Montana State Digital Library Reorganization

August 17, 2015

Identify Leads by September 4

- Supervisory Training
- Budget Training
- Work Plan Development

- **Lead responsibilities:**
- Provides leadership, supervision and guidance to xx (library tech, GIS analysts) within the xx team of the Digital Library. With support from the Digital Library Administrator, performs performance appraisals, hiring, discipline, and all other supervisory duties.
- Provides project management on project priorities as determined within the Digital Library work plan and/or as identified by the Digital Library Administration. As a project manager this position provides additional leadership to cross work group staff.
- Administers the budget of xx work group under the oversight of the Digital Library Administrator.
- Represents the accomplishments, interests and needs of the xx work group to various stakeholders of the Digital Library and to MSL as a whole.

MONTANA
State
Library

MSdL Reorganization Org Chart

Digital Library Administrator
Evan Hammer
- Senior Mgr
- Program Admin
- Supervision
- MTNHP Contract Admin **

Users Services
4.75 FTE (2 leads)
***Alana Mueller-Brunkhorst**
JoLynn Genzlinger (.5 FTE)
Karen Dimmitt (.75 FTE)
***Stu Kirkpatrick**
GIS Analyst - TBD (1 FTE)

- Reference
- GIS Coordination/Grant Mgmt
- ILL
- Reading Room Admin.
- Conference Room Admin.
- Circulation
- Training
- Programming
- Marketing

Information Management
6.5 FTE (3 leads)
***Troy Blandford**
***Jim Kammerer**
***GIS Analyst – TBD (1 FTE)**
GIS Analysts – TBD (3 FTE)
JoLynn Genzlinger (.5 FTE)

- Professional Library Development
- Government Information
- Geographic Information
- Water & Natural Resource Information

Information Products
3.5 FTE (1 lead)
***Lead - TBD**
Systems Programmer - TBD
GIS Analysts – TBD (1.5 FTE)

- Metadata coordination
- User access
  - Web
  - Apps
- Archiving /Records Mgmt

*Lead position

MSdL Reorganization Budget

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
PERSONAL SERVICES								0
OPERATIONS:								
Contracted Services								0
Supplies and Materials								0
Communications								0
Travel								0
Rent								0
Repair and Maintenance								0
Other Expenses								0
TOTAL OPERATIONS	0	0	0	0	0	0	0	0
EQUIPMENT:								
Library Books								0
Equipment								
TOTAL EQUIPMENT	0	0	0	0	0	0	0	0
SUB-TOTALS	0	0	0	0	0	0	0	0
GRANTS:								
TOTAL GRANTS	0	0	0	0	0	0	0	0
TOTALS	0	0	0	0	0	0	0	0
FUNDING:								
General Fund:								0
Coal Sev. Tax:								0
TOTALS	0	0	0	0	0	0	0	0

Examples of General Operations
Contracted Services
  Legal Services, Printing Services
Supplies
  Computers fall under supplies
Other Expenses
  Training Cost, Freight, Handyman Charges

Examples of Fixed Cost
Contracted Services
  ITSD Fees
Supplies
  ITSD Fees
Communications
  Mail, Telephones

MSdL Reorganization Next Steps

- All Staff
  - Retreat (date TBD)
  - Work Plan development (due Sept. 25)
- User Services Team
  - Move staff
  - Cross training
- Collection Management Team
  - Cross collection information sharing
- Information Products Team
  - Hire Systems Programmer

- Known Work Plan priorities
  - Reference Management Tool
  - Web alignment
  - Marketing/Branding