



**HRAB
LOCAL RECORDS PRESERVATION
2010 GRANT APPLICATION**

ADAH Use Only
Application #:
Award #:

Agency/Entity Applying: Mildred B. Harrison Regional Library

Federal Employee Identification (FEIN) Number: [REDACTED]

Project Director:

Name/Title: Barbara Roberts, Library Director **E-Mail Address:** broberts@pelhamonline.com

Address: 50 Lester Street **Telephone No.:** 205-669-3893

City/State/Zip: Columbiana, Alabama 35051 **Fax No.:** 205-669-3940

Description of Grant Project:

Title of Project:

Starting Date: January 5, 2011 **Ending Date:** September 30, 2011

Summary Description of Project (use only space provided; form has space later for project narrative):

The Mildred B. Harrison Regional Library proposes to conduct a records inventory of the 13 public libraries in Shelby County. This project will also catalog and index the records found in the inventory. Finally, this project will prepare finding aids for these records and include those aids in the website for the library system.

Funding Required for Project:

Grant Funds: \$3,000 **Local Funds:** \$6,270 **Total Cost:** \$9,270

CERTIFICATION OF AUTHORIZATION

To the best of my knowledge and belief, all information on this form and in the narrative is accurate and complete. The document has been duly authorized by the applicant's governing body, and the applicant will comply with all terms and conditions of the grant if funds are awarded.

Signature of Authorizing Individual:

Name/Title of Authorizing Individual: Barbara Roberts, Library Director

Date: 9/27/2010

Send the completed form (including narrative) to:

**Government Records Division
Alabama Department of Archives and History
P.O. Box 300100
Montgomery, AL 36130-0100**

Or submit form by fax to (334)353-4321, or by e-mail (as a PDF attachment) to: records@archives.

alabama.gov. Questions? Contact Tom Turley or Tracey Berezansky at (334)242-4452.

BUDGET FORM

Salaries and Wages: List names/titles of all project staff, volunteers, and consultants; their payment during the project; and the source of the payment (grant or local funding).

Name/Title	Grant Funds	Local Funds	Total
New Part Time Employee To Be Hired (15 hr. wk. 36 wks. @ \$8.00)	\$3,000	\$1,652	\$4,652
Barbara Roberts, HRL Director (1 hour per wk. 36 wks. @ \$20 per hour)	0	\$775	\$775
Kim Emrick, HRL Assistant Director (1 hour per wk 36 wks. @ \$19 per hour)	0	\$736	\$736
Jordan Jones, Cataloger (5 hrs. per wk. 36 wks. @ \$10 per hour)	0	\$1,938	\$1,938
12 Library Directors at Member Libraries in Shelby County Library System (each library director working approximately 5 hours @ average rate of \$15 per hour)	0	\$969	\$969
Subtotals:	\$3,000	\$6,070	\$9,070

Equipment, Supplies, Materials: List equipment, supplies, and materials to be purchased for the project. Include specifications and vendor price quotations with application.

Item	Grant Funds	Local Funds	Total
Subtotals:			

Services: List costs of any vendor-provided services or activities not shown under other budget categories.

Item	Grant Funds	Local Funds	Total

Subtotals:			

Travel: If travel is part of the project, list anticipated number of trips, number of people participating, and estimated cost. Include per diem, room and board, and travel reimbursement rates, as applicable.

Item	Grant Funds	Local Funds	Total
Mileage to 12 member libraries in Shelby County Library System		\$200	\$200
Subtotals:		\$200	\$200

SUMMARY BUDGET:

Add subtotal lines to obtain summary budget figures. (All projects require a 50% cost-share of the total project budget from the grant recipient. Cost-sharing can be either cash or in-kind contributions.)

	Grant Funds	Local Funds	Total
Salaries and Wages	\$3,000	\$5,520	\$8,520
Equipment, Supplies, Materials			
Services			
Travel		\$200	\$200
TOTAL GRANT COST:	\$3,000	\$5,720	\$8,720

Financial Administrator of Grant:

This person is responsible for actual financial administration of the grant, for ensuring compliance with its terms and conditions, and for preparing financial documentation and reports.

Name/Title: Kim Emrick, Assistant Director E-Mail Address: hrhref@shelbycounty-al.org

Address: 50 Lest Street Telephone No.: 205-669-3893

City/State/Zip: Columbiana, Alabama 35124 Fax No: 205-669-3940

GRANT APPLICATION NARRATIVE

Review the instructions in the application guidelines before completing this section. The narrative should be no longer than five (5) double-spaced, typewritten pages (8½ x 11" paper) and should be attached to this application form.

If you have any questions about the application process or need assistance during your grant project, please contact Tom Turley, Local Government Records Archivist, or Tracey Berezansky, HRAB Deputy Coordinator, at:

Government Records Division
Alabama Department of Archives and History
P.O. Box 300100
Montgomery, AL 36130-0100

Telephone:(334)353-4607 (Tom) or (334)353-4604 (Tracey)

Fax: (334)353-4321

E-mail: Tom.Turley@archives.alabama.gov

Tracey.Berezansky@archives.alabama.gov

HRAB website: <http://archives.alabama.gov/hrb/hrbmainpage.htm>

Alabama Department of Archives and History Grant Narrative

In Shelby County there are thirteen public libraries joined together in a library system with the Mildred B. Harrison Regional Library as the headquarters library. As the main administrative hub for the other twelve public libraries the Mildred B. Harrison Regional Library provides instruction and guidance to member libraries on a variety of topics. Unfortunately due to limited funds, limited staff, and limited time the very important areas of records management and historical documents have often been neglected.

If funded this HRAB local records grant will allow the Mildred B. Harrison Regional Library to hire a part time employee, who with the assistance of existing library staff, will assist the twelve public libraries in Shelby County conduct an inventory of their public records as well as an inventory of their historical documents.

One of the roles that the Mildred B. Harrison Regional Library will portray is that of educating the twelve other public library directors and the members of their library boards. The director and assistant director of the Mildred B. Harrison Regional Library will conduct a workshop for library directors with assistance from staff at the Alabama Public Library Service instructing them in using the records disposition authority developed by the Alabama Public Library Service and the Alabama Department of Archives and History. Librarians will be urged to follow the guidelines outlined in the records disposition authority. The Local Government Destruction Notice will also be covered in the workshop. Once library directors have been sufficiently educated in the guidelines outlining document retention, a thorough inventory will be conducted by the proposed new part time employee and each member library director. With the knowledge and understanding of which documents they should keep and which they may discard, each member library will be able to improve storage space and streamline their library's record keeping processes.

In addition to conducting an inventory of library records, the new part time employee provided by this grant will also inventory the 12 public libraries collections for historical records such as local

histories. Jordan Jones, an existing Mildred B. Harrison Library employee, will assist in cataloging and indexing these holdings. The hours Ms. Jones contributes to the project will be a portion of the local funding match.

Finally the new part time position provided with this grant will prepare finding aids that will be included on the website for the Public Libraries of Shelby County noting the name of the historical record, a description of its contents, and the library where it is located. Tasks involved in the implementation of this grant will be divided among the new part time employee, the library director, the assistant library director, the cataloger, and the twelve member library directors. This proposed grant calls for the new part time employee working fifteen hours per week at a rate of \$8.00 per hour to assist member library directors, catalog materials, index materials, create finding aids, and edit the library's website to include information about inventoried historical records. In addition, this grant shows local expenditures of funds for one hour per week of the library director and assistant director supervising the new part time employee and educating the twelve member library directors and their board members. Further, this grant shows local expenditures of funds of approximately five hours per week of the Mildred B. Harrison Library's cataloger to catalog historical documents held at the twelve member libraries. In addition, local matching funds are allocated to approximately five hours for each member library director to attend workshops and inventory records and historical documents. Finally, \$200 in local funds will be used to pay mileage of the proposed new employee as they travel to member libraries to assist in conducting inventories.

This project will allow residents of Shelby County and visitors to the library system's website access to heretofore inaccessible historical documents that have been held at various libraries in Shelby County such as the local history of each city and unique artifacts such as documents belonging to archery legend, Howard Hill, housed at the Vincent Public Library or the contents of the Parnell Collection held exclusively at the Parnell Memorial Library. In addition to local histories of the municipalities in Shelby County, many of the public libraries in the county also have historical

documents relating to local churches and local civic organizations.

The period of the grant will extend from January 2011 until September 30, 2011. Please see an anticipated timeline of grant activities below:

January 2011

Grant is awarded and new part time employee is hired and trained

February 2011

Library director and assistant director will conduct workshops for public library directors on the Local Government Destruction Notice and the Functional Analysis and Records Disposition Authority using the expertise of Alabama Public Library Service staff.

March 2011-May 2011

New part time employee begins inventories at member libraries for library records and historical documents.

March 2011-August 2011

Historical documents are indexed and cataloged with the assistance of Mildred B. Harrison existing cataloger.

May 2011-September 2011

New part time employee creates finding aids and edits Mildred B. Harrison Regional Library website with information about historical documents and artifacts held at member libraries. Assistant library director assists new part time employee with this task.

January 2011-September 2011

Mildred B. Harrison director and assistant director supervise new part time employee, assist member library directors, attend member library board meetings to instruct and inform library board members, and publicize grant and grant activities.

September 2011

HRAB grant is evaluated by Mildred B. Harrison Director and Assistant Director with input from new part time employee, cataloger, and member library directors.

In conclusion, if funded, this grant will address long neglected areas of concern for public libraries in Shelby County. It will provide instruction and education on a very important area, library records. It will provide a more complete record of existing historical documents held at various public

libraries in Shelby County. Finally, it will increase access by the public to historical documents and provide a means for locating historical documents and artifacts held at different public libraries in Shelby County.

**Mildred B. Harrison Regional Library
Part Time, Temporary Library Assistant
Job Description**

JOB SUMMARY

This temporary position will assist in fulfilling the objectives and goals of the HRAB local records grant. Working under the direction of the director and assistant director of the Mildred B. Harrison Regional Library this position will assist member library directors in inventories of local records and historical documents. In addition, this position will assist the cataloger at the Mildred B. Harrison Regional Library in indexing and cataloging historical documents held at the twelve member libraries of the Mildred B. Harrison Regional Library System in Shelby County as well as assisting the assistant director in creating finding aids for historical materials and in editing the library's website to include those materials.

REQUIREMENTS

Minimum educational requirements are a high school education or GED with some college preferred. Possess a valid Alabama driver's license and good driving record.

DUTIES & RESPONSIBILITIES

- A. Assisting local library directors with inventories of records and historical documents (40 %)
- B. Cataloging and indexing (30%)
- C. Creating finding aids and editing library website (30%)

SKILLS & KNOWLEDGE

Ability to work well with people of all ages and educational levels
Ability to follow instructions and work independently
Knowledge of computer application software; ability to create reports, spreadsheets, etc.
Ability to use computers on a daily basis
Ability to learn website editing, indexing of materials, cataloging, and creating finding aids
Knowledge of time management skills; ability to multitask if needed
Ability to communicate effectively in person, in writing, or on the phone with co-workers, supervisors, and the general public
Mobility to maneuver among high and low shelves, stand for long periods of time, manipulate heavy objects