Memo

To: Darlene Staffeldt
State Librarian

To: Montana State Library
Commission

From: Sarah McHugh, Statewide Projects
Librarian, on behalf of Bob Cooper
Director, Statewide Library Resources

From: Darlene Staffeldt
State Librarian

Date: November 10, 2009

Re: Summary and recommendations from the Network Advisory Council 11/03/09 meeting

The following summary reflects the Council's discussions and recommendations, organized by agenda items. Agenda as well as other meeting materials can be found at: http://msl.mt.gov/About_MSL/network_advisory_council/network_tf_materials.asp

Item 1: Evaluation of the Courier/Delivery Service Pilot RFP responses and the selection of a vendor

The scoring process was facilitated by Bonnie Belling, State Procurement Office. The process resulted in the choice of a vendor. The Council, State Procurement and MSL staff is following up with the vendor to further clarify particular points in the response, preceding the awarding of the contract.

Item 2: Final recommendation for repurposing ILL Reimbursement Program funds

Discussion focused on the process undertaken to date: the year long effort of the Fulfillment Task Force (FTF), the recommendation to the Council from the FTF that the Interlibrary loan (ILL) reimbursement program funds be repurposed with 50% of the funds going toward the Mt-OCLC group services contract and 50% of the funds going toward reduction of the ongoing cost of the Montana Shared Catalog, the Council's recommendation to the MSL Commission last year of that 50/50 division and the recognition that the majority of responses received by the Council from the Montana library community are in favor of that 50/50 division.

<u>RECOMMENDATION to the State Library Commission and the State Librarian:</u> The Council recommends that the ILL reimbursement program funds be repurposed with a 50/50 division: $98,885 toward the OCLC Group Services contract and $98,885 toward the reduction of the ongoing costs of the Montana Shared Catalog.

<u>Item 3: FY 2009 LSTA Budget Reassignment Recommendations</u>
        Due to the timing of invoices, the FY 2010 OCLC Group Services gap payment covered by MSL was paid out of FY 2008 LSTA rather than FY 2009 LSTA. $58,811 had been budgeted from FY 2009 LSTA to cover the FY 2010 OCLC Group Services costs of 15 WorldCat Cataloging Seats and the Group Catalog. Additionally, OCLC applied a $300 credit to all customers' FY2010 CONTENTdm invoices, because of software upgrade issues over the summer that took time to resolve.   This reduced the total invoice for the statewide CONTENTdm license by $300. There is therefore a total of $59,111 in FY 2009 LSTA that had been previously assigned to FY 2010 OCLC Group Services, that needs reassigning.

<u>RECOMMENDATION to the State Librarian and the State Library Commission:</u> The Council recommends that these FY 2009 LSTA funds be reassigned to the following projects, as suggested by the Statewide Projects Librarian:

Montana Memory Project Support Position	$ 6,082.00
WorldCat Local Additional Phases FY10: 1 large academic, 1 medium public, or other similar combo*	$ 23,200.00
Long Term Access/Preservation Solution Startup Pilot	$ 15,000.00
Unassigned: To be reassigned before Sept. 2010	$ 14,829.00
Total FY09 LSTA reassigned	**$ 59,111.00**

<u>Item 4: Statewide Projects Update</u>
        An update on statewide projects and a Montana Shared Catalog update were presented to the Council and are available on the Council's meeting materials site. Current statewide projects include MontanaLibrary2Go, WorldCat Local Pilot, EZProxy Pilot, Statewide Subscription Databases, HeritageQuest, OCLC Statewide Groupd Services Contract Renewal FY2010, OCLC Copy to Full Project, and the Montana Memory Project.

<u>Item 5: FY 2010 LSTA Preliminary Budget Discussion</u>
    The Statewide Projects Librarian shared with the Council her thoughts and suggestions for FY 2010 LSTA projects, which were based on these central directions:

- The continued growth of a statewide shared catalog
- The implementation of the concept of "Integrated Discovery Systems" statewide
- Continued, new efforts to meet the library user where he/she lives, works and recreates

- Significant growth of a statewide delivery system for all types of library materials

Continue funding was suggested for:
- MSL Statewide Library Resources, Library Development Division and Talking Book Library (This includes marketing and management of statewide projects and contracts, grants management, and provision of statewide library services to Montana's blind and low vision population.
- MSL Statewide Library Consultant positions
- MSL Statewide Trainer position
- Montana Shared Catalog startup costs for new libraries
- Montana Shared Catalog MSL staff
- OCLC Group Services: Gap amount following enrollment
- MontanaLibrary2Go: vendor yearly hosting fee, some level of vendor's New Library Participation Fee

Increased funding was suggested for:
- The statewide CONTENTdm license

These new funding proposals were suggested:
- Digital Long Term Access: OCLC Digital Archive subscription
- Open URL resolver to build a statewide federated searching tool via WorldCat Local and other resources
- Test of OCLC's new web-scale management services
- Pilot to help fund libraries' presence on hand-held devices
- Expansion of the courier pilot
- Expansion of EZProxy for statewide central authentication

The Council agreed with the suggestions and will address the FY 2010 LSTA budget at their March, 2010 meeting.

Item 6: ARM procedures and summary of proposed changes
The Council supports the State Library's suggestion that because of the likelihood that an Administrative Rules of Montana (ARM) hearing will be needed in early 2010 to facilitate the proposed repurposing of ILL Reimbursement Funds, the State Library should pursue several additional ARM "housekeeping" and updating changes under the same process. The Council agrees with the State Librarian that it is expedient and of service to the library community to combine ARM processes rather than to run several separate processes throughout the year.

The additional, suggested areas of change as proposed by the State Library, are:
1.   Public Library Standards – Address library board meeting requirements, timeline for review of governance structure, trustee certification, mission statement requirement, timeline for reviewing adequacy of insurance coverage, certification of all public library directors in accord with the revised certification program, library director membership in the Montana Library Association, library director role in the development of innovative programs, staff training, library websites, collection management policies, building plans, and patron surveys.

2.   Library Federations - Address the inequity of Federation Coordinator travel costs to Library Commission meetings by altering the Federation funds distribution formula to pay for Coordinator travel prior to the division of the remainder of the funds to each Federation (as suggested by the Federation Coordinators), address timelines for submission of Federation Plans of Service and Annual Reports, include tribal libraries in description of whom is eligible to participate in a Federation, and clarify federation libraries' ability to purchase access to online bibliographical information with federation funds.

The Council agrees with the proposal to pursue alterations in language in these areas, through the approach suggested by the State Librarian.

Item 7: Adoption of a calendar year 2010 meeting schedule
The Council adopted this 2010 meeting schedule:

Tuesday, March 23, 2010
Tuesday, May 18, 2010
Tuesday, July 27, 2010
Tuesday, November 9, 2010

The March, May, and November meetings will primarily focus on addressing immediate Council business. The primary focus of the July meeting will be to discuss and make recommendations regarding the future growth and development of collaborative statewide library services and projects. All meetings are anticipated to be held in Helena.

Item 8: NAC organizational structure / appointments / bylaws
The Council will address these areas at their March meeting.

Item 9: Open Source Software – Further Discussion
The Council heard and discussed reports of the Evergreen and the Koha conferences. These reports are also available at the NAC website:
http://msl.state.mt.us/About_MSL/network_advisory_council/network_tf_materials.asp