

**NETWORK ADVISORY COUNCIL (NAC)**  
**Tuesday, November 12, 2013**  
**Helena, Montana**

**ATTENDEES:**

Council Members: Chairman Sarah McHugh, Brett Allen, Gale Bacon, Colet Bartow, Barry Brown, Mary Kay Bullard, Beth Chestnut, Carly Delsigne, Joanne Didrickson, Rachel Helbing, Kathy Mora, Doralyn Rossmann, and Helen Windy Boy.

Excused: Susan Gregory, Richard Quillin and Laura Wight.

MSL Staff: Ken Adams, Jennifer Birnel, Sara Groves, Cara Orban, Jennie Stapp and Marlys Stark.

Guests: None.

**Chairman McHugh called the meeting to order at 9:06 a.m.**

**APPROVAL OF MINUTES:**

**A motion was made by Member Rossman and seconded by Member Didrickson to approve the minutes from the July 9, 2013 meeting as presented and the motion passed.**

**STATE LIBRARIAN'S REPORT:**

With the departure of Tracy Cook, Statewide Library Resources (SLR) is taking the time to thoroughly investigate and research the needs of the division. The goal is to increase flexibility and resources while not leaving a gaping hole when a staff member leaves. SLR intends to take a more proactive approach to how consulting is managed and will be training all library development staff to have a working knowledge of documents, standards, statistics, state aid, statewide projects, federation roles and other related general library development tasks. The three consultants will be well versed in all of these areas in greater depth, but since specialty areas are needed through the state rather than in just a particular consultant's area, consultants will also be able to focus on identified specialty areas in this new approach. SLR staff support in the area of library development will be broader based and the three consultants' work plans will identify additional specialty areas they will focus on in the future. Less emphasis will be placed on travel in the future. An e-mail detailing the changes will be sent out again on Wired and talking points will be linked from the website. All libraries will be checked in with periodically.

The Federal Communications Commission (FCC) is currently seeking comments about how to revise the E-rate program. It is likely that discounts for telephone service will go

away to free up funding for broadband service. MSL filed individual comments to the FCC and also filed as a part of the Schools, Health and Libraries Broadband Coalition. It would be good for Montana to have the applications be less arduous and also to continue the telephone service discount or to have it phased out over a period of time. MSL also commented on the importance of a short term, federal, capital improvement fund that will be dedicated to broadband deployment in areas of the country where adequate broadband is not yet available.

MSL worked closely with the Governor's office on a race to the top early learning grant which was spearheaded by Education Policy Advisor, Shannon O'Brien, Department of Public Health and Human Services (DPHHS) and Office of Public Instruction (OPI). If funded it will create a DPHHS division focused on early childhood and needs that impact families with young children. MSL was invited to the table and provided a lot of information to support the grant. The grant was written with a .5 FTE for the Ready2Read program. Award notifications are expected in mid-December.

A Library District Task Force has been appointed to look at the laws that govern the establishment and administration of library districts. There have been six districts formed since the original law made it possible and some issues have been highlighted. The task force will look at potential problems and the past legislation. Several issues have already been discussed. Formal recommendations will go before the commission as draft recommendations in December. A public library comment period will then start. The process needs to be finalized by the time the Executive Planning Process (EPP) begins in the spring. There must be a consensus or no legislation will be brought forth.

MSL has not received the 2014 LSTA funding award yet although a partial award might be given by January 15. Just over one million was mentioned verbally which is about \$16,000 less than previously. LSTA funding was affected by the shutdown and the future is uncertain. The Ready2Read Rendezvous was cancelled as there was not enough cash on hand to pay expenses and personnel for the event. The shutdown ended before furloughs were a reality. Hopefully IMLS will look at the rules to allow for more flexibility in case another shutdown occurs.

#### **STATEWIDE PROJECT UPDATES:**

Subscriptions for statewide EBSCO and Tutor.com were renewed through 2015. Unlimited live tutor sessions are not available under the new funding but coverage should still be adequate.

In person training for Discover It has been held across the state. Plans are in place to integrate additional resources.

MontanaLibrary2Go new enrollment is now on a rolling basis rather than quarterly. The cost will be prorated from July and libraries can be added on a monthly basis.

Statewide database and MontanaLibrary2Go usage statistics can be obtained by contacting Cara directly.

Several libraries, mostly academic, have been added to MontanaLibrary2Go. The Executive Committee reappointed two members and will be meeting in Helena soon.

Material from local authors is of interest for the digital content pilot project. The selection committee will discuss the pilot project when the executive committee meets.

In a future meeting Cara will do a presentation on the pilot project and site.

The OCLC Interlibrary Loan migration platform deadline has been extended. Worldcat Resource Sharing will close entirely on May 19. OCLC and MSL have settled on a final gap of about \$23,000 still to cover for the FY14 Group Services contract.

FY12 LSTA was used to send three representatives from Montana to the Rural and Small Libraries annual conference and there were several more applications received. The three attendees will be submitting reports to share soon.

The LSTA funding that supports programs Sara Groves works on is all directed to early literacy. Cindy Christin runs a lot of the projects for early literacy. This year Cindy and Sara both attended MLA and Donna Worth attended CSLP.

During the Ready2Read Rendezvous last fall, all attendees were asked to do a year-long project based on what they learned. Although a wide range of projects were chosen, all would have the result of altering children resources at their libraries.

Governor Bullock has provided great support for early literacy and libraries and Sara has met with the Governor and his staff several times. Montana is the only state that included the state library as part of the grant that Jennie mentioned previously.

The Ready2Read Rendezvous will be rescheduled for the end of April. There were a lot of applications from a variety of places and Sara hopes the rescheduled event will garner as much interest and be as timely for people to attend.

Jennifer Birnel decided that her first goal for the Montana Memory Project (MMP) was to improve the metadata display and actually develop guidelines and the next would be revamping the website. MSL, through LSTA funding dedicated to metadata cleanup, has contract with a temporary intern to start looking at the metadata and decide what is needed and a cataloging committee has been organized to set up the metadata guidelines.

The driving force between redoing the metadata is that she feels that MMP would benefit by becoming involved in the Mountain West Digital Library which feeds into the

Digital Public Library of America so therefore metadata and the website need to be priorities. 67% of storage is being used already but the site isn't really being utilized yet.

The new MMP Advisory Council will have its first meeting November 14.

Jennifer demonstrated the proposed new MMP web page. Since MSL might be changing its content management system again, a lot of the anticipated improvements are on hold. Google Analytics have been added. The site is not yet mobile friendly.

Most of the LSTA grant projects to contribute additional materials to the MMP have been completed. Beaverhead County Museum has scanned all the documents but haven't added them to the project yet as they are still working on the metadata. The Sidney-Richland Library is adding their files now.

For the FY13 LSTA funds, MMP hopes to offer grants again and this time to use a limited solicitation to have a vendor perform the digitizing work in order to make it more uniform.

Jennifer also hopes to begin doing more outreach and promotion, including finding out what collections may exist in different communities by meeting with librarians and then city officials. There are a lot of potential projects out there. There was a member suggestion to start with a map to encourage people to add information.

Future projects will be to increase space, add audio files, and consider new collection types, for example should newspapers be their own collection?

Ken Adams reported that Montana Shared Catalog (MSC) staff had to cancel some rollouts due to the federal shutdown but have them rescheduled. Decisions from the MSC fall membership meeting will be discussed later in the meeting.

Currently MSC staff and a couple of patrons are testing Shoutbomb, the new texting option for library communication with patrons.

MSC staff is working through policy name changes such as the new 'Billings Public Library' name change from Parmly. SirsiDynix will do the change. They are also testing several new technologies.

Enterprise is almost ready. Ken is hoping to roll out the specials library default within the month. They will create default profiles for each type of library and are asking libraries to stick with those profiles. The goal is to have this done by May.

#### **MONTANA SHARED CATALOG POLICY REORGANIZATION AND TIMELINE:**

At the Montana Shared Catalog (MSC) fall membership meeting members listened to a presentation from OPI about the need for an FTE to support school libraries. The funding for a new FTE would have to be through MSC only. The vote to add an FTE

narrowly passed. The membership also discussed the number of policies involved in MSC and how the focus has increasingly turned to customized policies rather than policies that benefit the whole. At the spring MSC meeting in May, the membership will vote on the FY15 budget and whether or not to including funding for an FTE. The original focus of MSC was resource sharing and development but the rapid growth and size changed the focus. It needs to be brought back into focus in order to further those goals. Four policy options were presented to the Executive Committee who chose a moderate option. Library can pick one of several packages but must use the whole package.

#### **EZPROXY STATUS AND OPTIONS:**

Cara gave a demonstration on EZProxy which is still in progress.

#### **EDGE AND PCC GUIDELINES:**

Suzanne Reymer gave a presentation on libraryedge.org and the different PCC guidelines.

#### **COURIER UPDATE:**

The courier group will be working on bylaws and policies and will be negotiating their contract in January. They are also standardizing the statistics collection and making documents available through a more proactive method. They have decided to set up an advisory group to review the documents before the December commission meeting. A membership program with a cost share formula will also be considered. NAC recommended that MSL take over the courier effort directorship. When that request went before the commission, they requested history documentation before making a decision.

#### **DIGITAL STRATEGY SUMMIT, INTERNET LIBRARIAN ARCHIVE:**

Barry Brown reported that there were about 35 attendees and summarized the main points he garnered. Is digital a tool or more? What is successful now may not be in the future so you need to make changes now based on the goals of the future. Doing the same better is not an effective strategy. Decisions need to be decided from a business/commercial viewpoint and provide what they want rather than what we think they should have. The internet experience should be like the physical experience.

#### **UPDATED FY13 STATEWIDE PROJECTS LSTA BUDGET:**

\$40,000 was set aside for a potential OCLC contract gap but the final gap amount was \$23,000. Also the fall workshop used less FY13 funds than planned. The balance to allocate is \$61,000 and must be spent by September 2014. Staff recommendations were presented in the materials.

**A motion was made by Member Bartow and seconded by Member Bacon to accept the proposal as presented. The motion was withdrawn in order to discuss the OCLC cost share formula first.**

The members moved to the next agenda item and then came back to this item.

**A motion was made by Member Bartow and seconded by Member Bacon to table this agenda item until the next meeting but the motion failed.**

**A motion was made by Member Bullard and seconded by Member Allen to approve the FY13 updated budget as proposed except with \$8,000 removed from the makerspace program to go to OCLC FY14 group services and the motion failed.**

**A motion was made by Member Windy Boy and seconded by Member Mora to approve the updated FY13 budget as proposed and the motion passed.**

#### **OCLC COST SHARE FORMULA TASK FORCE UPDATE:**

The members discussed this agenda item before making a decision on the budget. The OCLC Task Force started with the background on the current formula and discussed the current formula that OCLC uses for new groups. They then began looking at options for a new formula that doesn't distinguish between original and copy cataloging libraries as the current formulas does.

The Task Force members feel another cost share criteria to take into account things such as FTE, enrollment, or registered users needs to be added. They are also considering how LSTA and state resource sharing funding is added in to the overall formula. The task force might have to also consider a new formula which includes a cap on percentage increases. The task force will meet at least one more time and then Sarah will present the new formula to the NAC at a special meeting early in the year, in anticipation of the February commission meeting.

The members went back to discuss the budget.

#### **NAC FY2014 WORKPLAN AND 2014 MEETING DATES:**

**A motion was made by Member Mora and seconded by Member Allen to adopt the workplan as presented, including encouraging NAC attendance at Offline and the motion passed.**

NAC meeting dates for 2014 were discussed. The November regular meeting date falls on Veteran's Day, so that meeting will be scheduled for Thursday, November 6. A special meeting in January will likely need to be held regarding the OCLC cost share formula. Options will be kept open regarding the July retreat, to be discussed in the

spring. IMLS could give a presentation at the retreat about what other states do with their funding. All other dates are as proposed.

**PUBLIC COMMENT:**

There was none received.

**The meeting was adjourned at 3:25 p.m.**

DRAFT