

**Montana State Library Commission
Meeting Minutes for October 9, 2002
Helena, MT**

Attendees:

Commissioners: Bruce Morton, Al Randall, David Johnson, Gail Staffanson, Cheri Bergeron, Rosemary Garvey

Commissioner

Absent: Ralph Atchley

Staff: Karen Strege, Suzy Holt, Darlene Staffeldt, Kris Schmitz, Jim Hill, Sue Jackson, Barbara Duke, Bruce Newell, Anastasia Burton, Bob Cooper, Suzy Holt, Sarah McHugh, Sue Crispin, Diane Gunderson, Roberta Gebhardt

Visitors: Debbie Schlesinger, Mike Hamlett, Mark Bruno

Announcements

The meeting was called to order at 9:05.

David Johnson made a motion to adopt the meeting minutes from the August 7 Commission meeting and the minutes from the September 3 teleconference. Bruce Morton seconded the motion and the motion passed unanimously.

State Librarian's Report

Karen Strege commented on the format of the Commission report. Departments are reporting under the goals of the newly adopted long-range plan.

The National Book Festival will take place on Monday, October 14 in Washington, DC. The Institute of Museum and Library Services granted each state library a stipend to attend the event. No staff members from the State Library were free to attend, so Bette Ammon from the Missoula Public Library will represent Montana. Each state will have a table at the pavilion of the states and children will be given maps of the United States to take from table to table to collect stamps that reflect a character found in literature from that state. Montana's stamp is a grizzly bear.

Anastasia Burton, Darlene Staffeldt and Strege met with the Montana Library Association's public relations committee to devise a marketing plan for Montana libraries. One idea is to do a series of three television public service announcements featuring notable Montanans, such as celebrities, writers or sports figures. The marketing group will be meeting again in November and hopes to have a preliminary campaign by MLA time.

The IMLS grant that the State Library applied for with the Historical Society and the Law Library was not funded. The grant will be modified based on the comments received and will be submitted again next year.

The discussions between MSL and ITSD over respective responsibilities and roles concerning geospatial information. Last week Strege and Jim Hill met with Brian Wolf, the Chief Information Officer of ITSD, and Tony Herbert, Deputy Chief Information Officer of ITSD, but did not reach an agreement. A facilitator has been hired to meet with representatives from MSL

and ITSD on October 15. If an agreement still cannot be forged, MSL will make a decision regarding further actions.

Program 1

Staffeldt reported that the Library Development Department has been busy with the fall travel schedule. Four of five Federations have had their fall meetings so far; Tamarack Federation has chosen not to have a fall meeting this year.

The Library and Information Services Department introduced all of the federations to the Government Information Locator Service (GILS) project. Twenty webmasters from state agencies have attended training on how to metatag their web pages. Technical services has been busy with the SIRSI catalog.

The Talking Book Library hosted a volunteer reception. Terry Dwyer, former managing editor of the Great Falls Tribune and a TBL patron was the guest speaker. Strege commented that if any of the Commissioners could find time to go to the reception next year it would be well worth the time. She attended this year and felt very proud to be associated with the people in TBL. The event received comprehensive publicity this year.

Program 7

NRIS used a service called SurveyMonkey.com to do an online survey last month. NRIS conducted the survey to evaluate its services and do a better job of providing patrons with the information they are seeking. The survey is complete and results are being analyzed. Preliminary information indicates that private sector usage of NRIS services is by far the highest. NRIS designs its online web services to serve state agencies, but obviously a lot of private citizens are taking advantage of it. In the public sector there is a good balance between state and local government, federal government and education users.

Over 60% of the visitors to the website visit several times per month. NRIS sites log about 1700 user sessions per day and these last an average of 11 minutes each. According to the survey, about 40% of the visitors to the site use the online applications. One of questions asked individuals to rate the value of NRIS services to their agency or business needs. 47% said the services were essential, 33% said they were valuable, and 19% said they were helpful. Copies of the survey results will be provided to the legislators.

Hill handed out copies of the GIS News, which highlights GIS activities in Montana. One of the articles details the new services and datasets available from NRIS.

LSTA

Sue Jackson reported that September 30 was the end of the federal fiscal year and all grant funds from FY01 had to be expended by that date. A small amount of money will be reverted from the Library Improvement Project. One of the Montanaiana regrant projects will revert funds

The Fall Workshop was held at Carroll College in September and 77 people attended. The workshop went over budget, primarily because it was difficult getting people to speak for free this year. One of the highlights of the workshop was the space planning presentation done by Aaron and Elaine Cohen from New York. Aaron spent a lot of time meeting with librarians and drawing out plans for them. He also spent time at MSL and made some very helpful suggestions. Another highlight was the session on the Emergent Literacy Project in Maryland. Trustee workshops are scheduled. Registration forms were sent to all public library directors and all the chairs of the trustee boards, but response was poor. Another appeal was sent under

Rosie Garvey's signature to library directors asking them to contact trustees individually and encourage them to attend the workshops. This effort resulted in more registrations. Currently, there are 26 people registered for the Great Falls workshop and 47 registered for Billings.

IMLS has asked the State Library to reconcile all Title 2 construction grants from 1984-1997. IMLS is trying to reconcile all Title 2 money in part to get LSTA reauthorized. Strege remarked that the reauthorization of LSTA seems to be stalled in the House and she was unsure about where it was in the Senate, so the FY03 budget has not yet been finalized.

Staffeldt and Jackson will attend the LSTA coordinators meeting in Washington, DC in November.

Library Improvement Project

The LIP Project is complete. Several months ago the advisory board decided that a county library system was not the best plan for Lake County. They have decided to propose a library district plan instead. This is the first application of the new library district law passed at the last legislative session. A petition asking people if they'd support a library district will be circulated this month in hopes of gathering enough signatures for the county commissioners to hold a hearing. If during the hearing it is established that a library district is desirable, then the issue will be placed on the next ballot.

The bookmobile is not on the road at this time. There are currently no funds to operate the bookmobile, but fundraising efforts are taking place. About \$40,000 per year needs to be raised to keep the bookmobile on the road until the library district is established. The county was asked to support the bookmobile in the interim, and although they are verbally supporting it, they feel they don't have the funds to monetarily support it at this time.

MLN

Bruce Newell made a presentation at the Pacific Northwest Library Association conference in Missoula and has been invited to speak to the Library Development Department at the Washington State Library. He also attended an OCLC meeting in Chicago to talk about making World Cat publicly available. OCLC training registration has been slow. The shared catalog has gone live and the software will be upgraded in February. Several more libraries are expected to be added next year.

Newell is meeting with Vision Net to discuss data communications and planning. A good communications network is needed for the shared catalog to work efficiently. Vision Net is the Internet service provider for the state. They are proposing that they manage data communications centrally for libraries. This could potentially lead to lower costs and better data communications management.

Agency Priority List & Executive Planning Process

Strege thanked the staff for working as a team on the difficult task of writing this proposal. The Governor's budget office gave each agency a reduction target and requested that the agencies submit a prioritized list of cuts. The State Library was asked to reduce its budget by approximately \$500,000 for the next two years. To date, the cuts are coming only from the general fund and not from the Resource Indemnity Trust or the coal severance tax. Chuck Swysgood, the Director of the Budget and Program Planning Office, said that these projected cuts are the best possible scenario and it's possible that further reductions will be necessary. The Governor's office will look at each agency's targeted cuts and the state's expected revenues and make a decision within the next month on whether further cuts will be necessary.

The prioritized list details the cuts proposed by Strege and the program managers. The cuts are in items number 10 and 12 on the priority list. The base grant funding for federation support and interlibrary loans are the two areas where cuts are being suggested. Direct aid to public libraries and the purchase of the periodical database are not targeted for cuts. When the economy improves, Strege hopes to ask for these funds back. Strege and Staffeldt have been talking about the cuts to public and other types of libraries at federation meetings, and there seems to be an understanding among the library community that although the cuts are difficult, they do need to be made.

The other proposal being sent to the Governor's office is a plan to integrate NRIS and LISD into the Montana Information Center. Both departments have at their core the distribution of information. This proposal builds on our history of serving information and utilizes staff skills in collection development, management and distribution. The merger was expected to take place in the next three years but this is the opportune time to accelerate the plan due to budget reductions. The Center is conceived to be a virtual digital library containing primarily electronic information, but will also be the archive for state documents less than 30 years old. Documents older than that will continue being sent to the Historical Society to be archived. Periodicals and reference books would be purchased in electronic form. Questions from librarians about library procedures and policies would be handled by the LDD under the new proposal; difficult to answer questions and reference services to state employees would be handled by the Center. NRIS will continue to do support services, requests and outreach and training, but will do them in a collaborative way for more efficiency. The Center will not duplicate any existing or planned services of any other state agency. The staff configuration was an attempt by managers to make a preliminary decision about personnel cuts to be made. The Center would employ 13 staff members, which is a reduction of three. The reduction includes transferring Sarah McHugh to LDD, the RIF that was done last month and an additional RIF to be identified when the details of the plan are finalized.

Hill pointed out that he would like to make it better known what the difference is between what NRIS does and what ITSD does. Many people look at NRIS as a GIS shop, but GIS is merely a tool used to acquire, manage and disseminate information. ITSD has a GIS shop to provide policy guidance regarding information technology in the state. Some believe NRIS and ITSD are duplicative, and it needs to be made clear they are not. ITSD has taken on a significantly broadened role of managing information technology throughout the state, but they were not given the job of content dissemination and management, which is what NRIS is doing.

Staffeldt added there are great possibilities for the merger. Both departments will bring some major strengths to the Center. The document is a rough sketch of what the potential can be and what the very talented and skilled staff members from both departments can accomplish. There are a lot of concerns and a lot of work that has to happen, but the Center will be a positive step for the Library and the state and will put us in a great place to rebuild when the economy improves.

If the Commission approves the plan for the Center, the planning will be done by a series of teams drawn from both sides of the merger. The service team would be the first one to be formed. The target date for the Center is July 1, 2003.

Randall voiced concerns about eliminating the collection and going to electronic resources and not collecting resource materials to support reference needs of Montana's librarians. If the State Library is not doing this, who will? Strege explained that the staff has not yet decided what to do with its extensive Library and Information Professional collection. The Library needs to do more cooperative collection development with MSU and U of M. Strege added that reference

questions to the Library have decreased substantially over the last five years as electronic resources have become more available. The difficult to answer reference questions will be handled by the Center.

Randall commented that if the Center proposal is approved, it needs to be done in such a way that it doesn't send the message to county commissioners that libraries aren't needed because all the information is available on the Internet. Strege said the document can certainly be rewritten to emphasize how important library services are.

Johnson asked what the impact of reducing the TBL Volunteer Coordinator Services would be. Staffeldt answered that the FTE of Volunteer Coordinator manages over 100 hours a month of volunteer services. The lose of this position will make recruiting and organizing volunteers more difficult. If the Volunteer Coordinator position were eliminated, those duties would be assigned to Christie Briggs and the reader advisors and would not be done as effectively.

Randall questioned cutting federation money when that would prevent smaller libraries from taking part in federation projects and services. Staffeldt said she understood his concerns, but the State Library is facing budget reductions of half a million dollars and everything is in jeopardy. There is no way to make the cuts without some suffering.

Morton observed that every library is facing a crisis of relevance due to external forces. The notion that anything we do here threatens the way libraries have done business is not necessarily a bad thing. It's unreasonable to think that libraries will continue to do business as they have in the past. We should view this as an opportunity to do business differently rather than to view it as a tragedy. Morton suggested moving priorities 3-6 up and put 1 and 2 after them.

Randall said that he would rather see the cuts come from ILL than from federations. He requested that during the lunch break the numbers be reworked to show what the impact would be if the cuts were made to TBL and the ILL program rather than federations.

Morton stated that he would not be sympathetic to cutting TBL services since patrons will have very little recourse if the services are cut. Many of the patrons are elderly and can't avail themselves of the Internet. TBL is the only such service in the state for the blind and physically handicapped.

Financial Reports

Schmitz presented the revised budget and the 1st quarter financial report. The FY03 financial report shows the original budget, the revised budget when the cuts were requested and the total cuts. The total agency budget cuts were around \$193,000 for both programs. For FY04/05, that cut will be up to \$260,000. The Library took a \$36,718 general fund vacancy savings cut, so the data coordinator position was not filled and the clerical services assistant was RIFed.

For 1st quarter, personal services is still \$1,173 short, but the majority of it was made up and should come within budget because of the two vacant positions. By 2nd quarter projections should be more accurate. Program managers are watching their budgets closely and making only the necessary expenditures.

The Commission is a little over budget at this point. Regular meetings cost around \$1,900. There are typically six regular meetings and a Commissioner usually attends ALA, so this budget is going to be close.

Schmitz is in the process of closing out FY01 LSTA and moving it into FY02 because they run on the federal fiscal year. New budgets were brought up on October 1. MLN had already spent its FY01 budget by August and was into its FY02 budget. The Commission will need to take a look at this budget because it has been running tight and will need some more allocation.

Federation Revised Plans of Service

Pathfinder Federation meets tomorrow, so their revised plan of service is not yet available. Initially, they targeted the cuts for federation-wide contracts or continuing education. Broad Valley is reducing overhead at federation headquarters, reducing the reference and ILL contract at headquarters and reducing the amount of Internet project grants. Sagebrush is making most of its cuts in its technology and resource-sharing program. Golden Plains is mostly reducing member travel to meetings and training. South Central cut direct grants to public libraries. Tamarack reduced administration, mileage, meals, tuition and registration funds.

Federation Coordinator's Report

Mike Hamlett said there was not a Coordinator's report this time. The revised Federation Plans of Service are an indicator of what is happening in each Federation.

Commission Goals & Objectives

Randall attended the networking task force meeting last month. The biggest issue from that meeting was the fact that there is not enough funding to go around.

Garvey asked if the Commission was willing to host a reception at MLA again. The meeting isn't until April, so there is time to decide what to do. The reception is good public relations, so the Commission feels it is worthwhile. MSL staff will look at holding the Commission meeting in conjunction with MLA.

Johnson helped staff the MSL booth at the fair in Billings. Many people showed interest in the NRIS program.

Randall reported that there was an item on Wired saying that Infotrac is available to do some training. He requested a day of training in Libby in December and will invite his representatives to be there.

Garvey added that there would be a Christmas reception after the December meeting.

Action Items

The ILL numbers Randall requested were presented. This year, ILLs were reimbursed at \$9.59 per loan. If the \$82,000 cut were made to the ILL program, the reimbursement amount would have been \$5.66 per loan based on FY02 figures.

Randall motioned that the priority list be amended by moving the \$82,000 cut from Federations to the ILL program. Bergeron seconded the motion. Randall stated that reducing the ILL amount will hurt, but it will have less impact on most libraries. Information is being sent electronically more often, so postage is no longer as big an issue. Morton said that reducing ILL would probably impact quality of service; it may possibly be slower.

The motion passed unanimously.

Bergeron motioned to move 3 - 6 to top of the priority list with 1 and 2 following and swap numbers 10 and 12. Morton seconded the motion. Staffeldt stated that librarians feel the LDD technology consultant services to be vital and would probably not want that moved lower on

the priority list. The consultants are mostly federally funded. Johnson motioned to amend the prior motion to change the priority list to leave 1 alone and move 2 to 6. Randall seconded the motion. Bergeron accepted the amendment to her motion. The motion passed unanimously.

Randall said he thinks the merger of NRIS and LISD is the way we need to go, but we need to stress the value to libraries in this reorganization, not just to state agencies. He added that he is not downplaying NRIS, but he would also like the name of the center to reflect the library community. Morton motioned that the name of the center have Montana State Library as an integral part of its name. Bergeron seconded the motion and it passed unanimously.

Strege thanked the Commissioners for their hard work on the issue and for making such difficult decisions. Garvey thanked Strege and her staff for all the work they have done to prioritize the budget cuts.

Staffanson motioned to accept the revised budget and 1st quarter financial reports. Johnson seconded the motion and it passed unanimously.

Bergeron moved to accept the addendums to the federations revised plans of service, five of which are final and one of which is a draft. Randall seconded the motion. The motion passed unanimously.

Library Literature Sampler

The Kalispell paper featured an article about Dorothy Laird. The last page of the literature sampler is a compilation of kudos to State Library staff. Sue Jackson was complimented for organizing the fall workshop; Duane Lund and the NRIS staff and Marjorie Smith also received compliments from patrons.

Other Business & Announcements

The next meeting is December 11.

The meeting adjourned at 2:05.