after the LSTA funding period has ended or if the program will not be continued, explain why.

Eckhart Public Library, its board of trustees, and the Willennar Genealogy Center are committed to promoting digitization to provide increased access to unique historical materials. The Willennar Genealogy Center will continue to be a high-quality digitization resource center for historical and cultural documents and artifacts. These efforts are supported by the library board, which recognizes the need for ongoing development of staff expertise and equipment to promote digitization efforts throughout the region.

PART VIII. PROJECT BUDGET NARRATIVE

In narrative form by project budget category and funding source, describe your project budget items as listed in the Project Budget worksheet and briefly identify how they contribute to your proposed project. Be sure that each item for which you want LSTA funds is described in detail below. The Project Budget Narrative must match your Project Budget worksheet.

The Project Budget worksheet and guidelines on acceptable use of LSTA grant funds are available on our website:

<http://www.IN.gov/library/lsta.htm>.

PERSONAL SERVICES

Describe budget items to be paid with LSTA funds.

The grant will pay for the following digitization staff salaries for work completed on this project: Mike Mapes for 20 hours per week for \$10.60/hr. for 10 months for a total of \$8,480; digitization assistants for 10 hours per week for an average of \$11.35/hr. for 10 months for a total of \$4,540; and an intern for 40 hours per week for \$10/hr. for 3 months for a total of \$4,800. Total labor costs will be \$17,820.

Describe budget items to be paid through cost sharing (local cash or in-kind contributions).

The library will fund oversight and reporting of the project for 200 hours at \$16.75/hr., for a total of \$3,350; a technology consultant setting up, maintaining, and troubleshooting computer equipment for the project for 10 hours at \$25/hr., for a total of \$250; and publicity and promotions for 60 hours at \$16.75/hr., for a total of \$1,005.

SUPPLIES

Describe budget items to be paid with LSTA funds.

Describe budget items to be paid through cost sharing (local cash or in-kind contributions).

The library will fund the cost of printing copies of images for a total of \$20; the cost of 10 reams of archival paper for a total of \$151; and shipping and handling for the paper up to \$20.

OTHER SERVICES & CHARGES

Describe budget items to be paid with LSTA funds.

The grant will pay \$450 for the cost of two open house events to promote the project, including informational materials given to attendees, program costs, and speakers. The grant also will pay \$500 for the cost of transportation for a disabled volunteer involved with this project. The volunteer requires a special transportation service provided by the DeKalb Area Rural Transit. The volunteer has worked on previous digitization projects at the Willennar Genealogy Center, including the John Martin Smith postcard project. The transportation costs are small compared to the value of this volunteer's experience. The grant also will pay \$600 for honoraria for an evaluator to visit throughout the course of the project and provide a final evaluative assessment.

Describe budget items to be paid through cost sharing (local cash or in-kind contributions).

The library will pay \$200 for promotional costs for newspaper advertisements, postcards, and other promotional items. The library will fund \$200 for the cost of two open house events to promote the project, including catering and promotional items.

CAPITAL OUTLAYS

Describe budget items to be paid with LSTA funds.

The grant will fund two LaCie external hard drives, priced at \$120 each, for a total of \$240. The external hard drives will be used to back up data, including raw images and metadata, and transport data between the Willennar Genealogy Center and the auxiliary digitization site being used for this project.

Describe budget items to be paid through cost sharing (local cash or in-kind contributions).

PART IX. ASSURANCES

The Institute of Museum & Library Services (IMLS) requires the Indiana State Library to obtain certification from its sub-grant applicants regarding federal debt status, debarment and suspension, non-discrimination, a drug-free workplace, and other applicable assurances. These requirements are incorporated in the Assurances Statement below. Review the Statement and sign the certification form. If you receive a grant, you must comply with these requirements.

By signing the application form, the authorizing official, on behalf of the applicant, assures and certifies that, should a sub-grant be awarded, it will comply with the statutes outlined and all related IMLS and ISL regulations. These assurances shall obligate the applicant for the period during which Federal financial assistance is extended. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States government has the right to seek judicial enforcement of these assurances, which are binding on the applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears on the application form.

Certifications Required of All Applicants

1. Financial, Administrative, and Legal Accountability;
2. Debarment and Suspension;
3. Non-Discrimination;
4. Drug-Free Workplace Act of 1988
5. Lobbying
6. E-Verify Employment Eligibility Verification
7. State Ethics Laws
8. Information Technology Accessibility Standards; and
9. Telephone Solicitations Laws

Certification of Authorizing Officials

I have examined this application, and I hereby certify on behalf of the applicant organization that:

1. The information provided is true and correct;
2. All requirements for a complete LSTA Grant application have been fulfilled;
3. The applicant will comply with all applicable payment, accounting, and reporting requirements; and
4. The applicant will comply with applicable certifications regarding Items 1-9 listed above under Certifications Required of All Applicants.

We, the undersigned, hereby certify that should this organization receive a sub-grant, the organization and its leaders will comply with all LSTA regulations, all statutes outlined, requirements as defined by the Indiana State Library (*Managing Your LSTA Grant*), and all applicable Federal statutes and regulations.

Name of Organization	Project Title	Submission Date <i>(month, day, year)</i>
Eckhart Public Library	Presenting the Past: Commemorating Local History and Celebrating Indiana's Bicentennial through the John Martin Smith Collection	March 13, 2014
Title of Principal Officer	Signature of Principal Officer	Signature Date <i>(month, day, year)</i>
Janelle H. Graber, Director		March 13, 2014

STATE LIBRARY USE ONLY

Project Number	Approved			Not Approved		Amount Awarded	
Library Type	Public	School	Academic	Special	Multi-Type	SLAA	Institutional

PROJECT BUDGET

Your budget should provide an overview of all anticipated project costs from federal and local sources.

Round all amounts to the nearest whole dollar.

All amounts must match the amounts given in your Project Budget Narrative.

You are not limited to the space provided. Cells are set to expand as you type. Your budget may continue on to additional pages.

A row may be added anywhere by (1) right-clicking on the row above which you wish to insert the new row, (2) selecting *Insert* from the menu that appears and (3) selecting *Entire Row* from the next menu.

You are encouraged to obtain quotes for products and services to develop your application budget. Should your application be approved, your grant contract will include the project budget "as is" unless you request revision in advance. After contract, changes to the approved project budget must be requested of and approved by the Indiana State Library.

Line-by-line instructions in PowerPoint and PDF form are available to download from the Grant Application page of the Indiana State Library LSTA webpage: <http://www.in.gov/library/3732.htm>.

BUDGET ITEM	SOURCE OR METHOD OF COMPUTATION	LSTA GRANT FUNDS	COST SHARING	PROJECT TOTAL
Personal Services				
<i>Salaries & Wages</i>				
Mike Mapes	20 hours per week at \$10.60 per hour for 10 months	\$8,480	\$0	\$8,480
Digitization Assistants	10 hours per week at an average of \$11.35 per hour for 10 months	\$4,540	\$0	\$4,540
Intern	40 hours per week at \$10 per hour for 3 months	\$4,800	\$0	\$4,800
Oversight and Reporting	200 hours at \$16.75 per hour	\$0	\$3,350	\$3,350
Technology Consultant	10 hours at \$25 per hour	\$0	\$250	\$250
Publicity and Promotions	60 hours at \$16.75 per hour	\$0	\$1,005	\$1,005
<i>Employee Benefits</i>				
TOTAL PERSONAL SERVICES				
Supplies				
<i>Supplies</i>				
Printing copies of images	Current cost to institution	\$0	\$20	\$20
10 reams of archival paper	Gaylord Brothers	\$0	\$151	\$151
Shipping & Handling for paper	Gaylord Brothers	\$0	\$20	\$20
TOTAL SUPPLIES				
Other Services & Charges				
<i>Professional Services</i>				
Honoraria for evaluator		\$600	\$0	\$600
<i>Communication & Transportation</i>				
Transportation for disabled volunteer	DeKalb Area Rural Transit	\$500	\$0	\$500
<i>Printing & Advertising</i>				
Informational materials, program costs, and speakers for open house events	Estimate based on previous open house events	\$450	\$0	\$450
Promotional costs	Estimate based on previous events	\$0	\$200	\$200
Catering for open house events	Estimate based on previous events	\$0	\$200	\$200
<i>Repair & Maintenance</i>				
TOTAL OTHER SERVICES & CHARGES				
Capital Outlays				
<i>Furniture & Equipment</i>				

<i>Print, AV, Electronic Resources & Collection Materials</i>			
Two LaCie external hard drives	CDWG	\$240	\$240
<i>Software</i>			
<i>Other Capital Outlays</i>			
TOTAL CAPITAL OUTLAYS			
BUDGET TOTAL		\$19,610	\$24,806
LSTA funds cannot be used to supplant local or system funds. LSTA funds may not be used for administrative overhead.			

Appendix A: Additional Digitization Questions

Part 1: General Description

1. The collection was established by the late John Martin Smith, an attorney in Auburn, Indiana, who served as the county historian for several decades. Over the course of his career, Smith collected materials pertaining to the history of Auburn and DeKalb County, neighboring counties, and the State of Indiana. He also had specific interests in the history of violence and crime in Indiana, which led him to collect materials pertaining to the Ku Klux Klan and the Horse Thief Detective Association in both Indiana and the U.S. Likewise, he was very interested in religion and utopian societies, which led him to begin researching and accumulating documents pertaining to the United Society of Believers in Christ's Second Appearing (better known as the Shakers) in Indiana and the U.S. Smith's collection covers the expanse of the 19th and early- to mid-20th centuries and includes a wide variety of items – photographs, postcards, business advertising and ledgers, early 20th century automobile magazines and travel books, broadsides and pamphlets, trade catalogs, early 20th century business directories from DeKalb County, records from the Eckhart Carriage Company (forerunner of the Auburn Automobile Company), KKK posters and publications, Civil War letters from local soldiers, and assorted ephemera from the area.
2. This particular project will produce 1,000 images with metadata, covering key elements of the John Martin Smith Collection. Despite the collection's diversity and breadth, we believe the following topics from the collection will be important to the public for the commemoration of the state's bicentennial as well as increasing knowledge and appreciation of local history:
 - Materials pertaining to the Indiana Territory and early statehood. Included here are publications that are currently not available in digital format, such as an 1808 pamphlet regarding division of lands within the Indiana Territory; maps from the 1810s and 1820s including an 1824 map of Indiana published in France; and original documents pertaining to the Shaker settlement in West Union, Knox Co. dating from the 1810s and 1820s.
 - Ku Klux Klan records for DeKalb County and the State of Indiana including membership materials, photographs, Klan memorabilia, newspapers, anti-Klan publications, etc.
 - Photographs, posters, programs, and assorted ephemera and artifacts from the DeKalb County Fair from the 20th century.
3. Most of the materials that have been identified for inclusion in the project have been verified that they are in the public domain. As the project proceeds, each item, particularly those that have been published, will be checked to ensure the scanning does not violate copyright.

Part 2: Historical Significance

1. DeKalb County has a rich history dating back to the 1830s. It claims 25 sites on the National Register of Historic Places, three of which are located within the City of Auburn. Auburn is internationally known for its industrial and transportation history, particularly in the automotive industry. One of the earliest companies was the Eckhart Carriage Company, founded in 1875 by Charles Eckhart, for whom the Eckhart Public Library is named. One of the oldest industries in Auburn is the Messenger Corporation, established as the Whitten-Dennison Post Card Company in 1910 and, after a fire in 1913, reopened as the Auburn Post Card Company. It became the Messenger Corporation in 1933 and became known for its postcards, funeral cards, and calendars.

John Martin Smith's collection is the largest known private collection of local and state history in DeKalb County. The collection follows the role of industry and transportation in the county's development. It also explores particular cultural aspects of the region, focusing on the role of Ku Klux Klan, the Horse Thief Detectives Association, and assorted cultural clubs in the community.

The collection also is significant because it was collected and maintained by John Martin Smith. Smith often described himself as an ordinary citizen who took an interest in history. He went on to write or edit seventeen books and articles on local history. He was cofounder of the Auburn Cord Duesenberg Automobile Museum, the DeKalb County Historical Society, and the National Automotive and Truck Museum. Smith deeply understood the importance of engaging the public in discussions of history. In a 2002 book about the history of Auburn, Smith wrote, "Local history is my passion. I write from the heart. I strive to put the history of our town into the big picture of national history."

2. The material in the John Martin Smith Collection is unique to the location and region and access to digitized materials from the collection will contribute to a better understanding of Indiana history through the eyes of local and regional communities. The collection enhances our knowledge about communities, people, businesses, and organizations in northeastern Indiana. While there are indeed published materials such as county histories and maps from the late 1800s, the collection is immensely rich in its diversity, including:
 - unpublished Civil War letters of local residents who served;
 - photographs of the DeKalb County fair throughout its history;
 - assorted materials that reflect the activities of the Ku Klux Klan locally, statewide, and nationally;
 - assorted early 19th century materials pertaining to Indiana, including documents about the Indiana Territory and the new state, maps (including one printed in France in the 1820s), and imprints and pamphlets on assorted topics including the colonization society, secession, and Indiana politics.

As we have reviewed the collection in past weeks, we have searched the web to determine the availability of similar records online and have found these materials to be highly unique and contributive to better public understanding of Indiana history as well as providing new resources to researchers and educators.

3. As with any artifact, items within the John Martin Smith Collection offer the viewer the opportunity to explore each item more deeply and to seek to understand its historical context locally, regionally, and nationally. For example, the assortment of Klan materials – newspapers, posters, photographs, publications, and assorted ephemera – allow the viewer to read and consider the vicious and racist rhetoric of this group that sought to promote 100% Americanism and combat immigration, Catholicism, and Judaism in the early 20th century. Thus, each item in the John Martin Smith Collection provides a window to the past, allowing the observer to seek a deeper understanding of past people and communities.

Part 3: Technical Plan

1. The Willennar Genealogy Center will use an Epson Expression XL 10000 flatbed scanner and two Epson Expression XL 11000 flatbed scanners with accompanying software bundles for scanning and digitization purposes. Items will be scanned at 300dpi and saved in TIFF file format. The library will use PastPerfect-Online digital content management software. Web-sized images are hosted by PastPerfect-Online servers, but original TIFF scans are saved on the Willennar Genealogy Center server. Eckhart Public Library will work, as the library has in the past, with the

Indiana State Library to export metadata and display images for use in the Indiana Memory Project.

2. The Willennar Genealogy Center will use a different digital content management software, PastPerfect-Online.
3. The library has used PastPerfect-Online digital content management software for ten years. The center has chosen to stay with PastPerfect because of staff experience and library investment in this format. Once images are exported to the web, they can be searched using a standard internet browser. Searchable fields used with this image management software include: keywords, title, subject, creator, object name/other name, people, place, search terms, catalog number, call number, descriptions, lexicon category, and collection name. Thumbnail images are displayed on the results page along with some identifying information about the image. The Willennar Genealogy Center continues to work with the Indiana State Library to export metadata and display images from previous projects for use in the Indiana Memory Project, and tests of the system have been successful.
4. As part of the library's ongoing technology plan, the Willennar Genealogy Center has been equipped with its own server to facilitate storage and backup of digital resources. Digital images are saved on the Center's server and also saved to removable hard drives. Discussions are ongoing with other institutions to provide storage exchange agreements.
5. Staff and volunteers will scan items at the Willennar Genealogy Center and at an auxiliary scanning facility that the library is renting approximately a mile away from the Willennar Genealogy Center. Scanned items will be given unique numbers relating to its subject and where the physical item is stored, and files will be stored on the Willennar Genealogy Center server in a working scans folder. Items scanned at the auxiliary site will be uploaded to external hard drives, which will be remotely synced or physically moved to the Willennar Genealogy Center at minimum once per week. Information about the scans, including who scanned it, when it was scanned, its number, and the physical location of the item, will be recorded on a spreadsheet. After items are scanned, Willennar Genealogy Center staff members will catalog items in PastPerfect-Online. The digital copies of items that are cataloged will be moved to a separate storage folder on the Willennar Genealogy Center server.
6. Some items in the John Martin Smith Collection may be oversized, bound, or fragile. Eckhart Public Library will borrow a book scanner from the Indiana State Library with which to scan any bound, oversized, or fragile items that cannot be safely scanned using the equipment currently owned by Eckhart Public Library.
7. Digitization will be handled in-house.

Part 4: Metadata Plan

The Willennar Genealogy Center's use of PastPerfect adheres to national and Indiana State Library standards for metadata. It follows the standard of one value per field and repeat fields where necessary. All metadata created will meet the standards necessary to allow the material to be available to the Indiana State Library. Searchable metadata fields used with this image management software include: keywords, title, subject, creator, object name/other name, people, place, search terms, catalog number, call number, descriptions, lexicon category, and collection name.

Part 5: Management Plan

1. The digitization of the photographic collection of the Eckhart Public Library started in 2003. To date, the collection has nearly 10,000 images with full metadata in an electronic database. These images are the product of years of preparation, study, and hard work by the staff of the

Willennar Genealogy Center. The management and staff involved in the digitization operations have attended many training sessions and workshops, including workshops hosted by the Indiana State Library and Ball State University, a recognized leader in digitization. Training opportunities continue to be sought, and training is ongoing.

The PastPerfect image management software meets national and Indiana State Library metadata standards. Willennar Genealogy Center currently uses Epson ExpressionXL 10000 and Epson Expression XL 11000 flatbed scanners. Currently, digital images are displayed in the photo archives in the Willennar Genealogy Center web page in multiple photo galleries. With PastPerfect-Online software, the web page will allow full online access to at least 20,000 images from Willennar Genealogy Center's digital database, with full search capabilities.

The digital team has logged hundreds of hours scanning and creating the information that makes digitization so valuable. Digital lab staff has been well-trained in use of Willennar Genealogy Center's digital technology, and has written detailed and specific work plans to be used by volunteers. Additional training for volunteers will be developed for this project.