

Montana State Library Commission
Wednesday, October 8, 2014
9:30 a.m.
MSL Grizzly Conference Room

AGENDA

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

Changes or Additions to Agenda

Introductions

Approval of Minutes – **Action**

- August 13, 2014

State Library's Report – Stapp

FY '15 Program work plans – Stapp

- Central Services
- Talking Book Library

Executive Planning Process and Legislative status – Stapp

FY '15 First Quarter Budget Report – Schmitz – **Action**

Federation FY '14 Annual Reports – McHugh – **Action**

- Broad Valleys – Judy Hart
- Golden Plains – Janeen Brookie
- Pathfinder – Brett Allen
- Sagebrush – Sonja Woods
- South Central – Nancy Schmidt
- Tamarack – Honore Bray

Courier contract and cost share formula update – McHugh/Orban

Montana Land Information Act FY '14 Grant recipient presentation - TBD

We make an effort to ensure that our meetings are held at facilities that are fully accessible to persons with mobility disabilities. If you plan to attend our program and will need services or accommodations relating to a disability, please contact Marlys Stark at 406-444-3384 at least five (5) working days prior to the meeting.

Staff longevity pins

Commission Goals and Objectives – Commission

- FY '15 Commission work plan review
- Commission Calendar
 - Talking Book Library Volunteer Luncheon, October 9, 2014, East Helena
 - Commission attendance at fall Federation meetings
 - 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
 - Network Advisory Council Meeting, November 6, Helena
 - Montana Land Information Advisory Council Meeting, November 13, Helena
 - 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.

Adjournment

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**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.

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

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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 intend and a commissioner will be welcome to attend also.

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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.

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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

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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.

DRAFT

**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING
9:30 A.M., AUGUST 13, 2014
HELENA, MONTANA**

ATTENDEES:

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

Staff: Christie Briggs, Allan Cox, Evan Hammer, Jim Kammerer, Stu Kirkpatrick, Cara Orban, Kris Schmitz, Jennie Stapp, and Marlys Stark.

Visitors: None.

State Librarian Stapp called the meeting to order at 9:30 a.m.

APPROVAL OF MINUTES:

Motion was made by Commissioner Newell and seconded by Commissioner Scheetz to approve the June 4, 2014 minutes as presented and the motion passed with Commissioner Kish abstaining.

STATE LIBRARIAN'S REPORT:

Kate Lewis has completed digitizing her local newspaper for the Montana Memory Project and that project has resulted in one of the most complete online, historic community newspapers available in Montana.

Stu Kirkpatrick will receive the Governor's Award for Excellence in Service for his work at MSL in combining two programs from different agencies into one effective working unit.

The State Library is beginning to offer professional development to staff who conduct trainings as part of their jobs on how to be better trainings. They had their first training session in July and that seemed to go over well. It will be an ongoing process.

The Chief Officers of State Library Agencies (COSLA) Connector Grant is underway via grant funds provided by Institute of Museum and Library Services (IMLS) with the goal of developing a national curriculum for education for librarians. In trying to decide their role, COSLA held a jam session in early July which was a day long, online, brainstorming process. One idea submitted by MSL is to contract for the creation of a dashboard that will give librarians meaningful online access to their public library statistics. Follow up professional development would educate librarians about how to use these statistics to communicate the impact of their libraries. COSLA will make a final decision about which ideas to submit to IMLS for further funding later this summer.

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Due to a decline in coal severance tax monies, MSL was asked in June to reduce their expenditures from that account by 25 percent. This funding was primarily used to fund statewide databases, online tutoring services, digitization projects and federation grants. When the request was received, the Plans of Service for the federations had already been approved so managers decided to make cuts proportionally in the other areas. Library Information Services (LIS) will not renew the EBSCO science databases and will reduce their digitization. Office of Public Instruction (OPI) has volunteered to fund the tutor.com subscription. Staff met with the Network Advisory Council (NAC) who recommended that the contract with EBSCO be extended for one year, at a reduced rate, rather than doing a new Request for Proposal (RFP) at this time. No information is available on the impact of this shortage going forward.

MSL has to submit their FY '16-'17 budget by the end of the month and instructions from the Governor's office to help build the budget should be received today. Final notice about the Executive Planning Process (EPP) requests and about any proposed personnel cuts should also be received soon and the results will be shared at that time.

The Main Street Montana Project initiated by the Governor earlier this spring focuses on 11 or 12 key industry points, one of which is Montana's broadband network. State Librarian Stapp is the State point of contact to work the Key Industry Network on Information Technology. She attended the first meeting in late July along with several telecommunications and private sector representatives. They focused on the definition of broadband and settled on 'sufficient for users to accomplish their online goals'. They are attempting to map middle mile infrastructure and are looking at several models from other states including Wyoming and North Dakota. They have to produce a report which will be submitted to the Governor's office.

Last week Jennie attended the annual Montana Telecommunications Association (MTA) meeting. John Windhausen, executive director of the Schools, Health and Libraries Broadband Coalition, was the keynote speaker and he was able to come out early in order to tour the libraries in and around Billings and to talk to them about their communication needs. The libraries they talked to had a gamut of broadband speeds and needs. At the MTA meeting, Jennie talked about the new e-rate order. Chairman Wheeler of Federal Communications Commission (FCC) has undertaken modernizing the e-rate initiative. There is a need for a better definition of urban and rural which are currently based on the county rather than the actual community sizes. Up to 90 percent of broadband costs can be covered however most libraries don't apply for computer coverage but rather only phone coverage. Montana saw a decline from 2013 to 2014 in e-rate requests which may be a result of the end of the BTOP grant which had provided e-rate consulting services. Under the new order, e-rate telephone discount services will decline 20 percent each year over the next five years in order to free up funds for broadband services. Montana is way below the national average for broadband speeds required for libraries. FCC has earmarked money to help support wi-fi. There will be further changes as time goes on but there have been several things identified that should help Montana libraries.

Broadband speeds may be the focus of the next State Library task force.

After approximately 18 years of working for MSL, Marjorie Smith retired at the end of July. She accomplished a broad range of things in her time here. That position has not been re-opened pending the Governor's directions regarding possible personnel cuts.

PROGRAM WORK PLANS:

Central Services and Talking Book Library (TBL) will both submit their work plans to be reviewed in October. There is an agency wide work plan this year. Areas of focus include an improved web presence, the legislative session, records management policy development and the biannual legislative snapshot. Library Information Services (LIS) will also do a comprehensive user study. Statewide Library Resources (SLR) will continue to work with public libraries to help them conduct community assessments, promote the makerspace kits, conduct an overall organization structure assessment and will be collecting input from an outside agency.

FY'14 MONTANA STATE LIBRARY CLOSING BUDGET:

This was a snapshot year which is the starting point for building the budget for FY's 16 and 17. Only about \$1,700 reverted back to the general fund. Some of the funds on the closing budget report won't carry over because they were for private funds or federal grants that have attended.

Motion was made by Commissioner Bartow and seconded by Commissioner Roberts that the fourth quarter budget report be approved and the motion passed.

FY'15 MONTANA STATE LIBRARY OPENING BUDGET:

This is basically the HB2 base budget for the second year of the biennium. Contracts, grants and so on have not been added in. Several items will be added before the next quarter. The reduced coal tax revenue cut is included. For those items that are affected by the cut, they are already reduced. The tutor.com bill isn't in the budget because OPI will pay that direct.

Motion was made by Commissioner Newell and seconded by Commissioner Gransbery to approve the opening FY'15 budget and the motion passed.

MONTANA STATE LIBRARY TRUST REQUEST:

This request is for the amount projected to host the annual volunteer appreciation luncheon. With the personnel change, the exact expenditures are not yet available so this request is based on previous projected expenses. The luncheon is the day after the October commission meeting and all commissioners are invited to attend.

Motion was made by Commissioner Roberts and seconded by Commissioner Scheetz to approve the TBL trust request and the motion passed.

MT CATSPAW OVERVIEW:

CATSPAW stands for cadastral administration through streamlined parcel adjustment workflows. Stu Kirkpatrick gave a brief background why how the Bureau of Land Management's administration of the public land survey system was not adequate for what was needed and why a new system was needed. Working cooperatively, both state and federal agencies and many private groups worked together to get this new system up and going. This is a major part of the GeoInfo work plan because it is a huge project that will eventually cut down on the amount of time spent doing adjustments in the future.

This effort will improve work flows for a lot of agencies and private individuals for the better. The CATSPAW is going to be managed from a user perspective rather than a federal agency perspective with input from a lot of users.

MONTANA NATURAL HERITAGE PROGRAM (MNHP) MAPVIEWER APPLICATION OVERVIEW:

Allan Cox gave a demonstration of the MapViewer which is a map based web application which is written and managed in house. He talked about what was available to the public and what to certain agencies or individuals, how they walk the line between making information available and protecting data of certain species, what people can contribute and what they can't and a lot of the features available. He then demonstrated the basic abilities of the new version of MapViewer. There are a lot more capabilities that are used by those that use it a lot.

COMMISSION BYLAWS:

Commissioners discussed the value of conducting election of officers in April versus the first regular meeting of a fiscal year which is generally August. The bylaws were amended in April of 2013 to change officer election from December to August.

The commissioners would like their official appointment dates to be on the website.

Motion was made by Commissioner Newell and seconded by Commissioner LaFromboise to approve the adoption of the bylaws as amended and the motion passed.

ELECTION OF COMMISSION OFFICERS:

Commissioner Roberts, seconded by Commissioner Scheetz, nominated Commissioner Bartow as chair and nominations were closed. Commissioner Bartow will be chair.

Commissioner Newell, seconded by Commissioner Bartow, nominated Commissioner Roberts as vice-chair. Commissioner Roberts, seconded by Commissioner LaFromboise, nominated Commissioner Scheetz and nominations were closed. Commissioner Roberts will be vice-chair by a score of five to two.

COMMISSION GOALS AND OBJECTIVES:

The commissioners discussed their work plan as presented.

Motion was made by Commissioner Scheetz and seconded by Commissioner Newell to accept the work plan as presented and the motion passed.

PUBLIC COMMENT:

There were none received.

OTHER BUSINESS & ANNOUNCEMENTS:

There were none.

ADJOURNMENT:

The chairman adjourned the meeting at 1:04 p.m.

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State Librarian's Report July through September 2014

Prepared for the October 8, 2014 Commission meeting
by Jennie Stapp, State Librarian

This report represents the accomplishments of Jennie Stapp and includes the work of the following staff:

Hammer, Marino, Bruhn and Story

Goal One – Content: MSL acquires and manages relevant quality content that meets the needs of Montana library users.

In late August, MSL was informed by the Governor's Office of Budget and Program Planning that we must reduce our FY15 Coal Severance Tax-funded expenditures by 7% or \$42,000 rather than the originally projected amount of 25% or \$137,000.

To address this reduced shortfall, MSL and the Office of Public Instruction agreed to split the cost of the Tutor.com service in FY15. Montana libraries will see no change in their service as a result of this decision. Additionally there will be no impact to the availability of any statewide databases.

I reported at the August Commission meeting that we were nearing completion on a revised agreement with EBSCO to extend our existing contract by an additional year, at a reduced cost, to make up for the originally planned shortfall. This amendment would have meant no loss of service for libraries and our patrons. Although that amendment is no longer necessary, and our existing databases remain in place, we sincerely appreciate EBSCO's willingness to work with us to minimize the impact of this budget uncertainty. I also want to thank the Network Advisory Council for their work to help us develop a positive resolution to this situation. I'm relieved to know that we will not have to enact such deep cuts and, at the same time, it's gratifying to know that we can turn to our partners to help us resolve situations such as these when they arise.

We are currently projecting full coal severance tax funding for the FY16/17 biennium.

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.

For the past year MSL has been migrating to a new web Content Management System (CMS). MSL had previously used the WordPress CMS managed by Pressable. While this solution was a good option for us at that time, the State Information Technology Services Division (SITSD) has since begun offering a robust CMS service on the state enterprise web platform. Utilizing the state enterprise web platform provides additional security measures and better opportunities for integration between our web resources and other IT resources. We have worked with SITSD since their initial testing of the system in October 2013, and since that time the entire library program web pages have been migrated from WordPress to the state supported CMS. We expect to move the final page, the MSL home page, by the end of October 2014. In addition to added security and efficiency, moving to SITSD's DNN environment comes at no cost while hosting of WordPress at Pressable came at a cost of \$135 per month.

Goal Four – Consultation and Leadership: MSL provides consultation and leadership to enable its patrons and partners to reach their goals.

As I reported at the August commission meeting, I served on panel at the Montana Telecommunications Association annual conference with John Windhausen, the Schools, Health and Libraries Broadband Coalition Executive Director and Kirk Miller, Montana School Administrators Association Director, regarding the impacts of the new E-rate modernization order. Since that time we have learned that there is some lingering confusion regarding the changing way urban and rural status is determined under the order. Status is currently determined by county; Montana has three counties defined as urban: Cascade, Missoula and Yellowstone. Under the old system, just about every town in an urban county was considered urban. Under the new order the Federal Communications Commission defines urban and rural based on census classifications. On first look, this change seemed positive for Montana because certain communities like Belt would no longer automatically be classified as urban. However, in reading through the footnotes of the order it was noted that the order also relies on the not easily understood urban clusters concept. What it could mean is that communities with a population of 2,500 or more could be moved into an urban classification and potentially lose 10% of their E-Rate discounts. This new definition would impact approximately 30 Montana libraries that are currently classified as rural. Several organizations with which we are involved have asked for a clarification of this order which is contrary to the FCC's stated goal to get more funding to rural areas.

On September 11 I chaired the Montana Land Information Advisory Council. As was reported to the Council, the MLIA account had its lowest level of revenue collection ever (details are available online:

http://docs.msl.mt.gov/Central_Services/Commission_Councils/Montana_Land_Information_Advisory_Council/Archive/2014/09/MLIA_Account_Status_20140901.pdf).

Collections seem to be increasing again but reliance on this account as the primary source of funding to support the Montana Spatial Data Infrastructure is concerning and will necessarily cause us to prioritize a strategic approach to address this funding need in the near future.

Goal Five – Collaboration: MSL promotes partnerships and encourages collaboration among its users.

Along with key staff I attended the National States Geographic Information Council (NSGIC) meeting in Charleston, South Carolina. During the state caucus there was good discussion about a forthcoming federal National Geospatial Act which will prioritize geospatial work at the federal level. Based on experience in several states, as was shared with the Commission during the August CATSPAW presentation, it is clear to NSGIC that the act should call for greater support of GIS activities at the state and local level. NSGIC will prepare an educational campaign which will become the focus for state and national legislative efforts in the coming year. This legislation will likely be introduced to Congress in the late winter or early spring.

Our longtime partner, the Natural Resources Conservation Service, continues to feel the impact of sequestration. For nearly two decades the State Library and the NRCS have had an agreement in place that provides infrastructure and professional GIS services to NRCS employee, Cathy Maynard. Because of budget reductions the NRCS and the State Library renewed the agreement for a bare minimum of support for the coming federal fiscal year with the understanding that the amount of funding the agreement makes available will increase as their funding situation improves. The renewed agreement allows Cathy to keep her office space and information technology infrastructure but allows for only a minimal amount of professional support. Although this reduction in funding puts added pressure on the State Library we are pleased that the NRCS recognizes the value they receive from this partnership and chose to continue to sustain it, albeit at a reduced amount, in the face of budget cuts.

Goal Six – Sustainable Success: MSL is a well-run organization and a sought-after employer; it is efficient and effective (measured against partner and patron outcomes), and successfully engaged in its ongoing mission.

FY14 equipment funding was prioritized to bolster the machines that host our virtual server environment and to increase the storage capacity of our storage area network

(SAN). In order to move our final remaining physical servers to virtual servers we needed to purchase one additional host server, and add memory and processors to three existing host servers. That hardware was purchased at the end of FY14. It has all been received, installed, and the new hardware is up and running. We expect to have five of the eight remaining physical servers migrated to virtual servers by the end of calendar year 2014.

We also purchased hard drives to further expand the storage capacity of our SAN environment. Previous purchases had expanded the SAN to 40TB. In FY14 we purchased drives to fill out the remaining enclosures and increase the capacity to 60TB. We are currently using about half of the existing capacity. The expanded capacity should be sufficient to meet MSL needs for the next couple of years, but we will need to explore longer term storage needs for MSL to understand whether the best approach for expansion after that is to continue to expand on our existing hardware, consider purchasing new or replacement hardware, use hosted storage options from SITSD, or use hosted hardware services from cloud providers. The answer is likely a combination of many of these options but we need to better understand MSL program needs to come up with the best solution for the library.

As I reported in August, MSL intends to contract with a business analyst who will be asked to evaluate and to make recommendations about how we can optimize our organizational structure. The goal of this review is to have an outside professional review the business priorities and workflows of the Library to develop recommendations that can be part of our management toolkit as we work to proactively plan for the future of the Library. We have no preconceived ideas about what any recommendations might be nor will we guarantee that we will implement any recommendations that may come to us, but, we do expect that a consultant will give us examples of organizational models that would build on the strength of the Library and create opportunities for increased collaboration within the agency to better meet our statutory obligations and to serve our partners.

The process for the review will largely be determined by the consultant and will undoubtedly include discussions with staff and Commissioners. We do not yet have a firm timeline. We have issued a limited solicitation to begin the process to select a consultant. Responses to that solicitation are due October 3rd. Once a consultant is selected, we will know more about the details of the review process and timeline.

Also included with the State Librarian's report is the results for the State Library Work Force Pay Equity audit which was conducted as part of the larger audit for the

Governor's Task Force on Pay Equity. Overall the results demonstrate relative pay equity within the agency which can be attributed to our use of the Broadband Pay Plan. However, differences in salaries for traditional library positions and IT positions continue to make it difficult for the State Library to maintain true pay equity across the agency. The question of how to address this concern has been raised with the Task Force as an issue that requires further study.

MONTANA STATE GOVERNMENT PAY AUDIT

Montana State Library

As part of Governor Bullock's Executive Order 5-2013, the State Human Resources (division) conducted a pay audit for the executive branch of Montana state government. This executive order requires the division to, "[l]ead by example by conducting a state employee workforce audit, making recommendations that ensure pay equity in state agencies and public contractor companies." The press release and the pay audit report are scheduled to be available on July 31, 2014. A copy of the final pay audit report will be found here: <http://equalpay.mt.gov/>

To prepare this report, the Department of Administration reviewed pay practices and gathered pay information for employees in your agency from the broadband and blue collar pay plans, capturing pay information as of January 24, 2014. Pay practices for your agency were captured through a survey to your agency's HR managers and officers. Pay data was provided to your agency's HR office in spreadsheet files for comment and feedback. Below is summary information from the detailed spreadsheets for your agency, sent under a separate attachment.

- Overall, average female salaries in the Montana State Library are 88.98% of the total average base pay.
- 5 of 21 Job codes have no female representation
- 14 of 20 job codes have no male representation
- Only 2 job codes have both female and male representation
- 1 job code has higher average female salaries
- 1 job codes has higher average male salaries
- Of the job codes with both female and male representation, women make an average of 96.72% of men's average salaries
- 1 job codes has average female salaries below 90% of average male salaries
- 1 job code has average female salaries above 100% of average male salaries
- Average pay for Female supervisors overall is 86.40% of male supervisors
- Female supervisors account for 50.00% of total available supervisors

Please feel free to contact [Bonnie Shoemaker](#) at 406-444-2473 if you would like to discuss your agency's results, or if you have any questions about the pay audit.



Statewide Library Resources Report March through September 2014

Prepared for the October 8, 2014 Commission meeting
by Sarah McHugh, Statewide Library Resources Director

This report represents the accomplishments of the following staff;
McHugh, Orban, Reymer, McMullen, Henley, Flick, Birnel, Adams, Price, Condrón, and
Marchwick

Goal One – Content - *Montana State Library (MSL) acquires and manages relevant quality content that meets the needs of Montana library partners and patrons.*

- Developed a Share Your Story pilot to encourage local libraries to record and preserve community stories. Share Your Story is an LSTA-funded pilot of the Montana State Library that circulates traveling digital audiovisual recording kits to libraries on a rotating basis. Hosting libraries will be trained beginning in September to use and make these tools available to record and preserve their community's stories, which will be made available on a dedicated website currently under construction. Additionally, themes for discussion and public programs are compiled and developed on the MSL website. Hosting libraries are expected to identify at least one community partner and arrange a public program that is centered on one of these themes. Informational marketing materials will be provided. Desired outcomes from this pilot include:
 - ✓ Previously undocumented cultural heritage from the local community is documented and shared
 - ✓ Measurable increase in awareness of library resources and programs among community members, assessed through participant surveys
 - ✓ Increased access to resources to supplement public programs
 - ✓ New patrons visit the library or make use of library services as a direct result of pilot participation
 - ✓ Community members and staff respond that they have learned new technologies and skills as a result of this pilot
 - ✓ Staff report feeling more confident with hands-on technology training, and offer increased or more varied opportunities to library patrons
 - ✓ Community partnerships are formed or expanded to assist in promoting and collecting interviews, and in leading public programs; Partnership activities are documented and inventoried by MSL staff

- Continued to expand the Montana Makers maker space pilot. The purpose of this pilot is to encourage interest in STEM/STEAM (Science, Technology, Engineering, Art, Mathematics) education primarily in young adults ages 10-17. In a maker space, learning happens actively through collaborative, goal-oriented projects and programs, but also through unstructured access to resources that encourages self-initiated learning. STEAM education also supports development in the areas of critical thinking, creativity, and problem solving. These traveling kits circulate to libraries for 8 weeks at a time. This project supports priorities of the Institute of Museum and Library Services which include enhancing 21st century skills, afterschool programs and community engagement. With recommendations from maker space coordinators and young adults librarians statewide and regionally, tools and materials were ordered for six makerspace kits. The kits include electronics (Arduino boards, Raspberry Pi, Snap Circuits, Squishy Circuits, and MaKey MaKey boards); Lego sets with accompanying curriculum to support projects focusing on engineering, math, physics, and communication skills; paper and fiber tools; and optional items such as telescopes and forensics kits. Hosting libraries are encouraged to expand on the basic kit with their own materials and consumables. Desired outcomes from this pilot include:
 - ✓ Libraries throughout Montana increase STEAM (Science, Technology, Engineering, Arts, Math) program opportunities by making use of circulating maker kits that provide materials not otherwise available in many communities
 - ✓ Observational data collected at hosting libraries indicate that makers demonstrate high levels of critical thinking, creativity, and collaboration
 - ✓ Participant surveys indicate that makers feel more interested, engaged, and confident in STEM subject areas after working with maker kit materials
 - ✓ Library staff surveys indicate an overall increase in confidence in providing STEM learning opportunities through the library
 - ✓ Library staff post-hosting evaluations document successful community partnerships and provide a template for subsequent successful partnership planning
- Provided support and LSTA funding assistance to help Blaine County Library and McCone County Library join the MontanaLibrary2Go consortium.
- With MMP Director, compiled a list of areas with little representation in the current MMP, and visited with several libraries in these areas about possible collections of unique Montana materials to be added to the Montana Memory Project.
- The FY 13 LSTA funded Montana Memory Projects are well underway. Four of the nine projects are completed. The other five are just getting their digital files back from Advantage Companies, the business that was selected through a

limited solicitation to digitize materials submitted by the FY13 LSTA project participants. These projects will be added to the MMP in the next couple of months. In addition to these projects, the University of Montana, The Montana Historical Society and Lewis and Clark County are also working on some new collections.

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.*

- Based on the results of a user survey about the DiscoverIT statewide search tool, created potential library focus groups, organized by library type. These focus groups will assist MSL in providing customized DiscoverIt profiles to meet the searching needs of patrons in various libraries.
- Working with MSL GIS and NHP staff, added the GIS Data List and the Montana Natural Heritage Program Field Guide records to the statewide Discover It profiles. These collections add to the diversity of content available through Discover It and provide end-users with an additional access point for discovering information from these two unique resources. The Geographic Information Systems (GIS) Data List is the Montana State Library's list of GIS layers it distributes, as well as a metadata repository for GIS layers that have been developed with the assistance of the Montana Land Information Advisory Council. The Montana Natural Heritage Program Field Guide is an online resource providing information on identification, habitat, ecology, reproduction, range, and distribution of the species of Montana.
- We have added all of our Montana Memory Project collections to The Mountain West Digital Library (MWDL) and they have in turn been added to the Digital Public Library of America (DPLA). This has greatly increased the exposure of our collections across the country.
- The latest MMP web design has been live since June. The site organization is better for finding specific materials and the searching is much improved. The old URL, www.mtmemory.org still works, but the new home page is www.montanamemory.org. The website sees good activity. The first week of the year was the lowest with 886 visits. The peak was 2,298 visitors with most weeks seeing just over 2000 visits. The Average session duration is nearly 6 minutes with the visitor seeing nearly 5 (4.79) pages per session.
- The Montana Memory Project has launched a Facebook page and a Twitter account. Our Facebook fans are mostly women. We are reaching men, but they are not following us as often as women. The goal this year is to continue to increase our social media presence and increase engagement with our collections.

- The Montana Shared Catalog tested and then began a pilot phase for use of the new MobileCirc interface for member library staff. It will provide basic circulation desk functionality including catalog searches, inventory and holds processing for staff using tablet devices. This frees staff to assist patrons at locations other than the fixed circulation and reference/information desks within the library. The desired outcomes of the pilot are to:
 - ✓ Determine the functionality and use of the product in a large, multi-type library consortium.
 - ✓ Obtain feedback from pilot participants and relay to the vendor as they continue product development.
 - ✓ Ensure that the product is stable, bug-free, and has the required circulation functionality needed for all member libraries.

Goal Three – Training – *MSL provides libraries, agencies, its partners and Montanans with appropriate trainings and training resources so that they can make the best use of the resources offered.*

- Provided new director training to 5 incoming library directors to ensure they are aware of all resources available and are prepared to offer the best possible service to patrons.
- Provided on-site trustee training to keep board members informed of duties and procedures, promote trustee certification and encourage open communication between all involved in managing and maintaining the library.
- Co-presented library finance and budget training with Montana Department of Administration staff at Spring 2014 Tamarack Federation Meeting. Librarians and trustees received answers to many of their questions about sources of revenue, budget laws and accounting practices.
- Organized OCLC WorldShare Interlibrary Loan training for Montana Library Association annual conference attendees to provide library staff with an in-person opportunity to resolve any issues related to the transition from WorldCat Resource Sharing.
- Conducted training on OCLC WorldShare at Dorothy Asbjornson Community Library so the library can begin providing Interlibrary Loan services to patrons.
- Presented board trainings at Moore Public Library (on Interlocal Agreements) and Darby Community Library (on Strategic Planning) so that these libraries can return to legal operating status after shutdown (Moore) and make best use of and/or increase funding for the library (Darby).

- The MMP partnership with Mountain West Digital Library has led to an excellent opportunity to offer training to librarians on how to create and add new collections through the DPLA - Public Library Partnerships Project. This training will likely take place this fall. The final arrangements are still being made.
- The MSC trainer traveled to White Sulphur Springs, Ennis and Ekalaka to provide training for the new library directors in those locations. She also provided online training for the new director in Plentywood. The training included an introduction to the MSC and how to operate the Symphony ILS "Workflows" client and online patron catalog.
- Provided on-site trustee training in Butte, Kalispell and Billings focused specifically on preparing for leadership transitions as nearly half of library staff in MT are approaching or at retirement age.
- Prepared for annual Fall Workshops training in Helena – September 28-29. Over 170 librarians are registered to attend this annual event that supports and encourages life-long learning and MSL Certification.
- Provided travel grants to library trustees attending Fall Workshops to promote and support trustee professional development.
- Provided training for special and academic libraries on the EBSCO DiscoverIt! search tool. These librarians need to know more about specializing profiles in DiscoverIt! and this training in Helena is directed primarily at that specific learning outcome.
- Assisted with the Pacific-Northwest Library Association meeting held in August in Helena, to support that regional library association and their important role in promoting professional development among all libraries.
- MSL's CE application process has migrated fully online. In an effort to gain efficiencies in MSL's growing certification program, to gather better data about the certification program, and to improve the experience for our user-librarians, MSL technical staff and the CE Coordinator have worked to move the process of applying for certification entirely online. We've also instituted some procedural changes to the process which include a quarterly, scheduled date to process applications. The result will help keep this growing program sustainable and make it easier for applicants, while improving the rigor of the verification of an applicant's CE. At the same time, the data from CE tracking forms will be captured which CE staff at MSL can use to mark trends, and determine shortfalls in CE so that we are better able to meet the needs of our librarians in the future.

Goal Four – Consultation and Leadership – *MSL provides consultation and leadership to enable its patrons and partners to reach their goals.*

- Consulted with small volunteer library about possibilities for expanding library service, outlining requirements for standards of a state-funded library as well as branch and district options.
- Individual library consultation topics in this time period included statewide projects, statistics, standards, federation business, insurance, interlocal agreements, administration, strategic planning, space planning, policies, human resources, districts, library building issues, volunteers, and collection management. Through this communication with libraries, we help them explore possibilities, solve problems, take advantage of MSL services and projects, and enjoy continued valuable relationships with the State Library and with each other.
- Organized the annual MontanaLibrary2Go membership meeting at the 2014 Montana Library Association conference. The consortium met to vote on the annual budget and updated cost share formula and to discuss its priorities for adding new content formats. The membership approved the Executive Committee's recommendation to divide the bottom tier of the cost formula into thirds in order to make the cost per patron more equitable and affordable for the very smallest libraries that wish to be part of the consortium.
- Negotiated a new six-year contract with OverDrive on behalf of the MontanaLibrary2Go consortium. The contract includes a growth clause which allows the consortium to maintain a relatively low annual hosting cost which will increase only if circulations for the consortium arrive at benchmarks as agreed upon between MSL and OverDrive. This negotiation lowered the overall contract value by \$8,000 and keeps the annual hosting fee \$20,000 lower than what OverDrive had proposed toward the end of the contract, unless circulation statistics justify the increase.
- The Montana Shared Catalog's Policies and Configurations Reorganization project is now in the critical phase of removing or changing policies and configurations that are no longer needed. During this period, MSC Staff has personally contacted more than 45 individual sites to go over policy changes for their respective libraries. So far, more than 700 lines have been removed from the circulation map, more than 600 circulation rules, and nearly 200 lines from the hold map. Hundreds of location names, item types and item categories have been flagged for removal or change as the project finishes up later this year. The goal of the project is to simplify MSC operational configurations and procedures that will:

- ✓ Reduce the MSC Staff workload and cost of maintenance.
- ✓ Place the system in a more nimble position to take advantage of a rapidly changing technological environment.
- The MSL CE Coordinator attended the CE Forum conference, Sacramento, CA in August and also served on the COSLA committee for improving collaboration and outcomes between state library CE programs. This COSLA committee is part of a national initiative of the Institute of Museum and Library Services to assist state library agencies with avoiding the duplication of efforts in CE and to improve CE outcomes. A good portion of the Forum conference was devoted to this national effort as the Forum's primary goal has always been to foster inter-state collaboration and sharing.

Goal Five – Collaboration – *MSL promotes partnerships and encourages collaboration among its partners and patrons so that their information needs can be met.*

- Participated in a Collaborative Summer Reading program planning session for Sagebrush Federation libraries to share ideas for successful and creative programs.
- Attended the Graduation Matters Summit to promote public libraries as a resource for this program.
- Assisted Federation coordinators and members with planning of spring and fall meetings and trainings, plans of service, and expense reporting. Members received training on statewide projects and library futures, and coordinators were able to close out FY2014 and initiate FY2015 work.
- Worked with the interim Courier Advisory Board to draft Request for Proposals for a courier service contract in order to sustain and further develop a courier network for reliable and efficient physical delivery of library material throughout Montana, supported by the greater financial and legal security that a State-held contract can provide.
- The school libraries in Richey and in Rosebud were added to the membership of the Montana Shared Catalog. Both libraries will be manually adding their records to the MSC database and should be ready to begin using the system at their schools by next spring.

Goal Six – Sustainable Success – *MSL is a well-run organization and a sought-after employer; it is efficient and effective (measured against partner and patron outcomes), and successfully engaged in its ongoing mission.*

- Facilitated teambuilding exercises at in-person SLR meeting in May, in order to help division members get to know one another better, understand how other staff members' duties support the division mission, and brainstorm new ways to work together.
- The MSC membership overwhelmingly approved the hiring of one additional support person for the MSC staff. The position is intended to focus on maintaining the integrity of the catalog's bibliographic and item records. After application screening and interviews, the State Library has hired Jemma Hazen to fill this position. She will begin work on Oct 6.
- Four SLR staff attended the 2014 American Library Association Conference in Las Vegas at the end of June, engaging in conversations with vendors, attending interest group meetings and bringing back ideas for new projects and ideas for library development activities.
- In May, the SLR Director attended the third gathering of Library Development directors from western state libraries, in Denver, and led a session discussion on statewide pilots, projects and programs. The Western Council of State Libraries, a division of COSLA, has provided funding for these gatherings. The goals for the May meeting were to:
 - ✓ Learn about national and regional strategies for library development
 - ✓ Plan for library development initiatives, staffing, and collaboration
 - ✓ Participate in professional development and collegial networking to improve job performance

Maps and Detail Reports of Statewide Library Resources activity for this report time period can be viewed at http://msl.mt.gov/For_Librarians/Activity_Tracking/
 SLR activity is organized by six general categories:

- Continuing Education
- Federations
- Library Development
- Statewide Databases and Online Resources
- Statewide Downloadable E-Content
- Statewide Resource Sharing



Geographic Information Services Report July through September 2014

Prepared for the October 8, 2014 Commission meeting
by Stu Kirkpatrick, State GIS Coordinator

This report represents the accomplishments of the following staff:
Kirkpatrick, Daumiller, Lund, Papineau, E. Fashoway, M. Fashoway, Holliday, Blount,
Blandford, and Daurio

In accordance with the FY15 work plan the Geographic Information Program is focusing primary attention on land and water information. In August the program formed a Land Information Team led by the State GIS Coordinator and a Water Information Team led by the Water Information System Manager.

Goal One – Content - Montana State Library (MSL) acquires and manages relevant quality content that meets the needs of Montana library partners and patrons.

The Land Information Team has completed workflow documentation for migrating data into the Esri Parcel Fabric as well as adjusting the tax parcel and public lands data to the most recent PLSS. On July 1 we released the first vintage of the PLSS known as CadNSDI Montana-

http://apps.msl.mt.gov/Geographic_Information/Applications/cadnsdi/ .

We released the annual series of private and public land ownership maps

http://apps.msl.mt.gov/Geographic_Information/Maps/Land_Ownership/Default.aspx .

We assumed the public land map task from the MT. Heritage Program. As part of that project the cartographic design of the public land ownership maps was redone and we are very pleased with the visual impact of the product.

The Water Information team has trained or retrained staff and we presently have four staff working on a backlog of edits to the Montana Hydrography dataset. We have also been working with our agency partners and will be pursuing small contractual projects to improve access and data holdings in the Yellowstone River Corridor Resource Clearinghouse

http://geoinfo.msl.mt.gov/Home/data/yellowstone_river_corridor_resource_clearinghouse.aspx .

We will also be developing a similar home for existing and future channel migration zone reports and data as well as working with the Department of Natural Resources and Conservation to finish an evapotranspiration project. All these projects are consistent with the goal of acquiring and managing relevant data.

Goal Four - Consultation and Leadership - MSL provides consultation and leadership to enable its patrons and partners to reach their goals.

We have also met with the USGS regarding our role as the Montana steward of the National Hydrography Database. For the past two years USGS has eliminated partnership funding and we met with and informed USGS that funding needs to be restored for FY16 in order for us to remain effective in that role.

Our primary concern this reporting period centered on state support for a statewide master address database, especially as it relates to public safety. We met with the Department of Administration twice and have been promised an appointment to the State 9-1-1 advisory Council. GIS will drive Next Generation 9-1-1 <http://urgentcomm.com/ng-911/gis-will-become-hero-911-says-apco-panelist> and we feel that in our role of consultation and leadership it is important that we bring that message to the table. As a start, staff attended DOA led meeting with Sheriffs and Peace Officers in Kalispell and made them aware of GIS requirements that will need to be met in order to implement Next Generation 9-1-1.

Jennie Stapp, Evan Hammer and Stu Kirkpatrick attended the National States Geographic Information Council meeting in South Carolina and a summarized report will be compiled for the December Commission Report.



Library Information Services Report July through September 2014

Prepared for the October 8, 2014 Commission meeting
by Jim Kammerer, LIS Program Manager

This report represents the accomplishments of the following staff:
Kammerer, Smith, Downs, Genzlinger, Suber and Mueller-Brunckhorst

Goal One, Content: MSL acquires and manages relevant quality content that meets the needs of Montana library partners and patrons.

The Montana State Library entered the sixth year of its digitization project of historic, print state publications with a contract to spend \$40,000 with its vendor the Internet Archive. It is possible that we may finish digitizing the single range of print state publications remaining to be scanned. Our biggest hurdle is asserting bibliographic control over the uncatalogued fishery and wildlife reports. MSL has about 7 linear feet of Job Completion Reports and Progress Reports, aka "fishery reports" located on the state publications shelves. The majority are not cataloged, just a few pages in length, and lack any binding, cover, or title pages. These reports are also known as "Dingell-Johnson (DJ) reports" and are a product of the Federal Aid in Sport Fish Restoration Act, a US federal law that provides states, including Montana, money for state fish restoration and management plans and projects. These reports have remained uncataloged for many years because of low staff resources, the large, unknown number of reports, and the difficulty of determining how best to catalog these largely similar items. MSL also has about 27 linear feet of Job Completion Reports and Progress Reports, also known as "wildlife reports" located on the state publications shelves. Again, the majority are not cataloged. These reports are also known as "Pittman-Robertson (PR) reports" and are a product of the Pittman-Robertson Wildlife Restoration Act of 1937 which provides states, including Montana, money for state wildlife restoration and management plans and projects. The PR reports like the DJ reports have remained uncataloged for many years because of no staff cataloger or only one cataloger on staff, the large, unknown number of reports, and the difficulty of determining how best to catalog these very similar items. The primary user groups for these reports are FWP staff, outdoor sports groups, and scientists. Beth Downs, state publications librarian, is working with FWP to acquire previously un-submitted DJ and PR reports.

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.

Recently MSL cataloguer Sam Suber edited all state publication records in our Montana Memory Project collection in order to meet the metadata requirements for MSL to become a partner of the Mountain West Digital Library (MWDL) which in turn is a service hub for the Digital Public Library of America (DPLA). While our digitized state publications are already indexed by Google, it is still important to add our collection to regional and national portals where many potential users may start and end their search. Including digitized state publications in the MWDL and DPLA creates two new, prominent access points for LIS resources.

For years MSL patrons have accessed current and archived issues of electronic journal subscriptions via the EBSCO EJS platform that, while functional, looks very outdated. Outreach and Electronic Resources Librarian, Alana Mueller-Brunckhorst, after considerable communication with vendor representatives, has successfully transferred access to all current and archived subscriptions to the A to Z list of E-Resources area of Discover-It. This transfer supports the long sought for ideal of providing a single search interface for our users.

Goal Three, Training: MSL provides appropriate trainings and training resources so that the best use can be made of the resources offered.

Electronic Resources Librarian, Alana Mueller-Brunckhorst developed and hosted two webinars for state agency employees on how to use Safari Tech Books from their desktops. These webinars filled to capacity and closed soon after registration opened. In response to the growing user need for the newest published information, MSL purchased additional "seats" allowing more users to simultaneously use the online licensed materials.

From their desktop, LIS staff attended the 2014 Western State Government Information Virtual Conference hosted by the Colorado State Library and the University of Colorado Boulder. Session topics ranged from depository basics, to outreach, to disaster resources, to discussion of the GPO National Plan. The convenience and economy of the webinar format cannot be overstated whereby we interacted with colleagues from 8 other states to learn how to provide better service to users.

Goal Four, Consultation and Leadership: MSL provides consultation and leadership to enable its patrons and partners to reach their goals.

In the Justice Building atrium, the Montana State Library and the State Law Library of Montana hosted the traveling exhibition "Leading the Way: Montana Woman Suffrage and Struggle for Equal Citizenship". The five panel exhibit chronicles the civic history of women in Montana as part of this year's centennial commemoration of women's suffrage.

Goal Five, Collaboration: MSL promotes partnerships and encourages collaboration amongst its partners and patrons so that their information needs can be met.

The Montana State Library, the Internet Archive, and the Natural Resources Conservation Service recently completed a collaborative digitization project of historic United States Department of Agriculture (USDA) publications from the Natural Resources Conservation Service formerly the USDA Soil Conservation Service and the Montana Agricultural Experiment Station spanning the years 1951 to 2000. These reports are important to and of particular interest to the water work group of four state and three federal agencies tasked with hydrology responsibilities and any Montanans whose livelihood depends on access to historic water data. Jim Kammerer, LIS Information Services Manager, Catherine Maynard, NRCS Natural Resources Analyst and JoLynn Genzlinger, digital services technician worked together on the project description and processing of the publications. The project is now part of the Digitization Projects Registry at <http://registry.fdlp.gov>. (Note: this Government Printing Office website as of September 19th is still unavailable due to an internal security review underway following an August 6th hacking incident). The publication series continues today primarily in a digital-only format and is published monthly January to June each year as the *Montana Water Supply Outlook Report*.

MSL records manager Jim Kammerer worked with other state agency records managers and legislative services staff for several months as part of the HJR2 statutory sub group tasked with providing bill draft language for the Education and Local Government Interim Committee. The statutory sub group bill draft suggestions focused on updating language associated with public records laws. Much of the current public records language is archaic, confusing, and contains unnecessary definitions which has hampered MSL efforts to improve agency level records management and has often made it difficult for LIS staff to determine whether a public record is a state publication that needs to be managed.

Goal Six, Sustainable Success: MSL is a well-run organization and a sought-after employer. It is efficient and effective as measured against partner and patron outcomes, and is successfully engaged in its ongoing mission.

LIS created an Information Desk located midway between the reading room and the public access computers. The goal is to provide a more welcoming environment with greater staff visibility and availability for users needing assistance. Staff at the Information Desk will be responsible for welcoming patrons and guests to the library, answering information requests, managing guest passes for the public access computers, checking out materials, the conference room mice, presenters, and newspapers.

After nearly 18 years of service at the Montana State Library, Marjorie Smith, Client Services Assistant, retired in July 2014. LIS is currently interviewing to fill this position. Giving the changing nature of the services provided by LIS that has resulted in significant increases in the use of online resources and a reduction in print circulation and interlibrary loan, this position is being filled as a part-time position. The remainder of the FTE will be used in the Geographic Information program.



Early Literacy and Communications and Marketing Report July through September 2014

Prepared for the October 8, 2014 Commission meeting
by Sara Groves, Communications and Marketing Coordinator

This report represents the accomplishments of Sara Groves

Goal Three – Training - *MSL provides libraries, agencies, its partners and Montanans with appropriate trainings and training resources so that they can make the best use of the resources offered.*

The third Ready 2 Read Rendezvous was rescheduled for April 25 – 27, 2014 in Bozeman, MT from our original October date (the original Rendezvous was cancelled because of the federal government shutdown). We were able to secure our major speaker, Saroj Ghoting, a nationally-renowned early literacy expert. However, we had to make some adjustments to the schedule because one of our original October speakers could not attend in April. We also lost some attendees because of rescheduling. In October, we had 50 people signed up to attend, including representatives from each of Montana's reservations. Our April event was smaller with 37 attendees. Unfortunately, we also only had one tribal library represented. In spite of having to reschedule and the conflicts that ensued, we still had a great Rendezvous. We conducted a pre- and post-evaluation to determine how learners advanced their skills and knowledge on how to: 1. Use play effectively to promote emerging learning and literacy; 2. How to engage strategies for managing multi-age learners at Story Time; and 3. How to achieve effective community engagement. Of the more than three dozen attendees, more than ½ completed the pre- and post- evaluation forms successfully and improvement was observed in all three designed outcomes.

Additionally, the attendees all rated the Rendezvous as one of the best education experiences of their professional lives. Comments received included:

"The Rendezvous is far and away the most informative training I've ever attended – and has been so every year that I've come. I always leave the Rendezvous feeling re-energized about my job and excited to return to work to immediately put into practice everything I've learned."

"I've attended the Rendezvous all three years and it has changed my life – personally and professionally. In a field where we are not financially compensated very well and which can often be draining, I was on the verge of leaving and doing something else. However, the Rendezvous helped me to understand that what I'm doing is important for these kids and for our community. I have left every year feeling invigorated about my job, my new professional network, and ready again to serve."

Goal Four – Consultation and Leadership - *MSL provides consultation and leadership to enable its patrons and partners to reach their goals.*

After months of negotiating with partners including MontanaPBS, Montana Fish, Wildlife & Parks, and the Montana Head Start Collaborative – not to mention all of the writing, research, filming, and editing – we now have a complete set of videos that support the "Ready 2 Read Goes Wild" program. Each of the six videos supports the Growing Up Wild curriculum and the Ready 2 Read Goes Wild! trunks that are available through MT libraries. These six short training videos are now a permanent part of MT PBS' Learning Media site and are available to parents, teachers, and whoever else may be interested in accessing these materials. The videos feature Montana experts on the trunk themes, which are ungulates, owls, bears, tracks, creepy-crawlies, and fish. Educators, librarians, and other interested individuals can access the videos to discover basic information on the subject matter, learn how experts explain scientific material to children, and access data on the subject that can promote learning in the library or in classrooms. The MT Head Start Collaboration Office paid for development and editing of the videos.

Summer Reading

I attended the Collaborative Summer Library Program (CSLP) Conference in Biloxi, MS to represent Montana this year, along with Cindy Christin of the Bozeman Public Library. To further support the summer reading program, I partnered with AWE, a leading company that provides children's educational information technology, to have Montana participate in a beta project to try to capture more information about our summer reading program. I recruited a number of libraries to participate and our Montana libraries represented some of the most rural libraries that participated, so we added an important voice. The MT libraries that participated represented a wide range of libraries, including very rural, large libraries and east and west libraries. AWE is still generating data based on the project, and I will report back on that at a later time. Additionally, I am working with Cindy Christin to do an online evaluation of summer

reading programs in Montana, including the value of our participation in CSLP and how the State Library might better support summer reading.

Share Your Story

I have been working with Cara Orban, Lauren McMullen, and Pam Henley on the new Share Your Story project. I worked closely with a designer, Luke Duran, to coordinate a new branding image for this project. Additionally, I am working with Cara and Luke to develop a web site that will be geared to the public so that they can find out how to participate in this project. Finally, I am working with a videographer who will shoot two PSAs for us (a 30-second and a 60-second) that we will use to promote the videos. These will be distributed to television stations in the areas in which the Share Your Story kits are available. Additionally, I have put together a media plan with which we will launch the project this fall.

Outside the Lines

This summer, Jennie approached Sarah McHugh and me to put forth the idea of "Outside the Lines", a national effort spearheaded by Colorado libraries and conceived at the R-Squared conference a few years back. Jennie thought it might be an interesting new approach to replace "Montana Library Week". The goal of Outside the Lines is to reconnect communities with the creativity, technology, discovery and all of the fun and unexpected experiences happening in libraries today. Nationally, the celebration was scheduled for September 14 – 20, 2014. In Montana, we are encouraging libraries to participate in the event from September 14 – November 15. We felt this would give ample time for libraries to participate and provide MSL with enough time to collect the many great stories out there to utilize during the legislative session. To help libraries get motivated, I sent out a series of emails, launched a new blog (<http://otlmontana.tumblr.com/>), and conducted webinars to help generate some ideas from around the country and from Montana libraries that were participating. Some of the great things that happened in Montana include:

Stillwater County Library

The Stillwater County Library is marching in our county high school homecoming parades. Our small county has 4 high schools, so we will be busy doing those. We will be carrying our banner with our new logo on it and handing out candy and library materials.

Rosebud County Library

We are planning an "Outside the Lines" event for Tuesday, September 16th from 4:00-7:00. It is open house format, and we are using all of the library, as well as the basement Community Center. Several volunteers and all 4 staff members will be present for the event, with one staff person working the desk, one in charge of the Maker Space/crafts area, one featuring available technology, and I will welcome people/give them tours/explain all the changes we are making. (We are going to re-arrange/swap some spaces within the library and it looks like we will be getting a "facelift" with new flooring, windows, and removal of the dated paneling!) Each public computer will feature a different online resource, such as HomeworkMT and MontanaLibrary2Go. We are collaborating with the local high school shop classes and will have some of their projects, like a bookcase that looks like a tree for the children's area, ready to reveal. We will introduce STREAM programming that we will incorporate over the next several months. Due to an aggressive weeding project, we will begin a Book Sale during the event which will run through the end of the month. The Wii will be set up in the Teen Territory with games available for all ages. We are trying to secure a school group in need of a fundraiser to serve snacks or a meal during the event. Maker Space/fun/craft tables will be set up where we hope to feature our Eggbot, Origami, Moon Sand, a Stomp Rocket, and more. Visitors will have the opportunity to sign up for technology classes and enter to win door prizes. We also have a survey so they can share their ideas.

Bitterroot Public Library

In celebration of Montana Library Week, September 15th – 20th, the Bitterroot Public Library will sponsor Community of Kindness activities. Perform an act of kindness this week and submit a story or poem about it to have your fines removed. Information cards will be available throughout the community with suggestions for acts of kindness, or you can create your own. Libraries are a place to gather and build connections, so join us this week to bring joy to the lives of those around us.

Make a card to thank someone Wednesday, September 17th 5:30-6:30 p.m. on the main floor of the library. Show a Random Act of Kindness by making a thank you card and passing the kindness on. Make someone's day -- the person who makes you coffee, the bus driver, a teacher, a friend, a person you see every day but don't know their name...

On Thursday, September 18th, you can create your own Act of Kindness Cards. We will be distributing cards all week with ideas for random acts of kindness. Be creative with Tamara from 3:30-5:00. Card materials will be available all day on the main floor of the library.

Kindness Celebration for Everyone! Join us after hours Friday September 19th 5:00-7:00 p.m. on the main floor of library. Enjoy music, kindness arts and crafts, a puppy kissing booth, a hug station, learn a peace dance, celebrate kindness and make new friends! Read your favorite kindness quote, short story, or poem beginning at 6:00 p.m. Be inspired and pay it forward/say it forward.

Imagine! Libraries

Explore Your Community

Look around town at local businesses and bulletin boards for 3D images. Make your own 3D glasses at the library, or use the ones you find on the spot. Find something you didn't see before.

Bigfork, Columbia Falls and Kalispell

September 14-20

DIY 3D Glasses

Make your own 3D glasses with red and blue acetate. Put them on to see things in a whole new way.

Bigfork

September 17, 3-5 pm

Columbia Falls and Kalispell

September 15-20

DIY 3D Images

Get high-tech with the DeepSketch iPad app or keep it simple with special sketching paper to make your own 3D images. Take it with you or pin it up to share.

Bigfork

September 16-20: sketching paper

Columbia Falls and Kalispell

September 15-20: sketching paper and DeepSketch

Go Old-School

Travel the world in 3D with a vintage stereoscope. It may be old-fashioned but it's still pretty legit.

Columbia Falls and Kalispell

September 15-20

Missoula Public Library

We aren't doing anything specifically for Outside the Lines, but I thought we would capture stories and maybe some pictures from the cool things we have going on during

the week of September 14th. For example, family storytime, Make-It Monday, MakerSpace stuff, Gamers Club, middle school writers group, READ dogs, Lego Club, young adult writers, cheap date night, WOW bus at the Clark Fork Market, etc.



Montana Natural Heritage Program Report July through September 2014

Prepared for the October 8, 2014 Commission meeting
by Allan Cox, Lead Program Manager, MTNHP

This report represents the accomplishments of the MTNHP staff

Goal One – Content: MSL acquires and manages relevant quality content that meets the needs of Montana library users.

- The Wetland and Riparian Mapping Center of the MTNHP has updated its status map, which can be found at http://mtnhp.org/nwi/images/wetland_status.jpg. To date, nearly 2.4 million acres of wetlands and riparian areas have been mapped by the center.
- A major effort is currently under way in MTNHP to update Species of Concern (SOC) mapped occurrences. The SOC occurrences are used daily by MTNHP for its geographic review of various projects across the state. Zoology and Information staff 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.

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.

- MTNHP's newest version of MapViewer was released in June. This version replaces Tracker, which has been our primary mapping application since 2005. This new version is significantly faster, runs on multiple browsers, and is easier-to-use with many new features including a new Add Observation function with the ability to attach photos. <http://mtnhp.org/mapviewer/>
- In July and August, MTNHP successfully converted from BIOTICS 4 (locally hosted on an Oracle server) to BIOTICS 5 (a cloud based installation hosted by NatureServe). BIOTICS is NatureServe's software for managing Species of Concern information—species ranks, occurrences, and descriptive information. It is the system MTNHP uses 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.

Goal Three – Training: MSL provides appropriate trainings and training resources so that the best use can be made of the resources offered.

- Karen Newlon (MTNHP Ecologist/Project Manager) and Kyla Zaret (MTNHP Ecologist/GIS Specialist) provided training in July to the Environmental Protection Department of the Northern Cheyenne Tribe on wetland assessment field methods.
- Allan Cox, (Lead Program Manager MTNHP) provided training to the Montana Department of Transportation in the use of MTNHP species data and the newly released updated version of the MapViewer.

Goal Six – Sustainable Success: MSL is efficient and effective (measured against user outcomes), and is engaged in fulfilling its mission.

- The Natural Heritage Program hired a new Botany Program Manager to replace Scott Mincemoyer (who left the program in September 2013). The Program is pleased to announce that Andrea Pipp of Helena has accepted the position of Botany Program Manager. Andrea is slated to begin her new job with MTNHP on October 6. Andrea has a career in biology spanning 28 years. She has an MS in Wildlife Biology from the University of Montana with an emphasis on plant and lichen ecology. She has extensive experience in the private sector and has also worked for the USFS and BLM. And, she has done contractual work for the Heritage program over the past few years.
- The Ecology Program has entered into several agreements for projects that support or complement our core activities. We received a grant from the Bureau of Land Management for wetland mapping in southwest Montana; we were awarded two grants from the Environmental Protection Agency to improve our wetland mapping and assessment products and make them more accessible to users; and we have contracted with Montana Fish, Wildlife and Parks to evaluate the current distribution of western pearlshell mussels, a Montana Species of Concern.



Montana Talking Book Library Report March through September 2014

Prepared for the October 8, 2014 Commission meeting
by Christie Briggs, TBL Supervisor

This report represents the accomplishments of the following staff:
Briggs, Gunderson, Landry, Meier, Harris, Crepeau and 90+ volunteers.

Goal One – Content – *Montana State Library (MSL)/MTBL acquires and manages relevant quality content that meets the needs of Montana library partners and patrons.*

New Recording Software:

HABC (Hindenburg Audio Book Creator) recording software was approved by NLS for purchase by the Network Talking Book Libraries with recording studios. MTBL purchased HABC in July and have been learning, experimenting and utilizing its post-production editing functions on projects completed with the old LCM software (which is not being manufacturer maintained, supported, or upgraded from Windows XP OS). Recording teams are rapidly winding down their projects on the old platform. Development of a training manual for volunteers is being planned for November, with plans for one-on-one volunteer teams to begin training in December through March. The benefit to Montana patrons is access to Montana audio titles in the highest quality recording product available from a talking book library's local recording studio, staff and volunteers.

New MT Digital Titles Completed and Circulating:

Eighteen new local titles (MDB 2001-2018), completed on the outdated LCM platform, have successfully completed the HABC post-production process and have been circulating to patrons during this reporting period. We have received positive patron feedback regarding the improved quality of the recordings. These completed titles are currently being prepared for submission to the NLS Quality Assurance Program for approval to upload to BARD (Braille and Audio Reading Download).

New MT Digital Titles Awaiting HABC Post-production Completion:

Eleven new book titles (MDB 2019-2030), with recordings completed on the outdated LCM platform, are currently awaiting HABC post-production completion. The benefit to

patrons, when completed, will ensure the highest quality recordings available to Montana patrons.

Local Magazines ready for recording in Digital format:

The first and second digital magazine, *Montana Outdoors March/April 2014*, and, *The Montana Magazine of Western History, Spring 2014* have been completed using the LCM recording software and are awaiting post-production editing in the new HABC software prior to distribution to currently subscribed patrons. These will be advertised in the next issue of the Bits of Gold newsletter. *In partnership with Fish Wildlife and Parks and the Montana Historical Society, free courtesy print copies of each issue are offered to the MTBL studio to record for patrons unable to read the standard print editions.*

Montana Retrospective Conversion (Cassettes to Digital) Project:

The Digital Conversion Project began July 1, 2013. As of June 27, 2014 (end of funding for the one year project): 231 MCB (cassette) titles (or 25%) were completely converted to audio digital books (MDB's). Due to the desire to continue the project, an EPP request was submitted for approval to be considered by the 2015 Legislature. This EPP request is currently pending the Governor's approval in November, 2014. If approved by the Governor this will go forward to the 2015 legislative session and await approval outcome. If not approved by the Governor to proceed, no further progress on this project can be made, though alternative avenues may be considered.

Circulation Management:

-Carolyn Meier, Circulation Manager, with the assistance of several key volunteers, prepared nearly 30,000 audio cassette book (RC) copies for shipping to recycling centers contracted with NLS. As of 9/17/14, MTBL has not received NLS approval to ship these to the new NLS recycling contractor. This process, referred to as the "Xess process", is an on-going quarterly NLS book cassette copy recycle requirement. A similar process, referred to as the "DB Recall process" is in its second year of returning digital book (DB) copies to be re-used by NLS for new digital books to be re-distributed to Network Talking Book Libraries nationwide. The amount of DB's recalled is based on circulation statistics by each library. As cassette books diminish and digital books increase, benefits to patron ease of use will continue to improve, in addition to BARD downloading capabilities.

-Circulation Statistics- There were 236 new patrons added to MTBL patron services during this reporting period, between March 21st and September 17th. There were 62,960 digital and cassette books circulated to MTBL patrons. BARD downloads from March 21st-August 31st totaled 7,876 (No Sept. statistics available). This represented an

average of 92 patrons (34%), of the 268 total BARD-only registered patrons, who actively download BARD materials. These active users are generally professionals who have the resources to personally (or through their employer) purchase and utilize several specially designed and BARD compatible mobile technology devices.

Goal Two – Access – *MSL/MTBL provides libraries, agencies, and its partners and patrons with convenient, high quality, and cost-effective access to library content and services.*

'Bits of Gold' Newsletter:

In September, 2014, the second digital issue of MTBL's 'Bits of Gold' Newsletter will be offered to patrons in addition to website postings (both in pdf and html formats), e-mail and in large print mailings. MTBL has included several other formats to meet patron demands for a variety of necessary formats.

50% Increase in Interlibrary loans of NLS retrospective titles:

This increase is due to the NLS policy of making retrospective titles (those converted from analog to digital) only available on BARD. NLS has never offered these on digital cartridges to Network Talking Book Libraries nationwide. This has continued to place a resource burden on MTBL to provide adequate digital cartridge resources in order to meet the demands of non-BARD users, especially for in-demand books in series. We are evaluating how to streamline the ILL and digital Duplication on Demand processes to maximize MTBL's current annual digital cartridge resource purchases. NLS is partnering with MTBL in this endeavor, by considering additional ways to supplement MTBL's cartridge resources.

Goal Three – Training – *MSL provides libraries, agencies, its partners and Montanans with appropriate trainings and training resources so that they can make the best use of the resources offered.*

The NLS National Conference in May, 2014:

New technology products, devices and software, for both patrons and Talking Book Libraries, were introduced to Network Talking Book Library attendees. HABC audio book software training was presented for those managing local recording studios. NLS recommended learning the HABC post-production features first, as many studios need to learn how to smoothly convert recording projects from existing recording software to the new HABC platform. New Braille rules by the UEB (United English Braille) were addressed and will be forthcoming in January, 2015, from the NLS Braille specialist. Valuable information on forming Friends Groups for Talking Book Libraries was

presented. NLS is promoting a new Braille Literacy program in 2015. Other items are included in the MTBL 2015 Work Plan.

Goal Four—Consultation and Leadership – *MSL/MTBL provides consultation and leadership to enable its patrons and partners to reach their goals.*

BARD Demonstrations Presented:

In June, all Montana Blind and Low Vision staff received BARD training on several BARD compatible devices.

MTBL Service Presentations:

Between April and September, MTBL services and new patron technologies will be introduced to various patron consumer groups, housing authorities, college volunteerism fairs, and the public library Fall Workshop.

Goal Five – Collaboration – *MSL/MTBL promotes partnerships and encourages collaboration among its partners and patrons so that their information needs can be met.*

NLS Open Forum Conferences:

Highlights from March through August monthly teleconferences with NLS staff included the availability of an iBill Currency Reader to qualified low vision and blind patrons. This is offered through a collaboration between NLS and the Bureau of Engraving and Printing (BEP). MTBL is rapidly signing patrons up to receive one free device between September and December, 2014. NLS is in the process of upgrading its online Network Talking Book Library reporting database.

Goal Six – Sustainable Success – *MSL/MTBL is a well-run organization and a sought-after employer; it is efficient and effective (measured against partner and patron outcomes), and successfully engaged in its ongoing mission.*

New MTBL Director of Recording and Volunteer Programs:

We are pleased to announce that Erin Harris, previous MTBL Readers' Advisor and Machine Lending Agent, was hired in May to this position.

Readers Advisor/Machine Lending Agent Replacement:

This position is currently in the process of being filled.

The 2014 Volunteer Appreciation Luncheon "Expressions of Gratitude":

The event will be on October 9th (Thursday) in Helena. Chrysti the Wordsmith will be the guest speaker. A change in the location brings us to Our Lady of the Valley Catholic Church in the north Helena Valley off Sierra Road. Invitations and directions are being sent to Commissioners with the hope that all are able to join MSL management, MTBL staff and volunteers in two hours of fine food, delightful entertainment, well deserved volunteer awards, and a surprise presentation by the General Federation of Women's Clubs of Montana.



Montana State Library
Central Services
FY 2015 Work Plan
July 1, 2014-June 30, 2015
Prepared for the October 8, 2014
Commission Meeting

Montana State Library Central Services Program Overview:

The Centralized Services Division (CS) is responsible for the accounting, budgeting, payroll, purchasing, general services, personnel and administrative functions for Montana State Library. The overall goal of this division are to provide fiscal and budgeting support; to provide assistance with policy development and implementation, to interpret rules, regulations and statutes for the department and to provide the administrative and support services necessary to allow the programs of the State Library to operate efficiently and effectively in delivering services.

The CS staff includes the following employees:

- Central Services Manager – Responsible for overall CS planning and coordination.
- Accounting Technician – Responsible for claims, payroll, employee benefits, inventory control.
- Administrative Assistant – Responsible for administrative and office management support, personnel administration and purchasing.
- Data Technician – Responsible for program support for data collection and management and program communications and outreach.

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

1. Develop, interpret and maintain policies and procedures that are responsive to the needs of the department and which comply with state and federal regulations.
2. Monitor recruitment and selection to ensure a professional, diverse, and responsible workforce.
3. Provide support to employees for purpose of retention and performance management.
4. Promote operational efficiency and effectiveness.
5. Promote adequate systems of internal control.
6. Provide timely and accurate financial information consistent with Generally Accepted Accounting Principles (GAAP) and State accounting policy.
7. Continuously monitor department finances, trends and revenue data to project budgetary needs and fund stability.

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

1.1 Increase Statistics quality

- We produce accurate and timely statistics and analysis for public library development, continuous improvement and long-range planning.
 - Attending Fall Workshop and MLA with training sessions. Contacting 82 main public libraries. Creating custom printed brochures for a sampling of libraries.

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 Continue to help build libraries' collections

- Will help develop TUMBLR account in order to easily integrate data into Legislative Snapshot and the "Share Your Story" effort.

Goal Three – Training: MSL provides appropriate trainings and training resources so that the best use can be made of the resources offered.

3.1 Increase awareness and use of the statistics output tools.

- Will be available during the Fall Workshop and MLA to provide awareness training.
- Will continue to provide drop-in webinars.

Goal Six – Sustainable Success: MSL is efficient and effective (measured against user outcomes), and is engaged in fulfilling its mission.

6.1 Improve areas of service Central Services provides such as administrative support, human resources and financial management so that they better support the business needs of the agency and are in compliance with federal and state laws, rules and regulations.

- Will create a survey monkey for MSL staff, with the design being able to provide feedback about the overall value of the services employees receive from CS staff, timeline objectives, administrative support, personal support, benefit support, purchasing support as well as to gather feedback for additional assistance that may be needed.
- Will develop a tool to enforce a better time management practice for the services we provide based on the feedback received in the survey. Goal to inform all staff of the timelines set and cut down on last minute requests.
- Will develop a job profile, recruitment and interview package.
- Will develop a pre-employment (onboarding) benefit package.

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

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

- Monitor bill drafts to watch for issues that may impact the State Library Budget and employees.
- Will submit EPP requests to the Governor's Office of Budget and Program Planning. We continue to communicate with Governor's Office, Legislative Branch and Legislative groups defending those requests.
- Will submit budget requests for 2017 biennium to the Governor's Office of Budget and Program Planning and all required additional task per memo's issued by the Governor's Office. We continue to communicate with Governor's Office, Legislative Branch and Legislative groups defending the request submitted.
- Monitor, defend, prepare and anticipate all courses of action needed to support the Montana State Library through the 2017 session.
- 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.

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

- Will assist in the development of the Legislative Snapshot.
- Will assist in the collection of data for the snapshot
- Will produce the print version of the Legislative Snapshot.
- Will deliver the print version 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.

6.4 Promote adequate systems of Internal Control.

- Test, monitor and update the current Internal Control Policy.

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



The mission of the Montana State Library's Montana Talking Book Library, within the Statewide Library Resources Division is:

"Montana Talking Book Library offers the highest quality of free library services to Montanans who have blindness, low vision, a physical and/or reading disability".

This mission, although specific to Montanans who have a visual and/or physical disability, is within the realm of and applies to the overall agency's mission in the current MSL Long Range Plan for 2012-2022.

As part of the efforts to meet this mission, Montana Talking Book Library, within SLR, strives to help all Montana citizens who have a visual, physical or reading disability receive the information they need in order to improve and enhance their lives by:

- Providing accessible reading services to individuals with visual, physical or reading disabilities and institutions serving these individuals, to include public and private schools, assisted and independent living, and retirement facilities.
- Promoting cooperation and accessibility education among all Montana libraries.

In cooperation with and as a regional library of the National Library Service (NLS), MTBL engages in cooperative planning, development, and implementation of projects and pilots for new and improved library services to eligible Montanans.

This work plan is developed based on the goals contained in the [MSL 2012-2022 Long Range Plan](#).

Goal One – CONTENT: MSL acquires and manages relevant quality content that meets the needs of Montana library users.

1.4. Manage the Montana Talking Book Library (MTBL) and serve eligible patrons (with Audio and Braille books and magazines as well as local Montana recorded books and in electronic formats) according to federal and state mandates.

MTBL Specific FY15 Objectives:

- Based on approval of a pending EPP funding request by November, 2014, secure legislative approval by May, 2015, for the completion of the Audio Digital Conversion Project which includes 795 analog titles remaining to be converted. The benefit to patrons is to offer access to, and meet the demand for greater content of, local Montana titles available in a digital format. To date, fifteen other Talking Book Libraries have downloaded our first converted digital book from BARD, for distribution to their patrons, saving MTBL (*Lead staff: Christie Briggs*)

- Research requirements and costs for a second in-house recording studio by March, 2015, to benefit an increase in the patron demand for a higher quantity of accessible on-demand and locally produced audio digital book and magazine titles. *(Lead staff: Christie Briggs, Erin Harris)*
- Develop a more systematic approach to selecting titles for permanent ILL quotas from the Multi-state center West by May, 2015, identifying and replacing resources used in the Montana Duplication-on-Demand system, in order to increase the efficiency and cost-effectiveness of MTBL resources, and the efficiency with which patrons receive series titles as well as maintaining access to titles in higher demand. *(Lead staff: Jackie Crepeau)*
- Complete the BARD (Braille and Audio Reading Download) Bibliographic Synchronization project for MTBL's digital storage and digital duplication system with NLS by May, 2015 in order to make higher quantities of in-demand titles available to patrons faster. This will increase the annual amount of BARD Duplication on Demand physical copies (predicated on the ability to purchase adequate digital cartridge resources), in order to meet patron demands for increased digital copies of book and magazine titles. *(Lead staff: Christie Briggs)*
- Through the MTBL-MLA (Machine Lending Agency) recycle cassette equipment by June 30, 2015, (based on the availability of adequate digital players and books) to ensure patrons will benefit from free access to easier-to-operate accessible digital players for listening to digital cartridges, as well as downloadable materials. *(Lead staff: Erin Harris and new Readers' Advisor –RA)*
- Complete the NLS cassette book recycle program by June 30, 2015, in compliance with NLS guidelines. This will benefit MTBL by having more in-house space to accommodate receiving a larger number of digital copies to the MTBL in-house collection, which in turn will meet increased patron demands for additional copies of available titles. *(Lead staff: Carolyn Meier)*
- Develop a plan to phase-in a fully automated circulation process of digital book inspection, check-in and inventory by June, 2015. This would increase efficiency and accuracy as the cassette book collection continues to diminish and the considerable increase in the digital book collection. This would require coordination with the Director of the Volunteer Program to include cross-training of volunteers to the Montana Duplication on Demand process. *(Lead staff: Carolyn Meier, Erin Harris)*
- Complete the 2014/2015 digital book recall program by June 30, 2015, in compliance with NLS guidelines, to insure NLS has additional recycled resources to produce more books for patrons on a national and state level. *(Lead staff: Carolyn Meier)*
- To encourage Early Literacy of our younger Braille readers, MTBL will adopt the new rules of the Unified English Braille (UEB) system (which were adopted by the Braille Authority of North America in 2012) by June 30, 2015, to improve the quality and quantity of in-house children's twin-vision Braille collection and meet the Early Literacy education needs of our younger Braille readers. *(Lead staff: Christie Briggs, Carolyn Meier)*

Goal Two – ACCESS: MSL provides libraries, agencies, and its partners and eligible patrons with convenient, high quality, and cost-effective access to free library content and services.

2.1. Improve the user interface of MSL’s Web sites and improve and expand online services 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.

2.9. Provide appropriate specialized access for the programs and resources available for MTBL patrons.

MTBL Specific FY15 Objectives:

- Purchase and install new HABC post-production and recording software by July 15, 2014, to complete post-production of newly completed “born-digital” titles, starting with MDB (Montana Digital Book) 2000, refining the markup and quality assurance processes by December, 2014. *(Lead staff: Christie Briggs, Erin Harris)*
- Accomplish the conversion of the new recording studio software from the existing LCM (Low Complexity Mastering) system recording software to HABC. LCM is no longer supported or updated by its manufacturer and runs only on the outdated Windows XP platform. This will benefit patrons by having a higher quality, more efficient platform for listening to newly recorded Montana titles. New digital titles will be uploaded to BARD, through an NLS process, and made available to patrons and other Talking Book Libraries nationwide, increasing MTBL’s efficiency in decreasing staff time processing out of state patron ILL’s. *(Lead staff: Erin Harris)*
- Improve the user interface of MSL’s MTBL Web site through development of accessible DNN website formatting and ensure all MSL webpages have conveniently located ADA accessible toolbars for end users by December, 2014. *(Lead staff: Christie Briggs, Erin Harris)*
- Increase user access to MTBL and all MSL resources by incorporating the use of existing and additional social media tools by June, 2015. *(Lead staff: Erin Harris)*
- Provide patrons with additional NLS genre bibliography catalogs in digital audio, Braille, and Large print, by June, 2015 to increase awareness and benefit patron access to desired titles, authors and genres. *(Lead staff: Carolyn Meier, Jackie Crepeau, Martin Landry, new RA)*
- Establish a fully KLAS automated notification system for notifying patrons of overdue books by June, 2015, with a specific focus on waiting lists. Collaboration with KLAS is essential in working out the current database capabilities, determine best practices of other KLAS libraries, and implementing improvements to the

KLAS overdue reporting function. Success will be determined by a decrease in the number of overdue items and the amount of staff time required to notify patrons of overdue items. *(Lead staff: Martin Landry)*

- Upgrade KLAS (Keystone Library Automated System) database to accommodate bundling of multiple book and magazine titles by June, 2015 to benefit patron access to multiple titles on a single cartridge. *(Lead staff: Martin Landry)*
- Improve MTBL's WebOpac services to meet changing user needs for better search capabilities by June, 2015. *(Lead staff: Martin Landry)*
- By June, 2015, refine the Montana Digital Duplication on Demand and the NLS Interlibrary Loan processes to improve efficiency in the utilization of digital cartridge resources to accommodate 85% of MTBL patrons who are non-BARD users. It is anticipated that the number of non-BARD users will decrease over time, but much slower than anticipated due to several factors, including individual patron capabilities and skills, internet access, patron resources, and patron choice in whether to download or not. We are also working with NLS on Duplication on Demand resource solutions in this area. This will benefit patron demands for additional access to retrospective titles. *(Lead staff: Martin Landry, Carolyn Meier, Jackie Crepeau)*
- Increase MTBL Outreach to Montanans on a quarterly basis by coordinating efforts with the Communications/Marketing Coordinator by October, 2014. *(Lead staff: Christie Briggs)*
- Educate patrons on additional services available to them by March, 2015, such as commercial digital titles available from NLS (and how to access them), as well as the newly available iBill Currency Reader (and how to operate them) through consumer conferences, Bits of Gold newsletter, website and social media avenues. *(Lead staff: Christie Briggs, Jackie Crepeau, Erin Harris)*

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.

3.4. 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.

MTBL Specific FY15 Objectives:

- Develop a training manual to transition volunteers from the obsolete LCM recording software to successfully operating the new HABC recording software by

December, 2014. Begin training volunteer teams on a one-on-one basis, completing all team trainings by April, 2015. *(Lead staff: Erin Harris)*

- Maximize Montana State Library's interdepartmental awareness and maximize MTBL staff training through understanding and promotion of all MSL programs for increased benefit to MTBL users, with emphasis on training patrons on utilizing MontanaLibrary2Go, and various e-book readers. The fall SLR retreat in October, 2014, will assist in this effort.
- Provide staff training opportunities to attend the KLAS User Training Conference on April 21-23rd in Oklahoma City, OK., as well as the 2015 Western Region Talking Book Library Conference on May 12-14th in Sacramento, CA.
- Provide digital talking book machine (DTBM) repair web-training to the new MTBL Readers' Advisor and Machine Lending Agent in the 2015 NLS training cycle. *(Lead staff: new hire)*
- By June, 2015, increase public librarians' awareness of available MTBL service options through several avenues, including upgrades to the MSL/SLR Learning Portal, at the Fall Workshop Poster Session in September, 2014, as well as coordinating with MSL/LD Consultants.. Public Libraries are often the first point of contact for finding specialized library services beyond what the Public Library may already provide. *(Lead staff: Christie Briggs, Martin Landry)*
- Train MTBL staff on BARD improvements, utilization of BARD Mobile APPS on iPads and Android devices by June, 2015, in order to assist patrons with troubleshooting operation of the same.
- Provide MTBL program information and BARD training to public libraries in coordination with Library Development (LD) Consultants by June, 2015. *(Lead staff: Christie Briggs)*
- Provide improved troubleshooting of BARD issues to patrons by June, 2015, through staff training and education of BARD improvements and issues. *(lead staff: Martin Landry)*
- Train MTBL staff by May, 2015, on the improved KLAS WebOpac search capabilities to benefit patron one-on-one training to maximize patron knowledge, skills and independence in searching MTBL's catalog contents. *(Lead staff: Martin Landry)*
- Provide training to BARD patrons on the operation and use of the BARD Mobile iOS APP improvements by January, 2015, and the BARD Mobile Android APP by June, 2015, which will offer additional specialized mobile resources to current MTBL high-tech BARD users. Also provide opportunities for Montana patrons to be beta-testers for both NLS BARD Mobile APPS. *(Lead staff: Christie Briggs, Readers' Advisors)*

Goal Four – CONSULTATION AND LEADERSHIP: MSL provides consultation and leadership to enable users to set and reach their goals.

4.4. Provide advice to partners and patrons concerning opportunities for cost-saving and operational-efficiencies.

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.

4.7. Provide consultation and leadership to all local, state, federal agencies, and private entities who help MSL support Montana citizens who are blind, have low vision or are physically or reading handicapped.

MTBL Specific FY15 Objectives:

- Establish a quarterly schedule for increased awareness and utilization of the MTBL Patron Center by January, 2015, to increase client-learning of new technologies and build increased patron independence. Consult with similar agencies, organizations and private vendors, and training entities that assist and support patrons, in addition to the various patron consumer group events to accommodate patrons desiring more in-depth hands-on demonstration. This will serve patrons and their professional assistants by having a "go-to" place at MTBL for various technology demonstrations. *(Lead staff: Christie Briggs)*
- Update MTBL referral services for accessible technology information, cost-savings, and training resources to meet patron inquiries by June, 2015. *(Lead staff: Christie Briggs)*
- Provide leadership and consultation to Montana patron User Groups in September and October of 2015, and in April, 2015, in order to spread awareness and educate patrons on MTBL existing and new services. *(Lead staff: Christie Briggs)*
- Provide leadership and support to patrons through their public libraries to identify and address key information gaps for MSL partners and patrons through utilization of the online MSL/SLR Learning Portal by June, 2015. *(Lead staff: Christie Briggs and Erin Harris)*

Goal Five – COLLABORATION: MSL promotes partnerships and encourages collaboration among its users.

5.1. Facilitate information-sharing partnerships among federal, tribal, state and local government, 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. Collaborate with state and federal agencies in order to improve access to public information.

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).

5.4. Assist in marketing content and services to users.

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

MTBL Specific FY15 Objectives:

- Broaden MTBL services outreach consultation to Montana families having the potential to meet MTBL eligibility by April, 2015, through consultation with Montana Housing Authority, Blind and Low Vision and Vocational Rehabilitation services, Independent Living programs, and other identified entities. *(Lead staff: Christie Briggs)*
- Schedule monthly meetings to collaborate with similar client assistance agencies, organizations and consumer groups by August, 2014, to build reliable assistive resource networks for the benefit of end user independence, education and training. *(Lead staff: Christie Briggs)*
- Collaborate with NLS Quality Assurance and Studio Recording staff by March, 2015, in order to upload local MTBL newly recorded digital materials to the BARD online website, increasing availability of Montana titles to patrons nationwide. *(Lead staff: Erin Harris)*
- Collaborate with the NLS Braille Specialist and Montana K-12 schools, and consultation with the Montana School for the Blind's traveling consultants, to provide education materials on the new Braille rules by May, 2015. *(Lead staff: Christie Briggs, Carolyn Meier)*
- Research and develop potential opportunities to collaborate with local and national organization partners by June, 2015, to provide excellent host training opportunities to support training-to-work efforts. *(Lead staff: Christie Briggs)*

Goal Six – SUSTAINABLE SUCCESS: 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.

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

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.

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

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.

6.12. Seek guidance from advisory groups and other sources to inform programmatic and policy decisions.

MTBL Specific FY15 Objectives:

- Research potential opportunities to develop a Friends Group for MTBL. As recommended bi-annually by NLS, review by March, 2015, well established and successful Friends Groups from other Talking Book Libraries. The benefit would be to develop direct support of needed MTBL resources, as well as build long-range statewide awareness of MTBL services in order to reach more patrons. *(Lead staff: Christie Briggs)*
- Foster staff members' value and satisfaction in their achievements and contributions to MTBL by providing an annual "lunch out". *(All staff)*
- Foster volunteer value and satisfaction in their contributions with an annual formal appreciation luncheon. *(Lead staff: Erin Harris, Christie Briggs)*
- Establish an Advisory Group to MTBL by June, 2015, with representation from six communities, made up primarily of MTBL consumers, BLVS, VA VIST, MAB and NFB-MT representatives, to review and make recommendations to the Regional Librarian regarding MTBL services. To meet quarterly via teleconference. *(Lead staff: Christie Briggs)*

Memo

To: Montana State Library Commission

From: Jennie Stapp, State Librarian

Date: September 19, 2014

Re: Executive Planning Process (EPP) priorities

The following information represents the current status of State Library budget requests for the 2015 Legislative Session.

As the Commission is aware, the State Library is not supporting any legislative changes this year however, we will be monitoring the status of numerous bills in addition to House Bill 2, the state budget bill.

Bills of interest currently include:

- House Bill 10, a funding bill for major state IT expenditures;
- House Bill 13, the state pay plan bill (we are not aware of any proposed pay increases at this time);
- House Bill 5, the Long-Range building appropriation;
- LC 349, a bill that would require the state to remove the name “half-breed” or “breed” from any place name.
 - As the State Geographic Names Coordinator, if this bill passes it would create a modest amount of additional work for Gerry Daumiller to submit newly proposed names to the federal board of Geographic Names.
- LC 448, Generally revise public records laws
- LC 449, Develop a digital archives plan

For more information or to track bills of interest visit:

[http://laws.leg.mt.gov/legprd/LAW0217W\\$BAIV.return_all_bills?P_SESS=20151](http://laws.leg.mt.gov/legprd/LAW0217W$BAIV.return_all_bills?P_SESS=20151).

State Library New Proposals (annual costs)
September 19, 2014

		FTE	Operations Costs	Total Annual Cost	Percentage Increase of total budget
1 – New Proposal	Library Literacy Position – Status: Pending	1	\$7,500	\$72,019	1%
Governor’s Priority Alignment: Education and Early Literacy	Libraries play an essential role to ensure that all Montanans have access to quality literacy services throughout their lifetime. A significant need has been identified to ensure that librarians are trained to be able to develop early literacy skills in Montana’s youngest citizens, those from birth to age three and to ensure that parents and caregivers have the resources they need to continue to develop literacy skills in the home. In many of Montana’s communities that do not have qualified preschools, no other institutions provide these resources for families except for those families that are in crisis. By providing a staff person dedicated to supporting early literacy development and lifelong learning in Montana libraries, this proposal will increase the capacity of libraries throughout Montana to recognize and realize their full potential as community hubs for healthy child and family development, parent and community involvement and lifelong learning beginning at birth.				
2 – Present Law Adjustment	Water Information System Manager - Status: Approved	1	\$5,000	\$88,655	1%
Governor’s Priority Alignment: Efficiency in Government	MCA 90-15-305 directs the Montana Natural Resource Information System (NRIS) to operate the Montana Water Information System (WIS) which “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.” With support from several state agencies and the Governor’s Office in the 2013 session, the State Library received OTO funding to fund this position as a pilot. Over the course of the last 9 months, the WIS coordinator has met or exceeded the measurable goals set for this position to demonstrate the future value of the position. Both the position and the system support the 2015 Montana Water Supply Initiative and State Water Planning process being conducted by DNRC as well as other state agency initiatives. The proposal also supports Montana data transparency efforts through http://data.mt.gov as the water information system manager will work closely with data portal management to insure that water information can be linked with other statistical data to provide an in depth look at the status of Montana’s landscape.				

		FTE	Operations Costs	Total Annual Cost	Percentage Increase of total budget
3 – Contract Rate Change	Montana Natural Heritage Program Contract Increase – Status: Approved		\$75,000	\$75,000	1%
Governor’s Priority Alignment: Efficiency in Government/Economic Development	<p>The Montana Natural Heritage Program (MTNHP) is a statutory program of the State Library (MCA 90-15-102) that is operated under contract by the University of Montana. The MTNHP is the primary source for animal, plant, wetland, and land cover information used in environmental reviews conducted by local, state, federal, and tribal governments as well as private consulting firms. Having this information centralized and made readily available on MTNHP websites such as the Montana Field Guide and Map Viewer provides our user communities with a common set of information, allows environmental and species status reviews to proceed quickly, and saves untold dollars to the private and public sectors.</p> <p>The State Library receives legislative funding for the core program operations, and the MTNHP leverages that core funding to acquire additional funds. Since FY08, the State Library contract provides approximately \$440,000 per year for the core services of the program with additional funding required to support core positions coming from state, federal, tribal and private sector entities.</p> <p>This funding model is currently being severely challenged as federal and state dollars for project work are declining. In addition, the program has received no increase in the contract core funding from FY08 to FY15. This static funding situation is leading to critical erosion of support for core staff positions responsible for carrying out the essential mission of the program on behalf of the State Library. During that 8 year operational period, inflation, rising benefit costs, and mandated but unfunded salary increases have effectively reduced the buying power of the core funds by at least \$75,000 per year. In addition, in order to meet increasing demands for internet delivery of services, it was necessary for the MTNHP to hire a full-time web programmer. Funds for this position were diverted from critical lead science positions. As a result, our zoology, botany, and ecology program managers’ core support has fallen from 50% in FY08 to 30% in FY14. This proposal would restore funding for core contracted services to FY08 levels.</p>				

		FTE	Operations	Total Annual Cost	Percentage of total budget
4 - OTO	Montana Talking Book Digital Conversion - Status: Pending		\$150,000	\$150,000 * Biennial	2%
Governor's Priority Alignment: Education	<p>TBL currently offers over 1,500 analog titles of Montana local recordings in cassette format to patrons who cannot read traditional print materials. To keep pace with user demands and requirements of the National Library Service (NLS), these cassettes must be migrated to an easily accessible digital format for patrons. Additionally TBL has begun to offer these and future local Montana recordings in a downloadable format for patrons who are able to download books via the web. Because TBL does not currently have adequate staff to accomplish this transition the 2013 Legislature approved \$25,000 (OTO) funds from July 1, 2013- June 30, 2014, to support a part-time temporary hire to convert Montana cassette titles to digital form. By the end of June, 2014 25 % of the cassette collection will have been converted, leaving 75% yet to be converted.</p> <p>This proposal will continue to fund, at a full time level, a temporary hire and will provide a modest operating budget for the implementation of improvements to, and on-going future development of, the Montana Talking Book Library recording program.</p> <p>Primary responsibilities will include:</p> <ol style="list-style-type: none"> 1) converting existing audio analog masters to digital audio cartridges and digital masters for patron access 2) supporting installation of the necessary upgrades to the audio digital recording software and hardware applications and training volunteers and staff to use the new technology resources; 3) meeting the new NLS quality assurance and security standards for acceptance of Montana recordings to the national <u>B</u>raille and <u>A</u>udio <u>R</u>eadin<u>G</u> <u>D</u>ownload (BARD) service. This will provide patrons with direct free download access of local recordings. 				
5 - OTO	Conference Room furniture and technology - Status: Approved		\$50,000	\$50,000 *Biennial	.75%
Governor's Priority Alignment: Efficiency in Government	<p>The Montana State Library makes conference room space available for all state agencies and library partners including those in the library and GIS communities. This space is used on a daily basis for meetings and trainings, both in-person and with people around the state and the country. To continue facilitate effective communication and collaboration in today's high tech environment, this proposal will provide funding to ensure that the State Library is able to provide a flexible, interactive and highly functional technology infrastructure that has the capacity to support both face-to-face and remote collaboration and learning.</p>				

		FTE	Operations	Total Annual Cost	Percentage of total budget
Total Base Increase:		2	\$87,500	\$236,674	3.4%
Total OTO:			\$200,000	\$200,000	2.8%
Total:			\$287,500	\$436,674	6.2%



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TO: Jennie Stapp *JS* State Librarian TO: Montana State Library Commission
FROM: Kris Schmitz *KMS* Central Services Manager FROM: Jennie Stapp State Librarian

SUBJECT: FY 15 FIRST QUARTER FINANCIAL REPORT

DATE: October 3, 2014

Attached to this memo is the first quarter financial report for FY 2015, for your consideration.

PROGRAM 01 - OPERATIONS

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

New Funding added to HB 2 start-up budget:

E-Content – Private Libraries share collected	184,985
Montana Shared Catalog (Enterprise) – Budget Increase	83,889
Coal Tax Fund Revenue (Anticipated cut reduced)	96,110
General fund – Audit appropriation carry forward	7,987

LSTA GRANT FUNDING: - These sub-classes were set up as an estimate when the budget was submitted to the Governors Office. They are basically a place holder for LSTA funds. Through out the year I will be adjusting the sub-classes between the LSTA years and moving the budget into projects as the year goes along.

LSTA 13 Grants: \$274,682*(See attached projects - will close all projects on 2nd Quarter Financials).

LSTA 14 Grants: \$400,000 (See attached projects).

LSTA 15 Grants: \$200,000 (Award not received yet)

NRIS – Contract funding established this quarter.

One contract was established using Budget Amendment authority (BA). BA authority is used when the funding source is federal dollars.

A contract with US Department of Agriculture – Natural Resources Conservation Service (NRCS) balance was carried into FY 15 in the amount of \$8,873. This contract is used to provide technical support to NRCS staff housed at MSL.

Two contracts were carried into FY 15 that were received from Department of Natural Resources (DNRC).

\$8,873 for work on the Water Rights Query System.

\$11,600 for work on the Montana Spatial Data Infrastructure (MSDI) Hydrography Framework.

Please let me know if I can answer any questions.

MONTANA STATE LIBRARY FINANCIAL REPORT

FUNCTION: 90- Program 01/OPERATIONS

FISCAL YEAR: 15
REPORT PERIOD: 07/1-09/30/14
YEAR EXPENDED: 25%
PAYROLL EXPENDED: 23%

	Budgeted	Revised Budget	Expended To Date	Projected Year-End Expenditures	Balance Over/Under	% Expd.
PERSONAL SERVICES	2,236,370	3,030,006	661,194	3,028,185	1,821	100%
OPERATIONS:						
Contracted Services	880,265	1,124,970	303,199	1,124,869	101	100%
*Periodical Elec Data	213,286	295,565	289,269	295,565	0	100%
*MTLIB2GO	0	184,985	31,694	184,985	0	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	154,794	165,460	79,792	165,394	66	100%
Communications	97,402	115,813	25,394	114,258	1,555	99%
Travel	137,775	185,456	22,251	185,456	0	100%
Rent	429,698	326,744	79,287	326,684	60	100%
Repair and Maintenance	41,931	46,051	19,432	46,982	(931)	102%
Other Expenses	87,704	101,794	15,284	101,787	7	100%
TOTAL OPERATIONS	2,240,626	2,744,609	1,063,373	2,743,751	858	100%
EQUIPMENT:						
Library Books	16,918	16,918	584	16,918	0	100%
Equipment	12,185	12,185		12,185	0	100%
TOTAL EQUIPMENT	29,103	29,103	584	29,103	0	100%
SUB-TOTALS	\$4,506,099	\$5,803,718	\$1,725,151	\$5,801,039	\$2,679	100%
GRANTS:						
Federation Grants (CST)	176,122	176,122	176,122	176,122	0	100%
State Aid Grants-Area/Pop	395,766	395,766	395,048	395,766	0	100%
LSTA - FY 13 Grants		67,827		67,827	0	100%
LSTA - FY 14 Grants		10,000		10,000	0	100%
LSTA - FY 15 Grants	125,425	125,425		125,425	0	100%
MLIAC Grants awarded	602,575	302,993	48,538	302,993	0	100%
TOTAL GRANTS	1,299,888	1,078,133	619,708	1,078,133	0	100%
TOTALS	\$5,805,987	\$6,881,851	\$2,344,859	\$6,879,172	\$2,679	100%

MONTANA STATE LIBRARY FINANCIAL REPORT

FUNCTION: 90- Program 01/OPERATIONS

FISCAL YEAR: 15
 REPORT PERIOD: 07/1-09/30/14
 YEAR EXPENDED: 25%
 PAYROLL EXPENDED: 23%

	Budgeted	Revised Budget	Expended To Date	Projected Year-End Expenditures	Balance Over/Under	% Expd.
FUNDING:						
General Fund	3,318,917	3,326,904	1,205,674	3,333,814	(6,911)	100%
Coal Sev. Tax	425,801	521,911	472,057	521,911	0	100%
LSTA	364,873	364,873	18,961	364,873	0	100%
LSTA Grants	200,000	875,082	233,659	875,082	0	100%
State Agency Contracts	283,523	283,523	0	283,523	0	100%
Montana Land Information Account	954,912	954,912	192,244	954,912	0	100%
Private - E-Content Library Share		184,985	31,694	184,985	0	100%
Montana Shared Catalog	257,961	341,850	181,861	332,260	9,590	97%
Talking Book Trust Acct.					0	0%
BA-NRCS-FOREST		8,873	6,042	8,873	0	0%
DNRC- MSDI (AA)		11,600	1,136	11,600	0	100%
DNRC- WRQS (AA)		7,339	1,533	7,339	0	100%
TOTALS	5,805,987	6,881,851	2,344,859	6,879,172	2,679	100%

**MONTANA STATE LIBRARY
FINANCIAL REPORT**

MONTANA DIGITAL LIBRARY
FUNCTION: 12-LIBRARY & INFORMATION SERVICES

FISCAL YEAR: 15
REPORT PERIOD: 07/1-09/30/14
YEAR EXPENDED: 25%
PAYROLL EXPENDED: 23%

	Budgeted	Revised Budget	Expended To Date	Projected Year-End Expenditures	Projected Balance Over/Under	% Expd.
PERSONAL SERVICES	396,540	381,327	89,039	383,775	(2,448)	101%
OPERATIONS:						
Contracted Services	80,992	94,823	9,779	94,779	44	100%
Supplies and Materials	6,546	6,546	389	6,489	57	99%
Communications	9,595	9,595	1,292	8,592	1,003	90%
Travel	4,000	4,000	504	4,000	0	100%
Rent	153,347	153,347	38,576	153,347	0	100%
Repair and Maintenance	0	0	397	397	(397)	103%
Other Expenses	6,700	6,700	980	6,700	0	100%
TOTAL OPERATIONS	261,180	275,011	51,917	274,304	707	100%
EQUIPMENT:						
Library Books	16,918	16,918	584	16,918	0	100%
Equipment	0	0	0	0	0	0%
TOTAL EQUIPMENT	16,918	16,918	584	16,918	0	100%
SUB-TOTALS	\$674,638	\$673,256	\$141,540	\$674,997	(\$1,741)	100%
Federation Grants (CST)					0	0%
State Aid Grants					0	0%
LSTA - FY 13 Grants					0	0%
LSTA - FY 14 Grants					0	0%
LSTA - FY 15 Grants					0	0%
TOTAL GRANTS	0	0	0	0	0	0%
TOTALS	\$674,638	\$673,256	\$141,540	\$674,997	(\$1,741)	100%
FUNDING:						
General Fund:	641,245	626,032	137,873	627,773	(1,741)	100%
Coal Sev. Tax:	33,393	47,224	3,667	47,224	0	100%
LSTA					0	0%
LSTA - GRANTS					0	0%
Misc. Revenue:					0	0%
Talking Book Trust Acct					0	0%
TOTALS	674,638	673,256	141,540	674,997	(1,741)	100%

**MONTANA STATE LIBRARY
FINANCIAL REPORT**

FUNCTION: 20-LIBRARY DEVELOPMENT DEPARTMENT

FISCAL YEAR: 15
REPORT PERIOD: 07/1-09/30/14
YEAR EXPENDED: 25%
PAYROLL EXPENDED: 23%

	Budgeted	Revised Budget	Expended To Date	Projected Year-End Expenditures	Projected Balance Over/Under	% Expd.
PERSONAL SERVICES	350,551	419,025	82,707	409,435	9,590	98%
OPERATIONS:						
Contracted Services	151,207	301,185	262,541	301,141	44	100%
*Periodical Elec Data	213,286	295,565	289,269	295,565	0	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	0	184,985	31,694	184,985	0	100%
Supplies and Materials	6,494	12,794	11,989	12,789	5	100%
Communications	12,140	13,231	5,567	13,226	5	100%
Travel	100,175	124,450	8,527	124,450	0	100%
Rent	63,514	64,514	13,454	64,454	60	100%
Repair and Maintenance	8,000	10,000	4,470	10,000	0	100%
Other Expenses	12,950	20,455	6,998	20,448	7	100%
TOTAL OPERATIONS	765,537	1,224,950	832,280	1,224,829	121	100%
EQUIPMENT:						
Library Books	0	0	0	0	0	0%
Equipment	0	0	0	0	0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	\$1,116,088	\$1,643,975	\$914,987	\$1,634,264	\$9,711	99%
GRANTS:						
Federation Grants (CST)	176,122	176,122	176,122	176,122	0	100%
State Aid Grants	395,766	395,766	395,048	395,766	0	100%
LSTA - FY 13 Grants	0	67,827		67,827	0	100%
LSTA - FY 14 Grants	0	10,000		10,000	0	100%
LSTA - FY 15 Grants	125,425	125,425		125,425	0	100%
TOTAL GRANTS	697,313	775,140	571,170	775,140	0	100%
TOTALS	\$1,813,401	\$2,419,115	\$1,486,157	\$2,409,404	\$9,711	100%
FUNDING:						
General Fund:	844,149	844,149	644,221	844,028	121	100%
Coal Sev. Tax:	392,408	474,687	468,391	474,687	0	100%
LSTA	118,883	118,883	18,876	118,883	0	100%
LSTA - GRANTS	200,000	454,561	141,114	454,561	0	100%
Proprietary - Montana Shared Catalog	257,961	341,850	181,861	332,260	9,590	97%
Private - E-Content Library Share		184,985	31,694	184,985	0	100%
TOTALS	1,813,401	2,419,115	1,486,156	2,409,404	9,711	100%
Montana Shared Catalog						
Balance from 4th Quarter	82,530					
Incoming new revenue	210,089					
Incoming new revenue - Deferred into FY 15	83,683					
Expenditures	(181,861)					
Cash Balance	194,441					

**MONTANA STATE LIBRARY
FINANCIAL REPORT**

FUNCTION: 04-Talking Book Library

FISCAL YEAR: 15
REPORT PERIOD: 07/1-09/30/14
YEAR EXPENDED: 25%
PAYROLL EXPENDED: 23%

	Budgeted	Revised Budget	Expended To Date	Projected Year-End Expenditures	Projected Balance Over/Under	% Expd.
PERSONAL SERVICES	303,883	285,096	56,875	285,081	16	100%
OPERATIONS:						
Contracted Services	9,265	9,265	1,921	9,261	4	100%
Supplies and Materials	18,541	18,541	6,561	18,541	0	100%
Communications	17,392	17,392	2,095	16,845	547	97%
Travel	3,500	3,500	285	3,500	0	100%
Rent	107,922	107,922	26,813	107,922	0	100%
Repair and Maintenance	8,200	8,200	8,743	8,743	(543)	107%
Other Expenses	2,500	2,500	195	2,500	0	100%
TOTAL OPERATIONS	167,320	167,320	46,613	167,312	8	100%
EQUIPMENT:						
Library Books	0	0	0	0	0	0%
Equipment	0	0	0	0	0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	\$471,203	\$452,416	\$103,488	\$452,393	\$24	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	\$471,203	\$452,416	\$103,488	\$452,393	\$24	100%
FUNDING:						
General Fund:	271,841	253,054	103,403	253,030	24	100%
Coal Sev. Tax:	0				0	0%
LSTA	199,362	199,362	85	199,362	0	100%
Talking Book Trust Acct.					0	0%
TOTALS	471,203	452,416	103,488	452,392	24	100%

Talking Book Trust Acct.

Balance as of July 1, 2014	97,430
Expenditures	0
Donations from 7/1 - 9/30/14	705
STIP Earnings (Avg. .1099%)	18
	<u>98,154</u>

MONTANA STATE LIBRARY FINANCIAL REPORT

FUNCTION: 05- Administration

FISCAL YEAR: 15
REPORT PERIOD: 7/1-09/30/14
YEAR EXPENDED: 25%
PAYROLL EXPENDED: 23%

	Budgeted	Revised Budget	Expended To Date	Projected Year-End Expenditures	Projected Balance Over/Under	% Expd.
PERSONAL SERVICES	359,754	359,754	80,296	365,090	(5,336)	101%
OPERATIONS:						
Contracted Services	43,271	51,258	14,269	51,249	9	100%
Supplies and Materials	60,843	50,843	2,039	50,839	4	100%
Communications	20,556	30,556	10,932	30,556	0	100%
Travel	20,800	20,800	4,184	20,800	0	100%
Rent	150	150	38	150	0	100%
Repair and Maintenance	25,031	25,031	5,122	25,022	9	100%
Other Expenses	58,754	58,754	2,302	58,754	0	100%
TOTAL OPERATIONS	229,405	237,392	38,886	237,370	22	100%
EQUIPMENT:						
Library Books	0				0	0%
Equipment	12,185	12,185	0	12,185	0	0%
TOTAL EQUIPMENT	12,185	12,185	0	12,185	0	0%
SUB-TOTALS	\$601,344	\$609,331	\$119,182	\$614,645	(\$5,314)	101%
GRANTS:						
Federation Grants (CST)	0	0	0	0	0	0%
State Aid Grants	0	0	0	0	0	0%
LSTA - FY 13 Grants	0	0	0	0	0	0%
LSTA - FY 14 Grants	0	0	0	0	0	0%
LSTA - FY 15 Grants	0	0	0	0	0	0%
TOTAL GRANTS	0	0	0	0	0	0%
TOTALS	\$601,344	\$609,331	\$119,182	\$614,645	(\$5,314)	101%
FUNDING:						
General Fund:	554,716	562,703	119,182	568,017	(5,314)	101%
Coal Sev. Tax:	0				0	0%
LSTA	46,628	46,628	0	46,628	0	100%
LSTA - Grants	0				0	0%
Misc. Revenue:	0				0	0%
Talking Book Trust Acct.	0				0	0%
TOTALS	601,344	609,331	119,182	614,645	(5,314)	101%

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

MONTANA DIGITAL LIBRARY
FUNCTION 70 - NRIS/Natural Heritage

FISCAL YEAR: 15
REPORT PERIOD: 07/1-09/30/14
YEAR EXPENDED: 25%
PAYROLL EXPENDED 23%

	Budgeted	Revised Budget	Expended This Period	Expended To Date	Balance	% Expd.
PERSONAL SERVICES	825,642	1,189,758	264,587	264,587	925,171	22%
OPERATIONS:						
Contracted Services	699,484	668,439	14,689	14,689	653,750	2%
Supplies and Materials	62,370	76,387	58,716	58,716	17,671	77%
Communications	37,719	41,529	4,795	4,795	36,734	12%
Travel	9,300	14,665	5,350	5,350	9,315	36%
Rent	811	811	406	406	405	50%
Repair and Maintenance	700	2,820	700	700	2,120	25%
Other Expenses	6,800	9,810	4,168	4,168	5,642	42%
TOTAL OPERATIONS	817,184	814,461	88,824	88,824	725,637	11%
EQUIPMENT:						
Library Books						
Equipment	0	0		0	0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	\$1,642,826	\$2,004,219	\$353,411	\$353,411	\$1,650,808	18%
GRANTS:						
MLIAC GRANT	602,575	302,993	48,538	48,538	254,455	16%
	602,575	302,993	48,538	48,538	254,455	16%
TOTALS	2,245,401	2,307,212	401,949	401,949	1,905,263	
FUNDING:						
GENERAL Fund	1,006,966	1,040,966	200,995	200,995	839,972	19%
Fish Wildlife and Parks (FW&P)	69,342	69,342	0	0	69,342	0%
Dept. of Environmental Quality (DEQ)	88,928	88,928	0	0	88,928	0%
Mt. Depart. Of Transportation (DOT)	31,845	31,845	0	0	31,845	0%
Dept. of Natural Resources (DNRC)	49,155	49,155	0	0	49,155	0%
University	44,253	44,253	0	0	44,253	0%
Montana Land Information Fund	954,912	954,912	192,244	192,244	762,669	20%
NRCS-FOREST-BA		8,873	6,042	6,042	2,831	68%
DNRC- MSDI (AA)		11,600	1,136	1,136	10,464	10%
DNRC- WRQS (AA)		7,339	1,533	1,533	5,806	21%
TOTALS	2,245,401	2,307,212	401,949	401,949	1,905,263	17%

Montana Land Information Account

Balance as of July 1, 2014	926,826
Expenditures	(192,244)
Revenue from 07/1 - 09/30/14	166,129
STIP Earnings (Avg. 0.1099%)	187
	900,898

MONTANA STATE LIBRARY FINANCIAL REPORT FY 15 OPERATIONAL BUDGET State Library Commission

	Budget General Fund	Expended To Date	Total Year-End	Balance
Per Diem	3,350	275	3,350	0
TOTAL PERSONAL SERVICES	3,350	275	3,350	0
OPERATIONS:				
Contracted Services	1,000	19	1,000	0
Supplies and Materials	1,000	35	1,000	0
Communications	0	12	12	(12)
Travel	14,700	1,919	14,460	240
Rent	0		0	0
Repair and Maintenance	0		0	0
Other Expenses	250		250	0
TOTAL OPERATIONS	16,950	1,985	16,721	229
TOTAL BUDGET	\$20,300	\$2,260	\$20,071	\$229

Projections:

5 Regular Commission Meetings @ 2,500	12,500
MLA Conference	1,500
ALA Washington	2,000
Other travel Commission Business	1,800
	17,800

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

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

FISCAL YEAR: 15
REPORT PERIOD: 07/01/2014 - 09/30/2014
YEAR EXPENDED: 100%
PAYROLL EXPENDED: 95%

	Budgeted	Revised Budget	Expended to Date	Projected Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES	0	16,275	14,629	16,275	0	100%
OPERATIONS:						
Contracted Services				0	0	0%
Supplies and Materials				0	0	0%
Communications		135	181	181	(46)	134%
Travel		1,457	502	1,402	55	96%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses		200	180	200	0	100%
TOTAL OPERATIONS	0	1,792	863	1,783	9	100%
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	\$0	\$18,067	\$15,493	\$18,058	\$8	100%
TOTALS	\$0	\$18,067	\$15,493	\$18,058	\$8	100%
FUNDING:						
LSTA:	0	18,067	15,493	18,058	8	100%
TOTALS	0	18,067	15,493	18,058	8	100%

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

FISCAL YEAR: 15
REPORT PERIOD: 07/01/2014 - 09/30/2014
YEAR EXPENDED: 100%
PAYROLL EXPENDED: 95%

	Budgeted	Revised Budget	Expended to Date	Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES		19,426	16,896	19,426	0	100%
OPERATIONS:						
Contracted Services				0	0	0%
Supplies and Materials				0	0	0%
Communications		200	198	263	(63)	132%
Travel		1,392	300	1,390	2	100%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses		600		540	60	0%
TOTAL OPERATIONS	0	2,192	498	2,193	(1)	100%
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	\$0	\$21,618	\$17,394	\$21,619	(\$1)	100%
TOTALS	\$0	\$21,618	\$17,394	\$21,619	(\$1)	100%
FUNDING:						
LSTA:	0	21,618	17,394	21,619	(1)	100%
TOTALS	0	21,618	17,394	21,619	(1)	100%

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

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

FISCAL YEAR: 15
REPORT PERIOD: 07/01/2014 - 09/30/2014
YEAR EXPENDED: 100%
PAYROLL EXPENDED: 95%

	Budgeted	Revised Budget	Expended to Date	Final Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES		14,414	12,607	14,414	0	0%
OPERATIONS:						
Contracted Services				0	0	0%
Supplies and Materials			30	30	(30)	0%
Communications		200	177	240	(40)	120%
Travel		1,392	755	1,305	87	0%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses		200	200	200	0	0%
TOTAL OPERATIONS	0	1,792	1,162	1,775	17	99%
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	\$0	\$16,206	\$13,769	\$16,189	\$17	100%
TOTALS	\$0	\$16,206	\$13,769	\$16,189	\$17	100%
FUNDING:						
LSTA:	0	16,206	13,769	16,189	17	100%
TOTALS	0	16,206	13,769	16,189	17	100%

**MONTANA STATE LIBRARY
FINANCIAL REPORT
LSTA 14 GRANT AWARD**

**LSTA - NETWORKING CONSULTANTS - Big Timber
GRANT RUNS - 10/01/13 - 09/30/15**

FISCAL YEAR: 15
REPORT PERIOD: 07/01/2014 - 09/30/2014
YEAR EXPENDED: 0%
PAYROLL EXPENDED: 0%

	Budgeted	Revised Budget	Expended to Date	Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES	0	49,538		0	49,538	0%
OPERATIONS:						
Contracted Services				0	0	0%
Supplies and Materials				0	0	0%
Communications		600		0	600	0%
Travel		3,000		0	3,000	0%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses		400		0	400	0%
TOTAL OPERATIONS	0	4,000	0	0	4,000	0%
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	\$0	\$53,538	\$0	\$0	\$53,538	0%
TOTALS	\$0	\$53,538	\$0	\$0	\$53,538	0%
FUNDING:						
LSTA:	0	53,538	0	0	53,538	0%
TOTALS	0	53,538	0	0	53,538	0%

**LSTA - NETWORKING CONSULTANTS - BILLINGS
GRANT RUNS - 10/01/13 - 09/30/15**

FISCAL YEAR: 15
REPORT PERIOD: 07/01/2014 - 09/30/2014
YEAR EXPENDED: 0%
PAYROLL EXPENDED: 0%

	Budgeted	Revised Budget	Expended to Date	Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES		59,043		0	59,043	0%
OPERATIONS:						
Contracted Services				0	0	0%
Supplies and Materials				0	0	0%
Communications		600		0	600	0%
Travel		3,000		0	3,000	0%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses		600		0	600	0%
TOTAL OPERATIONS	0	4,200	0	0	4,200	0%
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	\$0	\$63,243	\$0	\$0	\$63,243	0%
TOTALS	\$0	\$63,243	\$0	\$0	\$63,243	0%
FUNDING:						
LSTA:	0	63,243	0	0	63,243	0%
TOTALS	0	63,243	0	0	63,243	0%

**MONTANA STATE LIBRARY
FINANCIAL REPORT
LSTA 14 GRANT AWARD**

LSTA - NETWORKING CONSULTANTS - Bozeman
GRANT RUNS - 10/01/13 - 09/30/15

FISCAL YEAR: 15
REPORT PERIOD: 07/01/2014 - 09/30/2014
YEAR EXPENDED: 0%
PAYROLL EXPENDED: 0%

	Budgeted	Revised Budget	Expended to Date	Final Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES		43,925		0	43,925	0%
OPERATIONS:						
Contracted Services				0	0	0%
Supplies and Materials				0	0	0%
Communications		600		0	600	0%
Travel		3,000		0	3,000	0%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses		400		0	400	0%
TOTAL OPERATIONS	0	4,000	0	0	4,000	0%
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	\$0	\$47,925	\$0	\$0	\$47,925	0%
TOTALS	\$0	\$47,925	\$0	\$0	\$47,925	0%
FUNDING:						
LSTA:	0	47,925	0	0	47,925	0%
TOTALS	0	47,925	0	0	47,925	0%

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

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

FISCAL YEAR: 15
REPORT PERIOD: 07/01/14 - 09/30/14
YEAR EXPENDED: 100%
PAYROLL EXPENDED: 95%

	Budgeted	Revised Budget	Expended to Date	Projected Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES		27,157	24,191	27,157	0	100%
OPERATIONS:						
Contracted Services				0	0	0%
Supplies and Materials				0	0	0%
Communications		125	118	176	(51)	141%
Travel				0	0	0%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses				0	0	0%
TOTAL OPERATIONS	0	125	118	176	(51)	141%
EQUIPMENT:						
Equipment					0	
Automation					0	
TOTAL EQUIPMENT	0	0	0	0	0	
SUB-TOTALS	\$0	\$27,282	\$24,309	\$27,333	(\$50)	100%
TOTALS	\$0	\$27,282	\$24,309	\$27,333	(\$50)	100%
FUNDING:						
LSTA:	\$0	\$27,282	\$24,309	\$27,333	(\$50)	100%
TOTALS	\$0	\$27,282	\$24,309	\$27,333	(\$50)	100%

**MONTANA STATE LIBRARY
FINANCIAL REPORT
LSTA 14 GRANT AWARD**

**LSTA - Statewide Collaborative Services
GRANT RUNS - 10/01/13 - 09/30/15**

FISCAL YEAR: 15
REPORT PERIOD: 07/01/14 - 09/30/14
YEAR EXPENDED: 0%
PAYROLL EXPENDED: 0%

	Budgeted	Revised Budget	Expended to Date	Projected Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES		76,224		0	76,224	0%
OPERATIONS:						
Contracted Services				0	0	0%
Supplies and Materials				0	0	0%
Communications		750		0	750	0%
Travel				0	0	0%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses				0	0	0%
TOTAL OPERATIONS	0	750	0	0	750	0%
EQUIPMENT:						
Equipment					0	
Automation						
TOTAL EQUIPMENT	0	0	0	0	0	
SUB-TOTALS	\$0	\$76,974	\$0	\$0	\$76,974	0%
TOTALS	\$0	\$76,974	\$0	\$0	\$76,974	0%
FUNDING:						
LSTA:	\$0	\$76,974	\$0	\$0	\$76,974	0%
TOTALS	\$0	\$76,974	\$0	\$0	\$76,974	0%

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

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

FISCAL YEAR: 15
REPORT PERIOD: 07/01/14 - 09/30/14
YEAR EXPENDED: 100%
PAYROLL EXPENDED: 95%

	Budgeted	Revised Budget	Expended to Date	Year-End Expenditures	Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES		14,470	13,036	14,470	0	100%
OPERATIONS:						
Contracted Services				0	0	0%
Supplies and Materials				0	0	0%
Communications		100	39	39	61	103%
Travel		1,100	1,844	1,844	(744)	0%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses		300	250	250	50	103%
TOTAL OPERATIONS	0	1,500	2,134	2,134	(634)	103%
EQUIPMENT:						
Equipment					0	0%
Automation					0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	\$0	\$15,970	\$15,170	\$16,603	(\$634)	104%
TOTALS	\$0	\$15,970	\$15,170	\$16,603	(\$634)	104%
FUNDING:						
LSTA:	0	15,970	15,170	16,603	(634)	104%
TOTALS	0	15,970	15,170	16,603	(634)	104%

**MONTANA STATE LIBRARY
FINANCIAL REPORT
LSTA 14 GRANT AWARD**

**LSTA - TRAINER POSITION
GRANT RUNS - 10/01/13 - 09/30/15**

FISCAL YEAR: 15
REPORT PERIOD: 07/01/14 - 09/30/14
YEAR EXPENDED: 0%
PAYROLL EXPENDED: 0%

	Budgeted	Revised Budget	Expended to Date	Year-End Expenditures	Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES		44,092		0	44,092	0%
OPERATIONS:						
Contracted Services				0	0	0%
Supplies and Materials				0	0	0%
Communications		200		0	200	103%
Travel		3,200		0	3,200	0%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses		600		0	600	103%
TOTAL OPERATIONS	0	4,000	0	0	4,000	103%
EQUIPMENT:						
Equipment					0	0%
Automation					0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	\$0	\$48,092	\$0	\$0	\$48,092	0%
TOTALS	\$0	\$48,092	\$0	\$0	\$48,092	0%
FUNDING:						
LSTA:	0	48,092	0	0	48,092	0%
TOTALS	0	48,092	0	0	48,092	0%

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

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

FISCAL YEAR: 15
REPORT PERIOD: 07/01/14 - 09/30/14
YEAR EXPENDED: 100%
PAYROLL EXPENDED: 95%

	Budgeted	Revised Budget	Expended to Date	Year-End Expenditures	Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES		8,008	6,331	8,008	0	100%
OPERATIONS:						
Contracted Services				0	0	0%
Supplies and Materials		99	68	99	0	0%
Communications				0	0	0%
Travel				0	0	0%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses		25	11	25	0	0%
TOTAL OPERATIONS	0	124	79	124	0	100%
EQUIPMENT:						
Equipment					0	0%
Automation					0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	\$0	\$8,132	\$6,410	\$8,132	\$0	100%
TOTALS	\$0	\$8,132	\$6,410	\$8,132	\$0	100%
FUNDING:						
LSTA:	0	8,132	6,410	8,132	0	100%
TOTALS	0	8,132	6,410	8,132	0	100%

**MONTANA STATE LIBRARY
FINANCIAL REPORT
LSTA 14 GRANT AWARD**

**LSTA - WHATS YOUR STORY PROGRAMMING
GRANT RUNS - 10/01/13 - 09/30/15**

FISCAL YEAR: 15
REPORT PERIOD: 07/01/14 - 09/30/14
YEAR EXPENDED: 0%
PAYROLL EXPENDED: 0%

	Budgeted	Revised Budget	Expended to Date	Year-End Expenditures	Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES		22,474		0	22,474	0%
OPERATIONS:						
Contracted Services				0	0	0%
Supplies and Materials		250		0	250	0%
Communications				0	0	0%
Travel		500		0	500	0%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses		250		0	250	0%
TOTAL OPERATIONS	0	1,000	0	0	1,000	0%
EQUIPMENT:						
Equipment					0	0%
Automation					0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	\$0	\$23,474	\$0	\$0	\$23,474	0%
TOTALS	\$0	\$23,474	\$0	\$0	\$23,474	0%
FUNDING:						
LSTA:	0	23,474	0	0	23,474	0%
TOTALS	0	23,474	0	0	23,474	0%

Federation Annual Report FY 2014 July 2013 Through June 2014

SIGNATURES

Federation Broad Valleys

Coordinator's Lewis and Clark Library
Library

Coordinator Judy Hart

Signature _____ Date _____

Chairperson Sandra Conrady
- Board of
Trustees

Signature _____ Date _____

The Coal Severance Tax (CST) Revenue Accountability Report System requires the Federation Annual Report. The report relates to the Plan of Service, which was adopted at the beginning of the fiscal year as a planning document.

AWARD/EXPENSE SUMMARY

Total CST Award: \$36,878.50

Total CST Expended: \$36,878.50

EXPENDITURES BY PROGRAM

Program 1 - Continuing Education/Annual Meeting	\$4,998.50
Program 2 - Continuing Education Grants	\$9,397.80
Program 3 - Technology and Resource Sharing	\$21,682.20
Program 4 - Book Discussions in a Bag - Remove Program Four	No member expenses for this program
Program 5 - Administrative Services	\$800.00

Total: \$36,878.50

EXPENDITURES BY LIBRARY

Library	Status	Total Award	Award Expenses	Local Expenses
Belgrade Community Library	Active	\$1,480.00	\$1,480.00	\$0.00
Boulder Community Library	Active	\$1,480.00	\$1,480.00	\$406.23
Bozeman Public Library	Active	\$1,480.00	\$1,480.00	\$9,831.82
Broadwater School and Community Library	Active	\$1,480.00	\$1,480.00	\$114.62
Butte-Silver Bow Public Library	Active	\$1,480.00	\$1,480.00	\$751.00
Dillon Public Library	Active	\$1,480.00	\$1,480.00	\$1,672.02
Drummond School & Community Library	Active	\$1,480.00	\$1,480.00	\$413.38
Hearst Free Library	Active	\$1,480.00	\$1,480.00	\$1,697.01
Lewis and Clark Library	Active	\$7,278.50	\$7,278.50	\$20,363.50
Livingston-Park County Public Library	Active	\$1,480.00	\$1,480.00	\$821.00
Madison Valley Public Library	Active	\$1,480.00	\$1,480.00	\$22.51
Manhattan Community School Library	Active	\$1,480.00	\$1,480.00	\$0.00
Meagher County/City Library	Active	\$1,480.00	\$1,480.00	\$783.46
North Jefferson County Library District	Active	\$1,480.00	\$1,480.00	\$0.00
Philipsburg Public Library	Active	\$1,480.00	\$1,480.00	\$0.00
Sheridan Public Library	Active	\$1,480.00	\$1,480.00	\$568.00
Thompson-Hickman County Library	Active	\$1,480.00	\$1,480.00	\$106.00
Three Forks Community Library	Active	\$1,480.00	\$1,480.00	\$763.24
Twin Bridges Public Library	Active	\$1,480.00	\$1,480.00	\$118.06
West Yellowstone Public Library	Active	\$1,480.00	\$1,480.00	\$1,377.00
William K. Kohrs Memorial Library	Active	\$1,480.00	\$1,480.00	\$410.00
Totals:		\$36,878.50	\$36,878.50	\$40,218.85

PUBLIC VALUE SUMMARY BY PROGRAM

Program 1 - Continuing Education/Annual Meeting

Narrative

This program supports Goals #1 and #2 of the Broad Valleys Federation

Annual Meeting – Members voted to continue meeting once a year for a two-day meeting, location of which is within the boundaries of the Federation. Retreat will include a minimum of two continuing education workshops. Goal: to increase library trustee attendance by 10%.

The Lewis & Clark Library will coordinate and pay for the costs of lodging, meals and continuing education presentations. As costs have risen and there is higher attendance at the retreat, the Federation approved an increase to cover retreat costs. The Lewis & Clark Library will receive up to \$4,995.50 to pay for this service.

Unexpended funds from any program may be redirected. Remaining funds may be used to secure additional continuing education /professional development opportunities, online databases, MontanaLibrary2Go, book discussion kits, or technology that benefits the Federation.

Public Value

The annual meeting is highly anticipated by Federation members. In order to interest and involve Library Trustees, we have continued to offer a training track for Trustees. As a result we have higher participation by our Trustees. It is a great opportunity to network amongst librarians and trustees, earn continuing education credits toward certification. This year the Federation approved the By-Laws which had not been updated for some time.

Unexpended funds from any program may be redirected. Remaining funds may be used to secure additional continuing education/professional development opportunities, online databases, MontanaLibreary2Gop, book discussion kits, or technology that benefits the Federation.

Once again, excellent continuing education offered at the retreat: A very informative session for both librarians and trustees:

Library Finances – Funding, Sources, Accounting Reports, and What It Allo Means Miles Benton (Montana Department of Administration), and Lauren McMullen (Montana State Library)

Join MSL consultant Lauren McMullen and Miles Benton from the Montana Department of Administration for an overview of library funding and budgeting, including:

- the what and how of funding and revenue sources available to libraries
- budget laws including Title 7 of the MCA, Governmental Accounting Standards
- BARS (Budgetary Accounting and Reporting System)
- how to read the reports the city or county sends to the library
- Library Depreciation Funds and benefits to the library
- and some quick and easy budgeting tips

Another session address the world of shared applications online for work that is ever expanding and dynamic. Workplace Applications which explored some of the most widely used apps from Google, Sky Drive, and iWork. Attendees brought their iPad, smart phone or tablet for a hands on session.

State Library staff provided an overview of the Montana State Library Online. Participants learned about entering their federation expenses in the Directory, the MSL Learning Portal, the new Statewide Library Resources Portal and more.

The final session was a Strategic Planning Panel the provided an overview of popular strategic planning models for libraries, and what model would work best for a particular library. Models presented were the Five Questions model, the Scorecard Model, and the Planning for Results model.

The Federation conducted their Business Meeting, approving the FY 2015 Plan of Service, the revised Federation By-Laws and elected officers for the upcoming fiscal year. Members also discussed ideas and needs for continuing education topics for future meetings.

Applying funds to the growing demand for MontanaLibrary2Go content will provide increased access to E-materials and decrease wait times for materials.

This was a wonderful opportunity to meet some of the new library directors and board members in our Federation. Being able to introduce myself, put faces with names, and talk over issues with other libraries is such a vital part of collaboration and progress! I also really appreciated the detailed information about budgets and the BARS system. I learned a ton that I didn't know and feel much more comfortable with how our county accounts work and how our budget is arranged.

Program 2 - Continuing Education Grants

Narrative

This program supports Goals #1 and #2 of the Broad Valleys Federation. Each library will receive a direct grant of \$470.00 to be used to provide continuing education to librarians and trustees, at the discretion of each individual library.

Unexpended funds from any program may be redirected. Remaining funds may be used to secure additional continuing education /professional development opportunities, online databases, MontanaLibrary2Go, book discussion kits, or technology that benefits the Federation.

Public Value

Beforehand, the Director visited with all six employees. Staff chose the sets of three hour classes they felt would best compliment their position at the library. This was the first time four of my six staff attended statewide training. Each staff person wrote up a summary of their classes explaining the benefit they received from the training day This was a terrific opportunity to help staff 1) be exposed to statewide training and librarians 2) receive continuing education credits, which help attain their goal of being certified

under the Montana State Library and 3) begin to learn the value of networking with other librarians in Montana. Thank you!

Continuing Education for the Library Director. Networking with other librarians and affiliates.

Continuing Education for staff.

Without the federation money the library couldn't afford to send the three public librarians to such a worthwhile conference. The conference allows the opportunity for networking and the tools to become a more affective public librarian.

Valuable professional contacts are made and valuable information acquired whenever the members of the Montana State Shared Catalog gather to discuss issues related to the work we do with our primary electronic tool (the shared catalog). Participation and understanding is especially important considering the changes the catalog is undergoing and the decisions we are making to add staff with a resultant increase in cost for members.

Any money we can find for learning opportunities greatly benefits both our library and our community. We are better able to manage the administrative and "behind the scenes" aspects of our library due to learning new ways that other libraries have found to be more effective. Conferences also provide us with ways to help us network and stimulate new community connections to better provide services to everyone possible. Mitch attended training sessions relating to the operation of the library. Colleen attended training sessions to keep her up to date on developments relating to technology and libraries, and to work on her continuing education credits.

DPL Board of Trustees is composed of new Board members and it is extremely valuable for these people to have the opportunity to meet Directors and Board Members from other communities to see that we are not a singular, isolated organization without support or resources to help us tackle the work and issues we face as the public library in Dillon.

DPL Board of Trustees is composed of new Board members and it is extremely valuable for these people to have the opportunity to meet Directors and Board Members from other communities to see that we are not a singular, isolated organization without support or resources to help us tackle the work and issues we face as the public library in Dillon

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This is the first time in the ten years I have worked at DPL that I have had multiple board members attend a Broad Valley Federation meeting and workshops, and one of the few times I've had any board member attend with me. The Library Finances and Strategic Planning sessions were extremely valuable for me to have the knowledge reinforced for myself and to have the Board hear it from someone besides myself. I have not been able to successfully motivate the DPL Board to do strategic planning and with the knowledge gained from these workshops, I believe we have the motivation we need to successfully engage in this important activity.

Valuable professional contacts are made and valuable information acquired whenever the members of the Montana State Shared Catalog gather to discuss issues related to the work we do with our primary electronic tool (the shared catalog). Participation and understanding is especially important considering the changes the catalog is undergoing

and the decisions we are making to add staff with a resultant increase in cost for members.

Attended classes needed for recertification.

These meetings help keep our library "up to speed" with valuable information, classes, and technical trainings on many aspects that affect our patrons, such as providing services to children, low income, and elderly patrons. We also learn from other libraries about successful ventures in their own library that could be spread to other libraries. The Shared catalog meetings are also valuable meetings with the rest of the consortium and state library staff about the direction our statewide software has taken and where it will go for the next several months.

To allow several staff to attend various workshops and training sessions, thus enhancing their current positions; in addition to providing better service to the Library patrons.

Birds of a Feather allows librarians to visit with those who manage a similar library in a casual setting. It is beneficial to attend the MSC Spring meeting to participate in approving the budget, electing the leaders, and supporting a collaborative organization. A travel stipend to UM Professor Erick Greene allowed attendees to learn about Osprey that occupy nests on local lands and to see close-up the work that scientists do. We received beneficial education and awareness about the dangers of mercury in the waters where Osprey live and dangers to Osprey because of orange bailing twine used by ranchers in our area. Attendees were able to observe and touch live Osprey chicks! It is beneficial to our librarian assistant to attend the Federation Meeting for training and networking with other librarians.

I attended on workshop on Google tools, Maker Spaces, and Tech training in our Libraries.

Each workshop added something different to my library administration education. I have implemented using Google Survey to add an online patron survey tool to be used on the library website for library development. The tech training and maker spaces workshop help me to develop my interesting programming for my library patrons.

Continuing education is very important for librarians. Libraries are quickly changing. We can offer our patrons better and more up to date services by meeting with other librarians and keeping up with the changes.

Our patrons benefit from our connection with other librarians because we learn from each other how to provide the best possible services.

The School District and the Library District share in the expenses of our library and it has benefited me to be able to attend the Montana Shared Catalog meetings by splitting costs of travel. At the meetings, I am better able to contribute to the decisions and discussions of our large consortium.

Attending MLA is not only something I look forward to socially, but something that benefits the library and its patrons by networking with other librarians. and learning the latest trends and services to provide for our patrons. I also have the benefit of sharing costs with our school district.

Billings is quite a distance from Drummond and this allows me the benefit of attending our state conference where I am able to network with other librarians and learn about new trends in library services for my patrons.

Our on-going English class for the town's Hispanic residents has had over 200 teacher-student encounters over the past nine months. The program has been going for over two years. In addition to the regular classes we have installed a language lab which students can use on their own time. The grant helped establish the lab.

I was able to take classes that improved my understanding/use of RDA cataloging,

storytelling/story time skills, internet privacy/digital crime prevention, and legal services available to Montanans. I've used what I've learned to recognize, alter, and appropriately use RDA records in copy cataloging for my library's collection. For story time, I've added about a dozen top quality books to our children's collection and have been able to incorporate some of the techniques I learned. I've begun working on a section of our website and have already finished handouts for patrons about the dangers of digital crime/ privacy violations on the internet. I learned some stuff I didn't know about legal services in Montana and have added to the section on our website. Our library also has a stockpile of cards about legal services to hand out to patrons as need be. Overall it was an excellent conference and well worth the time/monetary investment. I've learned a lot that I brought back to my library patrons to improve our library and our patrons' lives.

Travel expense to meetings.

Three staff members attended one completed certification. These training opportunities help keep staff engaged in their professional development and better able to deliver services to the public.

Continuing education is vitally important for library staff. It ensures they are updated on new technology and other issues related to their jobs, so they can improve service to the community. By attending this year's MLA conference, new ideas were obtained for programs and for potential fundraisers. The Library Board is currently discussing some of the fundraising possibilities brought back from MLA by library staff. They are considering these ideas to assist in bridging the revenue gap during another difficult budget year. So this brings the benefit of continuing education to the whole library and well beyond individual staff members.

I attended several workshops dealing with the Montana Shared Catalog and the combining of several categories in order to clean up and make the MSC more user friendly. Because the MSC is moving forward it was very beneficial to be able to learn how the process was going to be accomplished and what impact if any the changes would have on my library.

I was able to attend classes that will enable me to help my patrons work their way around the Internet. I took a class that gave me wonderful resources for our patrons in need of legal assistance; one class helped me to become a better storyteller for our preschool children and another gave great ideas on enhancing our Summer Reading programs.

I attend both of these meetings, as well as others, so I can earn certification credits for my certification. I also attend so I can bring new ideas back to the library. I also try to network while I am at meetings so I can find out how other libraries are handling problems such as working in a small library with limited space and budget. At the Broad Valleys meeting there was a 4 hour discussion in how libraries are financed. It was full of information that I was not aware of.

This will benefit our cataloging department.

As a new director the benefit was meeting other directors, attending meetings, and learning about the shared catalog.

Benefit will be to make the transition from MARC record to RDA.

Attendance at the conference provides access to invaluable continuing education opportunities for staff working in all departments, including technical services, circulation, information, programming, systems and administration.

It is also an opportunity to network with peers, share ideas and discuss new trends in

library services. This year three Lewis & Clark Library staff were also presenters at the conference, one session on storytelling, the other on protecting your privacy on the Internet.

Program 3 - Technology and Resource Sharing

Narrative

This program supports Goals # 2 and #3 of the Broad Valleys Federation. Each library will receive a direct grant of \$1,010. Monies will be used for technology related expenses. Emphasis will be on technology that strengthens federation-wide access. Additional emphasis will be on federation wide resource sharing and document delivery. Monies received in this category will be expended for such things as hardware, software, OCLC expenditures, statewide database expenditures, virtual reference, and shared catalog expenses.

Each member library may designate some or all of their technology funds for Federation wide purchase of Heritage Quest.

Unexpended funds from any program may be redirected. Remaining funds may be used to secure additional continuing education /professional development opportunities, online databases, MontanaLibrary2Go, book discussion kits, or technology that benefits the Federation.

Public Value

We are a full cataloging library. OCLC original cataloging provides access to rare items which are then made available to users via Interlibrary Loan (ILL). Membership in OCLC also allows access to Interlibrary Loan Worldshare in order to both share and make available our collection, as well as access library collections across the country and world for our patrons. Our patrons have taken advantage of a virtually unlimited library collection and they have used Worldshare to generate their own ILL requests. Resource sharing through OCLC expands our library collection beyond our four walls.

The Montana Shared Catalog allows our local patrons access to materials from other libraries around the state by allowing patron ability to browse and reserve items (inter or intra library loan) from other MSC member libraries. This invaluable service is cost effective and provides opportunities to patrons who wish to borrow items from other Montana Libraries.

The Shared Catalog also helps us evaluate and keep our system running efficiently by providing monthly optional reports. These reports keep our inventory accurate, help us with collection development and provides statistical data for state and federal reporting. Providing greater access to patrons by expanding catalog options throughout the state. Free computer and internet services to our patrons 24/7. I find people nights and weekends using the free and reliable wifi in the parking lot.

The computer is needed to provide better services to the public and is very slow with inadequate storage.

Our local heritage center and genealogy group rely heavily on this database to do their research. They are often in the library working on family histories for people from all over the United States.

Belonging to OCLC provides DPL with access to a wide range of services which support

our participation in the Interlibrary Loan program giving our staff and users the ability to request and manage Interlibrary Loans. We gain access to the My Montana Library Group Catalog which has been extremely valuable to us because our primary website has been static and under construction for over a year. OCLC databases provide DPL with the broadest possible access to world wide data bases to use as a cataloging resource.

Belonging to the Montana Shared Catalog enables the Dillon Public Library to have at its disposal a state of the art integrated library system. Without participation in the Montana Shared Catalog (MSC) DPL could never provide a library catalog with nearly the degree of technological sophistication as provided by MSC. In addition, we receive training and assistance from top rate professionals. Our participation in MSC is what has allowed the 4 Rivers Group of the MSC to share openly our resources between the 9 participating libraries in Southwestern Montana.

The ability to be a part of this community of libraries from all around the world and share library materials is very helpful. Borrowing expensive books that our library cannot afford to purchase at the present time, in order to help patrons study for exams or prepare for travel is a satisfying experience. This system is also very useful in terms of book clubs. We have the ability to borrowing several copies of the same book from multiple libraries instead of spending extra money on expensive book club kits.

ILS access.

Continued PAC access, now that XP is no longer supported by MS.

How does this affect our patrons individually? We see elementary students placing holds for a series we may not carry. High school students borrow materials for research projects. Adults in the community borrow popular books and movies that may not be available in our library because they are already in use. We do not have the shelves to hold all the materials that our patrons have access too. Our budget is limited, but being a part of the Montana Shared Catalog stretches our budget further by making more materials available and by eliminating the need to purchase our own library server. MCSL is thankful for our federation funds and how it positively affects our patrons. To assist in collection maintenance and records organization.

ILL access to allow library customers to have access to broader borrowing options.

Being a member of the Montana Shared Catalog means patrons have access to materials throughout Montana.

Being part of the Montana Shared Catalog is one of most important services that the patrons of Three Forks Community Library are able to use. By being a part of the shared catalog rarely does a day go by that my library patrons are not able to find and access resources that are not available locally. It is my best resource sharing tool. Without the Montana Shared Catalog, my patrons would be very, very limited in the materials available to them.

Being able to use the copy cat cataloging resources from OCLC make preparing my materials for my patrons so much easier and quicker. This resource pays for itself in the amount of cataloging time that is saved so library workers are freed up to work more closely with patrons needs.

We are a small library with a very diverse population. If we don't have what a patron needs here on our shelves, we can borrow it from another library. OCLC group services greatly increases what we can offer to our patrons.

E books are becoming more, and more popular with our patrons. Our patrons have access to thousands of e book titles and audio books with Montana Library 2 Go. It increases the service we are able to provide for our patrons.

Access to the internet is a service that our patrons appreciate and take advantage of and when an outdated computer slows their access, it is time to replace and update our equipment. Internet use has increased each year and this benefits our patrons who use the library's computers. One elderly patron used the computers to search for the online manual for using his new digital fishing locator. Another patron visits the library frequently to update inventory for her home business. Of course, children use the computers to play games; but I have been pleasantly surprised to see the number of young people accessing the catalog and doing more actual research and reference than social networking and games. I especially enjoy visiting with travelers and visitors who use our services to keep in contact with their social network; checking email and posting blogs. They are always amazed that our little library offers such services as internet and wireless access and we are so glad to be able to provide the service! Our patrons benefit from our subscription to Heritage Quest in many ways. Our local LDS church held a number of programs at the library to do genealogy research and also appreciated the benefit of using the database from home or from their church office. Other patrons have used the service including individuals and classrooms of students. The cost increased and we were able to cover a little over half from our general budget. More people are able to access the internet. One woman who had struggled to get a job, used the laptop almost everyday. Last week she came in to let us know her hard work had paid off, she had gotten one of the many jobs she had been applying for. A new staff computer is so important because it handles all the work done by the director. It is used to catalog, keep track of circulation of books and the number of patrons which is every important. Also it is important to be able to have OCLC support our collection and offer us WorldShare which offers our library many options for obtaining books our library could not afford.

Providing patrons with online services for titles and research.

We spent this money to renew our MyMontanaLibrary2Go membership (\$ 724) and partially renew Heritage Quest (\$ 520). These statewide projects make it possible to provide top-notch, cutting-edge services to small, rural areas. Our library is so grateful to be able to participate in both these services. We recently had a patron move from Santa Barbara, California that was completely blown away that we could offer her access to a digital collection. Turns out the big, urban library system that she came from had a similar digital lending subscription--but she found she liked ours better! Heritage Quest continues to be the mainstay service we provide to genealogists. It is easy to set up for a patron to use, and they usually walk away very happy with/intrigued by the family history that they learn. Our librarians are not genealogists and are very grateful not to be called on to trouble shoot and help in this area--we love Heritage Quest!

Increased access to other library holdings. Because we are not part of the shared catalog without our membership in OCLC we would be unable to see other library collections.

Continuing to add our records to OCLC and improving our existing catalog records enables our library to make more of our collection accessible via inter-library loan. This improves patron service for all libraries and benefits all Federation members with more cooperative resource sharing.

Program 4 - Book Discussions in a Bag - Remove Program Four

Narrative

This program is originally a result of carry-over funds from FY2005 and now covers less-than-anticipated expenditures in all program areas. The Book Discussion in a Bag program was established in March of 2006 and is now being utilized by the members of the Federation. Unexpended funds may be used to purchase additional titles; Federation libraries submit their title suggestions and titles selected will be taken from this list.

Program 5 - Administrative Services

Narrative

Broad Valleys Federation of Libraries will provide to the Lewis & Clark Library a stipend of \$800, which will be used to defray the costs of coordination of the Federation activities

Public Value

The administrative fee covers costs of mailings, long distance calls and general BVF business. With Federation funds we have been able to build greater participation in training for both trustees and librarians, provide networking opportunities and promote resource sharing. Depending upon the cost for the annual retreat, these funds may also be applied to Program 1 if necessary.

Federation Annual Report FY 2014 July 2013 Through June 2014

SIGNATURES

Federation Golden Plains

Coordinator's Phillips County Library
Library

Coordinator Janeen Brookie

Signature _____ Date _____

Chairperson Caroline Caves
- Board of
Trustees

Signature _____ Date _____

The Coal Severance Tax (CST) Revenue Accountability Report System requires the Federation Annual Report. The report relates to the Plan of Service, which was adopted at the beginning of the fiscal year as a planning document.

AWARD/EXPENSE SUMMARY

Total CST Award: \$17,950.63

Total CST Expended: \$17,950.63

EXPENDITURES BY PROGRAM

Program 1 - Technology	\$5,987.86
Program 2 - Continuing Education	\$6,141.25
Program 3 - Resource Sharing	\$1,106.33
Program 4 - Communication/ Golden Plains meetings and workshops	\$107.52
Program 5 - Community Outreach	\$2,407.67
Program 6 - Administrative Expenses	\$2,200.00

Total: \$17,950.63

EXPENDITURES BY LIBRARY

Library	Status	Total Award	Award Expenses	Local Expenses
Daniels County Library	Active	\$3,000.13	\$3,000.13	\$0.00
Glasgow City-County Library	Active	\$3,000.13	\$3,000.13	\$284.51
James E. Shanley Tribal Library	Active	\$750.00	\$750.00	\$0.00
Phillips County Library	Active	\$5,200.12	\$5,200.12	\$0.00
Roosevelt County Library	Active	\$3,000.12	\$3,000.12	\$681.62
Sheridan County Library	Active	\$3,000.13	\$3,000.13	\$0.00
	Totals:	\$17,950.63	\$17,950.63	\$966.13

PUBLIC VALUE SUMMARY BY PROGRAM

Program 1 - Technology

Narrative

Golden Plains Federation patrons require direct access to information via Internet access and database services. This program budget will be used to purchase new and replacement hardware, software, peripherals and related technical services in order to meet these important information needs of patrons.

Program activities:

- 1) Purchase computer hardware and software
- 2) Purchase printers and other devices that allow patrons to use information effectively

Public Value

Access to quality printing and copying for both the public and staff.

Faster and more reliable circulation computers to serve the public.

When we switched to Windows 7 Pro, our old receipt printers would not work. They are needed to give our patrons receipts for items checked out, bills paid, etc.

Our ILL liason spends the majority of her day working on ILL's. Having the printer at her desk has saved her time and made her work more efficiently. It has also freed up

the main copier/printer for the rest of the staff.

Gave patrons access to e-books which they have requested.

kept our public access computers operational

To provide access to the Sheridan County Library with ILL services.

gave children access to a wide variety of early literacy related computer games

OCLC is needed for ILL services and cataloging new materials.

Reimburse for personal credit card charge.

Lets community know what is going on at library.

This was purchased when the previous director was still employed. Am thinking it was to service a printer that needed a new cable.

Program 2 - Continuing Education

Narrative

Federation librarians are committed to providing quality service and librarianship to their patrons. Toward this end, travel expenses and continuing education workshop expenses are paid by the GPLF.

Program activities:

1) Travel and registration expenses to attend Montana Library Association meetings and/or other established state, regional or national library learning events.

2) School and special libraries within the Federation are encouraged to participate in the Federation. Although direct funding is not available to assist school libraries, they may apply for travel and registration assistance (up to \$500) for relevant conferences and other training opportunities through the Federation (please see Program 5 – Administrative Services.) GPLF voted to provide Fort Peck Tribal Library a \$750 annual travel grant as part of this program.

Public Value

The Conference provides a wide assortment of workshops that result in improvement in our libraries.

As Director, these continuing education credits are accumulated to go towards certification.

Honestly, I couldn't afford to pay this kind of money out of pocket to go to conference without being reimbursed.

gave the new staff member an opportunity for continuing education as well as a time of

networking with other librarians and gave her many new ideas and good exposure to a wide variety of library procedures and programs.

gave the new staff member her first ever exposure to the workings of the Montana library community. She received some great learning experiences through the workshops and the networking opportunities with the other librarians.

Training

Networking with other librarians and attending workshops on topics that increase my capabilities to serve the public and work with staff.

Library director attended 2014 MLA conference in Billings. As a new director, this helped with networking & attending useful sessions.

To be a member of the Montana library community for education and networking.

For previous director while still in the position.

To network with others, attend useful workshops. Excellent learning opportunity for new director.

training

Education and networking.

Helps make it feasible to attend training.

Help defray the costs of education.

Systems training.

Program 3 - Resource Sharing

Narrative

Goal/program #3 Resource Sharing – Montana citizens can easily access the holdings of all Montana and OCLC libraries through their local libraries. Montana citizens have access to statewide library resources through their local libraries. (Associated MSL goals: Content, Access, Collaboration)

Member libraries will be reimbursed to pay for OCLC service and costs associated with fulfillment of interlibrary loan requests. Members can also use funds to support other resource sharing functions and/or projects.

Program activities:

- 1) Fund OCLC subscription
- 2) Postage costs and supplies for ILL fulfillment
- 3) Fund participation in Montana Shared Catalog and/or other statewide projects

Public Value

Gave patrons access to materials they needed that were not available at our library, through resource sharing.

Provides a much needed service to patrons and community members.

Program 4 - Communication/ Golden Plains meetings and workshops

Narrative

GP Federation librarians and trustees attend two meetings per year at Roosevelt County Library or another agreed upon location. Federation business is conducted under the direction of the adopted by-laws with an elected trustee as chairperson. Travel expense is reimbursed for one car from each library to attend at the current state mileage rate. Carpooling is encouraged. These meetings create positive energy for learning and networking among member libraries. Ideally, there is a training or CE opportunity at each of these meetings, so this program also supports the Golden Plains goal of Continuing Education.

Program activities:

- 1) Reimbursement for travel to Golden Plains meetings
- 2) Reimbursement for expenses associated with hosting the meetings

Public Value

To connect with area Federation members, discuss issues and for education.

Program 5 - Community Outreach

Narrative

The GPLF uses this funding to market libraries and reach out to the community. This program supports statewide library marketing efforts to increase awareness of libraries and their value.

Program activities:

- 1) Costs associated with library programs, including Summer Reading and other program materials and promotional items
- 2) Bookmarks and other library publications

Public Value

Two of our Branches, Culbertson and Froid, and the Main will present the shows in early June 2014 to get the kids excited about the Summer Reading Programs.

Mr. Ellwein did a great job getting the kids excited about

science. This was a wonderful way to kick off and advertise our Summer Reading Programs which will be starting shortly. Computer/Internet Training for patrons generate good library visitation habits and support early childhood reading skills. Computer/Internet Training for patrons

A convenient visual reminder of library hours and phone number.
Entertainment for end of Summer Reading Program.
Prizes inspire the younger patrons to read during the summer.
Let community know what is going on at the library.
get community involvement and buy in for development of the library

generate good library visitation habits and support early childhood reading skills through hands on projects
Computer/Internet Training for patrons
8 week program to encourage visiting the library, participate in learning activities and reading over the summer.

Program 6 - Administrative Expenses

Narrative

\$400.00 Stipend (payable to GPLF Federation Coordinator for bookkeeping and MSL reports)
\$ 75.00 Supplies (Philips County Library)
\$ 25.00 Communications (Philips County Library)
\$1200.00 Mileage (Attendance at a minimum of two Montana State Library Coordinator/Commission meetings by GPLF Federation Coordinator)
\$500.00 Continuing Education (School and special libraries within the Federation are encouraged to join and participate in the Federation. Although direct funding is not available to assist school libraries, they may apply for travel and registration assistance for relevant conferences and other training possibilities through the Federation Coordinator. An amount of \$500 is set aside at Phillips County Library for school librarians.)

Public Value

Encourages school teachers to attend MLA Convention,
Helps reimburse Federation Coordinator for extra time associated with Federation duties.
Uses federation travel funds not used in an acceptable way.
Defrays costs associated with Federation headquarters.

Federation Annual Report FY 2014 July 2013 Through June 2014

SIGNATURES

Federation Pathfinder

Coordinator's Fairfield/Teton Public Library
Library

Coordinator Brett Allen

Signature _____ Date _____

Chairperson Agnes Kolste
- Board of
Trustees

Signature _____ Date _____

The Coal Severance Tax (CST) Revenue Accountability Report System requires the Federation Annual Report. The report relates to the Plan of Service, which was adopted at the beginning of the fiscal year as a planning document.

AWARD/EXPENSE SUMMARY

Total CST Award: \$27,291.81
Total CST Expended: \$27,291.81

EXPENDITURES BY PROGRAM

Program 1 - Resource Sharing	\$8,350.73
Program 2 - Continuing Education	\$5,405.36
Program 3 - Communication/ Pathfinder Meetings and Workshops	\$2,481.81
Program 4 - Technology	\$9,553.91
Program 5 - Administrative Services	\$1,500.00
Total:	\$27,291.81

EXPENDITURES BY LIBRARY

Library	Status	Total Award	Award Expenses	Local Expenses
Belt Public Library	Active	\$1,712.72	\$1,712.72	\$0.00
Blaine County Library	Active	\$1,712.76	\$1,712.76	\$0.00
Choteau/Teton Public Library	Active	\$1,712.76	\$1,712.76	\$0.00
Chouteau County Library	Active	\$1,813.12	\$1,813.12	\$0.00
Conrad Public Library	Active	\$1,712.76	\$1,712.76	\$339.28
Dutton/Teton Public Library	Active	\$1,712.76	\$1,712.76	\$1.92
Fairfield/Teton Public Library	Active	\$3,212.77	\$3,212.77	\$0.00
Glacier County Library	Active	\$1,712.76	\$1,712.76	\$540.96
Great Falls Public Library	Active	\$1,712.76	\$1,712.76	\$8,339.24
Harlem Public Library	Active	\$1,712.76	\$1,712.76	\$624.58
Havre-Hill County Library	Active	\$1,712.76	\$1,712.76	\$0.00
Liberty County Library	Active	\$1,712.76	\$1,712.76	\$982.25
Toole County Library	Active	\$1,712.76	\$1,712.76	\$0.00
Valier Public Library	Active	\$1,712.76	\$1,712.76	\$10.32
Wedsworth Memorial Library	Active	\$1,712.84	\$1,712.84	\$1,710.91
Totals:		\$27,291.81	\$27,291.81	\$12,549.46

PUBLIC VALUE SUMMARY BY PROGRAM

Program 1 - Resource Sharing

Narrative

Member libraries will be reimbursed to pay for OCLC service through the Montana contract with OCLC. Members can also use funds to support other resource sharing functions and/or projects.

Program activities:

- 1) Fund OCLC subscription

- 2) Purchase databases
- 3) Fund participation in Montana Shared Catalog and/or other statewide projects

Public Value

Enables our library to continue quality customer service through professional cataloging and ILL.

Allowed patrons access to e-books which has given them material they need and want at our library. It has allowed the home bound access to reading materials without leaving their home

Patrons will be able to edit pictures from devices and emails.

It is great to be a part of the statewide card catalog.

Allows for Inter-Library Loan services for our patrons

The Harlem Public Library belongs to the Montana Shared Catalog. With this membership the library has access to an up-to-date automation system that provides quality services to our customers. It also allows collaboration and cooperation with other member libraries throughout the state of Montana. The staff of the Montana Shared Catalog is most helpful when questions arise. The trainings provided keep the library personnel current and informed. Through the shared catalog our local library can catalog, keep track of statistics, and provide quality content to our patrons.

Build local database with downloading of MARC records; provide functionality for sharing library materials across federation, state and nation

Cataloging and resource sharing with other libraries.

Patrons benefit by having access to books which the library would not normally have the funds to purchase. Especially unique, hard to find items that we may not be able to provide otherwise.

OCLC is what we use to catalog...ILL

Program 2 - Continuing Education

Narrative

Continuing Education improves information delivery and library service to all Montana citizens. It allows small rural library staff members to reach out, learn, change and plan.

Program activities:

- 1) Travel and registration expenses to attend Montana Library Association meetings and/or other established state, regional or national library learning events.
- 2) Librarians share the learning from CE and training events with other Pathfinder librarians at Federation meetings.

Public Value

Allows staff to remain updated on new technology, update knowledge about current technology and learn how to carry their library into the future All this is important in order to run the library and serve patrons' needs.

allowed safe attendance at fall conference so staff did not have to drive very early hours

or late nights which enabled staff to participate more fully at fall conference and learn more.

This allowed staff to keep abreast of new technology and programs and learn from other Directors across the state.

by paying mileage it allowed staff to attend training necessary for certification

Allowed for training through workshops that would enhance work performance

CE and networking with other librarians. It was very beneficial to have a trustee travel with me as she was made aware of the striving among all libraries to accomplish their goals on limited budgets.

Attended workshops on running reports. Learn the variety and complexities of different libraries and how they work together to solve issues.

Collaboration and learning with the State Library and fellow librarians.

This helps enable the director to attend the Federation meetings.

CE credits for two staff members and networking with other librarians.

One of the staff had never attended any out-of-town training, so this opened up a whole new world for him to see what other libraries are doing. The benefit of having four staff members attend the same training was also noticeable. Instead of just one or two of us coming back energized with new ideas; we had four of us excited about what we learned and to encourage each other to put it into action.

The library director and assistant librarian received training to become better informed and to help our patrons. The MLA provides sectionals and speakers on up-to-date trends and programs.

Program 3 - Communication/ Pathfinder Meetings and Workshops

Narrative

Staff and trustees from member libraries attend two meetings per year. Pathfinder business is conducted under the direction of the adopted by-laws with an elected trustee as chairperson. Travel expense is reimbursed for one car from each library to attend at the current state mileage rate. Carpooling is encouraged. The host library is reimbursed \$400 for providing lunches at meetings. These meetings create positive energy for learning and networking among member libraries. Ideally, there is a training or CE opportunity at each of these meetings, so this program also supports the Pathfinder goal of Continuing Education.

Program activities:

- 1) Reimbursement for travel to Pathfinder meetings
- 2) Reimbursement to host library for lunch

Public Value

It allowed staff to attend training so they are up to date on new programs, technology etc and gain certification.

Interact with local libraries and exchange ideas.

John is the trustee voting member for the Wedsworth Memorial Library Board. It was important for him to vote, gain knowledge of the Pathfinder Federation as he is relatively new to the Wedsworth Board, and earn Continuing Education credits toward his certification as a trustee

Collaboration with fellow librarians.

Allows librarians in attendance to have a delicious lunch and snack and the time to socialize with one another

Network with peers to share ideas and current services/programs; training/continuing education

Networking with other libraries and CE credits.

The workshop that was presented about updates at the State Library and what IMLS does were very helpful to both myself and our board member. The continuing education and encouragement between libraries that takes place at these meetings is so enriching.

The Pathfinder meetings allow librarians and trustees to share successes and concerns from our respective libraries.. Through this interaction I have gotten ideas to use at my own library. I have also received help with issues.

At the meeting a representative from the state library informs the members about the latest programs and plans. This information keeps us up-to-date on the latest trends and future events. We also receive Continuing Ed. on topics that concern the local libraries which allows us to improve service to our communities.

Continuing Education.

Program 4 - Technology

Narrative

Pathfinder patrons require direct access to information via Internet access and database services. This program budget will be used to purchase new and replacement hardware, software, peripherals and related technical services in order to meet these important information needs of patrons.

Program activities:

- 1) Purchase computer hardware and software
- 2) Purchase printers and other devices that allow patrons to use information effectively

Public Value

the computers needed updated technology. One computer would not print as the RAM was full and both computers were running outdated technology which made it difficult for patrons to access the internet programs. New technology allowed patrons to complete the work they needed to accomplish.

The Chromebooks enable patrons to be mobile in the library, with the choice of sitting at the desks or a comfortable chair. The Chromebook experience is extremely fast, and patrons enjoy this advantage.

This enables the library to have up-to-date software. The ability to keep accurate records of the catalog, patrons, and circulation is essential to ensure the public is

receiving the benefits of the library.

Allowed the library to add another patron computer

This laptop has been beneficial to the library because patrons enjoy the accessibility and portability of the computer; therefore, more patrons use the device.

Allow patrons to use information effectively

Providing the public with the latest technology.

For the first time ever in the libraries' history we have all up-to-date Office software on all computers. This was a huge improvement for our patrons. Some of the public computers still had Office 2007, or did not have Office at all, which was very confusing and frustrating for our patrons. It also improved communication for our staff through having all of the Office software compatible so that we can open attachments, etc.

The library was able to purchase a Power Point Projector to use for trainings, public programs, and for groups to borrow if they were making presentations in the library.

Before we had to borrow a projector from the local Sr. Citizens Center which was inconvenient. Since then it has been used for presentations to the Civic Association and trainings.

Outreach to community for computer technology centers

Program 5 - Administrative Services

Narrative

\$1000 stipend to Fairfield Public Library to cover costs of administering Pathfinder Federation Coordinator responsibilities.

\$500 Administrative funding to cover postage, printing, and other costs incurred in direct support of Pathfinder Federation meetings and activities.

Public Value

Pays the Coordinator so his time and the supplies are not spent using local library monies.

Federation Annual Report FY 2014 July 2013 Through June 2014

SIGNATURES

Federation Sagebrush

Coordinator's Miles City Public Library
Library

Coordinator Sonja Woods

Signature _____ Date _____

Chairperson Betty Berger
- Board of
Trustees

Signature _____ Date _____

The Coal Severance Tax (CST) Revenue Accountability Report System requires the Federation Annual Report. The report relates to the Plan of Service, which was adopted at the beginning of the fiscal year as a planning document.

AWARD/EXPENSE SUMMARY

Total CST Award: \$18,995.30

Total CST Expended: \$18,995.30

EXPENDITURES BY PROGRAM

Program 1 - CONTINUING ED, TRAINING AND TRAVEL	\$3,125.01
Program 2 - TECHNOLOGY AND RESOURCE SHARING	\$13,614.15
Program 3 - COMMUNICATION/PR AND CONSULTATION	\$1,356.14
Program 4 - ADMINISTRATIVE SERVICES	\$900.00
Total:	\$18,995.30

EXPENDITURES BY LIBRARY

Library	Status	Total Award	Award Expenses	Local Expenses
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Ekalaka Public Library	Active	\$1,426.00	\$1,426.00	\$272.07
Fallon County Library	Active	\$1,426.00	\$1,426.00	\$1,919.50
Garfield County Library	Active	\$1,426.00	\$1,426.00	\$88.82
George McCone Memorial County Library	Active	\$1,426.00	\$1,426.00	\$0.00
Glendive Public Library	Active	\$1,426.00	\$1,426.00	\$225.00
Henry A Malley Memorial Library	Active	\$1,426.00	\$1,426.00	\$0.00
Miles City Public Library	Active	\$6,161.30	\$6,161.30	\$418.58
Prairie County Library	Active	\$1,426.00	\$1,426.00	\$0.00
Sidney-Richland County Library	Active	\$1,426.00	\$1,426.00	\$0.00
Wibaux Public Library	Active	\$1,426.00	\$1,426.00	\$0.00
Totals:		\$18,995.30	\$18,995.30	\$2,923.97

PUBLIC VALUE SUMMARY BY PROGRAM

Program 1 - CONTINUING ED, TRAINING AND TRAVEL

Narrative

Knowledgeable and trained staff and trustees are able to provide quality library services to their communities. Toward this end the following activities will be funded as money allows. (Examples: Montana Library Association (MLA) Conferences/Training, Offline, Montana Shared Catalog (MSC) or other community trainings).

Each member library may choose how much, if any, funding to designate toward training opportunities and travel expenses.

Training by qualified library representatives, individuals or State Library Staff will be provided at each Sagebrush Federation Meeting at no cost to the individual libraries.

Public Value

Networked with other Sagebrush Federation members regarding policies, procedures and training.

All Sagebrush members met for training, brainstorming, and designing their summer reading program.

Supply cost for Federation.

Round trip from Jordan to Miles City for a Sagebrush Federation meeting.

Staff attended training on becoming joining the Partners group

to enhance sharing among libraries.

Attending conference when within reasonable traveling distance is an educational and stimulating experience for the Library Director

Networking and benefits for Federation Trustees and Directors to get together for training and meeting.

Travel Expense for Federation.

Supplies for Spring Federation Meeting.

Training always benefits us as well as our patrons and other libraries.

To be able to add credits for my Library Director certification.

Program 2 - TECHNOLOGY AND RESOURCE SHARING

Narrative

Monies received in this category will be expended toward technology-related resources that strengthen Federation-wide access: OCLC, Shared Catalog Expenses, software, hardware, virtual reference, online databases, portable reading/audio devices, etc.

Un-expended monies may be redirected toward technology (training, online database purchases such as MontanaLibrary2Go, professional development opportunities, or book discussion kits) or postage/shipping costs to cover resource/materials sharing.

The Federation will cover the cost for the Annual Subscription from Movie Licensing USA for all ten participating libraries. This purchase allows the license to be affordable for all libraries and to be in compliance with publicly showing films to patrons.

Each member library may choose how much, if any, funding to designate toward technology and resource sharing opportunities.

Public Value

Further the sharing of Fallon County history by using the Montana Memory Project and its associated links for the digitization and preservation of Fallon County history.

For maintaining the Garfield County Free Library's OCLC Membership.

Allows the library to participate in OCLC and WorldShare services including copy cataloging and Inter-library Loan.

Licensing allows all Federation libraries to show movies legally to the public.

New equipment for the Garfield County Library to join the Montana Shared Catalog (MSC).

Assists Garfield County Library in joining the Montana Shared Catalog in the near future.

Labels for library books.

More Sagebrush members are able to join Partners and open themselves up for sharing and lending between libraries. Virus/Malware training empowers small town libraries to effectively maintain their own PC systems without paying for third party technology services.

Enables patrons to access a whole new world of resources. Lets our library share its materials with other libraries. Totally amazed

at the number of items in our library that other patrons want to borrow.

Being able to order books for patrons from throughout the United States is such a great thing!

Our patrons, both young and a surprising number of middle age and elderly think its awesome that they can download audio and e-books for free through the Library

The Glendive Public Library has many patrons that make use of the Heritage subscription to research their family tree. Our library could not afford to provide this service on our own. Without Sagebrush Funds, our library would have to discontinue this service that many of our patrons have relied on.

Without funding from the Sagebrush Federation grant, the Glendive Public Library could not participate in resource sharing (interlibrary loan) with other Montana libraries or with other libraries world wide. Our patrons expect a certain standard from Montana libraries. Although many of us are small, we are mighty. Our patrons expect that they can request any kind of subject material in any format. Without resource sharing, the library could not offer the great quality and quantity of materials that our patrons need.

To upgrade to a Windows 7 program, since our computers had the XP programming. Old Staff computer is out of date. We needed a new computer in preparation of joining MSC.

Being automated helps us in looking up books for patrons and other libraries in a more accurate way. Being able to bring our own laptop to meetings has been very beneficial. Connecting to OCLC for interlibrary loans keeps us in touch with other libraries.

Attending our federation meetings is a must. Hearing ideas and working closely with other librarians and aids keeps new ideas moving all the time. When our budget is tight, having federation money to purchase our Work Flow computer and supplies has been great. We didn't have to wait until our next fiscal year.

Provides access to online resources for patrons as well as sharing of resources among libraries

Program 3 - COMMUNICATION/PR AND CONSULTATION

Narrative

The Federation Coordinator or a representative will attend at least two Coordinator meetings. Two Federation meetings will be held each year.

Federation members will act as mentors to new members. Members continually consult each other for help. If funds are available, members may travel to another member library for training/help/consultation.

Workgroups will be maintained (Plan of Service and Annual Report, Continuing Education, Federation Development and others as needed). Directors and other members are encouraged to participate. Workgroups help the Federation achieve its annual Goals.

Each member library may choose how much, if any, funding to designate toward communication and/or consultation.

Public Value

Attending federation meetings keeps us in touch with what's going on in other libraries. Our trustees help in making all the decisions for our libraries and help with the Plan of Service. It is important that they are able to attend these meetings. Staff attended meeting for networking and sharing of ideas with other libraries.

The library is so much more to our community than just books. The library is present in many of the community events that are held throughout the year. The library uses promotional material to reach new community members that might not be aware of the vast variety of services that libraries provide.

Coordinator Travel to Helena for Library Commission Meeting.

Program 4 - ADMINISTRATIVE SERVICES

Narrative

Sagebrush Federation of Libraries will provide to the Miles City Public Library funds to be used as a stipend for the Coordinator to administer and manage the affairs of the Sagebrush Federation. The headquarters library will also receive funds for supplies such as postage, copies and long distance used for Federation business.

Federation Annual Report FY 2014 July 2013 Through June 2014

SIGNATURES

Federation South Central

Coordinator's Laurel Public Library
Library

Coordinator Nancy Schmidt

Signature _____ Date _____

Chairperson Clara Killebrew
- Board of
Trustees

Signature _____ Date _____

The Coal Severance Tax (CST) Revenue Accountability Report System requires the Federation Annual Report. The report relates to the Plan of Service, which was adopted at the beginning of the fiscal year as a planning document.

AWARD/EXPENSE SUMMARY

Total CST Award: \$33,751.02

Total CST Expended: \$33,751.02

EXPENDITURES BY PROGRAM

Program 1 - Continuing Education and Travel	\$3,683.90
Program 2 - Technology and Resource Sharing	\$22,777.96
Program 3 - Continuing Education and Travel for Multi-Type Libraries	\$1,500.00
Program 4 - Purchase, Maintenance, and Mailing of Book Discussion Kits	\$1,750.00
Program 5 - Administrative Costs	\$4,039.16
Total:	\$33,751.02

EXPENDITURES BY LIBRARY

Library	Status	Total Award	Award Expenses	Local Expenses
Bicentennial Library of Colstrip	Active	\$1,796.39	\$1,796.39	\$0.00
Billings Public Library	Active	\$1,530.19	\$1,530.19	\$28.92
Bridger Public Library	Active	\$1,595.09	\$1,595.09	\$245.74
Carnegie Public Library	Active	\$8,678.38	\$8,678.38	\$25.16
Denton Public Library	Inactive	\$1,600.59	\$1,600.59	\$23.22
Dorothy Asbjornson Community Library	Active	\$1,599.49	\$1,599.49	\$0.00
Harlowton Public Library	Active	\$1,389.39	\$1,389.39	\$400.05
Joliet Public Library	Active	\$1,522.49	\$1,522.49	\$413.39
Judith Basin County Free Library	Active	\$1,540.09	\$1,540.09	\$143.16
Laurel Public Library	Active	\$1,533.49	\$1,533.49	\$23.13
Lewistown Public Library	Active	\$1,515.89	\$1,515.89	\$1,032.11
Moore Memorial Public Library	Active	\$1,483.99	\$1,483.99	\$0.00
Petroleum County School-Community Library	Active	\$1,639.09	\$1,639.09	\$763.18
Red Lodge Carnegie Library	Active	\$1,577.49	\$1,577.49	\$371.10
Rosebud County Library	Active	\$1,729.29	\$1,729.29	\$0.00
Roundup School-Community Library	Active	\$1,541.19	\$1,541.19	\$537.65
Stillwater County Library	Active	\$1,478.49	\$1,478.49	\$0.00
Totals:		\$33,751.02	\$33,751.02	\$4,006.81

PUBLIC VALUE SUMMARY BY PROGRAM

Program 1 - Continuing Education and Travel

Narrative

This program supports all of the South Central Federation goals. The goals are set to assist all Federation library workers and trustees to attend Federation meetings, pertinent conferences, meetings and other continuing education opportunities to meet

patron needs. Many libraries within the Federation have very small budgets for attending meetings or conferences which help the library workers or trustees learn new skills, sharpen existing skills or develop mentor-ships. This program will allow all libraries in the Federation to be able to take advantage of some of these opportunities. This assistance may include paying for travel and meals to meetings or registrations for pertinent opportunities by the Federation participants.

A travel allowance for each of the public libraries to attend Federation meetings is an important part of this program.

Public Value

Carnegie Public Library, Harlowton Public Library, Joliet Public library, Judith Basin Public Library, Laurel Public Library, Petroleum School Community Library, Red Lodge Public Library, Dorothy Asbjornson Community Library, Roundup School Community Library and Denton Public Library (10)used Program 1 funds for travel to Federation meetings in October 2013 and March 2014. Denton also paid for Director wages while at Federation meeting.

Bicentennial Library traveled to Fall Workshops in Billings in September 2013.

Billings Public Library, Bridger Public Library, Joliet Public Library, Rosebud County Library and Stillwater County Library paid for staff to travel to Montana Library Association training in April 2013.

Some of the direct quotes are listed below:

As a first time director I will get the opportunity to network and take some valuable workshops.

POS allowance for mileage to library trainings.

Enables Trustees and staff to learn of new programs within the Federation, hear about other federation members' accomplishments, problem solve with like-sized libraries; networking. These meetings are a great source of information and the skills learned at the meetings enrich the patron experience at our library.

By attending MLA, the Library Director and Trustee will gather continuing education credit. Attending this conference will expose all attendees to the latest and most interesting things going on in "Libraryland", enabling the attendees to positively effect change in the Joliet Public Library. Patron enrichment is a real result of this conference. Through this conference our staff has learned about Montana Shared Catalog (of which we are now a member) and joined MontanaLibrary2Go (very popular with our patrons).

Having these additional funds really makes it easier for me to send my staff to very valuable training.

Effective communication for the director and trustee with others in the federation and with the state library representatives.

It is very beneficial to the patrons who are indirectly served by the Public Library Board trustees. Trustees can plan better for their library patrons, if they have a better understanding about all of the library services provided by the State.

Directors can glean ideas from other librarians and training from the State Library, which can help them better serve their patrons. Also, we get a list of book club kit books. These kits save our library money, because then we do not have to spend as much money on postage for books for Book Club members.

Attendees were able to report to staff what workshops they attended.

Continuing education is very important for staff, as libraries are changing at a rapid pace. Having this funding makes it possible for staff to attend more trainings which helps keep us up to date on procedures, trends, and issues affecting today's libraries.

We were able to attend the Federation Meeting with the Library Director, Library Assistant and 3 board members.

Attendance allows for networking and staying abreast of federation business and State Library news. At this meeting, we voted to change the method used for awarding Program 1 funds for CE and travel. It is vital to be a part of the discussion on these matters. We also viewed a presentation on the AWE computer systems for children.

The directors of two libraries stated that attendance at the MLA conference for library directors and trustees is beneficial on many levels. They believe the CE is invaluable, both in providing required training hours and in learning new skills and ideas to bring back to our libraries. Six librarians felt that the opportunity for networking is priceless, and often results in new ideas and programs to consider. Finally, the chance to meet with State Library employees and vendors to stay on the cutting edge of the public library world is critical.

The trustee was able to attend the meeting for networking and discussion - she also was able to vote and provide input on pertinent library issues.

Vivian Edwards traveled to the Fall Workshop and attended several sessions. She works mostly with the public, particularly the younger children with story hour and the summer reading program. The workshops she attended helped her to learn more about techniques and ideas for working with the young children. She also attended a session on the Affordable Health Care which allowed her to be of assistance to those public members who came in with questions about signing up for affordable health care.

One of the best benefits of attending events such as fall workshop is to network with other librarians who will talk with you about what is working and what isn't working. You get some great ideas from the other librarians.

This presents a great opportunity to meet & visit with other librarians from our area. The sharing of ideas and accomplishments helps me realize that sometimes I need input from someone that is in the same position as myself. This helps put my ideas or library needs into a different perspective that may be more beneficial to our patrons.

This meeting gave Dixie and I the opportunity to share our willingness to become the Federation headquarters for South Central Montana. We enjoy the sharing of ideas and

accolades from our peers.

A well-trained and informed staff is essential to the proper functioning of the library. The meetings are educational, informative, and motivating.

Attendance allows for networking with colleagues from the area, provides an update on the goings-on of the State Library, and keeps the Red Lodge Carnegie Library in the know regarding Federation business.

No CE was offered, but the meeting did see the nomination and approval of the next Federation Coordinator and President.

Program 2 - Technology and Resource Sharing

Narrative

This program supports most of the SOC objectives. Monies here will be used for technology and resource sharing related expenses of member public libraries. Emphasis is on technology that strengthens federation-wide public access, resource sharing and document delivery. Monies can be expended for such things as computer hardware, software, telephone/internet connectivity, postage, shared catalog expenses as well as OCLC costs, marketing libraries, and online database expenses.

Any remaining money at the end of the fiscal year under \$100.00 will be added to Program 5, Administrative costs. If there is a remaining amount over \$100.00, it will be added to Program 4, Book Club Kits. In the event of a disaster which diminishes the service of a library within the SOC, the Federation can vote to allocate some or all of the remaining funds to the rehabilitation of the diminished library.

Public Value

Rosebud County Library, Bicentennial Library of Colstrip and Roundup Public Library used funds to provide Montana Shared Catalog membership to their libraries and patrons. Petroleum County School-Community Library used funds to pay for 1/3 of their MSC membership. The other 2/3 was paid by the school district. Montana Shared Catalog offers so many more benefits to our patrons and students -- more than just a local catalog would. Our library would not be able to function without our membership in the Montana Shared Catalog, as it provides us with options than we would not have otherwise. Funding toward online databases also gives our patrons access to resources we would not otherwise be able to provide in a smaller library. It is wonderful being a part of a shared resource such as MSC. Our patrons really almost "begged" us to keep this service, if at all possible. We are very grateful for the opportunity to provide this service to our patrons. MSC allows our patrons to access our library catalog from in the library or at home, or on the road. It allows us to checkout and inventory our library collection. The Montana Shared Catalog also provides fantastic help from the staff in Helena at the Montana State Library. They are available for help at anytime to keep us up and running. The staff allows us to do our work and they take care of problems quickly to get us back online. We have an IT person on staff here who is helpful with our hardware. But, he doesn't know the software and the connectivity issues. The MSC staff

members are brilliant.

Red Lodge Public Library paid for 11 months of broadband internet service for their library patrons. Stillwater County Library was able to use their funding to pay for 8 months of their broadband internet connection to help ease the burden on the general fund budget. Broadband internet is critical for most functions of the modern public library. Free internet is one of the more critical services the library provides to our community. On a daily basis, dozens of people utilize the library's PCC (Public Computer Center) and WiFi signal. This is an essential cost, and it is helpful to know that Federation funding can ease the burden of this monthly expense. The Internet is also needed in order to access the Montana Library Directory to enter Federation expenses! The Montana Shared Catalog relies on an Internet connection to work properly, meaning circulation and cataloging rely on it. The Internet is necessary to connect to OCLC WorldShare in order to provide Interlibrary Loan services.

Roundup School Community Library, Denton Public Library, Dorothy Asbjornson Community Library, Joliet Public Library, Judith Basin County Free Library, and Petroleum County School-Community Library used part of their funding to help pay for the cost of OCLC membership. OCLC copy cataloging allows us to provide our patrons with accurately cataloged items. They are able to get the exact item they want or need. OCLC works with Montana Shared Catalog to make sure our OPAC is accurate and up-to-date. The benefits for the patron are that when they access the OPAC, they will see exactly what is available and know that it is an accurate record. Without OCLC services, we would not be able to offer ILL service or to be a part of Montana Shared Catalog. It is important to our patrons to have all of the services related to OCLC. This enables libraries to catalog items that are new additions to the holdings of member libraries in Montana Shared Catalog. Additionally, if we were not a member library in OCLC we would not be able to participate in the ILL program.

Petroleum County Community-School Library, Rosebud County Library, Carnegie Public Library, Joliet Public Library, and Judith Basin County Free Library paid for their library's membership to MontanaLibrary2Go. Lewistown used funds for a partial payment to MontanaLibrary2Go. Allows our patrons their only access to downloadable content. It is the only way we can provide it. By offering our patrons the ability to download audio and e-books to their electronic devices we have seen a 25% increase in our circulation. It is very apparent we can now service a portion of the population that we were underserving before. We have not seen a decrease of bodies through the door, as some predicted. As a matter of fact we have also seen an increase in new patrons as well as an increase in patron visits in the physical library.

Judith Basic County Free Library used some of their funds to pay for a newly designed website for the library. Our patrons now have access to a website with working links to the Shared Catalog, MontanaLibrary2Go and other resources. Gives our patron access to library resources worldwide and offers other libraries access to our collection. Lets the public know the happenings at the Library!!!

Denton Public Library and Dorothy Asbjornson Community Library paid for continued tech support and software upgrades (antivirus included) with some of their funds.

Safeguarding computers in the library is very important to prevent virus transmission from one site to another. This also helped insure the computers are set up correctly and ready to go when patrons use them.

Interlibrary Loan expenses can be quite costly for some libraries but it is a service they feel is essential for patron happiness. Denton Public Library, Joliet Public Library and Petroleum County School-Community Library used some of their funds to help defray the cost of borrowing and sending interlibrary loan materials. Patrons in other libraries benefit by being able to borrow from our library. Patrons and other libraries benefit by this resource sharing. The InterLibrary Loan allows us to not only borrow items from other libraries for our patrons, but it allows patrons from other libraries to borrow items from our libraries. Allows our customers to get books that our small library does not have! By participating in the Interlibrary Loan Program our patrons can request titles that the Joliet Public Library does not hold to be borrowed from other participating libraries and sent to our library for our patrons to read. This is very important to small, rural libraries that do not have the large budgets or facilities that many urban libraries have. The JPL also lends books to other libraries upon their request, which we feel is only fair. The postage cost can be quite large. Our Friends of JPL donate over \$700 a year for postage in addition to the amount funded by Program 2 of the Federation.

Bridger Public Library bought android tablets for the library so their staff could learn how to use them to be more effective while helping patrons. The library staff is continually asked questions about tablets and what to purchase, yet were unfamiliar with the devices available. Now the staff will be trained in the use of the tablets and be able to more effectively help patrons.

Bridger Public Library also used some of their funds to help pay for new electrical outlets for their computers. Previously they didn't have enough convenient outlets for the computers. Public access to computers and printer has increased because of availability.

Billings Public Library paid for a subscription to Novelist for their patron use. This service is extremely popular with the library's patrons and increases library usage for those who are located in a rural area by bringing the library to them. The benefit is that patrons in the Library as well as remotely can find reviews, discussion guides and recommendations for fiction reading for all age levels.

Rosebud County Library purchased a yearly subscription to World Book Online and Encyclopedia Britannica for their patrons. It is an important service for our patrons since it would be too expensive for an individual to purchase it on their own.

Denton Public Library, Harlowton Public Library and Dorothy Asbjornson Community Library purchased new computers and/or monitors for patron usage with Federation funding. A new printer was also purchased as well by Harlowton Public Library. This made our computers on a more "equal" basis with one another for patron happiness. We replaced a dead monitor and 2 smaller monitors. This put us at 15 good computers for our high usage. The library printer/copier/scanner receives heavy use on a daily basis from library staff and patrons. The printer is essential for library business. Patrons pay for printing and copying at a cost of 10 cents per page. This rate has not been increased in years, even as paper and toner prices rise. Having help from the federation

to purchase the printer helps the library board justify keeping the rate low. Patrons are much-appreciative of this! The Brother printer was selected for its high-quality output and reputation for quality machines with few issues and long lifespans. The previous HP MFP has been in use for 5 years. I am hopeful we can get 5-10 years from this new machine!

Heritage Quest and Ancestry Library Edition are popular databases at Laurel Public Library, Lewistown Public Library and Rosebud County Library. These three libraries used Federation funding to help offset the cost of providing these databases to their patrons. Lewistown has always been a historical area, and being able to provide Heritage Quest to our patrons allows them to research their families and the area for genealogical purposes. We have a number of patrons that enjoy researching their family histories. Access to these two databases allows them to spend more time searching without the added expense to themselves. We had over 200 unique searches via Ancestry Library Edition last year.

Carnegie Public Library, Denton Public Library and Laurel Public Library also used some of their funds to help pay for prizes offered for the Summer Reading Program. The use of library design bags promotes the use of the library when patrons are seen carrying them. These look better than the use of 'grocery' bags. The kids really like to have their "own bag" rather than sharing with family members. We used the program to teach the kids how important it was to remember people who are protecting our country. Fun project with the 1st/2nd grade class too. Most directors feel that children rewarded for reading will read more.

Dorothy Asbjornson Community Library also used some of their funds to pay for their membership to Montana Library Association. For a library with very limited funds the ability to provide this membership for the director and trustees is wonderful.

Moore Public Library was unable to report expenditures at this time due to extenuating circumstances.

Program 3 - Continuing Education and Travel for Multi-Type Libraries

Narrative

This program provides the opportunity for the multi-type libraries of the Federation to progress by providing them with the opportunity to apply for assistance with librarian training and/or mileage to said training. The availability of this funding will be announced by an annual mailing sent out by the Federation Coordinator. Grants will be as much as \$250 based on an itemized expense request and a copy of the librarian training agenda. Grants will be honored on a first come-first served basis for any multi-type library in the Federation. The public libraries are not eligible for these particular grants. \$1,500.00 will be allocated to this program.

Public Value

Jeff Friesen from Fergus High School used Federation grant \$ to attend MLA in April 2014.

Suzanne McCandless from Belfry Schools used Federation \$ to attend the 2013 Montana

State Reading Conference.

Connie Metcalfe from Hobson School Library and Kim Foister from Billings Clinic used Federation \$ to attend the fall workshop in Helena.

Norma Glock from Columbus Schools and Karla Clark from Crow School Library attended MEA-MFT Educator's Conference using Federation \$ in October.

Jeannie Ferriss from Yellowstone Christian College was reimbursed \$ she spent on gas to go to Fall Federation meeting in Harlowton.

Kathi Hoyt from Castle Rock Middle School in Billings used Federation \$ to attend Billings Technology Cadre.

Cindy Glavin from the Big Timber Grade School will attend Indian Education for All Conference in Missoula.

Program 4 - Purchase, Maintenance, and Mailing of Book Discussion Kits

Narrative

The Federation will provide Book Discussion Kits to member libraries. These kits will be rotated within the Federation to encourage Federation libraries to support reading groups for their patrons. Bags will be purchased and filled with 8 copies of the same title, along with discussion questions for book discussion groups. These kits will be cataloged in the Federation Coordinator's library and mailed to Federation members from there. Return postage will be included. \$1,750 will be allocated for this program.

Public Value

Book Discussion kits are used for resource sharing among libraries within the South Central Federation. These kits help relieve the financial burden of providing book sets to their book clubs. The cost of shipping the books to and from the individual member libraries is placed upon the Federation as part of their membership service. The Federation purchased 22 new book kits for patron use. This brings the total number of book kits available for interlibrary loan from the Federation to 120 book club kits.

Program 5 - Administrative Costs

Narrative

A wage of \$2,000 will be paid or reimbursed to the Federation Coordinator for time and effort spent working with the State Library and Federation Members to prepare a plan of service, an annual report, attend Library Commission meetings and set up federation meetings and projects. \$589.16 is assigned for Coordinator travel. The administrator also purchases, processes, and dispenses book club kits for member libraries. \$400 will be paid to the City of Big Timber to cover administrative costs. \$200 will be paid to Big Timber Public Library for expenses of printing, photocopying etc. \$500 is set aside for Federation Meeting meals and \$350 for trainings and expenses. \$4039.16 will be allocated to this program.

Public Value

The Plan of Service for South Central Federation allows meal costs during meetings. This luncheon allows members to share ideas and network with fellow librarian.

Postage for mailing book club discussion kits to and from SCF libraries. Book discussion kits are very popular among readers. This provides them the opportunity to read books that they would otherwise have to purchase themselves but really can't afford to do. Postage costs an average of \$10 per kit to and from an library.

The coordinator's library and City clerk/treasurer are the fiduciary agent for South Central Federation.

Overspending in Program 1, 2, and 4; transfer to Program 5.

New Coordinator's first trip to the State Library Commission meeting to observe how reports are given to Commission members.

Nancy Schmidt and Kate Lewis attended SLC Meeting June 4 in Helena. Overnight stay in Helena for Federation Coordinator's Meeting.

Federation Annual Report FY 2014 July 2013 Through June 2014

SIGNATURES

Federation Tamarack

Coordinator's Missoula Public Library
Library

Coordinator Honore Bray

Signature _____ Date _____

Chairperson Christine Prescott
- Board of
Trustees

Signature _____ Date _____

The Coal Severance Tax (CST) Revenue Accountability Report System requires the Federation Annual Report. The report relates to the Plan of Service, which was adopted at the beginning of the fiscal year as a planning document.

AWARD/EXPENSE SUMMARY

Total CST Award: \$41,254.74

Total CST Expended: \$41,254.00

EXPENDITURES BY PROGRAM

Program 1 - Two Membership Meetings	\$8,309.00
Program 2 - Training and Professional Development	\$7,518.30
Program 3 - Technology	\$10,102.00
Program 4 - Expanding and sharing collections	\$12,971.70
Program 5 - Planning for Building Improvement	\$2,353.00
Total:	\$41,254.00

EXPENDITURES BY LIBRARY

Library	Status	Total Award	Award Expenses	Local Expenses
Bitterroot Public Library	Active	\$2,353.00	\$2,353.00	\$0.00
Darby Community Public Library	Active	\$2,353.00	\$2,353.00	\$341.56
ImagineIF Kalispell	Active	\$2,353.00	\$2,353.00	\$11,964.00
Lincoln County Public Libraries	Active	\$2,353.00	\$2,353.00	\$1,417.00
Mineral County Public Library	Active	\$2,353.00	\$2,353.00	\$0.00
Missoula Public Library	Active	\$10,662.00	\$10,662.00	\$22,309.00
North Lake County Public Library	Active	\$2,353.00	\$2,353.00	\$622.85
North Valley Public Library	Active	\$2,353.00	\$2,353.00	\$110.00
Plains Public Library District	Active	\$2,353.00	\$2,353.00	\$0.00
Preston Hot Springs Town-County Library	Active	\$2,353.00	\$2,353.00	\$0.00
Ronan Library District	Active	\$2,356.00	\$2,356.00	\$1,480.45
St Ignatius School-Community Library	Active	\$2,353.00	\$2,353.00	\$193.00
Thompson Falls Public Library	Active	\$2,353.00	\$2,353.00	\$7,527.00
Whitefish Community Library	Active	\$2,353.00	\$2,353.00	\$131.30
Totals:		\$41,254.00	\$41,254.00	\$46,096.16

PUBLIC VALUE SUMMARY BY PROGRAM

Program 1 - Two Membership Meetings

Narrative

Two membership meetings will be held in FY 2013. The spring meeting will be a two day meeting. The business of the Federation will be conducted and a full day of training for Trustees and Librarians will take place. Expenses will be covered for a Public Library Trustee and a Librarian from each of the active Public Libraries. Expenses for one member of a School or Special Library will be covered. Mileage to the meeting is at the expense of each library.

The fall meeting will be conducted via a conference call. CE will not be available during the fall meeting. All Public Libraries must send a representative to both meetings to qualify as an active member. If a Public Library is not represented due to an emergency

the executive committee will determine if the library will have active or inactive status. It is beneficial that the Montana State Library staff and State Commissioners participate in the meetings.

The coordinator will:

- Arrange meetings
- Create and distribute appropriate notices and documents for the meetings
- Attend at least 3 State Library Commissioners meetings
- The Federation Coordinator Library will receive \$1000 to help defray the costs for travel and other Federation Expenses.

Included in each years business:

- Conduct the business of the federation, including election of officers, in accordance with its by-laws
- create the POS for the following year in a timely manner with membership participation.

Public Value

Librarians and trustees meet to network, learn about trust in the workplace, policy development, and more.

Networking is an important part of this meeting for the Trustees. It is when they are exposed to policy, programs, and working relationships with other library Trustees. Networking is also an important part of the meetings for the Library workers. When individuals are not reinventing the wheel on projects of interest it is more beneficial to the Library, Community and the Users. Partnerships are build that save time and money.

Program 2 - Training and Professional Development

Narrative

Library staff will attend training and/or professional opportunities at local, state and national levels. Includes but is not limited to workshops, on-line courses, conferences and academic classes. Registration, mileage, lodging, meals and materials may be included in the costs.

Public Value

Training and Professional Development helps to improve library services to the public. It creates a learning platform that allows all parties to begin at the same level and strive to improve the services to the public. The Tamarack Federation of Libraries work on many consortia projects together providing equal access to all across the Federation Libraries. Staying current and relevant to our users is a very important goal in our libraries.

Program 3 - Technology

Narrative

Purchases may include, but are not limited to: Computer hardware, software and

upgrades, firewall security, Printers, scanners, Membership costs for OCIC, Montana Shared Catalog, Virtual Reference, Database costs
Outreach and public relations costs promoting access to collections and library services
(Example of costs outside the scope of this program include, but are not limited to: e-books, furniture, barcodes and other

Public Value

Some of the skills that have been important in Libraries in the past year were:

Cataloging and ILL services to improve access to users

CIPA Compliance to remain eligible for Federal Funds

Knowledgeable IT staff to keep the technology running for the users

Tamarack Federation monies for FY2014 have continued to be dedicated to our digitization project for the local newspaper, The Flathead Courier. The acid-free storage boxes were purchased to preserve the microfilm.

Preserves the data in a contemporary format for online access with OCR capabilities.

Continuation of the Digitization Projects to preserve local history in many of the communities.

Publications after 1922 have not entered the public domain. Efforts to obtain the permission rights for online access have failed with the current publisher. We are proceeding with the project to preserve the historical content and to have it available within the library. Oftentimes, our information is the only local copy still in existence. Headphones on the computers, allows patrons to listen to what they like, without disturbing other patrons. The sets with microphones will also allow patrons to participate in Skype, or webinars.

New software allows us to scan easily for patrons and save their documents in a variety of formats, which then allows the patrons to share their scanned documents however they would like.

Flat screen TV's helps us get out information to our patrons concerning what is going on at the library. It will replace our little video picture screen (5x7) that we use now. This TV will also help when we do trainings on the computers as it will be used to show what we are talking about to our patrons on the other computers. We know this will be a big part of any of the computer teaching elements in our library and when not in use for that will help our patrons know about the partner group, what databases they can access, and what programming is available at the library. It will be on a much larger scale and be better viewed by our patrons

Allows printing for patrons.

Having the newest updated device allows staff and patrons how the devices work and assists patrons in deciding which type of device they would like to purchase. Having the new devices on hand also gives staff an opportunity to learn how they work, so they are better able to assist patrons with their own devices.

allows our patrons access to a world of services by partnering with other libraries withing the state that we would not be able to provide on our own.

Rural libraries are able to provide access for users to file for unemployment, apply for jobs, find out about jobs, access their email to stay in contact with family and friends, print resumes, shop online, sell on ebay, access medical and legal information and many other uses they may have.

The new computers also give staff the ability to keep up with email, purchase materials, process the materials we purchase, access webinars and classes for continuing

education, network with other librarians, etc.

Participation in the Montana Shared Catalog provides patrons at most of our libraries a standardized system for locating, placing holds, and checking out materials.

Our computer system is our link to the Montana Shared catalog and internet resources that keep our staff and patrons connected to shared library services and information. This will benefit the patrons to have up to date software for doing school projects, resumes, and just being able to have professional looking letters. We are always being asked to have the latest Microsoft Office software. It especially helps those school children with no computers at home.

These UPSs will help the staff and patron be able to take down the computers gracefully during a brown out or black out that happens all the time especially during the winter. This purchase will help update the older UPSs that have been moved to other patron computers and the reader/printer. This will enable the computers to be shutdown gracefully by the patron or staff making the computers safer to use and last longer. We are in the process of upgrading our internet services for the public. We are upgrading from 25 Mbps to 100 Mbps, which will allow for faster upload and download speeds for our patrons. To be able to accomplish this, we had to be able to run some more cable. We expect our patrons will truly enjoy the faster bandwidth, especially when the library is full of computer users.

The old clunky color inkjet printers we have had kept breaking down and print quality was terrible (if we could even get them to work). Patrons needed an alternative to the print shop in town for color printing, and this is that alternative. The Printer also has duplex scanning and duplex printing capabilities, which comes in very handy when patrons have long, double sided documents to scan or copy.

See benefits listed under printer

Program 4 - Expanding and sharing collections

Narrative

Libraries may purchase and share collection materials in accordance with the Tamarack Federation Collection Policy, including creating Book Club kits. To encourage and assist in sharing collections, libraries may choose to apply funds to courier and or postage costs.

Public Value

While individual libraries provide excellent service to their patrons the fact that we are able to share our collections in a timely manner is a huge bonus. It not only saves space but saves money. Libraries no longer need to actually own an item or find space for it on the shelf. We can place hold through Partners' and have it delivered by courier.

The Partner Library Resource Sharing system allows certain Montana Libraries to seamlessly share their collections. Customers place holds and items can come from as far as Glendive to be picked up at the tiny Bigfork library. This system expands our collections thousand-fold and gives our users quick access to those collections. Allows patrons to access downloadable ebooks and audiobooks for free.

Shared library program which allows patrons greater access to materials.

Audio books on CD are still highly popular in our area. This gives patrons new books to

choose from and allows us to offer new titles through InterLibrary Loan. Patrons who have difficulty reading regular print books love the Large Print. These new books will also be shared through InterLibrary Loan Junior Library Guild subscriptions are a great way to get new, up to date, quality books to our younger patrons. Tamarack monies were used to add to the Easy Reader collection for young patrons and to the Non-Fiction Elementary Collection. Patrons have already commented on some of the new great, children's nonfiction that is showing up monthly. (our current collection is VERY old and did not grab the children's attention)

The award helped us pay the postage fees when lending and borrowing materials through the inter library loan program. Through the inter library loan program, our collection and the collections of all other libraries who participate are greatly expanded and made available.

Program 5 - Planning for Building Improvement

Narrative

Libraries may use funds to support the costs of planning for the best use of space directly related to federation-wide activities. Costs may include, but are not limited to: - Consultant fees and travel -Design models -Wireless feasibility studies -Cost analysis reviews for adding a courier access area

Public Value

With a larger library and sorting area, the collection can be increased and improved, including our ability to service the other Montana library's shared catalog requests and interlibrary loan requests.

MONTANA STATE LIBRARY COMMISSION WORK PLAN FY 2015

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.

At the August 13 Commission Meeting, the Commission heard a presentation on the Montana Cadastral Administration through Streamlined Parcel Adjustment Workflows (CATSPAW).

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.

At the August 13 Commission Meeting, the Commission heard a presentation on the new Montana Natural Heritage Program MapViewer application.

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.

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;

Commissioner Roberts attended the Sage Brush Federation Meeting in Miles City on September 13, 2014.

Commissioner Scheetz attended the Golden Plains Federation Meeting in Wolf Point on September 18, 2014.

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;

A program proposal to host this session has been submitted to the MLA conference planner.

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 2015. 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.

The Research Institute for Public Libraries has scheduled this event. The dates are July 27-30 and the meeting will be held in Colorado Springs, Colorado.

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.

Scheduled for the October 8 Commission meeting.

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.

Commission appointments are pending.

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.

An invitation has been sent to the Governor's staff.

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.

At the August 13 Commission Meeting, the Commission reviewed the State Library FY '15 work plans.



JULY		AUGUST		SEPTEMBER		NOTES
1		1		1		Regular August meeting agenda items: FY 14 final fiscal report FY 15 opening budget Programs and Commission work plans
2		2		2		
3		3		3		
4		4		4		
5		5		5		
6		6		6		
7		7		7		
8		8		8		
9		9		9		
10		10		10		
11		11		11		
12		12		12		
13		13	August Commission Meeting	13	South Central Federation Meeting	
14		14		14		
15		15		15		
16		16		16		
17		17		17		
18		18		18	Golden Plains Federation Meeting	Golden Plains Federation Meeting Roosevelt County Library Commissioner attending: Anita Scheetz Staff attending: Sarah McHugh
19		19		19		
20		20		20		
21		21		21		
22		22		22		
23		23		23		
24		24		24		
25		25		25		
26		26		26	Montana Shared Catalog Annual Meeting, Helena	Montana Shared Catalog Annual Meeting Carroll College, Helena, MT
27		27		27	Fall Workshop	Fall Workshop Red Lion Colonial Inn, Helena, MT All Commissioners invited Contact Marlys Stark to register
28		28		28	Helena, MT	
29		29		29		
30		30		30		
31		31				



OCTOBER			NOVEMBER			DECEMBER			NOTES
1			1	Sagebrush Federation Meeting		1			Regular October meeting agenda items:
2			2			2			FY 15 1 st Quarter Financials
3			3			3			FY 14 Federation Reports
4			4			4			TBL Volunteer Luncheon
5			5			5			Our Lady of the Valley Catholic Church
6			6	Network Advisory Council Meeting		6			Helena, MT
7			7			7			All Commissioners invited
8	October Commission Meeting		8			8			Broad Valleys Federation Meeting
9	TBL Volunteer Luncheon; Broad Valleys Federation Meeting		9			9			Conference Call
10			10			10	December Commission Meeting		Commissioner attending: Anne Kish
11			11			11			Staff attendance: Jennie Stapp
12			12			12			Pathfinder Federation Meeting
13			13	Montana Land Information Advisory Council Meeting		13			Chouteau County Public Library
14			14			14			Commissioner attending: Aaron
15			15			15			LaFromboise
16	Pathfinder & Tamarack Federation Meetings		16			16			Staff attending: Sarah McHugh
17			17			17			Tamarack Federation Meeting
18			18			18			Conference Call
19			19			19			Commissioner attending: Bruce
20			20			20			Newell
21			21			21			Staff attending: Jennie Stapp
22			22			22			Sage Brush Federation Meeting
23			23			23			Miles City Public Library
24			24			24			Commissioner attending: Anita
25			25			25			Scheetz
26			26			26			Staff attending: Jennie Stapp
27			27			27			Regular December meeting agenda items:
28			28			28			Legislative update and planning
29			29			29			FY 15 Land Plan approval
30			30			30			Network Advisory Council Report
31			31			31			2015 meeting dates selection



JANUARY		FEBRUARY		MARCH		NOTES
1	Library Legislative Day TBD	1		1		Library Legislative Day TBD
2	Legislative Budget Testimony TBD	2		2		All Commissioners invited
3		3		3		
4		4		4		Legislative Budget Hearing TBD
5	Day 1 2015 Legislative Session	5		5		Commissioner Testimony: Colet Bartow
6		6		6	Broad Valleys Federation Retreat	
7		7		7	(tentative) Butte, MT	Regular February meeting agenda items:
8		8		8		Legislative update
9		9		9		FY 15 2 nd Quarter financial report
10		10		10		Planning for Conversations w/ Commission session
11		11	Tentative February Commission Meeting	11		
12		12		12		Final Spring Federation Meeting Dates TBD
13		13		13		Broad Valleys Federation Retreat
14		14		14		Finlen Hotel, Butte, MT
15		15		15		Commissioner attending: TBD
16		16		16		Staff attendance: TBD
17		17		17		
18		18		18		South Central Federation Meeting
19		19		19		TBD
20		20		20		Commissioner attending: TBD
21		21		21		Staff attendance: TBD
22		22		22		
23		23		23		Golden Plains Federation Meeting
24		24		24		Roosevelt County Library
25		25		25		Commissioner attending: TBD
26		26	Legislative transmittal	26		Staff attendance: TBD
27		27		27		
28		28		28		Sagebrush Federation Meeting
29				29		Miles City Public Library (tentative)
30				30		Commissioner attending: TBD
31				31		Staff attendance: TBD



APRIL		MAY		JUNE		NOTES
1		1		1		<p>Regular April meeting agenda items:</p> <p>Legislative update</p> <p>Network Advisory Council Report</p> <p>FY 15 3rd Quarter financial report</p> <p>Montana Library Association Annual Conference</p> <p>Bozeman, MT</p> <p>Conversations w/ the Commission TBD</p> <p>Pathfinder Federation Meeting</p> <p>Chouteau County Public Library</p> <p>Commissioner attending: TBD</p> <p>Staff attending: TBD</p> <p>Tamarack Federation Retreat</p> <p>Marina Kay, Big Fork, MT</p> <p>Commissioner attending: TBD</p> <p>Staff attending: TBD</p> <p>Regular June meeting agenda items:</p> <p>Legislative wrap-up</p> <p>FY 16 MLIA grant approval</p> <p>FY 16 Federation Plans of Service</p> <p>Research Institute for Public Libraries</p> <p>July 27-30, 2015, Colorado Sprgs, CO</p>
2		2		2		
3		3		3		
4		4	National Library Legislative Day	4		
5		5	Washington, DC	5		
6		6		6		
7		7		7		
8	Tentative April Commission Meeting	8		8		
9	Montana Library Assn. Conference	9		9		
10	MLA Continued	10		10		
11	MLA Continued	11		11		
12		12		12		
13		13		13		
14		14	Pathfinder Federation Meeting (tentative)	14		
15		15	Tamarack Federation Retreat	15		
16		16	Big Fork, MT	16		
17		17		17		
18		18		18		
19		19		19		
20		20		20		
21		21		21		
22		22		22		
23		23		23		
24		24		24	Tentative June Commission Meeting	
25		25		25		
26		26		26		
27	90th Legislative Day (tentative)	27		27		
28		28		28		
29		29		29		
30		30		30		
		31				