

# Memo

**To:** Bob Cooper, Director  
Statewide Library Resources

**To:** Montana State Library Commission

**From:** Donci Bardash, Project Director  
Broadband Technology  
Opportunities Program (BTOP)

**From:** Bob Cooper, Director  
Statewide Library Resources

**Date:** March 15, 2011

**Re:** MSL Broadband Technology Opportunities Program (BTOP) Public Computing Center Grant (PCC) Update

## I. Significant Accomplishments

- a. Equipment-** Computers, printers, headphones, and networking equipment have been ordered for all BTOP sites. Approximately half of the equipment is on-site, with the remaining shipments scheduled throughout the next three weeks.

Items were purchased from Dell, Hewlett Packard (HP), and Information Technology Core (ITC). This includes:

182 Desktops	46 Replacement Monitors
148 Laptops	2 Projectors
3 iMacs	33 Printers
11 HP Touchsmart PCs	153 Headsets/ Headphones
9 Routers/ Wireless Access Points	7 Switches

- b. Furniture-** MSL has completed the Request for Proposal (RFP) process and contracted with Big Sky Reporter (\$55,985) and Gaylord Brothers (\$5,532) for library furniture, including:

5 Child Desks	10 Folding Tables
2 Child Chairs	126 Chairs
3 Versa Desk Systems	25 Floor Carrels
2 Laptop Carts	22 Compact Desks
1 Corner Cluster	8 Stations w/ Recessed monitors
23 Americans with Disabilities Act (ADA) Adjustable Desks	

All furniture will be on-site by mid-April.

- c. **Installation Support-** BTOP libraries were polled regarding the level of installation support and on-going troubleshooting assistance they would need. All participating libraries, with the exception of three, had on-site information technology (IT) staff, services provided by their local government, and/or contractors under existing contracts. BTOP arranged for the remaining three libraries to receive support from Morrison-Maierle under the state term contract. All computers come with next day support.
- d. **Local Staffing Support-** Five libraries are receiving direct financial support to hire local library staff. The BTOP staff has provided the libraries with sample job descriptions, policies and procedures. Two libraries have hired staff; the remaining three libraries are in various stages of the hiring process.
- e. **BTOP Website-** Several additions have been made to the public BTOP website, including sections on "recent activities," "resources and forms," and "requests for proposal." We have collected several photos from BTOP libraries receiving and using new equipment. A slideshow will be added in the coming weeks.
- f. **Reporting & Federal Activities-** MSL is in good-standing with all federal agencies. Our Recovery Act (1512), Quarterly, and Annual program and financial reports were all approved and accepted by NTIA. We continue to collect monthly performance measures from participating libraries, which will be used to compile upcoming reports due April 10<sup>th</sup> and 30<sup>th</sup>. Our revised baseline report with new performance measure targets was also approved. We are awaiting formal approval of a submitted budget modification.
- g. **Partnerships & Outreach-** The project director has met with leadership from AARP, the Department of Public Health & Human Services (MT- DPHHS), the Census and Economic Information Center, Department of Labor and Industry Workforce Services Division, and Vocational Rehabilitation. Meetings are anticipated in the immediate future with the Self-help Law Program of Montana Supreme Court, MT Digital Academy, and the Director of Indian Affairs. In May, BTOP will establish Collaboration Work plans with all partners, outlining outreach and training targets and strategies.

## II. Planned Activities

- a. **Children's Computers-** BTOP will be purchasing 28 additional desktops and colorful, child-sized peripherals (keyboards, mice, and headsets) to be used as children's computers. The computers will be shipped to a vendor under our terms contract, who will load all children's software. The computers will be delivered to BTOP libraries plug-and-play-ready before the end of April (and before summer break). Patrons will not be required to load disks to access the children's software.

- b. E-rate Specialist-** A RFP for [E-rate consulting services](#) posted March 9<sup>th</sup>, and will open April 5<sup>th</sup>. The scope of work includes: research on compliance and allowability of MSL to supplement local library broadband costs; identification of compliance issues and recommendation of corrective actions; and, guidance on local library concerns, best practices and emerging issues relating to E-rate.
- c. Broadband-** The BTOP team provided a written outline of the process for expanding broadband at participating libraries. The following will be considered when determining the financial amount and length of broadband support: current broadband speeds (including average per workstation), local availability of service upgrade, local library commitment of sustainability beyond the BTOP grant, cost, and compliance with E-rate and BTOP. Libraries will be polled this spring, and upgrades will begin as early as July.
- d. ADA Software and Peripherals-** The State Procurement Bureau has re-posted an Invitation for [ADA software and peripherals](#), including: low vision keyboards, MonoMouse USSB CCTV Magnifier, Zoom Text software, ergonomic optical mouse, MAGic Pro with Speech software, and JAWS Pro reading software. The bid will open April 4<sup>th</sup>, with deliveries expected within 30 days.
- e. Technical Assistance and Monitoring-** The BTOP team is scheduled to visit North Valley Public Library, Preston Town-County Library, Ronan City Library, North Lake County Library, Flathead County Library and Missoula Public Library from March 16-18, 2011.