DRAFT PROPOSAL FOR ADDITIONAL
MONTANA SHARED CATALOG (MSC) STAFF – JANUARY 2009

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(Note: This draft proposal has been reviewed by the MSC Executive Committee and is scheduled to be an action item on the agenda for the MSC Membership Meeting on May 8, 2009 in Bozeman.)

1. **Background**: As the number of MSC libraries continues to grow, an additional FTE for a second MSC Technical Services Assistant will be essential if MSC Administration is to continue to provide adequate operation, support and training for all MSC members. The Assistant's primary responsibilities will be training, catalog maintenance and support with a minor role as administrative assistant. Not only will this position help with the current MSC staff workload, it will also free up time for the Director to lead, administer and promote the MSC. Most importantly it would allow for more frequent and effective membership training and a cleaner catalog database. Without this additional help, things that we should be doing like outreach, ongoing training, catalog cleanup, evaluating additional and alternative software solutions, and growing user-sharing groups and the consortium in general, cannot be given the attention they deserve. A decreased level of administration, training and support for current and new members would keep the MSC in a static mode and could ultimately impact the growth and future of the MSC cooperative effort.

2. **Funding** for this new FTE was initially pursued from the State of Montana General Fund but the request for that funding was removed from the State Library's FY10-11 budget request at the direction of the Governor's Budget Office. Thus, other funding options need to be considered such as combining general, LSTA and MSC monies, re-purposing of current MSC funds, or adding a line item cost to future MSC budgets.

3. **Info:** The growing of the MSC support staff has been discussed during recent MSC Executive Committee meetings and the MSC Members Council meeting in October, 2008. There is general approval among the membership that we go forward with identifying funding and hiring an additional FTE for the MSC administration and support team in the coming year. An important point to keep in mind with the current MSC Assistant funding structure is that it dictates the position spend at least half its time supporting the current membership (MSC funds) and half its time bringing on new libraries (LSTA funds). These parameters would not apply to the proposed additional position as it is designed to address training and cataloging needs for the entire MSC membership.

4. **Current and Projected MSC Staff workload distribution**

Current (Jul-Oct 2008)

Position:	Director	Network Manager	Systems Tech
Admin	50%	5%	0
Support	30%	40%	25%

	5%	30%	65%
Configuration	5%	30%	65%
Training	5%	0	5%
Meetings	10%	0	5%
Non-MSC duties	0	25%	0

Projected (projected for an entire year and adding libraries)

Position:	Director	Network Manager	Systems Tech (current)	Tech Services Assistant (new)
Admin	65%	5%	0	5%
Support	15%	50%	40%	30%
Configuration	0	15%	50%	10%
Training	5%	0	5%	40%
Meetings	15%	5%	5%	15%
Non-MSC duties	0	25%	0	0

Support includes email, phone and on-site technical support along with catalog clean up and maintenance.

Configuration includes adding new libraries (data migration, profiling, policy and reports configuration) and modifying current policies and profiles.

Non-MSC duties include Library Development Division web site maintenance and state-wide projects technical support and implementation which directly benefit MSC libraries as well as the rest of Montana's libraries.

5. **Proposed Position Description:** MSC Technical Services Assistant

The Montana Shared Catalog (MSC) consortium seeks a Technical Services Assistant in order to assist system administration with training, support and catalog maintenance. The job involves working with the current integrated library system (SirsiDynix Symphony) to provide technical services for the library members of the consortium. The work requires a strong understanding of the Symphony Workflows configuration, circulation, cataloging, reports, and serials control modules. The job will require occasional travel to libraries throughout the state to provide on-site training for MSC librarians. The ability to create, maintain and deliver training materials and experience with MSC cataloging procedures is necessary. At least two years of working with the Unicorn/Symphony integrated library system is preferred. This position will report to the MSC Director and be employed or contracted by the Montana State Library . If established as payroll position (as opposed to a contract position), it will be eligible for Montana state employee benefits.

6. **Proposed funding possibilities for approximately $40,000/year salary contract hire.**

Near term (FY10): Re-purpose funds that have been set aside for catalog cleanup ($40K) and EPS ($35K) along with possible extra funds from planned future hardware purchase, authority maintenance and the reserve fund. The State Library recently informed me that there is $9,000 unused from previous year's funds for the current staff position which could also be used for the proposed position's first year funding. I believe enough funds could be made available from these sources to contract hire an additional staff person, full time, for at least 1 year.

Long term (FY11 and beyond): Determine if contractual hire should continue or change to regular hire with benefits. Add line item in FY11 budget for additional staff - part time if no funds are forthcoming from proposed repurposing of ILL reimbursement, full time otherwise. Continue to petition the State Library to: (1) again pursue state funding for an additional FTE, and/or (2) recommend the use of LSTA funds for half of new employee salary using training and new library implementation as the basis.

FY10 and FY11 budget projections, _assuming continued growth_ of consortium membership, indicate minimal impact on individual library on-going costs if additional staff is fully funded by the MSC member libraries. No rise in individual library on-going costs is anticipated should the repurposing of ILL reimbursement funds occur as per the recommendations put forth in 2008 by the Network Advisory Council and the Fulfillment Task Force.