

Montana State Library Commission
Wednesday, February 11, 2015
9:30 a.m.
MSL Grizzly Conference Room
And online via GoToMeeting

AGENDA

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

Members of the public who wish to join the virtual meeting should contact Marlys Stark at 406-444-3384 by 5:00 pm on Tuesday, February 10, 2015.

9:30 am Call to Order

- Introductions

Additions or changes to agenda

Approval of Minutes – **Action**

- December 10, 2014

State Library's report – Stapp

Organizational review overview – Nedra Chandler, Triangle Associates

Legislative update – Stapp

FY'15 second quarter financial report – Schmitz – **Action**

Statewide consulting survey results - McHugh

Draft State Library Administrative Rules update – Stapp - **Action**

Commission Goals and Objectives – Commission

- Commission bylaws annual review – **Action**
- Calendar Commission
 - Spring federation meetings attendance
 - Broad Valleys: February 27-28, Butte
 - Sagebrush: March 7, Miles City
 - South Central: March 21, Joliet
 - Golden Plains: April 25, Wolf Point

- Tamarack: May 15-16, Big Fork
- Pathfinder: May 21, Fort Benton

- Montana Library Association conference
 - Commission Meeting 10:00 a.m., Wednesday, April 8, Bozeman
 - Conversation with the Commission, Thursday, April 9, 8:30 to 10:00 a.m., HolidayInn or GranTree Hotel

- National Library Legislative Day, May 4 & 5, 2015, Washington, D.C.

- April Commission meeting tentative agenda items: Network Advisory Council update, third quarter financial report, MSC new member applications; FY'15 LSTA budget approval.

Other business/announcements

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

DRAFT

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

ATTENDEES:

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

Staff: Ken Adams, Christie Briggs, Allan Cox, Jacki Crepeau, Bobbi deMontigny, Karen Dimmitt, Michael Fashoway, Jo Flick (online), Sara Groves, Evan Hammer, Erin Harris, Pam Henley (online), Jim Kammerer, Stu Kirkpatrick, Sarah McHugh, Lauren McMullen (online), Carolyn Meier, Cara Orban (online), Suzanne Reymer (online), Kris Schmitz, Jennie Stapp, and Marlys Stark.

Visitors: Nick Brown, Nanette Gilbertson, Judy Hart, Howard Hanford, Nancy Hanford, Lisa Mecklenberg-Jackson (online), Dennis Parman, Sirie Smilie.

Commissioner Bartow called the meeting to order at 9:30 a.m.

CHANGES OR ADDITIONS TO AGENDA:

This meeting and most future meetings will be broadcast via GoToMeeting.

Nancy Hanford, the immediate past president of the General Federation of Women's Clubs will be making a few remarks after introductions.

INTRODUCTIONS:

Jim Kammerer introduced the new Client Services Technician for Library Information Services, Karen Dimmitt

STAFF LONGEVITY PINS:

Suzanne Reymer received a 15 year longevity pin and Michael Fashoway was presented with a 10 year pin.

NANCY HANFORD:

Nancy Hanford gave a brief summary of the General Federation of Women's Clubs in the nation and in the state and her own involvement. The American Library Association (ALA) credits them with starting or establishing over 75 percent of the nations' libraries. During her term in office 895 projects were reported as completed. Her reason for attending the commission meeting today is that her special project for her term as president was based on vision and reading and through a google search found the Montana Talking Book Library (MTBL) website. She made a projected pledge from the group of \$10,000 over two

years. Adina Fox from Ronan was the fundraiser and the GFWC of MT group ended up giving MTBL a \$17,000 check. In addition to their fundraising, they also pledge to share the MTBL story and services with others. She was very appreciative of the services provided by Christie and her staff.

APPROVAL OF MINUTES:

Motion was made by Commissioner Roberts and seconded by Commissioner LaFromboise to approve the October 8, 2014 minutes as presented and the motion passed.

STATE LIBRARIAN'S REPORT:

In addition to the MTBL donation from the GFWC of MT, MSL also received \$5,000 from the Robert Moran estate. Mr. Moran was the longtime librarian in Red Lodge. The donation is intended to support library development in Montana. Statewide Library Resources will determine how best to spend the donation.

MSL is moving forward with a pilot to provide GoToMeeting licenses for all public libraries around the state by acquiring 82 licenses in addition to those used by the state library. This resource should be a great tool for librarians and might increase attendance at other meetings as their knowledge of GoToMeeting increases.

The Montana Land Information Account (MLIA) is still collecting fewer funds than average. The report includes a projection of \$14,000 less than the land plan funding budgets with the shortfall being made up through cost savings. Approval of the land plan will be requested later in the agenda.

E-rate ex parte comments were shared. E-rate funding for broadband deployment will increase and funding for plain old telephone services will be phased out. The hope is still that the urban cluster designation status will be addressed. Schools, Health and Libraries Broadband (SHLB) coalition authored a report this fall which determined the cost to deploy broadband in different geographic regions of the country. That report was cited in the Federal Communication Commission's call for additional funding. Jennie has been elected chair for the SHLB coalition this year which has operated in adhoc fashion since its start in 2009. It has received grant funding from the Gates Foundation to formulate operations and they will be hiring a development director and renting office space.

The organizational review contractors Nedra Chandler and Scott Graber of Triangle Associates have conducted interviews with about 17 staff and Commission Chair Bartow and have met a couple of meetings with the managers. They will be sharing information about their work to date at the staff meeting next week and will then ask for additional online input from staff. They will evaluate specific work flow within the digital library and will produce options for organizational improvements as their final deliverable.

A board handbook developed by Stacey Otterstrom from the Governor's office was e-mailed out earlier this week and should be useful during the work session this afternoon.

EARLY EDGE MONTANA OVERVIEW:

Sirie Smilie from Governor Bullock's office works closely with Shannon O'Brien who attended a previous commission meeting. Early Edge is a high priority with the Governor and his administration that would fund grants to schools districts to create public preschool options for four year olds. Montana is one of eight states that haven't invested in early literacy and this initiative would change that. Early literacy helps to increase graduation rates and lower incarceration rates. Across the state, some school districts have funded their own programs. The block grants would fund high quality programs which meets set standards, builds on community strengths and programs and has an ability to partner with others. The Governor's Office and the Office of Public Instruction (OPI) just received notice that they received a federal preschool development grant which is renewable up to four years and targeted sixteen high need communities, eight of which are tribal. The Governor is just asking for support from the state library.

OFFICE OF PUBLIC INSTRUCTION (OPI) LEGISLATIVE AGENDA:

Dennis Parman gave a brief summary of some of priorities and bills for OPI. As an elected official, Superintendent Juneau can request things to go through interim committee or the appropriations as well as the Executive Planning Process (EPP). There were several things that were not in the governor's budget that will be requested through other means. Included in OPI's priorities is an increase to present law as they are again trying to get funding for students that are older or dropouts, eliminating the winter enrollment count which didn't work out the way the proposers had hoped, a couple of legislators are trying to make a bullying law and there are two projects that weren't funded that will be put through the appropriations process. The first of those is an expansion issue which includes three FTE and funding to work on data collection and cleanup for the website data warehouse. A previous unfunded requirement was to report the salary of every single employee at any school so funding is needed. The second request that will be going through appropriations is for the Montana Digital Academy which has experienced growth every year and so one time only money has been requested every session. They have had a target of an annual enrollment of 10,000 which has stalled at 9,700. Huge cuts would be required if funding isn't appropriated. The bill with the set fees for the Academy does not match up with the actual needs. Tutor.com and other similar items are used by the Academy.

MONTANA LIBRARY ASSOCIATION (MLA) LEGISLATIVE AGENDA:

MLA lobbyist, Nanette Gilbertson works with many agencies and groups and gives kudos to the State Library as one of the easiest agencies to work with. The 2013 per capita per square mile for state aid funding increase was a major success and libraries have done a good job of reporting back how the funds have been used for their communities. They have been very creative and had a big span of uses. In September, they went to the Education and Local Government interim committee with a report on the increase and what the funding was used for. They brought in Laura Trapp from Helena to report on the day in the life of a teacher/librarian and sent a copy of the funding report out to several entities.

In 2015 they will support the state library budget as well as working to reduce the impact of a four percent FTE reduction. Their second priority will be to report out to the sub-committee on the impact of the increased state aid and the third will be to support the early literacy position without a full on lobbying effort. They will also monitor the bill drafts. MLA will also follow up and monitor or support the university integrated library proposal, monitor freedom of speech issues, etc.

Library Legislative Day will be held January 15 along with advocacy training, children and youth training, taking Read pictures for the legislators' and their libraries to get READ posters and much more.

COAL SEVERANCE TAX SHARED ACCOUNT OVERVIEW:

Nick Brown from the Legislative Fiscal Division gave an explanation of how the account works and where funding comes from and goes to. He does believe there will be some increases in the immediate future but no long term projection. Micaela Kurth is the new legislative fiscal analyst that the State Library will be working with.

MSL LEGISLATIVE UPDATE:

As of this morning there are 1,961 proposed bill drafts and MSL staff is tracking and monitoring bills to find any that might affect libraries as well as see when any action might be needed.

One new proposal which was included in the Governor's budget is the water manager position. All others that had been pending were not included in the final budget. The legislature will prepare their budget analysis based on FY15 appropriated funds rather than FY 14 actuals on which the Governor's budget which is built. The budgeting system is also being changed at this time. Staff will analyze what is being entered. MSL will have to explain why they can't take the four percent reduction in FTE.

There will be a reduction in state aid in the budget because it all will be shifted out of House Bill 2 and into the statutory appropriations and there will be a coal severance tax reduction due to the reduction in revenue projections.

Subcommittee has two fewer members. There is no date currently set for the budget hearing although people are being lined up to testify. The remodel funding was not included in the long range planning bill.

Staff will monitor the state pay plan bill which currently provides a fifty cent per hour increase for employees each year effective the first pay period in October as well as a ten percent increase in state share the first year and an eight percent increase in the state share the second year.

LC1218 changes quite a bit of the language in the broadband pay plans and expands definitions. LC1273 would repeal the electronic government advisory board and transfer

those duties to the information technology board. MSL does have a seat on the egov and the IT board. The state librarian supports this proposal because the role of the egov board has morphed largely into oversight of a single IT contract.

Allan Cox shared an update at the Natural Heritage Program (NHP) partners meeting where he shared the news that funding for the program contract was not included in the Governor's budget. Allan shared a copy of a prepared PowerPoint with this information with the commissioners.

LIBRARY SERVICES TECHNOLOGY ACT (LSTA) FY'14 BUDGET UPDATE:

The commission discussed the proposed changes as presented.

Motion was made by Commissioner Scheetz and seconded by Commissioner Newell to approve the additional funding for the three projects and the motion passed.

Recess at 11:55 a.m. and reconvene at 12:30 p.m.

NETWORK ADVISORY COUNCIL (NAC) REPORT:

NAC presents some remaining FY'14 LSTA fund recommendations for approval. These are changes from what is already approved due to updated amounts and explanations are attached.

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

MONTANA LAND INFORMATION ACT LEGISLATIVE REPORT:

The report is required by statute and is based off of the annual land plan. The FY'14 land plan was based on FY'13 MLIA collections which were the highest on record while FY'14 was the lowest record collections year. The council approved the report in November to be presented to the commission for approval.

Motion was made by Commissioner Roberts and seconded by Commissioner Scheetz to approve the MLIA Legislative Report as presented and the motion passed.

FY'16 MONTANA LAND PLAN:

In November the council approved the submitted plan to be presented to the commission for approval. The plan is required annually and outlines accomplishments, upcoming plans, grant criteria and a budget for GIS coordination, Montana Spatial Data Infrastructure Development and MLIA grants. Funding is down so the budget had to be cut by \$200,000. The cuts were split evenly between the grant program and operations and several options to save money or gain other sources of incomes are being researched. Areas of priorities

are outlined in the plan. There is a strong need for funding as the plan is used to support a lot of things.

Motion was made by Commissioner Newell and seconded by Commissioner LaFromboise to approve the Land Plan as submitted and the motion passed.

COMMISSION GOALS AND OBJECTIVES:

The 2015 meetings dates are based on the customary schedule of the second Wednesday of every other month with the June meeting being late because the state librarian is not available until later in the month. The proposed date was June 24 but there are conflicts with that date so the June date will be the 23rd and all other dates will remain as proposed. The April meeting will be held in Bozeman in conjunction with MLA and the August meeting will likely be held in a different town also with details to be arranged later.

Any commissioner interested in attending the Research Institute for Public Libraries event in Colorado July 27 through July 30 should e-mail Colet.

A commissioner needs to attend the Legislative Day in Washington D.C. May 4 and 5 with travel May 3 and 6. Commissioner Kish said she will if nobody else wishes too since she has attended in the last few year.

Commissioner Gransbery announced that he will not seek to be re-appointed to the commission.

Commissioner Scheetz attended the stroll in Twin Bridges and visited that library. She also visited the Virginia City library and saw the new addition which should be open in April.

Commissioner Newell attended the NHP partners' group meeting which he reported as a terrific group that really depends on NHP.

Allan Cox added that they did appreciate a commissioner attending and he felt having Evan Hammer attend and Jennie Stapp chair the meeting shows the importance of NHP.

PUBLIC COMMENT:

There were none received.

OTHER BUSINESS & ANNOUNCEMENTS:

There were none.

ADJOURNMENT:

Motion was made by Commissioner Roberts and seconded by Commissioner Kish to adjourn the meeting and the motion passed. Time of adjournment was 2:21 p.m.

FINAL

**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING
9:30 A.M., OCTOBER 8, 2014
HELENA, MONTANA**

ATTENDEES:

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

Staff: Ken Adams, Christie Briggs, Allan Cox, Bobbi deMontigny, Sara Groves, Evan Hammer, Jemma Hazen, Jim Kammerer, Stu Kirkpatrick, Sarah McHugh, Cara Orban, Andrea Pipp, Kris Schmitz, Jennie Stapp, and Marlys Stark.

Visitors: Brett Allen, Honore Bray, Janeen Brookie, Judy Hart, Nancy Schmidt and Sonja Woods.

Commissioner Bartow called the meeting to order at 9:30 a.m.

CHANGES OR ADDITIONS TO AGENDA:

The Montana Land Information Act (MLIA) grant presentation will not be held this meeting. New staff will be introduced. The longevity pin presentation will be moved to later in the meeting when the recipient is able to join the meeting.

INTRODUCTIONS:

Talking Book Library (MTBL) welcomes new Readers' Advisor Bobbi deMontigny. Montana Shared Catalog (MSC) welcomes Jemma Hazen back as the Technical Services Assistant. MSC also congratulates Amy Marchwick in her new position as the Systems Technician. Natural Heritage Program (NHP) welcomes Andrea Pipp as the Botany Program Manager.

APPROVAL OF MINUTES:

Motion was made by Commissioner Roberts and seconded by Commissioner LaFromboise to approve the August 13, 2014 minutes as presented and the motion passed.

STATE LIBRARIAN'S REPORT:

Staff has been very busy and coming off a successful fall workshop with over 100 attendees including several trustees and Commissioners Scheetz, LaFromboise and Bartow. Congratulations to Statewide Library Resources (SLR) staff for their hard work.

The commissioners have received e-mails updating them on the current situation with the coal severance tax monies. The latest indication is that MSL should expect only a seven percent reduction or about \$42,000 in FY'15. Therefore there is no need to

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extend the EBSCO contract so a request for proposal (RFP) process may be done sometime within the year. MSL and Office of Public Instruction (OPI) will split the tutor.com license fee to make up for the needed expenditure reduction. FY'14 status quo is the projection for the next biennium. More information will be provided in December.

More work is being done to modernize the e-rate program. Comments continue to be submitted to the FCC in order to promote an ideal solution for everyone. Current changes were positive impact for some libraries but the rural/urban designation would be detrimental to many Montana libraries. Staff will continue to monitor the work and submit comments and keep the commission updated.

FY'14 was the worst year ever for collections for the real estate recording per page fee. A percentage of that fee goes into the MLIAC account to fund grants and FTE. There was about a \$200,000 reduction in funds for that account. There are several factors that play into this but it is likely that future collections will remain lower than in years past so other forms of funding will need to be found.

A survey on the SLR consulting changes has been distributed. Results and evaluations will be brought to the commission in December or February.

A state agency pay task force is collecting pay equality information. More information on their findings will be shared in the future.

An RFP for an outside professional review of business priorities and workflow went out and two responses were received. An interview with one group will be held for the end of October and will include a discussion of deliverables. The ultimate goal is to have ideas for efficiency and streamlining for management to work with but it isn't definite that any recommendations will be acted on.

During the last Montana Shared Catalog (MSC) meeting, the long range plan was discussed. The draft goals are a good start but more action items that are specific as to what shall be accomplished in the next five years need to be added. There was a very good mission and vision statement discussion. The spring meeting will be held the first Thursday and Friday of May.

The MSL open positions are being reviewed. The cataloging profile is being reviewed and reworked. Amy Marchwick has been hired in a new position and her position will be open soon.

OverDrive was renewed for six years without a RFP or open process because procurement determined that the nature of the subscribed materials allowed for that decision.

FY'15 PROGRAM WORK PLANS:

There were no questions regarding either the Central Services or Talking Book Library work plans.

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EXECUTIVE PLANNING PROCESS (EPP) AND LEGISLATIVE STATUS:

Senator Tropilla gave MSL a commendation for transparency in which we've managed and demonstrated the benefits from the increased state aid. Kudos were given to Judy Hart, the MLA and many Montana libraries for their input.

There have been no real changes since the last report. MSL will track any bills of interest to their patrons or responsibilities.

MSL did receive instruction regarding the four percent FTE reduction and were allowed flexibility by assigning the reduction to a dummy position.

Planning for the library legislative night has begun although no date has been assigned yet. MLA and OPI legislative priorities will be discussed in the December meeting. A work session to discuss talking points, how to track bills and other priorities will also be held in December.

FY'15 FIRST QUARTER BUDGET:

This report shows HB2 items that were on the startup budget presented last meeting as well as carryover funds for contracts and other funding sources. This is the budget picture after one quarter.

Motion was made by Commissioner Gransbery and seconded by Commissioner Kish to approve the opening FY'15 first quarter budget report and the motion passed.

FEDERATION FY'14 ANNUAL REPORTS:

All of the federation coordinators were available to present the reports for their libraries. There were no changes to the submitted reports or from the original approved plans of service.

Motion was made by Commissioner LaFromboise and seconded by Commissioner Newell to approve the federation FY'14 annual reports as presented and the motion passed.

COURIER CONTRACT AND COST SHARE FORMULA UPDATE:

A RFP went out for a courier contract with responses originally being due September 4. None was received at that time but due to internal issues from one of the possible respondents, procurement extended the deadline to September 22. Funding therefore will all come from FY'14 LSTA. The scoring committee will meet next week to review the Critelli response. Staff will work on a cost sharing formula to be discussed by the advisory board and then submitted to the NAC and the commission for approval. The goal is to allow growth of the courier program by expanding to Great Falls and some highline towns such as Havre and Shelby.

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MONTANA LAND INFORMATION ACT FY'14 GRANT RECIPIENT PRESENTATION:

This agenda item will be moved to a later meeting.

STAFF LONGEVITY PINS:

Jennie Stapp presented a ten year pin to Sara Groves.

COMMISSION GOALS AND OBJECTIVES:

The work plan is updated as Jennie is informed of accomplishments. The calendar that was previously requested has been put together and Jennie will update that throughout the year.

Commissioner Newell attended the South Central Federation meeting and plans to attend the Tamarack Federation meeting, Commissioner Kish will attend the Broad Valleys Federation meeting, Commissioner LaFromboise will attend the Pathfinder Federation meeting, Commissioner Scheetz will attend the Sagebrush Federation meeting and Commissioner Bartow plans to attend the MLIAC meeting in November.

Commissioner LaFromboise has been visiting a couple of libraries as a student.

PUBLIC COMMENT:

There were none received.

OTHER BUSINESS & ANNOUNCEMENTS:

There were none.

ADJOURNMENT:

Motion was made by Commissioner Roberts and seconded by Commissioner LaFromboise to adjourn the meeting and the motion passed. Time of adjournment was 12:12 p.m.

Memo

To: Montana State Library Commission

From: Jennie Stapp, State Librarian

Date: February 6, 2015

Re: Legislative update

Included with this memo is a handout that the State Library presented to the Joint Appropriations Subcommittee for Education. It outlines the budget motions the State Library requested to fund our budget for fiscal years 16 and 17 and is a useful guide to help monitor the progress of our budget as it moves through the session.

In mid-January the State Library became aware of LC 2289, Generally Revise Library Laws, sponsored by Sen. Dee Brown. This bill draft request is currently on hold and no language has been drafted. Because the draft request likely pertains to Library District Law, I shared information with Sen. Brown about the recommendations of the [Library District Task Force](#) and their recommendations that you endorsed last year.

The State Library and the Montana Library Association are proponents of House Bill 14 which is a bill from the Governor's Office and is sponsored by Representative Kelly McCarthy of Billings. If passed, the legislation will create, through bonding, a \$15M grant program within the Department of Commerce to fund the deployment of broadband around the state. Grant recipients would include political subdivisions, tribal governments and certified regional development corporations.

The State Library has served as an information witness for the following bills:

- House Bill 123, Generally revise public records laws.
 - This bill would alter a reference contained in 22-1-211, Montana Code Annotated, "Definitions," but it does not change the substance of our statute.
- House Bill 331, a bill that would require the state to remove the name "half-breed" or "breed" from any place name.

- If passed, this bill will create a modest amount of additional work for MSL staff member, Gerry Daumiller, the State Geographic Names Coordinator, to submit newly proposed names to the federal board of Geographic Names.
- House Joint Resolution No. 7, a resolution requesting an interim study of Next-Generation 9-1-1.
 - Next-Generation 9-1-1 systems are Internet Protocol based systems, rather than plain old telephone service systems and are built on geographic information systems (GIS). As such, the systems allow for more accurate call routing based on a callers determined location. The nature of these systems requires well-integrated, standardized GIS data, as is managed by MSL in partnership with local governments.

Other bills of interest include:

- House Bill 10, a funding bill for major state IT expenditures;
- House Bill 13, the state pay plan bill;
 - The currently negotiated plan would include (1) \$.50/hour salary increase each year of the biennium, both increases effective the first pay period in October and (2) increase the state share toward the group benefits plan 10% the first year of the biennium and 8% the second year of the biennium.
- House Bill 155, Develop a digital archives plan;
 - This bill provides funding to the Montana Historical Society to contract for the creation of a plan to implement a digital archives program at the Historical Society.
- House Bill 231, Revise Information Technology Laws;
- House Bill 368, Sunset voter approved property tax levies after certain period of time
 - This bill would require an automatic sunset on all new, voter approved levies after six years. Although the bill would not impact existing library districts and operational levies, it could be detrimental to future library funding. MLA and MACo oppose this bill.
- Senate Bill 220, Repeal the electronic government advisory board and transfer duties.
 - The State Library has a seat on both the electronic government advisory board and the Information Technology Board that would take over the responsibilities of the board if eliminated.
- The Governor's Early Edge Initiative is contained within the proposed budget of the Office of Public Instruction (OPI). Executive Action on the OPI budget is scheduled for Friday, Feb. 13.

We also continue to monitor several bill drafts that have not yet been introduced and for which no information is currently available including:

- LC 543, Interim Study regarding coal phase-out;
- LC 1285, Revise coal taxation laws;
- LC 1656, Generally revise coal tax fund expenditure laws;
- LC 1657, Allocate a portion of coal tax funds to the general fund;

- LC 1928, Revise coal trust allocations to local governments; and
- LC 2348, Generally revise coal severance tax laws.

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).

Motions to support the Montana State Library Base Budget

DP 98 Personal Services Present Law Adjustments	FY16	FY17
• Executive Implementation of the 2015 Pay Increase	\$29,940	\$29,940
• Other present law increases which include longevity and training assignments	<u>\$3,497</u>	<u>\$9,106</u>
Total Fiscal Impact:	\$33,437	\$39,046
Funding sources: General Fund and Federal Special		

To avoid causing the State Library to lay off staff as a result of the 4% FTE reduction, we ask that the subcommittee add back 1.29 FTE. We are not seeking additional funding for these positions; they would be funded with vacancy savings.

• Add 1.29 FTE	\$0.00	\$0.00
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DP 99 LEG. Present Law

Fixed costs:

Most rates for fixed costs are determined by other agencies; final budget amounts will be determined through the legislative process. Examples of fixed costs include:

- Complex Maintenance
- Deadhead
- Human Resources Information System fee
- Insurance
- Motor pool leased vehicles
- Rent
- SABHRS
- SITSD Fixed Costs
- SWCAP
- Warrant Writer
- Workers Compensation Maintenance fee

Additional present law adjustments include:	FY16	FY17
• Legal fees	\$5,555	\$5,555
• LSTA Grant authority	\$1,100,000	\$44,956
• BMSC Grants authority	<u>\$37,019</u>	<u>\$37,047</u>
Total Fiscal Impact:	\$1,142,571	\$87,558

Funding source: Mixed

Motions to support Montanans' information needs

DP 10002 Water Information System Manager

Because 44 statutory programs require state agencies to use a standardized hydrography, or stream flow data, efficiencies could be gained if agencies used a single dataset for these purposes.

This request represents a multi-agency request to permanently fund a position to support the Water Information System to provide support and coordination for this effort.

Thanks to the approval of one-time only monies approved in 2013 the State Library has had a chance to prove the benefit of this position and, with the Governor's support, now seeks permanent funding for this position.

	FY16	FY17
Total fiscal impact:	\$88,665	\$88,449
Funding source: General Fund		

Administrative motions:

DP 10010 HB 203 Library State Aid

The reduction reflected in House Bill 2 is necessary to align that funding under the statutory appropriation created by the passage of HB203 in 2013.

	FY16	FY17
Total fiscal impact:	\$0	\$0
Funding source: General Fund		

DP 10011 Coal Severance Tax Shared Reduction

The proposed reduction in spending authority is recommended based on fluctuating revenue estimates. A reduction in appropriated funds will result in a decrease in the availability of critical online resources used by library patrons around the state.

Legislative revenue estimates show increased revenue in this shared account

	FY16	FY17
Total fiscal impact:	(\$89,554)	(\$96,751)
Funding source: Coal Severance Tax Shared Account		



State Librarian's Report December 2014 and January 2015

Prepared for the February 11, 2015 Commission meeting
by Jennie Stapp, State Librarian

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

At their December meeting the Federal Communications Commission (FCC) released a second order to continue their effort to modernize E-rate. This order follows the first order issued last July. Policy groups with which the State Library partners continue to study the impact of this new order which includes two key elements previously discussed by this commission: 1) The E-rate cap for funding has been increased from \$2.5B to \$3.9B annually making more funding available for broadband deployment, internal connectivity, and service costs, and 2) the FCC reversed their decision from the previous order regarding the definitions of urban, urban cluster, and rural. Libraries must now be in communities with populations of 25,000 or more to be considered urban or urban cluster. This reconsideration is in keeping with ex parte comments we submitted to the FCC in November and will benefit the thirty libraries in Montana that briefly found themselves considered urban following the initial order.

In collaboration with the Montana Library Association, the State Library hosted the biannual Legislative Night at the State Library. It was attended by a record 101 Legislators, the Governor (a first), the Secretary of State, and the Superintendent of Public Instructions as well as numerous librarians, library patrons, and representatives from the Montana Association of Geographic Information Professional and the Montana Association for the Blind. We were told numerous times that Library Legislative Night is a "must attend" event of the session. Due in large part to holding the entire event downstairs, rather than spread through the building, staff reported significantly more and higher quality interaction with attendees.

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.

As the Commission is aware, the State Library has contracted with Nedra Chandler and Scott Graber of Triangle Associates to complete an organizational review of the State Library. 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.

The process for the review is being largely determined by Nedra and Scott. Each have met with managers and staff on a number of occasions. Nedra shared the results of the initial interviews at an all staff meeting on December 17. Following that meeting staff had an opportunity to respond to a survey which asked for feedback about the themes. Additionally Scott is working with the program managers of the Digital Library Division to utilize a process known as value stream mapping to evaluate the various reference request processes used by the Division to look for opportunities for further collaboration. More detail about the organizational review will be shared by Nedra during February 11 meeting.

After months of fluctuating revenue estimates, the Office of Budget and Program Planning has now advised the State Library that FY 15 Coal Severance Tax cuts are not necessary. Because the long-term future of this funding is uncertain until the legislative session is over, staff are planning to spend this money on one-time-only expenditures. Library Information Services will hire a temporary staff person to help complete a number of unmet tasks including a needed inventory. Statewide Library Resources is researching the purchase of eBooks through Ebsco and the option to add additional HomeworkMT sessions.

On January 16, we received official notice from the Institute of Museum and Library Services that we will receive level Library Services and Technology Act funding for FY 15. Our official award amount is \$1,059,140. Staff are currently preparing recommendations for how to expend those funds. These recommendations will be shared at the March Network Advisory Council meeting and with the Commission for action at your April meeting.

Montana Land Information Account collections remain historically low with monthly collections still averaging below \$60,000 for the first six months of the fiscal year. However collections for the last two months were slightly higher than the same period a year ago creating optimism for a brighter spring.

As noted in your financial report, the State Library signed an agreement with the Natural Resources Conservation Service to continue our in-house partnership. The

\$16,000 agreement is about half the amount of normal agreements; a reflection of the continued effects of sequestration on our federal partners. Initially the NRCS was going to forgo an agreement altogether but staff was able to demonstrate the significant benefits of our partnership and financial savings to the NRCS as a result of our arrangement. Though the current year's agreement only covers operating costs, the NRCS has voiced a desire to restore funding next fiscal year as funding allows. This added funding is necessary to provide our in-house partner, Cathy Maynard, with professional GIS support.



**Montana Talking Book Library
November 18, 2014 – January 22, 2015**

Activity Report Prepared for the February 11, 2015, Commission meeting by Christie Briggs, Regional Librarian. This report represents accomplishments of MTBL staff: Briggs, Crepeau, deMontigny, Harris, Landry, Meier, and nearly 100 volunteers.

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

Recording Program:

Upgrading to the new Hindy Recording Program: (Update)

Beginning on January 12th, the volunteer recording teams are being individually trained to use the new recording software, Hindenburg Audio Book Creator, or "Hindy". One volunteer team has begun their first book in "Hindy", titled "Hang 'Em, Montana Vigilantes vs. Henry Plummer" by Donald E. Crosley. The training period for all teams is expected to last three to four months. The books created in Hindy will qualify for upload to the National Library Service (NLS) BARD website, once post-editing and NLS quality assurance reviews are approved. *The benefit to Montana patrons will be a higher quality recording product from MTBL's recording studio. The benefit will extend to nationwide talking book library patrons who will be able to download Montana books using BARD.*

Circulation Management:

Recycled and Recalled Audio Books- MTBL shipped 7,000 audio cassette book (RC) copies to the NLS recycling contractor and submitted 264 recalled digital book (DB) copies during this time period.

-New Patrons: There were 58 new patrons were added between 11-18-2014 and 1-22-2015.

-Materials Circulated: Overall circulation of materials to patrons during this time period (except January BARD stats - not yet available), included 36,951 books in all formats and 197 locally distributed magazines, totaling 37,148. *Benefits to patrons include ease of access and utilization of digital and electronic audio and braille materials as cassette books diminish and digital and electronic books and magazines increase and patron improvements in BARD downloading capabilities and skills.*

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.*

Interlibrary loans:

During this time period there were 106 interlibrary loans processed for patrons. *Benefits to patrons is direct access to materials outside of our internal collection.*

Machine and Accessory Circulation:

Machines circulated to new patrons and replacements for existing patrons totaled 415 machines and accessories during this reporting time period. *Benefits to patrons is access to quality operating machines and accessories in order to listen to reading materials.*

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.*

Patron BARD and other technology device Trainings

-There were 3 new BARD patrons, 1 patron with a new Victor Reader Stream, and 32 existing BARD patrons who received staff training and support.

Experience Works Trainees

As a host agency for Experience Works employment training, MTBL is training two new part-time receptionist/clerical trainees, Catherine and Carla. Training primarily focuses on clerical staff support aspects of patron/customer services, which prepares trainees to re-enter the workforce.

The impact to MTBL patrons is increased timeliness in responding to and communicating with patrons contacting MTBL for assistance. Montana communities also benefit from well trained and informed individuals re-entering Montana's employment workforce.

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

Accessible Technology Fair:

MTBL staff participated in a January Technology Fair sponsored by OverHere Consulting in Great Falls. This event educated participants about advances in accessibility technology designed specifically for individuals with low vision and blindness. Demonstrations were given by MTBL on various access points to the BARD APP, in

addition to information about National Federation for the Blind - Newslite, Montana Association for the Blind equipment loans, Vision Matters products, MT Blind and Low Vision services and Ai2 products.

Benefits to MTBL patrons is receiving staff's information on these accessible devices and contact information to access these resources.

Library Tour and Presentation to Home-school Group:

In December, through a cooperative effort between MTBL and Library Information Services, a tour and presentation was given to twelve local parents and their home-schooled students.

Benefits to Montana home school groups and students is a broader awareness of available MSL resources.

Legislative Library Day Presentations:

In January, MTBL gave presentations on accessible low vision and blind services to over 100 attendees.

Benefits to MTBL patrons is providing awareness to their legislators and others, through collaboration with public librarians, about the value and accessibility of MTBL services to all qualified Montanans.

Social Media:

During this reporting period, MTBL has posted 23 Facebook posts that included announcements of National Braille Literacy Month, Native American Heritage Month, holiday hours, Braille resources, and various profiles of books and authors available for order. These posts reached over 680 social media users.

-MTBL also received its first "Facebook Review" from a social media user who expressed her gratitude for MTBL's staff and services.

The impact to Montana communities includes better communications and awareness about MTBL services for the visually, physically & reading disabled, better access to information as a program of MSL, and gives MTBL patrons a greater presence on social media. This also reminds social media users in general that special services like MTBL are available to those who need them.

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.*

Volunteers

In 2014, 94 volunteers volunteered 9,111 hours at MTBL. This is equivalent to 4.5 FTE's. In the area of circulation, this reflects a greater efficiency and fewer steps in processing the newer design in digital materials being mailed to patrons, and an increase in BARD (Braille and Audio Reading Download) services. An increase is anticipated in recording program volunteers in 2015.

The direct impact to MTBL patrons in having skilled and trained volunteers assisting MTBL staff allows staff to focus on individual patron training, support, and assistance.



**STATEWIDE LIBRARY RESOURCES (SLR/LD)
ACTIVITY REPORT for the February 11, 2015
State Library Commission Meeting**

Activity Period: November 19, 2014-January 22, 2015

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

The Network Advisory Council met December 18 and voted to accept EBSCO's offer to add resources (Home Improvement Reference Center and Hobbies & Crafts Reference Center) and upgrades (Literary Reference Center Plus, MAS Complete, MasterFILE Complete) to the statewide suite of online research databases with no change to the current contract cost, by extending MSL's contract with a second renewal through August 31, 2017. All other terms of the contract will remain in place. This recommendation delays the Request for Proposal process for the primary suite of statewide databases for another two years, and allows SLR staff to continue training and outreach to libraries for these existing resources, through the Discover It search tool.

The Montana Memory Project was invited by the Mountain West Digital Library and the Digital Public Library of America to participate in the [Public Library Partnerships Project](#) funded by the Bill and Melinda Gates Foundation. This project provided digital skills training for librarians including digitizing, describing and exhibiting their cultural heritage materials online through DPLA exhibitions. Six of the twelve participants were able to prepare collections in the short turnaround time of one month and sent their items in December to the vendor to be digitized. The six institutions are:

1. Hobson Community Library - Early Agriculture and Homesteading in Judith Basin County
2. Judith Basin County Free Library - Sheep Ranching in Judith Basin County
3. Butte Silver Bow Public Library - Butte History Collection
4. Missoula Public Library - History of the Missoula Public Library
5. Billings Public Library - Billings Images of People and Images of Events
6. Roundup School Community Library - Musselshell Valley Historical Photographs

The Montana State Library has \$12,000 in FY14 LSTA funds available for adding special collections to the Montana Memory Project (MMP). Funding awards can be up to

\$1,500 per project and must be used for costs specific to scanning and digitizing materials. No match is required, but libraries are asked to track the time and funds contributed to the project. So far, these institutions have been notified that their proposed collections are approved for this funding:

1. MSU Northern - Northern Montana College (MSU Northern) Yearbooks - \$1500
2. City of Helena and UM - Helena, Montana City Council Minutes, 1881-1970 - \$1500
3. Billings Public Library - Billings Images of People and Images of Events - \$750
4. Missoula County Public Schools - Bitter Root Yearbooks Collection - \$1100
5. Drummond School & Community Library - New Chicago School House - \$800
6. Lewis & Clark Public Library & GFWC - Montana Woman Magazine Collection - \$1500
7. Missoula Public Library - Historical Neighborhoods of Missoula - \$850

The Miles City Public Library has worked hard to prepare the *Miles City World War II Peggy Letters* for publishing on the MMP. This project was done once many years ago, but with very poor quality scans. The letters have now been professionally scanned and are currently being added to the MMP website. The Newsletters written by a group of women from the Miles City, who all signed the letters as "Peggy," were sent to all Miles City area men and women serving in WWII. These Newsletters and the numerous replies sent to Peggy make up this fascinating collection.

The new MSC technical services person, Jemma Hazen, began work last October and has dived head-long into the problem of poor quality bibliographic records being imported from vendors or locations other than OCLC. She is working closely with those libraries that are importing these records and helping them work with their vendor to improve the quality of these records, along with avoiding duplicate records, before they are added to the catalog. The MSC Content Management Committee held a special meeting on Jan 7 to discuss this issue and prepare updated guidelines to be used when importing vendor records. The guidelines and actions to be taken to permanently handle this situation will be finalized during the committee's annual meeting in early March.

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.*

GoToMeeting accounts have been created for all public library directors as part of the Statewide Online Meeting and Training pilot and Pam Henley, Lauren McMullen, Suzanne Reymer and Jo Flick have offered training and drop-in help sessions to assist in gaining familiarity with using the software. A goal of this pilot is to facilitate resource

and information sharing between Montana's libraries by eliminating the barriers of distance and geography.

Four out of six public libraries that received makerspace kits between June 1 and September 30 responded to a survey in November about their experience and provided insight into how the kits were received in their communities. Over an eight week period, an average of 98 makers participated in both formal and informal activities incorporating tools and materials from the kits. On average, each library planned four programs around the use of the kits. All respondents made use of arts and crafts materials in their programs; half also focused on science, technology, and engineering; and only one library focused on math as a programming theme. Respondents cited these learning objectives and outcomes observed in formal programs: improvisation, teamwork, kinesthetic learning, problem solving, writing and storytelling, following written and verbal directions, creating mixed media artwork, and basic concepts in engineering, conductivity, fractions, circuitry, and computer programming. The purpose of this survey was to understand what worked, but moreover to pinpoint where improvements could be made, particularly in regard to training. All respondents agreed that additional training for programming tools, such as the Arduino, would be useful. This and other suggestions have been incorporated into training and orientation materials for the six libraries hosting makerspace kits in February.

The MSC now has 73 Enterprise search interface profiles that are either being tested or in production. All MSC special libraries, several school libraries including the Missoula County Public School District, and several public libraries including Missoula Public Library are now using Enterprise as their primary search interface for the MSC's online catalog. An additional feature of the new interface is the ability for users to easily connect to the Discover It search tool if desired.

We have received 56 Internet speed test results from 40 libraries through the online [Library Broadband Reporting Tool](#). We are interested in seeing actual Internet usage and availability across the state during high and low usage times and in finding out what are the libraries' costs per megabyte. Suzanne Reymer is facilitating this current reporting effort.

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.*

Pam Henley is offering new training sessions on the Discover IT search tool to inform public libraries of the many ways it can be customized to produce results most relevant to their patrons. This will provide patrons with streamlined access to multiple resources, strengthening the library as a valuable resource.

Pam and Lauren have contacted or visited new public library directors in Glasgow, Jordan and Hamilton, covering new director training. Topics include the library law and governance, using the Library Directory, federations, certification and information about MSL resources, as well as providing a personal contact when questions arise. Lauren conducted library board training in Dillon, covering basic trustee duties.

Cara Orban led a webinar on January 21 that had 5 attendees, on running statistical reports, finding patron resources, and requesting technical support through "Marketplace", which is OverDrive's administrative site, for MontanaLibrary2Go participants. Expected outcomes for this session were:

- Public and academic library attendees are capable of running circulation and patron activity reports
- Attendees know where to find vendor resources to help market the collection to their communities
- Attendees understand when and how to request technical support from the vendor

Jennifer Birnel held numerous one-on-one training sessions using GoToMeeting with the latest MMP contributors. These trainings were focused on creating robust metadata for the Public Library Partnership Projects and CONTENTdm Project Client Trainings for other contributors.

The GoToMeeting Pilot project is being supported with a page in the Library Learning Portal, with twice monthly drop-in help clinics, with an introductory webinar series that outlines the pilot and role of the State Library, and with hands-one training at upcoming Federation meetings and the MLA conference.

SLR/LD staff and director will propose a change in the format for the Fall Workshops under FY15 LSTA funding. The proposed change would transform the conference from a two-day event at a single location to a road show that will take place at 2-3 locations in Montana with a condensed 1-1.5 day schedule and fewer concurrent sessions. SLR staff have identified that our smallest libraries are of greatest need for professional development and we want to make this change in order to bring quality training closer to them. Our target audience is the staff and trustees that cannot afford to attend MLA, nor any of the regional or national conferences. The models we are considering would

reach the same number of participants as previous Fall Workshops, provide essential skills training and a broad world view of librarianship with plenty of hands-on sessions, and encourage networking across regions.

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

MSL signed a contract with Critelli Couriers, effective January 1, for delivery service to Montana libraries. The cost to participating libraries that sign an agreement with Critelli is \$23 per stop, with a \$2 per stop subsidy applied from FY14 LSTA for courier development. Great Falls Public Library, Havre-Hill County Library, and Montana State University – Northern will take advantage of this discount and join the courier service in February. MSL staff worked with Critelli to gather signed participation forms, and prepared previous year interlibrary loan statistics and new statistics collection procedures to share with Montana Shared Catalog sharing groups and with the Courier Advisory Board. One expected outcome from expanding the service area is that the volume of materials being moved through the courier will increase, lowering the overall cost per item shipped via courier.

Suzanne Reymer participated in numerous phone calls and webinars on E-Rate Modernization and the new Form 471. She helped beta test the new online form and provided feedback to Universal Service Administration Company about issues and problems, informed Montana librarians of changes that would potentially impact their E-Rate funding during the State Librarian's Webside Chat in December and during a January webinar, and held an additional webinar in January to introduce librarians to the new online Form 471. These efforts continue to ensure that Montana libraries are represented in the national discussions regarding changes to E-Rate and that Montana librarians participating in E-Rate have the most current information about these changes and are trained in the new form.

Suzanne continued to provide advice and guidance on technology devices to librarians via blog posts on Montana Bibliotechies and in response to email and Facebook queries. Suzanne's two blog posts in December discussed tablets currently on the market and Internet TV options. Both posts were especially popular during the holiday shopping season.

Montana Libraries have been kept current with information and developments around the 2015 Affordable Care Act open enrollment period which began on November 15, 2014. Although this year's enrollment hasn't generated the publicity that surrounded

the initial enrollment period last year, Montana libraries continue to provide information, host programs, and refer patrons to certified assisters. Enrollment figures for 2015 are strong, and many Montanans got signed up for health insurance coverage thanks in part to the efforts of libraries.

A Public Library District Transition Planning Template was completed and made available to public libraries that are considering or are in the process of making the transition to a public library district. This interactive planning tool incorporates information from the *Montana Public Library District Handbook* and *Library District: a guide for the first year*. The template helps users develop timelines, communicate, and coordinate tasks in order to ensure a smooth transition. The release of this resource has generated new interest from librarians on the topic of public library districts.

Lauren participated in an organizational meeting at Philipsburg Public Library. The meeting was attended by the library board, interim staff, town council members, mayor, and other stakeholders. The Philipsburg Public Library administration was dissolved in November 2014 and has continued to operate during this transition while a new board was appointed. The MSL consultant answered questions about library law, standards and governance, board procedures, state funding and MSL services; consulted on human resources issues; and helped brainstorm ways for the new board to move forward.

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

The application for libraries to join the Montana Shared Catalog was made available on January 12th and interested libraries have until Feb 20th to apply. Ken Adams has received inquiries from 4 public libraries: Chouteau County (Fort Benton and Geraldine), Garfield County (Jordan), and Fairfield Public, and from 8 schools: CJI School District in Chester (high school and elementary), Livingston School District (4 schools), Park City School, and Roundup School.

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.*

With input from SLR staff, Kris Schmitz, Sarah McHugh and Jennie Stapp, Cara Orban completed and submitted the FY13 LSTA State Program Report for the Institute of Museum & Library Services, the federal funding agency that administers the Grants to

States program. This annual report describes the efforts on which MSL expended LSTA funding to meet IMLS and MSL priorities, and how libraries and library patrons benefitted from these efforts.

The MSC support staff is back to full strength after the new MSC Trainer, Jessie Goodwin, was hired in December and began work on Jan 12th.

Interviews for the temporary contracted MMP Technical Support position are underway, with several promising applicants provided by Westaff. This position is funded with FY14 LSTA through September, 2015.

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

**Montana Natural Heritage Program (MTNHP)
MSL Commission Report
February 11, 2015**

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

- The Botany Program is in the process of exchanging botany data with Region 1 of the U.S. Forest Service. This data exchange will allow the MTNHP to obtain current data for particular Forest sensitive plants found on USFS managed lands in Montana. The exchange will also allow the USFS to have particular plant data that is in the MTNHP database and was collected on USFS managed lands by non-federal employees.
- During 2014, MTNHP Zoology and Information Services staff added an additional 124,239 observations to the animal point observation database; there are now 1,569,459 animal point observation records. Similarly, information has been added for an additional 7,952 structured animal surveys; the central database now contains a total of 168,461 structured animal survey locations. During 2014, 202,000+ records were reviewed for final acceptance into the point observation databases. An additional 187,920 observation records (12% of all records in the database) still need to be reviewed for final acceptance into the database.
- MTNHP websites were updated to include the latest information on Yellow-billed Cuckoo <http://fieldguide.mt.gov/speciesDetail.aspx?elcode=ABNRB02020> and Red Knot <http://fieldguide.mt.gov/speciesDetail.aspx?elcode=ABNNF11020>, which were both recently listed as Threatened in Montana under the Endangered Species Act.

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.

- The Natural Heritage Program developed and released a new web application named the “Species Snapshot.” The user can view plant and animal species lists filtered by county, legislative district, National forests, BLM Field Offices, FWP Regions, and other areas. Data include the number of observations and species occurrences (SO's) for each species found in that area along with links to the MapViewer and Species of Concern lists. This new application provides a quick way to get a species list for a specific area.

- Andrea Pipp, MTNHP Botanist, has been reviewing and verifying the plant species photographed by various photographers who want to help populate the Plant Field Guide. About 30 vascular plants and 8 mosses that previously lacked photographs on the Plant Field Guide have been verified and populated on the Plant Field Guide. The Plant Field Guide is used by resource professionals, educators, and other public to get species specific information on a plant's status, identification, habitat, management, and distribution.
- The Natural Heritage Program added items to the MSL Geographic Information Map Gallery at http://mslapps.mt.gov/Geographic_Information/Maps/Gallery/Default.aspx to assist users in discovering the various tasks of the Natural Heritage MapViewer.

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, in cooperation with Montana DEQ, participated in a webinar on accessing and using the Montana Spatial Data Infrastructure Wetland and Riparian Framework.
- Andrea Pipp is teaching an evening class and a field session on identifying shrubs in their dormant condition to the public. Wetland delineation, habitat, restoration, and other botanical projects require skills in accurately identifying plants. Many projects occur outside the growing season and learning the characteristics of shrubs when they have no leaves is a useful skill to learn.
- Bryce Maxell, Senior Zoologist, trained twelve Montana Fish, Wildlife and Parks, four Natural Resources Conservation Service, and two US Forest Service staff on Natural Heritage Program web information resources in Billings on January 13th.

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

- Heritage Zoology staff continue to provide consultation to a multi-agency collaborative effort to document the year-round distribution, activity, and conservation status of Montana's bats. In late December, Heritage staff provided a regional summary of acoustic information that has been gathered in recent years. To-date, almost 4 million bat acoustic recordings have been gathered and are being managed and analyzed by the Heritage Program.

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

- The Natural Heritage Program hosted its annual Partners Meeting on December 3rd in Helena. The meeting was well attended with nearly 40 people

representing state, federal, university, and private partners. The meeting included an update and discussion of current budget issues with the program. The afternoon included a presentation on the first draft of a 5 year strategic plan for the program followed by valuable partner input on this first draft. In addition, several partner agencies updated the group on their current priorities and issues as well as their working relationship with MTNHP.

- Andrea Pipp and Karen Coleman, MTNHP Biological Data Systems Coordinator, are working with the Montana Department of Agriculture, Montana Fish, Wildlife & Parks, and Montana Department of Natural Resources and Conservation to develop an Aquatic Invasive Species (AIS) database. The AIS data will be uploaded to EDDMapSWest, a web-based interactive mapping application for documenting a variety of invasive species. The MTNHP will be the steward for the native species observation data that is collected on AIS survey projects.
- Bryce Maxell, Senior Zoologist, attended the Montana Bird Conservation Partnership meeting on November 19th, 2014 and gave presentations on recent statewide surveys for winter breeding owls and Harlequin Ducks that were conducted by a variety of state, federal, tribal, and private partners and coordinated by the Heritage Program.



**Marketing report February 2015
Marketing and Public Relations
November 22, 2014 – January 23, 2015**

Prepared for the February 2015 Commission meeting
by Sara Groves, Communications & Marketing Coordinator

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

Share Your Story

The final “Share Your Story” PSAs are complete. These videos will be featured on the Share Your Story web site, which is in progress. Additionally, we will make these available to libraries that host the “Share Your Story” project as a way for them to promote the videos in their communities. We will also look for other uses of the videos. You can see the videos here:

<https://www.youtube.com/watch?v=IJbIYWhha9I&feature=youtu.be>

<https://www.youtube.com/watch?v=c2erQ9VIOeo&feature=youtu.be>

<https://www.youtube.com/watch?v=bv2QTvcJxFQ&feature=youtu.be>

Legislative Session

A group of MSL staffers worked together to produce the 2015 Legislative Snapshot. These staff researched topics of importance to the Legislature and data that is relevant to inform deliberations, organize and/or format data and that data was mapped and charted to improve information understanding. Additionally, the data in both print and online forms was presented to help Legislators understand issues at both a statewide and local level. For the first time, we launched an online snapshot in 2015. To assist with marketing the online version and to help legislators get the word out about their district’s data, we created a QR code for every district and sent a customized email to each legislator that told them about the online snapshot and provide a link to their QR code.

We have received many positive comments about both the online and print version of the Snapshot. We will conduct a survey later in the session to see what worked best and where we can improve in 2017.

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.*

Along with Jo Flick, I co-chaired the 2015 Library Legislative Night, which was held January 15, 2015. While the night of the event was scheduled months ago, it worked out perfectly since our budget presentation was that morning. Library Legislative Night turned out to be a great time to remind legislators of the value of libraries and of the State Library.

Thanks to the work of many MSL staffers and MLA members, the 2015 event was one of our strongest ever. We moved all proceedings downstairs for the first time, which helped to concentrate everyone in one area; this seemed to keep the energy of the event strong. We offered READ posters again, along with beer and wine, a full dinner, live music and program information from MSL staffers and librarians. Some highlights included visits from the Governor (a first) as well as the Superintendent of Public Instruction and the Secretary of State. Additionally, we had 68 Representatives and 33 Senators, for a total of 101 legislators or 2/3 of the entire legislative body. Total attendance was 160.



**Library Information Services
MSL Commission Report
February 11, 2015**

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

After being on a year-long wait list, the Montana State Library was selected last year by the Federal Depository Library Program (FDLP) to participate in its Catalog Record Distribution Program (CRDP). MSL now receives each month at no cost from MARCIVE, Inc. bibliographic records for new, online federal documents based on our current FDLP item selection profile. Montana Shared Catalog has prepared detailed record upload instructions that make it possible for non-cataloguers to quickly bring into the system online federal publications.

Outreach and Electronic Resources Librarian, Alana Mueller-Brunckhorst in January rotated in four new Safari Tech Online books in order to respond to user requests and to replace lesser used electronic titles. Regular monthly rotations of replacing old titles with new titles keeps this information technology collection fresh and continues to save the library money otherwise spent on purchasing new print titles or making interlibrary loan requests. This collection was used over 4000 times in FY14 and 800 times in the last month.

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

LIS technicians Jo Genzlinger and Karen Dimmitt have been working together to make more changes to the online interlibrary loan (ILL) request form making it easier for users to submit their requests.

LIS has switched from iBistro to the new Montana Shared Catalog (MSC) Enterprise module to provide access to its library resources. LIS staff continues to test the search results especially those originating from Discover It! and WorldCat Discovery Service. In turn LIS staff forwards its testing results to MSC staff. The functionality, features, display, banners, and colors of the new catalog interface promise a more enjoyable search experience for library users.

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

Alana Mueller-Brunckhorst, electronic resources librarian, worked with MSL trainer, Jo Flick, to provide multiple webinars on EBSCO Discovery It and the A to Z list of e-resources. These webinars, intended for Montana state employees and contractors, were created to give attendees the ability to confidently conduct basic and advanced searches, create and maintain a personal folder, and create alerts. The webinars were attended by about a dozen state employees and are archived on the state library Vimeo channel for point of need viewing. One webinar attendee afterwards commented on how online access via EBSCO Discover It! impacted her job said it "Streamlines research when writing reports - saves time!"

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

In December, Beth Downs and Jim Kammerer hosted a group of children and their parents as part of a home-school field trip. LIS staff gave the parents and children a basic overview of MSL resources and services and described how MSL differs from the public library with which the homeschoolers are more familiar. The LIS presentation highlighted e-government services, US Geological Survey print maps, natural resource posters, and state publications as primary source materials for reports involving Montana history. LIS staff also urged parents to use Homework MT and the statewide databases provided by the state legislature.

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

LIS staff recently met with Statewide Library Resources staff about how to better work together to address the occasional electronic resource access issues that occur in any library offering digital resources. Determining why a user can't access a particular electronic resource is often not clear. Is it a browser issue, a problem with authentication, a network issue, etc.? Troubleshooting is further compounded by the number of vendors and staff involved each with their particular responsibilities, permission levels, and that nobody is physically in the same space. In isolation, it is natural for staff and vendors to individually speculate that the cause of an access problem lies outside their area. In any event, LIS and SLR staff agreed to create together a workflow chart for troubleshooting electronic access issues with an emphasis on improving internal communication.

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 manager is working Weststaff personnel services to hire a person to do several detail-oriented projects such as completing an inventory of the physical library collections and creating title/author lists of deaccessioned items to be offered other libraries.

Beth Downs added a tracking code from Google Analytics to our Archive-It account. Now for the first time LIS staff on its own is able to track the number of sessions, users, average session duration, and page views. We can also see what browser, operating system users are viewing pages from and whether they are using mobile devices. Archive-It server logs, however, obscure the IP information thus protecting user's privacy. Google Analytics gives LIS the ability to measure the impact of web archive seminars and share with state agency information about their archived pages with high page view numbers.

Jim Kammerer worked with vendors and library staff to design the first new MSL library card in at least 14 years replacing the old card with outdated phone numbers and dull color. It is fair to say that the new lenticular card with a 3 dimensional display alternating between images of the Montana State Capitol building and the MSL logo has been object of pride for staff and well received by patrons. LIS has issued 41 new cards within the past 30 days.



**Montana State Library Information Technology Program
MSL Commission Report
February 11, 2015**

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

We have expanded the existing Storage Area Network (SAN) storage by 20TB as planned to a total of 60TB of storage capacity. We have been exploring alternative storage options for some of the largest datasets (primarily aerial imagery). We have no plans to expand the SAN this year, but one of our SAN servers will go out of warranty in June 2015. We currently in the process of getting quotes for the cost of existing the warranty on this hardware. At the same time we are exploring the cost of other storage options to ensure that we are pursuing the most cost effective approach.

As part of the project to virtualize the agency database environment and retire outdated datasets, several additional datasets have been moved offline over the last six months and we continue to migrate relevant production data to the new database environment. The migration process was not completed by the end of the calendar year but there are only 2 remaining databases on one of the database servers (AGS02) and more than half of the databases on the other database server have been taken offline or migrated to the new database environment. We are on schedule to complete the migration by the end of the current fiscal year (June 2015).

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.

We have completed the migration of MSL web pages from WordPress to DNN. The web oversight team is currently discussing how to approach site-wide design updates as well as updates to the MSL home page.

The Digital Atlas update scoping process completed in the fall of 2014. A project charter for the Digital Atlas update that included the creation of the Digital Atlas update team with member roles and responsibilities was signed last week. We expect to have the updated Digital Atlas in production before the end of June 2015.

To continue to address agency IT security needs, we are in the process of developing an administrative login procedure and the web monitoring and security application, WebDefend, has been implemented on our local web server

Goal Six – Sustainable Success - MSL is efficient and effective (measured against partner and patron outcomes) and is engaged in fulfilling its mission.

Moving towards completion of the virtualization of the agency data center, a virtual server has been built to support the Keystone Automated Library System (KLAS) and we are waiting for clearance from TBL to move it into production.

We are currently in the process of integrating hardware information available from a variety of existing systems to enhance the overall usability of the asset management system that staff are development. The vision for the asset management tool is a web based tool available to all MSL staff through the library intranet site which will serve as an inventory and tracking tool for hardware, software, applications, web services, and possibly raw data as well as published data products.



Geographic Information Program December 2014 and January 2015

Prepared for the February 11, 2015 Commission meeting
by Stu Kirkpatrick, State GIS Coordinator

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

Continuing work started last summer, the program is working under a new Memorandum of Understanding with the Department of Natural Resources and Conservation (DNRC) to provide up to 200 hours of support to determine statewide seasonal water use. For the 2006 and 2007 growing seasons we will use the reference relative evapotranspiration grids along with Agrimet evapotranspiration data to produce statewide grids of estimate water use. Rainfall data will be subtracted out of the water use estimates to create statewide effective irrigation estimates. Work started in January and is expected to continue through April.

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.

In January MSL management signed a project charter empowering a team made up of MSL IT and Geographic Information staff to implement the recommendations compiled by the Digital Atlas Replacement Options Team last fall to rewrite the outdated Digital Atlas application. A Digital Atlas Replacement Team will be tasked with implementation of the core map, table and report, data download and other functionality contained in the original investigation. The team will be meeting to develop a project time line and intend to complete the project within the calendar year.

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

The program worked with State House Representatives Jenny Eck (HD79) and Tom Steenberg (HD99) to create House Joint Resolution Number 7 <http://leg.mt.gov/bills/2015/billpdf/HJ0007.pdf> requesting an interim study of next generation 9-1-1 in Montana. This resolution recognizes the criticality of including GIS

planning as part of implementing the technology that will drive the 9-1-1 systems of the future.

In accordance with the duties of the department under the Montana Land Information Act (MLIA) the program released the FY16 criteria for MLIA grant applications on January 2nd. Applications are required to be submitted by February 15th and will be evaluated by the MLIAC Grant Subcommittee in March and April.

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

In December the program met with DNRC to discuss options for a synchronized workflow that would allow for accuracy enhancements to state trust lands data as the accuracy of the public land survey system is improved through the CATSPAW initiative. Subsequently staff developed several different scenarios that could work and delivered those to DNRC in January. An early February meeting is scheduled to discuss those options. As a part of this project we are also attempting to find common data elements from the Trust Land Management Database that we can expose as attributes of the trust land parcels in the cadastral database application.

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.

With the approval of the Water Information System Manager position by the Legislative Appropriations Subcommittee on Education, we will now begin the recruitment process to fill the vacant GIS analyst position that has been open since October when Erin Fashoway left the agency.



**State Library Central Services
MSL Commission Report
February 11, 2015**

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

1.1 Increase Statistics quality

- We produce accurate and timely statistics and analysis for public library development, continuous improvement and long-range planning.
 - **The 2014 PLS collection was completed on time and was opened to libraries two months earlier than in the past. This allowed for timely input. A new format for technical assistance – drop-in webinars, was very well received with over 40 attending the five time-slots.**
- 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.
 - **The TUMBLR account is active. "Share Your Story" content is yet to be added to the account.**

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.
 - **Staff are currently training for the new State of Montana Recruiting System (SOMRS) which will have impact on the process of recruiting and onboarding process that we follow.**

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.
 - **Created a preference account to actively track bill drafts.**
- 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.
 - **Successfully and on-time submitted MSL EPP request to the Governor's Office.**
- 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.
 - **Successfully and on-time submitted MSL budget request to the Governor's Office. Currently working with all groups on Legislative questions.**
- Monitor, defend, prepare and anticipate all courses of action needed to support the Montana State Library through the 2017 session.
 - **Created numerous spreadsheets to balance to the 2017 Biennium Budget Analysis that was produced by the Legislative Fiscal Division (LFD). LFD was directed to use a different base for comparison of the Governor's budget.**

- 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.
 - **Ongoing – Actively working with the State Librarian on all issues that develop during the session. Supplying spreadsheets at request for various issues.**

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.
 - **Worked with other staff to successfully produce the 2015 Legislative Snapshot. The Data Technician (Colleen Hamer) position played a major role and many hours in collection/organizing/formatting the print version of this snapshot. Was delivered during the first week of the legislative session on-time.**

6.4 Promote adequate systems of Internal Control.

- Test, monitor and update the current Internal Control Policy.
 - **Currently reviewing the Internal Control Policy in preparation of the Financial Compliance Audit which will begin starting in March, 2015.**

Library Services & Technology Act

FY2013 State Program Report

Montana State Library

Project Report

Project Code: 2013-MT-48738

Project Title:

LSTA Administration Project

Project Number:

Library Name:

Montana State Library

Project Director:

Kris Schmitz

Phone Number:

406-444-3117

Email:

kschmitz@mt.gov

Library Building:

LSTA Funds Expended:

\$41,638

Cash Match:

\$1,565

In Kind Contributions:

\$

Total Cost:

\$43,203

Number of Persons Served:

LSTA Purpose:

Library technology, connectivity, and services

State Goal:

Goal 1. MSL provides consultation and leadership to enable users to set and reach their goals and provides appropriate trainings and training resources so that the best use can be made of the resources offered

IMLS Primary Performance Category:

Provide access to information, resources and ideas

IMLS Secondary Performance Category:

Provide tools for the future

Primary Users:

Library staff and volunteers, Public library trustees, Statewide public

Secondary Users:

Primary Services:

SLAA LSTA Administration

Secondary Services:

Start Date: 7/1/2013

End Date: 9/30/2014

Statewide?

Partnership?

Exemplary?

OBE-Related?

Project Purpose:

The allowable 4% pays part of the indirect costs to administer a federal grant project including the State of Montana's Statewide Cost Allocation Plan (SWCAP) recovery fees and State Library staff who oversee LSTA funds granted to MT. The Administration Project

makes it possible for the state to participate in the LSTA grant program.

Project Activities/Methods:

The Statewide Cost Allocation Plan (SWCAP) fee is a requirement for each state agency that receives funding from the federal government. The MT Department of Administration annually prepares a statewide cost allocation plan. This plan distributes service agency indirect costs among the grantee agencies in accordance with principles and procedures established by federal regulations and guidelines. SWCAP costs are for services provided without charge to the recipient agency and for services provided with an interagency charge or billing. SWCAP costs must be incorporated into the indirect costs submitted by each state agency to its cognizant federal agency. The SWCAP fees are direct billed to agencies on a quarterly basis. If an agency cannot pay the entire allocated share of SWCAP costs from non-general fund sources, it must make up the difference from its management services/central services cost pool of a general fund appropriation. In addition to SWCAP fees, the Administration Project includes MSL Central Services staff that sets up appropriate financial categories for each project, manages all accounts payable, prepares regular drawdowns, and writes and issues checks as appropriate. All LSTA projects are tracked to ensure that each request for reimbursement is appropriate and in accordance with stated project goals before expenditures are approved for payment. In addition, it is required that all LSTA grant funds be input into the state financial system so bills and payments can be tracked for the State of Montana financial reports. Project staff prepares federal cash transaction reports and are vigilant that the agency is in compliance with federal and state rules and regulations at all times. During this report period, this project also acted as fiscal agent for the Montana Shared Catalog and served as the fiscal agent for the purchase of statewide products such as MontanaLibrary2Go (downloadable audio and eBooks) collecting fees from participating libraries and making all payments to the appropriate vendor. The LSTA Coordinator, paid by state general funds, provided oversight for the use of the grant award by assuring projects were in compliance, agreements were transacted, requirements were understood and enforced, questions and concerns were communicated to the IMLS State Program Officer, and all documentation needed for the State Library to remain eligible to receive LSTA funds was completed and submitted by deadlines.

Project Outputs:

There were 2 part-time staff members for this project. 4 quarterly payments were made to the Department of Administration to cover SWCAP fees. Nearly 200 hours for 2 State Library Central Services employees were required to issue approximately 414 LSTA-related warrants and prepare 23 drawdowns from the 2013 award to MT. In addition, staff prepared 4 quarterly reports to state government officials detailing the LSTA program and six financial reports to the State Library Commission on the status of the state allotment. Project staff also prepared federal cash transaction reports for tracking LSTA, four quarterly grant accrual reports, and supplied fiscal details for MT's State Program Report that is submitted to IMLS each year. The LSTA Coordinator spent 239 hours in planning, administration, compliance, and reporting for the LSTA grant awards received by the state. This included completion and submission of the State Program Report for the 2012 LSTA grant award in December 2013.

Project Outcomes:

The diligence of MSL Central Services staff and the LSTA Coordinator in administering these funds has resulted in the successful administration of the grant and a clean audit in state FY13. MSL also received a site visit from its IMLS Program Officer in May 2013. The LSTA Coordinator made arrangements for the Program Officer to attend a Network Advisory Council, to meet MSL Commissioners and staff - particularly LSTA project

coordinators – and to review staff practices for maintaining LSTA-related financial records and project reports. In addition, the LSTA Coordinator provided the Program Officer with written documentation of MSL’s compliance with federal statutes and regulations as requested in the Grants to States site visit checklist. The LSTA Coordinator and several MSL staff accompanied the Program Officer on a scheduled tour of 9 libraries, and a stop at a regional library federation meeting, over the course of 2 days to demonstrate how LSTA-funded projects have benefitted libraries throughout the state.

Project Report

Project Code: 2013-MT-48747

Project Title:

Montana Shared Catalog Project

Library Name:

Montana State Library

Phone Number:

406-444-3004

Library Building:

LSTA Funds Expended:

\$188,495

In Kind Contributions:

\$57,168

Number of Persons Served:

458031

LSTA Purpose:

Library technology, connectivity, and services

IMLS Primary Performance Category:

Provide access to information, resources and ideas

Primary Users:

Library staff and volunteers, Rural populations, Statewide public

Primary Services:

Information Access and Services, Interlibrary Loan, Virtual Library Services

Project Number:

Project Director:

Ken Adams

Email:

kadams@mt.gov

Cash Match:

\$277,558

Total Cost:

\$523,221

State Goal:

Goal 3. MSL promotes partnerships and encourages collaboration among libraries and other organizations to expand and improve services to patrons

IMLS Secondary Performance Category:

Provide tools for the future

Secondary Users:

Secondary Services:

Collection development, Resource sharing, Virtual union catalogue

Start Date: 7/1/2013

End Date: 9/30/2014

Statewide?

Exemplary?

Project Purpose:

The MT Shared Catalog (MSC) Project continued to build and support a consortium based on an online catalog and integrated library system that brings together libraries of all types and sizes from across the state to share resources, work collaboratively, and

Partnership?

OBE-Related?

enhance services to patrons and students.

Project Activities/Methods:

MSC staff facilitated the growth and development of the statewide catalog, evaluated and implemented new products and updates, negotiated licenses and fees, and provided technical support to MSC members. During the reporting period there were 4 full-time staff members to support the MSC: 2.34 paid with LSTA funds and 1.66 paid from MSC membership fees. A 5th staff member, to be paid from member dues, was hired in September 2014 but did not begin work until October 2014. MSC staff is responsible for web development, installing and maintaining hardware, installing and updating software, administrative and technical support, database management, new library implementation, providing training for new libraries, and training member library staff in ongoing use of MSC tools. The MSC Executive Board, representing each library type in the consortium (publics, academics, schools, and specials), meets regularly to address a variety of MSC issues including adding new libraries, training, best practices, bylaws, cost formulas, budgets, vendors and products, and more. MSC hosts 2 semi-annual membership meetings to keep all member libraries informed on MSC projects, services, and available tools. The MSC staffs an "Ask Us Room" during these semi-annual meetings that allows attending librarians to discuss problems or questions in person with MSC support team members. Significant accomplishments of the 2 meetings during this period were the approval to proceed with a massive, operational reorganization project that will simplify and streamline system administration, and the approval to hire an additional technical services position. MSC members also share news and help each other resolve issues through discussion group email lists, online social networks, and a mentorship program. New products were tested and implemented in spring and summer 2014 to take advantage of new technology related to mobile devices: (1) MobileCirc allows staff to perform most common circulation functions on a mobile device (Apple or Android and, (2) An opt-in SMS text messaging service called "Shoutbomb" that allows patrons to receive circulation related texts to their mobile devices. Other mobile device apps are now in wide use by the consortium include the "BookMyne" catalog app for tablets and phones and the "Social library" catalog search app for Facebook pages. MSL is the fiscal agent for the MSC and collects funds from members for annual operation costs based on the size of the library. These costs included hardware and software licensing and support and salary for 1.66 FTE. Each year, libraries across the state are invited to apply to join the MSC. LSTA funds are available to help libraries with start-up costs. Notices of the application process and guidelines are made at the end of the year through MSL's various channels of communication. Libraries applying for membership must have demonstrated commitment to sharing resources, and guarantee that their financial resources are sufficient to sustain membership. Applications are screened by MSC staff. Those applicants recommended for acceptance are reviewed by the Network Advisory Council (NAC) and approved by the State Library Commission. The MSC website is:
http://libraries.msl.mt.gov/Home/statewide_projects/montana_shared_catalog.aspx.

Project Outputs:

\$172,150.80 in FY13 LSTA was used to pay for salary and technology infrastructure for 2.34 MSC staff. During this reporting period, 3 library locations applied for and joined the MSC: James E. Shanley Tribal Library at Fort Peck Community College in Poplar, and Judith Basin County Free Library, with 2 locations in Stanford and Hobson. Applications were significantly fewer than previous years as libraries were encouraged to wait until the operational reorganization project was completed. \$13,250 in LSTA was paid to Integrated Library System (ILS) vendor SirsiDynix for costs related to initiating the new libraries' software licenses, creating new profiles and policies, loading new library data, and project management. One library also requested LSTA funding for DataMap services to set up and

process bibliographic and patron record data from the libraries' legacy systems for data conversion and delivery to SirsiDynix for loading into the MSC ILS (\$3,093.80) for a total of \$16,343.80 in LSTA funding for adding new libraries in this reporting period. The MSC consortium now includes 169 libraries statewide: 6 academic libraries, 83 public libraries (includes branches), 68 school libraries, and 12 special libraries. The MSC shares nearly 1 million bibliographic records with almost 4 million items available to 458,031 Montanans served by the consortium. Over 5.5 million items are circulated annually by the MSC. MSC staff responded to more than 17,000 support requests from members and other library staff, providing information and technical support during this period. On-site training was offered for MSC members in 14 locations and through 30 online webinars. Trainings covered reports, circulation, statistics, cataloging, new vendor tools, and information about the reorganization project. 423 people attended these workshops and webinars, totaling more than 2,000 hours in classes to learn how to use the online tools available to MSC members. Second "cataloging parties" for Darby Schools and for McCone County Library were organized to help complete adding their non-automated collections into the MSC database. 7 MSC librarians each donated 2, 8-hour days to help these libraries finish preparing their collections for the MSC. Direction and governance for the MSC project is provided by the MSC Executive Board. The board met 7 times during this report period, including an all-day retreat, donating 120 total hours. The MSC Content Management Committee of 14 members met to help with the acquisitions module and school library content needs and met twice for a total of 12 hours. There were also 2, 6-hour MSC membership meetings: October 2013 attended by 92 members, and May 2014 which brought 89 members together. This represents nearly 3,000 hours donated by librarians across the state on behalf of the MSC during this reporting period. MSC members contributed \$277,558 in member fees during the reporting period.

Project Outcomes:

The major accomplishment of the MSC during this reporting period was the planning, tasking and working on a massive, operational reorganization project that affects all aspects of the MSC system administration. The project plan was presented to and approved by the membership at their 2013 Fall Meeting. Outcomes of this project will be streamlined and simplified system configuration and circulation policies, which will help increase operational efficiencies and resource sharing opportunities and better situate the consortium to adapt to changes in technology. The areas served by the 3 new member libraries are located in the central and eastern portions of the state. Community members depend on their local library to provide access to technology, information, community resources, and reading materials. As a result of joining the MSC, patrons and students at these libraries can now search the statewide catalog online to search the collections of 169 libraries of all types; place a hold on an item directly for delivery to their local library; and explore enriched catalog content, including downloadable audio and eBook collections, book summaries, reviews, and book jacket covers. They can also navigate outside the scope of the MSC to search statewide, regional, national, and worldwide databases of library holdings. Through collaboration and cost sharing, the MSC consortium is able to provide advanced discovery and library management services and dramatically increase access to resources to even the smallest of rural communities statewide.

Other Results:

The MSC ILS vendor, SirsiDynix, is in the process of developing, testing and releasing several new "cloud" based products that are intended to eventually replace their aging client/server based "Workflows" products. The MSC is currently participating in a pilot of one of these products, "BLUEcloud Analytics," which will soon replace the Directors Station server used for manipulation and display of statistical data. The MSC staff has also begun full implementation of the vendor's "Enterprise" search interface, which will replace the

current public access interface. 14 libraries are now using Enterprise as their primary search interface, with 42 others in the development and testing phase.

Anecdotal Info:

Recent MSC comments from librarians and patrons: "...very pleased with the exceptional level of service offered by the MSC support staff to the MSC members." (Fort Peck Community College Library staff) "The item type and item category cleanout is making my job of collecting statistics SO, SO much easier. Thank you for making this happen." (ImagineIf Libraries staff, referring to the MSC reorganization project) "...I have to say, [MSC staff person] that you are a pleasure to work with – as are all of you at the MSC! Your correspondences are very polite." (Billings Public Library staff) "The MSC Enterprise and MobileCirc sessions were a great launch point as the MSC moves forward implementing these for mobile devices. The ability to share insight with other sites stimulates a healthy discussion and [MSC staff members] did a great job of filling in some of the fuzzier details on how all this new stuff works." (Missoula County Public School District library staff) "When it comes to the MSC, all I can do is sing praises for it. As you know, when we signed on to the MSC we were without ANY card catalog, electronic or otherwise. When we went live it was like coming out of the dark ages. It made our job so much easier knowing what we had in our collection." (Stone Child College Library staff) "We have done several ILL's from the Office of Public Instruction library collection which has been very beneficial to our staff. They have been able to access DVDs and books to help with professional development that they can use at their convenience. It has saved the school district money by borrowing the materials. It has helped one teacher to study for sign language interpretation test. It is really nice that they can search so many libraries in one place - the shared catalog. We have also been able to share our novel sets with some smaller school libraries that do not have funding to buy all the novels." (Missoula County Public School District library staff) "I'm a school librarian. In years past, much of my library curriculum has been helping 3rd-8th grade students put books on hold. They really like the amazing selection they have as opposed to just choosing from our small library. This year, I've moved it down to Kindergarten 1st and 2nd, as well as the older kids. They LOVE it!! I use the kids' catalog with the young kids, so often they put books on hold that they could check out by simply walking over the shelf and picking them out, since the Kids' catalog is fairly limited in scope. However, the young kids just love the act of putting a book on hold on the computer, and then getting it delivered. They breathlessly come up to her, "we put a book on hold!" In summary, the MSC is probably the best thing that we have in our library." (Montana Academy-Marion library staff)

Project Report

Project Code: 2013-MT-48748

Project Title:

OCLC Group Services Project

Library Name:

Montana State Library

Phone Number:

406-444-5350 40644

Library Building:

LSTA Funds Expended:

\$59,627

In Kind Contributions:

\$900

Number of Persons Served:

603923

LSTA Purpose:

Library technology, connectivity, and services

IMLS Primary Performance Category:

Provide access to information, resources and ideas

Primary Users:

Library staff and volunteers, Statewide public

Primary Services:

Information Access and Services, Interlibrary Loan, Software and Equipment

Start Date: 7/1/2013

End Date: 9/30/2014

Statewide?

Exemplary?

Project Purpose:

MSL administered the contract and enrollment process for the OCLC Group Services contract, which provided discounted access to 6 different OCLC cataloging and interlibrary loan services, as well as reference access to the OCLC WorldCat database, to enrolled

Project Number:

Project Director:

Cara Orban

Email:

corban@mt.gov

Cash Match:

\$468,616

Total Cost:

\$529,143

State Goal:

Goal 2. MSL acquires and manages relevant quality content that meets the needs of Montana library users and provides libraries and patrons with convenient, high quality, and cost-effective access to library content and services

IMLS Secondary Performance Category:

Provide tools for the future

Secondary Users:

Secondary Services:

Document and materials delivery, Resource sharing

Partnership?

OBE-Related?

multi-type libraries statewide. Library patrons benefited because enrolled libraries utilized these services and software to make it easy to go online and discover the contents of library collections worldwide, to find a wanted item in any library, and to place a simple loan request so that item is brought to the patron's home library with the greatest speed and cost efficiency. Centralized resource sharing through the use of these online services improved the quantity and quality of material available to MT patrons, prevented unnecessary spending on materials, and allowed library staff at the local level to work more efficiently. Without these services, patrons would have little access to materials beyond the scope of what their local libraries are able to purchase individually. Communities benefited by gaining greater access to materials and greater return on investment in their local library, which was able to maximize the value and breadth of its collection budget through sharing patron-requested materials. The OCLC Statewide Group Services contract is paid with a state Legislative allocation, LSTA, and library enrollment fees. Enrollment fees for all enrolled libraries were discounted by state funds and LSTA monies assigned to the total cost of the statewide OCLC Group Services contract during this reporting period. Costs to libraries were determined by a formula that keeps OCLC affordable for all enrollees.

Project Activities/Methods:

The OCLC statewide Group Services contract is paid with a state Legislative allocation, LSTA, and library enrollment fees. Enrolled libraries have access to discovery, cataloging, and interlibrary loan tools, with costs based on a formula that keeps OCLC affordable for all libraries. The Group Services contract includes access to CatExpress, Connexion, FirstSearch, WorldCat, and WorldShare Interlibrary Loan. In-person training with OCLC was organized at the MT Library Association Annual Conference in April 2014 and at the MSL Fall Workshops in September 2014, to help library staff become comfortable with the new WorldShare Interlibrary Loan platform.

Project Outputs:

The OCLC Statewide Group Services contract made more than a dozen cataloging and resource sharing tools available to 251 public, academic, school, and special libraries and branches that were enrolled during this period. The state FY14 contract was paid from 3 sources: State funds contributed \$98,885, FY13 LSTA contributed \$38,392, and library enrollment fees paid directly to OCLC contributed \$369,730. The FY13 LSTA contribution to state FY15 Group Services was \$21,235. During the reporting period, MT library staff added 3,140 original records to WorldCat, updated 2,810,405 existing WorldCat records with local holdings, filled 49,758 interlibrary loan requests, and lent 50,420 items using OCLC interlibrary loan tools. (The number of updated WorldCat records includes the number of set and delete holdings actions for the MT Shared Catalog consortium, which was excluded in last year's report.) A total of 52 library staff attended the 2 in-person WorldShare Interlibrary Loan trainings.

Project Outcomes:

LSTA contributions from MSL helped maintain reasonable costs to libraries for the OCLC Group Services. Access to OCLC MT Group Services enabled enrolled libraries to catalog items and make their library collections discoverable online via the WorldCat.org web portal and database, discover items in other library collections worldwide, and make or fulfill lending requests through the WorldShare Interlibrary Loan and FirstSearch online tools. All members of the MT Shared Catalog are required to enroll in OCLC Group Services. These services help fulfill the MSC member libraries' mission "to improve their own and other member libraries' ability to deliver quality materials and services to their patrons." Additionally, libraries outside of the MSC enrolling in Group Services benefit from the cost savings for these services and share resources with MSC, other non-MS,

and out-of-state libraries.

Other Results:

A 9-member OCLC Cost Share Formula Task Force was seated by the State Librarian in 2013. This Task Force, comprised of staff from public, academic, special, and school libraries, was charged with assisting MSL to study the current OCLC cost share formula used to fund the statewide OCLC Group Services contract. In particular this Task Force was asked to research and evaluate formulas, to consider regional purchases, and alternatives to OCLC services. The Task Force met twice online over summer and fall 2013, and once again in January 2014. The new cost formula that resulted from these meetings was recommended to the Network Advisory Council and approved by that Council in January 2014. MSL implemented the new cost share formula as recommended in State FY2015. Costs have been redistributed based on student enrollment (for school libraries), student FTE (for academic libraries), or user records (for public and special libraries), and on WorldCat holdings within each library type group. As a result, costs are no longer based on "legacy" information pertaining to online or offline use of OCLC services, but now reflect actual representation in WorldCat and current student or patron counts.

Project Report

Project Code: 2013-MT-48739

Project Title:

Statewide Collaborative Access Project

Project Number:

Library Name:

Montana State Library

Project Director:

Cara Orban

Phone Number:

406-444-5350

Email:

corban@mt.gov

Library Building:

LSTA Funds Expended:

\$23,900

Cash Match:

\$171,248

In Kind Contributions:

\$

Total Cost:

\$195,148

Number of Persons Served:

507582

LSTA Purpose:

Library technology, connectivity, and services

State Goal:

Goal 2. MSL acquires and manages relevant quality content that meets the needs of Montana library users and provides libraries and patrons with convenient, high quality, and cost-effective access to library content and services

IMLS Primary Performance Category:

Provide access to information, resources and ideas

IMLS Secondary Performance Category:

Enhance a lifetime of learning opportunities

Primary Users:

Library staff and volunteers, Statewide public

Secondary Users:

Primary Services:

Information Access and Services

Secondary Services:

Database access

Start Date: 7/1/2013

End Date: 9/30/2014

Statewide?

Partnership?

Exemplary?

OBE-Related?

Project Purpose:

The Statewide Collaborative Access Project serves as a partner with MT libraries to ensure access to electronic resources for all Montanans. The project evaluates access tools, explores costs for statewide access, develops pilot projects, negotiates licenses and

pricing, and provides training and consulting assistance focused on making it possible for libraries and library users to have easy access to needed information resources.

Project Activities/Methods:

1. EBSCO Discovery Service (EDS), known as "Discover It" in MT, is a centrally indexed, customizable search tool that allows MT patrons to search holdings of the EBSCO statewide databases, WorldCat, MT Memory Project, and 3 library catalogs (Butte Silver Bow, Lewis & Clark, and MT Shared Catalog). Records representing the MT Natural Heritage Program Field Guide and MT Geographic Information Systems Data List collections created and maintained by the MSL Natural Heritage Program and Geographic Information divisions were added to all Discover It profiles during this period. These records provide end-users with an additional access point for discovering these 2 unique resources. The GIS Data List is MSL's inventory and metadata repository for GIS layers created by state and local governments. The Field Guide is an online resource providing information on identification, habitat, ecology, reproduction, range, and distribution of MT species. Every library can customize profiles by selecting appropriate databases and search options for their user groups. They can also add links to their own e-resources to enhance the utility of this tool. MSL staff regularly offer trainings for library staff statewide to learn how to search and customize Discover It. 2. Remote authentication into Discover It is simplified by use of the statewide OCLC EZproxy central authentication tool. EZproxy authenticates library patrons against a SIP server using library card numbers, and provides remote access to licensed content. Any MT library with a SIP (Session Initiation Protocol) license can use EZproxy. 3. All MT libraries had state-funded access to 24 EBSCO statewide databases and 1 online tutoring service provided by Tutor.com. To provide access to these and other library resources to all Montanans, MSL staff maintained a central website called My Montana Library. Project staff also provided direct database URLs, training and support, and collected statistics. <http://MyMontanaLibrary.org>.

Project Outputs:

1. \$16,250 in FY13 LSTA was spent on renewing EDS (Discover It) for State FY14, with the other half paid by the MSC. MSL staff led 4 in-person Discover It trainings across the state during this reporting period; 64 attendees participated in 4 different trainings each averaging 3 hours long. Staff also led 9 webinars, which were attended by a total of 53 attendees: 5 "just the basics" introductory webinars and 4 advanced customization webinars. MT patrons initiated 69,069 sessions and 10.4 million searches in Discover It, up from 56,570 sessions and 7.4 million searches in the FY2012 reporting period. 6,064 records from the MT Natural Heritage Program Field Guide and 370 records from the MT GIS Data List were added for all libraries during the reporting period, at a total cost of \$5,000, paid with FY13 LSTA. 2 public libraries paid a total of \$6,000 to keep their catalog records integrated and updated in Discover It for all patrons statewide to discover. 2. \$2,650 in FY13 LSTA was paid to renew the statewide EZproxy license. 168 libraries were able to use EZproxy. MSL had configured products from 17 database vendors to use EZproxy in addition to the EBSCO suite linking to 23 databases and 11 different interfaces, including Discover It. 3. During this reporting period, 729,865 EBSCO database sessions were initiated, and 10,630 live tutoring sessions and 1,897 Skillscenter sessions were conducted using HomeworkMT. MyMontanaLibrary.org was accessed 65,548 times during the reporting period. 4. During this reporting period, \$165,248 in state Coal Severance Tax funds helped fund the statewide suite of 24 EBSCO databases that are searchable through Discover It and MyMontanaLibrary.

Project Outcomes:

1. Discover It use in libraries increased by 22%. Access points to MT resources have increased as library patrons are able to search across records for MT content mentioned

above, as well as new collections from libraries statewide now represented in the MT Memory Project. 2. Although overall session counts in EBSCO databases decreased from the last reporting period (down by 149,859), overall searches increased (from 16 million to 21.9 million) as did full text retrievals (from 933,057 to 960,754). Individual session counts probably decreased due to more frequent access through the Discover It, which can search across databases simultaneously without having to initiate a new session for each resource searched.

Project Report

Project Code: 2013-MT-48740

Project Title:

Statewide Collaborative Content Project

Project Number:

Library Name:

Montana State Library

Project Director:

Sarah McHugh

Phone Number:

406-444-9816

Email:

samchugh@mt.gov

Library Building:

LSTA Funds Expended:

\$105,444

Cash Match:

\$190,823

In Kind Contributions:

\$8,760

Total Cost:

\$305,027

Number of Persons Served:

507582

LSTA Purpose:

Library technology, connectivity, and services

State Goal:

Goal 2. MSL acquires and manages relevant quality content that meets the needs of Montana library users and provides libraries and patrons with convenient, high quality, and cost-effective access to library content and services

IMLS Primary Performance Category:

Provide access to information, resources and ideas

IMLS Secondary Performance Category:

Sustain our cultural heritage

Primary Users:

Library staff and volunteers, Rural populations, Statewide public

Secondary Users:

Primary Services:

Cultural Heritage Programs, Digitization and Digital Library Projects, Virtual Library Services

Secondary Services:

Local history, Preservation, Digitization, Digital library projects, Portals and related Web projects

Start Date: 7/1/2013

End Date: 9/30/2014

Statewide?

Partnership?

Exemplary?

OBE-Related?

Project Purpose:

In the Statewide Collaborative Content Project, MSL provides leadership and serves as a partner with libraries to offer more and better electronic resources to their communities. The project evaluates available resources, solicits input from librarians, explores costs for statewide availability, develops pilot projects to demonstrate the value of electronic resources, negotiates licenses and pricing, and promotes availability and use of the resources by libraries and their patrons. The project assesses patron information needs and works with vendors to negotiate the best possible price. The 2 services described in this project are MontanaLibrary2Go and the Montana Memory Project.

Project Activities/Methods:

1. MontanaLibrary2Go is a consortium service that offers circulating downloadable digital e-books and audiobooks to patrons at participating libraries. The service is provided by OverDrive, a digital content distributor. MSL holds the contract. Existing academic institution members have been grandfathered in to the new contract initiated in July 2014. LSTA was used to cover one-time vendor library participation fees and the annual vendor hosting fee. All content was purchased through participating library member fees. These fees were based on a cost-share formula based on patron count and approved annually by the membership. MSL staff worked with OverDrive to add new libraries, led online trainings for participating libraries on accessing circulation and collection statistics, promotional materials, and support documentation, created step-by-step tutorials on the MSL Learning Portal, created a page documenting membership meetings and committee work on the Statewide Library Resources Portal, facilitated meetings for the membership, Executive Committee, and Selection Committee, worked with the Selection Committee to purchase new content each month, and provided basic technical support and troubleshooting to participating library staff. The MontanaLibrary2Go Executive Committee is comprised of 5 elected volunteer members representing libraries of different sizes, as well as an ex officio member from MSL. The Executive Committee meets quarterly in person or online to discuss administrative issues and to prepare budget materials for the MontanaLibrary2Go annual meeting. Representatives from each participating library (the "Governing Board") are invited to attend the annual membership meeting to approve changes to selection policy and procedure and to the content budget. The Selection Committee was comprised of 9 volunteer members during this reporting period, representing public and academic libraries across the state. These selectors ordered content for the shared collection on a rotating, monthly basis. Selections were based on circulation statistics, patron requests, and the collection development policy and procedures as approved by the Executive Committee. MontanaLibrary2Go is accessed at <http://MontanaLibrary2go.org>. The MontanaLibrary2Go Selection Committee decided that the scope of the MontanaLibrary2Go Local e-content pilot collection should be limited to titles of state or regional interest. The MontanaLibrary2Go selection procedure was revised to include local author donations, which are sent on a monthly basis to that month's selector who evaluates whether the title is appropriate for the collection. The selection team will then review before the title is added to the collection. MSL staff worked on the website infrastructure, patron authentication, and the Adobe Content Server (ACS) upgrade during this time. 2. The Montana Memory Project (MMP) is a collaborative collection of digital content contributed by libraries, museums, archives, and cultural institutions, providing citizens with free internet access to unique information about their communities and often relating to the state's cultural heritage. In part, these collections and items document the MT experience. Much of the content is historic material, though some is contemporary. All items serve as a resource for education, business, pleasure, and lifelong learning. Many libraries, museums, archives, and cultural institutions across the state have added or are in the process of adding materials to this collection. LSTA funds are used to fund the full-time MMP Director position and to purchase the OCLC CONTENTdm software, hosted server, and the Digital Archive for long term preservation of

master files. MSL continues to partner with the State Historical Society Research Center to fund and implement the MMP. The MMP website is <http://montanamemory.org>.

Project Outputs:

1. MSL staff led 2 hour-long online trainings, which were attended by 16 library staff and replayed a total of 21 times. 6 libraries (5 academic and 1 public) joined MontanaLibrary2Go during this time, for a total of 89 participating library systems. 5 libraries received \$1,500 each to cover one-time vendor fees (\$7,500). LSTA was also used to pay the annual hosting fee for all members (\$12,000). During this period, 3,275 new titles (4,458 copies) and 580 licensed titles were added to the shared collection (\$179,015 from member library funds), for a total of 17,174 titles (22,539 copies), plus 1,982 licensed titles. MTLibrary2Go patrons checked out 607,637 items. 16,921 patrons signed up for the service during this time (51,057 total registered MTLibrary2Go patrons). Library staff submitted 264 support requests for patrons during this period. The 5 person Executive Committee met 3 times (6 meeting hours donated). The membership met once for its 2 hour annual meeting; 24 staff from 24 libraries were in attendance. The Selection Committee volunteered 22 hours per month on average, selecting content for the shared collection. MSL staff worked 70 hours on infrastructure and authentication for MontanaLibrary2Go Local. \$1,702.79 in FY13 LSTA funded the ACS renewal and MT Historical Society ebooks. 2. \$58,952.38 in FY13 LSTA funded the salary, technology infrastructure, and travel for the MMP Director position. MMP staff presented trainings and workshops introducing the MMP as a community resource, explaining how to contribute collections, and how to collaborate with other organizations to create collections. 12 presentations were presented to live audiences totaling 18.5 hours of training to 300 people, in all. MMP staff also presented 2 hour-long webinars about the structure of the MMP and how it came into existence to participants from the Western United States to another 80 people. MMP staff met with 30 libraries and museums in-person and 8 online or on the phone to discuss potential MMP collections and how to get started. Each meeting was an hour long and was with 1 to 6 individuals. MMP staff traveled 7,087 miles this past year to present and conduct outreach meetings. MMP staff conducted 32 online software trainings in this reporting period using GoToMeeting to support contributors. These one hour trainings assisted 1 to 6 trainees. During the past year, \$6,258.12 of FY13 LSTA funds assisted 9 organizations in adding collections. The funding specifically paid for the costs of digitizing the materials by a central vendor. The funding recipients included 4 public libraries, 1 museum, 1 school & 1 academic library, 1 state agency library, and 1 city agency. LSTA funds were also used during this period to pay for the CONTENTdm annual subscription and the statewide Digital Archive subscription that provides long term preservation of master images (\$11,808.58). The cost of these subscriptions is shared with the Historical Society Research Center, which contributes the other half. Currently the MMP has 78 collections from 38 contributing organizations representing 755,762 images. Since the last reporting period 254,762 items have been added to the MMP. Due to the rapid growth of the collections additional hosted storage was required and purchased with LSTA funds for \$7,222. A new Google Analytics feed was applied to our CONTENTdm pages to monitor website traffic on September 1, 2013. This new feed tracks visits to our specific URL www.mtmemory.org rather than the CONTENTdm URL <http://cdm16013.contentdm.oclc.org>. Since that date our webpages have had 79,629 users who have viewed 554,300 pages of content in 118,610 sessions. An MMP Advisory Council was formed to help with promotion and outreach. This council met twice this past year Members gave 4 hours of service to the MMP. A cataloguing committee was formed to review the metadata standards of the MMP and to create new metadata guidelines. This group of 10 volunteered 6 hours.

Project Outcomes:

1. Use of LSTA funds for eliminating startup fees and hosting a central platform for shared content allowed all sizes of public libraries in the state to participate in ebook and downloadable audiobook lending and offer a vast collection of content to their patrons at minimal cost. The new membership cost share formula includes three different subtiers within what was previously the lowest tier, to create a more equitable cost structure per patron for the smallest libraries. The new lowest tier for new participating libraries (0-999 patrons) paid an annual fee of \$482 for access to over 22,000 items by the end of FY13, averaging out to under \$.02 per item. The value and popularity of this service has inspired many donations from member libraries, Friends groups, and library federations toward the shared content budget in the amount of \$40,396. This amount was collected from 6 public libraries and 4 federations representing all sizes and budgets. The number of checkouts during this period increased by 32%. Through its 3 meetings the Executive Committee completed this work: advised MSL staff on terms for negotiating the new contract with the vendor; drafted and recommended changes to the cost share formula, for the benefit of smaller library members; evaluated options for adding new content formats to the collection and presented these options to the membership; facilitated an end-user survey to discover patron attitudes regarding holds ratios and check-out times; and recommended the annual budget to the membership in May 2014. MSL staff continued to learn more about working with the Adobe Content Server on the State network and developing packaging tools during this period. The Selection Committee's new procedures for reviewing local content helps guide acquisition choices in this new area of electronic resources collection development. 2. As a result of meetings between the MMP Director and potential institutional partners, 13 new collections have been added or are currently being worked on by new partners. The number of items in the MMP has increased by 66%. The cataloguing committee created new guidelines and reviewed metadata requirements in fall 2013. The new basic metadata requirements were applied to the existing collections and collection search results have vastly improved. The out-of-the-box CONTENTdm webpage design lacked a friendly user interface. This past year new front pages were designed and published. These pages organize the vast array of content into format types to make content easier to find. A formal partnership was entered with the Mountain West Digital Library (MWDL). The MMP content is harvested by their aggregation services and MMP content is searchable on their website. The MWDL is a Service Hub of the Digital Public Library of America (DPLA) and our MMP content is also now available on this national website.

Other Results:

Anecdotal Info:

Feedback from participating library staff: MontanaLibrary2Go "I love the e-books and being able to select from home, this is a great service!" (Billings Public Library patron) "When I pay our MontanaLibrary2Go bill, I know I am buying WAY MORE than just access to the materials. We are also getting top-notch professionals to do the selection and acquisition of those materials. And I am so grateful that you do this for all of us. Thank you selection committee!" (Dillon Public Library staff) MMP "Thank you, thank you, thank you! The 1918 editions of the Pioneer are up, and I immediately found my 2x great-grandfather's obituary. It changed so much of what circumstantial evidence I had on hand. It truly is an invaluable resource. Thank you again!" (Researcher from Wabbaseka, AR) "When descendants of Darby area former residents come by the library to ask questions about their ancestors, we direct them to a book when applicable and show them how to find information and photos on the MMP. Visitors interested in their family genealogy are eager to search the digital images and documents. We also have residents searching for information about a specific historical event such as the Building of the Big Ditch or the Apple Boom and we direct them to the digital files. Most are simply amazed

that this information is now so available and easy to access.” (Darby Community Library patron) “A woman was researching her father-in-law’s brief residency in Missoula, MT as a High School Student (1923-1924). That portion of our MCHS collection is online and she will be able to access the gentleman’s photos/class history, etc. online. It is good work that is being done to archive these documents. Her father-in-law is still alive and living in Tennessee and she is very excited to reconnect him with his High School years as he had lost his yearbook. Thank you for facilitating this project and your continued support.” (Missoula County Public School District staff) “The MMP collections have been a useful resource for our patrons and others researching the Polson area or working on family histories. We’ve had interest from at least one user outside our immediate area, as well. A recent researcher commented that the key-word searchability was very helpful.” (North Lake County Library staff)

Project Report

Project Code: 2013-MT-48745

Project Title:

Statewide Consulting Project

Library Name:

Montana State Library

Phone Number:

406-444-9816

Library Building:

LSTA Funds Expended:

\$227,911

In Kind Contributions:

\$

Number of Persons Served:

507582

LSTA Purpose:

Library technology, connectivity, and services

IMLS Primary Performance Category:

Provide access to information, resources and ideas

Primary Users:

Library staff and volunteers, Public library trustees, Statewide public

Primary Services:

Library Development, Staff Development Education and Training, Technology Infrastructure

Project Number:

Project Director:

Sarah McHugh

Email:

samchugh@mt.gov

Cash Match:

\$7,193

Total Cost:

\$235,104

State Goal:

Goal 1. MSL provides consultation and leadership to enable users to set and reach their goals and provides appropriate trainings and training resources so that the best use can be made of the resources offered

IMLS Secondary Performance Category:

Provide tools for the future

Secondary Users:

Secondary Services:

Library science education and skills, Management skills, Technical skills, Computer hardware and software, Integrated library systems, Telecommunications and networking hardware and software, Community and user studies, Marketing and promotion of library services, Strategic planning

Start Date: 7/1/2013

End Date: 9/30/2014

Statewide?

Partnership?

Exemplary?

OBE-Related?

Project Purpose:

The consulting project provides training and consulting assistance focused on making it possible for libraries and library users to have easy access to needed information resources.

Project Activities/Methods:

1. 3 full-time library consultants offer consulting in general and specialty areas of library development and provide continuing education opportunities for librarians and library trustees statewide. A. The E-Rate consultant attended annual E-Rate trainings in October 2013 in Portland, OR and the 2014 Schools Health & Libraries Broadband Conference in Washington, DC, participated in the American Library Association E-Rate Task Force, and provided data to ALA Office for Information Technology Policy on MT library broadband availability, E-Rate costs, and participation. This consultant prepared comments representing MT libraries for the Federal Communications Commission E-Rate Modernization Order, and attended monthly State E-Rate Coordinator teleconference meetings. B. The 3 consultants also helped revise the criteria for receiving the "Excellent Library Standards Award" (ELSA). The ELSA recognizes libraries that use MT's Public Library Standards to assess and improve their services. Other types of libraries can also earn the award based on applicable standards. C. 1 consultant led a webinar which introduced librarians to Wilderness Act 50th anniversary resources and events, and compiled a "Wilderness" readers' advisory book list from MT librarian suggestions. D. Many MT libraries supported ACA enrollment by providing information, programs, and locations for Navigators to help individuals enroll. MSL consultants maintained a website with information for librarians and patrons, including ACA library events around the state, regular reports on enrollment, and deadline reminders for librarians, and made direct contact with librarians about upcoming area events. E. The consultants also developed a public library district transition planning template. The template is an online tool that identifies stakeholders, creates a timeline, coordinates activities, and identifies benchmarks. 2. The Technology Petting Zoo is a set of tablets and e-readers that library staff can use to experience working with new technology. As library patrons increasingly use tablets to access library content and services, MT librarians continue to educate themselves to provide better support to their users. MSL updated the content and administration of its TPZ kits during this period.

Project Outputs:

1. The consultants presented 42 in-person trainings that 779 librarians and trustees attended. They presented 8 webinars for 80 attendees. Trainings were 1-3 hours in length. They responded directly to 330 requests for information and made 122 visits to libraries around the state, travelling 30,615 miles. A. 60 MT public libraries participated in the E-Rate program. B. \$215,010.21 in FY13 LSTA was spent for salary, technology infrastructure, and travel for the 3 consultants. 2. 10 new iPad tablets and 10 Google Nexus tablets were purchased for new "tablet labs" that add training opportunities in addition to our existing laptop labs. (\$12,900.55). 115 librarians attended a poster session at the 2014 Fall Workshop where they had the opportunity to try out tablets and learn about their applications. \$7,193 in funds from the Gates Foundation also helped fund the TPZ and tablet labs.

Project Outcomes:

1. All 3 consultants worked and trained with library staff and trustees in order to improve

knowledge statewide of library governance and law, collection management, library federations, personnel issues, MT Public Library Standards, reporting public library statistics, public library district development, branch creation, ADA compliance, strategic planning, digital librarianship and online presence, EDGE participation, ethics, community engagement, intellectual freedom, library insurance needs, broadband issues, the MSL Statewide Library Resources website, library workplace applications, mobile applications, OCLC enrollment, inter-local agreements, library accounting, and library administrative and technology planning. A. Consultants individually completed special projects which included assistance with E-Rate compliance and reporting, filtering, development of an online bandwidth survey, technical support for the MT Memory Project and Discover It, collection development for a shared statewide Professional Library Materials collection, and the Share Your Story pilot. B. The 60 libraries participating in E-Rate saved \$82,800 through the program. C. As a result of the new ELSA standards, libraries are encouraged to strive harder to improve library services. The public library district transition planning template reduces the stress of the transition to a district and helps keep the process on track. 2. 2 new tablet labs purchased with FY13 LSTA support guided exploration and training for library staff on workplace apps and concepts like roving reference and embedded librarianship. Projectors and speakers augment these training labs. As the comfort level has increased and the technology itself rapidly and continually changes, MSL has switched to maintaining a core set of 5 TPZ kits. Each kit is customized specifically to supply the appropriate equipment to the 3 Statewide Consultants, the MSC Trainer and the Talking Book Library staff so that they can provide effective training and support to the librarians and TBL patrons they serve. The new kits include a Google Nexus, iPad Mini, Samsung Galaxy, Dell Venue, and Asus Transformer Book, as well as various versions of the Kindle e-reader.

Project Report

Project Code: 2013-MT-48753

Project Title:

Statewide Early Literacy Project

Library Name:

Montana State Library

Phone Number:

406-444-3115

Library Building:

LSTA Funds Expended:

\$51,848

In Kind Contributions:

\$23,360

Number of Persons Served:

60909

LSTA Purpose:

Services for lifelong learning

IMLS Primary Performance Category:

Enhance a lifetime of learning opportunities

Primary Users:

Children, Library staff and volunteers, Pre-school children

Primary Services:

Education-Related Services for Children and Teens, Literacy Programs, Staff Development Education and Training

Project Number:

Project Director:

Sara Groves

Email:

sgroves@mt.gov

Cash Match:

\$8,012

Total Cost:

\$83,220

State Goal:

Goal 3. MSL promotes partnerships and encourages collaboration among libraries and other organizations to expand and improve services to patrons

IMLS Secondary Performance Category:

Strengthen families and children

Secondary Users:

Disadvantaged children

Secondary Services:

Reading development, Reading readiness, Summer reading programs, Family literacy, Library science education and skills

Start Date: 7/1/2013

End Date: 9/30/2014

Statewide?

Exemplary?

Project Purpose:

The Statewide Early Literacy Project helps libraries plan and implement programming and other services for a targeted audience by providing educational materials, promotional ideas, training, and Web resources. In this reporting period, the targeted project audience

Partnership?

OBE-Related?

was children ages 0-7 and the project purpose was to help parents, caregivers, librarians and educators recognize the value of sharing language and literacy with children to foster early literacy skills.

Project Activities/Methods:

1. Ready2Read: This project continued to focus on early literacy by developing programming and providing age-appropriate materials for public libraries to serve children ages 0-7. LSTA funds were used for 1 part-time staff and a contract consultant. During this reporting period, the emphasis was on training for librarians in the areas of early learning and early literacy programs. The Ready2Read website is <http://ready2readmontana.org/R2R-flash-main.html>. 2. MSL hosted its 3rd Ready2Read (R2R) Rendezvous at the Bozeman Public Library in Bozeman in April 2014. The 3rd Rendezvous had been originally scheduled in October 2013; however, because of the Federal government shutdown, the Rendezvous was rescheduled in April 2014. The 2014 Rendezvous was funded through LSTA. Training was offered at the 2014 Rendezvous featuring developmentally appropriate play spaces in libraries and how to integrate play in library programming and space; how to integrate early literacy and developmental information into storyhours for mixed ages; and how to position your library as a center of the community for youth programming. 3. Ready2Read Goes Wild: MSL developed a partnership with MT Fish, Wildlife & Parks (FWP), MT Public Broadcasting Station (PBS), and the MT Head Start Collaboration Office. Working with the partners, MSL staff worked to develop a series of six videos that support the existing "Wild" trunks. Using the "Wild" trunk themes (owls, ungulates, tracks, creepy-crawlies, water, and bears), the videos feature topic specialists with the goal of helping early childcare educators as well as parents and caregivers understand a) the basic information on each topic; b) how to present science lessons to children age 3 – 5 years old; and c) understand how to incorporate literacy into science education. The videos were filmed by professional videographers from MT PBS. Production of the videos was paid for by the MT Head Start Collaboration office. Graduate students at MT State University's early childhood program aligned the trunk contents, activities, and videos with the newly-released (2014) MT Early Learning Standards as well as with the Head Start Child Outcomes Framework. There are also additional activities available online, including vocabulary highlights and additional resources lists. The videos are now available online at <http://www.pbslearningmedia.org/collection/ready-2-read-goes-wild/>. PBS LearningMedia provides direct access to thousands of classroom-ready, curriculum-targeted digital resources and is designed to improve teacher effectiveness and student achievement. Resources are aligned to Common Core and national standards and include videos and interactives, as well as audio, documents, and in-depth lesson plans. You can browse by standards, grade level, subject area, and special collections. You can also favorite and share resources with your class and colleagues. Best of all, PBS LearningMedia's basic service is free for libraries and PreK-12 educators. 4. The Collaborative Summer Library Program (CSLP) is a consortium of states working together to provide high-quality summer reading program materials for children at the lowest cost possible for their public libraries. By combining resources and working with an exclusive contracted vendor to produce materials designed for CSLP members, MT public libraries can purchase posters, reading logs, bookmarks, certificates and a variety of reading incentives at significant savings.

Project Outputs:

1. During this reporting period, 10,000 informational "Ready2Read!" cards, 25,000 bookmarks, and 25,000 magnets were created for distribution in libraries. Additionally, nearly 2,000 posters were distributed. 11,200 new magnets were ordered. \$3,524.82 in FY13 LSTA funded these materials and DVDs of the "Go Wild" videos (see #3). In addition

to the Ready2Read Rendezvous, 14 in-person and online trainings were offered: STEAM & the Makerspace: Engaging Programs for Youth; Stay and Play Activities: Math, Science & More Fun for Families after Storytime; Fizz, Boom, Read! Sharing Summer Reading Ideas; Supporting Children's Social-Emotional Behavior in a Public Library Setting; Books and Babies in your library; How to develop a play space; why play matters: how to implement play in your Library; Blocks: the World's Best Toy; The Best of Books and Babies Programs; How to Make your Library More Child-Friendly; Summer Reading; How to Be a Family-Friendly Library; Presenting Every Child Ready to Read; and Programming for School-Age Kids. 90 library staff and trustees attended in-person, and recorded webinars were replayed 134 times. 2. 38 librarians attended the Ready2Read Rendezvous in 2014, representing 22 libraries in communities of varying sizes statewide. 3 tribal libraries and 1 school-community library were also represented. (The 2013 Rendezvous had to be rescheduled for Spring 2014 due to the Federal government shutdown. Registration had been: 58 librarians, representing 42 libraries in communities of varying sizes statewide. 7 tribal libraries and 1 school-community library would also have been represented.) Training sessions varied in length to allow for more in-depth exploration of specific topics as well as hands-on learning opportunities. 6 sessions were presented: Block Play: Exploring Endless Possibilities (3 hours); Ready 2 Read Projects: Success Stories (2 hours); STEP into Storytime: Storytime Effective Practice for Mixed-age (Newborn - 5) Storytimes (6 hours); Libraries: From Supporting Player to Community Engagement Leader (1/2 hour) and Stay and Play Activities or How the Library Became a Destination (1.5 hours); Supporting Each Other (1.5 hours). 3 "Early Learning Resource Highlights" were offered which spotlighted a range of resources from websites to collection development ideas. \$15,504.42 in LSTA was spent on planning and organization for the Rendezvous. A contract consultant was hired using \$1,375 in FY13 LSTA to assist with 4 Ready2Read program development meetings; assist with planning and leading 4 trainings at the April 2014 MT Library Association conference; present 4 training webinars; planning and participating in the Rendezvous; and presenting a Summer Reading Program webinar and evaluation. Each attending library received wooden block sets and other Ready2Read PlaySpace materials, including puzzles, magnetic letters, movable figurines, and block accessories. These materials were purchased with private funds from the Washington Foundation. 3. 6 "Go Wild" trunks focusing on 6 different themes (owls, tracks, water, creepy-crawlies, ungulates, and bears) circulate in each regional library federation (36 trunks total). 6 different videos that support each of the trunk themes were created and are available online. They were viewed 824 times during the reporting period. 200 DVDs of the videos were distributed to libraries, childcare providers, and schools with slow internet connectivity. To produce the videos, MT Head Start Collaborative Office paid \$4,000; MT PBS \$1,000; and MT FWP contributed \$400 and 60 hours of staff time. 4.110 Summer Reading Manuals were printed at \$10 each and provided to public libraries (\$1,100 in FY13 LSTA). 6 Summer Reading PSAs were produced at \$45 each (\$270 total FY13 LSTA). 5. \$30,074.11 in FY13 LSTA funded salary, infrastructure, and travel for the .25 FTE Early Literacy Coordinator position.

Project Outcomes:

1. Since launching the Ready2Read program in 2009, reported attendance in children's programming statewide has increased over 21% (from 158,625 in 2008 to 193,456 in 2013) and the number of available children's programs has increased by over 53% (from 6,584 in 2008 to 10,127 in 2013). 2. To evaluate the Rendezvous, attending librarians were required to complete a significant year-long project putting into practice something they learned. The only parameters for the project were: a) the projects had to be a long-term effort, not something that could be easily implemented; b) the projects had to utilize information that had been gained as a result of attending the Rendezvous; and c) the projects had to expand the library's current early literacy efforts and reach children from

birth-5 years old. Libraries had to design their projects and outline goals, objectives, and tasks associated with each objective. MSL staff worked with each library to ensure that their goals and objectives pushed the envelope a little bit but were also achievable. MSL staff monitored progress of these projects throughout the year via phone calls, emails, and webinars. Final projects include complete re-designs of children's areas, community partnerships, ongoing early literacy training in communities, and extensive programming overhauls. Examples of community partnerships include Missoula Public Library's "pop-up museum" facilitated by SpectrUM Discovery Center, a program of the University of Montana, which places 3 hands-on science activities within the children's area; Missoula Public Library's partnership with the local food bank which brings healthy snacks to children attending summer library activities; Blackfeet Community College – Medicine Spring Library's "Books and Babies" program coordinated with the community health center and the local Head Start to extend their outreach to new audiences; and Glendive Public Library's partnerships with the local Health Department and medical center to provide newborn babies with a board book and a guide for new parents (including "the importance of the "fabulous five" – reading, singing, playing, writing, and talking – and several rhymes with finger plays). Glendive has strengthened its partnership with the Health Department by inviting a registered nurse to attend one storytime program each month to answer parents' questions, take babies' height and weight, and make referrals to other helpful resources.

Other Results:

MSL's Early Literacy Coordinator continued to serve on the state's Best Beginnings Advisory Council (BBAC) and was reappointed for a second term by Governor Steve Bullock. This Council is comprised of statewide organizations that serve children from birth-5 in a variety of capacities. This spot on the BBAC has provided MSL with the opportunity to share how libraries are serving the state's youngest citizens. For many at the table, MSL's representation on the Council was the first time they had ever considered libraries to be partners in early childhood education and services. It has also opened doors for additional collaboration between MSL and other agencies and provided more visibility for libraries across the state in the arena of early childhood. The communities and counties that are served by local Best Beginnings Advisory Councils include: Big Horn, Butte-Silver Bow, Cascade, the Confederated Salish Kootenai tribe, Crow, Custer, Dawson, Flathead, Fort Peck, Gallatin, Hill, Lake, Lewis & Clark, Lincoln, Mineral, Missoula, Northern Cheyenne, Park, Ravalli, Richland, Rocky Boy, Roosevelt, Rosebud, and Yellowstone. MSL staff was asked to present at the MT Head Start Association conference, at the MT Education Association conference, and at the MT Reading Conference in Fall 2013. However, all presentations were cancelled due to the Federal government shutdown and lack of funding.

Anecdotal Info:

"What I learned most from attending the Rendezvous was how to take a stand on behalf of children. I learned to not be afraid to ask for a donation or try for a grant. There are so many good people in the world who really care about children and when I ask on behalf of the children of our community, I never cease to be amazed at the outpouring of generosity." (Glendive Public Library staff) "Boulder Community Library has expanded our storytime since I attended the Rendezvous. We now start story hour singing and reading, do a craft that reinforces what we read about, then sing the cleanup song and have a snack. We also send home a packet with everything they need to complete the craft at home as well as an idea sheet for the parents. Our program has grown so much that we had to hire a part time aide to help us. The parents love participating in the singing and craft projects. After story hour, we have our blocks set up so the kids can play and the parents can get to know each other. During our "Outside the Lines" week, we had the kids

decorate pumpkins and take them to our senior facility to give to the seniors as an "act of kindness". The seniors were very excited to see the little ones, who were equally excited to show off what they made them and sing the songs they had just learned. The kids are now making ornaments to take to them and are going to decorate their tree. One of our little guys has cleft palate and would not talk at all, now we have to work to keep him quiet! All these examples may seem small, but to us they are very meaningful. Just watching parents connect with one another has been a wonderful experience. We could not have had such an impact without the Rendezvous. The Rendezvous gave us the tools and confidence to 'broaden' our own story hour views." (Boulder Community Library staff)

"As a new library director who had to step in to take over story time, never having worked with young children, the Rendezvous was one of the best learning experiences I've had outside of grad school. It gave me the tools to begin revamping Story Time little by little. It also provided me with contacts to other librarians with the experience I lack who I can contact for support and ideas. I finally have parents/caregivers coming with the children. One of the biggest hits so far is "block play." The kids love it and the caregivers think it's just great. I received my freebie set at R2R and then ordered another. I've also started reworking our children's area. I've made it a more open, cozy spot and have had comments on how nice it is for the kids to have their own space. To be honest, I think the small changes made in our children's area have improved the library as a whole. Without having attended the Rendezvous, I would not have the ideas or resources that I've used since attending. I hope I can attend the next one!" (Sheridan County Library staff)

"I put together a sensory program, "Tactile Tuesdays," for babies and toddlers, as part of Summer Reading. The objects include water bottles with rice and beads, bells or other small items to search and find or make noise; basic shapes in felt that fit on a drawn shape on sandpaper; baggies with gel and stickers to squish around; green bean seeds in a clear vase that grew through the summer; bubble wrap, sandpaper and shelf liner on a board on the floor for little ones to crawl on; and much more. I am also using these once a month in the Books and Babies program, per parent requests. I used these materials specifically so the parents could see how to turn extra household objects into a math or science experience." (Lewis & Clark Library staff)

"Because of our workshop with Saroj Ghoting, we have begun a "Saturday Stories" program for all ages. We provide stories by a favorite author, along with songs & fingerplays, for children from toddlers to early elementary. The stories are followed by hands-on STEAM activities for families to enjoy together." (Bozeman Public Library staff)

Project Report

Project Code: 2013-MT-48750

Project Title:

Statewide Programming Project

Library Name:

Montana State Library

Phone Number:

406-444-5350

Library Building:

LSTA Funds Expended:

\$27,084

In Kind Contributions:

\$

Number of Persons Served:

104747

LSTA Purpose:

Services for lifelong learning

IMLS Primary Performance Category:

Enhance a lifetime of learning opportunities

Primary Users:

Children, Rural populations, Young adults and teens

Primary Services:

Cultural Heritage Programs, Education-Related Services for Children and Teens, Intergenerational Programs

Project Number:

Project Director:

Cara Orban

Email:

corban@mt.gov

Cash Match:

\$

Total Cost:

\$27,084

State Goal:

Goal 3. MSL promotes partnerships and encourages collaboration among libraries and other organizations to expand and improve services to patrons

IMLS Secondary Performance Category:

Sustain our cultural heritage

Secondary Users:

Secondary Services:

Local history, After school programs, Home schooling

Start Date: 5/1/2014

End Date: 9/30/2014

Statewide?

Exemplary?

Project Purpose:

The purpose of the 2 pilot services provided under the Programming project is to support MT libraries by responding to the following IMLS purposes, priorities, and initiatives: 1. Encourage resource sharing among all types of libraries for the purpose of achieving

Partnership?

OBE-Related?

economical and efficient delivery of library services to the public. 2. Expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, and digital literacy skills. 3. Develop public and private partnerships with other agencies and community-based organizations. 4. Support development of 21st Century skills (information, communications, and technology literacy, critical thinking, problem solving, and creativity). 5. Make an experience similar to StoryCorps available to MT communities through their local libraries.

Project Activities/Methods:

1. The MT Makers traveling makerspace pilot equips libraries with tools and resources for young patrons to experiment with technology and craft in a way that is not readily available in most communities. These tools come in the form of traveling kits that circulate to libraries for 8-10 weeks at a time. Library staff does not have to be tech-savvy or otherwise possess special knowledge in any of the STEAM disciplines in order to host these kits. The key is finding expertise within the community to help make use of kit materials. Some partnerships the hosting libraries have established or proposed include: Public schools or colleges, school clubs such as Robotics clubs, 4-H, county extension offices, local youth organizations, local utilities companies or telecommunications companies, health clinics, research laboratory staff, and artists or craft groups. MSL staff organized 1 orientation session online for the summer cohort of hosting libraries (Belgrade Community Library, Bitterroot Public Library, Darby Community Library, and Havre-Hill County Library) with PCS Edventures, an Idaho company that produced the robotics, engineering, and "Brick Lab" sets for each makerspace kit. Additional online resources, such as project and program ideas and tutorials, were maintained on the MSL LSTA Pilot webpage: http://libraries.msl.mt.gov/Home/statewide_projects/LSTA_pilots.aspx. 2. Share Your Story is an LSTA-funded pilot that circulates portable digital audiovisual recording kits to libraries on a rotating basis. Hosting library staff is trained to use and make these tools available to record their communities' stories in audio or video format. These stories are then collected and uploaded to several locations, where appropriate: the dedicated project website, the MSL Vimeo channel, and the MT Memory Project, as well as the contributing library's website, if desired. 2 full time LSTA funded staff, 1 part time LSTA funded staff, and 1 other MSL staff person contributed to the preparation of this pilot. During this reporting period, 2 libraries were scheduled to host a kit. The first, Missoula Public Library, received a National Endowment for the Arts grant to host the "Big Read" program, and partnered with local veterans organizations to provide programming to accompany the book *The Things They Carried* by Tim O'Brien. The veterans were interested in partnering with the library to collect oral histories from Vietnam veterans. The veterans provided volunteer time organizing the interviews. The second hosting site, Darby Community Library, appointed 2 former Darby library trustees as the point persons for their community history project. Partnerships were formed with the United States Forest Service Ranger Station in Ravalli County, Darby Public Schools, South Valley Civic Group, Darby Study Group, Darby Descendants Inc, St Phillips Catholic Church, and the Silver Tops Senior Citizens Group. These partners agreed to provide staff time, funding, resources, meeting space, technical support, publicity, networking, and contact information for interviewees. MSL staff contracted with a professional web designer to construct a public Wordpress site (<http://shareyourstorymontana.org>) that could accommodate embedded videos and podcasts and search interviews by location, categories, and tags, with links to the MT Memory Project and to resources for library staff. Staff also contracted with a videographer to prepare 30 second public service announcements to run on local television channels in support of the pilot.

Project Outputs:

1. \$18,446.78 in FY13 LSTA was spent on tools and materials for 6 identical makerspace kits. 6 libraries participated during the reporting period (Belgrade Community Library, Bitterroot Public Library, Darby Community Library, Drummond School Community Library, Glendive Public Library, and Havre Hill County Library). 4 of these libraries hosted kits between June and August 2014, and 2 received kits beginning in September 2014. Each of the 6 makerspace kits included these tools, materials, and resources: 2 Arduino kits; 1 Raspberry Pi Starter Kit; 1 Snap Circuits Deluxe Kit; 1 MaKey MaKey Standard Kit; 1 PCS Edventures Robotics Kit with software for programming the robots; 1 PCS Edventures Discover Engineering Kit with instructions for building projects which demonstrate a fundamental concept of engineering; 1 sewing machine; 1 set of crochet hooks; 1 set of knitting needles; 1 PCS Edventures BrickLab Survey Set with curriculum for communications, physics, math, and engineering projects; a button maker; a Xyron Sticker Maker; 4 rolls of duct tape; 1 set of paintbrushes; 2 glue guns; and a couple of optional items: a telescope kit including maps and a planisphere, and a forensics kit. Additionally, 4 books were included in the kit to inspire projects that could be completed using low-cost and easily obtainable materials or software: Super Scratch Programming Adventure! , to introduce beginners to coding using Scratch, the drag-and-drop open source software developed by the Massachusetts Institute of Technology; Discover the Stars: Starwatching Using the Naked Eye, Binoculars, or a Telescope; The Best of Instructables Volume 1; and The Best of Make: 75 Projects from the Pages of Make Magazine. 1 MSL staff person was primarily responsible for this pilot and selected the contents of the kits through recommendations from other makerspace coordinators, young adult and youth services librarians from around the state, and in consultation with the Idaho Commission for Libraries, whose makerspace pilot influenced MSL's plans to incorporate makerspace materials into its overall mission to promote statewide resource sharing. 4 libraries returning evaluation information reported 393 makers participated in 19 formal programs (averaging 90 minutes long) during the reporting period. MSL staff held 4 1-hour online trainings for staff at 4 libraries, averaging 6 people per session; and 1 in-person training for 24 people at the 2014 Fall Workshops. 2. \$2,082 in FY13 LSTA was spent to create 4 audiovisual kits for Share Your Story. The content of each of the 4 Share Your Story kits included 1 iPad Air loaded with an audio recording app (Super Note) and a video recording app (iMovie); 1 iPad USB adapter; 1 tripod with iPad mount; 1 tabletop microphone; 1 lavalier clip-on microphone; liability waivers; and a copy of the MT Historical Society's Oral History Primer, reprinted with permission. \$2,630 in FY13 LSTA was spent on design work with an independent contractor for the website and materials such as posters providing information about the project. \$3,925 in FY13 LSTA was spent on 37 hours' worth of videography work with Lyon Group LLC to produce 3 30-second PSAs. 4 kits were created during the reporting period and 2 were deployed to public libraries by the end of September 2014. 8 interviews were scheduled by libraries hosting the kit during the reporting period and will have been completed in the FY14 LSTA reporting period. Project volunteers have spent an average of 3 hours total preparing metadata, questions, and recordings before and after each interview (24 hours total). 2 in-person training sessions were organized by MSL staff for 22 participants - participating library staff and other interested library staff - during this reporting period, totaling 6 hours of training. 1 MT PBS staff person donated 1.5 hours of oral history training time at the 2014 Fall Workshops.

Project Outcomes:

1. Evaluations and observation rubrics were distributed to hosting libraries in September 2014. The observation rubrics asked library staff to describe various levels of engagement in maker activities, but were not returned to MSL within this reporting period. Expected outcomes for the MT Makers pilot include: ► Libraries throughout the state 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 (observation rubrics) 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. Of the 6 libraries that received makerspace kits during the reporting period, 4 enjoyed a full 10 week period with the kits before September 30, 2014 and were able to submit responses to a post evaluation survey. Learning objectives that hosting library staff built into formal programs incorporating elements of the makerspace kits that were observed included improvisation, creativity, conductivity, fractions, hand/eye coordination, problem solving, writing and storytelling, following written and verbal directions, mixed media, engineering concepts, the basics of circuitry through doing hands on exercises, computer programming, career possibilities in engineering and computer science, and self-guided exploration of one or more of the STEAM disciplines. The programming focus was most heavily concentrated on the more traditional arts and crafts elements of the kit, as library staff reported their level of familiarity and comfort was highest in this area. 100% of reporting sites organized arts activities (4); 50% planned science-based formal programs (2); 50% planned technology programs (2); 50% planned activities with a focus on engineering (2); and 25% planned math activities (1). Library staff themselves reported having gained new experiences from using the technology and electronics tools in the kit, as many of the staff had never had the opportunity to use them before. The most frequently reported challenge and request was the need for additional training on more complex pieces like the programming tools such as the Arduino. In response, MSL staff offered additional "drop in" sessions and also partnered with a vendor to host a Google Hangout and cover the fundamentals of programming the Arduino. Additional trainings and materials are scheduled for the next cohort, and will be reported in the next reporting period. 2. MSL staff articulated expected outcomes for the Share Your Story pilot, but evaluations had not been collected from the libraries that were in the midst of their projects at the end of this reporting period. Outcomes that MSL staff will address in evaluation materials include:

- Previously undocumented cultural heritage from the local community is documented and shared.
- Community awareness of library resources and programs increases.
- Presence of library resources and programs in the community expands.
- Project that promotes intergenerational activity generates strong turnouts/participation.
- New patrons visit the library or make use of library services.
- Patrons have the opportunity to learn new technologies and skills.
- Staff feel 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 collect

Other Results:

Community and interlibrary partnerships are an important element to the success of the MT Makers pilot. In order to host a kit, MSL required public libraries to complete an application articulating specific goals and objectives for outreach programming and initiate partnerships with one or more partners in the community. Library staff participating in the pilot was asked to explain specifically why they wanted to host a makerspace kit, identify what elements of the kit they thought would be most appealing to their intended audience, and identify community partners or mentors with expertise in one or more of the STEAM disciplines who would be available to assist with programs. As a result, libraries were better organized and able to plan in advance to make the best use of their allotted time hosting the kits. In addition to preliminarily identifying potential partners in

the hosting application, makerspace hosting libraries in the FY14 LSTA reporting period will complete an outreach action plan that outlines plans for structured activities which will make use of the maker kits, and articulates the specific resources (staff time, materials, funding, meeting space, and training) that they and their community partners will contribute toward the implementation of these plans. The Outreach Action Plan will also identify program expectations and desired outcomes (for both libraries and community partners) to be met through these activities. This plan is intended to provide a template for library staff to use for project and program planning purposes so that they can reap the most out of their time with the makerspace kits. The plan will also help MSL staff better anticipate training needs for preparing the hosting library staff to successfully use the kit.

Anecdotal Info:

"I have heard many of our youth settling for mediocrity and never hitching their saddle to a distant star. They don't believe that they are smart enough to try for things in the science and technology arena. I want them to know that their library believes in them and that we can provide resources to help them reach for the stars and be that amazing person that they are meant to be." (Glendive Public Library) "There was enough technology to do several months' worth of programs. We used MaKey MaKey to make a giant, foot-operated game controller and banana keyboard. The teens also made an AM radio with the Snap Circuits. Other programs using skills developed with the kit included an hour of code and 3D printing. These numbers are huge for us and clearly show that the kit was a success. We plan to continue providing DIY/maker supplies for teens throughout the school year." (Belgrade Community Library staff) "I am really excited about the Maker trunks – but a little overwhelmed too! Currently we have a student teacher in the Science department and she collaborated with me to bring her class to the library to use the engineering kits. I was able to use the engineering kits with two junior high classes – and they loved it! The third grade teacher brought her class to the library for the block kits. I used the manuals included with the BrickLab to do the Communication activities. Hall School (a nearby elementary school) brought all of their K-8 students to do the Maker kits at different stations throughout the library and it was a huge hit. The teachers and parent helpers were very helpful in managing so many kids in different tasks and abilities. They sewed on paper, did communication games with the Bricks, made Snap Circuits and Squishy Circuits, and built engineering projects." (Drummond School Community Library staff) "I was able to attend the Maker Space workshop and a staff member attended the STEAM story time workshop at the end of September, so we are feeling pretty comfortable with the kit and excited to start using it. I'm really excited about this opportunity and want to thank you, State Library, and IMLS for this wonderful opportunity to connect more with our patrons. There are so many things we are being encouraged to participate in right now, it is so helpful to have the kit and guidance to provide us with a solid starting point. It makes it "do-able" instead of overwhelming." (Glacier County Library staff) "There was a lot to choose from! Participants used the Instructables project book to learn about cutting PVC pipe, following picture and written directions to assemble a product, and making it work. The sewing machine was a big hit. Some of the kids enjoyed just sewing on paper, not really making anything except learning about how a sewing machine works. We hosted a Brick Lab evening where pictures and project instructions from the Brick Lab were placed on 8 different tables. We also hosted a 'Maker Madness' event where we had different stations where the makers built marshmallow shooters, measured and cut paper garlands to sew on the sewing machine, painted on canvas, worked together on Brick Lab projects, and worked on the PCS Edventures Discover Engineering Kit. I recruited our staff to set up and teach the stations – it worked out well. Attendance was great and the feedback was awesome. 'When will you do this again?' So now we are planning on hosting something similar on the 'early out' days of school." (Bitterroot Public

Library)

Exemplary Reason:

The MT Makers pilot supports MT libraries by addressing these issues identified by IMLS:

1. STEM education – The makerspace kits support programs and activities that encourage interest in STEM/STEAM (Science, Technology, Engineering, Art, and Mathematics) education primarily in young adults ages 10-17. 2. 21st Century skills - STEAM education activities made possible through the makerspace kits support the development of communications and technology literacy, critical thinking, creativity, and problem solving skills. 3. Civic/community engagement – Community partners and mentors are integral to the success of how these kits are deployed in small MT communities. 4. Afterschool programs – The majority of tools and materials in the makerspace kits are intended to appeal to young patrons of school age. Hosting libraries agree to develop at least 2 structured programs making use of the kit materials, and to make kit materials available for unstructured use during specified hours.

The Share Your Story pilot supports MT libraries by addressing these issues identified by IMLS: 1. 21st Century skills - Participants have a practical hands-on opportunity to learn how to use tablets and audiovisual recording software applications, and to collaborate with other community members with the tangible goal of a finished product to be shared statewide. 2. Civic/community engagement - Community partnerships are formed or expanded to assist in promoting the project and collecting interviews. 3. Cultural heritage/sustainability - Previously undocumented cultural heritage from the local community is documented and shared through new channels. 4. Lifelong/intergenerational learning – community partnerships result in participants of all ages sharing their knowledge as well as learning new skills.

Project Report

Project Code: 2013-MT-48751

Project Title:

Statewide Training Project

Library Name:

Montana State Library

Phone Number:

406-224-0224

Library Building:

LSTA Funds Expended:

\$115,647

In Kind Contributions:

\$29,184

Number of Persons Served:

1416

LSTA Purpose:

Services for lifelong learning

IMLS Primary Performance Category:

Enhance a lifetime of learning opportunities

Primary Users:

Library staff and volunteers, Public library trustees

Primary Services:

Library Development, Outreach Services, Staff Development Education and Training

Project Number:

Project Director:

Joann Flick

Email:

jflick@mt.gov

Cash Match:

\$3,342

Total Cost:

\$148,173

State Goal:

Goal 1. MSL provides consultation and leadership to enable users to set and reach their goals and provides appropriate trainings and training resources so that the best use can be made of the resources offered

IMLS Secondary Performance Category:

Provide access to information, resources and ideas

Secondary Users:

Secondary Services:

Customer services skills , Management skills, Technical skills, Community and user studies, Marketing and promotion of library services, Strategic planning

Start Date: 7/1/2013

End Date: 9/30/2014

Statewide?

Exemplary?

Partnership?

OBE-Related?

Project Purpose:

The purpose of the Statewide Training Project is to provide library education to meet the professional development needs of librarians, trustees, and library leaders statewide, and to support the MT Library Certification Program, the most significant measurable outcome of training activities at MSL. Certification or renewal is achieved with 60 credit hours every 4 years, covering 4 areas: Library Administration, Collections Management and Technical Services, Technology, and Library Services to the Public. The Statewide Training Project focused on the analysis, development, design, implementation, and evaluation of library skills training to librarians statewide, with both online and onsite training serving library staff and boards with a wide variety of backgrounds, credentials, and skill sets. Most training efforts were led or facilitated by the Continuing Education Coordinator, in cooperation with other SLR staff.

Project Activities/Methods:

In-person: 1. The 2014 Fall Workshops attracted library staff from across the state for 2 days of training and networking. 2. MSL coordinated 3 in-person trustee trainings in 2014 at 3 sites: Billings, Kalispell, and Butte. Training centered on preparing boards to handle transitions in library leadership staff. Half of all librarians in MT are retirement age, making it critical that library boards have the resources and training to recruit and retain qualified staff. 3. LSTA funds provided 3 scholarships for public and tribal library staff to the 2013 Association for Rural & Small Libraries conference in Omaha, NE, and 1 scholarship for public library staff to the 2014 American Library Association conference in Las Vegas, NV. 4. The Network Advisory Council (NAC) represents the interests of all types of MT libraries and maintains the perspective of a statewide geographical balance as it explores technology resources, assists with the official procurement process of those resources, reviews and evaluates the feasibility, design, and outcomes of statewide library projects, assists with statewide planning, and advises the State Librarian and the State Library Commission as appropriate. Their guidance helps shape pilots, projects and programs that will be tested and implemented across the state. As a representative body, MSL looks to the NAC to help understand the impacts new opportunities and demands will bring to the MT library community. To that end, MSL needs to ensure that this group has the appropriate resources to monitor and participate in educational opportunities as they become available. Examples include travel to national conferences and workshops, attendance in online educational opportunities, facilitation of statewide listening sessions, and visiting the libraries they represent to gather feedback and gain a better understanding of how LSTA projects impact libraries. Online & on-demand: 1. MSL continues to develop online resources to support on-demand learning for library staff. MSL webinars are archived on the MSL's Vimeo channel. Webinars are replayed an average of 3 - 5 times more than the live attendance numbers. MSL staff conducts most trainings, but also seeks experts from state agencies and libraries alike to share their expertise via webinars. The MSL continuing education (CE) coordinator works with presenters to prepare them for training online and manages the technical aspects of scheduling and archiving the webinars. During the reporting period, increased emphasis on creating online resources for trustees resulted in a series of online training videos. This series focused on the relationship between the library board and the director, noting the importance of good policies, sound planning, and effective communication for productive leadership. The live training on recruitment and hiring was reproduced in a webinar so that trustees unable to travel could access the information at any time. A DVD produced by MSL during the FY12 LSTA period, An Introduction to the Montana Library Community, was published and a copy presented to each public library during this reporting period. 2. The Online Training and Meeting Software pilot gives public library directors, staff and trustees access to online meeting and training software that enables them to virtually

meet, collaborate, and share expertise. MSL was able to expand its existing Citrix contract to include 82 additional licenses, one for each public library. Directors manage their license internally, enabling staff or library trustees to also organize online meetings and trainings if desired. Through GoToMeeting, librarians network with colleagues, increase board meeting participation, and facilitate community discussions that lead to partnership opportunities. Librarians also have access to shared GoToTraining and GoToWebinar licenses. MSL also acquired more licenses for its staff to increase webinars facilitated by MSL in support of LSTA efforts

Project Outputs:

1. The Fall Workshops held in September 2014 in Helena had 160 registrants. Most attendees represented public libraries; staff from academic, special, and school libraries attended as well. Fall Workshops hosts seminar-style activities with 2-3 hour sessions, emphasizes engaged, hands-on learning, and is free to attend. 21 Fall Workshop sessions were offered for these topics: online statewide resources, Discover It! (EDS) customization and reports, accessing online resources, MSL makerspace kits, library programming, early literacy and STEAM, cataloging and statistics for the MSC, OCLC WorkShare Interlibrary Loan, original cataloging, book repair, weeding, performance evaluation, community assets and partnerships, the Common Core, creating oral history projects, a library's web presence, inclusivity practices, and managing volunteers. \$16,046.71 in FY13 LSTA was spent on the 2014 Fall Workshops. \$5,025.98 in FY13 LSTA had been spent on the 2013 Fall Workshops, which were described in the FY12 LSTA Statewide Training report.
2. 2 of a series of 3 onsite trustee trainings were augmented by an online version of the training to reach a greater audience and provide a follow-up resource accessible anytime. 34 library staff and trustees attended the 3 face-to-face trainings, called Ensuring Library Leadership Continuity with Jim Nys. Nys' webinars were played a total of 17 times. Hakala's 4 part webinar series, Happily Ever After: Board/Directory relationships that work generated more than 50 plays. 12 library staff and trustees attended the sessions live. \$3,685.97 in FY13 LSTA was spent on trustee trainings. \$5,572.71 in FY13 LSTA was spent on the succession training series.
3. \$4,825.93 in in FY13 LSTA was spent on scholarships for 3 librarians to attend the 2013 Association for Rural & Small Libraries conference in Omaha, Nebraska. 2 represented rural libraries serving small communities and counties (Belt Public Library and Meagher County Library), and one represented a tribal library (Salish Kootenai College). They attended sessions on public programs, community engagement, the physical library space, children's and YA programs, engaging the whole family, weeding, and cataloging. \$1,770.51 in FY13 LSTA was spent on a scholarship for 1 librarian to attend the 2014 American Library Association annual conference in Las Vegas, Nevada. This librarian represented a medium sized public library (Lewistown Public Library) and attended sessions on "Librarians as Digital Leaders", "How to Grow Your Own Innovation for Resource Sharing", "Managing Challenges, Maximizing Impact: Policies and Practices for Controversial Programming", and "Leaning Your Library's Materials Handling Workflows".
4. \$4,200 in FY13 LSTA was spent on NAC professional development. During this reporting period, the Special Libraries representative attended the 2014 WebWise Conference in Baltimore, MD. Also during this reporting period, the Large School Libraries representative attended the 2014 Northwest Conference on Computers in Education (NCCE) conference in Seattle, WA.
5. Webinars overall: A total of 69 webinars were available on the MSL Vimeo channel and were replayed 1,206 times during the reporting period.
6. \$63,768.14 in FY13 LSTA was spent on salary, technology infrastructure, and travel for the CE Coordinator position.
7. \$9,313.85 in FY13 LSTA was spent on GoToMeeting licenses for public libraries and MSL staff, and \$1,436 was spent on an AdobeConnect license for LSTA project training staff.

Project Outcomes:

Outcomes are measured using various project data: evaluations, surveys, attendance records, feedback, and structured observation. Attendees provide outcomes evaluation data by completing a post-conference survey. 1. Respondents consistently rank Fall Workshops sessions highly. 86 -100% rated the sessions at Fall Workshops as relevant to their jobs, 86-100% rated the session presenters as well prepared, and 78-90% said that the sessions met their expectations. The Trustee Training events, similarly, used an evaluation form to gather evidence of outcomes, with nearly every attendee rating both presenters and content highly. 2. MSL training staff also use evaluation instruments to unveil needs that could be addressed in future trainings. While session feedback is still collected, information about necessary follow-up is a greater focus in MSL's training evaluation strategy. Evaluation at Trustee trainings have uncovered a need for template materials to assist library boards in a director search and hire, for example. Through discussion with the CE cohort supported by the Chief Officers of State Library Agencies (COSLA), it has been determined that this is a common need across states. In response, the CE Coordinator at MSL is working with her peers to develop these materials. 3. The ALA scholarship attendee partnered with Multnomah County (OR) Library staff on a webinar after attending their ALA "My Librarian" session, and shared how he was adapting their ideas at his library. The webinar had 10 live attendees and 44 plays on Vimeo. 4. A. The theme of the 2014 WebWise conference attended by the NAC special libraries representative was "Anchoring Communities", focusing on the use of technology to promote civic engagement, cultural opportunity, and economic vitality. The NAC representative focused primarily on sessions pertaining to the library Makerspace movement and shared highlights with the NAC, such as "Building Idaho Makers: A Statewide Approach," which provided helpful guidance on planning, launching, and maintaining a similar statewide project in MT. B. The NCCE delivers innovative programming to educational leaders in the Northwest. A highlight session was "30 in 60", in which 30 sites, apps, and tools that have immediate use in the classroom were shared with conference attendees. The NAC large school libraries representative shared information about several of these, including infographic creation sites, STEM resources, a storyboard creation site, a presentation creation app, a comic book creation tool, an app that connects learner or teacher to the National Archives, and an interactive whiteboard tool. The NAC learned about new technologies, training tools, and library-community partnerships from the representatives' experiences, resulting in a more knowledgeable and innovative LSTA advisory body. 5. Evaluative measures for webinars include in-session feedback, statistical analysis from the MSL Vimeo channel, and informal peer review. MSL webinars are well received, archived recordings are popular with library staff, and applications for MSL certification continue to trend up. Librarians can search Vimeo to quickly find content either by MSL CE category classification or by the MSL program that the training is developed to address. MSL's Learning Portal also links to national providers of online training for libraries. The constant online availability of learning opportunities supports the MSL Continuing Education Certification Program, a requirement for all MT public library directors, and an optional program for other staff and trustees. Nearly 500 individuals have registered to track their CE with MSL, and an average of 80 librarians and trustees apply for certification or renewal every year.

Other Results:

1. The outcomes for the GoToMeeting pilot currently in progress are: A. Public library directors and staff become comfortable utilizing their individual GoToMeeting licenses to network with colleagues around the state, optimize meeting opportunities related to overall library administration, and advance the public service goals of their library within their individual communities. B. Public library directors and staff utilize the shared

GoToTraining and GoToWebinar licenses available from the State Library to share expertise and collaborate on ideas for library development and resource sharing with their colleagues around the state, and to provide direct training and assistance to their end users. C. The State Library gains an understanding of the ways in which libraries can use online meeting applications to gain efficiencies, expand services and reach new audiences. D. There is a notable expansion of training expertise that gradually develops from within the library community, as librarians begin to utilize these tools to collaborate and assist each other. E. The 6 library federations in the state see benefits, such as an increase in trustee attendance at federation meetings and meetings of multiple federations for purposes of training and collaboration. F. Librarians gain a better understanding of the use of online meeting tools as an option for specifically publicly noticed meetings. FY13 LSTA was also used to purchase additional GoToMeeting licenses for Statewide Library Resources Library Development staff, in order to ensure that all SLR-LD staff supporting LSTA funded projects is able to independently organize online meetings and trainings as needed, rather than depending on a small number of shared licenses. This purchase substantially increases our ability to support librarians engaged in LSTA projects. Three Adobe Connect licenses were also purchased, so that staff could acquaint themselves and MT librarians with this powerful online meeting and training software. 2. In February 2014, MSL hosted the 2-day Offline technology-focused training at Carroll College in Helena. LSTA funds were not directly involved as the MT Library Association is the sponsor of that event, but LSTA-funded training staff from MSL did play a major role in planning and coordination. The Offline conference featured a keynote address by Lorcan Dempsey of OCLC and was focused on 3 key questions which attendees explored in depth at a variety of breakout sessions and were useful for both MSL and the MT Library Association to consider for future endeavors:

- How does the technology, activity or service being discussed develop & sustain resource sharing & collaboration among MT libraries?
- Does the idea scale well statewide & if so, how might this be achieved for the benefit of all MT libraries as they strive to better serve their patrons?
- How does the technology, activity or service being discussed benefit MT library patrons?

Offline 2014 inspired discussions which identified technology-related needs across the state, and reaped useful input direct from library staff for planning future projects at MSL to promote resource sharing and access. During the culminating final plenary, attendees gathered together to share ideas generated during the conference and talk about other compelling ideas for libraries statewide in the next 5 years. As part of these wrap up discussions, MSL staff compiled a list of ideas that might scale well and further develop and sustain resource sharing and collaboration among MT libraries.

Anecdotal Info:

Comments from Fall Workshops: "It was a very exciting and interesting presentation. I learned a lot and took home some great ideas for our library." "This will improve my cataloging and I will share new information learned with fellow staff members." "I'm excited about the increased virtual connections we'll make through this program. Thank you for making me aware of it!" "Both presenters were knowledgeable and well prepared and they explained the differences clearly. I enjoyed the hands-on exercises as they made me really think and focus on where the major changes to cataloging will be located in a record." "Digitization is something we are doing at our library now. This session provided me with information on best practices and metadata that I will definitely implement into my endeavors." "I was able to take away some new ideas about outreach and community engagement and learn what some other libraries are doing and also struggling with." "Thank you so much for all of the hard work and time that is necessary for this conference. What a great job. I had so much fun and came home full of great ideas!" "Once again I left Fall Workshop with some great ideas on how to collaborate more closely with our public library partners at the Common-Core: Public Partnerships. The follow up

conversations in the hallways and at lunch continues to build a network of support as we continue to move forward with school-community partnerships.” “The ability to attend the Fall Workshop at minimal expense to our school district has allowed us to send more than one person, thus allowing us to attend more sessions and have more to report back to our school district colleagues.”

Project Report

Project Code: 2013-MT-48752

Project Title:

Talking Book Library Project

Library Name:

Montana State Library

Phone Number:

406-444-5399

Library Building:

LSTA Funds Expended:

\$199,362

In Kind Contributions:

\$112,800

Number of Persons Served:

5237

LSTA Purpose:

Services to persons having difficulty using libraries

IMLS Primary Performance Category:

Provide access to information, resources and ideas

Primary Users:

Adults, People with special needs, Seniors

Primary Services:

Outreach Services, Software and Equipment, Virtual Library Services

Project Number:

Project Director:

Christie Briggs

Email:

cbriggs@mt.gov

Cash Match:

\$155,404

Total Cost:

\$467,566

State Goal:

Goal 4. MSL acquires, manages and provides access to quality content for Talking Book Library patrons and provides outreach services through partnerships and collaborations with other organizations that provide information to special needs patrons

IMLS Secondary Performance Category:

Enhance a lifetime of learning opportunities

Secondary Users:

Blind and visually-impaired persons, Homebound persons

Secondary Services:

Books-by-mail, Homebound services, Adaptive technology, Portals and related Web projects

Start Date: 7/1/2013

End Date: 9/30/2014

Statewide?

Exemplary?

Partnership?

OBE-Related?

Project Purpose:

The MT Talking Book Library (MTBL), established in 1968, provides eligible MT patrons, currently aged 6 months to 104 years, with direct and personal one-to-one patron service and support for ordering, receiving and/or downloading audio and Braille materials. The project's purpose is to assist and support all MT patrons having a visual, physical and reading disability by providing adaptive and accessible reading materials and easy-to-operate audio players through the program's daily operation system and resources. The majority of the MTBL collection, in various accessible formats, is furnished by the National Library Service (NLS), of which MTBL is a regional library. Embossed Braille services are offered to patrons who prefer hard copy Braille materials. These Braille books are provided through an annual contract with Utah Braille and Talking Book Library. MTBL also created a small internal children's collection of Twin Vision for Pre-K to 3rd grade. This collection includes Pre-K board books and tactile image books. Twin Vision books are created by taking a standard print book with illustrations and transcribing the text into Braille on a clear plastic overlay inserted on the page. A Digital Recording Program supplements national reading preferences for the many patrons who request books and magazines focusing on MT history, interests, and authors. The Duplication on Demand Cartridge Program affords patrons, who either do not have the resources to access online BARD titles, access to digital titles in a physical cartridge format. Delivery of all MTBL collection materials to patrons is accommodated using 2 methods. Based on patron preferences, materials can be received through USPS via Free Matter (at no charge) to the patron, as well as downloaded by the patron through the online BARD (Braille and Audio Reading Download) service. A Volunteer Program is available to assist staff with daily supportive tasks and various small tasks on special projects. Volunteers are vital to the success of MTBL. Each volunteer receives excellent on-going training, monitoring and assignments by and for the support of the MTBL staff. A Machine Lending Agency is provided to distribute, repair and replace patron loaned NLS produced digital audio players, free of charge, to patrons using MTBL audio materials. MTBL created a small internal children's collection of Twin Vision for Pre-K to 3rd grade. This collection includes Pre-K board books and tactile image books. Twin Vision books are created by taking a standard print book with illustrations and transcribing the text into Braille on a clear plastic overlay inserted on the page. The entire MTBL project ensures free, accessible and easy-to-use library materials with personal support to state residents who cannot use standard print due to a visual, physical and reading disability.

Project Activities/Methods:

6 MTBL staff members offer one-to-one technology support and training for patrons on the NLS's online BARD service, which offers electronic audio, braille and instructional music books and magazines, and foreign book titles. The staff follows up to ensure that patrons can confidently navigate the BARD site and download digital content. Identified problems are resolved with staff support. BARD provides easy access to free downloadable content for 274 patrons, including BARD Demo accounts held by public libraries, public and blind schools, and institutional facilities such as retirement homes. BARD allows patrons to download content through their computers to flash drives or specialized digital cartridges, to be played on the NLS loaned digital players assigned to them. MTBL also uses the BARD Mobile app. Staff were trained to educate established BARD patrons who own an iPhone, iPad or iPod (an Android BARD app is in development) to use the app. 98 patrons consistently download BARD materials. MTBL staff collaborated with Keystone Systems, Inc., vendor of our Keystone Library Automated System (KLAS), to develop a completely redesigned, efficient, and more consistent catalog subject code system. This personalized the needs of MTBL patrons. Examples include more consistent coding within a subject heading (e.g., individual foreign language subject codes were modified with each language

having its own specific code. These were previously grouped in one overall subject code heading "Languages", making patron and Readers' Advisor searches for a specific language tedious and time consuming); more accurate subject code headings (e.g., Sports fiction versus Sports non-fiction, which were previously not separated). In addition to the new online BARD services, MTBL also offers traditional library "free matter" mail delivery services of audio digital "cartridge" books. In 2009, NLS decided to transition from analog cassette books to digital audio cartridge books. Although NLS provided copies of audio digital cartridge books produced after 2010, NLS did not provide any copies of digital cartridge books produced previous to 2010 (over 56,000 retrospective titles originally produced in analog cassette format). In order to meet patron needs, MTBL was forced to create a Duplication on Demand cartridge program to fill patron demands for classic titles, beloved authors and book series, because the majority of MTBL patrons do not have the personal resources, internet coverage, or often the capabilities to download themselves from BARD materials. A partnership between the NLS and the Bureau of Engraving and Printing (BEP) made available 1 free iBill Currency Reader to qualified low vision and blind library patrons. Starting in June 2014, MTBL began signing interested patrons up to receive one. A Recognition and Awards luncheon was held for 94 volunteers. Each annual luncheon is well attended and affords MTBL staff, the State Librarian and the State Library Commissioners the opportunity to personally share their appreciation for the tremendous contributions volunteers made to the library in serving Montanans. The Digital Recording Program operates primarily with volunteer recording and reviewing teams, supervised by the Recording and Volunteer Programs Director. The Machine Lending Agency provides free loan of high quality, specialized digital players and accessories. 4 Telecom Pioneer volunteers, supervised by a Readers' Advisor, worked to ensure patrons receive the highest quality and performance available in digital players. MTBL partners with community organizations to train individuals for work assessment and re-employment with Career Training Institute, Experience Works, and Helena Disabled Veterans. MTBL also partners with the Retired Senior Volunteer Program and the MT Department of Corrections. MTBL has a newly redesigned website (<http://tbl.msl.mt.gov/>), and has established an MTBL Facebook account.

Project Outputs:

\$199,632 in FY13 LSTA funded 6 FTEs, travel and technology infrastructure during the reporting period. 2 MTBL staff retired and 1 staff changed positions during this time, requiring considerable commitment to hiring, retraining existing staff, and training newly hired staff. MTBL also supervised between 87 - 102 volunteers assisting in various tasks. Volunteers contributed over 9,400 hours (equal to 4 FTEs), and new volunteers received hands-on training. During this reporting period, MTBL had 5,237 registered patrons and institutions; signed up 537 new patrons and institutions; and processed 11 patron transfers to or from other state TBL programs. Reader Advisors addressed over 14,882 patron and institution requests; monitored 311 patrons who placed 93,300 WebOpac searches and orders; served 69 patrons who read Braille embossed and Twin Vision books; and trained 58 new BARD patrons and 5 new BARD institutions. Existing BARD patrons had access to over 41,206 online titles, successfully downloading 19,790 audio and braille books, and 685 audio and braille magazines during this reporting period. The MTBL staff and volunteers duplicated over 1,568 BARD online titles to digital cartridges for patron requests. 851 new digital players circulated to patrons, with an additional 729 digital players tested and repaired. 199 cassette players circulated to patrons, with an additional 480 tested and repaired by Telecom Pioneer volunteers. Blind Your Ponies, by Earl Stanley Gardner, was the first local MT cassette title successfully converted to audio digital out of a total of 231 completed conversions in the MTBL Recording Program. 56 new MT books and magazines were recorded during this period. The first digital MTBL "Bits of Gold" newsletter issue was recorded, copied to digital cartridges, and mailed to

patrons. It was also posted on the website in accessible formats. MTBL participated in an NLS pre-pilot network BARD project to evaluate local new recordings to be posted on BARD and made available nationally. The first title approved and uploaded was *Hand Raised: The Barns of Montana* by Chere Juisto and Christine Brown. MTBL posted 78 features on its Facebook page, covering a variety of local interests, books, authors, and events beneficial to patrons during this reporting period. MTBL's outreach program reached over 17,000 educators. Nearly 30,000 audio cassette book (RC) copies were prepared for shipping to recycling centers contracted with NLS. MTBL staff received 7 trainings during the reporting period, covering the latest technologies for the blind and low vision users; UM's low vision and blind technology program; new audio recording software; new low vision equipment demonstrations; the new BARD Mobile app; and NLS Equipment Control best practices for digital player maintenance and support. MTBL staff led or participated in trainings, conference presentations, or information sessions for MT Governor Steve Bullock, the General Federation of Women's Clubs of MT, newly blind and low vision patrons attending a Summer Orientation Program, the MT HealthCare Association, consumer groups including Brain Injury Association of MT, MT Association of the Blind, National Federation of the Blind-MT, and American Council for the Blind-MT; all MT Blind and Low Vision department low vision support groups; NLS National Biennium Conference; Pacific NW Library Association Conference; Helena College-UM Student Disability Service; Carroll College Volunteer Fair; multiple retirement facilities; statewide community clubs and organizations; and blind and public elementary school special education teachers and parents. MTBL also collaborated with Perkins School for the Blind to offer legally deaf and blind Montanans technology benefits through the national iCanConnect program; and with independent Orientation and Mobility Counselors, vendors, and organizations to provide demonstrations of various devices to patrons using the MTBL Patron Center.

Project Outcomes:

The NLS Regional Library Network consultant of Western states visited MTBL and the Machine Lending Agency operations in September 2013. Comparisons were made against the new American Library Association standards. NLS was impressed with the efficiency of operations in all areas of MTBL, especially in circulation and collection management. Recommendations centered on developing and implementing an organizational structure that formally incorporates administration of an intern program and identifying intern sources for areas where additional support is needed. LSTA expenditures directly benefited public outreach and new patron training on MTBL patron services through development of more user-friendly and informative MTBL brochures, patron applications, instructions, flyers, and posters; creation of the Duplication on Demand cartridge project and purchasing for 10-USB slot HUB and 900 additional cartridges and containers for digital books; the upgrade of Readers' Advisors headsets to better serve patrons over the phone; and purchase of the Hindy Audio Book Creator (HABC) recording software as approved by NLS. MTBL purchased HABC in July 2014, and staff has been learning, testing, and utilizing its post-production editing functions on projects completed with the old LCM software (which is not being vendor-maintained, supported, or upgraded from Windows XP OS). The benefit to MT patrons is access to a higher quality of available MT audio titles from a TBL local recording studio. The redesign of the KLAS catalog subject code system greatly improved searching capabilities over what the original database system offered. The end result created a much easier and quicker mechanism of finding the desired books for patrons. An analysis of MTBL operations resulted in this statistical comparison of calendar years 2012 with 2013: Circulation: an increase of 1.5% in USPS processed materials; an increase of 19.2% in BARD downloads; a total increase of 20.7% in overall circulation of processed materials. Interlibrary loans: an increase of 227%. New patrons signed up with MTBL: an increase of 29.6%; BARD patron and institution

members: an increase of 17.2%. These statistics indicate that MTBL patrons benefitted from expanded access to content through ILL and an increase in available digital books (both local and national offerings) and magazines. Responses to a patron survey on MTBL services were overwhelmingly positive. Patrons provided valuable information on how MTBL services have affected their lives (see a small sample under "Anecdotal info"); how they learned about MTBL services (40%-word of mouth from an existing patron/30% from a blind and low vision state service/20% from public media/10% from eye-care providers); what services they liked most (the quantity and quality of book and magazine selections available/excellent Readers' Advisor support/BARD services); what services they liked the least (limitations of the WebOpac searching capabilities); how would they access audio and braille books if MTBL services did not exist (80%-didn't know what they would do without MTBL/20%-would be challenged to find other affordable online resources); how could MTBL improve services (30%-more available titles/30%-more MT titles/40%-like the service as is).

Other Results:

The MTBL team received the Governor's Award of Excellence in September 2013. The MTBL Team was recognized for their accomplishments in making the transition to digital a smooth process for MTBL patrons, and an efficient one for staff and volunteers. In 2013, NLS initiated the digital offering of popular nationally distributed magazines "on loan" to patrons. This new service was well received, although the challenge to comply with the first-time-ever NLS requirement to return these magazines within 30 days of shipping left MT patrons with a 1-2 week turnaround period in which to read and return a digital magazine to the producer. NLS is monitoring this new digital magazine service in an effort to improve service options. In 2014, a yearly Newsline™ subscription was made available through the MT Disability Employment Transition Division of the Department of Health and Human Services to all qualified MT low vision and blind individuals. The Patron Outreach Project came to an end on December 31, 2013. The objectives to increase awareness about MTBL were successfully met through educating the public about MTBL services using advertising, social media avenues, and newly revised brochures, mailers, and posters. The project reached at least 503,531 Montanans statewide through newspaper ads, with over 3,000 radio spots, and over 1,200 TV public service announcements and paid ads, including ad placement in specialty magazines and publications. Due to the high quality and appeal of the 30-second TV PSA, it continued to be aired 9 months past the end of the contract. Success was also measured by a 29.6% increase in new patrons signed up with MTBL, a 17.2% increase in new patrons downloading materials, and a 117% increase in public requests for MTBL applications for prospective patrons and institutions. The MTBL Digital Recording Program converted 25% (or 231 titles) of local cassette titles to digital cartridges. New recording software and equipment were purchased during this period to offer improved audio quality services and software security. The Duplication on Demand cartridge program was challenging due to previous budgetary allocations that once covered the cassette cost of .56 cents each, compared to the current cost of a cartridge at \$7.50 each. This 13 to 1 ratio falls short of the budget increase required to transition from cassettes to digital cartridges, leaving Talking Book Libraries the challenge of finding money, or pulling money from other budgeted items, such as travel and other supplies, to transition entire collections to digital. MTBL was able to allocate \$7,000 to purchase a 10-USB port HUB and 900 more cartridges and mailing containers in order to meet patron demands for more titles only available on BARD. A total of 1,568 titles were duplicated during this reporting period, reflecting the recycling of every cartridge and container originally purchased to maximize LSTA money. This has required the re-duplication of some of the same titles as patron demands ebb and flow. The need for more cartridges and containers is being monitored. It is projected that the demands will only increase as the collection grows. We continue to review potential

resources and other creative options due to the complete conversion to digital cartridges. The book inspection and duplication workstations were centralized for a more efficient use of staff and volunteer time in addition to speeding up the circulation of duplicated digital books being mailed out to patrons.

Anecdotal Info:

"MTBL has allowed me to continue my education well past my college days. I appreciate the access to educational as well as fiction books. It is also very user friendly." (Darby); "Talking books have stimulated my mind to remain inquisitive, active, and creative. I cannot see nor could I afford the 900+ books I've read in 6 years." (Bozeman); "MTBL has kept me aware of new books. I feel like I can discuss any book with other readers. My favorite things about MTBL are the choices I have in reading, the bi-monthly catalog and the reading materials suggested by my Readers' Advisor who helps in choosing my books based on what I like to read." (Laurel); "The MTBL has affected my life immensely! It is my major source of in-house entertainment and education. I depend on this service. I am very limited as to what I can do so the books I receive are invaluable to me. The individual service from MTBL staff is excellent. I like to read one book for education and one book for entertainment, and the staff has never let me down in making sure I have at least 2 at all times. I do think the sun shines a little brighter for me internally, because of the MTBL." (Butte) "MTBL has affected my life dramatically in that I haven't had to lose my pleasure of reading because of my diminished eyesight. I can't drive to the public library. MTBL is convenient, well managed, easy to order and get books at home. Staff is so very helpful, informative and kind." (Missoula); "MTBL helps me to keep in contact with other readers. I am able to introduce others to books I have read, including MT authors. I'd go nuts without my talking books from the MTBL! You are providing a great and essential service." (Great Falls); "Since I am legally blind, it helps me relax and gives me a lot of joy and entertainment. My Reader Advisor is always cheerful and helpful and finds just the right books I want, and even some I never thought I'd like but did." (Dutton); "If MTBL didn't exist, I would miss the enjoyment of growing, learning, and everything that books bring. Others in my situation should look into this and find the joy of reading again." (Columbia Falls); "MTBL is fantastic. I love the variety. The employees are smart, knowledgeable, engaged, and the best public servants." (Hamilton); "I've read a book a week since I was 10 years old. Going near-blind is terrible, but MTBL have saved my life! Without MTBL, I'd have to try to get commercial books, but I couldn't afford many. I promote this as the best government program there is wherever I travel. I've already got 2 people to sign up. Please don't ever stop this service!" (Philipsburg); "I don't know what I would do without MTBL! I live alone and always was an avid reader. I have listened to thousands of books in all subjects from MTBL. Even though I don't get out much, I talk about MTBL every chance I get. I am lucky to have such a wonderful reader advisor. Not only does it give me a lift to talk to her, but she goes 'all out' to find me the books I ask for, even asking other states." (Ronan); "As a reader, it's very important that I can keep up with recent books. As my sight became a problem a friend told me about MTBL. My 'reading' keeps me up to date on all my favorite authors. It is a grand program that I would like everyone to be aware of." (Glendive); "MTBL gives me access to literature I thought was lost to me." (Stevensville); "Before my stroke, I was a voracious reader, but after it I am unable to read. If it were not for MTBL, I would not be able to enjoy books or novels. My life is better because of this service. I can't imagine not being up to date on the new and current writings, plus the machine MTBL provides is easy and convenient to use. The choices seem endless at MTBL. It has greatly improved the quality of my life and it will continue to do so. Thank you so much for providing this service. It has helped me to live and deal with my disabilities." (Billings).



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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 SECOND QUARTER FINANCIAL REPORT

DATE: JANUARY 22, 2015

Attached to this memo is the second 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.

The amount of \$2,398 was spent this quarter out of the Talking Book Library Trust account for the volunteer appreciation event that was approved at your August 13, 2014 meeting.

Coal Tax Fund Revenue (Anticipated reduction was not needed) 40,890

LSTA GRANT FUNDING: - These sub-classes were just 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.

*Closing out all LSTA 13 projects and establishing LSTA 14 projects. This will be the last financial report you will see the LSTA 13 projects broken out. All projects have now moved over to the LSTA 14 award.

NRIS – Contract funding established this quarter.

One contract was increased 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 increased by 16,404 making FY 15 budget 25,277. This contract is used to provide technical support to NRCS staff housed at MSL.

One contract was received this quarter with Department of Environmental Quality (DEQ) in the amount of \$16,916.

This contract will be used to develop a website to host GIS data collection through Channel Migration Zone studies.

Please let me know if I can answer any questions.

**MONTANA STATE LIBRARY
FINANCIAL REPORT**

Program 01 - OPERATIONS

FISCAL YEAR: 15
REPORT PERIOD: 10/1-12/31/14
YEAR EXPENDED: 50%
PAYROLL EXPENDED: 48%

	Budgeted	Revised Budget	Expended To Date	Projected Year-End Expenditures	Projected Balance Over/Under	% Expd.
PERSONAL SERVICES	3,030,006	3,070,508	1,307,003	3,039,678	30,830	99%
OPERATIONS:						
Contracted Services	1,124,970	1,165,734	554,469	1,166,467	(733)	100%
*Periodical Elec Data	295,565	323,423	289,269	323,423	0	100%
*MTLIB2GO	184,985	184,985	78,820	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	165,460	193,635	99,610	188,356	5,280	97%
Communications	115,813	122,097	53,439	121,839	258	100%
Travel	185,456	172,487	49,556	171,924	563	100%
Rent	326,744	328,104	161,419	315,401	12,704	96%
Repair and Maintenance	46,051	49,001	24,374	49,574	(573)	101%
Other Expenses	101,794	114,889	58,052	115,395	(506)	100%
TOTAL OPERATIONS	2,744,609	2,852,126	1,566,778	2,835,134	16,992	99%
EQUIPMENT:						
Library Books	16,918	16,918	1,771	16,918	0	100%
Equipment	12,185	12,185	0	12,185	0	100%
TOTAL EQUIPMENT	29,103	29,103	1,771	29,103	0	100%
SUB-TOTALS	\$5,803,718	\$5,951,737	\$2,875,552	\$5,903,915	\$47,824	99%
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	12,625	0	12,625	0	100%
LSTA - FY 14 Grants	10,000	10,000	0	10,000	0	100%
LSTA - FY 15 Grants	125,425	108,525	0	108,525	0	100%
MLIAC Grants awarded	302,993	302,993	75,228	302,993	0	100%
TOTAL GRANTS	1,078,133	1,006,031	646,398	1,006,031	0	100%
TOTALS	\$6,881,851	\$6,957,768	\$3,521,950	\$6,909,946	\$47,824	99%

**MONTANA STATE LIBRARY
FINANCIAL REPORT**

Program 01 - OPERATIONS

FISCAL YEAR: 15
 REPORT PERIOD: 10/1-12/31/14
 YEAR EXPENDED: 50%
 PAYROLL EXPENDED: 48%

	Budgeted	Revised Budget	Expended To Date	Projected Year-End Expenditures	Projected Balance Over/Under	% Expd.
FUNDING:						
General Fund	3,326,904	3,326,904	1,749,665	3,308,197	18,707	99%
Coal Sev. Tax	521,911	562,801	491,763	562,801	0	100%
LSTA	364,873	364,873	130,667	364,873	0	100%
LSTA Grants	875,082	874,393	403,552	874,393	0	100%
State Agency Contracts	283,523	283,523	93,432	283,523	0	100%
Montana Land Information Account	954,912	954,912	336,703	954,912	0	100%
Private - E-Content Library Share	184,985	184,985	78,820	184,985	0	100%
Montana Shared Catalog	341,850	341,850	212,043	312,733	29,117	91%
Talking Book Trust Acct.	0	2,398	2,398	2,398	0	100%
BA-NRCS-FOREST	8,873	25,277	9,223	25,277	0	100%
DNRC- MSDI (AA)	11,600	11,600	2,978	11,600	0	100%
DNRC- WRQS (AA)	7,339	7,339	1,533	7,339	0	100%
DEQ-CMZ AA		16,916	9,172	16,916	0	100%
TOTALS	6,881,851	6,957,768	3,521,950	6,909,946	47,824	99%

Montana State Library Trust Acct.

Balance as of Oct 1, 2014	98,154
Expenditures	(2,398)
Donations from 10/1 - 12/31/14	22,539
STIP Earnings (Avg. .1099%)	26
	<u>118,321</u>

MONTANA STATE LIBRARY FINANCIAL REPORT

MONTANA DIGITAL LIBRARY
FUNCTION: 12-LIBRARY & INFORMATION SERVICES

FISCAL YEAR: 15
REPORT PERIOD: 10/1-12/31/14
YEAR EXPENDED: 50%
PAYROLL EXPENDED: 48%

	Budgeted	Revised Budget	Expended To Date	Projected Year-End Expenditures	Balance Over/Under	% Expd.
PERSONAL SERVICES	381,327	381,327	160,392	369,003	12,324	97%
OPERATIONS:						
Contracted Services	94,823	107,855	32,175	109,669	(1,814)	102%
Supplies and Materials	6,546	6,546	1,115	4,701	1,846	72%
Communications	9,595	9,595	4,484	9,367	228	98%
Travel	4,000	4,000	2,705	4,000	0	100%
Rent	153,347	153,347	77,152	151,223	2,124	99%
Repair and Maintenance	0	0	397	397	(397)	103%
Other Expenses	6,700	6,700	1,055	6,700	0	100%
TOTAL OPERATIONS	275,011	288,043	119,081	286,056	1,987	99%
EQUIPMENT:						
Library Books	16,918	16,918	1,771	16,918	0	100%
Equipment	0	0	0	0	0	0%
TOTAL EQUIPMENT	16,918	16,918	1,771	16,918	0	100%
SUB-TOTALS	\$673,256	\$686,288	\$281,244	\$671,977	\$14,311	98%
Federation Grants (CST)						0%
State Aid Grants						0%
LSTA - FY 13 Grants						0%
LSTA - FY 14 Grants						0%
LSTA - FY 15 Grants						0%
TOTAL GRANTS	0	0	0	0	0	0%
TOTALS	\$673,256	\$686,288	\$281,244	\$671,977	\$14,311	98%
FUNDING:						
General Fund:	626,032	626,032	257,872	611,721	14,311	98%
Coal Sev. Tax:	47,224	60,256	23,372	60,256	0	100%
LSTA	0	0	0	0	0	0%
LSTA - GRANTS	0	0	0	0	0	0%
Talking Book Trust Acct	0	0	0	0	0	0%
TOTALS	673,256	686,288	281,244	671,977	14,311	98%

**MONTANA STATE LIBRARY
FINANCIAL REPORT**

FUNCTION: 20-LIBRARY DEVELOPMENT DEPARTMENT

FISCAL YEAR: 15
REPORT PERIOD: 10/1-12/31/14
YEAR EXPENDED: 50%
PAYROLL EXPENDED: 48%

	Budgeted	Revised Budget	Expended To Date	Projected Year-End Expenditures	Balance Over/Under	% Expd.
PERSONAL SERVICES	419,025	435,925	164,000	411,808	24,117	94%
OPERATIONS:						
Contracted Services	301,185	331,267	319,622	331,248	19	100%
*Periodical Elec Data	295,565	323,423	289,269	323,423	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	184,985	184,985	78,820	184,985	0	100%
Supplies and Materials	12,794	36,284	28,487	36,113	171	100%
Communications	13,231	17,156	10,191	17,262	(106)	101%
Travel	124,450	112,337	20,850	111,744	593	99%
Rent	64,514	65,774	29,655	58,022	7,752	88%
Repair and Maintenance	10,000	10,000	4,470	10,000	0	0%
Other Expenses	20,455	27,635	27,502	28,375	(740)	103%
TOTAL OPERATIONS	1,224,950	1,306,632	1,006,636	1,298,942	7,690	99%
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	\$1,643,975	\$1,742,557	\$1,170,636	\$1,710,750	\$31,807	98%
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	67,827	0	0	0	0	0%
LSTA - FY 14 Grants	10,000	10,000	0	10,000	0	100%
LSTA - FY 15 Grants	125,425	108,525	0	108,525	0	0%
TOTAL GRANTS	775,140	690,413	571,170	690,413	0	100%
TOTALS	\$2,419,115	\$2,432,970	\$1,741,806	\$2,401,163	\$31,807	99%
FUNDING:						
General Fund:	844,149	844,149	701,921	841,459	2,690	100%
Coal Sev. Tax:	474,687	502,545	468,391	502,545	0	100%
LSTA	118,883	118,883	62,880	118,883	0	100%
LSTA - GRANTS	454,561	440,559	217,753	440,559	0	100%
Proprietary - Montana Shared Catalog	341,850	341,850	212,043	312,733	29,117	91%
Private - E-Content Library Share	184,985	184,985	78,820	184,985	0	100%
TOTALS	2,419,115	2,432,970	1,741,806	2,401,163	31,807	99%
Montana Shared Catalog						
Balance from 2nd Quarter	194,441					
Incoming new revenue	23,080					
Accts Receivable	(212)					
Expenditures - 2nd Quarter	(30,182)					
Cash Balance	187,127					

MONTANA STATE LIBRARY FINANCIAL REPORT

FUNCTION: 40-Talking Book Library

FISCAL YEAR: 15
REPORT PERIOD: 10/1-12/31/14
YEAR EXPENDED: 50%
PAYROLL EXPENDED: 48%

	Budgeted	Revised Budget	Expended To Date	Projected Year-End Expenditures	Balance Over/Under	% Expd.
PERSONAL SERVICES	285,096	285,096	120,408	284,968	128	100%
OPERATIONS:						
Contracted Services	9,265	9,415	4,608	9,345	71	99%
Supplies and Materials	18,541	18,561	7,567	15,320	3,242	83%
Communications	17,392	17,392	7,451	17,543	(151)	101%
Travel	3,500	3,500	362	3,500	0	100%
Rent	107,922	108,022	53,726	105,195	2,827	97%
Repair and Maintenance	8,200	8,200	8,743	8,743	(543)	107%
Other Expenses	2,500	4,628	2,495	4,595	33	99%
TOTAL OPERATIONS	167,320	169,718	84,950	164,240	5,478	97%
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	\$452,416	\$454,814	\$205,358	\$449,208	\$5,606	99%
GRANTS:						
Federation Grants (CST)						0%
State Aid Grants						0%
LSTA - FY 14 Grants						0%
LSTA - FY 15 Grants						0%
TOTAL GRANTS	0	0	0	0	0	0%
TOTALS	\$452,416	\$454,814	\$205,358	\$449,208	\$5,606	99%
FUNDING:						
General Fund:	253,054	253,054	148,441	247,448	5,606	98%
Coal Sev. Tax:	0	0	0	0	0	0%
LSTA	199,362	199,362	54,520	199,362	0	100%
Talking Book Trust Acct.	0	2,398	2,398	2,398	0	100%
TOTALS	452,416	454,814	205,358	449,208	5,606	99%

MONTANA STATE LIBRARY FINANCIAL REPORT

FUNCTION: 05- Administration

FISCAL YEAR: 15
REPORT PERIOD: 10/1-12/31/14
YEAR EXPENDED: 50%
PAYROLL EXPENDED: 48%

	Budgeted	Revised Budget	Expended To Date	Projected Year-End Expenditures	Balance Over/Under	% Expd.
PERSONAL SERVICES	359,754	359,754	161,417	365,493	(5,739)	102%
OPERATIONS:						
Contracted Services	51,258	51,258	23,660	50,266	992	98%
Supplies and Materials	50,843	50,843	3,436	50,801	42	100%
Communications	30,556	30,556	14,379	30,289	267	99%
Travel	20,800	20,800	9,141	20,830	(30)	100%
Rent	150	150	75	150	0	100%
Repair and Maintenance	25,031	25,031	10,064	24,664	367	99%
Other Expenses	58,754	58,754	20,619	58,553	201	100%
TOTAL OPERATIONS	237,392	237,392	81,374	235,553	1,839	99%
EQUIPMENT:						
Library Books	0	0		0	0	0%
Equipment	12,185	12,185		12,185	0	0%
TOTAL EQUIPMENT	12,185	12,185	0	12,185	0	0%
SUB-TOTALS	\$609,331	\$609,331	\$242,791	\$613,231	(\$3,900)	101%
GRANTS:						
Federation Grants (CST)						0%
State Aid Grants						0%
LSTA - FY 13 Grants						0%
LSTA - FY 14 Grants						0%
LSTA - FY 15 Grants						0%
TOTAL GRANTS	0	0	0	0	0	0%
TOTALS	\$609,331	\$609,331	\$242,791	\$613,231	(\$3,900)	101%
FUNDING:						
General Fund:	562,703	562,703	229,524	566,603	(3,900)	101%
Coal Sev. Tax:	0				0	0%
LSTA	46,628	46,628	13,267	46,628	0	100%
LSTA - Grants	0				0	0%
Misc. Revenue:	0				0	0%
Talking Book Trust Acct.	0				0	0%
TOTALS	609,331	609,331	242,791	613,231	(3,900)	101%

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

MONTANA DIGITAL LIBRARY
FUNCTION 70 - NRIS/Natural Heritage

FISCAL YEAR: 15
REPORT PERIOD: 10/01-12/31/14
YEAR EXPENDED: 50%
PAYROLL EXPENDED: 48%

	Budgeted	Revised Budget	Expended This Period	Expended To Date	Balance	% Expd.
PERSONAL SERVICES	1,189,758	1,211,890	261,604	526,191	685,699	43%
OPERATIONS:						
Contracted Services	668,439	665,939	159,715	174,404	491,535	26%
Supplies and Materials	76,387	80,934	52	58,768	22,166	73%
Communications	41,529	43,874	10,590	15,385	28,489	35%
Travel	14,665	14,665	3,082	8,432	6,233	57%
Rent	811	811	405	811	0	100%
Repair and Maintenance	2,820	5,770	0	700	5,070	12%
Other Expenses	9,810	13,656	863	5,031	8,625	37%
TOTAL OPERATIONS	814,461	825,649	174,707	263,531	562,118	32%
EQUIPMENT:						
Library Books						
Equipment	0	0	0	0	0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	\$2,004,219	\$2,037,539	\$436,311	\$789,722	\$1,247,817	39%
GRANTS:						
MLIAC GRANT	302,993	302,993	26,690	75,228	227,765	25%
	302,993	302,993	26,690	75,228	227,765	25%
TOTALS	2,307,212	2,340,532	463,001	864,950	1,475,582	
FUNDING:						
GENERAL Fund	1,040,966	1,040,966	210,913	411,907	629,059	40%
Fish Wildlife and Parks (FW&P)	69,342	69,342	25,000	25,000	44,342	36%
Dept. of Environmental Quality (DEQ)	88,928	88,928	23,432	23,432	65,496	26%
Mt. Depart. Of Transportation (DOT)	31,845	31,845	10,000	10,000	21,845	31%
Dept. of Natural Resources (DNRC)	49,155	49,155	25,000	25,000	24,155	51%
University	44,253	44,253	10,000	10,000	34,253	23%
Montana Land Information Fund	954,912	954,912	144,460	336,703	618,209	35%
NRCS-FOREST-BA	8,873	25,277	3,181	9,223	16,054	36%
DEQ-CMZ AA		16,916	9,172	9,172	7,744	54%
DNRC- MSDI (AA)	11,600	11,600	1,842	2,978	8,622	26%
DNRC- WRQS (AA)	7,339	7,339	0	1,533	5,805	21%
TOTALS	2,307,212	2,340,532	463,001	864,950	1,475,582	37%

Montana Land Information Account

Balance as of July 1, 2014	927,336
Expenditures	(336,703)
Prior year adjustments	2,938
Revenue from 07/1 - 12/31/14	338,132
STIP Earnings (Avg. 0.1409%)	442
	<u>932,146</u>

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	650	3,350	0
TOTAL PERSONAL SERVICES	3,350	650	3,350	0
OPERATIONS:				
Contracted Services	1,000	19	1,000	0
Supplies and Materials	1,000	35	1,000	0
Communications	0	35	35	(35)
Travel	14,700	6,339	14,639	61
Rent	0		0	0
Repair and Maintenance	0		0	0
Other Expenses	250	239	250	0
TOTAL OPERATIONS	16,950	6,667	16,924	26
TOTAL BUDGET	\$20,300	\$7,317	\$20,274	\$26

Projections:

3 Regular Commission Meetings @ 2,500	5,000
MLA Conference	1,500
ALA Washington	1,500
Other travel Commission Business	500
	8,500

**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: 10/01/2014 - 12/31/2014
YEAR EXPENDED: 100%
PAYROLL EXPENDED: 100%

	Budgeted	Revised Budget	Expended to Date	Projected Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES	16,275	17,100	17,100	17,100	0	100%
OPERATIONS:						
Contracted Services				0	0	0%
Supplies and Materials		57	57	57	0	0%
Communications	135	192	192	192	0	100%
Travel	1,457	502	502	502	0	100%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses	200	265	265	265	0	100%
TOTAL OPERATIONS	1,792	1,016	1,016	1,016	0	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	\$18,067	\$18,116	\$18,116	\$18,116	\$0	100%
TOTALS	\$18,067	\$18,116	\$18,116	\$18,116	\$0	100%
FUNDING:						
LSTA:	18,067	18,116	18,116	18,116	0	100%
TOTALS	18,067	18,116	18,116	18,116	0	100%

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

FISCAL YEAR: 15
REPORT PERIOD: 10/01/2014 - 12/31/2014
YEAR EXPENDED: 100%
PAYROLL EXPENDED: 100%

	Budgeted	Revised Budget	Expended to Date	Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES	19,426	19,836	19,836	19,836	0	100%
OPERATIONS:						
Contracted Services				0	0	0%
Supplies and Materials				0	0	0%
Communications	200	202	202	202	0	100%
Travel	1,392	911	911	911	0	100%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses	600	190	190	190	0	0%
TOTAL OPERATIONS	2,192	1,303	1,303	1,303	0	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	\$21,618	\$21,140	\$21,140	\$21,140	\$0	100%
TOTALS	\$21,618	\$21,140	\$21,140	\$21,140	\$0	100%
FUNDING:						
LSTA:	21,618	21,140	21,140	21,140	0	100%
TOTALS	21,618	21,140	21,140	21,140	0	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: 10/01/2014 -12/31/2014
YEAR EXPENDED: 100%
PAYROLL EXPENDED: 100%

	Budgeted	Revised Budget	Expended to Date	Final Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES	14,799	14,799	14,799	14,799	0	0%
OPERATIONS:						
Contracted Services				0	0	0%
Supplies and Materials	30	30	30	30	0	0%
Communications	179	179	179	179	0	100%
Travel	755	755	755	755	0	0%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses	550	550	550	550	0	0%
TOTAL OPERATIONS	1,513	1,513	1,513	1,513	0	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	\$16,313	\$16,313	\$16,313	\$16,313	\$0	100%
TOTALS	\$16,313	\$16,313	\$16,313	\$16,313	\$0	100%
FUNDING:						
LSTA:	16,313	16,313	16,313	16,313	0	100%
TOTALS	16,313	16,313	16,313	16,313	0	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: 10/01/2014 - 12/31/2014
YEAR EXPENDED: 50%
PAYROLL EXPENDED: 48%

	Budgeted	Revised Budget	Expended to Date	Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES	49,538	49,538	12,175	48,763	775	98%
OPERATIONS:						
Contracted Services				0	0	0%
Supplies and Materials				0	0	0%
Communications	600	600	209	600	0	100%
Travel	3,000	3,000	1,010	3,000	0	100%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses	400	400		400	0	100%
TOTAL OPERATIONS	4,000	4,000	1,219	4,000	0	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	\$53,538	\$53,538	\$13,395	\$52,763	\$775	99%
TOTALS	\$53,538	\$53,538	\$13,395	\$52,763	\$775	99%
FUNDING:						
LSTA:	53,538	53,538	13,395	52,763	775	99%
TOTALS	53,538	53,538	13,395	52,763	775	99%

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

FISCAL YEAR: 15
REPORT PERIOD: 10/01/2014 - 12/31/2014
YEAR EXPENDED: 50%
PAYROLL EXPENDED: 48%

	Budgeted	Revised Budget	Expended to Date	Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES	59,043	59,043	14,567	58,164	879	99%
OPERATIONS:						
Contracted Services				0	0	0%
Supplies and Materials				0	0	0%
Communications	600	600	200	600	0	100%
Travel	3,000	3,000	807	3,000	0	100%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses	600	600		600	0	0%
TOTAL OPERATIONS	4,200	4,200	1,007	4,200	0	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	\$63,243	\$63,243	\$15,574	\$62,363	\$879	99%
TOTALS	\$63,243	\$63,243	\$15,574	\$62,363	\$879	99%
FUNDING:						
LSTA:	63,243	63,243	15,574	62,363	879	99%
TOTALS	63,243	63,243	15,574	62,363	879	99%

**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: 10/01/2014 - 12/31/2014
YEAR EXPENDED: 50%
PAYROLL EXPENDED: 48%

	Budgeted	Revised Budget	Expended to Date	Final Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES	43,925	43,925	10,756	43,198	727	0%
OPERATIONS:						
Contracted Services				0	0	0%
Supplies and Materials				0	0	0%
Communications	600	600	195	585	15	98%
Travel	3,000	3,000	746	3,000	0	0%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses	400	400		400	0	0%
TOTAL OPERATIONS	4,000	4,000	941	3,985	15	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	\$47,925	\$47,925	\$11,697	\$47,183	\$742	98%
TOTALS	\$47,925	\$47,925	\$11,697	\$47,183	\$742	98%
FUNDING:						
LSTA:	47,925	47,925	11,697	47,183	742	98%
TOTALS	47,925	47,925	11,697	47,183	742	98%

**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: 10/01/14 - 12/31/14
YEAR EXPENDED: 100%
PAYROLL EXPENDED: 100%

	Budgeted	Revised Budget	Expended to Date	Projected Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES	27,157	27,302	27,302	27,302	0	100%
OPERATIONS:						
Contracted Services				0	0	0%
Supplies and Materials				0	0	0%
Communications	125	162	162	162	0	100%
Travel				0	0	0%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses				0	0	0%
TOTAL OPERATIONS	125	162	162	162	0	100%
EQUIPMENT:						
Equipment					0	
Automation					0	
TOTAL EQUIPMENT	0	0	0	0	0	
SUB-TOTALS	\$27,282	\$27,464	\$27,464	\$27,464	\$0	100%
TOTALS	\$27,282	\$27,464	\$27,464	\$27,464	\$0	100%
FUNDING:						
LSTA:	\$27,282	\$27,464	\$27,464	\$27,464	\$0	100%
TOTALS	\$27,282	\$27,464	\$27,464	\$27,464	\$0	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: 10/01/14 - 12/31/14
YEAR EXPENDED: 50%
PAYROLL EXPENDED: 48%

	Budgeted	Revised Budget	Expended to Date	Projected Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES	76,224	76,224	18,949	76,446	(222)	100%
OPERATIONS:						
Contracted Services				0	0	0%
Supplies and Materials				0	0	0%
Communications	750	750	126	750	0	100%
Travel				0	0	0%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses				0	0	0%
TOTAL OPERATIONS	750	750	126	750	0	100%
EQUIPMENT:						
Equipment					0	
Automation					0	
TOTAL EQUIPMENT	0	0	0	0	0	
SUB-TOTALS	\$76,974	\$76,974	\$19,074	\$77,196	(\$222)	100%
TOTALS	\$76,974	\$76,974	\$19,074	\$77,196	(\$222)	100%
FUNDING:						
LSTA:	\$76,974	\$76,974	\$19,074	\$77,196	(\$222)	100%
TOTALS	\$76,974	\$76,974	\$19,074	\$77,196	(\$222)	100%

**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: 10/01/14 - 12/31/14
YEAR EXPENDED: 100%
PAYROLL EXPENDED: 100%

	Budgeted	Revised Budget	Expended to Date	Year-End Expenditures	Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES	14,470	14,562	14,562	14,562	0	100%
OPERATIONS:						
Contracted Services				0	0	0%
Supplies and Materials		62	62	62	0	0%
Communications	100	39	39	39	0	103%
Travel	1,100	2,317	2,317	2,317	0	0%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses	300	250	250	250	0	103%
TOTAL OPERATIONS	1,500	2,668	2,668	2,668	0	103%
EQUIPMENT:						
Equipment					0	0%
Automation					0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	\$15,970	\$17,230	\$17,230	\$17,230	\$0	100%
TOTALS	\$15,970	\$17,230	\$17,230	\$17,230	\$0	100%
FUNDING:						
LSTA:	15,970	17,230	17,230	17,230	0	100%
TOTALS	15,970	17,230	17,230	17,230	0	100%

**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: 10/01/14 - 12/31/14
YEAR EXPENDED: 50%
PAYROLL EXPENDED: 48%

	Budgeted	Revised Budget	Expended to Date	Year-End Expenditures	Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES	44,092	44,092	11,473	44,037	55	100%
OPERATIONS:						
Contracted Services				0	0	0%
Supplies and Materials			20	20	(20)	0%
Communications	200	200	45	180	20	103%
Travel	3,200	3,200	861	3,200	0	0%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses	600	600	85	600	0	103%
TOTAL OPERATIONS	4,000	4,000	1,011	4,000	0	103%
EQUIPMENT:						
Equipment					0	0%
Automation					0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	\$48,092	\$48,092	\$12,484	\$48,037	\$55	100%
TOTALS	\$48,092	\$48,092	\$12,484	\$48,037	\$55	100%
FUNDING:						
LSTA:	48,092	48,092	12,484	48,037	55	100%
TOTALS	48,092	48,092	12,484	48,037	55	100%

**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: 10/01/14 - 12/31/14
YEAR EXPENDED: 100%
PAYROLL EXPENDED: 100%

	Budgeted	Revised Budget	Expended to Date	Year-End Expenditures	Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES	8,008	7,621	7,621	7,621	0	100%
OPERATIONS:						
Contracted Services				0	0	0%
Supplies and Materials	99	68	68	68	0	0%
Communications				0	0	0%
Travel				0	0	0%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses	25	11	11	11	0	0%
TOTAL OPERATIONS	124	79	79	79	0	100%
EQUIPMENT:						
Equipment					0	0%
Automation					0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	\$8,132	\$7,700	\$7,700	\$7,700	\$0	100%
TOTALS	\$8,132	\$7,700	\$7,700	\$7,700	\$0	100%
FUNDING:						
LSTA:	8,132	7,700	7,700	7,700	(1)	100%
TOTALS	8,132	7,700	7,700	7,700	(1)	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	22,474	5,455	22,455	19	100%
OPERATIONS:						
Contracted Services				0	0	0%
Supplies and Materials	250	250	0	250	0	0%
Communications				0	0	0%
Travel	500	500	157	500	0	100%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses	250	250	0	250	0	0%
TOTAL OPERATIONS	1,000	1,000	157	1,000	0	100%
EQUIPMENT:						
Equipment					0	0%
Automation					0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	\$23,474	\$23,474	\$5,612	\$23,455	\$19	100%
TOTALS	\$23,474	\$23,474	\$5,612	\$23,455	\$19	100%
FUNDING:						
LSTA:	23,474	23,474	5,612	23,455	19	100%
TOTALS	23,474	23,474	5,612	23,455	19	100%

Memo

To: Montana State Library Commission

From: Sarah McHugh, Director Statewide Library Resources

Date: January 22, 2015

Re: **Statewide consulting survey results**

MSL made changes last year to the way in which consulting services are provided through the three statewide library consultants (Suzanne Reymer, Lauren McMullen and Pam Henley). These consultants are now made available to libraries when needed, based on a consulting by demand approach. While they are always available for individual consulting library visits, new library director trainings and board development, they no longer have assigned library territories. All Statewide Library Resources Library Development (SLR-LD) staff are able to respond to a basic level of consulting requests through guiding librarians to existing resources available on the Statewide Library Resources portal. All SLR-LD staff are considered consultants in the area of library development, through this approach.

In addition, the three consultants now serve as specialists in particular library development areas identified by MSL and the Montana library community and based on changing library development needs of Montana librarians, the focus of statewide projects and MSL's strategic plan. Currently, these areas include e-rate, digital literacy, bandwidth development, community outreach and partnerships, lifelong learning, access to digital content and assistance with the Discover IT search tool.

During Fall, 2014, we solicited feedback from public library directors regarding the changes to MSL consulting services, through a Statewide Consulting Survey. We asked, among other questions:

- If directors thought our consulting services had improved, declined or stayed the same under the new approach
- Whether or not they have benefitted from the new emphasis on specialty areas for the consultants

- How often they felt it was beneficial to receive an in person visit from a consultant
- Whether or not it was important to them to have a particular consultant assigned to their library
- Whether they felt their library benefits from being able to contact any member of the SLR staff with basic consulting questions

45 people responded to the survey and each respondent answered every question. 62% of those responding felt that consulting services remained the same under the new approach. 18% felt services have improved and 20% felt they had declined. Follow up comments about either improvement or decline in our services show that some directors miss having an assigned consultant who they know they can call and who consistently visits their library. Developing a long term relationship with a consultant was seen as important in at least four follow up responses. Others felt that all the consultants and other MSL staff were always available when needed and that an assigned consultant was not important. Others have not used the consulting services at MSL.

38% of respondents felt they had benefitted from the new emphasis on specialty areas for the three consultants. 18% did not and 44% didn't know, primarily because they had not requested assistance in the specialty areas. One particular area of consulting need continues to be library law.

47% of respondents are comfortable just getting in touch with either the consultants or one of the other SLR-LD staff when they needed assistance. Annual in person visits were nevertheless viewed as valuable to many who offered additional comments.

62% of respondents did not feel it was important to have an assigned consultant, as long as they receive consulting services in a timely manner in a variety of ways (phone, email, online meeting, in person visit). 18% felt it was important to have an assigned consultant and 20% had no preference. However, some follow up comments in particular show the value of assigning territories to the consultants:

“Having a shared history and relationship was a major strength of the assigned consultants—I could just ask my questions without explaining the situation from square one...”

“I think having a designated consultant builds a better relationship....”

Finally, over 73% of respondents felt their library benefitted from the wider approach to basic consulting assistance that MSL has put in place in the last year. The sense that any member of the SLR-LD staff can guide a director to relevant resources in all areas of the library consulting and then refer them to a specific library consultant when needed is obviously appreciated by public library directors. That said, the responses to

this question included comments that it was time saving and efficient to start with an assigned, known consultant for specific questions.

The State Librarian, the three consultants and I are currently discussing the survey results. We are particularly focusing on these tasks:

- Re-establishing assigned consulting territories that would be based on the existing six library federations, and rotating these assignments every three years.
- Creating a standardized approach to visits to new library directors that will include the number of visits needed within the first year and topics for each visit
- Developing a shared understanding of when travel versus online options are required, with the awareness that there will be increasing use of online meeting tools to provide some of our consulting services
- Continuing to track the specific workload related to the three specialty areas and the impact on other consulting demands

Memo

To: Montana State Library Commission

From: Jennie Stapp, State Librarian

Date: January 23, 2015

Re: **Draft Montana State Library Organizational Rule**

Administrative Rules of Montana contain organizational rules for each agency of state government. The organizational rule that describes the State Library is long out of date and needs to be updated: That rule can be found online:

<http://www.mtrules.org/gateway/ruleno.asp?RN=10%2E101%2E101>

Following is an updated draft organizational rule for Commission review. The proposed revisions follow the organizational rules for state agencies of similar size. The rule is designed to accurately represent the current organizational structure and practice of the agency while at the same time maintains an appropriate level of flexibility in the makeup of agency advisory councils.

The following timeline to revise the administrative rule assumes that the Commission accepts the draft rule as presented at their February meeting. If the Commission wishes to make further changes to the draft rule, this process would be postponed until after the April Commission meeting.

- February 11: Commission accepts draft Organizational Rule;
- February 17: Submit draft rule to the Secretary of State;
- February 26: Draft rules published for public comment by the Secretary of State's Office; The 28 day public comment period commences and concludes on March 26;
- April 8: Final rule brought to the Commission for adoption;
- April 20: Rule adoption notice submitted to the Secretary of State's Office;
- April 30: Publication of adopted rule.

We will hold a public hearing on the rule if requested by more than 25 people. At the close of the comment period we must respond to all comments either by accepting the recommendations or by notifying responders of why the comments were not accepted.

Subchapter 1

Organizational Rule

10.101.101 AGENCY ORGANIZATION (1) The state library commission consists of five members appointed by the governor for three year terms and the state superintendent of public instruction or his/her designee and a librarian appointed by the commissioner of higher education from the Montana university system. The commission annually elects a chair from its membership. It employs as its executive officer a state librarian who is not a member of the commission, and who performs duties assigned by the commission.

(2) The state library provides library service at the state level, serving state government, local libraries, and federations; it promotes the development of adequate libraries throughout the state; it provides library service to persons with visual and physical disabilities ~~and persons in state institutions~~; expends funds available from federal, state, and private sources for the purpose of fostering library development and for the purposes of fostering geographic information services; administers the Montana State Government Depository Program; and provides for a comprehensive program for the acquisition, storage, and retrieval of geospatial data and data related to the natural resources of Montana.

~~(3) The Montana library services advisory council is created by the governor in accordance with the provisions of 2-15-122, MCA. The commission shall submit names of recommended council members to the governor.~~

~~——(a) The council shall advise the commission on the development, evaluation and funding of the Library Services and Technology Act (LSTA) program and other pertinent issues that may relate to or influence LSTA.~~

~~——(b) The composition of the council shall be no more than nine members. Eight shall serve for two years and may be reappointed for two additional terms and may represent: users of public library services in eastern, central, and western Montana; public libraries; school libraries; academic or special libraries; persons who cannot use traditional library services; and a member of the legislature. The president of the Montana library association or designee may serve a one-year term on the council during the presidency of the association.~~

~~(c) The council shall have the authority to establish bylaws for its internal operation. These bylaws may not conflict with 22-1-103, MCA, the Library Services and Technology Act, its rules and regulations, or with policies established by the commission.~~

~~————(d) The number of yearly meetings shall be determined by the executive committee of the council. The number shall remain flexible to include no less than two and no more than four meetings. Advisory committees are established by the state librarian and in accordance with MCA 90-1-405 and MCA 90-15-201. They act only in advisory capacity and have no policy-making authority.~~

(4) Inquiries regarding the functions of the state library shall be addressed to the state librarian.

(5) ~~Personnel Roster: Montana State Library, 1515 E. 6th Ave., Helena, Montana 59620; State Librarian, Statewide Library Resources Director, Regional Director of the Talking Book Library, and Director of the Natural Resource Information System. The following chart depicts the organization of the state library.~~

(History: 2-4-201, MCA; IMP, 2-4-102, MCA; NEW, Eff. 12/31/72; AMD, Eff. 2/1/78; AMD, 9/30/84; AMD, 1987 MAR p. 1622, Eff. 9/25/87; AMD, Eff. 6/30/90; AMD, 1993 MAR p. 2783, Eff. 11/25/93; AMD, 1997 MAR p. 1991, Eff. 11/4/97.)

10-1204

12/31/97

ADMINISTRATIVE RULES OF MONTANA



PO Box 201800 1515 East 6th Avenue Helena, MT 59620 (406) 444-3115

BYLAWS OF THE MONTANA STATE LIBRARY COMMISSION

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

Summary of Motions - Robert's Rules of Order

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

Summary of Motions - Robert's Rules of Order

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



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	Fall Workshop	
29		29		29	Helena, MT	
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		1		1		Library Legislative Day 5:30 to 8:00 pm
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		
7		7		7	Sagebrush Federation Meeting	Regular February meeting agenda items:
8		8		8		Legislative update
9		9		9		FY 15 2 nd Quarter financial report
10		10		10	Network Advisory Council Meeting	Planning for Conversations w/ Commission session
11		11	February Commission Meeting	11		
12		12		12	Montana Land Information Advisory Council Meeting	Broad Valleys Federation Retreat
13		13		13		Finlen Hotel, Butte, MT
14		14		14		Commissioner attending: TBD
15	Library Legislative Night	15		15		Staff attendance: Sarah McHugh
16		16		16		
17		17		17		South Central Federation Meeting
18		18		18		Joliet Public Library
19		19		19		Commissioner attending: TBD
20		20		20		Staff attendance: Jennie Stapp
21		21		21	South Central Federation Meeting	
22		22		22		Sagebrush Federation Meeting
23		23		23		Miles City Public Library
24		24		24		Commissioner attending: TBD
25		25		25		Staff attendance: Sarah McHugh
26		26	Legislative transmittal	26		
27		27	Broad Valleys Federation Retreat	27		Golden Plains Federation Meeting
28		28	Butte, MT	28		Roosevelt County Library, Wolf Point
29				29		Commissioner attending: TBD
30				30		Staff attendance: Jennie Stapp (remote)
31				31		



APRIL		MAY		JUNE		NOTES
1		1		1		Regular April meeting agenda items: Legislative update Network Advisory Council Report FY 15 3rd Quarter financial report
2		2		2		
3		3		3		
4		4	National Library Legislative Day	4		
5		5	Washington, DC	5		
6		6		6		
7		7	MSC Spring Meeting	7		Montana Library Association Annual Conference Bozeman, MT Conversations w/ the Commission April 9, 2015, 8:30 am. To 10:00 am.
8	April Commission Meeting	8		8		
9	Montana Library Assn. Conference; Conversations w/ the Commission	9		9		
10	MLA Continued	10		10		National Library Legislative Day Commissioner attending: Anne Kish
11	MLA Continued	11		11		
12		12		12		Pathfinder Federation Meeting Chouteau County Public Library Commissioner attending: TBD Staff attending: Sarah McHugh
13		13		13		
14		14	Network Advisory Council Meeting	14		
15		15	Tamarack Federation Retreat	15		Tamarack Federation Retreat Marina Kay, Big Fork, MT Commissioner attending: TBD Staff attending: Jennie Stapp
16		16	Big Fork, MT	16		
17		17		17		Regular June meeting agenda items: Legislative wrap-up FY 16 MLIA grant approval FY 16 Federation Plans of Service
18		18		18		
19		19		19		
20		20		20		Research Institute for Public Libraries July 27-30, 2015, Colorado Sprgs, CO
21		21	Pathfinder Federation Meeting;	21		
22		22		22		
23		23		23	June Commission Meeting	
24		24		24		
25	Golden Plains Federation Meeting	25		25		
26		26		26		
27	90th Legislative Day (tentative)	27		27		
28		28	Montana Land Information Advisory Council Meeting	28		
29		29		29		

**MONTANA STATE LIBRARY COMMISSION
WORK PLAN FY 2015**

February 2015 update

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.

At the December 10 Commission Meeting the State Library Commission received an orientation on the Coal Severance Tax funding flow and the Combined Account from which the State Library receives funding. This training was designed to help the Commission better understand the source and use of those funds in the face of fluctuating revenues.

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 South Central Federation Meeting in Miles City on September 13, 2014.

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

Commissioner Kish attended the Broad Valleys Federation teleconference on October 9, 2014.

Commissioner LaFromboise attended the Pathfinder Federation meeting in Fort Benton on October 16, 2014.

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

The April Commission meeting is scheduled for April 8, 2015

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

This session is scheduled for April 9, 2015 at 8:30 am

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.

Rescheduled for spring 2015

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.

Commissioner LaFramboise has been appointed to the Network Advisory Council

Commissioner Newell has been appointed to the NRIS Advisory Council

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.

Sirie Smilie attended the December 10 Commission meeting and provided an overview of the Governor's Early Edge initiative.

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

Nanette Gilbertson and Judy Hart presented the MLA legislative Agenda at the December 10 Commission meeting.

Additionally, Assistant Superintendent of Public Instruction, Dennis Parman shared the Office of Public Instruction legislative agenda with the Commission at their December meeting.

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;

This event was attended by Commissioners Bartow, Kish, LaFromboise, Newell and Scheetz.

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

Testimony was offered by Commission Chair Bartow at the MSL budget hearing on January 15.

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;

Commissioners Bartow and Gransbery attended the Talking Book Library volunteer appreciation luncheon on October 9, 2014.

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

At the August 13 and October 8 Commission meetings, the Commission reviewed the State Library FY '15 work plans.