

- Name of organization applying: Port Townsend Public Library Foundation
- Address, website, phone number:
- 1220 Lawrence St., Port Townsend, WA 98368
- <http://ptpubliclibrary.org/SupportYourLibrary/LibraryFoundation.html>
- 360-385-3181
- Name of the primary contact: Cameron McPherson, President
- Name of person preparing the RFP: Jody Glaubman
- IRS tax status and registration date: 501 (c) (3); 1994
- Year the organization was founded: 1994
- Organizational mission and primary activity: The Port Townsend Public Library Foundation supports the Public Library's mission and goals* through fund raising that supplements the library's tax-based support for the benefit of our community. To this end, the Library Foundation manages the library endowment fund to support library needs that go beyond those funded by the City of Port Townsend or the Friends of the Port Townsend Public library.
- Description of the clients served and the number involved last calendar year: The Library Foundation
- Organizational budget size:
 - What is your fiscal year? January-December
 - Total expenses and revenue for the most recently completed fiscal year (2011):
 - Expenses: \$117,532.83
 - Revenue: \$304,861.47
 - Identify any operating deficit with the last three years: none

*PT Library mission: The Port Townsend Public Library encourages a lifelong love of reading and learning and supports the quest for knowledge, creativity, and adventure by providing free and open access to information and ideas.

- Name of the project: **Libraries For All**
- Contact person:
Theresa Rini Percy, Director, Port Townsend Public Library
tpercy@cityofpt.us
344-3054
- **Brief project description:**
 - **Purpose of the project:**
The Port Townsend School District libraries are currently operating as stand-alone institutions. In the expanding world of information, this level of access would be less than desirable even if the school collections were able to support curriculum and student needs. Unfortunately, that is not the case. Since 1993, the decline in revenues for the PTSD has seriously impacted their libraries. Library collections are deteriorating, staffing is reduced and the libraries' abilities to support curriculum and provide instruction in information literacy have been curtailed.

Libraries are gateways to reliable and relevant information resources. When students aren't able to find these resources through their school library, they rely heavily on the

Internet for their information needs. The Internet can be a valuable source of information, but this information must be carefully selected and evaluated.

Integrating the Port Townsend School District Libraries with the Cooperative Library Automated Network (CLAN)* will not only upgrade the school district libraries to the Polaris Integrated Library System (ILS), it will allow students /faculty at the schools to borrow from the extensive collections of all the C.L.A.N. members while remaining at their respective schools. Currently, the libraries in the C.L.A.N. system have 161,656 items in the total collection which will give Port Townsend school district students/faculty access to a wide range of nonfiction materials as well as classic and popular fiction titles.

We believe this project will increase students' ability to not only access research materials, we also recognize the rewards of recreationally reading. A recent study in *College & Undergraduate Libraries (2007)* noted that a "positive relationship exists between college students' academic achievement and the time they spend in recreational reading. Reading for pleasure improves reading comprehension, writing style, vocabulary, spelling, and grammatical development." Students and staff will also have access to extensive databases for research as well as free downloadable eBooks and audiobooks through the Washington Anytime Library.

*C.L.A.N. currently consists of Jefferson County Library, Port Townsend Public Library, Quilcene school library, and Brinnon school library.

With this project, we will create an integrated network that will link the collections of Grant St. Elementary, Blue Heron Middle School and Port Townsend High School with the libraries currently in the C.L.A.N. system. Students who don't have the means to visit a public library will be able to not only search through a much larger online catalog for books, magazines, music, and DVD's; a courier will also deliver their requests in a timely manner. In addition, with the professionally selected databases available, faculty will be able to teach students how to effectively navigate information to access the relevant material they need for research. Not every student in Port Townsend has easy access to a public library. This integration essentially brings public libraries to the students in their schools and will help provide a level of "literacy equality" that is integral to the success of students in Port Townsend.

In addition, this is an opportunity to fund a project that has the potential to serve as a model of collaboration for school and public libraries in the state as well as nationally. It is a sustainable model with strong support from both the City of Port Townsend and the Port Townsend School District.

- **Activities needed to accomplish it:**
Daniel Heaton, Systems and Technical Services manager, Jefferson County Public Library, has met with the School District and determined that the school equipment will work with the Integrated Library System. Therefore, he can start inputting the school policies and configure the network so that C.L.A.N. and the school libraries can communicate. Then, he will test the MARC output and import the records into Polaris. After that, staff would be trained and the system would go Live.

- **How is your organization positioned to do the work? Why now?**

The Port Townsend Public Library Foundation is the vehicle for this project that was conceived by the Library Collaboration Team after almost 2 years of study and discussion. In the fall of 2009, educators from the Port Townsend Public Library and Port Townsend School District began meeting to discuss the possibility of library collaboration. This venture was financially, administratively, and philosophically supported by both the school district and the City of Port Townsend as outlined in the memorandum of agreement. (sent with required supplemental documents)

The Library Collaboration Team recognized that both school and public libraries are vital community resources that enable everyone to develop his/her fullest potential as a lifelong learner. But, they also recognized the financial constraints the Port Townsend school district faced and the subsequent impact on school libraries. Because of outdated resources and reduced budgets, school libraries in Port Townsend struggle to meet the informational and recreational reading needs of students. Therefore, the Collaboration developed a plan to bring the school district libraries into the Cooperative Library Automated Network to create a learning center for excellence.

They believe that school and public libraries are natural allies, especially in rural counties with limited educational and informational resources. Bringing the school libraries into C.L.A.N. is the number one priority of the Collaborative as one way to help narrow the achievement gap among students in Port Townsend. In the words of a Port Townsend High School junior, "It's really hard to do my best on assignments when I need to use the library here at school. Some of the materials are pretty old and we don't have a lot of magazines that I could get data out of. I don't have a free period to walk to the city library, I depend on the bus for transportation so I can't go after school. I have to rely on online information I can get at school because I don't have a computer at home. I need to be able to depend on my school library. I just wish it wasn't so hard."

- **Qualifications of project leadership**

- Daniel Heaton has been the Systems and Technical Services Manager at the Jefferson County Public Library for the past two years. In this position he has been responsible for directly supervising four library employees. The position also includes being the systems administrator for the C.L.A.N. ILS, maintaining and upgrading the library's computers and network equipment as well as communicating with C.L.A.N. partners about changes and status of the ILS system. During this time Daniel has also worked with other staff and C.L.A.N. partners on several projects, including the selection, development and implementation of a CMS for the Jefferson County Library's website; heading the committee for the selection of a new ILS for C.L.A.N. and implementing the loaning of eReaders by the library.
- The school district administrative representative for this project is Carrie Ehrhardt, Port Townsend High School principal. Carrie is an active member of the Library Collaboration Team and, looking at the economic future of the school district, she recognizes the immense benefits of this project for all students and teachers in Port Townsend.

- **How will the funds be used? In what ways can the funds be leveraged?**
 - The funds from this grant will be used for software integration, data migration, installation labor and consultation. This grant will provide the essential groundwork for creating a library system that serves all students in the Port Townsend School District, not just those with easy access to a public library. The additional start up funds will be provided by the Port Townsend School District, the Port Townsend Library Foundation, and the Friends of the Port Townsend Library. Eventually, Chimacum School District libraries will also become part of C.L.A.N. resulting in leveraging this grant to provide literacy equality for all students of East Jefferson County.

- **Logistics**
 - **Proposed start and end dates:** This project will begin during the summer of 2012. It will take 2 months for the actual migration of data and setting up the school locations and policies within the C.L.A.N. Polaris ILS. There will be approximately one month for staff training and any trouble shooting before it goes Live.
 - **Specific geographic area served:** Currently, the project would serve the Port Townsend School District. Eventually, it will include the Chimacum School District.
 - **Number of people served and description of the target population:** This project will serve approximately 1,214 students in grades K-12 in the Port Townsend School District. It will also serve the 128 faculty/staff of the three schools. Approximately 46% of the students in the school district participate in the free/reduced lunch program. It's significant that 35% of students at the high school participate and it increases to 56% at the elementary school. This indicates that young families in Port Townsend are facing increasing financial hardships and those children/students need access to the C.L.A.N. system to develop the literacy skills that will ensure they become successful students.

- **Budget Information**
 - Total project budget: \$13,130
 - Amount requested from the giving circle: \$10,000
 - Amount raised or in organizational budget allocated for this work: Port Townsend School District: \$3,130
 - If additional funds are need, how will they be raised? Additional funds will be raised by the Friends of the Port Townsend Library.

- **Outcome and Performance Standards**
 - **What specific need or condition are you addressing?**
Since 1993, the decline in revenues for the Port Townsend School District has seriously impacted their libraries. Library collections are deteriorating, staffing is reduced and the libraries' abilities to support curriculum and provide instruction in information literacy have been curtailed. This situation is not likely to change in the near future. PTSD Superintendent Gene Laes recently predicted that "we're going to be at a maintenance or below-maintenance level of funding for maybe four, five or six years before we can recover." (Leader, 2010) Students and teachers are both impacted by the lack of access to needed library resources. As one teacher stated, our students

“deserve convenient access to quality materials that will help them develop a structure for learning, in and beyond their school experience.”

- **List the resources, actions or steps needed to achieve your goal and provide a timeline.** According to Daniel Heaton, Systems and Technical Manager of Jefferson County Library, the following resources are available.
Bandwidth: A minimum amount of bandwidth is available for each staff ILS client.
Hardware Requirements for Schools: Items such as computer workstations, label printers, barcode scanners are compatible with the ILS and C.L.A.N. network. Certain firewall and network compatibility issues have been met in order to work on the C.L.A.N. network.
Tech Support: Schools are responsible for maintaining their network and hardware.
Timeline: This project will begin during the summer of 2012. It will take approximately 2 months for the conversion, then a month for staff training before it will go Live. (October 2012)

- **Specify the events or products that will inform you that you are on track to achieve your outcomes. What, if any products, reports or plans will be delivered and when?**
 1. School District agreement to join C.L.A.N.
 2. Installation of equipment needed to operate the ILS.
 3. Installation and configuration (setting of policies) of the ILS.
 4. Going Live.

The Port Townsend Public Library will create a “before” survey for teachers in the school district that will help us with collection development. This survey will be distributed in the fall of 2012. In the spring of 2013, we will distribute an “after” survey to measure the outcomes after one school year. Building on the survey data from the first year, we’ll also distribute a survey at the end of two years so we can continue to improve our services.

The Port Townsend Library circulation manager compiles monthly reports of statistics. These statistics will measure increases in circulation, library program attendance, database access, and reference queries almost immediately after we go Live. In addition, we will be able to compare student/faculty usage of the Follett system (currently used in PT schools) with the C.L.A.N. We will present our data to the PT School District, and PT City Council in a timely matter.

- **List the immediate and mid-term results you hope to accomplish. If you can, describe them in terms of increase, decrease, number and percent.**

There are currently 1,214 students and 128 teachers/support staff in the Port Townsend School District. This project will give every student and teacher (100%) in the Port Townsend School District access to and delivery of the resources of the C.L.A.N. system. Teachers in the school district will no longer be limited by lack of materials for their assignments. The Port Townsend Public Library youth services staff will work directly with teachers on collection development, ensuring that the materials teachers need will be available. By the end of the first year, we expect 75% of teachers/staff and 75% of the students to be accessing the C.L.A.N. system through their schools. One high school history teacher explained, “As a teacher, I am expected to challenge each of my students to reach his or her full potential. When I

assign them research and they discover the limited resources they can acquire through their own school library, they become frustrated.” Another teacher talked about buying materials herself for her class, as the (school) library materials were “so old or outdated that it is a challenge for the students to find high quality primary resources.”

- **Describe how you believe the successful completion of your project will build your organizational capacity? How will you measure success?**

The Port Townsend Public Library is the heart of this community. It was awarded a national 3 star rating by Library Journal in 2011, one of three libraries in Washington to be recognized. This recognition was based on circulation per capita, program attendance and in-house Internet use.

Bringing the school district libraries into the C.L.A.N. system bridges the opportunity gap (physical access to a public library) that currently exists in our schools. This project enhances the Library’s mission to provide free and open access to information and ideas by actually providing the means (both through the ILS *and* timely courier delivery of items) for students in Port Townsend schools to not only have the materials they need for current classes, but also to develop their potential to become lifelong learners.

Teachers will also benefit from this program by having reliable, timely access to materials they need to challenge students and enrich their teaching. Success will be measured by increased circulation, increased attendance at library programs, increased database usage, increased hits on the Library’s webpage, and increased reference services. We will also use the information from the teacher surveys to measure the success of this project.

- **Describe any communication components of your work-how will your agency share information with other groups or audiences who may benefit?**

We will promote this project through press releases in our two local newspapers, an interview on our local radio station (with a teacher and a few students after the system has gone Live), presentations for the School Board and City Council, and presentations for the faculty and staff at each school.

We will also post information about this project on the Port Townsend Library’s facebook page and the Library’s teen facebook page. In addition, we will submit a program proposal about this collaboration to the Washington Library Media Association and the Washington Library Association for their annual conferences. We will also submit an article to School Library Journal.

We believe this project can serve as a model for other public libraries and school districts, especially in small, rural areas. Looking to the future, we see this expanding to include the North Olympic Library System, further increasing the ability of all students on the Olympic Peninsula to acquire the skills needed to discover and use information for productive and fulfilled lives.