

State Librarian's Report February & March 2012

Prepared for the April 11, 2012 Commission meeting
by Jennie Stapp, State Librarian

As was the case in February, this State Librarian's reports will report progress towards the successful fulfillment of the State Librarian's Work Plan.

Complete the State of Montana Leadership Challenge

According to the Department of Administration this training is currently only available for agencies with union employees that conduct collective bargaining. Because MSL has no union employees, we do not have a seat available for this training. Based on feedback I received about this training it seems like it would be valuable for the MSL management team to take together. Once we have a full management team we will consider scheduling it for the group.

For your information, over the last four years I have completed three management training courses also offered by the Professional Development Center. They are Essentials of Management I and II and the Principles of Upper Management. These were intensive training programs over a total of twenty-one days. Topics covered included: organizational leader, strategic planning, performance management, team building, personnel policy, conflict resolution, project management, ethics, and state budget administration.

Build successful working relationship with contacts in the Governor's office and keep office informed of present status of library services and future needs.

Because much of this probationary period is dedicated to relationship-building, I believe it is important to expand this goal to include the State Legislature, Montana's Congressmen and county representation and other state officials. To that end:

On February 10 I met with Viv Hammill, the Governor's Chief of Staff. She introduced me to Patti Keebler to whom I briefly mentioned that I'd be in touch about upcoming appointments to the Commission. Viv confirmed that the Governor is not filling the Education Policy advisor position which was vacated when Dan Villa took the position of Governor's Budget Director. Some of that work is being filled by the Health and Families policy advisory, Jessica Rhoades. In particular, we discussed pay raises that are occurring in some state agencies. They are being strongly supported by the Governor's Office as long as the raises are within agencies' current budgets. She understood the unfair position this puts small agencies in because we do not have the

available discretionary funds. She also said that when they are building our budget for the next biennium the Governor's Office plans to build in an amount for raises. I told her that, as we revise our broadband pay plan policy, we intend to adopt the 2008 market rates (this is reflected in the draft Broadband Pay Plan). We talked briefly about the transition of the BMSC to MSL and the continued work of the GIS Task Force. She again seemed supportive of the anticipated recommendation from that group for increased funding for fixed costs (see below). Viv encouraged me to call or stop by anytime. Since then I have regularly communicated with her, particularly in regard to questions about out of state travel.

On February 14 Shawn Graham, Mike Bousliman and I had a final meeting to agree to the final recommendation of the State GIS Task Force. We agreed to recommend to Dan Villa that an additional \$125,000 be added to MSL's fixed costs to cover MSL's increased use of the state GIS enterprise architecture and to ensure that the enterprise is, therefore, available for all agencies to use. As we build our budget, Kris and I will ensure that this amount is included.

On March 7 I had lunch with Representative Jon Sesso. He is keenly interested in the progress to merge the Base Map Service Center into the State Library and he is very supportive of our efforts to date including OBPP's request to increase MSL's fixed costs. Representative Sesso asked that we send him our EPP requests when they are finalized.

Harold Blattie offered a session on the library budgeting process at the Broad Valley's Federation meeting in Butte. There we had a chance to discuss a number of pressing issues including the draft AG opinion regarding library budget authority and the merger of the Base Map Service Center to the State Library. Mr. Blattie believes that the AG opinion will stand. He, too, is supportive of the Base Map Service Center to the State Library and supports the grant process used to develop GIS at the local level.

On March 22 Judy Hart, representing MLA, and I offered testimony to the Interim Committee on Education and Local Government on the roles of libraries in education. Judy described at length how public libraries support early literacy and offer services schools, students and adult learners. I then shared how the State Library supports many of the services she described including the Ready2Read program, the Montana Shared Catalog, the Statewide Databases, the Montana Memory Project, state government information, our geographic and natural resource information and the education and training opportunities we provide. We received specific questions regarding our early literacy program and the Statewide Databases, a program that is strongly commended by Senator Facey as a great investment for Montana.

On March 23 I made a follow-up call to Patti Keebler, Governor's Board and Commission Advisor, to advise her on the need for Commission appointments this spring. She appreciated the call and I told her I would follow up with her in mid-May regarding status of applications.

With approval from OBPP, I organized a committee to review and update the Montana Land Information Act and other statutes impacted by the transfer of the BMSC to MSL. This committee included Stu Kirkpatrick and Evan Hammer from MSL, staff from the State Information Technology Services Division and the IT Manager from Lewis and Clark County who is a key GIS partner in the state. The draft legislative changes were reviewed by Mike Bousliman, chair of the GIS Task Force and Shawn Graham from the Governor's office and will be shared with OBPP at a meeting scheduled for April 3.

MSL has a meeting scheduled with OBPP to review initial EPP concepts on May 1. By this time MSL will have reviewed EPP proprieties with the MSL Commission and sought input from MLA and MLIAC. EPP priorities must be submitted by May 7.

On March 26 I sent a letter to Senator Baucus encouraging him to sign a "Dear Colleague" drafted by Senator Snowe that tells President Obama that the Senators support level funding for LSTA for FY13. Senator Tester already signed the letter and I sent him a letter thanking him for doing so.

Preparations are underway for Colet Bartow, Judy Hart and I to attend National Library Legislative Day in Washington, D. C. Meetings are currently scheduled with Senator Tester and with staffers of Congressman Rehberg. We are waiting for Senator Baucus' staff to confirm a time for an appointment with them.

Identify and pursue new funding and marketing opportunities for the State Library.

Kris Schmitz and I met with Pam Joehler, MSL's Legislative Fiscal Division representative on Wednesday, January 25. This was early for an initial meeting and it laid the groundwork for future legislative efforts. In particular, LFD is researching IT systems and we were selected as an agency to review. We explained that most of our major systems like our GIS systems and the MSC use software purchased and maintained through vendor contracts and that the major hardware in our infrastructure is currently new or still under warranty. We will likely receive additional questions about IT expenditures and staff. It's difficult to answer questions about IT staff because most of our staff work to support our IT infrastructure through percentages of their positions in addition to their "regular job duties". This makes it hard to quantify the expenditures for IT staff.

On February 10, Dennis Parman attended a meeting of the MSC Executive Committee. Colet was directed to submit at EPP request to the OPI cabinet for funding for an FTE at OPI to support school libraries in the MSC. We await the outcome of their decision.

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cover MSL's increased use of the state GIS enterprise architecture and to ensure that the enterprise is, therefore, available for all agencies to use.

The Network Advisory Council met on March 6. During their meeting they reviewed and made recommendations for on-going and new funding proposals. Additional funding for OCLC continues to be a priority for this council. Additionally, they recommended funding for start-up monies to support expansion of the new courier program organized by Butte Silver Bow Library and funding to support future program planning by the council. I accepted the NAC's recommendations and they are shared with the Commission for action at the April 11 Commission meeting.

I continue to communicate with MLA regarding their priorities for the EPP process. The results of the survey they conducted are available to the MSL Commission at their April meeting. MLA will discuss and prioritize the results at their Board Meeting at the MLA conference.

By March 30 the BTOP program will sign an Interagency Agreement with professors from Montana State University to conduct the BTOP feasibility study.

I asked lead MSL staff to document their top priorities for EPP requests for the upcoming legislative session. Staff sent their proposals to me by mid-March in anticipation of EPP instructions from the Governor's Office. I reviewed and prioritized these proposals with input from MSL's senior management. This prioritized list is available to the Commission for their review and discussion at the April Commission meeting. After receiving approval from the Commission, I will present the priorities to OBPP staff at a meeting on May 1. Initial instructions from the Governor's Office encourage agencies to "challenge every expense" and "cautions agencies against proposing expenditure growth..." We anticipate further clarification regarding these instructions on May 1. With further input from the Commission, MLA and OBPP I will direct Kris to submit our EPP requests on or before May 7.

Using the concept of Resource Sharing, I have directed the Communications and Marketing Coordinator to build a marketing campaign around the concept of connections: the connection between MSL programs, MSL connects Montana librarians and patrons to the resources they need, public access technology connects library patrons to the world, etc. This theme will be present throughout marketing material being prepared for MLA and the MAGIP Intermountain conference.

One EPP priority is .5 FTE for Early Literacy. Currently the Communications and Marketing Coordinator splits her time between marketing for MSL and libraries and MSL's Early Literacy campaign. This is often a difficult balance to maintain with more time being committed to early literacy. It is my hope that, if this .5 FTE can be funded, more time will be freed up for marketing.

Expand knowledge of the Montana library community and the needs of public libraries through in person visits and other outreach methods.

- **Discuss findings with the Commission and make recommendations for future collaboration with the library community.**

On January 25 I attended a meeting of the State Aid Task Force. Their recommendation is shared with the Commission at the April meeting. This group carefully considered this very challenging issue and I want to thank them for the time they spent coming to this important recommendation.

I attended the March 6 meeting of the Network Advisory Council. There I presented an overview of my vision for MSL which was previously shared with the Commission. I also updated the Council on the pending EPP process. Although I have regularly attended NAC meetings in the past, this meeting provided me with a great opportunity to participate more actively in their discussion, particularly around priorities for LSTA funding. Those priorities closely reflect my priorities and are outlined in a memo to the MSL Commission for their April meeting.

On March 14 I met with Judy Hart to coordinate interim committee testimony for a meeting of the Education and Local Government Interim Committee on the Role of Libraries in Education. We then presented our testimony at the Committee's March 22nd meeting. As stated above, Judy highlighted the many ways that public libraries support early literacy, the formal education system and lifelong learning. I then offered testimony about the specific services that MSL offers to support public libraries and Montanans to further education goals.

To date I have attended the Broad Valleys and the South Center Federation meetings. I have also had the opportunity to visit Butte Silver Bow Public Library and its branch, the Bozeman Public Library, the Livingston Park County Library and the Carnegie Library in Big Timber. I will also attend the Sagebrush Federation meeting at the end of this week and will visit the Meagher County Library, the Harlowton Public Library, the Miles City Public Library and the Miles Community College Library. Common themes among libraries are increased use of public access computers, increased circulation and high demand for online resources including MontanaLibrary2Go.

Challenges facing libraries include funding challenges (see below), personnel issues, issues dealing with the homeless and more. MSL is making available a recorded webinar offered by Harold Blattie on how to prepare library budgets and I have directed staff to consider offering training at the Summer Institute and/or the Fall Workshop on how to address personnel concerns and opportunities when serving the homeless populations in our communities. The need for more training on Roberts Rules of Order is also apparent and will likely be offered at a Federation Coordinators meeting.

Earlier this year the City Attorney for the City of Livingston requested an Attorney General's opinion regarding whether or not a governing body could fund a library's budget at less than what is recommended by the library board. The draft opinion currently available is not favorable to libraries and could significantly alter the state's understanding of library boards' authority. Comments on the opinion were due to the AG's by March 23. I spent numerous hours familiarizing myself with past opinions and current law in this area. Sarah McHugh and I met a couple of times with our attorney, Jim Scheier and we have coordinated efforts with the Livingston librarian and the attorney they hired to address this concern. I drafted comments on behalf of the Commission which were improved upon by Jim Scheier and submitted to the AG's office on March 20. Pending the outcome of the final AG opinion and the possibility of additional legal action, MSL may need to consider legislative changes during the 2013 session.

During this period I also completed the Statewide Library Resources training as outlined below.

Spend significant time becoming more familiar with the program and needs of Statewide Library Resources.

On January 26 I met with Tracy Cook and Sarah McHugh to discuss the role of the Technology Consultants. Technology Consultants have close working relationships with Montana libraries and are invaluable resources for communication. They also fill a critical training need for Montana libraries. Working with remote staff does continually remind us of the need to improve communication so that people remain "in the loop."

On January 31 I met with Christie Briggs about the Talking Book Library. Christie brought me up to speed on the opportunities and challenges of the BARD program, the download on demand service and their transition from analog to digital formats. Because this is such an extensive transition process it puts significant demand on TBL staff. They would be aided by additional temporary support and this is reflected as one of the one-time only requests for the upcoming EPP process. Staff is excited about recording their first wholly digital title, *Hands Raised: The Barns of Montana* published by the Montana Historical Society Press.

On February 1 I met with Liz Babbit and Sarah McHugh about current statewide projects. Liz is currently offering support to the Courier Project facilitated by the Butte Silver Bow Library. She is bringing on more libraries to MTLibrary2Go and is coming up to speed on the Montana Memory Project. The unstable e-book industry is a hot topic for MTLibrary2Go and all e-book users. Liz was been directed to spend time researching opportunities that exist in this area including a program in development from the Internet Archive.

On February 14 I met with Ken Adams about the Montana Shared Catalog. Top on his mind is the current Request For Proposal for a new system and whether or not the catalog may have to migrate over the next year. If so, this will significantly impact staff time both for the migration and support to the member libraries in the form of both training and help desk support.

On March 8 I attended a half-day session on Library Law offered by Tracy Cook. During this session we reviewed a number of laws relevant to library boards including open meeting laws. Additionally, MSL staff reviewed a new site created by Tracy and Stacy Bruhn which hosts dozens of internal documents and emails related to past legal questions that informs staff understanding of legal issues often faced by Montana libraries.

Assist the Commission with the development of its strategic plan, including aligning the plan with the Montana State Library long range plan.

The Commission reviewed the draft long range plan at their February 8 Commission meeting and were satisfied with the draft as it was presented. Action is being requested to approve the long range plan at the April meeting.

The Commission will meet on March 28 to accept the LSTA 5-year evaluation prepared by CMS. Although likely acceptable to IMLS, the evaluation is insufficient in our eyes because CMS neglected to interview appropriate staff and members of the Network Advisory Council. MSL is drafting a letter to IMLS explaining our concerns. This letter will include comments from the Commission as well.

MSL was accepted to participate in the Parthenon study commissioned by the Gates Foundation. MSL staff is currently reviewing the results of the study and will share those results with the Commission at their April meeting. My initial impression of the study is that it is heavily skewed to technology concerns which are not surprising given the funding source.

Further develop, articulate and pursue a vision for the Montana State Library.

My vision for the State Library is one in which we enable libraries to become community anchors and where the State Library is a community anchor for the patrons we serve. I think we can accomplish this vision through resource sharing in all forms and at local, state and regional levels. We must begin by further defining "resource sharing" and then making resource sharing the priority for programs and services of the State Library. My definition of resource sharing includes but is not limited to: an affordable, shared information discovery and management platform for all MT libraries; a courier service that facilitates the delivery of traditional library resources at a state or regional level where the economies of scale make sense; data development, electronic resources procurement and digitization of unique local materials that can then be shared,

discovered and accessed online by all Montanans; minimum standards for connectivity that are met by all Montana libraries so that librarians have the technology resources they need to facilitate access; and training and consulting services that ensure that librarians and other library partners have the education and resources they need to take advantage of these opportunities. Further, this vision must be supported by communities that embrace lifelong learning and that view their libraries as the community centers where the information resources that support lifelong learning are readily available. Libraries become community centers when they make available the resources to meet their patrons' needs.

The Commission and MSL management and staff should continue to further define and refine the concepts of resources sharing. With a definition in mind, policies, resources, programs, and services can be developed and prioritized to actively support this vision and this vision must be communicated to all stakeholders including the library community, other library partner communities, the Governor's Office and the Legislature.

My vision was discussed at the February 8 Commission meeting. It was compared to the IMLS strategic plan and many similarities were noted including making libraries community centers.

I continue to share this vision as I meet with librarians across Montana. I have had a chance to share it with those federations I've visited, the Network Advisory Council and it was reinforced in my testimony to the Education and Local Government Interim Committee when I visited with them again on March 23.

I believe that this vision for resource sharing is reflected in the priorities for FY 12 LSTA funding and in the priorities I've outlined for the EPP process.

I also hope that this vision will resonate in the marketing materials being drafted by the Communication and Marketing Coordinator described above.