Montana State Library Commission
Wednesday, October 12, 2016
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 7, 2016.

The Commission will move through the agenda as needed.

Lunch break is tentatively scheduled from 12 to 1.

9:30 a.m.   Call to Order

Changes or Additions to Agenda

Introductions
- Welcome to Commissioner Arlitsch
- New Staff Introductions
- Staff longevity pin

Approval of Minutes **– Action**
- August 10, 2016

State Library's report – Stapp

FY '17 First Quarter Fiscal Report – Schmitz – **Action**

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.

Federation FY '16 Annual Reports **–** Cook **– Action**
- Broad Valleys – John Finn
- Golden Plains – Janeen Brookie
- Pathfinder – Debbie Wellman
- Sagebrush – Sonja Woods
- South Central – Nancy Schmidt
- Tamarack – Honore Bray

Montana Natural Heritage Program MapViewer overview – Maxell

Strategic Planning Process Discussion & FY '17 Commission Work Plan review
- LSTA 5-year evaluation – Newell, Stapp
- Research Institute for Public Libraries presentation – Newell, Cook
- Strategic planning process review
  - Staff work session review – Stapp, Bartow
  - Feedback to date
  - Commission task forces
    - Reporting
    - Funding

Commission Calendar
- Federation meetings to date – Commission discussion
- NSGIC Annual Conference, October 24-28, 2016, Indianapolis - Wall
- Network Advisory Council meeting, November 10, 2016, Helena
- Montana Land Information Advisory Council, November 10, 2016, Helena
- Commission attendance at remaining Fall Federation meetings
  - Tamarack Federation meeting, October 19, 2016, Conference Call – Newell
  - Pathfinder Federation meeting, October 27, 2016, Ft. Benton - LaFromboise
  - Sagebrush Federation Meeting, November 5, 2016, Miles City - Eissinger

Other Business & Announcements

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 10, 2016
CUT BANK, MONTANA
OR GOTOMEETING**

ATTENDEES:

Commissioners: Chairman Colet Bartow, Connie Eissinger, Anne Kish online, Aaron LaFromboise, Bruce Newell.

Staff: Tracy Cook, Erin Fashoway, Jo Flick online, Sara Groves, Evan Hammer, Pam Henley online, Cara Orban online, Kris Schmitz, Jennie Stapp and Marlys Stark.

Visitors: Lorette Carter, Jamie Greco and Bess Hjartarson.

Chairman Bartow called the meeting to order at 9:00 a.m.

Jennie introduced Tracy Cook, Director of Statewide Library Resources; Sara Groves who will fill the new Lifelong Learning position; and Erin Fashoway is the new State GIS Coordinator.

Kris Schmitz presented Marlys Stark with a fifteen-year longevity pin.

APPROVAL OF MINUTES:

Motion was made by Commissioner Eissinger and seconded by Commissioner LaFromboise to approve the May 25, 2016 minutes as presented and the motion passed with Commission Newell abstaining.

Motion was made by Commissioner Newell and seconded by Commissioner Kish to approve the June 8, 2016 minutes as presented. Commissioner Eissinger noted two corrections on page six. The first was to change the work force investment board to system. The second was to correct the spelling of Scobey. Motion was made by Commissioner Kish and seconded by Commissioner Eissinger to approve as amended and the motion passed.

Motion was made by Commissioner Newell and seconded by Commissioner LaFromboise to approve the June 8, 2016 Executive Session minutes and the motion passed.

STATE LIBRARIAN'S REPORT:

There are no policy updates this meeting but that will be an ongoing project as staff time allows.

The financial audit is in the materials. MSL received a recommendation regarding Montana Land Information Act (MLIA) funds to reconcile the revenue collection report to the SABHRS report and that process has been done back to when MSL began managing the funds. The process has been added to MSL's internal controls. State Librarian Jennie Stapp gave kudos and great appreciation to Kris Schmitz for her work which provides such smooth audits. At the audit committee meeting, Senator Dee Brown asked what has been done to communicate the circumstances regarding the coal severance tax (CST) and the resulting decisions. The question provided a good opportunity to express what has been done through the history of CST. The archived video of the audit hearing is online and Jennie's response has been clipped out in order to be available for others to view and use.

The complete FY 16 MLIA collection report is not available. Collections are projected to be about $795,000 which is about $16,500 more than the land plan had budgeted for but $100,000 less than good years. This raises the question of strategizing priorities in the face of volatile funding. The members of the Montana Land Information Advisory Council (MLIAC) discussed what to do with future additional funding. More discussion is warranted regarding how to prioritize funding for grants and for Montana Spatial Data Infrastructure development.

MSL will be launching the Library Services Technology Act (LSTA) five-year evaluation. Dr. Anthony Chow was selected through a limited solicitation. In his proposal he included a great mix of qualitative and quantitative evaluation using inputs, outputs, impacts. Staff are excited about using the evaluation as a learning process to improve our planning and evaluation processes. A commissioner will be chosen later in the meeting to be involved in the September evaluation meeting with Dr. Chow. The draft evaluation will be provided to the commission in December and the final version will be available in February. The evaluation ties into the next LSTA five-year plan.

The Network Advisory Council (NAC) retreat in July was postponed in order to get Tracy up to date. Samantha Becker from the University of Washington iSchool has been invited to that meeting to lead a training for NAC members and staff the use of data in planning and evaluation. She is one of the Impact Survey authors which is used to help libraries evaluate services. She also is part of both the Research Institute for Public Libraries (RIPL) conference and Schools, Health & Libraries Broadband Coalition (SHLB).

MSL has chosen to take a different approach to fall workshops this year. Staff has wanted to take the workshops out to libraries more so will now have fall and spring workshops, first in the west and then the east with similar agendas. The first fall session is September 13 and 14 in Polson. The evening of the 13th is targeted to trustees with the next full day for librarians.

The school librarians retreat was last week and Jennie and Colet both attended. They had an hour and a half long presentation which went very well. The goal was to inform the librarians of all the programs MSL supports. Maker kits were on the retreat agenda in the morning and the presenter mentioned the MSL support which was a great segue.

The hackathon will be held August 16 in the afternoon. This will be a method to brainstorm and collect different free, online resources and programs that can be used to replace or provide better resources than the databases that have lost funding.

Executive Planning Process (EPP) responses or updates will likely be received around the end of August.

MSL has participated in broadband conversations with the Governor's office and staff of the Education Super Highway. It is unknown at this time whether any legislation will come out of those sessions.

SHLB has released a connecting anchor institutions policy document which is a broadband action plan. It is online and would be a good packet item for legislators.

Suzanne Reymer and Jennie will attend the upcoming Montana Telecommunications Association annual meeting. In conjunction with that meeting the National Telecommunications & Information Administration workshop at the end which they will attend. Commission Wall will attend also.

Joe Tosoni has been hired as the new database analyst and will be introduced in October. Offers have been made for the two vacant digital library positions, the Outreach and Electronic Resources Librarian and the Information Products Lead. The Marketing and Communications Position was posted yesterday with the goal of having that filled by October 1.

The Human Resources (HR) system is being tied to network security and is scheduled to go live September 1. To prepare to go live, MSL staff have had to add contractors including Natural Heritage Program Staff, and volunteers to the HR system. This change requires a new onboarding workflow for new staff. This is a process that staff is currently learning.

The orientation process for new employees is helpful and having a checklist to manage those is also beneficial. Staff, and especially Marlys, have had their plate full with so many new hires. Marlys has done a great job of keeping the recruitment process well organized.

The Governor's Award for Excellence for MSL this year was given to the water information team which worked with NRCS to revise and improve data management work flows. The team now produces 51 new maps on a monthly basis compared to five or six previously. The MSL participants in that team were Stacy Bruhn, Troy Blandford, Meghan Burns and Duane Lund.

FY'16 MONTANA STATE LIBRARY CLOSING FINANCIAL REPORT:

An agency's personal services budget is based on the biannual snapshot of filled positions rather than on expenditures. If a position is vacant at the time of the snapshot, it gets funded at entry level. MSL rarely hires new employees at entry (80% of market) so vacant positions at the time of the snapshot may result in budget shortfalls in the

personal services budget. Fixed cost appropriations are zero based each session. MSL saw a telephone service savings with a dramatic drop in the costs since it is not used as much. The appropriation approved by the Legislature for Library Services Technology Act funds is an estimate each year. MSL submits budget changes documents to the Governor's Office for approval to expend actual LSTA dollars along with other funds not appropriated by the Legislature including MLIA funds not in House Bill 2 and other grants and contracts. These monies will be reflected on the first quarter financial report. The MSL trust account amount is different from the actual amount because some funding is designated for certain items. The commission budget was up because FY 16 monies were accrued to complete the contract for strategic planning.

MLIA funds were saved in personal services due to the number of contracts MSL supported. Unspent MLIA funds remain in the MLIA account and are not reverted to the general fund. The ending fund balance for MLIA funds shows some slight growth.

The MSC funds in their proprietary account are less than they have been historically and they are advised to keep their cash balance about $40,000 for the future. Any exceptional MSC expenditures go through the executive commission and they have very highly audited accounts and good internal controls. There won't be server expenses in the future. With a new director there has been a good chance to really break out the expense reviews.

Motion was made by Commissioner Newell and seconded by Commissioner Eissinger to accept the report as presented and the motion passed.

FY'17 MONTANA STATE LIBRARY OPENING BUDGET:

This is the base budget, the opening budget approved by the legislature with just a couple of changes. This is the second year of the biennium and CST funding dropped and LSTA fund balances will be carried over in the first quarter report. The MLIA funds show as appropriated but changes will be made such as bringing down the approved amounts to reflect te amounts approved by the Council and Commission in the 2017 Land Plan. The FTE funding for modified positions (those not fund in House Bill 2) will be added. This base budget has a lot of detail but future reports won't go to this level of detail. This base budget will be the start of the next biennium budget which the legislature will work with. Future considerations will include whether the FY'16 savings in fixed costs for telephone will continue.

Motion was made by Commissioner LaFromboise and seconded by Commissioner Newell to approve the report as presented and the motion passed.

MONTANA STATE LIBRARY TRUST REQUEST:

The first request is for funding for the second Talking Book Library Recording Booth as discussed before. National Library Service staff will come help in the installation and contingency funds are added in the figures. The hope is to have the booth installed in September.

Motion was made by Commissioner Eissinger and seconded by Commissioner LaFromboise to approve the request and the motion passed.

The second request is for funding for the annual volunteer appreciate event. TBL relies on its volunteers and this event recognized their contribution once a year. Commissioners are invited to attend on October 13. It is always scheduled around the commission meeting in order to allow a better opportunity for commission attendance.

Motion was made by Commissioner Newell and seconded by Commissioner Eissinger to approve the request and the motion passed.

MONTANA LAND INFORMATION ACT GRANT PRESENTATION:

Lorette Carter, the community development director from Shelby is the person that writes grants and administers small programs but is not the person that did the work for the MLIA grants received. Shelby actually were granted two grants with the first being in 2013 which was a water and sewage mapping project pilot for ten blocks. That project allowed them to have solid amounts to ask for funding to do the entire system. Lorette was very enthusiastic about the benefits of the program and gave a great presentation about what Shelby was able to do with their grant.

EARLY LITERACY AND MONTANA LIBRARIES:

Sara Groves spoke on the Ready2Read project including its eleven-year history which began as a marketing campaign of posters and bookmarks which didn't work and after a survey evolved to handing out materials and providing training. Over the years the program has evolved to include the ready2read rendezvous, the wildlife trunk program, videos, blocks, texting program and so on. It is a successful program because it is based on research and aligns with early learning standards. Montana was one of five states to participate in the super charged story time program.

Jamie Greco and Bess Hjartarson from the Glacier County Library talked about the early literacy program in their library. They went from having no program to attending the rendezvous and their program grew from there. They received the blocks, wrote and were awarded grants to revamp their space, brought in literacy kits and much more. They completed their grant in 2016 and have been chosen as a best practices library. They gave a great presentation on their remodel and the benefits of it for their program. A tour of the library will be conducted after the meeting is over so the commissioners and guests can see the results in person.

ELECTION OF COMMISSION OFFICERS:

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

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

COMMISSION GOALS AND OBJECTIVES:

Strategic planning follow up will include a meeting with staff. Commissioner Bartow will attend that session. Documentation from the preceding meetings will be forthcoming. Commissioner Eissinger commented that this has been a very good experience and different from any other she had been involved with. Commissioner Kish would like to have Ned Cooney come back in on year for an evaluation of the results and readjustments if necessary.

The LSTA evaluation discussion will be held September 6 and 7 and a commissioner will need to attend. The commissioners are invited to attend the MSL workshops, the first of which is in Polson. With Brent Roberts resigning from the commissioner, a new commission designee needs to be chosen to attend the RIPL conference the end of September. Commissioners Eissinger and Newell both expressed interest. Commissioner Wall will attend the NSGIC meeting in October along with Erin Fashoway and other staff.

The commission discussed attendance at the Fall Federation meetings. The date of the Golden Plain meeting hasn't been determined yet but Commissioner Eissinger would attend depending on the schedule. Perhaps the new commissioner could attend the South Central meeting. Commissioner Kish will attend the Broad Valleys and Commissioner Wall might attend the Tamarack. Commissioner LaFromboise will attend Pathfinder and Commissioner Eissinger will attend Sagebrush.

Program reporting will be tied into the strategic plan in the future so continuing on with the current reports for now. Commissioner Bartow worked with State Librarian Stapp to complete her performance appraisal process. Commissioners would like to have a story mapping presentation in the future.

Kudos to Commissioner LaFromboise for earning her MLS degree.

OTHER BUSINESS/ANNOUNCEMENTS:

There was none reported.

PUBLIC COMMENT:

There was none received.

ADJOURNMENT:

The meeting adjourned at 12:37 p.m.

FINAL

MONTANA STATE LIBRARY (MSL) COMMISSION MEETING
10:00 A.M., MAY 25, 2016
GOTOMEETING

ATTENDEES:

<u>Commissioners:</u> Chairman Colet Bartow, Connie Eissinger, Anne Kish, Aaron LaFromboise, Brent Roberts and Ken Wall. Bruce Newell was excused.

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

<u>Visitors:</u> Lisbeth Barnea, Pamela Benjamin, Cheri Bergeron, Karen Mayhall and Rachel Schillreff.

Chairman Bartow called the meeting to order at 10:05 a.m.

EXECUTIVE PLANNING PROCESS (EPP) BUDGET PRIORITIES:

There were four draft requests reviewed in April and comments about those request follow. 1.) The Montana Land Information Act (MLIA) grant program $300,000 request. Commissioner Wall had requested that references to local governments be changed to government entities. That update is not included in the meeting materials but it will be noted when the proposal is submitted to the Governor's office. 2.) Natural Heritage Program (NHP) request. The impact to their budget due to the increased cost of benefits to employees has been over $20,000 this year alone which means the purchasing power in the contract is diminished without an increase. Staff attended the Governor's invasive species summit where the advisory council recommends NHP involvement in managing the data. There might be legislative or fiscal requests from that advisory council but those haven't not appeared yet. 3.) Talking Book Library (TBL) digital conversion request. Christie Briggs has confirmed that the budget request for the digital conversion through a third party contractor is adequate. 4.) Broadband support request. MSL has considered the suggestion that we evaluate regional requests as suggested by Commissioner Newell and ultimately decided to move ahead with a statewide request because doing otherwise might deepen a digital divide. Furthermore, regions of the state where the deepest impact could be felt are difficult to identify due to variables such as population centers, geography, available infrastructure, and priorities for providers.

Jennie Stapp and Kris Schmitz met with the Governor's budget office about the proposed requests and they suggested that all approved requests be submitted. No objections were put forth.

The Governor's office will take the lead to carry a budget request to backfill any loss in Coal Severance Tax (CST) funding but there are no details at this time. Any CST

FINAL

funding requested put forth by MSL could weaken our other requests and would need to be prioritized lower based on the task force recommendations and needs.

Commissioner Wall would like the broadband request to include federal and state funds. An additional clarification is that the contracted company that would manage a statewide procurement vehicle would have contracts with multiple providers.

If the requests are approved to be put forward by the commission, Kris will enter them in IBARS and the requests are then public records for the Governor's office consideration. The Governor's office will refine and review the requests through summer. Around August or September, they will identify the preliminary approved requests but the final budget won't be done until November and it is then presented to the Legislature. The election of course could have an impact.

Motion was made by Commissioner Kish and seconded by Commissioner LaFromboise to approve the EPP budget priorities as presented with the broadband revision to include federal funding as part of the overall request. Commissioner Roberts stated for the record that it is a good move to use the EPP as a means of moving some of the things MSL does out of tenuous funding into general funds. The motion passed.

Motion was made by Commissioner Roberts to direct MSL to submit an EPP proposal for FY18 and 19 to cover those things that MSL has been paying for with CST with General Fund Dollars. After further discussion and clarification of the intent of the motion, the motion died for lack of a second.

MLIA FY'17 GRANT RECOMMENDATIONS:

Commissioner Wall recused himself from this vote due to his involvement with writing some of the grant proposals.

The Montana Land Information Advisory Council (MLIAC) approved the recommendations. The recommendation is to accept the top 12 out of the 26 applications received. The total funding request for the 12 grants is about $6,000 more than is budgeted for in the Land Plan but staff believes funding is available to cover this difference. Reviewing the grants involved a lot of work for Evan Hammer and the subcommittee.

Motion by Commissioner Roberts and seconded by Commissioner Eissinger to approve the MLIA FY'17 grant recommendations and the motion passed.

CST REDUCTION:

MSL was informed on May 16 of further reductions in CST revenue projections and cash flow. As a result MSL was directed by the Governor's Budget Office to reduce our CST expenditures by an additional $166,000 over the $46,000 reduction taken in January. The commission needs to provide guidance and take action on where to take

the reductions from the MSL budget. The revised budget will give direction to the Network Advisory Council (NAC) to implement the reductions.

The previous reductions are reflected in the spreadsheet provided as are the current proposed cuts. The statewide database contract is proposed to be eliminated. The $68,682 remaining in the Library Development budget will be used to fund the new MSC libraries, the OCLC group services contract and the Montana Memory Project (MMP).

Commissioner Kish questioned whether purchasing one scholarly database would be feasible. There were other individual databases such as the automotive database that were discussed also. Based on statistical use, it is hard to justify that cost. The April budget did allow for more flexibility but the cuts were much deeper than anticipated.

For the record, the State Librarian has received a letter from the Billings school librarians and other individual librarians and teachers expressing support of continuing funding the databases.

It is too late in the process to reduce federation funding and contract dates will affect other items such as OCLC and MMP's ContentDM. Additional recommended cuts include reductions to the Professional Development budget, the funds to support new MMP collections and the complete elimination of the proposed operation budget for the new Lifelong Learning Librarian. Since the position was supported by the task force and seems to be important moving forward, the recommendation is to move forward with the recruitment. The EBSCO contract is a biannual contract renewable in July.

Motion was made by Commissioner Wall and seconded by Commissioner Eissinger to approve the CST reduction as presented in the meeting materials. NAC will be working under a budget approved by the commission. If a cost sharing formula is developed or TRAILS is able to fund any databases, NAC would work with them. Commissioner Roberts wondered if it would be possible to approve the reduction but then have a motion to seek alternate funding. MSL will work with interested parties regarding alternate funding without a separate motion. **The motion passed with Commissioner LaFromboise opposed.**

PUBLIC COMMENT:

Several comments were received but none that were recorded verbatim. The summary of all comments was the MSL should keep communicating, working hard and trying!

OTHER BUSINESS & ANNOUNCEMENTS:

The next meeting is on June 8th and a strategic planning work session will be held on June 9th.

ADJOURNMENT:

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The meeting adjourned at 11:30 a.m.

FINAL

MONTANA STATE LIBRARY (MSL) COMMISSION MEETING
9:30 A.M., JUNE 8, 2016
HELENA, MONTANA
OR GOTOMEETING

ATTENDEES:

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

Staff: Troy Blandford, Christie Briggs, Bobbi deMontigny, Jo Flick (online), Jo Genzlinger, Jessie Goodwin, Evan Hammer, Pam Henley, Amy Marchwick, Sarah McHugh, Lauren McMullen, Cara Orban, Suzanne Reymer (online), Kris Schmitz, Jennie Stapp and Marlys Stark.

Visitors: Pamela Benjamin (online), Honore Bray, Janeen Brookie, John Finn, Nanette Gilbertson, Nancy Schmidt, Marilyn Trosper, Debbie Wellman and Sonja Woods.

Vice-Chair Kish called the meeting to order at 9:30 a.m.

Jessie Goodwin introduced Bobbi deMontigny in her new position as the Montana Shared Catalog trainer.

Three employees were presented with five-year longevity pins: Jo Genzlinger presented by Evan Hammer, Jo Flick presented by Sarah McHugh and Amy Marchwick presented by Jessie Goodwin. Two employees were presented with ten-year pins: Lauren McMullen by Sarah McHugh and Troy Blandford by Evan Hammer.

One change was announced to the agenda. The trust request will be postponed until August as no satisfactory responses were receive to the request for proposal (RFP).

APPROVAL OF MINUTES:

Motion was made by Commissioner Roberts and seconded by Commissioner Newell to approve the April 6, 2016 minutes as presented and the motion passed.

STATE LIBRARIAN'S REPORT:

At the May meeting, the decision was made to not fund the database contract any longer so the EBSCO contract will not be renewed at the end of August. A lot of feedback has been received including a Billings Gazette article and ongoing press. Jennie anticipates questions from the Legislative interim committee meetings next week. Colet Bartow and Jennie put out a statement after the meeting and produced a document with talking points, history, and timeline of database funding so staff are well

FINAL

prepared to answer questions and communicate answers. They reached out to the legislative and fiscal analysts so they also had the information they needed. Indications have been that some libraries might have funding to put towards some kind of database agreement or package. After the April meeting, MSL had been in conversations with TRAILS to negotiate a database suite. MSL has also been made aware of free databases and free federal information. Colet and Jennie are envisioning a 'hackathon' where librarians can come together to cobble something to replace the EBSCO contract.

Comments from the commissioners included that this is a wonderful opportunity to reinvent, that this isn't a unique situation and many states are facing this problem so this is an opportunity to become leaders, although there was some negative feedback, there was also positive feedback because some teachers weren't using the databases and they spent a lot of time teaching students to use a specific interface instead of teaching them how to search, that there are many options available to explore.

The budget office is also looking at replacement funding. How replacement funds may be made available will be considered in context with the larger legislative budget.

MSL has had a pilot texting program in place for the past school year that targets parents and care givers of four year olds by regular texts to encourage early literacy skills. They receive three texts a week. Salt Lake City Library Public Library has asked if they could have copies of all the texts to translate into Spanish so now subscribers have the option of English or Spanish. An evaluation of the impact of the service is currently being conducted with over fifty percent having responded as of last week.

An Executive Order entitled Information Technology Convergence has been issued that mandates that the state data center be used for all servers and data storage for executive state government agencies. MSL is well positioned to respond to that order and will be among the first to finish migrating. The projected costs appear minimal at about 10 to 15 thousand over what is currently being paid to SITSD. The MSL virtual server environment will continue on a dedicated platform at the data center. There are a number of benefits to the migration including better connectivity and the Miles City replication. MSL will not plan to migrate the Montana Shared Catalog (MSC) Server environment at this time. The MSC is evaluating a hosted service through SirsiDynix. The outcome of that evaluation will determine the infrastructure for that service in the future Although there might be a few challenges, overall it should provide better service.

Talking Book Library (TBL) has hired a new readers' advisor, Glenda "GG" Waldburger, who will begin work at the end of the month. Scott Story has accepted a different position and staff are currently screening applications for his replacement. Interviews have been scheduled for the GIS Coordinator position. There were over 40 applicants. Screening for the outreach position begins next week. Cara Orban has accepted a lead position in SLR and will supervise the new position as well as the MMP and MSC directors.

FINAL

The evaluation period in the five year planning process for IMLS is close. IMLS has strict guidelines for that process and MSL will be conducting limited solicitation for a consultant to do the evaluation. The goal is to have the contract signed by the first part of August.

The energy and telecommunications interim committee has drafted legislation for Next Gen 911 and are seeking comment through June 17. This legislation was informed by two bodies that MSL staff has sat on, the 911 advisory council and the work group for the committee. The report specifically cites GIS as integral to Next Gen 911.

TBL has produced a recording voiced by Charlie Briggs of the Montana Constitution which is available to all Montanans. The effort was supported and publicized by the Secretary of State. Congratulations to Christie Briggs and Charlie.

FISCAL YEAR END WORK PLAN REPORTS:

The three managers briefly mentioned highlights, accomplishments and goals of their program reports for the year.

Evan Hammer spoke on the Digital Library with the reorganization being dominate this year. The process and results have mostly been positive but there is still work to do. The three open lead positions in information management, information products and user services have made it more challenging. Kudos to Troy Blandford, Michael Fashoway and Jim Kammerer for stepping up in their role as leads.

Contract work for Bureau of Land Management has been a highlight and was completed in January. The next steps are to adjust boundary and parcel data. Staff are working with Wyoming staff on that border.

The final two counties address point collection is complete so MSL has a true statewide address data base which is critical for 911. The next process is to go through and evaluate and determine the accuracy of those points.

Evan is excited to see where water information is going and that they have been able to make real strides. Troy is taking a dual focus including improving tools to submit requests for change and exploring other ways to improve the overall quality of the dataset. He commented that Gerry Daumiller and Bob Holliday get a lot done.

ESRI has implemented improvements that standard users can work with.

Certain areas of the state were not collected during the NAIP 2015 collection due to smoke and snow. NAIP 2015 is the fifth orthoimagery dataset that we make available and all will be up in managed services. They hope to supplement that with the late 90s and early 2000s black and white orthoimagery so there will be 15 years of data.

FINAL

User Services staff of Karen Dimmitt, Jo Genzlinger, Diane Papineau and Jim Kammerer have really stepped up to be sure the day to day library work gets accomplished.

Several items not accomplished will mostly carry over to the next fiscal year with the top priorities moving forward being the request management and tracking tool and the staff cross training of library to GIS.

Sarah McHugh summarized the SLR programs. She discussed improved cost share formulas for MontanaLibrary2Go and the Courier which she hopes will pave the way forward. The shareable downloadable content of MSL has had input in a national pilot. There are new collections in MMP which is becoming a direct service hub of the Digital Public Library of America. MSC is in full compliance with the new metadata standards and the policy work is almost completed so that the work to add a new library is reduced. Training has been focused on succession planning for trustees. A Mentoring program for librarians developed in partnership with the Montana Library Association has potential. The SLR portal (website) is a highlight of the year. There were TBL challenges with Christie being out but the TBL staff really stepped up. Programs have been working on end of year work plans and there are many items in the report that will continue into the next fiscal year.

Kris Schmitz reported for Central Services which really provides backup for all other programs. The accounting tech position was dropped to half time at the beginning of the year and it took time to adjust out how to realign the work. Colleen Hamer was trained as a backup to Carol Churchill to maintain internal controls. Kris expressed thanks to Carol for being positive about the reduction and staying on board. Human resources and financial did all the change for the reorganization such as restructuring the orgs/expenditures for new categories, creating new lead positions, changes in reporting, training on time sheets and so on. There is still work to be done but progress has been made.

She just finished the legislative finance compliance audit which never gets easier and are a lot of work. Should get the audit report sometime after the end of the following week.

She is also providing information to the Legislative Audit Division as part of a statewide performance audit which is looking at the Broadband Pay Plan policies and structures. - Staff are working on rewriting the directory which is a lot of work for Colleen so thanks to her for her input and hard work. EPP work has also been ongoing. Recruiting has been very busy the last couple months so thanks to Marlys Stark for her work on that. Managers and supervisors have a lot of work to make sure everything is turned in on time. Kris is working on the 2019 biennium process. The budget should be developed and turned in to the Governor by the end of August. This is a snapshot year so the books will be closed in July and used for that. Policy work is just being the review with the commission.

Most work is ongoing and will continue into the following year.

COMMISSION POLICY REVIEW:

For this commission meeting, Kris is bringing seven policies which are recommended for deletion as they are no longer needed as supplements for the state policies.

Motion was made by Commissioner Newell and seconded by Member LaFromboise to adopt the recommendations to remove these seven policies and the motion passed.

Staff try to bring the broadband pay plan policy every year for review but changes aren't always recommended. This year there is one change recommended, on page five it is recommended to add 'under progressive discipline'. An update to the appendix is also recommended with changes based on the state market analysis. MSL has a couple of exceptions because we can't pay the range so the interagency pay tool is then used.

Motion was made by Commissioner Eissinger and seconded by Commissioner Wall to approve the broadband pay plan policy update as recommended and the motion passed.

2016 PAY INCENTIVE DISTRIBUTION STRATEGY:

Due to the many vacancies and the contract work in the digital library, there is funding that can be used in compliance with the broadband pay plan to recognize staff through bonuses. The recommended amounts are for staff that are underpaid by the pay plan and for those that have been in areas that have really been stepping up. After these recommended bonuses are paid out, about $34,000 will revert to the general fund.

Motion was made by Commissioner Newell and seconded by Commissioner Roberts to accept the recommendations made and the motion passed.

FEDERATION FY'17 PLANS OF SERVICE:

All federations were represented by their coordinators. Each coordinator pointed out highlights of their plans from the written report.

John Finn reported on Broad Valleys, Janeen Brookie for Golden Plains, Debbie Wellman for Pathfinder, Sonja Woods for Sagebrush, Nancy Schmidt for South Central, and Honore Bray for Tamarack. At Broad Valleys meeting, all libraries had representation this year. Also their bylaws were changed to allow another library to be the coordinator but the vote kept Lewis and Clark Library. Tamarack had one library that didn't attend any meetings although their bylaws state they must attend at least one so they won't be include in the funding disbursement next year.

Motion was made by Commissioner LaFromboise and seconded by Commissioner Eissinger to approve the plans of service for the federations as presented and the motion passed.

FINAL

Meeting was recessed for lunch at 12:38 p.m. Reconvened at 1:17 p.m.

COURIER FUNDING PROPOSAL TO THE MSC:

Forty percent of MSC libraries have no access to courier which means it is hard to be a part of a sharing group. The pilot is exploring other ways to make sharing more affordable including cost sharing. They are also identifying gaps and how to fill them. The pilot shipping costs are mostly coming from MSC with some from Library Services Technology Act funds. The budget for all the courier program is between $200,000 and $500,000.

COMMISSION GOALS AND OBJECTIVES:

Commissioner Eissinger reported on her attendance of the National Library Legislative Day. She said there were a lot of good speakers. One item she learned is that there is legislation that have made libraries part of the workforce investment system and have a relationship with the National Association of Counties which provides lot of opportunities for collaboration. She suggests that job training in libraries should come with some funding.

Commissioner Wall attended the Tamarack Federation meeting and got a lot out of it. He said there were really great in depth discussion on topics he doesn't usually think of. The group was smaller so he learned more than in the fall workshop. He also attended a tribal round table on broadband that Senator Tester held which was a follow up to a meeting the Federal Communications Commission had with tribal representatives in September.

Commissioner LaFromboise attended two federation meetings. The Pathfinder seems to be growing every year. She reported that the first session at Tamarack was on how to handle sticky situations and she was late so walked in on a guy yelling! It was a very good session.

Commissioner Kish attended some 'meet the candidate' forums which was an opportunity to get to know people that might be in office.

Commissioner Eissinger went to Golden Plains which appears to be a close group. She was amazed at what is done in some of the libraries. She felt Scobey was very innovative.

Commissioner Roberts attended the South Central Federation meeting.

Commissioner LaFromboise will have a reception in Browning the evening before the August meeting in Cut Bank.

OTHER BUSINESS/ANNOUNCEMENTS:

FINAL

There was none reported.

PUBLIC COMMENT:

There was none received.

STATE LIBRARIAN PERFORMANCE APPRAISAL PROCESS:

Due to privacy concerns, the commission chair chose to close the meeting for an executive session at 2:12 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 3:00 and the public meeting was called back in session.

The commission directed the chair to finalize the performance appraisal form from FY'16 for signature. They further directed the State Librarians to edit her suggested appraisal goals for FY'17 based on their notes.

ADJOURNMENT:

The meeting adjourned at 3:02 p.m.

Central Services & State Librarian's Office Report
August and September 2016

Prepared for the October 12, 2016 Commission meeting
by Jennie Stapp, State Librarian

This report represents accomplishments of Central Services staff: Stacy Bruhn, Carol Churchill, Colleen Hamer, Tom Marino, Cindy Phillips, Kris Schmitz, Jennie Stapp, Marlys Stark and Joe Tosoni.

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, Stacy Bruhn
- GIS Database Administrator, Scott Story
- Network Administrator, Cindy Phillips
- Communications and Marketing Coordinator, Vacant

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 simply 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. **(Originally reported February 2016)** Two primary vendors, Counting Opinions and Baker & Taylor, comprise the marketplace to provide online public library statistics collection and analytics. After meeting with the vendors and reviewing their software products staff determined that adopting an "out of the box" solution would not significantly improve the overall efficiency of our current statistics collection process, nor would it enhance our current public library statistics program in a meaningful enough way to warrant the additional annual cost, as well as the workload to migrate to a new system, and the need to train librarians on the use of a new system. Further, our current system is fully integrated into the Library Directory, an in-house application that we maintain, so implementation of a new system would require both our staff, and librarians around Montana, to maintain public library information in two systems, increasing workload and creating the risk that the systems become out of sync. When asked to evaluate whether or not the vendors could provide the additional functionality found in the Library Directory, in addition to the statistics module, we were told that our Library Directory is far more advanced than any other system in the country and that it would take considerable work and expense to recreate it. Based on our investigation, staff determined that statistics should remain a module of the Library Directory and the functional requirements of the statistics process have been included in the project planning for the Directory re-write.

In additional to our own evaluation of statistics vendors, the Institute for Museum and Library Services (IMLS), the federal agency to which we submit our statistics has a new vendor, AIR.

Hamer, the State Data Coordinator, is preparing for their new collection process. FY '15 public library statistics are due on May 13.

(Originally reported April 2016) FY '15 public library statistics have been submitted to IMLS. To submit statistics, Hamer had to work for the first time with a new national vendor selected by IMLS to administer the statistics program. Additionally, Hamer created and lead a training on the statistics process as well as available online reporting tools to librarians at the Broad Valleys Federation Meeting. The same training will be offered at the Pathfinder Federation Meeting in May.

(Originally reported August 2016) Thanks to the hard work of Colleen and Stacy, the FY '15 public library statistics data are now available online through the MSL website. Web reporting tools have also been updated. The FY '16 statistics collection period is open and Library Directors have until November to submit last year's statistics. Making good use of these statistics is an important element in a library's advocacy effort.

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.

(Originally reported December 2015) Statewide Library Resources staff has completed the collection of "user stories" in order to scope and prioritize both the core functionality and additional features of the new Directory. Based on their prioritization, development work is on schedule to commence after the first of the year.

(Originally reported February 2016) Based on the significant scope of the Library Directory and the diverse user stories collected, the decision has been made to build the new Library Directory in a series of small projects. Anticipated timeline for a complete re-write is 12-18 months however staff will roll out various modules of the new Directory as they come online. As was the case with the rewrite of the Digital Atlas, staff are making use of the Agile project management process whereby they identify small development "sprints" and meet on a daily basis in small, standup, meetings to report progress, answer questions, and identify and address development concerns. A project launch meeting was held on January 25 to discuss the initial project to create the necessary authentication system to support the variety of functions or "roles" the system supports. Examples of roles range from entering and editing library location and demographic information, to registering for the Fall Workshops, to entering public library statistics, to managing continuing education credits and certification, etc.   Unlike the current system, where practical and feasible, the new Library Directory will utilize integrated technologies that we do not have to build and maintain in-house. For example, we plan to make use of the State's E-pass authentication system, rather than maintaining our

own. Using E-pass will reduce the need for staff and librarians to maintain multiple passwords for different state applications and will improve the overall security of the Library Directory. **(Originally reported April 2016)** IT staff worked successfully with Montana Interactive, the company that implements the State's eGov programs, to implement Montana ePass as the authentication services for the new Library Directory. As MSL begins to further utilize Montana ePass patrons will be able to use a single account for the Library Directory, Digital Library services, and other State of Montana applications.

See the SLR report for additional updates regarding the Library Directory rewrite.

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.

(Originally reported February 2016) Staff has begun to evaluate various storage options against business needs like data access and redundancy. We were initially excited when SITSD announced new data storage costs that were significantly lower than previous fiscal years however, upon verification we learned that the published rate was in error and costs would be approximately five times higher than our average annual spend for data storage and redundancy.

(Originally reported April 2016) After an initial error in rates, SITSD has reduced data storage costs to a level that is competitive with the cost to manage internal hardware in previous fiscal years. MSL staff and SITSD staff are continuing to discuss data storage including back-up and disaster recovery options and performance parameters for production data accessed through applications and MSL websites. Should MSL determine that SITSD storage options prove viable, we will include this service as part of our information technology fixed cost request during the 2017 legislative session. Given the Governor's and Legislative goal to move agencies to the State of Montana Data Center (SMDC), this request is likely to be approved.

(Originally reported June 2016) On May 10, the Department of Administration announced a new executive order from the Governor regarding state information technology assets. The executive order has not yet been formally issued but it is considered imminent. Under the

executive order SITSD will implement a plan to "converge" servers, storage, and cloud computing in the SMDC. The plan will be fully implemented by December 31, 2017. Agencies will be required to make use of "enterprise" services such as telecommunications, email, electronic records content management, etc. Agencies will have the discretion to make decisions about their computing needs to meet agency business needs. Where ever possible, enterprise services, such as server and storage environments, will be used to support agency needs. There is no vision to consolidate IT staff. Because of MSL's plans to migrate storage and much of our production server environment to the SMDC next fiscal year, we are slated to be one of the first agencies migrated under this executive order. MSL staff is currently working with SITSD staff properly scope the move in order to fully understand costs though SITSD has stated that the goal for agencies' budgets is to be cost neutral.

(Originally reported August 2016) Staff have begun working with SITSD to plan for the migration to the State of Montana Data Center. A kickoff meeting is scheduled for August 4th to discuss the migration needs and MSL's computing environment. MSL's current virtual server environment makes us of Zen Ware and the SMDC virtual server platform uses VMware so the migration will involve a change of server operating systems. MSL IT staff will complete VMware training ahead of the migration. SITSD will create a test platform for us to test the migration of our host servers before actual migration of the servers and data takes place. According to SITSD's project plan, MSL should complete our migration by mid-October.

(Update: October 2016) Significant progress has been made in the process to migrate our data center to the SMDC. Staff received training in VMware administration; staff is presently migrating server instances to the new virtual environment; data will be migrated from the mirrored SAN in the data center to the SITSD storage environment to minimize transfer time over the network.

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.

(Originally reported February 2016) The database migration was completed on time by the end of the calendar year. Not only does accomplishment mean that we are able to support our databases in a more current database environment, it represents the achievement of a long-term goal to fully virtualize our MSL's server environment. With the exception of the Montana Shared Catalog servers, all MSL servers are now virtualized and can easily be ported to different on or offsite host hardware when hardware is refreshed or in the event of a disaster.

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 backend SQL Server databases for our websites.

(Originally reported December 2015) Staff completed the development of a new in-house CMS. The migration was much simpler than anticipated and, given the similarities to the DNN CMS, staff were easily able to adapt to the new editing environment. Rollout of a new MSL website that integrates recommendations from Edge Marking and Design is ahead of schedule. The current launch date is scheduled for December 7, 2015.

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.

(Originally reported February 2016) GIS staff have begun to scope a rewrite of the Cadastral Application (see the Digital Library report for more information).

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 (MTNHP) needs; a single feature service used by the Montana Department of Transportation (MDT). Once a decision to decommission ArcIMS is made, the final virtual ArcIMS server can be shut down.

(Originally reported February 2016) With the exception of the decommissioning the ArcIMS server, this migration has been completed. Staff continues to work with the vendor Esri, MTNHP and MDT to evaluate options to serve the data made available through the feature service. Current ArcGIS feature services fail under the large amount of data serviced by MTNHP and, to date, Esri has not been able to offer a satisfactory solution.

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 (KIN) 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 (SHLB) 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.
(Originally reported February 2016) At the November meeting of SHLB, I elected to serve another year as Chair. The Coalition continues to focus on fundraising and organizational planning. If current fundraising milestones are achieved, the executive director who currently works under contract, will move to full time before the end of the year.

In December the Mainstreet Montana KIN released its recommendations to the Governor. Recommendations include:
1. Creating an interactive broadband map;
2. Commitment of $25M in funds from the Legislature to support public-private broadband deployment projects;
3. Legislation to make the permitting process more friendly and efficient for broadband deployment; and
4. Creating a Broadband Advisory Task Force.

Action to adopt these recommendations, in my view, would represent a positive step forward in developing a statewide broadband strategy. The full KIN report is included in the Commission meeting packet.

In considering how the State Library may support increased broadband access and affordability to all Montana libraries, staff have begun to evaluate public library data to determine how much broadband would be required to support a 5Mb/s per device model under a single statewide procurement vehicle. Based on the number of devices (staff and

public access computers) and average wireless sessions reported in the FY '14 public library statistics, total bandwidth needed to reach this threshold is only 8-10 Gbps. We have begun working with the Montana Telecommunications Association to evaluate an affordable cost model for service and will then consider funding options including E-rate and a state budget request.

(Originally reported June 2016) Based on our analysis, MSL is prepared to request through executive planning process approximately $3.5M in state funds and federal spending authority to administer a statewide contract to purchase a minimum of 100Mbps broadband for all public libraries in Montana.

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 **(Note: this work plan item has been moved to the SLR report under the work of the Lifelong Learning Librarian)**.

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 the develop their skills as new supervisors.

(Originally reported December 2015) Digital Library leads have completed initial supervisory training offered by the State Professional Development Center. Schmitz worked closely with Stapp and Hammer to create a fully developed Digital Library budget structure and all prior FY '16 expenditures were moved into the new budget structure. She and Churchill also updated the state budgeting and human resources systems to accurately reflect the new organizational structure. Finally, Schmitz used this opportunity to cross-train Hamer as a backup in the financial office.

(Originally reported February 2016) The 2nd quarter financial report presented to the budget fully reflects the newly adopted budget for the reorganized Digital Library.

(Update: October 2016) With the hire of Jessica Edwards and Kenny Ketner, the Digital Library is now fully staffed. We are excited to finally begin to implement fully the vision for the reorganized Digital Library.

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 21st 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.

(Originally reported December 2015) The Task Force, with support from State Library staff, completed a series of eight listening sessions and received comments from nearly 80 respondents to an online survey. Many of the respondents represented multiple people as the survey was completed jointly by library boards around the state. The Task Force met on November 19 to draft their formal recommendations to the Commission which will be presented at the December 9 Commission meeting. Staff is very excited by the nature of the recommendations which are very outcome-based and can be used to prioritize and benchmark library development services.

(Originally reported February 2016) Staff will present the final recommendations of the Task Force to the Commission at the February meeting. Based on Commission action, staff will begin to formulate a plan for the creation of benchmarks making use of the Network Advisory Council and Commission in that process. Staff and the NAC will also be asked to make recommendations about how to allocate existing resources and to make suggestions for new budget requests in order to implement the recommendations.

(Originally reported August 2016) The Library Development budget is now aligned with the task force recommendations so that staff and the Commission can see how resources are being allocated according to the recommendations.

Further implementing the recommendations means that we cannot continue to plan for Library Development objectives and activities without a significant cultural shift in how we think about the recommendations and how they drive our work including the need to incorporate the data we collect to plan, implement, and evaluate our efforts. Staff have begun to talk about how we make use of the recommendations. We also recognize an important role for the Network Advisory Council to plan in informing how we implement the recommendations. To continue the cultural shift, we are planning for training for the staff and the NAC. The training will include an overview from the RIPL conference as well as training on the use of data in planning.

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.

Additionally, Stapp and Schmitz met with staff from the Department of Administration (DOA) to evaluate space options within MSL. MSL staff desires to enact plans to remodel the lower level of the library to make better use of the overall space and enhance our conference room facilities. To move forward, DOA needs to identify new tenants to occupy space that would be vacated by MSL. To date no tenants have been identified by DOA will continue to evaluate options.

(Originally reported February 2016) The Governor's Office of Budget and Program (OBPP) planning announced their timeline for the EPP process. EPP requests must be submitted to OBPP by May 30. This timeline may necessitate the need for a teleconference Commission meeting to approve final EPP items ahead of the June meeting. Additionally, Stapp and Schmitz attended a meeting with Budget Director Villa and Montana Library Association representatives Judy Hart and Nanette Gilbertson to discuss the need to update the statutory appropriation for state aid (22-1-327 MCA) in the 2017 session. At Director Villa's direction, the State Library will prepare legislation, extending the term of the statutory appropriation to a date yet to be determined. This legislation will be submitted to the Governor's Office as part of our EPP request. It is important to note that the state aid funding would remain tied to the statutory appropriation rather than being included in House Bill 2, the state budget bill.

(Originally reported April 2016) Schmitz completed training on the State Budget System (IBARS) on creating standard budget journal and reporting levels to capture FY 17 legislatively appropriated budget as the starting point for the 2019 biennium budget.

(Originally reported June 2016) EPP were presented for final action to the Commission on May 25. They were then submitted to the Governor's Office for consideration.

(Update: October 2016) No decisions have been made regarding budget requests at this time however, revenue projections are looking bleak, so it is unlikely that many requests will be approved.

John Finn, Nanette Gilbertson, and Stapp met with Representative Frank Garner from the Flathead along with ImagineIf Library Trustee Jane Lopp to discuss sponsorship of the state aid legislation. Representative Garner, a Republican, as agreed to serve as primary sponsor of this legislation.

(Update: October 2016) The cubicle area in the lower west end of the reading room previously occupied by the MTNHP photo interpreters, will be rented by the Legislative Services Division to house contract staff who are rewriting the LAWS system. They are tentatively scheduled to occupy the space effective November 1 through mid-May 2017. As a result, MSL will save approximately $5500 in rent.

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.
(Originally reported February 2016) The annual Internal Control review is underway.
(Originally reported June 2016) Managers have completed their annual review of our Internal Controls.

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.
(Originally reported December 2015) Schmitz welcomed the Legislative Auditors to the State Library and work has begun on the Financial Audit for FY 14 & FY 15. Their initial visit allows the auditors to plan for their formal audit which will take place in January. Significant focus is being placed on the addition of the Montana Land Information Act funds to the State Library budget. This biennium represents the first time those funds are material to our budget as opposed to being contracted dollars so further scrutiny is warranted.
(Originally reported February 2016) Legislative Auditors resumed their work for two weeks in January and may return again in February to conclude the audit.
(Originally reported April 2016) Schmitz completed field work and write ups with Legislative Auditors to complete the financial audit. We currently await the final report and

will draft a response to any recommendations or findings.   The audit will be heard by the Legislative Audit Committee at a date to be determined. At that time the audit will become part of the public record.

(Originally reported June 2016) MSL's financial audit is complete. It will be heard by the Legislative Audit Committee on Friday, June 17. At that time the audit will be made public.

(Originally reported August 2016) MSL's Financial Audit for FY 14 & 15 was accepted by the Legislative Audit Committee on June 17. Considerable focus of this biennium's legislative audits across state government is on local government revenues, including the tracking of the Montana Land Information Act recordation fee.   Though MSL has no authority to audit local governments to ensure that recordation fees are properly recorded and deposited, the audit report suggests that MSL run a monthly County Collections report to reconcile the amount of funds received by the Department of Revenue to what we show in our account. We were not aware of this reporting option prior to the audit because this reconciliation was not a part of the process followed by the Department of Administration to reconcile this revenue when they managed the Montana Land Information Account. MSL has begun running this report and the process has been added to our internal controls manual. This recommendation was the only finding in an otherwise clean audit.

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.

(Originally reported February 2016) Refer to updates on goals 1.3, 1.4, and 2.3.

Planning a move to the State Data Center

Another opportunity that IT staff is now in a position to pursue, now that our server 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.

(Originally reported February 2016) Staff has begun testing a virtual machine at the State of Montana Data Center (SMDC) with the goal of moving our MSLWEB server to the SMDC. MSLWEB resides in the DMZ and serves as a proxy to our internal .NET applications and also hosts static HTML and classic ASP sites. If successful, this move will allow MSL IT staff to use the easily configurable Netscaler to replace the Apache Reverse Proxy currently on MSLWEB, receive 24/7 support at the SMDC and reduce future hardware costs.

(Originally reported June 2016) Refer to information regarding the IT Convergence executive order.

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. Policies reviews

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.

(Originally reported February 2016) With the release of modern applications to replace the old Bundler, Topofinder and Digital applications, and now that the virtualization of the MSL

data center is complete, staff can almost fully support on-call needs from anywhere. With this in mind, staff is testing the ability to support weekend on-call without the need to be physically in Helena. Further evaluation of data and user business needs will be conducted to determine what additional recommendations can be made to improve the agency on-call policy. Final recommendation for a revised policy will be brought to the Commission at a later date.

(Originally reported April 2016) Schmitz is reviewing the staff handbook and Commission policies and will make recommendations for updates to policies as necessary. This work will likely result in modification to our elimination of Commission policies. Policies will be brought to the Commission for review and action at future meetings.

(Originally reported August 2016) The first of what will be an ongoing process to update Commission policies began at the June Commission meeting when the Commission took action to delete several policies that were either replaced by statewide policies or which are no longer applicable. Additionally, the Commission took action to update the MSL Broadband Pay Plan to reflect the 2014 Market Survey. MSL is one of the first agencies to adopt the survey in our effort to fairly and adequately compensate staff.

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.

(Originally reported April 2016) At the direction of the Commission Stapp issued a limited solicitation to select a facilitator to guide the strategic planning process. Solicitations are due March 31, 2016 and will be reviewed at the April Commission meeting.

(Originally reported June 2016) At their April meeting the MSL Commission selected Ned Cooney as the facilitator to guide our strategic planning process. The Commission will participate in a planning session with Mr. Cooney on June 9.

(Originally reported August 2016): The Commission and MSL managers participated in a work session with facilitator Cooney. During the work session the Commission conducted a Strengths/Weaknesses/Opportunities/Threats (SWOT) analysis and identified stakeholders that Cooney will interview ahead of the August 9 work session. Subsequently staff contacted approximately 15 individual stakeholders to inform them that Cooney would be contact them as part of the strategic planning process.

(Update: October 2016): The Commission participated in a second work session with facilitator Cooney at the Medicine Spring Library in Browning. During the work session the Commission developed a Practical Vision and Strategic Direction for the agency. Staff then used the vision and direction to derive actionable ideas to implement the plan.

<u>**Additional updates, October 2016:**</u>

We are pleased to welcome Eve Byron to the staff of the State Library as our new Communications and Marketing Coordinator. Eve is no stranger to state government; she worked closely with agency public information officers and staff as a reporter for the Helena Independent Record. As a reporter, she frequently reported on natural resources issues. Most recently she worked for the National Institute on Money in Politics. We will benefit greatly from her experience working with the news media in Montana. Additionally, Eve brings experience with social media, grant administration, and educational programming. Eve fills this 20-hour per week position following the move of Sara Groves to the Lifelong Learning position in Statewide Library Resources. With this hire MSL is now fully staffed.

**Digital Library Work Report
August and September 2016**

Prepared for the October 12, 2016 MSL Commission meeting
by Evan Hammer, Digital Library Administrator

This report represents accomplishments of Digital Library staff: Troy Blandford, Keith Blount, Meghan Burns, Gerry Daumiller, Maya Daurio, Karen Dimmitt, Michael Fashoway, Jo Genzlinger, Evan Hammer, Bob Holliday, Jim Kammerer, Duane Lund and Diane Papineau.

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 with be an update CadNSDI dataset that includes these corrected features and that is scheduled for delivery in early 2016.
(Originally reported December 2015) In late September four GIS analysts visited three counties in Northeast Montana (Daniels, Sheridan, Roosevelt). To gather corner recordation survey documents. As a result of this trips and a July visit to Wibaux and Richland County, we are in the process of creating over 1,400 new ground control points that will be used to adjust approximately 200 townships in NE Montana.
(Originally reported February 2016) After completing the ~1,400 new ground control points based on the corner recordation survey documents, additional aerial imagery-based pseudo-control was added as needed for the adjustment process. QA/QC of the points is just finishing, with the actual township adjustments to follow. The process had been challenging due to software issues, but we have been working through that with both the software company and our project partner. We are in the process of extending the project end date from January 31, 2016 to March 31, 2016.
(Originally reported April 2016) From the work done in January, staff was able to perform an adjustment in early February making an extension to the project end date was unnecessary. Project tasks outlined in the contract with Fairview Industries have been

completed. The Land Information group within the Digital Library is currently evaluating the success of this project to determine how to move forward with future CadNSDI adjustment projects and how to best leverage the ESRI parcel fabric tools.

(Originally reported June 2016) While the Northeast Montana CadNSDI adjustment was completed in February/March, as part of MSL's stewardship of the CadNSDI, the digital representation of the Public Land Survey System in Montana, MSL staff were invited to participate in a training on the Parcel Fabric with the BLM in Wyoming. Three members of the land information team will be in Cheyenne during the week of May 23-27 for this training opportunity. In addition to receiving training, MSL staff will meet with Wyoming BLM staff about a possible Montana/Wyoming CadNSDI border adjustment.

(Originally reported August 2016) Though not related to the NE Montana adjustment project, it is worth noting MSL has been working with Guy Dubois in Department of Revenue's Property Assessment Division for a couple of weeks on getting him set up and trained to perform adjustments to CadNSDI using the Parcel Fabric and DOR-obtained updated control. So far, network performance has been good enough to allow Guy, who is based in Shelby, to work directly in our databases. If successful, this pilot project could lead to the DOR being able to make adjustments to CadNSDI (the PLSS) in areas that they place a priority on for increasing the accuracy of the parcel layer in the Cadastral Framework.

(Update: October 2016) All cadastral parcels affected by the CadNSDI adjustments in FY16, including the NE Montana work, have been adjusted to vertically align with the current version of CadNSDI. Additionally, the Conservation Easement and Public Lands layers maintained by MSL have also been adjusted. Administrative boundaries in the affected areas will be updated soon.

Guy Dubois has been successfully adding new control and making adjustments to the CadNSDI using the Parcel Fabric. His work has focused on areas important to DOR for increased parcel spatial accuracy. Thus far, Guy has been working in Toole and Pondera counties. MSL staff will be traveling to Shelby to introduce Guy to some new tools and workflows that have recently become available.

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.

(Originally reported December 2015) The 2015 NAIP collection was significantly impacted by the amount of fire activity in western Montana that went well into the fall. Originally scheduled to be completed by mid-August, there are still areas in western Montana that had

not been flown as of November 20. The most current status is available on this status map maintained by the USDA - http://arcg.is/1TbH2kk. We are still hopeful that the remaining areas of the state will be collected and we are working with our partners to ensure we receive the data as quickly as possible once the full state is complete and available.

(Originally reported February 2016) Aerial photo collection as part of the 2015 NAIP has stopped for the year due to snow. As you can see from the link above, there are still substantial holes in the coverage over western Montana. We have received all of the available 2015 imagery from the USDA/APFO via the NRCS and we are currently working on a storage and distribution strategy. We are aware that the USDA/APFO is considering continuing data collection in the spring to complete statewide coverage.

(Originally reported April 2016) MSL has received a copy of the available NAIP 2015 data through our partnership with the NRCS. Also working in partnership we have been able to develop statewide compressed datasets in .sid format for distribution via the web - http://geoinfo.msl.mt.gov/data/Aerial_Photos/NAIP_2015. Patrons may request copies of the 2015 data through FTP (for small areas) or by sending in a hard drive (for a complete copy of the statewide dataset). We hope to have a 2015 NAIP web service available by the end of April, 2016. We are still waiting to hear from the USDA/APFO about any plans to fly any areas of the state that did not get completed in 2015.

(Originally reported June 2016) The most current, though unconfirmed, information we have received is that the USDA/APFO does plan to fill in the 2015 gaps during 2016 but we should not expect that data to be delivered until the "normal" 2016 product delivery window (likely in the October –December 2016 time-frame).

(Originally reported August 2016) We still haven't received any updates from the USDA/APFO regarding filling the gaps in the 2015 NAIP coverage, but there has been some other activity related to NAIP imagery distribution worthy of reporting. First, we have updated each of the NAIP imagery distribution pages (there is a page for each of the 5 years of NAIP that exist for Montana) to include a link to a page with information about "Ordering Aerial Photos" - http://geoinfo.msl.mt.gov/data/Aerial_Photos/Ordering. This page provides users with important information about each year of NAIP data collection for quick reference when requesting aerial imagery from the MSL collection. Second, there seems to be growing interested in high resolution imagery acquisition (6" to 1' resolution compare to 1m resolution for NAIP) as well as some emerging opportunities for more efficient storage of NAIP data. We will be calling a meeting of the Imagery working group in the near future to discuss interest in these opportunities and begin planning how to move forward.

(Update: October 2016) We have received no further information about filling the holes in the 2015 NAIP imagery but we have been able to post the 2015 NAIP to our ESRI hosted managed services folder alongside other MSDI public access datasets. The 2015 NAIP Imagery Service can be found at –

https://gisservicemt.gov/arcgis/rest/services/MSDI_Framework/NAIP_2015/ImageServer

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.

(Originally reported December 2015) The USGS grant and DNRC contract are both in place. Preliminary work on the USGS grant started in July and we are currently ordering equipment – a desktop machine for hydro editing and processing tasks and a hard drive for data transfer – have been ordered and we expect delivery in the coming weeks. While not directly tied to these two projects, we have also received funding from the Army Corps of Engineers to continue work on the Yellowstone River Corridor Clearinghouse that has been developed with support from the Yellowstone River Conservation District Council for many years. The Yellowstone Clearinghouse is another potential data source for the Montana Hydrography Dataset if we can develop a manageable workflow for performing bulk data uploads through work with the USGS and DNRC.

(Originally reported February 2016) USGS grant work has been focused on reviewing edits received from Glacier National Park to make sure the edits are ready to be imported into the hydrography dataset using USGS geoconflation tools. Significant revisions were made to flowdirection and additional attention is needed to fix snapping issues. Progress was also made identifying workflow for deriving flowlines from LiDAR data in the Musselshell. The work tasks identified in the USGS grant and the DNRC agreement were presented to the Montana Hydrography Working Group, Dec. 17. There was good discussion and good support for the projects, particularly the effort with DNRC to develop a prototype demonstrating the value of the hydrography dataset and the long term vision for the water information system.

(Originally reported June 2016) MSL staff have successfully completed the first major objective of the USGS grant. The USGS Geoconflation Tools (USGS GCT) were used to import the North Fork edits from Glacier National Park into an NHD job. This job has been submitted back to the USGS for inclusion in the national production database. Staff are now working on integrating wetlands data and LiDAR data in the Upper Musselshell NHD and identifying how to best use USGS GCT and ESRI conflation tools to make bulk revisions. Work has begun on the DNRC agreement. Staff are preparing wetlands data for integration into the Middle Musselshell NHD and we expect to hire an intern next month to assist with the editing.

(Originally reported August 2016) MSL staff continue to work on preparing wetlands and LiDAR data for integration into the NHD in the Musselshell River subbasins. The data "prep" stage is approximately 80% complete.   Once complete, staff will move on to using the USGS Geoconflation Tools and other ESRI conflation tools to bring the wetlands data into the NHD job, while preserving key attributes. We have also hired and trained an intern to edit the

NHD. The intern will be assisting with the USGS grant and the DNRC agreement approximately full time through December.

(Update: October 2016) The original end date for the USGS grant was September 10. We have spent available funds but have requested an extension to continue matching hours on the project. Staff are finishing up wetlands data "prep" in the Upper Musselshell subbasin and will begin the actual geoconflation process in early October. We anticipate finishing the project in November and submitting a final report to the USGS in December. An intern continues to work on editing the NHD in the Lower Musselshell as part of the DNRC agreement. This editing is now being done using standard ArcGIS tools, as opposed to the USGS NHD Update Toolbar, and will allow us to compare the two editing options and decide which is more efficient going forward.

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

(Originally reported December 2015) We have secured an extension to our current NRCS partnership agreement that provides an additional $40,000 to perform GIS support tasks for the Montana NRCS through the end of September 2016. In a recent planning meeting with our NRCS liaison we began developing a work plan for the coming year which will include ongoing Ecological Site Development work, updated to the SSURGO Soils dataset, collaboration on Watershed Boundary Dataset updates and the continuation of our long term water supply mapping partnership. With the posting of the October 2015 water supply maps MSL and the NRCS have completed 23 years of Surface Water Supply Index (SWSI) maps. Originally created for the months of February through August, since 2002 these maps have been created each year for the months of January through October.

(Originally reported February 2016) In early January, MSL in partnership with the NRCS released the new Snow and Water Supply website:
http://mslapps.mt.gov/Geographic_Information/Maps/watersupply/Default
This new website provides improved maps compared to what was provided in past years and also adds new products, including precipitation and reservoir storage. Each month 49 maps will be updated and published to the website.

(Originally reported June 2016) May snow and water supply maps were completed and posted to the web the first of the month. Two new statewide map products (reservoir storage

and streamflow forecast) were created in April and we will be working with IT to create the new webpages for them. We are now producing 51 maps each month. Staff assisted with a Remote Sensing and Spatial Analysis training for NRCS personnel, including providing overview presentations of resources available at the State Library and assisting attendees with lab exercises. Updates have begun on the watershed boundary dataset. Edits along the International Boundary were completed for the Belly River and St. Marys hydrologic units. We will continue to coordinate with Canada to update shared watershed boundaries.

(Originally reported August 2016) Watershed Boundary Dataset (WBD) edits for the Belly and St. Marys hydrologic units were sent to Canada for "seaming" along the International Boundary and we received training from the USGS on coding WBD attributes. MSL staff reviewed approximately 300 new Watershed Boundary names proposed by the USGS. We continue to support the NRCS with various GIS projects, including: preparing data and writing a script to create geodatabases by HUC that contain all of the environmental spatial data that is important to NRCS field staff; organizing and preparing Northern Cheyenne GIS data for a training the NRCS is conducting for the BIA and tribal staff; and creating a web application that allows NRCS field staff to quickly compare frost-free days, Relative Effective Annual Precipitation, and soils data.

(Update: October 2016) Staff time on the NRCS agreement in August and September mostly went towards watershed boundary editing, specifically watersheds along the International Boundary. Monthly updates of the snow and water supply maps continue to go smoothly and now three staff are cross trained on the entire process. Staff also put together examples of the "HUC Environment Geodatabases" (data packaged for NRCS field staff) and are currently working on adding MSDI themes to the script that creates the geodatabases for each subbasin.

In mid-August we began work under a new 5-year, $40,000/year, agreement with the NRCS. We are excited to continue the water supply mapping partnership that will now extend more than 25 years since it began in 1992 and we are also excited about the opportunity to be more engaged in the maintenance of the Montana Watershed Boundary dataset and the opportunities that should provide to improve the quality and usability of the Montana Hydrography Dataset.

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.

(Originally reported December 2015) A group of staff made up of Library and GIS Professionals were able to visit the Helena USGS Office in October and get a tour of the existing library. Additional work on this project has been delayed by the ongoing Digital Library reorganization.

(Originally reported February 2016) MSL staff developed a spreadsheet to assist the USGS Water Center with the reduction of their library and met with the director and other staff. The USGS is now proceeding by having an MSU student intern organize the material. The intern has been focused on organizing the library room in the warehouse and has organized nearly all of the shelves and co-located similar publications. The intern will soon begin transferring the card catalog of USGS publications pertaining to Montana and adjacent states to a spreadsheet. MSL will review the inventory once complete in case there are materials to supplement the MSL collection.

(Originally reported June 2016) The USGS library reduction effort continues to move along. The USGS MT/WY Water Center is currently going through their topographic map collection and have decided to largely discard (give away to staff) the hardcopies (they are all available online). USGS has a good handle on the project now and MSL staff are minimally involved, but we are receiving updates in case there are materials we want for our collections.

1.8.   The Montana Department of Health and Human Services (DPHHS) 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).

(Originally reported April 2016) While not specific to DPHHS GIS data products, several digital library staff members have been involved in a review of the use of ArcGIS Online (AGOL) at MSL and how we can better leverage this toolkit. In a March training event we were able to get some new ideas about how AGOL may be leveraged to simply the process for providing access to different agency datasets such as those available from DPHHS.

(Originally reported June 2016) Staff met with DPHHS program staff to discuss how they could leverage ArcGIS online to make a map of fluoride levels in wells and public water supplies available to the public.

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.

(Originally reported June 2016) Not included in the original work plan was MSL involvement in the US Census Boundary Annexation Survey (BAS). As the Census Bureau's BAS contact in Montana, the Administrative Boundaries theme lead participated in the 2016 BAS program by contacting local governments that had not already submitted a response to the Census Bureau. MSL also had several meetings with visiting Census Bureau staff about existing Census programs that MSL has participated in (School District Review Program, Boundary Quality Assessment and Reconciliation Project, Geographic Support System), as well as new programs and efforts leading up to the 2020 census.

(Originally reported June 2016) Not included in the original work plan was work to develop the Statewide Address point dataset. The recent addition of address points for Wheatland and Golden Valley counties means the Structures/Addresses Framework is now a statewide dataset, with addresses being provided by all 56 counties, as well as a number of city and tribal governments that manage their own addresses. These addresses will further enhance the MSDI Structures/Addresses Framework and MSL's geocoding web service.

(Update: October 2016) The Federal Geographic Data Committee (FGDC) recently announced the establishment of a new National Geospatial Data Asset (NGDA) Address Theme. The Department of Transportation and the Department of Commerce, U.S. Census Bureau were named as the lead agencies of the Address Theme and will support the ongoing work to develop a National Address Database. MSL is currently working with the Department of Transportation to submit Montana address points to version 1 of the National Address Database.

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.

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 addressed 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.

(Originally reported December 2015) User services staff have begun a series of bi-weekly cross training sessions scheduled to run into the beginning of 2016. To date these have been primarily focused on providing the Library professionals with some basic GIS background and providing familiarity with the existing GIS data discovery tools.

(Originally reported February 2016) The last of the initial series of cross training sessions took place on January 18. In the coming weeks we will be identifying additional cross training needs in order to plan future trainings.

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.

(Originally reported February 2016) MSL conducted a limited solicitation of three bids and chose Backstage Library Works to do original cataloging of 200 state publications with the option of additional cataloging depending on resources and time once the initial project is completed.

(Originally reported June 2016) Backstage Library works has catalogued and returned the state publications. MSL staff is now loading new records into local catalog and preparing same items for digitization shipment offsite.

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-MSC 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.

(Originally reported February 2016) The information products team has put together a project proposal using the draft MSL project proposal template. This will be reviewed by the management team for guidance before moving forward. Additionally, we have recently become aware of a new cadastral application that the Department of Revenue has developed. We will be reviewing that application to determine if it will impact our application update plans.

(Originally reported April 2016) MSL met with Department of Revenue staff in March 2016 to discuss plans for updating the Montana Cadastral Application. The primary purpose of the meeting was to let DOR know we are planning an update in the near future and to solicit engagement from appropriate DOR staff and they seemed interested in being involved.

(Originally reported June 2016) Information Products staff met with the IT managers in April to identify initial project planning tasks that would put this project in a position to move forward when web development staff is prepared to take on new projects. A follow-up meeting is scheduled for early June.

(Originally reported August 2016) While still a high priority within the Digital Library, progress on this project has been delayed as a result of the fiscal year end and recruitment of several new positions as well as limited developer resources. Even so we hope to be in positon to move forward with this important update in the coming months.

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.

(Originally reported December 2015) Hosted managed services went into production in October and the old services at SITSD were taken offline on November 2. An exhaustive effort was made during the month of October to notify the various user communities of the planned changes and this seems to have been effective since we have had very few calls specific to the service changes. This changeover did result in a number of unanticipated issues with the cadastral application that GIS and IT staff have been working hard to resolve through the month of November. At this point we believe that we finally have a solid stable application in place pointing to the new managed services and we are primarily dealing with educating users in how to refresh their browsers to ensure cached data is not impacting their user experience.

(Originally reported February 2016) We have resolved a number of issues with the cadastral application that arose with the initial cutover to managed services and our users seem much happier. We are working with the ESRI Managed Services team to get regular, service based usage reporting that will allow us to compare the usage of our services now to the usage when they were hosted at SITSD.

(Originally reported April 2016) With the transition to ESRI Managed services complete, future updates on Managed Services will be reported under section 5.2.

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.

(Originally reported April 2016) In building the distribution page for the 2015 NAIP, Information Products staff integrated an ArcGIS Online interface to allow users to access a dynamic map for finding and downloading the compressed imagery - http://geoinfo.msl.mt.gov/data/Aerial_Photos/NAIP_2015. This was successful, and the same model has since been applied to the distribution pages for all of the Montana NAIP imagery accessible from MSL - http://geoinfo.msl.mt.gov/data/aerial_photographs_of_montana

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.

(Originally reported June 2016) While we have not been able to pursue this project to date, we were very excited that the highest scoring MLIA Grant Application for FY2017 was a proposal from Lewis and Clark County to develop a similar Corner Recordation tool. We will be following their progress closely to see how this project may be leveraged to help with the development of a NE Montana Corner Record viewer.

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.

(Originally reported June 2016) We have not had success getting MSDI Climate theme data into the data bundler to date, but we have begun working with the Montana Natural Heritage program to identify opportunities to integrate data bundler functionality into the

MTNHP map viewer. It is possible this project may result in new bundler based tools that would be more usable by the MSDI climate theme (and others).

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.
(Originally reported February 2016) We are currently re-evaluating our use of ArcGIS online to determine what type of internal training is needed to administer and support the existing ArcGIS Online subscription. Once this process has been completed we will be in a better position to explore training options for other agencies.
(Originally reported April 2016) This work has continued through March 2016 and included an on-site training/consultation visit from an ESRI ArcGIS Online specialist. Current project tasks include identifying needed staff resources and getting them any training needed to be able to support our planned use of ArcGIS online within MSL. Once we have our plan in place we will be in a better position to understand how we can better assist other agencies.
(Originally reported August 2016) We are in a more comfortable place as far as support for ArcGIS Online is concerned, but efforts to plan for broader ArcGIS Online usage have been delayed as we recruit for key staff important to this project including the state GIS Coordinator, the Information Products lead and the Library User services lead. Once those positions have been filled we should be in a good positon to move forward with broader plans for ArcGIS Online.

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.

(Update: October 2016) State web developers group invited MSL staff to present at September 13th meeting on MT.GOV Connect, our library web archive of state agency websites dating from 1996 to the present. MSL staff gave overview of MT.GOV Connect with explanation of how it partially fulfills statutory mandate to provide permanent public access to state government information. MSL staff also encouraged meeting participants to consider adding Page History code to footer of their website as one way for agencies to abide by M.C.A. requirements to collaborate with MSL to provide access to their public information. MSL staff also showed attendees how to browse and do keyword searches within archive. One

participant was especially interested in MT.GOV Connect potential for archiving and providing access to public comment.

(Update: October 2016) MSL hosted for Montana librarians a half-day in person and online training by two Government Publishing Office (GPO) librarians. These Washington, D.C. based librarians presented on how to provide reference service to federal information with a special focus on Montana resources. Afterwards the GPO librarians presented a plaque to Montana State Library in recognition of our 50 years of commitment to providing public access to government information as a Federal Depository Library, 1966-2016

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.

(Originally reported December 2015) The GIS Coordinator and the Land Information lead were invited to present at the first meeting of the Energy and Telecommunication Interim Committee. They presented information about the role of GIS in NG 9-1-1 and provided additional information on the basic workflow for NG 9-1-1 GIS data development as well as information about NG 9-1-1 planning efforts in other states. Since that time MSL has participate in two additional meetings of a NG 9-1-1 working group tasked with developing a NG 9-1-1 implementation plan to present to the interim committee at their March 2016 meeting.

(Originally reported February 2016) - MSL staff have been participants in an NG9-1-1 Working Group, created by MACo to provide recommendations to the Energy and Telecommunications Interim Committee (ETIC). In the January working group meeting MSL presented information about the role of GIS in NG9-1-1. MSL has also been given a seat on the 9-1-1 Advisory Council and has participated in their meetings since October 2015.

(Originally reported April 2016) Thanks in part to MSL involvement on the ETIC Working group and the 9-1-1 Advisory Council we are happy to report that the working group recommendations to ETIC included a request for $80,000 to fund a statewide NG9-1-1 GIS data assessment. While it is still early, ETIC did take action to draft a NG9-1-1 bill that includes the GIS assessment funding recommendation.

(Originally reported August 2016) The ETIC has endorsed the proposed draft 9-1-1 legislation coming out of the ETIC NG9-1-1 Working Group and the 9-1-1 Advisory Council, which includes $80,000 to fund a statewide NG9-1-1 GIS data assessment that MSL would coordinate. The draft bill is currently in a second public comment period. A link to that bill draft and the NG 9-1-1 report to ETIC can be found at -
http://leg.mt.gov/content/Committees/Interim/2015-2016/Energy-and-Telecommunications/

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.
(Originally reported June 2016) Steve Shivers, the USGS National Map Liaison to Montana, indicated during the Intermountain GIS conference that he may be willing to serve in the role of MSDI Elevation theme lead. We will follow up with him to determine the extent that he will be able to support this critical 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.
(Originally reported February 2016) An initial ESRI Enterprise License Agreement (ELA) renewal meeting took place in early in December which included the State Librarian and the Digital Library Administrator as well as the DNRC CIO and the primary ELA contact for ESRI, Nathalie Smith. The meeting was generally focused on what the different parties need to begin the process. ESRI needs updates software deployment information that is currently being gathered by SITSD. The state needs to determine what type of procurement process needs to take place and we are pursuing the as a sole source procurement and are currently in the process of completing the justification forms needed for that.
(Originally reported April 2016) MSL has compiled the documentation needed for a sole source procurement. SITSD has provided ESRI with a software deployment report though it may need a few updates. The GIS Managers have an initial ELA discussion on the calendar for late March.
(Originally reported June 2016) MSL coordinated an ESRI site visit in early May. The State Librarian and the Digital Library Administrator as well as the DNRC CIO were able to meet with Nathalie Smith and other ESRI representatives early in the week and again at the end of the week. ESRI met with agency GIS managers as a group and also had one on one meetings with several agencies over the course of the week to understand program needs. By the end of the week we were comfortable that we had a basic understanding of the framework for a new agreement – a two-year extension to the current agreement that will run from July 1, 2017 – June 30, 2019. It will include the same modules as the current ELA with an

additional Managed Services module that will mimic the exiting two year managed services we currently have with ESRI (outside of the ELA).

(Originally reported August 2016) In late July, ESRI provided an initial proposal for an extension to the existing ELA to cover FY17/18. We are currently doing research to develop an analysis of the proposal to determine how to proceed.

(Update: October 2016) We have negotiated a new enterprise license agreement with ESRI to provide software, training, ArcGIS Online, and managed services to the state for the FY18/19 biennium. We are working to get the final agreement signed but as it stands the cost for these services will be more than $150,000 per year less than what the state budgeted in the FY16/17 biennium.

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.
(Originally reported April 2016) Better integration of the MSDL Work Plan and the Land Plan was a key consideration in the development of the new MLIA Land Plan timeline - http://docs.msl.mt.gov/Central_Services/Commission_Councils/Montana_Land_Information_Advisory_Council/Archive/2016/03/land_plan_timeline.pdf - that was proposed to the council at their March 2016 meeting. This generated some good discussion among council members and we will be updating the timeline in anticipation that the council will take action in their May meeting. We have also asked council members to provide feedback on the MSDI work plan and its integration into the MSDI framework pages as we begin the process of updating the plan and pages for the coming year.

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.
(Originally reported December 2015) We have had a managed services kick off meeting with other partner agencies. This meeting was led by information products staff and focused on getting other agency administrators information about how to update their hosted managed services. We also used this meeting to identify agency needs for the remaining service slots available through the managed services contract. Knowing that there are several available slots, we have been able to significantly expand our service offerings including the addition of both State Plane and Web Mercator versions of most of our MSDI Framework Services. Information Products staff are currently working on setting up a number of

additional support services including USGS Topo Maps, Elevation and Hillshade, 1990s Digital Orthophoto Quarter Quadrangles, and possibly a Montana Highway Map service similar to what we have made available through the Montana Place Names application.

(Originally reported February 2016) Information Products staff have been working with ESRI to understand the proper procedures for making updates to web services. We are currently coordinating with agencies to ensure they understand these procedures to ensure monthly updates occur regularly, on schedule, and without issues. New services described previously are not in production yet due to some data transfer issues, but we still hope to have those up in the coming months.

We are evaluating the possibility of making all production MSDI web services available via the Open GIS Consortium (OGC) Web Map Service (WMS) protocol. The has always been an option but we have resisted in the past because of uncertainty about the consequences of enabling this format. We have heard from some users of older or different GIS tools recently that they are unable to access some of our web services, and it appears that they can access them if we enable OGC WMS support.

(Originally reported April 2016) We have been working with the ESRI managed services team to resolve some performance issue that were initially observed in late January. The ESRI response to date has been disappointingly slow and disorganized. They have put into place some temporary measures to resolve performance issues and provided a somewhat helpful after incident report. We are currently working to identify a sustainable long term solution to the performance issues. While existing services continue to be available as we work through this, it has delayed several new services from going into production for a couple of months now.

(Originally reported June 2016) We continue to struggle to find satisfactory resolution to the performance issues that we experienced in January. We have a work around in place and existing services are performing to our expectations, but there continue to be delays in getting new services up and running. We will be working with ESRI to resolved these issues before fiscal year end.

(Update: October 2016) We worked with ESRI through the summer and have just signed an updated task order for ESRI Managed Services which resolves lingering issues with performance and data storage. At no additional cost over our original agreement, ESRI has agreed to increase the number of processors and the amount of memory available to our hosted cloud servers. They have also updated the storage language to clarify that we would be able to store 20TB of data, not use 20TB of disk space (as the previous agreement had been interpreted). These changes provide us with the robust platform we need to support Enterprise Web Map Services and we are confident that we will be able to scale these servers as needed to support future demand without seeing an unmanageable increase in costs.

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.

(Originally reported April 2016) – We are behind schedule in getting this group together. I still hope that we can get a meeting on the schedule before the end of the fiscal year, but I want to try to include the new GIS Coordinator in this process if possible since that position will have a big role in NRIS moving forward. In the interim, I will be working with our partner agencies to extend the FY14/15 Data Partner MOU through the FY16/17 biennium. The primary focus of the NRIS Advisory during the current (FY16/17) biennium will be to develop an updated Data Partner MOU that will go into effect in the FY18/19 biennium.

(Originally reported June 2016) Proposed Core Funding MOU extensions have been sent out to partner agencies for review.

(Update: October 2016) One agency has agreed to the MOU extension while another has requested a new MOU. We are preparing an updated MOU for that agency.

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.

(Originally reported February 2016) DNRC engages with the MSL about hydrography dataset needs and the water information system through the Hydrography Working Group. A review of the Water Information System was presented to the Water Policy Interim Committee on January 11 -

http://montanalegislature.granicus.com/MediaPlayer.php?view_id=67&clip_id=18597&meta_id=139266

(Originally reported June 2016) The Water Information Manager met with DNRC to discuss infographics, ArcGIS online, story maps, and other approaches to making State Water Plan and other water information attractive and available to the public. The Water Information Manager has also been in discussions with DNRC Water Planners and the EPA regarding the Upper Missouri River Drought Resiliency demonstration project.   Due to key DNRC and NOAA staff retirements, monthly drought maps have been on hold since January. In later April, we began working with the new DNRC Drought Planner and we expect to have all the drought maps caught up for 2016 by early June.

(Originally reported August 2016) MSL staff worked closely with the DNRC Drought Planner to get the monthly drought maps back on track. Drought maps for January through June were completed and posted to the web, and we will continue to produce a new map each month in partnership with the Governor's Drought Advisory Committee.

(Update: October 2016) The Water Information System Manager has been assisting the DNRC Drought Planner with revising the Governor's Drought Website http://drought.mt.gov.

We are also coordinating to feature a webpage through the Water Information System that provides a "one-stop shop" for maps/graphs/tables of current water conditions. This page will assist the Drought and Water Supply Committee by providing, in one place, the majority of the resources that need to be reviewed each month when they update the county-based drought map http://nris.mt.gov/drought. We also think this will be a useful page for anyone interested in the current conditions of Montana's water supply— currently one has to search many different sites to get the full picture of precipitation, evapotranspiration, soil moisture, snow pack, streamflow, and etc.

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. **(Originally reported December 2015)** Since early October we have been able to schedule at least one meeting of each of the full working groups and we have also had multiple leads meetings. Weekly "stand-up" meetings with the Information Products team and the Information Management leads are now on the calendar and something similar for user services will be scheduled soon.
(Originally reported August 2016) As we fill the remaining Digital Library lead positons I will be working with the new leads to help them with any issues that may come up with the new organizational structure. Particularly in the User Services group where there has been turnover in both lead roles and much of the transition of the reorganization has been delayed. Additionally, with all of the lead positions filled we will begin having regular leads meeting with an eye towards higher level, more holistic planning for the Digital Library Division.

(Update: October 2016) I am happy to announce that we have filled all of the remaining Digital Library lead positions and when our new User Services lead and Information Products lead start on October 3 the digital library will be fully staffed. There are a number of changes associated with last year's reorganization that have been delayed while these positions were

open. I will be meeting with the full team of Digital Library leads later in October to begin planning for how to move forward.

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

(Originally reported December 2015) With Stu retiring ahead of schedule we are still trying to get caught up on this. Fortunately, Stu did a great deal of work to prepare his staff to take on some of his regular tasks and he left thorough documentation behind to assist with this. Several staff have stepped up to help out in his absence. On the MLIAC side, the land plan subcommittee went out of their way to produce a land plan on schedule to ensure we would not have to delay the MLIAC granting cycle.

(Originally reported February 2016) We were able to get the 2017 Land Information Plan approved by the MSL Commission on schedule in December and the Montana Land Information Act Grant application package was posted and announced on January 15, also on schedule. Over the coming weeks we will be working to spread awareness of this grant opportunity in hopes of encouraging a large number of applications.

(Originally reported April 2016) The FY17 grant application process was a huge success. We received 26 grant applications requesting more than $850,000 in funding. We are working with MLIAC to for an application review subcommittee to score grants and provide recommendations for funding at the May 2016 MLIAC meeting.

We hope to have the GIS Coordinator position posted by the end of March with the goal of filling it within four to six weeks of posting.

(Originally reported June 2016) The MLIA Grant Review subcommittee recommended 12 grant proposals for funding at the May 18 MLIA Council meeting. The full MLIA Council approved this recommendation. The recommendation was presented to the MSL Commission at their May 25 meeting where it was approved. We will begin working with the 12 successful applicants to develop statements of work so that they will be in a position to begin work on these projects at the beginning of FY17.

The GIS Coordinator position has been advertised since early May. The first round of screening began during the week of May 23 and 42 applications were reviewed. We are very optimistic that we can have a well-qualified candidate in this position before the end of the fiscal year.

(Originally reported August 2016) Erin Fashoway was hired as the new State GIS Coordinator and she started in that position on July 11. In addition to being a former MSL employee (as a GIS Analyst supporting the MSDI Administrative Boundaries theme), Erin also served as the Montana Association of GIS Professionals (MAGIP) president. More recently she has worked with the Montana Department of Transportation as a GIS Analyst/Transportation Planner. We are very excited to be able to bring in a new coordinator with the experience engaging the Montana GIS community that Erin has.

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

(Originally reported April 2016) MSDL Leads had an initial discussion of training planning in January. The reorganization has presented some challenges both on a funding and staffing front for the current fiscal year, but we will meet again in late March or early April to plan for the final quarter of FY16 as well as to ensure we are in a good positon planning-wise heading into FY17.

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 State Library

Statewide Library Resources-Library Development Report
August and September 2016
Prepared for the October 12, 2016 Commission meeting
by Tracy Cook, Director of Statewide Library Resources

This report represents accomplishments of Statewide Library Resources Library Development staff: Jennifer Birnel, Bobbi de Montigny, Jo Flick, Jessie Goodwin, Sara Groves, Jemma Hazen, Pam Henley, Amy Marchwick, Lauren McMullen, Cara Orban, Mike Price, and Suzanne Reymer.

Goal One—Content

1. 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.

<u>SLR Work Objectives:</u>

- **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)*
  (Originally reported December 2015): With input from the MontanaLibrary2Go Executive Committee, Orban prepared a request for information, issued in October. The Executive Committee met November 13 to discuss the results of the request for information. Seven vendors responded. The Executive Committee will review the responses from Baker &Taylor and Recorded Books to compare their consortium models to the existing contract with OverDrive. Orban will review responses that were submitted specifically for school and academic audiences and will share summary information through appropriate channels.

(Originally reported February 2016) Orban arranged trials for Baker & Taylor Axis 360 and for Recorded Books OneClickDigital for the MontanaLibrary2Go Executive Committee in January. The committee plans to meet in late January to discuss what they learned from these trials. Orban also organized a webinar for school libraries on January 28 to review vendor options for school consortia that were presented in the Fall, 2015 Request for Information responses. Currently our agreement with OverDrive (the vendor for MontanaLibrary2Go) does not allow for school library participation. However, there are several MSC school libraries that have individual contracts either with OverDrive or through Follet Bookshelf, etc. for downloadable e content, and their MSC bibliographic records, with connecting URL's, are maintained by MSC staff. Should an e content school consortia develop, workload to support a consortia would have to be considered.

(Originally reported April 2016) The Executive Committee met on February 26 and discussed the RFI responses and product trials. The consensus was that the competing services are similar to OverDrive, but do not offer some formats and device compatibility that the consortium currently enjoys with OverDrive. Lacking any perceived superior value in competing services, the committee agreed that the cost (in staff time and in content potentially lost through seeking publisher permissions) of moving to another service would not be justifiable at this time, and that the Executive Committee recommends continuing with the OverDrive renewal for FY17.

(Originally reported April 2016) Orban led a review of RFI materials specifically for schools on January 28, facilitated a follow-up discussion for interested k-12 librarians on February 18, and spoke in person with the Helena school district librarians group on March 2 in support of organizing a group to explore the possibility of forming an independently hosted e-content consortium (the State will not contribute funds or manage a contract). Working with teacher-librarians Joanne Didriksen from Helena and Kendra Hartman from Broadus, Orban collected school enrollment and annual circulation numbers from 53 school libraries that expressed interest in pursuing a group contract, and sent this information to three vendors who are amenable to k-12 consortia. The vendors have been asked to submit pricing estimates to Didriksen and Hartman before March 25. Orban will lead a discussion on consortium organization and responsibilities with this group on April 8 at the Montana Library Association conference in Missoula, with an online option for remote participants.

(Originally reported June 2016) Orban led a discussion on consortium organization and responsibilities with this group on April 8 at the Montana Library Association conference in Missoula. The group plans to meet during the MEA-MFT conference in October to develop policies and a fee structure for the consortium, to identify a fiscal agent for the contract, and to determine how the contract will be awarded and negotiated in advance of a tentative January 2017 one-year renewable contract. Following MLA, Orban collected responses from interested libraries indicating available

budgets for the potential contract and follow-up questions for vendors that will provide further details to help inform the group's fall discussion.

- 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 Library Services Technology Act (LSTA) or patron counts may be variable. The desired outcome is a sustainable and affordable budget model to implement in FY17. *(Orban)*

  (Originally reported April 2016) Orban shared plans with the Executive Committee to form two or three different cost sharing scenarios to discuss at the membership meeting. All of these options will be goal-oriented, with a specific figure in mind in order to meet the coming fiscal year contract obligations as well as to plan for the future. These options are to be posted in meeting materials on the MontanaLibrary2Go governance web page by March 23.

  (Originally reported June 2016) Orban and Executive Committee chair Susie McIntyre worked together to form three different cost sharing scenarios to discuss at the membership meeting. All of these options were goal-oriented, with a specific figure in mind in order to meet the coming fiscal year contract obligations as well as to plan for the future. The committee ultimately recommended the customary 5% increase to the membership for the OverDrive content budget, but advised the membership that changes to the cost formula would be forthcoming for FY18 in order to develop a more proactive plan for sustaining the content budget as well as exploring other possibilities for expanding shared access to e-content. Orban will work on this proposal over the summer with the new Lifelong Learning Librarian and the Executive Committee, along with a plan listing desired and this information will be shared with the membership in the fall.

  (Update: October 2016) The MontanaLibrary2Go Executive Committee created a revised, goal-oriented cost-share formula to propose to the membership in October 2016, with the objective of consistently collecting enough content funds at the beginning of the fiscal year to maintain a 10:1 holds ratio for popular titles, renew expired licenses for in-demand metered access titles, and continue to add new content and fulfill patron requests. The new cost-share formula would charge each library $0.30 per MontanaLibrary2Go circulation, with a minimum cost based on library size. The minimum cost for each library would be based on their tier in the current cost-share formula. The Executive Committee members individually contacted each of the libraries that would be most affected by this proposed formula to discuss the plan and to address concerns before presenting the formula to the full membership. Orban coordinated two online discussion sessions in late September for the membership to

have an opportunity to provide feedback to the Executive Committee and to ask questions. The membership is scheduled to vote on the proposal in an online vote on October 18-19.

- 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)*
  (Originally reported December 2015) The MontanaLibrary2Go Local pilot is live at http://books.msl.mt.gov and MSL staff has collected two months' worth of statistics to date. Circulation numbers average to 40 per month. The pilot is open to any MontanaLibrary2Go libraries that have Session Initiation Protocol (SIP) authentication capability. This includes all Montana Shared Catalog libraries that subscribe to MontanaLibrary2Go. Staff feedback has indicated that the site functions well. Orban is collecting more information from participating libraries about their selection policies and priorities for local content so that we can create a more meaningful and efficient way of developing this collection.
  (Originally reported April 2016) SLR-LD staff has initiated discussions with the New York Public Library regarding its IMLS-funded initiative, LEAP (Library E-Content Access Project). LEAP is a two-year IMLS funded federal grant project that advances work begun at the New York Public Library in conjunction with 19 partner libraries across the US and is coordinated through national strategic conversations led by DPLA.
  The outcomes expected through this project expand upon the desired outcomes that had been stated in the local e-content pilot:
    - Expanded access to e-content that libraries want
    - New avenues to distribute content of state and regional interest
    - Affordable and manageable service that is advantageous for consortia
    - Content ownership for libraries
    - Mutually agreeable terms for publishers and libraries

  The concept behind LEAP is to build the capacity to host and distribute ebooks on a national, library-driven platform and to launch a library-owned ebook marketplace through which libraries can purchase titles without vendor markup. The State Library may build upon its experience through the e-content pilot by making use of the Adobe Content Server to become a regional content hosting hub. State Library staff or consortium leaders in MontanaLibrary2Go may also have the opportunity to help shape policy and procedure as the LEAP marketplace develops; serve as a liaison to

support publisher on-boarding to the LEAP Marketplace; serve as a liaison to support libraries as they wish to purchase from the Marketplace; and assist with metadata needs. In March, NYPL staff drafted a Memorandum of Understanding to codify MSL's interest in providing staff time and possibly infrastructure to this project. The MOU had not yet been delivered at the time of writing this report.

(Originally reported June 2016) NYPL delivered the draft MOU to MSL. At this time, MSL is considering whether it can contribute the staffing resources to meet the minimum match requirement expected of partners in the LEAP program, whether MSL could contribute match as part of a unified network of state library agencies, or whether NYPL should adjust these requirements, allowing for MSL's smaller scale while recognizing its unique perspective as a state library agency representing rural Western libraries.

(Originally reported August 2016) MSL is further refining the MOU after subsequent conversations with NYPL as of mid-July.

(Update: October 2016) Orban contacted the Executive Board of the Association of Rural & Small Libraries to share information about the LEAP program and to suggest that MSL liaison with them in order to more broadly represent the rural and small library demographic. In order to create a truly national platform, MSL believes that NYPL and LEAP need a representative on their advisory committee to represent the perspective and the needs of smaller and rural libraries. NYPL agrees that the input of the ARSL community would be a powerful resource to help develop a service that will be truly useful to all public libraries, and MSL is positioned to devote staff time, through the Statewide Projects Librarian, to collecting that input. This role may include the gathering of data from ARSL members regarding their e-content current resources, needs, challenges, and vision for their communities; soliciting input on policy development from ARSL board and relevant committees; and keeping the ARSL board and relevant committees up to date as LEAP progresses.
The ARSL Executive Board discussed this proposal at their September 21 online meeting.

- 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: Cook)*

(Originally reported February 2016) McHugh has led a working group comprised of SLR-LD staff Orban, Flick, Birnel, Henley, McMullen and Reymer in three initial brainstorming and planning sessions. The group has discussed the evaluation approach promoted at last year's Research Institute for Public Libraries conference using the concept of creating a data road map that incorporates the data trifecta of inputs, outputs and outcomes; identified inputs, outputs and outcomes that should be collected across all LSTA projects and services; talked about the data they currently collect; and suggested training gaps that need to be addressed to enable staff to more effectively understand and analyze their evaluation data. An initial list of possible sections for an eventual guide to LSTA funded project evaluation is being created as the next step.

(Originally reported April 2016) The evaluation guide has been drafted and during the drafting process the scope was expanded to address project evaluation standards for all Library Development projects and services regardless of funding source. The draft guide includes assistance with:

- Creating an initial data road map for a project or service
- Resources to utilize when creating the data road map that include the recent Library Development Study Task Force recommendations and the forthcoming individual project benchmarks anticipated from the Network Advisory Council
- Identifying potential audiences to anticipate reporting needs
- Questions to monitor successful ongoing evaluation throughout a project or service

The guide will be shared with the Network Advisory Council at their May meeting.

(Originally reported June 2016) The guide will be shared with the Network Advisory Council at their July retreat due to the cancellation of the May NAC meeting. The FY 17 Library Development project planning process now includes an evaluation component requiring staff to utilize the new guide to prepare evaluation benchmarks and techniques as part of the project they are managing.

(Originally reported August 2016) The Network Advisory Council retreat was postponed. The guide will be shared with the Council when their meeting is rescheduled.

(Update: October 2016) The Network Advisory Council received an intensive one-day training from Samantha Becker on Data Driven Libraries. The training was held on September 22 and covered high level policy making decisions that the group should consider and then it created a foundation for how to collect and share data with stakeholders.

- 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: Cook)*
  (Originally reported April 2016) The SLR Portal session at the April MLA Conference will include an opportunity for initial feedback from our end users. Following that session, the first usability survey will be launched.
  (Originally reported June 2016) The session at MLA was well attended. There were few questions about the new site. The work being done to rewrite the Montana Library Directory was mentioned during the session to make those attending aware of this additional, substantial change to come. A usability survey has not yet been launched, but there is agreement among the SLR Portal web leads that we should not delay a survey process due to the Directory rewrite work.

- 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)
  (Originally reported December 2015) McMullen coordinated a panel presentation at Fall Workshops on community partnerships and development programs from Montana Legal Services Association, One Montana, Harwood Institute, and Humanities Montana. These partners and programs offer Montana libraries the opportunity to host conversations on community enrichment, empowerment, problem solving, and progress. Many attendees expressed intent to offer the programs in their libraries in 2016.
  (Originally reported April 2016) McMullen and Reymer presented training on community engagement to the board of trustees at Lewis & Clark Public Library so they can develop new community partnerships aligned with community aspirations and library goals.
  (Originally reported June 2016) McMullen coordinated a panel presentation at the MLA conference on library – museum partnerships. Libraries and museums are trusted community anchors with common missions. Librarian attendees learned how to initiate and build relationships with local museums through collaborative programming, shared community space, and digital collections.

- 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)*

(Originally reported December 2015) Birnel met with several library directors, museum directors, and historical societies on the northeastern Hi-line, demonstrating how to use the site and discussing possible collections the institution may consider adding. Some of the visits were brief and introductory in nature, others included a presentation of the MMP for larger audiences.

(Originally reported February 2016) Havre-Hill Library has submitted a collection application for an oral history collection. This collection has been approved by MSL and the Montana Historical Society and has also been selected to receive LSTA Project funding to assist with digitization. Additionally, the Valley County Museum has been in touch and is seeking funding for a project through the Montana History Foundation Grant to digitize ledgers from a local general store.

(Originally reported June 2016) The audio tapes from Havre-Hill Library have been digitized by the vendor and will be shipped back later this month. These will then be uploaded to the MMP. The Valley County Museum was awarded funding from the Montana History Foundation and they are currently digitizing the historic general store ledgers. The public libraries in Cut Bank, Chinook, Malta, and Plentywood are sending their yearbooks to the digitization vendor to be digitized. Birnel will make outreach visits to the Northwest this June, visiting libraries and museums in Kalispell, Whitefish, and Libby.

(Originally reported August 2016) Birnel visited several organizations in the Flathead area in June, including the Glacier National Park Archives, ImagineIf – Kalispell, Central School Museum – Kalispell, Whitefish Community Library & Whitefish Museum, the Fire Fighter Lookout Association, representatives from the Flathead National Forest, Lincoln County Library – Libby, and a representative of the Kootenai National Forest. Since these visits, the Central School Museum in Kalispell has submitted a collection application. They are going to start with a small collection or 30-50 images from their 28,000 photographs. This presents a very good opportunity to work with a museum that is currently using PastPerfect Inventory software. Birnel will work with Central School Museum staff and MHS employees to determine appropriate mappings of PastPerfect metadata to Dublin Core. Birnel met with Deb Mitchell and Amanda Trum from the Montana Association of Museums (MAM) to discuss creating a list of best practices for museums using PastPerfect. Central School Museum is willing to work with Birnel to help create a draft of these best practices. The results of this work will then be shared in a workshop at the MAM conference next spring.

(Update: October 2016) Birnel visited the Butte-Silver Bow Archives on September 9. Ellen Crain shared that they were getting ready to do an internal review of how PastPerfect fields are being used and determine their own best practices. Birnel was

invited to participate in this work session after explaining the desire to create a statewide best practices model for PastPerfect. This work will take place in November.

- 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)*

    (Originally reported December 2015) As new social media themes are developed the contact for these theme posts are being added to the Educational Resources section of the MMP as PowerPoints that can be downloaded and used by classroom teachers. Some examples are included here:

    > World War II
    > Transportation
    > Firefighters
    > Horses and Horse Power
    > Logging Mills and Camps
    > Miners, mines, and mining camps
    > Boom and Bust: The Industries that Settled Montana

    (Originally reported April 2016) The Content Priority working group felt that focusing on oral histories for a year would be nice way for the Montana History Foundation, the Montana Historical Society, The Montana Digital Academy and Montana PBS to work together to encourage new contributions to the MMP and to encourage use of the existing materials. The Montana Historical Society has offered some consultation time to help a history teacher from the Montana Digital Academy create a lesson plan prototype for other teachers to use. PBS has produced video oral histories and can see a role in this process. The Montana History Foundation provides funding for oral history projects and will continue to ask grant applicants to contribute their projects to the MMP.

    (Originally reported June 2016) The Content Priority working group has made the further decision that resource materials for creating oral histories should be gathered and published. These materials will include recommendations for recording devices, best practices for video and audio recordings, best practices for asking questions and follow-up questions. Birnel is reaching out to particular partners to develop these materials.

- Explore in collaboration with UM, MSU, and The Montana Historical Society Research Center 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 Digital Public Library of America (DPLA) and aggregate and harvest other Montana digital repositories to share with the DPLA. *(Birnel)*

(Originally reported December 2015) Birnel and McHugh met with the other partners to discuss the options available and what needed to be explored. UM, MSU and the Historical Society Research Center have offered staff expertise and time to assist MSL in this investigation. A committee was developed to further explore options.

(Originally reported February 2016) The committee met in December and reviewed the application materials. Birnel demonstrated how the open source program, REPOX, can be used to harvest the metadata to make it available to DPLA. A centrally hosted version of this software is currently being configured to be made available through MSL. The group will meet again in February to discuss next steps.

(Originally reported April 2016) The committee met in February and reviewed the use of a centrally hosted instance of REPOX. Birnel has written a draft Memorandum of Agreement for the partner institutions, which is currently being reviewed. DPLA Content Manager, Emily Gore, has been invited to Montana to speak to the partner about the application process. A save the date has been sent for May 2, 2016.

(Originally reported June 2016) The Montana Memory Project, the Montana Historical Society, University of Montana, and the Montana State University have formed a partnership called the Big Sky Country Digital Network. This group is working together to apply to be a DPLA Service Hub. On May 2, 2016 Emily Gore, DPLA's Director for Content, came to Helena to meet with the partners and discuss in more detail what being a hub entails. She made great recommendations on how to manage the partnership and on how to proceed. The group is now working on the application and on forming a Memorandum of Understanding to outline the details of the partnership.

The Montana Memory Project plans to discontinue their partnership with the Mountain West Digital Library, which is the current on-ramp for MMP content to the DPLA. As a direct DPLA service hub the Big Sky Country Digital Network will aggregate metadata from the partners and share it with the DPLA to be part of their discovery portal. The partners will also work with other digital repositories in the state to aggregate their content and share it with DPLA.

MMP	MHS	UM	MSU
Jennifer Birnel	Molly Kruckenberg	Shali Zhang	Kenning Arlitsch
	Tammy Troup	Wendy Walker	Jim Espeland
		Teressa Keenan	Susan Borda
			Michelle Gollehon

- **(Originally reported August 2016)** The Montana State Library, the Montana Historical Society, the Montana State University Library, and the University of Montana have signed an MOU to formally outline the duties of each member of the Big Sky Digital Network. Birnel submitted the Service Hub Application in early July and is awaiting a review of the application Materials by DPLA, which should be delivered in early August.

  (Update: October 2016) Birnel received an email on September 16, 2016 saying the DPLA Service Hub application by the Big Sky Country Digital Network had been approved pending a formal conversation to discuss:
    - We would like further specifics on staffing and in kind support, including the FTE and specific roles of key project staff identified in the application.
    - Reviewers noted that your plans for implementing Repox as a single instance with administrative users at each of the partner organizations is not something that others have done before. They also wanted to make sure that you are fully aware of some of the potential limitations of Repox, which we can discuss.

  BSCDN members will meet with the DPLA team on Friday September 23, 2016 to discuss these specific points.

- Continue to seek a solution for individuals to share Montana related content through the Montana Memory Project, acting as a portal of discovery. *(Birnel)*
  (Originally reported April 2016) The MMP Advisory Council Content Priorities group will collaborate on creating a possible work flow for accepting and uploading content within CONTENTdm that is provided by individuals. An application for a new collection of materials held by an individual has been submitted to the MSC Director. This application will give the MMP Advisory Council a starting point to explore more seriously the option of enabling individuals to share Montana related content in the MMP.
  (Originally reported June 2016) The recent individual application was not approved, due to the fact that the applicant did not own the content. Options for individual contributions of content are still being explored.

- 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)*
  (Originally reported June 2016) This work was not completed this fiscal year, due to staff turnover and lack of time.
  (Originally reported August 2016) Work will be resumed on this project in Q1 of FY17. The majority of the NetLibrary resources will be removed from the MSC catalog as they are outdated and no longer discoverable via EBSCOhost.

- Collaborate with vendors and the MSC Content Management Committee to bring the MSC catalog into full compliance with Resource Description and Access (RDA) metadata standards. The RDA standards are the new, unified, international cataloging standards. Cataloging best practices need to include RDA standards not only to bring the catalog in compliance but also to take advantage of enhanced displays in discovery platforms. *(Adams, Hazen)*

(Originally reported December 2015) Received cost quotes from several vendors for the cost of updating our bibliographic records for full RDA (Resource Description and Access) compliance. All were very high. We can use our SirsiDynix Premier Platinum Services consulting hours to pay for the cost of them performing the service. The update has been scheduled to take place Dec 3, 2015.

(Originally reported December 2015) The Content Management Committee had a special meeting in September and came to agreement on most of the standard cataloging practice changes needed for RDA. An updated Standard Cataloging Procedures document was finalized and posted to the membership shortly after the meeting.

(Originally reported February 2016) SirsiDynix performed the RDA update process in the Shared Catalog, January 15-18, to add RDA fields to all Shared Catalog bibliographic records. and this update brings the Shared Catalog bibliographic structure into compliance. Hazen supervised the process, working closely with SirsiDynix to ensure a successful completion over the holiday weekend. Marchwick and Price performed internal system tasks to manage cataloging processes and copy overs.

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. 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.

<u>SLR Work Objectives:</u>

- 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)*
  (Originally reported June 2016) This work has resulted in a proposal to the Montana Shared Catalog libraries which was presented to the consortium at their May meeting and is further described below.

- 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)*
  (Originally reported December 2015)   Orban met with the Courier Advisory Board on October 22 to develop a strategy for planning for affordable and inclusive service in the second year of the contract and beyond. Currently, the group has $5,428 in FY15 LSTA to sustain the $2 per stop discount for current participating libraries. To complement the findings of the MSC Executive Board survey, Orban has distributed via listserv questions pertaining to physical delivery and courier service addressed to both potential and current participating libraries in order to learn more about partnerships, affordability, and other service issues in advance of planning for 2016-17. Responses will be reviewed in December, and in January the Board will study different fee structure options that emerge as a result of those responses.
  (Originally reported February 2016) This project was delayed as Orban spent most of December working on the annual LSTA report. Orban resumed work on this project in January, with the objective of producing two cost formula scenarios for the courier advisory board to consider by early February.
  (Originally reported April 2016) Orban created a cost sharing formula for the courier after evaluating responses from the courier user and potential user surveys distributed in December and studying annual statistics from the courier contract, OCLC interlibrary loan, and Montana Shared Catalog holds reports. The purpose of this proposal is:

- To help fulfill the MSC's mission of encouraging resource sharing and collaboration
- To help libraries that are currently struggling or unable to participate see a benefit to taking part in the courier
- To help remote MSC libraries who do not have access to the courier network to take part in resource sharing by providing a shipping discount

MSC libraries are responsible for 91% of courier activity. This is an essential service to support resource sharing groups. Sharing group libraries could not support resource sharing at their current volume without a reliable courier. The formula also sustains the existing network by benefitting academic courier partners and public courier partners who are not yet part of the MSC. This proposal was shared with the MSC Executive Board at their March 2 meeting, with the Courier Advisory Board at their March 4 meeting, with the Network Advisory Council at their March 8 meeting, and with the MSC Partners resource sharing group at their March 15 meeting. Orban will collaborate with MSC Director Goodwin to incorporate the courier budget request into the MSC annual budget proposal in advance of the April deadline for MSC Spring meeting materials.
(Originally reported June 2016) Orban explained the purpose of the courier shipping proposal at the MSC spring members meeting. The majority of the membership in attendance voted to accept the proposal to contribute $25 annually toward a shipping discount for sharing group libraries that are not eligible for courier service. Hub libraries that already receive a subsidy for courier service also contribute a separate amount that is calculated according to their courier discount, which is paid through LSTA funds. Next steps are to follow up with eligible MSC libraries and provide guidance on how they can take advantage of this opportunity, and to communicate changes in billing to Critelli for courier hub libraries. Orban expects further courier development to be part of her FY17 work plan.
(Originally reported August 2016) Following review of recent surveys and statistics from both the MSC and the courier project, Orban has identified two regions of potential interest in making use of a courier hub for sharing within the MSC, and is working on gathering statistical data as the first step in planning proposals and cost estimates for the libraries in these areas.

- 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)*

(Originally reported December 2015) Orban and Price worked together to create statistical reports from EZproxy logs sent monthly from OCLC. The reports cover authentication success rates and resources accessed, as well as indicate why users may not be successful in logging in. For 2015, as of October, EZproxy had been accessed 2,282 times. Missoula represents approximately half of this usage, at 1,131 logins, followed by Helena at 265 and Butte at 121. The failure rate averages to 23% and can mainly be attributed to incorrect entry of library card numbers. EBSCOhost, Taylor & Francis, and Reference USA are the most frequently accessed resources.

(Originally reported December 2015) Orban requested input from other state library agencies to learn more about their preferred authentication methods and their experiences working with vendors for statewide implementation. The four states that have responded (South Carolina, Massachusetts, Michigan, and Wisconsin) use geolocation and work with vendors on an individual basis to distinguish usage statistics by location. Based on these responses, geolocation is a top priority for further study and trial, if possible, in early 2016.

(Originally reported June 2016) The authentication study, which has the potential to primarily affect the statewide databases contract, has been suspended until a decision is made about use of funding for that contract for FY17.

- 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. *(McHugh, Orban, McMullen, Groves)*

   (Originally reported April 2016) An MSL Project Proposal Form detailing the outcomes, implementation, maintenance, evaluation and funding needs for this project was submitted to the MSL management team in March. An anticipated timeline includes identifying FY 17 funding for the anticipated cost of navigational templates for the redesigned site in July, implementation of the new site in July-August and promotion of the resource through the Fall.

   (Originally reported June 2016) Next steps as described in the April update will be led by the new Lifelong Learning Librarian position.

   (Update: October 2016) Groves and Orban brought Cook up to speed on the project.

- 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)*

(Originally reported April 2016) McMullen is conducting an inventory of existing websites.

(Originally reported April 2016) McMullen, Henley and Reymer are planning to meet with MSC staff to learn more about the website creation opportunities for MSC libraries within the MSC Enterprise tools used to create and customize the MSC catalog's user front end interface, in order to expand MSL support for this website creation option.

(Originally reported June 2016) An inventory of Montana public library websites is completed, and problem areas have been identified, mostly involving outdated software, lack of maintenance, and missed opportunities. As an immediate step toward improvement, Montana public libraries wishing to update or improve websites will be invited to meet online for networking and discussion on how to create and maintain an effective web presence. The meeting will be scheduled in August, after the summer reading program season.

- 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)*
(Originally reported December 2015) A promotional brochure highlighting the consulting program was created and distributed at the Montana Association of Counties Conference in September. The brochure focuses on the areas of consulting services MSL makes available to public libraries and introduces the three Statewide Consulting Librarians and their consulting territories. Additional work on this initial brochure is expected this winter.
(Originally reported June 2016) No further work has been accomplished on this objective, however, the consulting pages within the SLR portal continue to be re-organized for improved communication to users.

- 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)*
(Originally reported December 2015) The RFP has been put on hold until the recommendations from the Library Development Study Task Force have been made to the Commission and action taken.
(Originally reported April 2016) This item is not being pursued at this time, due to funding considerations. The MMP Advisory Council has created a working group to study the current MMP budget and to suggest long term options for the MMP software platform.

(Originally reported August 2016) An RFI has been written and will be shared through various listservs requesting information regarding a group of trained independent contractors who are willing to provide technical support to Montana Memory Project contributing institutions. The goal is to create a list of independent contractors willing to enter into contract with contributors to the Montana Memory Project on an as-needed basis.

- 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)*
  (Originally reported December 2015) Birnel has consulted with colleagues at MSU and has learned more about improving search engine results. Several searching issues have been resolved and now mtmemory.org and montanamemory.org are consistently showing as the top two search results in Google and Yahoo. The work to improve the results list in various search engines will continue.
  (Originally reported February 2016) Birnel has discovered through additional consultations that a further step can be taken to improve search results by creating a Wikipedia entry for the State Library and the Montana Memory Project. Additionally, a Google for Business entry can be created to bring the MMP to the top of the search results. Birnel and Sara Groves, the Communications and Marketing Coordinator, will work together to develop Wikipedia pages for MSL.
  (Originally reported June 2016) This work has not been accomplished this fiscal year. It remains a valuable effort to be continued next fiscal year.

- Continue to coordinate development of both DiscoverIt and the new Enterprise end user 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)*
  (Originally reported December 2015) The direct link between Enterprise and the statewide Ebsco Discovery System (EDS) has been established and is being added to the individual Enterprise library profiles. The link provides seamless searching between the two interfaces.
  (Originally reported December 2015) With the upgrade to Enterprise version 4.5, Enterprise and DiscoverIt search results can now be interfiled on the same search results screen. The results include the "Research Starter" from EBSO Enterprise Discovery Services as the first section of the display along with separate facet columns for both services.
  (Originally reported April 2016) Activity on developing Discover It has been suspended, pending Commission action on the recommendation of the Network Advisory Council to cancel the EBSCO Discovery Service contract as part of the proposed FY 17 Statewide Library Resources Library Development budget.

(Originally reported June 2016) The EDS subscription will not be renewed following Commission action in April on the FY 17 Library Development budget.

(**Update: October 2016**) DiscoverIt links were removed from MSC Enterprise profiles by MSC admin staff as of August 31, 2016.

- 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. *(Goodwin, Marchwick, Hazen, deMontigny, Price)*
  (Originally reported December 2015) "BLUEcloud" web services were installed on the MSC production server, which enables MSC staff to begin testing, evaluating and using the cloud based products now being developed by SirsiDynix.
  (Originally reported December 2015) BLUEcloud Analytics is now 90% functional with catalog, item, user, and historical usage statistics. Special accounts have been created for selected MSC member libraries so that they can begin becoming familiar with the product and assist the MSC staff with training which will begin in spring 2016.
  (Originally reported December 2015) BLUEcloud Cataloging has been implemented for testing on the MSC test server. It is not ready for consortial use yet but new functionality is added with each web services upgrade from SirsiDynix.
  (Originally reported December 2015) MSC staff has signed up to participate in the pilot evaluation of the Circulation and Visibility (linked data) products currently in development. "Visibility (linked data)" broadens the results of Shared Catalog searches so that they are included in major search engines.
  (Originally reported April 2016) MSC Library staff and member libraries continue to test and evaluate BLUECloud Analytics functionality. McHugh and Goodwin will meet with a SirsiDynix representative on March 21 to negotiate FY 17 pricing to continue utilizing a hosted instance of Director's Station, given the difficulties in the current BLUECloud Analytics functionality for large consortia such as the MSC.
  (**Originally reported June 2016**) BLUECloud Analytics continues to be tested and evaluated, with 6 MSC libraries testing logins and more expected to begin in FY17. Demonstrations of BLUECloud Analytics were presented at the MLA Conference and the MSC Spring Members Meeting. After McHugh and Goodwin's meeting with the SirsiDynix sales representative it was noted that MSC will not be charged for hosting of Director's Station. Concerns regarding the need for a larger number of BLUECloud Analytics users in a large consortium such as the MSC were shared with the sales representative. SirisDynix has offered additional instructor led training on the product, which is expected to be scheduled during the 2016 calendar year.

(Originally reported August 2016) BLUECloud Analytics is being used extensively by MSC admin staff. MSC staff are in the process of creating additional training resources and Goodwin has contacted SirsiDynix to inquire about an instructor led training session in September, 2017.

(**Update: October 2016**) BLUECloud Analytics continues to be used by MSC admin staff with additional member library testers. Working with SirsiDynix SureSailing, we have determined the appropriate User Permissions for member libraries and plan to begin training in 2017. A fall instructor led session was not practical due to time constraints but will be further investigated for Spring, 2017.

- 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. *(Goodwin, Price)*
  (Originally reported December 2015)   Enterprise profiles have been completed for all MSC member libraries and are in use, live, by 75% of the members. All member libraries' profiles will be in production by Dec 31st, after which, access to eLibrary will be discontinued.
  (Originally reported April 2016) Discontinuation of eLibrary has been temporarily postponed pending resolution of the length of time Enterprise takes to load the "Place Hold" button for member libraries as well as the On Order item display for libraries using the Acquisitions module.
  (**Originally reported June 2016)** MSC staff continues to work with SirsiDynix support to solve the issues regarding the length of time for the "Place Hold" button to appear as well as the Acquisitions module display problems. Because of these issues, the discontinuation of eLibrary has not been scheduled. This is a high priority item to resolve. It is possible that the removal of large numbers of circulation map lines and other system policies that will occur this summer as part of the final stages of the reorganization effort may reduce the hold button issues. MSC libraries will be required to standardize their use of the Acquisitions module in the future, which may resolve the display issues.
  (Originally reported August 2016) Following Goodwin's meeting with the MSC's Suresailing Consultant at SirsiDynix, there is additional pressure on the vendor to resolve these issues. Requests to further investigate the slowness of the Place Hold button and a possible solution for the Acquisitions display issue that would involve changing Enterprise profile search limits are being explored by the vendor. eLibrary discontinuation is planned for December 2016.

  (**Update: October 2016**) MSC staff are currently testing a proposed fix to the Acquisitions display issue. If the problem is corrected using SirsiDynix's suggestion,

search limit changes will be implemented for several MSC libraries. eLibrary discontinuation is still planned for the end of calendar year 2016.

- 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 *(Goodwin, Marchwick, Hazen, deMontigny, Price)*
(Originally reported December 2015) Increased training opportunities along with improved functionality has led to much wider acceptance and interest in MobileCirc with many libraries now using it as their primary tool for completing inventory.
(Originally reported December 2015) A major marketing push for the Shoutbomb SMS texting service took place in May and June and has more than doubled the number of libraries and patrons using the service. Nearly 10,000 text messages for are now being sent monthly.
(Originally reported April 2016) Following a training in February, a variety of additional MSC libraries activated MobileCirc and learned to assist patrons in the use of BookMyne, the SirsiDynix patron discovery app.
(**Originally reported June 2016)** Plans for summer 2016 regional trainings include additional information and guidance on MobileCirc usage. A major update to the app is expected this summer which will allow for additional functionality.
(Originally reported August 2016) MobileCirc has been presented at regional trainings throughout Montana, as well as at the MSC Executive Board retreat.

(**Update: October 2016**) MobileCirc usage statistics were requested by the MSC Executive board and have been provided to them. deMontigny will offer Mobile App training at the Livingston-Park County Library's "go-live" circulation training day and is being proposed for the MLA conference in March, 2017.

- 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)*
(Originally reported December 2015) Reymer has collected sample RFIs and RFPs from colleagues in other states which provide examples of the ways in which other state libraries are providing a more centralized approach to certain pieces of the E-rate process. This will assist us in considering this option for Montana libraries and how this approach might be developed within the Montana E-rate scene.

- 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)*

(Originally reported December 2015) Reymer learned about the Georgia Public Library Systems regional, consortial approach to contracts and received helpful advice on negotiating with vendors.

(Originally reported February 2016) Reymer is reviewing the data gathered during the MSL's Broadband Technology Opportunity Grant program (BTOP) (2009-2012) pertaining to bandwidth upgrade purchases and hardware refreshment for BTOP libraries during the course of that program as part of an investigation into the possibility of purchasing a minimum, agreed upon level of bandwidth for public libraries.

(Originally reported June 2016) Making significant impact in improving broadband access to Montana's public libraries is dependent on having a statewide plan and additional funding to help with the portion of broadband costs that isn't covered by E-rate. Reymer has worked with Stapp and McHugh on options that could be part of an EPP request in the next legislative session.

- 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)*

  (Originally reported December 2015) Reymer attended meetings of the Internet 2 group and the Montana Telecommunications Association conference to learn more about alternatives and opportunities available within the state. Reymer also participated in the Silicon Flatirons meeting with the Federal Communications Commission to represent libraries' concerns about fiber build outs and E-rate modernization. Reymer also attended American Library Association's (ALA) E-rate Task Force meetings at the 2015 ALA Annual Conference and Universal Service Administrative Company E-rate Training in Portland. Changes in the program were a focal point.

  (Originally reported August 2016) E-rate continues to be one of the only viable sources for support for libraries seeking to improve their bandwidth. Significant changes to the program this year have required a lot of time, attention and support for libraries in the program from Reymer as State E-rate Coordinator. While there was a drop-off in participation, a few libraries have moved to fiber and found ways to utilize E-rate to assist with paying for fiber build outs and improvements in infrastructure.

  (Update: October 2016) Reymer attended MTA conference and NTIA workshop. Met with service providers to discuss viability of fiber provision to libraries. Continues to be a question of cost.

- 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: Cook, Price)*

(Originally reported December 2015) An initial informational meeting was held in November during which the rewrite team comprised of McHugh, Price, Orban, McMullen, Flick and Colleen Hamer learned about the overall process. This team is now compiling a master spreadsheet of "user stories", based on the Agile project planning process, to share with the MSL IT staff that will be involved in the Directory rewrite. These user stories communicate what functions SLR-LD staff, Montana librarians and trustees and the general public would like to see in a new Directory. The list is due to the IT staff in December, with the technical work scheduled to begin in January.

(Originally reported February 2016) The master spreadsheet of user stories was submitted to MSL IT staff December 15. A meeting to launch the technical work will take place January 25.

(Originally reported April 2016) Following the January meeting, the Agile process of work "sprints" organized by task commenced. The initial sprint has included McHugh and Price who receive daily progress updates on the creation of the underlying access structure for the new Directory. The next sprint will focus on the process of creating library records in the new Directory.

(Originally reported June 2016) Sprints have been completed that focused on the creation of library records in the Directory and the creation of position records. The next sprint will focus on Directory processes as they relate to the initial creation of a library, a new user, a position and the editing process for each.

(Originally reported August 2016) Sprints for the Directory processes and searching were completed. Work will begin on the next series of sprints. Cook and Bruhn will meet with Flick and Orban to determine a possible timeline and process for a series of sprints to update the CE section and/or Statewide Projects section.

(Update: October 2016) Flick and Bruhn met on 9/21/2016 to begin the process of developing events-based data in the Library Directory. It was determined that a calendar event will drive the development, so a brief meeting on 9/19 with MSL managers determined that MSL events, deadlines, public meetings, staff activities, will be posted through the new directory calendar. The historical data that will be preserved, accessible and available for review and cross reference will be greatly improved with this approach. Attendance at meetings will be accessible, CE credit for MSL-sponsored events will be automatically verified by MSL trainers and posted to librarian's CE tracker profile, and evaluation data will be incorporated into this calendar event function. Librarians may opt for reminders of expiring certification, deadlines, or opportunities to register for meetings or events. The process of development is estimated to take a few months.

(Update: October 2016) Statewide Projects were added to the Directory; a documents page was added; future sprints include Committees; mapping library

services; and CE. A group of 10 librarians and trustees from different types and sizes of libraries have been asked to test the product.

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. 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.

<p align="center">SLR Work Objectives:</p>

- 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 Chief Officers of State Library Agencies (COSLA) New Directors 101 series and supplements that with Montana-specific self-paced online tutorials. *(Lead: Flick)*
  (Originally reported December 2015)   MSL contracted with Sage Solutions, Non-profit Consulting to conduct three onsite 3-hour trainings on preparing for succession. Sage trainers, Terry Profota and Teresa Geremia-Chart conducted trainings at the following federation meetings: Broad Valleys, South Central, and Golden Plains. A session at Tamarack was later added to the contract and costs for that training were shared with the Tamarack Federation. Sage provided a *Succession Toolkit,* which was published in a spiral bound book and provided as a handout and workbook for the first three sessions. Attendance was nearly double in total to similar sessions that MSL has

offered in the past, owing at least in part to the coupling of the training to the federation meeting. Feedback has been very positive; leading the LD staff to request a proposal for another round of trainings and a webinar series for Winter-Spring 2016.

(Originally reported December 2015)   The COSLA New Directors 101 series is being published on WebJunction. MSL's CE Coordinator served on the committee that created the 4-part video series and accompanying learner's guide/workbook.

(Originally reported December 2015)   An outline for essential training and information for new public library directors has been drafted by the CE Coordinator and a series of self-paced tutorials will be developed using Adobe Articulate Storyline over the winter. These tutorials will focus on essential, Montana-specific information that every new public library director needs to know. A page on the Learning Portal will be devoted to New Directors with the "essential" curriculum to include links to the COSLA series, the self-paced tutorials, and "suggested" curriculum to explore related training.

(Originally reported February 2016) Sage Solutions Non-Profit Consulting has presented a contract to MSL for succession trainings at the Pathfinder and Sagebrush Federation Spring meetings in 2016, as well as a webinar series scheduled for April 2016. The *Succession Toolkit* will be reprinted for distribution at these two Federation meetings as well.

(Originally reported February 2016) Flick has scripted three of the 12-13 lessons planned for the New Library Director Administration series. Each lesson will be 10-20 minutes long with built-in assessments. A prototype lesson has been created in Adobe Articulate Storyline and a location on the MSL webserver is being sought to host these html files which will be linked to the Learning Portal.

(Originally reported April 2016) Terry Profota of Sage Solutions presented her Succession Planning to 20 attendees at the Sagebrush Federation meeting at Miles City Public City on March 5, 2016. Terry will also present at the Pathfinders Federation on May 19 and will host a noontime webinar series on March 23, 30 and April 13. Online self-paced tutorials are under production to provide new library directors with Montana-specific essential, need-to-know information. An additional training has been added for May 14 in at the Best Western GranTree in Bozeman focused on performance evaluation with Pat Wagner of Siera Consulting.

(Originally reported June 2016)   Terry Profata of Sage Solutions presented Succession Planning training to trustees at the Pathfinder Federation meeting on May 19, 2016 This concludes a highly popular series of online and in person trainings geared toward trustees during this fiscal year.

(Originally reported June 2016) The online tutorial series for New Directors to supplement the COSLA New Directors 101 series with Montana-specific information is still in the process of completion. This project will continue next fiscal year.

(Originally reported August 2016) Flick has posted the template resources and a Power Point presentation to the MSL website to help outgoing directors and boards to

prepare a "briefing book" that captures critical information to pass on during a transition in leadership. This was the focus of a session at the Broad Valleys Federation meeting in March and is a resource that has been requested as a follow-up item at many of the trainings on succession and managing a change in executive leadership which MSL has sponsored over the past two years.

- 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)*
  (Originally reported December 2015)   The CE Coordinator created an online tutorial on the Hunter-Planner Map in collaboration with the GIS manager for FWP.
  (Originally reported December 2015)   Orban has created two short tutorials for MontanaLibrary2Go using Camtasia and posted them to the MontanaLibrary2Go Learning Portal page.
  (Originally reported December 2015)   MSL holds five Camtasia licenses and one Adobe Articulate Storyline license, but it takes time to learn to use the software and the staff has been struggling to find the time. The MSC trainer has been the most productive on this effort. Going forward, training staff plan to meet online in December to focus on Camtassia collaborative training with all staff committed to making an attempt before the meeting, so they can identify their hurdles and use peer support to overcome them.
  (Originally reported February 2016) Goodwin continues to use the Camtasia software to create tutorials of interest to MSC members.
  (Originally reported April 2016) Flick has created a brief tutorial on how to apply for certification online using Camtasia.
  (Originally reported April 2016) Goodwin and Hazen created cataloging tutorial on adding RDA fields in WorkFlows. Goodwin created a short tutorial explaining a change to WorkFlows display columns to assist in searches with new RDA cataloging fields.
  (Originally reported June 2016) Flick used Camtasia to augment the *Succession Planning for Library Trustees* recorded webinars so that viewers would receive instructions on when to pause during the videos for discussion or reflection. Camtasia is proving to be an excellent tool for enhancing the interactivity of recorded webinars. The new MSC Trainer will be utilizing one of MSL's five licenses to create and deliver short trainings in a variety of topics to MSC members.
  (Originally reported August 2016) deMontigny used Camtasia to provide 2 additional MSC training videos in support of MSC curriculum in the month of July. Short video trainings have been widely praised by MSC member libraries for their ease of use

and clarity in presenting new material and more video creation is planned as part of the overall MSC training curriculum.

- 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)* **(Originally reported December 2015)** In September, Orban contacted NAC representatives Dana Carmichael and Joanne Didriksen to discuss the use of statewide databases and to learn more about developing outreach and training specific to the needs of school libraries, considering their primary means of communication, curriculum standards that must be addressed, and any barriers to use of statewide resources that we may not have considered. Both responded that in-person networking and conference opportunities were important and more effective than mass distribution avenues; that school librarians are looking for content that directly supports Common Core standards and cannot spend a lot of time sifting through other materials; and that librarians need a higher level of support in customizing EBSCO interfaces to create a relevant, age-appropriate set of results. As a result of this initial outreach, Joanne Didriksen invited Orban to attend the Helena School District Librarians monthly meeting in October, where she shared an introduction to statewide library resources available to school libraries and invited school library staff to contact MSL for assistance with any of these resources.

  Goals for this year related to increasing use and understanding of the databases by schools include understanding more about schools' and school libraries' needs and what kind of content they need from us in order to develop meaningful services and outreach; removing barriers to easy authentication and access; and building up a centralized web presence for database information, intended for library staff, on the MSL Learning Portal. Resources will include tutorials and training resources and downloadable promotional materials for the databases most used by or most useful to school libraries.   Highlighting resources especially for teachers and teacher librarians; and promoting knowledge sharing by collecting materials from school libraries that demonstrate the use of EBSCO databases to share with other libraries are also in the planning stages.
  (Originally reported June 2016) Outreach and needs assessment for schools has been suspended until MSL funding for a statewide databases contract next fiscal year has been determined.

- 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)*

(Originally reported December 2015)   Beginning in October, the six makerspace trunks have been assigned to federations in order to reduce time spent planning around logistical challenges, while Orban will continue to provide online training and orientation for makerspace hosting sites and collect statistics and evaluations for the project. Online orientation was provided for Boulder Community Library and St. Matthews School Library in October.

(Originally reported December 2015)   Orban worked with library consultant Sue Walker at the Idaho Commission for Libraries to gather and organize survey information from small and rural libraries in both states in order to create a best practices guide for smaller libraries that are interested in starting a makerspace. This work culminated in a presentation at the Association for Rural and Small Libraries conference in Little Rock, Arkansas, in October.

(Originally reported April 2016) Henley delivered the final makerspace trunk to a library in the South Central federation in March, and all makerspace trunks are now circulating in their respective federations.

- 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)*

  (Originally reported December 2015)   Four Succession Planning trainings were presented at the Spring 2015 Federation meetings.

   (Originally reported December 2015)   COSLA trustee training materials developed this year include a checklist for hiring a new director with links to resources and the development of templates for hiring: outlining goals for the hiring process, sample job descriptions, sample job ads, interview questions, tips on checking references, how to introduce the new director to the community. Flick served as the COSLA working group leader for this project.

  (Originally reported February 2016) Strategic planning has been included on the list of available and recommended trainings which the MSL will provide to Federations at their Spring meetings.

(Originally reported April 2016) McMullen provided board basics and strategic planning assistance at Valier Public Library and Harlem Public Library, so new board members can participate in an informed way, in continued strategic planning at these libraries.

(Originally reported June 2016) Reymer met with Manhattan Community Library Board to discuss community visioning in September and a new strategic plan for the library is developing based on that meeting.

(Update: October 2016) Manhattan Community Library decided not to embark on strategic planning process at this time.

- 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)*

  (Originally reported December 2015) McMullen facilitated a library board conversation at North Lake County Public Library on planning, future projects, and resources available from the State Library. The conversation gave attendees a chance to listen to one another, identify themes for moving forward and answer specific questions together.

  (Originally reported December 2015) Henley conducted a joint board orientation for Fallon County and Ekalaka library boards. In addition to normal board topics, the issue of hiring and retaining a library director in Ekalaka was discussed, as this is an ongoing issue for this library.

  (Originally reported December 2015) Reymer facilitated a library board training at Madison Valley County Library in Ennis for new and existing board members to familiarize them with the duties of their job and their role within the Montana library community.

  (Originally reported June 2016) Henley conducted a board training in Glendive to address concerns and familiarize members with open meeting law and directory access. Flick organized a 3.5 hour training event called "How to be Confident and Competent Regarding Performance Evaluations" at the Best Western GranTree Hotel in Bozeman on May 14th featuring Pat Wagner of SieraLearn as the presenter. Fifteen attended, five attendees were public library trustees. Reymer facilitated workshops on *Introduction to Library Law and Ethics* and *Making Use of Resources* for Jefferson County library staff and board April 2016.

  (Originally reported August 2016) Henley offered a day-long director orientation to the new Denton library director and facilitated a board orientation session for 2 Denton board members, reviewing the process of directory access for board chairs to enable digital signing of Federation agreements and other tasks. Plans are underway for a trustee training on the evening before the Fall MSL Workshops, September 13th at the

public library in Polson. (Two one-day MSL Workshops at two different locations are replacing the two-day Fall Workshops that have been recently held in Helena adjacent to the MSC Fall members meeting).

(Update: October 2016) Flick and Reymer presented a 2 hour training for library directors and trustees at the North Lake County Public Library in Polson on September 13th on the topic of Re-envisioning Public Libraries utilizing some materials adapted from the Aspen Institute. Flick received training on the Aspen Institute's ACTION GUIDE for library boards at the CE Forum in Santa Fe NM in August 2016 which was immediately implemented in the training in Polson. As a follow-up, Flick will meet with Amy Garmer of the Aspen Institute to report on the training and suggest additional development by Aspen of tools to support ongoing board and director development.

- 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)*
  (Originally reported April 2016) McMullen presented training on the Montana Public Library Statistics gathering and reporting for library directors at the Broad Valleys Federation retreat. Librarians learned how to use the Montana Statistics Center to identify trends and demonstrate value to stakeholders. These trainings identify elements that will be used as models when creating on-demand webinar trainings.
  (Originally reported June 2016) McMullen presented training on the Montana Public Library Statistics gathering and reporting for library directors at the Pathfinder Federation meeting on May 19.

- 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. *(Goodwin)*
  (Originally reported June 2016) The MSC Executive Board has discussed ways to deal with this need at their board meetings this year. Board members can play a role in this effort. This objective will continue next fiscal year.

- Develop training curriculum for new MSC software and services in order to ensure consistent training resources are available to all MSC sites *(deMontigny)*
  (Originally reported December 2015) The outline of the training curriculum is in place and will be integrated into the MSL training portal during its redesign process.

  (**Update: October 2016**) deMontigny has expanded and improved the training curriculum that started in 2015. This curriculum now includes a self-paced component allowing library staff to work through skills as needed and supports library directors to

offer needed software training to their staff. Work on expanding and enhancing this curriculum will continue during the current fiscal year.

- 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 *(Goodwin, deMontigny).*
  (Originally reported December 2015) Library staff has been selected to begin using the new statistics platform, BLUEcloud Analytics, and help MSC staff with the significant training curve necessary to effectively use the product.
  (Originally reported December 2015) Library staff has been selected to begin using limited-access administrative accounts in Enterprise to learn how to carry out their own local customization and help train others. *Please refer to the April 2016 update below for additional information on the administrative tool and the Shared Catalog user front end.*
  (Originally reported April 2016) MSC member library staff continue to meet and train with MSL staff on BLUECloud Analytics, and have created training exercises that will be made available to member libraries at upcoming MSC trainings planned for April-July 2016.
  (Originally reported April 2016) The Enterprise catalog for all MSC libraries is managed using an administrative login that allows staff to make changes to library catalog landing pages for libraries using SirsiDynix's Enterprise content management system. The ability to limit login access to a particular library's profile was put into place by SirsiDynix in a recent software update, and Goodwin and Hazen took part in a SirsiDynix instructor-led training in December in order to be able to effectively teach MSC librarians how to use the Enterprise Administrative console. Two MSC libraries have been assigned administrative logins and SirsiDynix training in order to edit, maintain, and update their library catalog home pages using the Enterprise interface. These two beta test libraries will then be assisting with training the next group of libraries on how to manage their Enterprise catalog home pages. Additional Enterprise administrative access is planned to be created for several more MSC library sites within the next three months. This will allow member libraries to locally customize colors, links, and logos on their catalog landing page.
  (Originally reported June 2016) Due to staffing changes and the MSC trainer position vacancy between February and May, 2016, progress on peer trainer recruitment has slowed. Despite this, MSC staff have recruited catalogers from two different MSC libraries to assist with trainings, one in May and an upcoming training in June. With the trainer position now filled, a new focus on collaboration and peer training will be launched by the new MSC Trainer. The Statewide Library Consultants may also participate in supporting libraries wanting to further customize their catalog interface.

(Originally reported August 2016) Efforts have been increased to encourage peer mentoring and training among MSC member library staff. deMontigny and Marchwick were assisted at a regional training in Billings by staff members from the Billings Public Library. Work will continue in the upcoming year to encourage and support member library staff to present at regional trainings and serve as mentors among libraries in their regions. Planning is underway for a "train the trainer" themed presentation in September offering member libraries resources and tips for training their library staff members on MSC software.

- 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)*
  (**Originally reported June 2016**) Discussion of NACO funnel training took place at the MSC's Content Management Committee meeting in March, as well as following the Technical Services Futures Summit meeting in April. Hazen has begun recruitment for new NACO participants.

- 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)*
  (Originally reported December 2015) MSL staff who regularly provide training are planning to meet in December or January. The universal evaluation tool has been in beta use since May, and several training staff has used it for a variety of different trainings: Summer Institute, Fall Workshops, onsite MSC trainings, board development trainings, webinars, Ready2Read Rendezvous. At the trainer's meeting, the form will be finalized with input from all the trainers and everyone will receive training on how to access the forms and process the resulting data.
  (Originally reported February 2016) MSL trainers did not meet as planned, rather plans for an MSL trainers meeting have been pushed back until February or March.
  (Originally reported April 2016) Sara Groves presented a 5 hour training on March 9 for MSL staff who regularly provide training. Her presentation evolved from the Mind in the Making training which she attended in November. Sara took the brain research approach to how children learn and extrapolated that information to apply to how to better train adult learners.

  (Update: October 2016) SLR staff attended 6 hours of training with Samantha Becker of the UW iSchool on data-based decision making and the process of creating

robust plans for evaluation of programs, and utilizing proven methodologies for evaluating programs.

Goal Four—Consultation and Leadership

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

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.

<u>SLR Work Objectives:</u>

- 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. *(Goodwin, Orban)*
  (Originally reported December 2015) The membership approved the MSC Strategic Plan at their Spring meeting and the Executive Board, using survey results, are working on goals for the plan.
  (Originally reported December 2015) The MSC membership approved revised by-laws and an updated member library contract during their Fall meeting.
  (Originally reported February 2016) MSC member libraries are completing the signature process which includes signatures from both the library and the State Librarian.
  (Originally reported June 2016) The MSC Executive Board will review the MSC Strategic Plan at their July 2016 retreat, focusing on the future of technical services processes in MSC libraries.
  (Originally reported August 2016) MSC Executive Board members met at their annual retreat. Much was discussed on the Cooperative Cataloging ad hoc committee work in progress as well as a focus on documenting annual work plan goals for the

board. The work plan focuses on annual goals outlined after reviewing member surveys and the MSC Strategic Plan.

- Produce additional information resources for districts, such as a template of legally-mandated policies and guidance about board education. *(McMullen, Henley, Reymer)* **(Originally reported April 2016)** District directors have indicated that new resources are not needed at this time.

- 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. *(Cook, McMullen, Henley, Reymer)* **(Originally reported June 2016)** This objective was not accomplished, due to lack of staff time. It continues to be seen as a valuable effort and it is hoped that the SLR Director position will have more time to devote to this objective in the future.

- 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)* **(Originally reported June 2016)** Reymer has searched the web for up-to-date training resources and tutorials that would be useful to library staff and patrons in learning Windows 10, current Office suite software. Reymer feels that the quality of the materials currently available is lacking and will continue to investigate resources.

- 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. *(McMullen, Henley, Reymer)* **(Originally reported December 2015)** Henley presented an overview to the MLA board and formed a committee to develop a strategy to implement this program. We will report back to the board in January and present a program at the MLA conference in April. **(Originally reported April 2016)** Henley presented a mentor program proposal to the MLA board at their January meeting. The committee has developed guidelines and application forms which will be added to the MLA website prior to the April conference. A session at the MLA conference and an article in the April issue of the Focus newsletter will introduce the program and seek participants.

(Originally reported June 2016) Henley presented the mentor program in a session at the MLA conference in April and received valuable feedback. A report will be presented at the MLA June board meeting with the goal of handing the program over to MLA while continuing MSL involvement. The expectation is for MSL consultants to assist in making mentor-mentee matches, as well as using the Library Directory to track participant activity and CE credit.

(Originally reported August 2016) Henley met with the MLA board in June to discuss the transition of the mentor program. A committee met to consider further action, such as training for mentors. A brief outline of suggested topics and timeline of proposed contacts has been developed. An evaluation tool will also be created. The sudden departure of the MLA president may slow this effort slightly.

Goal Five—Collaboration

5. 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.

<div align="center">SLR Work Objectives</div>

- 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)*
  (Originally reported June 2016) Several discussions within the MLA community have been held this year related to this effort. The Library Directory rewrite includes several user stories having to do with MSL creating shared communication tools and these ideas will be investigated as the rewrite work continues.

- 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. *(Goodwin, Marchwick, Hazen, deMontigny, Price)*
  (Originally reported December 2015) This work is the high priority for Hazen and Marchwick and most of the remaining libraries have moved to the new system policies. Final reorganization work is scheduled to be completed by the end of this year, though a few MSC member libraries will need to delay until their local library board process for changes to circulation policies can be completed.
  (Originally reported April 2016) Final phases of the system policies reorganization project are currently in progress by Goodwin, Hazen and Marchwick with completion on track for the end of June, 2016. MSC libraries are currently working on simplifying the shelving location policies in the system.
  (**Originally reported June 2016**) Policies reorganization work is on track to be completed by the end of June, 2016. Some additional policies and circulation map work will continue into July, however the bulk of the project is on schedule.
  (Originally reported August 2016) The bulk of the polices reorganization work has been completed at this time. Minor cleanup is being completed in July. Prior to removal of empty policies MSC staff has determined that statistics related to these policies need to be captured, as those policies will also become unavailable in Director's Station. Hazen, Marchwick, Goodwin and deMontigny will collaborate to capture this information before it is removed. The final policy removal work has been scheduled for August 19, 2016 and the project will be fully completed at that time.

  (**Update: October 2016**) The vast majority of the MSC Reorganization project has been completed. SirsiDynix removed a large batch of empty system policies on August 19, 2016, as scheduled. Cleanup work will be completed in October with a final sweep of empty policy removals at that time.

- 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)*
  (Originally reported December 2015) Several serious discussions within the membership about this concept began during the MSC Fall Membership Meeting and those discussions continue. Efforts to clarify levels of cataloging needs within the membership and methods of sharing original cataloging work will continue in 2016.
  (Originally reported April 2016). A "Technical Services Futures Online Summit" will be held April 29. There are several factors driving the need for the summit:

- o Growing interest in increasing collaborative cataloging and collection development efforts
- o Need for training and consulting, including how to successfully repurpose funding, staff, physical space
- o Digital collections continue to grow, not requiring physical processing
- o A need for the State Library to evaluate opportunities to direct resources in an impactful way to support scalable infrastructure for libraries statewide
- o A continuing need for an improved Montana Shared Catalog with more local content and fewer issues with bibliographic records
- o More efficiency within MSC libraries that reduce the number of technical services staff hours required for collection processing
- o Have initial discussions about the future of technical services work within the MSC as this relates to the MSL Library Development Study Task Force Recommendations related to Collaboration, Library Infrastructure and Staff

Outcomes planned for this online discussion are to:

- o Come to a mutual understanding of the roles of MSL and Montana Shared Catalog libraries within the area of the future of technical services, based around MSL Library Development services and platforms
- o Create an initial set of benchmarks based on the current MSL Library Development Study Task Force Recommendations that will guide MSL and MSC libraries as they drive changes within both training curriculum and software platforms
- o Share the benchmarks with the MSL Network Advisory Council for them to consider as they continue to evaluate opportunities and necessary resources to implement the larger LD Study task force recommendations

MSC library directors will share their experiences and planning efforts related to the future of technical services processing and MSL staff will provide information on areas for improvement within the MSC platform. Following discussion, the participants will collaborate on an initial set of benchmarks as a next step in this process. Outcomes will also be shared with the MSC membership at its May meeting.

(Originally reported June 2016) The online Technical Services Futures Summit was held on April 29. MSC library directors shared their experiences and a variety of interesting and lively conversations arose. Following this summit, the MSC Executive Board approved the creation of a subcommittee who will work to define collaborative cataloging and collection development as they pertain to the MSC platform, as well as further explore the comments and suggestions gathered at the summit. The summit can be viewed online through the MSL Learning Portal and includes a survey for

participants that will further inform the work of the MSC staff and the MSC Executive Board.

(Originally reported August 2016) The first meeting of the ad hoc MSC committee on the future of Technical Services and cataloging was held on July 11, 2016. The group will focus on defining cooperative cataloging, determining member library needs, and evaluating how other library consortia address similar issues. The committee plans to make recommendations to the MSC Executive Board regarding this topic at the Fall 2016 Members meeting. Goodwin and Hazen will serve on this committee as de facto, advisory members.

(**Update: October 2016**) The ad hoc MSC committee has evaluated a variety of other consortia and will survey the MSC membership regarding cataloging practices and ideas in conjunction with the Fall 2016 Members Meeting. This data will be utilized by the committee to further their research and inform any recommendations they make to the MSC Executive board regarding cooperative cataloging in the MSC.

- 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)*
  (Originally reported April 2016) Henley is currently collecting documents from libraries that have gone through the process of creating a branch library and visiting with directors who have been involved in this process as a first step in producing resources in this area.

- 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.
  (Originally reported December 2015) The bi-annual Ready 2 Read Rendezvous was held at the Bozeman Public Library on October 9 – 11, 2015. A total of 44 librarians from around the state participated, representing 31 different libraries. All

librarians who attended represented public, school/community libraries, or tribal libraries.

On Friday, October 9, Jeri Robinson, Vice-President of Education and Family Learning at the Boston Children's Museum, was the featured speaker. Jeri presented to the group on Massachusetts' Race to the Top Early Learning Challenge Grant and how museums and libraries worked together – along with various state agencies, preschools, and childcare centers – to support kindergarten readiness. A grant from First Interstate BancSystem Foundation paid for Jeri's travel expenses and stipend.

On Saturday, our speakers were Marisa Conner, Youth Services Coordinator at Baltimore Public Library in Maryland, and Dorothy Stoltz, Community Outreach and Programming Coordinator at Carroll County Libraries in Maryland. Marisa and Dorothy are also co-authors of the book, "The Power of Play: Designing Early Learning Spaces". Dorothy and Marisa presented key methods and knowledge that librarians need to transform any library space into a dynamic space for young children to play and learn. They explored ways for librarians to make good decisions regarding practical design, materials and resources to create interactive play spaces for early learning. They shared success stories from their own communities and around the country of how play works in the library and demonstrated how libraries become community partners in preparing children for success in school.

On Sunday, attendees worked together to identify what types of services our communities need in regards to early learning and child development. Then we worked to identify what services and programs our libraries offer to support these needs and – if there's a need identified that is not being met by anyone – could the library fulfill that need or partner with an organization to solve it? We also committed to our year-long projects that will help our libraries more effectively meet the needs of our communities regarding early childhood. Finally, we worked together to develop a mentoring program based on what we're learning in Supercharged Storytimes. Newer librarians were paired with librarians who have been doing this for a long time and with librarians who were close in proximity to them so that they could work together to evaluate one another's storytimes and other programming in order to offer support, feedback, and ideas.

Mind in the Making

In November, Groves attended a Mind in the Making training that was specifically designed to help museums and libraries think about how they can offer programming and information on the seven essential life skills that every child needs. This was a

train-the-trainer event and now Groves is in the process of adapting this training for Montana libraries and museums. The seven skills include: 1) Focus and self-control; 2) Perspective taking; 3) Communicating; 4) Making Connections; 5) Critical thinking; 6) Taking on challenges; and 7) Self-directed, engaged learning.

(Originally reported April 2016) Groves provided in-person staff training on "The Mind in the Making" for SLR staff. The training emphasized the aspects of the MITM curriculum that relate most to MSL staff, such as the "Learning Together Standards of Engagement for Museums and Libraries"; goal-setting; and facilitated learning. Groves also began instruction for attending staff on the seven modules of MITM, which are highlighted above. While MITM's main focus is on children from birth – 8 years old, all of these skills translate to adults. In the trainings, Groves is focusing on how these skills are important in our adult lives and how to develop them or strengthen these skills with simple practices. Groves is working with Jo Flick to provide the final five training modules online. Groves is also looking at ways to introduce the MITM training to libraries and museums throughout MT.

(Update: October 2016) Groves conducted a Mind in the Making training at the MSL Workshops in Polson. The training covered the introductory module and Skill 1: Focus and Self Control. Follow up modules will be offered online in the near future.

Ready 2 Read Montana Texting Program

On October 19, MSL launched a new statewide texting program designed to reach parents and caregivers with messages related to early literacy skills development via text. The Ready 2 Read text program is free to Montana families. Participants do not need to be a patron of any library to participate. The program is designed for parents and caregivers of four year-olds, though families with other pre-school age children are welcome to join.

Participants will receive three messages per week designed to help parents and caregivers build early literacy skills in their four year-old through easy practices families can do every day at home, like reading, singing, talking, playing, and writing together.

The Ready 2 Read text program is based on research developed by Stanford University that found if parents of preschoolers received text messages focusing on early literacy skill development, those children scored significantly higher in kindergarten assessments.

(Update: October 2016) At the end of participating in the eight-month program, participants are asked to complete a brief survey to determine the outcomes of their

participation in the texting program. The survey is five questions long. These survey results were compiled in August 2016. The survey had a 34% response rate. 175 participants provided feedback of 509 participants (the number of participants who had completed the entire eight-month program thus far).

92% of respondents said the program helped them learn something new to share with their children

96% of respondents said the text messages helped them feel more confident to help their children learn.

90% of respondents said they now spend more time with their children reading, singing, talking, writing, and playing.

97% of respondents said they now feel more aware of how to help build their child's early literacy skills.

When asked the open-ended question, (Q5) "What did you like most about the program, 13% of respondents provided an answer. Many participants cited "ease of use," "ideas for interaction," and "the reminders to read with my child". Other participant responses included:

- "All of it…. creativity of curriculum."
- "Great ideas that were easy to implement."
- "Ideas on how to incorporate everyday tasks into learning."
- "It was easy to use and understand. It gave fun ideas to encourage early literacy for preschool children."
- "Text messages were easy to use and made a difference in what my kid could do."
- "The frequency and the fun ideas. It was like having a portable library of simple, easy things to remind us to build literacy."
- "The information…was realistic and developmentally appropriate."
- "The reminder to purposefully be teaching reading skills."
- "The texts made it easy for your child to learn something new a couple days a week and it hardly took any time."

Groves received a quote from Shoutbomb, the vendor that is providing the texting program as a free pilot to MSL this year. Since MSL has no funding to support the texting program at this time, outside sources of funding must be approached. In September, Groves prepared a general request that was sent to two potential funders by Orban for their consideration.   *(Groves, Orban)*

Summer Reading Program

In 2015, the State Library conducted its' first-ever assessment of summer reading programs in the state. Findings indicate that summer reading is an important library

service in communities statewide with 97% of survey respondents saying that they offer a summer reading program.

Survey respondents were asked what type of summer reading program they offered and encouraged to check all that apply since many libraries offer multiple versions of a summer reading program targeted at different audiences. Results indicate that 74% of respondents offer an early literacy program; 98% offer a children's summer reading program; 63% offer a teen summer reading program; and 37% offer a summer reading program specifically for adults.

Approximately 91% of survey respondents use the Collaborative Summer Library Program manual that is provided to them from the State Library (through LSTA funds). The number of participants in the respondents' summer reading programs ranged from 25 to thousands with the bulk of participants identified as children. Libraries identified staffing and funding as two of their biggest challenges for their summer reading programs and great participation from their communities as one of their big successes. Survey respondents also identified some ways for the State Library to assist them with their summer reading program, such as purchasing statewide advertising, and providing performers to travel from library to library. **(Originally reported August 2016)** The newly created Lifelong Learning Librarian position will now handle the growth, evaluation, and development of the early literacy program.

(Update: October 2016) Groves is in the process of conducting a summer reading survey to determine how the support of the State Library helps libraries plan and execute their summer reading programs. Additionally, the survey questions what MSL could do to further support summer reading efforts in libraries. This is the second time a summer reading survey has been conducted. The first survey was conducted in the Fall of 2015. The survey will close on October 15, 2016.

Goal Six—Sustainable Success

6. 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: Cook)*
  (Originally reported June 2016) SLR staff have contributed content to and participated directly in the design of the new SLR Portal webpages, leading to a better understanding of the overall site. Web leads representing the different sections of the site have worked together to achieve more consistency in the delivery of content across LD projects. Decisions on naming various navigational areas of the site has also improved the ability to successfully find answers.

- 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: Orban)*
  (Originally reported December 2015) The SLR-LD staff managing statewide projects (Orban, Adams and Birnel) and the staff focused on library development, consulting services and training (Henley, McMullen, Reymer, Flick and Colleen Hamer) met separately to identify ways to make standard, common information on their pages more consistent and to review the overall flow of these two major sections of the Library Development pages under the "Services to Libraries" sections of the MSL site. Reorganization of the content under Statewide Projects and under Library Development has happened and is continuing in order to meet this goal.
  (Originally reported December 2015) The SLR-LD web leads, Orban, Henley and Flick, have met regularly with SLR-LD staff to discuss the layout, organization and design of the SLR portal pages as part of the upcoming move to the new design. These web leads will begin meeting with McHugh monthly to communicate discussions and come to decisions on changes where needed. The November decisions included

selecting the content for four navigational tiles and investigating the possibilities of a customized search box for SLR-Library Development content.

(Originally reported February 2016) All MSL publications related to SLR-LD have been migrated to html format. These publications include the New Library Directors Handbook, the Federation Notebook and the Trustee Manual, as well as others listed at http://libraries.msl.mt.gov/consulting/online_publications This change will enable staff to make changes as needed to these publications in real time, while still ensuring that users can easily download or print the material if desired.

- 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: Cook)*
  (Originally reported December 2015) Jim Kammerer shared an update regarding appropriate archiving practices with the SLR-LD staff during one of our monthly meetings. Once the MSL website redesign is completed, we will look to the organization of the content on the SLR portal to inform our approach to managing and organizing directories and content on the SLR drive.
  (Originally reported February 2016) This effort will begin following the launch of the Records Management guidelines Kammerer is in the process of creating, so that files on the SLR drive reflect agency wide archiving practices and needs.
  (Originally reported June 2016) This work will continue in the next fiscal year.

- 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: Cook)*
  (Originally reported December 2015) SLR-LD meetings and events are now planned and organized via OneNote notebooks that enable those participating to add to agendas, post additional materials and plan for events.
  (Originally reported February 2016) Birnel, Marchwick and Diane Papineau are sharing tips and tricks for optimizing use of OneNote at a January 27 training session for all MSL staff.

  (Update: October 2016) Staff have been using a variety of OneNotes for meeting and communication tools.

- 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*)
  (Originally reported December 2015) McMullen and Henley now have virtual machines. Reymer and Marchwick will receive their new machines as soon as MSL

receives a replacement server that is necessary to provide a virtual desktop environment to these additional remote staff.

(Originally reported February 2016) Marchwick has been moved to a virtual machine. Reymer is scheduled to be moved at the end of January.

(Originally reported April 2016) Reymer's move is now scheduled for March, to test a new server environment that includes the ability for remote staff to access their virtual desktop on mobile devices. Reymer will participate in this testing process.

(Originally reported June 2016) Reymer's move is delayed until this summer, pending her move to a new workstation.

(Originally reported August 2016) Reymer has moved to a new workstation and the virtual machine. She has begun testing the mobile app with mixed initial results.

- 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: Cook)*
(Originally reported June 2016) Though the use of OneNote has addressed some needs of staff, a more robust communication and planning tool that encourages deeper collaboration is still desired by the staff. It is hoped that this effort will continue next fiscal year.

- Provide at least one training session for SLR staff to lead them through the new LSTA reporting process. *(Orban)*
(Originally reported December 2015) Orban met online with Adams, Birnel, Flick, Christie Briggs and McHugh on November 4 to lead them through the changes pertinent to their reports in the new LSTA State Program Report format. Orban has prepared and distributed spreadsheets for each of the project managers outlining data and narrative information to be compiled for the report, which is due January 29.
(Originally reported February 2016) SLR staff completed work on the FY14 LSTA report in January.

- Evaluate future hardware requirements for the MSC system and explore the possibility of using virtual machines or hosted services. *(Leads: Goodwin, Price, Marchwick, Orban)*
(Originally reported December 2015) Adams began the discussion with the MSC Executive Board during their Summer Retreat in Darby in July and again during the MSC Fall Membership Meeting. The value of future hardware needs and potential hosting was underscored when MSC Staff spent a considerable amount of hours over the summer to replace aging local hardware (power supplies and data storage units).

(Originally reported December 2015)   A hosted service was implemented with SirsiDynix for replacing the now, out-of-service Windows 2003 server that was running Directors Station.

(Originally reported April 2016)   At its May meeting, the MSC membership will be informed about the costs of a future move of MSC hardware to the State Data Center as one option for hardware location in the future. The upcoming fiscal year is the time for the consortium to investigate both this option and a move to a SirsiDynix fully hosted environment. Costs, transaction speed around the state, back up reliability and access are some of the considerations the consortium members and MSC staff will be exploring.

(**Originally reported June 2016**) MSC member libraries were informed of the future move of MSC hardware to either the State Data Center or the SirsiDynix hosted environment. Member libraries have been asked to participate in a testing process to examine SirsiDynix's "Saas" (Software as a Service) hosting option.

(Originally reported August 2016) There was further discussion and explanation of these two options at the MSC Executive Board retreat. Goodwin has requested cost estimates from SirsiDynix and will work with Orban to determine costs of the State Data Center. Information on SaaS costs through the vendor will be shared with MSC member libraries at the Fall 2016 Members meeting.

(**Update: October 2016**) Goodwin continues to gather information from both SirsiDynix and the State of Montana regarding side-by-side cost comparisons to assist the MSC Executive Board in determining their recommendations about the MSC's server location. A variety of factors are being investigated, including the impact of migrating the MSC database, compatibility with a virtual server environment, and the costs of SirsiDynix's "SaaS" offerings.

- 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)*
  (Originally reported December 2015)   Flick has included the harvesting request in the Library Directory "user stories" currently being compiled as part of the Directory rewrite process.
  (Originally reported June 2016) Flick recently received a request from a library director for current status of her staff certification. Colleen Hamer was able to harvest the data as it exists, but this request proves the need for library directors to access this information themselves. Hamer and Flick have determined that with so much turnover in library directors across the state, information about when a library director starts their new position must be included in their profile in the Library Directory so that when

their grace period expires, MSL staff can take action to remedy the lapse. Formerly, MSL staff relied on the CE Coordinator and the Statewide Consultants innate knowledge and awareness to identify any directors that failed to attain certification within four years. That process is now being formalized and is part of the Directory rewrite work that will continue this summer.

Montana Talking Book Library Report
August and September 2016
(Includes FY16 objectives brought forward to FY17 objectives (in green), and
newly recognized FY17 objectives (in blue)

Prepared for the October 12, 2016 Commission meeting
by Christie Briggs, MTBL Supervisor

This report represents accomplishments of the Talking Book Library staff:
Jackie Crepeau, Erin Harris, Martin Landry, Bert Rinderle and G.G. Waldburger

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 FY17 Work Plan Objectives

- Pending the outcome of a proposed EPP funding request to outsource conversion of the remaining MTBL local Montana analog titles to digital, MTBL will collaborate further with the NLS, its regional library network, and the western talking book library conference members on other potential opportunities for completing this conversion project. (Briggs).
(Originally reported August 2016) Awaiting the Governor's decision on the MSL EPP funding requests.

  (Update: October 2016) While we await the Governor's decision, Harris, along with Rinderle and recording volunteers, have successfully completed post-editing of four previously converted and twelve newly recorded local books. Harris has uploaded these to the NLS BARD (Braille and Audio Reading Download) online site for patrons nationwide to download. As of 9/1/16, patrons have totaled 1,988 downloads of these books.

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 and FY17 Objectives:

- Complete the transition to a new KLAS WebOpac's MTBL online ordering catalog to offer patrons improved online searches and ordering capabilities.
(Originally reported August 2016) A mock-up was completed in FY16. Due to unexpected delays due to FY16 vacancies, illnesses and staff shortages, the transition will be completed in FY17.

- Define and implement policies and procedures to ensure greater efficiency in duplication on demand.
(Originally reported August 2016) Complete the improvement of the duplication on demand process in FY17.

- Revise the patron overdue book notification process to ensure increased patron access to books.
(Originally reported August 2016) Complete the improvement of this process in FY17.

- Provide updated BARD training and trouble-shooting guides for patrons.
  (Originally reported August 2016) The NLS Biennial conference in April, 2016, provided new information on upcoming BARD resources to provide an easier patron book downloading experience. NLS will implement and train network library staff in late 2016.

  (Update: October 2016) NLS developed three BARD Patron Information sheets for the library to distribute to patrons. These explain the online download site, mobile apps for accessing materials, program benefits for veterans and specific ways the service can help students meet reading needs inside and outside of the classroom.

- Completion of the BARD R-sync project is being scheduled after the MSL data storage migration is completed.

  (Update: October 2016) MSL and MTBL have a signed BARD R-sync agreement with NLS to secure all BARD materials being provided by NLS and stored by MSL/MTBL for the sole use of MTBL patrons.

Goal Three – Training

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

<center>**MTBL Specific FY16 and FY17 Objectives:**</center>

- Complete training of the new Machine Lending Agent and monitor cross-training of one other staff for back-up.
  (Originally reported August 2016) Readers' Advisor Crepeau took over the permanent responsibilities of the Machine Lending Agency in May. Back-up training was completed with Rinderle. Crepeau will receive NLS orientation and Machine Lending Agency training in October of FY17.

  (Update: October 2016) Crepeau will attend the NLS Orientation and Machine Lending Agency training from October 18-21, 2016.

- Begin training G.G. Waldburger, the new Readers' Advisor, who started June 27th. Give instruction on developing work plan objectives. (Briggs, Waldburger)
  (Originally reported August 2016) The third vacant Readers' Advisor position was filled starting June 27th by Waldburger. In addition to reader advisory training,

Waldburger will receive training on administrative clerical support, ILL's, development and editing of the Bits of Gold newsletter, and establishing new patron services.

(Update: October 2016) GG Waldburger has received training in Reader Advisory, interlibrary loans to patrons and establishing new patron services and continues to review her patron accounts and introduce herself to these patrons on a regular basis.

Goal Four—Consultation and Leadership

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

Goal Five—Collaboration

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

MTBL Specific FY16 and FY17 Objectives:

- Continue conversations with public libraries with book mobiles to propose partnerships that would expand machine demo sites to create informational hubs during book mobile stops at assisted living facilities. (Crepeau)
  (Originally reported August 2016) The new Machine Lending Agent will continue previous collaborative efforts with existing Montana Public Library book mobiles in proposing partnerships to expand MTBL machine demo sites and create informational hubs.

- A required upgrade to the Keystone Library Automated System database, in preparation for NLS to implement a new Patron Information and Machine Management System (PIMMS), will be completed in July, 2016. PIMMS will combine two reporting systems (CMLS: Computer Mailing List System and BPHICS: Blind & Physically Handicapped (Machine) Inventory Control System) into one automated real-time system governed by NLS.
  (Originally reported August 2016) In order for PIMMS to work successfully, Keystone must upgrade MTBL's KLAS database on July 20, 2016, in preparation for NLS to implement PIMMS prior to September, 2016 in all NLS Network Libraries. There is no additional fee for this upgrade. However, it is anticipated that Keystone will charge fees for additional related enhancements being developed in FY17.

  (Update: October 2016) Landry, Phillips and Briggs insured the Keystone database was upgraded successfully in July, in preparation for implementing the PIMMS (Patron

Information and Machine Management System) of the National Library Service. As well, Landry, Phillips and Briggs worked with NLS and Data Management to insure PIMMS was successfully implemented the first week of September with minimal follow-up required.

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 and FY17 Objectives:

- Receive training from NLS Audio Studio specialist, Phillip Carbo on the use of additional software sound editing tools within the Hindenburg software recording system, improve existing sound quality and advise MTBL regarding a potential second sound booth.
(Originally reported December 2015) Phillip Carbo trained Harris, MTBL recording program director in November on additional editing and sound equalizing/improvement software. He assessed, monitored and suggested improvements for existing sound equipment, various techniques to recording teams for maximizing sound quality, and recommended consideration of a second recording sound booth to be placed next to the existing one.
(Originally reported March 2016) Mr. Carbo will return to MTBL to assist in testing the recording equipment for a new recording sound booth. Initial plans were presented to the Commission in December, 2015. Briggs will submit final plans for approval at the June, 2016, Commission meeting.
(Originally reported June 2016) Briggs developed and submitted a Request for Proposal (RFP) which closes July 6th.
(Originally reported August 2016) A successful bid from Eckel Industries has been accepted to construct a second recording sound booth in MTBL, pending Commission approval on August 10th of a MSL/MTBL Trust Fund expenditure request to complete this project.

(Update: October 2016) Commission approval was received in August; contract was signed in September. Plans for a teleconference and site visit from the installer are being scheduled for September and October. General Service Division has cleared room 214, upgraded the ventilation system and carpeting in preparation for the second booth.

- Show appreciation to all volunteers in the MSL/MTBL Volunteer Program by providing a catered Volunteer Appreciation Luncheon, held in Helena on October 13, 2016, which will include a keynote speaker and presentation of volunteer longevity and special awards.

(Originally reported August, 2016) A successful Volunteer Appreciation Luncheon will be held on October 13, 2016, pending Commission approval of a MSL/MTBL Trust Fund expenditure request on August 10th to support this event.

(Update: October 2016) Commission approval was received in August; plans are proceeding for an October 13, 2016, 11:30am-1:30pm Volunteer Appreciation Luncheon at Spring Meadow Golf Club. Commissioners are invited and encouraged to attend this special event.

TO: Jennie Stapp   TO: Montana State Library
        State Librarian   Commission

FROM: Kris Schmitz   FROM: Jennie Stapp
        Central Services Manager   State Librarian

SUBJECT: FY 17 FIRST QUARTER FINANCIAL REPORT

DATE: October 5, 2016

Attached to this memo is the first quarter financial report for FY 2017, 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	1,121
Talking Book Trust Account – Sound Booth	52
General fund – Audit appropriation carry forward	410

LSTA GRANT FUNDING: - These sub-classes were set up as an estimate when the budget was approved by the Legislature. 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 15 Grants: $118,887 (See attached projects - will close all projects on 2nd Quarter Financials).

LSTA 16 Grants: $631,076 (See attached projects being established).

LSTA 17 Grants: $21,056 (Award not received yet)

Montana Land Information Account – Set up as an estimate when the budget was approved by the Legislature. Adjusting the budget to reflect that amount approved in the Montana Land Information Plan for FY 17.

Digital Library – Contract funding established this quarter.

Four 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) was carried into FY 17 in the amount of $13,439. This contract is used to provide technical support to NRCS staff housed at MSL. Contract ran until 08/18/16.

A new contract with US Department of Agriculture – Natural Resources Conservation Service (NRCS) was received in the amount of $40,000. This contract is used to provide technical support to NRCS staff housed at MSL. Contract runs until 09/30/17.

A cooperative agreement with USGS was carried into FY 17 in the amount of $13,717. The purpose will be to revise the hydrologic data of the 2 HUC8 located in the State of Montana. Work with 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 ran until 09/10/2016.

The US Army Corps of Engineers contract was carried into FY 17 in the amount of $6,389. MSL is providing support for ongoing maintenance of the Yellowstone River Corridor Resource Clearinghouse Web site project. Agreement runs until 12/31/2016.

Two contracts were received from State Agencies and were established using Administrative Appropriation authority (AA).

A contract received from Department of Natural Resources (DNRC) was carried into FY 17 in the amount of $17,552. MSL is providing support for work on the Montana Spatial Data Infrastructure (MSDI) Hydrography Framework. Contract extended to 05/31/17.

A contract with Department of Administration/SITSD, Public Safety Communications Bureau was carried into FY 17 in the amount of $9,743. 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 12/30/16.

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

An agreement was received from Custer County Conservation District in the amount of $5,000. This agreement will provide hours of support to Yellowstone River Corridor Clearinghouse Website support and maintenance plan. Contract runs until 06/30/18.

Please let me know if I can answer any questions.

MONTANA STATE LIBRARY
FINANCIAL REPORT

FUNCTION: 90- Program 01/OPERATIONS

FISCAL YEAR: 17
REPORT PERIOD: 07/1-09/30/16
YEAR EXPENDED: 25%
PAYROLL EXPENDED: 23%

	Budgeted	Revised Budget	Expended To Date	Projected Year-End Expenditures	Balance Over/Under	% Expd.
PERSONAL SERVICES	2,447,318	3,287,889	647,381	3,308,072	(20,183)	101%
OPERATIONS:						
Contracted Services	1,116,157	1,152,715	100,329	1,151,491	1,224	100%
*Periodical Elec Data	0	0	0	0	0	0%
*Library Development Projects	68,682	68,682	54,844	68,682	0	100%
*Resource Sharing-OCLC	98,886	98,886	98,886	98,886	0	100%
*Resource Sharing-MSC	98,886	98,886	0	98,886	0	100%
Supplies and Materials	92,944	122,562	9,246	122,517	45	100%
Communications	110,910	81,658	18,511	81,558	100	100%
Travel	76,717	137,730	16,567	137,214	516	100%
Rent	370,632	372,344	91,526	372,344	0	100%
Repair and Maintenance	60,151	101,088	40,954	101,118	(30)	100%
Other Expenses	96,544	112,923	31,907	112,887	36	100%
TOTAL OPERATIONS	2,190,508	2,347,472	462,769	2,345,582	1,890	100%
EQUIPMENT:						
Library Books	4,097	4,097	0	4,097	0	100%
Equipment	9,600	9,600	0	9,600	0	100%
TOTAL EQUIPMENT	13,697	13,697	0	13,697	0	100%
SUB-TOTALS	$4,651,523	$5,649,058	$1,110,150	$5,667,351	($18,293)	100%
GRANTS:						
Federation Grants (CST)	176,122	176,122	176,122	176,122	0	100%
State Aid Grants-Area/Pop	395,766	395,766	394,456	395,766	0	100%
LSTA - FY 15 Grants	0	0	0		0	0%
LSTA - FY 16 Grants	139,447	23,643	0	23,643	0	100%
LSTA - FY 17 Grants	44,956	21,056	0	21,056	0	100%
MLIAC Grants awarded	621,685	231,217	8,724	231,217	0	100%
TOTAL GRANTS	1,377,976	847,804	579,302	847,804	0	100%
TOTALS	$6,029,499	$6,496,862	$1,689,452	$6,515,155	($18,293)	100%

MONTANA STATE LIBRARY
FINANCIAL REPORT

FUNCTION: 90- Program 01/OPERATIONS

	Budgeted	Revised Budget	Expended To Date	Projected Year-End Expenditures	Balance Over/Under	% Expd.
FUNDING:						
General Fund	3,506,529	3,506,939	987,195	3,525,232	(18,293)	101%
Coal Sev. Tax	269,304	269,304	233,966	269,304	0	100%
LSTA	395,606	395,606	93,108	395,606	0	100%
LSTA Grants	227,532	771,019	188,299	771,019	0	100%
State Agency Contracts	283,523	283,523	0	283,523	0	100%
Montana Land Information Account	995,535	811,988	106,334	811,988	0	100%
Montana Shared Catalog	351,470	351,470	47,944	351,470	0	100%
Talking Book Trust Acct.		1,173	1,173	1,173	0	0%
BA-NRCS-FOREST - Closed		13,439	13,068	13,439	0	0%
BA-NRCS-FOREST - New		40,000	1,057	40,000	0	0%
DNRC- MSDI (AA)		17,552	4,127	17,552	0	100%
USACE Yellowstone (BA)		6,389	1,277	6,389	0	100%
USGS NHD (BA)		13,717	11,905	13,717	0	100%
SITSD PSCB FIRSTNET (AA)		9,743		9,743	0	100%
YRCDC-Yellowstone (NB)		5,000		5,000	0	100%
TOTALS	6,029,499	6,496,862	1,689,452	6,515,155	(18,293)	100%

2

MONTANA STATE LIBRARY
FINANCIAL REPORT

MONTANA DIGITAL LIBRARY
FUNCTION: 1000

FISCAL YEAR: 17
REPORT PERIOD: 07/1-09/30/16
YEAR EXPENDED: 25%
PAYROLL EXPENDED: 23%

	Budgeted	Revised Budget	Expended To Date	Projected Year-End Expenditures	Projected Balance Over/Under	% Expd.
PERSONAL SERVICES	943,435	1,298,766	246,846	1,317,031	(18,265)	101%
OPERATIONS:						
Contracted Services	813,939	762,070	4,087	761,087	983	100%
Supplies and Materials	17,508	24,544	3,727	24,527	17	100%
Communications	47,013	31,317	3,414	31,317	0	100%
Travel	22,417	33,831	2,069	33,831	0	100%
Rent	180,080	180,080	45,370	180,080	0	100%
Repair and Maintenance	6,000	5,037	1,148	5,037	0	103%
Other Expenses	13,096	20,604	6,690	20,604	0	100%
TOTAL OPERATIONS	1,100,053	1,057,483	66,505	1,056,483	1,000	100%
EQUIPMENT:						
Library Books	4,097	4,097		4,097	0	100%
Equipment	0	0			0	0%
TOTAL EQUIPMENT	4,097	4,097	0	4,097	0	100%
SUB-TOTALS	$2,047,585	$2,360,346	$313,351	$2,377,611	($17,265)	101%
Montana Land Information Grants	621,685	231,217	8,724	231,217	0	0%
TOTAL GRANTS	621,685	231,217	8,724	231,217	0	0%
TOTALS	$2,669,270	$2,591,563	$322,075	$2,608,828	($17,265)	101%
FUNDING:						
General Fund:	1,385,983	1,385,983	187,634	1,403,248	(17,265)	101%
Coal Sev. Tax:	21,500	21,500		21,500	0	100%
Montana Land Information Acct	978,264	794,717	103,007	794,717	0	100%
Fish Wildlife and Parks (FW&P)	69,342	69,342		69,342	0	100%
Dept. of Environmental Quality (DEQ	88,928	88,928		88,928	0	100%
Mt. Depart. Of Transportation (DOT)	31,845	31,845		31,845	0	100%
Dept. of Natural Resources (DNRC)	49,155	49,155		49,155	0	100%
University	44,253	44,253		44,253	0	100%
DOA-SITSD_PSCB_Firstnet (AA)		9,743		9,743	0	100%
DNRC- MSDI (AA)		17,552	4,127	17,552	0	100%
NRCS-FOREST-BA		13,439	13,068	13,439	0	100%
NRCS-FOREST-BA		40,000	1,057	40,000	0	100%
USACE Yellowstone		6,389	1,277	6,389	0	100%
YRCDC-Yellowstone		5,000		5,000	0	100%
USGS-NHD - BA		13,717	11,905	13,717	0	100%
TOTALS	2,669,270	2,591,563	322,075	2,608,828	(17,265)	101%

Montana Land Information Account

Balance as of July 1, 2016	906,572
Expenditures	(106,334)
Prior year adjustments	(15)
Revenue from 07/1 - 09/30/16	192,899
STIP Earnings (Avg. 0.617%)	984
	994,107

MONTANA STATE LIBRARY
FINANCIAL REPORT

FUNCTION: 20-LIBRARY DEVELOPMENT DEPARTMENT

FISCAL YEAR: 17
REPORT PERIOD: 07/1-09/30/16
YEAR EXPENDED: 25%
PAYROLL EXPENDED: 23%

	Budgeted	Revised Budget	Expended To Date	Projected Year-End Expenditures	Projected Balance Over/Under	% Expd.
PERSONAL SERVICES	456,045	453,848	88,336	453,455	393	100%
OPERATIONS:						
Contracted Services	204,903	286,070	74,302	286,062	9	100%
*Periodical Elec Data	0	0	0	0	0	0%
*Library Development Project	68,682	68,682	54,844	68,682	0	100%
*Resource Sharing - OCLC	98,886	98,886	98,886	98,886	0	100%
*Resource Sharing - MSC	98,886	98,886	0	98,886	0	100%
Supplies and Materials	7,436	7,823	1,104	7,804	19	100%
Communications	12,354	12,525	1,659	12,525	0	100%
Travel	27,600	58,036	8,634	58,036	0	100%
Rent	65,545	65,545	14,833	65,545	0	100%
Repair and Maintenance	15,775	57,675	23,904	57,675	0	100%
Other Expenses	19,100	37,500	9,099	37,500	0	100%
TOTAL OPERATIONS	619,166	791,627	287,264	791,600	28	100%
EQUIPMENT:						
Library Books	0	0	0	0	0	0%
Equipment	0	0	0	0	0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	$1,075,211	$1,245,475	$375,600	$1,245,054	$421	100%
GRANTS:						
Federation Grants (CST)	176,122	176,122	176,122	176,122	0	100%
State Aid Grants	395,766	395,766	394,456	395,766	0	100%
LSTA 15	0			0	0	0%
LSTA 16	139,447	23,643		23,643	0	100%
LSTA 17	44,956	21,056		21,056	0	100%
TOTAL GRANTS	756,291	616,587	570,578	616,587	0	100%
TOTALS	$1,831,502	$1,862,062	$946,178	$1,861,641	$421	100%
FUNDING:						
General Fund:	859,501	859,501	547,832	859,080	421	100%
Coal Sev. Tax:	247,804	247,804	233,966	247,804	0	100%
LSTA	145,195	145,195	29,882	145,195	0	100%
LSTA - GRANTS	227,532	258,093	86,555	258,093	0	100%
Proprietary - Montana Shared Catalog	351,470	351,470	47,944	351,470	0	100%
TOTALS	1,831,502	1,862,062	946,178	1,861,641	421	100%

Montana Shared Catalog

Cash Balance from 4th Quarter	37,476
Incoming new revenue	283,932
Expenditures	(47,944)
Cash Balance	273,464

MONTANA STATE LIBRARY
FINANCIAL REPORT

FUNCTION: 04-Talking Book Library

FISCAL YEAR: 17
REPORT PERIOD: 07/1-09/30/16
YEAR EXPENDED: 25%
PAYROLL EXPENDED: 23%

	Budgeted	Revised Budget	Expended To Date	Projected Year-End Expenditures	Projected Balance Over/Under	% Expd.
PERSONAL SERVICES	296,245	296,245	64,370	299,249	(3,004)	101%
OPERATIONS:						
Contracted Services	16,409	16,409	1,013	16,403	6	100%
Supplies and Materials	6,500	6,552	3,372	6,552	(0)	100%
Communications	17,600	17,600	1,484	17,484	116	99%
Travel	3,600	3,600	0	3,600	0	100%
Rent	124,857	124,857	29,573	124,857	0	100%
Repair and Maintenance	9,200	9,200	9,230	9,230	(30)	100%
Other Expenses	800	1,921	1,385	1,885	36	98%
TOTAL OPERATIONS	178,966	180,139	46,057	180,011	128	100%
EQUIPMENT:						
Library Books	0	0	0	0	0	0%
Equipment	0			0	0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	$475,211	$476,384	$110,428	$479,260	($2,876)	101%
GRANTS:					0	0%
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	$475,211	$476,384	$110,428	$479,260	($2,876)	101%
FUNDING:						
General Fund:	277,872	277,872	68,702	280,748	(2,876)	101%
Coal Sev. Tax:	0				0	0%
LSTA	197,339	197,339	40,553	197,339	0	100%
Talking Book Trust Acct.		1,173	1,173	1,173	0	0%
TOTALS	475,211	476,384	110,428	479,260	(2,876)	101%

MONTANA STATE LIBRARY
FINANCIAL REPORT

FUNCTION: 05- Administration

FISCAL YEAR: 17
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	751,593	754,421	152,444	753,501	920	100%
OPERATIONS:						
Contracted Services	80,906	86,442	19,215	86,215	227	100%
Supplies and Materials	61,500	81,643	984	81,634	9	100%
Communications	33,943	16,735	11,164	16,735	0	100%
Travel	23,100	23,100	3,290	23,100	0	100%
Rent	150	1,862	1,749	1,862	0	100%
Repair and Maintenance	29,176	29,176	6,672	29,176	0	100%
Other Expenses	63,548	50,948	13,509	50,948	0	100%
TOTAL OPERATIONS	292,323	289,906	56,583	289,670	236	100%
EQUIPMENT:						
Library Books	0			0	0	0%
Equipment	9,600	9,600		9,600	0	0%
TOTAL EQUIPMENT	9,600	9,600	0	9,600	0	0%
SUB-TOTALS	$1,053,516	$1,053,927	$209,027	$1,052,771	$1,156	100%
GRANTS:						
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%
TOTAL GRANTS	0	0	0	0	0	0%
TOTALS	$1,053,516	$1,053,927	$209,027	$1,052,771	$1,156	100%
FUNDING:						
General Fund:	983,173	983,583	183,027	982,427	1,156	100%
Montana Land Information Acct	17,271	17,271	3,327	17,271	0	100%
LSTA	53,072	53,072	22,673	53,072	0	100%
LSTA - Grants	0				0	0%
Misc. Revenue:	0				0	0%
Talking Book Trust Acct.	0				0	0%
TOTALS	1,053,516	1,053,926	209,027	1,052,770	1,156	100%

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 17 OPERATIONAL BUDGET
State Library Commission

	Budget General Fund	Expended To Date	Projected Total Year-End	Balance
Per Diem	3,350	350	3,350	0
TOTAL PERSONAL SERVICES	3,350	350	3,350	0
OPERATIONS:				
Contracted Services	0	0		0
Supplies and Materials	100	0	100	0
Communications	0	0		0
Travel	12,900	1,839	12,900	0
Rent	0	0		0
Repair and Maintenance	0	0		0
Other Expenses	3,000	2,335	3,000	0
TOTAL OPERATIONS	16,000	4,175	16,000	0
TOTAL BUDGET	$19,350	$4,525	$19,350	$0

Projections:	
5 Regular Commission Meetings @ 2,000	10,000
MLA Conference	1,000
ALA Washington	1,500
Other travel Commission Business	2,325
	14,825

MONTANA STATE LIBRARY
FINANCIAL REPORT
LSTA 15 GRANT AWARD

LSTA - NETWORKING CONSULTANTS - Big Timber
GRANT RUNS - 10/01/14 - 09/30/16

FISCAL YEAR: 17
REPORT PERIOD: 07/01/2016 - 09/30/2016
YEAR EXPENDED: 100%
PAYROLL EXPENDED: 98%

	Budgeted	Revised Budget	Expended to Date	Projected Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES		17,865	15,120	17,865	(0)	100%
OPERATIONS:						
Contracted Services			0	0	0	0%
Supplies and Materials				0	0	0%
Communications		176	181	181	(5)	103%
Travel		408	403	403	5	99%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses			0	0	0	0%
TOTAL OPERATIONS	0	584	584	584	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	$18,449	$15,704	$18,449	($0)	100%
TOTALS	$0	$18,449	$15,704	$18,449	($0)	100%
FUNDING:						
LSTA:	0	18,449	15,704	18,449	(0)	100%
TOTALS	0	18,449	15,704	18,449	(0)	100%

LSTA - NETWORKING CONSULTANTS - BILLINGS
GRANT RUNS - 10/01/14 - 09/30/16

FISCAL YEAR: 17
REPORT PERIOD: 07/01/2016 - 09/30/2016
YEAR EXPENDED: 100%
PAYROLL EXPENDED: 98%

	Budgeted	Revised Budget	Expended to Date	Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES		20,857	17,650	20,857	(0)	100%
OPERATIONS:						
Contracted Services		0	0	0	0	0%
Supplies and Materials		0	0	0	0	0%
Communications		186	189	189	(3)	102%
Travel		248	187	245	3	99%
Rent		0		0	0	0%
Repair and Maintenance		0		0	0	0%
Other Expenses		150	150	150	0	100%
TOTAL OPERATIONS	0	584	527	584	(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	$21,441	$18,177	$21,441	($0)	100%
TOTALS	$0	$21,441	$18,177	$21,441	($0)	100%
FUNDING:						
LSTA:	0	21,441	18,177	21,441	(0)	100%
TOTALS	0	21,441	18,177	21,441	(0)	100%

8

MONTANA STATE LIBRARY
FINANCIAL REPORT
LSTA 15 GRANT AWARD

LSTA - NETWORKING CONSULTANTS - Bozeman
GRANT RUNS - 10/01/14 - 09/30/16

FISCAL YEAR: 17
REPORT PERIOD: 07/01/2016 - 09/30/2016
YEAR EXPENDED: 100%
PAYROLL EXPENDED: 98%

	Budgeted	Revised Budget	Expended to Date	Final Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES		15,643	15,841	15,841	(198)	101%
OPERATIONS:						
Contracted Services		0	0	0	0	0%
Supplies and Materials		0	0	0	0	0%
Communications		176	184	184	(8)	104%
Travel		408	400	400	8	98%
Rent		0		0	0	0%
Repair and Maintenance		0		0	0	0%
Other Expenses		0	0	0	0	0%
TOTAL OPERATIONS	0	584	584	584	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	$16,227	$16,425	$16,425	($198)	101%
TOTALS	$0	$16,227	$16,425	$16,425	($198)	101%
FUNDING:						
LSTA:	0	16,227	16,425	16,425	(198)	101%
TOTALS	0	16,227	16,425	16,425	(198)	101%

9

MONTANA STATE LIBRARY
FINANCIAL REPORT
LSTA 16 GRANT AWARD

LSTA - NETWORKING CONSULTANTS - Big Timber
GRANT RUNS - 10/01/15 - 09/30/17

FISCAL YEAR: 17
REPORT PERIOD: 07/01/2016 - 09/30/2016
YEAR EXPENDED: 25%
PAYROLL EXPENDED: 23%

	Budgeted	Revised Budget	Expended to Date	Projected Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES		53,986	0	52,628	1,358	97%
OPERATIONS:						
Contracted Services		600	588	588	12	98%
Supplies and Materials				0	0	0%
Communications		600	0	600	0	100%
Travel		3,300	88	3,300	0	100%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses		500	309	500	0	0%
TOTAL OPERATIONS	0	5,000	985	4,988	12	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	$58,986	$985	$57,616	$1,370	98%
TOTALS	$0	$58,986	$985	$57,616	$1,370	98%
FUNDING:						
LSTA:	0	58,986	985	57,616	1,370	98%
TOTALS	0	58,986	985	57,616	1,370	98%

LSTA - NETWORKING CONSULTANTS - BILLINGS
GRANT RUNS - 10/01/15 - 09/30/17

FISCAL YEAR: 17
REPORT PERIOD: 07/01/2016 - 09/30/2016
YEAR EXPENDED: 25%
PAYROLL EXPENDED: 23%

	Budgeted	Revised Budget	Expended to Date	Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES		62,839	0	61,287	1,552	98%
OPERATIONS:						
Contracted Services		588	588	588	0	100%
Supplies and Materials		0	0	0	0	0%
Communications		580	0	580	0	100%
Travel		3,332	0	3,332	0	100%
Rent		0	0	0	0	0%
Repair and Maintenance		0	0	0	0	0%
Other Expenses		500	0	500	0	100%
TOTAL OPERATIONS	0	5,000	588	5,000	0	100%
EQUIPMENT:						
Equipment	0	0	0	0	0	0%
Automation	0	0	0	0	0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	$0	$67,839	$588	$66,287	$1,552	98%
TOTALS	$0	$67,839	$588	$66,287	$1,552	98%
FUNDING:						
LSTA:	0	67,839	588	66,287	1,552	98%
TOTALS	0	67,839	588	66,287	1,552	98%

MONTANA STATE LIBRARY
FINANCIAL REPORT
LSTA 16 GRANT AWARD

LSTA - NETWORKING CONSULTANTS - Bozeman
GRANT RUNS - 10/01/15 - 09/30/17

FISCAL YEAR: 17
REPORT PERIOD: 07/01/2016 - 09/30/2016
YEAR EXPENDED: 25%
PAYROLL EXPENDED: 23%

	Budgeted	Revised Budget	Expended to Date	Final Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES		51,413	0	49,199	2,214	96%
OPERATIONS:						
Contracted Services		536	536	536	(0)	100%
Supplies and Materials		0	0	0	0	0%
Communications		581	0	581	0	100%
Travel		3,383	698	3,383	0	100%
Rent		0		0	0	0%
Repair and Maintenance		0		0	0	0%
Other Expenses		500	314	500	0	100%
TOTAL OPERATIONS	0	5,000	1,548	5,000	(0)	100%
EQUIPMENT:						
Equipment	0	0	0	0	0	0%
Automation	0	0	0	0	0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	$0	$56,413	$1,548	$54,199	$2,214	96%
TOTALS	$0	$56,413	$1,548	$54,199	$2,214	96%
FUNDING:						
LSTA:	0	56,413	1,548	54,199	2,214	96%
TOTALS	0	56,413	1,548	54,199	2,214	96%

MONTANA STATE LIBRARY
FINANCIAL REPORT
LSTA 15 GRANT AWARD

LSTA - Statewide Collaborative Services
GRANT RUNS - 10/01/14 - 09/30/16

FISCAL YEAR: 17
REPORT PERIOD: 07/01/16 - 09/30/16
YEAR EXPENDED: 100%
PAYROLL EXPENDED: 95%

	Budgeted	Revised Budget	Expended to Date	Projected Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES		23,505	24,001	24,001	(496)	102%
OPERATIONS:						
Contracted Services				0	0	0%
Supplies and Materials				0	0	0%
Communications		210	191	191	19	91%
Travel				0	0	0%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses				0	0	0%
TOTAL OPERATIONS	0	210	191	191	19	91%
EQUIPMENT:						
Equipment					0	
Automation						
TOTAL EQUIPMENT	0	0	0	0	0	
SUB-TOTALS	$0	$23,715	$24,192	$24,192	($477)	102%
TOTALS	$0	$23,715	$24,192	$24,192	($477)	102%
FUNDING:						
LSTA:	$0	$23,715	$24,192	$24,192	($477)	102%
TOTALS	$0	$23,715	$24,192	$24,192	($477)	102%

MONTANA STATE LIBRARY
FINANCIAL REPORT
LSTA 16 GRANT AWARD

LSTA - Statewide Collaborative Services
GRANT RUNS - 10/01/15 - 09/30/17

FISCAL YEAR: 17
REPORT PERIOD: 07/01/16 - 09/30/16
YEAR EXPENDED: 25%
PAYROLL EXPENDED: 23%

	Budgeted	Revised Budget	Expended to Date	Projected Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES		91,825	0	90,155	1,670	98%
OPERATIONS:						
Contracted Services				0	0	0%
Supplies and Materials				0	0	0%
Communications		750	0	750	0	100%
Travel				0	0	0%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses				0	0	0%
TOTAL OPERATIONS	0	750	0	750	0	100%
EQUIPMENT:						
Equipment					0	
Automation						
TOTAL EQUIPMENT	0	0	0	0	0	
SUB-TOTALS	$0	$92,575	$0	$90,905	$1,670	98%
TOTALS	$0	$92,575	$0	$90,905	$1,670	98%
FUNDING:						
LSTA:	$0	$92,575	$0	$90,905	$1,670	98%
TOTALS	$0	$92,575	$0	$90,905	$1,670	98%

MONTANA STATE LIBRARY
FINANCIAL REPORT
LSTA 15 GRANT AWARD

LSTA - TRAINER POSITION
GRANT RUNS - 10/01/14 - 09/30/16

FISCAL YEAR: 17
REPORT PERIOD: 07/01/16 -09/30/16
YEAR EXPENDED: 100%
PAYROLL EXPENDED: 95%

	Budgeted	Revised Budget	Expended to Date	Year-End Expenditures	Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES		13,831	13,425	13,831	(0)	100%
OPERATIONS:						
Contracted Services				0	0	0%
Supplies and Materials		0	0	0	0	0%
Communications		42	45	45	(3)	103%
Travel		458	455	455	3	0%
Rent				0	0	0%
Repair and Maintenance		0		0	0	0%
Other Expenses		0	0	0	0	103%
TOTAL OPERATIONS	0	500	500	500	0	103%
EQUIPMENT:						
Equipment					0	0%
Automation					0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	$0	$14,331	$13,925	$14,331	($0)	100%
TOTALS	$0	$14,331	$13,925	$14,331	($0)	100%
FUNDING:						
LSTA:	0	14,331	13,925	14,331	(0)	100%
TOTALS	0	14,331	13,925	14,331	(0)	100%

MONTANA STATE LIBRARY
FINANCIAL REPORT
LSTA 16 GRANT AWARD

LSTA - TRAINER POSITION
GRANT RUNS - 10/01/15 - 09/30/17

FISCAL YEAR: 17
REPORT PERIOD: 07/01/16 -09/30/16
YEAR EXPENDED: 25%
PAYROLL EXPENDED: 23%

	Budgeted	Revised Budget	Expended to Date	Year-End Expenditures	Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES		51,570	0	49,954	1,616	97%
OPERATIONS:						
Contracted Services				0	0	0%
Supplies and Materials		0	0	0	0	0%
Communications		180	0	180	0	103%
Travel		3,520	237	3,519	1	0%
Rent				0	0	0%
Repair and Maintenance		0		0	0	0%
Other Expenses		300	300	300	0	103%
TOTAL OPERATIONS	0	4,000	537	3,999	1	103%
EQUIPMENT:						
Equipment					0	0%
Automation					0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	$0	$55,570	$537	$53,953	$1,617	97%
TOTALS	$0	$55,570	$537	$53,953	$1,617	97%
FUNDING:						
LSTA:	0	55,570	537	53,953	1,617	97%
TOTALS	0	55,570	537	53,953	1,617	97%

MONTANA STATE LIBRARY
FINANCIAL REPORT
LSTA 15 GRANT AWARD

LSTA - WHATS YOUR STORY PROGRAMMING
GRANT RUNS - 10/01/14 - 09/30/16

FISCAL YEAR: 17
REPORT PERIOD: 07/01/16 - 09/30/16
YEAR EXPENDED: 100%
PAYROLL EXPENDED: 95%

	Budgeted	Revised Budget	Expended to Date	Year-End Expenditures	Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES		4,033	4,033	4,033	0	100%
OPERATIONS:						
Contracted Services		0	0	0	0	0%
Supplies and Materials				0	0	0%
Communications	0	0	0	0	0	0%
Travel		106	106	106	0	100%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses		0	0	0	0	0%
TOTAL OPERATIONS	0	106	106	106	0	100%
EQUIPMENT:						
Equipment					0	0%
Automation					0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	$0	$4,139	$4,139	$4,139	$0	100%
TOTALS	$0	$4,139	$4,139	$4,139	$0	100%
FUNDING:						
LSTA:	0	4,139	4,139	4,139	0	100%
TOTALS	0	4,139	4,139	4,139	0	100%

MONTANA STATE LIBRARY
FINANCIAL REPORT
LSTA 16 GRANT AWARD

LSTA - WHATS YOUR STORY PROGRAMMING
GRANT RUNS - 10/01/15 - 09/30/17

FISCAL YEAR: 17
REPORT PERIOD: 07/01/16 - 09/30/16
YEAR EXPENDED: 25%
PAYROLL EXPENDED: 23%

	Budgeted	Revised Budget	Expended to Date	Year-End Expenditures	Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES		15,171	0	15,171	0	100%
OPERATIONS:						
Contracted Services		0	0	0	0	0%
Supplies and Materials				0	0	0%
Communications		0	0	0	0	0%
Travel		1,000	0	1,000	0	100%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses		0	0	0	0	0%
TOTAL OPERATIONS	0	1,000	0	1,000	0	100%
EQUIPMENT:						
Equipment					0	0%
Automation					0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	$0	$16,171	$0	$16,171	$0	100%
TOTALS	$0	$16,171	$0	$16,171	$0	100%
FUNDING:						
LSTA:	0	16,171	0	16,171	0	100%
TOTALS	0	16,171	0	16,171	0	100%

MONTANA STATE LIBRARY
FINANCIAL REPORT
LSTA 16 GRANT AWARD

LSTA - LifeLongLearning
GRANT RUNS - 10/01/15 - 09/30/17

FISCAL YEAR: 17
REPORT PERIOD: 07/01/16 -09/30/16
YEAR EXPENDED: 25%
PAYROLL EXPENDED: 23%

	Budgeted	Revised Budget	Expended to Date	Year-End Expenditures	Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES		62,100	5,344	60,101	1,999	97%
OPERATIONS:						
Contracted Services				0	0	0%
Supplies and Materials		2,000	60	2,000	0	100%
Communications		2,500	0	2,500	0	100%
Travel		0	0	0	0	0%
Rent		0	0	0	0	0%
Repair and Maintenance		0	0	0	0	0%
Other Expenses		500	150	500	0	100%
TOTAL OPERATIONS	0	5,000	210	5,000	0	100%
EQUIPMENT:						
Equipment					0	0%
Automation					0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	$0	$67,100	$5,554	$65,101	$1,999	97%
TOTALS	$0	$67,100	$5,554	$65,101	$1,999	97%
FUNDING:						
LSTA:	0	67,100	5,554	65,101	1,999	97%
TOTALS	0	67,100	5,554	65,101	1,999	97%

Federation Annual Report
FY 2016
July 2015 Through June 2016

SIGNATURES

Federation   Broad Valleys

Coordinator's Library   Lewis and Clark Library

Coordinator   John Finn

         Signature _____ Date _____

Chairperson - Board of Trustees   Jesse Franzen

         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: $36,867.94

EXPENDITURES BY PROGRAM

Program 1 - Continuing Education/Annual Meeting	$5,685.11
Program 2 - Continuing Education Grants	$8,288.13
Program 3 - Technology and Resource Sharing	$22,094.70
Program 4 - Administrative Services	$800.00
Total:	$36,867.94

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	$1,125.15
Bozeman Public Library	Active	$1,480.00	$1,480.00	$7,834.37
Broadwater School and Community Library	Active	$1,480.00	$1,470.00	$1,205.32
Butte-Silver Bow Public Library	Active	$1,480.00	$1,480.00	$1,817.00
Dillon Public Library	Active	$1,480.00	$1,480.00	$420.91
Drummond School & Community Library	Active	$1,480.00	$1,480.00	$180.04
Hearst Free Library	Active	$1,480.00	$1,480.00	$0.00
Lewis and Clark Library	Active	$7,247.94	$7,247.94	$8,993.34
Livingston-Park County Public Library	Active	$1,480.00	$1,480.00	$618.00
Madison Valley Public Library	Active	$1,480.00	$1,480.00	$57.00
Manhattan Community School Library	Active	$1,480.00	$1,480.00	$0.00
Meagher County/City Library	Active	$1,480.00	$1,480.00	$2,103.69
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	$149.89
Sheridan Public Library	Active	$1,480.00	$1,480.00	$25.24
Thompson-Hickman Madison County Library	Active	$1,480.00	$1,480.00	$210.14
Three Forks Community Library	Active	$1,480.00	$1,480.00	$731.29
Twin Bridges Public Library	Active	$1,480.00	$1,480.00	$439.03
West Yellowstone Public Library	Active	$1,480.00	$1,510.00	$2,450.00
William K. Kohrs Memorial Library	Active	$1,480.00	$1,480.00	$74.00
Totals:		$36,847.94	$36,867.94	$28,434.41

10/1/2016

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 librarian and library trustee attendance by 5%.

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 $4,967.94 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 - Member libraries took part in training provided by consultants from the State Library. The training will assist in providing enhanced services for patrons.

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Lewis and Clark Library - Increased numbers of titles will help Federation libraries enjoy greater use of the MontanaLibrary2Go service by the libraries' patrons.

Broadwater School and Community Library - In valuable! Learned about programming ideas such as date a book night, robotics club, movie night, and many More. The education element is there as well. We learned how to find and utilize our statistics as well as comparing our statistics with other libraries. Also, have an important business meeting.

Three Forks Community Library - I learned so much!! Also, being a new director and being able to meet directors from all over the state helped so much!!!

Belgrade Community Library - Any staff that attends either of these sessions writes a brief summary of what was learned and shares that information at a library staff meeting, so all can benefit from the information.

Program 2 - Continuing Education Grants

10/1/2016

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

West Yellowstone Public Library - Greater flexibility for permanent staff

Boulder Community Library - We are taught how to repair our worn out books and which vendors will give us the best deals on the supplies, how to manage ourselves and employees, how to help parents and caregivers select appropriate reading materials for different age levels, how we can design our own signs and fliers using free software, making the most of our summer reading programs, become better collection managers and several other classes. I will help present a class this year on "Branching Out, Expanding Library Services To Your Communities. It is our goal to try to keep up with today's technologies to better serve all our patrons.

Boulder Community Library - Lodging for MLA Conference 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.

Lewis and Clark Library - Specifically want to attend a pre-conference on library design and physical layouts of library spaces. Benefit is that they are bringing this information back our Reorganization Team for evaluation.

Three Forks Community Library - I learned how to use social media as a way to engage my patrons. The workshops were invaluable.

Meagher County/City Library - This conference assists librarians in updating their knowledge of technology. It also brings forth new ideas and inventive ways of helping patrons and providing new programs.

Sheridan Public Library - Provides information on CE opportunities relevant to Tiny/Solo Libraries.

Philipsburg Public Library - Both of these meeting provided a better understanding of the library system, training and networking with other librarians throughout the state. Some of the ideas that were shared for teen activities and events at the library have been used in the last year and have had great success.

Meagher County/City Library - Since our library is coming to the end of the fundraising phase, and looking into designing our building, this workshop was very informative. Having all the information possible will better allow our library to construct the most useful building spaces as well as provide opportunity for a smooth transition into our new library.

Meagher County/City Library - These workshops provide up-to-date information on legal information and system changes. They also provide time and space for invaluable networking opportunities.

Meagher County/City Library - The networking and collaboration that comes from this conference provides many services and assistance for librarians and their patrons, especially for libraries in rural areas.

Manhattan Community School Library - The theme: Find Your Inner Superhero: Protect! Empower! Inspire!, reflects the multitude of seminars that gave more tools for Trudy in her library tool belt to serve the patrons in the Manhattan Community. Keynote speaker Eric Atherton, gave direction on how to inspire

library teams and tap into individual potential. This benefits to the library staff as they are encouraged to use their gifts to serve the community and staff.

Another benefit of attending the annual MLA conference is connecting with librarians from around the state. These connections are invaluable to get the creative juices flowing and to problem solve in areas that may be challenging.

The Manhattan Community Library Director and staff are grateful for the Continuing education grant to keep our library on the cutting edge of technology in the library world and to stay connected with other libraries and librarians in the state.

Hearst Free Library - Samuel Walters and Colleen Ferguson attended training sessions relating to the operation of the library.

Bozeman Public Library - Staff came back to the Bozeman Public Library with new program ideas and renewed contacts with their colleagues in other Montana libraries.

Philipsburg Public Library - The Philipsburg Public Library is in the beginning phases of trying to relocate and expand our library. Linda headed up with project with an architecture firm to create preliminary drawings. This conference benefitted our library by expanding the boards knowledge of future trends in libraries.

Livingston-Park County Public Library - Mitch brought back new information regarding many aspects of library operations. LPCPL intends to expand services into Park County, so the session on branches was especially helpful.

Sheridan Public Library - Hopefully, more useful than classes aimed at large libraries.

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

North Jefferson County Library District Clancy Library - Continuing Education for 1 Trustee and Director in Butte.

Our trustee attended the Un-Conference which addressed many areas. The best benefit of this was that she was able to connect with other trustees and hear about library news from across the state. She has kept in contact with some of the other trustees she met.

Our director attended the Public Library Statistics. Very informative about the broad view of the process and the national system. Each year we submit our stats and use them on a statewide basis. However, because of the IMLS we can compare ourselves to other states and select/compare ourselves with peer libraries. It was really good to understand how the system and stats work so that we can use them wisely and avoid the pitfalls. We expect to have to go out for another mill levy in the next 5 years and so will be glad to collect and use this data in that effort. Very good class!

We also had succession training in which we put together a notebook and actually discussed and planned. It was very enlightening to hear from other libraries about issues that we'd not considered, but could definitely become a major problem if not well prepared and planned in passing on the director position. Very good class!!

Drummond School & Community Library - This allowed the director to travel to the Broad Valleys Federation meeting in Butte for Continuing Education, MSC Spring Meeting and MLA in Missoula for networking as well as learning and collaborating with other librarians.

Drummond School & Community Library - Our assistant librarian is also our clerk and having the opportunity to attend our Federation meeting and the state convention has allowed Dorene to meet other librarians and to learn about the ins and outs of collection management, programming, and operations of the library.

Drummond School & Community Library - We are lucky to have a trustee who is interested and willing to obtain continuing education credits. Shelley has met certification requirements and continues to maintain

credits. She also enjoys the opportunity to meet with other trustees at our Federation meeting and MLA. Shelley volunteers to catalog items in our library, helps plan programming, and works the circulation desk one evening each week.

Drummond School & Community Library - The MLA conference is the highlight of the year for us (and for most of the librarians I know!) This is an opportunity to attend sessions on all aspects of running a library. Each of us see the value in attending various sessions and sharing the ideas when we return to our library. It is also a chance for us to network with librarians, clerks, and trustees to understand best practices, and gain ideas in collection management, programming, administration, and technology.

Three Forks Community Library - Without mileage assistance I would not have been able to attend.

Three Forks Community Library - Attending the Federation meeting is probably one of the most important meetings every librarian can attend. We receive valuable continuing education and have the opportunity to network with other librarians from our area and learn and share programs, etc. that work and don't work. I come home refreshed every year after I attend the Spring Federation meeting.

Dillon Public Library - Edna Scalzone was hired as the Assistant Library Director in June of 2015. In that position, she extensively uses the shared catalog for adding and weeding materials. Edna replaced a retiree who had been familiar not only with the Shared Catalog but was also familiar with the Shared Catalog staff. It is important that Edna be aware of the support provided to our Library by the staff of the Montana Shared Catalog and be familiar with the staff so that she know who to go to with her questions. It is also important for Edna to make contact amongst her piers so that she can fully and actively participate particularly in the Shared Catalog but also so that she is aware of the broader community of libraries in our area and across the state. Without these funds, the Library would not have been able to afford to send Edna Scalzone to the MLA Conference.

Madison Valley Public Library - Attendees benefited by finding contacts and networks for more training.

William K. Kohrs Memorial Library - Continuing education for library director for fresh ideas.

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

West Yellowstone Public Library - Helps local who need to learn Chinese for their business and also helps Spanish speakers improve their English for employment opportunities.

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 - We are now going to community events and signing people up for library cards right on the spot. Previously, we would have people fill out forms and then they would have to come to the library to receive their cards. Now, in just a few minutes we can scan their drivers license or ID card

10/1/2016

and it automatically loads onto the computer. We also are able to take the scanner to smaller communities (Basin, Cardwell) and sign them up for cards as well. These are communities that do not have libraries but are now using our library services.

Boulder Community Library - Going to schools and community events to sign people up for library cards was cumbersome and took a lot of preparation. Now that we have the IPad and the bluetooth scanners, we don't have to worry about toting a heavy laptop and accessories. People come up to talk to us and by the time they leave, they have their cards in hand!

Livingston-Park County Public Library - LPCPL circulated 6,036 via InterLibrary Loan during the fiscal year 2015-16. Without our OCLC contract, that number would have been zero.

Sheridan Public Library - Each router connects to a separate internet connection, which supports separating the wi-fi users from the internal network, balancing loads and speeding up connections.

Sheridan Public Library - Replacements for existing protection after power surge--to prevent loss of equipment during the next one, as happened last year (lost 2 new computers not behind surge protection to CPU damage)

Sheridan Public Library - Small-scale test of Linux for Public use, based upon the major privacy concerns about using Windows 10 for public computing, and Windows 10 update problems on unreliable networks. We are hoping for a couple of secure workstations that patrons can use for private business (banking, etc.), as well as ones that can update the OS reliably, which, it is predicted, Windows machines will not be able to handle as of the latter part of 2016.

Meagher County/City Library - This system simplifies how our patrons utilize our library services. Providing more simplified services allows for a broader range of service coverage, as well as happier patrons.

Thompson-Hickman Madison County Library - Along with OCLC, the MSC is THE essential resource for connecting our customers with materials and products that improve their lives. Without the MSC, our library would be much less robust in its services to our community.

Thompson-Hickman Madison County Library - Since there was no other library in our service area that was offering a genealogical research database, we decided to do a one-year trial of HeritageQuest to see how our customers liked it. After almost one year of having this subscription, there has been an increase in library card applications specifically for the purpose of customers accessing the database from their homes.

Since HeritageQuest is a more limited version of Ancestry, we have decided to change to the latter database for this coming fiscal year, just to see what the response might be. Since Ancestry is only able to be accessed at the library instead of remotely, we are hoping this new subscription might bring more people to the library.

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

Bozeman Public Library - The four new laptops and renewed Office subscription allowed more people to take our free public computer classes and to complete word processing projects on their own.

Philipsburg Public Library - We regularly have show movies, open to the public. During the summer reading program we showed Zootopia and had 30 patrons attend. We only had six kids in the summer reading program. This expands our patronage and get people excited about our programs at the library.

Philipsburg Public Library - This enables us to electronically catalog and track our circulation.

William K. Kohrs Memorial Library - Heritage Quest gives our patrons access to genealogy resources.

North Jefferson County Library District Clancy Library - MyMontanaLibrary2Go is one of our most successful library programs. It is very well loved and well used by patrons, but its benefits go far beyond popularity and money well spent. MML2Go reaches out past our members to non-users in our community. We have many members--who only signed up for a card because of the downloadable audios and books and who only ever use the downloadable audios and books. It is a way to serve tax payers who are not traditional

library users. It has also been a great outreach tool to convert some of our nonusers to traditional library patrons. Once they realize what we can do for them--they start showing up and getting their tax monies worth ;)

However, MML2Go also allows us to connect with our patrons in really wonderful ways. We teach technology one on one. We get to talk with and enjoy teens that operate in a wholly digital way. They have great ideas and suggestions and seem to see ahead of the curve and know about services/technology to teach us ;) I really love these interactions with patrons. Sometimes they start off as kind of rotten--like when their smartphone has updated its operating system which causes their overdrive account to misbehave--but these almost always turn around to be really positive and wonderful interactions about the value of the service and we are able to solve the problem (or get overdrive or MSC to solve the problem) quickly.

My favorite story lately is about an older couple who were text only and not techie at all. As their eyesight failed and the books get bigger and heavier (arghh!) they read less. Two of their grandchildren upgraded their devices so gave their old devices to the older couple. So our two patrons brought in the Kindle Fire and the Ipad. We got them set up. It was several weeks where they brought them into us many times to load new books or to return books or what-have-you. However, they slowly got the hang of it and have taken flight on their own. Now they really are quite techie ;) They've allowed their son to hook them up with a Roku and have ditched their cable subscription. Lately they got smart phones and were in to have us help them practice so that they'd be able to have all the technology work for them as they went to visit one of their children in another state. He told me that they never would have begun or had confidence to continue if it hadn't have been for the staff at the Montana City Library. It made our day!

Drummond School & Community Library - Both the director and assistant librarian will have access to Mobile Circ, and the tools to manage the collection, circulation, access the database online and attend meetings electronically.

Drummond School & Community Library - Our library director is currently using an iPad2 which has become slow and does not have the capacity for many of the new upgrades from Apple. The new iPad will allow the director and assistant to continue to keep up with the demands of the old device - take pictures at programs (especially Lego Club! The children adore seeing there creations and knowing that it is preserved even after they take their construction apart.) mobile circulation within the library and in the classrooms, interactive books for story hour, and various apps. The wireless mouse for each of the laptops allow the librarian and assistant to use the laptops at conferences and meetings. The external drive will be used for digitizing items from the local historical society; in connection with our contribution to the Montana Memory Project. (Lower Valley - Granite County & Louis Piche Collections.)

Manhattan Community School Library - This is such a huge benefit to our patrons as it gives them the ability to search for library materials from anywhere. They may place holds for items from any location with an enabled device. They my request materials from other libraries that we share with and they may renew items from an enabled device.

This also streamlines the MCSL staffs ability to find and provide a multitude of materials to our patrons including our high school patrons for school projects. The shelves of Bozeman, Belgrade, Three Forks and West Yellowstone libraries are at our fingertips and can be borrowed for our patrons and the Manhattan High School teaching staff.

Belgrade Community Library - The benefits of the MSC are numerous. Our patrons have the ability to reserve and view library materials from the BridgerNet group. It would not be possible to access this large variety of items without a cooperative software system that allows sharing. My hope is that we will continue to share more of our materials, and receive materials from other sharing groups like Partners in the future.

Three Forks Community Library - The Montana Shared Catalog is an invaluable resource for the library. It keeps my patrons content when their home library is not able to purchase all the items for which they are interested.

Broadwater School and Community Library - Follett hosts our library server as well as providing technical services, such as inventory. This system allows people to look for books at home, in the library, or at school.

Broadwater School and Community Library - This benefit allows our county patrons (over 2000 people) the opportunity to download free books onto their electronic devices. Free of charge. This impacts our library and school because the teachers are able to download books rather than buy more copies of a book. This saves the taxpayers money, because it cuts down the number of copies, of a single title, that the district and library have to purchase.

Dillon Public Library - The cost of our participation in the courier this fiscal year was not an expected cost. Without these funds, we would not have been able to participate in the Statewide Courier system. We are in the process of figuring out a cost comparison between the Courier and using USPS to mail individual packages. The outcome of that cost comparison will let us know if it will be economically viable for us to remain part of the courier system by sharing costs with the Lucy Carson Library at UM Western.

Madison Valley Public Library - These fees make it possible for our patrons to access ebooks and audio books.

William K. Kohrs Memorial Library - OCLC Group services enables our library to provide interlibrary loans to our patrons

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 - Program Four benefits all Broad Valleys Federation Libraries by ensuring that the work needed to maintain the high level of quality at the annual retreat continues.

Federation Annual Report
FY 2016
July 2015 Through June 2016

SIGNATURES

Federation   Golden Plains

Coordinator's Library   Phillips County Library

Coordinator   Janeen Brookie

               Signature _____ Date _____

Chairperson - Board of Trustees Polly Solberg

               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: $17,429.44

EXPENDITURES BY PROGRAM

Program 1 - Technology	$6,329.64
Program 2 - Continuing Education	$4,796.26
Program 3 - Resource Sharing	$3,125.37
Program 4 - Communication/ Golden Plains meetings and workshops	$244.31
Program 5 - Community Outreach	$833.74
Program 6 - Administrative Expenses	$2,100.12
	Total: $17,429.44

EXPENDITURES BY LIBRARY

Library	Status	Total Award	Award Expenses	Local Expenses
Daniels County Library	Active	$2,972.35	$2,972.35	$0.00
Glasgow City-County Library	Active	$2,972.35	$2,897.00	$2,898.00
James E. Shanley Tribal Library	Active	$875.00	$875.00	$425.00
Phillips County Library	Active	$5,172.35	$5,172.35	$540.65
Roosevelt County Library	Active	$2,972.35	$2,540.39	$0.00
Sheridan County Library	Active	$2,972.35	$2,972.35	$0.00
Totals:		$17,936.75	$17,429.44	$3,863.65

9/29/2016

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

Sheridan County Library - A number of our patrons use the computers to format letters, resumes and create spreadsheets. Our computers had a mishmash of software; some had none at all. These funds helped me purchase the Office suite so that all our public computers were uniform had all had the same software.

Roosevelt County Library - Our patrons check out lots of DVDs and this machine gets used almost daily to clean and check for damage before the next patron checks it out.

Roosevelt County Library - Tamara is working with her new IT person to update software on some of her computers and wanted to add Norton for virus protection for all the computers there.

Daniels County Library - Gave our patrons access to downloadable ebooks.

Daniels County Library - allowed library patrons to serve their needs better by offering color copies when needed

Daniels County Library - we needed a new tracking ball mouse to allow patrons to operate one of our public access computers

Phillips County Library - Provides new technology in the form of ebooks and audio books for library patrons.

Glasgow City-County Library - GCCL is in the process of updating our systems to include; a new server, iCloud storage and other technology to help better serve patrons and staff. In the near future we are updating our outdated computers.

Daniels County Library - Allowed patrons to use one of our public access computers which was having problems and was not operational at the time

Daniels County Library - allowed our circulation system including the on-line card catalog to remain in operation

Daniels County Library - we are now able to play both types of media on one machine opening up much needed space in our children's area

Phillips County Library - Online records of materials to help with processing and ILL services.

Phillips County Library - Library general fund does not have enough budget for computer expenses.

Phillips County Library - The library would not be able to afford the amount of bandwidth we purchase without the E-Rate discount.

Program 2 - Continuing Education

9/29/2016

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 - Checked out new materials available from vendors, networked with other library staff, learned about new programs being made available to Montana libraries, such as Montana Newspapers. Helped with the Cates Silent Auction and karaoke scholarship fun.

Sheridan County Library - These funds helped cover the cost of travel.

Sheridan County Library - As a member of the shared catalog, these funds helped cover the cost of travel to Helena for the members meeting and to also attend training at the fall workshops.

Sheridan County Library - This funding helped cover the cost of staying in Lewistown for myself and a colleague while attending Off-Line. I was able to complete my Technology credits by going to this conference.

Roosevelt County Library - To keep current with Continuing Education credits needed.
To learn new services, products, gadgets and other issues in the library world.

Roosevelt County Library - Could not afford to go to the MLA Conference without this help.

Phillips County Library - Defrays cost of continuing education.

Glasgow City-County Library - This money helps us to travel in MT to various meetings and conferences for educational purposes. I think it is one of the most important awards given. Without the extra funds it would make it harder to make it to the various educational workshops, conferences and meetings. It's important for us to keep in touch across the state, to further our education and certification.

Daniels County Library - Training opportunity for library staff member in early literacy topics.

Daniels County Library - allowed the library director to receive continuing education opportunities

Daniels County Library - allowed the library director to attend the conference and receive continuing education opportunities

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

Phillips County Library - Makes getting continuing education and certification credits feasible.

Phillips County Library - Helps pay for expenses associated with continuing education and certification.

9/29/2016

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 - These funds covered the cost of our Heritage Quest renewal for another year. This is important for our patrons who utilize the database for their genealogy research.

Sheridan County Library - Our patrons usage of MTLibrary2Go continues to increase. The funds help us in being able to continue to provide this service.

Sheridan County Library - These funds helped defray the cost of attending MLA with a colleague in Missoula this year. The training is always important and having a new co-worker able to attend is always good.

Sheridan County Library - These funds help enable us to continue to utilize OCLC. We use WorldShare for our ILLs and that is an important service not just to our patrons but it helps us share with other MT Libraries and beyond.

Daniels County Library - allowed our patrons to receive needed & requested materials through the Interlibrary Loan Program that are no available in our library

Glasgow City-County Library - Advanced Solutions basically keeps our systems running smoothly so that patrons have continued access to wifi, internet and other resources. The staff has to have the tools needed to operate.

We can ALWAYS use extra funds for postage.

Understanding better how to use our Resource Sharing funds, I plan to use the new FY funds for OCLC, an essential program at the library.

Program 4 - Communication/ Golden Plains meetings and workshops

9/29/2016

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

Phillips County Library - Library director does not have to personally pay for expenses associated with driving herself and library trustee to Federation meeting.

Phillips County Library - Defrays cost of driving to meeting.

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

Sheridan County Library - Being a part of MLA keeps our library relevant and engaged within our MT library community. These funds are useful in helping us to continue our membership year after year.

Roosevelt County Library - This was our Summer Reading Program "kick-off".
They put on a family-friendly show. They involve the children by putting actions to their songs and letting them "play" on some instruments.
Jack & Kitty plugged the SRP many times during their performance.
Free entertainment to the public.

Roosevelt County Library - We have performer Jerry Barlow booked to come to the Main and Culbertson and Froid Libraries in September 2016. We could use the remaining $431.96 to help pay for the shows/hotel lodging. My sincere apologies for not getting
the total spent in the allocated time.

Phillips County Library - Helps pay for summer reading incentives.

Phillips County Library - Incentive for children to read during the summer.

Glasgow City-County Library - Advertising and promotional item costs can add up. This award helps to free up some money for marketing purposes.

9/29/2016

Program 6 - Administrative Expenses

Narrative

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

Public Value

Phillips County Library - Benefits most libraries in the state with additional content purchases fro MT2GO.

Phillips County Library - Federation coordinator does not have to personally pay for expenses associated with the required meetings.

Phillips County Library - Defrays costs associated with Federation Coordinator responsibilities and meetings.

Phillips County Library - Gives incentive for the extra work as Federation Coordinator.

9/29/2016

Federation Annual Report
FY 2016
July 2015 Through June 2016

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	$8,213.64
Program 2 - Continuing Education	$6,544.44
Program 3 - Communication/ Pathfinder Meetings and Workshops	$2,587.43
Program 4 - Technology	$8,391.78
Program 5 - Administrative Services	$1,532.27
Total:	$27,269.56

9/29/2016

EXPENDITURES BY LIBRARY

Library	Status	Total Award	Award Expenses	Local Expenses
Belt Public Library	Active	$1,710.26	$1,710.26	$400.55
Blaine County Library	Active	$1,710.30	$1,710.30	$944.19
Choteau/Teton Public Library	Active	$1,710.30	$1,710.30	$112.82
Chouteau County Library	Active	$3,342.93	$3,342.93	$0.00
Conrad Public Library	Active	$1,678.03	$1,678.03	$1,134.68
Dutton/Teton Public Library	Active	$1,710.30	$1,710.30	$0.49
Fairfield/Teton Public Library	Active	$1,710.12	$1,710.12	$0.00
Glacier County Library	Active	$1,710.30	$1,710.30	$0.00
Great Falls Public Library	Active	$1,710.30	$1,710.30	$39,076.70
Harlem Public Library	Active	$1,710.30	$1,710.30	$1,155.05
Havre-Hill County Library	Active	$1,710.30	$1,710.30	$1,710.30
Liberty County Library	Active	$1,710.30	$1,710.30	$3,658.90
Toole County Library	Active	$1,710.30	$1,710.30	$197.72
Valier Public Library	Active	$1,710.30	$1,710.30	$0.00
Wedsworth Memorial Library	Active	$1,725.22	$1,725.22	$0.00
Totals:		$27,269.56	$27,269.56	$48,391.40

9/29/2016

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

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.

Dutton/Teton Public Library - OCLC helps the library assist patrons in the ability to request materials from other libraries through Interlibrary Loan, obtain accurate cataloging records for materials added to the library's catalog, among other services.

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

Valier Public Library - OCLC enables us to have the most current item records for our patrons.

Liberty County Library - OCLC has a significant impact on our patrons. With the click of a button, our patrons can access materials to assist with research at home or from their work place. This is definitely a time-saving device and can be accessed from their work computer or from their phone devices.

Wedsworth Memorial Library - OCLC services are essential for a library's operation. Without out these services it would be almost impossible for a library to operate. Helping a library with the cost of OCLC enables the library to provide other essential services to their patrons.

Harlem Public Library - Our library could not run without the Montana Shared Catalog! We benefit greatly from the helpful staff.

Glacier County Library - OCLC services enable our patrons to receive interlibrary loans on a very timely basis. In a very remote area where resources are limited, we are able to open up the world to our patrons through using this service. We many times receive requests for obscure books that are not something we would have the finances to purchase for our library system, so to be able to provide that book or information to our patrons is invaluable.

OCLC also provides access to the cataloging records that may not be otherwise be available in our shared catalog system, so that I can catalog books for our patrons in a timely manner.

Fairfield/Teton Public Library - Better serve our many patrons that copy and fax.

Harlem Public Library - Our contract 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 obtain 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'14-15 our library borrowed 112 items and loaned 86 items. OCLC also assists with cataloging.

Chouteau County Library - This allows our patrons to have easy access to the catalog and also makes cataloging easier for librarians

Valier Public Library - Overdrive is very important to our patrons as we are a small library with limited

funds. Overdrive offers a large range of materials especially enjoyed by our farmers and ranchers.

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

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

Toole County Library - Inter-library loans are the epitome of resource sharing. We loan and we borrow and that is what it's all about.

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 - It is important to know you are not alone when dealing with library issues. Forming a support system to help each other and exchange new ideas and resources.

Harlem Public Library - The library staff received continuing ed. credit through the workshop offered by the Montana State Library. This workshop offered valuable and useful information that can be applied directly to the operation of the library.
This year we learned how to deal with difficult patrons and situations at the library. We also obtained information on being ADA compliant which we will use when we do a small remodeling project at the library. The workshop on Embracing Identity in Libraries offered ideas to use with the board of trustees, stakeholders and other groups. The staff also learned about the trends and future of library collections. Attending the fall workshop is always a hi-light for us and a way to keep connected with the state library staff and other librarians from around the state.

Wedsworth Memorial Library - The trustee is a brand new member of the board and unfamiliar with Library policies, events and all the goings on of a library. This training was essential for her to learn about her responsibilities and how a library runs. She said she was overwhelmed with all the knowledge she gained and did not know how difficult it was to run a library and remain within the law and commented that there sure is a lot more to running a library than checking out books.

Wedsworth Memorial Library - It is important for Library Directors to interact with other Library Directors. One talks directly to another Director and has the advantage of understanding how other libraries function, how issues are and handled. The training is directed towards the Directors and is more relevant. There is a smaller group and it makes it easier to network. There is great info gained just by listening to Directors talking one on one and asking each other questions.

Wedsworth Memorial Library - This is a new trustee that is eager to learn all there is to know about the best way to be an asset to the Library Board, the Library and the community. She has learned so much and did not realize how much work, the laws governing a library and etc. that there was to running a library and wants to learn more in order to provide better services. A better informed board member can only make better decisions.

Wedsworth Memorial Library - It is imperative for library personnel to maintain up-to-date knowledge about the library world, whether it is the law, better way to repair a book or new technology. By attending training conventions and obtaining more knowledge personnel will be able to perform their jobs better and thereby be able to provide better services for the patrons.

Dutton/Teton Public Library - Webinars are a benefit to the library, as staff is able to learn new ideas and utilize this for patrons and communities.

Fairfield/Teton Public Library - For our many patrons that fax and copy.

Toole County Library - Attending Fall Workshop and attending classes is beneficial to librarians who need to keep on learning. This event is very worthwhile.
(Mileage, motel and meals)

Toole County Library - Branch librarians need this education. This workshop is very well done by the MSL staff. It is a pleasure to attend.

Glacier County Library - We have several fairly new staff members who had never attended any in-person training or workshops. This was an excellent opportunity for them to get to know staff from other libraries and to further their knowledge. This was the first time our library board had agreed to close the library to enable staff to attend an out of town training. It was a team building experience for our staff, and our patrons are reaping the benefit of the added professionalism that the training brought to our staff.

Dutton/Teton Public Library - Continuing Education is beneficial to the staff, patrons, and community as a whole. The ability to learn new techniques and ideas is important to the library.

Dutton/Teton Public Library - Continuing Education is an integral part of the day to day running of a library. The ability to afford quality learning experiences is a success for librarians and helps the staff maintain services for patrons.

Dutton/Teton Public Library - Learning the proper ways to weed a collection is important for a library to keep materials relevant and interesting. Continuing to learn new techniques for supervising staff is a major task for library directors.

Chouteau County Library - This allows Librarians the opportunity to attend Fall workshop to connect with other librarians and get continuing ed. The classes offered are the workshop are always of high caliber.

Valier Public Library - It is important that trustees understand the whole library environment in order to make informative decisions on behalf of the library.

Valier Public Library - It is beneficial for trustees to attend Conferences to have a total understanding of the library world and how to make informative decisions.

Havre-Hill County Library - Continuing education for the library staff allows us to provide our best and most knowledgeable service to the public. This is especially important as technology continues to change and move forward. Meeting our fellow librarians at these conferences is also an invaluable benefit to our community; we collaborate with our peers and learn so much from them.

Valier Public Library - MLA offers wonderful educational opportunities with the added benefit of sharing concerns and joys with other librarians.

Blaine County Library - CE credits and networking with other librarians.

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 - Share ideas with other libraries. Talk with other trustees and exchange knowledge and concerns.

Liberty County Library - This is a chance to collaborate with other libraries. Ideas flow easily at these meetings and it gives us ways to improve services for our patrons. At this particular meeting, we discussed Discover It, MtLibrary2go and Ready2Read which is something we can share with our patrons.

Harlem Public Library - It is always beneficial to be able to share with other librarians and trustees in our area. We share things that are happening in our libraries and I always come away with ideas to try in my own library. This year I learned about an "I Survived" program that has local community members sharing about an event in history they lived through such as Pearl Harbor, The Great Depression, etc.
I also learned about "Christy the Wordsmith" from Bozeman who is a resource for a possible program at the library. The morning was spent on the Library Development Study Task Force listening session. It was a lively and though-provoking discussion. I believe this is extremely helpful in examining my own library as well as how the State Library can best use its resources to serve the state of Montana. My trustee stated, "This is the best thing we've done since I've been coming to these meetings!"
In the afternoon our consultant, Lauren McMullen, reviewed how to enter our Pathfinder Federation expenses. Review is always a good thing!

Wedsworth Memorial Library - This meeting was necessary to bring the Federation bylaws up to date. If we don't keep our Federation up to date it can slowly lose its effectiveness. We also explored better ways to make our Library organization possibly more efficient in its use of funds. With the decrease of funds and rising expenses every entity needs to explore how to make the most of the funding. Unfortunately this probably means losing some services, but by communicating with other libraries we all develop better ideas and explore which services are not being used as much

Chouteau County Library - This allows federation libraries get together in one place for sharing and training. A lot of good communication happens over lunch, which since it is provided, people don't have to leave and have a chance to share.

Valier Public Library - Pathfinder Meetings offer a chance to visit with area librarians receiving and exchanging ideas. They also offer a chance for educational classes and updates from the State Library.

Fairfield/Teton Public Library - Better trained and informed librarians.

Toole County Library - This meeting is essential to Board members and librarians. This meeting included a special workshop for the Trustees and was extremely beneficial.

Harlem Public Library - This meeting was especially important because the trustees had training in succession planning. The two trustees from my library who attended felt the information was vital for making our board more aware of contingency planning as well as making the board members more aware of the day-to-day workings of the library. The library directors received training on statistical input as well as using the outcomes to benefit the library.
It is always fun to hear what is happening at the other libraries in the federation to get ideas.

9/29/2016

Chouteau County Library - This allowed us to use as much time for training that was needed and by having all attendees present for lunch we could have the State Library Report by Jennie Stapp. It is also a good time for sharing with each other.

Glacier County Library - Board member and myself benefit from the networking opportunity. It is great to hear what other libraries are doing in a positive way and I have incorporated ideas that I have heard from other libraries; but it also helps so that we don't feel quite so alone in our daily challenges we face when we hear what other libraries are going through.

Dutton/Teton Public Library - This enables staff and board members to more easily attend the Pathfinder Federation meetings. In turn, due to attendance at these meetings, staff and board members are given the opportunity to learn through continuing ed sessions. This helps staff better assist patrons in all aspects of the library.

Dutton/Teton Public Library - The library benefits from traveling to the Pathfinder meetings in several ways, for instance, from the continuing ed opportunities being able to meet with other librarians and share insights and information.

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

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

Wedsworth Memorial Library - Maintain up-to date info on Federation business; present Federation budget to retain money; better understanding of how to input statistics and value of the statistics in library business

Choteau/Teton Public Library - Allowed the Director to attend the Spring Pathfinder meeting which facilitated networking with other federation librarians and trustees. Also permitted Director to attend training related to statistics gathered and used by libraries.

Toole County Library - This meeting benefits both the Trustees and the librarians. We have a business meeting, a workshop and time to visit with each other. Excellent time spent!

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

Harlem Public Library - The new patron computer will make it easier for patrons to access information, view videos, and use social media. This new computer will be faster and more reliable replacing an older model.

Choteau/Teton Public Library - Our public access AWE Station is used by our younger patrons and guests on a regular basis. It facilitates fundamental learning with a focus on reading, the arts, and science. It also sees a fair amount of use from patrons with learning disabilities. Funds spent on this device go towards software and hardware updates as well as continued tech support.

Wedsworth Memorial Library - The Library does not have enough computer stations for the benefit of its patrons. Providing even one more station allows better access to the internet and the benefits it provides. It is essential for patrons to have ready access to the internet where more and more business is done online. We are a low income community and many do not have access to a computer, not alone internet access. It is essential for our patrons to access applications for unemployment, tax preparation, pay their bills, take online classes, take online professional testing, and access their banking among other services. The internet is absolutely essential for one family in our community. Their son has been posted overseas. The only communication is through the internet. The family can not afford internet services so it is vital for them to be able to have computer and internet access. computer are becoming more and more important to communities and the Library should be able to accommodate that need.

Chouteau County Library - This allows the librarians to be more mobile within the library and also updated our computer

Valier Public Library - MSC has been very beneficial to our patrons. We are able to offer more opportunities to patrons through access to our catalog and a greater variety of items from consortium members.

Fairfield/Teton Public Library - Better serve our patrons.

Choteau/Teton Public Library - Provides for better statistical gathering, improved network security, and controllable range of signal. Permits active monitoring of network behavior for enforcement of library policy. Also allows for more simultaneous connections with better throughput for visitors and patrons.

Toole County Library - Keeping up with new technology is imperative to the library.

Glacier County Library - The public internet computers at this location receive very heavy use. Several of the computers in Browning were becoming slow and having other issues to the point that no one wanted to use them. Replacing with a new and faster computer definately better serves our patrons at this location. The public internet computers are a main source for job hunting, communication, word processing and furthering knowledge at this library which is located 34 miles from the main branch.

Dutton/Teton Public Library - The staff had noticed a need for another computer in the patron stations. This computer will allow more patrons to use the computers at a time, and also provides faster, more secure computer use.

Dutton/Teton Public Library - A new monitor was needed in the library to help patrons with eyesight issues or elderly who feel more comfortable with a larger monitor.

Liberty County Library - This will be a great opportunity for people to adjust to Windows 10. Having updated computers is such a bonus for our community. The community uses the computers to handle their banking, search for employment, blogging, e-mailing and of course, the kids like to play their online games.

Dutton/Teton Public Library - Having the latest antivirus and malware security available, the library is able to keep patrons' personal information protected. This is important due to individuals using the public computers and the need to keep them protected.

Dutton/Teton Public Library - The keyboard the staff had been using at the circulation desk was becoming obsolete. The new keyboard staff to properly assist patrons in a timely manner.

Dutton/Teton Public Library - Patrons can more easily use the laptop. The previous mouse had quit working. Some patrons prefer to use a mouse while utilizing a laptop and this purchase enables them to better use the library's technology.

Great Falls Public Library - Library offers most current version of our ILS to our patrons for increased functionality

Blaine County Library - We are now equipped to do mobile circ and will also be able to utilize the tablet for Story Time presentations.

Program 5 - Administrative Services

Narrative

$1000 stipend to Chouteau County 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

Chouteau County Library - This allows for more titles to be accessible to patrons across the state.

Chouteau County Library - This allowed me to perform my duties as Coordinator and allowed me to have available materials and supplies needed for meetings. It also covered costs for attending meetings in Helena

9/29/2016

Federation Annual Report
FY 2016
July 2015 Through June 2016

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	$2,171.99
Program 2 - TECHNOLOGY AND RESOURCE SHARING	$14,729.56
Program 3 - COMMUNICATION/PR AND CONSULTATION	$1,530.84
Program 4 - ADMINISTRATIVE SERVICES	$548.00
	Total: $18,980.39

EXPENDITURES BY LIBRARY

Library	Status	Total Award	Award Expenses	Local Expenses
Ekalaka Public Library	Active	$1,926.40	$1,926.40	$0.00
Fallon County Library	Active	$1,476.40	$1,476.40	$4.00
Garfield County Library	Active	$1,926.40	$1,926.40	$27.55
George McCone Memorial County Library	Active	$1,476.40	$1,476.40	$0.00
Glendive Public Library	Active	$1,476.40	$1,476.40	$222.98
Henry A Malley Memorial Library	Active	$1,476.40	$1,476.40	$1,359.39
Miles City Public Library	Active	$4,792.79	$4,792.79	$2,358.34
Prairie County Library	Active	$1,476.40	$1,476.40	$0.00
Sidney-Richland County Library	Active	$1,476.40	$1,476.40	$4,060.26
Wibaux Public Library	Active	$1,476.40	$1,476.40	$1,347.74
Totals:		$18,980.39	$18,980.39	$9,380.26

9/29/2016

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

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

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

Fallon County Library - Attended the annual convention to learn about new happenings in the Public Library world, so that I can implement change in an effective way in our library. Continuing to learn and to provide our patrons with the latest information.

Henry A Malley Memorial Library - Important to keep current with Montana State Library Information, Technology Issues,
and Continuing Education.

Sidney-Richland County Library - This course will allow me to establish a broader network of collaborative partnerships throughout the state. This platform gives me the opportunity to share my work with the library. The coursework involves "Gracious Space" which is an established practice to become a better leader at all levels.

Miles City Public Library - Training and networking opportunities for all Sagebrush member libraries and trustees.

Miles City Public Library - Training and networking opportunities for all Sagebrush member libraries and trustees.

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.

9/29/2016

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

Public Value

Fallon County Library - This subscription ia a requirement for membership in the Montana Shared Catalog.

Prairie County Library - Enables patrons to access a whole new world of resources. Lets our library share its materials with other libraries and well as allowing our
patrons to borrow materials from other libraries. We continue to be
amazed that our small library would have something that a larger
library needs.

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

Garfield County Library - We lost both of our public access computers this FY due to viruses that could not be cleaned up with computer access passwords, which were not passed down from the individual who set the computers up. Sagebrush funds allowed us to purchase two refurbished computers from TechSoup to replace these older computers.

Garfield County Library - Our library would not be able to participate in the MSC without the continued help of Federation funding. The MSC has made our collection more accessible to the public, and as a result we have seen an increase in circulation already in our first six months.

Garfield County Library - These tablets have allowed us to begin a lending system for eReaders/tablets that will support MTLibrary2Go, a resource that our patrons are eagerly anticipating. Thanks!

Glendive Public Library - Heritage Quest is an institutional version of Ancestry.com. Patrons of Dawson County can access Heritage Quest at their local library or online. Our patrons use the site to assist them in researching their family tree and is a great tool to keeping traditions and cultures alive.

Miles City Public Library - Full online catalog for our patrons' use, full cataloging and copy cataloging services for staff, and state-wide sharing capabilities (in the form of Partners, Holds, and ILL services).

Miles City Public Library - Legal license coverage for the public libraries to show films.

Ekalaka Public Library - THIS SERVICE BENEFITS OUR LIBRARY FOR ILL LOANS, ALSO PROVIDES US QUALITY RECORDS FOR CATALOGGING

Ekalaka Public Library - ability to catalog all our books, web site for checking books, patrons to see what is avaiable,helps them search for books place holds, be able to keep track of books, Also lets us access the talking book library

Ekalaka Public Library - this grant lets us buy books that help keep our readers interested in books, and comming to the library, also helps us to be able to keep our books updated, for the young and the older patrons, every body loves a new book a a large selection

Sidney-Richland County Library - These units replaced our outdated 360 Dells in the public computer area. Last month our 12 public computers recorded 1,053 hours and 57 minutes of use. An average session was 72 minutes.

Glendive Public Library - The Glendive Public Library is part of the Montana Shared Catalog sharing program called the Partners. The sharing program has dramatically reduced the postage cost of sending interlibrary loans across the state. To transfer the library materials across the state collapsible crates are needed. Our library could not afford this extra cost by itself.

Glendive Public Library - OCLC is a global library cooperative that provides shared technology services, original research and community programs for its membership and the library community at large. The Glendive Public Library could not afford to pay for this valuable resource sharing tool on its own. OCLC is at the heart of how our library shares library material with the rest of the world. Our patrons benefit greatly

from resource sharing. We are able to provide our patrons with infinite amount to select from and not just our own collection.

George McCone Memorial County Library - Staying connected to OCLC helps us keep in communication with other libraries around the state.

George McCone Memorial County Library - New supplies are needed to make sure we can provide copies from both the copy machine and the printers. Patrons know we can provide the best for them on our wireless printer and copy machine.

Henry A Malley Memorial Library - Joining MSC five years ago has really helped our very small isolated Library stay
part of the current Library world. Having the Federation funds to help pay for
the yearly subscription helps substantially.

Henry A Malley Memorial Library - Being able to get books for patrons that aren't available from Montana Shared Catalog
is awesome!

Henry A Malley Memorial Library - Each year more of the Library patrons are using this digital service. Very nice to have Sagebrush funds to help cover the cost.

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

George McCone Memorial County Library - Since we are the only place in our town that people can rent movies, purchasing another tower for our DVDs has allowed us to order more movies for our patrons. We can also lend more movies to other libraries. Attending our federation meetings keeps us in touch with all the libraries in our federation to share and learn new ideas for our library.

Miles City Public Library - Keeping libraries trained in 21st Century technology, literature, and staff development. Eases the burden for small, rural libraries in the technology field and with limited staff and hours.

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 [For FY2015/16, on recommendation from the Coordinator, the Federation voted to divide the Coordinator Stipend to benefit

libraries that needed extra funds for the coming year. The Federation will revisit the Stipend on a yearly basis at the Fall Meeting.]

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 - Present the proposed 2016/17 Plan of Service.

Federation Annual Report
FY 2016
July 2015 Through June 2016

SIGNATURES

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

Signature _____ Date _____

Chairperson - Board of Trustees Rose Marie Kline

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: $34,584.63
Total CST Expended: $34,584.63

EXPENDITURES BY PROGRAM

Program 1 - Continuing Education and Travel	$3,600.00
Program 2 - Technology and Resource Sharing	$22,834.54
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	$4,900.09
	Total: $34,584.63

EXPENDITURES BY LIBRARY

Library	Status	Total Award	Award Expenses	Local Expenses
Bicentennial Library of Colstrip	Active	$1,468.58	$1,468.58	$1,468.58
Big Horn County Public Library	Active	$1,468.58	$1,468.58	$709.75
Billings Public Library	Active	$1,468.58	$1,468.58	$0.00
Bridger Public Library	Active	$1,468.58	$1,468.58	$1,768.81
Carnegie Public Library	Active	$1,468.58	$1,468.58	$0.00
Denton Public Library	Active	$1,468.58	$1,468.58	$43.92
Dorothy Asbjornson Community Library	Active	$1,468.58	$1,468.58	$0.00
Harlowton Public Library	Active	$1,468.58	$1,468.58	$448.73
Joliet Public Library	Active	$1,468.58	$1,468.58	$1,871.80
Judith Basin County Free Library	Active	$1,468.58	$1,468.58	$87.82
Laurel Public Library	Active	$9,618.77	$9,618.77	$708.75
Lewistown Public Library	Active	$1,468.58	$1,468.58	$4,405.90
Moore Memorial Public Library	Active	$1,468.58	$1,468.58	$0.00
Petroleum County School-Community Library	Active	$1,468.58	$1,468.58	$17.05
Red Lodge Carnegie Library	Active	$1,468.58	$1,468.58	$585.72
Rosebud County Library	Active	$1,468.58	$1,468.58	$1,000.18
Roundup School-Community Library	Active	$1,468.58	$1,468.58	$1,220.88
Stillwater County Library	Active	$1,468.58	$1,468.58	$0.00
Totals:		$34,584.63	$34,584.63	$14,337.89

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

Big Horn County Public Library, Bridger Public Library, Carnegie Public Library, Denton Public Library, Dorothy Asbjornson Community Library, Harlowton Public Library, Laurel Public Library, Lewistown Public Library, Petroleum County School-Community Library, Red Lodge Public Library, and Roundup School-Community Library used funds to send their Director and/or Trustee to Federation meetings. The general feeling is that this is the perfect opportunity to get together with other librarians and trustees to learn about new ideas and programs. They also enjoy being able to discuss pertinent library activities and issues with other librarians. They find this to be extremely important, and it helps keep trustees up to date and involved in their libraries. Continuing education opportunities are also available at Federation meetings. Jodie Moore facilitated a discussion and presentation on the work of the Library Development Study Task Force in Forsyth.

Big Horn County Public Library, Bridger Public Library, Joliet Public Library, Petroleum County School-Community Library, Red Lodge Public Library, and Rosebud County Library felt that sending staff to the Montana Shared Catalog members meeting and training in Helena was a great benefit to their libraries. Keeping library staff informed about the changes coming up for the Shared Catalog is critical for future planning in their libraries. Marci Herriford from Joliet Public Library now has a better understanding on how the Shared Catalog works and benefits her library as well as the policies her library uses and how they relate to her patrons. Offering a great catalog to our library patrons benefits them and our libraries. Jodie Moore, Red Lodge, felt this gave her the opportunity to meet with other MSC members and MSC staff. These meetings offer the membership the opportunity to interface with the Executive Board and vote on important issues related to the consortium. Jodie stated, "As the OPAC Representative and Vice Chair of the MSC's Content Management Committee, I highly value being physically present at the MSC meetings. This meeting was particularly important in that it provided a further opportunity to discuss the work of the Library Development Study Task Force and was Ken Adams' last MSC meeting!"

Bicentennial Library of Colstrip and Billings Public Library used funds towards the registration of library staff toward attendance at the MLA convention. Staff members were able to pursue continuing education so that they will be certified by the state. Attendees were able to report to staff what workshops they attended and how they benefited from the training they received. KellyAnne Terry, Lewistown Public Library, presented two programs at the Montana Library Association Conference on April 6-9, 2016 in Missoula. Having the travel funds helped to get her there for the program and also to learn and network with other libraries.

Big Horn County Public Library sent staff members to attend the Offline Conference in Billings to learn about the new technology that is up and coming for libraries. Stillwater County Library was able to send one of their trustees to this valuable technology conference to learn about some new skills.

Carnegie Public Library used some of their funds to help cover the cost of their Overdrive membership. They felt that this service is critical in partnering with other libraries to make scarce resources available to all Montana citizens.

Dorothy Asbjornson Community Library and Roundup School-Community Library sent staff members to the

Ready-to-Read Conference in Bozeman. They were introduced to new ideas for programs. This also helped to re-energize the librarian during story time. There were some great ideas offered that they were able to take back to their libraries to help increase attendance for their weekly story time. Vivian from Roundup said that her library saw an increase of 50% in story time participation because of these new activities.

Judith Basin County Free Library hired an entertainer for the Summer Reading Program finale. They had over eighty children and adults came to celebrate the end of a good summer of reading. They're excited about what next year could bring for their summer programs!

Moore Memorial Public Library attended webinar training online through TechSoup and other organizations that they felt would benefit the library.

Rosebud County Library attended additional training in Billings using WorkFlows reports. They felt this will help them make the library run more efficiently.

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

Bicentennial Library of Colstrip, Carnegie Public Library, Harlowton Public Library and Judith Basin County Free Library used their funding for Overdrive costs to provide MontanaLibrary2Go to library patrons. Each of the Directors stated that providing access to MontanaLibrary2Go increases access to content for all patrons. It is greatly appreciated by both library personnel and patrons. Bicentennial Library also used the remainder of their funds to cover Montana Shared Catalog membership costs. Bicentennial allows anyone visiting the library second grade and above to receive a library card. The patrons are able to use MontanaLibrary2Go with their card even when they can't make it to the library to check out books. Bicentennial also feels that Montana Shared Catalog is resource that benefits everyone, especially those in the participating libraries.

Billings Public Library purchased a subscription to Novelist Plus through EBSCO. The patrons in the library, as well as those located remotely, can find reviews, discussion guides and recommendations for fiction reading for all age levels.

Seven libraries used funds to purchase different types of technology that they felt would benefit their patrons the most. Big Horn County Public Library purchased of a Kindle Fire for its staff members to use. This allowed library staff to become familiar with the technology so they could help answer questions for patrons. They also purchased a new laptop to use to offer basic computer lessons to patrons so they could become more familiar with their own personal computers. Denton Public Library purchased Norton Antivirus & Internet Security and Adobe software for their public computers. The patrons are able to use the PACs without fear of contracting a virus while working on their documents. Adobe provides patrons with the ability to save documents in a portable format. Denton also purchased a barcode scanner to use when working with their catalog system and checking out books to patrons. The purchase of 2 new computers for public use was also included in their expenses. This provided the patrons with computers that have newer software and operating systems to complete their tasks quicker and easier. Harlowton Public Library used their funds for 10 stereo headsets for patrons to use while listening to music or

lectures, and attending online classes. They purchased two 23-inch Acer monitors, three Kensington USB desktop mice and toner cartridges for the public printer. These were all items that needed to be replaced because they had stopped working or had run out. Joliet Public Library purchased two new Dell Inspiron15 5000 series desktop computers for their circulation desk. They can now have two employees working on research and Interlibrary Loans. It is more efficient to have the latest technology available for their use when they are trying to multi-task their loans, budgeting, reading programs, and circulation like smaller libraries. Laurel Public Library took the opportunity to purchase 100 2GB flash drives for patrons that came into the library for computer assistance but didn't think they would need to save their documents. We will give them a flash drive for free the first time they come in without one. We feel this is a service to our patrons that has helped them and ourselves repeatedly throughout the year. Many times a patron is in such a hurry they don't realize they will need to download a document and they come in unprepared. They also purchased seven 8-inch Next Book tablets as grand prizes in the Summer Reading Program. The young patrons were very excited about winning a new tablet! Moore Public Library purchased wireless keyboards and mice to use with laptops when a patron was uncomfortable with using the laptop keyboard/mouse combination. They also purchased extra toner/ink for the public printer and copier. Petroleum County School-Community Library needed a new scanner to use with the new MobileCirc program. They bought the Socket Mobile 1D scanner to use while doing inventory and checking out patrons. They stated that it is much easier using this smaller scanner when inventorying.

Computer software is another area that always needs funding for updates. Big Horn County Public Library bought updates to Cypress Resume for their patrons to create or update resumes. This is beneficial when a patron is job hunting. They can update their resume to target the position for which they are applying. Denton Public Library hired personnel from Dempster Computers to remove viruses from their public computers. This brought two more computers online for public access. Harlowton Public Library purchased a subscription to an online card catalog (not MSC) that would allow them to download MARC records to their in-house catalog. This gives Harlowton access to interlibrary loans for patrons. It is time saving since they now only have to add their own call number and barcode to each item. Joliet Public Library upgraded their security software to Trend Micro Worry-Free Business Security Software for 8 computers. This software prevents computer corruptions by malware, creating a safer environment for all patrons and library employees. Joliet director, Deb, stated that "internet access is consistently available without any downtime due to viruses". Moore Public Library and Dorothy Asbjornson Community Library also purchased antivirus software to protect their computers from viruses and malware and Microsoft Office to give patrons a better environment for creating important, personal documents.

Carnegie Public Library, Judith Basin County Free Library and Laurel Public Library decided that purchasing supplies for the summer reading program was very important to their libraries. The supplies were used to promote the activities associated with the summer program. This continued emphasis on youth activities encourages our youngest patrons to become lifelong readers.

Bicentennial Library of Colstrip, Bridger Public Library, Judith Basin County Free Library, Lewistown Public Library, Petroleum County School-Community Library, Rosebud County Library and Roundup School-Community Library used some of their funding to help cover costs associated with the Montana Shared Catalog. The Shared Catalog is a resource that continues to benefit all libraries that choose to participate in the consortium. Krystal, Bridger, "feels that this is the best use of funds in the library's entire budget. It is a great collaborative effort to ensure quality services for even the smallest of libraries." Lewistown saw an increase in the cost of the shared catalog expenses. Half was paid from the Federation grand and the rest by the City of Lewistown. KellyAnne stated that "the ability to have the MSC makes everything so much more timely, efficient, correct, and simple for the library staff. Plus there are about 4200 patrons who benefit from us having it". It also brings the world's collections to our smallest libraries.

Bridger Public Library purchased access to Ancestry Library Edition with their funding. Lewistown Public Library used Federation funds to pay for 1/2 of the subscription to Heritage Quest. "The matching funds were then paid by our local genealogy group, the Central Montana Genealogy Society. This is a great partnership because we both benefit from having the subscription for our patrons." Roundup School-Community Library felt that purchase of Heritage Quest "has been available for our patrons to research family history using documents, the census from 1940 back in time to the first census done in the United States. This has helped families connect with other family members as well as help them to see where they came from. It is a great resource".

Moore Public Library, Petroleum County School-Community Library and Red Lodge Public Library used

some of their funding to pay for OCLC costs associated with being in the Shared Catalog and Interlibrary Loans. "Without OCLC, we would not be able to offer Interlibrary Loan services and the services of the Shared Catalog to our patrons. This is required for membership to the Montana Shared Catalog, enabling cataloging and interlibrary loan for our libraries."

Moore Public Library, Red Lodge Public Library, and Stillwater County Library used the remainder of their funds to help cover costs associated with providing internet access to their patrons. They provide both regular internet services and wireless internet at their libraries. Stillwater County feels that this is "a crucial service for those who cannot afford the service at home or do not have access to it at their homes. Many of our rural patrons don't otherwise have access to search for jobs, enroll in healthcare services, or participate in online banking". Red Lodge uses funds to pay for internet costs all twelve months of the year. Jodie stated "we are thrilled this year to finally be able to take advantage of increased broadband speeds for businesses, something that had long been promised by Bresnan/Charter/Spectrum. We also have wireless internet, both inside and outside the library, which broadcasts 24/7 for patron use. It also provides us with the static IP addresses necessary for EnvisionWare, MSC, and EBSCO databases." Moore Public Library used funds to pay for internet/phone costs that were not covered by e-rate funds.

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 with preference placed upon those requests that have never received a grant previously. The public libraries are not eligible for these particular grants. $1,500.00 will be allocated to this program.

Public Value

South Central Federation received requests for travel/training grants from five Academic/School librarians. We were very pleased to help these teacher/librarians with training that would be a benefit to their students or fellow teachers.

Connie Metcalf requested funding to attend training at the Fall Workshop in Helena. She attended training centered on school or academic libraries.

Alice O'Reilly was unable to use her grant for her original request because of a family emergency. However, she was able to later use the monies for training at a later workshop that benefited her library.

Donna Petrricione and Suzanne McCandless attended the Montana State Reading Council literacy conference in Belgrade. They both felt this would give them an opportunity to learn how to promote greater literacy in their Montana schools. Donna and Suzanne were excited about sharing this information with their students.

Kieran O'Mara attended the 406 Google Tech Summit in Billings. She felt this would help her learn about new technologies that may be used to help her students excel in their classes.

Teacher-Librarians are always encouraged to attend training opportunities that may be offered to them. This was the case for Rachel Ratliff at the MEA-MFT Conference in Billings. She welcomed the chance to visit with other teacher-librarians outside of school hours.

After talking with many librarians at Fall Workshops and MLA, I found I was unable to give away the remaining balance of our Program 3 funds as grants. The membership allowed for the funds to be transferred and used for book club kits.

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

South Central Federation has over 150 Book Kits available for book clubs to borrow. It was decided that purchasing book titles in set of 8 (or more) allows for Book Clubs to find a 'set' of books that everyone can read at the same time without having to ILL a half dozen copies at once. It also helps the smaller libraries afford to keep their clubs reading without spending extra money on multiple copies. The kits are purchased from individual requests that our Book Clubs make to our libraries. This way, each library doesn't have to bear the cost of purchasing so many copies at one time.

In FY 15/16 SCF purchased 21 different titles with 8 copies each. The Book Club Kits are held at the Federation headquarters but are available to anyone that would like to borrow them. SCF member libraries are given preference before other libraries. Our waiting list isn't usually very long since most people have an alternate choice in mind.

Laurel Public Library tracks and maintains the book kits. We purchase supplies to use on the books to keep them in good condition while being handled by numerous patrons. We see less stress and wear on books when they are covered with laminate. The stamping on books allows for books to be returned if they happen to get 'lost' by a club member while being read.

The Federation purchases postage to use for sending the book kits to member libraries. We also include extra postage in the kits to cover the cost of returning books to the Federation headquarters so the individual libraries aren't burdened with extra postage costs.

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

Moving our Federation meetings to different member libraries gives librarians and trustees the opportunity to network, visit and share ideas in a non-structured manner. It also gives the hosting library bragging rights to their fellow librarians about their community's strengths. The hosting library provides a luncheon for the members that is unique to their community. We try to choose a different library each spring and fall that we have never visited, or at least not visited in quite a while.

Funds are provided to help cover the cost of printing meeting agendas, minutes and book kits lists so Laurel Public Library doesn't bear the full cost of providing meeting materials to the members. This also alleviates the hosting library from having to spend money to supply these same items.

South Central Federation pays a stipend to the City of Laurel for accounting and accounts payable costs incurred by Laurel Public Library as the Federation headquarters. This usually includes writing checks as requested by the Coordinator and tracking accounts payable/receivable.

South Central Federation provides the Federation Coordinator with a generous stipend to complete Federation business when needed without using regular library hours for Federation business.

Travel funds are provided to allow the Federation Coordinator to attend the MSL Coordinator's meeting and the State Library Commissioner's meeting in Helena twice a year. This gives the Coordinator the opportunity to share ideas with others and learn from both the other Coordinators and Commissioners.

The Golden Valley County per capita funds received by South Central Federation were donated to MontanaLibrary2Go to help purchase extra eContent. This donation allows ALL residents of Montana to benefit, including residents of Golden Valley County. Since there isn't a library in Golden Valley County the South Central Federation Trustees felt this would be the best use of these monies. Each spring the member libraries of SCF vote on how the monies should be used (if our Federation is the recipient of the funds). This year they voted to donate the funds to MontanaLibrary2Go with an understanding that it would be used for non-fiction audio, if possible.

Funds remaining in Program 3 were transferred to Program 5 to be used to purchase extra book kits or replacement books for those damaged while on loan. This allowed the Federation to use the last of the allocated funds in a way that would be beneficial to all libraries in the Federation.

Federation Annual Report
FY 2016
July 2015 Through June 2016

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: $41,192.81

EXPENDITURES BY PROGRAM

Program 1 - Two Membership Meetings	$7,998.81
Program 2 - Training and Professional Development	$6,870.90
Program 3 - Technology	$16,197.60
Program 4 - Expanding and sharing collections	$10,125.50
Program 5 - Planning for Building Improvement	None
Total:	$41,192.81

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	$1,981.94
ImagineIF Kalispell	Active	$2,373.00	$2,373.00	$13,029.00
Lincoln County Public Libraries	Active	$2,373.00	$2,373.00	$0.00
Mineral County Public Library	Active	$2,373.00	$2,373.00	$0.00
Missoula Public Library	Active	$10,371.81	$10,371.81	$35,650.00
North Lake County Public Library	Active	$2,373.00	$2,373.00	$95.00
North Valley Public Library	Active	$2,373.00	$2,373.00	$2,346.61
Plains Public Library District	Active	$2,373.00	$2,373.00	$395.24
Preston Hot Springs Town-County Library	Active	$2,373.00	$2,373.00	$0.00
Ronan Library District	Active	$2,373.00	$2,373.00	$3,479.62
St Ignatius School-Community Library	Active	$2,373.00	$2,373.00	$227.61
Thompson Falls Public Library	Active	$2,373.00	$2,373.00	$387.69
Whitefish Community Library	Active	$2,373.00	$2,345.00	$0.00
Totals:		$41,220.81	$41,192.81	$57,592.71

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

Missoula Public Library - Networking and training for staff, and trustees to strengthen the Federation and provide improved skill levels for staff.

Missoula Public Library - Networking time for Directors and Trustees to share new ideas and issues. Time for new Trustees to get more in tune with Federation work and the structure of Federations in Montana and the reason for Federations.

Missoula Public Library - Library Boards of Trustee and Directors received training to improve the function of the boards. When the Trustees are trained it makes the work of the Federation stronger and more efficient.

Missoula Public Library - Enlarges the collections of libraries across the state of Montana. Helping all libraries to order fewer items but have more selection open to the public.

Missoula Public Library - ALL TAMARACK LIBRARIES USERS BENEFIT FROM MORE CONTENT IN MONTANA LIBRARY TO GO.

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

Preston Hot Springs Town-County Library - Attendance at the fall conference makes it possible for staff to network with colleagues and take part in professional development that provides benefits to other staff, patrons, and the community. Professional development is invaluable to our library.

Bitterroot Public Library - By attending the conference, the employees were able to attend workshops and connect with other librarians in the state. New ideas were brought back to the library and employees earned credits toward continuing education certification. Participation in the conference helped staff gain perspective and get excited about various aspects of library service, as well as feel more engaged in the profession of librarianship.

This conference was especially beneficial given its emphasis on technology and how emerging technologies can help expand or improve library services.

Plains Public Library District - The Library Director was able to go to MLA this year and converse with other librarians on various library happenings and future ideas.

Missoula Public Library - Technology training so the library can keep up with the trends in technology and provide the best service we can to the public.

Ronan Library District - As the Vice Chair of the Federation, it is important that Mary is able to attend the meetings to take minutes for the Federation. The trainings, this time, were especially helpful, as the Ronan Library District is revamping board meetings, attempting to get all trustees certified and provide better direction to trustees.

Ronan Library District - The benefits of the Library Design Institute were many. As a Library that is attempting to find a way to obtain a larger space, the classes were invaluable. Having a trustee attend with the director, allowed for the trustee to be better informed and share that information with the rest of the Board. When attending other Library workshops, the Director has shared much of what she learned with other librarians and has highly recommended those looking for building design ideas attend this institute in the future.

Ronan Library District - Fred Pryor Seminars offer thousands of online classes, as well as live classes throughout the year. Many of the live classes cost $149 each, or more. The Director and Assistant Director have attended Payroll Law, Human Resources, Accounting, and more live classes. Staff has taken Word, Excel, and other live classes. All employees have taken a variety of online classes (favorite of which is titled, "control the chaos and clear out the clutter.) Much of what we have learned in these classes has been shared with each other and other librarians.

St Ignatius School-Community Library - Ability to better serve the public, and using workflows.

Missoula Public Library - Keep involved in the newest information for library development and management so it can be shared with Federation Libraries.

Missoula Public Library - information for MPL and Tamarack Libraries on Money Smart programming and resources to help community members become more aware of finances.

Missoula Public Library - Training on mindfulness allows staff who are in difficult situations to take a deep breath, gather thoughts and move forward treating everyone with dignity while ensuring the user has an effective user experience.

Ronan Library District - By attending Fall Workshop, the Director was able to get new ideas and information. One of the most useful sessions for the Library in serving the public was ADA accessibility. Networking with other Library Peers is always a plus for new ideas.

Ronan Library District - By attending the annual Montana Library Association Conference the Library Assistant was able to network with other Library peers, gaining new perspectives and ideas for assisting the public in a variety of ways. Some of those ideas transformed into new programs, which can be shared with other Federation members.

Ronan Library District - As the secretary of the Federation, it is important that Michelle is able to attend

the meetings to take minutes for the Federation. The trainings, this time, were especially helpful, as the Ronan Library District is revamping board meetings, attempting to get all trustees certified and provide better direction to trustees.

North Lake County Public Library - Attendance at a national conference gives a broader unique perspective to library services. The overall theme "Be Extraordinary" was energizing, inspiring and rewarding. Many of the workshops that were attended focused on the design of library space and the importance of creating experience zones for users. This was particularly relevant since our library is working on strategic planning for much-needed renovation.

North Lake County Public Library - One has to pay the fee in order to have a plane ticket!

Missoula Public Library - Latest in trends for libraries, products and staffing information to help improve user services.

Preston Hot Springs Town-County Library - Professional Development and networking needs for Director

Preston Hot Springs Town-County Library - Attendance at conference supports professional growth and develops network amongst peers

Preston Hot Springs Town-County Library - attendance at MLA conference

Bitterroot Public Library - By attending this conference, staff gained knowledge about current library trends and learned new skills related to library services. The ability to learn from other libraries and feel a part of the broader Montana library community was extremely valuable. The opportunity to travel together and represent the library also helped the staff bond.

Program 3 - Technology

Narrative

Purchases may include, but are not limited to: Computer hardware, software and upgrades, firewall security, Printers, scanners, Membership costs for OClC, 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

Preston Hot Springs Town-County Library - The EnvisionWare system allows us to provide a public computer network. We do not have adequate funding to employ staff dedicated to IT. We do not have adequate funding to provide hours for even untrained staff to perform the tasks involved in maintaining a public computer center without a network system such as EnvisionWare. Federation funds allow us to continue to provide this service to our public.

Preston Hot Springs Town-County Library - This contract allows us to catalog media and provide inter-library loans of media to our patrons. It is vital to our operations.

Preston Hot Springs Town-County Library - Patrons using public computers seldom bring headphones or earbuds. We make them available in order to provide an environment conducive to study without distractions. Tamarack Federation funds make this possible as our budget does not accommodate expenditures for this purpose.

Preston Hot Springs Town-County Library - This service frees up vital staff hours allowing the Library Director to provide patron services.

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

Mineral County Public Library - For our patrons' access to downloadable ebooks and audiobooks.

St Ignatius School-Community Library - buying power of many libraries allowing greater services to the local patron.

Thompson Falls Public Library - Patrons can see what we and other MSC member libraries have in our collections in order to borrow.

Thompson Falls Public Library - Patrons are able to download ebooks and audio books 24/7 from their home or while they are traveling using their library card. Because Montana libraries join together, the cost is affordable and we are able to offer this service to our patrons. And because of the Federation money, we are able to pay for this.

North Lake County Public Library - Our initial public domain newspaper collection (1910-1922) contributed to the Montana Memory Project (MMP) has been grandfathered into the new Montana Newspapers. (The MMP no longer accepts digitized newspapers.) However, subsequent issues must be redone in order to meet the strict digitization requirements of the new venue which is spearheaded by the Montana Historical Society. Consequently, previously digitized newspapers for 1923-1937 need to be redone to upgrade them to 8-bit grayscale. This will allow inclusion in the new project and will provide quality online access to valuable local historical content for the public.

North Lake County Public Library - Our initial public domain newspaper collection (1910-1922) contributed to the Montana Memory Project (MMP) has been grandfathered into the new Montana Newspapers. (The MMP no longer accepts digitized newspapers.) However, subsequent issues must be redone in order to meet the strict digitization requirements of the new venue which is spearheaded by the Montana Historical Society. Consequently, previously digitized newspapers for 1923-1937 need to be redone to upgrade them to 8-bit grayscale. This will allow inclusion in the new project and will provide quality online access to valuable local historical content for the public.

Ronan Library District - The computers we had for the public were all over 4 years old and slowing down tremendously. Patrons and staff would get frustrated with the loss of capabilities. By purchasing new computers at a great price, we have been able to allow better and easier access to library collections and services, while providing the public technology that meets their needs. Ronan is a low-income community, with many community members not able to afford computers or internet access.

St Ignatius School-Community Library - Giving patrons access to online books without having to travel to another participating library

Darby Community Public Library - Protect patrons through subscription to online security service opening the way for continued sharing with other libraries and online resources.

Darby Community Public Library - A working and healthy computer network allows us to stay connected to other libraries.

Darby Community Public Library - The Partners Programs allows our patrons and other partner library patrons access to over one million materials by a crate system that moves library materials across the state. The Montana Shared Catalog provides a standard base for circulating library materials that is easy to use and reliable for our patrons and other patrons in the federation.

Preston Hot Springs Town-County Library - This service maximizes the reimbursement we receive from USAC towards the cost of phone and internet services

Preston Hot Springs Town-County Library - Oral History videos

North Valley Public Library - The Tamarack funds help the NVPL pay half of the cost to belong to Montana Shared Catalog. The benefit of belonging to a shared catalog seems so obvious. Shared resources, patron access to items in libraries Statewide, especially the Partners libraries. Having access to cataloging expertise and the staff of the State Library.

Plains Public Library District - This router will make it easier for our tech person to separate our staff and partner computers from the patron wi fi and patron computers. This will enable us to get a better count of

computer users in our library and give the patrons much faster Internet service.

Plains Public Library District - The earphone plugins on three of our computers were ruined by patrons putting in personnel larger earphones in our computers. This enables our patrons to still be able to use headphones on the three damaged computers. This brings us back to all six of our computers being headphone capable.

Darby Community Public Library - Working computer system helps Darby users and helps Darby library remain connected to other libraries and resources.

Darby Community Public Library - standard service to all library users

Darby Community Public Library - Using Envisionware for computer reservation and printing allows staff more time to interact with customers and other libraries to share information and materials. The Envisionware software allows library users to go to most of our federation libaries and enjoy the same resources in the same format.

Darby Community Public Library - Puts our library in a common lending system where libraries can share resources including books, newspapers, and journals.

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

Lincoln County Public Libraries - Distribution of library materials between the Lincoln County Public Libraries and the rest of the partnership libraries is crucial for the empowerment of all federation and partner libraries as well as those outside these spheres of resource sharing. We could not meet the demands of our patrons if we were unable to continue the transportation of materials between libraries.

Whitefish Community Library - This year we will be using our Federation monies to help defray the costs of transporting crates to our Partners' libraries. Sharing collections results in individual libraries not having to duplicate available items or having to stock every item patrons request. Items are moved quickly and efficiently through the participating libraries.

Whitefish Community Library - Being a member of the Partners' sharing group enables us to borrow items from Partners' libraries to fill the requests of our patrons. It also allows WCL to share our collection with other libraries. This is a valuable service to libraries and benefits library users by allowing them the opportunity to have items delivered to their local library.

Plains Public Library District - This will enable the six libraries that have made a sharing group to rotate our existing Burgeon panels to be able to have three more different panels to use in our libraries. This is wonderful because no library has to come up with the difficult task of purchasing numerous panels so that they are fresh in their libraries. We six libraries are sharing the cost and benefitting greatly.

Bitterroot Public Library - The patrons of the Bitterroot Public Library benefit greatly from the courier service and from the library being a participant in the MSC Partners program. Patrons can place holds on materials at other libraries and, if the item is on the shelf, often have the book within a few days. This is a very convenient arrangement and allows patrons access to a much great collection than simply the materials at their library or those which can be obtained through interlibrary loan (which is much costlier).

The benefit of this service is that it makes receiving materials from other libraries much more efficient and cost-effective. Using Tamarack Federation funds for the bulk of the transportation costs of the courier service allows more of the library's funds to be spend on its collection rather than shipping materials via

mail.

Bitterroot Public Library - This service allows us to have materials picked up and dropped off in a timely manner for transportation between libraries. By having this service provided five days per week we our able to offer our patrons (and patrons of other Partner libraries) increased efficiency and timely access to materials. Many patrons comment on how quickly books arrive from other Partner libraries and are very pleased with the system.

ImagineIF Kalispell - We borrow well over 60,000 items each year from other MT Libraries and lend well over 50,000. This service allows us to expand our collections by magnitudes. Our users have access to hundreds of thousands of titles that we would not be able to afford or house in our own libraries.

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

1. Describe the current state of Montana in terms of its economy, demographics, current and future needs, and the role of libraries.

2. Describe the State Library and your LSTA process in terms of staff, activities, reporting, funding, etc. (Identify processes at work in implementing the activities in the plan, including the use of performance-based measurements in planning, policy making and administration)

   2-a. How would you, as a NAC [or Commission] representative, describe your role in the LSTA planning, policy making, and administration process?
   2-b. What part of the process helps you to serve in this role?
   2-c. What part of the process should be improved to help you serve in this role?

   How has this changed from the past five-year 2008-2012 LSTA plan?

3. Let's do a SWOT analysis
   a) What are the strengths of your LSTA program?
   b) What are your main weaknesses?
   c) What are your main opportunities for the next five years?
   d) What are your main threats to protect against and avoid in the next five years?

4. Describe your current plan and to what extent did your Five-Year Plan activities make progress towards each goal?

Where progress was not achieved as anticipated, discuss what factors (e.g., staffing, budget, over-ambitious goals, partners) contributed?

Goal 1: MSL provides consultation and leadership to enable users to set and reach their goals and provides appropriate trainings and training resources so that the best use can be made of the resources offered (**LSTA Priority 1 - expand services for learning and access to information; LSTA Priority 3 - consultation, leadership, training**).

Goal 2: MSL acquires and manages relevant quality content that meets the needs of Montana library users and provides libraries and patrons with convenient, high quality, and cost-effective access to library content and services (**LSTA Priority 2 - establish or enhance electronic and other linkages/improve library coordination**; **LSTA Priority 7 - expand services for learning and access to information**).

Goal 3: MSL promotes partnerships and encourages collaboration among libraries and other organizations to expand and improve services to patrons **(LSTA Priority 4 (5) - develop public and private partnerships**; **LSTA Priority 7 - expand services for learning and access to information)**.

Goal 4: MSL acquires, manages and provides access to quality content for Montana Talking Book Library patrons and provides outreach services through partnerships and collaborations with other organizations that provide special needs patrons with the information they need **(LSTA**

Priority 4 (5) - develop public and private partnerships; **LSTA Priority 5 (6) - target library services to individuals with special needs)**.

5.   Here are the nine IMLS priorities and it appears that MSL has explicitly targeted 6 of 9. Do you feel these should be the same priorities for 2018-2022?

1. Expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, and digital literacy skills **(MSL State Goal 1: consultation, leadership, training)**
2. Establish or enhance electronic and other linkages and improved coordination among and between libraries and entities for the purpose of improving the quality of and access to library and information services **(MSL State Goal 2: acquire and manage content; provide access)**
3. Provide training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services **(MSL State Goal 1: consultation, leadership, training)**
4. Enhance efforts to recruit future professionals to the field of library and information services;
5. Develop public and private partnerships with other agencies and community-based organizations **(MSL State Goal 3: promote partnerships and collaboration and MSL State Goal 4: acquire content and provide access and outreach for TBL patrons)**
6. Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, and to individuals with limited functional literacy or information skills **(MSL State Goal 4: acquire content and provide access and outreach for TBL patrons)**
7. Target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 9902(2) of title 42) applicable to a family of the size involved **(MSL State Goal 2: acquire and manage content; provide access)**
8. Develop library services that provide all users access to information through local, state, regional, national, and international collaborations and networks; and
9. Carry out other activities consistent with the purposes set forth in section 9121, as described in the SLAA's plan.

6.   A-2. To what extent did your Five-Year Plan activities achieve results that address national priorities associated with the Measuring Success focal areas and their corresponding intents? Do you feel these should be the same priorities for 2018-2022?

1. **Lifelong Learning (MSL Goal 3)**

1.1. Improve users' formal education

1.2. Improve users' general knowledge and skills

2. **Information Access (MSL Goals 2, 3, 4)**

2.1. Improve users' ability to discover information resources

2.2. Improve users' ability to obtain and/or use information resources

3.   Institutional Capacity (MSL Goals 1, 3)

3.1. Improve the library workforce

3.2. Improve the library's physical and technological infrastructure

3.3. Improve library operations

4.   Economic & Employment Development

4.1. Improve users' ability to use resources and apply information for employment support

4.2. Improve users' ability to use and apply business resources

5.   Human Services

5.1. Improve users' ability to apply information that furthers their personal, family, or household finances

5.2. Improve users' ability to apply information that furthers their personal or family health & wellness

5.3. Improve users' ability to apply information that furthers their parenting and family skills

6.   Civic Engagement

6.1. Improve users' ability to participate in their community

6.2. Improve users' ability to participate in community conversations around topics of concern.

7.   A-3. Did any of the following groups represent a substantial focus for your Five-Year Plan activities (Yes/No)? Should there be any changes or targeted groups for 2018-2022?

- Library workforce (current and future)
- Individuals living below the poverty line
- Individuals that are unemployed/underemployed
- Ethnic or minority populations
- Immigrants/refugees
- Individuals with disabilities
- Individuals with limited functional literacy or information skills
- Families
- Children (aged 0-5)
- School-aged youth (aged 6-17)

Memo

To: Jennie Stapp, State Librarian   **To:**   Montana State Library Commission

Date: September 21, 2016

Re: **Strategic Plan feedback process**

Staff have taken the following steps to gather feedback from our stakeholders regarding the draft strategic plan:

- A PowerPoint has been created that is used to guide in-person discussions about the draft plan and the process that was used to create it. Discussions have been held during the September State Librarian Webside Chat, MSL Workshops in Polson, South Central and Broad Valleys Federation Meetings, and the Montana Shared Catalog meeting. Discussions are planned for all fall federation meetings, as well as during the November meetings of the Network Advisory Council and the Montana Land Information Advisory Council.

- An article regarding the strategic planning process will appear in the October issue of the Montana Library Association newsletter, *Focus*.

- An online survey is available for stakeholders to complete (see Survey). The draft strategic plan and the survey are linked from the MSL homepage. During in person discussions, participants also have an opportunity to respond to survey questions.

The following feedback has been gathered to date and is shared for Commission review and discussion.

QUANTITATIVE RANKINGS FOR VISION STATEMENTS, BARRIERS, AND STRATEGIC DIRECTIONS

Question: Do you see value in working towards connected community partnerships; new and diversified funding; and useful information infrastructure?

	Yes	No
Partnerships	29	0
Funding	25	0
Infrastructure	27	0

Question: How would you rate the barriers listed: strong barrier; we can overcome; or this isn't a barrier?

	Strong	Overcome	Not a barrier
Challenging Geography	6	13	2
Non-strategic resource allocation	5	12	0
Divergent Expectations	2	18	0
Risk-Averse Library Culture	4	14	1
Limiting Political Climate	12	7	0

Question: How strongly do you agree or disagree with the strategic directions listed?

	S. Agree	Agree	Neutral	Disagree	S. Disagree
Engagement	12	4	0	0	0
Culture	10	5	2	0	0
Infrastructure	15	2	1	0	0
Partner Orgs.	13	1	2	0	0

RESPONSES TO OPEN-ENDED QUESTIONS ABOUT VALUE OF VISION STATEMENTS, BARRIERS, AND OVERALL PLAN

Question: What value do you see in working towards connected community partnerships?

- Shared knowledge, building on each other's strengths, avoiding duplication.
- collaboration between agencies and those we serve; helps reduce duplication of efforts and preserves fiscal integrity
- I think libraries having a connected partnership with other community entities is a win-win for all. It would make advocacy easier, there would be a broad understanding of the library's work in the community along with those of the partners, and also more transparency for the public and library users.
- more shared resources between libraries
- The more we share (ideas, experience, resources), the more efficiently we deliver services to our users.
- With funding cuts and inadequate staff hours, community partnerships help others to see the value of libraries and
- takes some of the pressure off library staff.
- Cost sharing; information sharing; improved access; resource sharing
- Partnerships assist everyone in reaching goals and reaching out to community members.
- making sure your community understands the libraries importance in the community!
- ability to share resources & workloads on collaborative projects. Shared knowledge, experience, & expertise
- sharing resources; reduction if overlap or duplication of efforts; added "advertising"

Question: What value do you see in working towards new and diversified funding?

- Changing times, old funding may become smaller or deleted.
- Opportunities for external funding sources -- organizations want to give money to assist with worthy causes, but often our MT regulations doesn't allow us to accept these funds when it would otherwise be a perfect match for both the funder and recipients, a great fit for the projects.
- With new and diversified funding there is the hope of actually having funding.
- New and diversified" seems pretty vague, so hopefully that idea will be fleshed out and include a more focused form of funding sources.
- I think this is important to look for, however I don't understand what resources the state library would get funding from.
- Stable funding is absolutely necessary for a library's continued existence.

- We have to, as we've already seen cuts due to decreased funding resulting from the war on coal and I suspect that will continue.
- cost sharing
- better accountability and transparency
- funding sources are never stable, so diversified funding will help. The State Library also helps each library in the State, so funding helps everyone.
- Possibility of different programs & projects
- Ability to offer Pilot projects; keep existing programs & projects free
- Possibly find funding previously not apparent or newly available

Question: What value do you see in working towards useful information infrastructure?

- The near future will demand on this. No exceptions.
- This is already shown as being valuable with the transmission of personal health information among participating medical facilities for the safety and optimum care of Montana residents & visitors.
- I think those areas with a weak infrastructure are likely those areas of economic disadvantage and very rural with low population. It seems just as important that rural/economic disadvantaged areas have the same (or relatively the same) capabilities to inform their communities and end users with the information they desire/need.
- I think this is very important as more and more information is found digitally now rather than on the stacks.
- The internet is the way we'll be sharing data at long distances and in large clumps, for the foreseeable future. It needs to be as fast and reliable as possible.
- I would love some help from MSL, as our technology isn't up to par and our county IT Dept does not see the value in libraries having up to date technology.
- Closing the digital gap and enhancing all members of a community.
- it's the best way for libraries to keep current and remain relevant to the public
- Collated useful information in one place makes it easier to find.
- Exchange of ideas is better
- Making sure money is well spent!
- Reduce duplication -time spent looking for Resc; coord. of services

Question: What other barriers should the Commission consider?

- Marketing the library.
- The lack of knowledge of what other agencies are doing that are similar or otherwise dovetail our efforts too. Lack of communication and awareness outside of "librarian-thinking."
- I'm sure there are other barriers, but I can't think of anything right now. I think the political climate/library culture barriers seem like plenty to tackle.
- communities aren't fully aware of all our libraries have to offer.
- Local government

- some staff clinging to outdated business practices

Question: What other strategic directions should the Commission consider?

- Can't think of anything else. I wasn't exactly sure what "Culture & Impacts" entailed - saying "no" (to whom? is this a problem? not sure I understand the full thought behind this one. Partner organizations - again I wasn't sure what this means in terms of "key" partners. I chose neutral because I was unclear as to those 2 strategic directions, not that I don't support them.
- interstate collaboration

Question: What other concerns, comments, or questions do you have about the Commission's draft strategic plan?

- Nice work!
- I feel there is not enough representation from all types libraries and other industries.
- I think it's an excellent start and look forward to what the Commission decides.
- Keep it focused and attainable. Challenge is good, but we want to be able to achieve stated goals in a manner that show value, viability, and future growth and orientation.
- Thank you to all who worked on this plan. Thank you for leading by example.

Dear Montana Community Members,

The Montana State Library Commission is creating a new strategic plan. Commissioners would like your feedback. As part of the strategic planning process, key stakeholders were interviewed, the Library Development Task Force Recommendations were reviewed, and staff were asked to review the plan, give input, and develop actionable ideas to accomplish the goals of the plan. Commissioners and staff members worked with facilitator, Ned Cooney, to develop this plan. They attempted to be thoughtful, but visionary.

We would like to know if you see value in this plan. This survey is anonymous, but if you would like to see the accumulated data please contact Tracy Cook at TCook2@mt.gov.

Thank you for taking the time to complete this survey.

1. The Commission selected three practical visions to work towards in the next five years. The first one is:

Connected Community Partnerships - connecting and building communities through the work of the Montana State Library. This includes working with other agencies and libraries to create community partnerships that benefit our respective end users and engaging our end users in building a community around engaged, crowdsourced, and curated information.

Do you see value in working towards connected, community partnerships?

2. What value do you see in working towards connected community partnerships?

Diversified Funding

3. The Commission selected three practical visions to work towards in the next five years. The second one is:

New and diversified funding - it takes financial stability to provide quality service and meet the needs of our end users.

Do you see value in working towards new and diversified funding?

[ ]

Value of Funding

4. What value do you see in working towards new and diversified funding?

5. The Commission selected three practical visions to work towards in the next five years. The final one is:

Useful Information Infrastructure - it takes high speed internet access and high quality/open data to meet the needs of our end users.

Do you see value in working towards useful information infrastructure?

Value in Infrastructure

6. What value do you see in working towards useful information infrastructure?

7. The Commission identified the following items as barriers to achieving their vision of connected community partnerships; new and diversified funding; and useful information infrastructure.

How would you rank these barriers when it comes to achieving the vision?

	Strong barrier	We can overcome this barrier	This isn't a barrier
Challenging geography - distance and diversity	◯	◯	◯
Non-strategic resource allocation - fragmented approach to using resources	◯	◯	◯
Divergent expectations - not everyone has the same definition of what a library should offer.	◯	◯	◯
Risk-Averse library culture - fear of failure or harm	◯	◯	◯
Limiting political climate - concerns about political views tied to funding	◯	◯	◯

8. What other barriers should the Commission consider?

9. The Commission identified strategic directions to take in order to overcome barriers to achieving their vision. The strategic directions are:

- Engagement, Advocacy, and Story Telling - engage stakeholders in envisioning the future; tell the story of MSL and our partners; and Commissioners advocate for libraries.
- Culture and Impacts - be willing to say no; think end users first; think forward to 2025
- Information Infrastructure - work on broadband for libraries and be a role model for open data.
- Partner organizations - re-frame and re-examine the role of key partners.

Please indicate your agreement or disagreement with the strategic directions identified.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Engagement, Advocacy, and Storytelling	○	○	○	○	○
Culture and Impacts	○	○	○	○	○
Information Infrastructure	○	○	○	○	○
Partner Organizations	○	○	○	○	○

10. What other strategic directions should the Commission consider?

11. What other concerns, comments, or questions do you have about the Commission's draft strategic plan?

Thank you for completing this survey. State Library Commissioners will review interim drafts, with the goal of final adoption at their meeting in December 2016.

Practical Vision

- Connected Community Partnerships
- New and Diversified Funding
- Useful Information Infrastructure

Strategic Directions

- Engagement, Advocacy, and Story Telling
- Culture and Impacts
- Information Infrastructure
- Partner Organizations

Actionable Ideas

Activity	Outcome	Progress

• **Engagement, Advocacy, and Story Telling**
   • Map MSL stakeholders
   • Cross-train staff
   • Deliver a clear and consistent message about MSL services
   • Train ourselves and librarians on how to tell our story
• **Culture and Impacts**
   • Clarify parameters for pilot projects include a fail forward option
   • Find routines and processes to aid with internal collaboration
   • Help libraries measure impact		

Actionable Ideas

Activity	Outcome	Progress ⬡ ⬡ ⬡
Information Infrastructure • Develop a plan to get local support focused on broadband • Optimize web search results • Research options for creating an "open data culture" **Partner Organizations** • Revitalize advisory committees and workgroups • Take training on communicating and engaging advisory groups • Define how to better align our goals and our partners' goals		

Other activities

Activity	Progress

Montana State Library Commission Calendar

Montana State Library

JULY	AUGUST	SEPTEMBER	NOTES
1	1	1	**Regular August meeting agenda items:**
2	2	2	Glacier County Library, Cut Bank
3	3	3	FY '16 4th quarter financial report;
4	4	4	FY '17 opening budget;
5	5	5	Discuss programs & Commission work plans
6	6	6	
7	7	7	
8	8	8 **MLIAC Meeting & ELG Interim Committee**	**Golden Plains Federation Meeting**
9	9 **Work Session & Reception, Browning**	9 September 8 & 9, 2016	Glasgow City-County Library, Glasgow
10	10 **Commission Meeting, Glacier County Library, Cut Bank**	10	**Commissioner: C. Eissinger**
11	11	11	Staff: Cook
12	12	12	
13	13	13 **Fall Workshops**	**South Central Federation Meeting**
14	14	14 **Polson, MT**	Harlowton Public Library, Harlowton
15	15	15	**Commissioner: N/A**
16	16	16	Staff: Cook, Stapp
17	17	17 **South Central Federation Meeting**	
18	18	18	**Broad Valleys Federation Meeting**
19	19	19	Conference Call
20	20	20	**Commissioner: A. Kish**
21	21	21	Staff: Cook
22	22	22	
23	23	23	
24	24	24	
25	25	25	**RIPL Conference**
26	26	26	Denver, Colorado
27	27	27 **Broad Valleys Federation Meeting**	**Commissioner: Newell**
28	28	28	Staff: Orban, Cook
29	29	29 **Golden Plains Federation Meeting**	Online information: http://ripl.lrs.org/
30	30	30 **Research Institute for Public Libraries**	
31	31		

FY 2017 -- Second Quarter   Montana State Library Commission Calendar

OCTOBER	NOVEMBER	DECEMBER	NOTES
1 Research Institute for Public	1	1	
2 Libraries	2	2	**Regular October meeting agenda items:**
3	3	3	FY '17 1st quarter financial report;
4	4	4	FY '16 Federation Reports
5	5 Sagebrush Federation Meeting	5	
6	6	6	**TBL Volunteer Luncheon, Helena**
7	7	7	**All Commissioners invited**
8	8	8	
9	9	9	**Tamarack Federation Meeting**
10	10 MLIAC Meeting & Network Advisory Council Meeting	10	Conference Call
11	11	11	**Commissioner: Newell**
12 Commission Meeting	12	12	Staff: Cook, Stapp
13 TBL Volunteer Luncheon	13	13	
14	14	14 Commission Meeting	**NSGIC Annual Meeting**
15	15	15	Indianapolis, IN
16	16	16	**Commissioner: Wall**
17	17	17	Staff: Hammer, Fashoway
18	18	18	
19 Tamarack Federation Meeting	19	19	**Pathfinder Federation Meeting**
20	20	20	Chouteau County Public Library, Ft. Benton
21	21	21	**Commissioner: A. LaFromboise**
22	22	22	Staff: Cook
23	23	23	
24 National States Geographic	24	24	**Sagebrush Federation Meeting**
25 Information Council Meeting	25	25	Miles City Public Library, Miles City
26 October 24-28, 2016	26	26	**Commissioner: C. Eissinger**
27 Pathfinder Federation Meeting	27	27	Staff: Cook, Stapp
28	28	28	**Regular December meeting agenda items:**
29	29	29	FY '17 Land Plan approval
30	30	30	Network Advisory Council Report
31		31	2017 Commission meeting dates selection

JANUARY	FEBRUARY	MARCH	NOTES
1	1	1	**2017 Commission Meeting Dates TBD**
2 **2017 Legislative Session – Day 1**	2	2	
3	3	3	**Regular February meeting agenda items:**
4	4	4	FY '17 2nd quarter financial report;
5	5	5	Conversations w/ Commission planning
6	6	6	
7	7	7	**Spring Federation meeting dates TBD**
8	8	8	
9	9	9	**Montana Library Assn. Conference**
10	10	10	Billings, MT;
11	11	11	Conversations w/ the Commission
12	12	12	**All Commissioners invited to attend**
13	13	13	
14	14	14	**Library Legislative Day**
15	15	15	Montana State Library, Helena, MT;
16	16	16	5:30 to 8:30 p.m.
17	17	17	**All Commissioners invited to attend**
18 **Library Legislative Day**	18	18	
19	19	19	
20	20	20	
21	21	21	
22	22	22	
23	23	23	
24	24	24	
25	25 **Tentative Legislative Transmittal**	25	
26	26 February 25-28, 2017	26	
27	27	27	
28	28	28	
29		29 **Montana Library Assn. Conference;**	
30		30 **Conversations w/ the Commission**	
31		31 March 28- April 1, 2017	

APRIL	MAY	JUNE	NOTES
1	1 **National Library Legislative Day**	1	**Regular April meeting agenda items:**
2	2 May 1-2, 2017	2	LSTA award and budget;
3	3	3	Network Advisory Council Report;
4	4	4	FY '17 3rd quarter financial report;
5	5	5	Legislative discussion
6	6	6	
7	7	7	**National Library Legislative Day**
8	8	8	Washington, DC
9	9	9	**Commissioner:**
10	10	10	Staff: Stapp
11	11	11	
12	12	12	
13	13	13	
14	14	14	
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17	17	17	
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21	21	21	
22	22	22	
23	23	23	
24	24	24	
25	25	25	
26	26	26	
27	27	27	**Regular June meeting agenda items:**
28	28	28	FY '18 Federation Plans of Service
29	29	29	State Librarian evaluation
30	30	30	Staff appreciation event
	31		

MONTANA STATE LIBRARY COMMISSION
WORK PLAN FY 2016/2017

VISION
Develop and deliver 21st Century library resources and information services.

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

VALUES
MSL values:

- An educated and inquisitive citizenry.
- Library services that are responsive to users' needs.
- Free government information that is easily accessible and widely distributed.
- Patron privacy.
- Equitable access to all library resources and services.
- Competent and professional staff.
- Open, direct, and timely communication.
- Economic development of Montana and Montanans.

The State Library Commission is established by Montana statute 22-1-101 (MCA).

The role of the State Library Commission is to set forth policies and funding priorities that empower the State Library to meets its mission and statutory obligations and to advocate for the State Library and the Montana library and information communities whenever possible.

The State Library Commission Group norms:

- The Commissioners will read and come to meetings prepared to discuss agenda items;

- Commission meetings follow Roberts Rules of Order;

- Commissioners are bound by the State Code of Ethics and Standards of Conduct: http://leg.mt.gov/bills/mca_toc/2_2_1.htm.

Goal One—Content—Discussion

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

     1.1. Advise, review and approve policies that enhance Montana State Library's statewide e-content subscription and purchase programs, and that support the Montana Memory Project, the collection development priorities of the Montana State Library Collection Development Policy, and the Talking Book Library Collection;

     1.2. Advise, review, 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;

> **(February 2016):** At the December 2015 Commission meeting Talking Book Library Supervisory Christie Briggs shared with the Commission a recommendation from the National Library Service for a new recording studio. In the next few months MTBL plans to pursue this recommendation and will bring to the Commission a request to use funds from the State Library Trust to install a new booth. Doing so will significantly increase MTBL's capacity to record Montana titles for our collection.
>
> **(Update June 2016)** TBL will bring a request for trust funds to procure and install a modular recording studio.
>
> **(Update June 2016)** At the April Commission meeting the Commission took action to align the Statewide Library Resources budget to the Library Development Study Task Force recommendations. The budget is a mix of Library Services and Technology Act (LSTA) and Coal Severance Tax (CST) monies. The new budget took into account a $46,000 reduction in available CST monies this biennium.
>
> At the May Commission meeting the Commission approved a reduction in the SLR budget to resolve a further $166,000 CST reduction.

     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;
> **(Update February 2016):** At the December 2015 Commission meeting the Commission authorized the use of State Library Trust funds to pay for the creation of new marketing materials to market the Ready2Read texting program.

     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 (DPLA) at the December Commission meeting.
> > **(Update February 2016):** At the December 2015 Commission meeting the Commission heard a presentation from Jennifer Birnel about Montana librarians' involvement in the DPLA including training that Montana librarians were selected to receive in order to create curated collections of digital Montana content in the DPLA (http://dp.la/exhibitions/exhibits/show/industries-settled-montana) and plans to become a DPLA hub.

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;
      (Update December 2015): At the October 2015 Commission meeting the Commission approved a new MSL Table training lab use policy making new tablet training labs available to staff and MSL partners to enhance training services.

      3.2. Advise, review and approve budgets that enhance Montana State Library's statewide training opportunities;
      (Update December 2015): At the October 2015 Commission meeting the Commission approved a MSL Trust request to help fund the purchase of a replacement laptop training lab.

      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.
      (Update June 2016): At the April Commission meeting the Commission received a report from 2015 attendees from the Summer Institute. Due to time constraints the Commission was unable to view a video attendees prepared to document the impact of the training. A link to the video was shared with Commissioners after their meeting.

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;
         (Update February 2016): After recognizing an inconsistency in the MSL Administrative Rules pertaining to the granting of deferrals for public library standards, at the recommendation of the State Librarian, the Commission completed a process to formally revise the rule.

      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 Forsyth.
            (Update December 2015): Commissioner Wall attended the Tamarack Federation meeting teleconference on October 22, 2015.

            Commissioner LaFromboise attended the Pathfinder Federation meeting on October 22, 2015 in Ft. Benton.

            Commissioner Roberts attended the South Central Federation meeting on September 26, 2015, in Miles City.
            (Update April 2016): Commissioners Newell and Bartow attended the Broad Valleys Federation on March 11 and 12, 2016 meeting in Butte.

            Commissioner Eissinger attended the Sagebrush Federation meeting on March 5, 2016 in Miles City.

            Commissioner Roberts attended the South Central Federation meeting on March 5, in Roundup.
            (Update June 2016): Commissioner Eissinger attended the Golden Plains Federation meeting on April 21, 2016 in Wolf Point.

            Commissioner LaFromboise attended the Pathfinder Federation meeting on May 19, 2016 in Fort Benton.

Commissioners LaFromboise and Wall attended the Tamarack Federation meeting on May 20 and 21, 2016 in Big Fork.

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;
(Update June 2016): The Commissioners hosted a well-attended, interactive session in which the Commissioners were able to describe some of recommendations of the Library Development Study Task Force, to share information about how the recommendations will impact library development services from MSL, and to hear feedback about priorities of librarians and trustees.

(Update August 2016): The 2017 MLA Conference is scheduled for March 28-April 1 in Billings.

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 ImagineIf Library in Kalispell.
(Update October 2015): Commissioners Wall & LaFromboise attended the Fall Work Shops 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;

(Update December 2015): At the October 2015 Commission meeting the Commission heard a presentation and participated in a discussion about the Research Institute for Public Libraries conference on creating a culture of outcome based planning.

(Update August 2016): Commissioner Roberts was scheduled to attend the 2017 RIPL Conference. A new commissioner may need to be identified to attend in his place.

(Update October 2016): Commissioner Newell, along with Cara Orban and Tracy Cook will attend the 2017 RIPL Conference.

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.

(Update February 2016): At the December 2015 Commission meeting the Commission approved the 2017 Montana Land Plan.

(Update October 2016): The City of Shelby, represented by Lorette Carter, gave a wonder presentation on the MLIA grant that they received to do water main mapping. Originally mapped by a contractor, she reported that the grant gave them the confidence to continue the process on their own, meeting a fundamental goal of the grant program to build GIS capacity at the local government level.

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.

> **(Update December 2015):** Commissioners Kish participated in the November 19 meeting of the Library Development Study Task Force during which the task force formulated their draft recommendations to the Commission. Commissioner Newell also attended the meeting in the morning.

> **(Update August 2016):** Under the leadership of Central Services Manager, Kris Schmitz, the Commission is evaluating the need for and updating all MSL Commission policies. At that June Commission meeting the Commission recommended deletion of several policies that are either no longer relevant or that have been replaced by state policies and/or the Montana Operations Manual documentation.

> **(Update August 2016):** At a special May meeting of the Commission, the Commission voted to approve four budget requests to move forward to the Governor's Office in accordance with the Executive Planning Process. At that meeting the Commission also took action to reduce expenditures tied to Coal Severance Tax monies as a result in the precipitous decline in CST revenue.

> 6.1. The Commission will evaluate the outcomes of the current long range strategic plan and will conduct a new strategic planning process.

> **(Update April 2016):** The Commission began the strategic planning process during a work session at their February meeting. The Commission agreed to seek the expertise of an outside facilitator to guide the planning process. The State Librarian, with input from the Commission, issued a limited solicitation to identify a facilitator. Responses to the solicitation will be evaluated at the April meeting.
> **(Update June 2016):** The Commissioner selected facilitator Ned Cooney to guide a strategic planning process. The Commission will have an initial planning meeting with him on June 9, 2016.

> **(Update August 2016):** The Commission participated in a work session with facilitator Cooney. During the work session the Commission conducted a Strengths/Weaknesses/Opportunities/Threats (SWOT) analysis and identified stakeholders that Cooney will interview ahead of the August 9 work session.

> **(Update October 2016):** The Commission participated in a second work session with facilitator Cooney at the Medicine Spring Library in Browning. During the work session the Commission developed a Practical Vision and Strategic Direction for the agency. Staff then used the vision and direction to derive actionable ideas to implement the plan.

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 (ELG) Interim Committee by listening to the meetings virtually. Chair Rep. Don Jones of Billings will be invited to the December Commission meeting;

(Update December 2015): The ELG meeting no longer coincides with the December Commission meeting so we were unable to arrange for this meeting. Future opportunities will be evaluated.

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

(Update June 2016): Commissioner Eissinger attended NLLD as well as the spring meeting of the Chief Officers of State Library Agencies the following day.

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.

(Update April 2016): Commissioner Wall joined Evan Hammer and Michael Fashoway at the National States Geographic Information Council midyear meeting in Annapolis, Maryland. The trip included meetings with our congressional delegation in Washington, DC.

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.

(Update December 2015): At the October 2015 Commission meeting Sara Groves presented information about MSL's marketing efforts. Of particular interest was the successful engagement in the use of Facebook

as a means of increasing use of the Montana Memory Project and access to state government information.

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.

(Update August 2016): A formal evaluation of the State Librarian was completed during an executive session of the June Commission meeting.