

Memo

To: Jennie Stapp, State Librarian **To:** Montana State Library Commission

From: Sarah McHugh, Director
Statewide Library Resources **From:** Jennie Stapp, State Librarian

Date: December 2, 2013

Re: **Updated statewide project descriptions based on the recommendations from the Network Advisory Council meeting of November 12, 2013**

- I. These ongoing projects and services are already included in the previously approved LSTA FY13 list:

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 168 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 will cover half of the annual subscription cost to EDS. The Montana Shared Catalog general membership approved financing the other half of the annual subscription cost at their spring meeting in Miles City on May 1-2, 2013.

Montana Memory Project:

- Planning for changes to the MMP website has been underway for the last year, including a user survey to assist MSL and the Historical Society Research Center in determining how best to improve the presentation of this statewide resource. This funding will allow MSL to contract for a temporary web designer with the necessary web skills or to hire a summer intern to accomplish a re-design of the site.
- 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. This funding will 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 will 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, assist a limited number of new libraries with the one-time OverDrive New Library Participation Fee, and assist with the cost of obtaining enhanced MARC records from OCLC for new content.

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.

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.

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.

- II. These are the additional projects or purchases with the final, remaining FY13 LSTA funding, recommended by the Network Advisory Council at their November 12, 2013 meeting

2014 Fall Workshop:

Fall Workshop 2014 would be the 16th annual MSL Fall Workshop, a 2 day training event for library staff and trustees from all types of libraries. The Fall Workshop features sessions on a variety of topics relevant to all areas of library professional development, and provides opportunities for networking with other librarians from across the state. Additional funding is being requested this year to hire temporary staff to help with logistics, so that SLR staff could focus on developing and facilitating workshop sessions and meeting any additional obligations.

Replacement funding for rescheduled Ready2Read Rendezvous (April 25-27, 2014):

Due to the federal government shutdown in October, the Ready2Read Rendezvous was postponed until next April. As a consequence of this necessary postponement, MSL incurred unexpected travel cancellation costs of at least \$661.50 for literacy consultant Saroj Ghoting. Additionally, a private grant of \$2500 was rescinded upon the cancellation of the event, and it is uncertain at this time whether that funding will be reinstated. The additional funding requested would help absorb these unexpected costs and adhere to the original budget for the Rendezvous.

Additional MMP funding for digital collection development:

Additional funding is needed in order to allow greater flexibility in funding MMP digitization efforts of various sizes. Going forward, all MMP funding recipients will use a vendor for digitizing materials, with average costs of \$600 for a small project (approximately 750 pages, depending upon the size and condition of the material) to \$2500 for a medium project (approximately 10,000 pages). Participating institutions might also apply for smaller awards for metadata creation or improvement.

Trainings in succession planning for public libraries:

This funding would provide opportunities for a set of succession planning sessions for public library directors and managers, either through in person trainings or webinars. Succession planning has been frequently requested as a training topic in recent years. This funding would enable MSL to respond to this training need by contracting with an expert in the field for these training sessions.

Integration of Montana content into statewide Discover It:

Discover It provides an opportunity for all Montana library patrons to access centrally indexed statewide resources from their local libraries. The Montana Memory Project was the first repository of Montana-specific content to be integrated into all libraries'

Discover It profiles. This funding would cover integration costs for additional Montana-specific resources, such as the Natural Heritage Program's Montana Field Guide, and help improve access to and discovery of this content for all libraries.

CONTENTdm storage increase for the Montana Memory Project (250 GB):

Montana State Library and the Montana Historical Society currently share the cost of the CONTENTdm content management software and hosting fees for the Montana Memory Project. Storage for the MMP is currently at 68% capacity. This funding would allow MSL to cover one half (250 GB) of an additional storage purchase for Montana Memory Project content, which is hosted at OCLC. MHS will also contribute funding for 250 GB, increasing overall storage capacity for the MMP from 1.5 TB to 2 TB in state FY15.

Maker space program funding for public libraries:

Maker spaces are collaborative learning and creative spaces that provide tools and materials for STEAM (Science, Technology, Engineering, Arts, and Mathematics) based programming and experimentation. This funding would cover the cost of toolkits, materials, and planning guides to be shared among public libraries for hosting temporary maker space programs, in addition to virtual staff training on use of provided equipment. Hosting libraries would be expected to identify staff to attend online training, lead local programming and promotional efforts, and submit an evaluation at the end of the project.

American Library Association conference scholarships for public library staff:

This funding would provide registration and travel funds for a public library staff member to attend the American Library Association conference in Las Vegas, Nevada, June 26-July 1, 2014. The scholarship recipient would be chosen to attend through a competitive application process. Preference will be given to library staff who would be first-time attendees and who could identify specific expected outcomes as a result of attending the national conference.