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## **Montana State Library Commission**

### COMMISSION BUSINESS & AGENDA

**August 11, 2015**

**6:30 p.m.**

**Whitefish Community Library reception**

**Whitefish, Montana**

(No business will be conducted)

**August 12, 2015**

**9:00 a.m.**

**Central School Museum**

**Kalispell, Montana**

**No lunch break is planned**

The State Library Commission is committed to providing access to its proceedings in accordance with MCA Title 2, Ch. 3 Part 2 Open Meetings. All meetings of the Commission will be streamed and recorded via an online meeting platform.

The State Library Commission welcomes public comment. The Chair will ask for public comment on agenda items throughout the meeting from persons attending the meeting in person and those attending the meeting through the online meeting platform.

All comments received, including those received through the online meeting platform, become part of the official public record of the State Library Commission proceedings in accordance with MCA 2-3-212.

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

*The Commission will move through the agenda as needed.*

9:00 a.m. Call to Order and introductions

- New commissioners (tentative)

Approval of Minutes – **Action**

- June 23, 2015

State Librarian's report – Stapp

MSL Managers Fiscal Year '16 proposed work plan priorities – MSL Managers

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

FY'16 Montana State Library opening budget – Schmitz – **Action**

Library Development Study Task Force update – Stapp

LSTA FY '14 Statewide Projects Budget update – McHugh - **Action**

Tablet training lab use policy review – McHugh

Libraries and the Maker Movement – Orban

Montana State Library Trust request

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

Montana Talking Book Library Loan Policy Review – McHugh – **Action**

Commission Bylaws - Stapp – **Action**

Election of Commission Officers – **Action**

Commission Goals and Objectives – Commission

- October 2015 meeting date suggested change to October 13 - **Action**
- FY '16 Commission work plan - **Action**
- Commission Calendar
  - 2015 Fall Workshop, October 2-3, Helena, Red Lion Colonial Inn
  - Commission attendance at Fall Federation meetings
    - Golden Plains Federation Meeting, September 10, 2015, Wolf Point

- Broad Valleys Federation Meeting, September 22, 2015, GoToMeeting/Conference Call
- South Central Federation Meeting, September 26, 2015, Forsyth
- Pathfinder Federation meeting, October 22, 2015, Ft. Benton
- Tamarack Federation meeting, October 22, 2015, Conference Call
- Sagebrush Federation Meeting, November 7, 2015, Miles City
- To see all library events, please visit the MSL event calendar at <https://app.mt.gov/cal/html/event?eventCollectionCode=msl>.

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

Other Business & Announcements

Adjournment

**12:00 p.m.**  
**ImagineIf Library Lunch & Learn**  
**Kalispell, Montana**  
(No business will be conducted)

# FINAL

**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING  
10:00 A.M., APRIL 8, 2015  
BOZEMAN, MONTANA  
OR GOTOMEETING**

## **ATTENDEES:**

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

Staff: Ken Adams, Jo Flick, Jessie Goodwin, Evan Hammer, Jemma Hazen, Pam Henley, Jim Kammerer, Stu Kirkpatrick, Amy Marchwick, Sarah McHugh, Lauren McMullen, Alana Mueller-Brunckhorst, Cara Orban, Suzanne Reymer, Jennie Stapp and Marlys Stark.

Visitors: Janeen Brookie, Marlys Lee, Karen Perry and four students from Chester/Inverness schools along with their teacher, two county commissioners and several family members.

**Commissioner Bartow called the meeting to order at 10:00 a.m.**

## **APPROVAL OF MINUTES:**

**Motion was made by Commissioner Newell and seconded by Commissioner Gransbery to approve the February 11, 2015 minutes as presented. Motion was made by Commissioner Roberts and seconded by Commissioner LaFromboise to amend the proposed minutes to include that Commissioner Roberts reported on the academic library consortium and the motion passed. Original motion was amended to approve the February 11, 2015 minutes as amended and the motion passed.**

## **STATE LIBRARIAN'S REPORT:**

Staff is using a new format for reporting which is based on their work plans and will include updates at every meeting. The work plans for fiscal year 2016 will be viewed in August and reports will be based on those documents for the rest of the meetings of that fiscal year. This should help make other reports such as those for IMLS easier. The challenge is to report on the impact of the work being done and whether the priorities are being achieved and if not why not and what can be done differently. Reporting must also take into consideration resources available such as staff time.

A survey was conducted as part of the organizational review in order to give every single staff person one last opportunity to weigh in on the themes presented by the consultants. Staff will work with Scott Graber on value stream mapping and with the digital library process on managing reference requests and whether efficiencies can be

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gained by adapting or forming teams. An implementation plan is being developed and the budget will be discussed with Kris prior to bringing to the staff and then the commission for final approval. For the time remaining in the contract, Scott will work with Statewide Library Resources (SLR) to identify value stream mapping for that program.

State Librarian Stapp toured several libraries in the north central area and she is working on a story map with Stu for viewing. There are pictures on the facebook page. She discussed the impact on libraries in the Bakken area and there will be a later discussion about the support of the community and local government.

Allan Cox reported in the Natural Heritage Program (NHP) that Andrea Pipp and Karen Coleman made a noxious weeds grant funding request. They were awarded \$20,000 of the \$30,000 requested which was an accomplishment given available funding.

MSL has created a marketing budget this year and Sara Groves has been experimenting with the available types of marketing and what is most cost efficient and effective for the library. One effort is to continue the television marketing that Talking Book Library (TBL) did a year ago and another is working with public radio to promote databases. She is also working with social media advertising with amoebe.

MSL has a contract with Sage Solutions to bring training to some of the federation meetings. This training targets trustees and focusses on succession planning. They present a unique approach which starts with values, missions and goals.

Beth Downs has left Library Information Services (LIS) and Allan Cox has announced his retirement which is set for October 1st. Jennie will be the co-chair of the hiring committee for that position.

## **MSL LEGISLATIVE UPDATE:**

HB2 came out of senate budget claims and will be heard on the senate floor on April 9, 2015. Currently MSL's budget stands at an increase of 1.1% across the board of which the largest increase was fixed costs and the water position. FY17 \$4,000 was added for coal severance tax funds. No updated projected estimates have been adopted.

The Legislature approved increases for administrative fixed costs, Library Services Technology Act (LSTA) authority and Montana Land Information Act (MLIA) fund authority. State aid was approved to move from HB2 to statutory appropriation. FTE have continued to be discussed since MSL would like to have the 1.29 FTE removed previously put back in the budget. So far 10 FTE have been given to the Governor's office to use at his discretion so an appeal for FTE needs to go there. Another global motion addition was a permanent two percent vacancy savings so MSL is looking at an overall six percent reduction in the personal services budget which is close to 2 FTE. Senator Christine Hoffman will carry amendments to restore the FTE. If that fails, an effort will be made to get more funding to fund the FTE.

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Commissioners made comments that building relationships to garner support and librarians blowing their own horns more are valuable now and in the future.

Information on all bills of interest is in the materials. LC2289 to revise library laws was not introduced. MSL and MLA were both proponents on the broadband bill which has been tabled. MSL was an opponent of HB368 which had an automatic sunset date on local voter approved levies. That bill was tabled then amended and is still alive but with libraries exempted through amendments.

HB331 which involved place name changes has been sent to the Governor for signature. The study resolution for lidar has been amended and passed the senate and would require MSL coordination if selected. The Early Edge initiate was removed from HB2. The pay plan bill did not pass but an amendment was done in HB2 for contingency funds.

Commissioner Bartow reported that the Governor's office and Office of Public Instruction (OPI) among others were able to get a grant to help increase preschool education which is an opportunity to talk about successful things that are happening.

## **FY'15 THIRD QUARTER FINANCIAL REPORT:**

LSTA FY'13 projects have been closed so they won't show up on any more reports. Because of vacancy savings within Montana Shared Catalog (MSC) \$25,000 has been moved from personal to operational to align previous expectations. An additional grant from DNRC was received. MLIA funding has changed significantly from previous years with expenditures being higher and collections lower. The land plan budget as approved last December is reduced by \$200,000 from previous land plan budgets to reflect this change. The Commission will recall that the reduction was split between operations and grants. MLIA grant request were lower for FY'16 and the recommendations for grant approval will be brought in June. The remaining coal severance tax funds is due to the up and down of the projections. Cara and NAC will spend out the last of that funding on Tutor.com sessions, Safari Tech books and e-books. MSL has expressed to the Governor's office that they can't manage constantly changing projections throughout the year.

**Motion was made by Commissioner Roberts and seconded by Commissioner Scheetz to approve the FY'15 third quarter financial reports as presented and the motion passed.**

## **MLIA GRANT PRESENTATION:**

Four students and their teacher presented on their project called 'Growing Up with GIS' which they accomplishing using their grant award. They gave a brief summary of every component of the project, what they used and how they accomplished it as well as who they completed it for including mapping the town cemetery, teaching the teachers about

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geocaching and many more activities. They also talked about possible future projects and how useful they found the materials and GIS. The students had previously presented for MLAC and were going to present for the ESRI education conference also.

## **LSTA FY'15 BUDGET:**

**Motion was made by Commissioner Newell and seconded by Commission LaFromboise to approve the LSTA FY'15 budget as presented and the motion passed.**

## **NETWORK ADVISORY COUNCIL (NAC) REPORT:**

During the March 10 meeting the NAC made the recommendation to delegate any LSTA FY'14 balance to FY'16 OCLC Groups Services Contract.

**Motion was made by Commissioner Roberts and seconded by Commissioner Scheetz to accept the recommendations as proposed and the motion passed.**

The NAC also recommended that five new libraries be accepted into MSC. They will be brought in using LSTA FY'15 funds and therefore will be part of that budget recommendation next in the agenda. Some of those libraries have partners that are already in MSC and will consolidate into one system.

**Motion was made by Commissioner Newell and seconded by Commissioner LaFromboise to approve the MSC new libraries and the motion passed.**

Finally the NAC had recommendations for the LSTA FY'15 statewide projects budget. Due to increased costs in operations and the increased cost of the DiscoverIt service which is no longer shared with the MSC, the proposed budget is very streamlined with not much room for additional projects. An anonymous donation was received that covered the other half of the Montana Library2Go hosting fee although other areas of their costs have increased.

Commissioners had several questions and requests. Any cost impact from the sale of OverDrive is still to be determined. Exiting OverDrive would be possible but complicated. Negotiations for content would have to be held with each publisher instead of OverDrive if we left the contract. Libraries do look at the expense for e-books as a collections cost. There are about 50,000 active account users with an average of ten percent usage and about 1,000 new patrons each month. Commissioners would like to see user statistics by where the users are located in the state and they would like to see percentages or numbers by library type for print versus electronic collection usage.

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**Motion was made by Commissioner Kish and seconded by Commissioner Roberts to accept the LSTA FY'15 statewide projects budget recommendations as presented and the motion passed.**

## **LIBRARY SERVICES STUDY:**

With the increase in costs for Library Development services and funding remaining the same or decreasing, focus needs to be put towards priorities which will best meet the needs of librarians and users using available resources such as staff time. A task force will be formed to study library development needs and gather input to form recommendations on new and prioritized services. The task force will include representatives from the commission, NAC, federations, library types, junior and senior librarians and as much else to get a strong mix as possible. The task force will decide how to gather needed information and will hold most meetings online although the first meeting will be in person. Commissioner Kish volunteered to be the commission representative to this task force.

## **MSL ORGANIZATIONAL RULES (ADMINISTRATIVE RULE) ADOPTION:**

The rule making process for the organizational rule changes was initiated in order to illicit input on the proposed changes. The comment deadline passed with no comments and at this time the commission can formally adopt the amendments. As part of this update, the organizational chart which is published with the rules was updated and approved by the Governor's office.

**Motion was made by Commissioner LaFromboise and seconded by Member Roberts to adopt the organizational rule amendments as proposed and the motion passed.**

## **DIGITAL LIBRARY USER SURVEY RESULTS:**

Jim Kammerer presented the summary of the results of the digital library user survey. All the information is available to look at. The survey has given them ideas of which direction to focus on. The commission suggested several ideas that LIS might use to help educate possible users on the programs the library can offer.

## **COMMISSION GOALS AND OBJECTIVES:**

MSL designed forms to use at the federation meeting and would like input on how useful they were. What other forms might be developed that would help in accomplishing various duties?

Member Gransbery reported on a story that ran about the federation meeting he attended where the Columbus library director announced that she won the lottery when a local book store closed and donated 40,000 books to Stillwater County.



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Commissioner Kish will attend National Library Legislative Day and Commissioner LaFromboise will attend the Research Institute for Public Libraries conference.

## **PUBLIC COMMENT:**

There were none received.

## **OTHER BUSINESS & ANNOUNCEMENTS:**

This is the last meeting for Commissioner Gransbery and his appreciation gift will be sent to him. He spoke briefly about the complexity of libraries and being the gatekeepers of information.

Kate Lewis, the federation coordinator for South Central Federation, is retiring.

## **ADJOURNMENT:**

**The meeting adjourned at 1:51 at which time Karen Archer Perry held a facilitated session with the commissioners and staff on Rising to the Challenge: Re-envisioning Public Libraries.**

# DRAFT

**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING  
9:30 A.M., JUNE 23, 2015  
HELENA, MONTANA  
OR GOTOMEETING**

## **ATTENDEES:**

Commissioners: Colet Bartow, Anne Kish, Aaron LaFromboise, Brent Roberts and Anita Scheetz (online). Bruce Newell was excused.

Staff: Ken Adams, Christie Briggs, Meghan Burns, Allan Cox, Jo Flick (online), Jessie Goodwin, Evan Hammer, Stu Kirkpatrick, Martin Landry, Sarah McHugh, Cara Orban, Kris Schmitz, Jennie Stapp and Marlys Stark.

Visitors: Brett Allen, Janeen Brookie, Nedra Chandler, Nanette Gilbertson, Scott Graber, Judy Hart, Stephan Licitra (online), Lisa Mecklenberg-Jackson (online), Nancy Schmidt, Debbie Wellman, and Sonja Woods.

**Commissioner Bartow called the meeting to order at 9:33 a.m.**

## **INTRODUCTIONS:**

New commissioners have not been appointed yet. Anita will continue on the commission until those appointments have been made.

Ken introduced Jessie Goodwin as the Shared Catalog Training and Technical Support person.

Stu introduced Meghan Burns as the GIS Analyst that will be working with water and boundaries.

Christie presented Martin Landry with his five year pin which represents his time with Talking Book Library. He has a total of 20 years with the state but had a break in service prior to coming to the library.

## **APPROVAL OF MINUTES:**

**Motion was made by Commissioner Roberts and seconded by Commissioner LaFromboise to approve the April 8, 2015 minutes as presented and the motion passed.**

## **STATE LIBRARIAN'S REPORT:**

Reports and summaries are all available on the website. The Triangle Associates wrap-up was provided by Nedra and Scott. The point of the review was to summarize goals,

and pros and cons of the agency in order to choose a new direction if any and to streamline processes more. SLR is working on 'ready reference' tools for staff.

The plans for the digital library reorganization will benefit patrons in that often there were other information resources available but the staff person dealing with the patron wasn't aware of or didn't feel comfortable passing on that information due to the siloed nature of the programs within the digital library so the plan is to have a true digital library with cross training and three work group areas. All will have leads and all will work together in cross functional ways. This will also allow for a career ladder of sorts. Feedback on the proposed plan is being requested at this time and action will be requested when the 2016 budget is approved in August. There will be an internal recruitment process to select the leads. There will essentially be 1 FTE less than the current organizational structure.

New Network Advisory Council (NAC) appointments have been made. Thanks to the outgoing Kathy Mora, Beth Chestnut and Susan Gregory and welcome to Matt Beckstrom, Connie Behe, Mary Kay Bullard, Dana Carmichael, Carly Delsigne, and Joanne Didriksen.

Sirie Smiley is the new education policy advisor.

Lieutenant Governor Angela McLean asked Sara Grove about how she could get more involved with the summer reading program and as a result is going to attend three library events. Sara also prepared talking points for her regarding the importance of reading during the summer and the correlation of reading levels and childhood poverty.

The Education and Local Government Interim Committee has new appointees.

MSL is working with the State Information Technology Services Division (SITSD) to evaluate the move off a state managed enterprise GIS platform to a cloud based platform managed by ESRI. The State Library represents at least 90 to 95 percent of usage of the state platform. All services would be moved to cloud implementation with ESRI. MSL is working with other agencies to test the implementation to understand the usage from a public perspective. The projected costs on the current system were for an increase of 25 percent this fiscal year but usage surpassed that months ago. The cloud system would garner a \$100,000 annual savings based on current usage. Evaluation will continue with the goal to be fully off state enterprise by the end of July.

The Natural Heritage Program (NHP) contract for the next biennium is being completed. The dollar amount remains unchanged as it has since 2011. The main item being scrutinized is IT support for NHP. A hiring committee for the program manager is in place.

Due to a typo that has been in our rules for many years which the ARM bureau just caught, the recent adoption notice has been amended to fix that error. One of the citation numbers was transposed but this does not affect the rule itself.

Montana Land Information Act (MLIA) collections appear to have stabilized at about \$150,000 less than previous year. Stu and Jennie plan to meet with Howard Blattie from MACo to discuss other funding models that may be useful.

\$25,000 was received from USGS to help with the water information work being done.

GeoInfo is receiving an award next month for their work on CATSPA. They were nominated for the Montana award from ESRI but were moved up to the overall award. Stu and Scott will attend for MSL.

NHP received two awards recently. They were presented with the nature service scientific achievement award and the steward award for the wetland and riparian mapping center work.

Carolyn Meier retired at the end of May. She had been with the library since the 1970's.

## **FINAL LEGISLATIVE REVIEW:**

State Librarian Stapp discussed highlights of the summary she had provided. MSL will be absorbing a 1.29 FTE loss which will be done by 1 position in LIS and .25 in accounting. Employees will get a 50 cent per hour raise in January of each fiscal year. Fixed cost increases have been funded. HB331 which was the place names bill was passed and signed which will result in a small increase in work for Gerry Daumiller. HJR7 which is the next generation 911 interim study bill was passed and ranked third so staff will be actively involved in this study. The electronic government advisory council which MSL had a seat on was disbanded in SB220. HB123 requires that executive session minutes be kept. There was a loss in coal severance tax funds so staff will be recommending to the Network Advisory Council (NAC) that the contract for tutor.com is not renewed. Although this is a popular services, it is used primarily by schools and thus isn't widely used enough to keep it when cuts must be made.

## **2015 PAY INCENTIVE DISTRIBUTION STRATEGY:**

There is a small amount of personal services funding left for this fiscal year and so consistent with the pay plan and past action by the commission, Stapp is asking for one time only bonuses for employees which would come in one percent individual performance bonuses for all staff plus an additional half of a percent to Library Information Services (LIS) staff as they have carried the brunt of the staff shortage this year.

**Motion was made by Commissioner Kish and seconded by Commissioner LaFromboise to approve the 2015 pay incentive distribution strategy as presented and the motion passed.**

## **FEDERATION FY'16 PLANS OF SERVICE:**

The coordinators for each federation were present and gave overviews of the plans of service which were submitted. They pointed out the areas they choose to spend the

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funds in and discussed the makeup of their federations and their meetings and personnel changes in libraries in their federations. Debbie Wellman will be the new coordinator for Pathfinder Federation replacing outgoing coordinator, Brett Allen.

**Motion was made by Commissioner Roberts and seconded by Commissioner Scheetz to approval the plans of service as presented and the motion passed.**

## **COURIER CONTRACT ADMINISTRATION UPDATE:**

The contract term is about half completed and a few libraries have been added. MSL is providing agreed upon items such as limited support, collecting statistics, and helping to grow and encourage use. Current cost is 25 dollars per stop with MSL paying \$2 of that cost plus all of Great Falls' share. The average monthly cost is about \$5,300. The MSL commitment will gradually reduce as Great Falls begins to take over their costs. Libraries have been prompt in providing the request usage statistics. The courier advisory board will hold an online meeting to confirm continuing on the board and then will look at a cost sharing formula in the future.

## **MONTANA SHARED CATALOG (MSC) LONG RANGE STRATEGIC PLAN:**

MSC has been without a plan since the first one was written in 2003 and that one was more a business plan than a strategic plan. A subcommittee of the MSC Executive Board wrote this plan with input from Sarah and Ken. The board reviewed it in April and it was presented to the membership in May at which time it was unanimously approved. This plan is for the membership not staff. Work plans for each year for the membership are currently being worked on and they are hoping to have those finalized by September. All of these documents will be posted on the MSC site.

**Recess at 11:56 a.m. for lunch, reconvene at 12:30 p.m.**

## **LIBRARY SERVICES TECHNOLOGY ACT (LSTA) STATEWIDE PROJECTS BUDGET UPDATE:**

The state employee pay increase has been added and will impact the FY'15 budget as well as future ones.

**Motion by Commissioner LaFromboise and seconded by Commissioner Roberts to approve the updated LSTA statewide projects budget as presented and the motion passed.**

## **LIBRARY DEVELOPMENT STUDY TASK FORCE UPDATE:**

The task force discussed in April has been seated and the first meeting was held. Due to Judy Hart's upcoming retirement, Karla Ritten will be sitting in for her. Siri Smilie will also join. The next meeting is July 13. Susan Gregory had agreed to chair but had to decline after some reassessment so the chair has not been finalized yet. It is important to keep the task force independent in order to get better results.

## **MONTANA LAND INFORMATION ACT FY'16 GRANT RECOMMENDATIONS:**

There were not a lot of requests this year and they all scored fairly high which is unusual. The amount requested is \$157,000 which is within the amount the land plan proposed and is a good figure based on current collections. The Montana Land Information Advisory Council (MLIAC) did approve these grant requests.

**Motion by Member Roberts and seconded by Member Kish to approve the grants as recommended and the motion passed.**

## **MONTANA TALKING BOOK LIBRARY DRAFT LOAN POLICY REVIEW:**

Christie Briggs anticipates cutting of cassette distribution in January 2016 so this policy is in anticipation of that change. It replaces the two separate policies for cassettes and disks. It does not refer to any specific format and has one loan time instead of varying lengths per type. Approval will be requested in August.

## **COMMISSION GOALS AND OBJECTIVES:**

Commission members were to look at the current work plan and identify additional action items that individual commissioners can take responsibility for. Some items were discussed during the meeting and additional items can be submitted to Jennie for preparation of the work plan for approval. Receiving information on DiscoverIt content, digital atlas training, broadband information, added interim committee meetings to calendars and setting explicit goals were all items discussed by the commissioners. Commissioners also wanted to keep the state librarian evaluation on the work plan for an annual review and to begin working on the strategic planning process.

Commissioner Anne Kish reported on her attendance at the National Library Legislative Day in Washington D.C. this year. She said that American Library Association (ALA) training priorities may not match up with Montana goals. She felt that it would have been better if it could have been worked out to meet with the legislatures first and then their policy advisors. For this trip, the Montana library representatives met with Senators Daines and Tester at their Wednesday morning coffee meeting but met with their staffers the day earlier.

Commissioner LaFromboise attended two federation meetings and reported that the professional development training is very helpful. She will attend the Research Institute for Public Libraries (RIPL) meeting and report on that in October.

Chairman Bartow was able to attend when NHP received their awards and she reported that it was a nice ceremony.

Included in the materials shared were notes that Karen Perry prepared about the Aspen Report sessions conducted in April. Stapp met with Perry and one of the authors of the report while she was in Washington, DC for the Schools, Health, and Libraries Broadband Coalition (SHLB) conference. A presentation on the report may be done at Mountain Plains Library Association (MPLA) conference.

For the Kalispell meeting in August, commissioners will visit libraries while traveling and while there. New appointments to the commission should be done by then.

## **PUBLIC COMMENT:**

There were none received.

## **OTHER BUSINESS & ANNOUNCEMENTS:**

There was none presented.

## **STATE LIBRARIAN PERFORMANCE APPRAISAL PROCESS:**

**Due to privacy concerns, the commission chair chose to close the meeting for an executive session at 1:30 p.m.**

Electronic copies of executive session minutes are kept on the personnel drive. Print copies of the minutes may be requested by authorized persons in accordance with MCA 2-3-212.

**Executive session closed at 2:13 and the public meeting was called back in session.**

**Motion was made by Commissioner Scheetz and seconded by Commissioner LaFromboise to direct the chair to write a positive letter of recommendation and support for the prior year and the motion passed.**

## **ADJOURNMENT:**

**The meeting adjourned at 2:14 at which time commissioner members met with staff members in an ice cream social event.**



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TO: Jennie Stapp  
State Librarian

TO: Montana State Library  
Commission

FROM: Kris Schmitz  
Central Services Manager

FROM: Jennie Stapp  
State Librarian

SUBJECT: FY 15 FOURTH QUARTER FINANCIAL REPORT

DATE: August 3, 2015

Attached to this memo is the fourth 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 for program 01.

Increase in the budget:

\$30,000 of authority was added to the MTLIB2GO program. Additional funds were collected from member libraries throughout the year for content purchases.

Movement in the budget:

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

The actual general fund reversion for FY 15 is \$7,905. Of which \$2,000 was related to savings in the Commission per diem budget. \$3,498 is related to personal services vacancy savings and \$1,400 operations budget.

All other funding sources will either continue into FY 16 and will be brought up on the FY 16 1<sup>st</sup> quarter financial report or the contract or grant has ended.

MTLIB2GO is closed with this financial report and will no longer be shown. The consortium voted to move over invoicing to OverDrive at the beginning of FY 16. The balance in the account as of June 30 of \$15,147.59 was put on deposit with OverDrive for content purchases starting in FY 16.



**NRIS – Contract funding established this quarter.**

No new contracts this quarter.

Please let me know if I can answer any questions.

**MONTANA STATE LIBRARY  
FINANCIAL REPORT**

FUNCTION: 90- Program 01/OPERATIONS

FISCAL YEAR: 15  
REPORT PERIOD: 04/1-06/30/15  
YEAR EXPENDED: 100%  
PAYROLL EXPENDED: 100%

	Budgeted	Revised Budget	Expended To Date	Year-End Expenditures	Balance Over/Under	% Expd.
PERSONAL SERVICES	2,956,102	2,946,959	2,869,784	2,869,784	77,175	97%
<b>OPERATIONS:</b>						
Contracted Services	1,125,432	1,209,995	1,187,129	1,187,129	22,866	98%
*Periodical Elec Data	319,269	319,269	319,269	319,269	0	100%
*MTLIB2GO	184,985	214,985	202,713	202,713	12,272	94%
*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	168,056	145,069	137,174	137,174	7,895	95%
Communications	118,519	116,179	111,923	111,923	4,256	96%
Travel	150,890	170,401	89,519	89,519	80,882	53%
Rent	326,844	320,619	321,005	321,005	(386)	100%
Repair and Maintenance	62,351	89,577	92,834	92,834	(3,257)	104%
Other Expenses	124,816	117,865	100,020	100,020	17,845	85%
<b>TOTAL OPERATIONS</b>	<b>2,778,933</b>	<b>2,901,730</b>	<b>2,759,355</b>	<b>2,759,355</b>	<b>142,375</b>	<b>95%</b>
<b>EQUIPMENT:</b>						
Library Books	16,918	3,370	3,370	3,370	0	100%
Equipment	12,185	11,233	10,283	10,283	950	92%
<b>TOTAL EQUIPMENT</b>	<b>29,103</b>	<b>14,603</b>	<b>13,653</b>	<b>13,653</b>	<b>950</b>	<b>93%</b>
<b>SUB-TOTALS</b>	<b>\$5,764,138</b>	<b>\$5,863,292</b>	<b>\$5,642,792</b>	<b>\$5,642,792</b>	<b>\$220,500</b>	<b>96%</b>
<b>GRANTS:</b>						
Federation Grants (CST)	176,122	176,122	176,122	176,122	0	100%
State Aid Grants-Area/Pop	395,766	395,766	395,766	395,766	0	100%
LSTA - FY 13 Grants	219,416	206,538	206,537	206,537	1	100%
LSTA - FY 14 Grants	10,000	10,000	0	0	10,000	0%
LSTA - FY 15 Grants	102,678	30,425	0	0	30,425	0%
MLIAC Grants awarded	302,993	302,993	297,649	297,649	5,344	98%
<b>TOTAL GRANTS</b>	<b>1,206,975</b>	<b>1,121,844</b>	<b>1,076,074</b>	<b>1,076,074</b>	<b>45,770</b>	<b>96%</b>
<b>TOTALS</b>	<b>\$6,971,113</b>	<b>\$6,985,136</b>	<b>\$6,718,866</b>	<b>\$6,718,866</b>	<b>\$266,270</b>	<b>96%</b>

**MONTANA STATE LIBRARY  
FINANCIAL REPORT**

FUNCTION: 90- Program 01/OPERATIONS

FISCAL YEAR: 15  
REPORT PERIOD: 04/1-06/30/15  
YEAR EXPENDED: 100%  
PAYROLL EXPENDED: 100%

	Budgeted	Revised Budget	Expended To Date	Year-End Expenditures	Balance Over/Under	% Expd.
<b>FUNDING:</b>						
General Fund	3,326,904	3,325,640	3,312,598	3,312,598	13,042	100%
Coal Sev. Tax	562,801	562,801	562,798	562,798	3	100%
LSTA	388,489	384,312	369,689	369,689	14,623	96%
LSTA Grants	851,899	841,768	704,174	704,174	137,594	84%
State Agency Contracts	283,523	283,523	283,523	283,523	0	100%
Montana Land Information Account	954,912	954,566	904,289	904,289	50,277	95%
Private - E-Content Library Share	184,985	214,985	202,713	202,713	12,272	94%
Montana Shared Catalog	341,850	341,793	329,182	329,182	12,611	96%
Talking Book Trust Acct.	2,398	2,398	2,398	2,398	0	100%
BA-NRCS-FOREST	25,277	25,277	15,785	15,785	9,492	62%
DNRC- MSDI (AA)	11,600	11,600	4,415	4,415	7,185	38%
DNRC- WRQS (AA)	7,339	7,339	3,777	3,777	3,562	51%
DEQ-CMZ AA	16,916	16,916	16,916	16,916	0	100%
DNRC-Evaporants (AA)	12,219	12,219	6,609	6,609	5,610	54%
<b>TOTALS</b>	<b>6,971,113</b>	<b>6,985,136</b>	<b>6,718,866</b>	<b>6,718,866</b>	<b>266,270</b>	<b>96%</b>

**Montana State Library Trust Acct.**

Balance as of April 1, 2015	120,977
Expenditures	0
Donations from 04/1 - 06/30/15	1,244
STIP Earnings (Avg. .19306%)	65
	<u>122,286</u>

## MONTANA STATE LIBRARY FINANCIAL REPORT

MONTANA DIGITAL LIBRARY  
FUNCTION: 12-LIBRARY & INFORMATION SERVICES

FISCAL YEAR: 15  
REPORT PERIOD: 04/1-06/30/15  
YEAR EXPENDED: 100%  
PAYROLL EXPENDED: 100%

	Budgeted	Revised Budget	Expended To Date	Year-End Expenditures	Balance Over/Under	% Expd.
PERSONAL SERVICES	381,327	340,047	338,218	338,218	1,829	99%
<b>OPERATIONS:</b>						
Contracted Services	112,010	118,256	116,448	116,448	1,808	98%
Supplies and Materials	6,546	3,318	3,315	3,315	3	100%
Communications	9,595	10,967	11,651	11,651	(684)	106%
Travel	4,000	4,133	4,133	4,133	0	100%
Rent	153,347	151,223	151,222	151,222	1	100%
Repair and Maintenance	0	400	397	397	3	0%
Other Expenses	6,700	8,435	8,435	8,435	0	100%
<b>TOTAL OPERATIONS</b>	<b>292,198</b>	<b>296,732</b>	<b>295,601</b>	<b>295,601</b>	<b>1,131</b>	<b>100%</b>
<b>EQUIPMENT:</b>						
Library Books	16,918	3,370	3,370	3,370	0	100%
Equipment	0				0	0%
<b>TOTAL EQUIPMENT</b>	<b>16,918</b>	<b>3,370</b>	<b>3,370</b>	<b>3,370</b>	<b>0</b>	<b>0%</b>
<b>SUB-TOTALS</b>	<b>\$690,443</b>	<b>\$640,149</b>	<b>\$637,189</b>	<b>\$637,189</b>	<b>\$2,960</b>	<b>100%</b>
<b>GRANTS:</b>						
Federation Grants (CST)	0				0	0%
State Aid Grants	0				0	0%
LSTA - FY 13 Grants	0				0	0%
LSTA - FY 14 Grants	0				0	0%
LSTA - FY 15 Grants	0				0	0%
<b>TOTAL GRANTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>TOTALS</b>	<b>\$690,443</b>	<b>\$640,149</b>	<b>\$637,189</b>	<b>\$637,189</b>	<b>\$2,960</b>	<b>100%</b>
<b>FUNDING:</b>						
General Fund:	626,032	575,738	572,781	572,781	2,957	99%
Coal Sev. Tax:	64,411	64,411	64,408	64,408	3	100%
LSTA	0				0	0%
LSTA - GRANTS	0				0	0%
Misc. Revenue:	0				0	0%
Talking Book Trust Acct	0				0	0%
<b>TOTALS</b>	<b>690,443</b>	<b>640,149</b>	<b>637,189</b>	<b>637,189</b>	<b>2,960</b>	<b>100%</b>

**MONTANA STATE LIBRARY  
FINANCIAL REPORT**

FUNCTION: 20-LIBRARY DEVELOPMENT DEPARTMENT

FISCAL YEAR: 15  
REPORT PERIOD: 04/1-06/30/15  
YEAR EXPENDED: 100%  
PAYROLL EXPENDED: 100%

	Budgeted	Revised Budget	Expended To Date	Year-End Expenditures	Balance Over/Under	% Expd.
PERSONAL SERVICES	410,940	414,699	397,242	397,242	17,457	96%
<b>OPERATIONS:</b>						
Contracted Services	285,985	320,975	309,335	309,335	11,640	96%
*Periodical Elec Data	319,269	319,269	319,269	319,269	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	214,985	202,713	202,713	12,272	94%
Supplies and Materials	11,274	12,866	10,723	10,723	2,143	83%
Communications	14,258	16,495	14,808	14,808	1,687	90%
Travel	93,874	116,698	38,000	38,000	78,698	33%
Rent	64,514	62,668	62,244	62,244	424	99%
Repair and Maintenance	23,100	18,261	18,260	18,260	0	0%
Other Expenses	40,575	34,821	34,294	34,294	527	98%
TOTAL OPERATIONS	1,235,605	1,314,809	1,207,417	1,207,417	107,392	92%
<b>EQUIPMENT:</b>						
Library Books	0				0	0%
Equipment	0				0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
<b>SUB-TOTALS</b>	<b>\$1,646,545</b>	<b>\$1,729,508</b>	<b>\$1,604,659</b>	<b>\$1,604,659</b>	<b>\$124,849</b>	<b>93%</b>
<b>GRANTS:</b>						
Federation Grants (CST)	176,122	176,122	176,122	176,122	0	100%
State Aid Grants	395,766	395,766	395,766	395,766	0	100%
LSTA - FY 13 Grants	219,416	206,538	206,537	206,537	1	100%
LSTA - FY 14 Grants	10,000	10,000	0	0	10,000	0%
LSTA - FY 15 Grants	102,678	30,425	0	0	30,425	0%
TOTAL GRANTS	903,982	818,851	778,425	778,425	40,426	95%
<b>TOTALS</b>	<b>\$2,550,527</b>	<b>\$2,548,359</b>	<b>\$2,383,084</b>	<b>\$2,383,084</b>	<b>\$165,275</b>	<b>94%</b>
<b>FUNDING:</b>						
General Fund:	844,149	833,983	833,659	833,659	324	100%
Coal Sev. Tax:	498,391	498,391	498,391	498,391	0	100%
LSTA	142,499	145,555	139,283	139,283	6,272	96%
LSTA - GRANTS	538,653	513,652	379,856	379,856	133,796	74%
Proprietary - Montana Shared Catalog	341,850	341,793	329,182	329,182	12,611	96%
Private - E-Content Library Share	184,985	214,985	202,713	202,713	12,272	94%
<b>TOTALS</b>	<b>2,550,527</b>	<b>2,548,359</b>	<b>2,383,084</b>	<b>2,383,084</b>	<b>165,275</b>	<b>94%</b>
<b>Montana Shared Catalog</b>						
Balance from 3rd Quarter	126,705					
Incoming new revenue	53,434					
Incoming new revenue - Deferred into FY 16	(53,434)					
Expenditures	(56,506)					
Cash Balance	70,199					

## MONTANA STATE LIBRARY FINANCIAL REPORT

FUNCTION: 40-Talking Book Library

FISCAL YEAR: 15  
REPORT PERIOD: 04/1-06/30/15  
YEAR EXPENDED: 100%  
PAYROLL EXPENDED: 100%

	Budgeted	Revised Budget	Expended To Date	Year-End Expenditures	Balance Over/Under	% Expd.
PERSONAL SERVICES	285,096	288,097	288,096	288,096	1	100%
<b>OPERATIONS:</b>						
Contracted Services	9,415	9,537	9,536	9,536	1	100%
Supplies and Materials	18,561	13,491	13,490	13,490	1	100%
Communications	17,392	17,247	17,246	17,246	1	100%
Travel	3,500	1,851	1,851	1,851	0	100%
Rent	108,022	105,195	105,195	105,195	0	100%
Repair and Maintenance	8,200	10,865	10,864	10,864	1	100%
Other Expenses	4,628	5,748	5,644	5,644	104	98%
TOTAL OPERATIONS	169,718	163,934	163,826	163,826	108	100%
<b>EQUIPMENT:</b>						
Library Books	0				0	106%
Equipment	0				0	0%
TOTAL EQUIPMENT	0				0	0%
SUB-TOTALS	\$454,814	\$452,031	\$451,922	\$451,922	\$109	100%
<b>GRANTS:</b>						
Federation Grants (CST)	0				0	0%
State Aid Grants	0				0	0%
LSTA - FY 12 Grants	0				0	0%
LSTA - FY 13 Grants	0				0	0%
TOTAL GRANTS	0	0	0	0	0	0%
TOTALS	\$454,814	\$452,031	\$451,922	\$451,922	\$109	100%
<b>FUNDING:</b>						
General Fund:	253,054	250,271	250,162	250,162	109	100%
Coal Sev. Tax:	0			0	0	0%
LSTA	199,362	199,362	199,362	199,362	0	100%
Misc. Revenue:	0			0	0	0%
Talking Book Trust Acct.	2,398	2,398	2,398	2,398	0	0%
TOTALS	454,814	452,031	451,922	451,922	109	100%

## MONTANA STATE LIBRARY FINANCIAL REPORT

FUNCTION: 05- Administration

FISCAL YEAR: 15  
REPORT PERIOD: 04/1-06/30/15  
YEAR EXPENDED: 100%  
PAYROLL EXPENDED: 100%

	Budgeted	Revised Budget	Expended To Date	Year-End Expenditures	Balance Over/Under	% Expd.
PERSONAL SERVICES	359,754	367,652	365,652	365,652	2,000	99%
<b>OPERATIONS:</b>						
Contracted Services	51,258	57,837	52,700	52,700	5,137	91%
Supplies and Materials	50,843	41,468	41,455	41,455	13	100%
Communications	30,556	29,013	28,979	28,979	34	100%
Travel	20,800	18,596	18,593	18,593	3	100%
Rent	150	721	721	721	0	0%
Repair and Maintenance	25,031	43,886	48,388	48,388	(4,502)	110%
Other Expenses	58,754	55,003	42,158	42,158	12,845	77%
TOTAL OPERATIONS	237,392	246,524	232,994	232,994	13,530	95%
<b>EQUIPMENT:</b>						
Library Books	0				0	0%
Equipment	12,185	11,233	10,283	10,283	950	0%
TOTAL EQUIPMENT	12,185	11,233	10,283	10,283	950	0%
SUB-TOTALS	\$609,331	\$625,409	\$608,929	\$608,929	\$16,480	97%
<b>GRANTS:</b>						
Federation Grants (CST)	0				0	0%
State Aid Grants	0				0	0%
LSTA - FY 13 Grants	0				0	0%
LSTA - FY 14 Grants	0				0	0%
LSTA - FY 15 Grants	0				0	0%
TOTAL GRANTS	0	0	0	0	0	0%
TOTALS	\$609,331	\$625,409	\$608,929	\$608,929	\$16,480	97%
<b>FUNDING:</b>						
General Fund:	562,703	586,015	577,885	577,885	8,130	99%
Coal Sev. Tax:	0			0	0	0%
LSTA	46,628	39,394	31,043	31,043	8,351	79%
LSTA - Grants	0			0	0	0%
Misc. Revenue:	0			0	0	0%
Talking Book Trust Acct.					0	0%
TOTALS	609,331	625,409	608,928	608,928	16,481	97%

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

FUNCTION 70 - NRIS/Natural Heritage

FISCAL YEAR: 15  
REPORT PERIOD: 04/01-06/30/15  
YEAR EXPENDED: 100%  
PAYROLL EXPENDED 100%

	Budgeted	Revised Budget	Expended This Period	Expended To Date	Balance	% Expd.
PERSONAL SERVICES	1,223,689	1,229,699	337,467	1,176,193	53,506	96%
OPERATIONS:						
Contracted Services	666,764	703,391	354,714	699,110	4,281	99%
Supplies and Materials	80,582	70,889	5,389	65,457	5,432	92%
Communications	43,968	39,680	12,172	36,652	3,028	92%
Travel	16,016	15,638	1,458	13,862	1,776	89%
Rent	811	812	541	1,623	(811)	200%
Repair and Maintenance	6,020	16,165	14,225	14,925	1,240	92%
Other Expenses	11,909	11,806	1,023	7,954	3,852	67%
TOTAL OPERATIONS	826,070	858,381	389,522	839,583	18,798	98%
EQUIPMENT:						
Library Books	0				0	0%
Equipment	0		0		0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	\$2,049,759	\$2,088,080	\$726,989	\$2,015,776	\$72,304	97%
GRANTS:						
MLIAC GRANT	302,993	302,993	160,427	297,649	5,344	98%
	302,993	302,993	160,427	297,649	5,344	98%
TOTALS	2,352,752	2,391,073	887,416	2,313,425	77,648	97%
FUNDING:						
GENERAL Fund	1,040,966	1,079,633	434,784	1,078,111	1,522	100%
Fish Wildlife and Parks (FW&P)	69,342	69,342	0	69,342	0	100%
Dept. of Environmental Quality (DEQ)	88,928	88,928	8,811	88,928	0	100%
Mt. Depart. Of Transportation (DOT)	31,845	31,845	21,845	31,845	0	100%
Dept. of Natural Resources (DNRC)	49,155	49,155	24,155	49,155	0	100%
University	44,253	44,253	34,253	44,253	0	100%
Montana Land Information Fund	954,912	954,566	350,356	904,289	50,277	95%
NRCS-FOREST-BA	25,277	25,277	4,767	15,785	9,492	62%
DEQ-CMZ AA	16,916	16,916	0	16,916	0	100%
DNRC- MSDI (AA)	11,600	11,600	2,882	4,415	7,185	38%
DNRC- WRQS (AA)	7,339	7,339	1,283	3,777	3,562	51%
DNRC-Evaporants (AA)	12,219	12,219	4,280	6,609	5,610	54%
TOTALS	2,352,752	2,391,073	887,416	2,313,425	77,648	97%

**Montana Land Information Account**

Balance as of July 1, 2014	927,336
Expenditures	(904,269)
Prior year adjustments	9,702
Revenue from 07/1 - 06/30/15	750,512
STIP Earnings (Avg. 0.19306%)	1,230
	<u>784,511</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	1,350	1,350	2,000
<b>TOTAL PERSONAL SERVICES</b>	<b>3,350</b>	<b>1,350</b>	<b>1,350</b>	<b>2,000</b>
<b>OPERATIONS:</b>				
Contracted Services	2,870	2,869	2,869	1
Supplies and Materials	70	70	70	0
Communications	44	43	43	1
Travel	12,591	12,590	12,590	1
Rent	0		0	0
Repair and Maintenance	0		0	0
Other Expenses	1,702	1,701	1,701	1
<b>TOTAL OPERATIONS</b>	<b>17,277</b>	<b>17,273</b>	<b>17,273</b>	<b>4</b>
<b>TOTAL BUDGET</b>	<b>\$20,627</b>	<b>\$18,623</b>	<b>\$18,623</b>	<b>\$2,004</b>

Projections:

1 Regular Commission Meetings @ 2,500	0
MLA Conference	0
Clarion Collaborative Training	0
ALA Washington	0
Other travel Commission Business	0
	<b>0</b>

**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: 04/01/2015 - 06/30/2015  
YEAR EXPENDED: 100%  
PAYROLL EXPENDED: 100%

	Budgeted	Revised Budget	Expended to Date	Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES	49,538	49,538	49,261	49,261	277	99%
<b>OPERATIONS:</b>						
Contracted Services				0	0	0%
Supplies and Materials		69	69	69	0	0%
Communications	600	653	653	653	0	100%
Travel	3,000	2,878	2,475	2,475	403	86%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses	400	400	186	400	0	100%
TOTAL OPERATIONS	4,000	4,000	3,383	3,597	403	90%
<b>EQUIPMENT:</b>						
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	\$52,644	\$52,858	\$680	99%
TOTALS	\$53,538	\$53,538	\$52,644	\$52,858	\$680	99%
<b>FUNDING:</b>						
LSTA:	53,538	53,538	52,644	52,858	680	99%
TOTALS	53,538	53,538	52,644	52,858	680	99%

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

FISCAL YEAR: 15  
REPORT PERIOD: 04/01/2015 - 06/30/2015  
YEAR EXPENDED: 100%  
PAYROLL EXPENDED: 100%

	Budgeted	Revised Budget	Expended to Date	Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES	59,043	59,295	59,294	59,294	1	100%
<b>OPERATIONS:</b>						
Contracted Services				0	0	0%
Supplies and Materials				0	0	0%
Communications	600	615	614	614	1	100%
Travel	3,000	4,619	4,619	4,619	0	100%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses	600	557	557	557	0	0%
TOTAL OPERATIONS	4,200	5,791	5,790	5,790	1	100%
<b>EQUIPMENT:</b>						
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	\$65,086	\$65,084	\$65,084	\$2	100%
TOTALS	\$63,243	\$65,086	\$65,084	\$65,084	\$2	100%
<b>FUNDING:</b>						
LSTA:	63,243	65,086	65,084	65,084	2	100%
TOTALS	63,243	65,086	65,084	65,084	2	100%

**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: 04/01/2015 - 06/30/2015  
YEAR EXPENDED: 100%  
PAYROLL EXPENDED: 100%

	Budgeted	Revised Budget	Expended to Date	Final Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES	43,925	43,673	43,667	43,667	6	0%
<b>OPERATIONS:</b>						
Contracted Services				0	0	0%
Supplies and Materials				0	0	0%
Communications	600	559	558	558	1	100%
Travel	3,000	2,039	2,039	2,039	0	0%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses	400	324	324	324	0	0%
TOTAL OPERATIONS	4,000	2,922	2,921	2,921	1	100%
<b>EQUIPMENT:</b>						
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	\$46,595	\$46,588	\$46,588	\$7	100%
TOTALS	\$47,925	\$46,595	\$46,588	\$46,588	\$7	100%
<b>FUNDING:</b>						
LSTA:	47,925	46,595	46,588	46,588	7	100%
TOTALS	47,925	46,595	46,588	46,588	7	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: 04/01/15 - 06/30/15  
YEAR EXPENDED: 100%  
PAYROLL EXPENDED: 100%

	Budgeted	Revised Budget	Expended to Date	Projected Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES	76,224	78,481	78,480	78,480	1	100%
<b>OPERATIONS:</b>						
Contracted Services				0	0	0%
Supplies and Materials				0	0	0%
Communications	750	750	576	576	174	77%
Travel				0	0	0%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses				0	0	0%
TOTAL OPERATIONS	750	750	576	576	174	77%
<b>EQUIPMENT:</b>						
Equipment					0	
Automation					0	
TOTAL EQUIPMENT	0	0	0	0	0	
SUB-TOTALS	\$76,974	\$79,231	\$79,056	\$79,056	\$175	100%
TOTALS	\$76,974	\$79,231	\$79,056	\$79,056	\$175	100%
<b>FUNDING:</b>						
LSTA:	\$76,974	\$79,231	\$79,056	\$79,056	\$175	100%
TOTALS	\$76,974	\$79,231	\$79,056	\$79,056	\$175	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: 04/01/15 - 06/30/15  
YEAR EXPENDED: 100%  
PAYROLL EXPENDED: 100%

	Budgeted	Revised Budget	Expended to Date	Year-End Expenditures	Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES	22,474	22,474	20,378	20,378	2,096	91%
<b>OPERATIONS:</b>						
Contracted Services				0	0	0%
Supplies and Materials	250	80	0	0	80	0%
Communications				0	0	0%
Travel	500	670	670	670	0	100%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses	250	250	221	221	29	0%
TOTAL OPERATIONS	1,000	1,000	891	891	109	89%
<b>EQUIPMENT:</b>						
Equipment					0	0%
Automation					0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
<b>SUB-TOTALS</b>	<b>\$23,474</b>	<b>\$23,474</b>	<b>\$21,269</b>	<b>\$21,269</b>	<b>\$2,205</b>	<b>91%</b>
<b>TOTALS</b>	<b>\$23,474</b>	<b>\$23,474</b>	<b>\$21,269</b>	<b>\$21,269</b>	<b>\$2,205</b>	<b>91%</b>
<b>FUNDING:</b>						
LSTA:	23,474	23,474	21,269	21,269	2,205	91%
<b>TOTALS</b>	<b>23,474</b>	<b>23,474</b>	<b>21,269</b>	<b>21,269</b>	<b>2,205</b>	<b>91%</b>

**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: 04/01/15 - 06/30/15  
YEAR EXPENDED: 100%  
PAYROLL EXPENDED: 100%

	Budgeted	Revised Budget	Expended to Date	Year-End Expenditures	Balance Over/Under	Proj. % Expd.
<b>PERSONAL SERVICES</b>	44,092	44,552	44,551	44,551	1	100%
<b>OPERATIONS:</b>						
Contracted Services				0	0	0%
Supplies and Materials		2,888	2,663	2,663	225	0%
Communications	200	200	185	185	15	103%
Travel	3,200	3,279	3,278	3,278	1	0%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses	600	521	248	248	273	103%
<b>TOTAL OPERATIONS</b>	4,000	6,888	6,374	6,374	514	103%
<b>EQUIPMENT:</b>						
Equipment					0	0%
Automation					0	0%
<b>TOTAL EQUIPMENT</b>	0	0	0	0	0	0%
<b>SUB-TOTALS</b>	<b>\$48,092</b>	<b>\$51,440</b>	<b>\$50,925</b>	<b>\$50,925</b>	<b>\$515</b>	<b>99%</b>
<b>TOTALS</b>	<b>\$48,092</b>	<b>\$51,440</b>	<b>\$50,925</b>	<b>\$50,925</b>	<b>\$515</b>	<b>99%</b>
<b>FUNDING:</b>						
LSTA:	48,092	51,440	50,925	50,925	515	99%
<b>TOTALS</b>	<b>48,092</b>	<b>51,440</b>	<b>50,925</b>	<b>50,925</b>	<b>515</b>	<b>99%</b>



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TO: Jennie Stapp  
State Librarian

TO: Montana State Library  
Commission

FROM: Kris Schmitz *KMS JS*  
Central Services Manager

FROM: Jennie Stapp  
State Librarian

SUBJECT: FY 16 STATE LIBRARY BUDGET

DATE: August 2, 2015

Attached to this memo is the proposed operational budget for FY 2016, for your consideration.

This is the start-up budget from HB0002 (General Appropriation Act), HB0013 (Pay Plan), SA0203 (Statutory) & HB0576 (Proprietary). In your 1<sup>st</sup> quarter financial report you will see any of the carry over funds from FY 15 and all NRIS contracts that are still continuing will be added to this start-up budget.

Major budget changes authorized by the Legislature:

Reduction of the 4% FTE (1.29) (\$79,079)

Reduction of Coal Severance Tax Shared Account (\$89,554)

Authorized the 1.00 permanent FTE Water Information System Manager Position

This financial report shows the creation of the Montana Digital Library based on the reorganization that was presented in the June 23, 2015 Commission meeting. At this time it only shows what the total budget amount, per budget category, that is budgeted. If the approval is granted for this reorganization, then I will be working with program managers to come up with a more detail budget that program manager & program leads will be working under. Example on page 7.

Please let me know if I can answer any questions.

**MONTANA STATE LIBRARY  
FY 16 OPERATIONAL BUDGET**

	STATEWIDE LIBRARY RESOURCES		MONTANA DIGITAL LIBRARY		TOTAL
	Library Development	Talking Book Library	User Services Information Management Information Products	Administration	
Full Time Equivalent (FTE) Level	6.62	6.00	11.81	8.65	33.08
<b>PERSONAL SERVICES</b>	<b>439,227</b>	<b>299,269</b>	<b>910,644</b>	<b>714,647</b>	<b>2,363,787</b>
<b>OPERATIONS</b>					
Contracted Services	142,575	12,921	779,560	89,421	1,024,477
Periodical Elec Data	240,941				240,941
*Resource Sharing-OCLC	98,886				98,886
*Resource Sharing-MSL	98,886				98,886
Supplies and Materials	8,694	16,988	89,088	64,085	178,855
Communications	12,816	17,600	43,622	33,943	107,981
Travel	78,445	3,600	16,988	23,100	122,133
Rent	65,545	124,857	179,180	150	369,732
Repair and Maintenance	18,200	9,200	5,400	29,176	61,976
Other Expenses	27,600	800	17,900	65,310	111,610
<b>TOTAL OPERATIONS</b>	<b>792,587</b>	<b>185,966</b>	<b>1,131,738</b>	<b>305,185</b>	<b>2,415,476</b>
<b>EQUIPMENT:</b>					
Library Books	0	0	4,066		4,066
Equipment	0	0		9,600	9,600
<b>TOTAL EQUIPMENT</b>	<b>0</b>	<b>0</b>	<b>4,066</b>	<b>9,600</b>	<b>13,666</b>
<b>SUB-TOTALS</b>	<b>1,231,814</b>	<b>485,235</b>	<b>2,046,448</b>	<b>1,029,432</b>	<b>4,792,929</b>
<b>GRANTS:</b>					
Federation Grants (CST)	176,122	0	0	0	176,122
State Aid - Area/Pop	395,766	0			395,766
LSTA 14	139,443				139,443
LSTA 15	606,000				606,000
LSTA 16	450,000				450,000
LSTA 17	44,000	0	621,661	0	665,661
Montana Land Information Grants					0
<b>TOTAL GRANTS</b>	<b>1,811,331</b>	<b>0</b>	<b>621,661</b>	<b>0</b>	<b>2,432,992</b>
<b>TOTALS</b>	<b>3,043,145</b>	<b>485,235</b>	<b>2,668,109</b>	<b>1,029,432</b>	<b>7,225,921</b>
<b>FUNDING</b>					
General Fund	854,862	287,896	1,356,374	960,670	3,459,802
Coal Severance Tax Shared Account	420,063		53,184		473,247
Library Services and Technology Act (LSTA)	1,424,156	197,339		52,610	1,674,105
Montana Shared Catalog - Proprietary Acct	344,064				344,064
State Agency Contracts *(See Below)			283,523		283,523
Montana Land Information Account			975,028	16,152	991,180
	<b>3,043,145</b>	<b>485,235</b>	<b>2,668,109</b>	<b>1,029,432</b>	<b>7,225,921</b>

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

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



MONTANA STATE LIBRARY  
FINANCIAL REPORT  
FY 16 OPERATIONAL BUDGET

LIBRARY DEVELOPMENT DEPARTMENT

	GENERAL FUND	CST	Proprietary	LSTA	TOTAL
PERSONAL SERVICES	151,961		151,689	135,577	439,227
OPERATIONS:					
Contracted Services	9,800		132,775		142,575
*Periodical Elec Data		240,941			240,941
*Resource Sharing - OCLC	98,886				98,886
*Resource Sharing - MSC	98,886				98,886
Supplies and Materials	5,794		2,900		8,694
Communications	11,525		500	791	12,816
Travel	11,100		19,000	48,345	78,445
Rent	65,045		500		65,545
Repair and Maintenance			18,200		18,200
Other Expenses	6,100	3,000	18,500		27,600
TOTAL OPERATIONS	307,135	243,941	192,375	49,136	792,587
EQUIPMENT:					
Library Books					0
Equipment					
TOTAL EQUIPMENT	0	0	0	0	0
 SUB-TOTALS	 459,096	 243,941	 344,064	 184,713	 1,231,814
GRANTS:					
Federation Grants (CST)		176,122			176,122
State Aid Grants	395,766				395,766
LSTA 14				139,443	139,443
LSTA 15				606,000	606,000
LSTA 16				450,000	450,000
LSTA 17				44,000	44,000
TOTAL GRANTS	395,766	176,122	0	1,239,443	1,811,331
TOTALS	854,862	420,063	344,064	1,424,156	3,043,145

MONTANA STATE LIBRARY  
FINANCIAL REPORT  
FY 16 OPERATIONAL BUDGET

LIBRARY DEVELOPMENT DEPARTMENT

	Personal Services and Operations	Fixed Cost	NAC Budget	HB 2 LSTA MT Shared Cat	HB 2 LSTA MT Memory Proj Dir	Grants & Database From State Source	Grants LSTA	**Proprietary Montana Shared Catalog	Total
PERSONAL SERVICES	151,961			70,688	64,889			151,689	439,227
OPERATIONS:									
Contracted Services	4,500	5,300						132,775	142,575
Periodical Elec Data						240,941			240,941
Resource Sharing OCLC						98,886			98,886
Resource Sharing MSC						98,886			98,886
Supplies and Materials	3,200	2,594						2,900	8,694
Communications	800	10,725		500	291			500	12,816
Travel	4,500		6,600		4,500		43,845	19,000	78,445
Rent		65,045						500	65,545
Repair and Maintenance								18,200	18,200
Other Expenses	6,100	3,000		0	0			18,500	27,600
TOTAL OPERATIONS	19,100	86,664	6,600	500	4,791	438,712	43,845	192,375	792,587
EQUIPMENT:									
Library Books									0
Equipment									0
TOTAL EQUIPMENT	0	0	0	0	0	0	0	0	0
SUB-TOTALS	171,061	86,664	6,600	71,188	69,680	438,712	43,845	344,064	1,231,814
GRANTS:									
Federation Grants (CST)						176,122			176,122
State Aid Grants - Area & Pop						395,766			395,766
LSTA 14							139,443		139,443
LSTA 15							606,000		606,000
LSTA 16							450,000		450,000
LSTA 17							44,000		44,000
TOTAL GRANTS	0	0		0	0	571,888	1,239,443	0	1,811,331
TOTALS	171,061	86,664	6,600	71,188	69,680	1,010,600	1,283,288	344,064	3,043,145
FUNDING:									
General Fund:	171,061	83,664	6,600			593,537			854,862
Coal Sev. Tax:		3,000				417,063			420,063
Mt Shared Catalog - Prop								344,064	344,064
LSTA - OPERATIONS				71,188	69,680				140,868
LSTA - GRANTS							1,283,288		1,283,288
TOTALS	171,061	86,664	6,600	71,188	69,680	1,010,600	1,283,288	344,064	3,043,145

**Examples of General Operations**

**Contracted Services**

Legal Services, Printing Services

**Supplies**

Computers fall under supplies

**Other Expenses**

Training Cost, Freight, Handyman Charges, Dues

**Examples of Fixed Cost**

**Contracted Services**

ITSD Fees

**Supplies**

ITSD Fees

**Communications**

Mail, Telephones

**Rent**

Photocopier, Building, Motor Pool Lease Vehicles

The Montana Shared Catalog and the Statewide Projects are LSTA projects that are directly funded in HB 2 and contain current level FTE.

The LSTA grants authority is just an estimate of the authority that was budgeted in HB2.

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

MONTANA STATE LIBRARY  
FINANCIAL REPORT  
FY 16 OPERATIONAL BUDGET

TALKING BOOK LIBRARY

	GENERAL FUND	CST	LSTA	TOTAL
PERSONAL SERVICES	127,029		172,240	299,269
OPERATIONS:				
Contracted Services	12,921			12,921
Supplies and Materials	11,988		5,000	16,988
Communications	17,600			17,600
Travel	3,600			3,600
Rent	109,807		15,050	124,857
Repair and Maintenance	4,151		5,049	9,200
Other Expenses	800			800
TOTAL OPERATIONS	160,867	0	25,099	185,966
EQUIPMENT:				
Library Books			0	0
Equipment			0	0
TOTAL EQUIPMENT	0	0	0	0
 SUB-TOTALS	 287,896	 0	 197,339	 485,235
GRANTS:				
Federation Grants (CST)				0
TBL ARRA Stimulus	0			0
State Aid Grants				0
LSTA - FY 11 Grants				0
LSTA - FY 12 Grants				0
TOTAL GRANTS	0	0	0	0
 TOTALS	 287,896	 0	 197,339	 485,235

MONTANA STATE LIBRARY  
FINANCIAL REPORT  
FY 16 OPERATIONAL BUDGET

TALKING BOOK LIBRARY

	Personal Services General Operations	Fixed Cost	Total
<b>PERSONAL SERVICES</b>	299,269		299,269
<hr/>			
<b>OPERATIONS:</b>			
Contracted Services	3,949	8,972	12,921
Supplies and Materials	13,500	3,488	16,988
Communications	0	17,600	17,600
Travel	3,600		3,600
Rent	0	124,857	124,857
Repair and Maintenance	9,200		9,200
Other Expenses	800		800
<b>TOTAL OPERATIONS</b>	31,049	154,917	185,966
<hr/>			
<b>EQUIPMENT:</b>			
Library Books			0
Equipment	0		0
<b>TOTAL EQUIPMENT</b>	0	0	0
<hr/>			
<b>SUB-TOTALS</b>	330,318	154,917	485,235
<hr/>			
<b>GRANTS:</b>			
<b>TOTAL GRANTS</b>	0	0	0
<hr/>			
<b>TOTALS</b>	330,318	154,917	485,235
<hr/>			
<b>FUNDING:</b>			
<b>General Fund:</b>	148,029	139,867	287,896
<b>LSTA</b>	182,289	15,050	197,339
<b>Coal Sev. Tax:</b>			0
<b>TOTALS</b>	330,318	154,917	485,235

**Examples of General Operations**

**Contracted Services**

Legal Services, Printing Services

**Supplies**

Computers fall under supplies

**Other Expenses**

Training Cost, Freight, Handyman Charges, Volunteer Appreciation

MONTANA STATE LIBRARY  
FINANCIAL REPORT  
FY 16 OPERATIONAL BUDGET

MONTANA DIGITAL LIBRARY

	GENERAL FUND	CST	MT LAND INFO FUND	STATE AGENCY FUND	TOTAL
PERSONAL SERVICES	692,778		217,866		910,644
OPERATIONS:					
Contracted Services	356,803	50,000	89,234	283,523	779,560
Supplies and Materials	65,876		23,212		89,088
Communications	38,955		4,667		43,622
Travel	7,700		9,288		16,988
Rent	179,180				179,180
Repair and Maintenance	2,200		3,200		5,400
Other Expenses	8,816	3,184	5,900		17,900
TOTAL OPERATIONS	659,530	53,184	135,501	283,523	1,131,738
EQUIPMENT:					
Library Books	4,066	0			4,066
Equipment					
TOTAL EQUIPMENT	4,066	0	0	0	4,066
 SUB-TOTALS	 1,356,374	 53,184	 353,367	 283,523	 2,046,448
GRANTS:					
MLIAC GRANT			621,661		621,661
TOTAL GRANTS	0	0	621,661	0	621,661
TOTALS	1,356,374	53,184	975,028	283,523	2,668,109

MONTANA STATE LIBRARY  
 FINANCIAL REPORT  
 FY 16 OPERATIONAL BUDGET  
 MONTANA DIGITAL LIBRARY

	Personal Services General Operations	Fixed Cost	User Services	Information Management	Information Products	UOFM Heritage Contract	NRIS Contracts AA, BA & NB	Total
<b>PERSONAL SERVICES</b>								0
<b>OPERATIONS:</b>								
Contracted Services								0
Supplies and Materials								0
Communications								0
Travel								0
Rent								0
Repair and Maintenance								0
Other Expenses								0
<b>TOTAL OPERATIONS</b>	0	0	0	0	0	0	0	0
<b>EQUIPMENT:</b>								
Library Books								0
Equipment								0
<b>TOTAL EQUIPMENT</b>	0	0	0	0	0	0	0	0
<b>SUB-TOTALS</b>	0	0	0	0	0	0	0	0
<b>GRANTS:</b>								
<b>TOTAL GRANTS</b>	0	0	0	0	0	0	0	0
<b>TOTALS</b>	0	0	0	0	0	0	0	0
<b>FUNDING:</b>								
General Fund:								0
Coal Sev. Tax:								0
<b>TOTALS</b>	0	0	0	0	0	0	0	0

**Examples of General Operations**

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**Contracted Services**  
 Legal Services, Printing Services

**Supplies**  
 Computers fall under supplies

**Other Expenses**  
 Training Cost, Freight, Handyman Charges

**Examples of Fixed Cost**

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**Contracted Services**  
 ITSD Fees

**Supplies**  
 ITSD Fees

**Communications**  
 Mail, Telephones

**Rent**  
 Photocopier, Building

Heritage is a biennial contract that runs through FY 17. They bill us quarterly for actual expenditures to run the program.

NRIS contracts will be brought up through out the year. I will also be bringing up some contracts that started in FY 15 and carry over to FY 16. Those will be shown on the 1st quarter FY 16 financial report. The various contracts will be brought up under different authority depending on the funding source. All these contracts are outside of the funding in HB2.

AA - Administrative Appropriation (Contract with another State Agency)  
 BA - Budget Amendment (Contract/Grant with a Federal Agency)  
 NB - Non Budgeted (Contract with a private source)

MONTANA STATE LIBRARY  
FINANCIAL REPORT  
FY 16 OPERATIONAL BUDGET

ADMINISTRATION

	GENERAL FUND	MT LAND INFO FUND	LSTA	TOTAL
PERSONAL SERVICES	698,495	16,152		714,647
OPERATIONS:				
Contracted Services	89,421			89,421
Supplies and Materials	64,085			64,085
Communications	33,943			33,943
Travel	23,100			23,100
Rent	150			150
Repair and Maintenance	29,176			29,176
Other Expenses	12,700		52,610	65,310
TOTAL OPERATIONS	252,575	0	52,610	305,185
EQUIPMENT:				
Library Books				0
Equipment	9,600			9,600
TOTAL EQUIPMENT	9,600	0	0	9,600
SUB-TOTALS	960,670	16,152	52,610	1,029,432
GRANTS:				
Federation Grants (CST)				0
State Aid Grants				0
TOTAL GRANTS	0	0	0	0
TOTALS	960,670	16,152	52,610	1,029,432

MONTANA STATE LIBRARY  
FINANCIAL REPORT  
FY 16 OPERATIONAL BUDGET

ADMINISTRATION

	Personal Services and Operations	Fixed Cost	State Librarian	Commission	Total
<b>PERSONAL SERVICES</b>	586,149		125,148	3,350	714,647
<b>OPERATIONS:</b>					
Contracted Services	27,570	60,851	1,000		89,421
Supplies and Materials	60,400	2,585	1,000	100	64,085
Communications	13,800	20,143			33,943
Travel	2,600		6,500	14,000	23,100
Rent	150				150
Repair and Maintenance	6,800	22,376			29,176
Other Expenses	6,800	52,610	4,000	1,900	65,310
<b>TOTAL OPERATIONS</b>	<b>118,120</b>	<b>158,565</b>	<b>12,500</b>	<b>16,000</b>	<b>305,185</b>
<b>EQUIPMENT:</b>					
Library Books					0
Equipment	9,600				9,600
<b>TOTAL EQUIPMENT</b>	<b>9,600</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,600</b>
<b>SUB-TOTALS</b>	<b>713,869</b>	<b>158,565</b>	<b>137,648</b>	<b>19,350</b>	<b>1,029,432</b>
<b>GRANTS:</b>					
Federation Grants (CST)					
State Aid Grants					
LSTA - FY 10 Grants					0
LSTA - FY 11 Grants					0
<b>TOTAL GRANTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTALS</b>	<b>713,869</b>	<b>158,565</b>	<b>137,648</b>	<b>19,350</b>	<b>1,029,432</b>
<b>FUNDING:</b>					
General Fund:	713,869	105,955	137,648	19,350	976,822
Coal Sev. Tax:					0
LSTA		52,610			52,610
<b>LSTA - GRANTS</b>					<b>0</b>
<b>TOTALS</b>	<b>713,869</b>	<b>158,565</b>	<b>137,648</b>	<b>19,350</b>	<b>1,029,432</b>

**Examples of General Operations**

**Contracted Services**

Legal Services, Printing Services

**Supplies**

General office supplies for agency and Computers fall under supplies

**Maintenance**

General maintenance agreements on various computers & servers

**Other Expenses**

Training Cost, Freight, Handyman Charges

**Examples of Fixed Cost**

**Contracted Services**

ITSD Fees, Agency building Insurance, Daycare, Wrnt Wrti

Works Comp, SABHRS fees, Human Resource fees

**Supplies**

ITSD Fees

**Communications**

Mail, Telephones, Deadhead

**Maintenance**

Grounds Mainenance

**Other Expenses**

Statewide Cost Indirects



# Memo

**To:** Montana State Library Commission

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

**Date:** July 9, 2015

**Re: Recommendations from the Network Advisory Council meeting of July 7, 2015**

The Network Advisory Council at its July 9, 2015 meeting approved the following recommendation to be forwarded to the State Library Commission:

**Background:** \$17,268 in FY 14 LSTA was previously recommended by the Council and subsequently approved by the Commission in April to put towards the State FY16 OCLC Group Services WorldShare Interlibrary Loan subscription.

**Update:** The remaining balance of unassigned funds in the FY 14 LSTA Statewide Projects budget has been updated again to reflect changes to two budget items. The Montana Memory Project Technical Assistant that was a temporary contracted position had a new end date of June 26, due to State requirements on the length of time State agencies can employ contracted temporary positions. The amount to reassign from this project is \$10,681. Additionally, \$7000 of the original \$15,000 in Courier funding will not be spent for that project during the LSTA award period that concludes at the end of September. \$5,000 in FY13 LSTA that had been allotted for the courier was not spent as the State Library was delayed beyond the award period in awarding a contract for courier service. Instead, that amount was moved to other projects and \$5,000 was added to the courier line in the FY14 LSTA Statewide Projects budget. Projected nine month LSTA payments for 18 library drop sites at \$2 per stop, plus \$25 per stop for three day service to Great Falls Public Library, amount to \$5,810. \$2,000 is reserved for the purchase of shipping crates and expansion opportunities for new libraries to join the courier. This leaves a balance of approximately \$7,000.

**The Council recommends that \$15,000 of the updated, unassigned balance in the FY 14 LSTA Statewide Projects budget be assigned to the cost of replacing one of the MSL laptop training labs and that the remaining balance of \$2,184 be assigned to MontanaLibrary2Go for a one time purchase of additional content.**

	Costs	Project totals	LSTA Balance
<b>OCLC Group Services:</b>			\$ 261,312
FY16 OCLC WorldShare Interlibrary Loan	\$ 17,268		
FY15 OCLC WorldCat Resource Sharing (Interlibrary Loan)	\$ 9,875		
Contribution Toward FY15 First Search Seats and Unlimited Cataloging	\$ 20,000		
FY15 Group Services Gap	\$ 37,297		
MSL Portion of FY15 CONTENTdm (Software and Storage)	\$ 8,443		
MSL Portion of FY15 Digital Archive	\$ 2,587		
FY15 Hosted EZproxy	\$ 2,763		
<b>Total OCLC Group Services (covered by LSTA)</b>		\$ 98,233	\$ 163,079
<b>MSC New Libraries</b>	\$1,900	\$1,900	\$ 161,179
<b>Discover It! Renewal: 1/2 Paid by MSC</b>	\$ 16,250	\$ 16,250	\$ 144,929
<b>Montana Memory Project:</b>			
MMP Digital Collection Development	\$ 8,000		
Promotional Materials for Montana Memory Project	\$ 1,061		
Montana Memory Project Technical Support and Training: Contracted Position (February 17-June 24, 2015)	\$ 13,656		
<b>Total Montana Memory Project</b>	\$ 22,717	\$ 22,717	\$ 122,212
<b>Literacy Projects:</b>			
Early Literacy Statewide Initiative	\$ 2,500		
Early Literacy Support Position	\$ 10,000		
Summer Reading Program Manuals (110 @ \$10 apiece)	\$ 1,100		
Summer Reading Program PSAs	\$ 225		
Summer Reading Program Contract	\$ 2,150		
<b>Total Literacy Projects</b>	\$ 15,975	\$ 15,975	\$ 106,237
<b>Statewide Training:</b>			
4 Trustee Training Events Sage Solutions: BVF, SC, GP, and Tamarack Federation Meetings	\$ 4,998		
Leadership Institute 2015	\$ 23,000		
<b>Total Statewide Training</b>	\$ 27,998	\$ 27,998	\$ 78,239
<b>MontanaLibrary2Go:</b>			
E-Content Platform Hosting Fee (Currently OverDrive)	\$ 12,000		
New Library Participation Fees (4 New Libraries @ \$1500 Each)	\$ 6,000		
Econtent Pilot ACS Annual Maintenance for State FY16	\$ 1,500		
<b>Total MontanaLibrary2Go</b>	\$ 19,500	\$ 19,500	\$ 58,739
<b>Additional Projects:</b>			
Courier Development	\$ 8,000		
3 ARSL Scholarships for September 3-6, 2014 Conference in Tacoma, WA	\$ 3,784		
NAC Future Planning and Development	\$ 4,000		
Statewide Online Meeting and Training Software for Public Libraries: One Headset per Library	\$ 2,459		
Hardware Request for Tablet Lab (Projectors and Speakers)	\$ 700		
MSL Marketing Coordinator: Additional Hours for FY14 LSTA Project Promotion (January 10 - September 30, 2015)	\$ 12,087		
Printed Promotional Materials for Share Your Story	\$ 300		
Montana Makers Additional Supplies and Promotional Materials	\$ 2,225		
4 American Library Association Conference Scholarships for June 25-30, 2015 in San Francisco	\$ 8,000		
<b>Total Additional Projects</b>	\$ 41,555	\$41,555	\$ 17,184
<b>Additional Project Recommendations:</b>			
12 Laptops for MSL Training Lab Replacement	\$ 15,000		
MontanaLibrary2Go One-Time Additional Content Purchase	\$ 2,184		
<b>Total Additional Project Recommendations</b>	\$ 17,184	\$ 17,184	\$ -

# Memo

**To:** Montana State Library Commission

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

**Date:** July 22, 2015

**Re:** **Proposed MSL Tablet Training Labs Use Policy**

The Montana State Library now has two tablet training labs that are available to MSL staff and Montana librarians for training purposes. These labs were purchased with LSTA monies as part of the FY14 LSTA Statewide Projects budget. A proposed policy to govern the reservation and use of these labs is shared for the Commission's review. Action to adopt a tablet lab use policy will be requested in October.

# **DRAFT Montana State Library Tablet Training Labs Use Policy**

## **Purpose**

The Montana State Library (MSL) provides two tablet training labs (labs) for use by MSL staff, and staff of Montana libraries for the purpose of training. This policy governs the use of these labs to ensure that they are used in the most effective and efficient manner possible.

## **Priority of Use:**

- Priority 1: Training provided or facilitated by the Statewide Library Resources Division of the Montana State Library.
- Priority 2: Training provided or facilitated by the Digital Library Division of the Montana State Library.
- Priority 3: Training provided or facilitated by staff of Montana libraries to facilitate library programs.

## **Scheduling:**

- Labs are available on a first-come, first-served basis based on priorities of use.
- Labs will be available for scheduling by MSL staff no more than six months prior to an event.
- Labs will be available for scheduling by staff of other Montana libraries no more than three months prior to an event.
- Labs must be reserved at least one day in advance if no custom software is required.
- Labs must be reserved at least two weeks in advance if the user requires custom software installed. Only MSL staff may install and uninstall software on tablets.
- Labs may be reserved for a maximum of two weeks per request.

Reservations for the Library tablet labs are maintained in the Montana State Library Outlook calendar. Scheduling conflicts will be resolved at the discretion of the Montana State Librarian or his/her designee. For more information on scheduling the lab(s) please review the MSL Equipment Reservation form.

## **Exceptions:**

Exceptions to this policy or conflicts resulting from this policy must be resolved and approved in writing by the Montana State Librarian or his/her designee. Requests for exceptions must be made in writing at least two weeks prior to the requested date.

## **Personal Information:**

Users should be aware that tablet devices will retain personal and login information quite readily. The borrower will take all reasonable steps to ensure that no personal information remain on the devices upon their return to the MSL however users are cautioned not to use social media or personal logins with these labs.

## Montana State Library Equipment Reservation

Download this form, complete it, and forward as an email attachment to your MSL staff contact or to [mslequipment@mt.gov](mailto:mslequipment@mt.gov). An email request represents a signature. You do not need to send a paper or scanned form.

Number requested: Laptops (max 24): Tablets: Ipads (case of 10; not available individually): Nexus (case of 10; not available individually):	
Number of projectors requested (maximum 6): Other items:	
Pick-up date/time:	
Return date/time:	
<i>Labs may be scheduled for pick-up between 9:00 a.m. and 4:00 p.m. Monday – Friday</i>	
Software requested* (installations completed by MSL staff; subject to two week notice):	
Agency/Organization:	
Person making reservation:	
Destination/purpose of lab:	
Email & Telephone:	
Signature:	
<i>Person signing agrees to provide appropriate handling, security, supervision, and will repack computers properly to return them on time.</i>	

### \*Custom Software Installation:

The MSL staff are responsible for the following:

- Custom software installation, management, uninstalls; two-week's notice minimum, and acceptable documentation required; subject to staff availability
- Be mindful that tablet devices will retain personal and login information quite readily. *The borrower will take all reasonable steps to ensure that no personal information remain on the devices upon their return to the MSL however users should be cautioned not to use social media or personal logins with these labs.*

### Handling, storage and transport:

The MSL staff will verify equipment prior to deployment and will inventory equipment upon return. Bags and/or cases are provided and should be used for storage and transport.

- Equipment should be stored in a secure location when not in use. Tablet cases should be padlocked.
- ***Equipment is tagged – return equipment to appropriate bags/cases.***
- Equipment should not be stored in vehicles.
- Equipment should be allowed to come to room temperature before they are turned on.
- Use power cords with laptops rather than relying on batteries.
- The user is responsible for returning all equipment to the Montana State Library in the same condition that it was received.

**WARNING:**

- Laptop labs are equipped with DeepFreeze – which erases all content, *even saved content*, when the labs are shut down or lids are closed. All work must be saved to an EXTERNAL storage device when using the laptop labs.
- Be mindful that tablet devices will retain personal and login information quite readily. This information is not easily cleared from the tablets. Users should be cautioned not to use social media or personal logins with these labs.

**Wireless Laptop Training Lab (Red & Blue) accessories automatically included with lab:**

- Computer mice (12)
- Power supplies (12)
- Mouse Pads
- Power strips (4)
- Extension cords (4)

**Tablet labs:**

- 10 Ipad 2s or 10 Nexus tablets
- 10 power cords per lab
- 1 power strip with USB ports

**Projector (6) & accessories:**

- Projector - Manual
- Projector - Power cord
- Projector - Remote control
- Projector – VGA connection cable

**Additional equipment:**

- Projector Pico low-lumen (1)
- Bluetooth speaker (4)
- Bluetooth speaker-mic set (1)

**Contact information:**

**Montana State Library  
1515 E 6<sup>th</sup> Avenue  
(406) 444-3115  
mslequipment@mt.gov**



**MONTANA  
TALKING BOOK LIBRARY**

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

# MEMO

TO: Jennie Stapp, MSL Director  
MSL Commission

FR: Christie Briggs, MTBL Supervisor

**RE: 2015 Volunteer Appreciation Event Trust Expenditure Request**

Please find attached the expenditure request for the 2015 Volunteer Appreciation Event in the amount of \$3,500. TBL requests that this amount be spent from the Montana State Library Trust. This request is based on estimated projections pending final quotes from the caterer. The final amount need to host the event will be no more than \$3,500.

This event is scheduled for Thursday, October 15, 2015. It will tentatively be held at the Montana Club, 24 W 6<sup>th</sup> Ave., Helena.

The Commission is asked to approve this request at their August 12 meeting.



<b>OCTOBER 15, 2015 VOLUNTEER APPRECIATION EVENT ESTIMATED EXPENSES</b>				
<b>CATERING/VENUE</b>	<b>SOURCE</b>	<b>QTY</b>	<b>PRICE</b>	<b>AMOUNT</b>
Catering/Food (Buffet/Dinnerware/Linens)	MT Club	75		600.00
Catering/Beverages (Coffee/Tea/Water)	MT Club	75		200.00
Gratuuity/18%	MT Club			150.00
Cake	RSVP Donation	1	0.00	0.00
Space Rental	MT Club		425.00	425.00
	<b>SUBTOTAL</b>			<b>1,375.00</b>
<b>SUPPLIES</b>				
Balloons	Party Bug	8		25.00
Decorations	Party Bug			75.00
	<b>SUBTOTAL</b>			<b>100.00</b>
<b>VOLUNTEER APPRECIATION GIFTS</b>				
Vol. Appreciation Gift/Flashlight	MT Marketing	100	2.29	229.00
Set up fee		1	25.00	25.00
Shipping		1	65.00	65.00
Vol. Appreciation Gift/Microfiber Cloth	MT Marketing	100	1.00	100.00
Set up fee		1	50.00	50.00
Shipping		1	25.00	25.00
Vol. Appreciation Gift/Coffee Mug	MT Marketing	100	3.00	300.00
Set up fee		1	50.00	50.00
Shipping		1	75.00	75.00
Vol. Appreciation Gift/Blind Volunteers		10	10.00	100.00
Plaques - 6x8	Crown Trophy	1	12.00	12.00
Name Plates	Crown Trophy	21	4.00	84.00
Recording Team of the Year/Blankets	MT Marketing	3	15.00	45.00
Set up fee	MT Marketing	0	0.00	0.00
Shipping	MT Marketing	1	16.00	16.00
Vol. Longevity Gifts/5 Year	Target	5	5.00	25.00
Vol. Longevity Gifts/10 Year	Target	2	10.00	20.00
Vol. Longevity Gifts/15 Year	Target	2	15.00	30.00
Vol. Longevity Gifts/20 Year	Target	5	20.00	100.00
Vol. Longevity Gifts/25 Year	Target	1	25.00	25.00
Youth Vol. Gifts	Target	11	5.00	55.00
Telephone Pioneer Recognition/\$10 gift cards	Target	3	10.00	30.00
	<b>SUBTOTAL</b>			<b>1,461.00</b>
<b>ENTERTAINMENT</b>				
Honorarium		1	300.00	300.00
Mileage *		150	\$0.60	90.00
	<b>SUBTOTAL</b>			<b>390.00</b>
<b>IN-HOUSE EXPENSES</b>				
Invitations/Save the Date/Labels/Directions	In-House Paper/Printing	310	\$0.10	31.00
Postage	In-House Postage	180	\$0.49	88.00
	<b>SUBTOTAL</b>			<b>119.00</b>
<b>SUMMARY:</b>				
<b>CATERING/VENUE ESTIMATE</b>				<b>1,461.00</b>
<b>SUPPLIES ESTIMATE</b>				<b>100.00</b>
<b>VOL. GIFTS ESTIMATE</b>				<b>1,377.00</b>
<b>ENTERTAINMENT</b>				<b>390.00</b>
<b>IN-HOUSE EXPENSES</b>				<b>119.00</b>
<b>GRAND TOTAL</b>				<b>3,447.00</b>



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# Memo

**To:** Montana State Library Commission

**From:** Jennie Stapp, State Librarian  
Christie Briggs, Montana Talking Book Library Supervisor

**Date:** July 20, 2015

**RE: 2015 (Draft) Loan Policy for the Montana Talking Book Library**

The following draft policy replaces and combines two current Loan Policies governing separate types of material formats (cassette and digital materials). Those loan policies are available online at: [http://mslapps.mt.gov/About\\_the\\_Library/Policies/default.aspx](http://mslapps.mt.gov/About_the_Library/Policies/default.aspx) (see Montana Talking Book Library Loan and Digital Loan Policy for the Montana Talking Book Library).

Major changes in the proposed draft reflect deletion of individual material format references and adoption of one loan period for all library-distributed materials.

This draft policy was presented at the June, 2015, Commission meeting for review. Action is requested at the August Commission meeting.

# **Montana State Library Commission Policy**

## **(Draft) Loan Policy for the Montana Talking Book Library**

The following policy governs the circulation and library distribution of physical copies of audio books, magazines and equipment to eligible blind, low vision, and reading & physically handicapped patrons who are registered with the Montana Talking Book Library (MTBL). Eligible patrons who borrow materials from the MTBL collection accept responsibility for using materials with reasonable care, returning them to the MTBL according to established loan policies, and not losing or damaging them through negligence. Violation of this policy can result in suspension of some or all MTBL services.

### **Policy**

#### **Active Status**

To remain active, patrons must borrow at least one book per year from the library or directly through the Braille and Audio Recording Download (BARD) service OR subscribe to one or more magazines from either.

#### **Change of Status**

The patron must notify the MTBL of changes of address and temporary or permanent transfer of service to another state.

#### **Cancellation of Service**

The patron (family or personal contact) must notify the MTBL if he/she desires to cancel their MTBL service. The patron must return all books and equipment within 60 days of cancelling service.

#### **Materials Available**

Recorded books and magazines in all available formats and specialized playback equipment will be loaned by the MTBL to eligible registered patrons and institutions serving eligible patrons without charge. The MTBL will keep records of all loans for all formats.

#### **Equipment Loans**

Equipment necessary to listen to the recorded materials may be borrowed on extended loan for as long as the patron is using it to listen to materials provided by the MTBL. Institutions may borrow equipment, on extended loan, for the purposes of demonstrating materials provided by the MTBL.

If playback equipment ceases to function properly or needs repair, it must be returned to the MTBL. A replacement will be provided upon request. Under NO circumstances is the patron to attempt repairing the playback equipment or replacing the battery. The MTBL is not responsible for repair or replacement of non-MTBL provided equipment used to play MTBL materials.

#### **Book Loans**

The number of books loaned to or downloaded by a patron or institution is established on an individual basis in consultation with the MTBL.

#### **Loan Period**

The loan period for library distributed books and magazines is two months. Magazines distributed by the National Library Service (NLS) will be subject to the loan policies established by the NLS. Renewals will be considered upon availability.

### **Overdue Books**

No fines for overdue books will be levied. However, patrons are urged to observe the loan period so books are available for other patrons. Overdue books can result in no additional books being sent until resolved.

### **Patron Returns**

The patron, institution or school representative must ensure that digital books, magazines, and equipment being returned to MTBL by FREE MATTER are delivered into the hands of the United States Postal Service by being placed in a mailbox for pickup or delivered to the Post Office.

### **Lost or Damaged Materials**

Patrons are responsible for taking appropriate and adequate care of their books and equipment. In the rare event that books are lost or destroyed, temporary or permanent suspension may be activated at the discretion of the MTBL regional librarian. An item is considered lost as opposed to overdue or delinquent if it is not returned to MTBL within 60 days of the last due date extended to the patron.

### **Sharing Materials**

Patrons MUST NOT lend MTBL digital books, magazines, or equipment to other persons.

### **Suspension of Services**

If any items in the above policy are violated, the patron's MTBL service may be suspended for a period of time as determined by MTBL. If reinstatement of service occurs and policy violations recur, service may be permanently suspended at the discretion of the MTBL regional librarian.

In the case of abuse of MTBL staff, trainees, or volunteers by a patron, an immediate 30 day suspension of MTBL service to that patron may be enforced at the discretion of the MTBL regional librarian until the procedure below is enacted. Examples of abuse include but are not limited to patron use of expletives, inappropriate excessive verbal volume, and threats or violence.

In the event of suspension, the following steps will be taken:

### **Suspension Procedure**

- (1) MTBL staff will first discuss the violation(s) with the patron by telephone or e-mail within five business days of the violation.
- (2) Within five business days of initial contact, a warning notification (e-mail or print mail) will be given to the patron that summarizes the discussion and the violation(s). The patron will be provided an opportunity to reply within ten business days of receiving notification.
- (3) MTBL may suspend service for a specified period of time or permanently, depending on the circumstances and response from the patron.
- (4) If service is reinstated, the patron will be notified of reinstatement of service and reminded that further documented violations will result in permanent suspension of service.



PO Box 201800 1515 East 6<sup>th</sup> 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
<b>➔</b>	<b>Main Motions</b>	Formal proposal that recommends a course of action. It is made before the discussion.				
<b>Main</b>	Used to present new business	"I move that the Activities Board . . ." (note specific action)	Yes	Yes	Yes	Majority
<b>➔</b>	<b>Secondary Motions <u>Subsidiary</u>:</b>	Helps the assembly dispose of the main motion. Adopting a subsidiary motion always does something to the main motion				
<b>Postpone Indefinitely</b>	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
<b>Amend</b>	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
<b>Refer to a Committee</b>	Standing or AdHoc (appointed at any time) to investigate a proposal	"I move to refer the issue to a committee."	Yes	Yes	Yes	Majority
<b>Committee of the Whole</b>	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
<b>Postpone Definitely</b>	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
<b>Limit or Extend Limits of Debate</b>	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
<b>Previous Question (Close Debate)</b>	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
<b>Lay on the Table</b>	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
<b>➔</b>	<b>Secondary Motions: Privileged</b>	Do not relate to main motion, but to matters of immediate importance arising from meetings				
<b>Call for Orders of the Day</b>	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"
<b>Raise a Question of Privilege</b>	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
<b>Recess</b>	For a short intermission	"I move to take a ten-minute recess."	Yes	No	Yes	Majority
<b>Adjourn</b>	To end a meeting immediately	Note reason. . ."I move to adjourn."	Yes	No	No	Majority
<b>➔</b>	<b>Secondary Motions: Incidental</b>	Deals with questions of procedure arising from pending business - Does not affect the business				
<b>Point of Order</b>	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
<b>Appeal Rule of the Chair</b>	To disagree with the chair's ruling - Let members decide the disagreement	"I appeal the decision of the Chair."	Yes	Yes	No	Majority
<b>Division of the Assembly</b>	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
<b>Suspend the Rules</b>	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
<b>Division of the Question</b>	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
<b>➔</b>	<b>Motion that brings question again before assembly</b>	This class of motions returns a motion to the assembly for reconsideration				
<b>Take from the Table</b>	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
<b>Reconsider</b>	To reconsider the vote on a motion - Only a member who voted on the prevailing side can make the motion	"I move to reconsider . . ."	Yes	If the motion is debatable	No	Majority

## **MONTANA STATE LIBRARY COMMISSION DRAFT WORK PLAN FY 2016**

### **VISION**

Develop and deliver 21<sup>st</sup> 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](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, prioritize 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.

DRAFT

## **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, prioritize 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;

2.3.a. Montana Memory Project Director will offer a presentation to the Commission on the Digital Public Library of America at the December Commission meeting.

DRAFT

### **Goal Three—Training—Discussion**

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

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

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

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

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## Goal Four—Consultation and Leadership—Discussion

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

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

4.2. 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 2016;

4.2.b. Each Commissioner will attend the 2016 Montana Library Association Conference, April 6-9, 2016 in Missoula, Montana;

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

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

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

4.2.e.1. The Commission's August Commission meeting will be held in the Flathead Valley. Events include a reception hosted by the Whitefish Community Library and a Lunch & Learn hosted by the ImagineIf Library in Kalispell.

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. Commissioner LaFromboise attended the Research Institute for Public Libraries workshop in Colorado Springs, Colorado; discussion will focus on evaluation design and implementation, data collection and use for strategic planning and measures for reporting library impact;

4.4.a.1. Commissioner LaFromboise and staff will present information from the workshop at the October Commission meeting;

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

## **Goal Five—Collaboration—Discussion**

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

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

5.2. Commissioners designated to serve on the Network Advisory Council and the NRIS Advisory Committee will attend committee meetings to represent the interests of the Commission and will provide feedback to the Commission regarding committee reports and initiatives;

5.3. The Commission will 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;

5.3.a. A designee of the Governor's Office will be invited to share the broadband priorities identified by the Main Street Montana Interconnectivity and Telecommunications Key Industry Network.

## 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. The Commission will evaluate the outcomes of the current long range strategic plan and will conduct a new strategic planning process.

6.2. 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;

6.2.a. Commissioners will monitor the activities of the Education and Local Government Interim Committee by listening to the meetings virtually. Chair Rep. Don Jones of Billings will be invited to the December Commission meeting;

6.2.b. A member of the Commission will attend National Library Legislative Day May 2-3, 2016 in Washington, D.C.;

6.2.c. At least one Commissioner will attend a conference of the Montana Association of Counties;

6.3. Request and participate in trainings and/or presentations by staff and other subject matter experts on new and existing topics that will educate the 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.a. Communications and Marketing Coordinator Sara Groves will present information about MSL's marketing efforts at the October Commission meeting;

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

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

6.5.a. Annual evaluation of the State Librarian scheduled for the June Commission meeting.



JULY		AUGUST		SEPTEMBER		NOTES
1		1		1		<b>ELG Interim Committee</b>
2		2		2		Online access: <a href="http://leg.mt.gov/">http://leg.mt.gov/</a>
3		3		3		
4		4		4		<b>RIPL Conference</b>
5		5		5		Colorado Springs, Colorado
6		6		6		<b>Commissioner: LaFromboise</b>
7		7		7		Staff: Stapp & McHugh
8		8		8		Online information: <a href="http://ripl.lrs.org/">http://ripl.lrs.org/</a>
9		9		9		
10		10		10	<b>Golden Plains Federation Meeting</b>	<b>Regular August meeting agenda items:</b>
11		11	<b>Whitefish Community Library Reception</b>	11		Central School Museum, Kalispell
12		12	<b>Commission Meeting, Imaginelf Library Lunch &amp; Learn</b>	12		FY '15 4 <sup>th</sup> quarter financial report;
13		13		13		FY '16 opening budget;
14		14		14		Discuss programs and Commission work plans
15		15		15		
16	<b>ELG Interim Committee</b>	16		16		<b>Golden Plains Federation Meeting</b>
17		17		17		Roosevelt County Library, Wolf Point
18		18		18		<b>Commissioner: TBD</b>
19		19		19		Staff: McHugh
20		20		20		
21		21		21		<b>Broad Valleys Federation Meeting</b>
22		22		22	<b>Broad Valleys Federation Meeting</b>	Conference Call
23		23		23		<b>Commissioner: TBD</b>
24		24		24	<b>ELG Interim Committee</b>	Staff: Stapp
25		25		25	September 24 & 25	
26		26		26	<b>South Central Federation Meeting</b>	<b>South Central Federation Meeting</b>
27	<b>Research Institute for Public Libraries</b>	27		27		Rosebud County Library, Forsyth
28	July 27-30, 2015	28		28		<b>Commissioner: TBD</b>
29		29		29		Staff: McHugh
30		30		30		
31		31				



OCTOBER		NOVEMBER		DECEMBER		NOTES
1	<b>MSC Membership Meeting</b>	1		1		<b>MSC Membership Meeting &amp; Fall Workshops</b>
2	<b>Fall Workshops</b>	2		2		Red Lion Colonial Inn, Helena
3	October 1-3, 2015	3		3		<b>All Commissioners invited to attend</b>
4		4		4		Contact Marlys Stark to register
5		5		5		
6		6		6		<b>Regular October meeting agenda items:</b>
7		7	<b>Sagebrush Federation Meeting</b>	7	<b>ELG Interim Committee</b>	FY '16 1 <sup>st</sup> quarter financial report;
8		8		8	December 7 & 8	FY '15 Federation Reports
9		9		9	<b>Commission Meeting</b>	
10		10	<b>Network Advisory Council Meeting</b>	10		<b>TBL Volunteer Luncheon</b>
11		11		11		<b>All Commissioners invited</b>
12		12	<b>MLIAC Meeting</b>	12		
13	<b>Commission Meeting (tentative)</b>	13		13		<b>Pathfinder Federation Meeting</b>
14		14		14		Chouteau County Public Library, Ft. Benton
15	<b>TBL Volunteer Luncheon</b>	15		15		<b>Commissioner: TBD</b>
16		16		16		Staff: McHugh
17		17		17		
18		18		18		<b>Tamarack Federation Meeting</b>
19		19		19		Conference Call
20		20		20		<b>Commissioner: TBD</b>
21		21		21		Staff: Stapp
22	<b>Pathfinder &amp; Tamarack Federation Meetings</b>	22		22		
23		23		23		<b>Sagebrush Federation Meeting</b>
24		24		24		Miles City Public Library
25		25		25		<b>Commissioner: TBD</b>
26		26		26		Staff: Stapp
27		27		27		
28		28		28		<b>Regular December meeting agenda items:</b>
29		29		29		FY '16 Land Plan approval
30		30		30		Network Advisory Council Report
31		31		31		2016 Commission meeting dates selection





JANUARY			FEBRUARY			MARCH			NOTES
1			1			1			<b>Regular February meeting agenda items:</b> FY '16 2 <sup>nd</sup> quarter financial report; Conversations w/ Commission planning  <b>Broad Valleys Federation Retreat</b> Finlen Hotel, Butte, MT <b>Commissioner: TBD</b> Staff TBD  <b>South Central Federation Meeting</b> TBD <b>Commissioner: TBD</b> Staff: TBD  <b>Sagebrush Federation Meeting</b> Miles City Public Library <b>Commissioner: TBD</b> Staff: TBD  <b>Golden Plains Federation Meeting</b> Roosevelt County Library, Wolf Point <b>Commissioner: TBD</b> Staff: TBD  <b>Pathfinder Federation Meeting</b> Chouteau County Public Library, Ft. Benton <b>Commissioner: TBD</b> Staff: TBD
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9			9			9			
10			10	<b>Commission Meeting (tentative)</b>		10	<b>ELG Interim Committee</b>		
11			11			11	March 10 & 11		
12			12			12			
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APRIL		MAY		JUNE		NOTES
1		1		1		<b>Tamarack Federation Retreat</b>
2		2	<b>National Library Legislative Day</b>	2		Marina Kay, Big Fork, MT
3		3	May 1-4, 2016	3		<b>Commissioner: TBD</b>
4		4		4		Staff: TBD
5		5		5		
6	<b>Commission Meeting (tentative)</b>	6		6		<b>Regular April meeting agenda items:</b>
7	<b>Montana Library Assn. Conference;</b>	7		7		LSTA award and budget;
8	<b>Conversations w/ the Commission</b>	8		8	<b>Commission Meeting (tentative)</b>	Network Advisory Council Report;
9	April 6-9, 2016	9		9		FY '16 3rd quarter financial report;
10		10		10		
11		11		11		<b>Montana Library Assn. Conference</b>
12		12		12		Missoula, MT; Including annual
13		13		13		Conversations w/ the Commission
14		14		14		<b>All Commissioners invited to attend</b>
15		15		15		
16		16		16		<b>National Library Legislative Day</b>
17		17		17		Washington, DC
18		18		18		<b>Commissioner: TBD</b>
19		19		19		Staff: Stapp
20		20		20		
21		21		21		<b>Regular June meeting agenda items:</b>
22		22		22		FY '17 MLIA grant approval
23		23		23		FY '17 Federation Plans of Service
24		24		24		State Librarian evaluation
25		25		25	<b>ELG Interim Committee</b>	
26		26		26	June 23 & 24	
27		27		27		
28		28		28		
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