Ohio DPLA Program

Preliminary 3 Year Budget Proposal

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for the Ohio Digital Public Library of America Planning Project

Executive Summary: Following the December 2015 Ohio Digital Public Library of America (DPLA) Symposium, the Ohio DPLA Steering Committee and the State Library of Ohio requested the development of a budget for a three year pilot program. The budget was developed with the following assumptions:

* There will be a single site for aggregation/harvesting of metadata that will then be harvested by DPLA
* There will initially be three community networks (e.g. public libraries, academic libraries, historical societies, etc.), probably based on established networks (e.g. OhioLINK, OPLIN, etc.) that will support a variety of services/activities that the Ohio DPLA participants will require, such as information about the Ohio DPLA program, metadata training, initial metadata harvesting resolution, etc.
* The lead organization for the initial 3 year period will be the State Library of Ohio, which will include administrative and financial support
* A program manager and technology specialist will be central site staff (although they could work virtually), while the metadata specialist/s will be community focused, with knowledge of a specific community (library, archive, etc.) The metadata specialists can be contractors, allowing for flexibility as the project proceeds.
* While in-kind contributions and grants may be available, no revenue is budgeted outside what is available from the State Library.

Budget Options: Three budget options have been developed. The only variance between the three options is the staffing approach. Option A—Decentralized Metadata staff, has part-time contract community metadata specialists; Option B—Centralized has three full time staff including a full time Metadata Specialist; Option C—Metadata working group, has two full time staff, with the metadata working group assisting the Program Manager as the contributing organizations prepare their collections for harvesting and as problems are resolved. Based on Steering Committee discussions and State Library recommendation, we have developed the budget narrative for Option A.

Salaries and benefits: To support the initial three years of the Ohio DPLA Program, the State Library of Ohio would add two full time staff, a Program Manager and a Technology Specialist. Over the three years, the salary costs would be $417,168, which includes an annual salary and benefit increases. Benefits have been budgeted for a total of $116,807. Position descriptions have been developed for these two positions. The total salaries and benefits for three years is $533,975.

Contract services: Community metadata specialists would be provided through contract services. Rather than hiring a single metadata specialist it is recommended that several part time metadata specialists with expertise and knowledge of the different communities be hired. As contract service providers, these individuals could be retained based on the need at the time. During the first year, it is anticipated that the greatest need will be in the public and academic library community and that two part-time metadata specialists would be contracted for. During the two subsequent years, a third part time metadata specialist would be added. These contractors would work closely with the Community Representatives (OhioLINK, OPLIN, Connect Ohio History) who are knowledgeable about the specific communities. It is possible that these Communities could subcontract with the metadata specialist.

The total budget for the Community Metadata Specialist contract services is $263,862.

Hardware and software: The project will utilize open-source software, including Hydra, for the platform. The budget for server space and maintenance is $12,000 over the three years. It is possible that server space may be part of in-kind contribution from a partner organization

Community networking: As part of building DPLA communities, an annual symposium will be held as well as regional networking meetings. $5,000 each year has been budgeted for those meetings. Total $15,000.

Travel: The Program Manager and staff will need to participate in DPLA national and state activities, such as DPLAfest. The total 3 year budget is $9,000.

Promotion: Building participation in DPLA is one of the key activities of the Ohio DPLA Program. Through their planning activities, the Advocacy Committee is beginning the development of messaging. This will be an ongoing activity, including building a project website, development of marketing collateral, etc. The total 3 year budget is $5,000. There’s potential for in-kind contribution from a partner organization targeted toward promotional activities.

Total estimated budget: The total three year budget is $838,837.