MEMO

TO: Montana State Library Network Advisory Council

FROM: Cara Orban, Statewide Projects Librarian and Sarah McHugh, Director of Statewide Library Resources

DATE:  November 12, 2013

RE: Working Draft - LSTA FY13 funds available for current State FY14 Statewide Projects


OCLC Group Services:

- "Additional LSTA toward FY14 Shared Services": Beginning in May each year, Montana libraries begin enrolling in Montana OCLC Group Services under the established local cost formula. In addition to the resource sharing funds derived from the Coal Severance Tax (formerly distributed as Interlibrary Loan reimbursement), this LSTA funding reduces the overall costs of OCLC Group Services to libraries.

- "FY14 OCLC Group Services potential gap": In October, OCLC determines if there is any gap between that fiscal year's total cost for our Group Services (statewide 15 simultaneous cataloging seats, unlimited cataloging, Interlibrary Loan, and the Group Catalog) and what has been collected by OCLC from the enrolled libraries, as of October 15. LSTA funds are set aside to cover a potential gap.

- CONTENTdm is the software behind the Montana Memory Project, which provides access to digital collections and items relating to Montana's cultural heritage. Many Montana libraries, museums, archives, and cultural institutions have added and are in the process of adding materials to this collection. The Montana State Library (MSL) and the Montana Historical Society Research Center equally share the annual software, storage, and hosting costs for this statewide digitization project.

- The Digital Archive provides a statewide long term preservation and access solution for master copies of digitized materials. Contributors to the Montana Memory Project are required to store a master copy of all digitized materials, using a preferred long-term storage solution. The State Library, partnering with the Montana Historical Society Research Center, holds a subscription to OCLC's Digital Archive. Montana libraries, museums, archives and cultural institutions are encouraged to send master copies of digital images to the Digital Archive for long-term preservation.

- EZproxy is an authentication method hosted by OCLC that provides users with remote access to Web-based licensed content offered by libraries.  A statewide instance of EZproxy, maintained by the Montana State Library, is now available to Montana Shared Catalog libraries and to other libraries with SIP protocol capability. Patrons accessing Discover It! and the EBSCO databases remotely will be authenticated by entering their library card numbers once at the beginning of the search session. This one-time login via EZproxy eliminates the need for library staff and patrons to remember multiple passwords for the various EBSCO databases.

MSC New Libraries:

- The Montana Shared Catalog (MSC) is a library consortium that shares knowledge, skills, and resources among its membership as well as an Integrated Library System (ILS). Created in 2002 with the participation and financial commitment from 17 initial, multi-type libraries, the MSC now includes 166 Montana libraries. LSTA is used to assist new libraries in joining the MSC with funding amounts based on the number of bibliographic records, population served (for public and special libraries) and FTE students, staff, and faculty (for academic and school libraries).

Discover It! renewal:

- In 2011, an RFP was completed for an Integrated Discovery System. EBSCO was the successful vendor with their product, EBSCO Discovery Service (EDS). Montana's statewide instance of EDS is called Discover It! and is an integrated search tool designed to perform a comprehensive search all of the library's resources, including the statewide suite of EBSCO databases, the Montana Memory Project, the Montana Shared Catalog, WorldCat.org, and three large public library catalogs (Butte-Silver Bow Public Library, Great Falls Public Library, and Lewis and Clark Library). In addition, links to MontanaLibrary2Go and HeritageQuest have been added for participating libraries. All catalogs have been customized with interlibrary loan capabilities within Discover It, and every library in the state has access to a unique profile that can be customized to meet the needs of its community. The FY13 LSTA amount proposed would cover half of the annual subscription cost to EDS. The Montana Shared Catalog general membership will vote on whether to approve financing the other half of the annual subscription cost at their spring meeting in Miles City on May 1-2.

Montana Memory Project:

- The temporary .75 Technical Support position provides substantial, necessary MMP training and support to contributing and interested institutions. These support tasks include assistance with using the Digital Archive and training in the use of two traveling scanner/laptop sets that are loaned to institutions needing this equipment to enter material in the Montana Memory Project. Training includes a train-the-trainer approach to gradually build a network of MMP mentor institutions around the state. The duties of the MMP Director position will be expanded to include these support tasks beginning October 1, lessening the need for this particular use of LSTA.

- MMP grants for digital collection development assist libraries, historical societies, museums, and archives throughout Montana in adding special collections to the MMP, either independently or through a partnership with a local institution. Grant funds must be used for costs specific to the addition of a selected collection to the MMP website.  Projects must be significant to the intended audience, but must also enhance the larger Montana Memory Project, per goals as outlined in the MMP Strategic Plan.

Literacy Projects:

- The Early Learning Statewide Initiative (Ready 2 Read) is in its fourth year of implementation. This popular program has provided training, programs, and Ready 2 Read trunks of early childhood materials to most of the public libraries in Montana. The proposed funding would be put toward the continuation of these efforts with a focus on training. The funding proposed for the Early Literacy Support Position continues the additional hours needed to manage the administrative tasks for the Early Learning Project.

- The main event of the Children's Services calendar is the long established and popular Summer Reading Program, which provides programming materials to public libraries based on a central theme, for local programs targeted for patrons of all ages from early childhood through adult.

Statewide Training:

- Fall Workshop 2013 would be the 15th annual MSL Fall Workshop, a 2 day training event for library workers from all types of libraries, and for trustees. The Fall Workshop features half-day sessions on a variety of topics, including those requested by Montana librarians, and opportunities to network and share problems and solutions.

MontanaLibrary2Go:

- MontanaLibrary2Go offers 15,349 downloadable audio and e-book titles to patrons at participating libraries. Titles are available for download on e-readers, tablets, mp3 players, and other portable devices. 80 libraries currently participate in this project, with new libraries added quarterly. The consortium members cover the cost of new content, which is selected monthly by a statewide selection team. This funding allows MSL to cover the cost of the annual hosting fee for the final year of the current contract and assist a limited number of new libraries with the one-time OverDrive New Library Participation Fee.

Community outreach grants:

- The goal of this project would be to reinforce the public library as an essential part of community life in Montana by helping libraries develop opportunities to form or enhance cooperative relationships with governing agencies, civic organizations, educational institutions, local businesses, and residents. $1000 grants would be distributed to 5 public libraries through a competitive process and would require the libraries to create and execute thorough community assessments and outreach plans which address the role of the public library as a public gathering space and a facilitator for community relationships.

Lifelong Learning Statewide Initiative:

- MSL envisions a democratic society where communities and individuals thrive with broad public access to knowledge, cultural heritage and lifelong learning provided through the state's public libraries. Building on the partnerships that were created through the Broadband Technology Opportunity Program (BTOP), the lifelong learning program will capitalize on partnerships to expand public programming in libraries across the state. Some options might include afterschool programs that work to teach digital literacy to teens; health partnerships that help library patrons connect with various health resources through their library; and outdoor education opportunities at libraries, such as hunter education or fishing classes.

Econtent expansion pilot – Phase Two:

- This additional funding would help MSL continue with infrastructure and collection development. A focus of the pilot is to provide a pilot collection of e-books purchased or acquired from local content creators and small or medium-sized publishers to complement our existing consortium subscription to licensed e-content (MontanaLibrary2Go).

Trustee Training: 2 in-person workshops

- Trustee training provides the opportunity for public library trustees to learn how to maximize their roles as local library leaders. Focused workshop sessions on topics specifically targeted to trustee interests insure that these local library leaders are prepared to face the challenges associated with providing leadership and direction for a dynamic public library. Additionally, trustees are provided the opportunity to network with their colleagues across the state, to be informed about the new trustee certification program, and to learn about additional resources available to them. Three well-attended trainings were held in late October and early November 2012, in Billings, Great Falls, and Missoula. This funding would provide the opportunity to host two trustee trainings, one in the eastern part of the state and one in the west, and would cover the costs for the trainer, lunch for attendees, and workshop materials. The topic proposed for this year is evaluation of personnel appraisal forms and protocol.

Individual grants to attend 2013 ARSL conference in Omaha, Nebraska:

- The ARSL conference provides an opportunity for librarians serving our smallest and most remote communities to network while engaging in professional development opportunities tailored specifically to this demographic. These grants would provide registration and travel funds to three librarians to attend the Association for Rural & Small Libraries conference in Omaha, Nebraska, September 25-28, 2013. Librarians would be chosen to attend through a competitive application process.

2014 Summer Institute:

- The State Library held a well-attended Summer Institute in Helena in June 2012. The Summer Institute provides training and networking opportunities for Montana librarians. The continuation of the Institute would enable MSL to actively help library directors meet the new certification requirements, specifically library directors who are new to their positions.

NAC future planning and development:

- The Network Advisory Council is the group charged with being forward thinking visionaries for library programs, services and content in Montana. Their guidance is intended to shape pilots, projects and new programs that will be tested and implemented across the state. As a representative body, MSL looks to this Council to help us to anticipate and understand the impacts new opportunities and demands will bring the broad interests within the Montana library community. To that end, MSL needs to ensure that this group has the appropriate resources that they need to monitor and participate in educational opportunities as they come available. Examples of these opportunities may include travel to national conferences and workshops, attendance in online educational opportunities, facilitation of statewide listening sessions, etc.

Courier 6 month startup grants:

- The Courier Pilot currently facilitated through Butte-Silver Bow Public Library now includes delivery to 49 locations, with Lewis and Clark Library and Missoula Public Library serving as hubs for other courier services already in place. The LSTA FY13 amount would help expand the program by offering assistance to 5 libraries to cover up to $1,000 in startup expenses, which may include up to six months of service and the purchase of ten crates to ship materials.