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**Montana State Library Commission**  
**Tuesday, October 13, 2015**  
**9:30 a.m.**  
**MSL Grizzly Conference Room**

**AGENDA**

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 Friday, October 9, 2015.

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

9:30 a.m. Call to Order

Changes or Additions to Agenda

Introductions

- Staff longevity recognition
- Introduction of Jeff Doud, new Agency Legal Services Bureau Attorney

Approval of Minutes – **Action**

- August 12, 2015

State Library's report – Stapp

FY '16 Program Work Plans – Stapp

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

FY '16 First Quarter Fiscal Report – Schmitz – **Action**

Federation FY '15 Annual Reports – McHugh – **Action**

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

Resolution of Appreciation for Attorney Jim Scheier – Stapp - **Action**

Tablet training lab use policy – McHugh - **Action**

Montana State Library Trust request – McHugh –**Action**

Draft State Library Administrative Rules update – Stapp

Montana State Library marketing analysis – Groves

Commission Goals and Objectives – Commission

FY '16 Commission Work Plan review

- Research Institute for Public Libraries presentation – LaFromboise, Stapp
- Commission Calendar
  - Talking Book Library Volunteer Luncheon, October 15, 2015, Helena
  - Commission attendance at fall Federation meetings
    - Pathfinder Federation meeting, October 22, Ft. Benton
    - Tamarack Federation meeting, October 22, Conference Call
    - Sagebrush Federation Meeting, November 7, Miles City
  - Network Advisory Council Meeting, November 10, Helena
  - Montana Land Information Advisory Council Meeting, November 12, Helena
  - Library Development Task Force Meeting, November 19, Helena
  - To see all library events, please visit the MSL event calendar at <https://app.mt.gov/cal/html/event?eventCollectionCode=msl>.

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

Adjournment

# DRAFT

**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING  
9:00 A.M., AUGUST 12, 2015  
KALISPELL, MONTANA  
OR GOTOMEETING**

**ATTENDEES:**

Commissioners: Colet Bartow, Connie Eissinger, Anne Kish (online), Aaron LaFromboise, Bruce Newell (online), Brent Roberts and Ken Wall.

Staff: Evan Hammer, Sarah McHugh, Cara Orban, Kris Schmitz, Jennie Stapp and Marlys Stark.

Visitors: Connie Behe and Kim Crowley.

**Commissioner Bartow called the meeting to order at 9:08 a.m.**

**Due to technical issues, the meeting was not broadcast via GoToMeeting as planned. The toll free conference call number was posted to the website and provided to the two commissioners who had planned to attend online.**

**INTRODUCTIONS:**

New commissioners Connie Eissinger and Ken Wall were both in attendance and introduced themselves at the beginning of the meeting.

**APPROVAL OF MINUTES:**

**Motion was made by Commissioner Roberts and seconded by Commissioner LaFromboise to approve the June 23, 2015 minutes as presented and the motion passed.**

**STATE LIBRARIAN'S REPORT:**

Commissioners Eissinger and Wall have both attended an orientation. Thanks to outgoing commissioner Anita Scheetz.

Due to the reorganization of the digital library, work plans will be reviewed in October instead of at this meeting.

The Tutor.com contract that supports HomeworkMT will be eliminated due to the coal tax funds decrease.

Jennie Stapp, Sarah McHugh and Commissioner LaFromboise attended the Research Institute for Public Libraries conference in Colorado. They discussed needs assessment to inform library service outcomes and the data needs to evaluate how libraries support the services and achieve those outcomes. The conference did not

address an initial agreement for what outcomes should look like in all libraries in the country.

Lieutenant Governor McLean expressed an interest in supporting summer reading and attended three events at different libraries. Montana has been chosen as one of the states to participate in the Supercharged Storytime, a project of OCLC and the University of Washington ISchool. The goal of the program is to help educate librarians on how to align their storytime activities with state early learning standards. Libraries interested in participating should contact Sara Groves. Support and training will be provided.

Regarding broadband, the key industry network held a final information gathering meeting in July and will make formal recommendations in September or October. The Governor's office was approached by the education super highway which works to increase connectivity in schools. State Librarian Stapp has been asked to sit on the connectivity work group.

MSL has frequently made use of the temporary services contract through the state for staff support that relies on one time only money for special projects. Temps have been hired for Montana Memory Project (MMP) often for as long as year at a time. The affordable care act has caused a review in this contract and a three month or 480 hour term limit which has always been part of the contract is now being enforced. This enforcement will affect procedures in the future since it closes options. MMP had a temporary employee who was supposed to work through the end of September who had to end the contract in June. This freed up some LSTA funds.

There were six applications received for the Montana Natural Heritage Program (MTNHP) lead position. Interviews are being scheduled for August or early September with Bryce Maxell who is currently with NHP and Robert Godfried who has worked for three difference heritage program programs throughout the country and is currently with the Texas program.

State GIS Coordinator Stu Kirkpatrick has announced his retirement for the end of December. This position likely won't be filled until FY'17.

After evaluating ESRI cloud based options for managing GIS web services MSL has signed a task order and memo of understanding with the State Information Technology Services Division (SITSD) and the Governor's Budget Office to move our GIS services to that platform. This move should be in place by the first of September. Gerry Daumiller will receive the Governor's Award for Excellence at the end of September.

Broadband is an emphasis for Jennie this year and both Suzanne and Jennie will look for other channels to bring it forward. The Chief Officers of State Library Agencies and the American Library Association are partnering on a program they are calling LEAP (library e-rate assessment and planning). Jennie will sit on the advisory board to look for best practices for e-rate for five states. Those best practices will then be shared across the country.

## **MSL MANAGERS FISCAL YEAR '16 PROPOSED WORK PLAN PRIORITIES:**

The three managers each outlined what their groups would be identifying as priorities for the upcoming work plans.

For the digital library, the reorganization will take up a lot of time and funding options will also be important. For IT, storage is an issue with the current storage area network going out of warrant in October of 2016 so other options will be researched. SITSD policies will become important in choosing these options as they have made it clear that they prefer agencies to use their services and yet the costs are prohibitive. Funding will also be an important item. Security and continuity are carryovers from previous work plans. These concerns remain challenging due to lack of resources and changing SITSD policies. They follow the National Institute for Standards and Technology cybersecurity framework which includes approximately 600 security standards which must be met to be considered secure. No agency meets all the standards nor is it feasible. The hope is to focus on prioritizing the most critical standards with better guidance from SITSD.

Statewide library resources will be impacted by recommendations by the task force but overall will improve internal communications and projects discussions and work on the website to make it more user friendly. Staff will continue to address the succession landscape such as providing new director training and board support.

Access and platforms will be a focus. The Montana Memory Project is about to launch a request for proposal to look at software. The Historical Society is leading an effort to identify a new platform for newspaper content. They will be looking into becoming a direct hub of the Digital Public Library of America. MontanaLibrary2Go will look into alternatives to the current vendor Overdrive and a group of people will be identified to assist in acquiring content for MontanaLibrary2Go Local. The Montana Shared Catalog is continuing their policy cleanup and streamlining and should be done this year. They will evaluate their server platform and the option of going to other types of services. Task forces or other groups to study several issues are under discussion. The Talking Book Library is replacing their circulation manager and continue to learn and use the new Hindenburg recording software. They will continue to research possibilities for a new recording booth. The movement from cassette and the expansion of the digital Braille and Audio Reading Download programs will continue.

Central services will spend a lot of time on the transition in the new reorganization of the digital library. There will be a legislative audit in the next six months on fiscal years 14 and 15. A vendor-based service for collecting public library statistics is being evaluated. Work will continue to streamline employee recruitment using the State's new human resources system, reviewing commission polices and staff handbooks in the hope of discarding some and the new executive planning process (EPP) begins in January with a new budgeting system.

## **FY'15 MONTANA STATE LIBRARY CLOSING BUDGET:**

This report represents the closeout of the last fiscal year. Changes to note are the increase to the MontanaLibrary2go budget due to bigger donations to fund content coming in at the end of the year. This is the last budget for this program as financial responsibility has been moved to Overdrive. Funds with continuing budget authority including MSC and Montana Land Information Act funds will be moved to the 1st quarter financial report.

**Motion by Commissioner Kish and seconded by Commissioner Newell to approve the FY'15 closing budget as presented and the motion passed.**

## **FY'16 MONTANA STATE LIBRARY OPENING BUDGET:**

This budget represents the opening MSL budget as approved in HB2 and HB13, statutory appropriations and propriety funds and includes the four percent FTE reduction, coal severance tax reduction, the new water information manager position and the reorganization. Other items such as ongoing authority and grants and contracts will be added in the first quarter report.

**Motion was made by Commissioner Roberts and seconded by Commissioner Eissinger to approve the FY'16 opening budget as presented and the motion passed.**

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

The task force was seated in May and is chaired by Bill Cochran. They held a couple of preliminary information meetings so they could better understand the services of the Statewide Library Resources Division and their charge. A subcommittee chaired by KellyAnne Terry is working on listening session questions which will also be used for the survey. Listening sessions have been scheduled throughout the fall in venues that include federation meetings, the fall workshop and others. Draft recommendations will be submitted to the commission in December.

## **LIBRARY SERVICES TECHNOLOGY ACT (LSTA) FY'14 STATEWIDE PROJECTS BUDGET UPDATE:**

Recommendations by the Network Advisory Council (NAC) for final expenditures of the federal money which needs to be expended by the end of September have been submitted to the commission. Specifically, the NAC recommends spending \$15,000 to replace a laptop training lab. The remaining balance should be spent on content for MontanaLibrary2Go.

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

## **TABLET TRAINING LAB USE POLICY REVIEW:**

Two table training labs were purchased and this policy is designed to govern their usage. The policy is modeled after the laptop lab policy. The policy is presented for review and suggested edits and action will be requested next meeting. No edits were suggested.

## **LIBRARIES AND THE MAKER MOVEMENTS:**

Cara Orban gave a very thorough overview of the project to the commissioners including observations and comments from users. The six kits circulate about every eight to 10 weeks and at this point the federations have agreed to each be responsible for a kit with longer hosting periods.

## **MONTANA STATE LIBRARY TRUST REQUEST:**

TBL is asking for an estimated expenditure of \$3,500 for their annual volunteer luncheon to be held Thursday, October 15 in Helena and of course all commissioners are encouraged to attend.

**Motion by Commissioner Kish and seconded by Commissioner LaFromboise to approve the request for \$3,500 for the volunteer luncheon and the motion passed.**

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

The policy was reviewed last meeting and with no changes the commissioners are asked to approve it as presented.

**Motion by Commissioner Roberts and seconded by Commissioner LaFromboise to approve the TBL Loan Policy as presented and the motion passed.**

## **COMMISSION BYLAWS:**

The bylaws are reviewed annually and no recommended changes have been identified at this time.

**Motion by Commissioner Newell and seconded by Commissioner Wall to approve the bylaws as stated and the motion passed.**

## **ELECTION OF COMMISSION OFFICERS:**

**Commissioner Roberts nominated Commissioner Bartow as chair and nominations were closed. Commissioner Bartow will be chair.**

**Commissioner Kish nominated Commissioner Kish as vice-chair and nominations were closed. Commissioner Kish will be vice-chair.**

## **COMMISSION GOALS AND OBJECTIVES:**

**DRAFT**

**Motion by Commissioner Eissinger and seconded by Commissioner Roberts to amend the October meeting date to October 13 and the motion passed.**

The FY'16 commission work plan was reviewed and a few items were identified to add to the plan. **Motion was made to approve the work plan as amended and the motion passed.**

**PUBLIC COMMENT:**

There were none received.

**OTHER BUSINESS & ANNOUNCEMENTS:**

There was none presented.

**ADJOURNMENT:**

**The meeting adjourned at 12:14 p.m.**

**DRAFT**



# FINAL

**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,

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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.

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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 then 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.

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## **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.

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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.**



Central Services &  
State Librarian's Office  
Fiscal Year 2016 Work Plan  
July 1, 2015-June 30, 2016  
Prepared for the October 13, 2015  
Commission Meeting

The State Librarian and the Central Services staff at the Montana State Library (MSL) provide services and support to all MSL programs to ensure that all staff can efficiently conduct their work because they have access to technology, human resource management, financial expertise, promotional services and administrative leadership. To be effective, it is essential that the State Librarian and Central Services staff work with library programs to provide policy, technology and communication solutions that balance program needs with the larger library need for fair and ethical policies, transparent and accountable financial systems, integrated, secure, sustainable library technology designed to adapt to the constant, rapid pace of technology change, communication strategies that effectively engage stakeholders while making the best use of the limited staff time and financial resources available and overall administrative leadership that is collaborative, thoughtful, creative, well communicated and forward thinking.

Central Services staff includes the following employees:

- State Librarian, Jennie Stapp
- Central Services Manager, Kris Schmitz
- Accounting Tech, Carol Churchill
- Administrative Assistant, Marlys Stark
- Data Coordinator, Colleen Hamer
- Web Manager and IT Lead, Tom Marino
- GIS Web Developer and IT lead, Stacy Bruhn
- GIS Database Administrator, Scott Story
- Network Administrator, Cindy Phillips
- Communications and Marketing Coordinator, Sara Groves

This work plan is built around the core goals contained in the 2012 through 2022 MSL Long Range Plan. By completing the tasks set forth within this work plan we intend to efficiently and effectively fulfill the mission of the Montana State Library.



## **Goal One—Content**

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

### 1.1 Improve the quality of the public library statistics we collect.

The reliability and consistent quality of the data and statistics we collect annually from public libraries tell a compelling story about public library services around the state. In order to continue to improve the quality and usefulness of these data, and to ensure that libraries and State Library staff are best able to articulate these stories in a way that is transparent and authoritative, the State Data Coordinator will work with the Statewide Library Resources Manager, the Statewide Library Consultants, the State Librarian and the Public Library Statistics Task Force to more clearly define the statistics we collect, to simplify reporting tools to minimize the possibility for errors, better educate librarians about how they can collect and report the necessary data, and to improve the process of quality control through staff collaboration.

As a part of the process to improve the collection of public library statistics, staff will evaluate vendor solutions that are becoming more widely used nationally, to determine if use of an off-the-shelf, statistics solution would improve the efficiency of our data management process.

### 1.2 Library Directory re-write

The Library Directory is a powerful tool used by Central Services Staff. It is used to collect and manage public library statistics, it manages registration for trainings and events, it serves as a knowledge base of library documents, etc. The current Directory application was written many years ago on software that is no longer utilized by MSL so there is a compelling reason to rewrite the Directory. Ahead of that rewrite, staff will scope the business needs of the application to improve and prioritize current functionality.

### 1.3 File server updates

IT Staff plan, implement, and support the file server and database environment where MSL digital content resides. Library programs continue to need increasing amounts of file storage space for their growing collections of both public information and agency records. We are currently making maximum use of the capacity of our Storage Area Network (SAN). While we should have sufficient storage space to handle existing

program storage needs and anticipated requests for a few years, the library will need to develop a plan for addressing future storage needs. A holistic review of the MSL storage environment needs to be undertaken which will consider both the types of data storage available (existing data storage as well as options such as those available from the State Information Technology Services Division (SITSD) or cloud based offerings) as well as the existing demands on MSL data storage resources including space needed for the storage of raw data, production and publication datasets, records management, archiving, and backup and disaster recovery.

#### 1.4 Database environment overhaul

In FY14/15 staff created a virtual database environment that consists of development, production, and publication servers. During FY16 we will migrate remaining databases off of our two remaining physical servers. This will allow us to retire or repurpose two physical servers. We will continue working with these stakeholders to minimize the impact of these changes and we are confident that this project can be completed by the end of the calendar year.

### **Goal Two—Access**

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

#### 2.1 MSL Web updates

With more and more library content being made available digitally, the primary point of access for this information is increasingly becoming the library web site and web based applications made available through the website. The next step for the MSL web site is to review and update the overall design of msl.mt.gov and the top level program pages using the recent proposal from Edge Marketing and Design. A sneak peak of this design is planned for the Commission at their December commission meeting. Migration from DNN, the State's enterprise web content management system (CMS) to an in-house CMS is also being considered in FY16. This migration would use existing MSL hardware and software and will allow MSL IT Staff to have full control of the MSL web infrastructure using .NET, CSS and Bootstrap and would also allow MSL Staff to administer our back end SQL Server databases for our websites.

#### 2.2 Application updates

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

The planning phase for the Library Directory, will begin this fall. Updating the Library Directory will demand a high level of collaboration between IT and the Statewide Library Resources (SLR) program, with SLR taking the lead as the project owner and the GIS Web Developer doing the majority of the programming work. A rewrite of the current Cadastral application should be considered at the end of FY16 or beginning of FY17.

### 2.3 ArcGIS Server service migration

Also supporting the MSL data access efforts is the MSL ArcGIS Server environment. ArcGIS server is a software tool for creating web mapping services. Many different types of web mapping service can be created with ArcGIS Server. The most common are basic map services that are used to support MSL web applications. By the end of calendar year 2015, the GIS DBA will migrate remaining web services to the 10.3 environment. This will allow us to repurpose one physical server that supports older ArcGIS Server services. Decommissioning the old ArcIMS server technology is dependent only on remaining Montana Natural Heritage Program needs; a single feature service used by the Montana Department of Transportation. Once a decision to decommission ArcIMS is made, the final virtual ArcIMS server can be shut down.

### 2.4 IT Security Planning

With much of our data intended for public access, from a security perspective our primary concern is not limiting user access to our resources. Even so, it is important to properly secure our IT systems to ensure data that needs to be secured is, and to remain in compliance with State Information Technology Services Division (SITSD) standards so that we can continue to leverage the resources of the state network to provide patrons with the best available access to our collections.

In the last year SITSD has released an exhaustive set of Baseline Security Controls for state agencies to follow to ensure the security of the state network. MSL IT staff will review this document to identify which, if any controls we are not in compliance with.

Once this review is complete, we will make recommendations to library management for correcting or improving the security of our IT environment.

In addition to recommendations that come out of the review of baseline security controls, IT staff has already identified a number of specific security related tasks for the coming year. With updates to program file server environment staff will continue to clean up the security groups that we use to control access to data on the file servers. Staff is also researching systems for managing administrative accounts in an organizational setting and plan to develop and implement a new administrative login policy in the coming months.

#### **Goal Four—Consultation and Leadership**

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

##### 4.1 Broadband planning

Increased access to higher speed, more affordable broadband continues to be a critical need voiced by libraries, other community anchor institutions, the economic development community and other sectors of the State. The State Librarian will continue to build opportunities to bring libraries to the table to ensure that, as broadband planning develops at the state level, libraries benefit. This work includes participation on the Governor's Education Superhighway initiative work group and additional efforts that may form following the release of the recommendations of the Main Street Montana Interconnectivity and Telecommunications Key Industry Network anticipated this fall. The State Librarian will also be active at the national level as the Chair of the Schools, Health and Libraries Broadband Coalition Board of Directors and as a member of the American Library Association/Chief Officers of State Library Agencies Library E-Rate Planning & Assessment Project advisory council. Through this project, the State Librarian will be able to advise on and evaluate the development of best practices for the implementation of various elements of the E-rate modernization order of 2014. Developed over two years, these best practices will likely result in financial benefits to Montana libraries in the form of increased use of E-rate.

##### 4.2 Cooperative public education programs

The Communications and Marketing Coordinator will encourage local libraries to participate in cooperative public education programs. This work involves coordinating

and motivating librarians and trustees, organizing and publicizing projects and events, and coordinating the statewide distribution of information and news releases related to library activities and issues. The Communications and Marketing Coordinator will maintain regular contact with information specialists at other public agencies, including local organizations that have related interests. She will arrange for meetings, exchanges of information and documents, and possible joint news releases, or other communications. She will provide or arrange for training for librarians and trustees in how to use the promotion material and campaign strategies in local communities and will answer questions from others regarding the materials and the campaign.

### **Goal Five—Collaboration**

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

#### 5.1 Ready 2 Read program development and enhancement

The Communications and Marketing Coordinator will continue to develop the Ready 2 Read program through outreach and development of collaborative relationships. This work includes continued marketing and outreach efforts to Governor Bullock's office and administration to help them understand how MSL can be of service to their programs and agencies. The Communications and Marketing Coordinator serves as a consultant to libraries with Ready 2 Read programs to assist them with troubleshooting, development of their library's programs, address issues, and more. She represents Montana libraries on Montana's Governor-appointed Best Beginnings Advisory Council (BBAC) to help other BBAC partners recognize and understand that libraries are an integral part of how the educational, emotional, and social developmental needs of young children are met in communities throughout Montana.

### **Goal Six—Sustainable Success**

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

#### 6.1 Digital Library reorganization

The State Librarian will work closely with the Digital Library Administrator and the Central Services Manager to manage the reorganization of the Digital Library. Key to the success of the reorganization is a continued and deepening focus on our users as articulated in the project charter. New lead staff identified during the reorganization also need support and training as they develop their skills as new supervisors.

## 6.2 Library Development Study Task Force recommendations

The State Librarian and the Statewide Library Resources Administrator, in collaboration with task force Chair, Bill Cochran, will lead the Library Development Study Task Force through a process of information gathering to formulate recommendations to the State Library Commission that will focus library development services and resources on 21<sup>st</sup> century library outcomes. Final recommendations are due to the Commission in February 2016 in time to inform the FY'16 Library Services Technology Act award and the EPP process.

## 6.3 Biannual Executive Planning Process

The State Librarian, senior managers, the Communication and Marketing Coordinator, advisory committee members and the Commission will work together to create and present compelling arguments for ongoing and increased legislative support to be reflected in Executive Planning Process (EPP) priorities. These priorities will be presented to the Commission in April 2015.

## 6.4 Internal Control policy audit

To promote adequate systems of Internal Control the Central Services Manager will work with key staff and partner agencies to audit, monitor and update the current Internal Control Policy. This work ensures that the State Library is able to function effectively and transparently and that we achieve the highest levels of financial accountability.

## 6.5 Biannual financial audit

The Central Services manager will coordinate the Legislative Audit for FY 14 & FY 15. She will work with the Legislative auditors to gather data, answer questions and provide needed backup to demonstrate that MSL is an effective and efficiently run agency and good stewards of the State resources.

## 6.6 Systems and Hardware Updates

### Data Center Virtualization

MSL has acquired the hardware needed to complete the process of virtualizing the MSL data center in the coming year. It has taken several years, but we are very close to

completing this transition. Most of the remaining physical servers already have virtual server replacements up and running and we just need to migrate the remaining data or services to the new servers. This is the case for AGS01, AGS02, and SQLINT (database and ArcGIS Server machines).

### IT Back-up and Disaster Recovery

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

### Planning a move to the State Data Center

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

### 6.7 IT Asset Management

With input from IT and other library staff, the GIS Web Developer has finished an IT Asset Management System and will continue to add additional functionality as needed. The IT Asset Management System is available to all MSL staff through the library intranet site. It serves as an inventory and tracking tool for hardware, software, applications, web services, and possibly raw data as well as published data products.

An On Call dashboard will developed this year that will streamline On Call Alerts and Processes for IT Staff on call.

## 6.8 IT Policies

In an effort to improve communication between IT staff and library programs staff will review and document several agency IT policies in the coming year. One of these policies will be the agency on-call policy which was developed to ensure that MSL IT systems are monitored over the weekends. While the existing policy has been effective for several years, it was developed prior to the creation of the MSL IT program. With the reorganization that has occurred in the library over the last couple of years and updates to our IT systems, it is important that the on-call policy be reviewed and updated so that it continues to meet the library's needs.

## 6.9 Digital Library branding and marketing

With input from the Digital Library Division, the Communications and Marketing Coordinator will prioritize key programs and services for development of marketing plan and corresponding marketing materials that will help re-brand Library Information Services and the Geographic Information Program as part of the overall Digital Library reorganization. The Communications and Marketing Coordinator will design and produce or manage the design and production of program informational and educational materials such as brochures, newsletters, magazine and newspaper articles, radio spots, on-line information services (e.g., Internet web page) and videos to provide pertinent, current and technically accurate information to the public about MSL's digital library services.

## 6.10 MSL-wide strategic planning

Outcomes from the Digital Library reorganization and the recommendations from the Library Development Task Force will be used to initiate a strategic planning process that will be led the Commission and supported by the State Librarian and staff. The strategic planning process will commence during the spring of 2016.



## **FY 2016 Digital Library Work Plan** *October 2016*

Prepared for the *October 13, 2015* Commission meeting  
by Evan Hammer, Digital Library Administrator

### **Goal One—Content**

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

The information management team will be working on several projects that will add to or otherwise enhance the existing MSL Collection.

1.1. Land Information staff have already begun a project to gather information needed to develop a revised version of the state boundary in Northeast Montana and correct townships currently impacted by the misrepresentation of this boundary. The final product of this process will be an updated CadNSDI dataset that includes these corrected features and that is scheduled for delivery in early 2016.

1.2. The USDA Aerial Photography Field Office (APFO) is in the process of collecting 1m statewide imagery for Montana through the 2015 National Aerial Imagery Program (NAIP). MSL will work with the APFO to acquire a copy of this dataset, likely in late 2015. Digital library staff will develop a plan for adding this data to the MSL collection, identify what information products need to be developed to make this data accessible to users, and develop a communication plan to ensure stakeholders know that this dataset is available and how to access it. This will be the fifth year of statewide NAIP imagery data in the MSL collection which currently includes imagery from 2005, 2009, 2011, and 2013.

1.3. Water information staff are working on multiple projects to improve the quality of the data in the Montana Hydrography Dataset. The Department of Natural Resources and Conservation is working with the Water Information System to improve workflows for revising the Hydrography Dataset as well as to enhance it by integrating features in from the Water Rights database. Work is also underway through a grant from the USGS to develop bulk data loading procedures that will allow more efficient integration of data from existing sources such as the water rights database and the wetlands and riparian dataset managed by the Montana Natural Heritage Program. Both of these projects will run through the end of FY16.

1.4. MSL continues to partner with the NRCS to develop mutually beneficial data products. In the coming year the NRCS will be seeking additional support with the stewardship of the Watershed Boundary Dataset. The NRCS is also interested in expanding on the monthly water supply products that the library has assisted with the development of for more than 20 year. The current collection of water supply maps including monthly Surface Water Supply Index maps dating back to 1992 is available at: [http://mslapps.mt.gov/Geographic\\_Information/Maps/watersupply/Default.aspx](http://mslapps.mt.gov/Geographic_Information/Maps/watersupply/Default.aspx)

There are also a number of collection development projects that will be collaborative efforts between the user services and information management teams.

1.5. State publications will work with user services to identify opportunities to make existing tools and resources more usable for patrons. An example from last year was the development of a web interface to submit a request for web sites to be archived. This received positive response from users and also improves our ability to capture and archive sites at critical moments that may otherwise be missed.

1.6. User services has identified a need to develop a process for the regular evaluation of electronic resources. This should include creating electronic resources workflow documents that focus on ERMs (electronic resources management) particularly on the life cycle/renewal of an e-resource and the purchasing decision (acquisition) of a new e-resource

1.7. There are efforts underway to work with the Helena USGS office to consolidate and streamline their internal library through collaboration with the water information staff and engagement with our user services group. Possible outcomes may include the identification of materials to supplement the MSL collection and the development of a partnership with a key group of potential Water Information stakeholders.

1.8. The Montana Department of Health and Human Services has approached MSL staff about opportunities to collaborate to make a number of their GIS data products more publicly accessible via the MSL Map Gallery (AGOL).

Finally, with the transition to a new organizational structure there is a need to develop workflows and processes for regular review of the MSL collection development policy and a process for evaluating new projects and the proposed products of those projects against the existing collection development policy. A successful outcome would be the development of guidelines for regular evaluation of the collection development policy as well as some process for evaluating ongoing efforts to follow that policy.

## **Goal Two—Access**

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

2.1. With the recent changes in the Digital Library there is a need to work with the MSL Marketing Coordinator to develop a plan for communicating these changes with our partners and patrons. Part of this effort will be exploring existing branding that we may or may not want to continue to promote as well as developing a strategy for the structure and organization of Digital Library web pages. Specifically identified needs include the development of a plan for promoting the recently updated Digital Atlas as well as a need to evaluate potential enhancements to [research.msl.mt.gov](http://research.msl.mt.gov).

2.2. Cross training for the new user services group is needed to ensure they are prepared to handle requests for information from across the different library program areas. A plan for cross training staff and the development of a coverage calendar will allow for the different support phone numbers and email addresses to be redirected to the user services group. There is also a need for broader cross training across the Digital Library to help staff be more comfortable and work more efficiently together.

2.3. The information products team will identify or develop a new reference request management/tracking tool to replace the existing request tracker. From a management perspective it is critical that all digital library reference requests are tracked through a common system to allow for a better understanding of patron needs and to ensure we are making the most of our limited resources.

2.4. There is a library-wide need for more consistent collection of resource use information and tools that simplify the reporting of that information to encourage and feed a process of continuous improvement of the services we make available.

2.5. In an effort to make more of the existing collection accessible the state publications lead will be hiring a temporary cataloger to catalog the remaining historic print state publications needing MARC records. This will also provide an opportunity for evaluating the feasibility of relying on temporary staff to perform future cataloging needs.

2.6. Work with OCLC to edit the tags of 22,000+ catalog records for print resources in order to derive 22,000+ new bibliographic catalog records for electronic content. Completion of this project will allow MSL. There is also a need to create, document, and implement procedures for providing non-MSL libraries with MARC files for digitized state publications.

2.7. The Montana Cadastral Application was developed by and is currently hosted at SITSD but there is a growing list of enhancement requests from our users. Efficient, ongoing support of this tool will likely require it to be re-written in the near future. Digital Library staff will plan a scoping process for a new Cadastral application and work with IT staff to get the development of a new application on the calendar for 2016.

2.8. MSL is in the process of moving web map services off SITSD hosted services and on to ESRI cloud hosted hardware. This transition will be complete by November 2, 2015. Information products staff are actively working to identify updates that need to occur to ensure tools and applications do not break as a result of this change and a change management plan has been developed to make this transition as smooth as possible for our partners and patrons that use the MSDI web map services.

2.9. MSL provides access to tiled aerial imagery and topographic map data via the Montana Geographic Information Clearinghouse website. Currently users discover and download image data by clicking on a series of image maps. DNRC has developed ArcGIS Online applications that make it easier to discover what data are available for a given area and download it (for example, all NAIP years are in one application). Their applications are currently pointing users at MSL data. We should make users aware of these tools and evaluate them to see if there are opportunities to improve the tools we make available.

2.10. MSL would like to pilot a project to develop a Corner Recordation Application to provide better access to corner recordation surveys. This could be a simple ArcGIS Online application (similar to Ravalli County's) and use corner recordation documents obtained during the NE Montana adjustment project. Before the end of FY16 the information product team will initiate a scoping project to identify the needs of and opportunities offered by such a tool and what resources would be needed for its development.

2.11. There has been an enormous amount of climate data generated by the MSDI Climate theme steward. While accessible through web pages, this data isn't available through the bundler yet. We will work with the stewards to identify the best way to get this data into the bundler.

### **Goal Three—Training**

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

3.1. Efforts to lead the development of ArcGIS Online training for state agencies started in FY15 and we need to continue to push for this training to happen in FY16.

3.2. The Users Services team will continue to develop content for State of Montana new employee orientation but this effort will be broadened to include content from across the digital library.

3.3. User Services will lead the development of outreach priorities, an outreach calendar, and a process for adding or removing items from the outreach calendar through an annual review process that includes the MSL Marketing Specialist.

#### **Goal Four—Consultation and Leadership**

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

4.1. With an increasing recognition of the importance of GIS data in the development and implementation of Next Generation 9-1-1 we have been pushing for MSL to be included on the state 9-1-1 advisory council. We will continue to push for that to happen and if we are successful Digital Library staff will be available to support the State Librarian in that role. Outside of the 9-1-1 Advisory Council, MSL has been raising awareness of NG9-1-1 in the GIS community and reaching out to the 9-1-1 community in Montana by distributing information on GIS and NG9-1-1 to PSAP managers. MSL has also been working with some local governments to begin the process of planning for NG 9-1-1.

4.2. User services needs to provide the Land Information Advisory Council with a recommendation for how to proceed with the MSDI Elevation Theme. Elevation has been without a steward for many years and with the recent loss of our long term USGS contact there seems to be little ongoing interest from the USGS is continuing to support that theme.

4.3. With SITSD retracting from involvement in GIS, User Services and Information Products staff will need to develop a model for supporting agencies needing ELA and ArcGIS Online support. The State Librarian and the Digital Library Administrator will begin discussing a 2017 ELA renewal with ESRI in the coming months.

#### **Goal Five—Collaboration**

5. MSL promotes partnerships and encourages collaboration among its users

5.1. As the user services team works on the next MSDI Work Plan consideration should be given to how the MSDI work plan integrate with Land Plan and MSDL Work Plan.

5.2. As we transition to ESRI managed services as a replacement for SITSD hosting of web map services there is a need to work with existing and prospective state agency users to develop ESRI Managed Services Partnership that identifies how available service “slots” will be allocated and also addresses any future enhancements to the platform will be paid for.

5.3. The NRIS Advisory committee needs to be re-formed (many members are currently vacant) and a meeting will be scheduled before the end of 2015. Agenda items for that meeting will include an update on the MSDL organization changes, discussion of the ongoing role of the NRIS Advisory Committee, and updates to the Data Partner MOUs.

5.4. The State Water Plan identified a number of recommendations specific to making water information available through the MSL Water Information System. We need to engage DNRC to identify how we can help ensure these recommendations are implemented effectively.

### **Goal Six—Sustainable Success**

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

6.1. Digital Library staff will use the information gathered through the Patron Survey to develop an action plan for improving the services we make available through the Digital Library.

6.2. Through our User Services team we need to continue to expand the use of social media to engage patrons. In the coming year we need to expand this effort across the digital library.

6.3. The Digital Library Administrator will continue to work with the leads to identify and work through issues that come up during the transition to the new organization structure.

6.4. The User Services team needs to begin planning for the retirement of the State GIS Coordinator with the understanding that this position will likely be open for several months before it is filled

6.5. MSDL Leads will need to work together to identify training priorities and plan for the use of the MSDL training budget.

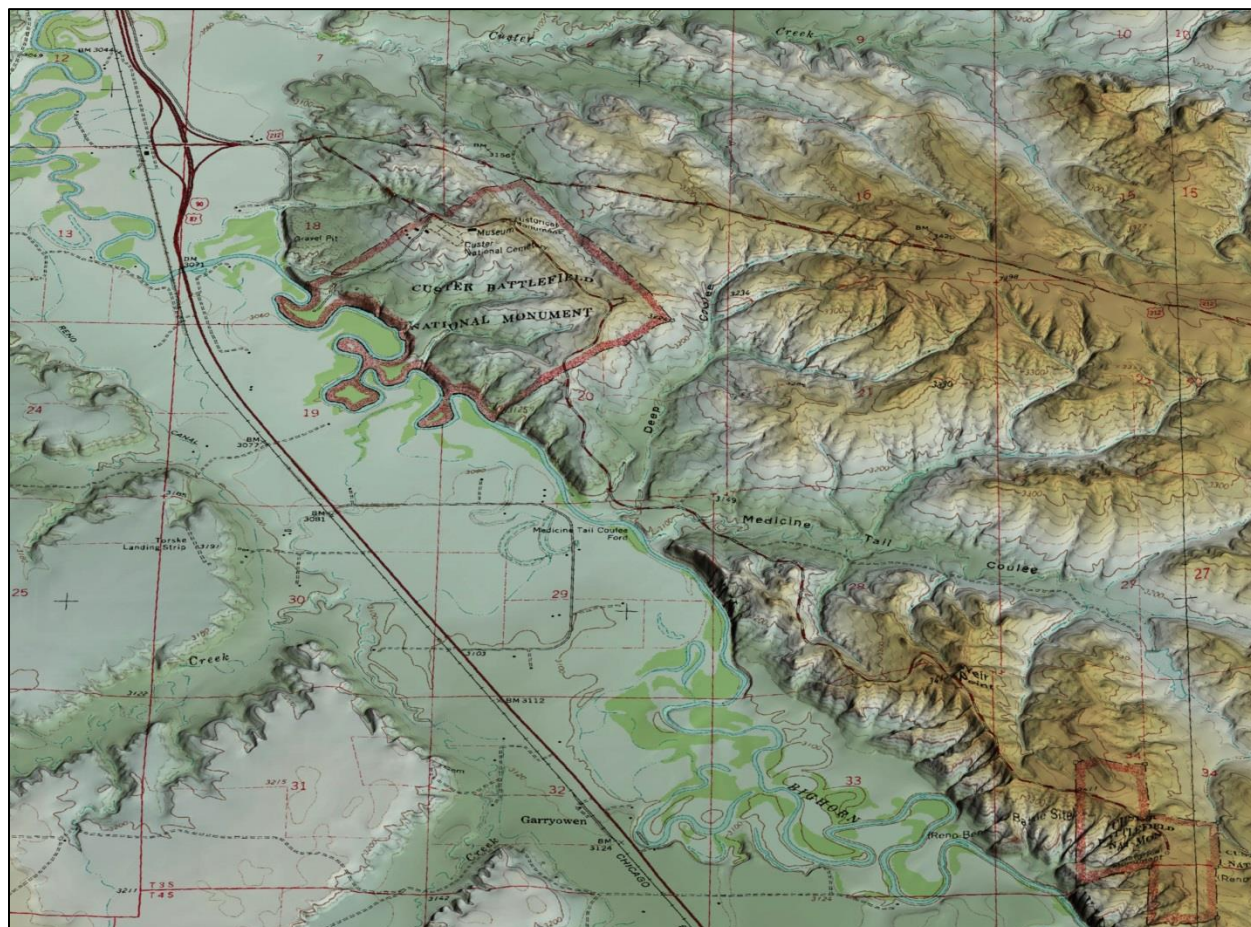
6.6. We need a process for identifying, documenting, and evaluating emerging opportunities to improve our collection, access tools, trainings, and other outreach and engagement. The need here is to ensure we are making active decisions about what we provide and how we provide it rather than simply acting on what we can in the moment without considering broader needs and goals. If done properly, this should improve the process for developing this work plan in the future.

6.7. We need a process for the ongoing evaluation of our access tools to ensure that they continue to serve the needs of our users. The need here is to avoid situations like we had with the Digital Atlas and Topofinder where we were forced to act quickly and in a manner that was disruptive to our users because these tools had not been updated in the past to keep up with current technology.

Montana Spatial Data Infrastructure (MSDI)

## MSDI Work Plan: Montana FY15/FY16

Compiled for the Montana Land Information Advisory Council

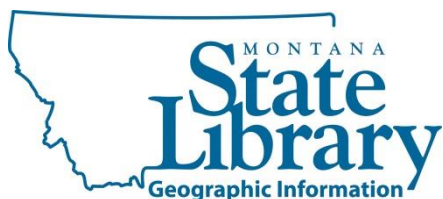


**Final Draft: May 12, 2015**

*Diane Papineau, GIS Analyst, Montana State Library*

*MSDI Theme Stewards and Theme Leads*

*Stu Kirkpatrick, State GIS Coordinator, Montana State Library*





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# Introduction

This Montana Spatial Data Infrastructure (MSDI) Work Plan provides the Montana Land Information Advisory Council (MLIAC) with an update about data development work and issues related to each of the 15 MSDI framework datasets (Administrative Boundaries, Cadastral, Climate, Elevation, Mapping Control, Geographic Names, Geology, Hydrography, Hydrologic Units, Land Use/Land Cover, Orthoimagery, Soils, Structures and Addresses, Transportation, and Wetlands).

The Work Plan highlights accomplishments and challenges with MSDI data development and stewardship by looking back at the previous Montana fiscal year and looking forward to the work anticipated for the coming Montana fiscal year. Also in this Work Plan are high level descriptions of identified issues that MSDI theme stewards have reported. These issues need guidance and attention from GIS leaders in the state such as the members of MLIAC to help resolve them.

This Work Plan accompanies and summarizes a much greater level of detail gathered over the past four months that is now published online for each theme via MSDI web pages linked from the Montana Geographic Information Clearinghouse website (<http://geoinfo.msl.mt.gov/Home/msdi>). This detailed information covers the following topics for each theme: data description, data construction, publishing and archiving, cross-MSDI relationships, data outreach, success stories, current projects, and research and development.

*Appendix A* is a list of Montana-specific GIS acronyms.

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# GIS Coordinator's MSDI Annual Report

MSDI datasets are generally accepted as the best available, standardized, statewide spatial data that meet the essential digital geographic information needs of Montana's citizens, its government, commerce, legislature, area researchers, and more. For complete information about each of the 15 MSDI framework datasets, please visit <http://geoinfo.msl.mt.gov/Home/msdi>.

## ***Look Back: Montana FY15***

Significant milestones were achieved with several MSDI themes in FY15. On the Cadastral front the Montana State Library (MSL) took over the accuracy enhancement and publication of the digital Public Land Survey (known as CadNSDI Montana) from the U.S. BLM. Starting in January 2015, CadNSDI Montana is being published quarterly, with significant enhancements occurring in Yellowstone and Teton counties as well as on the Ft. Belknap and Crow Reservations.

Each area that is adjusted requires significant additional work to bring other data like tax parcels, public lands as well as administrative boundary themes such as county boundaries and school districts into alignment. MSL is still fine tuning the work flows associated with vertical integration of the many databases that are wholly or partially coincident with the PLSS and expects those workflows to be 90% complete by June 30, 2015. More information on this process can be found at [http://mslapps.mt.gov/Geographic\\_Information/Applications/cadnsdi](http://mslapps.mt.gov/Geographic_Information/Applications/cadnsdi).

While the Cadastral upgrades may have taken center stage, several other important achievements need to be recognized and are summarized as follows:

- The Multi-State Control Point Database underwent substantial schema modifications and has been recognized by the FGDC Cadastral Subcommittee as the blueprint for creating a mapping control point database. The Montana State Library's work on control point standards is recognized as a model by the FGDC Cadastral Subcommittee at <http://www.nationalcad.org/PLSSWorkgroup/PLSSWorkgroup.html>
- The State Library's Water Information System, in conjunction with the state's Hydrography working group, published a hydrography stewardship and editing guide as well as an online application for submitting and viewing hydrography data edits via the Hydrography Edit Request Viewer. The Viewer allows users to view where hydrography dataset edits are being made and subject matter experts to propose where revisions are needed. More information on these and other hydrography achievements can be viewed at <http://geoinfo.msl.mt.gov/home/msdi/hydrography>

- Major data additions to the Climate theme were published by the Montana Climate Office in FY15. This data can be accessed at <http://www.climate.umt.edu/products/default.php>

Nationally, the Coalition of Geospatial Organizations (COGO) released a report card that grades the performance of the nation's geospatial infrastructure. While the report card was not entirely favorable, and was viewed negatively by some federal agencies tasked with federal stewardship of the NSDI, it was an important step in getting policy makers to understand the importance of geospatial data to the nation. The report can be viewed at <http://cogo.pro/uploads/COGO-Report Card on NSDI.pdf>.

Subsequently a bipartisan group of senators has introduced the Geospatial Data Act of 2015 (S.740) that would provide more accountability for the collection and maintenance of the NSDI. The National States Geographic Information Council has compiled a summary of the act which is located at [http://www.nsgic.org/public\\_resources/Geospatial Data Act Flyer 032815.pdf](http://www.nsgic.org/public_resources/Geospatial_Data_Act_Flyer_032815.pdf). MLIAC has submitted a support letter to Senator Daines, a member of the Senate Committee on Commerce, Science and Transportation, which will hear the proposed bill.

### ***Look Forward: Montana FY16***

During this MSDI Work Plan development process MSDI theme leads were provided standardized annual report templates, initially populated with information about the theme that was captured from older reports and theme web pages. Theme leads were asked to update and return their report. At that point, hour-long interviews were scheduled with the theme leads to help insure that the annual reports captured all relevant information. After another iteration of review, final annual reports were compiled for each theme, including project status and proposed projects for Montana FY16.

While we initially planned to publish the content of these theme annual reports as an appendix to this document, the sheer length of the reports (over 100 pages) made that approach unwieldy. The content of the theme annual reports have been posted to each theme's web page (<http://geoinfo.msl.mt.gov/Home/msdi>). Access to this new information is provided through a series of links in each theme's the right navigation pane. For this MSDI Work Plan we have summarized one important proposed project for each theme with links to other proposed projects derived from each theme annual report.

## Administrative Boundaries

**Priority Project** - Publish the subthemes that were aligned to CadNSDI Montana in 2014 and potentially publish other subthemes that will be aligned in FY15 and FY16. Examples of boundaries that were aligned but not published are county and school district boundaries. This work was put on hold due to the loss of staff however the position has been filled. There is a significant backlog of work to get many additional boundary datasets that currently comprise the Montana Natural Heritage Program's Managed Area Database aligned with CadNSDI Montana. Other FY16 proposed projects and enhancements can be found at:

- [http://geoinfo.msl.mt.gov/Home/msdi/administrative\\_boundaries/Projects](http://geoinfo.msl.mt.gov/Home/msdi/administrative_boundaries/Projects)
- [http://geoinfo.msl.mt.gov/Home/msdi/administrative\\_boundaries/Research](http://geoinfo.msl.mt.gov/Home/msdi/administrative_boundaries/Research)

## Cadastral

**Priority Project** - Research and define a transparent public lands transfer process where multiple stakeholders could publish transfers. Public land transfer information is an area that requires too many blind calls to agencies that have not designated accountability to one known person or department. A mutually-agreed upon, cross-agency cooperative work flow is needed so that when there is a land transfer the information is posted so that data and land management interested parties are notified. Other FY16 proposed projects can be found at <http://geoinfo.msl.mt.gov/Home/msdi/cadastral/Projects>.

## Climate

**Priority Project** - The Montana Climate Office has had numerous requests for near-term climate projections. MCO staff will begin to evaluate different climate projections and how to characterize basins in Montana. Other FY16 proposed projects and enhancements can be found at:

- <http://geoinfo.msl.mt.gov/Home/msdi/climate/Projects>
- <http://geoinfo.msl.mt.gov/Home/msdi/climate/Research>



## Elevation

**Priority Project** - In the absence of an MSDI Elevation theme steward, request that MLIAC (or designate) work with the MSDI Elevation Working Group to create a plan/strategic vision for obtain enhanced elevation data for Montana. One crucial step is to create a survey for the GIS community inquiring about the need for enhanced elevation data and possible funding sources. Create the survey in a manner that elicits use cases. Other FY16 proposed projects and enhancements can be found at:

- <http://geoinfo.msl.mt.gov/Home/msdi/elevation/Projects>
- <http://geoinfo.msl.mt.gov/Home/msdi/elevation/Research>

## Geographic Names

**Priority Project** - Add GNIS citations and insertion dates to the database. The USGS has a citation for every record saying where (such as USGS maps, National Inventory of Dams, phone books, other specific maps, etc.) it came from and when the record was entered into the database. MSL has this data, but need to build a look-up table for the citations. Other FY16 proposed projects and enhancements can be found at:

- [http://geoinfo.msl.mt.gov/Home/msdi/geographic\\_names/Projects](http://geoinfo.msl.mt.gov/Home/msdi/geographic_names/Projects)
- [http://geoinfo.msl.mt.gov/Home/msdi/geographic\\_names/Research](http://geoinfo.msl.mt.gov/Home/msdi/geographic_names/Research)

## Geology

**Priority Project** – If this MSDI theme does include groundwater, mineral, and seismic data, update the MSL MSDI Geology page to reflect the groundwater, mineral and seismic map resources. If there is consensus that the MSDI Geology theme includes the groundwater, mineral, and seismic data in addition to geology, work with MSL to get links to those data published on the MSDI web page. Other FY16 proposed projects and enhancements can be found at:

- <http://geoinfo.msl.mt.gov/Home/msdi/geology/Projects>
- <http://geoinfo.msl.mt.gov/Home/msdi/geology/Research>

## Hydrography

**Priority Project** - Propose ways to expedite the USGS NHD editing process for Montana. MSL's Water Information System has submitted a grant application to USGS to explore ways to submit bulk edits that were accomplished using alternative tools to the hydrography event management (HEM) tools provided by USGS. Other FY16 proposed projects and enhancements can be found at:

- <http://geoinfo.msl.mt.gov/Home/msdi/hydrography/Projects>
- <http://geoinfo.msl.mt.gov/Home/msdi/hydrography/Research>

## Hydrologic Units

**Priority Project** - Discuss which HUC levels to publish in a standalone HUC dataset and which HUC levels to publish in a web map service. Part of the discussion could also include what data use statistics may be valuable to collect. Other FY16 proposed projects can be found at [http://geoinfo.msl.mt.gov/Home/msdi/hydrologic\\_units/Projects](http://geoinfo.msl.mt.gov/Home/msdi/hydrologic_units/Projects).

## Land Use/Land Cover

**Priority Project** - Upgrade all the forested ecological systems within National Forest boundaries using the latest VMap (this work is dependent on the availability of funding). Other FY16 proposed projects and enhancements can be found at:

- [http://geoinfo.msl.mt.gov/Home/msdi/land\\_use\\_land\\_cover/Projects](http://geoinfo.msl.mt.gov/Home/msdi/land_use_land_cover/Projects)
- [http://geoinfo.msl.mt.gov/Home/msdi/land\\_use\\_land\\_cover/Research](http://geoinfo.msl.mt.gov/Home/msdi/land_use_land_cover/Research)

## Mapping Control

**Priority Project** - Increase outreach to surveying firms and encourage them to submit their GPS control points using the new MCPD spreadsheet and the new MCPD database schema. Other FY16 proposed projects can be found at [http://geoinfo.msl.mt.gov/Home/msdi/mapping\\_control/Projects](http://geoinfo.msl.mt.gov/Home/msdi/mapping_control/Projects).

## Orthoimagery

**Priority Project** - Obtain, host, and distribute the 2015 NAIP. Other FY16 proposed projects and enhancements can be found at:

- <http://geoinfo.msl.mt.gov/Home/msdi/orthoimagery/Projects>
- <http://geoinfo.msl.mt.gov/Home/msdi/orthoimagery/Research>

## Soils

**Priority Project** - Create a User Outreach Plan. This would be based on research about who uses the soils data. Who are the audiences, what do they need to know in general; what are the idiosyncrasies of the data? Point users to the Soil data viewer; existing NRCS procedures and Help documents about SSURGO. Determine what outreach is NRCS data related and what outreach might be related to NRIS and ensure that the outreach related to NRIS is reflected on the NRIS home page. Other FY16 proposed projects and enhancements can be found at:

- <http://geoinfo.msl.mt.gov/Home/msdi/soils/Projects>
- <http://geoinfo.msl.mt.gov/Home/msdi/soils/Research>

## Structures and Addresses

**Priority Project** - Coordinate with willing local governments to research automated update routines. Other FY16 proposed projects can be found at [http://geoinfo.msl.mt.gov/Home/msdi/structures\\_and\\_addresses/Projects](http://geoinfo.msl.mt.gov/Home/msdi/structures_and_addresses/Projects).

## Transportation

**Priority Project** - Meet with MSL Structures and Addresses staff, and potentially some local government data providers, to determine what MSDI road centerlines needs to be NG9-1-1 ready. Other FY16 proposed projects and enhancements can be found at:

- <http://geoinfo.msl.mt.gov/Home/msdi/transportation/Projects>
- <http://geoinfo.msl.mt.gov/Home/msdi/transportation/Research>

## Wetlands

**Priority Project** - Complete mapping wetlands for 319 Montana USGS quads using existing BLM funding. Other FY16 proposed projects and enhancements can be found at:

- <http://geoinfo.msl.mt.gov/Home/msdi/wetlands/Projects>
- <http://geoinfo.msl.mt.gov/Home/msdi/wetlands/Research>

## ***MSDI Work Plan for MLIAC and GIS Coordinator***

As the individual MSDI theme reports were being compiled several issues were brought forward by the theme stewards and theme leads that they felt were beyond their ability and sphere of influence to resolve. They stressed that just as they are expected to compile a work plan, MLIAC and the GIS Coordinator should annually adopt an MSDI strategy to address the issues brought forth. MLIAC's strategy should focus on policy-related issues that need substantial progress before some MSDI proposed projects can be implemented. The GIS Coordinator's strategy should be to facilitate communication and accomplishments related to the issues. Below are four such issues, respectfully submitted by MSDI theme stewards and leads, for MLIAC and GIS Coordination guidance.

### **Issue 1: MSDI Data Development Funding**

On numerous occasions over the past year MLIAC has been informed of the dwindling resources available through the Montana Land Information Account. The Montana FY15/16 Land Plan budget cut \$100,000 from funds earmarked for MSDI work. Some themes such as Land Cover/Land Use can't attempt any new data enhancements if this funding is not available. Certain patterns suggest that even total economic recovery will not restore MLIA funding to past levels. It is time that the Council steps up and addresses the need for additional MSDI funding sources beyond MLIA. A funding plan needs to be prepared and submitted to the Governor's Budget Office before the next budget cycle begins in Montana FY16.

### **Issue 2: Next Generation 9-1-1 Planning**

Any sort of honest examination of the readiness of Montana to implement the next generation of 9-1-1 technology would suggest that we are substantially behind neighboring states. North Dakota, South Dakota and Idaho all have documented plans in place and are in some stage of implementing those plans:

- North Dakota:  
[http://www.ndaco.org/image/cache/NextGen\\_911\\_Master\\_Plan\\_-\\_Kimball.pdf](http://www.ndaco.org/image/cache/NextGen_911_Master_Plan_-_Kimball.pdf)
- South Dakota:  
[http://dps.sd.gov/sd\\_911/documents/RPT130815skwSD911MasterPlan.pdf](http://dps.sd.gov/sd_911/documents/RPT130815skwSD911MasterPlan.pdf)
- Idaho:  
<http://www.bhs.idaho.gov/Pages/ECC/Docs/State%20911%20Plan.pdf>

Any MLIAC action should engage with existing state efforts and organizations. The Montana legislature did pass HJ7, calling for an interim legislative committee to research the issue. It is unknown at this time whether that interim study will be prioritized.

In the past, the state has had an active 9-1-1 Advisory Council. MLIAC should press the Department of Administration for both state and local GIS representation on the re-formed 9-1-1 Advisory Council and ask for a determination on whether current 9-1-1 funds can be used by local address and road centerline providers to bring their data up to National Emergency Numbering Association (NENA) standards.

### **Issue 3: Establishing a State MSDI Elevation Theme Steward.**

- Montana needs to establish a state MSDI Elevation Theme Steward. Montana can't reasonably expect to acquire higher resolution elevation data without a state champion that will advocate for such acquisition. The USGS has initiated the 3-DEP program that will match state's quality level 2 LIDAR acquisitions. However, without an organized effort or collection plan, we will not be able to take advantage of the program. State leadership to formulate Enhanced Elevation Strategic Vision and promote 3DEP as a resource at the state level is critical. MLIAC should work with the Governor's Office and other interested parties to establish and support such a role within a state agency.

## Issue 4: Coordination with Federal Agencies

Several MSDI stewards and leads have noted the fragmented efforts between their programs and federal agencies that should be supporting state efforts. Examples of such disconnects are:

- The BLM Cadastral Survey at the state office, formerly a highly-supportive partner in state cadastral efforts, no longer responds to phone calls or emails. While asked, they appear to have no interest in participating as members of MLIAC.
- Significant edits to the Geographic Names Information System (GNIS) have been submitted to USGS by MSL. These edits have languished for over two years at USGS without incorporation into their master database resulting in a redundant and laborious workflow for the MSDI Geographic Names theme lead each and every time Montana Geographic Names database is published.
- MSL's Water Information System acts as the state steward for the National Hydrography Database (NHD) yet the USGS does not provide stable long-term funding to support this role. Additionally, USGS NHD data structure and editing routines make it difficult for states to remain in that federal stewardship model while still attempting to meet their own state and local hydrography needs, not the least of which is keeping this critical data current, reflecting the constant natural changes each year in water quantity and flow.
- Montana's new USGS National Map Liaison is now located in South Dakota and serves in that capacity for North Dakota, South Dakota, Wyoming, and Montana. We look forward to working with him. We do, however, notice that through time this role appears to be becoming less significant and more diluted in USGS's eyes. In the past, Montana had its own National Map Liaison. We're concerned about how a liaison with four jurisdictions instead of one (or two as of late) may mean that he's less focused and less responsive to Montana tasks. See also Issue 3 above.

Other MSDI stewards simply noted that they have noticed federal agencies, for a variety of reasons (probably including sequestration), have become much more inward facing in the last few years. If their perceptions are correct, perhaps less frequent or thorough communication and partnering with stakeholders such as MSDI theme stewards is somehow tied to the unfavorable NSDI grades in the COGO report card (COGO p.4).

It would be unfair to characterize all our coordination with federal agencies as unsatisfactory. For example the U.S. Department of Transportation (USDOT) recently sponsored a national address summit, reaching out to state and local address authorities for their expertise and ideas on how to construct a national address database. The costs for Montana state and local

representatives to attend was covered by USDOT. These types of positive coordination efforts should be the norm and not the occasional event. We believe that the state, the local, and the federal representatives on MLIAC should be actively searching out innovative ways to improve communication and coordination between these levels of government to prevent and reverse what appears to be jurisdictional movement in opposite directions on several MSDI issues.

## Appendix A: Acronyms

<b>Organizations</b>	
FGDC	Federal Geographic Data Committee
MACO	Montana Association of Counties
MAGIP	Montana Association of Geographic Information Professionals
MARLS	Montana Association of Registered Land Surveyors
MLIAC	Montana Land Information Advisory Council
NSGIC	National States Geographic Information Council
URISA	Urban and Regional Information Systems Association
WGA	Western Governors' Association
<b>Agencies/Companies</b>	
BIA	Bureau of Indian Affairs, U.S. Department of Interior
BLM	Bureau of Land Management, U.S. Department of Interior
DMA	Defense Mapping Agency
DOA	Montana Department of Administration
DEQ	Montana Department of Environmental Quality
DNRC	Montana Department of Natural Resources and Conservation
ESRI	Environmental Systems Research Institute
FAA	Federal Aviation Administration
ITSD	Information Technology Services Division of the Montana Department of Administration. Now SITSD.
MBMG	Montana Bureau of Mines and Geology
MSL	Montana State Library
NRCS	Natural Resources Conservation Service, U.S. Department of Agriculture
NRIS	Natural Resource Information System of the Montana State Library
NGA (Formerly NIMA)	National Geospatial-Information Agency (formerly National Imagery and Mapping Agency), U.S. Military
SITSD	State Information Technology Services Division of the Montana Department of Administration
USFS	United States Forest Service, U.S. Department of Agriculture



USGS	United States Geologic Survey, U.S. Department of Interior
<b>File Extensions</b>	
DBF	Data Base File—the dBase file format, used with SHP
DGN	Design file—the Microstation drawing format
DWG	Drawing file—the AutoCad drawing format
DXF	Drawing Exchange Format—an AutoCad export file
EPS	Encapsulated Postscript file—a file format favored for graphics exchange
E00	An exchange format for ESRI coverage and grid datasets
GDB	Esri file geodatabase
GIF	Graphic Interchange Format—an image format commonly used on the Web
JPG (JPEG)	Joint Photographic Experts Group— an image format commonly used on the web
MDB	In GIS, an Esri personal geodatabase (becoming obsolete). More generally, the extension for a Microsoft Access database
PDF	Portable Document Format— an Adobe file format readable with free software (Acrobat Reader)
PNG	Portable Network Graphic— a format for web graphics
RTF	Rich Text Format— a generic word processing format
SBN	Part of a shape file— one of the files that store the spatial index of the features, also see SHP
SBX	Part of a shape file— one of the files that store the spatial index of the features, also see SHP
SHP	Shape file— an ESRI published spatial data format (comprised of multiple support files). See also: DBF, SBN, SBX, & SHX
SHX	Part of a shape file—the file that stores the index of the feature geometry, also see DBF & SHP
TIFF (also TIF)	Tag Image File Format—an image format commonly used in GIS
<b>General</b>	
CAD	Computer Aided Dispatch— a term for computer enabled dispatching
CAD	Computer Assisted (or Aided) Design (or Drafting)—a generic term for computerized drawings

CADD	Computer Assisted (or Aided) Design and Drafting
CadNSDI Montana	CadNSDI is a term used nationally to mean the spatial dataset representing the Public Land Survey System (PLSS). In Montana, this dataset is referred to as CadNSDI Montana
CFF	Cartographic Feature Files— the vector format USFS uses to publish data
CIR	Color Infrared Imagery
DEM	Digital Elevation Model— typically produced by USGS in 30 or 10 meter cell size
DLG	Digital Line Graph— a vector GIS format produced by USGS
DOQ	Digital Ortho Quad, (also DOQQ) — a quad based ortho image, from USGS, USFS, typically 1 meter in 7½' quad or quarter quad basis
DRG	Digital Raster Graphic—a scanned image of a USGS 7½' quad
DTM	Digital Terrain Model— a generic term for software terrain modeling
GCDB	See CadNSDI. Geographic Coordinate Database (GCDB)— a measurement-based digital representation of the Public Land Survey System created by the Bureau of Land Management , which served as a basis for CadNSDI (GCDB is now obsolete)
GIS	Geographic Information System or Geographic Information Science
GNIS	Geographic Names Information System—the official names of Geographic Places
HTML	Hyper Text Markup Language
I/SAR	Interferometric Synthetic Aperture Radar—airborne ifsar is a remote sensing method using radar
LiDAR	Light Detection And Ranging—a remotely-sensed digital product that is similar in principle to radar, using light instead of the microwave part of the radio-frequency spectrum
MLIA	Montana Land Information Act—passed by the 2005 Montana Legislature to provide a source funding for GIS coordination, data collection, maintenance, integration and distribution
MSDI	Montana Spatial Data Infrastructure
NED	National Elevation Dataset
NHD	National Hydrography Dataset
NSDI	National Spatial Data Infrastructure
NWI	National Wetlands Inventory

PRISM	Parameter-elevation Regressions on Independent Slopes Model— a tool used for climate mapping
PLSS	Public Land Survey System (also “PLS”)
RAWS	Remote Automated Weather Station
SDE	Spatial Database Engine— an ESRI software package for serving data
SDTS	Spatial Data Transfer Standard—The vector format USGS uses for DLG version 3
TIGER®	Topologically Integrated Geographic Encoding and Referencing— U.S. Census Bureau vector data format
TIN	Triangulated Irregular Network—a generic term for terrain modeling using triangles
XML	Extensible Markup Language— a language use for applications and the internet

## APPENDIX 1: SCOPE OF WORK

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

FY 2016 - FY 2017

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The Scope of Work (SOW) for the “Core Services” in this contract (hereinafter referenced as “Core Contract”) is taken largely from the preliminary Montana Natural Heritage Program’s (NHP) Strategic Plan for 2015-2020 (Appendix 3), which received review from MTNHP staff, MSL staff, and from state, federal, and private partners. In addition, the Wetlands and Land Cover MSDI services (Appendix 2) are based on the MSDI Work Plan: Montana FY15/FY16.

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

#### Funding Source Definitions

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

- **MSDI Core:** This funding is contained in the MSL-UM contract and is dedicated to the Wetlands and Land Cover MSDI data development and coordination. For FY16-17 no funding is currently allocated for these tasks.

## Montana Natural Heritage Program Services FY16 - FY17

The tables below list Administrative, Information Services, Botany, Zoology, and Ecology services for FY16-17. The tables may list three categories of tasks:

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

### Core Administrative Services

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

### Core Information Services Program Services

1. Respond to requests for MTNHP information used in Environmental Assessments, Environmental Impact Statements, and other planning and resource management activities
2. Work with NatureServe to develop procedures and methods to conduct regular data exchanges.
3. Develop procedures and methods to upload state element data to and download global element data from the BIOTICS 5 database
4. Administer databases for editing and storage of MTNHP data including: <ol style="list-style-type: none"> <li>a. Coordinate overall MTNHP server architecture and development with MSL</li> <li>b. Design and maintain appropriate relational databases for botany, zoology, and ecology data.</li> <li>c. Administer MTNHP databases on internal server including database security and routine backup to prevent</li> </ol>

<ul style="list-style-type: none"> <li>catastrophic loss</li> <li>d. Develop and maintain procedures and methods to disseminate information to web-facing servers external to the firewall</li> <li>e. Develop and maintain data processing and QC procedures for core databases</li> </ul>
5. Migrate all MTNHP databases from SQLINT to SQLPROD
6. Maintain a core photo database on SQLPROD
7. Work with Botanist to design and implement a revised and updated Botany database for observations and species occurrences
8. Continue to work with Digital Library Division staff to enhance discovery of biological information in the MSL geographic information web and other MSL web sites.
9. Provide regular updates on the website, social media, and through emails as new resources become available (including reports, web tools, MapViewer, Species SnapShot, and Montana Field Guide enhancements, etc.).
10. Continue to maintain and improve the functionality and ease of use of Natural Heritage Program web pages
11. Finish the conversion of the MTNHP web site to conform to the Montana web standard including mobile device compatibility
12. Collaborate with the Digital Library Division User Services Team in the design and implementation of a Division wide process for tracking, managing, fulfilling and reporting mediated requests and user support. <ul style="list-style-type: none"> <li>a. Participate in a Digital Library Division planning team for the implementation of a division wide request management system</li> <li>b. Participate in cross-training of the User Services Team in MTNHP services and resources.</li> </ul>
13. Develop "Harold" type self-serve SOC search and review functionality for partners with certain privileges and for in-house data requests
14. Continue to develop, maintain, improve, and collaborate on easy-to-use methods for data contributors to submit animal, plant, and habitat information, including observations, submitted directly to MTNHP, observations submitted to partners (e.g. iNaturalist and Ebird), plot data, and photographs
15. Continue to maintain and improve the functionality and ease of use of the MTNHP core web apps including Montana Field Guide, MapViewer, Species SnapShot, and Species of Concern web reports
16. Continue to work with the MSL Digital Library Division staff to effectively cross reference and integrate new MTNHP information and data with the MSL catalogue, search methods, and reference services.
17. Maintain the Natural Heritage Program's reference system for literature on the plants, animals, and habitats of Montana
<b>Supplemental Core Information Services Program Services</b>
1. Create and maintain secure map services for MTNHP data that Partners can consume in their GIS or web applications, including species occurrences and animal/plant point observation data

2. Provide support to train and inform agency Partners in effectively using technical resources, services, and applications, through webinars, PowerPoint presentations at professional meetings, or agency groups
3. Gather information from users about user information needs, format/access preferences, and the effectiveness of our delivery systems and tools
4. Evaluate ArcGIS on-line capabilities and develop strategy
5. Examine the feasibility of developing techniques and tools for mobile data collection for staff and citizen scientist's
6. Continue to participate in a work group with MSL Geographic Information to develop a new workflow for land information data creation, maintenance, and dissemination that includes the managed areas, conservation easements, public lands and private conservation lands data.
7. Continue to maintain and update a statewide Land Management GIS database in collaboration with MSL Geo Info program

#### **Project Supported Information Services Program Services**

1. Design, develop, and deploy a "Mid-level" functional access to MTNHP Species of Concern (SOC), habitat, and species list information in the Natural Heritage MapViewer to support planning and resource management activities of local government, private consultants, and conservation organizations
2. Work with MSL to identify, catalog, and make accessible via the Internet Archive gray literature and other unpublished reports and documents related to the flora, fauna, and ecological systems of Montana
3. Work with Zoology staff to design and implement a website to display bat acoustic and associated data in a dynamic manner that allows patrons to analysis bat activity patterns over time across the state.

#### **Core Botany Program Services**

1. Maintain a comprehensive database and taxonomic list of vascular plants occurring in Montana.
2. Collect, evaluate, and manage observation data for vascular plants, including integrating regional databases of herbarium specimens.
3. Work with Information Services staff to design and implement a revised and updated Botany database for observations and species occurrences
4. Create species' occurrences for vascular plant, bryophyte and lichen Species of Concern.
5. Review the status of vascular plants, assign state ranks and, where appropriate, assign global ranks, and document these status ranks
6. Respond to requests for information on the identification, biology, ecology, conservation status, management, and appropriate survey methods for vascular plants, bryophytes and lichens.
7. Work with other Heritage staff to regularly exchange information with NatureServe.
8. Work with other Heritage staff to maintain and improve content and delivery of botanical information on MTNHP websites, including Field Guide, SOC Report and MapViewer.



9. Present information on MTNHP botanical services and data products, and Montana's plant resources at professional and public meetings.
10. Create and maintain information on vascular plants related to their taxonomy, biology, ecology, status, identification and management.
11. Compile photographic images of vascular plants, bryophytes and lichens.
12. Compile literature on vascular plants, bryophytes and lichens.

### **Supplemental Core Botany Program Services**

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

### **Project Supported Botany Program Services**

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

### **Core Ecology Program Services**

1. Respond to user requests for information on the distribution, composition, successional dynamics, conservation status,

management, and appropriate survey methods for terrestrial and wetland communities
2. Respond to user requests for assistance using or interpreting wetland and land cover map products
3. Compile photographic images of wetland and terrestrial habitats representative of those found in Montana and make them available on MTNHP websites
4. Create and maintain accounts for terrestrial and wetland land cover classes and/or ecological systems in the Montana Field Guide that describe the composition, distribution, status, successional dynamics, and management/restoration needs of each.
5. Work with Information Services staff to maintain and improve content of ecological information on Heritage websites, including wetland mapping and assessments, land cover mapping, , ecological community accounts, and georeferenced photos.
6. Collaborate with other Heritage Program and NatureServe ecologists from the Rocky Mountain Region to ensure compatibility of ecological mapping and classification systems
7. Update information on ecological communities and systems to reflect the 2015 National Vegetation Classification Standard mandated for use by all agencies receiving federal funds for vegetation classification activities.
8. Maintain a subject guide of authoritative web resources relevant to terrestrial and wetland communities

#### **Supplemental Core Ecology Program Services**

1. Assess the status of terrestrial and wetland communities and ecosystems, assign state ranks, and document the justification behind status ranks
2. Identify ecological sites of particular conservation concern that should be included in MTNHP information provided for environmental assessments
3. Compile literature on terrestrial, and wetland communities with emphasis on those of conservation concern
4. Maintain crosswalks between different vegetation classification schemes to facilitate use of MTNHP products and products created by others
5. Work with Information Services to make wetland assessments available on the MTNHP website
6. Compile vegetation data collected by others to support current and future vegetation classification and mapping efforts
7. Present results of surveys or status assessments of terrestrial and wetland communities at professional and public meetings

#### **Project Supported Ecology Program Services**

1. Conduct field surveys for underrepresented or uncommon ecological communities in under-surveyed geographic areas
2. Develop reports and peer-reviewed publications on the composition, distribution, and status of Montana's wetland and terrestrial communities.
3. Evaluate the status of wetland and terrestrial communities with field surveys
4. Collaborate with partner agencies to develop ecological site descriptions when funding allows

### **Core Zoology Program Services**

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

### **Supplemental Core Zoology Program Services**

1. Review the status of vertebrate and invertebrate animal taxa, assign state ranks, assist NatureServe with assigning global ranks when appropriate, and document these status ranks.
2. Create animal species occurrences for newly designated SOC species from high value observations of animal SOC that can be used in environmental assessments.
3. Maintain species accounts, including state and Western Hemisphere range maps and observational maps, in the Montana Field Guide for all animal SOC.
4. Create predicted distribution models for animal SOC.
5. Work toward a complete taxonomic list of invertebrate animal species for Montana.
6. Create and maintain species accounts, including state and Western Hemisphere range maps and observational maps, in the Montana Field Guide for animal species that are not SOC.
7. Maintain a subject guide of authoritative web resources relevant to vertebrates and invertebrates.
8. Create predicted distribution models for animal species that are not SOC.
9. Create associations between animal SOC and the Ecological Systems in which they are known to occur.
10. Create associations between animal species that are not Species of Concern and the Ecological Systems in which they are known to occur.
11. Create associations between animal SOC and the National Wetland and Riparian wetland and riparian map classes in which they occur.
12. Create associations between animals that are not SOC and the National Wetland and Riparian wetland and riparian map classes in which they occur.

13. Compile literature on vertebrate and invertebrate animal species with an emphasis on SOC and use it to update references and content in the Montana Field Guide..
14. Compile photographic images of vertebrate and invertebrate animal species and locations where animal surveys have been conducted for Montana SOC.
15. Compile photographic images of vertebrate and invertebrate animal species and locations where animal surveys have been conducted for Montana non-SOC.
16. Scan animal species element files into optical character recognized PDF files so that they can be more readily shared with patrons, digitally archived, and serve as the basis for moving forward with a digital element file system; prioritize animal SOC over non animal SOC and prioritize field observation forms and notes over published articles. NHP staff will consult with MSL staff before providing the public access to copyrighted material.
17. Work with Information Services staff to build the element reference files through automated literature database searches for individual species; prioritize animal SOC over non animal SOC.
<b>Project Supported Zoology Program Services</b>
1. Conduct field surveys for vertebrate and invertebrate species with a focus on SOC and under-surveyed geographic areas and habitats.
2. Develop reports, posters, books, web pages and peer-reviewed publications on the distribution, status, biology of, and human impacts on Montana's animal species.
3. Present results of surveys or status assessments of animals at professional and public meetings.

**APPENDIX 2: SCOPE OF WORK  
For FY16  
Wetlands and Land Cover MSDI Framework Services**

**Core Wetlands and Land Cover Services**

1. Provide coordination and stewardship of the Wetlands MSDI GIS database if funding is available
2. Participate in a work group with NRIS to develop a new workflow for hydrologic data creation, maintenance, and dissemination that includes the wetlands/riparian database
3. Provide coordination and stewardship of the MSDI Land Cover GIS database if funding is available
4. Working with NRIS, provide data and assist with maintaining map services and metadata for Wetlands and Land Cover data sets as part of the MSDI map services, and GIS Portal downloads
5. If funding is available from MLIAC and other sources, maintain and update the 2013 statewide Land Cover data set based on the annual workplan included in the overall Land Information Plan submitted to MLIAC
6. Revise, add and delete map classification units as necessary to improve map usability, if funding is available

**Project Supported Wetlands and Land Cover Services**

1. With outside project funding, develop a statewide data layer of wetland and riparian mapping information from NAIP imagery. Interpret and map wetlands and riparian areas for approximately 100 USGS Quads
2. With outside project funding, conduct field surveys to improve land cover classification accuracy
3. With outside project funding, conduct field surveys to improve wetland mapping accuracy
4. With outside project funding, add attributes to wetland mapping to improve usability and transferability

Montana State Library  
Statewide Library Resources Division-Library  
Development  
FY 2016 Work Plan  
July 1, 2015-June 30, 2016



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

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

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

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

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

This work plan is developed based on the goals contained in the [MSL 2012-2022 Long Range Plan](#). Specific work objectives for FY2016 are organized by the MSL six agency-wide Long Range Plan goals. Together, these objectives represent a collective approach to defining the highest priority tasks for SLR for FY2016. Where lead staff is identified for an objective, it is understood that other Library Development staff may participate in the overall effort to successfully meet that objective. Additionally, though specific staff has been identified under each objective, other SLR-LD staff will often collaborate in order to successfully carry out these objectives.

The Talking Book Library's FY2016 work plan is submitted separately.

### **Goal One—Content**

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

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

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

#### SLR Work Objectives:

- Working with the MontanaLibrary2Go Executive Committee, develop a request for information in FY16 to gather information about other consortium models available through different e-content vendors. This will provide the consortium

with more information to help assess value of existing contract and make informed decision for contract renewals going forward. *(Orban)*

- Working with the MontanaLibrary2Go Executive Committee, review the current use of member library funds in the MontanaLibrary2Go annual budget and develop at least one different budget scenario that may address the need to cover both content and the annual hosting fee, where amount of available LSTA or patron counts may be variable. The desired outcome is a sustainable and affordable budget model to implement in FY17. *(Orban)*
- Run a test period with the live MontanaLibrary2Go Local pilot in which usage statistics and participant feedback is collected. Prepare a summary report detailing the pilot's objectives, work accomplished, how and why desired outcomes were or were not met, and recommendations for moving forward. Outputs and qualitative feedback from pilot participants will be collected and a report generated detailing knowledge and experience gained from the pilot which may be useful internally as well as to other libraries or library groups considering e-content management options. *(Orban)*
- Develop and articulate a method and schedule for collecting and evaluating statistics on content and access provided through LSTA funded projects in order to better understand effectiveness and use of identified statewide projects, and to streamline reporting tasks throughout the year. SLR staff will receive training on how to evaluate statistics. The expected outcome is that SLR staff managing identified statewide projects have access to sets of statewide statistics that represent standard periods of time, and that can be divided into smaller groups (library type, size, geographic region) as necessary. SLR staff will gain knowledge about statistics evaluation that will make data collection a more useful tool for improving services and training and outreach strategies, and for communicating the value of SLR content and services to stakeholders. *(Lead: McHugh)*
- Following reorganization of SLR and Learning Portal websites, develop a plan with Learning Portal and SLR Portal groups to study Google Analytics reports and carry out usability testing to better understand areas that may continue to need improvement. *(Lead: McHugh)*
- Present community engagement training and support at Fall Workshops, MLA retreats, MLA conference session and other meetings as appropriate, in order to develop an inventory of strategic partnerships and practices that can be shared with libraries statewide. Partnership areas include digital collections, digital inclusion, health information/insurance literacy, agriculture, and support for education. *(McMullen)*



- Identify 8-10 communities on the HI-line in Montana that have rich collections of unique materials related to Montana's economic, social, cultural or political history or materials that document a more current transition, such as the Bakken project. Encourage these communities, in partnership with their local library, to add these collections to the Montana Memory Project. *(Birnel)*
- Collaborate with staff of the Montana Historical Society and the Montana Office of Public Instruction to create classroom lesson plans for the Montana Memory Project so that teachers can easily incorporate this resource into their yearly teaching activities. *(Birnel)*
- Explore in collaboration with UM, MSU, and The Montana Historical Society the possibility of becoming a direct service hub to the Digital Public Library of America. As a service hub we would send Montana Memory Project items to the DPLA and aggregate and harvest other Montana digital repositories to share with the DPLA. *(Birnel)*
- Continue to seek a solution for individuals to share Montana related content through the Montana Memory Project, acting as a portal of discovery. *(Birnel)*
- Continue working on launch of new EBSCOhost e-book collection. The outdated MSC "NetLibrary" collection was inherited by EBSCOhost when it was purchased from OCLC. The collection is out of date and needs to be refreshed with updated content and returned to the MSC database for discovery. *(Adams, Price)*
- Collaborate with vendors and the MSC Content Management Committee to bring the MSC catalog into full compliance with RDA standards. Cataloging best practices need to include RDA standards not to bring the catalog in compliance but also to take advantage of enhanced displays in discovery platforms. *(Adams, Hazen)*

## **Goal Two—Access**

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

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

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

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

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

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

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

#### SLR Work Objectives:

- Work with the Courier Advisory Board to review the current cost sharing structure, with the desired outcome of making the courier an affordable option for lower volume libraries. *(Orban)*
- Look for opportunities to extend courier service between Havre and Browning and develop a plan for sustaining service beyond this contract period which runs through December 2016. *(Orban)*
- Review authentication processes and authentication testing for statewide projects. Using authentication statistics and gathering feedback from library staff, determine which methods are working for libraries actively using statewide services. An expected outcome is that MSL staff gain a better understanding of how authentication is enabling or deterring library staff and patrons from using services, how any problems could be resolved and gains an understanding of current authentication options. *(Orban and Price)*
- Contribute to the redesign of the My Montana Library website, with a focus on three major areas: Statewide Projects and Services, Community Partnerships, Montana Culture. This project is undertaken in order to improve the existing site by making it more responsive to direct library end user expectations. *(Orban, McMullen, Groves)*
- Create a "Montana Public Library Websites" cohesive effort so that all public libraries will have vibrant websites that provide excellent virtual services to their communities, including local access to statewide resources. *(McMullen, Henley, Reymer)*

- Create a promotional campaign about the MSL consulting program, which may include an improved web presence, brochures and/or newsletters. Library directors and trustees will become better informed about consulting services available to them because of this campaign. *(McMullen, Henley, Reymer, Groves)*
- Launch an RFP process to seek options for new MMP software. The RFI done in FY 2015 revealed there are several new vendors offering services that compete with our current solution, CONTENTdm. This RFP will determine if there is a better alternative for usability and costs. *(Birnel)*
- Work to improve Search Engine Optimization (SEO) of the Montana Memory Project. Create a Wikipedia entry for the MMP, so that it is recognized as a trusted source. Measure success through the use of Google Analytics. *(Birnel)*
- Continue to coordinate development of both DiscoverIt and the new Enterprise front end to the MSC catalog in an effort to reach library users in either environment, meeting the user wherever they may be searching *(Orban, Adams)*
- Participate in evaluation and testing of the MSC's cloud-based library management system as it is rolled out by the vendor. Along with providing support to members as they learn about the new products, our participation will help ensure vendor development of cloud based cataloging, circulation and acquisition interfaces includes functionality required for consortia. *(Adams, Marchwick, Hazen, Goodwin, Price)*
- Complete MSC Enterprise online catalog implementation for all MSC libraries and discontinue use of the older iBistro/eLibrary interface. Ending local support for eLibrary will reduce staff workload. *(Adams, Price)*
- Increase use by MSC member library staff of mobile devices and services available for interface with the MSC library management system enabling them to keep current with technology as it trends toward a more mobile user environment *(Adams, Marchwick, Hazen, Goodwin, Price)*
- Investigate the potential of a centralized RFI process for at least some pieces of the E-rate program in order to better support those libraries wishing to take advantage of new discount opportunities in the program. *(Reymer)*
- Investigate the possibility of regional, consortial contracts for more uniform broadband services and pricing within E-rate program and without, in order to determine if an effort like this is feasible and would produce benefits to participating libraries. *(Reymer)*

- Stay involved with and attuned to national and state initiatives related to broadband development during this time of significant national and state discussions related to broadband needs, in order to ensure that Montana libraries stay informed and have a voice. *(Reymer)*
- Contribute to the planning for and implementation of the rewrite of the Montana Library Directory with a focus on current and future uses of this statewide library tool. *(Leads: McHugh, Price)*

### **Goal Three – Training**

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

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

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

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

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

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

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

#### SLR Work Objectives:

- In response to the increasing turnover in public libraries as directors enter retirement, focus on training needs of new public library directors to provide essential information and skills. Develop a comprehensive training curriculum for new public library directors that utilizes the COSLA New Directors 101 series and supplements that with Montana-specific self-paced online tutorials. *(Lead: Flick)*
- Using Camtasia, develop one tutorial each month for Statewide Projects to meet needs unique to Montana libraries and not available through vendors. This would result in higher statistical use and higher level of interest in statewide projects, as indicated by statistical reports and by number of monthly inquiries. Less time spent answering repetitive questions about a process that could be demonstrated

through a recorded tutorial, indicated by online visits to tutorial. *(Leads: Orban, Flick, Goodwin)*

- Establish a school library liaison for coordinating efforts in training and outreach on EBSCO content and services. This will provide more meaningful information sharing between school libraries and MSL results in higher use of existing services and/or better understanding of how services could be improved to meet student needs. *(Orban)*
- Transition responsibility of makerspace pilot trunks to federations. Federations' responsibilities will be to facilitate movement of the trunk within the federations. The Statewide Projects Librarian will continue to provide a basic orientation to new hosting libraries and to collect signed paperwork and statistics from hosting libraries. Keeping the makerspace kit within the federations allows MSL staff to focus less on the time-consuming matter of statewide logistics for six trunks and more on targeted training that will benefit libraries hosting the trunks. *(Orban)*
- Present at least 3 strategic planning trainings to public library directors and boards, to include succession planning where needed. This is in response to the continuing training requests for strategic and succession planning, as directors and boards change. Make better use of resources created by COSLA and other regional and national organizations by organizing links in the learning portal and developing a flyer to inform library boards of material and training available. *(McMullen, Henley, Reymer, Flick)*
- Present at least 3 board development trainings to public library directors and boards, focusing especially on those libraries that have new directors or boards. *(McMullen, Henley, Reymer, Flick)*
- Produce short, on-demand webinar trainings about creating high impact reports and presentations to tell the library story using data from the Public Library Statistics. *(McMullen, with other MSL staff)*
- Continue to develop an MSC plan to address staff turnovers in MSC libraries, particularly schools to ensure that new staff receive information and training from MSC staff in a timely manner. *(Adams, Goodwin)*
- Develop training curriculum for new MSC software and services in order to ensure consistent training resources are available to all MSC sites *(Goodwin)*
- Recruit trainers from the MSC membership to assist with the MSC training program in order to increase regional on-site training opportunities and share knowledge among MSC library staff members *(Adams, Goodwin)*.

- Recruit new participants for and coordinate the statewide Montana Name Authority Cooperative Funnel (NACO). This ensures that Montana-specific Name Authority Records for original works are being created in the Library of Congress and WorldCat. Organize a refresher training for interested Montana NACO Funnel members. *(Hazen)*
- Organize a train-the-trainer meeting over winter with MSL trainers to review the use of the universal evaluation instrument developed in FY15, make revisions as needed, and determine best practices for harvesting, analyzing and sharing information gathered with the tool. *(Flick)*

#### **Goal Four—Consultation and Leadership**

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

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

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

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

#### SLR Work Objectives:

- Assist the MSC Executive Board in their work to complete the MSC Strategic Plan and their review and update of MSC by-laws and contract. *(Adams and McHugh)*
- Produce additional information resources for districts, such as a template of legally-mandated policies and guidance about board education. *(McMullen, Henley, Reymer)*
- Research and develop economic models intended to illustrate the benefits of shared administrative infrastructure in library districts, multi-library systems and other partnership arrangements. Examples might include: cost savings and efficiencies to be gained if county-wide standalone libraries merged into a single county library, or outsourced administrative services that could be provided for district libraries. This report will inform public library directors and trustees about options as they make future decisions for their libraries. *(McHugh, McMullen, Henley, Reymer)*

- Update the SLR Learning Portal training resources related to public computing centers, to provide current information to public libraries as they offer this kind of resource to their communities. *(Reymer)*
- Working with the Montana Library Association, develop a mentorship program to support new public library directors. This would create a partnership between experienced and new directors, offering increased support and possibly reducing chronic turnover in rural libraries. *(Henley)*

### **Goal Five—Collaboration**

MSL promotes partnerships and encourages collaboration among its users.

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

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

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

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

### SLR Work Objectives

- In partnership with MLA, develop a robust online community where Montana librarians, staff and trustees can share information and resources, solve problems together, and collaborate to provide better services in their communities. *(Lead: McMullen)*
- Complete the MSC system policies reorganization effort. This work re-aligns the MSC with its original goals of enhancing optimum resource sharing and library development among MSC members and striving to keep MSC staff costs down. *(Adams, Marchwick, Hazen, Goodwin, Price)*
- Encourage cataloging partnerships between MSC libraries with the aim to leverage the cataloging staff at larger libraries to help smaller libraries who do not have dedicated cataloging staff. *(Hazen)*

- Produce resources about the creation of library branches, including existing documents and suggestions for best practices. The branch option may in some cases offer greater access to library services in smaller communities, at lower costs, and increase usage of statewide resources. *(Henley)*

### **Goal Six—Sustainable Success**

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

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

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

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

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

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

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

#### SLR Work Objectives:

- Work together to provide additional and more consistent training on the content of our SLR webpages with the goal of significantly increasing the ability of all SLR staff to quickly, efficiently and successfully find answers on the SLR site to questions they are asked by external users, instead of passing the question on internally, wherever possible. *(Lead: McHugh)*
- Renew our focus on improving the existing SLR website to make the information and format on the individual project pages more consistent, where relevant. *(Lead: McHugh)*
- Create a standardized, consistent approach to managing directories and content on the internal SLR drive so that information available there is more easily retrieved. This work will include instituting appropriate archiving practices. *(Lead: McHugh)*
- Create an internal tool using OneNote software to better manage internal communication and planning related to specific internal SLR efforts, such as



news and announcements, reports and work plans and event planning. *(Lead: McHugh)*

- Complete the process of adding all remote SLR staff to the virtual desktop environment to significantly improve staff ability to easily and quickly access the same internal storage used by Helena based staff. *(Lead: McHugh)*
- Continue to work with other MSL managers to identify a possible project management tool that will be available to all staff for the purpose of implementing and managing various pilots, projects and programs of all kinds, as needed. *(Lead: McHugh)*
- Provide at least one training session for SLR staff to lead them through the new LSTA reporting process. *(Orban)*
- Evaluate future hardware requirements for the MSC system and explore the possibility of using virtual machines or hosted services. *(Leads: Adams, Price, Marchwick, McHugh)*
- Develop a plan to harvest certification application data and CE tracker data in order to create a report schedule and a statistical analysis plan. This schedule and plan will inform SLR staff about the trainings in which librarians are engaging and current training needs. *(Leads: Flick, Price)*

Montana State Library  
Statewide Library Resources Division

Montana Talking Book Library

FY 2016 Work Plan

July 1, 2015- June 30, 2016



The mission of the Montana State Library's Statewide Library Resources Division/ Montana Talking Book Library is: "Montana Talking Book Library offers the highest quality of free library services to Montanans who have blindness, low vision, a physical and/or reading disability".

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

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

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

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

This work plan is developed based on the goals contained in the [MSL 2012-2022 Long Range Plan](#). Specific work objectives for FY16 are organized by the MSL six agency-wide Long Range Plan goals. Together, these objectives represent a collective approach to defining the highest priority tasks for MTBL for FY16.

## **Goal One—Content**

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

#### **MTBL Specific FY16 Objectives**

- Complete the July/August listing of National Library Service (NLS) cassettes MTBL is offering in the NLS XESS (Redistribution of Excess Books). This listing is offered to MTBL three times per year for one month each time (March, July and November). Due to an NLS contract and software issue, we were not able to complete this in July or August. NLS approved us listing in September.
- Develop and implement a systematic procedure to complete existing bibliographic records needing local subject and series codes for the book copies ordered through the annual Permanent ILL quota distributed to MTBL by Multistate Center West (MSCW) in Utah. This will increase the accessibility of on-demand titles and offer more complete records for patron catalog searches.

- Improve the efficiency of our collection content by developing and implementing a check-in system at the time of shelving books into random shelving, using a scanner, the book's mail-card barcode and a random shelving barcode located on each stack. Work with Keystone Systems to develop internal barcodes to use for this.

## **Goal Two—Access**

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

### **MTBL Specific FY16 Objectives:**

- Complete the Braille and Audio Reading Download (BARD) r-sync project, with the assistance of the MSL IT team, NLS r-sync team, MTBL staff Landry, to support a more efficient Duplication-on-Demand process. This will allow MTBL to have immediate access to all BARD titles for duplication instead of having to download each one. This system is partly completed.
- Complete the transition of the existing Keystone Library Automated Systems (KLAS) WebOPAC patron interface to the new KLAS version. Update and test new OPAC features. Create guides to train staff and patrons. Make the new OPAC available to the public concurrent with the existing OPAC. Troubleshoot as necessary and retire the existing OPAC.
- Reorganize the MTBL machine room to streamline workflow and better supply digital machines and accessories with maximum functionality. This will involve evaluation of existing machine circulation procedures and updates based on the discontinuation of obsolete equipment.
- Monitor the organization of all on-hold and in-process local cassette (MCB) recording conversions being evaluated by the MTBL Recording Director.
- Continue to research options for circulating multiple serial (magazine) titles on a single cartridge. Research and document options based on the NLS model and existing KLAS functionality. Implement the best available option.
- Work with all MTBL Readers' Advisors to create additional bibliographic catalog lists for patron use in selecting desired titles, authors, and genres. Work with all Readers' Advisors to collectively create guidelines for developing specific bibliographic lists and corresponding subject codes to make them readily accessible for searching and distribution to patrons, providing patrons with another reference resource to access MTBL materials.
- Along with Reader's Advisors, continue to refine duplication on demand/quota procedures implemented to insure that patrons without access to the internet will retain access to audio books. Document procedures, measure response time and cost effectiveness, and review and revise as indicated.

## **Goal Three – Training**

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

#### **MTBL Specific FY16 Objectives:**

- Assess the opportunities, uses and benefits of the MTBL GoToTraining license to staff, patrons and partnerships. Produce training videos with assistance of the Director of Volunteers to target both internal volunteers and external sources such as public libraries, schools and assisted living facilities as demo sites to help them to better explain the program, encourage use and put service professionals at ease with the equipment and applications MTBL patrons typically use. The MTBL GoToTraining license will also be assessed on its merits of assisting our end users where possible.
- Complete training for the new Machine Lending Agent and monitor cross-training of one other Readers' Advisor for back-up.
- Implement training for the National Library Service transition from CMLS (Certified Mailing List system) to a more updated and efficient PIMMS (Patron Information Machine Maintenance system).
- All Readers' Advisors will develop updated BARD training and trouble-shooting guides and directions for their use and use by other staff when covering patron BARD trouble-shooting in the absence of a Readers' Advisor.
- All Readers Advisors will train patrons on the operation and use of the BARD Mobile iOS and new Android Apps. Consideration is to be given to the upgrades on iPhones and other devices, as well as Android devices that are expected to add challenges for patrons and staff.

#### **Goal Four—Consultation and Leadership**

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

#### **MTBL Specific FY16 Objectives:**

- Update partner agency staff, such as staff of the Department of Public Health and Human Services, unfamiliar with MTBL services, often due to turnover of key ADA accessibility positions, through the use of several different training tools such as in-person presentations, GoToTraining and GoToMeeting video conferencing, sharing MTBL power point presentations, as well as training videos produced by MTBL. This will ensure that training tools are offered to all partner agency staff unfamiliar with MTBL services. It will support end users receiving MTBL services by having knowledgeable staff in their agency able to assist them appropriately.

#### **Goal Five—Collaboration**

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

### **MTBL Specific FY16 Objectives:**

- Revise overdue notification process to provide reminders for patrons to return items and for MTBL to maintain its collection. Query best practices of other NLS libraries. Establish process/procedures, implement, and review and/or revise as indicated.
- Begin conversations with public library book mobiles to propose partnerships that would expand machine demo sites to create informational hubs during book mobile stops at assisted living facilities.

### **Goal Six—Sustainable Success**

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

### **MTBL Specific FY16 Objectives:**

- Revise the job profile, and complete the recruitment and hiring process to fill the MTBL Circulation Manager position. Begin training and assist the new hire in setting FY16 work plan objectives.
- Readers' Advisors will assess the benefits from the NovelList Plus subscription used to assist in the readers' advisory services offered to MTBL patrons.
- Create additional ways to efficiently distribute current MTBL information to end users faster in order to supplement the newsletter that is only distributed 2-3 times/year.
- Receive training from NLS Audio Studio specialist, Phillip Carbo on the use of additional software sound editing tools within the Hindenburg software recording system to continue to improve sound quality and other issues with repairing the sound quality on digital books from the original LCM software that can benefit from applying the Hindenburg system tools.
- Receive assistance from NLS Audio Studio specialist, Phillip Carbo, to identify the most appropriate location in MSL/TBL for a second audio recording studio to keep up with the patron demands for more Montana titles.
- Update the MTBL website and assist in moving content into the new MSL website format as needed.
- Update and document procedures for each position to provide continuity during vacations, sick leaves and vacancies. Identify revisions, document, and revise.



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TO: Jennie Stapp  
State Librarian *JS*

TO: Montana State Library  
Commission

FROM: Kris Schmitz  
Central Services Manager *KMS*

FROM: Jennie Stapp  
State Librarian

SUBJECT: FY 16 FIRST QUARTER FINANCIAL REPORT

DATE: October 7, 2015

Attached to this memo is the first quarter financial report for FY 2016, for your consideration.

### **PROGRAM 01 - OPERATIONS**

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

#### **New Funding added to HB 2 start-up budget:**

Talking Book Trust Account – Volunteer Appreciation 428.00

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

**LSTA 14 Grants: \$183,288\***(See attached projects - will close all projects on 2<sup>nd</sup> Quarter Financials).

**LSTA 15 Grants: \$606,000** (Will be moving into projects on 2<sup>nd</sup> Quarter Financials).

**LSTA 16 Grants: \$450,000** (Award not received yet)

**LSTA 17 Grants: \$ 44,000** (Award not received yet)

**Digital Library – Contract funding established this quarter.**

Two contract/grants were established using Budget Amendment authority (BA). BA authority is used when the funding source is federal dollars.

A contract with US Department of Agriculture – Natural Resources Conservation Service (NRCS) balance was carried into FY 16 in the amount of \$17,492. This contract is used to provide technical support to NRCS staff housed at MSL. Contract runs until 09/30/15. (An extension is expected).

A cooperative agreement with USGS was received in the amount of \$24,984. The purpose will be to revise the hydrologic data of the 2 HUC8 located in the State of Montana. Work will be performed in the Upper Musselshell Sub basin, and that portion of the North Fork of the Flathead River Sub basin within Glacier National Park. Agreement runs until 09/10/2016.

Three contracts were received from State Agencies and were established using Administrative Appropriation Authority (AA).

Two contracts were carried into FY 16 that were received from Department of Natural Resources (DNRC).

\$3,562 for work on the Water Rights Query System. (Extended 12/31/15)

\$22,185 for work on the Montana Spatial Data Infrastructure (MSDI) Hydrography Framework. (Extended 05/31/17)

A contract was received from Department of Administration/SITSD, Public Safety Communications Bureau in the amount of \$17,172.78. The purpose is support the PSCB to create the GIS data deliverables for the FirstNet's State Consultations Partnership and FirstNet's summary of data collection elements. Runs until 09/30/15.

One contract was received from a Private Entity and was established using Non-Budgeted Authority (NB).

An agreement was received from Fairview Industries in the amount of \$25,000. This agreement will provide hours of support to adjust the CADNSDI digital representation of state boundaries and around 200 townships Northeast Montana. Contract runs until 01/31/16.

Please let me know if I can answer any questions.



**MONTANA STATE LIBRARY  
FINANCIAL REPORT**

FUNCTION: 90- Program 01/OPERATIONS

FISCAL YEAR: 16  
REPORT PERIOD: 07/1-09/30/15  
YEAR EXPENDED: 25%  
PAYROLL EXPENDED: 23%

	Budgeted	Revised Budget	Expended To Date	Projected Year-End Expenditures	Balance Over/Under	% Expd.
PERSONAL SERVICES	2,363,787	2,866,273	653,314	2,844,357	21,916	99%
<b>OPERATIONS:</b>						
Contracted Services	1,024,477	1,166,635	307,321	1,166,613	22	100%
*Periodical Elec Data	240,941	240,941	0	240,941	0	100%
*Resource Sharing-OCLC	98,886	98,886	98,886	98,886	0	100%
*Resource Sharing-MSC	98,886	98,886	98,886	98,886	0	100%
Supplies and Materials	178,855	185,042	10,068	185,139	(97)	100%
Communications	107,981	112,155	15,401	112,747	(592)	101%
Travel	122,133	98,698	27,110	97,654	1,044	99%
Rent	369,732	370,732	92,116	370,810	(78)	100%
Repair and Maintenance	61,976	68,508	23,748	68,508	0	100%
Other Expenses	111,610	123,848	19,614	123,794	54	100%
TOTAL OPERATIONS	2,415,476	2,564,330	693,148	2,563,977	353	100%
<b>EQUIPMENT:</b>						
Library Books	4,066	4,066	232	4,066	0	100%
Equipment	9,600	9,600		9,600	0	100%
TOTAL EQUIPMENT	13,666	13,666	232	13,666	0	100%
<b>SUB-TOTALS</b>	<b>\$4,792,929</b>	<b>\$5,444,269</b>	<b>\$1,346,694</b>	<b>\$5,422,000</b>	<b>\$22,269</b>	<b>100%</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	395,048	395,766	0	100%
LSTA - FY 14 Grants	139,443	956		956	0	100%
LSTA - FY 15 Grants	606,000	516,000		516,000	0	100%
LSTA - FY 16 Grants	450,000	450,000		450,000	0	100%
LSTA - FY 17 Grants	44,000	44,000		44,000	0	100%
MLIAC Grants awarded	621,661	309,632	16,799	309,632	0	100%
TOTAL GRANTS	2,432,992	1,892,476	587,969	1,892,476	0	100%
<b>TOTALS</b>	<b>\$7,225,921</b>	<b>\$7,336,745</b>	<b>\$1,934,663</b>	<b>\$7,314,476</b>	<b>\$22,269</b>	<b>100%</b>

# MONTANA STATE LIBRARY FINANCIAL REPORT

FUNCTION: 90- Program 01/OPERATIONS

FISCAL YEAR: 16  
REPORT PERIOD: 07/1-09/30/15  
YEAR EXPENDED: 25%  
PAYROLL EXPENDED: 23%

	Budgeted	Revised Budget	Expended To Date	Projected Year-End Expenditures	Balance Over/Under	% Expd.
<b>FUNDING:</b>						
General Fund	3,459,802	3,459,802	1,149,561	3,437,534	22,269	99%
Coal Sev. Tax	473,247	473,247	182,008	473,247	0	100%
LSTA	390,817	390,817	32,896	390,817	0	100%
LSTA Grants	1,283,288	1,283,288	226,682	1,283,288	0	100%
State Agency Contracts	283,523	283,523	0	283,523	0	100%
Montana Land Information Account	991,180	991,180	130,753	991,180	0	100%
Montana Shared Catalog	344,064	344,064	194,739	344,064	0	100%
Talking Book Trust Acct.		428	428	428	0	0%
BA-NRCS-FOREST		17,492	4,734	17,492	0	0%
DNRC- MSDI (AA)		22,185		22,185	0	100%
DNRC- WRQS (AA)		3,562	193	3,562	0	100%
USGS NHD (BA)		24,984	2,614	24,984	0	100%
SITSD PSCB FIRSTNET (AA)		17,173	5,914	17,173	0	100%
CADSDI (NB)		25,000	4,141	25,000	0	100%
<b>TOTALS</b>	<b>7,225,921</b>	<b>7,336,745</b>	<b>1,934,663</b>	<b>7,314,476</b>	<b>22,269</b>	<b>100%</b>

**Montana State Library Trust Acct.**

Balance as of July 1, 2015	122,286
Expenditures	(428)
Donations from 07/1 - 09/30/15	595
STIP Earnings (Avg. 0.257%)	50
	<u>122,503</u>

**MONTANA STATE LIBRARY  
FINANCIAL REPORT**

MONTANA DIGITAL LIBRARY  
FUNCTION: 1070

FISCAL YEAR: 16  
REPORT PERIOD: 07/1-09/30/15  
YEAR EXPENDED: 25%  
PAYROLL EXPENDED: 23%

	Budgeted	Revised Budget	Expended To Date	Projected Year-End Expenditures	Projected Balance Over/Under	% Expd.
PERSONAL SERVICES	910,644	1,306,643	257,549	1,306,643	0	100%
<b>OPERATIONS:</b>						
Contracted Services	779,560	779,560	11,668	779,560	0	100%
Supplies and Materials	89,088	93,244	1,222	93,244	0	100%
Communications	43,622	46,283	1,929	46,283	0	100%
Travel	16,988	25,305	9,811	25,305	0	100%
Rent	179,180	179,180	45,270	179,180	0	100%
Repair and Maintenance	5,400	6,932	1,097	6,932	0	103%
Other Expenses	17,900	27,659	6,710	27,659	0	100%
TOTAL OPERATIONS	1,131,738	1,158,163	77,707	1,158,163	0	100%
<b>EQUIPMENT:</b>						
Library Books	4,066	4,066	232	4,066	0	100%
Equipment	0	0			0	0%
TOTAL EQUIPMENT	4,066	4,066	232	4,066	0	100%
SUB-TOTALS	\$2,046,448	\$2,468,872	\$335,488	\$2,468,872	\$0	100%
Montana Land Information Grants	621,661	309,632	16,799	309,632	0	0%
TOTAL GRANTS	621,661	309,632	16,799	309,632	0	0%
TOTALS	\$2,668,109	\$2,778,504	\$352,287	\$2,778,504	\$0	100%
<b>FUNDING:</b>						
General Fund:	1,356,374	1,356,374	203,988	1,356,374	0	100%
Coal Sev. Tax:	53,184	53,184	2,886	53,184	0	100%
Montana Land Information Acct	975,028	975,028	127,817	975,028	0	0%
Fish Wildlife and Parks (FW&P)	69,342	69,342		69,342	0	0%
Dept. of Environmental Quality (DEQ)	88,928	88,928		88,928	0	0%
Mt. Depart. Of Transportation (DOT)	31,845	31,845		31,845	0	0%
Dept. of Natural Resources (DNRC)	49,155	49,155		49,155	0	0%
University	44,253	44,253		44,253	0	0%
DOA-SITSD_PSCB_Firstnet (AA)		17,173	5,914	17,173	0	0%
DNRC- WRQS (AA)		3,562	193	3,562	0	0%
DNRC- MSDI (AA)		22,185		22,185	0	0%
NRCS-FOREST-BA		17,492	4,734	17,492	0	0%
CADNSDI - NB		25,000	4,141	25,000	0	0%
USGS-NHD - BA		24,984	2,614	24,984	0	0%
TOTALS	2,668,109	2,778,504	352,287	2,778,504	0	100%

**Montana Land Information Account**

Balance as of July 1, 2015	784,511
Expenditures	(130,753)
Prior year adjustments	
Revenue from 07/1 - 09/30/15	197,168
STIP Earnings (Avg. 0.257%)	365
	851,291

**MONTANA STATE LIBRARY  
FINANCIAL REPORT**

FUNCTION: 20-LIBRARY DEVELOPMENT DEPARTMENT

FISCAL YEAR: 16  
REPORT PERIOD: 07/1-09/30/15  
YEAR EXPENDED: 25%  
PAYROLL EXPENDED: 23%

	Budgeted	Revised Budget	Expended To Date	Projected Year-End Expenditures	Projected Balance Over/Under	% Expd.
PERSONAL SERVICES	439,227	442,562	94,528	443,399	(837)	100%
<b>OPERATIONS:</b>						
Contracted Services	142,575	280,574	270,965	280,565	9	100%
*Periodical Elec Data	240,941	240,941		240,941	0	100%
*Resource Sharing - OCLC	98,886	98,886	98,886	98,886	0	100%
*Resource Sharing - MSC	98,886	98,886	98,886	98,886	0	100%
Supplies and Materials	8,694	10,645	6,814	10,614	31	100%
Communications	12,816	13,050	529	13,050	0	100%
Travel	78,445	42,470	10,298	42,298	172	100%
Rent	65,545	66,545	15,404	66,545	0	100%
Repair and Maintenance	18,200	23,200	6,987	23,200	0	100%
Other Expenses	27,600	30,765	10,899	30,699	66	100%
<b>TOTAL OPERATIONS</b>	<b>792,587</b>	<b>905,961</b>	<b>519,667</b>	<b>905,683</b>	<b>278</b>	<b>100%</b>
<b>EQUIPMENT:</b>						
Library Books	0	0	0	0	0	0%
Equipment	0	0	0	0	0	0%
<b>TOTAL EQUIPMENT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>SUB-TOTALS</b>	<b>\$1,231,814</b>	<b>\$1,348,523</b>	<b>\$614,195</b>	<b>\$1,349,082</b>	<b>(\$559)</b>	<b>100%</b>
<b>GRANTS:</b>						
Federation Grants (CST)	176,122	176,122	176,122	176,122	0	100%
State Aid Grants	395,766	395,766	395,048	395,766	0	100%
LSTA - FY 14 Grants	139,443	956		956	0	100%
LSTA - FY 15 Grants	606,000	516,000		516,000	0	100%
LSTA - FY 16 Grants	450,000	450,000		450,000	0	100%
LSTA - FY 17 Grants	44,000	44,000		44,000	0	100%
<b>TOTAL GRANTS</b>	<b>1,811,331</b>	<b>1,582,844</b>	<b>571,170</b>	<b>1,582,844</b>	<b>0</b>	<b>100%</b>
<b>TOTALS</b>	<b>\$3,043,145</b>	<b>\$2,931,367</b>	<b>\$1,185,365</b>	<b>\$2,931,926</b>	<b>(\$559)</b>	<b>100%</b>
<b>FUNDING:</b>						
General Fund:	854,862	854,862	650,728	855,421	(559)	100%
Coal Sev. Tax:	420,063	420,063	179,122	420,063	0	100%
LSTA	140,868	140,931	31,196	140,931	0	100%
LSTA - GRANTS	1,283,288	1,171,447	129,580	1,171,447	0	100%
Proprietary - Montana Shared Catalog	344,064	344,064	194,739	344,064	0	100%
<b>TOTALS</b>	<b>3,043,145</b>	<b>2,931,367</b>	<b>1,185,365</b>	<b>2,931,926</b>	<b>(559)</b>	<b>100%</b>
Montana Shared Catalog						
Cash Balance from 4th Quarter	70,199					
Incoming new revenue	199,678					
Incoming new revenue - Deferred into FY 16	53,434					
Expenditures	<u>(194,739)</u>					
Cash Balance	128,572					

## MONTANA STATE LIBRARY FINANCIAL REPORT

FUNCTION: 04-Talking Book Library

FISCAL YEAR: 16  
REPORT PERIOD: 07/1-09/30/15  
YEAR EXPENDED: 25%  
PAYROLL EXPENDED: 23%

	Budgeted	Revised Budget	Expended To Date	Projected Year-End Expenditures	Projected Balance Over/Under	% Expd.
PERSONAL SERVICES	299,269	299,269	54,752	276,516	22,753	92%
<b>OPERATIONS:</b>						
Contracted Services	12,921	12,921	1,943	12,913	8	100%
Supplies and Materials	16,988	16,988	276	16,986	2	100%
Communications	17,600	17,600	898	17,600	0	100%
Travel	3,600	3,600		3,600	0	100%
Rent	124,857	124,857	31,214	124,857	0	100%
Repair and Maintenance	9,200	9,200	8,961	9,200	0	100%
Other Expenses	800	1,228	441	1,191	37	97%
TOTAL OPERATIONS	185,966	186,394	43,733	186,347	47	100%
<b>EQUIPMENT:</b>						
Library Books	0	0	0	0	0	0%
Equipment	0			0	0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	\$485,235	\$485,663	\$98,485	\$462,863	\$22,800	95%
<b>GRANTS:</b>						
Federation Grants (CST)	0				0	0%
State Aid Grants	0				0	0%
LSTA - FY 15 Grants	0				0	0%
LSTA - FY 16 Grants	0				0	0%
TOTAL GRANTS	0	0	0	0	0	0%
TOTALS	\$485,235	\$485,663	\$98,486	\$462,863	\$22,800	95%
<b>FUNDING:</b>						
General Fund:	287,896	287,896	98,058	265,096	22,800	92%
Coal Sev. Tax:	0				0	0%
LSTA	197,339	197,339		197,339	0	100%
Talking Book Trust Acct.		428	428	428	0	0%
TOTALS	485,235	485,663	98,486	462,863	22,800	95%

## MONTANA STATE LIBRARY FINANCIAL REPORT

FUNCTION: 05- Administration

FISCAL YEAR: 16  
 REPORT PERIOD: 7/1-09/30/15  
 YEAR EXPENDED: 25%  
 PAYROLL EXPENDED: 23%

	Budgeted	Revised Budget	Expended To Date	Projected Year-End Expenditures	Projected Balance Over/Under	% Expd.
PERSONAL SERVICES	714,647	714,647	155,458	714,647	0	100%
<b>OPERATIONS:</b>						
Contracted Services	89,421	92,588	21,753	92,583	5	100%
Supplies and Materials	64,085	64,085	1,677	63,985	100	100%
Communications	33,943	33,943	11,215	33,943	0	100%
Travel	23,100	23,100	3,845	23,100	0	100%
Rent	150	150	228	228	(78)	152%
Repair and Maintenance	29,176	29,176	6,703	29,176	0	100%
Other Expenses	65,310	62,080	546	62,080	0	100%
<b>TOTAL OPERATIONS</b>	<b>305,185</b>	<b>305,122</b>	<b>45,967</b>	<b>305,095</b>	<b>27</b>	<b>100%</b>
<b>EQUIPMENT:</b>						
Library Books	0			0	0	0%
Equipment	9,600	9,600		9,600	0	0%
<b>TOTAL EQUIPMENT</b>	<b>9,600</b>	<b>9,600</b>	<b>0</b>	<b>9,600</b>	<b>0</b>	<b>0%</b>
<b>SUB-TOTALS</b>	<b>\$1,029,432</b>	<b>\$1,029,369</b>	<b>\$201,424</b>	<b>\$1,029,341</b>	<b>\$27</b>	<b>100%</b>
<b>GRANTS:</b>						
Federation Grants (CST)	0			0	0	0%
State Aid Grants	0			0	0	0%
LSTA - FY 15 Grants	0			0	0	0%
LSTA - FY 16 Grants	0			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>\$1,029,432</b>	<b>\$1,029,369</b>	<b>\$201,424</b>	<b>\$1,029,341</b>	<b>\$27</b>	<b>100%</b>
<b>FUNDING:</b>						
General Fund:	960,670	960,670	196,788	960,643	27	100%
Montana Land Information Acct	16,152	16,152	2,936	16,152	0	0%
LSTA	52,610	52,547	1,699	52,547	0	100%
LSTA - Grants	0				0	0%
Misc. Revenue:	0				0	0%
Talking Book Trust Acct.	0				0	0%
<b>TOTALS</b>	<b>1,029,432</b>	<b>1,029,369</b>	<b>201,424</b>	<b>1,029,342</b>	<b>27</b>	<b>100%</b>

**MONTANA STATE LIBRARY  
FINANCIAL REPORT  
FY 16 OPERATIONAL BUDGET  
State Library Commission**

	Budget General Fund	Expended To Date	Total Year-End	Balance
Per Diem	3,350	275	3,350	0
<b>TOTAL PERSONAL SERVICES</b>	<b>3,350</b>	<b>275</b>	<b>3,350</b>	<b>0</b>
<b>OPERATIONS:</b>				
Contracted Services	0	0	0	0
Supplies and Materials	70	56	70	0
Communications	50	48	50	0
Travel	13,800	3,243	13,800	0
Rent	200	190	200	0
Repair and Maintenance	0		0	0
Other Expenses	1,880		1,880	0
<b>TOTAL OPERATIONS</b>	<b>16,000</b>	<b>3,537</b>	<b>16,000</b>	<b>0</b>
<b>TOTAL BUDGET</b>	<b>\$19,350</b>	<b>\$3,812</b>	<b>\$19,350</b>	<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: 16  
REPORT PERIOD: 07/01/2015 - 09/30/2015  
YEAR EXPENDED: 100%  
PAYROLL EXPENDED: 98%

	Budgeted	Revised Budget	Expended to Date	Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES		16,657	14,792	16,657	0	100%
OPERATIONS:						
Contracted Services		228	228	228	0	0%
Supplies and Materials		80	80	80	0	0%
Communications		230	195	230	0	100%
Travel		256	0	256	0	100%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses		524	0	524	0	100%
TOTAL OPERATIONS	0	1,318	503	1,317	0	100%
EQUIPMENT:						
Equipment	0	0	0	0	0	0%
Automation	0	0	0	0	0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	\$0	\$17,975	\$15,295	\$17,975	\$0	100%
TOTALS	\$0	\$17,975	\$15,295	\$17,975	\$0	100%
FUNDING:						
LSTA:	0	17,975	15,295	17,975	(0)	100%
TOTALS	0	17,975	15,295	17,975	(0)	100%

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

FISCAL YEAR: 16  
REPORT PERIOD: 07/01/2015 - 09/30/2015  
YEAR EXPENDED: 100%  
PAYROLL EXPENDED: 98%

	Budgeted	Revised Budget	Expended to Date	Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES		19,859	17,115	19,859	(0)	100%
OPERATIONS:						
Contracted Services		228	228	228	0	0%
Supplies and Materials				0	0	0%
Communications		230	195	230	0	100%
Travel		872	782	872	0	100%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses		524	150	524	0	0%
TOTAL OPERATIONS	0	1,854	1,355	1,854	0	100%
EQUIPMENT:						
Equipment	0	0	0	0	0	0%
Automation	0	0	0	0	0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	\$0	\$21,713	\$18,470	\$21,713	(\$0)	100%
TOTALS	\$0	\$21,713	\$18,470	\$21,713	(\$0)	100%
FUNDING:						
LSTA:	0	21,713	18,470	21,713	(0)	100%
TOTALS	0	21,713	18,470	21,713	(0)	100%



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

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

FISCAL YEAR: 16  
REPORT PERIOD: 07/01/2015 - 09/30/2015  
YEAR EXPENDED: 100%  
PAYROLL EXPENDED: 98%

	Budgeted	Revised Budget	Expended to Date	Final Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES		14,767	13,066	14,767	(0)	0%
OPERATIONS:						
Contracted Services		536	536	536	0	0%
Supplies and Materials				0	0	0%
Communications		230	178	230	0	100%
Travel		1,007	899	1,007	(0)	0%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses		617	617	617	0	0%
TOTAL OPERATIONS	0	2,390	2,230	2,390	0	100%
EQUIPMENT:						
Equipment	0	0	0	0	0	0%
Automation	0	0	0	0	0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	\$0	\$17,157	\$15,296	\$17,157	(\$0)	100%
TOTALS	\$0	\$17,157	\$15,296	\$17,157	(\$0)	100%
FUNDING:						
LSTA:	0	17,157	15,296	17,157	(0)	100%
TOTALS	0	17,157	15,296	17,157	(0)	100%

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

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

FISCAL YEAR: 16  
REPORT PERIOD: 07/01/15 - 09/30/15  
YEAR EXPENDED: 100%  
PAYROLL EXPENDED: 98%

	Budgeted	Revised Budget	Expended to Date	Projected Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES		27,324	23,789	27,324	0	100%
<b>OPERATIONS:</b>						
Contracted Services				0	0	0%
Supplies and Materials				0	0	0%
Communications		339	194	339	0	100%
Travel				0	0	0%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses				0	0	0%
TOTAL OPERATIONS	0	339	194	339	0	100%
<b>EQUIPMENT:</b>						
Equipment					0	
Automation					0	
TOTAL EQUIPMENT	0	0	0	0	0	
SUB-TOTALS	\$0	\$27,663	\$23,983	\$27,663	(\$0)	100%
TOTALS	\$0	\$27,663	\$23,983	\$27,663	(\$0)	100%
<b>FUNDING:</b>						
LSTA:	\$0	\$27,663	\$23,983	\$27,663	(\$0)	100%
TOTALS	\$0	\$27,663	\$23,983	\$27,663	(\$0)	100%

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

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

FISCAL YEAR: 16  
REPORT PERIOD: 07/01/15 - 09/30/15  
YEAR EXPENDED: 100%  
PAYROLL EXPENDED: 98%

	Budgeted	Revised Budget	Expended to Date	Year-End Expenditures	Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES		14,434	13,080	14,434	0	100%
<b>OPERATIONS:</b>						
Contracted Services				0	0	0%
Supplies and Materials				0	0	0%
Communications		100	69	100	(0)	103%
Travel		1,438	1,438	1,438	(0)	0%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses		250	250	250	0	103%
TOTAL OPERATIONS	0	1,788	1,757	1,788	(0)	103%
<b>EQUIPMENT:</b>						
Equipment					0	0%
Automation					0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
<b>SUB-TOTALS</b>	<b>\$0</b>	<b>\$16,222</b>	<b>\$14,837</b>	<b>\$16,222</b>	<b>\$0</b>	<b>100%</b>
<b>TOTALS</b>	<b>\$0</b>	<b>\$16,222</b>	<b>\$14,837</b>	<b>\$16,222</b>	<b>\$0</b>	<b>100%</b>
<b>FUNDING:</b>						
LSTA:	0	16,222	14,837	16,222	0	100%
<b>TOTALS</b>	<b>0</b>	<b>16,222</b>	<b>14,837</b>	<b>16,222</b>	<b>0</b>	<b>100%</b>

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

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

FISCAL YEAR: 16  
REPORT PERIOD: 07/01/15 - 09/30/15  
YEAR EXPENDED: 100%  
PAYROLL EXPENDED: 98%

	Budgeted	Revised Budget	Expended to Date	Year-End Expenditures	Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES		10,111	9,185	10,111	0	100%
<b>OPERATIONS:</b>						
Contracted Services				0	0	0%
Supplies and Materials			0	0	0	0%
Communications		100		100	0	0%
Travel		650	36	650	0	100%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses		250	221	250	0	0%
TOTAL OPERATIONS	0	1,000	257	1,000	0	100%
<b>EQUIPMENT:</b>						
Equipment					0	0%
Automation					0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
<b>SUB-TOTALS</b>	<b>\$0</b>	<b>\$11,111</b>	<b>\$9,441</b>	<b>\$11,111</b>	<b>\$0</b>	<b>100%</b>
<b>TOTALS</b>	<b>\$0</b>	<b>\$11,111</b>	<b>\$9,441</b>	<b>\$11,111</b>	<b>\$0</b>	<b>100%</b>
<b>FUNDING:</b>						
LSTA:	0	11,111	9,441	11,111	0	100%
<b>TOTALS</b>	<b>0</b>	<b>11,111</b>	<b>9,441</b>	<b>11,111</b>	<b>0</b>	<b>100%</b>

# Federation Annual Report FY 2015 July 2014 Through June 2015

## SIGNATURES

Federation	Broad Valleys		
Coordinator's Library	Lewis and Clark Library		
Coordinator	Judy Hart		
	Signature _____	Date _____	
Chairperson - Board of Trustees	Robert Bayuk		
	Signature _____	Date _____	

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

## AWARD/EXPENSE SUMMARY

Total CST Award: \$36,847.94  
Total CST Expended: \$36,847.94

## EXPENDITURES BY PROGRAM

Program 1 - Continuing Education/Annual Meeting	\$4,967.94
Program 2 - Continuing Education Grants	\$8,857.54
Program 3 - Technology and Resource Sharing	\$22,222.46
Program 4 - Administrative Services	\$800.00
	<b>Total: \$36,847.94</b>

## EXPENDITURES BY LIBRARY

Library	Status	Total Award	Award Expenses	Local Expenses
Belgrade Community Library	Active	\$1,480.00	\$1,480.00	\$0.00
Boulder Community Library	Active	\$1,480.00	\$1,480.00	\$1,290.91
Bozeman Public Library	Active	\$1,480.00	\$1,480.00	\$3,813.00
Broadwater School and Community Library	Active	\$1,480.00	\$1,480.00	\$447.34
Butte-Silver Bow Public Library	Active	\$1,480.00	\$1,480.00	\$441.00
Dillon Public Library	Active	\$1,480.00	\$1,480.00	\$3,016.56
Drummond School & Community Library	Active	\$1,480.00	\$1,480.00	\$320.15
Hearst Free Library	Active	\$1,480.00	\$1,480.00	\$312.38
Lewis and Clark Library	Active	\$7,247.94	\$7,247.94	\$7,199.49
Livingston-Park County Public Library	Active	\$1,480.00	\$1,480.00	\$884.64
Madison Valley Public Library	Active	\$1,480.00	\$1,480.00	\$1,460.38
Manhattan Community School Library	Active	\$1,480.00	\$1,480.00	\$561.97
Meagher County/City Library	Active	\$1,480.00	\$1,480.00	\$1,515.99
North Jefferson County Library District Clancy Library	Active	\$1,480.00	\$1,480.00	\$0.00
Philipsburg Public Library	Active	\$1,480.00	\$1,480.00	\$14.71
Sheridan Public Library	Active	\$1,480.00	\$1,480.00	\$461.63
Thompson-Hickman County Library	Active	\$1,480.00	\$1,480.00	\$1,720.00
Three Forks Community Library	Active	\$1,480.00	\$1,480.00	\$594.46
Twin Bridges Public Library	Active	\$1,480.00	\$1,480.00	\$315.09
West Yellowstone Public Library	Active	\$1,480.00	\$1,480.00	\$401.13
William K. Kohrs Memorial Library	Active	\$1,480.00	\$1,480.00	\$61.00
	<b>Totals:</b>	<b>\$36,847.94</b>	<b>\$36,847.94</b>	<b>\$24,831.83</b>

## **PUBLIC VALUE SUMMARY BY PROGRAM**

### **Program 1 - Continuing Education/Annual Meeting**

#### **Narrative**

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

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

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

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

#### **Public Value**

Lewis and Clark Library - This program supports Goals #1 and #2 of the Broad Valleys Federation Annual Meeting – Members voted to continue meeting once a year for a two-day meeting, location of which is within the boundaries of the Federation. Retreat will include a minimum of two continuing education workshops. Goal: to increase library trustee attendance by 10%.

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

Lewis & Clark Library Trustees and Director attended the Succession Planning session offered at the retreat. This was important and beneficial as the Library Director will be retiring within the year. Tips to make certain such things as policies, trustee handbook, board meeting schedules, budget processes are in place prior to Director's departure were helpful.

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

Member libraries will specify how this training helped the library better serve its patrons. Federation members may be asked to share their expertise at various federation meetings and will share their knowledge with other librarians and trustees at their home library. Brief written reports will be provided for the annual report of the Plan of Service document. Associated Broad Valleys Federation Goals

1 - The Broad Valleys Library Federation will share the information, knowledge and resources available to the Federation and encourage networking and consensus building. Broad Valleys Library Federation will increase attendance at its annual retreat by 10%.

2 - The Broad Valleys Library Federation will distribute state monies widely in order to strengthen the Federation structure, encourage continuing education for librarians and trustees, and provide excellent library services to Montana citizens.

Lewis and Clark Library - MontanaLibrary2Go fees have increased and the membership voted to apply

unexpended funds to this very popular and important service to our Montana patrons.

## **Program 2 - Continuing Education Grants**

### **Narrative**

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

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

### **Public Value**

Boulder Community Library - We are taught how to improve library programs, how to manage ourselves and employees, how and why libraries are using therapy dogs, become better collection managers and many other classes. We can take these ideas and implement them in our communities.

Boulder Community Library - We were able to attend the entire conference with money from the Federation. If we did not receive these funds, we would have only been able to participate in a few classes. Our patrons benefit greatly from the knowledge we gain by attending continuing education. Technology is constantly changing and our patrons expect us to be knowledgeable enough to help them. The librarians are able to network with one another and help each other problem solve different issues at our libraries. Many of us are so far apart, we probably would not have the opportunity to problem solve and come up with creative programming ideas if it were not for these funds. Our library has a very limited continuing education budget, so this increases our opportunities to become better educated.

William K. Kohrs Memorial Library - Continuing education for the library director to run a better library.

William K. Kohrs Memorial Library - Continuing education and federation business meeting.

North Jefferson County Library District Clancy Library - This is the only continuing education that I have been able to get my trustees to attend. It is free. A drive to Butte on Friday and/or Saturday is doable for them. March seems to be a good time. They look forward to meeting other trustees at the meeting.

This year's Federation meeting was EXCELLENT. My favorite class was given by Matt Beckstrom about internet safety/security. He has a remarkable depth of knowledge/insight as well as a real ability to translate it to the real library world. I learned a great deal that I've used at least once a week in making decisions for our library or in helping patrons.

My library board chairman's favorite was the legacy-transition preparedness class. It really inspired her and motivated her to make good changes in her position. She has gathered a lot of good information and come up with a way to have many copies/much access. She has led the charge to have all of the various library parts get together and get to know one another so that the Friends of the Library, library board, staff, and volunteers all have met and know one another. I was really impressed with all she's done based on what she's learned from the class.

Meagher County/City Library - Along with the benefits of networking to obtain additional resources for our library, and learning more about services and programs for our library, I received a free set of Legos as a prize. These Legos have been an immense addition to our library! We have Lego displays that get played with, or at least commented on, by nearly every person that enters the library. We have started a Lego Club that meets once per week to create the displays and patrons have the ability to modify creations or make new ones all throughout the week.

Philipsburg Public Library - Gena Berry was the interim librarian from October until May. This training helped her understand her responsibilities.



West Yellowstone Public Library - Flexibility in scheduling and task assignments

Broadwater School and Community Library - This is an important educational and library community bonding experience. The library wouldn't allow the public librarians to go if this money wasn't made available. Some of the workshops included: grant writing, digital story time, Summer Reading Program, as well as national news and trends that impact libraries. This allows the librarians to energize their dedication to the library and provide better library services to the public.

Manhattan Community School Library - The MSL Fall conference is an important series of classes/meetings for employees of libraries all over the state. This also coincides with the Montana Shared Catalog Meeting for all of us libraries that are a part of the State Library's computer system. The Mt State Library graciously hosts these conferences with no registration cost to the libraries.

Manhattan Community School Library - The yearly MLA conference is a wonderful 3-day event each spring that provides dozens of class/meeting choices for varied and specific topics. The topics we attended this year related to early literacy, STEM programs for children, program alternatives for patrons of all ages, and many more.

Manhattan Community School Library - The Montana Shared Catalog Spring meeting consists of 2 days of training sessions and meetings for the library members of this group. As a consortium, we must collectively be proficient in the program, decide policies, and approve budgets. This helps the Shared Catalog run in the most efficient way possible.

Hearst Free Library - Mitchell Grady attended training sessions relating to the operation of the library

Philipsburg Public Library - Library director training. Unfortunately, she has since left and I do not know the specifics of this training.

Bozeman Public Library - The MLA Annual Conference is a 3-day event that offers dozens of professional workshops to Library staff. Our staff came back to work with new ideas about children's programming, adult programming, teaching computer classes updated technology and collection development.

Meagher County/City Library - Workshops attended-  
IT for All! Bringing Microsoft IT Academy to the Masses,  
Old Homes Tell Great Stories: Century Homes Calgary and Calgary Public Library's Community Heritage and Family History Collection,  
Integrated I-Pods,  
Under the Crust: Raspberry Pi  
These workshops introduced our library to new program ideas and approaches as well as providing optimal networking experience for the brand new director.

Meagher County/City Library - Workshop classes attended-  
Mothergoose Cares About Science and Math,  
On the Ground with Story Makers,  
Exploring New Math and Science Materials  
These workshops provided an in-depth look at how children are learning and what ways the library can encourage and support not only the children but the families as well.

Meagher County/City Library - Workshop classes attended-  
E-Line Game Design,  
Faster Smaller Connected Web 3.0,  
Working Better and Smarter With Mobile Devices,  
What's Up With Windows Anyway?,  
Content Creation and Exploration,  
Teaching Yourself: Tutorials Online  
These workshop classes taught about online aspect of programming, especially for kids. It also reviewed many tutorials and technologies that are extremely helpful for libraries as well as patrons everywhere.

Meagher County/City Library - Workshop classes attended-  
E-Rate,  
Broad Valleys

Internet Safety,  
GoTo Meeting Training,  
Library Policies

These classes provided much needed information, especially in regards to library policies and policy making procedures.

Meagher County/City Library - Workshops attended-

MT Shared Catalog,  
Summer Reading,  
Play and Explore,  
The Enduring Book,  
Service Animals,  
Digital Storytimes,  
Choosing Children's Books,  
Children's Services,  
MT Book Award,  
Library Continuing Education

The amount of networking and information building alone make this conference well worth the cost of attending. All of the information and program building are amazing helpers for all libraries. The amazing set of Lego blocks our library won have been a huge asset to our small library!

Butte-Silver Bow Public Library - Seven Library staff were able to attend Montana Library Association's annual conference in Bozeman, thanks to Federation support.

Livingston-Park County Public Library - One staff member who attended was very new to her job. It is important to express support for a new employee by giving them such educational and networking opportunities. She returned invigorated and excited about her job, which has an inestimable effect on the patrons she serves.

The other staffer attended sessions on programming, which gave her ideas she used to great success in her Teen Summer Reading Programs.

Three Forks Community Library - I had the opportunity to learn some very valuable information to help move the library forward.

Three Forks Community Library - The library's assistant librarian was able to attend two workshops to further her education on book repair and preparing books to have a longer shelf life.

Three Forks Community Library - The Trustee training was invaluable to the two trustees who attended the educational workshop and brought information home to share with the rest of the Library Board. The Trustees training is vital to educate trustees at smaller libraries.

Belgrade Community Library - Hats off to the the Belgrade Community Library Board of Directors for allowing us to close the library for a day in order to attend the conference. Other days rotated staff through the conference while two staff stayed behind to keep the library open. This environment created new ideas and networks, taught new skills and fostered a team environment among staff. What a great opportunity!

Drummond School & Community Library - This opportunity allows the trustee/chairman to attend various sessions at the conference and to network with trustees from other libraries.

Drummond School & Community Library - The director benefits by attending the MLA conference to attend sessions and to network with other librarians. Many of the ideas, practices, and new trends are brought back to our home library and our patrons benefit from a vibrant library. Expenses are shared with the school district.

Drummond School & Community Library - The chairman has the opportunity to attend sessions and network with other librarians and share new ideas with the board upon her return. Our library benefits from her leadership.

Lewis and Clark Library - Lewis & Clark Library staff were able to take advantage of the diverse continuing education opportunities offered through the MLA Conference. Staff attending included one trustee, the  
Broad Valleys

director, administrative/management staff, programming staff and branch library staff. Staff concentrated on areas that apply to their work.

Whether it was Play and Exploration, about toys and interactives for children, conversation with the State Library Commission and discussion of recent Aspen Institute report about re-envisioning public libraries, how to harness the power of open resources, linking performance to strategic goals or choosing children's books, there were useful sessions for everyone.

Library staff followed up by engaging in discussions of better linking performance to our strategic goals, instituting fun programming for the Summer Reading Program, or offering passive programming activities for users of all ages (origami books and paper and people welcome to sit and create).

Dillon Public Library - Travel for continuing education has becoming difficult because of diminishing funds over the past several years for Dillon Public Library The only traveling for continuing education that the director did during the FY14/15 was to the shared catalog meetings. It is unlikely that she would have been able to stay over to attend the workshops were it not for the Broad Valley continuing education grant. Networking and continuing education are critical to keep the director abreast of directions and developments in the library community, and necessary to maintain our library's state certification.

Madison Valley Public Library - We were able to attend MLA conference as an entire staff of three. We came back invigorated and excited to implement what we learned at MLA from programming to management tips. We were able to bring to MVPL, three times the experience.

Sheridan Public Library - Allows Continuing Education, meeting with useful vendors, attended MLA and other conferences.

### **Program 3 - Technology and Resource Sharing**

#### **Narrative**

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

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

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

#### **Public Value**

Twin Bridges Public Library - The shared catalog benefits our patrons by having access to the catalog of 150 plus libraries across the state. This is especially beneficial when searching for items in our partner group since those items incur no cost to the patron. Also, the support from the state library in the use of the catalog, the tech support and the training on how to use the catalog is very valuable helping to better serve our patrons.

Boulder Community Library - It is cheaper to use the courier to move books from library to library. This allows our patrons access to more books from other libraries.

Boulder Community Library - Having reliable resources online for students is imperative to our community. Patrons do not have to wait until the library opens to receive the information they need. They can log on from their homes or another place with Wi-Fi and get the information they need, day or night. Parents love this option we have given them. Many times kids forget to tell their parents about necessary assignments until the "night before" assignments are due. This is also a great sight for kids to play educational games, they even check-out Ebooks from our sight!

West Yellowstone Public Library - Allows West Yellowstone library users to access and share library resources from across the state.

Manhattan Community School Library - This fee is for yearly renewal of the downloadable e-books and audiobooks provided to our patrons free of charge. Any patron may access the thousands of book titles at their leisure to enjoy on any mobile device. In our current culture and the nature of many of our patrons living in rural areas, this provides the invaluable service to provide our patrons.

Manhattan Community School Library - This automation system provides our library with the software to provide the most technologically-advanced system our state has to offer for a reasonable fee. This system connects our library seamlessly with the other libraries in our county, as well as many in our state. The system provides an online card catalog for our patrons to access from home and manage their account.

Hearst Free Library - Patrons benefit by having access to materials throughout OCLC's online ILL system.

Philipsburg Public Library - A connection to a global network of libraries for learning and collaboration. Access to WorldCat—the most comprehensive global network of data about library collections and services —2 billion holdings and growing

Philipsburg Public Library - This allows us to electronically manage our collection. We can also access information from all other libraries in Montana.

Philipsburg Public Library - This allows patrons to check out electronic resources via any type of device.

Butte-Silver Bow Public Library - Access to WorldCat/WorldShare allows us to borrow materials from other libraries when purchasing them isn't cost effective. We also access records for our new purchases rather than have staff create records from scratch. This improves processing efficiency and gets materials to our patrons faster.

Livingston-Park County Public Library - Our OCLC membership gives our patrons access to millions of items across the country.

Three Forks Community Library - By being a member of the shared catalog, the library's patrons have the advantage of being able to find and borrow books from all over the state.

Bozeman Public Library - We installed the Envisionware time/print management system in the fall of 2014 and needed to install new printers that would accommodate the system so that our Library patrons could print better copies and also print in color, instead of just black and white. Patron feedback was extremely positive.

Twin Bridges Public Library - More patrons are checking out books via e-reader and the MTLib2Go service allows the library to provide this service.

Broadwater School and Community Library - We provide extremely high speed internet for 12 library computers as well as free public access. Patrons can even use wireless from the parking lot. We have the only free/reliable high speed wireless hot spot in town.

Madison Valley Public Library - Helping with this expense benefits our patrons by giving them access to materials that we do not have the means to provide.

Drummond School & Community Library - Web service hosting on the Drummond Library's website - allowing our library to reach patrons in our district and within our Partner Sharing Groups.

Lewis and Clark Library - OCLC is essential to managing and sharing of Lewis & Clark Library's resources.

Dillon Public Library - With very little money for new technological resources and with the critical grant from Broad Valley Federation, Dillon Public Library was able to piece together enough money to purchase access for our patrons to two new and exciting online resources: Universal Class and Zinio. DPL needs these funds for such resources because without them we would remain primarily a "book" library without some of the exciting technological offerings that are now available.

Dillon Public Library - The integrated library system provided by the Montana Shared Catalog is critical to our functioning. The cost of belonging to the shared catalog has increased every year in the face of diminishing local funds. The catalog we use is the backbone of the services DPL provides for Beaverhead County. By ourselves we could never afford a library system as sophisticated, nor one that came with such top rate technical support if it weren't for belonging to the Montana Shared Catalog. As long as our local funds continue to diminish, it is likely we will use a portion of our Broad Valleys Technology and Resource Sharing grant to defray the cost of belonging to the Montana Shared Catalog.

Thompson-Hickman County Library - The Federation award helped fund purchase of an AWE Early Literacy Station. The Thompson-Hickman Madison County Library (follow the link to our Facebook page for more information on the expansion) has just undergone an expansion project, which included a new children's area.

The award from the Federation helped to infuse new purpose and interest in the library. Parents and their children are enjoying the new computer, which is very child-friendly. Thank you!

Thompson-Hickman Madison County Library Addition, Finished May 1, 2015:  
<http://tinyurl.com/lt8dels>

Sheridan Public Library - Unfortunately we replaced our newest PACs with two slightly newer. More maintenance of status quo than benefit. The old XP machines that need replacing rode out the storm just fine, even with lesser protection (no UPS, just suppression).

Belgrade Community Library - Through this vital online resource, we are able to catalog, do research, and tap into library related information which allows us to carry out our day to day research or cataloging duties. OCLC is our most vital library resource. The remainder of the annual fee was paid for out of the library budget.

Drummond School & Community Library - Currently, our library uses a desktop computer on a cart with a nest of wires and accessories such as speakers, scanner, microphone, and webcam. The laptop will free up space and streamline the process for programs. Guests who present programs have had trouble at times with the system and I think patrons will benefit from better programs and opportunities to project classes and meetings on to the screen from the laptop. I also think our library will benefit during inventory. The director will benefit by having the opportunity to use the laptop during meetings and conferences.

Drummond School & Community Library - This will benefit the director, assistant, and volunteers with conducting inventory as well as circulation within the stacks rather than being restricted to using a desktop and a long extension cord or working directly from the circulation desk. I am hoping it will streamline the process as well as make the librarians more approachable to patrons.

Drummond School & Community Library - The scanner that was purchased when we joined the MSC and automated our catalog was not USB capable and was not working well with the updated computer. The benefit is a more reliable system for circulation.

Drummond School & Community Library - Patrons and staff benefit by being able to print and share documents from external thumbdrives and wireless capability.

William K. Kohrs Memorial Library - Heritage Quest allows our patrons to research their genealogy.

William K. Kohrs Memorial Library - OCLC Group Services enables us to greatly increase what we can offer our patrons through interlibrary loans.

North Jefferson County Library District Clancy Library - Our library uses the most of the award to subscribe to the ever more popular MyMontanaLibrary2Go. Our patrons really love this service overall, but something that makes this service very different is that we attract patrons that would never be patrons. People that do not use libraries will come in and get a library card specifically to access MyMontanaLibrary2Go. We hear from them once a year when their card expires and needs to be renewed in order for them to continue accessing MML2Go. It fills a need for our service area that the regular library does not which is exciting.

We use the left over monies (about \$100) to support our subscription to Heritage Quest. This is also a popular service with a segment of our patrons. It is also our only major source for genealogy and definitely allows our staff (of which none are experts) to provide help in this area without extensive training.

Thank you!!!

Meagher County/City Library - The ease of use for libraries participating in the automated library catalog system allows for more patron service. The additional time provided also allows for more work to be completed with less effort. This then creates more availability for patron programs and other library activities.

Sheridan Public Library - Expanded Library's Wifi signal to cover the full block on which the library sits, and an extra half-block into the Town proper.

Sheridan Public Library - Protect equipment from poor local infrastructure.

#### **Program 4 - Administrative Services**

##### **Narrative**

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

##### **Public Value**

Lewis and Clark Library - Funds were applied due to increasing costs for this downloadable E-Audio / E-Book service, which is hugely popular and experiences ever growing demand.

# Federation Annual Report FY 2015 July 2014 Through June 2015

## SIGNATURES

Federation	Golden Plains
Coordinator's Library	Phillips County Library
Coordinator	Janeen Brookie
	Signature _____ Date _____
Chairperson - Board of Trustees	Caroline Caves
	Signature _____ Date _____

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

## AWARD/EXPENSE SUMMARY

Total CST Award: \$17,936.75  
Total CST Expended: \$17,936.75

## EXPENDITURES BY PROGRAM

Program 1 - Technology	\$5,100.97
Program 2 - Continuing Education	\$6,308.13
Program 3 - Resource Sharing	\$1,272.97
Program 4 - Communication/ Golden Plains meetings and workshops	\$144.19
Program 5 - Community Outreach	\$2,910.49
Program 6 - Administrative Expenses	\$2,200.00
	<b>Total: \$17,936.75</b>

## EXPENDITURES BY LIBRARY

Library	Status	Total Award	Award Expenses	Local Expenses
Daniels County Library	Active	\$2,997.35	\$2,997.35	\$0.00
Glasgow City-County Library	Active	\$2,997.35	\$2,997.35	\$100.00
James E. Shanley Tribal Library	Active	\$750.00	\$750.00	\$455.61
Phillips County Library	Active	\$5,197.35	\$5,197.35	\$0.00
Roosevelt County Library	Active	\$2,997.35	\$2,997.35	\$309.59
Sheridan County Library	Active	\$2,997.35	\$2,997.35	\$2.65
	<b>Totals:</b>	<b>\$17,936.75</b>	<b>\$17,936.75</b>	<b>\$867.85</b>



## **PUBLIC VALUE SUMMARY BY PROGRAM**

### **Program 1 - Technology**

#### **Narrative**

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

Program activities:

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

#### **Public Value**

Roosevelt County Library - Main reason for purchasing was to use for doing inventory more efficiently and productively. In the past, we've had to run back and forth between the stacks and our computer. I'm sure we will find other uses such as for workshops. training, etc.

Sheridan County Library - The old fax machine was extremely slow and didn't send faxes as well. We don't send a lot of faxes but when we do, it helps for our patrons that this one is more reliable.

Sheridan County Library - The headphones are so that more than one child can use the station without too much disruption to other patrons.

Daniels County Library - allowed patrons to access e-content items that our own library cannot provide

Daniels County Library - protected our computers from virus attacks and kept them in better working condition for our patrons' use.

Daniels County Library - kept our computer in good working order

Daniels County Library - insure that our circulation system remains in good working order

Daniels County Library - kept our computer in working order for our patrons' use

Daniels County Library - allows staff and patrons greater portability in computer operations

Phillips County Library - Help on filing the E-Rate forms.

Phillips County Library - Provides cataloging data for the library and the availability of Interlibrary Loan for local patrons.

Glasgow City-County Library - The flash drives backed up information from our old computers. This was a precaution in case something went wrong when switching out old computers.

Glasgow City-County Library - We needed a secure location for our computer software equipment. The entire library needed to be rewired and labeled. The benefit is that now are equipment is in a new safe location.

Glasgow City-County Library - For our new networking at the library.

### **Program 2 - Continuing Education**

#### **Narrative**

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

Program activities:

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

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

## **Public Value**

James E. Shanley Tribal Library - Networking with other library personnel, attending workshops to improve my professional basis.

James E. Shanley Tribal Library - Traveled with three other Golden Plains librarians. We discussed our problems and issues and how we solved common problems. At the conference I networked with other librarians and attended workshops and meetings to improve my library knowledge.

Roosevelt County Library - Was able to attend two pre-conference events: "Montana Shared Catalog: Add-Ons & Circulation" and "Looking at Summer Reading: The Big Picture". Came back with ideas of things to change to make MSC run more smoothly and ideas for the gals planning the SRP.

Roosevelt County Library - Would not be able to attend if I wasn't reimbursed. At the Conference, there is so much to learn and to try to keep current and aware of the next new "things" in the library world. This year, I brought back a notebook full of thoughts, ideas, etc. to implement/pass on to my employees.

Sheridan County Library - To provide incentives and to encourage area children in participating in summer reading events and visiting the library.

Sheridan County Library - Attending MLA provides the opportunity to network with the MT library community and to take advantage of training opportunities necessary for providing services to patrons.

Glasgow City-County Library - Karen and I attended MLA. We met with the Golden Plains librarians and networked with other MT librarians. At the conference we attended workshops and meetings, great learning experience. This was a valuable conference to attend, esp. being a new director because I was able to gain a vast knowledge of current library information. And nothing can replace face to face interaction with other librarians.

Daniels County Library - allowed the library director to attend the MLA Conference and receive valuable continuing educational opportunities

Phillips County Library - Allowed Janeen to attend a Pacific Northwest Library Conference, so she could experience another type of conference in addition to the local state one.

Phillips County Library - Allows the library director to receive education and valuable networking opportunities.

Glasgow City-County Library - I considered this to be part of continuing education and new membership to MLA.

Glasgow City-County Library - Attend the MLA conference.

Glasgow City-County Library - Cover the cost of being a member of MLA.

Sheridan County Library - Being an MLA member allows the director and trustees to support the association, attend trainings and network.

Sheridan County Library - The trainings and workshops are crucial for staying current and it's an excellent opportunity to connect with others in the library community.

Sheridan County Library - Attending the awards dinner helps benefit association financially and supports leaders within the association.

Sheridan County Library - Helps offset the cost of attending the conference.

Daniels County Library - continuing education opportunities that allows the library director to improve her job performance; networking between libraries opens up new ideas and resources to improve our services to our patrons

Daniels County Library - allowed me to attend the MLA Conference and receive valuable continuing educational opportunities

### **Program 3 - Resource Sharing**

#### **Narrative**

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

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

Program activities:

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

#### **Public Value**

Sheridan County Library - Our OCLC membership allows us to provide Interlibrary loan services to our patrons.

Sheridan County Library - The Cates' Scholarship supports fellow MLA members with their educational goals and benefits all of the Montana library community.

Daniels County Library - gave patrons access to information that was not available at our own library

Glasgow City-County Library - Help pay for postage.

## **Program 4 - Communication/ Golden Plains meetings and workshops**

### **Narrative**

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

Program activities:

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

### **Public Value**

Sheridan County Library - Attending the Federation meetings is crucial to networking and the sharing of ideas with other Federation member libraries.

Phillips County Library - Helps defray the costs associated with Federation meetings.

## **Program 5 - Community Outreach**

### **Narrative**

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

Program activities:

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

### **Public Value**

Roosevelt County Library - We were able to provide one program at the Roosevelt County Library and one program at the Culbertson Branch Library.

Mr. Barlow was extremely "family friendly". People brought along the whole family to learn more about Celtic music and to be able to hear it for themselves.

Roosevelt County Library - As a "kick-off" of sorts for the SRP, we will be having Arch Ellwein perform as Teddy Roosevelt at both the Roosevelt County Library and the Culbertson Branch Library. We will be plugging our SRP for kids to attend at these events.

Sheridan County Library - The library sponsored a free concert by a Celtic guitarist Jerry Barlow with 50 people attending the event. The concert provided an opportunity for community members to enjoy an afternoon listening to a talented artist perform a unique type of guitar.

Sheridan County Library - We are really trying to update our children's collections with good, solid children's books. We don't have a lot of space, so we want to fill it with highly recommended materials.

Hornbook is a respected publication and will help us select appropriate materials.

Sheridan County Library - This will be used to create events and collaborate with other civic organizations in bringing community members together.

Phillips County Library - Provides an entertaining event to end the Summer Reading Program. There were 65 children and adults in attendance.

Glasgow City-County Library - Provide free service to the public that allows a professional to teach about technology. Many patrons have learned how to use MT2Go through our Tech Night program.

Glasgow City-County Library - To cover the cost of service for rewiring and updating the libraries computer infrastructure. The library now offers wifi for patrons and for staff, the computers are working efficiently, and the equipment is updated.

## **Program 6 - Administrative Expenses**

### **Narrative**

\$400.00 Stipend (payable to GPLF Federation Coordinator for bookkeeping and MSL reports)

\$ 75.00 Supplies (Phillips County Library)

\$ 25.00 Communications (Phillips County Library)

\$1200.00 Mileage (Attendance at a minimum of two Montana State Library Coordinator/Commission meetings by GPLF Federation Coordinator)

\$500.00 Continuing Education (School and special libraries within the Federation are encouraged to join and participate in the Federation.

Although direct funding is not available to assist school libraries, they may apply for travel and registration assistance for relevant conferences and other training possibilities through the Federation Coordinator. An amount of \$500 is set aside at Phillips County Library for school librarians.)

### **Public Value**

Phillips County Library - Defray costs associated with presenting the End of Year Report in Helena.

Phillips County Library - Gives the Federation Coordinator a stipend for extra work required for position.

Phillips County Library - There were not any teachers from our Federation area that attended the MLA conference this year. The Federation members decided to donate these funds to MT2Go as a benefit to all members.

Phillips County Library - Donation of these left over funds to the MT2Go benefits most of the libraries in the state.

Phillips County Library - Defray costs associated with presenting the Plan of Service funding request for the Golden Plains Library Federation.

# Federation Annual Report FY 2015 July 2014 Through June 2015

## SIGNATURES

Federation	Pathfinder
Coordinator's Library	Chouteau County Library
Coordinator	Debbie Wellman
	Signature _____ Date _____
Chairperson - Board of Trustees	Ron Young
	Signature _____ Date _____

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

## AWARD/EXPENSE SUMMARY

Total CST Award: \$27,269.56  
Total CST Expended: \$27,269.56

## EXPENDITURES BY PROGRAM

Program 1 - Resource Sharing	\$9,418.07
Program 2 - Continuing Education	\$6,112.88
Program 3 - Communication/ Pathfinder Meetings and Workshops	\$2,224.09
Program 4 - Technology	\$8,014.52
Program 5 - Administrative Services	\$1,500.00
	<b>Total: \$27,269.56</b>

## EXPENDITURES BY LIBRARY

Library	Status	Total Award	Award Expenses	Local Expenses
Belt Public Library	Active	\$1,710.26	\$1,710.26	\$0.00
Blaine County Library	Active	\$1,710.30	\$1,710.30	\$0.00
Choteau/Teton Public Library	Active	\$1,710.30	\$1,710.30	\$200.04
Chouteau County Library	Active	\$1,810.66	\$1,810.66	\$0.00
Conrad Public Library	Active	\$1,710.30	\$1,710.30	\$374.20
Dutton/Teton Public Library	Active	\$1,710.30	\$1,710.30	\$45.17
Fairfield/Teton Public Library	Active	\$3,210.12	\$3,210.12	\$3,210.12
Glacier County Library	Active	\$1,710.30	\$1,710.30	\$822.16
Great Falls Public Library	Active	\$1,710.30	\$1,710.30	\$8,074.80
Harlem Public Library	Active	\$1,710.30	\$1,710.30	\$491.95
Havre-Hill County Library	Active	\$1,710.30	\$1,710.30	\$1,000.00
Liberty County Library	Active	\$1,710.30	\$1,710.30	\$979.30
Toole County Library	Active	\$1,710.30	\$1,710.30	\$630.08
Valier Public Library	Active	\$1,710.30	\$1,710.30	\$0.00
Wedsworth Memorial Library	Active	\$1,725.22	\$1,725.22	\$151.00
	<b>Totals:</b>	<b>\$27,269.56</b>	<b>\$27,269.56</b>	<b>\$15,978.82</b>

## **PUBLIC VALUE SUMMARY BY PROGRAM**

### **Program 1 - Resource Sharing**

#### **Narrative**

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

Program activities:

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

#### **Public Value**

Wedsworth Memorial Library - this allows the library to input their books and check out items. It is essential for a library to maintain this type of technology. Enables library and other libraries to find the materials needed and provides ability for inter-library loan.

Dutton/Teton Public Library - OCLC is integral to our library. Cataloging, ILL, and continuing education of staff members are all dependent upon this service. Resource sharing is vital to a public library.

Choteau/Teton Public Library - Allows us to continue providing up-to-date information on materials for our patrons. Permits our patrons to request and receive Interlibrary Loans via WorldCat ILL.

Harlem Public Library - Our contact with OCLC allows us to lend and borrow materials through interlibrary loan. Because we are a small library it is impossible to purchase all materials needed by our patrons. So through interlibrary loans we are able to get the requested titles. We are also able to loan materials to other libraries that request them. This is also useful to see materials first hand and then purchase them if we feel the items would fit in our collection. During the FY 2013-2014 our library loaned 95 items and borrowed 134 items using interlibrary loans. OCLC also assist with cataloging.

Harlem Public Library - Access to up-to-date automation system that provides quality services to our customers. Allows collaboration and cooperation with other member libraries in the state of Montana. Montana Shared Catalog staff provide trainings and troubleshooting assistance. The shared catalog provides statistics useful in making purchasing decisions.

Fairfield/Teton Public Library - ILL Cataloging

Conrad Public Library - ILL and cataloging

Dutton/Teton Public Library - The ability to purchase bookmarks and book bags to help commemorate and celebrate National Library Week benefited the library as well as local communities. Children from several communities were able to take home bookmarks and book bags that they could re-use and bring back to the library again. The positive response to this proved that being able to purchase items the library would not have been able to otherwise in turn benefited the library in number of circulated items and number of children who returned after receiving the fun items. The funds enabled the library to participate in National Library Week in an innovative way.

Toole County Library - This database enables our community of patrons the ability to inter-library loan material not available at our libraries.

Glacier County Library - Patrons benefit by being able to access books which the library would normally not have the funds to purchase. We live in a very diverse community and get quite a few requests for unique, hard to find items that we may not be able to provide otherwise. It also benefits our library through having access to the cataloging portion, so that we may download the most appropriate and accurate record for each item in our system.

Great Falls Public Library - Build local database with downloading of records; provide functionality for sharing library materials across federation, state and nation



Dutton/Teton Public Library - Destiny allows the library to better serve the circulation needs and requests of its patrons and the community by having a hosted software program for cataloging and circulation.

Valier Public Library - Provides up to date cataloging, making accurate findings for patrons.

Liberty County Library - OCLC is a wonderful way to share our materials with libraries all over the world.

Chouteau County Library - Allows for cataloging and ILL services. Makes the process more effect for our patrons

Blaine County Library - Cataloging and resource sharing with other libraries.

Valier Public Library - Laptops are an important part of our technology services. Laptops also extend our available computer space.

## **Program 2 - Continuing Education**

### **Narrative**

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

Program activities:

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

### **Public Value**

Valier Public Library - Continuing Education. The workshops this year were very relevant to my needs, especially learning to make programs to share with other librarians and to reach patrons.

Wedsworth Memorial Library - the training at the event was extremely beneficial. Information provided us knowledge how how to better perform our jobs and access to the upcoming program that will be available to us , such as Meeting 2go gave us base knowledge so when the actual training takes place will really be helpful. Just visiting with the small group allowed more info transfer.

Valier Public Library - Wonderful presentations all around! The gaming seminar will be put to good use with a some troubled teens. The new search sites are already very helpful.

Wedsworth Memorial Library - It is extremely important to keep up to date on new policies, new technology and what is changing in the library world. This conference was especially important because of all the new changes in programs and billing.

Harlem Public Library - The library director and assistant librarian attended the MLA conference in Bozeman, Montana. Through this experience we received training on various topics that affect our ability to offer better service to our patrons. With the Pathfinder Federation funds we were able to attend this conference and receive certification credits.

Fairfield/Teton Public Library - Networking, classes in library systems and management.

Dutton/Teton Public Library - This helps staff and board members to more easily travel to federation meetings.

Chouteau County Library - Attending workshops are always a benefit to librarians and patrons as well. There is so much information out there and to come together with other librarians to share and learn is essential. Without this money we would have to cut funding in another area of our budget

Blaine County Library - CE Credits for two staff members and networking with other librarians.

Toole County Library - Continuing education that is provided at Fall Workshop improves librarian skills. It provides a perfect learning environment for librarians across the state to meet and learn from peers and professionals.

Havre-Hill County Library - The benefits to using the money toward our continuing education is that it allows us to keep up with the changing technologies of the library field, to interact with other librarians who are dealing with the same issues that we are, to meet vendors and learn about new products, and to keep learning better ways to serve our public.

Glacier County Library - It was amazing to see the differences in how different Federations are run. We fully enjoyed the time to learn together with fellow librarians in a smaller more relaxed atmosphere (than MLA or larger conference), yet were very impressed with the quality and professionalism of the workshops presented here. The "organized" relaxed setting for the meals was also very beneficial and I felt like we had ample opportunity to socialize and learn from the other attendees. We also took the opportunity to visit the Imagine IF library in Kalispell, which is something neither of us had been able to do since they re-branded. So we came back to our library very re-charged and excited to try some new things!

### **Program 3 - Communication/ Pathfinder Meetings and Workshops**

#### **Narrative**

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

Program activities:

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

#### **Public Value**

Valier Public Library - Learn more about the Federation function. Visit with other librarians to find what works best, programs and other interesting facts. Learn how to obtain internet count.

Wedsworth Memorial Library - It is important to interact with the other libraries in the Federation in order to understand how our library can possibly benefit. The training accessed at the meeting is extremely beneficial to be able to stay updated, as in this case resources available to us, which enables us to do our job more efficiently.

Chouteau County Library - Allowed libraries in the federation to meet and share the happenings at their libraries

Harlem Public Library - The Pathfinder meetings allow librarians and trustees to share successes and

challenges from our respective libraries. A representative from the Montana State Library informs members about the latest plans and programs from the state library. There is also a training elements on a topic of interest and need that helps with Continuing Education. Thus service to our local communities is improved.

Chouteau County Library - Allows for regional libraries to gather together, share, and get some training.

Choteau/Teton Public Library - Dealing with the business of the Federation is important, as is the general sharing of ideas of member libraries. Training offered is also of great importance and allows us to better ourselves as librarians.

Toole County Library - Librarians and Trustees meet to discuss federation business and State Library news. We take time to share ideas with each other as well as our trials and success stories. We also participate in continuing education.

Glacier County Library - The spring meeting was when we had the opportunity to discuss and vote on the Federation by-laws, so it was very important for us to have the opportunity to have a say in this. There was also budget training presented, which when put with the County Budget Workshop which I had the opportunity to attend at the Tamarack Federation meeting, helped to give me a much better understanding of this process. I also appreciate the opportunity to visit with the other librarians in our area, although it would be nice to be able to schedule a bit more time for this.

Great Falls Public Library - Network with peers to share ideas and current services/programs; training/continuing education

Fairfield/Teton Public Library - Networking with our Federation libraries and continuing education.

Wedsworth Memorial Library - It is important to interact with the other libraries in the Federation. The training accessed at the meeting is extremely beneficial to be able to stay updated. The training at this meeting was immensely valuable. With all the changes to our financial procedures, this training explained a lot and made things much clearer in how to input finances and understand the process

Liberty County Library - Pathfinder meetings are a wonderful way to collaborate with other library directors, staff and trustees. These meetings also give valuable training that is essential to our library.

Harlem Public Library - Attending the Pathfinder meeting keeps the director and trustee informed about happenings at the Montana State Library. At this meeting we also held a discussion about updating the By-Laws. By going over these we learned that as a Federation there are some procedures we haven't been following and some we also need to change to coincide with the way we are conducting our business. The CE involved budgets and accounting procedures. This is vital information as we deal with money through our funding agencies such as cities and/or counties.

Blaine County Library - Networking with other libraries and CE credits.

Valier Public Library - Share ideas with other librarians in our area.

Toole County Library - We join with other librarians and trustees to discuss federation business, collaborate ideas, participate in continuing education and enjoy good food!

## **Program 4 - Technology**

### **Narrative**

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

Program activities:

1) Purchase computer hardware and software

2) Purchase printers and other devices that allow patrons to use information effectively

## **Public Value**

Wedsworth Memorial Library - Some of our patrons are not capable of coming to the library to access our books. MontanaLib2Go allows them access to reading materials. This is the only reading material for them so the service is a necessity.

Wedsworth Memorial Library - Access to this technology allows Home-schooled children access to research material. We have had some college students use this site also. Expands our non-fiction area in a technology area.

Wedsworth Memorial Library - Allows access to all our technology for ILL and cataloging.

Dutton/Teton Public Library - Antivirus is an integral part of giving support to patrons. Without correct software installed, patrons' personal information is at risk when using the public library's computers. Correct financial software is necessary for budgeting purposes.

Dutton/Teton Public Library - The new printer is used by patrons and staff alike. The ability to print, copy, and fax in one machine is a cost effective tool.

Harlem Public Library - Through our subscription with Dri Trend Micro our computers are kept safe from viruses, data loss, etc.

Conrad Public Library - Children have access to awesome computer

Great Falls Public Library - Patrons have access to up-to-date equipment and software for research, employment, personal needs.

Choteau/Teton Public Library - Allows visitors to the library to have access to the world-wide web for information, social media for communication, and access to the various databases provided by the state. Also permits the creation of resumes, applications, and other important documents in a relatively secure environment.

Fairfield/Teton Public Library - Speed and reliability.

Harlem Public Library - The library website presents the library to the public via the Internet. People can contact the library, find out the operating hours, programs and services available, and keep up to date on the happenings at the library. The website also acts as advertisement for the library. Website users can search the catalog, data bases, and connect with Montana Library 2 Go and the Montana Memory Project using the links. The website also features current photos of events at the library.

Valier Public Library - We placed more memory into the three laptops for public use. We have several users who do not have computers in their homes. Offering up to date fast internet connections is important to patrons not only for socializing but also for job searches and schooling.

Harlem Public Library - The adapter will enable the tablets to be connected to our Smart TV. This will allow the staff to use the apps or videos from the tablets to be used for our children's programming. The adapter will also allow the tablets and Smart TV to be used in conjunction for trainings and presentations.

Dutton/Teton Public Library - With the previous purchase of the new printer, and the ease of use for patrons, the number of pages being printed off at the library has risen dramatically. The need for more ink coincides with this rise. The ability to purchase ink is a benefit for all who use the library.

Toole County Library - This unit has supplemented an old computer in the director's office. The old machine needs to be kept for Follett software purposes. This laptop enables the director a machine that is current and mobile.

Glacier County Library - Helping to keep us up-to-date and provide faster more reliable computer services to our patrons.

Harlem Public Library - Installing Deep Freeze on the patron computers keeps them safe from users changing administrative settings.

Choteau/Teton Public Library - Allowing easy access to a catalog of our materials to patrons and visitors permits us to better fulfill our role as a go-to information and entertainment resource.

Liberty County Library - It is very valuable to have good quality printers in our library for our patrons. We have many travelers, including bicyclists, that stop to print maps, e-mails and banking information.

Chouteau County Library - The new laptop is used by the staff. The one it replaced is now available for patron use. This gives the staff the ease of working away from their desk. Again this is an essential area of funding

Harlem Public Library - The wireless scanner allows the library staff to use the Mobile Circulation app through the state library. This enables staff to check out, check in, and inventory materials anywhere in the library using a device such as a tablet or Smart phone. This will save time and energy, especially for inventory.

Blaine County Library - Providing the public with the latest technology.

## **Program 5 - Administrative Services**

### **Narrative**

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

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

### **Public Value**

Fairfield/Teton Public Library - Helps cover costs accrued for serving as the Coordinator.

# Federation Annual Report FY 2015 July 2014 Through June 2015

## SIGNATURES

Federation	Sagebrush		
Coordinator's Library	Miles City Public Library		
Coordinator	Sonja Woods		
	Signature _____	Date _____	
Chairperson - Board of Trustees	Betty Berger		
	Signature _____	Date _____	

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

## AWARD/EXPENSE SUMMARY

Total CST Award: \$18,980.39  
Total CST Expended: \$18,980.39

## EXPENDITURES BY PROGRAM

Program 1 - CONTINUING ED, TRAINING AND TRAVEL	\$3,818.55
Program 2 - TECHNOLOGY AND RESOURCE SHARING	\$13,711.84
Program 3 - COMMUNICATION/PR AND CONSULTATION	\$350.00
Program 4 - ADMINISTRATIVE SERVICES	\$1,100.00
	<b>Total: \$18,980.39</b>

## EXPENDITURES BY LIBRARY

Library	Status	Total Award	Award Expenses	Local Expenses
Ekalaka Public Library	Active	\$1,424.60	\$1,424.60	\$412.26
Fallon County Library	Active	\$1,424.60	\$1,424.60	\$695.74
Garfield County Library	Active	\$1,424.60	\$1,424.60	\$0.00
George McCone Memorial County Library	Active	\$1,424.60	\$1,424.60	\$0.00
Glendive Public Library	Active	\$1,424.60	\$1,424.60	\$170.43
Henry A Malley Memorial Library	Active	\$1,424.60	\$1,424.60	\$1,525.00
Miles City Public Library	Active	\$6,158.99	\$6,158.99	\$205.57
Prairie County Library	Active	\$1,424.60	\$1,424.60	\$224.60
Sidney-Richland County Library	Active	\$1,424.60	\$1,424.60	\$397.20
Wibaux Public Library	Active	\$1,424.60	\$1,424.60	\$949.11
	<b>Totals:</b>	<b>\$18,980.39</b>	<b>\$18,980.39</b>	<b>\$4,579.91</b>

## **PUBLIC VALUE SUMMARY BY PROGRAM**

### **Program 1 - CONTINUING ED, TRAINING AND TRAVEL**

#### **Narrative**

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

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

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

#### **Public Value**

Fallon County Library - Networking with area librarians and obtaining training on new and existing systems.

Prairie County Library - Staff attended meeting for networking and sharing of ideas with other libraries.

Garfield County Library - This was my first Federation meeting as the new Garfield County Library Director - what a great learning experience. It was so great to meet the incredible group of women that run the libraries of the Sagebrush Federation. Thank you so much for providing the funds for me to travel to the meeting!

Sidney-Richland County Library - Active membership in the Sagebrush Foundation

Wibaux Public Library - Networking with colleagues, training, and Sagebrush business opportunities.

Ekalaka Public Library - training, professional networking, sagebrush business .

Sidney-Richland County Library - We have an entirely new staff for programming. One of our goals is to greatly increase our program offerings to all age groups in the community.

Sidney-Richland County Library - Dedicated laptop for staff use in community presentations, training events and programming.

Miles City Public Library - Professional networking, sharing program ideas, keeping members informed of statewide ongoing projects and new technology.

Miles City Public Library - Keeping the Library Commission informed of regional Sagebrush programs, activities, and concerns.

Miles City Public Library - Provided programming supplies for youth patrons served with 8 weeks of summer reading program and activities.

### **Program 2 - TECHNOLOGY AND RESOURCE SHARING**

#### **Narrative**

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

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



costs to cover resource/materials sharing.

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

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

### **Public Value**

Fallon County Library - The capability to peruse and borrow from all catalogs in the consortium thereby increasing my patron's access to information.  
Making membership in Partners possible, thereby decreasing shipping costs of library materials to and from consortium libraries.

Prairie County Library - Provides access to online resources for patrons as well as sharing of resources among libraries.

Prairie County Library - Enables patrons to access a whole new world of resources. Lets our library share its materials with other libraries. It is always totally amazing to see that our little library has items that patrons from larger libraries are requesting.

Garfield County Library - These Federation funds have allowed our small library to add some much needed technology updates and to further prepare ourselves for the transition to the Montana Shared Catalog.

Thank you so much to the Federation!

Henry A Malley Memorial Library - June came back from convention with an idea for a children's program we implemented. She went to local businesses and individuals and raised money for the purchase of Legos and Wooden Blocks. Children have been in the library every day since school got out building and using their imagination.

Henry A Malley Memorial Library - Library Patrons appreciate that they can read and listen to books digitally. Have received a number of comments along the line of "Wow -even this little library in the middle of nowhere has this service available".

Wibaux Public Library - Benefits to all patrons and staff: cataloging, circulation, services.

George McCone Memorial County Library - Allows library to continue to provide ILL services to patrons and participate in the Montana Shared Catalog (MSC) with accurate records and cataloging.

George McCone Memorial County Library - Maintained and improved technology access/services for patrons and staff.

Ekalaka Public Library - FULL CIRCULATION SYSTEM, TECHNICAL SUPPORT, AND CATALOGING SERVICES FOR STAFF AND PATRONS.

Glendive Public Library - The Glendive Public Library could not provide the kind of quality service that we provide for our community members or our eastern Montana regional patrons.

Glendive Public Library - The Glendive Public Library is part of a consortium of Montana Libraries that share library materials via a courier. The Glendive Public Library alone, saves its tax payers thousands of dollars a year that would be spent on shipping cost.

Libraries strive to bring their patrons the best quality of library materials while always searching for more cost efficient ways of providing these services.

Henry A Malley Memorial Library - Makes available to patrons many unique books and other material that are not available thru the MSC system.

Henry A Malley Memorial Library - Staff and Patrons have been so very pleased with the MSC system since we joined three years ago. Went from the old paper card catalog direct to MSC!

Miles City Public Library - Allowing MCPL to continue to participate in the Inter-Library Loan program (both in-state and out-of-state) and for cataloging services with the Montana Shared Catalog (MSC).

Miles City Public Library - Enables all libraries in the Federation to host public movie viewing for patrons.

Miles City Public Library - Helped area libraries with small staff to catalog collections for inclusion in the MSC project. These "cataloging parties" help to take a large workload off of rural librarians.

Wibaux Public Library - Requirement for cataloging in the Montana Shared Catalog (MSC) and providing Interlibrary Loan services.

### **Program 3 - COMMUNICATION/PR AND CONSULTATION**

#### **Narrative**

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

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

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

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

#### **Public Value**

Glendive Public Library - Once they come over to our booth, we have heard time and time again, they exclaim, "I never had any idea that I could do that at my library!" It is very satisfying to link community members to the resources that they need. At local events the library highlights its children, family, and adult programming. We also showcase our free services that assist in job search and educational advancement. The on-line services are always a big hit at the fairs; most patrons never realize that they can take their library with them, and we are accessible 24/7.

The library will always be in attendance at these local and regional functions, but without our Sagebrush Federation Grant we would never reach as many individuals as we do. Our current Summer Reading Program we had over 757 participants and we correlate our success with presence at other regional events.

### **Program 4 - ADMINISTRATIVE SERVICES**

#### **Narrative**

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

business.

**Public Value**

Miles City Public Library - Compensation for work by the Coordinator.

Miles City Public Library - Covers supplies and office costs for coordinating the Sagebrush Federation.

# Federation Annual Report FY 2015 July 2014 Through June 2015

## SIGNATURES

Federation South Central  
Coordinator's Library Laurel Public Library  
Coordinator Nancy Schmidt

Signature \_\_\_\_\_ Date \_\_\_\_\_

Chairperson - Board of Trustees Clara Killebrew

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

## AWARD/EXPENSE SUMMARY

Total CST Award: \$33,866.54  
Total CST Expended: \$33,866.54

## EXPENDITURES BY PROGRAM

Program 1 - Continuing Education and Travel	\$3,400.00
Program 2 - Technology and Resource Sharing	\$23,034.54
Program 3 - Continuing Education and Travel for Multi-Type Libraries	\$1,500.00
Program 4 - Purchase, Maintenance, and Mailing of Book Discussion Kits	\$1,750.00
Program 5 - Administrative Costs	\$4,182.00
<b>Total:</b>	<b>\$33,866.54</b>

## EXPENDITURES BY LIBRARY

Library	Status	Total Award	Award Expenses	Local Expenses
Bicentennial Library of Colstrip	Active	\$1,554.97	\$1,554.97	\$1,554.97
Big Horn County Public Library	Active	\$1,554.97	\$1,554.97	\$2.00
Billings Public Library	Active	\$1,554.97	\$1,554.97	\$0.00
Bridger Public Library	Active	\$1,554.97	\$1,554.97	\$163.32
Carnegie Public Library	Active	\$1,554.97	\$1,554.97	\$10.21
Denton Public Library	Inactive	\$0.00	\$0.00	\$0.00
Dorothy Asbjornson Community Library	Active	\$1,554.97	\$1,554.97	\$0.00
Harlowton Public Library	Active	\$1,554.97	\$1,554.97	\$1,248.24
Joliet Public Library	Active	\$1,554.97	\$1,554.97	\$185.69
Judith Basin County Free Library	Active	\$1,554.97	\$1,554.97	\$18.94
Laurel Public Library	Active	\$8,987.02	\$8,987.02	\$129.80
Lewistown Public Library	Active	\$1,554.97	\$1,554.97	\$635.13
Moore Memorial Public Library	Active	\$1,554.97	\$1,554.97	\$314.53
Petroleum County School-Community Library	Active	\$1,554.97	\$1,554.97	\$0.00
Red Lodge Carnegie Library	Active	\$1,554.97	\$1,554.97	\$65.38
Rosebud County Library	Active	\$1,554.97	\$1,554.97	\$0.00
Roundup School-Community Library	Active	\$1,554.97	\$1,554.97	\$1,742.20
Stillwater County Library	Active	\$1,554.97	\$1,554.97	\$0.00
	<b>Totals:</b>	<b>\$33,866.54</b>	<b>\$33,866.54</b>	<b>\$6,070.41</b>

## **PUBLIC VALUE SUMMARY BY PROGRAM**

### **Program 1 - Continuing Education and Travel**

#### **Narrative**

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

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

#### **Public Value**

Joliet Public Library used funds to travel to Montana Shared Catalog meetings. By attending the Montana Shared Catalog meetings, the Library Director will gather continuing education credits, become more proficient and knowledgeable with the latest changes in MSC software, and to network with like-sized libraries across Montana. This knowledge helps staff show our patrons how to make better use of the library and its resources. In a small community the ability to belong to a larger consortium is invaluable and allows JPL to offer services that we would not be financially able to offer on an individual basis.

Bicentennial Library of Colstrip, Dorothy Asbjornson Community Library, Petroleum County School-Community Library, Rosebud County Library, and Roundup School-Community Library used travel funds to send staff members to Fall Workshop in Helena. Bicentennial Library feels that any and all help covering continuing education so that the library staff can make certification is very important and appreciated. It is rare to be able to send multiple staff members to a training, as funding is limited. Rosebud County Library was able to send 3 staff members to Fall Workshop. Susan, the Assistant Librarian, represented the library as a supervisor while the director stayed back to manage the library. She introduced new staff to other members of the library community and attended sessions that were relevant to her position. She came back with new ideas, some of which have been incorporated within our library to the benefit of our patrons. Ruth was able to build her skills in the areas of children's programming and cataloging. Patrons will benefit from expanded programming options and quicker turn around on collection items due to faster processing of new items. The teen Librarian attended her first Fall Workshop as a newer employee. She gained a better understanding of the industry and brought back new programming ideas to our library. Petroleum County School-Community Library felt that getting good training in a variety of workshops helps the librarian help her patrons. Roundup School-Community Library likes having staff members attend state educational training events. It allows them to learn from the trainers, the comments and questions at the sessions and to meet with colleagues. One of the best parts of events such as the fall workshop is the networking that is done between sessions or during question and answer times at the sessions. The Montana State Library staff does a great job of making the fall workshop an event that improves library services across the state.

Big Horn County Library and Rosebud County Library sent staff members to attend the OFFLINE Conference in Billings. The Director of Rosebud County Library attended the conference to learn about technology related to teens. She was able to use what she learned with the Tech Librarian in regards to future technology programming. Mary Kay Bullard from Big Horn County Public Library felt that 2 days of technology based programs will benefit the library in the future.

Big Horn County Library, Carnegie Public Library, Dorothy Asbjornson Community Library, Harlowton Public Library, Joliet Public Library, Laurel Public Library, Lewistown Public Library, Moore Public Library, Petroleum County School-Community Library, and Red Lodge Public Library spent travel funds to attend the fall and spring Federation meetings. Most of the librarians feel that attendance at these meetings allows for networking with fellow librarians in the same geographic area. They feel it is very helpful to share ideas that may help them with information for their own libraries. Sharing both challenges and successes allows us to generate ideas and provide better services to our patrons. These meetings are an excellent opportunity to visit libraries in other communities, engage with State Library staff and attend CE trainings. Some of these trainings have included presentations by Joe Kampf about increasing broadband

capacity at your library, Gadget Roundup for Fall 2014 and using Go-To-Meeting by Suzanne Reymer, and Summer Reading Program presentations. These meetings also give new Directors the opportunity to meet the library community and share information about their libraries. It is also very interesting to visit some of the smaller libraries to see how they work with the space they have available for their services.

Stillwater County Library used travel funds to send the new director, who happens to be a female, to a seminar entitled Leadership Management Skills for Women. The Director stated that "this workshop will be so valuable in helping me learn to manage my staff and myself in an effective manner which will only benefit the library and the patrons that I serve".

Billings Public Library, Bridger Public Library, Dorothy Asbjornson Community Library, Red Lodge Public Library and Stillwater County Library traveled to Montana Library Association conferences in Bozeman. Attendees felt that being able to continue their professional development was extremely important to their libraries. It is always interesting to meet library vendors that they are only able to talk with on the phone the rest of the year. Attendance keeps library staff well-informed on library news and trends in the "library world". The training sessions are very interesting and informative but attending MLA could be really expensive for some of the smaller libraries if this funding was not available.

## **Program 2 - Technology and Resource Sharing**

### **Narrative**

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

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

### **Public Value**

Joliet Public Library, Moore Public Library, Petroleum County School-Community Library, and Stillwater County Library used their funds to help pay for their internet access for library and patron use. Wi-Fi and internet access is very important to patrons that are unable to provide their own access to the internet at home. Our patrons benefit from being able to access our online catalog, databases, and any other online resource. They are able to come in and surf the web, pay bills, file unemployment or print tax forms. These funds go to offset the cost of our internet service that we provide to our patrons. Internet access is now a universal requirement for libraries and a necessity for our rural library. Few patrons in central Carbon County can afford internet access. TCT West had been providing access to us at no charge. When they discontinued service, they took their modems and associated equipment. Consequently, we incurred costs with Century Link to set up internet access. Patrons use the internet for job searches, filling out job applications, and housing searches. Students use our computers to complete their homework, do homework research, and play games.

Big Horn County Library, Carnegie Public Library, Joliet Public Library, Judith Basin County Free Library, Laurel Public Library and Moore Public Library used some of their funds to pay for prizes and incentives for various activities and the Summer Reading Program. The Summer Reading Program is an important part of summer activities in almost all of the public libraries in Montana. Clever bookmarks, book bags and reading records reinforce the theme and helped build excitement and momentum for participation in the summer program. Judith Basin County Free Library had a picnic on the lawn to wind down story hour and launch the summer reading program theme. This proved to be a successful promotion for the library. It helped promote reading and library usage during the Summer Reading events. They were able to provide cute crafts for winter story hours centered on their community helpers. They were also able to center activities around their fall, Thanksgiving, Easter, and valentine themes at the library. Laurel Public Library was able to purchase 13 eReaders as grand prizes for the Summer Reading Program. Some of the items

included five dollar movies and items and books from Barnes and Noble.

Joliet Public Library has used some of their funds to pay for antivirus and antimalware software for their computers. Deb Hronek stated that due to the increase in malware and computer viruses, it was necessary to upgrade and beef up our computer security for better protection. This has resulted in fewer "downtimes".

Bridger Library has provided a website for patrons to check hours and contact the library. The library no longer has a paper catalog, but uses an online catalog. This computer is dedicated for patrons to who wish to access the catalog and not have to wait for a public computer to do so.

Bicentennial Library of Colstrip, Joliet Public Library, Petroleum County School-Community Library, Rosebud County Library and Roundup School-Community Library have purchased access to Montana Shared Catalog. Our library and patrons really benefit from having a catalog that offers much more than we can in just our collection. It allows us to truly share our resources with one another. The Montana Shared Catalog has changed how our library meets the needs of our patrons. Our library is a combined school and public library. We provide services for students in Grades 7-12 in Roundup Junior-Senior High School, public patrons in Roundup and Musselshell County. We do have a few patrons who are just outside of our county lines in Rosebud County, Fergus County and Golden Valley County. We also provide some materials and services to the Roundup Central Elementary School students and staff. The Montana Shared Catalog allows our patrons to have access to online database with connections to 177 libraries and to libraries across the nation when combined with OCLC services. Our library board really likes the stats that I am able to mine from the reports from MSC and the stats from Director's Station. I am looking forward to the newer stats from Sirsi/Dynix future improvements. The Montana Shared Catalog is raising the standards for a more robust and accurate record for each item cataloged in the system. I like the constant reach for excellence in our Montana Shared Catalog.

Dorothy Asbjornson Community Library, Joliet Public Library, Judith Basin County Free Library, Moore Public Library, and Petroleum County School-Community Library have benefitted from membership in OCLC with this funding. We cannot be a member of MSC, unless we are a member of OCLC. Also, our patrons very much appreciate the ILL service that is available through OCLC's interlibrary loan service. We are able to offer our collection to the world and provide our patrons access to the collections of other libraries. Provides us with the ability to catalog books online.

Billings Public Library paid for their annual subscription to Novelist Plus. The benefit is that patrons in the Library as well as remotely can find reviews, discussion guides and recommendations for fiction reading for all age levels.

Big Horn County Library, Lewistown Public Library, Petroleum County School-Community Library, Red Lodge Public Library, Rosebud County Library and Roundup School-Community Library provide access to downloadable e-books and audiobooks at no charge to patrons through MontanaLibrary2Go. The benefit is that it provides us with resource sharing options with other libraries, including public, school, academic, medical, and special. This gives our patrons many more options than they'd find just within the walls of our library. Our patrons really enjoy being able to download e-books and audio books on their devices. When they were asked if they still needed us to supply this service. They said, YES, PLEASE! The MontanaLibrary2Go consortium is a wonderful group that benefits library patrons around the state. The group is especially valuable to smaller public libraries who would not have the funding or staffing to afford this service on our own. Not all of our patrons utilize the service, but many do and are so appreciative that they are available. The popularity of the service continues to grow. Staff, trustees, and patrons agree that this is one of the most important programs supported by the state library and LSTA funds. Being a part of Montanalibrary2go allows our patrons to access e-books and audio books digitally at any time. I repeatedly hear stories from patrons about the joy they are getting from downloading books to their Kindle, Nook, i-pod or mp3 player. Last night, one patron talked with me about his MontanaLibrary2go experiences. I read over 120 books through MontanaLibrary2go in the calendar year of 2014. He was pretty excited. Once they get access, the patrons have always been very positive about their experience.

Big Horn County Library, Carnegie Public Library, Judith Basin County Free Library and Moore Public Library were able to provide miscellaneous supplies to their patrons through this funding. Some of the supplies included office products for patron use, magazine boxes to preserve back issues of Montana – The Magazine of Western History, ink cartridges and paper for patrons.



Laurel Public Library and Roundup School-Community Library purchased their annual subscriptions to Heritage Quest and Ancestry Library Edition. The benefit is that we have many patrons that come to our library to use these databases while traveling. Those that were raised in the area but moved away find it very valuable to use these for family research when they come back for a visit. The Heritage Quest consortia purchase assists all libraries in the state to have access to the databases associated with Heritage Quest at a lower cost than if purchased on our own. Having Heritage Quest available assists our patrons in working with genealogy and connecting with family. The census is the most often used database from our library patrons in Roundup and Musselshell County. We had a public patron who offered some genealogy classes this year using Heritage Quest as the basis for the class. Just a few patrons took the class, but they were mostly successful in finding answers about their individual family's past. One patron wasn't happy with the answers she found, because the family stories seemed to be based on myth, not reality.

Big Horn County Library, Bridger Public Library, Carnegie Public Library, Dorothy Asbjornson Community Library, Harlowton Public Library, Joliet Public Library, Moore Public Library, and Red Lodge Public Library were able to provide software or new computers to library staff and patrons. The benefits include the Envisionware software systems are a help to library staff and patrons. The PC Reservation system tracks public PC usage, times patron sessions, and allows for reservations. This software saves a lot of staff time and reduces wait time for patrons. The LPT:One Print Management system has also saved staff time and patron wait time. In addition, it has saved ink and paper as patrons are less likely to make printing error and has increased our library collections for print jobs as patrons can't walk out without paying, resume software allows our patrons to create a professional resume with ease. By purchasing a Kindle, staff will be able to be trained and then have more confidence in helping patrons with their tablet concerns and issues. Dorothy Asbjornson Community Library was also able to provide Tech Support when some of their old computers stopped working. The library offers free Wi-Fi for all patrons and this subscription ensures our network is secure. The public computers are well used and this software ensures that the next person who needs to use the computer will be able to use a "healthy" computer.

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

#### **Narrative**

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

#### **Public Value**

There were 3 multi-type library grants given to school librarians that wanted to attend the Fall Workshop in Helena. These grants aided with travel and lodging expenses. Mary Chapman felt that she wouldn't have been able to attend the workshops without the aid of our grant. Jeff Wellcome stated that part of his trip to Fall Workshop was funded by his school. The extra funds we provided allowed him the opportunity to visit with other librarians while learning about new ideas he could share with his students. Connie Metcalf was also provided with a grant to attend Fall Workshop in Helena.

Two multi-type library grants were given to Suzanne McCandless and Donna Petriccione to attend MEA-MFT Conference in Missoula. Travel was the biggest part of the expense of going to Missoula. Suzanne stated that receiving the grant allowed her the opportunity to share ideas with other librarians. These ideas gave her inspiration for her classes throughout the whole school year.

Kathi Hoyt requested, and received, a grant to attend the Western History Association Conference in Newport Beach, CA. She stated that attending this conference allowed her to better understand how to teach her students about the Indian Education for All and Common Core curriculum.

Janie Morrisette used her grant to attend the seminar "What's New In Young Adult Literature" held in Billings. This helped cover the cost of attendance for Janie.

Myrna Lastusky called and practically begged for a multi-type library grant to help cover the cost of Promethean Board training not just for her but other teachers at her school as well. She said this grant would cover an afternoon of training, which she desperately needed. This is her first year as a teacher/librarian and has many things to learn.

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

##### **Narrative**

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

##### **Public Value**

The Federation spent money on supplies that would help keep the books in good condition for all clubs that want to read them. Books passed from one patron to another can take a lot of stress, especially paperback books. We purchased book laminate or covering that would protect these book kits as long as possible.

There were 21 book kits purchased last year with 8 copies of each title in each kit. These kits provide book clubs with a copy of a classic or bestselling books to read and discuss. Borrowing libraries can save money for other items while acquiring the book kits their clubs want to read.

The Federation libraries are sent the book kits at the expense of South Central Federation. Return postage is included in the mailed kits so the libraries don't have to pay to return the books out of their own budgets.

#### **Program 5 - Administrative Costs**

##### **Narrative**

A wage of \$2,000 will be paid or reimbursed to the Federation Coordinator for time and effort spent working with the State Library and Federation Members to prepare a plan of service, an annual report, attend Library Commission meetings and set up federation meetings and projects. \$732 is assigned for Coordinator travel. The administrator also purchases, processes, and dispenses book club kits for member libraries. \$400 will be paid to the City of Laurel to cover administrative costs. \$200 will be paid to Laurel Public Library for expenses of printing, photocopying etc. \$500 is set aside for Federation Meeting meals and \$350 for trainings and expenses. \$4182.00 will be allocated to this program. Per capita revenue coming from Golden Valley is allocated to MontanaLibrary2Go.

##### **Public Value**

We have two Federation meetings each year for our member libraries. By providing a luncheon with our meetings we are allowing time for networking with fellow librarians without an added cost to the library budgets or taking extra time away from the meeting to find our own lunch.

The Federation allows for travel to the fall and spring Coordinator's and Commissioners' meetings in Helena without having to use the regular library travel budget. If this cost came from the library's general budget it could prevent staff members from attending other trainings throughout the year.

By providing the Coordinator with funds to use her own vehicle for travel she isn't required to use a City vehicle for her trips to meetings in Helena. There are times when a City vehicle may or may not be available for use by the Coordinator. By using her own vehicle she is more familiar with how it runs and is more comfortable driving it on the highway.

Budgeting for administration costs to the Clerk/Treasurer helps defray the cost of administering the Federation funds. These costs don't have to come from the general budget of the City of Laurel. This is a cost for which the Clerk/Treasurer doesn't have to budget staff time or supplies.

There are some costs involved with printing or providing supplies and information to member libraries that is covered by administrative funds. If these expenses came out of the regular library budget patrons would have less access to printing/copying materials.

The Federation members voted to donate the per capita funds from Golden Valley County to MontanaLibrary2Go. This allows all residents from Montana, but especially Golden Valley, to access items they may not otherwise be able to afford or borrow.

A very generous stipend provided to the Coordinator by the Federation members that allows for extra time to be spent on Federation business without using library time or staff wages. The Coordinator doesn't feel that she is using personal time to take care of library business or library time for Federation business.

# Federation Annual Report FY 2015 July 2014 Through June 2015

## SIGNATURES

Federation	Tamarack		
Coordinator's Library	Missoula Public Library		
Coordinator	Honore Bray		
	Signature _____	Date _____	
Chairperson - Board of Trustees	Rita Henkel		
	Signature _____	Date _____	

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

## AWARD/EXPENSE SUMMARY

Total CST Award: \$41,220.81  
Total CST Expended: \$41,220.81

## EXPENDITURES BY PROGRAM

Program 1 - Two Membership Meetings	\$7,998.81
Program 2 - Training and Professional Development	\$9,382.52
Program 3 - Technology	\$16,345.48
Program 4 - Expanding and sharing collections	\$7,119.00
Program 5 - Planning for Building Improvement	\$375.00
	<b>Total: \$41,220.81</b>

## EXPENDITURES BY LIBRARY

Library	Status	Total Award	Award Expenses	Local Expenses
Bitterroot Public Library	Active	\$2,373.00	\$2,373.00	\$0.00
Darby Community Public Library	Active	\$2,373.00	\$2,373.00	\$152.77
ImagineIF Kalispell	Active	\$2,373.00	\$2,373.00	\$0.00
Lincoln County Public Libraries	Active	\$2,373.00	\$2,373.00	\$571.00
Mineral County Public Library	Active	\$2,373.00	\$2,373.00	\$0.00
Missoula Public Library	Active	\$10,371.81	\$10,371.81	\$6,800.00
North Lake County Public Library	Active	\$2,373.00	\$2,373.00	\$504.03
North Valley Public Library	Active	\$2,373.00	\$2,373.00	\$1,914.67
Plains Public Library District	Active	\$2,373.00	\$2,373.00	\$40.00
Preston Hot Springs Town-County Library	Active	\$2,373.00	\$2,373.00	\$2.34
Ronan Library District	Active	\$2,373.00	\$2,373.00	\$387.61
St Ignatius School-Community Library	Active	\$2,373.00	\$2,373.00	\$582.25
Thompson Falls Public Library	Active	\$2,373.00	\$2,373.00	\$603.04
Whitefish Community Library	Active	\$2,373.00	\$2,373.00	\$304.00
	<b>Totals:</b>	<b>\$41,220.81</b>	<b>\$41,220.81</b>	<b>\$11,861.71</b>

## **PUBLIC VALUE SUMMARY BY PROGRAM**

### **Program 1 - Two Membership Meetings**

#### **Narrative**

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

The fall meeting will be conducted via a conference call. CE will not be available during the fall meeting. All Public Libraries must send a representative to both meetings to qualify as an active member. If a Public Library is not represented due to an emergency the executive committee will determine if the library will have active or inactive status. It is beneficial that the Montana State Library staff and State Commissioners participate in the meetings.

The coordinator will:

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

Included in each years business:

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

#### **Public Value**

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

### **Program 2 - Training and Professional Development**

#### **Narrative**

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

#### **Public Value**

Improves service to the public while becoming more proficient using new technology and software.

### **Program 3 - Technology**

#### **Narrative**

Purchases may include, but are not limited to: Computer hardware, software and upgrades, firewall security, Printers, scanners, Membership costs for OCIC, Montana Shared Catalog, Virtual Reference, Database costs

Outreach and public relations costs promoting access to collections and library services (Example of costs outside the scope of this program include, but are not limited to: e-books, furniture, barcodes and other

#### **Public Value**

Darby Community Public Library - We use envisionware, as many other federation and Montana libraries do, in order to provide a standard user interface for logging on to the patron computers, reserving the computers, and patron printing. This service not only standardizes the users library experience in MT

libraries, it assists the library staff in providing a service that patrons can easily use that frees the staff person to assist patrons with other reference and technical questions. The printing module prevents patrons from printing pages they did not intend to print conserving library resources. Darby also belongs to the Montana Shared Catalog so our small rural library to share materials from all over the state with our patrons.

St Ignatius School-Community Library - allows public access to materials and services purchased by the shared catalog group, providing patrons access to more books and items than are housed locally.

North Lake County Public Library - Continuation of the Digitization Project for our local newspaper.

North Lake County Public Library - Publications after 1922 have not entered the public domain. Efforts to obtain permission rights for online access have failed with the current publisher. We are proceeding with the project to preserve the historical content and to have it available within the library. Oftentimes, our information is the only local copy still in existence.

Thompson Falls Public Library - Since Microsoft ended support through security updates and software patches for Server 2003, our server and the library's entire network was at a much higher risk of being infected with malicious software. By upgrading to the 2012 operating system, Thompson Falls Public Library will eliminate the security and compatibility risks associated with running an unsupported OS. The library should be able to get the full life out of the server hardware and software, and the server and network should remain secure and stable. This means less IT repair costs and less computer down time.

Preston Hot Springs Town-County Library - exploring the use of e-readers with patrons and book discussion group participants

St Ignatius School-Community Library - MontanaLibrary2Go offers thousands of eBooks and audiobooks for patrons to use, free of charge, as long as the user has a library card from a participating library.

Preston Hot Springs Town-County Library - provides the community with a Public Computer Center with printing capability and a copy machine. This is a valuable service to individuals who live in a small remote community with very few services. Envisionware is crucial for the operation of our public computer center which benefits patrons and our community in ways beyond description!

North Lake County Public Library - Preservation of unique 1964 local history booklet containing information and articles about Polson's people, places, businesses, activities and culture with added photos and paragraphs from 1910.

Plains Public Library District -Security software that makes it easier for the staff to keep the patrons out of sensitive parts of our network. It saves time and energy for the staff and eliminates frustration for the patron who gets in the wrong place and does not know how to correct themselves. We also purchased a new server for our library the old one was 10 years old and needed to be replaced.

North Valley Public Library - The Montana Shared Catalog allows the patrons in Stevensville, MT access to books and audiovisual materials from the entire state. The benefits cannot be overemphasized for a small rural library with a small budget to have access to the world of information and access to virtually any book, audiobooks, video that patrons might need or want for education or entertainment. Not only does the Montana Shared Catalog allow all participating libraries to share their resources in a cost effective way, but it allows small rural libraries such as ourselves to have the technical support needed to enter our holdings into an automated catalog and have access to knowledgeable IT staff.

Preston Hot Springs Town-County Library - We are in the process of phasing out the practice of providing full headphones for use by patrons and visitors in public computer center. We do not have an adequate budget to replace them as they wear out and consider them a hazard in terms of hygiene. Grant funds have allowed us to replace them with personal ear buds.

## **Program 4 - Expanding and sharing collections**

### **Narrative**

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

### **Public Value**

Whitefish Community Library - Being able to move items in a timely manner between Partners' libraries is a wonderful service that benefits patrons throughout the State.

Mineral County Public Library - For our patrons' better access to shared collections within Montana.

Mineral County Public Library - Through the Shared Catalog and its access to OCLC records, we can easily catalog books and make them available to patrons, and patrons can make use of materials owned by the Partners Sharing Group within the MSC.

## **Program 5 - Planning for Building Improvement**

### **Narrative**

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

### **Public Value**

Ronan Library District - Checking the quality and safety of the building for the staff and the public.





*Resolution Honoring Jim Scheier, Retiring Attorney,  
Agency Legal Services Bureau, Attorney General's Office*

*Whereas,* For the past 32 years, Jim Scheier has tirelessly and faithfully executed the laws of Montana as an attorney with the Montana Attorney General's Office;

*Whereas,* Jim has applied his extensive legal knowledge to understanding the laws that govern Montana libraries, becoming Montana's foremost expert on Montana library laws;

*Whereas,* Jim has freely shared his wisdom and expertise with the Montana State Library and the libraries we serve;

*Whereas,* Jim has gone above and beyond the call of duty to attend the Montana Library Association Conference to directly advise librarians on legal circumstances; and,

*Whereas,* Jim has served as a patient and trusted advisor to the State Librarian, State Library Staff, and the State Library Commission;

*Therefore* that the Montana State Library Commission  
*be it* 1. Honors Jim Scheier for all his years of work;  
*resolved* 2. Thanks Jim for his service; and  
3. Wishes Jim all the best in his retirement.

Adopted by the Montana State Library Commission  
October 13, 2015

# Memo

**To:** Montana State Library Commission

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

**Date:** September 21, 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 Library Services Technology Act (LSTA) monies as part of the FY14 LSTA Statewide Projects budget. The accompanying policy to govern the reservation and use of these labs was presented to the Commission in August. Action to approve this policy is requested at this time.

# **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.

# Memo

**To:** Montana State Library Commission

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

**Date:** September 21, 2015

**Re:** Montana State Library Trust Request

Last year the Montana State Library received \$5,000 from the estate of Robert Moran, the long-time director of the Carnegie Library in Red Lodge who passed away in 2013. Mr. Moran specified that the donation be used to provide services and support to libraries. We request approval to use these funds to supplement the remaining FY14 Library Services Technology Act (LSTA) balance as of September 30, and funding from general operations, to purchase new laptops to replace the "Red Lab." This procurement would be in addition to the purchase approved by the Commission in August to use \$15,000 in FY14 LSTA funds to replace an older laptop lab, known as the "Blue Lab" which is being retired. Replacing both of the labs enables MSL to continue providing training labs that offer the latest technology. If replaced, the "Red Lab" will be given to the Montana Shared Catalog (MSC) membership for their frequent training needs. The MSC's "Black Lab" which is the oldest of all the labs, will also be retired.

# Memo

**To:** Montana State Library Commission

**From:** Jennie Stapp, State Librarian

**Date:** September 21, 2015

**Re:** **Draft Rule 10.102.1152 DEFERRALS**

While reviewing requests for deferrals for public library standards in August, Attorney Jim Scheier identified an inconsistency in rule 10.102.1152 DEFERRALS (<http://www.mtrules.org/gateway/RuleNo.asp?RN=10%2E102%2E1152>) from how the rule is applied.

Public library boards must annually certify that they meet the essential standards for public library services as defined in Administrative Rules of Montana [10.102.1150A-M](#). If a library cannot meet a standard they must submit a deferral request that must be approved by the State Librarian as described in ARM 10.102.1152.

State Librarians have used this rule to grant deferrals for any of the public library standards. However, as Mr. Scheier notes, the way the rule is currently written, it appears to only give the State Librarian the authority to grant a deferral for the standard described in 10.12.1150E Human Resources: Library Director. The proposed change will bring the rule in line with current practice.

At the same time, we propose to eliminate 10.102.1152 (e) Any library that employs a director without a graduate degree in library or information science or its equivalent as of July 1, 2001 is exempt from ARM [10.102.1150E](#).

The language of this rule is confusing and it is no longer applicable because the exception can no longer be applied and all libraries that serve a population of 25k meet the standard.

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

- October 13: Commission accepts draft rule;
- October 19: Submit draft rule to the Secretary of State;
- October 29: Draft rules published for public comment by the Secretary of State's Office;
- The 28 day public comment period commences and concludes on November 26;
- December 9: Final rule brought to the Commission for adoption;
- December 14: Rule adoption notice submitted to the Secretary of State's Office;
- December 24: Publication of adopted rule.

We will hold a public hearing on the rule changes if requested by more than 25 people. At the close of the comment period we must respond to all comments either by accepting the recommendations or by acknowledging the comments in the rules notice.

10.102.1152 DEFERRALS (1) Any library may request a waiver from the state librarian in writing by July 25 of each year.

(a) The state librarian may grant a waiver of any of the standards in ARM 10.102.1150E through 10.102.1150M if:

(i) the library certifies that application of these standards would cause a hardship; and

(ii) provides a compliance plan by which the library will meet the standard(s) within three years.

(b) The state librarian shall notify the library requesting the waiver of the decision by letter by October 1.

(c) Any library may request a one-year extension of the waiver from the state librarian in writing by July 25 of each year. The library shall provide the state librarian with an updated compliance plan and a statement that the application of the standard will cause a hardship.

(d) The state librarian may grant an extension for one year only. No other extension is allowed.

~~(e) Any library that employs a director without a graduate degree in library or information science or its equivalent as of July 1, 2001 is exempt from ARM 10.102.1150E.~~ (History: 22-1-103, MCA; IMP, 22-1-103, MCA; NEW, 1999 MAR p. 2626, Eff. 11/19/99; AMD, 2006 MAR p. 1571, Eff. 6/23/06.)

## **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.

## **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.

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

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

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

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

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

## Goal Four—Consultation and Leadership—Discussion

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

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

4.2. 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;

**(Update October 2015):**

Commissioner Kish attended the Broad Valleys Federation teleconference on September 22, 2015.

Commissioner Roberts attended the South Central Federation meeting on September 26, 2015, in Miles City.

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;

**(Update October 2015):** The Commission's August Commission meeting was held in the Flathead Valley. Events included a reception hosted by the Whitefish Community Library and a Lunch & Learn hosted by the Imaginelf Library in Kalispell.

**(Update October 2015):**

Commissioner Wall attended the Fall WorkShops in Helena.

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;

**(Update October 2015):** Commissioner Wall attended the Montana Association of Counties and offered a presentation with GIS Coordinator Stu Kirkpatrick on the training and use of ArcGIS Online by counties as funded by a Montana Land Information Act grant.

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;

**(Update October 2015):** At their August Commission meeting the Commission heard a presentation from Statewide Projects Librarian Cara Orban on the MakerSpace pilot used by libraries through the state.

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>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	<b>Golden Plains Federation Meeting</b>	Roosevelt County Library, Wolf Point
18		18		18		<b>Commissioner: TBD</b>
19		19		19		Staff: Stapp
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: Kish</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: Roberts</b>
29		29		29		Staff: McHugh
30		30		30		
31		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</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: LaFromboise</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: Wall</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: Eissinger</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
2			2			2			
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5			5			5			
6			6			6			
7			7			7			
8			8			8			
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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31						31			



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		
29		29		29		
30		30		30		
		31				



### **Montana State Library Proposal Form**

The following information will be used to document ideas for new or improved programs, projects or services. Ideas captured here should briefly convey the need or opportunity to be addressed, the desired outcomes, how outcomes will be evaluated, and known resources needed to achieve the desired outcomes. This documentation will be used to prioritize ideas and to identify MSL resources necessary to achieve the project outcomes.

1. **Summary:** *(Briefly summarize the proposed program, project or service and how the proposal aligns with MSL strategic goals)*
2. **Outcomes:** *(Who is the primary audience or stakeholder and what changes in knowledge, skills, attitudes or behaviors should we expect to see as a result of the proposed program, project or service?)*
3. **Evaluation:** *(We will know the outcomes have been achieved when ... What qualitative and quantitative data is necessary to evaluate our success? How will you collect the data to analyze the outcomes?)*
4. **Actions:** *(What concrete steps need to be taken, and by whom, to launch the program, project or service?)*
  - a. **Primary Project Manager:**
  - b. **Other MSL staff** that will be involved in the project's implementation:
5. **Anticipated project timeline:** *(The timeline should include all known aspects of the project, from the planning phase to implementation and launch, to evaluation and, if applicable, an end date. Are there known deadlines that must be met or other criteria driving the timeline?)*
6. **Communication:** *(How and to whom will we communicate outcomes?)*
7. **Anticipated costs if known:** *(The costs should include all known potential direct costs for the project (not including MSL funded personnel). Typical costs may include, but are not limited to services or content provided by third-party vendors, hardware or software, supplies and materials, equipment, marketing contracted speakers, trainers or consultants including associated travel, event locations, catering, and services.*
8. **Looking to the future:** *(If we successfully achieve the outcomes what future investment may be necessary to continue or success?)*

# From RIPL to Waves

Applying data-driven, outcome based evaluation to State Library Services; a guide for the Montana State Library Commission

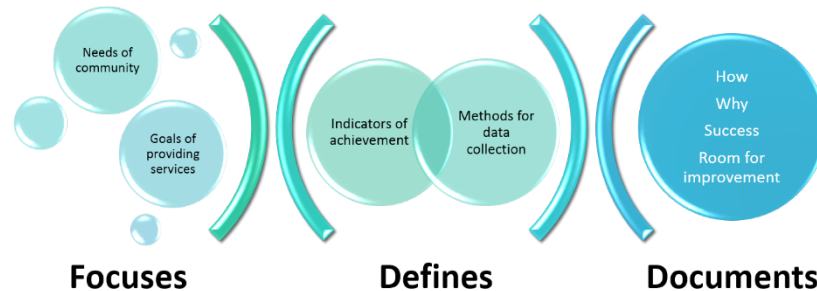


Aaron LaFromboise, Commissioner

Jennie Stapp, State Librarian

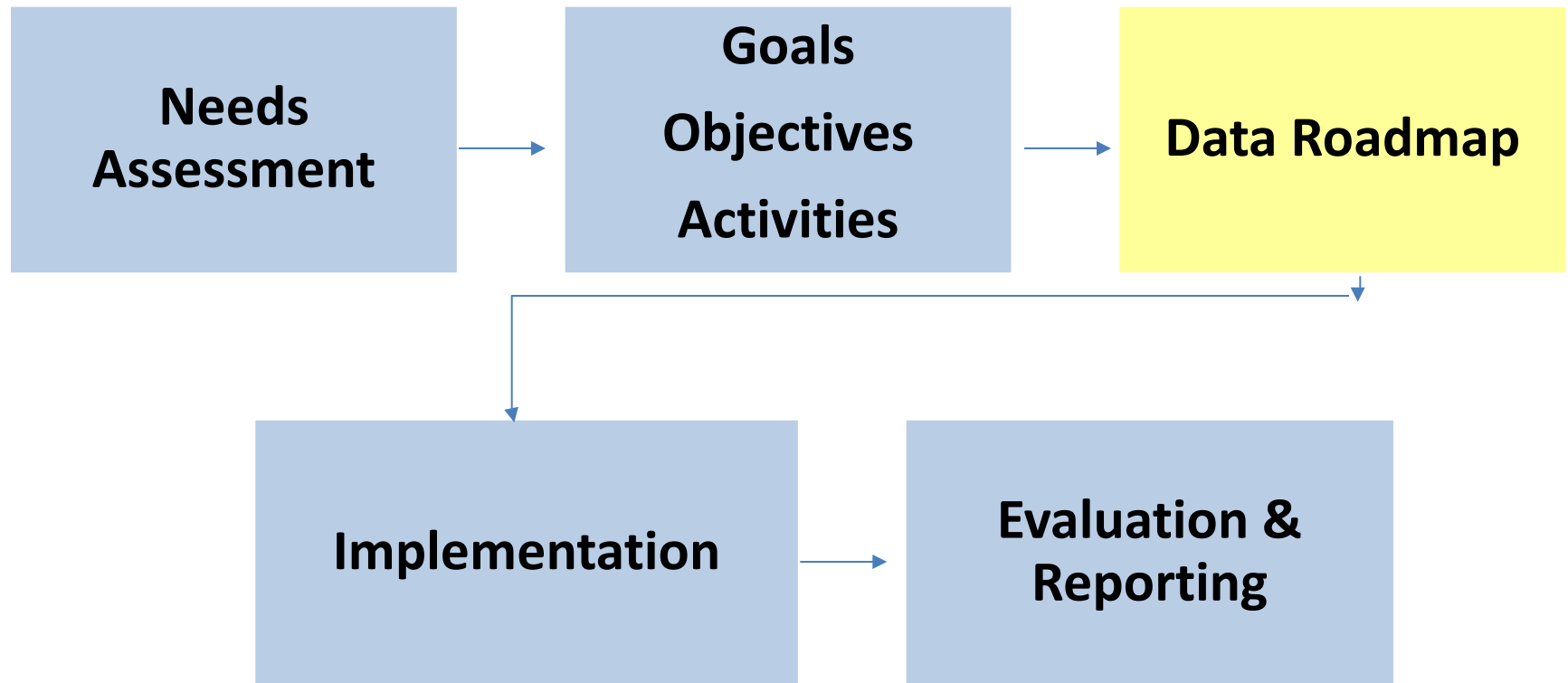
October 13, 2015

# Planning for outcome based evaluation



- Begin at the end – what outcomes do we strive to achieve from our services?
  - Don't be afraid to plan for outcomes that you cannot measure, just make sure you plan for an outcome that you can measure as well
- Outcomes should be based on demonstrated needs. Needs assessments should involve:
  - key staff,
  - volunteers,
  - community partners and relevant stakeholders,
  - and the Commission
- Evaluation of services and outcomes should be data driven
  - A data road map should be created for each project or service
  - Data should focus on the data trifecta: inputs, outputs and outcomes
  - Data collected should demonstrate, quantitatively and qualitatively, whether or not anticipated outcomes are being met and whether or not the outcomes address the identified needs.

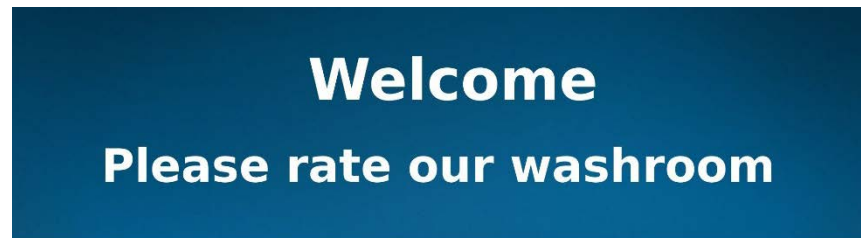
# What the Commission should expect



# Collecting Data

The survey:

- What do you want to learn? (Avoid “nice to know” questions);
- Who is your target audience?;
- Create your plan: what type of survey, what is your time frame, planned time for analysis?;
- Draft questions;
- Review. Is it concise? Are the questions easy to understand? Do they avoid bias?;
- Pre-test & revise!;
- Collect data;
- Analyze;
- Apply!



Excellent



Good



Average



Poor



Very Poor



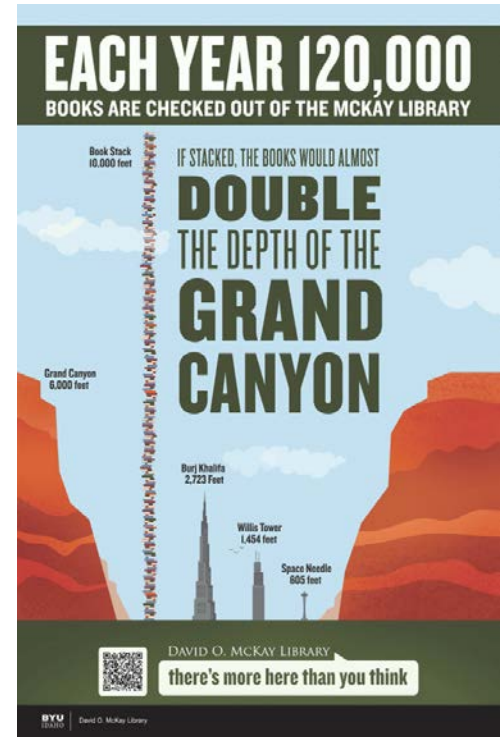
# Collecting Data

## Beyond the Survey:

- Contextual Inquiry – starts with one question “Tell me about the last time you used your public library?” ;
- Ethnography. Who do we serve? Who are they? (Age groups, types of people i.e. parents, teens...);
- Cognitive mapping to bring attention to what people are using: draw a map of the library, 6 minutes, switching color every two minutes. What did they draw first? What did they miss altogether?;
- Touchstone Tours – take me on a tour of your library to show what people take pride in, what they use, and like the mapping, it will bring attention to places in the library that aren't being used;
- Photo studies – take a picture of what is in your bag. Tell me about it. This will help you understand what is being checked out and how they found out about it;
- Love/Breakup letters – Take 10 minutes to write a letter to the library, either saying how you love the library, or why you might (or have already) break up with the library.

# Communicating Results

- Tell a story. Numbers are okay, but how can you report actual change? Tell a story.
- Couple your story with infographics.
- What do you want to show in your quantitative results? Don't overdo it with information or unnecessary graphics.
- Pay attention to detail.



# Applying RIPL to Commission Work

We can better articulate:

- the outcomes we anticipate from our work;
- the resources we need to effectively conduct our work;
- the data we need to collect to demonstrate the outcomes we achieve; and,
- the story of our accomplishments.

The Commission plays a key role by:

- helping to create a culture of outcome-based, data-driven work;
- ensuring that our work remains relevant by addressing key needs
- helping build relationships where necessary to better understand needs and to further outcomes; and,
- helping tell the story to demonstrate our return on investment.

Relationships \* Relevance \* Return on Investment