

Montana State Library Commission
Wednesday, August 13, 2014
9:30 a.m.
Montana State Library Grizzly Conference Room

AGENDA

No lunch break is planned.

The State Library Commission welcomes public comment and the Chair will ask for public comment on agenda items throughout the meeting.

The Commission will move through the agenda as needed.

9:30 a.m. Call to Order and introductions

Approval of Minutes – **Action**

- June 4, 2014

State Librarian's report – Stapp

Highlights from program work plans – Stapp

FY'14 Montana State Library closing budget – Schmitz – **Action**

FY'15 Montana State Library opening budget – Schmitz – **Action**

Montana State Library Trust request

- Talking Book Library Volunteer Luncheon – Briggs – **Action**

MT CATSPAW (Cadastral Administration through Streamlined Parcel Adjustment Workflows) overview – Kirkpatrick

Montana Natural Heritage Program MapViewer application overview – Cox

Commission Bylaws - Stapp – **Action**

Election of Commission Officers – **Action**

Commission Goals and Objectives – Commission

- FY '15 Commission work plan - **Action**
- Commission Calendar
 - 2014 Fall Workshop, September 28-29, 2014, Helena, Red Lion Colonial Inn
 - Commission attendance at fall Federation meetings

- South Central Federation Meeting, September 13, 2014, Billings
- Golden Plains Federation Meeting, September 18, 2014, Wolf Point
- Broad Valleys Federation Meeting, October 9, 2014, Conference Call
- Pathfinder Federation meeting, October 16, 2014, Ft. Benton
- Tamarack Federation meeting, October 16, 2014, Conference Call
- Sagebrush Federation Meeting, November 1, 2014, Miles City
- To see all library events, please visit the MSL event calendar at <https://app.mt.gov/cal/html/event?eventCollectionCode=msl>.

Public Comment on any matter not contained in this agenda and that is within the jurisdiction of the State Library Commission.

Other Business & Announcements

Adjournment

DRAFT

**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING
9:00 A.M., JUNE 4, 2014
HELENA, MONTANA**

ATTENDEES:

Commissioners: Colet Bartow, Jim Gransbery, Aaron LaFromboise, Bruce Newell, Brent Roberts and Anita Scheetz. Anne Kish was excused.

Staff: Ken Adams, Christie Briggs, Allan Cox, Jackie Crepeau, Maya Daurio, Evan Hammer, Jim Kammerer, Stu Kirkpatrick, Sarah McHugh, Alana Mueller-Brunckhorst, Cara Orban, Kris Schmitz, Jennie Stapp, and Marlys Stark.

Visitors: Brett Allen, Honore Bray, Nanette Gilbertson, Judy Hart, Kris Harrison, Kate Lewis, Nancy Schmidt, and Sonja Woods.

State Librarian Stapp called the meeting to order at 9:02 a.m.

APPROVAL OF MINUTES:

The adjourn time of the April minutes should read p.m. rather than a.m. **Motion was made by Commissioner Roberts and seconded by Commissioner Scheetz to approve the April 9, 2014 minutes with the noted correction and the motion passed with Commissioners LaFromboise and Newell abstaining.**

Motion was made by Commissioner Roberts and seconded by Commissioner Gransbery to approve the May 23, 2014 minutes as presented and the motion passed with Commissioners LaFromboise, Newell, and Scheetz abstaining.

STATE LIBRARIAN'S REPORT:

The Executive Planning Project (EPP) request has been submitted and the receipt acknowledged.

The OCLC contract will be discussed more fully later in the meeting. OCLC had wanted a "named group" contract which was a departure from MSL mission and goals to make services available to all Montana libraries and was, therefore, not an option to which we could agree. Staff met with Bruce Croco from OCLC who agreed to reduce the amount by just a bit more than \$36,000 with additional growth clauses in place.

Montana Shared Catalog (MSC) continues to streamline their policies as decided during the fall membership meeting. All user sharing groups have been moved to the same policies. Members will continue to see and reap the benefits of these actions.

DRAFT

The Makerspace kits have shown to be very popular and are booked out through next spring. Cara and Jennie attended the academic symposium which focused on how libraries can be more involved with the maker movement. One of the main speakers mentioned the MSL kits and was very pleased with the work being done.

A third companion series, Montana Wilderness Companion, designed for wilderness recreation and produced in partnership with Fish, Wildlife & Parks (FWP) is ready to launch. The launch is part of the promotion of the 50th Anniversary of the Wilderness Act celebration through the share your story campaign and uses many of the MSL GIS abilities.

Jo Flick has been assigned to work on the Continuing Education Connector Grant through Chief Officers of State Library Agencies (COSLA) by Institute of Museum & Library Services (IMLS) to help develop a national curriculum for all librarians across the country. It makes sense to combine resources and share training resources. A handful of librarians from Montana are on the coordinating committee and the first jumpstart will be in July.

Diane Gunderson retired at the end of April. Erin Harris has been selected for that position. The Reader's Advisor position description is being updated then will open for recruitment. Christie Briggs and Erin attended the National Library Services (NLS) meeting and were introduced to several new resources.

After about one and a half years, Natural Heritage Program (NHP) has completed a major migration of hardware and data that has allowed them to provide more efficient upgrades through web application tools, MapViewer runs on all browsers and is faster. There is a new observation entry feature and Tracker application will be turned off.

The Geographic Information Systems (GIS) data list is now available through the EBSCO DiscoverIt System which is the first time they are all combined.

Library Information Services (LIS) has been revamping their goals and vision since most print materials no longer need to be handled. Catalogue records with online links to digital versions need to be included. A search group within Montana Shared Catalog (MSC) has been created called the state government information center. Behind the scenes this search group can be added to the collections of any MSC library. The MSC partner group voted to adopt this search group into their search group for all partner libraries.

The FY14 work plan summaries are in the packets in place of standard reports. The reports in August will be the FY15 work plans with updates to goals and priorities. A continuing challenge is how to measure the impact of services and plan for the impact and value of services. FY15 will focus more on the goals of the work plans. Attempts will be made to identify how to document or measure the success of those goals and commission ideas are encouraged.

Colorado State Library will be scheduling a workshop on measuring impact of services that Sarah and Jennie will attend and a commissioner will be welcome to attend also.

The state has finally chosen their content management system so that MSL can make the move to that system also. There are many very good reasons for making this switch including the ability to host in the state environment.

State Librarian Stapp acknowledged the work of Richard Quillin whose latest term on the commission is up. Richard served two terms as chair and an appreciation card was passed around to sign. Richard will receive a commemorative item with the card also but that item has not been purchased yet.

In the foyer of the building, the Women's Centennial Suffrage Exhibit is being exhibited. This was funded and created by the University of Montana through a grant the state library supported and is presented by the law library and the state library. Jo Flick is working on circulating the exhibit throughout the state.

FEDERATION FY'15 PLANS OF SERVICE:

Judy Hart for Broad Valleys, Brett Allen for Pathfinder, Sonja Woods for Sagebrush, Kate Lewis for South Central and Honore Bray for Tamarack were all able to attend the meeting to point out highlights of their federation plans of services. Janeen Brookie for Golden Plains was unable to attend so Sarah McHugh stood in for her. There were no major changes to any of the federations' plans of service from previous years. Tamarack requires that at least one trustee attend at least one of their two yearly meetings and that has been successful and they have changed their bylaws so proxy votes are no longer allowed. During the Golden Plains report, Commissioner Scheetz mentioned that the Fort Peck Tribal Library has been asked to become a branch of the Richland County library and would absorb their collection and continue providing services to their patrons. Kate Lewis is retiring next year. Nancy Schmidt from the Laurel Public Library has been selected to be the new South Central Federation Coordinator.

Motion was made by Commissioner Scheetz and seconded by Commissioner Gransbery to approve the Plans of Service as presented and the motion passed.

NETWORK ADVISORY COUNCIL (NAC) REPORT:

The Commission approved the use of LSTA funds to support the courier project at their March meeting. Currently participating libraries have all signed individual agreements with Critelli. An advisory group has been formed and they met with Cara and Sarah to discuss three possible options for courier administration. The MSC Partners Group also met to discuss courier administration. They voted to request that MSL solicit responses through a request for proposal and that MSL administer a contract for statewide couriers services funded primarily through a cost share formula yet to be developed. This request was approved by the NAC and is being recommended by the NAC for Commission approval.

Motion was made by Commissioner Newell and seconded by Commissioner Bartow to spend the funds as recommended and the motion passed.

The NAC would like to reserve \$38,693 of LSTA FY14 monies to put towards any potential FY15 OCLC group services gap.

Motion was made by Commissioner LaFromboise and seconded by Commissioner Scheetz to approve the NAC recommendation as presented and the motion passed.

MONTANA SHARED CATALOG BUDGET UPDATE:

MSC approved an additional FTE in October and approved the funding for that position when they met in May so MSC will be recruiting soon for a FY15 position.

MONTANA GIS COMMUNITY STRATEGIC VISION:

The strategic vision is a substitute for going through a strategic planning effort. One of the main complications is that technology changes so quickly a plan becomes outdated before the end of the period is reached. Jennie and Stu Kirkpatrick compared all the goals from the 2010 plans and found that most goals had been addressed and those that weren't, were of low importance. Some of those are ongoing goals. They categorized them in the strategic plan into funding, stewardship, literacy/education and policy goals.

MONTANA LAND INFORMATION ACT FY'15 GRANT RECOMMENDATIONS:

The committee recommendations follow the land information plan guidelines for the funding amount and all the additional recommendations have been met at this time. The council approved the recommended grants and the commission is being asked to approve the grant package over all.

Motion was made by Commissioner Newell and seconded by Commissioner Roberts to accept the recommendations as presented and the motion passed.

STATE NETWORK OVERVIEW:

Kris Harrison, Bureau Chief for State Information Technology Services Division (SITSD) presented to the commission on the state broadband network and stressed that disaster recovery is of major importance to SITSD, reflected in the two data centers being placed in Helena and Miles City.

Jennie pointed out that our internet speed is among the lowest in the nation with only one library in Montana having one GB speed which they got by utilizing a grant. The BTOP program did help to increase speeds. Suzanne Reymer does help libraries apply for the e-rate program also.

BYLAWS REVIEW:

The state librarian has outlined some proposed changes to the bylaws and will be requesting action on those changes to be taken in August. The changes are intended to

allow all members to serve as officers and to allow Jennie to chair when neither the chair or vice chair are present.

Commissioners also suggested that the Robert's Rules of Order item should be edited to remove the terminology 'the most recently revised' and just attach an addendum with the motions standards.

Research needs to be conducted as to whether the state librarian as the leader of the agency can chair the governing commission. A suggestion was received that perhaps the oldest serving member could serve as chair if the other two can't make it. Another suggestion would be to have the state librarian or her designee act as chair and that would cover if there are any directional issues addressed in a meeting.

One final question is to whether a designee can serve as an officer. The bylaws with suggested changes will be presented in the next meeting with answers to these questions and a decision will be made at that time as to the final wording.

COMMISSION GOALS AND OBJECTIVES:

Jennie updates the work plan each meeting as goals are reached or steps are accomplished throughout the year. Commissioner Newell suggests that the updates should include not just what was done but what that accomplished. Commissioners Bartow and Newell will help Jennie work on the FY15 work plan. Commissioner Scheetz suggested that an item on the work plan would be to have a small library come to a meeting to talk about how MSL affects that library. Other suggestions were to broadcast the meetings and have end users come in and talk about how the library and its services affects them.

Commissioner Roberts reported on his attendance at the National Library Legislative Day, the meetings with the congressmen and staffers and the SHLB coalition conference, all of which he attended in Washington D.C.

PUBLIC COMMENT:

There were none received.

OTHER BUSINESS & ANNOUNCEMENTS:

There were none.

ADJOURNMENT:

The chairman adjourned the meeting at 1:54 p.m.

FINAL

**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING
10:30 A.M., APRIL 9, 2014
BILLINGS, MONTANA**

ATTENDEES:

Commissioners: Vice-chairman Lee Miller, Colet Bartow, Jim Gransbery, Brent Roberts and Anita Scheetz. Richard Quillin was excused.

Staff: Ken Adams, Jo Flick, Sarah McHugh, Cara Orban, Suzanne Reymer, Kris Schmitz, Jennie Stapp, and Marlys Stark.

Visitors: Janeen Brookie, Carly Delsigne, Steph Johnson, Heather Johnstone, Marlys Lee, Kathy Robins, Trista Smith, and Sonja Woods.

Vice-chairman Miller called the meeting to order at 10:36 a.m.

APPROVAL OF MINUTES:

Motion was made by Commissioner Roberts and seconded by Commissioner Scheetz to approve the February 12, 2014 minutes as presented and the motion passed.

STATE LIBRARIAN'S REPORT:

The day after the last commission meeting, MSL had a good Legislative Audit hearing to review the audit report for the two fiscal years ending in June, 2013. The report is available online.

At the last MLIAC meeting held on March 13, the council discussed the merits of a strategic vision versus a strategic plan rather than going through a long term planning process. The council, MAGIP and GIS Managers Forum would all contribute to identifying needs and goals and document the trends impacting the GIS community. The draft of this document should be available to share in June.

With help from Geo Info the State Information Technology Services Division (SITSD) is developing a data base for all state owned, rented or leased buildings which will be helpful for General Services planning and will use GIS. This is an excellent opportunity to reach out to other state agencies to demonstrate the power of GIS and some of the many uses. The map will include the location of the buildings, square footage, costs, and so on.

FINAL

LIS processed the last shipment for this year's contract with the Internet Archive and the contract for the upcoming year is being worked on.

Montana Memory Project (MMP) continues to grow and add collections, including more than 6,000 archival photographs from the University of Montana, the Danvers project, an oral history project and so on. The MMP allows for limited file storage so only snippets of the audio were done with full transcripts. Nine institutions received funding for assistance to add more collections to the MMP. This year MMP is working with a contractor to do the scanning. They have become a partner in the Mountain West Digital Library which is a contributor to the Digital Public Library of America. Jennie is participating on a grant committee project for the Montana Historical Foundation. At least half of those grant applicants asked to be part of the MMP. Jennifer has done analytics on usage and access and will be doing more in the future.

The MSL booth at Montana Library Association (MLA) will feature the makerspace kits which will be available for circulation later this spring.

The first born digital book produced by Talking Book Library (TBL) has been accepted into Braille and Audio Reading Download (BARD) by National Library Service (NLS). TBL has the opportunity to continue adding titles so that patrons can access them from around the country. Martin Landry has been invited to be a Keystone Library Automation System (KLAS) advisory council member.

MSL has been beefing up their social media presence. The patrons of the library is made up of such a diverse audience with widely different types of information so specific pages and media have been directed to specific audiences. A meeting was held with the Office of Tourism and with Fish Wildlife and Parks (FWP) in order to plan objectives better Facebook procedures have been developed. Each program will designate staff to contribute to specific facebook pages. Department of Administration (DOA) has conveyed interest in using those methods to distribute information to agencies.

Diane Gunderson is retiring at the end of April. Her retirement party is April, Friday 26 at the State Library.

FY'14 THIRD QUARTER FINANCIAL REPORT:

All the LSTA FY'12 projects are closed as wells as a small grant from First Interstate Bank that was received for Ready2ReadRendevous. The Montana Shared Catalog (MSC) executive committee approved a budget increase and a NRIS contract is added. Both the trust fund and the land act money will be reported quarterly. FY'14 is a snapshot year and Kris is working with the managers to refine the budget.

Motion was made by Commissioner Bartow and seconded by Commissioner Roberts to approve the financial report as presented and the motion passed.

FINAL

LIBRARY SERVICES TECHNOLOGY ACT (LSTA) FY'14:

The LSTA award for FY'14 is just above the pre-sequestrian level and the budget does reflect the five percent wage increase which takes effect in November. The budget also recommends a small increase in MMP funds for travel. The funds for this budget must be expended by September 30, 2015.

Motion was made by Commissioner Gransbery and seconded by Commissioner Bartow to approve the LSTA FY'14 Budget as presented and the motion passed.

NETWORK ADVISORY COUNCIL REPORT:

Rosebud Public Schools and Richey Public Schools have been approved as new libraries to the MSC. Richey did not submit a retrospective cataloging plan with their application but with Ken's help they submitted an approved plan by the deadline. The membership will meet in May and discuss adding an FTE to the budget. New libraries still will not go live until after the reorganization has been completed and that seems to have impacted the applications received.

Motion was made by Commissioner Scheetz and seconded by Commissioner Roberts to approve the new libraries for the MSC and the motion passed.

MSL is still in negotiations with OCLC for the contract. NAC approved the statewide projects recommendations and set aside money for the potential gap. MSL is hoping to reduce or eliminate that amount since a dedicated amount is already set aside under the new formula. The contract needs to be signed by the end of June although enrollment will be open soon. The BTOP project showed a demand for statewide online technology training so that is included in the statewide projects budget as is a statewide license for interactive training and library staff meeting capabilities. The selection committee for the E-content pilot wants a regional and Montana collection. The website is ready to go and titles will be available when the content is purchased.

Motion was made by Commissioner Bartow and seconded by Commissioner Gransbery to approve the NAC recommendations as presented and the motion passed.

EXECUTIVE PLANNING PROCESS (EPP) BUDGET PRIORITIES:

Final formal instructions from the Governor's office have not been received yet so the list presented has not been finalized. The priorities were organized into three categories of differing importance level with tier one being the one that is important to move forward and maintain services without adding more. All are listed out with descriptions and how they fit different goals. Action will be requested at a later meeting which will likely be a teleconference meeting.

FINAL

The previous legislative session passed a bill with the intent of eliminating positions which have traditionally been held open as part of each agencies required vacancy savings but MSL has never held a specific position open and hasn't had any vacancies which lasted over a year. Depending on how the Governor's office interprets the wording of that legislation, MSL could have to give up 1.18 FTE.

SUMMER INSTITUTE PROJECTS PRESENTATION:

All institute participants were required to do a project for the next year and report on it at the next institute. Carly Delsigne, Trista Smith, Janeen Brookie, Heather Johnstone, and Sonja Woods told the commissioners a bit about the projects that they worked on over the year.

OFFLINE CONFERENCE OUTCOMES REVIEW AND DISCUSSION:

This conference was hosted by MSL this year and featured Lorcan Dempsey from OCLC as the keynote speaker. He said that there are three areas of library responsibilities of which infrastructure has been the focus in the past and innovation and engagement second and third. Using that model MSL had put many of their services in one or the other of those areas and has a booth at MLA demonstrating that concept.

COMMISSION GOALS AND OBJECTIVES:

The next meeting will be June 4.

PUBLIC COMMENT:

There were none received.

OTHER BUSINESS/ANNOUNCEMENTS:

Anita Scheetz mentioned that Paul Ryan proposed a budget that would cut out all IMLS funding and therefore she contacted Senator Walsh and left a message for Senator Tester to express her concern.

This is Commissioner Lee's last meeting and she was given a memorial plate.

ADJOURNMENT:

The chairman adjourned the meeting at 12:53 p.m.

FINAL

MONTANA STATE LIBRARY (MSL) COMMISSION MEETING 10:00 A.M., MAY 23, 2014 TELECONFERENCE

ATTENDEES:

Commissioners: Colet Bartow, Jim Gransbery, Anne Kish and Brent Roberts.

Staff: Allan Cox, Evan Hammer, Sarah McHugh, Kris Schmitz, Jennie Stapp, and Marlys Stark.

Visitors: None.

State Librarian Stapp called the meeting to order at 10:05 a.m.

INTRODUCTIONS:

State Librarian Stapp will act as chair. Bruce Newell, Aaron LaFramboise, and Anne Kish are newly appointed to the commission and Commissioner Kish was able to join the meeting.

EXECUTIVE PLANNING PROCESS BUDGET PRIORITIES:

Only one change to the proposed priorities has been made from that which was presented in April. The request amount for a present law adjustment for state resource sharing funds has been increased to \$35,000 due to several indications over the past few months of higher anticipated costs for OverDrive hosting fees to support MontanaLibrary2Go. Though not currently funded through state resource sharing funds, staff argues that MontanaLibrary2Go should be considered the third leg of resource sharing.

General instructions were received from the Governor's office which simply emphasized that agencies need to be good stewards of state funds. The document is arranged in order of priority and categorized by type as they will be in the budget bill, such as present law adjustment, one time only and so on.

There has been no formal notice regarding how to implement FTE reductions due to the language requirement of aligning FTE with the personal services budget as required by House Bill 2 passed by the 2013 Legislature .

No budget increase caps have been set either. If a cap is set it may be determined by the final round of revenue reporting at the legislative finance committee meeting in June.

FINAL

Motion was made by Commissioner Roberts and seconded by Commissioner Gransbery to approve the executive planning process budget priorities as presented and the motion passed.

PUBLIC COMMENT:

There were none received.

OTHER BUSINESS & ANNOUNCEMENTS:

The commission will be holding an ice cream social for the staff after the June 4 commission meeting.

ADJOURNMENT:

The chairman adjourned the meeting at 10:21 a.m.



Montana State Library

FY 2015 Work Plan

July 1, 2014-June 30, 2015

Prepared for the August 13, 2014
Commission Meeting

"The Montana State Library is committed to strengthening libraries and information services for all Montanans through leadership, advocacy, and service."

The State Library is authorized by Montana statute 22-1-201 (MCA).

The State Library has numerous statutory responsibilities that are delegated to individuals and agency programs. Refer to individual program work plans for additional, relevant work objectives. This MSL-wide work plan is based on the goals contained in the MSL 2012-2022 Long Range Plan and represents a collective approach to defining the highest priority agency-wide tasks for the State Library for FY2015.

Goal Two—Access

2. MSL provides libraries, agencies, and its partners and patrons with convenient, high quality, and cost-effective access to library content and services.

2.1. Improve the user interface of MSL's Web sites and improve and expand online service to meet changing user needs.

2.1.a. MSL will complete the transition to a content management system-driven website. The website will utilize DNNCorp's content management system and will reside on the State of Montana's enterprise web environment.

- Teams that consist of program staff have been charged with updating and maintaining program webpages to ensure that content is current and relevant.
- Individual program staff has been identified as content leads; content leads have been trained to use the content management system software and have been given the authority to make content changes to program area web pages.
- The website will integrate tools and plugins such as calendar and social media plugins that will allow staff to update information in one place and reuse that information for multiple purposes.
- The website will be compliant with the State of Montana template.
- With guidance from the Web Oversight Committee (Stapp, Hammer, McHugh and Groves), content leads and the Web Manager will be assigned the responsibility of determining a consistent organizational structure, navigation and layout that will be used across all msl.mt.gov web pages.
- The Web Oversight Committee will evaluate whether there is a need to identify a specific set of components that should be required on any site built, hosted, and/or maintained by MSL regardless of its domain (non msl.mt.gov web pages).
- Content leads will provide cross-program usability testing to evaluate our success in delivering a self-service website that provides easy navigation and access to information.
- Roll out of the MSL home page and top level program pages is anticipated to coincide with the beginning of the legislative session. Site-wide updates will be completed by the end of FY15.

- The Web Oversight Committee will establish procedures to ensure that there is an ongoing process to evaluate the website and to receive and address feedback we get from patrons and stakeholders about our web resources.

Adoption of a content management system will allow MSL staff, as subject matter experts, to keep content of the MSL website relevant by utilizing current technologies to keep information up to date. Use of DNN and the State Enterprise web environment is consistent with state software standards, better ensures the security and reliability of MSL's web presence within the State's IT environment, eases the technical support burden for MSL IT staff, is cost effective and creates opportunity for shared learning and collaboration with other state agencies that are adopting DNN. The MSL website will provide "self-service" access to the wide variety of services and information that MSL maintains in an organizational structure that is consistent across the MSL website to ease navigation and information discovery for all MSL web users. If successful, users will report having ready access to the information and services they need to do their jobs.

Goal Six—Sustainable Success

6. MSL is efficient and effective (measured against partner and patron outcomes) and is engaged in fulfilling its mission.

6.1. Achieve and maintain funding at a level commensurate with MSL's mission.

6.1.a. MSL managers will spend a significant portion of FY15 preparing for, monitoring and participating in the 2015 legislative session.

- MSL staff created a reporting tool to facilitate the documentation of how libraries benefited from increased state aid funding. These reports are being shared with MLA representatives for a presentation to the Education and Local Government interim committee in September. Information will also be shared during our legislative budget hearing in January.
- Beginning in September, a team of staff led by Groves, Flick and Orban, and with representation from each program and the Montana Library Association (MLA), will plan for and host Library Legislative Day (date to be determined). This carefully planned event includes music, entertainment and a Read poster photo booth. It is the primary event where Montana librarians engage with their legislators in Helena during the session. As with the 2013 Legislative Day event we will also encourage participation from the GIS community.
- The State Librarian meets regularly with the MLA Government affairs representative to inform the MLA legislative agenda. She will be invited to the

December State Library Commission meeting to share their agenda prior to the session.

- MSL managers have already begun to monitor bill drafts to watch for issues that may impact the State Library and/or the communities we serve.
- Based on May 23 action from the State Library Commission, MSL submitted EPP requests to the Governor's Office of Budget and Program Planning. We continue to communicate with Governor's policy advisors and constituents to seek support for these proposals. Further direction from OBPP regarding our requests is anticipated in August.
- As we near the legislative session we will prepare budget testimony and handouts and will identify persons who will testify on behalf of the State Library in support of MSL's budget requests.
- MSL is not carrying and legislation this session but will respond to bills as appropriate.

The legislative session is the most important period of the biennium for the State Library as it is one of the few opportunities we have to propose and receive funding for new services. Careful consideration and planning goes into preparing our EPP requests and submitting them to the budget office. Articulate messages and talking points regarding the importance of our budget requests are drafted and shared with stakeholders and will ultimately be formulated into testimony that will be shared during the session. Because of the potential for statutory changes, both positive and negative, that come about during the session, we also dedicate a significant amount of time to monitoring and understanding a wide variety of bills. This work often involves gathering data, drafting analyses, sharing information with a variety of stakeholders including the legislature. A successful legislative session will result in a budget that includes sufficient funding for MSL to continue to support existing library services and funding for any new budget requests at a level that will allow them to be implemented successfully. Legislators will have the best available information for any decisions that will impact the State Library and the services that MSL provides and legislation passed will benefit the communities we serve.

6.2. Sustain administrative resources sufficient to support mission critical content and services.

6.2.a. MSL will evaluate relevant federal and state policies and procedures and technologies in order to inform and adopt appropriate records management policies.

- The MSL records custodian (Kammerer) will provide MSL managers with examples of records management policies and preferred procedures to inform an

MSL records management lifecycle that is consistent with state and federal requirements.

- MSL managers will seek additional training and education as necessary to understand records management requirements and options.
- MSL managers will monitor the current State Information Technology Services Division Request for Proposal (RFP) to launch an enterprise records management system and will test the system if an opportunity is made available.
- By the end of the fiscal year, MSL managers will adopt records management procedures that are manageable within existing resources.

The State is currently evaluating records management laws to identify opportunities for updates that will reflect the electronic records reality. Concurrently, the State Information Technology Services Division is conducting an RFP to procure and will conduct a pilot to evaluate an enterprise records management system. We hope that this new system will ease the burden to manage records according to a state records retention schedule.

Regardless of the tool, MSL has, and will continue to have, limited resources to dedicate to print and electronic records management. For this reason we have identified a need to maintain a decentralized records management model. Staff must be trained to identify and manage the records they create. Program managers must understand the types of records created by their programs and the retention requirements for those records.

Through our deliberations MSL managers and the records custodian will determine and document roles and responsibilities for successful and legal records management. Based on these procedures, MSL plans to develop or adopt technology solutions needed to support records management. It will also be necessary to develop a training program to ensure that staff is able to implement appropriate records management procedures. Through successful implementation of records management tools, procedures, and training, staff will clearly understand the importance of their roles in agency records management, MSL will make better use of staff to more efficiently manage MSL records without overburdening the records custodian, and MSL will develop or use technology solutions that successfully facilitate electronic records management.

6.10. Market MSL content and services effectively.

6.10.a. MSL will deliver a 2015 Legislative Snapshot to Legislators at the beginning of the 2015 legislative session.

- The Legislative Snapshot is dependent on the expertise of cross program staff. These staff research topics of importance to the Legislature and data that is relevant to inform deliberations, organize and/or format data so that it can be mapped and charted to improve information understanding, and present the data in both print and online forms that help Legislators understand issues at both a statewide and local level and that facilitate further research as necessary.
- The 2015 Legislative Snapshot will be organized around specific issue briefs rather than broad topics. Examples of issues may include Women in the Workforce, Federal/State Coordination, Education Funding, Economic Impacts, etc. While the print version will remain static once it is printed, as issues develop during the session, additional briefs may be added to the online version of the snapshot.
- The online version of the snapshot will “go live” on December 1, 2014. A print version will be delivered to Legislators during the first week of the legislative session.
- MSL staff will use a satisfaction survey(s) of legislators to seek information about the value of the snapshot. The survey will be open during and after the legislative session and it will be designed to provide information about the overall value of this tool as well as to gather feedback for updates to the current and future versions.

The Legislative Snapshot continues to be a valued tool created by the State Library for the Legislature that showcases the kinds of information and services that MSL provides in the context of the issues that legislators will consider during the session. MSL staff seeks data and information from a variety of state and federal agencies which creates further opportunities for future partnerships. The Legislative Snapshot will reflect positively on the services and information we offer as Legislators consider our budget and other matters that impact the State. When surveyed, legislators will report that the snapshot is a valuable tool that provides ready access to information that makes their deliberations more manageable.



Montana State Library

State Librarian

FY 2015 Work Plan

July 1, 2014-June 30, 2015

Prepared for the August 13, 2014

Commission Meeting

"The Montana State Library is committed to strengthening libraries and information services for all Montanans through leadership, advocacy, and service."

The State Librarian is established by Montana statute 22-1-102 (MCA).

The role of the State Librarian is to recommend to the State Library Commission policies and funding priorities that empower the State Library to meet its mission and statutory obligations, to offer administrative oversight, support and guidance to the staff of the State Library and to advocate for the State Library and the Montana library and information communities whenever possible.

This work plan is developed based on the goals contained in the [MSL 2012-2022 Long Range Plan](#). Specific work objectives for FY2015 are organized by the MSL six agency-wide Long Range Plan goals. Together, these objectives represent a collective approach to defining the highest priority tasks for the State Librarian for FY2015.

Goal Four—Consultation and Leadership

4. MSL provides consultation and leadership to enable users to set and reach their goals.

4.1. Represent the interests of MSL partners including public libraries and the GIS community in appropriate legislative, community, regional, and national forums.

4.1.a. Present information about the importance of broadband connectivity and E-rate at the Montana Telecommunications Association (MTA) annual conference in Billings, August 5-6. The Montana Telecommunications Association represents the internet service providers for many Montana libraries. From these providers we hear that broadband infrastructure is adequate across the state but we know that libraries lack access to affordable broadband to meet basic internet needs. As we consider how to rectify these opposing viewpoints and to find solutions to the issues surrounding broadband capacity in Montana it is clear that public-private partnerships are necessary and this means engaging MTA as well as the Montana Independent Telecommunications Systems. The first step is to develop a common understanding of the issues and I hope that attendance at this conference will aid in that effort. In coordination with this conference, I will also take John Windhausen, Executive Director of the Schools, Health and Libraries Broadband Coalition, on a tour of four Montana libraries, of varying size. Librarians in Billings, Columbus, Red Lodge and Bridger will have the opportunity to education John on the challenges of providing broadband to their patrons.

4.5. Provide leadership and support to identify and address key information gaps for MSL partners and patrons. Gaps may include but are not limited to early literacy, access

to sustainable Internet and technology services, access to legal and medical information resources, job related services and services to seniors.

4.5.a. Serve as a point of contact for the State on the Interconnectivity and Telecommunications Key Industry Network (KIN) under the auspices of the [Main Street Montana Project](#). This KIN is one of eleven private sector steering committees that will work to address the tasks set forth in the Governor's Main Street Montana Plan that was announced earlier this spring. There is opportunity for the State Library to contribute resources and expertise to the work of a number of the KINs. Managers are scheduled to meet with MSMP Project Coordinator in early August. In particular, the Interconnectivity and Telecommunications KIN is charged with focusing on the broadband needs of Montana. Through meetings with the Project Coordinator and the State Chief Information Officer I have been tasked with serving as the State point of contact for the Project Coordinator for this particular KIN. I hope that this great opportunity will allow me to play a role in shaping how the state looks at broadband needs and any future policy, funding, and legislative initiatives that this effort may inform, to the benefit of Montana libraries.

4.5.b. Understand and explore opportunities to improve broadband access for Montana libraries. Montana libraries continue to lag behind the nation in their ability to provide broadband access for staff and patrons. Numerous factors play into this reality that must be better understood if solutions are to be developed. Leadership opportunities are on the horizon, including the MSMP described above and national efforts to reform e-rate within the Federal Communications Commission. At this time, staff are collecting data and evaluating opportunities for partnerships and funding. Although it seems premature to propose a taskforce to address broadband needs at this time, based on the outcome of these opportunities, we need to be ready to lead.

Goal Five—Collaboration

5. MSL promotes partnerships and encourages collaboration among its users.

5.1. Facilitate information-sharing partnerships among federal, tribal, state and local governments, businesses and citizens. Partnerships should promote the role of libraries in Montana communities, create funding opportunities for Montana libraries and the GIS communities, and extend the reach of information services and delivery throughout the state.

5.1.a. In collaboration with the Montana Library Association (MLA) Government Affairs liaison, I will seek to better integrate the Montana Library Association Board of Trustees interest group with the government affairs committee. The interest group has been inactive for a number of years. Recently a board member expressed interest in

playing a more active role to engage the Montana Association of Counties (MACo). There is also a need to add capacity to the government affairs committee to support statewide legislative activities. In late August, MLA and the State Library will host a meeting of the two groups to discuss how the interest group can better support the activities of the government affairs committee. Opportunities include assisting with the planning and hosting of the Library Legislative Night and hosting a reception at the annual MACo meeting. Given the upcoming legislative session we will suggest that the interest group focus on the Legislative Night and other opportunities to support the MLA legislative agenda.

MLA and the Board of Trustees interest group are essential stakeholders of the State Library. They have long been strong supporters of the State Library's legislative goals. The interest group is an underutilized resource that seems to lack purpose and the Government Affairs committee lacks capacity. Efforts to bring these groups together seem like an opportunity for both groups to maximize their capacity to realize specific goals to support libraries through their interactions with state and local officials.

Goal Six—Sustainable Success

6. MSL is efficient and effective (measured against partner and patron outcomes) and is engaged in fulfilling its mission.

6.1. Achieve and maintain funding at a level commensurate with MSL's mission.

6.1.a. MSL managers will spend a significant portion of FY15 preparing for, monitoring and participating in the 2015 legislative session. In addition to supporting and directing staff through various legislative related projects (see MSL work plan) I will:

- Meet regularly with the MLA Government affairs representative to inform the MLA legislative agenda.
- Monitor bill drafts to watch for issues that may impact the State Library and/or the communities we serve. As necessary I will communicate relevant information to appropriate stakeholders and/or will prepare and present necessary testimony.
- Based on May 23 action from the State Library Commission, MSL submitted EPP requests to the Governor's Office of Budget and Program Planning. We continue to communicate with Governor's policy advisors and constituents to see support for these proposals. Further direction from OBPP regarding our requests is anticipated in August.

- As we near the legislative session we will prepare budget testimony and handouts and will identify persons who will testify on behalf of the State Library in support of MSL's budget requests.
- MSL is not carrying and legislation this session but will respond to bills as appropriate.

The legislative session is the most important period of the biennium for the State Library as it is one of the few opportunities we have to propose and receive funding for new services. Careful consideration and planning goes into preparing our EPP requests and submitting them to the budget office. Articulate messages and talking points regarding the importance of our budget requests are drafted and shared with stakeholders and will ultimately be formulated into testimony that will be shared during the session. Because of the potential for statutory changes, both positive and negative, that come about during the session, we also dedicate a significant amount of time to monitoring and understanding a wide variety of bills. This work often involves gathering data, drafting analyses, sharing information with a variety of stakeholders including the legislature. A successful legislative session will result in several funded budget request and no harm done though legislative change.

6.1.b. Session permitting, attend National Library Legislative Day May 4-5, 2015 in Washington, D.C.;

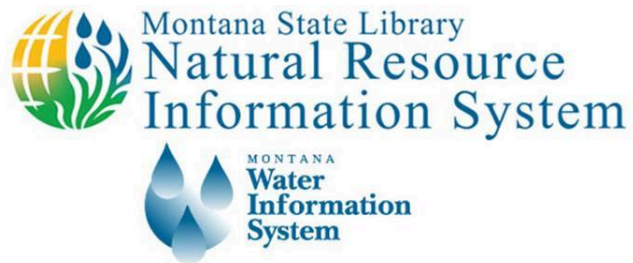
Library Legislative Day is an opportunity to learn more about the American Library Association legislative priorities and to meet with members of our Congressional delegation to express to them the importance of Montana libraries and their need for ongoing federal support through Library Services Technology Act funds and other federal initiatives.

6.6. Recruit and retain the staff necessary to meet the responsibilities of MSL's mission and Montana statutes.

6.6.a. In anticipation of staff changes with the Digital Library including staff retirements, I will work with program managers to evaluate the current organizational structure of the Digital Library. I continue to look for opportunities for staff to develop leadership skills and to provide a more integrated services approach for the Digital Library. Staff turnover is an opportunity to evaluate how we might make the most of staff skills and existing resources to meet the goals identified in program work plans and to ease the transition that comes with staff changes.

6.7. Foster staff members' value and satisfaction in their achievements and their contributions to MSL's mission.

6.7.a. Direct and provide guidance to program managers on and evaluation of program work plans and a new performance objective process that empowers and engages staff and that support the goals of the long-range plan. In FY 2014, with advice from the Department of Administration, the State Library adopted new performance appraisal documents. These documents were shared with staff at the April all-staff meeting. Central to the documents are staff-developed performance objectives. Supervisors and staff understand that program work plans should be developed with significant staff input and should then drive individual performance objectives so that employees can directly see how their performance ties to program work plans and the overall agency long-term plan.



Montana State Library
Geographic Information Work Plan FY2015
Final Draft (July 25, 2014)
Author: Stu Kirkpatrick, State GIS Coordinator

Introduction

MSL Management and the Geographic Information staff is currently working on a Vision document that will describe where we are right now (how we meet MSL larger goals?) and where we would like to be by the close of FY 2017. While we complete this visioning process, we also need to identify specific work tasks for the Geographic Information team that will be accomplished in fiscal year 2015. A core premise of the draft vision is that a team oriented structure will result in more efficient management and better prepare the program for the succession of staff nearing retirement age. The remainder of this document identifies the tasks and success measures for work that will simultaneously move us toward meeting goals already established in the draft Vision document. **Our 50% draft Vision document is submitted for your reference.**

We respectfully submit this work plan as a way to more holistically address all the following MSL goals as related to Geographic Information:

1. The MSL Geographic Information Program will acquire and manage relevant quality geographic information that meets the needs of users
2. The MSL Geographic Information Program will provide our partners and patrons with convenient, high quality and cost effective access to geographic information
3. The MSL Geographic Information Program will provide appropriate trainings and training resources so that the best use can be made of the resources offered
4. The MSL Geographic Information Program will provide consultation, leadership and training for the development and use of geographic information and spatial technologies
5. The MSL Geographic Information Program will promote partnerships and encourage collaboration both within and beyond the spatial technology community.
6. The MSL Geographic Information Program will insure sustainable success through efficient and effective management of both geographic data and staff resources.

By completing the tasks set forth within this work plan we intend to efficiently and effectively fulfill the mission of the Montana State Library and support the vision for Geographic Information in FY15.

Land Information Team

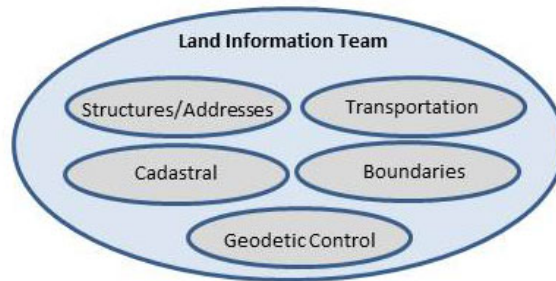


Fig. 1

MSL is the acknowledged steward for all MSDI themes identified in figure 1. so organization around a team concept should pose few problems. While general stewardship of these themes won't change radically, there will be concentrated effort to complete the following tasks. Completion will impact the way stewardship has been conducted in the past, removing the stove-pipe approach through staff cross-training.

1. Staff will be selected to participate on a land information team. The team may have a permanent or revolving leader depending on interest. Staff may participate on both the land and water (described later) teams as appropriate.
2. The team will complete documentation for Cadastral, Geodetic Control and Boundaries started under the FY14 CATSPAW project. The team will determine whether a general workflow documentation template will meet the needs of the entire program.
 - Success measure – Final workflow documentation is complete Cadastral, Geodetic Control and Boundaries. Draft documentation is complete for Structures/Addresses and Transportation.
3. Cross train staff in parcel and boundary adjustments and editing
 - Success measure – At least four staff members understand how to edit and adjust data within and outside of the parcel fabric. All feature classes in the parcel fabric will be vertically integrated
4. Cross train staff in address and road centerline integration and maintenance.
 - Success measure – integration and maintenance processes for addresses and road centerlines are shared by at least two staff members
5. Move a minimum of three feature classes from the Natural Heritage Managed Areas geodatabase into the parcel fabric
 - Success measure – three feature classes are migrated and maintained within the parcel fabric
6. Working in close conjunction with the GIS Manager at DNRC, the Land Information Team will link at least minimal attribution contained in the State Trust Land Database with state trust lands in the cadastral database.

- Success measure – additional information on state trust lands, beyond what are carried by the Department of Revenue, is available to patrons.
7. Complete a Land Ownership section of the annual Land Information Plan, the MSDI Work Plan and the FY16 MSL work plan.
 - Success measure – Under the direction of the program manager, and working with relevant stakeholders, staff will write these sections in FY15.
 8. Archive all associated relevant data currently contained in the appraisal folders
 - Success measure – No land information data associated with the five MSDI themes remain in the appraisal folders

Measurable Impact- Many of these tasks are focused on internal work flows and can be measured in the future by the time saved and minimal loss of institutional memory through well planned transitions as older staff retires. Staff will gain leadership skills as they take on more planning and coordination activities.

Water Information Team

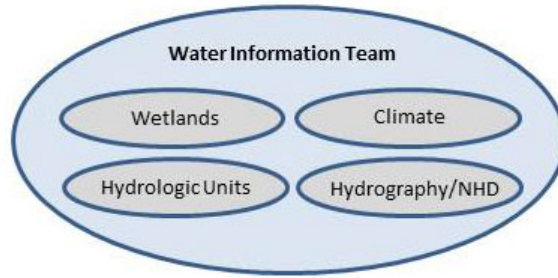


Fig. 2

Under the coordination of the Water Information System Manager, work will be conducted to improve data quality and data coordination. Similar to what is being proposed for land information, in FY 15 the MSL Geographic Information Program will initiate a Water Information Team. The team will consist of a minimum of four Geographic Information staff members however the team will reach out as needed to appropriate MSDI stewards including MTNHP wetlands staff to accomplish the following tasks.

1. Staff will be selected to participate on a water information team. The team will be led by the Water Information System Manager.
2. The team will complete documentation of editing practices including using wetland/riparian data, aerial and satellite imagery, high-resolution elevation data, and conflation techniques to update the hydrography dataset.
 - Success measure – current documentation
3. Cross train staff in Montana hydrography dataset editing.
 - Success measure – At least four staff members understand how to edit data within the National Hydrography Dataset (NHD) data model
4. Complete a hydrography web application for submitting revisions and viewing completion status. Additionally, provide training to the Hydrography Working Group and core water-related State agencies.
 - Success measure – Core state agencies and the public use the web application to view where editing is happening and also to submit revisions. Transparency to hydrography stewardship is improved.
5. Document procedures to efficiently process incoming NHD update requests submitted through the hydrography web application.
 - Success measure – Staff are able to process the backlog of requests (currently estimated at 350) as well as handle new incoming requests. Most requests are completed within a few months and no edits sit in the queue for longer than six months.
6. Complete systematic hydrography revisions in three subbasins (8-digit Hydrologic Unit Code) and document the process, including identifying how subbasins will

be prioritized for editing and a timeline for when additional subbasins may be completed.

- Success measure – Agency partners agree that the data in these subbasins meets their business requirement (even if they are not able to switch over and start using it until the full state is complete).
7. Work with the Montana Climate Office to package climate products by watershed or other hydrologic units.
 - Success measure – Climate datasets and/or maps are packaged by basin or watershed and made available through the Water Information System or, if climate products are not ready in FY15, then a process for making them available through the WIS in the near future is identified.
 8. Hydrologic units and the hydrography dataset are currently separate MSDI themes; yet, the hydrography geodatabase includes the hydrologic units. The update schedule for both themes should be evaluated to ensure identical boundaries are provided.
 - Success measure- The update schedules for hydrologic units and the hydrography dataset are synced. Theme webpages clearly explain that the boundaries provided are the same.
 9. Work with partner agencies and the Hydrography Working Group to identify what hydrography-related data layers or NHD subsets are needed, including determining the NHD features of most value to partner agencies.
 - Success measure- A published list of supported hydrographic feature types and available data layers.
 10. Complete a Water section of the annual Land Information Plan, the MSDI Work Plan and the FY16 MSL work plan.
 - Success measure – Under the direction of the program manager, and working with relevant stakeholders, staff will write these sections in FY15.
 11. Archive all associated relevant data currently contained in the appraisal folders
 - Success measure – No water information data associated with the five MSDI themes remain in the appraisal folders

Measurable Impact:

1. In the long term, adoption of MT Hydrography by DNRC, DEQ and FWP, the three core water-related state agencies, would be the goal. This could enable water related data, of which there are volumes, to be linked together through common database elements. Additionally, the same internal impacts to be reaped by the Land Information Team, namely the time saved, minimal loss of institutional memory, and the development of leadership skills.

Information Clearinghouse/User Engagement Team

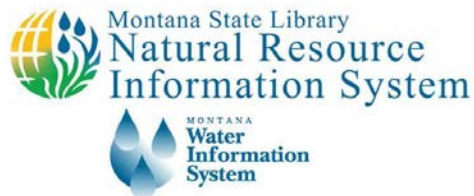
The traditional role of MSL as the statewide GIS clearinghouse is being re-thought and re-branded into a broader set of GIS coordination, outreach and stewardship and data access roles. This part of the draft vision remains incomplete however it is recognized by both management and staff as a critical part of the mission. As an example of a task that would logically fall under the purview of this team we list our current effort to re-engineer the Digital Atlas. Staff and management will identify and prioritize other projects that will be managed by this team in FY 15.

Clearinghouse tasks:

1. The purpose of this project is to research options and make recommendations for replacing the functionality of the current Digital Atlas application. This includes documenting the current Digital Atlas application functionality, the most used functionality based on website and application statistics, and what functionality is important for MSL to continue to provide users. This project will examine the current concept of a "digital atlas" or collection of online maps, and how that might be implemented given current trends and technologies. This project will develop a list of functional requirements and examine what existing technologies that might be used to meet those requirements. The final deliverable for this project will be a report containing recommendations for replacing the Digital Atlas. Sun-setting the current Digital Atlas application with no replacement is an acceptable alternative.
 - Success measure –the evaluation of alternatives for the current digital atlas is completed before October 2014. If replacement is the preferred alternative that product (or products) is completed by July 1, 2015.

Measurable Impact: Providing that sun-setting the current Digital Atlas with no replacement is not the preferred alternative, usage of the atlas, measured in page views, should increase 5% within 6 months of roll-out. More broadly a cross program team focused on understanding user's needs, and delivering data and services in ways that better meet their needs will benefit staff by providing a broader understanding of the services we provide. It will benefit MSL through greater opportunities for integrated workflows. It will benefit our users who will have access to a broader range of tools and resources to meet their needs.

Montana State Library Geographic Information Vision



FY 2015, FY 2016, FY 2017

50 % Draft

July 28, 2014

Author: Stu Kirkpatrick, State GIS Coordinator

Contents

1. Introduction
 - a. Background
 - b. Existing Conditions (positives/negatives)
 - c. Risks identified
 - d. Closing statement of how each of the next sections fleshes out existing conditions, the risks, and then the vision for where we want to be by <need a date>
2. Land Information
 - a. Existing Conditions (positives/negatives)
 - b. Risks identified
 - c. Goals
3. Water Information
 - a. Existing Conditions (positives/negatives)
 - b. Risks identified
 - c. Goals
4. State GIS Clearinghouse
 - a. Existing Conditions (positives/negatives)
 - b. Risks identified
 - c. Goals
5. Conclusion
 - a. This vision will be realized through FY work plans
 - b. The vision will be revisited during FY 17

Introduction

Land and Water. Aside from Montana's diverse and resilient human resources, few things are as important to Montanans as land and water. For the Montana State Library's Geographic Information Program this means that to impact our patrons in meaningful and positive ways, land and water information must be current, accurate and available. From a statutory perspective MSL Geographic Information inherits broad mandates from statute related to Montana's land and water. The Montana Land Information Act (MLIA), the Natural Resource Information System (NRIS), the Water Information System (WIS) and that related to the Montana Natural Heritage Program (MTNHP) are all connected to land and water information in some way.

The year after legislative change merged the Department of Administration's GIS program with the MSL Digital Library has provided staff and management insight into how the Geographic Information Program should plan to efficiently accomplish current mandates while preparing for the future. This document lays out what is envisioned to be a three year effort to insure stability, sustainability and availability of critical spatial data related to Montana's land and water resources.

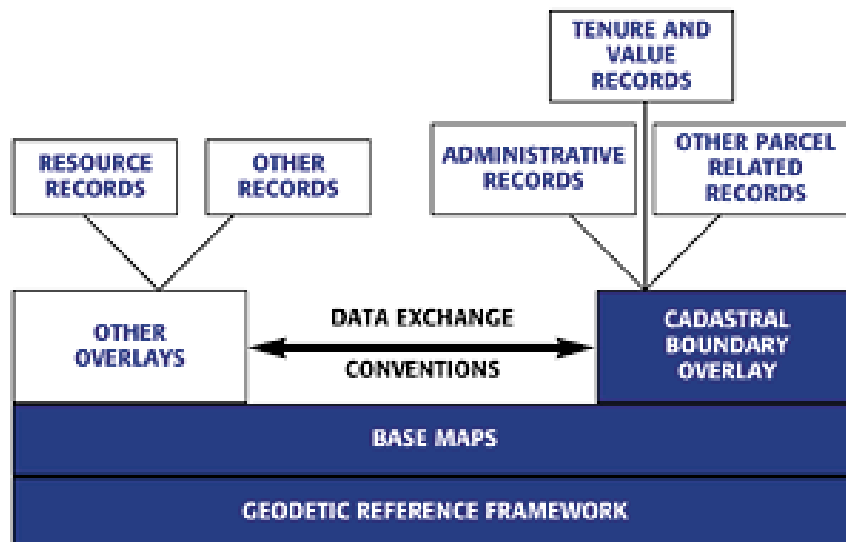
This Vision should not be interpreted as a massive reorganization. Through a series of incremental steps that will move us toward documented workflows that with minor annual adjustments can be maintained over time. Beyond the paperwork however lies better data with improved access. We must address the unavoidable fact that many of the program's staff are approaching retirement age. If undocumented data and workflows are allowed to persist, the program will not be prepared for the inevitable transitions that will take place. The Geographic Information Program can't deal with all the changes that need to be accomplished in one year. Therefore, under the overarching goal of ensuring long term sustainability, we will focus on organizing and documenting the workflows, along with several data enhancements, associated with our land and water systems.



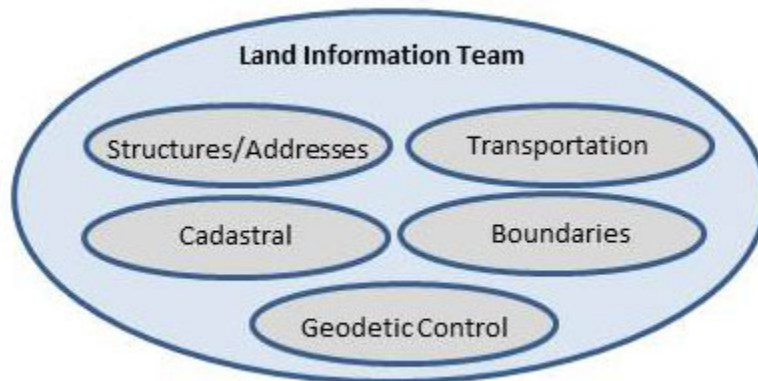
We acknowledge that everything we try in the coming years will not always result in a direction that we wish to continue to pursue. However as management and staff engage in the tasks associated with this plan we will learn together what will work and what won't. What we learn will help us fine tune this sustainability model in subsequent fiscal years.

Land Information

Over the years several attempts have been made to compartmentalize the work related to the Montana Spatial Data Infrastructure (MSDI). Natural resource data verses non-natural resource data, and human verses physical geography are two examples of such attempts. Whether trying to make logical sense of things or to help distinguish differences between programs to demonstrate non-duplication, these efforts often generated a good deal of passion from the GIS community, not all of it positive. However internally, strictly from a program management perspective, it is time to investigate the possibilities this type of classification present. There is some logic associating the management and workflows of the following themes – Geodetic Control, Cadastral, Boundaries, Structures and Addresses, and Transportation. The concept of a multi-purpose cadastre has been proposed for years, possibly starting with the 1980 publication by the National Research Council entitled “Need for a Multipurpose Cadastre”. One (of many) attempts to diagram a multi-purpose cadastre follows.



Liberal interpretations of this model result in almost all spatial data residing under such a system. However that doesn't seem appropriate for the way MSL Geographic Information conducts business and would likely provoke some resistance. Therefore in FY 15 we will initiate a Land Information team involved in the business process associated with the following MSDI themes.

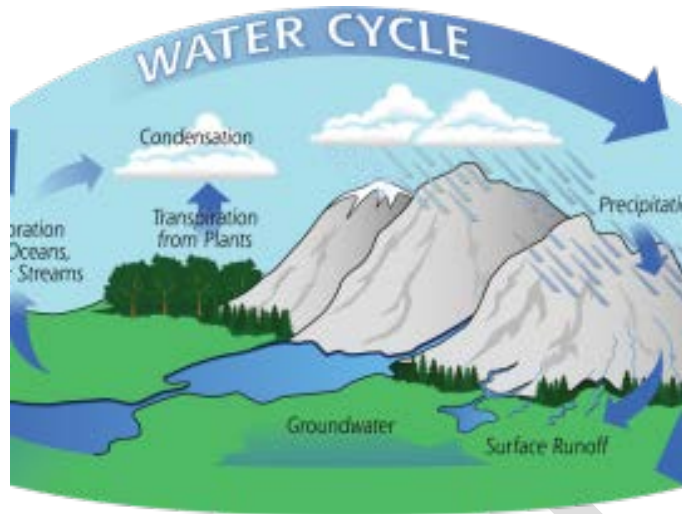


Water Information

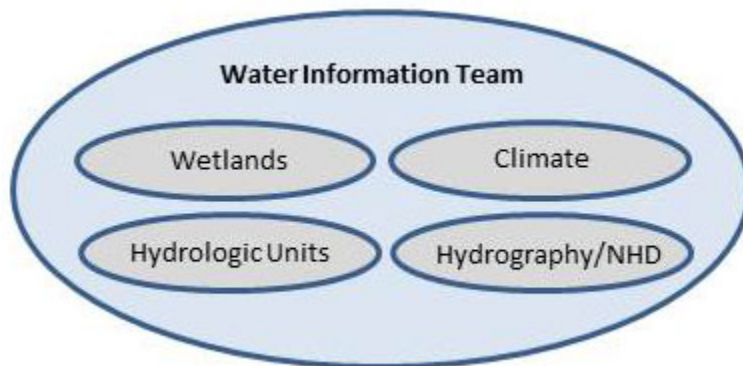
Based on MCA 90-15-305(1) and (2) it would appear that Water Information should be relatively easy to manage:

- (1) There is a Montana water information system, to be operated within the natural resource information system referred to in [90-15-301](#) and that is to be considered a part of the system.
- (2) (2) The Montana water information system shall make available and readily accessible, in a usable format, to state agencies and other interested persons, information on the state's water resources, out-of-state water resources that affect the state, existing and potential uses, and the existing and potential demand.

However the complexity of the water cycle, not to mention the diversity of data that comes out of various hydrologic models, means that in many ways water information systems are not nearly as mature as land information.



Adding to the complexity, MSL is the steward of only one of four logically related MSDI themes; Hydrography generally described as surface waters. Unlike MSDI cadastral which is generally accepted as the authoritative source for tax parcel data, the National Hydrography Dataset which MSL stewards for the USGS, has not been always accepted as the authoritative source for surface water data. Water related data also comes from other MSDI stewards NRCS (Hydrologic Units and Soils), the University of Montana (Climate) and the MT Heritage Program (Wetlands).



Information Clearinghouse/User Engagement Team

It is well understood by both management and staff that data coordination, public outreach and data access are woven into everything the Geographic Information Program does. Additionally there are the remaining MSDI themes, for some of which MSL is the named steward (Imagery and Geographic Names), and the others in which we work closely with the named stewards.



It is also conceivable that this team could better integrate with Library and Information Services and the Montana Natural Heritage Program to synergize outreach and coordination efforts. More work will be done in FY 15 to understand how this team can fully meet its potential in the future.

Conclusion

(to be added to 80% draft)

DRAFT



Information Technology
Fiscal Year 2015 Work Plan
July 1, 2014-June 30, 2015
Prepared for the August 13, 2014
Commission Meeting

Montana State Library Information Technology Program Overview

The Information Technology (IT) staff at the Montana State Library (MSL) provide support to all library programs to ensure they have access to needed technical resources. To be effective, it is essential that the IT staff work with library programs to provide solutions that balance their needs with the larger library need for integrated, secure, sustainable library systems designed to adapt to the constant, rapid pace of technology change.

This IT Staff includes the following employees:

- Digital Information Manager/Chief Information Officer – Responsible for overall IT planning and coordination.
- GIS Database Administrator – Manages the library database and GIS server environment.
- GIS Web Developer – Develops and manages MSL web applications.
- Network Administrator – Configures and supports the agency desktop, network, and server resources
- Web Manager – Manages the agency internet and intranet web environments.

This work plan is built around the core goals contained in the 2012 through 2022 MSL Long Range Plan. In terms of Information Technology we aspire to:

1. Provide file server and database platforms for the storage and management of library content.
2. Provide a web server environment and developer support resources to allow programs to provide cutting edge data access tools to patrons.
3. Provide training for library staff, partners, and patrons for effective application of library technology to meet information management and information access needs and provide library staff with technology resources to allow them to be more effective trainers.
4. Provide MSL staff with the IT resources needed to be effective in their leadership and consulting roles.
5. Use IT resources to promote partnerships and encourage collaboration both within and beyond the library, government, and natural resource information management communities.
6. Ensure sustainable success through efficient and effective management of information technology resources.

By completing the tasks set forth within this work plan we intend to efficiently and effectively fulfill the mission of the Montana State Library.

Goal One—Content

1. MSL acquires and manages relevant quality content that meets the needs of Montana Library users.

IT Staff plan, implement, and support the file server and database environment where MSL digital content resides.

1.1 File Server Updates

Library programs continue to need increasing amounts of file storage space for their growing collections. Last year we added just over 10TB to the MSL Storage Area Network (SAN) environment. In the coming weeks we will be expanding the SAN to add an additional 20TB of storage capacity. This will maximize the existing capacity of our SAN. While we should have sufficient storage space to handle existing program storage needs and anticipated requests for a few years, the library will need to develop a plan for addressing future storage needs. A holistic review of the MSL storage environment needs to be undertaken which will consider both the types of data storage available (existing data storage as well as options such as those available from the State Information Technology Services Division (SITSD) or cloud based offerings) as well as the existing demands on MSL data storage resources including space needed for the storage of raw data, production and publication datasets, records management, archiving, and backup and disaster recovery.

1.2 Database environment overhaul

We plan to complete the overhaul of the MSL database environment this year. During the 2014 Fiscal Year (FY14) we began the redesign of the database architecture, coupled with a move to virtual servers and an upgrade to current database server software. The goal of this project is to provide the library with a more robust platform designed to support all of the agency's database server needs in a manner that is much more efficient to manage.

In the last year we were able to stand up a virtual database environment that consists of a development, production, and publication servers. During FY15 we will migrate remaining databases off of our older, physical server based architecture and into this new virtual environment. This will allow us to retire or repurpose several physical servers. This project was more complex than originally anticipated due to the number of databases we host for internal and external partners including the Montana Natural Heritage Program, Fish Wildlife and Parks, the Department of Natural Resources and Conservation, and the Department of Environmental Quality. We have been working with these stakeholders to minimize the impact of these changes and we are confident that this project can be completed by the end of the calendar year.

Goal Two—Access

2. MSL provides libraries, agencies, and its partners and patrons with convenient, high quality, and cost-effective access to library content and services.

With more and more library content being made available digitally, the primary point of access for this information is becoming the library web site and web based applications made available through the website.

2.1 MSL Web Updates

With the MSL program pages migrated to the DNN Content Management System (CMS) the next step in the update to the MSL web site is to review and update the overall design of msl.mt.gov and the top level program pages. While much of this work will be implemented through the MSL Web Manager and other IT staff, it is really a larger, library-wide project that will be addressed in more detail in the MSL work plan.

2.2 Application Updates

In addition to program web content, MSL supports a number of web based applications to assist with data discovery and data access. The GIS Web Developer continues to update library web applications that reside on outdated technology. The goal for this year is to convert the remaining large applications (the Digital Atlas, TopoFinder, and the Library Directory) developed in classic ASP to ASP.Net.

The Montana Digital Atlas update is currently in the scoping process (under the lead of the Geographic Information program), with the target for a replacement set at the end of the calendar year. The TopoFinder may be addressed within the new Digital Atlas, but if not, it will be updated shortly after the new Digital Atlas goes into production.

The planning phase for third major application needing an update, the Library Directory, will begin this fall. Updating the Library Directory will demand a high level of collaboration between IT and the Statewide Library Resources (SLR) program, with SLR taking the lead and the GIS Web Developer doing the majority of the programming work.

There are also a number of smaller applications, web sites, and other utilities written in classic ASP. We will continue to migrate these remaining pages and applications from classic ASP to ASP.Net (or another appropriate, current development platform) during this fiscal year.

2.3 ArcGIS Server service migration

Also supporting the MSL data access efforts is the MSL ArcGIS Server environment. ArcGIS server is a software tool for creating web mapping services. Many different types of web mapping service can be created with ArcGIS Server. The most common are basic map services that are used to support MSL web applications. In FY14, the GIS Server Manager set up an ArcGIS Server 10.2.2 environment. In the coming year he will migrate remaining web services to the 10.2.2 environment. This will allow us to repurpose one physical server that supports older ArcGIS Server services and shutdown three virtual servers currently used to support ArcIMS (web map server technology that preceded ArcGIS Server) services.

2.4 IT Security Planning

With much of our data intended for public access, from a security perspective our primary concern is not limiting user access to our resources. Even so, it is important to properly secure our IT systems to ensure data that needs to be secured is, and to remain in compliance with

SITSD standards so that we can continue to leverage the resources of the state network to provide patrons with the best available access to our collections.

In the last year SITSD has released an exhaustive set of Baseline Security Controls for state agencies to follow to ensure the security of the state network. MSL IT staff will review this document to identify which, if any controls we are not in compliance with. Once this review is complete, we will make recommendations to library management for correcting or improving the security of our IT environment.

In addition to recommendations that come out of the review of baseline security controls, we have already identified a number of specific security related tasks for the coming year. With updates to program file server environment we will continue to clean up the security groups that we use to control access to data on the file servers. We are also researching systems for managing administrative accounts in an organizational setting and plan to develop and implement a new administrative login policy in the coming months. Finally, we are in the process of restructuring our web application environment and we will soon begin implementing the use of the SITSD supported WebDefend tool to help us better secure our public facing resources.

Goal Six—Sustainable Success

6. MSL is efficient and effective (measured against partner and patron outcomes) and is engaged in fulfilling its mission.

6.1 Systems and Hardware Updates

Data Center Virtualization

We have acquired the hardware needed to complete the process of virtualizing the MSL data center in the coming year. It has taken several years, but we are very close to completing this transition. Most of the remaining physical servers already have virtual server replacements up and running and we just need to migrate the remaining data or services to the new servers. This is the case for Blade08, Blade09, AGS01, and AGS02 (database and ArcGIS Server machines). We also just purchased a host server to house the virtual server that will replace the physical server currently running the Keystone Automated Library System (KLAS) for the Montana Talking Book Library (TBL).

Windows Server 2003 - The completion of the virtualization process will also be an opportunity to retire some of our servers still running Windows Server 2003 and replace them with servers running a more current operating system. In all we have eight servers still running Windows Server 2003. Three of these will be updated through virtualization, two will be decommissioned after the applications they host are updated, two more can be decommissioned in the near future as the tools they host will no longer be needed. There are no plans in place for upgrading the final Windows Server 2003 machine yet.

IT Back-up and Disaster Recovery - With the completion of the virtualization process, updates to our file server environment and our web applications nearing completion, this is a good time

to evaluate our IT Back-up and Disaster Recovery systems. Our current backup and disaster recovery model is more of an ad-hoc approach that has been developed over time to address needs as they arose. A model that looks at overall agency needs and the resources available should provide more consistent and efficient support for the library. This project should be part of the larger review of the MSL storage environment.

Planning a move to the State Data Center - Another opportunity that we are in a position to pursue now that our servers environment have been virtualized is the migration of some (or all) of our servers to the State of Montana Data Center (SMDC) or other third party server hosting environment. We are currently at capacity in the MSL Data Center (MSLDC) for both network connections and backup power. Moving some of our servers to an alternative data center would free up both power supplies and network ports. Moving our public web resources - primarily MSL web sites, application servers, and FTP servers – out of the MSLDC will also reduce the amount of external traffic on the library network, freeing up those resources for internal needs. Finally, the SMDC has a level of monitoring and support that we are unable to provide at the MSLDC (it is unclear what other third party hosting options would be able to provide related to this). While this is important for all of our IT resources, it is especially important for the web resources that we want to make available to patrons on a 24x7 basis.

Microsoft Licensing

MSL recently entered into a school agreement that entitles us to academic pricing and other benefits when purchasing Microsoft software. This agreement covers the operating systems and office software for staff workstations. We will be reviewing the licensing of server software to determine if there are opportunities to expand this agreement and gain more benefits on the server side.

6.2 Staff and Program Development

IT Asset Management

With input from IT and other library staff, the GIS Web Developer has begun working on and IT Asset Management System. This vision for this is a web based tool available to all MSL staff through the library intranet site which will serve as an inventory and tracking tool for hardware, software, applications, web services, and possibly raw data as well as published data products. A map inventory tool has already been implemented for Geographic Information staff, and the next step in this process is to integrate data about desktop and server machines as well as database and application servers from a variety of existing databases currently being used by IT staff. This tool may continue to evolve for many years, but we hope to have the core functionality in place by the end of this year.

IT Policies

In an effort to improve communication between IT staff and library programs we will be reviewing and documenting several agency IT policies in the coming year.

On-Call - One of these will be the agency on-call policy which was developed to ensure that MSL IT systems were monitored over the weekends. While the existing policy has been effective for several years, it was developed prior to the creation of the MSL IT program. With the reorganization that has occurred in the library over the last couple of years and updates to our IT systems it is important that the on-call policy be reviewed and updated so that it continues to meet the library's needs.

IT Change Management - Another policy that needs to be developed is an IT change management policy. While IT staff have always done their best to ensure program staff are notified of planned changes to IT systems, this approach has never been documented and formalized. With library staff growing more dependent on IT systems, and with the increased interdependencies among those systems, we need to have more formal guidelines in place for proposing, evaluating, communicating, and otherwise managing the change process for IT systems.



Library Information Services

Fiscal Year 2015 Work Plan

July 9, 2014

The mission of the Library Information Services (LIS) program is to collaboratively manage with other Montana State Digital Library programs the four collections of the Montana State Library: state publications, natural resource information about Montana, Montana Spatial Data, and professional library development material.

While the other Montana State Digital Library programs have statutory mandates related to Montana Land Information Act (MLIA), the Natural Resource Information System (NRIS), the Water Information System (WIS) and the Montana Natural Heritage Program (MTNHP), LIS has particular statutory obligations to administer the state depository library program.

This LIS work plan uses the six (6) agency-wide goals of the MSL Long Range Plan to describe how LIS will provide reference service and access to Montana State Library collections and fulfill its statutory state depository library program obligations.

This year as many as possible LIS work plan objectives will flow from a statistically meaningful online survey designed and administered by LIS to learn more about our patrons' use and satisfaction with our library. This survey will help LIS discover our users' information needs and how they are being met or not. The survey results will also influence LIS priorities, staff/resource allocation, and determine the order of implementing LIS work objectives. The ultimate goal of the survey is to improve and align LIS service and resources with known user information needs.

Goal One—Content

MSL acquires and manages relevant quality content that meets the needs of Montana library users.

LIS work objectives

1. State Publications Librarian and Cataloger/Metadata Specialist will meet quarterly with the Montana Natural Heritage Program (MTNHP) to identify, digitize, and provide access to grey literature covering natural resource information about Montana. The LIS Cataloger/Metadata Specialist will collect the cataloging form and associated grey literature from the MTNHP Information Specialist so that content may be available from WorldCat, the shared catalog, the Internet Archive and eventually the MTNHP website.
2. Beginning in October 2014, the LIS manager and the LIS catalog/metadata analyst will work with MARCIVE and GPO to implement the Cataloging Records Distribution Project (CRDP) to load into the MSL catalog each month MARC records for new electronic federal documents, books, serials, maps, computer files, streaming videos, etc. from the U.S. Department of Agriculture and the U.S. Department of the Interior.

Goal Two—Access

MSL provides libraries, agencies, and its partners and patrons with convenient, high quality, and cost-effective access to library content and services.

LIS work objectives

1. LIS staff will make web enhancements on Research.msl.mt.gov by adding graphical images, help files, and highlighting MSL collection resources, e.g. creating "Staff Pick" links that provide easy access to electronic resources identified as needed by the user survey.

2. To complete the digitization project, the Cataloger and Metadata Specialist will finish cataloging any historic, print state publications needing MARC records among the 270 linear feet of materials that remain to be digitized.
3. State publications librarian, metadata/cataloger, and university library representative will create, document, and implement procedures for providing non-MSL libraries with MARC files for digitized state publications. Cataloger/Metadata Specialist will create an annual MARC file of past fiscal year's newly digitized state publications. In addition, Cataloger/Metadata Specialist will retroactively create MARC file folders of past fiscal year's digitized state publications to fill in holes of unfulfilled state publication transfers. These MARC files will be made available via FTP or another method preferred by the non-MSL library.

Goal Three—Training

MSL provides appropriate trainings and training resources so that the best use can be made of the resources offered.

LIS Work Objectives

1. LIS staff will research and contribute LIS content for State of Montana orientation for new employees so that incoming workers are aware of MSL resources and services. LIS technician will send new state employees a brief follow-up email about LIS content and a short, welcome to state government employment. This interaction will result in more library cards being issued and more requests for information.

Goal Four—Consultation and Leadership

MSL provides consultation and leadership to enable users to set and reach their goals.

LIS Work Objectives

1. State Publications Librarian will continue implementing the state publications management plan by consulting in person or on the phone with all 17 depository librarians with the goal of at least half of the depository libraries adding either a link to or widget for MT.GOV Connect to their website.
2. LIS technicians will meet quarterly with Statewide Library Resources/Library Development Division (SLR/LDD) staff to manage the print professional library development materials according to the MSL collection development policy with the goal of increasing PLD circulation. LIS together with SLR will develop an assessment tool to better identify actual user needs for the PLD collection.
3. LIS staff will consult quarterly with MTNHP and Geographic Information staff to acquire and manage natural resource information relevant to our users as determined by findings from the library user survey.
4. Electronic Resources Librarian and State Publications Librarian using results from the patron survey will identify engagement opportunities with at least four state agencies that result in invitations to learn about user information needs.

Goal Five—Collaboration

MSL promotes partnerships and encourages collaboration among its users.

LIS Work Objectives

1. LIS staff will meet quarterly with MTNHP and Geographic Information staff to discuss how to improve workflow to ensure permanent public access to their state publications, e.g. Geographic Information maps and other high interest material identified by the user survey.
2. LIS staff will identify at least two partnership opportunities and attend organizational conferences to share LIS resources and services with information networks outside the library, e.g. MEA-MFT Educators' Conference, October 16 &17, 2014; Montana History Conference, September 18-20, 2014.
3. LIS technicians will attend webinars and work with SLR staff to implement and test OCLC WorldShare by January 1st, 2015 to ensure users get library materials via OCLC WorldCat Discovery Service with minimal delay once OCLC FirstSearch retires.

Goal Six—Sustainable Success

MSL is efficient and effective (measured against partner and patron outcomes) and is engaged in fulfilling its mission.

LIS Work Objectives

1. LIS manager will publish an executive summary of the LIS user survey that includes a brief analysis of the results and recommendations for improving library resources and services.
2. LIS manager will use the patron survey to ensure that staff resources are allocated according to actual user information needs. The percentage of staff time currently allotted to declining services, e.g. circulation, will be shifted to services in higher user demand.
3. LIS manager will create a calendar to plan for LIS representation at meetings in state and outside of Montana, e.g. ASLD Fall retreat, Montana Shared Catalog, Offline, MLA, Archive-It Partners, etc.
4. LIS staff and MSL manager will use social and traditional media to engage users and elicit responses indicating that users are generally knowledgeable and supportive of library resources and services. Additionally, LIS will support other state agencies by sharing content found on other state agency social media channels.
5. LIS will plan the information architecture for the new internal LIS wiki. LIS will transfer content from the old, internal wiki platform to the new wiki. LIS staff will edit current documentation for coherence and create new documentation for procedures, process, and workflow for managing library resources and services, e.g. EBSCOhost databases, Archive-It, and OCLC WorldShare. This documentation will ensure continuity of library services and save future staff from having to figure out undocumented procedures.

MONTANA STATE LIBRARY COMMISSION WORK PLAN FY2014

VISION

Develop and deliver 21st Century library resources and information services.

MISSION

The Montana State Library is committed to strengthening libraries and information services for all Montanans through leadership, advocacy, and service.

VALUES

MSL values:

- An educated and inquisitive citizenry.
- Library services that are responsive to users' needs.
- Free government information that is easily accessible and widely distributed.
- Patron privacy.
- Equitable access to all library resources and services.
- Competent and professional staff.
- Open, direct, and timely communication.
- Economic development of Montana and Montanans.

The State Library Commission is established by Montana statute 22-1-101 (MCA).

The role of the State Library Commission is to set forth policies and funding priorities that empower the State Library to meet its mission and statutory obligations and to advocate for the State Library and the Montana library and information communities whenever possible.

The State Library Commission Group norms:

- The Commissioners will read and come to meetings prepared to discuss agenda items;
- Commission meetings follow Roberts Rules of Order;
- Commissioners are bound by the State Code of Ethics and Standards of Conduct: http://leg.mt.gov/bills/mca_toc/2_2_1.htm.

Goal One—Content—Discussion

1. MSL acquires and manages relevant quality content that meets the needs of Montana Library users.

1.1. Advise, review and approve policies that enhance Montana State Library's statewide e-content subscription and purchase programs, and that support the Montana Memory Project, the collection development priorities of the Montana State Library Collection Development Policy, and the Talking Book Library Collection;

1.2. Advise, review and approve budgets that enhance Montana State Library's statewide e-content subscription and purchase programs, and that support the Montana Memory Project, the collection development priorities of the Montana State Library Collection Development Policy, and the Talking Book Library Collection;

1.3. Request and participate in trainings and/or presentations by staff and other subject matter experts on new and existing topics that will educate the Commission on issues that will inform their understanding of the content needs of Montana Library users.

Goal Two—Access—Discussion

2. MSL provides libraries, agencies, and its partners and patrons with convenient, high quality, and cost-effective access to library content and services.

2.1. Advise, review and approve policies that enhance access to information through statewide resource sharing initiatives;

2.2. Advise, review and approve budgets that enhance access to information through statewide resource sharing initiatives;

2.3. Request and participate in trainings and/or presentations by staff and other subject matter experts on new and existing topics that will educate the Commission on issues that will inform their understanding of the access needs of Montana Library users.

DRAFT

Goal Three—Training—Discussion

3. MSL provides appropriate trainings and training resources so that the best use can be made of the resources offered.

3.1. Advise, review and approve policies that enhance Montana State Library's statewide training opportunities;

3.2. Advise, review and approve budgets that enhance Montana State Library's statewide training opportunities;

3.3. Request and participate in trainings and/or presentations by staff and other subject matter experts on new and existing topics that will educate the Commission on issues that will inform their understanding of the training needs of Montana Library users.

DRAFT

Goal Four—Consultation and Leadership—Discussion

4. MSL provides consultation and leadership to enable users to set and reach their goals.

4.1. Represent the interests of MSL partners including public libraries and the GIS community in appropriate legislative, community, regional, and national forums;

4.1.a. Pacific Northwest Library Association conference, August 13-15, Helena, Montana;

4.2. Establish and maintain contact with Library Directors and Trustees, and other MSL partners, to remain cognizant of their needs and the challenges they face;

4.2.a. Each Commissioner will attend at least one library federation meeting during fiscal year 2015;

4.2.b. Each Commissioner will attend the 2015 Montana Library Association Conference, April 8-11, 2015 in Bozeman, Montana;

4.2.c. The Commission Chair will facilitate Conversations with the Commission session at the Montana Library Association Conference;

4.2.d. At least one Commissioner will attend meetings of the Montana Shared Catalog and MontanaLibrary2Go each year;

4.2.e. Commissioners are encouraged to visit libraries as they travel the state. Advanced notice to the libraries is recommended.

4.3. Share information about the role of the State Library Commission beyond the boundaries of the Montana Library Community;

4.4. At least one Commissioner will attend at least one “visioning” conference during the fiscal year, as funding allows. Discuss findings with the Commission and MSL staff and make recommendations for future opportunities for improved library services.

4.4.a. The Colorado State Library may host a conference focused on how to measure the impact of library services during the summer of 2016. Given the State Library focus on how to measure the impact of our services, this may be an appropriate conference for a Commissioner to attend. Details of the conference will be shared with the Commission when they are available.

4.5 The Commission will invite at least one recipient of a Montana Land Information Act (MLIA) grant to present on the outcomes of their grant in order to better educate the Commission on the role, outcome and impacts of the MLIA.

Goal Five—Collaboration—Discussion

5. MSL promotes partnerships and encourages collaboration among its users.

5.1. Facilitate information-sharing partnerships among federal, tribal, state and local governments, businesses and citizens. Partnerships should promote the role of libraries in Montana communities, create funding opportunities for Montana libraries, and extend the reach of information services and delivery throughout the state.

5.2 The Commission Chair will designate Commissioners to serve on both the Network Advisory Council and the NRIS Advisory Committee. These designees will attend committee meetings to represent the interests of the Commission and will provide feedback to the Commission regarding committee reports and initiatives.

5.3 The Commission will invite the Governor or his designee to attend a meeting of the State Library Commission in order to learn about the Governor's priorities for the 2015 Legislative Session.

5.4 The Commission will invite the Montana Library Association Government Affairs representative to the December Commission meeting to discuss the MLA legislative agenda.

5.5 The Commission will continue a process to learn more about broadband service availability to libraries in Montana and opportunities to further support expansion of broadband technology to meet the needs of library public computing centers.

Goal Six—Sustainable Success—Discussion

6. MSL is efficient and effective (measured against partner and patron outcomes) and is engaged in fulfilling its mission.

6.1. Advocate for the Montana State Library and the Montana Library Community with federal, tribal, state and local governments, businesses and citizens. Advocacy should promote the role of libraries in Montana communities, create funding opportunities for Montana libraries, and extend the reach of information services and delivery throughout the state;

6.1.a. At least one Commissioner will attend the Montana Library Legislative Day in January;

6.1.b. The Commission Chair will provide testimony before the Legislature on behalf of the Montana State Library and the library community;

6.1.c. A member of the Commission will attend National Library Legislative Day May 4-5, 2015 in Washington, D.C.;

6.2. Request and participate in trainings and/or presentations by staff and other subject matter experts on new and existing topics that will educate the Commissions on

issues that will help the Commission to continually grow as a Commission and to support the work of the State Library;

6.3. Advise, review and approve policies that recognize the significant contributions of and develop the leadership and management skills of MSL staff;

6.4. Provide guidance on and evaluation of the State Librarian work plan and performance.

DRAFT



P.O. Box 201800 • 1515 East Sixth Avenue • Helena, MT 59620-1800 • tel 406.444.3009 • fax 406.444.0266 • <http://mtnhp.org/>

To: Jennie Stapp
From: Allan Cox
Subject: FY15 MTNHP Work Plan
Date: July 14, 2014

Attached is the Scope of Work (SOW) for the Montana Natural Heritage Program (MTNHP) per the contract between the Montana State Library and the University of Montana for FY14-15. This SOW constitutes the annual work plan for the MTNHP. July 2014 marks the half-way point in the current contract, so some tasks are completed, some are continuing and some will be conducted in FY15. Some highlights of tasks and services for FY15 are outlined below.

- All MTNHP programs will continue to respond to the daily requests for species of concern information, wetlands and land cover data, scientific consultation, and provision of other information products and services. The web site will continue to be maintained as the one of the principle methods to discover and retrieve data and information.
- Starting in July 2014, we will convert from BIOTICS 4 (locally hosted on an Oracle server) to BIOTICS 5 (a cloud based installation hosted by NatureServe). BIOTICS is NatureService's software for managing Species of Concern information—species ranks, occurrences, and descriptive information. It is the system we use to maintain the compatibility of Montana's data with the rest of the Natural Heritage network (per MCA 9-15-302) and enables us to incorporate our state data in the global database maintained by NatureServe.
- FY15 will be the first full year for the new MapViewer web application which was released in June 2014. The new MapViewer incorporates all of the functions from the NH TRACKER (which will be retired in FY15) and a brand new add observation tool.
- Revise the MTNHP web site to conform to the Montana web standard including mobile device compatibility.
- Continue to work with the MSL Digital Library Division staff to effectively cross reference and integrate MTNHP information and data with the MSL catalogue, search methods, and reference services. This work includes finalizing the incorporation of the Montana Field Guide into DiscoverIT.

- MTNHP is currently interviewing for a Botany Program Manager and we anticipate having the position filled in late 1st quarter or early 2nd quarter FY15. With that hire, many of the SOW Botany tasks that have been on hold should see progress.
- Work will continue on the updates to the statewide MSDI Land Cover/Land Use GIS data theme. And production will continue on the interpretation and mapping of wetlands by our Wetlands and Riparian Mapping staff.
- A major effort is currently under way and will continue into FY15 to update Species of Concern (SOC) mapped occurrences. The SOC occurrences are used daily in the geographic review of various projects that MTNHP conducts. Zoology and Information staff will continue to manage and expand the point observation (POD) animal database. POD forms the basis of much of the evaluation of the occurrences for our Species of Concern.
- Participate in a work group with MSL GeoInfo to develop a new workflow for land information data creation, maintenance, and dissemination that includes the land management, conservation easements, public lands and private conservation lands data which are co-maintained by MSL GeoInfo and MTNHP. Initial meetings for this work group have taken place. A new workflow involving shared responsibilities between MTNHP and GeoInfo for the maintenance and dissemination of the land management will be configured and implemented in FY15.

APPENDIX 1: SCOPE OF WORK

THE UNIVERSITY OF MONTANA for operation of the Montana Natural Heritage Program

FY 2014 - FY 2015

The Scope of Work (SOW) for the “Core Services” in this contract (hereinafter referenced as “Core Contract”) is taken largely from the Montana Natural Heritage Program’s (NHP) Strategic Plan for 2010-2014 (Appendix 3), which received extensive review from MTNHP staff, MSL staff, and from state, federal, and private partners. In addition, the Wetlands and Land Cover MSDI services (Appendix 2) are based on the Montana Land Information Plan, December 2012.

The Appendices 1 & 2: Scope of Work (SOW) outlines essential core, supplemental core services of the NHP Botany, Zoology, Ecology, and Information Services program areas that are required to be completed under the Core Contract and the Wetlands and Land Cover MSDI statement of work.

Funding Source Definitions

- **Core:** This funding represents the \$878,226 included in the MSL-UM contract for “Essential Core Services.” Examples of essential core services include: fulfilling information requests across all program disciplines, adding new data to program databases, administering and managing all program databases and systems, maintaining species status, maintaining and improving web delivery of information, and program administration.
- **MSDI Core:** This funding is contained in the MSL-UM contract and is dedicated to the Wetlands and Land Cover MSDI data development and coordination. For FY14, that amount is \$80,106 and is contained in the contract between the University and the Library. FY15 funding is contingent upon the next MSDI work plan.
- **Supplemental Core:** Funding provided by partner agencies that contribute to the support of core services and information and may be allocated at the discretion of the Program for those essential core services. This funding is not specified or allocated in the MSL-UM contact. Examples include: data compilation, species or community status reviews, data system maintenance, development of web pages and applications, answering user requests, and providing trainings on the use of NHP resources.
- **Project:** Funding that supports the overall mission of the program but entails specific deliverable products for partners. Project funding does not allow discretionary spending by the Program and does not directly support essential core services. This funding is not specified or allocated in the MSL-UM contact. Examples include: requests for development of new datasets, web resources, or field surveys to address data needs such as assessments of the status of species or communities.

The basic FTE allocation of funding for the coming biennium is depicted in the table below. This allocation will, by necessity, fluctuate over the contract period to account for project field work, changing projects and priorities.

Position	Core	MSDI Core
Lead Program Manager	.70	
Grants & Finance Administrator	.50	
Senior Botanist	.30	
Senior Zoologist	.30	
Senior Ecologist	.30	.10
Biological Data Systems Coordinator	.70	
Web Projects Manager	.70	
Biologist/Information Specialist	.70	
Biologist/Information Specialist	.50	
Data Assistant	.80	
Finance/Office Assistant		
Ecologist/Project Manager		
Ecologist		
Aquatic Ecologist		
Zoologist		
Zoologist		
Finance/Office Assistant		
Wetlands Mapping Coordinator/GIS Specialist		.20
Ecologist/GIS Specialist		
GIS Specialist		
Ecologist/GIS Specialist		
Ecologist/GIS Specialist		
Ecologist/GIS Specialist		
Ecologist/GIS Specialist		
Spatial Analysis Lab--GIS Analyst/Ecologist		.60
Spatial Analysis Lab--GIS Analyst/Ecologist		.20
Spatial Analysis Lab--GIS Analyst/Ecologist		

As depicted above, the current Core funding (non-MSDI) supports approximately 5.5 FTE (of the 27 total permanent employees) and the basic operational costs required to provide the essential core services of NHP. The SOW includes additional services that NHP feels are important to provide in FY14 and FY15 pending the availability of funding from partner organizations to supplement the core functions and services of NHP.

Montana Natural Heritage Program Services FY14 - FY15

The tables below list Administrative, Information Services, Botany, Zoology, and Ecology services for FY14-15. The tables may list three categories of tasks:

- 1) **Core Services:** Tasks and services that will be delivered principally with the Core funding in this contract.
- 2) **Supplemental Core Services:** Tasks and services for which there is not sufficient Core funding but which will be delivered dependent on acquiring discretionary funding support from partner agencies.
- 3) **Project Supported Services:** Additional tasks and services that augment the essential core services that may be provided pending the availability of project funding. This category does not list all of the anticipated projects.

Core Administrative Services

- | |
|---|
| Core Administrative Services |
| 1. Coordinate all program activities with Partners and program areas |
| 2. Administer contracts and grants |
| 3. Promote use of Heritage data resources through outreach and training sessions |
| 4. Collaborate with Library staff to effectively represent the mandate, activities, and products of NHP through publications, reports, brochures, posters, maps, fact sheets, etc. |
| 5. Participate in regional and national network coordination meetings and conference calls to help ensure continued compatibility and to take advantage of opportunities and advocate for initiatives that would benefit Montana. |
| 6. Develop an updated revision of the FY10-14 NHP 5-year Strategic Plan for the period FY15-20 |

Core Information Services Program Services

- | |
|---|
| Core Information Services Program Services |
| 1. Respond to requests for MTNHP information used in Environmental Assessments |
| 2. Finish the migration from the Biotics4 database to a SQL database environment for the following components: species and community occurrences, references, and managed areas. |
| 3. Implement BIOTCIS 5 for the management of state and global element information. In addition, we will: <ol style="list-style-type: none"> a. Work with NatureServe to develop procedures and methods to upload element occurrence data into the BIOTICS 5 database b. Work with NatureServe to develop procedures and methods to upload state element data to and download global element data from the BIOTICS 5 database via web services. |
| 4. Administer data server internal to the firewall for editing and storage of MTNHP data including: <ol style="list-style-type: none"> a. Coordinate overall MTNHP server architecture and development with MSL b. Design and maintain appropriate relational databases for botany, zoology, and ecology data. c. Administer MTNHP databases on internal server including database security and routine backup to prevent catastrophic loss d. Develop procedures and methods to disseminate information to web-facing servers external to the firewall |
| 5. Continue to work with Digital Library staff to enhance discovery of biological information in the GIS Portal and the MSL geographic information web site. |

6. Finish the migration of agency-level features of Natural Heritage Tracker into the Natural Heritage MapViewer
7. Provide regular updates on the website, social media, and through emails as new resources become available (including reports, web tools, Montana Field Guide enhancements, etc.).
8. Maintain and improve the functionality and ease of use general Natural Heritage Program web pages
9. Revise the MTNHP web site to conform to the Montana web standard including mobile device compatibility
10. Continue to develop, maintain and improve easy-to-use methods for data contributors to submit animal, plant, and habitat information, including observations, plot data, and photographs
11. Maintain and improve the functionality and ease of use of the Montana Field Guide and Species of Concern web report applications
12. Work with the MSL Digital Library Division staff to effectively cross reference and integrate MTNHP information and data with the MSL catalogue, search methods, and reference services.
13. Maintain the Natural Heritage Program's reference system for literature on the plants, animals, and habitats of Montana
14. Participate in a work group with MSL GeoInfo to develop a new workflow for land information data creation, maintenance, and dissemination that includes the land management, conservation easements, public lands and private conservation lands data which are co-maintained by MSL GeoInfo and MTNHP.

Supplemental Core Information Services Program Services

1. Create and maintain map services for MTNHP data that Partners can consume in their GIS or web applications, including land management, species occurrences, and animal and plant point observation data
2. Provide support to train and inform agency Partners in effectively using technical resources, services, and applications, through webinars, PowerPoint presentations at professional meetings, or agency groups
3. Gather information from users about their information needs, format/access preferences, and the effectiveness of our delivery systems and tools
4. Examine the feasibility of developing techniques and tools for mobile data collection for staff and citizen scientist's

Project Supported Information Services Program Services

1. With funding support from partner agencies, develop capability within the MapViewer to display and query species observation data from the surrounding states that lie within the administrative boundary of the BLM Montana-Dakota Office and Region 1 of the US Forest
2. Design, develop, and deploy a "Mid-level" functional access to MTNHP Species of Concern (SOC), habitat, and species list information in the Natural Heritage MapViewer to support planning and resource management activities of local government, private consultants, and conservation organizations

Core Botany Program Services

1. Maintain a comprehensive database and taxonomic list of vascular plants occurring in Montana.
2. Collect and manage observation data for vascular plants.
3. Create species' occurrences for vascular plant, bryophyte and lichen Species of Concern.
4. Review the status of vascular plants, assign state ranks and, where appropriate, assign global ranks, and document these status ranks
5. Respond to requests for information on the identification, biology, ecology, conservation status, management, and appropriate survey methods for vascular plants, bryophytes and lichens.
6. Work with other Heritage staff to regularly exchange information with NatureServe.
7. Work with other Heritage staff to maintain and improve content and delivery of botanical information on NHP websites, including Field Guide, SOC Report and MapViewer.
8. Present information on NHP botanical services and data products, and Montana's plant resources at professional and public meetings.
9. Create and maintain information on vascular plants related to their taxonomy, biology, ecology, status, identification and management.
10. Compile photographic images of vascular plants, bryophytes and lichens.
11. Compile literature on vascular plants, bryophytes and lichens.

Supplemental Core Botany Program Services

1. Create associations between vascular plant Species of Concern and Ecological Systems/habitats in which they occur.
2. Compile and maintain a database of bryophyte and lichen taxa occurring in Montana.
3. Review the status of bryophytes and lichens, assign state ranks and, where appropriate, assign global ranks, and document these status ranks
4. Collect and manage observation data for bryophytes and lichens.
5. Create and maintain information on bryophytes and lichens related to their taxonomy, biology, ecology, status, identification and management.
6. Maintain a list of related web resources relevant to vascular plants, bryophytes and lichens.
7. Develop and maintain a geodatabase of unique habitats such as fens that are of special importance for Montana's botanical resources.

Project Supported Botany Program Services

1. Conduct training sessions on the identification and ecology of Montana's vascular plants.
2. Monitor populations of ESA-listed and globally rare vascular plants.
3. Conduct field surveys for vascular plants, bryophytes and lichens, focusing on Species of Concern and under-surveyed geographic areas.
4. Develop reports and peer-reviewed publications on the distribution, taxonomy, biology, ecology, status, identification and management of Montana's vascular plants, bryophytes and lichens.
5. Create predicted distribution maps for vascular plant, bryophyte and lichen Species of Concern.
6. Compile and maintain data on other taxonomic groups: Fungi, Algae, Diatoms.

Core Ecology Program Services

1. Respond to user requests for information on the distribution, composition, successional dynamics, conservation status, management, and appropriate survey methods for terrestrial and wetland communities
2. Respond to user requests for assistance using or interpreting wetland and land cover map products
3. Compile photographic images of wetland and terrestrial habitats representative of those found in Montana
4. Create and maintain accounts for terrestrial and wetland land cover classes and/or ecological systems in the Montana Field Guide that describe the composition, distribution, status, successional dynamics, and management/restoration needs of each.
5. Work with Information Services staff to maintain and improve content of ecological information on Heritage websites, including wetland mapping and assessments, land cover mapping, and ecological community accounts.
6. Collaborate with other Heritage Program and NatureServe ecologists from the Rocky Mountain Region to ensure compatibility of ecological mapping and classification systems
7. Update the 2002 list of ecological communities in Montana
8. Maintain a list of related web resources relevant to terrestrial and wetland communities

Supplemental Core Ecology Program Services

1. Assess the status of terrestrial and wetland communities and ecosystems, assign state ranks, and document the justification behind status ranks
2. Identify ecological sites of particular conservation concern that should be included in MTNHP information provided for environmental assessments
3. Compile literature on terrestrial, and wetland communities with emphasis on those of conservation concern
4. Maintain crosswalks between different vegetation classification schemes to facilitate use of MTNHP products and products created by others
5. Collaborate with partner agencies to develop ecological site descriptions
6. Develop and refine GIS-based approaches to landscape-level condition assessment
7. Work with Information Services to make structured surveys of aquatic communities available through Map Viewer
8. Work with Information Services to make wetland assessments available through Map Viewer
9. Work with Information Services to make a statewide aquatic classification map available through Map Viewer and Ecological Systems Field Guide

10. Compile vegetation data collected by others to support current and future vegetation classification and mapping efforts
11. Present results of surveys or status assessments of terrestrial and wetland communities at professional and public meetings
Project Supported Ecology Program Services
1. Conduct field surveys for underrepresented or uncommon ecological communities in under-surveyed geographic areas
2. Develop reports and peer-reviewed publications on the composition, distribution, and status of Montana's wetland and terrestrial communities.
3. Evaluate the status of wetland and terrestrial communities with field surveys
4. Maintain information on aquatic communities and their status through field surveys, publications and mapping products.

Core Zoology Program Services
1. Respond to requests for information on the identification, biology, ecology, conservation status, management, and appropriate survey methods for vertebrate and invertebrate species
2. Continue to manage an animal point observation database (POD) for all animal species.
3. Work with Information Services staff to maintain and improve content of zoological information on Heritage websites
4. Collect and manage observational data on animal SOC that has been gathered by others
5. Maintain animal species occurrences for existing SOC species from high value observations of animal SOC that can be used in Environmental Reviews
6. Maintain a complete taxonomic list of vertebrate animal species for Montana
7. Maintain a list of related web resources relevant to vertebrates and invertebrates
8. Work with other Heritage staff to regularly exchange information with NatureServe

Supplemental Core Zoology Program Services
1. Review the status of vertebrate and invertebrate animal taxa, assign state ranks, assist NatureServe with assigning global ranks when appropriate, and document these status ranks
2. Create animal species occurrences for newly designated SOC species from high value observations of animal SOC that can be used in Environmental Reviews
3. Maintain species accounts, including state and Western Hemisphere range maps and observational maps, in the Montana Field Guide for all animal SOC
4. Create predicted distribution maps for animal SOC
5. Work toward a complete taxonomic list of invertebrate animal species for Montana
6. Create and maintain species accounts, including state and Western Hemisphere range maps and observational maps, in the Montana Field Guide for animal species that are not SOC
7. Create predicted distribution maps for animal species that are not SOC
8. Create associations between animal SOC and the Ecological Systems in which they are known to occur
9. Create associations between animal species that are not Species of Concern and the Ecological Systems in which they are known to occur
10. Compile literature on vertebrate and invertebrate animal species with an emphasis on SOC
11. Compile photographic images of vertebrate and invertebrate animal species and locations where animal surveys have been conducted for Montana SOC as they become available
12. Compile photographic images of vertebrate and invertebrate animal species and locations where animal surveys have been conducted for Montana non-SOC

Project Supported Zoology Program Services
1. Conduct field surveys for vertebrate and invertebrate species with a focus on SOC and under-surveyed geographic areas and habitats
2. Develop reports, posters, books, web pages and peer-reviewed publications on the distribution, status, biology of, and human impacts on Montana's animal species
3. Present results of surveys or status assessments of animals at professional and public meetings

**APPENDIX 2: SCOPE OF WORK
For FY14
Wetlands and Land Cover MSDI Framework Services**

Core Wetlands and Land Cover Services	
1.	Provide coordination and stewardship of the Wetlands MSDI GIS database using MLIAC funding and other project funding
2.	Participate in a work group with NRIS to develop a new workflow for hydrologic data creation, maintenance, and dissemination that includes the wetlands/riparian database
3.	Provide coordination and stewardship of the MSDI Land Cover GIS database using MLIAC funding and other project funding
4.	Working with NRIS, provide data and assist with maintaining map services and metadata for Wetlands and Land Cover data sets as part of the MSDI map services, and GIS Portal downloads
5.	With funding from MLIAC and other sources, maintain and update the 2013 statewide Land Cover data set based on the annual workplan included in the overall Land Information Plan submitted to MLIAC
6.	Develop predicted distribution maps for communities of particular concern that are not easily mappable (e.g., whitebark pine, silver sagebrush)
7.	Revise, add and delete map classification units as necessary to improve map usability
Project Supported Wetlands and Land Cover Services	
1.	With outside project funding, develop a statewide data layer of wetland and riparian mapping information from NAIP imagery. Interpret and map wetlands and riparian areas for approximately 250 USGS Quads
2.	With outside project funding, conduct field surveys to improve land cover classification accuracy
3.	With outside project funding, conduct field surveys to improve wetland mapping accuracy
4.	With outside project funding, add attributes to wetland mapping to improve usability and transferability



Montana State Library
Statewide Library Resources Division-
Library Development
FY 2015 Work Plan
July 1, 2014-June 30, 2015

The mission of the Montana State Library's Statewide Library Resources Division is stated within the overall agency's mission in the current MSL Long Range Plan for 2012-2022:

"The Montana State Library is committed to strengthening libraries and information services for all Montanans through leadership, advocacy, and service."

As part of the efforts to meet this mission, SLR strives to help all Montana citizens receive the information they need in order to improve and enhance their lives by:

- Improving public library services
- Promoting cooperation among all Montana libraries of all types

SLR provides leadership and guidance related to library programs, services, and facilities. SLR staff plans, develops, and implements programs, projects and pilots, and administers funds for new and improved library services throughout the state.

This work plan is developed based on the goals contained in the [MSL 2012-2022 Long Range Plan](#). Specific work objectives for FY2015 are organized by the MSL six agency-wide Long Range Plan goals. Together, these objectives represent a collective approach to defining the highest priority tasks for SLR for FY2015. Where lead staff is identified for an objective, it is understood that other Library Development staff may participate in the overall effort to successfully meet that objective. Additionally, though specific staff has been identified under each objective, other SLR-LD staff will often collaborate in order to successfully carry out these objectives.

The Talking Book Library's FY2015 work plan is submitted separately.

Goal One—Content

MSL acquires and manages relevant quality content that meets the needs of Montana library users.

1.1. Enhance Montana State Library's statewide e-content subscription and purchase programs.

1.2. Work collaboratively toward developing, managing, presenting, and preserving Montana-relevant digital content.

SLR Work Objectives:

- Develop and articulate a method and schedule for collecting and evaluating statistics on content provided through SLR LD projects to better understand that content's effectiveness and usage. (*Lead staff: Cara Orban, Jo Flick*)

- Develop and promote the e-content expansion pilot and encourage Montana libraries to contribute or provide referrals to locally created content. This effort will benefit library patrons by providing unique, local works of fiction and non-fiction and enable participating libraries to build e-content collections independent of third party providers. *(Lead staff: Cara Orban)*
- Evaluate ongoing costs, funding opportunities and storage options for CONTENTdm that meets current and future storage needs, putting the Montana Memory Project in a strong position for future growth. CONTENTdm is the digital content management system administered by OCLC that is used by MMP contributors to upload digitized materials and create metadata for those materials. *(Jennifer Birnel)*
- Launch a new MSC EBSCO Host e-book collection, offering another accessible e-book collection to all MSC library patrons. *(Lead staff: Ken Adams, Mike Price)*
- Discuss with libraries the option of adding additional content to the DiscoverIT collection of resources and negotiate with EBSCO to lower the cost of adding individual subscriptions and content repositories to DiscoverIt. Continuing to expand the resources available in this statewide integrated discovery tool will make it an even more effective, one stop search tool that Montana librarians envisioned and have requested over the last decade. *(Lead staff: Cara Orban)*
- Identify 4-6 communities in Montana that have rich collections of unique materials related to Montana's economic, social, cultural or political history or materials that document a more current transition, such as the Bakken project. Encourage these communities, in partnership with their local library, to add these collections to the Montana Memory Project. *(Jennifer Birnel, Pam Henley)*
- Collaborate with staff of the Montana Historical Society and the Montana Office of Public Instruction to create classroom lesson plans for the Montana Memory Project so that teachers can easily incorporate this resource into their yearly teaching activities. *(Jennifer Birnel)*

Goal Two—Access

MSL provides libraries, agencies, and its partners and patrons with convenient, high quality, and cost-effective access to library content and services.

2.1. Improve the user interface of MSL's Web sites and improve and expand online service to meet changing user needs.

2.3. Improve Montanans' access to library materials (including discovery, request, and delivery), providing more materials to choose from, and making access increasingly efficient.

2.5. Assist Montana libraries with 'fulfillment', that is, getting the right library content into patrons' hands quickly, efficiently, and at prices that libraries can afford, regardless of whether the item is owned by the patron's local library.

2.6. Publicize Montana State Library's services and resources.

2.7. Support Montanans' continued free access to the Internet provided through local public libraries.

2.8. Actively investigate and implement, as appropriate, web-scale solutions including web-scale integrated discovery systems, cloud computing, centralized indexing and harvesting of content, to make the resources of Montana libraries discoverable in a single search.

SLR Work Objectives:

- Evaluate how the SLR portal is presented in the overall MSL site by informal conversations with Montana library staff and as part of regular trainings on the portal, to provide a truly helpful, easily navigable web resource for library development. *(All staff)*
- Carry out usability testing by Montana library staff on the SLR web pages to better understand areas that need improvement or changes in design. *(Lead staff: Cara Orban)*
- Create a regular schedule of analyzing usage of all SLR pages, and using Google Analytics. *(Lead staff: Cara Orban)*
- Working with the MSL Marketing Coordinator, update the "For the Public" website (<http://mymontanalibrary.org/>). New content and links will include access to community resources and resources that celebrate services provided by libraries. *(Lead staff: Lauren McMullen, Cara Orban)*
- Working with the MSL Marketing Coordinator, budget for and implement innovative and effective promotional materials that best publicize the statewide resources available through DiscoverIt. *(Cara Orban, Jennifer Birnel, Ken Adams, Jo Flick)*
- Optimize the use of our central user authentication software, EZproxy, within Discover It, MontanaLibrary2Go Local and other potential projects by improving instructions in the Library Directory, raising awareness of EZproxy among MSL staff, and providing online and in-person training opportunities for library staff. The benefit to the Montana library user is a single, one-time authentication process when accessing resources outside of the user's local library *(Cara Orban, Mike Price, Ken Adams)*
- Investigate the potential of a centralized RFP process for at least some pieces of the E-rate program to see if this would be more cost effective for participating libraries. *(Suzanne Reymer)*
- Investigate the possibility of a central approach for completing and submitting Form 470, a form used to facilitate the competitive bidding process required for an e-rate application, to see if there are cost and time benefits to participating libraries. *(Suzanne Reymer)*

- Investigate and test returning to a local instance of CONTENTdm for the MMP, which could speed up search results and download times for end users across the state. *(Jennifer Birnel)*
- Launch an RFI and possibly an RFP process to investigate options for new MMP software in order to learn more about alternatives to CONTENTdm. *(Jennifer Birnel)*
- Create and implement a cost share formula for a statewide courier contract to provide a more stable, long term, affordable option for a statewide library courier service. *(Cara Orban)*
- Coordinate an RFP process to secure a centralized contract for a statewide courier service. *(Cara Orban)*
- Investigate and educate librarians about OCLC's new discovery system as it becomes available, so that there is understanding among Montana librarians of this additional integrated search tool available at no cost through our OCLC group services. *(Cara Orban, Suzanne Reymmer, Pam Henley, Lauren McMullen)*
- Gather data about bandwidth through the public library statistics and the new speed test tool to better inform us on the current situations in libraries. *(Suzanne Reymmer)*
- Meet with the appropriate staff of the Montana Telecommunications Association to gain a more in depth understanding of the structure of and technical language used in the telecommunications industry in Montana. This knowledge will be gained in order to more effectively communicate with librarians and participate in high level planning efforts related to broadband. *(Lead staff: Suzanne Reymmer)*

Goal Three – Training

MSL provides appropriate trainings and training resources so that the best use can be made of the resources offered.

3.1. Enhance Montana State Library's statewide training opportunities including all formats with client-learning as the Library's goal.

3.2. Provide users with trainings and assistance related to statewide offerings and resources.

3.3. Develop and present appropriate library leadership training for Library Directors and Trustees.

3.4. Provide regular training opportunities for MSL programs and services.

3.5 Train and assist users to contribute content to MSL's collections.

3.6 Provide a central repository of training materials in various formats that support and make successful ongoing statewide projects and MSL resources and services.

SLR Work Objectives:

- Create a training evaluation approach that all LD staff doing training will apply consistently and that is tied to CE, to more effectively and consistently provide training in all areas. *(Lead staff: Jo Flick)*
- Evaluate SLR and vendor provided training through the creation and utilization of standardized evaluation tools that are also tied to CE, so that CE requirements are a consideration in the training evaluation process. *(Lead staff: Jo Flick)*
- Participate in a train the trainer event to improve training skills. *(All staff)*
- Produce training webinars about library districts so that interested librarians and trustees can easily access essential information about districts, on demand. *(Lauren McMullen, Pam Henley, Suzanne Reymer, Jo Flick)*
- Develop an MSC plan to address staff turnovers in MSC libraries, particularly schools, to improve communication when there is new staff, reducing gaps in knowledge. *(Ken Adams)*
- Develop a training curriculum for new MSC software and services to ensure that all MSC librarians receive the training needed when there is new software and services. *(Lead staff: Amy Marchwick)*
- Provide short, recorded webinars on the resources available to libraries that enable them to create compelling charts and visual reports drawing from the data in their public library statistics. These recordings will be available for viewing from the Learning Portal at the librarian's convenience. This effort will be undertaken in order to assist libraries in telling their stories to their local funding bodies and communities. *(Suzanne Reymer, Lauren McMullen, Pam Henley, Jo Flick)*
- Evaluate and implement as appropriate ideas coming from the COSLA CE Connector Committee to engage Montana librarians in national CE trends. *(Lead staff: Jo Flick)*
- Identify state and regional experts in the areas of succession issues, employment law, library budgets and local library-government relations who could be invited to present online and in person trainings at Federation meetings, Fall Workshop and MLA Conference. Ensure that these particular areas are included in presentation proposals made by MSL for these events. This will be done to strengthen library directors' understanding of and comfort with these areas. *(Suzanne Reymer, Lauren McMullen, Pam Henley, Jo Flick)*
- Add a district transition template to the current Public Library District First Year resource so that libraries, boards and local governing and funding bodies can collaboratively work their way through the district transition process. *(Suzanne Reymer, Lauren McMullen, Pam Henley)*
- Receive facilitation training to more effectively engage in local discussions between various parties about potential library districts, and other potentially

controversial topics, so that these initial discussions are more effective and successful. *(Suzanne Reymer, Lauren McMullen, Pam Henley)*

- Spend time focusing on very small (1-2 person) library needs when planning trainings in all areas of library development in order to ensure that MSL trainings are relevant and accessible to all sizes of library staff. When planning trainings, consider libraries where the director is part time and wears many hats, does not have an MLS degree and where the library budget does not include the room for staff to travel regularly to conferences. *(All staff)*

Goal Four—Consultation and Leadership

4.2. Advise Montana Library Directors and Trustees regarding administrative concerns, such as funding, budgeting, policies, and personnel.

4.3. Establish and maintain contact with Library Directors and Trustees, and other MSL partners, to remain cognizant of their needs and the challenges they face.

4.5. Provide leadership and support to identify and address key information gaps for MSL partners and patrons. Gaps may include but are not limited to early literacy, access to sustainable Internet and technology services, access to legal and medical information resources, job related services and services to seniors.

4.8 Facilitate more state-wide purchases of content, supplies, and programs that benefit all Montanans through their local libraries.

SLR Work Objectives:

- Create a 5 year strategic plan for the MSC so that the consortium has a guiding document addressing growth, governance and system possibilities. *(Ken Adams)*
- Develop and undertake an annual visitation schedule of MSC libraries by the MSC Director in order to provide effective in person communication on an annual basis. *(Ken Adams)*
- Create an LSTA policy and procedures guide and provide training to assist MSL staff with the annual LSTA process so that staff have clear direction about the process, accessible through a central document. *(Cara Orban)*
- Launch a formal survey to evaluate the changes to consulting services at MSL in order to assist us in determining whether we are meeting the needs of all sizes and locations of public libraries. *(Suzanne Reymer, Lauren McMullen, Pam Henley)*
- Explore opportunities for additional partnerships that enable libraries to temporarily provide traveling exhibits of interest to their local communities, expanding the idea of libraries as community anchor institutions. *(Lead staff: Jo Flick)*

- Attend the Association of Rural and Small Libraries and the Public Library Association 2015 conferences so that LD staff are in tune with the challenges and opportunities for collaboration beyond Montana. *(Staff to be determined)*
- Provide an “MSL Room” during the 2015 Montana Library Association conference in order for librarians to ask MSL staff questions about matters of interest and network with each other. *(Staff to be determined)*

Goal Five—Collaboration

MSL promotes partnerships and encourages collaboration among its users.

5.3. Assist users in developing collaborative relationships and cooperative projects with other state, regional, national, or international partners (libraries, schools, colleges, museums, archives, local and tribal governments, non-profit organizations, government agencies, the business community, et cetera).

5.5. Assist partners in developing web-accessible Montana-related digital content, and provide Montanans with access to digital collections and items relating to Montana’s cultural heritage.

5.6. Promote library-related automation, data, networking standards, and web-scale solutions.

5.7. Work toward regional cooperative efforts, programs, and products that bring additional information value to Montanans.

SLR Work Objectives:

- Add to the sophistication of the Library Directory for optimum utilization by all library staff in Montana. New features planned for FY15 are adding the ability to track CE credits through a library’s Directory profile and offering the option of creating and saving within the Directory individually customized, interactive transition planning templates for new public library districts. *(Lead staff: Mike Price)*
- Complete the MSC reorganization effort. The remaining work for FY15 will be changing the circulation policies of the individual libraries not participating in an MSC user sharing group , customizing the item category drop down lists in the system so that each library’s list only contains those categories used by the library, reviewing scheduled system reports following the circulation policy changes and removing scheduled reports from the system that are no longer necessary. SirsiDynix, the company that provides the MSC integrated library system, will remove all policies that will no longer be used by the end of calendar 2014. These final steps in the MSC reorganization will make the MSC a

successful tool for quality library development and cost effective for its members. *(Ken Adams, Mike Price, Melody Condron, Amy Marchwick)*

- Put together a formal list of current and past directors, and board chairs of public library districts willing to serve as mentors to directors and boards exploring the library district option. Using this list, connect identified mentors and interested directors and board members. Mentoring partnerships have been successful in other areas of library development such as cataloging and we want to see if this approach will aid in the growth of library districts. *(Suzanne Reymer, Lauren McMullen, Pam Henley)*
- Encourage public libraries to conduct community assessments, articulate specific goals and objectives for outreach programming, and build partnerships with one or more partners in the community, in order to illuminate the role of the public library as a community anchor. To accomplish this objective within a single project in FY15, we will focus on the Maker Space project. We will draft a series of questions that will comprise a community assessment tool for use by those libraries that borrow a Maker Space kit. One aspect will be ways in which members of the community were engaged in presenting maker space programs. Building on this information, hosting libraries will then complete an Outreach Action Plan that outlines plans for structured activities which will make use of the maker kits, and articulates the specific resources (staff time, materials, funding, meeting space, and training) that they and their community partners will contribute toward the implementation of these plans. The Outreach Action Plan will also identify program expectations and desired outcomes (for both libraries and community partners) to be met through these activities. Library staff will be trained in how to use this assessment tool and libraries borrowing the kits will be required to conduct a community assessment using the tool. At the end of the 8 week hosting period, hosting libraries and their community partners will complete an evaluation form for MSL in which they will determine the extent to which they achieved desired outcomes. Evaluation data may be qualitative and based on participant feedback, but will also include program statistics and output data collected by the hosting library. This first effort will inform SLR-LD staff about how we can assist libraries in the future with this kind of assessment. *(Lead staff: Lauren McMullen, Cara Orban)*
- Communicate with Montana school administrators about the MSC and school library growth by regular email updates sent through OPI when new school libraries are added to the MSC, attendance at the Montana School Administrators annual conference, a booth at the Montana Education Association's annual conference and by providing talking points to MSC school librarians to share with their local administration. *(Ken Adams)*
- Study and evaluate the pros and cons of moving to vendor supplied bibliographic records within the context of MontanaLibrary2Go and the MSC, as opposed to records from WorldCat , so that end users have access to quality metadata that ensures successful search experiences. *(Cara Orban, Ken Adams)*

Goal Six—Sustainable Success

MSL is efficient and effective (measured against partner and patron outcomes) and is engaged in fulfilling its mission.

6.3. Evaluate new and continuing content and services against MSL's mission and long range plan.

6.5 Use Federal Library Services and Technology Act moneys to support new MSL pilots and projects; and support ongoing projects using State funds.

6.7. Foster staff members' value and satisfaction in their achievements and their contributions to MSL's mission.

6.8. Diversify MSL's staff knowledge, skills and abilities.

6.9. Develop the leadership and management skills of MSL staff.

6.11. Provide for an information technology infrastructure which insures industrial strength capacity, and reliability.

SLR Work Objectives:

- Demonstrate leadership in the area of social media by more regularly and consistently communicating our news through Twitter and Facebook. More engagement by SLR-LD staff in using social media will exemplify how libraries can leverage tools like Twitter and Facebook to be more present in their own communities. *(All staff)*
- Come together for a meal when attending Fall Workshop, MLA or other statewide conferences in order to make the most of these opportunities for staff collaboration and troubleshooting. *(All staff)*
- Participate in an SLR Division retreat to strengthen communication and understanding of shared goals within SLR. *(All staff)*
- CELEBRATE SLR accomplishments to recognize the good work being done on a daily basis. *(All staff)*



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TO: Jennie Stapp
State Librarian

TO: Montana State Library
Commission

FROM: Kris Schmitz *KMS JS*
Central Services Manager

FROM: Jennie Stapp
State Librarian

SUBJECT: FY 14 FOURTH QUARTER FINANCIAL REPORT

DATE: August 6, 2014

Attached to this memo is the fourth quarter financial report for FY 2014 for your consideration.

PROGRAM 01 - OPERATIONS

Listed below is the summary of the changes reflected in the revised budget column for program 01.

Increase in the budget:

\$13,807 of authority was added to the MTLIB2GO program. Additional funds were collected from member libraries throughout the year for content purchases.

\$18,022 of authority was added to the Montana Shared Catalog program. The enterprise fund can support this increase and was approved in their FY 14 budget by the membership.

\$7,193 of prior year Gates funds was used to purchase various computer supplies for TPZ kits.

Movement in the budget:

An operational plan change was done to move general fund and LSTA funding into various parts of the budget to better reflect actual expenditures. This is shown in the various programs and areas.

The actual general fund reversion for FY 14 is \$4,171. Of which \$2,375 was related to savings in the Commission per diem budget. These funds will be requested back during the budget cycle for next biennium.

All other funding sources will either continue into FY 15 and will be brought up on the FY 15 1st quarter financial report or the contract or grant has ended.

NRIS – Contract funding established this quarter.

Two contracts and one contract amendment was received from Department of Natural Resources (DNRC).

\$9,991 for work on the Water Rights Query System. This contract will carry over into FY 15.

\$11,600 for work on the Montana Spatial Data Infrastructure (MSDI) Hydrography Framework. This contract will carry over into FY 15.

\$4,823 increase was received for the work on the evapotranspiration (water use) grids.

Please let me know if I can answer any questions.

MONTANA STATE LIBRARY FINANCIAL REPORT

FUNCTION: 90- Program 01/OPERATIONS

FISCAL YEAR: 14
REPORT PERIOD: 04/1-06/30/14
YEAR EXPENDED: 100%
PAYROLL EXPENDED: 100%

	Budgeted	Revised Budget	Expended To Date	Year-End Expenditures	Balance Over/Under	% Expd.
PERSONAL SERVICES	2,761,159	2,793,252	2,743,826	2,743,826	49,426	98%
OPERATIONS:						
Contracted Services	1,263,760	1,270,313	1,185,954	1,185,954	84,359	93%
*Periodical Elec Data	330,495	330,495	330,277	330,277	218	100%
*MTLIB2GO	165,600	179,407	179,015	179,015	392	100%
*Resource Sharing-OCLC	98,886	98,886	98,886	98,886	0	100%
*Resource Sharing-MSC	98,886	98,886	98,886	98,886	0	100%
Supplies and Materials	197,735	225,612	214,085	214,085	11,527	95%
Communications	105,702	111,965	107,894	107,894	4,071	96%
Travel	161,178	151,322	96,119	96,119	55,203	64%
Rent	334,955	327,976	328,272	328,272	(296)	100%
Repair and Maintenance	58,456	71,240	53,564	53,564	17,676	75%
Other Expenses	128,020	142,858	108,819	108,819	34,039	76%
TOTAL OPERATIONS	2,943,672	3,008,959	2,801,770	2,801,770	207,189	93%
EQUIPMENT:						
Library Books	16,918	1,806	1,806	1,806	0	100%
Equipment	11,800	9,601	9,599	9,599	2	100%
TOTAL EQUIPMENT	28,718	11,407	11,405	11,405	2	100%
SUB-TOTALS	\$5,733,549	\$5,813,618	\$5,557,001	\$5,557,001	\$256,617	96%
GRANTS:						
Federation Grants (CST)	176,122	176,122	176,122	176,122	0	100%
BTOP close out	2,858	2,858	2,858	2,858	0	100%
State Aid Grants-Area/Pop	395,766	395,766	395,766	395,766	0	100%
LSTA - FY 12 Grants	144,767	143,934	143,934	143,934	0	100%
LSTA - FY 13 Grants	115,457	101,660	0	0	101,660	0%
LSTA - FY 14 Grants	400,000	400,000	0	0	400,000	0%
MLIAC Grants awarded	291,838	291,838	259,138	259,138	32,700	89%
TOTAL GRANTS	1,526,808	1,512,178	977,818	977,818	534,360	65%
TOTALS	\$7,260,357	\$7,325,795	\$6,534,818	\$6,534,818	\$790,976	89%

**MONTANA STATE LIBRARY
FINANCIAL REPORT**

FUNCTION: 90- Program 01/OPERATIONS

FISCAL YEAR: 14
 REPORT PERIOD: 04/1-06/30/14
 YEAR EXPENDED: 100%
 PAYROLL EXPENDED: 100%

	Budgeted	Revised Budget	Expended To Date	Year-End Expenditures	Balance Over/Under	% Expd.
FUNDING:						
General Fund	3,284,828	3,284,828	3,272,404	3,272,404	12,424	100%
Coal Sev. Tax	562,801	562,801	562,583	562,583	218	100%
LSTA	364,665	379,295	378,726	378,726	569	100%
LSTA Grants	1,300,000	1,285,370	609,856	609,856	675,514	47%
BTOP close out	2,858	2,858	2,858	2,858	0	100%
State Agency Contracts	283,523	283,523	283,523	283,523	0	100%
Montana Land Information Account	955,474	955,474	892,148	892,148	63,326	93%
Private - E-Content Library Share	165,600	179,407	179,015	179,015	392	100%
Ready2Read-First Interstate - NB	2,500	2,500	2,500	2,500	0	100%
Gates Training (Prior)	0	7,193	7,193	7,193		
Montana Shared Catalog	266,942	284,964	277,558	277,558	7,406	97%
Talking Book Trust Acct.	27,317	27,317	27,317	27,317	0	100%
BA-NRCS-FOREST	39,025	39,025	30,153	30,153	8,872	77%
DNRC-GEOINFO - AA	4,824	9,647	6,330	6,330	3,317	66%
DNRC- WRQS AA		9,991	2,652	2,652	7,339	27%
DNRC-MSDI - AA		11,600	0	0	11,600	0
TOTALS	7,260,357	7,325,795	6,534,818	6,534,818	790,976	89%

MONTANA STATE LIBRARY FINANCIAL REPORT

MONTANA DIGITAL LIBRARY
FUNCTION: 12-LIBRARY & INFORMATION SERVICES

FISCAL YEAR: 14
REPORT PERIOD: 04/1-06/30/14
YEAR EXPENDED: 100%
PAYROLL EXPENDED: 100%

	Budgeted	Revised Budget	Expended To Date	Year-End Expenditures	Balance Over/Under	% Expd.
PERSONAL SERVICES	377,749	362,749	362,364	362,364	385	100%
OPERATIONS:						
Contracted Services	99,883	106,544	106,570	106,570	(26)	100%
Supplies and Materials	7,446	12,116	12,733	12,733	(617)	105%
Communications	9,595	11,849	11,209	11,209	640	95%
Travel	4,000	2,805	2,804	2,804	1	100%
Rent	157,386	157,477	157,477	157,477	0	100%
Repair and Maintenance	0	400	397	397	3	0%
Other Expenses	6,700	9,366	9,366	9,366	0	100%
TOTAL OPERATIONS	285,010	300,557	300,556	300,556	1	100%
EQUIPMENT:						
Library Books	16,918	1,806	1,806	1,806	0	100%
Equipment	0				0	0%
TOTAL EQUIPMENT	16,918	1,806	1,806	1,806	0	0%
SUB-TOTALS	\$679,677	\$665,112	\$664,726	\$664,726	\$386	100%
Federation Grants (CST)	0				0	0%
State Aid Grants	0				0	0%
LSTA - FY 12 Grants	0				0	0%
LSTA - FY 13 Grants	0				0	0%
LSTA - FY 14 Grants	0				0	0%
TOTAL GRANTS	0	0	0	0	0	0%
TOTALS	\$679,677	\$665,112	\$664,726	\$664,726	\$385	100%
FUNDING:						
General Fund:	626,493	611,928	611,542	611,542	386	100%
Coal Sev. Tax:	53,184	53,184	53,184	53,184	0	100%
LSTA	0				0	0%
LSTA - GRANTS	0				0	0%
Misc. Revenue:	0				0	0%
Talking Book Trust Acct	0				0	0%
TOTALS	679,677	665,112	664,726	664,726	385	100%

**MONTANA STATE LIBRARY
FINANCIAL REPORT**

FUNCTION: 20-LIBRARY DEVELOPMENT DEPARTMENT

FISCAL YEAR: 14
REPORT PERIOD: 04/1-06/30/14
YEAR EXPENDED: 100%
PAYROLL EXPENDED: 100%

	Budgeted	Revised Budget	Expended To Date	Year-End Expenditures	Balance Over/Under	% Expd.
PERSONAL SERVICES	260,587	267,217	267,428	267,428	(211)	100%
OPERATIONS:						
Contracted Services	205,130	200,900	125,206	125,206	75,694	62%
*Periodical Elec Data	330,495	330,495	330,277	330,277	218	100%
*Resource Sharing - OCLC	98,886	98,886	98,886	98,886	0	100%
*Resource Sharing - MSC	98,886	98,886	98,886	98,886	0	100%
*MTLIB2GO	165,600	179,407	179,015	179,015	392	100%
Supplies and Materials	25,519	36,303	29,749	29,749	6,554	82%
Communications	12,390	13,414	12,798	12,798	616	95%
Travel	73,500	74,620	33,330	33,330	41,290	45%
Rent	65,795	57,724	57,724	57,724	0	100%
Repair and Maintenance	17,300	17,878	2,078	2,078	15,800	12%
Other Expenses	42,533	42,449	16,169	16,169	26,280	38%
TOTAL OPERATIONS	1,136,033	1,150,960	984,117	984,117	166,843	86%
EQUIPMENT:						
Library Books	0				0	0%
Equipment	0				0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	\$1,396,620	\$1,418,177	\$1,251,545	\$1,251,545	\$166,632	88%
GRANTS:						
Federation Grants (CST)	176,122	176,122	176,122	176,122	0	100%
BTOP close out	2,858	2,858	2,858	2,858	0	100%
State Aid Grants	395,766	395,766	395,766	395,766	0	100%
LSTA - FY 12 Grants	144,767	143,934	143,934	143,934	0	0%
LSTA - FY 13 Grants	115,457	101,660	0	0	101,660	0%
LSTA - FY 14 Grants	400,000	400,000	0	0	400,000	0%
TOTAL GRANTS	1,234,970	1,220,340	718,680	718,680	501,660	59%
TOTALS	\$2,631,590	\$2,638,517	\$1,970,223	\$1,970,223	\$668,292	75%
FUNDING:						
General Fund:	844,827	832,511	832,714	832,714	(203)	100%
Coal Sev. Tax:	509,617	509,617	509,399	509,399	218	100%
LSTA	118,881	131,754	131,185	131,185	569	100%
LSTA - GRANTS	987,307	972,677	305,359	305,359	667,318	31%
BTOP GRANT	2,858	2,858	2,858	2,858	0	100%
Private - E-Content Library St	165,600	179,407	179,015	179,015	392	100%
Ready2Read-First Interstate -	2,500	2,500	2,500	2,500	0	100%
Gates Training (Prior)		7,193	7,193	7,193	0	100%
					0	100%
TOTALS	2,631,590	2,638,517	1,970,223	1,970,223	668,292	75%

MONTANA STATE LIBRARY FINANCIAL REPORT

FUNCTION: 40-Talking Book Library

FISCAL YEAR: 14
REPORT PERIOD: 04/1-06/30/14
YEAR EXPENDED: 100%
PAYROLL EXPENDED: 100%

	Budgeted	Revised Budget	Expended To Date	Year-End Expenditures	Balance Over/Under	% Expd.
PERSONAL SERVICES	281,410	283,410	283,447	283,447	(37)	100%
OPERATIONS:						
Contracted Services	59,415	62,750	62,750	62,750	0	100%
Supplies and Materials	18,541	17,023	17,023	17,023	0	100%
Communications	17,392	17,969	17,969	17,969	0	100%
Travel	3,578	3,683	3,683	3,683	0	100%
Rent	110,813	110,813	110,813	110,813	0	100%
Repair and Maintenance	8,200	9,256	9,256	9,256	0	100%
Other Expenses	4,539	2,913	2,913	2,913	0	100%
TOTAL OPERATIONS	222,478	224,406	224,406	224,406	0	100%
EQUIPMENT:						
Library Books	0				0	106%
Equipment	0				0	0%
TOTAL EQUIPMENT	0				0	0%
SUB-TOTALS	\$503,888	\$507,816	\$507,853	\$507,853	(\$37)	100%
GRANTS:						
Federation Grants (CST)	0				0	0%
State Aid Grants	0				0	0%
LSTA - FY 12 Grants	0				0	0%
LSTA - FY 13 Grants	0				0	0%
TOTAL GRANTS	0	0	0	0	0	0%
TOTALS	\$503,886	\$507,816	\$507,853	\$507,853	(\$37)	100%
FUNDING:						
General Fund:	277,209	281,137	281,174	281,174	(37)	100%
Coal Sev. Tax:	0	0	0	0	0	0%
LSTA	199,362	199,362	199,362	199,362	0	100%
Misc. Revenue:	0	0	0	0	0	0%
Talking Book Trust Acct.	27,317	27,317	27,317	27,317	0	0%
TOTALS	503,888	507,816	507,853	507,853	(37)	100%

Talking Book Trust Acct.

Balance as of April 1, 2014	96,644
Expenditure	0
Donations from 4/1 - 06/30/14	750
STIP Earnings (Avg. .114%)	37
	<u>97,430</u>

MONTANA STATE LIBRARY FINANCIAL REPORT

FUNCTION: 05- Administration

FISCAL YEAR: 14
 REPORT PERIOD: 04/1-06/30/14
 YEAR EXPENDED: 100%
 PAYROLL EXPENDED: 100%

	Budgeted	Revised Budget	Expended To Date	Year-End Expenditures	Balance Over/Under	% Expd.
PERSONAL SERVICES	339,765	348,565	347,094	347,094	1,471	100%
OPERATIONS:						
Contracted Services	63,732	61,969	53,922	53,922	8,047	87%
Supplies and Materials	59,943	72,443	72,484	72,484	(41)	100%
Communications	20,556	23,515	23,630	23,630	(115)	100%
Travel	20,800	12,970	12,798	12,798	172	99%
Rent	150	150	150	150	0	0%
Repair and Maintenance	24,956	25,151	25,147	25,147	4	100%
Other Expenses	55,181	61,076	60,067	60,067	1,009	98%
TOTAL OPERATIONS	245,318	257,274	248,198	248,198	9,076	96%
EQUIPMENT:						
Library Books	0				0	0%
Equipment	11,800	9,601	9,599	9,599	2	0%
TOTAL EQUIPMENT	11,800	9,601	9,599	9,599	2	0%
SUB-TOTALS	\$596,883	\$615,440	\$604,891	\$604,891	\$10,549	98%
GRANTS:						
Federation Grants (CST)	0				0	0%
State Aid Grants	0				0	0%
LSTA - FY 13 Grants	0				0	0%
LSTA - FY 14 Grants	0				0	0%
TOTAL GRANTS	0	0	0	0	0	0%
TOTALS	\$596,883	\$615,440	\$604,891	\$604,891	\$10,549	98%
FUNDING:						
General Fund:	550,461	567,261	556,712	556,712	10,549	98%
Coal Sev. Tax:	0			0	0	0%
LSTA	46,422	48,179	48,179	48,179	0	100%
LSTA - Grants	0			0	0	0%
Misc. Revenue:	0			0	0	0%
Talking Book Trust Acct.					0	0%
TOTALS	596,883	615,440	604,891	604,891	10,549	98%

**MONTANA STATE LIBRARY
NATURAL RESOURCE INFORMATION SYSTEM
FINANCIAL REPORT**

FUNCTION 70 - NRIS/Natural Heritage

FISCAL YEAR: 14
REPORT PERIOD: 04/01-06/30/14
YEAR EXPENDED: 100%
PAYROLL EXPENDED 100%

	Budgeted	Revised Budget	Expended This Period	Expended To Date	Balance	% Expd.
PERSONAL SERVICES	1,127,763	1,157,404	308,195	1,116,041	41,363	96%
OPERATIONS:						
Contracted Services	687,600	684,150	335,686	682,346	1,804	100%
Supplies and Materials	81,986	83,223	10,577	77,917	5,306	94%
Communications	41,569	40,908	12,626	38,452	2,456	94%
Travel	21,000	19,154	2,725	10,487	8,667	55%
Rent	811	812	406	1,623	(811)	200%
Repair and Maintenance	5,000	8,555	0	7,240	1,315	85%
Other Expenses	11,117	15,208	1,796	11,823	3,385	78%
TOTAL OPERATIONS	849,083	852,010	363,816	829,888	22,122	97%
EQUIPMENT:						
Library Books	0		0		0	0%
Equipment	0		0		0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	\$1,976,847	\$2,009,414	\$672,011	\$1,945,929	\$63,485	97%
GRANTS:						
MLIAC GRANT	291,838	291,838	140,846	259,138	32,700	89%
	291,838	291,838	140,846	259,138	32,700	89%
TOTALS	2,268,684	2,301,252	812,857	2,205,067	96,183	96%
FUNDING:						
GENERAL Fund	985,838	991,991	366,464	990,262	1,729	100%
Fish Wildlife and Parks (FW&P)	69,342	69,342	34,671	69,342	0	100%
Dept. of Environmental Quality	31,845	31,845	15,923	31,845	0	100%
Mt. Depart. Of Transportation (I)	88,928	88,928	7,152	88,928	0	100%
Dept. of Natural Resources (DI)	49,155	49,155	0	49,155	0	100%
University	44,253	44,253	13,525	44,253	0	100%
Montana Land Information Fun-	955,474	955,474	353,777	892,148	63,326	93%
DNRC- GENO INFO (AA)	4,824	9,647	4,870	6,330	3,317	66%
DNRC- WRQS (AA)		9,991	2,652	2,652	7,339	27%
DNRC- MSDI (AA)		11,600	0	0	11,600	0%
NRCS-FOREST-BA	39,025	39,025	13,825	30,153	8,872	77%
TOTALS	2,268,684	2,301,252	812,857	2,205,067	96,183	96%

Montana Land Information Account

Balance as of July 1, 2013	1,181,522
Expenditures	(892,148)
Revenue from 07/1 - 03/31/14	636,000
STIP Earnings (Avg. 0.114%)	1,453
	<u>926,826</u>

**MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 14 OPERATIONAL BUDGET
State Library Commission**

	Budget General Fund	Expended To Date	Total Year-End	Balance
Per Diem	3,350	975	975	2,375
TOTAL PERSONAL SERVICES	3,350	975	975	2,375
OPERATIONS:				
Contracted Services	100	19	19	81
Supplies and Materials	6,961	6,961	6,961	0
Communications	0	116	116	(116)
Travel	7,542	7,425	7,425	117
Rent	0	0	0	0
Repair and Maintenance	0	0	0	0
Other Expenses	547	546	546	1
TOTAL OPERATIONS	15,150	15,067	15,067	83
TOTAL BUDGET	\$18,500	\$16,042	\$16,042	\$2,458

**MONTANA STATE LIBRARY
FINANCIAL REPORT**

Montana Shared Catalog

****FUNDS PAID BY THE PARTICIPATING LIBRARIES**

FISCAL YEAR: 14
 REPORT PERIOD: 04/1 - 06/30/14
 YEAR EXPENDED: 100%
 PAYROLL EXPENDED: 100%

	Budgeted	Revised Budget	Expended This Period	Expended To Date	Balance Over/Under	% Expd.
PERSONAL SERVICES	85,542	85,564	23,073	85,178	386	100%
OPERATIONS:						
Contracted Services	148,000	154,000	7,680	155,098	(1,098)	101%
Supplies and Materials	4,300	4,300	1,611	3,248	1,052	76%
Communications	800	800	152	664	136	83%
Travel	20,000	20,000	7,323	16,974	3,026	85%
Rent	0	1,000	470	485	515	0%
Repair and Maintenance	3,000	10,000	2,006	9,446	554	94%
Other Expenses	5,300	9,300	1,360	6,466	2,834	70%
TOTAL OPERATIONS	181,400	199,400	20,602	192,381	7,019	96%
EQUIPMENT:						
Library Books	0	0	0	0	0	0%
Equipment	0	0	0	0	0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
TOTALS	\$266,942	\$284,964	\$43,675	\$277,558	\$7,406	97%

Montana Shared Catalog

Balance from 3rd Quarter	126,205
Incoming new revenue	83,683
Incoming new revenue - Deferred into FY 14	(83,683)
Expenditures	(43,675)
Cash Balance	82,530

**MONTANA STATE LIBRARY
FINANCIAL REPORT
LSTA 13 GRANT AWARD**

LSTA - NETWORKING CONSULTANTS - Big Timber
GRANT RUNS - 10/01/12 - 09/30/14

FISCAL YEAR: 14
REPORT PERIOD: 04/01/2014 - 06/30/2014
YEAR EXPENDED: 75%
PAYROLL EXPENDED: 75%

	Budgeted	Revised Budget	Expended to Date	Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES	47,304	47,304	46,697	46,697	607	99%
OPERATIONS:						
Contracted Services				0	0	0%
Supplies and Materials		204	204	204	1	0%
Communications	800	800	857	857	(57)	107%
Travel	4,600	3,700	3,933	3,933	(233)	106%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses	800	596	90	90	506	15%
TOTAL OPERATIONS	6,200	5,300	5,084	5,084	216	96%
EQUIPMENT:						
Equipment	0	0	0	0	0	0%
Automation	0	0	0	0	0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	\$53,504	\$52,604	\$51,781	\$51,782	\$822	98%
TOTALS	\$53,504	\$52,604	\$51,781	\$51,782	\$822	98%
FUNDING:						
LSTA:	53,504	52,604	51,781	51,782	822	98%
TOTALS	53,504	52,604	51,781	51,782	822	98%

LSTA - NETWORKING CONSULTANTS - BILLINGS
GRANT RUNS - 10/01/12 - 09/30/14

FISCAL YEAR: 14
REPORT PERIOD: 04/01/2014 - 06/30/2014
YEAR EXPENDED: 75%
PAYROLL EXPENDED: 75%

	Budgeted	Revised Budget	Expended to Date	Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES	55,125	55,125	55,505	55,505	(380)	101%
OPERATIONS:						
Contracted Services				0	0	0%
Supplies and Materials				0	0	0%
Communications	800	800	751	751	49	94%
Travel	4,600	4,600	3,308	3,308	1,292	72%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses	800	800	869	869	(69)	0%
TOTAL OPERATIONS	6,200	6,200	4,928	4,928	1,272	79%
EQUIPMENT:						
Equipment	0	0	0	0	0	0%
Automation	0	0	0	0	0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	\$61,325	\$61,325	\$60,433	\$60,433	\$892	99%
TOTALS	\$61,325	\$61,325	\$60,433	\$60,433	\$892	99%
FUNDING:						
LSTA:	61,325	61,325	60,433	60,433	892	99%
TOTALS	61,325	61,325	60,433	60,433	892	99%

**MONTANA STATE LIBRARY
FINANCIAL REPORT
LSTA 13 GRANT AWARD**

LSTA - NETWORKING CONSULTANTS - Bozeman
GRANT RUNS - 10/01/12 - 09/30/14

FISCAL YEAR: 14
REPORT PERIOD: 04/01/2014 - 06/30/2014
YEAR EXPENDED: 75%
PAYROLL EXPENDED: 75%

	Budgeted	Revised Budget	Expended to Date	Final Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES	46,000	40,900	41,246	41,246	(346)	0%
OPERATIONS:						
Contracted Services			29	29	(29)	0%
Supplies and Materials			692	692	(692)	0%
Communications	800	800	608	608	192	76%
Travel	4,600	4,600	4,044	4,044	556	0%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses	800	800	608	608	192	0%
TOTAL OPERATIONS	6,200	6,200	5,981	5,981	219	96%
EQUIPMENT:						
Equipment	0	0	0	0	0	0%
Automation	0	0	0	0	0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	\$52,200	\$47,100	\$47,228	\$47,228	(\$128)	100%
TOTALS	\$52,200	\$47,100	\$47,228	\$47,228	(\$128)	100%
FUNDING:						
LSTA:	52,200	47,100	47,228	47,228	(128)	100%
TOTALS	52,200	47,100	47,228	47,228	(128)	100%

**MONTANA STATE LIBRARY
FINANCIAL REPORT
LSTA 13 GRANT AWARD**

**LSTA - Statewide Collaborative Services
GRANT RUNS - 10/01/12 - 09/30/14**

FISCAL YEAR: 14
REPORT PERIOD: 04/01/14 - 06/30/14
YEAR EXPENDED: 75%
PAYROLL EXPENDED: 75%

	Budgeted	Revised Budget	Expended to Date	Projected Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES	79,424	76,634	75,555	75,555	1,079	99%
OPERATIONS:						
Contracted Services				0	0	0%
Supplies and Materials				0	0	0%
Communications	750	750	587	587	163	78%
Travel				0	0	0%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses				0	0	0%
TOTAL OPERATIONS	750	750	587	587	163	78%
EQUIPMENT:						
Equipment					0	
Automation					0	
TOTAL EQUIPMENT	0	0	0	0	0	
SUB-TOTALS	\$80,174	\$77,384	\$76,142	\$76,142	\$1,242	98%
TOTALS	\$80,174	\$77,384	\$76,142	\$76,142	\$1,242	98%
FUNDING:						
LSTA:	\$80,174	\$77,384	\$76,142	\$76,142	\$1,242	98%
TOTALS	\$80,174	\$77,384	\$76,142	\$76,142	\$1,242	98%

**MONTANA STATE LIBRARY
FINANCIAL REPORT
LSTA 13 GRANT AWARD**

**LSTA - WHATS YOUR STORY PROGRAMMING
GRANT RUNS - 10/01/12 - 09/30/14**

FISCAL YEAR: 14
REPORT PERIOD: 04/01/14 - 06/30/14
YEAR EXPENDED: 75%
PAYROLL EXPENDED: 75%

	Budgeted	Revised Budget	Expended to Date	Year-End Expenditures	Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES	19,806	21,796	21,653	21,653	143	99%
OPERATIONS:						
Contracted Services				0	0	0%
Supplies and Materials			11	11	(11)	0%
Communications			44	44	(44)	0%
Travel	1,000	1,000	564	564	436	56%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses			104	104	(104)	0%
TOTAL OPERATIONS	1,000	1,000	722	722	278	72%
EQUIPMENT:						
Equipment					0	0%
Automation					0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	\$20,806	\$22,796	\$22,375	\$22,375	\$421	98%
TOTALS	\$20,806	\$22,796	\$22,375	\$22,375	\$421	98%
FUNDING:						
LSTA:	20,806	22,796	22,375	22,375	421	98%
TOTALS	20,806	22,796	22,375	22,375	421	98%

**MONTANA STATE LIBRARY
FINANCIAL REPORT
LSTA 13 GRANT AWARD**

**LSTA - TRAINER POSITION
GRANT RUNS - 10/01/12 - 09/30/14**

FISCAL YEAR: 14
REPORT PERIOD: 04/01/14 - 06/30/14
YEAR EXPENDED: 75%
PAYROLL EXPENDED: 75%

	Budgeted	Revised Budget	Expended to Date	Year-End Expenditures	Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES	46,584	46,584	41,618	41,618	4,966	89%
OPERATIONS:						
Contracted Services			33	33	(33)	0%
Supplies and Materials			24	24	(24)	0%
Communications	250	360	325	325	35	103%
Travel	3,500	4,190	4,194	4,194	(4)	0%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses	250	350	344	344	7	103%
TOTAL OPERATIONS	4,000	4,900	4,920	4,920	(20)	103%
EQUIPMENT:						
Equipment					0	0%
Automation					0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	\$50,584	\$51,484	\$46,538	\$46,538	\$4,946	90%
TOTALS	\$50,584	\$51,484	\$46,538	\$46,538	\$4,946	90%
FUNDING:						
LSTA:	50,584	51,484	46,538	46,538	4,946	90%
TOTALS	50,584	51,484	46,538	46,538	4,946	90%



PO Box 201800 • Helena, Montana 59620-1800 • 406-444-3115
FAX: 406-444-0266 • <http://msl.mt.gov>

TO: Jennie Stapp
State Librarian JS

TO: Montana State Library
Commission

FROM: Kris Schmitz KMS
Central Services Manager

FROM: Jennie Stapp
State Librarian

SUBJECT: FY 15 STATE LIBRARY BUDGET

DATE: July 9, 2014

Attached to this memo is the proposed operational budget for FY 2015, for your consideration.

This is the start-up budget from HB0002 (General Appropriation Act), HB0013 (Pay Plan), HB0454 (Retirement) & HB0576 (Proprietary). In your 1st quarter financial report you will see any of the carry over funds from FY 14 and all NRIS contracts that are still continuing will be added to this start-up budget.

Major budget changes from FY 14:

Coal Tax Fund Revenue Down (Anticipated cut)	(137,000)
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Please let me know if I can answer any questions.

**MONTANA STATE LIBRARY
FY 15 OPERATIONAL BUDGET**

	STATEWIDE LIBRARY RESOURCES		MONTANA DIGITAL LIBRARY		Administration	TOTAL
	Library Development	Talking Book Library	Library Information Services (LIS)	Natural Resources Information Services (NRIS)		
Full Time Equivalent (FTE) Level	5.62	6.00	7.00	10.25	4.50	33.37
PERSONAL SERVICES	350,551	303,883	396,540	825,642	359,754	2,236,370
OPERATIONS						
Contracted Services	151,207	9,265	80,992	595,530	43,271	880,265
Periodical Elec Data	213,286					213,286
*Resource Sharing-OCLC	98,886					98,886
*Resource Sharing-MSC	98,886					98,886
Supplies and Materials	6,494	18,541	6,546	62,370	60,843	154,794
Communications	12,140	17,392	9,595	37,719	20,556	97,402
Travel	100,175	3,500	4,000	9,300	20,800	137,775
Rent	63,514	107,922	153,347	104,765	150	429,698
Repair and Maintenance	8,000	8,200		700	25,031	41,931
Other Expenses	12,950	2,500	6,700	6,800	58,754	87,704
TOTAL OPERATIONS	765,537	167,320	261,180	817,184	229,405	2,240,626
EQUIPMENT:						
Library Books	0	0	16,918			16,918
Equipment	0	0		0	12,185	12,185
TOTAL EQUIPMENT	0	0	16,918	0	12,185	29,103
SUB-TOTALS	1,116,088	471,203	674,638	1,642,826	601,344	4,506,099
GRANTS:						
Federation Grants (CST)	176,122	0	0		0	176,122
State Aid - Area/Pop	395,766	0				395,766
LSTA 13						0
LSTA 14						0
LSTA 15	125,425	0	0		0	125,425
Montana Land Information Grants				602,575		602,575
TOTAL GRANTS	697,313	0	0	602,575	0	1,299,888
TOTALS	1,813,401	471,203	674,638	2,245,401	601,344	5,805,987
FUNDING						
General Fund	844,149	271,841	641,245	1,006,966	554,716	3,318,917
Coal Severance Tax Shared Account	392,408		33,393			425,801
Library Services and Technology Act (LSTA)	318,883	199,362			46,628	564,873
Montana Shared Catalog - Proprietary Acct	257,961					257,961
State Agency Contracts *(See Below)				283,523		283,523
Montana Land Information Account				954,912		954,912
	1,813,401	471,203	674,638	2,245,401	601,344	5,805,987

*State Agency Contracts
 Department of Transportation
 Department of Environmental Quality
 Department of Natural Resources & Conservation
 Fish, Wildlife and Parks
 Universities

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 15 OPERATIONAL BUDGET

LIBRARY DEVELOPMENT DEPARTMENT

	GENERAL FUND	CST	Proprietary	LSTA	TOTAL
PERSONAL SERVICES	146,319		88,359	115,873	350,551
OPERATIONS:					
Contracted Services	10,905		140,302		151,207
*Periodical Elec Data		213,286			213,286
*Resource Sharing - OCLC	98,886				98,886
*Resource Sharing - MSC	98,886				98,886
Supplies and Materials	3,494		3,000		6,494
Communications	10,730		800	610	12,140
Travel	8,200		15,000	76,975	100,175
Rent	63,514				63,514
Repair and Maintenance			8,000		8,000
Other Expenses	7,450	3,000	2,500		12,950
TOTAL OPERATIONS	302,064	216,286	169,602	77,585	765,537
EQUIPMENT:					
Library Books					0
Equipment					0
TOTAL EQUIPMENT	0	0	0	0	0
 SUB-TOTALS	 448,383	 216,286	 257,961	 193,458	 1,116,088
GRANTS:					
Federation Grants (CST)		176,122			176,122
State Aid Grants	395,766				395,766
LSTA - FY 13 Grants					0
LSTA - FY 14 Grants					0
LSTA - FY 15 Grants				125,425	125,425
TOTAL GRANTS	395,766	176,122	0	125,425	697,313
 TOTALS	 844,149	 392,408	 257,961	 318,883	 1,813,401

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 15 OPERATIONAL BUDGET

LIBRARY DEVELOPMENT DEPARTMENT

	Personal Services and Operations	Fixed Cost	NAC Budget	HB 2 LSTA MT Shared Cat	HB 2 LSTA MT Memory Proj Dir	Grants & Database From State Source	Grants LSTA	**Proprietary Montana Shared Catalog	Total
PERSONAL SERVICES	146,319			52,618	63,255			88,359	350,551
OPERATIONS:									
Contracted Services	5,900	5,005						140,302	151,207
Periodical Elec Data						213,286			213,286
Resource Sharing OCLC						98,886			98,886
Resource Sharing MSC						98,886			98,886
Supplies and Materials	1,000	2,494						3,000	6,494
Communications		10,730		285	325			800	12,140
Travel	4,200		4,000	1,200	1,200		74,575	15,000	100,175
Rent		63,514							63,514
Repair and Maintenance								8,000	8,000
Other Expenses	5,450	3,000	2,000	0	0			2,500	12,950
TOTAL OPERATIONS	16,550	84,743	6,000	1,485	1,525	411,057	74,575	169,602	765,537
EQUIPMENT:									
Library Books									0
Equipment									0
TOTAL EQUIPMENT	0	0	0	0	0	0	0	0	0
SUB-TOTALS	162,869	84,743	6,000	54,103	64,780	411,057	74,575	257,961	1,116,088
GRANTS:									
Federation Grants (CST)						176,122			176,122
State Aid Grants - Area & Pop						395,766			395,766
LSTA - FY 13 Grants									0
LSTA - FY 14 Grants									0
LSTA - FY 15 Grants							125,425		125,425
TOTAL GRANTS	0	0		0	0	571,888	125,425	0	697,313
TOTALS	162,869	84,743	6,000	54,103	64,780	982,945	200,000	257,961	1,813,401
FUNDING:									
General Fund:	162,869	81,743	6,000			593,537			844,149
Coal Sev. Tax:		3,000				389,408			392,408
MT Shared Catalog - Prop								257,961	257,961
LSTA - OPERATIONS				54,103	64,780				118,883
LSTA - GRANTS							200,000		200,000
TOTALS	162,869	84,743	6,000	54,103	64,780	982,945	200,000	257,961	1,813,401

Examples of General Operations

Contracted Services

Legal Services, Printing Services

Supplies

Computers fall under supplies

Other Expenses

Training Cost, Freight, Handyman Charges, Dues

Examples of Fixed Cost

Contracted Services

ITSD Fees

Supplies

ITSD Fees

Communications

Mail, Telephones

Rent

Photocopier, Building, Motor Pool Lease Vehicles

The Montana Shared Catalog and the Statewide Projects are LSTA projects that are directly funded in HB 2 and contain current level FTE. **FY 15 MSC will be adding one additional FTE. This will be a modified position and you will see it on your next financial report.

The LSTA grants authority is just an estimate of the authority that was budgeted in HB2. The LSTA funds are continuing appropriations and you will see the carry over balance on your next report.

As you approve the various projects these funds get moved out of grants and into the various operation categories. This is also where the modified FTE get established. This needs to be done each year until the Commission decides to establish this as an ongoing project and ask for the FTE in HB2.

MONTANA STATE LIBRARY
 FINANCIAL REPORT
 FY 15 OPERATIONAL BUDGET

TALKING BOOK LIBRARY

	GENERAL FUND	CST	LSTA	TOTAL
PERSONAL SERVICES	129,620		174,263	303,883
OPERATIONS:				
Contracted Services	6,834		2,431	9,265
Supplies and Materials	16,041		2,500	18,541
Communications	16,192		1,200	17,392
Travel	2,500		1,000	3,500
Rent	94,554		13,368	107,922
Repair and Maintenance	4,200		4,000	8,200
Other Expenses	1,900		600	2,500
TOTAL OPERATIONS	142,221	0	25,099	167,320
EQUIPMENT:				
Library Books			0	0
Equipment			0	0
TOTAL EQUIPMENT	0	0	0	0
 SUB-TOTALS	 271,841	 0	 199,362	 471,203
GRANTS:				
Federation Grants (CST)				0
TBL ARRA Stimulus	0			0
State Aid Grants				0
LSTA - FY 11 Grants				0
LSTA - FY 12 Grants				0
TOTAL GRANTS	0	0	0	0
 TOTALS	 271,841	 0	 199,362	 471,203

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 15 OPERATIONAL BUDGET

TALKING BOOK LIBRARY

	Personal Services General Operations	Fixed Cost	TBL Trust Acct	Total
PERSONAL SERVICES	303,883			303,883
OPERATIONS:				
Contracted Services	1,500	7,765		9,265
Supplies and Materials	15,050	3,491		18,541
Communications	250	17,142		17,392
Travel	3,500			3,500
Rent		107,922		107,922
Repair and Maintenance	8,200			8,200
Other Expenses	2,500			2,500
TOTAL OPERATIONS	31,000	136,320	0	167,320
EQUIPMENT:				
Library Books				0
Equipment	0			0
TOTAL EQUIPMENT	0	0	0	0
SUB-TOTALS	334,883	136,320	0	471,203
GRANTS:				
TBL ARRA Stimulus				
TOTAL GRANTS	0	0		0
TOTALS	334,883	136,320	0	471,203
FUNDING:				
General Fund:	150,571	121,270		271,841
LSTA	184,312	15,050		199,362
Coal Sev. Tax:				0
TOTALS	334,883	136,320	0	471,203

Examples of General Operations

Contracted Services

Legal Services, Printing Services

Supplies

Computers fall under supplies

Other Expenses

Training Cost, Freight, Handyman Charges, Volunteer Appreciation

TBL Trust account does not start with a budgeted amount. Request to spend from the account will be brought up and approved by the Commission before expenditures may occur. Can not be used for ongoing operational cost. The Commission will always see the balance of the account on their quarterly reports.

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 15 OPERATIONAL BUDGET

LIBRARY & INFORMATION SERVICES

	GENERAL FUND	CST	LSTA	TOTAL
PERSONAL SERVICES	396,540			396,540
OPERATIONS:				
Contracted Services	47,599	33,393		80,992
Supplies and Materials	6,546	0		6,546
Communications	9,595	0		9,595
Travel	4,000			4,000
Rent	153,347			153,347
Repair and Maintenance	0			0
Other Expenses	6,700			6,700
TOTAL OPERATIONS	227,787	33,393	0	261,180
EQUIPMENT:				
Library Books Equipment	16,918	0		16,918
TOTAL EQUIPMENT	16,918	0	0	16,918
 SUB-TOTALS	 641,245	 33,393	 0	 674,638
GRANTS:				
Federation Grants (CST)				0
State Aid Grants				0
LSTA - FY 13 Grants				0
LSTA - FY 14 Grants				0
LSTA - FY 15 Grants				0
TOTAL GRANTS	0	0	0	0
TOTALS	641,245	33,393	0	674,638

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 15 OPERATIONAL BUDGET

LIBRARY & INFORMATION SERVICES

	Personal Services General Operations	Fixed Cost	Online and Book Budget	Total
PERSONAL SERVICES	396,540			396,540
OPERATIONS:				
Contracted Services		4,009	76,983	80,992
Supplies and Materials	3,450	1,996		5,446
Communications	200	9,395	1,100	10,695
Travel	4,000			4,000
Rent		153,347		153,347
Repair and Maintenance			0	0
Other Expenses	2,000		4,700	6,700
TOTAL OPERATIONS	9,650	168,747	82,783	261,180
EQUIPMENT:				
Library Books			16,918	16,918
Equipment				
TOTAL EQUIPMENT	0	0	16,918	16,918
SUB-TOTALS	406,190	168,747	99,701	674,638
GRANTS:				
TOTAL GRANTS	0	0	0	0
TOTALS	406,190	168,747	99,701	674,638
FUNDING:				
General Fund:	404,290	163,295	73,660	641,245
Coal Sev. Tax:	1,900	5,452	26,041	33,393
TOTALS	406,190	168,747	99,701	674,638

Examples of General Operations

Contracted Services

Legal Services, Printing Services

Supplies

Computers fall under supplies

Other Expenses

Training Cost, Freight, Handyman Charges

Examples of Fixed Cost

Contracted Services

ITSD Fees

Supplies

ITSD Fees

Communications

Mail, Telephones

Rent

Photocopier, Building

Examples Online Book Budget

Contracted Services

Various contracts for online journals, Contract for the digitization project, Payments of ILL for state employees

Other Expenses

Newspaper subscriptions, Freight

Equipment

Books that actually will go into the collection

MONTANA STATE LIBRARY
 NATURAL RESOURCE INFORMATION SYSTEM
 FINANCIAL REPORT
 FY 15 OPERATIONAL BUDGET

FUNCTION 70 - NRIS/Natural Heritage

	GENERAL FUND	MT LAND INFO FUND	STATE AGENCY FUND	Total Budget
PERSONAL SERVICES	617,082	208,560		825,642
OPERATIONS:				
Contracted Services	294,984	120,977	283,523	699,484
Supplies and Materials	50,370	12,000		62,370
Communications	35,219	2,500		37,719
Travel	4,300	5,000		9,300
Rent	811	0		811
Repair and Maintenance	0	700		700
Other Expenses	4,200	2,600		6,800
TOTAL OPERATIONS	389,884	143,777	283,523	817,184
EQUIPMENT:				
Equipment				0
TOTAL EQUIPMENT	0		0	0
GRANTS:				
MLIAC GRANT		602,575		602,575
TOTAL GRANT	0	602,575	0	602,575
TOTALS	\$1,006,966	\$954,912	\$283,523	\$2,245,401

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 15 OPERATIONAL BUDGET

NATURAL RESOURCE INFORMATION SYSTEM

	Personal Services and Operations	Fixed Cost	Heritage Contract	Base Map Service Center	NRIS Contracts AA, BA & NB	Total
PERSONAL SERVICES	617,082			208,560		825,642
OPERATIONS:						
Contracted Services		136,896	438,079	120,977		695,952
Supplies and Materials	3,000	45,970	5,500	12,000		66,470
Communications	392	27,827	6,021	2,500		36,740
Travel	3,500			5,000		8,500
Rent		811	811			1,622
Repair and Maintenance			1,200	700		1,900
Other Expenses	3,400			2,600		6,000
TOTAL OPERATIONS	10,292	211,504	451,611	143,777	0	817,184
EQUIPMENT:						
Library Books						0
Equipment						0
TOTAL EQUIPMENT	0	0	0		0	0
GRANTS:						
Montana Land Info Grants				602,575		602,575
TOTAL GRANTS	0	0	0	602,575	0	602,575
SUB-TOTALS	627,374	211,504	451,611	954,912	0	2,245,401
FUNDING:						
GENERAL Fund	627,374	211,504	168,088			1,006,966
Montana Land Information Account				954,912		954,912
Fish Wildlife and Parks (FW&P)			69,342			69,342
Dept. of Environmental Quality (DEQ)			88,928			88,928
Mt. Depart. Of Transportation (DOT)			31,845			31,845
Dept. of Natural Resources (DNRC)			49,155			49,155
University			44,253			44,253
	627,374	211,504	451,611	954,912	0	2,245,401

Examples of Personal Services & Operations

Contracted Services

Legal Services, Printing Services, Temp Services

Other Expenses

Training Cost, Freight, Handyman Charges

Examples of Fixed Cost

Contracted Services

ITSD Fees, Records Storage

Supplies

ITSD Fees, ERSI Software

Communications

Mail, Telephones

Rent

Photocopier

Heritage is a biennial contract that runs through FY 15. They bill us quarterly for actual expenditures to run the program.

NRIS contracts will be brought up through out the year. I will also be bringing up some contracts that started in FY 14 and carry over to FY 15. Those will be shown on the 1st quarter FY 15 financial report. The various contracts will be brought up under different authority depending on the funding source. All these contracts are outside of the funding in HB2.

AA - Administrative Appropriation (Contract with another State Agency)

BA - Budget Amendment (Contract/Grant with a Federal Agency)

NB - Non Budgeted (Contract with a private source)

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 15 OPERATIONAL BUDGET

ADMINISTRATION

	GENERAL FUND	CST	LSTA	TOTAL
PERSONAL SERVICES	359,754			359,754
OPERATIONS:				
Contracted Services	43,271			43,271
Supplies and Materials	60,843			60,843
Communications	20,556			20,556
Travel	20,800			20,800
Rent	150			150
Repair and Maintenance	25,031			25,031
Other Expenses	12,126		46,628	58,754
TOTAL OPERATIONS	182,777	0	46,628	229,405
EQUIPMENT:				
Library Books				0
Equipment	12,185			12,185
TOTAL EQUIPMENT	12,185	0	0	12,185
SUB-TOTALS	554,716	0	46,628	601,344
GRANTS:				
Federation Grants (CST)				0
State Aid Grants				0
LSTA - FY 13 Grants				0
LSTA - FY 14 Grants				0
TOTAL GRANTS	0	0	0	0
TOTALS	554,716	0	46,628	601,344

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 15 OPERATIONAL BUDGET

ADMINISTRATION

	Personal Services and Operations	Fixed Cost	State Librarian	Commission	Total
PERSONAL SERVICES	236,335		120,069	3,350	359,754
OPERATIONS:					
Contracted Services	11,400	31,671	100	100	43,271
Supplies and Materials	57,900	2,743	100	100	60,843
Communications		20,366	190		20,556
Travel	1,000		5,100	14,700	20,800
Rent	150				150
Repair and Maintenance	6,700	18,331			25,031
Other Expenses	3,200	51,904	3,400	250	58,754
TOTAL OPERATIONS	80,350	125,015	8,890	15,150	229,405
EQUIPMENT:					
Library Books					0
Equipment	12,185				12,185
TOTAL EQUIPMENT	12,185	0	0	0	12,185
SUB-TOTALS	328,870	125,015	128,959	18,500	601,344
GRANTS:					
Federation Grants (CST)					
State Aid Grants					
LSTA - FY 10 Grants					0
LSTA - FY 11 Grants					0
TOTAL GRANTS	0	0	0	0	0
TOTALS	328,870	125,015	128,959	18,500	601,344
FUNDING:					
General Fund:	328,870	78,387	128,959	18,500	554,716
Coal Sev. Tax:					0
LSTA		46,628			46,628
LSTA - GRANTS					0
TOTALS	328,870	125,015	128,959	18,500	601,344

Examples of General Operations

Contracted Services

Legal Services, Printing Services

Supplies

General office supplies for agency and Computers fall under supplies

Maintenance

General maintenance agreements on various computers & servers

Other Expenses

Training Cost, Freight, Handyman Charges

Examples of Fixed Cost

Contracted Services

ITSD Fees, Agency building Insurance, Daycare, Wrnt Wrti Works Comp, SABHRS fees, Human Resource fees

Supplies

ITSD Fees

Communications

Mail, Telephones, Deadhead

Maintenance

Grounds Maintenance

Other Expenses

Statewide Cost Indirects



MONTANA TALKING BOOK LIBRARY

for the blind, low vision and physically handicapped
PO BOX 201800, HELENA MT 59620-1800,
1-800-332-3400 (In MT), 406-444-2064, FAX: 406-444-0266

Memo

To: Jennie Stapp, State Librarian
State Library Commission

From: Christie Briggs, MTBL Supervisor

Date: July 21, 2014

Re: 2014 Volunteer Appreciation Event Trust Expenditure Request

Please find attached the estimated expenditure request for the 2014 Volunteer Appreciation Event in the amount of \$2,500.00, based on the 2013 estimated projections.

This event is scheduled for Thursday, October 9, 2014. It will tentatively be held at the Saint Cyril & Methodius Catholic Church at 120 W. Riggs, East Helena.

The Commission is asked to approve this trust request at their August 2014 meeting.

2014 VOLUNTEER APPRECIATION EVENT

ESTIMATED EXPENDITURES

CATERING/SPACE RENTAL	\$1,010.00
SUPPLIES	\$199.00
VOLUNTEER APPRECIATION GIFTS	\$1,141.00
ENTERTAINMENT	\$150.00
TOTAL	\$2,500.00

ITEMIZED PROJECTED EXPENDITURES

EXPENSES	SOURCE	QTY	PRICE	AMOUNT
CATERING/SPACE RENTAL				
Catering		80	12.00	960.00
Space Rental		1	50.00	50.00
	SUBTOTAL			1,010.00
SUPPLIES				
Decorations		1	199.00	199.00
VOLUNTEER APPRECIATION GIFTS				
Vol. Appreciation Gifts		100	8.50	850.00
Plaques - 6x8		1	10.00	10.00
Name Plates		6	2.50	15.00
Etched Mugs		3	12.00	36.00
Vol. Longevity Gifts		1	120.00	120.00
Youth Vol. Gifts		12	5.00	60.00
Telephone Pioneer Recognition		5	10.00	50.00
	SUBTOTAL			1,141.00
ENTERTAINMENT				
	Honorarium	1	\$150.00	150.00
	Mileage	0	\$0.555	0.00
	SUBTOTAL			150.00

TOTAL EXPENSES	2,500.00
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IN-HOUSE EXPENSES	SOURCE	QTY	PRICE	AMOUNT
Programs	In-House Paper/Printing	90	\$0.12	10.80
Invitations	In-House Paper/Printing	100	\$0.12	12.00
Postage	In-House Postage	100	\$0.46	46.00

TOTAL IN-KIND DONATIONS	68.80
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TOTAL EXPENSES AND IN-KIND DONATIONS	2,568.80
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Memo

To: Montana State Library Commission

From: Jennie Stapp, State Librarian

Date: July 25, 2014

Re: Proposed amendments to the Montana State Library Commission bylaws

Due to recent turnover of commissioners, the State Library Commission finds itself without a chairperson and vice-chairperson. Current bylaws offer no guidance about what to do in this situation. For this reason, the Commission is asked to take action to approve the proposed amendments to the bylaws at their August meeting.

The proposed changes differ from the draft bylaws reviewed on June 4 in that, at the suggestion of Commissioner LaFromBoise, if adopted, the new bylaws would give authority to the available Commissioner with the most tenure to act as chairperson in the absence of the chairperson and vice-chairperson, rather than the State Librarian. In the event that multiple Commissioners share the same tenure, the proposed amendments would require these Commissioners to alternate chairmanship at the direction of the State Librarian, until the chairperson or vice-chairperson is available to serve or a new chairperson can be elected.

The proposed changes would also afford all Commission members the opportunity to serve as chairperson and vice-chairperson. At the June 4 Commission meeting Commissioner Bartow asked whether or not a designee can serve as a chair or vice-chair. The following response to that question was shared by Attorney Jim Scheier in an email dated July 24, 2014:

“The statute states the Commission “is composed of the following members,” and then lists the Superintendent of Public Instruction or the Superintendent’s designee as one of the members. Mont. Code Ann. § 22-1-101(2)(a). Subsection (3) of the statute states that the Commission shall annually elect a presiding officer “from its membership.” Since the Superintendent’s designee is one of the “members” of the Commission, the Commission may, if it chooses to do so, elect the designee as chair or vice chair. I am not aware of any legal reason why the Superintendent’s designee may not serve as the chair or vice chair of the Commission.”

Finally, at the request of the Commission, the draft bylaws strike the reference to the most recent edition of Roberts Rules of Order and include the Summary of Motions as an addendum.

DRAFT BYLAWS OF THE MONTANA STATE LIBRARY COMMISSION

1. A chairperson and vice-chairperson shall be elected annually, at the first regular meeting of the fiscal year, to serve for the current fiscal year. The chairperson shall preside at all meetings and shall appoint such committees as may be appropriate. The vice-chairperson shall serve in the absence of the chairperson. The State Librarian shall act as secretary to the Commission and attend its meetings. In the absence of both the chairperson and vice-chairperson the available Commissioner with the most tenure on the Commission shall serve as chairperson. In the event that multiple Commissioners share the same tenure, these Commissioners shall alternate chairmanship at the direction of the State Librarian, until the chairperson or vice-chairperson is available to serve or a new chairperson can be elected. ~~The representatives from the Office of Public Instruction and the University system are precluded from serving as chairperson or vice-chairperson.~~
2. The commission shall meet six times during each calendar year (except in cases of financial exigency), and at such other times as may be appropriate. The goal is to have no more than three months between meetings. Special meetings may be called by the chair or at the request of two members.
3. Any four members shall constitute a quorum.
4. Members of the Commission shall receive expenses and any compensation as provided by statute. All travel for Commission members shall be approved by the Commission.
5. The State Librarian shall present quarterly financial reports (not necessarily at meetings) which accurately portray the financial situation of all funds for which the Commission is responsible.
6. The State Librarian shall carry out policy decisions of the Commission and is responsible for management of the State Library programs. Management information requests by Commission members shall be made to the State Librarian.
7. The State Librarian shall assist the Commission in preparing an annual report for its submission to the Governor and State Legislature.
8. The rules contained in "Robert's Rules of Order Newly Revised," ~~most recent edition~~, shall govern the Commission in all cases to which they are applicable and in which they are not inconsistent with Montana law or Administrative Rules or these bylaws. See Addendum for Summary of Motions.
9. These bylaws may be reconsidered at any commission meeting, the action to amend the bylaws taken at the next regular Commission meeting.
10. These bylaws shall be placed on the agenda for review at the February meeting each year.
11. If an appointed or designated member of the State Library Commission does not attend and is not designated as excused by the Commission chairperson for two consecutive meetings, the Commission shall request the appointing authority to make a new appointment.

12. Meetings will be conducted according to Montana's open meeting laws, and a limited amount of time will be set aside on the agenda for comments from observers and visitors. During the conduct of business, the chairperson may recognize an observer for comment.

Summary of Motions - Robert's Rules of Order

Motion	Remarks	Phrasing	Second	Debate	Amend	Vote
→	Main Motions	Formal proposal that recommends a course of action. It is made before the discussion.				
Main	Used to present new business	"I move that the Activities Board . . ." (note specific action)	Yes	Yes	Yes	Majority
→	Secondary Motions <u>Subsidiary</u>:	Helps the assembly dispose of the main motion. Adopting a subsidiary motion always does something to the main motion				
Postpone Indefinitely	Used to "kill" a motion during a meeting without taking a direct vote on it	"I move to postpone the motion indefinitely."	Yes	Yes	No	Majority
Amend	To change the pending motion before it is acted upon (to add or strike out words in the motion)	"I move to amend the pending motion by striking out or inserting the following words..."	Yes	Yes, if motion to amend is debatable	Yes	Majority
Refer to a Committee	Standing or AdHoc (appointed at any time) to investigate a proposal	"I move to refer the issue to a committee."	Yes	Yes	Yes	Majority
Committee of the Whole	Members of a large assembly act as a committee - allows members to speak an unlimited number of times to an issue. Vote not binding - recommends to assembly for later vote - Presiding officer appoints a chair for the committee	"I move to refer the issue to a committee of the whole."	Yes	Yes	Yes	Majority
Postpone Definitely	Used to put off or delay a decision until later in the meeting or until next meeting. Motion comes up under "unfinished business."	"I move that the pending motion be postponed until (note time)"	Yes	Yes	Yes	Majority
Limit or Extend Limits of Debate	To limit or extend the length of debate or to put a time limit on a particular motion	"I move to limit debate to five minutes per person."	Yes	No	Yes	Two-thirds
Previous Question (Close Debate)	Used to stop debate and immediately take a vote --Should be used when a member thinks the debate on the motion is tedious	"I move the previous question." or "I move to close the debate and take the vote immediately."	Yes	No	No	Two-thirds
Lay on the Table	To set the main motion aside temporarily to take up something of immediate urgency. Not intended to kill the motion or put off until the next meeting.	"I move to table the motion." or "I move to lay the motion on the table."	Yes	No	No	Majority

Summary of Motions - Robert's Rules of Order

Motion	Remarks	Phrasing	Second	Debate	Amend	Vote
➔	Secondary Motions: Privileged	Do not relate to main motion, but to matters of immediate importance arising from meetings				
Call for Orders of the Day	To make the assembly conform to the agenda or order of business	Member: "I call for the orders of the day."	No	No	No	No vote unless to set aside "orders of the day"
Raise a Question of Privilege	Member makes a request relating to the rights of the member immediately	"Mr. President, I rise to a question of privilege." Chair: "Please state the question." Member: "I can't hear the speaker."	No	No	No	Chair Rules
Recess	For a short intermission	"I move to take a ten-minute recess."	Yes	No	Yes	Majority
Adjourn	To end a meeting immediately	Note reason. . ."I move to adjourn."	Yes	No	No	Majority
➔	Secondary Motions: Incidental	Deals with questions of procedure arising from pending business - Does not affect the business				
Point of Order	Used to remind or question the Chair of the by-laws or rules of order.	"I rise to a point of order" (await recognition of chair, state reason)	Yes	No	No	Chair Rules
Appeal Rule of the Chair	To disagree with the chair's ruling - Let members decide the disagreement	"I appeal the decision of the Chair."	Yes	Yes	No	Majority
Division of the Assembly	To doubt the result of the vote	"I call for a division of the vote." or "I doubt the result of the vote."	No	No	No	Vote retaken
Suspend the Rules	To set aside the rule of the assembly (except by-laws, charters) to speed up the process	"I move to suspend the rules."	Yes	No	No	Two-thirds
Division of the Question	To divide a motion with several topics into separate motions	"Madam President, I move to divide the motion into three parts."	Yes	No	Yes	Majority
➔	Motion that brings question again before assembly	This class of motions returns a motion to the assembly for reconsideration				
Take from the Table	To take a motion from the table	"I move to take from the table the motion relating to the pay increase."	Yes	No	No	Majority
Reconsider	To reconsider the vote on a motion - Only a member who voted on the prevailing side can make the motion	"I move to reconsider . . ."	Yes	If the motion is debatable	No	Majority

MONTANA STATE LIBRARY COMMISSION WORK PLAN FY2014

VISION

Develop and deliver 21st Century library resources and information services.

MISSION

The Montana State Library is committed to strengthening libraries and information services for all Montanans through leadership, advocacy, and service.

VALUES

MSL values:

- An educated and inquisitive citizenry.
- Library services that are responsive to users' needs.
- Free government information that is easily accessible and widely distributed.
- Patron privacy.
- Equitable access to all library resources and services.
- Competent and professional staff.
- Open, direct, and timely communication.
- Economic development of Montana and Montanans.

The State Library Commission is established by Montana statute 22-1-101 (MCA).

The role of the State Library Commission is to set forth policies and funding priorities that empower the State Library to meet its mission and statutory obligations and to advocate for the State Library and the Montana library and information communities whenever possible.

The State Library Commission Group norms:

- The Commissioners will read and come to meetings prepared to discuss agenda items;
- Commission meetings follow Roberts Rules of Order;
- Commissioners are bound by the State Code of Ethics and Standards of Conduct: http://leg.mt.gov/bills/mca_toc/2_2_1.htm.

Goal One—Content—Discussion

1. MSL acquires and manages relevant quality content that meets the needs of Montana Library users.

1.1. Advise, review and approve policies that enhance Montana State Library's statewide e-content subscription and purchase programs, and that support the Montana Memory Project, the collection development priorities of the Montana State Library Collection Development Policy, and the Talking Book Library Collection;

1.2. Advise, review and approve budgets that enhance Montana State Library's statewide e-content subscription and purchase programs, and that support the Montana Memory Project, the collection development priorities of the Montana State Library Collection Development Policy, and the Talking Book Library Collection;

1.3. Request and participate in trainings and/or presentations by staff and other subject matter experts on new and existing topics that will educate the Commission on issues that will inform their understanding of the content needs of Montana Library users.

Goal Two—Access—Discussion

2. MSL provides libraries, agencies, and its partners and patrons with convenient, high quality, and cost-effective access to library content and services.

2.1. Advise, review and approve policies that enhance access to information through statewide resource sharing initiatives;

2.2. Advise, review and approve budgets that enhance access to information through statewide resource sharing initiatives;

2.3. Request and participate in trainings and/or presentations by staff and other subject matter experts on new and existing topics that will educate the Commission on issues that will inform their understanding of the access needs of Montana Library users.

DRAFT

Goal Three—Training—Discussion

3. MSL provides appropriate trainings and training resources so that the best use can be made of the resources offered.

3.1. Advise, review and approve policies that enhance Montana State Library's statewide training opportunities;

3.2. Advise, review and approve budgets that enhance Montana State Library's statewide training opportunities;

3.3. Request and participate in trainings and/or presentations by staff and other subject matter experts on new and existing topics that will educate the Commission on issues that will inform their understanding of the training needs of Montana Library users.

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Goal Four—Consultation and Leadership—Discussion

4. MSL provides consultation and leadership to enable users to set and reach their goals.

4.1. Represent the interests of MSL partners including public libraries and the GIS community in appropriate legislative, community, regional, and national forums;

4.1.a. Pacific Northwest Library Association conference, August 13-15, Helena, Montana;

4.2. Establish and maintain contact with Library Directors and Trustees, and other MSL partners, to remain cognizant of their needs and the challenges they face;

4.2.a. Each Commissioner will attend at least one library federation meeting during fiscal year 2015;

4.2.b. Each Commissioner will attend the 2015 Montana Library Association Conference, April 8-11, 2015 in Bozeman, Montana;

4.2.c. The Commission Chair will facilitate Conversations with the Commission session at the Montana Library Association Conference;

4.2.d. At least one Commissioner will attend meetings of the Montana Shared Catalog and MontanaLibrary2Go each year;

4.2.e. Commissioners are encouraged to visit libraries as they travel the state. Advanced notice to the libraries is recommended.

4.3. Share information about the role of the State Library Commission beyond the boundaries of the Montana Library Community;

4.4. At least one Commissioner will attend at least one “visioning” conference during the fiscal year, as funding allows. Discuss findings with the Commission and MSL staff and make recommendations for future opportunities for improved library services.

4.4.a. The Colorado State Library may host a conference focused on how to measure the impact of library services during the summer of 2016. Given the State Library focus on how to measure the impact of our services, this may be an appropriate conference for a Commissioner to attend. Details of the conference will be shared with the Commission when they are available.

4.5 The Commission will invite at least one recipient of a Montana Land Information Act (MLIA) grant to present on the outcomes of their grant in order to better educate the Commission on the role, outcome and impacts of the MLIA.

Goal Five—Collaboration—Discussion

5. MSL promotes partnerships and encourages collaboration among its users.

5.1. Facilitate information-sharing partnerships among federal, tribal, state and local governments, businesses and citizens. Partnerships should promote the role of libraries in Montana communities, create funding opportunities for Montana libraries, and extend the reach of information services and delivery throughout the state.

5.2 The Commission Chair will designate Commissioners to serve on both the Network Advisory Council and the NRIS Advisory Committee. These designees will attend committee meetings to represent the interests of the Commission and will provide feedback to the Commission regarding committee reports and initiatives.

5.3 The Commission will invite the Governor or his designee to attend a meeting of the State Library Commission in order to learn about the Governor's priorities for the 2015 Legislative Session.

5.4 The Commission will invite the Montana Library Association Government Affairs representative to the December Commission meeting to discuss the MLA legislative agenda.

5.5 The Commission will continue a process to learn more about broadband service availability to libraries in Montana and opportunities to further support expansion of broadband technology to meet the needs of library public computing centers.

Goal Six—Sustainable Success—Discussion

6. MSL is efficient and effective (measured against partner and patron outcomes) and is engaged in fulfilling its mission.

6.1. Advocate for the Montana State Library and the Montana Library Community with federal, tribal, state and local governments, businesses and citizens. Advocacy should promote the role of libraries in Montana communities, create funding opportunities for Montana libraries, and extend the reach of information services and delivery throughout the state;

6.1.a. At least one Commissioner will attend the Montana Library Legislative Day in January;

6.1.b. The Commission Chair will provide testimony before the Legislature on behalf of the Montana State Library and the library community;

6.1.c. A member of the Commission will attend National Library Legislative Day May 4-5, 2015 in Washington, D.C.;

6.2. Request and participate in trainings and/or presentations by staff and other subject matter experts on new and existing topics that will educate the Commissions on

issues that will help the Commission to continually grow as a Commission and to support the work of the State Library;

6.3. Advise, review and approve policies that recognize the significant contributions of and develop the leadership and management skills of MSL staff;

6.4. Provide guidance on and evaluation of the State Librarian work plan and performance.

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