

## Memo

**To:** Commission Members  
**From:** Darlene Staffeldt, State Librarian  
**Date:** January 30, 2006  
**Re:** Executive planning process (EPP)

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We have been invited to the Governor's budget director's office on February 2, 2006 to have an initial visit regarding our possible budget request for the next biennium. Following is the list that we will be sharing with Budget Director David Ewer.

February 2, 2006

**To:** David Ewer, Governor's Budget Director  
**From:** Darlene Staffeldt, Your State Librarian  
**Re:** Meeting regarding possible executive planning process (EPP) requests from the Montana State Library for the 08-09 biennium.

Thank you for this opportunity to visit with you regarding the possible Montana State Library's EPP requests for the 08-09 biennium. Please know that the State Library Commission has not taken action to formalize these requests yet. They will be meeting on February 8<sup>th</sup>. The following is our best attempt to summarize the major issues we feel the Commission will be bringing forward. We have two issues of great concern that have implications beyond the State Library and we are anxious to hear how the Governor will be advising his budget staff to deal with them. Depending on the answer from the Governor's office these items may have to be added to the State Library's priority EPP issues:

- In June 2005 the State Library moved to the O20 or broadband pay schedule. We felt we had to move to a more market based pay schedule because we were having extreme difficulty attracting and retaining qualified staff because pay at other broadband agencies and in the private sector was drawing our folks away. In order to fund the move to the broadband pay schedule we were forced to keep open two critical positions - one was director of statewide library resources and the second was our water information systems manager.

Approximate additional payroll costs to fully fund the broadband pay schedule would be \$100,000.

- Resource Indemnity Trust (RIT): This issue is currently being studied by an interim Legislative Committee and may result in a committee bill that could affect funding for our Natural Resource Information System (90-15-301, MCA) and Natural Heritage Program (90-15-302, MCA). RIT represents approximately \$400,000 for the Digital Library (NRIS/NHP) program of the State Library.

The possible EPP requests that the Montana State Library will be submitting for the Governor's consideration include:

- (1) Moderate increases to existing Montana State Library programs in order for us to keep up with the ever increasing demands for our services and products from Montana's citizens. Approximate total cost for this issue would be \$190,000, including:
  - Recruitment, interviewing, hiring budget: For years, we have had significant difficulties trying to fill positions. Time and time again we are hindered by an inadequate budget available to help bring in strong candidates for interviews and/or being able to help with moving costs. (Approximate cost would be \$10,000.)
  - Montana State Library technology infrastructure budget: MSL's reliance on its information technology infrastructure has grown significantly over the past decade, and MSL has effectively utilized new technologies to deliver quality information to patrons at their desktops. By drawing from budgets throughout the agency and with considerable help from its many partners, MSL has been able to build the infrastructure necessary to support the agency's move into the world of electronic information management and dissemination; however, effective maintenance and support of that infrastructure is not possible without dedicated budget and staff. Direct funding for equipment and software maintenance and turnover and a dedicated IT support FTE are necessary. (Approximate cost would be \$100,000)
  - Talking Book Library staff request. The National Library Services for the blind and physically handicapped service standards require 8 FTE for the service area size represented in Montana, we have only 6 FTE in our program and we are constantly struggling to provide the services our special Montanans require in this area. We need to add at least the one FTE to this important program. (\$38,000)
  - Public Information Officer for the Montana State Library. MSL provides a wide variety of services to Montanans all over the State and we need to be able to do a better job of telling Montanans about the services that

are available to them. (Approximate cost for a half time position and project budget would be \$42,000.)

- (2) A centrally funded statewide purchase of OCLC (Online Computer Library Center) services will provide the following services:
  - a. A statewide catalog of all the books in all Montana's libraries; available to all over the open Web through library catalogs, Yahoo, and Google.
  - b. Cataloging software and data to help all Montana's libraries efficiently maintain their library's catalog, as well as build a quality statewide catalog, by providing all Montana's libraries with cost-effective quality cataloging records and cataloging tools.
  - c. Resource sharing applications allowing Montanans to efficiently borrow materials from other Montana (and the world's) libraries.

All Montana's libraries work together to serve Montanans. Universal OCLC membership will help grow Montana's shared knowledge infrastructure, which will directly benefit education, assist in growing Montana's economy, and be an asset to all Montana's libraries and Montanans. Approximate cost would be \$580,000.

- (3) Permanent Public Access and collection(s) budget: The rate of acquisition of items into the MSL State Publications Center (22-1-212, MCA) continues to increase, as does the number of depository libraries supported by the program and the number of items shipped to depository libraries. In addition, many items are now available only in electronic format, or in both electronic and print format, a trend in publishing that requires additional staff time and skills, dedicated software, electronic storage, and preservation assistance. MSL is currently funding some of these needs from its collections budget, which was already significantly reduced by the 2003 legislature, not because of lack of support for the collection budget, but in response to the statewide budget crisis that hit all agencies. Dedicated funding for costs associated with acquisition and preservation of electronic publications and an addition FTE to support acquisition, cataloging, and preservation of the ever-increasing number of publications are necessary. (Approximate cost would be \$80,000)
- (4) The Montana Shared Catalog (MSC) is a voluntary consortium comprised, as of January 2006, of 62 libraries serving 246,945 users with 593,343 titles. Library patrons can use MSC to search library holdings, learn more about books of interest (reviews, tables of content, summaries, chapter excerpts), scan bestseller lists and determine availability, place holds on library materials, and be notified via e-mail when interesting

materials come into the library. MSC is comprised of all kinds and sizes of libraries, with more libraries joining every year. The State Library administrative staff would manage the MSC budget, pay MSC bills and collect annual membership payments on behalf of the MSC. New budget authority is required to do this. A "proprietary fund", a fund marked specifically for MSC operations, would likely be established by the legislature for management of MSC monies. The State Library's involvement in the MSC as an ongoing project would include supporting statewide growth of the catalog and encouraging user sharing groups. Staff and hardware infrastructure to run the MSC would continue to be supplied by the State Library. The system would continue to be administered by staff that is, therefore, not answerable to any particular MSC library. A "proprietary fund", a fund marked specifically for MSC operations, would likely be established by the legislature for management of MSC monies. MSC monies would fall under the auspices of the State. Approximate cost in general funds would be \$157,323. Approximate annual ongoing budget for the Shared Catalog with monies coming into a proprietary fund from libraries across Montana would be \$400,000.

The State Library Commission may also be proposing legislation:

- To revise and enhance current statutes under 22-1-201 through 22-1-218 MCA to ensure permanent public access for all Montana State government publications.
- Revise and enhance current statutes under 22-1-328 through 22- 1-329 MCA to improve the process for interlibrary loan reimbursement or fulfillment for Montana's libraries.
- To request library book purchasing be exempt from the Montana Procurement Act.

The memo to David Ewer, Governor's Budget Director ended here, but as a Commissioner you might want to see other items that we did consider putting in the requests for increased or new funding to help provide better library services and products to Montanans:

- Restore all the funding lost from the State Library during the 2001, 2003 and special session funding cuts which includes: (1) The NRIS /NHP program was reduced by \$37,500. This cut significantly reduced the equipment budget for the program, at a time when our reliance on IT infrastructure to serve the needs of MSdL is growing. This cut also resulted in an increased reliance on contract funding, thus detracting from the time spent on core mission tasks. (2) State aid per capita, per square mile by \$20,000. Local libraries face local funding decreases at a time when information and knowledge are becoming critical for the

social and economic health of a community. We speak of economic development, education, access to information, and the needs of citizens for accurate and relevant information in a democracy, the digital divide; all dependent in some measure on access to free public libraries.

- Statewide technology librarians: The Great Falls and Billings consultants are funded via federal library service and technology act grant but as the most popular project with library directors, staff and trustees across the state we need to get them funded by general fund, in order to release the federal funds for future statewide “demonstration” projects such as shared databases, shared training opportunities, statewide shared e-content. The projects are potential benefits for all Montanans. Approximate cost would be \$124,000.
- Statewide shared e-content (books, reference materials, magazines, databases, map collections, etc.) and services. \$970,000
- Collaborative Get-It! Project Fulfillment services include resource sharing (interlibrary loans), acquisitions, cooperative collection development, courier services, et cetera. Courier services comprise majority of expenses. \$1,000,000
- Information Access Act of Montana (MCA 22-1-301) which passed the legislature in 1989 has never been fully funded and the Montana State Library, working with Montana libraries of all types, hopes to create a “Montana Library Card” (or its functional equivalent) – a means by which users in participating libraries have convenient lawful access to library content and services in every participating library in the state. Approximate cost would be \$300,000.
- Ongoing assistance for public libraries in communities experiencing a growth in taxable value of less than 2.0%. List would include: Big Horn County Public Library, Boulder Community Library, Carnegie Public Library Big Timber, Chouteau County Library, Conrad Public Library, Daniels County Library, Ekalaka Public Library, George McCone Memorial County Library, Glasgow City-County Library, Glendive Public Library, Henry A Malley Memorial Library, Judith Basin County Free Library, Liberty County Library, Lincoln County Public Library, Miles City Public Library, Petroleum County School-Community Library, Phillips County Library, Prairie County Library, Roosevelt County Library, Sheridan County Library, Sidney Public Library, Stillwater County Library, Toole County Library, Wibaux Public Library \$960,000
- MLN infrastructure staff, MLN infrastructure capital, MLN infrastructure services, travel, and supplies, Marketing contracted services and materials, and Training (laptop lab plus training staff), for a total of \$635,000