

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

Library Development Office  
Indiana State Library  
315 West Ohio Street  
Indianapolis, IN 46202  
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[www.library.in.gov](http://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>.

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### 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.

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### 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**.

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### 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>.

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### 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.

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### 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](mailto: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 Unservd
	<b>X</b>		
Project Title	Early Women Leaders of Indianapolis		
Organization	The Indianapolis Public Library (IndyPL)		
Full Mailing Address	P.O. Box 211; Indianapolis, IN 46206-0211		
Web Address	www.indypl.org		
Organization Director	Jackie Nytes	E-mail Address	jnytes@indypl.org
Telephone Number	(317) 275-4001	Fax Number	(317) 269-1820
Project Director <i>contact for grant purposes</i>	Pamela Swaidner	E-mail Address	pswaidner@indypl.org
Telephone Number	(317) 275-4721	Fax Number	(317) 269-1820
Fiscal Agent <i>responsible for fiscal reporting</i>	Pamela Swaidner	E-mail Address	pswaidner@indypl.org
Telephone Number	(317) 275-4721	Fax Number	(317) 269-1820
Federal Congressional District(s)	5, 7	County	Marion
Estimated Number of People Served by Project During Grant Period	890,000	LSTA Amount Requested	\$4,796
Source of this Number <i>US Census, library circulation records, etc.</i>	U.S. Census Bureau	Amount of Cash Match	\$5,643
FEIN Number/Tax ID Number	35-6062066	Total Cost of Project	\$10,439
Federal DUNS Number <i>If unsure of this number, call 1-866-705-5711</i>	06-280-7391		

## FEDERAL LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) PRIORITIES

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

<b>X</b>	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.
	Establish or enhance electronic and other linkages between and improve coordination to improve library services.
	Provide training and professional development to enhance the skills of the current and future library workforce.
	Develop public and private partnerships with other agencies and community-based organizations.
	Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, with disabilities, and with limited functional literacy or information skills.
	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.
	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.**

<b>X</b>	<b>Information Access</b> - 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>
	<b>Enhanced Services</b> - 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>
	<b>Capacity Building</b> - 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)	X	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		Statewide Public

## PART I. PROJECT SUMMARY

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

Early Women Leaders of Indianapolis will showcase the professional achievements of two extraordinary turn-of-the-century Hoosier women, May Wright Sewall (1844-1920) and Eliza Gordon Browning (1856-1927) against the backdrop of the weekly magazine *The Indiana Woman* (1895-1899). The collection consists of 1,540 scans that will be outsourced to IUPUI University Library. With the help of a Metadata Specialist funded by LSTA, IndyPL's cataloging librarians will create metadata, review for quality control, create catalog records and upload the collection via CONTENTdm. The collection will be uploaded to IndyPL's digital library collection, as well as Indiana Memory and OCLC's Collection of Collections. IndyPL's IT Department will provide technical support, and the Communications Department will help publicize the program. The Library's Programming Department will plan an educational program for the public, in partnership with a local educational or cultural institution, that highlights the collection. The IT Department will track usage statistics and responses to online user surveys to measure the collection's impact.

## PART II. NEEDS STATEMENT

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

As Indiana prepares for its 2016 bicentennial, students, researchers and the public have a heightened interest in understanding our past and how it has shaped our present and future. One of the most compelling and memorable ways to experience history is through the personal stories of individuals on the leading edge of change. Our proposed digitization project, *Early Women Leaders of Indianapolis*, will showcase the lives and professional achievements of two extraordinary turn-of-the-century women, Classical School founder May Wright Sewall (1844-1920) and IndyPL's sixth Librarian, Eliza Gordon Browning (1856-1927), against the backdrop of *The Indiana Woman* (1895-1899), a weekly magazine published by E.E. Stafford. In a time when, according to the magazine's editor, women were most interested in home affairs, home society, home art and home literature, Sewall and Browning were emerging as two of our state's earliest female executives. While *The Indiana Woman* has historical value in its own right, its advertisements for corsets, bicycling costumes and the like also serve to amplify Sewall and Browning's role in broadening educational, professional, social and political opportunities for other women.

In addition to telling a compelling story, this project will meet a variety of scholars' and history enthusiasts' needs. There is a local researcher who consults *The Indiana Woman* frequently for information on local buildings, houses and people. She specifically asked IndyPL to consider digitizing it because it lacks an index. Many of the bound volumes are also in fragile condition. The Library periodically receives requests from students and faculty, particularly in library science, public affairs and philanthropic studies, about Eliza Browning and her role in securing Carnegie funding for six new branch libraries. The Library's current digital May Wright Sewall collection (available at <http://digitallibrary.imcpl.org/cdm/landingpage/collection/mws>) receives approximately 9,000 page views per year; those who are interested in this collection would likely be interested in the Classical School, as well.

In support of this 2014 grant request, letters from three noted Indiana historians, Dr. Jean L. Preer, Mr. Ray E. Boomhower and Bicentennial Commission member Dr. James H. Madison are enclosed with this request as testimonies to the proposed collection's value to researchers.

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 Goal 1, Objective 4: The Indiana State Library will "provide leadership and infrastructure for digital libraries, shared catalogs, database initiatives, and digital preservation throughout the state." (LSTA Priority 1)

Our proposed project aligns with the priorities of Indiana Memory, the Indiana State Library's flagship initiative to expand access to digital collections through partnerships with other agencies. The Classical School and Eliza Browning/Andrew Carnegie collections consist of primary materials unavailable elsewhere. The *Indiana Woman* would be the first item dedicated to women's history in the statewide project to date. *Early Women Leaders of Indianapolis*:

1. Supports Academic Standards in Social Studies:

\*SS.US.H.3 2007 - Emergence of the Modern United States: 1897 to 1920 (Students will examine the political, economic, social and cultural development of the United States during the period from 1897 to 1920.)

\*SS.US.H.9 2007 - Historical Thinking (Students will conduct historical research that incorporates information literacy skills such

as forming appropriate research questions; evaluating information by determining its accuracy, relevance and comprehensiveness; interpreting a variety of primary and secondary sources; and presenting their findings with documentation.)

2. Is in Fragile Condition: The materials in our proposed collection are a century old. Many of our volumes of *The Indiana Woman* are in a fragile state. By digitizing these materials, we can make them more widely available and protect them from wear and tear.

3. Is of Statewide Interest: This collection appeals to researchers with a broad range of interests (women's studies, education, library science, public affairs), throughout the state and throughout the country. *The Indiana Woman* was a state-wide publication. May Wright Sewall was a national figure in the Women's Suffrage Movement. Since Indiana had more Carnegie libraries than any other state, Eliza Gordon Browning's correspondence with Andrew Carnegie is especially noteworthy.

4. Has Cooperative Potential: Although all materials in the proposed collection are housed within IndyPL, we intend to partner with another organization to offer a public program to promote the collection. For example, a program could potentially feature Chris Marshall, librarian in IndyPL's Nina Mason Pulliam Indianapolis Special Collections Room, with a representative from a local cultural or educational institution.

5. Supplements Additional Resources: IndyPL already digitized, or is in the process of digitizing, additional materials to complement this project. Thanks to an earlier LSTA grant, we already digitized May Wright Sewall's personal papers, which include approximately 500 letters written to her between 1879 and 1919, as well as three guest books with remarks and signatures from 197 guests of the Sewall house. In 2014, the Library will begin digitizing its own historical materials as part of the Lawrence J. Downey Library Digital History Collection, which is made possible by generous donors to The Indianapolis Public Library Foundation.

## PART III. OBJECTIVES, ACTIVITIES, & EVALUATION

### OBJECTIVES

Describe the overall objectives of your project.

This project's objectives are to:

1. Provide researchers with more convenient access to information they are seeking about the following topics related to early turn-of-the-century Indiana: women's lives, Carnegie's support of the public library movement, the history of IndyPL, Eliza Browning, the Classical School and May Wright Sewall.
2. To increase researchers' awareness of materials available on the same topics. For example, while the current digitized May Wright Sewall collection is very popular, patrons do not know about the materials from her Classical School.
3. Contribute to the growing digital collection dedicated to the history of Indiana in Indiana Memory and IndyPL's digital collections, thereby increasing the value, awareness and use of these resources.
4. Make fragile, century-old primary sources available to the public while protecting them from excessive handling.

### ACTIVITIES

Describe all project activities in detail.

1. Materials Selection: This step has been completed. Library staff identified a list of potential materials to digitize based on their cultural and historical importance, uniqueness, fragility and interest to patrons. The staff shared this list and short descriptions with Indiana scholars and historians including:

- \*Dr. James H. Madison, Thomas and Kathryn Miller Professor Emeritus, Department of History, Indiana University - Bloomington
- \*Dr. Jean L. Preer, Professor Emerita, Department of Library and Information Science, School of Informatics and Computing, Indiana University - Indianapolis
- \*Mr. Ray E. Boomhower, biographer of May Wright Sewall
- \*Dr. Dwight Burlingame, Professor of Philanthropic Studies and Libraries, Lilly Family School of Philanthropy, Indiana University - Indianapolis
- \*Dr. Leslie Lenkowsky, Professor of Practice in Public Affairs and Philanthropy, School of Public and Environmental Affairs, Indiana University - Bloomington
- \*Dr. George Geib, Professor of History, Department of History and Anthropology, Butler University

Based on the scholars' feedback, we narrowed our scope to that which is presented in the proposal. While all scholars responded favorably to our ideas, we sought letters of support from the three whose expertise and interests aligned best with the direction of this project.

2. Digitization: The Library will contract with IUPUI University Library to scan the images. Their practices are in accordance with Indiana Memory's and LSTA's digital imaging standards and best practices.

3. Metadata Creation and Cataloguing: Staff will create metadata and load and manage the collections via our existing CONTENTdm software. Types of metadata will include Library of Congress subject headings, general topics, personal names, time period and date. The Indiana Woman and any typewritten pages from the Browning/Carnegie and Classical School papers will have OCR applied for increased searchability. Staff will also create online library catalog records with appropriate subject headings and links that point researchers to digital collections.

4. Quality Control: Project staff will examine 10 percent of scanned images for image clarity, metadata functionality and OCR effectiveness.

5. Introductory Essay: Staff will write a short essay describing the items in the collection and their significance. This essay will be uploaded onto IndyPL's Digital Collections site.

5. Uploading: IndyPL's IT staff will upload the newly digitized items to our Digital Collections site (<http://digitallibrary.imcpl.org/cdm>). They will also be submitted to Indiana Memory, OCLC's Collection of Collections and, eventually, the Digital Public Library of America.

6. Evaluation: Once the collections are online, the Library will begin capturing usage statistics (i.e., number of page views). Also, the Library will create a short evaluation form asking researchers about the collection's quality and usefulness. This survey will be administered online following each session during the first three months the collection is uploaded to our website.

7. Publicity: The Library will publicize the collection in connection with Women's History Month in March 2015. These efforts will include outreach to library patrons, scholars and women's groups. Tactics could include targeted e-mail communication, announcements on the Library's website and releases to local media outlets. Additionally, the Library will host a public program that showcases the newly digitized resources in collaboration with another cultural or historical institution.

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

The project team will consist of the following individuals:

**Underwritten by LSTA**

1. Elizabeth Franklin, Metadata Specialist, will be in charge of creating the descriptive metadata for the collection, quality control and loading the images into CONTENTdm. She will assist with creating the evaluation survey, evaluating the collection, programming and gathering information for the final report. She has a Master's of Library Science degree from Indiana University and 16 years of cataloguing experience in special and public libraries. Ms. Franklin is hired on a contract basis for special projects.

**Existing Library Staff**

1. Pam Swaidner, Manager of Cataloging and Digital Projects, will serve as Grant Project Director. She will guide and oversee this project, as well as manage the work with IUPUI. She has a Master's of Library Science degree from Indiana University with 24 years of cataloging experience in academic and public libraries. She served as the project director for three previous LSTA digital projects and oversees other digital projects at IndyPL.

2. Katie Bacone, Cataloger, will assist with metadata creation, loading images into CONTENTdm, quality control, survey creation and evaluation. She has a Master's of Library Science degree from Indiana University and three years of library experience, including one year in cataloging.

3. Chris Marshall, Public Services Librarian in the Nina Mason Pulliam Indianapolis Special Collections Room, played a leadership role in identifying the materials to digitize. He will write the introductory essay, assist with survey creation, evaluation and programming. He has 21 years of experience in museums and libraries. He has served on IndyPL's digitization project team for 10 years.

4. IndyPL's IT Department: They will oversee the development and implementation of the collection landing page, the website evaluation forms and collection statistics. They will maintain the CONTENTdm server and manage other IT resources for the grant.

5. IndyPL's Communications Department: This department will create and send a press release to local media outlets and organizations, as well as produce a segment of IndyPL's television program *Between the Lines*, featuring these collections.

6. IndyPL's Programming Department: They will assist in developing a public program to inform patrons about the collection.

The Indianapolis Public Library Foundation, IndyPL's fundraising arm, will assist with the preparation of the grant application and reports.

IndyPL will contract with IUPUI University Library Digital Initiatives to have the images scanned. They will also store the archival quality images at IUPUI.

## 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?**

IndyPL will launch its newly digitized collections during Women's History Month in March 2015. Whenever practical, our communications will acknowledge support from LSTA and Indiana Memory.

1. We will issue a press release to approximately 40 local media outlets, as well as national publications such as "American Libraries," "Library Journal," "Public Libraries," "Library Hotline," and "ULC Exchange."
2. We will send targeted e-mails to scholars, researchers and community groups with an interest in this topic.
3. We will feature a call-out button on IndyPL's homepage ([www.indypl.org](http://www.indypl.org)) with links to the new collection.
4. We will post information on IndyPL's various Facebook pages, including the one for the Nina Mason Pulliam Indianapolis Special Collections Room. The Library Foundation will also publicize the collections on its Facebook page. Combined, these pages have more than 2,000 likes.
5. We will include a segment about the new digital collections on Between the Lines, the Library's monthly television program which airs on the government access channel and is available through the Library's website.
4. We will approach organizations, such as Indianapolis Downtown Inc., that promote local Women's History Month activities and ask for our materials to be included in their publicity.
5. We will host a public program in partnership with another cultural or historical institution to draw attention to the collection. Funds from LSTA are requested to hire a program presenter. The Library will provide a cash match for materials (posters and fliers) to promote both the program and the collection.
6. We will inform other IndyPL staff about the availability of this collection and encourage them to recommend it to patrons.

The Library will do additional publicity pushes in 2016 (Indiana's bicentennial), 2017 (Central Library's centennial) and 2020 (Indianapolis' bicentennial). The exact tactics are to be determined, as IndyPL is in the very early stages of planning its bicentennial activities.

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

The media outlets identified in #1 above cover areas beyond Marion County. In addition, some of the scholars, researchers and community groups are located outside of Indianapolis.

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

No, this project does not propose a new library service or a new way of delivering library service.

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

1. Items to be digitized (The Indiana Woman magazine, Eliza Browning/Andrew Carnegie papers, Classical School papers)
2. Library staff resources (in-kind and paid by the grant)
3. IUPUI University Library's digitization services
4. Grant funding
5. Local scholar from partnering cultural/historical institution to help present public program

### OUTPUTS

1. 1,540 images are digitized
2. Corresponding metadata and catalog records are created
3. Images and metadata are uploaded to three websites (IndyPL's Digital Collections, Indiana State Library's Indiana Memory, OCLC's Collection of Collections)
4. The newly digitized materials receive 2,000 views in first three months
5. At least 30-50 people attend the public program promoting the collections

### OUTCOMES

1. Researchers find information they are seeking regarding the following topics related to early turn-of-the-century Indiana: women's issues, Carnegie's support of the public library movement, the history of IndyPL, Eliza Browning, the Classical School and May Wright Sewall.
2. Researchers discover useful material on the same topics they did not realize was available.
3. Researchers learn something new about women's roles in Indiana's history.
3. Use of IndyPL's digital collections increases.

### 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).

IndyPL will consider the needs of its target group met if:

1. At least 75 percent of individuals who respond to the online survey indicate they found what they needed.
2. At least 75 percent of researchers discover useful material they did not realize was available.
3. At least 75 percent of individuals who respond to the online survey report increased understanding of women's roles in Indiana's history.
4. The newly digitized materials receive at least 2,000 views in the first three months (March - May 2015).
5. Use of IndyPL's entire digital collection increases by 5 percent during the same timeframe (March - May 2015).
6. The digitization project is completed in its entirety and on time.

## EVALUATION INDICATORS

1. The evaluation indicators for the following outcomes include responses to yes/no questions on the voluntary online survey and statistics regarding views of the collection.

\*Researchers find information they are seeking regarding the following topics related to early turn-of-the-century Indiana: women's issues/conditions/lifestyles, Carnegie's support of the public library movement, the history of The Indianapolis Public Library, Eliza Browning, the Classical School and May Wright Sewall.

\*Researchers discover useful material on the same topics they did not realize was available.

\*Researchers learn something new about women's roles in Indiana history.

2. The evaluation indicators for the following outcome will include the number of times the new collection and IndyPL's larger digital collections are viewed:

\*Use of IndyPL's entire digital collection increases by 5 percent during the same timeframe (March - May 2015).

## EVALUATION METHODS

To evaluate the collection, IndyPL will administer a voluntary online survey to individuals using the new collection during its first three months (March - May 2015). This survey will ask researchers a) if they found what they needed, b) if they discovered a useful resource of which they were not previously aware, and c) if they learned something new about women's roles in Indiana's history. In addition, IndyPL will track the number of times collections are viewed through a combination of web server log analysis and Google Analytics.

## 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")
Select materials	Pam Swaidner, Chris Marshall, scholars	February - March 2014
Scan The Indiana Woman, Browning/Carnegie papers and Classical School materials	IUPUI University Library	June 2014 - December 2014
Create metadata and address quality control issues; create online catalog records	Elizabeth Franklin, Katie Bacone, Pam Swaidner	June 2014 - December 2014
Write introductory essay for collection	Chris Marshall, Elizabeth Franklin	January 2015
Upload digitized images and metadata into CONTENTdm, and onto the IndyPL's digital collections	Elizabeth Franklin, Katie Bacone, IndyPL's IT	March 2015
Add collections to Indiana Memory and OCLC's Collection of Collections	Elizabeth Franklin	March 2015

### COMMUNICATION

ACTIVITY	WHO	WHEN (month and year or "ongoing")
Press release announcing collections sent to scholars, researchers, women's groups and media	IndyPL's Communications and IT departments, Chris Marshall, Pam Swaidner	March 2015
Online and televised publicity including call-out IndyPL website, social media posts and segment of Between the Lines (airs on television and posted on the Library's website)	IT, Communications, Chris Marshall, Pam Swaidner	March 2015
Training to increase IndyPL staff's awareness of the resources so that they can recommend them to patrons	Chris Marshall, Pam Swaidner	March 2015
Develop and present program to promote the collection	Chris Marshall, Pam Swaidner, IndyPL's Programming Department, partner from local historical or cultural organization	January - May 2015

### EVALUATION

ACTIVITY	WHO	WHEN (month and year or "ongoing")
Design web evaluation form	Elizabeth Franklin, Katie Bacone, Pam Swaidner, Chris Marshall, IT	November 2014
Collect usage statistics (page views) and responses to web evaluation form	IT	March 2015 - May 2015
Formative/internal evaluation	Elizabeth Franklin, Katie Bacone, Chris Marshall, Pam Swaidner	June 2015

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.**

The benefits of this project will continue after the LSTA funding period ends. IndyPL's next strategic plan, which will cover the years 2015-2020, calls for "leading efforts to create community access to materials in digital form" and "building a comprehensive digital collection." As part of IndyPL's strategic planning process for the years of 2015-2020, we convened leaders from numerous local cultural and educational institutions to develop a shared vision, plan and budget for digitizing our city's historical records.

## 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 dollars requested reflect the cost of hiring a temporary, part-time Metadata Specialist. She will devote an estimated 75 hours to this project, the bulk of which will be during the metadata creation stage.

Metadata Specialist (E. Franklin)

75 hours @ \$19.79 per hour salary                      \$1,485

75 hours @ \$5.93 per hour benefits                      \$445

Total    \$1,930

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

This portion of the budget shows the salary and benefits needed to compensate existing staff for their work on this project. It will be covered by the Library's operating budget.

Librarians (P. Swaidner, K. Bacone, C. Marshall)

120 hours @ \$22.40 per hour salary                      \$2,688

120 hours @ \$6.72 per hour benefits                      \$807

IT Staff

10 hours @ \$33.39 per hour salary                      \$334

10 hours @ 10.00 per hour benefits                      \$100

Communications Staff

2 hours @ \$24.32 per hour salary                      \$49

2 hours @ \$7.27 per hour benefits                      \$15

Programming Staff

25 hours @ \$20 per hour salary                      \$500

25 hours @ \$6 per hour benefits                      \$150

Total salary    \$3,571

Total benefits	\$1,072
Total	\$4,643

**SUPPLIES**

Describe budget items to be paid with LSTA funds.

None

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

None

**OTHER SERVICES & CHARGES**

Describe budget items to be paid with LSTA funds.

1,540 digital scans @ \$1.54	\$2,366
(The scanning process will consist of replicating original documents in their current archived condition.)	
Speaker for public program to promote the digital collection	\$500
Total	\$2,866

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

This line item will be covered by the Library's operating budget.

30 posters and 700 fliers	\$1,000
(These materials will advertise the digital collections and promotional program.)	
Total	\$1,000

**CAPITAL OUTLAYS**

Describe budget items to be paid with LSTA funds.

None

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

None

## 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>
The Indianapolis Public Library	Early Women Leaders of Indianapolis	March 14, 2014
Title of Principal Officer	Signature of Principal Officer	Signature Date <i>(month, day, year)</i>
CEO		March 14, 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
<b>Personal Services</b>				
<i>Salaries &amp; Wages</i>				
75 hours of Metadata Specialist time (temporary, part-time position hired specifically for this project)	Number of hours to be worked multiplied by hourly rate (salary)	\$1,485	\$0	\$1,485
120 hours of Librarian time, 10 hours of IT staff time, 2 hours of Communications staff time and 25 hours of Programming staff time (existing staff)	Number of hours to be worked multiplied by hourly rate (salary)	\$0	\$3,571	\$3,571
<i>Employee Benefits</i>				
75 hours of Metadata Specialist time (temporary, part-time position hired specifically for this project)	Number of hours to be worked multiplied by hourly rate (salary)	\$445	\$0	\$445
120 hours of Librarian time, 10 hours of IT staff time, 2 hours of Communications staff time and 25 hours of Programming staff time (existing staff)	Number of hours to be worked multiplied by hourly rate (benefits)	\$0	\$1,072	\$1,072
<b>TOTAL PERSONAL SERVICES</b>		<b>\$1,930</b>	<b>\$4,643</b>	<b>\$6,573</b>
<b>Supplies</b>				
<i>Supplies</i>				
NA	NA	\$0	\$0	\$0
<b>TOTAL SUPPLIES</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Other Services &amp; Charges</b>				
<i>Professional Services</i>				
1,540 digital scans by IUPUI	Quote from IUPUI	\$2,366	\$0	\$2,366
Program presenter for one program	Estimate based on experience hiring presenters for similar programs	\$500	\$0	\$500
<i>Communication &amp; Transportation</i>				
NA	NA	\$0	\$0	\$0
<i>Printing &amp; Advertising</i>				
Printed publicity material (30 posters, 700 fliers)	Estimate based on experience outsourcing printed publicity materials	\$0	\$1,000	\$1,000
<i>Repair &amp; Maintenance</i>				
NA	NA	\$0	\$0	\$0

TOTAL OTHER SERVICES & CHARGES	\$2,866	\$1,000	\$3,866
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<b>Capital Outlays</b>			
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<i>Furniture &amp; Equipment</i>				
NA	NA	\$0	\$0	\$0
<i>Print, AV, Electronic Resources &amp; Collection Materials</i>				
NA	NA	\$0	\$0	\$0
<i>Software</i>				
NA	NA	\$0	\$0	\$0
<i>Other Capital Outlays</i>				
NA	NA	\$0	\$0	\$0
<b>TOTAL CAPITAL OUTLAYS</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>BUDGET TOTAL</b>		<b>\$4,796</b>	<b>\$5,643</b>	<b>\$10,439</b>

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**

The Indianapolis Public Library's proposed project, Early Women Leaders of Indianapolis, includes three sets of materials in the public domain that portray the changing roles of women in Indiana during the turn of the 19<sup>th</sup> into the 20<sup>th</sup> century.

#### **The Indiana Woman (1895-1899, four volumes - 1,200 scans)**

This weekly magazine was published by E.E. Stafford, 49 N. Illinois Street, Indianapolis, and circulated to more than 4,000 subscribers. It contains local society news, as well as numerous photographs of homes, individuals, landmarks, architecture and commercial advertisements for home and personal products.

#### **The Browning/Carnegie Collection (1890s – 1910s, 208 scans)**

This collection consists of correspondence between Eliza Gordon Browning, Director of The Indianapolis Public Library (IndyPL) between 1892 and 1917, and steel magnate and philanthropist Andrew Carnegie concerning funding for new library buildings. The collection also includes several handwritten and typed articles written by Browning about the importance of library services and the library movement, as well as how libraries affect communities. There are newspaper clippings and articles about Browning's work with libraries, as well as her personal passport and photographs of her.

#### **Classical School Papers (1880s – 1900s, 131 scans)**

American educator and reformer May Wright Sewall founded the Classical School with her husband, Theodore L. Sewall, in 1882. The collection contains class photographs, letters, programs, informational papers, and contracts. Some items pertain specifically to the boys, some to the girls and some for both.

### **Part 2: Historical Significance**

#### **The Indiana Woman**

Through its society news, photographs of people and places, and commercial advertisements, this publication paints a picture of life in Indiana for women more than 100 years ago. An announcement to the "Women of Indiana" in the first issue sheds light on the publication's assumptions with respect to women's roles and interests. The first few lines of the opening paragraph read:

*"The Indianapolis Woman believes it has a number of reasons for coming into existence. It realizes to what a liberal degree the women of Indiana are taking up with unending interest the high-class publications of to-day; how exacting the readers are that they shall be right in a literary and in an artistic way. It believes that the affairs of most importance to women and those which they most seek are home affairs, home society, home art, home literature."*

Other libraries that own physical copies of *The Indiana Woman* are the Muncie Public Library and Fort Wayne Genealogy Center. The digital version made possible by this grant would be of use throughout the state.

### **The Browning/Carnegie Collection**

These materials tell the story of Browning's ambitious plans to expand the IndyPL system. In 1893, she moved the Library to a new facility at Ohio and Meridian Streets, the first one constructed primarily for its use. By 1909, that facility became overcrowded, eventually leading the opening of the current Central Library in 1917. Between 1896 and 1897, Browning opened five branch libraries. In 1909, she began planning for several additional branch libraries and approached Andrew Carnegie for funding. Browning ultimately secured \$120,000, but not without extraordinary persistence and resourcefulness. In response to her first letter, Carnegie curtly replied he would only deal with the mayor of the city. Soon after she and her influential supporters from the Commercial Club enlisted the mayor's support, a new challenge arose: condemnation from the editorial board of a local newspaper regarding the use of "tainted" money. Fortunately, Browning found a way to assuage their concerns, smoothing the way for the following branch libraries to be built with Carnegie funds between 1910 and 1914:

- Hawthorne, 170 Mount Street
- East Washington, 2282 East Washington Street (still part of the IndyPL system)
- West Indianapolis, 1926 West Morris Street
- Spades Park, 1801 Nowland Avenue (still part of the IndyPL system)
- Madison Avenue, 548 South Meridian Street
- Browning received funding for a sixth library, but it was never built.

The Browning/Carnegie collection will be an important supplement to the Lawrence J. Downey Digital Library History Collection, which will launch later this year. Downey was the Associate Director of The Indianapolis Public Library between 1973 and 1988. He wrote the Library system's first history, "A Live Thing in the Whole Town: The History of The Indianapolis-Marion County Public Library 1873-1990." Following his 2013 death, friends, family and colleagues made memorial gifts to begin digitizing the Library's historical documents and photographs. While we have yet to raise enough funding to digitize the entire collection, some of our initial projects will include:

- A sermon by Hanford A. Edson, minister of Second Presbyterian Church, calling for a public library in Indianapolis (1868)
- Articles forming the public library (1872)
- The Library's first catalog (1873)
- Manual of the Public Library and procedure book (1896-97, 1897-98, 1900-01, 1905-06, 1911-12)

### **May Wright Sewall/Classical School Collection**

The historical significance of the Classical School collection stems from the prominence of its founder. Unbound by tradition, May Eliza Wright Sewall (1844-1920) endeavored to do all she could for causes still being fought today: education, women's rights, cultural enrichment and world peace. From modest beginnings as a teacher in a one-room Wisconsin school, she became one of the leading citizens of Indianapolis and founder, with her husband Theodore, of the Classical School of Indianapolis. Sewall helped form many of the city's enduring organizations: the Indianapolis Woman's Club, the

Indianapolis Propylaeum, the Contemporary Club and the Art Association of Indianapolis which has grown into the internationally-respected Indianapolis Museum of Art. She worked tirelessly on behalf of rights for women in the United States and around the world during the late-nineteenth and early-twentieth centuries, giving the women's movement an international focus through her pioneering involvement with the International Council of Women and the American National Council of Women. Indianapolis author Booth Tarkington boldly claimed that, in company with Benjamin Harrison and James Whitcomb Riley, Sewall "would necessarily have been chosen ... as one of the three most prominent citizens of the place."

The Indianapolis Classical School material supplements the May Wright Sewall papers already available online through IndyPL thanks to an earlier LSTA grant. This collection of 500 letters written to Sewall and three guest books with remarks and signatures from 197 guests in her home is available at <http://digitallibrary.imcpl.org/cdm/landingpage/collection/mws>. It receives more than 9,000 views per year, suggesting the Classical School material would also be widely consulted.

### **About All Collections**

Although some elements of the proposed collection will supplement additional resources, none of them are available in digital form and are therefore unique. Also, the style or physical "artifact" nature of the material does not provide unique information in and of itself. The material is bound volumes of text, hand written and typewritten documents and photographs.

### **Part 3: Technical Plan**

To complete the scanning, IUPUI University Library will utilize a Konica Minolta PS7000 MKII book scanner. It scans originals in the face-up position to protect book bindings and fragile documents. The 600 dpi output resolution is ideal for digitizing highly detailed text and graphics. IndyPL will use its own CONTENTdm license to manage and upload the digital collection.

IUPUI University Library and IndyPL have detailed backup and storage strategies. IUPUI University Library archives uncompressed TIF images and has a long-term back-up storage strategy that includes using off-site, on-site and approved storage media services. The Scholarly Data Archive in Bloomington, Indiana supports off-site storage. University Library's Operations Unit supports a raid-system to provide access to on-site storage. All archival versions (high resolution, fullest capture, lossless compression) are written to approved storage media and stored off-line with a schedule for regular refreshment and migration. At IndyPL, all digital collections are fully backed up to tape weekly with incremental backups daily. IndyPL keeps up-to-date with standard and format changes, striving to maintain its digital collections as best practice dictates.

Here is the project's workflow:

#### **February – March 2014**

- Librarians (P. Swaidner, C. Marshall) selected materials to be digitized in consultation with scholars.

#### **June 2014 – December 2014**

- IUPUI University Library will scan the images.
- Librarians (P. Swaidner, K. Bacone) and the Metadata Specialist (E. Franklin) will create metadata, address quality control issues and create online catalog records.

#### **November 2014**

- The Metadata Specialist (E. Franklin) and Librarian (C. Marshall, P. Swaidner, K. Bacone) will design a web evaluation form.

#### **January 2015**

- A Librarian (C. Marshall) and the Metadata Specialist (E. Franklin) will write an introductory essay for the collection.

#### **January – May 2015**

- Librarians (C. Marshall, P. Swaidner) and IndyPL's Programming Department will plan and implement an educational program highlighting the collection.

#### **March 2015**

- The Metadata Specialist (E. Franklin), Librarian (K. Bacone) and IndyPL's IT staff will upload digitized images and metadata into CONTENTdm, and into the Library's digital collections.
- The Metadata Specialist (E. Franklin) will add the collection to Indiana Memory and OCLC's Collection of Collections site.
- The Librarians (P. Swaidner, C. Marshall) and IndyPL's Communications and IT staff will implement the communications plan. It will include a press release, online and televised publicity, and staff training.

#### **March – May 2015**

- IndyPL's IT department will collect usage statistics.

#### **June 2015**

- The Metadata Specialist (E. Franklin) and Librarians (C. Marshall, P. Swaidner, K. Bacone) will conduct a formative/internal evaluation.
- A Librarian (P. Swaidner) will submit the final report to the State Library.

Some of the material is oversized and bound with fragile pages, but this will not hinder the scanning process.

The digitization will be sub-contracted to IUPUI University Library. We have a long history of outsourcing digitization projects to that institution. We have been satisfied with their work and their costs are competitive.

We received an earlier grant from LSTA to digitize May Wright Sewall's 500 letters and three guest books. In that sense, the Classical School collection portion of this proposal is a continuation of that grant. There have been no significant methodology changes. Our evaluation of the earlier digital project showed that it has been well used, receiving more than 9,000 views per year. That makes the case for digitizing the Classical School papers.

#### **Part 4: Metadata Plan**

Descriptive metadata will be created through examination of the primary source materials.

This collection will use qualified Dublin Core and Library of Congress subject headings as the established schema of terms and descriptors.

IndyPL utilizes metadata standards for all of its digital collections as established by the Indiana State Library at [http://www.in.gov/library/files/dig\\_metast.pdf](http://www.in.gov/library/files/dig_metast.pdf).

#### **Part 5: Management Plan**

The following is an overview of staff training and experience with key aspects of the proposed digitization project:

##### **Project Management**

- *Pam Swaidner, Manager, Cataloging and Digital Projects*: Ms. Swaidner has a Master's of Library Science degree from Indiana University and 24 years of cataloging experience in academic and public libraries. She served as the project director for three previous LSTA digital projects and oversees other digital projects at IndyPL.

##### **Metadata Creation**

- *Elizabeth Franklin, Metadata Specialist*: Ms. Franklin has worked on three previous LSTA digital projects and several other digital projects at IndyPL. She has a Master's of Library Science degree from Indiana University and 16 years of cataloging experience in special and public libraries.
- *Katie Bacone, Cataloger*: Ms. Bacone has worked on other IndyPL digital projects creating metadata and using the ContentDM software. She has a Master's of Library Science degree from Indiana University and three years of library experience, including one year in cataloging.

##### **Scanning Software and Equipment**

- A Scanning Technician at IUPUI University Library will complete the scans. IUPUI University Library has multiple Scanning Technicians; the one we use depends on who is available when the grant project begins.

## Website Development

- IndyPL's IT Department maintains the CONTENTdm server and manages other IT resources for digital collections.

Although IndyPL plans to partner with another local education or cultural institution to present the public program that will promote the collection, we have yet to select one. We will recruit a partner that shares our vision for the project, which is to increase access to primary resource material on Indiana history and the position of women during the late 19<sup>th</sup> and early 20<sup>th</sup> centuries. IndyPL will make decisions with its partner in the context of open communication via meetings, phone conversations and email correspondence. The partner will be informed of the materials available on the Internet. No equipment will be purchased. IndyPL will own the rights to the digital images.

March 13, 2014

Dear Connie:

The Indianapolis Public Library is grateful for the opportunity to be considered for an LSTA grant through the Indiana State Library. I am writing to endorse the IPL's proposal.

The IPL's digitization project, Early Women Leaders of Indianapolis, would bring together a variety of primary resources to showcase the changing role of Indiana women during the turn of the last century against the backdrop of the public library movement (Browning/Carnegie collection), the education movement (May Wright Sewall/Classical School collection) and popular culture (The Indiana Woman). Through my many years of work researching, writing, and editing Indiana history and biography, including two books on the life and times of Sewall, I have met many other authors and researchers who would be interested in these materials for their own work. The photographs and Carnegie correspondence in the Browning collection, in particular, should spark interest from researchers around the country.

Thank you for your consideration.

Sincerely,

Ray E. Boomhower

From: Madison, James H. [madison@indiana.edu]  
Sent: Thursday, March 13, 2014 8:29 AM  
To: Roberta Jagers  
Subject: LSTA grant

Dear Roberta,

Here is my letter of support to Connie Rendfeld with the Indiana State Library.

Dear Ms. Rendfeld,

I am writing to endorse The Indianapolis Public Library's request for an LSTA grant. The proposed digital collection, Early Women Leaders of Indianapolis, would appeal to a broad range of scholars, students and researchers statewide and nationally.

I would recommend this primary source to students or colleagues interested in the history of Indiana, women, education or the public library movement. Thank you for your consideration.

Sincerely,

James H. Madison  
Thomas and Kathryn Miller Professor Emeritus of History  
Indiana University - Bloomington  
Member of Indiana's Bicentennial Commission

From: Jean and Jim Preer [jpreer@gmail.com]  
Sent: Wednesday, March 12, 2014 3:41 PM  
To: Roberta Jagers  
Subject: Support for LSTA Application

Dear Roberta,

Here is my letter of support for the Library's LSTA grant application:

Dear Ms. Rendfeld,

Thank you for considering the request of The Indianapolis Public Library for an LSTA grant to make possible the digitization of papers related to Early Women Leaders of Indianapolis. As a librarian and library historian, I am writing to support this application.

The proposed digitization project, including papers related to Indianapolis Public Library director Eliza Browning, would be of great value to Master of Library Science students. It would support the curriculum of multiple classes, including Library Philanthropy, Genealogy and Local History, Digital Libraries, Metadata, and the History of Libraries. Further, digitization would make these papers accessible to library students and librarians everywhere.

The role of Andrew Carnegie in expanding public library service in Indiana is of particular interest to our students and to our graduates working in public libraries. As you may know, Carnegie funded more libraries in Indiana than in any other state. Many of Indiana's Carnegie libraries have recently celebrated their centennials and have a continuing interest in the history of early librarianship in the state. I expect the Carnegie and Browning documents to be especially well used.

Thank you for entertaining this unique and important project.

Sincerely,

Jean L. Preer  
Professor Emerita, Department of Library and Information Science  
School of Informatics and Computing  
Indiana University at Indianapolis

jepreer@iupui.edu