



Montana State Library Commission

June Business Meeting

Friday, June 13, 2025 | 10:00 a.m.

Montana State Library | Gertrude Buckhouse Conference Room
1201 11th Avenue
Helena, MT 59601

AGENDA

The authority of the State Library Commission is found in Montana Code Annotated (MCA) [Title 22, Ch. 1, Part 103](#).

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 State Library 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 or online. Members of the public who wish to share written comments or pertinent visual materials must submit written public comments no later than two (2) business days before the start of the public meetings. During public comment periods, speakers shall identify themselves and who they represent. Speakers shall limit their address to the State Library Commission on agenda items to three (3) minutes unless further time is granted by the Chair with the concurrence of the Commission. The Chair reserves the right to limit public comments if comments are not germane to the motion or if they are deemed disruptive. To ensure clear communication and an opportunity for follow-up questions, chat comments are not accepted. All comments received become part of the official public record of the State Library Commission proceedings in accordance with MCA 2-3-212. The Commission shall move through the agenda as needed.

10:00 a.m. **Call to Order and Introductions**

- Changes or additions to the agenda
- Welcome to Nikki Lepinski
- Staff longevity recognitions
 - Sharon Hardwick, 5 years
 - Andrea Pipp, 10 years

Business items

- #### 10:15 a.m.
- Consent agenda– **Action**
 - March 26 meeting minutes
 - 3rd quarter Fiscal Year 2025 financial report
 - PDF Version

- Public Comment
- 10:30 a.m. • Fiscal Year (FY) 2026 Budget – Finance Committee – **Action**
 - Public Comment
- 11:00 a.m. • FY 2026 Federations Plans of Service - Cook – **Action**
 - Broad Valleys Federation
 - Golden Plains Federation
 - Pathfinder Federation
 - Sagebrush Federation
 - South Central Federation
 - Tamarack Federation
 - Public Comment

Discussion and information items

- 11:30 a.m. • State agency continuing education programs panel – Board of Public Education and Office of Public Instruction
 - Subcommittee update & Commission discussion - Committee
 - Continuing Education presentation handout
- 12:30 p.m. **Lunch break**
- 1:00 p.m. • State Librarian evaluation instrument options – Lisa Coligan, State Human Resources Division
- 1:15 p.m. • Shortened trustee manual review - Cook
- 1:30 p.m. • Excellent Library Services Award subcommittee update - Committee
- 1:45 p.m. • [Research resources](#) overview – Bennett
- 2:00 p.m. • Considering changes to the [open hours Public Library Standard](#) - Burnett
- 2:30 p.m. • Mark Y. Herring is professor emeritus, dean of library services from Winthrop University and South Carolina State Library Board.
 - Presentation on the Uniform Procedure for Selection or Reconsideration of Instructional Materials.
- 2:45 p.m. • State Library Legislative summary
- 2:55 p.m. • Federal funding update
 - Institute of Museum and Library Services Request for Information
- 3:05 p.m. • Administrative Procedures Act and MSL Administrative Rules

Standing reports

- 3:15 p.m. • State Library Reports – Stapp and staff
 - [FY 25 Work Plan Dashboard](#)
 - [PDF Version](#)

- 3rd quarter FY 25 staffing memo
- 3rd quarter FY 25 grants and contracts memo
- [Continuing Education and Certification dashboard](#)
 - PDF Version
- FY 25 3rd quarter courses taken for credit
 - Excel Version
- Montana Hot Spot Program final report
- Preliminary FY 26 Work Plan priorities
- [Downloading dashboard instructions](#)

Commission Goals and Objectives – Commission

- 3:30 p.m. • Review meeting motions and directives to staff to confirm Commission intent
- Review and prioritize agenda items for August business meeting August 13, 9:00 a.m., Montana State Library, Helena, MT
- [Annual Business Calendar](#)
- [PDF Version](#)
- Suggested future agenda items
- 2025 Commission goals status
- [Preliminary GIS training recommendations](#)
- Officer elections - **Action**
- 3:45 p.m. Public Comment on any matter not contained in this agenda and that is within the jurisdiction of the State Library Commission.
- Written public comments
- 3:55 p.m. Other Business & Announcements
- 4:00 p.m. Adjourn

Join Zoom Meeting

<https://mt-gov.zoom.us/j/84961129918?pwd=SUI2aTRxanZKVmdjQzZWwEFIVzV6QT09>

Meeting ID: 849 6112 9918

Password: 540926

Dial by Telephone

+1 646 558 8656

Meeting ID: 849 6112 9918

Password: 540926

Find your local number: <https://mt-gov.zoom.us/j/kATXx7kFg>



Montana State Library (MSL) Commission Meeting

Wednesday, March 26, 2025, 9 a.m.

Best Western Grann Tree Inn, Bozeman and Zoom

Minutes

Recording can be found on YouTube: [2025, March 26: Montana State Library Commission Meeting](#)

Unedited closed captioning is available

Attendees:

Commissioners: Robyn Scribner, Peggy Taylor, Tom Burnett, Carmen Cuthbertson, Brian Rossman, Tammy Hall

Commissioners Absent: McKenna Gregg

MSL Staff: Jennie Stapp, Nikki Lepinski, Malissa Briggs, Rebekah Kamp, Ashley Kanduch, Sharon Hardwick, Bobbi deMontigny, Evan Hammer, Savannah Sill, Colet Bartow, Tracy Cook

Guests: Sam Walters, Anne Kish, Patrick HFL, Linda Grandy – Stillwater County Library, Carly – Harlem Public Library

Agenda: [March 26, 2025 Agenda](#)

(00:01:02) Call to order: Chair Scribner called the meeting to order at 9:01 a.m.

(00:04:23) Changes or additions to the agenda: Stapp will update the commission about IMLS funding on the “other business” portion of the agenda.

Business Items

(00:04:52) Consent Agenda – Action

- [February 12, 2025 meeting minutes](#)
- [2nd quarter Fiscal Year 2025 financial report](#)

(00:05:19) Motion made by Burnett to accept the consent agenda as presented; seconded by Cuthbertson. Hall Appreciates the thoroughness of the minutes of February 12, 2025.

Roll Call Vote:

**Tom Burnett - aye
Carmen Cuthbertson - aye
Tammy Hall - aye
Robyn Scribner – aye
Peggy Taylor – aye
Brian Rossman – abstains**

Motion passes

(00:07:13) Excellent Library Services Award recognition – Cook - Action

Tracy Cook – While reading through the responses from librarians she noted many of them have expressed gratitude for being able to provide services to patrons who are homebound, require ADA access, and are struggling with health conditions such as Alzheimer's. The resolution will be read on Friday evening at the awards dinner.

(00:08:57) Motion made by Cuthbertson to approve the winners of the 2025 ELSA awards resolution; seconded by Hall. Cuthbertson is impressed by the ELSA award applications and would like to have their names read out loud.

Roll Call Vote:

**Tom Burnett – aye
Carmen Cuthbertson – aye
Tammy Hall – aye
Brian Rossman – aye
Robyn Scribner -aye
Peggy Taylor – aye**

Motion passes

Discussion Items:

(00:12:45) Certification program review – Cook and Bartow

(00:13:27) Colet Bartow has been the Continuing Education (CE) Coordinator since 2022. She is seeing continued and increased engagement in this program. Tracy Cook put together the memo with links to the CE dashboard and course information. She would like to know what information the Commission wants to see, and Amy Marchwick will help her create the data set for them because some of the data is tricky to navigate.

(00:18:00) State funding for libraries is based on earning certification, according to Tracy. That is the only connection between the State and the libraries for funding.

(00:19:48) Discussion about the differences between accreditation and certification and the Commission's responsibility. Accreditation focuses on the institution as a whole and certification focuses on specific individuals. The statute says the commission sets the standards and is a certification body. Colet believes it is important to understand the differing needs between certification and accreditation. Hall realizes the librarians are the heart of the institution and believes accreditation is necessary to keep their credibility up. Stapp reads the State Statute regarding the Commission's responsibility to develop standards and rules for the certification process.

(00:31:45) Discussion regarding the benefits of certifying library directors rather than trying to accredit an entire library district. Cuthbertson states that focusing on the key person in the library makes this a great certification program. Colet emphasized the changes in certification over time and stressed that our library directors are the ones we focus on, but the needs vary based on the size of library that the director oversees. Hall believes our library directors should be required to be certified regardless of the size of their library and likens their job requirements to those of a plumber or realtor that require ongoing education. All 86 of our library directors are currently certified.

(00:53:23) [Baseline public library trustee training data review](#) – Cook and Bartow

(00:54:44) Discussion about CE training engagement and how to fine tune it for varying needs. The trustee certification track is not required. Cuthbertson asks if we have notes of how many total trustees are certified. Hall asks if trustees should be required to get certified and could they be? Stapp says yes, the statute could be changed, but should they be required to be certified is something for the Commission to consider and ask other trustees what they think. 94% of our libraries meet the CE standards. Colet emphasizes that the trustees are all volunteers and it can be a difficult thing to keep up with the CE standards. She asks the commission to consider if the requirements are attaining the goals.

(01:20:50) Hall asks to know which of the 4 categories each class falls into. She doesn't think we should be approving the ALA classes since we pulled out of that last year. Tracy indicates there is structure in the certification track and a CE manual that shows people which classes fall under which classification. Tracy showed what the track looks like for participants.

(01:34:36) Standing Reports:

(01:34:57) [Montana Hot Spot Program funding status](#)– This program received one-time only funding for this fiscal year. Unless something changes on the federal level, we anticipate the program will end in June 2025. Rossmann asked if the hardware is owned or if it will

have to be returned as well. Stapp says it is owned, and libraries can take it over but will have to pay monthly maintenance. The prices are \$30 - \$40 per month for each subscription and replacement devices are \$80 - \$90 each.

(01:39:52) - FY 25 Work Plan Dashboard

Removed broken links reports as discussed in January meeting.

Continuing Education and Certification dashboard.

Grants and contracts report will be at June Meeting.

(01:41:15) Commission Goals and Objectives:

Review meeting motions and directives to staff to confirm Commission intent

Annual business calendar

Suggested future agenda items

Spring Federation meeting dates

Stapp made notes of questions during CE presentation and will work to bring information back to the commission. Tracy and Colet would like more information regarding other metrics they would like to see.

Stapp made note of Burnett's request regarding the hot spot program.

(01:42:37) Discussion about nationwide certification programs and finding more detailed descriptions of the courses we offer. Rossmann suggests we invite at least one other state agency to hear how they determine what qualifies for CE. Stapp asks if it should be added to the June meeting and will work toward finding a speaker from the Department of Education.

Federation FY 26 plans of service as an action item on June meeting.

Tentative FY 26 budget if the legislative session is complete.

There will be elections at the June business meeting.

Cuthbertson would like to accept the recommendation of Mark Herring as a guest speaker in June. General agreement from Commissioners to hear from him at that meeting.

(01:52:46) Conversations with the Commission. Tracy's plan is to introduce the commissioners and open it up for the public to ask questions. If it is quiet, then it may be useful to utilize the discussion outline provided.

(01:54:52) Preliminary GIS training recommendations

Stapp explained there are several short training courses as well as links to information they have received at previous meetings, and the hope is they can look at it and be prepared to discuss in the August meeting.

(01:58:44) Hall would like to access Trails and is struggling with it. Stapp suggests a future training for the commission for that program. Rossmann says it's an incredible deal for the state government employees to have access to these resources for a really good price. By partnering with the universities, it is helping the state employees to have access to information they otherwise would not be able to afford. Anyone who gets a State Library card gains access to these research databases.

(02:04:25) IMLS Update from Jennie Stapp:

March 14, congress passed the budget resolution to approve budget through September 2025 and should approve our FY25 Grants to States award which funds our library development work. IMLS believes there is funding for the Grants to States award that will be good through September 2026 and will provide the same level of funding we currently have. We expect to receive our official award around April 21st and will be told if we are receiving full or partial funding at that time. IMLS is expecting some sort of staffing reduction due to the executive order signed by President Trump on March 14, 2025, but the Grants to States award should be protected under statute. The Museum and Services Act is up for reauthorization this year. This statute requires certain programs to be offered by IMLS. Stapp does not believe there is an immediate risk to our funding, but there are no guarantees.

(02:13:57) Cuthbertson made a book recommendation. The Anxious Generation by Jonathon Haidt. It discusses how social media affects children, especially from ages 9-14, and is contributing to mental illness and hospitalizations. Stapp thanked Cuthbertson for bringing that up and says a major focus of staff is to find ways to encourage kids to read.

(02:18:11) **Adjournment: Motion by Cuthbertson to adjourn; seconded by Rossmann at 11:30 a.m.**

Voice vote. Motion passed unanimously.

Minute document created by Nikki Lepinski, March 27, 2025



QUARTERLY FINANCIAL REPORT

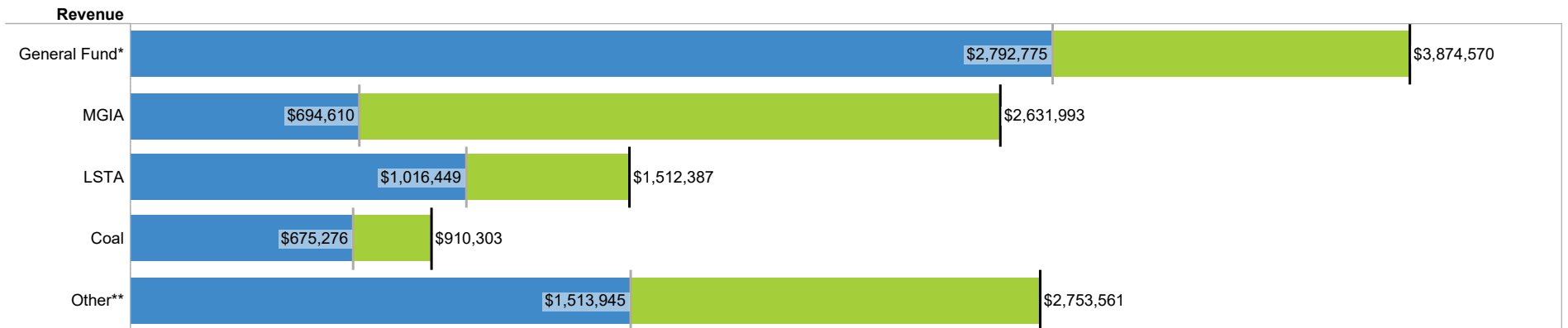
SUMMARY	DETAILED VIEW	WORKGROUPS	PROJECTS	MGIA	LSTA	MTNHP	TRUST
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Financial Summary - Quarter 3 FY 2025

Expense	Budget	Expenses	Balance	% Expended
Personal Services	\$6,059,131	\$3,828,997	\$2,230,134	63%
Operating Expenses	\$4,832,571	\$2,072,945	\$2,759,626	43%
Grants	\$791,113	\$791,113	\$0	100%
Grand Total	\$11,682,814	\$6,693,055	\$4,989,760	57%

Revenue	Budget	Expenses	Balance	% Expended
General Fund*	\$3,874,570	\$2,792,775	\$1,081,795	72%
MGIA	\$2,631,993	\$694,610	\$1,937,383	26%
LSTA	\$1,512,387	\$1,016,449	\$495,938	67%
Coal	\$910,303	\$675,276	\$235,027	74%
Other**	\$2,753,561	\$1,513,945	\$1,239,617	55%
Grand Total	\$11,682,814	\$6,693,055	\$4,989,760	57%

Budgets and Expenses by Fund - Quarter 3 FY 2025



■ Budget ■ Expenses

*General Fund also includes library state aid. **Other includes federal, state, and other special revenue and enterprise funds such as Shared Catalog, Digital Library Services, Next Gen. 911, among others.



QUARTERLY FINANCIAL REPORT

SUMMARY	DETAILED VIEW	WORKGROUPS	PROJECTS	MGIA	LSTA	MTNHP	TRUST
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Detailed Financial View - Quarter 3 FY 2025											Budget Summary			
		Admin	Patron Services	Geo Info	Consulting	Statewide Projects	Real Time Network	Info Products	Info Mgmt	Grand Total	Budget		Balance	% Expended
Personal Services	Salaries	\$536,893	\$70,325	\$234,926	\$249,837	\$402,435		\$346,924	\$1,027,391	\$2,868,731	Personal Services	\$6,059,131	\$2,230,134	63%
	Benefits	\$178,151	\$24,082	\$71,350	\$88,648	\$149,460		\$109,603	\$338,973	\$960,266				
Operating Expenses	Contracted Se...	\$319,937	\$125,042	\$358	\$433	\$192,255		\$32,941	\$68,189	\$739,156	Operating Expenses	\$4,832,571	\$2,759,626	43%
	Supplies/Mate...	\$142,491	\$309	\$862	\$3,497	\$1,788		\$191	\$4,703	\$153,841				
	Communicatio...	\$44,183	\$293	\$456	\$1,895	\$188,213		\$748	\$2,441	\$238,229				
	Travel	\$12,130	\$7,497	\$10,756	\$10,525	\$5,744		\$504	\$15,893	\$63,049				
	Rent	\$143,846			\$3,753					\$147,599	Grants	\$791,113	\$0	100%
	Repair & Maint.	\$3,050			\$61	\$20,000		\$9,198	\$4,441	\$36,750				
	Other Expens...	\$30,068	\$22,888	\$8,797	\$20,531	\$301,741	\$14,397	\$3,134	\$292,765	\$694,321				
Grants	All Sources				\$791,113					\$791,113	Grand Total	\$11,682,814	\$4,989,760	57%
Grand Total		\$1,410,748	\$250,437	\$327,505	\$1,170,294	\$1,261,636	\$14,397	\$503,242	\$1,754,796	\$6,693,055				
Detailed Financial View - Quarter 3 FY 2025											Revenue Summary			
		Admin	Patron Services	Geo Info	Consulting	Statewide Projects	Real Time Network	Info Products	Info Mgmt	Grand Total	Budget		Balance	% Expended
General Fund		\$1,366,501	\$109,384	\$534	\$53,295	\$22,732		\$394,750	\$303,467	\$2,250,662	General Fu...	\$3,332,457	\$1,081,795	68%
MGIA		(\$613)		\$251,847	\$29,390			\$66,140	\$347,846	\$694,610	MGIA	\$2,631,993	\$1,937,383	26%
LSTA		\$6,469	\$141,053		\$296,496	\$502,578		\$42,353	\$27,500	\$1,016,449	LSTA	\$1,512,387	\$495,938	67%
Coal		\$38,128			\$249,000	\$388,148				\$675,276	Coal	\$910,303	\$235,027	74%
Shared Catalog						\$348,178				\$348,178	Shared Cat...	\$493,003	\$144,824	71%
Digital Library Svcs.		\$263							\$310,982	\$311,245	Digital Libr...	\$405,663	\$94,418	77%
Next Gen. 911									\$396,488	\$396,488	Next Gen. ...	\$503,200	\$106,712	79%
State Aid					\$542,113					\$542,113	State Aid	\$542,113	\$0	100%
Other*				\$75,124			\$14,397		\$368,513	\$458,033	Other*	\$1,351,696	\$893,662	34%
Grand Total		\$1,410,748	\$250,437	\$327,505	\$1,170,294	\$1,261,636	\$14,397	\$503,242	\$1,754,796	\$6,693,055	Grand Total	\$11,682,814	\$4,989,760	57%

*Other includes state, federal, and other special revenue and enterprise funds such as Natural Heritage, NRIS, and Secretary of State, among others.

Archived Quarterly Financial Reports	Financial Acronym Glossary	MSL Workgroup Descriptions	To be presented to the Montana State Library Commission 6/13/2025.
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QUARTERLY FINANCIAL REPORT

SUMMARY	DETAILED VIEW	WORKGROUPS	PROJECTS	MGIA	LSTA	MTNHP	TRUST
Expenses by Workgroup - Quarter 3 FY 2025							
Workgroup	Budget	Expenses	Balance	% Expended			
Central Services	\$3,672,964	\$1,410,748	\$2,262,216	38%			
Patron Services	\$328,095	\$250,437	\$77,658	76%			
Montana Geographic Informati..	\$587,422	\$327,505	\$259,917	56%			
Consulting and Learning	\$1,349,854	\$1,170,294	\$179,560	87%			
Statewide Projects	\$1,815,503	\$1,261,636	\$553,867	69%			
Natural Heritage	\$1,449,542	\$712,718	\$736,824	49%			
Information Products	\$828,700	\$503,242	\$325,458	61%			
Information Management	\$1,578,234	\$1,042,078	\$536,156	66%			
Real Time Network	\$72,500	\$14,397	\$58,103	20%			
Grand Total	\$11,682,814	\$6,693,055	\$4,989,760	57%			
Expenses by Fund - Quarter 3 FY 2025							
Fund (group)	Budget	Expenses	Balance	% Expended			
01100 General Fund	\$3,874,570	\$2,792,775	\$1,081,795	72%			
02021 911 Funding	\$503,200	\$396,488	\$106,712	79%			
02046 Coal Sev. Tax Library	\$910,303	\$675,276	\$235,027	74%			
02069 SOS SSR	\$120,000	\$75,124	\$44,876	63%			
02094 Digital Library Services	\$405,663	\$311,245	\$94,418	77%			
02337 MTNHP State Funding	\$373,859	\$142,346	\$231,513	38%			
02779 Montana Geospatial Inf..	\$2,631,993	\$694,610	\$1,937,383	26%			
03018 IMLS	\$1,512,387	\$1,016,449	\$495,938	67%			
03268 MTNHP Federal Funds	\$465,564	\$147,540	\$318,023	32%			
03930 NRIS Federal Funds	\$291,261	\$76,629	\$214,632	26%			
06021 MT Shared Catalog	\$493,003	\$348,178	\$144,824	71%			
06025 MT State Reference N..	\$72,500	\$14,397	\$58,103	20%			
08168 MTNHP Private Funds	\$28,512	\$1,997	\$26,515	7%			
Grand Total	\$11,682,814	\$6,693,055	\$4,989,760	57%			
Archived Quarterly Financial Reports	Financial Acronym Glossary	MSL Workgroup Descriptions	To be presented to the Montana State Library Commission 6/13/2025.				

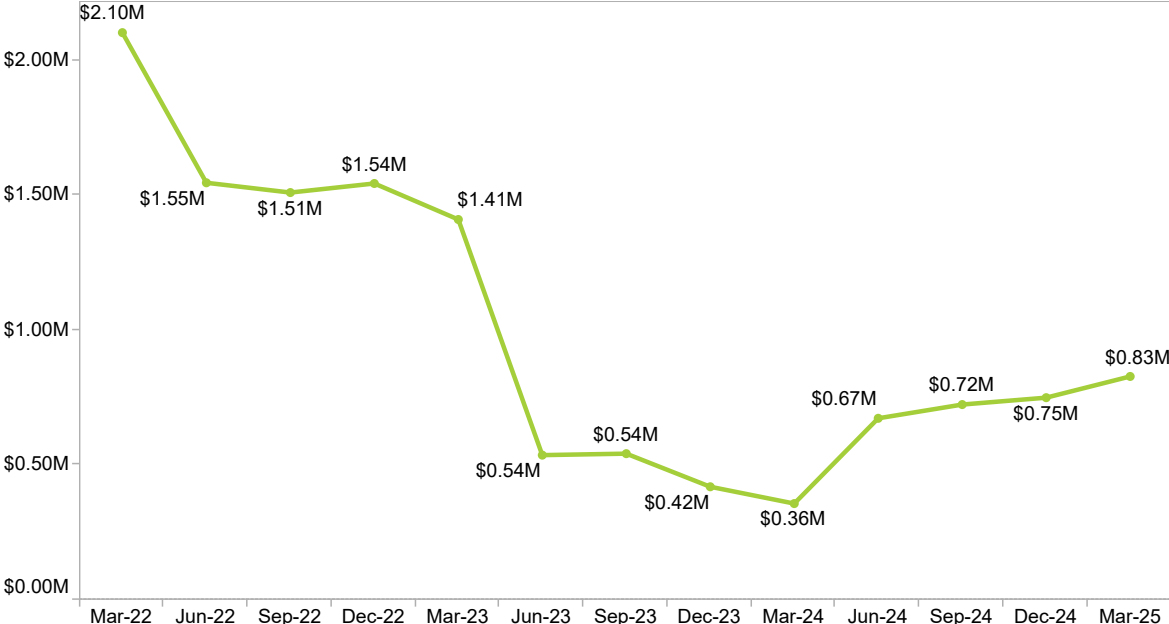


QUARTERLY FINANCIAL REPORT

SUMMARY	DETAILED VIEW	WORKGROUPS	PROJECTS	MGIA	LSTA	MTNHP	TRUST
Expenses by Project - Quarter 3 FY 2025							
Org	Project	Budget	Expenses	Balance	% Expended		
10 Central Services	ADMIN OPS	\$818,457	\$555,018	\$263,438	68%		
	OTHER INDIRECT COSTS	\$0	\$21,996	(\$21,996)			
	HERITAGE MTNHP-MSL	\$816	\$0	\$816	0%		
	LSTA 24 ADMIN 4%	\$0	\$6,469	(\$6,469)			
	IT OPERATIONS	\$340,731	\$217,961	\$122,770	64%		
	ITSD FIXED COST	\$658,906	\$465,913	\$192,993	71%		
	IMLS HOLLOW AUTHORITY	\$84,857	\$0	\$84,857	0%		
	MGIA HOLLOW AUTHORITY	\$1,179,945	\$0	\$1,179,945	0%		
	MSL COMMISSION	\$15,000	\$5,692	\$9,308	38%		
	PASSTHROUGH HOLLOW AUTHO..	\$6,965	\$0	\$6,965	0%		
	RENT	\$165,240	\$137,700	\$27,540	83%		
	RTN (MGIA) HOLLOW AUTHORITY	\$402,048	\$0	\$402,048	0%		
	Total	\$3,672,964	\$1,410,748	\$2,262,216	38%		
104 State_Aid-Area&Pop SA	STATUTORY STATE AID	\$542,113	\$542,113	\$0	100%		
	Total	\$542,113	\$542,113	\$0	100%		
11 Patron Services	INFO MGMT OPS	\$49,068	\$32,506	\$16,562	66%		
	LSTA 24 OUTREACH	\$50,000	\$20,133	\$29,867	40%		
	LSTA 24 TBL	\$118,000	\$120,920	(\$2,920)	102%		
	OUTREACH OPS	\$58,763	\$39,386	\$19,377	67%		
	TBL OPERATIONS	\$52,263	\$37,491	\$14,772	72%		
	Total	\$328,095	\$250,437	\$77,658	76%		
12 MGIA	INFO MGMT OPS	\$49,568	\$32,548	\$17,020	66%		
	LAND OPS	\$13,648	\$0	\$13,648	0%		
	MGIA OPERATIONS	\$390,557	\$218,282	\$172,275	56%		
	MGIA COUNCIL	\$0	\$1,551	(\$1,551)			
	SOS-GIS	\$120,000	\$75,124	\$44,876	63%		
	WATER OPS	\$13,648	\$0	\$13,648	0%		
	Total	\$587,422	\$327,505	\$259,917	56%		
13 Consulting and Learning	CONSULTING AND LEARNING OPS	\$75,486	\$53,295	\$22,191	71%		
	FEDERATION PAYMENTS	\$249,000	\$249,000	\$0	100%		
	LSTA 24 CONSULTING	\$268,352	\$183,888	\$84,465	69%		
Archived Quarterly Financial Reports		Financial Acronym Glossary		MSL Workgroup Descriptions		To be presented to the Montana State Library Commission 6/13/2025.	



QUARTERLY FINANCIAL REPORT

SUMMARY		DETAILED VIEW		WORKGROUPS		PROJECTS		MGIA		LSTA		MTNHP		TRUST																												
MGIA Budget Tracking - Quarter 3 FY 2025						<div>\$2,631,993 total FY25 MGIA appropriation</div>		<div>\$1,581,993 hollow authority (cash shortage)</div>		<div>\$694,610 total FY25 expenses</div>		<div>\$1,937,383 total FY25 remaining</div>																														
Project	Budget	Expenses	Balance	% Expended																																						
ADMIN OPS	\$0	(\$692)	\$692																																							
INFO MGMT OPS	\$100,013	\$65,374	\$34,639	65%																																						
INFO PRODUCTS OPS	\$1,424	\$5,978	(\$4,554)	420%	<div>The totals reflect the 02279 Montana Geospatial Information fund which is based on anticipated revenues during the legislative session. The below chart reflects the actual cash balance of the MGIA account.</div>																																					
IT OPERATIONS	\$0	\$79	(\$79)																																							
ITSD FIXED COST	\$16,810	\$0	\$16,810	0%																																						
LAND OPS	\$327,097	\$244,443	\$82,654	75%																																						
MGIA OPERATIONS	\$435,118	\$247,138	\$187,980	57%	<div>MSL MGIA Account Balance</div>  <table border="1"><thead><tr><th>Month</th><th>Balance</th></tr></thead><tbody><tr><td>Mar-22</td><td>\$2.10M</td></tr><tr><td>Jun-22</td><td>\$1.55M</td></tr><tr><td>Sep-22</td><td>\$1.51M</td></tr><tr><td>Dec-22</td><td>\$1.54M</td></tr><tr><td>Mar-23</td><td>\$1.41M</td></tr><tr><td>Jun-23</td><td>\$0.54M</td></tr><tr><td>Sep-23</td><td>\$0.54M</td></tr><tr><td>Dec-23</td><td>\$0.42M</td></tr><tr><td>Mar-24</td><td>\$0.36M</td></tr><tr><td>Jun-24</td><td>\$0.67M</td></tr><tr><td>Sep-24</td><td>\$0.72M</td></tr><tr><td>Dec-24</td><td>\$0.75M</td></tr><tr><td>Mar-25</td><td>\$0.83M</td></tr></tbody></table>										Month	Balance	Mar-22	\$2.10M	Jun-22	\$1.55M	Sep-22	\$1.51M	Dec-22	\$1.54M	Mar-23	\$1.41M	Jun-23	\$0.54M	Sep-23	\$0.54M	Dec-23	\$0.42M	Mar-24	\$0.36M	Jun-24	\$0.67M	Sep-24	\$0.72M	Dec-24	\$0.75M	Mar-25	\$0.83M
Month	Balance																																									
Mar-22	\$2.10M																																									
Jun-22	\$1.55M																																									
Sep-22	\$1.51M																																									
Dec-22	\$1.54M																																									
Mar-23	\$1.41M																																									
Jun-23	\$0.54M																																									
Sep-23	\$0.54M																																									
Dec-23	\$0.42M																																									
Mar-24	\$0.36M																																									
Jun-24	\$0.67M																																									
Sep-24	\$0.72M																																									
Dec-24	\$0.75M																																									
Mar-25	\$0.83M																																									
MGIA COUNCIL	\$0	\$1,551	(\$1,551)																																							
MGIA HOLLOW AUTHORITY	\$1,179,945	\$0	\$1,179,945	0%																																						
RTN	\$48,384	\$27,335	\$21,049	56%																																						
RTN (MGIA) HOLLOW AUTHORITY	\$402,048	\$0	\$402,048	0%																																						
WATER OPS	\$121,154	\$103,403	\$17,751	85%																																						
Grand Total	\$2,631,993	\$694,610	\$1,937,383	26%																																						

Archived Quarterly Financial Reports

Financial Acronym Glossary

MSL Workgroup Descriptions

To be presented to the Montana State Library Commission 6/13/2025.



QUARTERLY FINANCIAL REPORT

SUMMARY	DETAILED VIEW	WORKGROUPS	PROJECTS	MGIA	LSTA	MTNHP	TRUST
LSTA Budget Tracking - Quarter 3 FY 2025				<div>\$1,427,530</div> <div>LSTA 2024 award</div>	<div>\$1,016,449</div> <div>total expenses</div>	<div>\$411,081</div> <div>total remaining</div>	
Project	Budget	Expenses	Balance				% Expended
LSTA 24 ADMIN 4%	\$94,067	\$40,522	\$53,545				43%
LSTA 24 CO NSULTING	\$430,154	\$285,433	\$144,721				66%
LSTA 24 CONT ED	\$51,259	\$36,995	\$14,264	72%	<div>The totals reflect the 03018 IMLS fund, excluding the \$29,436 Laura Bush 21st Century Librarian grant for strategic planning which is seperate from the Library Services and Technology Act (LSTA) award.</div> <div>LSTA Expenses by Account - LSTA 24 CONSULTING</div> <div><div>Benefits</div><div>\$71,041</div></div> <div><div>Communications</div><div>\$562</div></div> <div><div>Contracted Services</div><div>\$126</div></div> <div><div>Other Expenses</div><div>\$2,659</div></div> <div><div>Rent</div><div>\$3,753</div></div> <div><div>Repair & Maint.</div><div></div></div> <div><div>Salaries</div><div>\$200,001</div></div> <div><div>Supplies/Materials</div><div>\$455</div></div> <div><div>Travel</div><div>\$6,835</div></div>		
LSTA 24 COURIER	\$8,000	\$12,537	(\$4,537)	157%			
LSTA 24 EARLY LIT..	\$15,000	\$8,990	\$6,010	60%			
LSTA 24 ECONT	\$10,000	\$20,000	(\$10,000)	200%			
LSTA 24 GOV	\$27,500	\$27,500	\$0	100%			
LSTA 24 LIFELONG..	\$104,082	\$66,622	\$37,459	64%			
LSTA 24 MHP	\$171,017	\$121,171	\$49,846	71%			
LSTA 24 MSC	\$263,651	\$172,326	\$91,325	65%			
LSTA 24 OCLC	\$75,000	\$75,000	\$0	100%			
LSTA 24 OUTREACH	\$50,000	\$20,133	\$29,867	40%			
LSTA 24 STATS	\$9,800	\$8,300	\$1,500	85%			
LSTA 24 TBL	\$118,000	\$120,920	(\$2,920)	102%			
Grand Total	\$1,427,530	\$1,016,449	\$411,081	71%	<div>Project</div> <div>LSTA 24 CONSULTING</div> <div><input type="checkbox"/> Show history</div>		
Archived Quarterly Financial Reports	Financial Acronym Glossary	MSL Workgroup Descriptions	To be presented to the Montana State Library Commission 6/13/2025.				



QUARTERLY FINANCIAL REPORT

SUMMARY	DETAILED VIEW	WORKGROUPS	PROJECTS	MGIA	LSTA	MTNHP	TRUST
MTNHP Budget Tracking - Quarter 3 FY 2025							
Project	Budget	Expenses	Balance	% Expended	<div><div>\$1,449,542</div><div>total MTNHP funds</div></div> <div><div>\$712,718</div><div>total expenses</div></div> <div><div>\$736,824</div><div>total remaining</div></div>		
BLM-BATS	\$41,216	\$1,800	\$39,415	4%			
BLM-DS	\$90,002	\$21,705	\$68,297	24%			
BPA-DS	\$6,000	\$0	\$6,000	0%			
CITBOT-BLM	\$1,148	\$1,148	\$0	100%			
CITBOT-USFS	\$28,188	\$18,074	\$10,114	64%			
DEQ-CS	\$50,000	\$15,522	\$34,478	31%			
DNRC- GRASS	\$18,000	\$15,850	\$2,150	88%			
DNRC-AIS-24-005 DNR..	\$18,900	\$18,900	\$0	100%			
DNRC-MISC	\$4,000	\$1,761	\$2,239	44%			
DOA NOX WEEDS	\$38,877	\$32,956	\$5,921	85%			
FWP-BAT	\$88,799	\$40,891	\$47,908	46%			
FWP-SWAP	\$38,226	\$8,044	\$30,182	21%			
HERITAGE MTNHP-M..	\$581,607	\$419,552	\$162,056	72%			
INDIRECT RATE	\$29,817	\$12,895	\$16,922	43%			
MPG RANCH	\$4,000	\$0	\$4,000	0%			
NATCON	\$10,000	\$1,997	\$8,003	20%			
NHP NRCS-DS	\$30,000	\$5,698	\$24,302	19%			
RMEF	\$1,512	\$0	\$1,512	0%			
TWS-BIB	\$13,000	\$0	\$13,000	0%			
U OF WY – THICKLEAF	\$12,582	\$11,438	\$1,144	91%			
UM SALES & SVC	\$117,057	\$9,705	\$107,352	8%			
USFS- GOSHAWK	\$26,880	\$8,792	\$18,088	33%			
USFS-BATS	\$59,823	\$27,265	\$32,558	46%			
USFS-DS	\$89,000	\$36,875	\$52,125	41%			
USFWS-BAT	\$50,909	\$1,851	\$49,058	4%			
Grand Total	\$1,449,542	\$712,718	\$736.824	49%			

The totals reflect Org 17 MT Natural Heritage Program which includes a combination of federal, state, and private dollars. The various funds that comprise Org 17 are displayed in the pie chart below.

MTNHP Budget by Fund

MTNHP Private Funds

\$28,512 (2%)

Digital Library Services

\$199,777 (14%)

MTNHP Federal Funds

\$465,564 (32%)

MTNHP State Funding

\$373,859 (26%)

General Fund

\$381,830 (26%)

\$1,449,542

total budget

Archived Quarterly Financial Reports

Financial Acronym Glossary

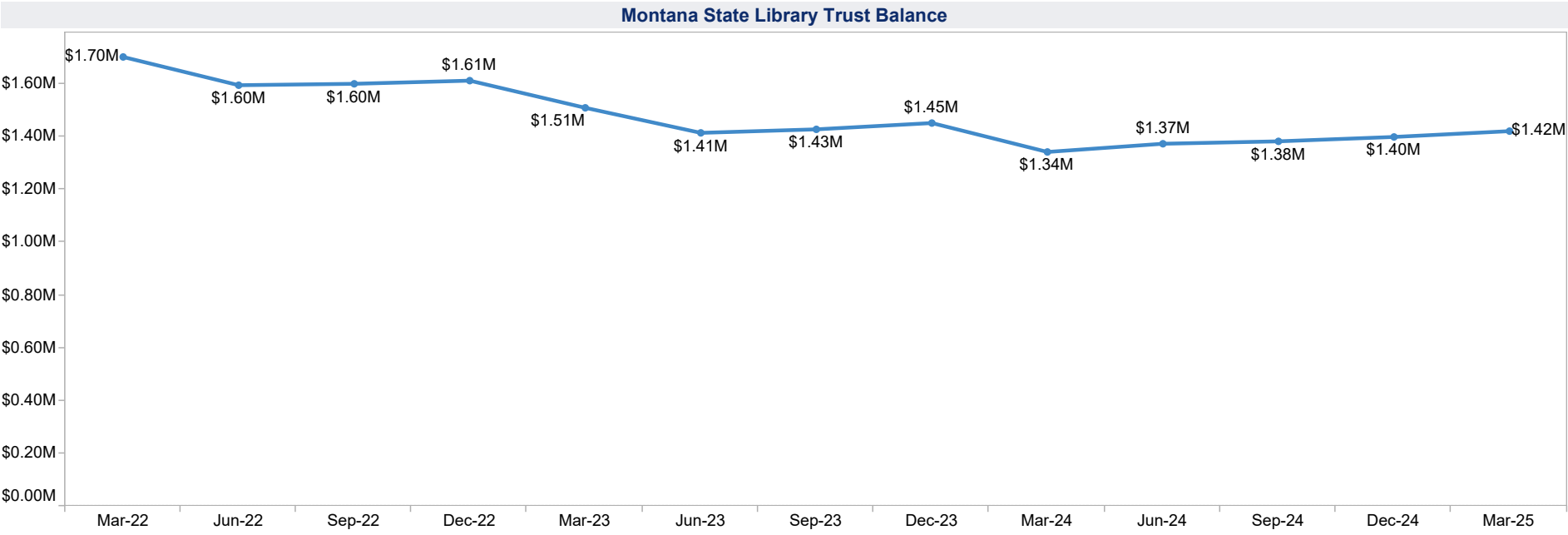
MSL Workgroup Descriptions

To be presented to the Montana State Library Commission 6/13/2025.



QUARTERLY FINANCIAL REPORT

- SUMMARY
- DETAILED VIEW
- WORKGROUPS
- PROJECTS
- MGIA
- LSTA
- MTNHP
- TRUST



Montana State Library Trust Projects				
Project	Status	Budget	Expenses	Balance
AWARDS	Ongoing	\$2,000	\$0	\$2,000
Grand Total		\$2,000	\$0	\$2,000



MEMO

To: Montana State Library Commission
From: Tracy Cook, Lead Consulting & Learning Librarian
Subject: FY26 Federation Plans of Service
Date: May 13, 2025

The six federations met this spring to adopt the proposed FY26 plans of service available in your meeting materials. The federations would like to continue to support library services and outreach, improve technology access in libraries, and provide continuing education especially for trustees.

Staff are requesting Commission approval of the plans of service and are available to answer any questions you may have about the plans of service.

Background:

[22-1-331, Montana Code Annotated](#) states that the Commission shall provide a base grant for each public library to support the cooperative activities and services of the six library federations in the state.

[22-1-413, Montana Code Annotated](#) provides for the administration federations and states that Federations receiving state funds from the commission shall submit annual plans for the expenditure of state funds and report annually to the commission concerning the progress of the various projects for which state funding was received.

Broad Valleys Federation Plan of Service

FY26 (July 2025 - June 2026)

Revenue available:

\$53,196.34

Date Plan of Service was approved

Budget Summary

Program 0 – Administrative Expenses	\$1,363.34
Program 1 – Annual Meetings	\$7,800.00
Program 2 – Continuing Education	\$3,000.00
Program 3 – Resource Sharing and Technology	\$0.00
Program 4 – Community Outreach	\$0.00
Program 5 – Building Planning	\$0.00
Total amount that will be granted to individual libraries	\$41,033.00
Total expenditures - should equal revenue	\$53,196.34

Program Summary

Program 0 - Admin Costs

Several administrative functions are centralized at the State Library, but Federation members may want to authorize a stipend to the federation coordinator. Federations may also allocate funds to pay for communication costs, travel, supplies or other federation-specific expenses.

Estimated expenses for Admin program

Coordinator Stipend	\$700.00
Travel to 2 MSL Commission Meetings &	\$663.34
Costs for supplies and communication	\$0.00
Other (please enter description)	\$0.00
Total for Program 0 - Admin	\$1,363.34

Program 1 - Annual Meetings

Money for this program goes towards meeting room costs, trainer costs, meals, and any supplies or communication costs needed to run the federation's annual meetings.

Estimated expenses for Annual Meeting program

Hotel, per diem x 35 rooms	\$4,025.00
Food, GSA per diem x 35	\$1,575.00
Meeting room & AV, 2 days	\$1,200.00
Funding for trustee training held at the r	\$1,000.00

Total expenses for Program 1 - Annual N \$7,800.00

Program 2 - Continuing Education

Funds for this program are used to support the costs associated with professional development for librarians, library staff, and trustees. Examples of acceptable costs include, but are not limited to registration fees, course fees, travel costs, and purchase of materials needed for continuing education.

Estimated expenses for Continuing Education program

Funding for individual libraries to use for	\$3,000.00
Other (please enter description)	
Total expenses for Program 2 - Continuir	\$3,000.00

Program 3 - Resource Sharing and Technology

Funds in this program are used to support interlibrary loan, courier, and book club kits as well as covering technology needs a library may have such as specific software and/or hardware. Examples of ways to use funds include, but are not limited to OCLC, MSC, Courier costs, postage, book club kits, Internet, hardware, peripherals, and software.

Estimated expenses for Resource Sharing/Tech

Other (please enter description)	
Other (please enter description)	
Total Expenses for Program 3 - Resource	\$0.00

Program 4 – Community Outreach

Funds for this program are used to support outreach and marketing to the community. Examples of acceptable spending in this category include but are not limited to: costs associated with summer reading programs, homebound services, books by mail, and any promotional materials.

Estimated expenses for Community Outreach

Other (please enter description)	
Other (please enter description)	
Total Expenses for Program 4 - Comm. C	\$0.00

Program 5 – Building Planning

Funds used in this program 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

Estimated expenses for Building Planning

Other (please enter description)

Other (please enter description)

Total Expenses for Program 5 - Bldg Plan \$0.00

Amount awarded to each library

\$2,096.81 Coordinator library amount includes federation wide expenses

Member Libraries**Amount**

Belgrade Community Library	\$2,096.81
Bozeman Public Library	\$11,260.14
Broadwater School and Community Library	\$2,096.81
Butte-Silver Bow Public Library	\$2,096.81
Dillon Public Library	\$2,096.81
Drummond School & Community Library	\$2,096.81
Hearst Free Library	\$2,096.81
Jefferson County Library - Boulder	\$2,096.81
Lewis and Clark Library	\$2,096.81
Livingston-Park County Public Library	\$2,096.81
Madison Valley Public Library	\$2,096.81
Manhattan Community School Library	\$2,096.81
Meagher County/City Library	\$2,096.81
North Jefferson County Library District Clancy Library	\$2,096.81
Philipsburg Public Library	\$2,096.81
Sheridan Public Library	\$2,096.81
Thompson-Hickman Madison County Library	\$2,096.81
Three Forks Community Library	\$2,096.81
Twin Bridges Public Library	\$2,096.81
West Yellowstone Public Library	\$2,096.81
William K. Kohrs Memorial Library	\$2,096.81
Total amount awarded to libraries	\$53,196.34

Golden Plains Federation Plan of Service

FY26 (July 2025 - June 2026)

Revenue available:

\$26,028.64

Date Plan of Service was approved

4/24/2025

Budget Summary

Program 0 – Administrative Expenses	\$1,510.00
Program 1 – Annual Meetings	\$0.00
Program 2 – Continuing Education	\$4,000.00
Program 3 – Resource Sharing and Technology	\$0.00
Program 4 – Community Outreach	\$0.00
Program 5 – Building Planning	\$0.00
Total amount that will be granted to individual libraries	\$20,518.64
Total expenditures - should equal revenue	\$26,028.64

Program Summary

Program 0 - Admin Costs

Several administrative functions are centralized at the State Library, but Federation members may want to authorize a stipend to the federation coordinator. Federations may also allocate funds to pay for communication costs, travel, supplies or other federation-specific expenses.

Estimated expenses for Admin program

Coordinator Stipend	\$500.00
Travel to MSL Commission Meeting	\$1,010.00
Costs for supplies and communication	
Other (please enter description)	\$0.00
Total for Program 0 - Admin	\$1,510.00

Program 1 - Annual Meetings

Money for this program goes towards meeting room costs, trainer costs, meals, and any supplies or communication costs needed to run the federation's annual meetings.

Estimated expenses for Annual Meeting program

Hotel	
Food	
Meeting Room rental fees	
Funding for trustee training held at the meeting	
Other (please enter description)	
Total expenses for Program 1 - Annual Meetings	\$0.00

Program 2 - Continuing Education

Funds for this program are used to support the costs associated with professional development for librarians, library staff, and trustees. Examples of acceptable costs include, but are not limited to registration fees, course fees, travel costs, and purchase of materials needed for continuing education.

Estimated expenses for Continuing Education program

Funding for individual libraries to use for trustee training	
Other fall trustee/director training	\$4,000.00
Total expenses for Program 2 - Continuing Education	\$4,000.00

Program 3 - Resource Sharing and Technology

Funds in this program are used to support resource sharing programs such as interlibrary loan, courier, and book club kits as well as covering technology needs a library may have such as specific software and/or hardware. Examples of ways to use funds include, but are not limited to OCLC, MSC, Courier costs, postage, book club kits, Internet, hardware, peripherals, and software.

Estimated expenses for Resource Sharing/Tech

Other (please enter description)	
Other (please enter description)	
Total Expenses for Program 3 - Resource/Tech	\$0.00

Program 4 – Community Outreach

community with the hope of increasing awareness of libraries and their value. Examples of acceptable spending in this category include but are not limited to: costs associated with summer reading programs, homebound services, books by mail, and any promotional materials.

Estimated expenses for Community Outreach

Other (please enter description)	
Other (please enter description)	
Total Expenses for Program 4 - Comm. Outreach	\$0.00

Program 5 – Building Planning

Funds used in this program 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 and cost

Estimated expenses for Building Planning

Other (please enter description)	
Other (please enter description)	
Total Expenses for Program 5 - Bldg Planning	\$0.00

Amount awarded to each public library \$3,903.73 Coordinator library amount includes federation wide expenses

Member Libraries	Amount
Daniels County Library	\$3,903.73
Glasgow City-County Library	\$3,903.73
James E Shanley Tribal Library	\$1,000.00
Phillips County Library	\$3,903.73
Roosevelt County Library	\$3,903.73
Sheridan County Library	\$9,413.73
Total amount awarded to libraries	\$26,028.64

Pathfinder Federation Plan of Service

FY26 (July 2025 - June 2026)

Revenue available:

\$37,973.55

Date Plan of Service was approved

Budget Summary

Program 0 – Administrative Expenses	\$5,988.00
Program 1 – Annual Meetings	\$500.00
Program 2 – Continuing Education	
Program 3 – Resource Sharing and Technology	\$0.00
Program 4 – Community Outreach	\$0.00
Program 5 – Building Planning	\$0.00
Total amount that will be granted to individual libraries	\$31,485.55
Total expenditures - should equal revenue	\$37,973.55

Program Summary

Program 0 - Admin Costs

Several administrative functions are centralized at the State Library, but Federation members may want to authorize a stipend to the federation coordinator. Federations may also allocate funds to pay for communication costs, travel, supplies or other federation-specific expenses.

Estimated expenses for Admin program

Coordinator Stipend	\$1,000.00
Travel to MSL Commission Meeting	\$988.00
Costs for supplies and communication	
Trustee Training	\$4,000.00
Total for Program 0 - Admin	\$5,988.00

Program 1 - Annual Meetings

Money for this program goes towards meeting room costs, trainer costs, meals, and any supplies or communication costs needed to run the federation's annual meetings.

Estimated expenses for Annual Meeting program

Hotel	
Food	\$500.00
Meeting Room rental fees	
Funding for trustee training held at the meeting	
Other (please enter description)	
Total expenses for Program 1 - Annual Meetings	\$500.00

Program 2 - Continuing Education

Funds for this program are used to support the costs associated with professional development for librarians, library staff, and trustees. Examples of acceptable costs include, but are not limited to registration fees, course fees, travel costs, and purchase of materials needed for continuing education.

Estimated expenses for Continuing Education program

Funding for individual libraries to use for trustee training	
Other (please enter description)	
Total expenses for Program 2 - Continuing Education	\$0.00

Program 3 - Resource Sharing and Technology

Funds in this program are used to support resource sharing programs such as interlibrary loan, courier, and book club kits as well as covering technology needs a library may have such as specific software and/or hardware. Examples of ways to use funds include, but are not limited to OCLC, MSC, Courier costs, postage, book club kits, Internet, hardware, peripherals, and software.

Estimated expenses for Resource Sharing/Tech

Other (please enter description)	
Other (please enter description)	
Total Expenses for Program 3 - Resource/Tech	\$0.00

Program 4 – Community Outreach

community with the hope of increasing awareness of libraries and their value. Examples of acceptable spending in this category include but are not limited to: costs associated with summer reading programs, homebound services, books by mail, and any promotional materials.

Estimated expenses for Community Outreach

Other (please enter description)	
Other (please enter description)	
Total Expenses for Program 4 - Comm. Outreach	\$0.00

Program 5 – Building Planning

Funds used in this program 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 and cost

Estimated expenses for Building Planning

Other (please enter description)

Other (please enter description)

Total Expenses for Program 5 - Bldg Planning \$0.00

Amount awarded to each library

\$2,099.03 Coordinator library amount includes federation wide expenses

Member Libraries**Amount**

Belt Public Library	\$2,099.13
Blaine County Library	\$8,087.03
Choteau/Teton Public Library	\$2,099.03
Chouteau County Library	\$2,599.03
Conrad Public Library	\$2,099.03
Dutton/Teton Public Library	\$2,099.03
Fairfield/Teton Public Library	\$2,099.03
Glacier County Library	\$2,099.03
Great Falls Public Library	\$2,099.03
Harlem Public Library	\$2,099.03
Havre-Hill County Library	\$2,099.03
Liberty County Library	\$2,099.03
Toole County Library	\$2,099.03
Valier Public Library	\$2,099.03
Wedsworth Memorial Library	\$2,099.03
Total amount awarded to libraries	\$37,973.55

Sagebrush Federation Plan of Service

FY26 (July 2025 - June 2026)

Revenue available: \$28,523.72
Date Plan of Service was approved

Budget Summary	Column 1
Program 0 – Administrative Expenses	\$1,933.00
Program 1 – Annual Meetings	\$200.00
Program 2 – Continuing Education	\$4,000.00
Program 3 – Resource Sharing and Technology	\$2,034.00
Program 4 – Community Outreach	\$0.00
Program 5 – Building Planning	\$0.00
Total amount that will be granted to individual libraries	\$20,356.72
Total expenditures - should equal revenue	\$28,523.72

Program Summary

Program 0 - Admin Costs

Several administrative functions are centralized at the State Library, but Federation members may want to authorize a stipend to the federation coordinator. Federations may also allocate funds to pay for communication costs, travel, supplies or other federation-specific expenses.

Estimated expenses for Admin program

	Column 1
Coordinator Stipend	
Travel to MSL Commission Meeting	
Costs for supplies and communication	
Other (please enter description)	
Total for Program 0 - Admin	\$1,933.00

Program 1 - Annual Meetings

Money for this program goes towards meeting room costs, trainer costs, meals, and any supplies or communication costs needed to run the federation's annual meetings.

Estimated expenses for Annual Meeting program

Hotel	
Food	
Meeting Room rental fees	
Funding for trustee training held at the meeting	
Other (please enter description)	
Total expenses for Program 1 - Annual Meetings	\$200.00

Program 2 - Continuing Education

Funds for this program are used to support the costs associated with professional development for librarians, library staff, and trustees. Examples of acceptable costs include, but are not limited to registration fees, course fees, travel costs, and purchase of materials.

Estimated expenses for Continuing Education program

Funding for individual libraries to use for trustee training	
Other (please enter description)	
Total expenses for Program 2 - Continuing Education	\$4,000.00

but are not limited to registration fees, course fees, travel costs, and purchase of materials needed for continuing education.

Program 3 - Resource Sharing and Technology

Funds in this program are used to support resource sharing programs such as interlibrary loan, courier, and book club kits as well as covering technology needs a library may have such as specific software and/or hardware. Examples of ways to use funds include, but are not limited to OCLC, MSC, Courier costs, postage, book club kits, Internet, hardware, peripherals, and software.

Estimated expenses for Resource Sharing/Tech

SWANK media license	
Other (please enter description)	
Total Expenses for Program 3 - Resource/Tech	\$2,034.00

Program 4 – Community Outreach

Funds for this program are used to support outreach and marketing to the community with the hope of increasing awareness of libraries and their value. Examples of acceptable spending in this category include but are not limited to: costs associated with summer reading programs, homebound services, books by mail, and any promotional materials.

Estimated expenses for Community Outreach

Other (please enter description)	
Other (please enter description)	
Total Expenses for Program 4 - Comm. Outreach	\$0.00

Program 5 – Building Planning

directly related to federation-wide activities. Costs may include but are not limited to: consultant fees and travel, design models, wireless feasibility studies and cost analysis for designing areas.

Estimated expenses for Building Planning

Other (please enter description)	
Other (please enter description)	
Total Expenses for Program 5 - Bldg Planning	\$0.00

Amount awarded to each library

\$2,035.67	Coordinator library amount includes federation wide expenses
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Member Libraries

Amount

Ekalaka Public Library	\$2,035.67
Fallon County Library	\$2,035.67
Garfield County Free Library	\$2,035.67
George McCone Memorial County Library	\$2,035.67
Glendive Public Library	\$2,035.67
Henry A Malley Memorial Library	\$2,035.67
Miles City Public Library	\$10,202.67
Prairie County Library	\$2,035.67
Sidney-Richland County Library	\$2,035.67
Wibaux Public Library	\$2,035.67
Total amount awarded to libraries	\$28,523.72

Federation Coordinator

Date

South Central Federation Plan of Service

FY26 (July 2025 - June 2026)

Revenue available:

\$46,501.51

Date Plan of Service was approved

Budget Summary

Program 0 – Administrative Expenses	\$3,029.00
Program 1 – Annual Meetings	\$850.00
Program 2 – Continuing Education	\$4,000.00
Program 3 – Resource Sharing and Technology	\$1,250.00
Program 4 – Community Outreach	\$0.00
Program 5 – Building Planning	\$0.00
Total amount that will be granted to individual libraries	\$37,372.51
Total expenditures - should equal revenue	\$46,501.51

Program Summary

Program 0 - Admin Costs

Several administrative functions are centralized at the State Library, but Federation members may want to authorize a stipend to the federation coordinator. Federations may also allocate funds to pay for communication costs, travel, supplies or other federation-specific expenses.

Estimated expenses for Admin program

Coordinator Stipend	\$1,500.00
Travel to MSL Commission Meeting/2x	\$929.00
Costs for supplies and communication	\$200.00
Other - City of Laurel for bookkeeping expenses	\$400.00
Total for Program 0 - Admin	\$3,029.00

Program 1 - Annual Meetings

Money for this program goes towards meeting room costs, trainer costs, meals, and any supplies or communication costs needed to run the federation's annual meetings.

Estimated expenses for Annual Meeting program

Hotel	
Food	\$850.00
Meeting Room rental fees	
Funding for trustee training held at the meeting	
Other (please enter description)	
Total expenses for Program 1 - Annual Meetings	\$850.00

Program 2 - Continuing Education

Funds for this program are used to support the costs associated with professional development for librarians, library staff, and trustees. Examples of acceptable costs include, but are not limited to registration fees, course fees, travel costs, and purchase of materials needed for continuing education.

Estimated expenses for Continuing Education program

Funding for individual libraries to use for trustee training	\$2,550.00
Other Regional Trustee Training	\$1,450.00
Total expenses for Program 2 - Continuing Education	\$4,000.00

Program 3 - Resource Sharing and Technology

Funds in this program are used to support resource sharing programs such as interlibrary loan, courier, and book club kits as well as covering technology needs a library may have such as specific software and/or hardware. Examples of ways to use funds include, but are not limited to OCLC, MSC, Courier costs, postage, book club kits, Internet, hardware, peripherals, and software.

Estimated expenses for Resource Sharing/Tech

Other - Books Kits (new books)	\$500.00
Other - Book Club Kit Admin (library staff handling/organizing and upkeep of book kit items)	\$750.00
Total Expenses for Program 3 - Resource/Tech	\$1,250.00

Program 4 – Community Outreach

community with the hope of increasing awareness of libraries and their value. Examples of acceptable spending in this category include but are not limited to: costs associated with summer reading programs, homebound services, books by mail, and any promotional materials.

Estimated expenses for Community Outreach

Other (please enter description)	\$0.00
Other (please enter description)	
Total Expenses for Program 4 - Comm. Outreach	\$0.00

Program 5 – Building Planning

Funds used in this program 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 and cost

Estimated expenses for Building Planning

Other (please enter description)

Other (please enter description)

Total Expenses for Program 5 - Bldg Planning \$0.00

Amount awarded to each library

\$2,217.94 Coordinator library amount includes federation wide expenses

Member Libraries**Amount**

Bicentennial Library of Colstrip	\$2,217.94
Big Horn County Public Library	\$2,217.94
Billings Public Library	\$2,217.94
Bridger Public Library	\$2,217.94
Carnegie Public Library	\$2,217.94
Denton Public Library	\$2,217.94
Dorothy Asbjornson Community Library	\$2,217.94
Harlowton Public Library	\$2,217.94
Joliet Public Library	\$2,217.94
Judith Basin County Free Library	\$2,217.94
Laurel Public Library	\$8,796.53
Lewistown Public Library	\$2,217.94
Moore Memorial Public Library	\$2,217.94
Petroleum County School-Community Library	\$2,217.94
Red Lodge Carnegie Library	\$2,217.94
Rosebud County Library	\$2,217.94
Roundup School-Community Library	\$2,217.94
Stillwater County Library	\$2,217.94
Total amount awarded to libraries	\$46,501.51

Tamarack Federation Plan of Service

FY26 (July 2025 - June 2026)

Revenue available:

\$56,776.24

Date Plan of Service was approved April 25, 2025

Budget Summary

Program 0 – Administrative Expenses	\$1,867.74	
Program 1 – Annual Meetings	\$5,500.00	Any remainder to Montana Library2Go
Program 2 – Continuing Education	\$0.00	
Program 3 – Resource Sharing and Technology	\$0.00	
Program 4 – Community Outreach	\$0.00	
Program 5 – Building Planning	\$0.00	
Total amount that will be granted to individual libraries	\$49,408.50	
Total expenditures - should equal revenue	\$56,776.24	

Program Summary

Program 0 - Admin Costs

Several administrative functions are centralized at the State Library, but Federation members may want to authorize a stipend to the federation coordinator. Federations may also allocate funds to pay for communication costs, travel, supplies or other federation-specific expenses.

Estimated expenses for Admin program

Coordinator Stipend	\$1,000.00
Travel to MSL Commission Meeting x2	\$867.74
Costs for supplies and communication	\$0.00
Other (please enter description)	
Total for Program 0 - Admin	\$1,867.74

Program 1 - Annual Meetings

Money for this program goes towards meeting room costs, trainer costs, meals, and any supplies or communication costs needed to run the federation's annual meetings.

Estimated expenses for Annual Meeting program

Hotel, food, presenters, supplies	\$5,500.00
Total expenses for Program 1 - Annual Meetings	\$5,500.00

Program 2 - Continuing Education

Funds for this program are used to support the costs associated with professional development for librarians, library staff, and trustees. Examples of acceptable costs include, but are not limited to registration fees, course fees, travel costs, and purchase of materials needed for continuing education.

Estimated expenses for Continuing Education program

Funding for individual libraries to use for trustee training	
Other (please enter description)	
Total expenses for Program 2 - Continuing Education	\$0.00

Program 3 - Resource Sharing and Technology

Funds in this program are used to support resource sharing programs such as interlibrary loan, courier, and book club kits as well as covering technology needs a library may have such as specific software and/or hardware. Examples of ways to use funds include, but are not limited to OCLC, MSC, Courier costs, postage, book club kits, Internet, hardware, peripherals, and software.

Estimated expenses for Resource Sharing/Tech

Other (please enter description)	
Other (please enter description)	
Total Expenses for Program 3 - Resource/Tech	\$0.00

Program 4 – Community Outreach

Estimated expenses for Community Outreach

community with the hope of increasing awareness of libraries and their value.	Other (please enter description)	
Examples of acceptable spending in this category include but are not limited to:	Other (please enter description)	
costs associated with summer reading programs, homebound services, books by mail, and any promotional materials.	Total Expenses for Program 4 - Comm. Outreach	\$0.00

Program 5 – Building Planning	Estimated expenses for Building Planning	
Funds used in this program 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 and cost	Other (please enter description)	
	Other (please enter description)	
	Total Expenses for Program 5 - Bldg Planning	\$0.00

Amount awarded to each library	\$3,529.18	Coordinator library amount includes federation wide expenses
---------------------------------------	------------	--

Member Libraries	Amount
Bitterroot Public Library	\$3,529.18
Darby Community Public Library	\$3,529.18
Flathead County Library	\$3,529.18
Lincoln County Library	\$3,529.18
Mineral County Public Library	\$3,529.18
Missoula Public Library	\$3,529.18
North Lake County Public Library	\$10,896.92
North Valley Public Library	\$3,529.18
Plains Public Library District	\$3,529.18
Preston Hot Springs Town-County Library	\$3,529.18
Ronan Library District	\$3,529.18
St Ignatius School-Community Library	\$3,529.18
Thompson Falls Public Library	\$3,529.18
Whitefish Community Library	\$3,529.18
Total amount awarded to libraries	\$56,776.24



MEMO

To: State Library Commission

From: Continuing Education/Certification Committee

Subject: Certification/Continuing Education Review

Date: June 3, 2025

Update from the committee

The committee comprised of Carmen Cuthbertson, McKenna Greg, Tammy Hall, Colet Bartow, Tracy Cook, and Rebekah Kamp met on April 29, 2025. The committee discussed their charge, roles and responsibilities, and ideas for updating the continuing education and certification program.

Here is a summary of key points discussed by the committee:

- Pros and cons of having MSL staff be the sole providers of offering continuing education that qualifies for credit. There was recognition that this might not be feasible, and there would need to be a system for additional providers.
- Topics that would be valuable to board members, directors, and staff. This led to a suggestion to ask library directors for feedback on what board members, staff, and new directors need to know.
- Changes that would be needed if we implemented a system that required pre-approval of topics and providers. We might need to reduce the number of credits. We might need to require a yearly quota to encourage regular continuing education. We might need to drop the categories. We may need to purchase subscriptions to supplement training from MSL staff.
- Next steps include a survey of library directors, more discussion about topics, and more discussion about how to support intermediate to advanced learning once a library board member, director, or staff member has taken the foundational courses.
- Foundational courses discussed by the group include
 - budget
 - finance
 - law (federal and state)
 - open meetings
 - MSL resources provided to libraries
 - managing library materials
 - working with boards and local government
 - facilities management
 - technology
 - programming 101



The committee would like the Commission's thoughts on the following ideas for changes to the program:

- Have a foundational list of coursework for boards, directors, and staff that is pre-approved.
- Have additional courses (pre-approved) that library directors, board members, and staff can take to earn continuing education credit.
- Shift to a new system where courses are pre-approved and only those courses are eligible for credit.
- Have staff present suggested topics, providers, number of credits, and course descriptions to the Commission or a designated committee for approval.

Office of Public Instruction/Board of Public Education Panel

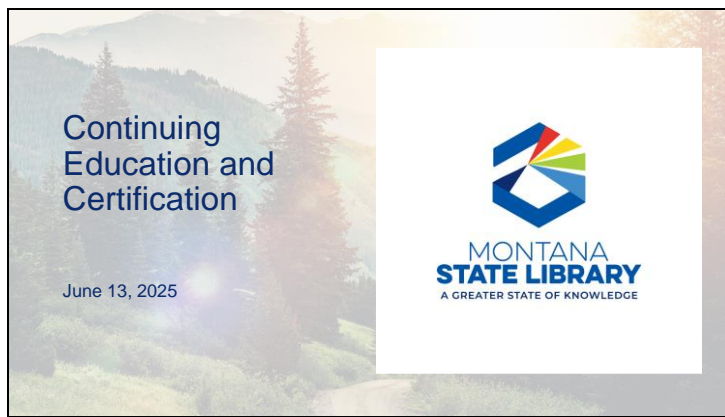
The Board of Public Education and Office of Public Instruction also have certification programs. We have asked representatives to present at the June Commission meeting. We are asking them to talk about their program, process, and roles and responsibilities.

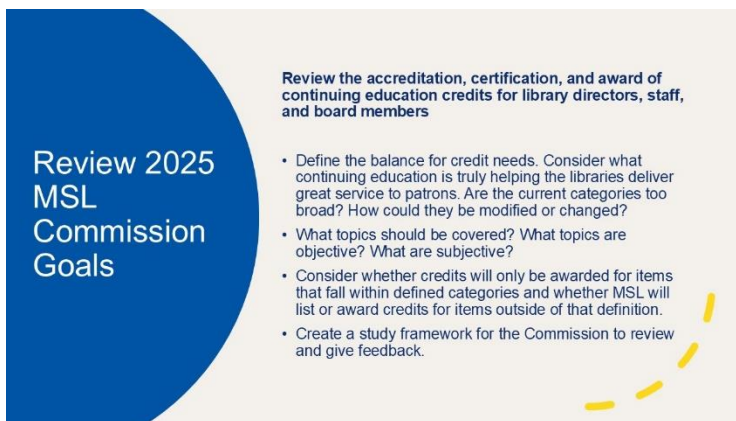
We recommend reviewing the following Administrative Rules of Montana for an introduction to their program:

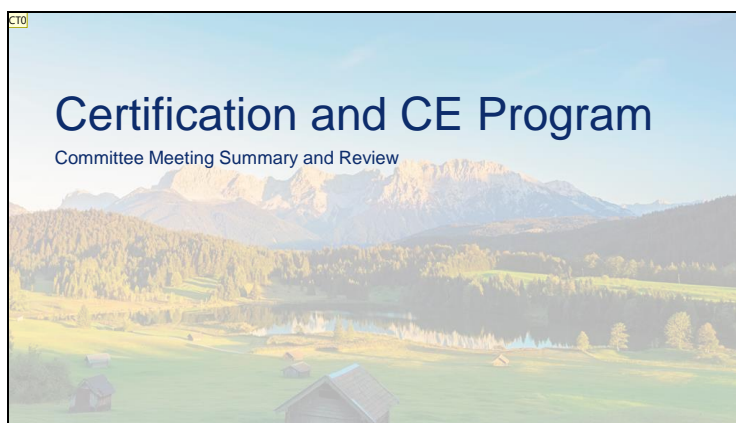
- [ARM 10.55.714 Professional Development](#) - The Professional Development ARM specifies the standards that professional development opportunities must meet.
- [ARM 10.57.216 Approved Renewal Activity](#) - Approved renewal unit providers must offer activities that are deemed appropriate for professional development of licensees in compliance with ARM 10.55.714 and 10.57.215.
- [ARM 10.57.215 Renewal Requirements](#) - The activities that are eligible for renewal units are professional development activities and college credits that are of a planned and structured experience and an activity that provides exposure to a new idea or skill or an extension of an existing idea or skill.

Continuing Education and Certification Presentation

Notes Handout







Continuing Education and Certification Presentation

Notes Handout

April 29, 2025 Committee Meeting

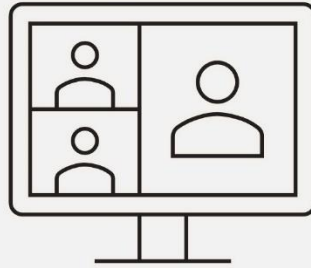
Commission Members

- Carmen Cuthbertson
- McKenna Gregg
- Tammy Hall

MSL Staff

- Colet Bartow
- Tracy Cook
- Rebekah Kamp

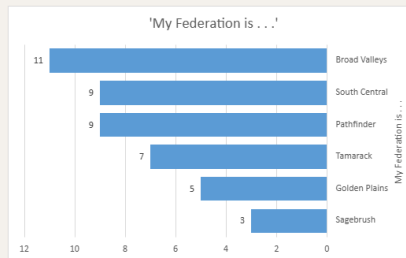
See Certification/Continuing Education memo for summary of discussion.



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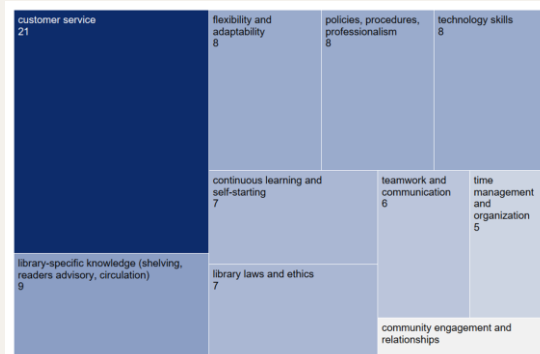
Director Survey

- My Federation is...
- I wish every one of our new hires knew . . .
- I wish every one of our new trustees knew . . .
- When I started as director, I wish I had known . . .



Q1

I wish every one of our new hires knew . . .

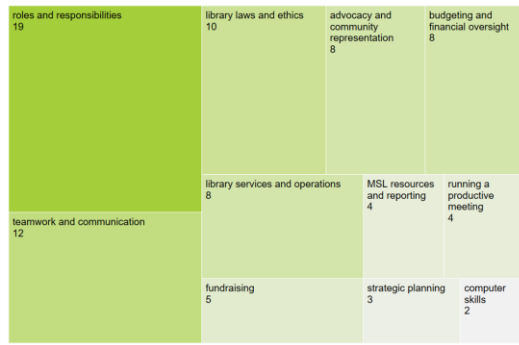


Continuing Education and Certification Presentation

Notes Handout

Q2

I wish every one of our new trustees knew . . .



Q3

When I started as director, I wish I had known. . .



Questions and Discussion

- What are your takeaways from the panel discussion?
- What are your takeaways from the subcommittee memo?
- What are your takeaways from the survey responses?
- What would the Commission like to do next?

Trustee Handbook

MONTANA PUBLIC LIBRARY BOARDS



2025

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Version Note: Links Edited April 2024, Appendix 3 Montana State Library Commission State on the Freedom to Read and inline references deleted December 2024. Manual completely redone spring 2025.

DRAFT

State Librarian's Letter



Dear Library Trustee: Thank you for serving on the Board of your public library. Along with your library staff and your community, we at the State Library appreciate your commitment to help us better serve all Montanans by meeting their information needs. As a trustee, your role is to ensure that your library meets the information needs of your community. Today, as libraries take on many different responsibilities to best serve their patrons, the role of library trustees is changing and is more challenging and rewarding than ever.

While readers of all ages still relish the hours spent with a good book, there's no doubt that technology has revolutionized how people access and use information. Books now come in print, audio, and electronic form. Patrons are much more likely to do their research online rather than using reference books. Preschoolers enhance their early literacy skills via educational computer games, and seniors are one of the fastest growing populations of new users of the Internet and social media.

Serving communities also means that libraries serve as community centers. From programming for all ages to art space, computer classes, and meeting rooms, libraries bring people together from all walks of life and all parts of our communities. But even as the demand for library services continues to grow, costs rise and the resources that traditionally support libraries are more limited than ever. So, yes, being a trustee is challenging, but it is a challenge that your community believes you can - and will - meet.

This handbook can help. If you are new to the position, this handbook can serve as your starting point to learn about your new responsibilities. If you have served as a trustee for some time, it is a source book for refreshing your knowledge and honing your skills.

We hope you will make full use of your trustee handbook as well as the rest of the support we provide. By working together, we can continue to improve library services for all Montanans.

Again, thank you for your time and your commitment to your public library.

Sincerely,

Jennie Stapp

Montana State Librarian

How to get the most out of this document

Purpose:

This handbook is primarily for individuals who have recently joined the library board. Experienced board members may find the content useful for reviewing the job of the board. State Library staff have developed supplemental resources that can be used when actively working on an issue facing the library. This handbook is designed to give board members a sense of the complexity and depth of the job.

How to Use this Document:

- Read the first chapter about the job of the board to learn about the overall responsibilities of library boards and library board members.
- Skim through the rest of the handbook to develop a deeper understanding about various components of the job of the library board.
- Complete a more thorough review of the sections that pertain to items the board is working on right now.

Where to learn more?

- More in-depth information including handbooks and videos can be found on the [Trustee page](#) of the Montana State Library's website.

This handbook was prepared as an educational resource and should not be used as a substitute for legal advice. The publication was funded in part with federal Library Services and Technology Act (LSTA) grant funds. These funds are administered through the Institute of Museum and Library Services (IMLS) and the Montana State Library Commission.

Responsibilities of Trustees and the Board

Overview

The library board governs the library. This work includes planning, budgeting, monitoring finances, personnel management, advocating for the library, and policy development. Governing means listening to community members, the director, and others when making decisions that impact library services. The director manages the day-to-day operations of the library.

It might be helpful to think of the library board as being similar to a city council. The board is the legislative body for the library. This means the board makes decisions. The director and staff carry out the work of those decisions.

While boards are comprised of individuals, authority and power rests with the board. An individual board member contributes to the work, listens to others, shares their insight and knowledge, but decisions must come from the board. Teamwork is important.

Get to know the other people who serve on the Board not just their names but who they are. What are their interests and concerns? What motivates them to serve on the library Board? Team building begins by knowing your teammates.

Get to know the director. There must be a very high level of trust between the Board who governs the library and the person who manages the library.

Although you are a volunteer, the governance of the library will require your time and your effort.

Strategies for a successful start

Trustee Orientation

Orientations are normally conducted by the director and the board chair or designee. Typically, Board orientation includes a tour of the library, receipt of written materials and a meeting with other trustees. During this orientation period it is a good idea to have experienced trustees work with new members. It's helpful to have an experienced member answer questions a new member may have about an upcoming decision of the board.

Want to learn more? Visit [New Library Board Member Orientation](#) for a template

Continuing Education

Effective library trusteeship requires ongoing learning and training. There are many opportunities for you and your Board to keep learning, including the following recommendations (some may require creating a free account; others require membership to access some resources).

- Montana State Library's [MSL Learn site](#)
- [Montana Library Association](#)
- [Mountain Plains Library Association](#)
- [Pacific Northwest Library Association](#)
- [WebJunction](#)

Visit the [Board of Trustees Continuing Education webpage](#) for more resources.

Essential

- [The Public Library Standards](#) require library boards to receive at least 3 hours of continuing education each year.
- Rotate meeting locations at branches of a system, if applicable.

Where to learn more about libraries

- Attend State Library sponsored events.
- Attend Federation meetings.
- Work through a section of the trustee handbook or [watch one of MSL's short videos](#) during meetings or set aside time at each meeting to review an aspect of the library's administration or services.
- Attend MLA's annual conference and other events.

Other Opportunities

Participate in professional organizations: Montana Library Association (MLA), Mountain Plains Library Association (MPLA), the Pacific Northwest Library Association (PNLA), or the Association for Rural and Small Libraries (ARSL) offer opportunities to network with others and learn more about library administration and services.

Montana State Library Event Calendar

This [online statewide training/event calendar](#) provides a focused source of information for library related activities that trustees and libraries can use as a planning tool.

Optional Trustee Certification

Trustees are welcome to certify through the Montana State Library's certification program for trustees. This optional track gives individual trustees a choice in how they will engage in continuing education on the role of trustees and their specific responsibilities.

Certificates are valid for 4 years.

Total Credits: 15 continuing education credits earned in a 4-year period

- Library Administration Category: 10 credits
- Electives: 5 credits in any category

Verification

Once you have the required number of credits, you will need to submit your certification record. The board chair will be contacted to verify your certification record after the MSL Continuing Education Coordinator reviews the submission. The vice chair will verify the chair's record.

Want to learn more? [Visit the MSL Certification Program webpage](#).

The Job of a Trustee

As a trustee, you are entrusted by the public to look after its interest. You are also accountable to the public. Trusteeship is a working relationship with the community, library staff and fellow trustees. It requires a great deal of time and a commitment to libraries. There is a correlation between the quality of library service a library offers and the knowledge, capability, and enthusiasm of its Board members.

What Does a Trustee Do?

A TRUSTEE KNOWS

- the organization of the library Board
- the library services and resources available
- how to work effectively in a group

A TRUSTEE ATTENDS

- every Board and assigned committee meeting
- as needed, other meetings and workshops relating to library business

A TRUSTEE SHARES

- their ideas for future priorities of the library
- their thoughts about potential changes to library policies and services
- information about library services with other community members and local government leaders
- their expertise and knowledge about issues facing the library

A TRUSTEE SUPPORTS

- the library and the director
- the local governing body
- the community

A TRUSTEE REMEMBERS

- the library Board acts only as a whole
- an individual trustee may act on behalf of the library only when authorized to do so by the Board
- the Board does not run the day-to-day operations of the library
- building positive relationships with each other, local government, the library director, and community leaders creates higher quality library service

Golden Rules for Board Members

- Leave the actual management of the library to the director. It is the director's responsibility to select books, employ the staff, manage public complaints, and supervise day-to-day operations.
- After a policy or rule is adopted by the majority vote of the library Board, do not criticize or re-voice your opposition publicly.
- Respect confidential information.
- Observe any publicity and information policies of the Board and library. Do not give information individually but refer requests to the library director or appropriate trustee.
- Do not hold board meetings without the director.
- Treat the director and staff members in an objective manner.
- All rules and policies must be approved by a quorum of the Board at a regular meeting.

Assume your full responsibility as a Board member. If you are unable to attend meetings regularly and complete work delegated to you, consider resigning so an active member can be appointed.

Ethical Considerations for Trustees

As a Board member of a public library, you are a public servant. The public expects that your conduct will always be above question and for the public good, not for your own interest or another special interest.

As mandated by the Constitution of Montana, Montana has a code of ethics that prohibits conflict between public duty and private interest for members of the legislature, state employees and local officers. Under the rules of conduct outlined in this law, trustees cannot disclose or use confidential information acquired in the course of their official duties for personal gain or economic benefit nor can they accept gifts of substantial value.

Guidelines for Preserving Public Trust

- Encourage all trustees to attend, perform and take part in board activities.
- Abide by the time limits of the terms of office for trustees and advise the appointing authority when those terms are up.
- Keep all library board meetings open to the public as required by law and make sure advance notice of board meetings is given to the public.
- Formally adopt written rules and policies. Keep them up to date and publicize them.
- Vote for proposed actions only when there is sufficient information. If a trustee abstains, be sure the minutes show that.
- Be sure that accurate minutes of each meeting are maintained and that votes are properly recorded.

- Seek outside assistance on technical matters. Obtain the assistance of the city or county attorney or retain the services of a qualified attorney for legal matters.
- Publish minutes, reports and financial statements in local newspapers, library newsletters, or the library website to inform the public.
- Trustees should not profit from their appointment to the Board. Avoid conflicts of interest, such as a trustee acting as the board's attorney, investment advisor, banker, insurance consultant, accountant, or a purveyor of goods and services which the library buys.
- If there is a potential conflict of interest, disclose it in a public meeting.

Trustee Job Description

Even though a library trustee is a volunteer position, becoming a trustee is like taking on a new job. It requires the same hard work and willingness to learn as does a paid position.

You might have been given a job description to review before becoming a trustee. If not, your board may want to consider preparing one. A written job description may help future potential trustees understand the roles and responsibilities of the position. Please see Appendix 1 for a sample job description.

The Job of the Board

The Board does not manage the day-to-day operations of the library but, rather, is responsible for seeing that the library is well managed in accordance with the law and board-established policies. To meet this responsibility, the Board has six major tasks:

- Understand the laws governing the library
- Set and monitor the library's budget
- Set policy
- Plan for the future of the library
- Advocate for the library in the community and for the community as a Board member
- Hire and evaluate the library director and, with the director's input, hire and prescribe the duties of library staff

Each of these areas is addressed in later sections of this handbook.

Board Meetings

The most important work of the Board is carried out at the Board meetings.

First, individual trustees have no legal authority over the library. Any change in policy or procedure, or other governing act, must be brought before the Board.

Second, the Board only has authority when it makes a group decision in a legally constituted meeting.

The Board bylaws provide the structure of your work, but here are some general guidelines for effective meetings.

- Deal only with appropriate issues and make a clear distinction between the functions of the Board and those of the director.
- Ensure that the director is present at all Board meetings.
- Rotate leadership responsibilities to create a stronger Board; each trustee should have the opportunity to hold office.
- Hold regularly scheduled meetings
- Use parliamentary procedure such as Robert's Rules of Order to conduct business and maintain an orderly flow for the meetings.
- Keep an archival file of Board minutes in the library or on the website. Individual Board members should retain current minutes in their trustee handbooks.
- Hold working Board sessions and committee meetings prior to the formal Board meetings where decisions are made. This saves time and provides an opportunity for careful study of an issue.
 - Remember: Committees issue recommendations to the Board but do not make the decisions.

Meetings must be open to the public and held in accessible locations.

Public Participation

Montana law states that tax-supported libraries are subject to the Montana Open Meeting Law. The purpose of this law is to protect the public's right to know. The legal requirements for open meetings, however, should be seen as the minimum requirements. From an administrative and community relations point of view, the more open you can make your meetings, the better it will be for the library.

Public participation does not mean that the public takes over the meeting. The Board chairperson should welcome public comment at appropriate times, but the amount of time made available for this is either spelled out in a public participation policy or at the chairperson's discretion.

Board Bylaws

The Board's bylaws provide the general structure for your work and ensure continuity and consistency in legal, financial, and policy-making activities. Bylaws should be periodically reviewed to ensure that they remain relevant.

Comparing the Roles of the Library Board and the Director

BOARD	DIRECTOR
Employ a competent and qualified director.	Employ personnel with the board's input and supervise their work.
Develop a long-range plan, vision and mission statements and review them periodically.	Provide input to the board on library trends or community needs that should be considered as part of a long-range plan.
Determine and adopt written policies governing operation and program of the library. Review policies periodically.	Suggest needed policies for Board consideration. Carry out the policies as adopted by the Board.
Evaluate and discuss the library's progress in achieving its plan. Secure adequate funds to carry out the library's program.	Prepare regular reports with library's current progress and future needs. Communicate financial needs of the library to the board. Assist with efforts to raise funds for the library.
Support efforts to raise awareness of the library and its services.	Maintain active public relations program.
Assist in preparation of the annual budget and approve it.	Prepare an annual budget in consultation with the Board.
Present the budget to the funding agency, public officials, and the public; explain and defend it.	Closely follow the budget process. Assist the board with presenting the budget to the funding agency
Monitor budget expenditures during the fiscal year.	Oversee expenditures from budget including selection and ordering of all library materials and equipment.
Know local and state laws; actively support library legislation in the state and nation.	Know local and state laws; actively support library legislation in the state and nation.
Board governs.	Director manages.

Want to learn more? MSL staff have created a [series of short videos for trustees](#)

Job of the board: Understand the laws governing the library

Complying with the Law

Because public libraries are supported by public tax dollars, they are subject to numerous laws and regulations. As a trustee, you are responsible for being familiar with these laws and understanding their consequences. When dealing with legal issues the Board should consult with the city or county attorney for interpretation of the law.

Laws specific to governing public libraries in Montana are addressed on the [Montana State Library website](#). There are links to pertinent Montana Code Annotated, Administrative Rules, and Attorney General Opinions.

Montana Laws

The Constitution of Montana [Article X, Education and Public Lands, 1(3)] directs the Legislature to "provide a basic system of free quality public elementary and secondary schools" and "other such educational institutions, public libraries and educational programs as it deems desirable."

Laws specific to libraries are contained in the Montana Code Annotated (MCA). In addition, there are several Administrative Rules of Montana (ARM) that concern library operation and funding mandates.

A selection of state laws and rules you should be familiar with as a library trustee include the following.

Free Public Libraries (MCA 22-1-3)

The stated purpose of this law is "to encourage the establishment, adequate financing, and effective administration of free public libraries in this state to give the people of Montana the fullest opportunity to enrich and inform themselves through reading."

The following items are addressed in this MCA chapter:

- Creation of a legal public library
- Mill levies, special library funds and bonds
- Authorization, allocations and investment of a library depreciation reserve fund
- Trustee appointment, compensation, and term length
- Powers and duties of the Board
- Appointment of and compensation for the library director and staff
- Exclusion and extension of library use privileges
- Various laws covering city, county, and city-county libraries

Want to learn more? There are a variety of ways a public library can be created in Montana. For more information on all types of libraries see the Types of Libraries and Board Authority document in the [Appendix](#).

Library Records Confidentiality Act (MCA 22-1-11)

This act mandates no person may release or disclose any portion of a library record that identifies a person as having requested, used, or borrowed library materials except in response to a written request from the person identified in that record, court order or National Security letter. The law applies to all library users. Confidentiality protection for library records is waived when materials are overdue or lost.

Library Federations (MCA 22-1-4)

This group of laws discusses library federations which attempt to pool resources and avoid duplication of effort. Details include establishment of a federation, participants, benefits, governing board, resolution of disagreements, and administration of federation appropriations.

Want to learn more? Visit the [Library Federations](#) page for a map and information about these regional networks.

Open Meetings (MCA 2-3-2)

The Open Meeting Law requires that meetings of public or governmental bodies-including boards, bureaus and commissions-must be open to the public. The Library Board of Trustees must develop procedures for permitting and encouraging the public to participate in agency decisions that are of significant interest to the public.

Learn more about the open meeting law by reviewing the handbook and videos available on the [Board Meeting Resources page](#).

Code Of Ethics (MCA 2-2-1)

The code of ethics is designed to prohibit conflict between public duty and private interest by specifying rules of conduct for public officers, which includes library trustees. The rules cover confidential information, gifts and other economic benefits or compensations.

Montana State Library Commission (MCA 22-1-1)

This law establishes the State Library Commission. The Commission is composed of the State Superintendent of the Office of Public Instruction, or a designee; five governor appointees, who serve staggered terms of three years each; and a librarian from the Montana university system, appointed by the Commissioner of Higher Education.

Montana State Library (MCA 22-1-2)

The State Library Commission maintains and operates the Montana State Library, located in Helena. This law addresses the role of the library in providing library services and support to state government, the library federations, and local libraries.

Public Library Standards (ARM 10.102.11)

These administrative rules detail standards for public libraries and the process libraries must follow to meet those standards. To receive state financial aid public libraries must meet the essential standards.

Want to learn more? Visit the [Public Library Standards](#) page to see the standards and learn about the elective road map.

Board Liability (MCA 2-9-305)

The legal power of the library Board derives from the Board's actions as a body. Because these actions are subject to public scrutiny - and can be challenged in court - you and the other members of your Board need to be well informed and make decisions based on sound judgment.

There are several major areas in which Board liability may be incurred:

- Acts in excess of authority. For example, inappropriate expenditures or exceeding budget spending levels.
- Failure to act when action should have been taken. For example, failure to meet contractual obligations.
- Negligence. For example, unsafe buildings and grounds.
- Intentional misconduct. For example, libel, assault, improper discharging of an employee, theft, etc.
- Acts in violation of the law. For example, improper reimbursement to trustees and employees, authorizing payment of improper expenses, purchasing certain property without obtaining bids, failing to follow proper rules for hiring, acting on an issue when there is conflict of interest, etc.

The library board should check with their city or county attorney or their insurance carrier to confirm the board has liability insurance coverage. In most cases there is no personal liability for trustees except for criminal conduct, failure to cooperate in the defense, or settlement of a claim without the consent of the governmental entity employer.

Other State Laws and Local Ordinances

Many state and local laws not specific to public libraries will also be of interest to trustees. For instance, local zoning laws, parking restrictions, building codes and safety

restrictions need to be considered. Questions about these and other laws can be directed to the city or county attorney.

Want to learn more? Visit [Montana Library Laws](#) for more information and the text of these laws and relevant court and attorney general opinions.

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Job of the board: set and monitor the library's budget

Funding the Library

The Board is responsible for ensuring that there are adequate funds for all operations of the library. This vital function requires that Board members:

- understand library funding laws
- have a knowledge of funding sources
- develop a working relationship with the appropriate governing body
- be willing to seek prospective funding sources for the library
- explore ways of sharing resources with other libraries or community partners

Sound financial management by the Board of trustees is crucial to ensure ongoing library services for the community. To prepare a budget, you need to know where the funds come from and how much revenue you can expect each year. In Montana public library funding comes from local, state, and federal sources. Private funding sources are also important.

Local Funding Sources

The major source of public library funding in Montana comes from local property taxes, either through a dedicated library mill levy or an appropriation from general funds. State law allows the governing body of a city or county with an established public library to levy a special tax in the amount necessary to maintain adequate public library service. This mill levy is approved through a vote of the people.

Libraries that receive funds from mill levies are eligible to receive prorated money from sources other than property taxes, such as ancillary taxes including motor vehicle taxes, oil and gas production taxes, motorcycle fees and so on. State law also allows the governing body of any city or county, to establish a library depreciation reserve fund. This money can be used to acquire property, make capital improvements, and purchase equipment necessary for library services. City or county funds allocated to the library but not spent at the end of the fiscal year can be transferred to the library depreciation reserve fund. The Board must request establishment of this fund.

Support for libraries differs considerably among cities and counties in Montana because taxable valuation and the amount levied varies from place to place.

The Board can explore local options with the city or county budget officer and should consider reviewing MCA 22-1-304 for more information on running a mill levy if the library needs additional funding.

State Funding Sources

There are two state funding sources for Montana's public libraries: the Information Access Montana Act and funds from Coal Severance Tax. To receive this funding, public libraries must meet [the Public Library Standards](#).

Information Access Montana Act

State aid to public libraries is provided through the Information Access Montana Act (IAMA) passed by the Montana Legislature in 1989. The act is designed to broaden access to existing information by strengthening public libraries, augment and extend services provided by public libraries, and permit new types of library services based on local need. IAMA is administered by the Montana State Library Commission.

IAMA funds may not take the place of general operating funds. The law allows the Commission to withhold these funds when there is a reasonable link between the reduction in local funding and the receipt or expectation of IAMA funds.

IAMA stipulates four types of state aid:

Per capita and per square mile.

This aid is based on a population distribution formula (See MCA 22-1-327 or ARM 10.102.4003). The amount of money received by individual libraries can change as the population distribution changes. These funds are distributed annually, and the local libraries receive the money by early November

Statewide interlibrary resource-sharing program.

The commission shall establish a statewide interlibrary resource-sharing program (See MCA 22-1-328 and ARM 10.102.4001.) The purpose of the program is to administer funds appropriated by the legislature to support and facilitate resource-sharing among libraries in Montana. These funds are currently used to reduce the cost of OCLC software used by libraries to borrow items from other libraries as well as the Montana Shared Catalog which is used by libraries to manage their collections. A subset of libraries shares their materials making it easy for their library patrons to request items from another library in the group.

Statewide Library Access Program.

This section (See MCA 22-1-329) authorizes the Commission to develop a voluntary statewide library access program whereby a participating library may allow access to the library's materials and services by patrons registered and in good standing with another library. There is currently no funding associated with this law.

Coal Severance Tax

In 1979, the Montana Legislature designated that a portion of the state severance tax (See MCA 15-35-108 or ARM 10.102.5102) on coal mining go to the library federations to help local libraries provide basic services. The federation libraries receive the annual funds by early November. Each federation submits an annual plan of service to the Commission for approval of how the funds will be spent.

Federal Funding Sources

On occasion, federal grants for specific programs become available for libraries. Trustees and directors can learn about these and other grant opportunities through library literature.

Two of the most common sources of federal funds for library services in Montana are the Library Services and Technology Act and the Telecommunications Discount Program (E-Rate).

Library Services and Technology Act

The Library Services and Technology Act (LSTA) grant program is designed to serve all types of libraries: public, academic, research, school, special and consortia libraries. Administered by the Institute of Museum and Library Services (IMLS), a federal agency, LSTA provides annual funding to all state library agencies to "develop library networks to share library information resources across institutional, local and state boundaries and to reach those for whom library use requires extra effort or special materials."

In Montana, the State Library Commission administers LSTA grant funds. The funds awarded to Montana are used for State Library programs, such as the Talking Book Library and Library Development services, or for statewide projects that provide specialized programming or services for Montanans. These funds often reduce the costs for local libraries.

Telecommunications Discount Program (E-Rate)

Since 1997, the federal Telecommunications Discount Program has provided Montana libraries discounts on eligible telecommunications services ranging from 20 percent to 90 percent, depending on economic need and location. Commonly referred to as the "E-Rate program," it is administered through the nonprofit Universal Service Administrative Company (USAC), which was established by the Federal Communications Commission (FCC) to implement the Telecommunications Act of 1996. The Schools and Libraries Division of USAC administers the schools and libraries program.

Services covered by E-Rate are: Category 1: Internet access services, and Category 2: Acquisition and installation of equipment to provide networked access to the Internet. To apply for E-Rate discounts, a library must meet the Montana Public Library Standards.

There are also federal requirements that must be met depending upon the type of discount the library requests.

Other Funding Sources

As funding needs increase many libraries seek grants from foundations, corporations, endowments, and government agencies. Local businesses are another option. Boards can solicit funds from these businesses directly or determine if the business has a community support program. The Board might also want to explore partnerships with civic organizations for special products or fund-raising activities. Possible groups include the Kiwanis, Rotary Club, Jaycees, Lions, League of Women Voters and local youth groups.

Another consideration for the Board is to encourage endowments from individuals or memorials in the form of gifts to the library. Some Montana libraries have gone a step further and established their own foundations. A library foundation functions as a separate entity and can attain nonprofit tax status from the Internal Revenue Service, so that gifts are tax deductible for the donors. Establishing a library foundation also opens up the potential of funds from other foundations that do not give grants to tax-supported agencies.

Building the Budget

Once you know where funding comes from and how much you can expect, you can prepare the budget. Budgeting is vital to the library's planning process and one of the most important Board functions.

The budgeting process includes the following steps:

1. Define the library's goals for the upcoming year based on the library's long-range plan. What does the library need? Base the budget on those needs. The budget will change as the goals change.
2. Gather information to project costs of providing services and meeting the year's goals.
3. Estimate potential income from taxes, gifts, fines, fees, grants, and any other possible source of income.
4. Compare costs and income to see if all the goals can be met. If income exceeds or equals costs, the budgeting process continues.
5. Adjust objectives if funding doesn't cover goals, or search for additional funding. Present the adopted budget to the funding body.

The Board and the director work on the budget together but, ultimately, the Board is responsible for its approval. The director and a board member will typically present it to the entity with funding authority, within the required time frame and procedural steps. It is important for Board members to support the budget and speak out for library funding.

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Sample Budget Planning Calendar

Based on a July 1 to June 30 Fiscal Year

July	Review fourth quarter budget report. Review goals, objectives, and strategies for past fiscal year. Make adjustments for present fiscal year if needed.
August	Review final annual report for just-ended fiscal year.
September	Begin work on needs assessment for next year. Brainstorm approaches. Delegate follow-up-effort (director, committee).
October	Review first quarter report. Evaluate objectives and strategies in progress.
November	Review present costs and projections. Review current needs assessment; brainstorm possibilities for responses. Reach agreement on prioritized needs.
December	Review goals and objectives for present year. Establish goals and objectives for the coming year based on staff, community, and other input, as well as agreements of previous month. Distribute goals, objectives with request for appropriate strategies and budget requests.
January	Review second quarterly report. Review strategies and budget requests. Prioritize by objective established in November. Library board should assign committee (if not already done) to work with director to prepare draft budget for board review. Request projected revenue information.
February	Board should review draft budget prepared by director and committee.
March	Board should consider holding a public hearing on draft preliminary budget. Adopt preliminary budget.
April	Submit preliminary budget request or certified budget to funding body.
May	Continue to work with submitted request or budget. Review third quarter budget report. Adopt final budget for next year and submit to appropriate authority.
June	Review and finalize any adjustments in closing out the present year.

Following the Money

Boards have control over the library's expenditures. While the Board should delegate the power to purchase materials, supplies and other goods to the library director, it should be aware of all purchases and monitor the budget monthly throughout the year.

The director should provide the Board with a monthly statement or local government provided financial reports that show:

- total monthly and year to date income
- cash on hand
- total monthly and year to date expenditures by budget category
- a list of library accounts including the library depreciation reserve fund and any trust fund or donation accounts

When reviewing the reports, look for yearly patterns of expenditures, such as energy bills in the winter, fees for building repairs or grounds maintenance in the summer, special program costs such as those associated with summer reading programs, and purchases of supplies and materials that occur once or twice a year.

This is also a good time to compare budget figures with actual amounts. Is the income as you expected? If not, the Board needs to find out why and adjust in the budget if necessary. Compare actual expenditures with budget amounts as well. Unusually high and low expenditures need to be explained by the director. If costs are greater than expected, the Board might have to adjust the budget. You also need to know why funds are not being spent. Perhaps an under spent book budget means the staff does not have the time to make book selections and funding more staff is becoming a priority.

Want to learn more? Visit the [Budget and Finance](#) webpage for information about best practices and key things to know about monitoring the library's finances.

Job of the Board: Setting Policy

Much of a trustee's work deals with policy - making policies, reviewing policies, and monitoring their effectiveness.

Policies set the direction for the library and protect it from misunderstandings. They are broad, philosophical guidelines, rather than specific procedures, addressing such areas as personnel, collection management, operations, program development and intellectual freedom.

Library policies should be based on community needs, the library mission statement, and established goals; they should not be a reaction to specific problems that arise.

A good set of written Board policies:

- Balances library resources and customer needs.
- Promotes consistency.
- Eliminates the need for instant (crisis) policy making.
- Clarifies Board member, director, and staff roles.

Trustees are responsible for making and adopting library policies, but policy development is best done in conjunction with the director and staff. Policies should be clearly written, organized in a policy manual, and made available to the staff and the public.

Every trustee should have a copy of the policy manual and be familiar with the rationale for each policy. Understanding the policies helps trustees knowledgeably adopt new policies or revise existing ones. This will also be helpful if you are called upon to defend or interpret policies to the public or governing officials.

Your Board should follow established policies but keep in mind that things change. The community's economic conditions or the growth or decline of the population, for example, may justify changes in library policies. Therefore, it is important for your Board to consider community needs and be flexible enough to revise or change policies as needed. Regular review will help ensure that the policies are accurate and up to date.

The State Library can answer questions your Board might have on developing policies and provide you with samples of specific policies developed by other libraries.

Job of the Board: Community Relations

Marketing the Library

Marketing means different things to different people. Some think it is advertising, others planning events, while still others see it as public relations. It is all those things and more. You can think of marketing as a broad range of activities that tie together the following four "Ps."

- Planning: developing an array of services (products) that the public (customers) wants
- Publicity: telling customers about the services
- Public relations: taking part in activities that help users and non-users develop a positive attitude about the library
- Politics: advocating for the library with elected officials

Who Markets the Library?

The Board, individual trustees, the director, and the staff all have roles to play in marketing the library.

The Role of the Board

- Establish a written communications and public relations policy.
- Support staff training and involvement in marketing the library.
- Budget for marketing and/or assist in obtaining volunteer specialists to help.
- Encourage the development of Friends of the Library and other volunteer programs where suitable.

The Role of Individual Trustees

- Use the library.
- Talk about the library to friends and acquaintances.
- Keep county and city officials informed of library issues and of your continued interest in library matters. Participate in community activities.
- Listen to the community.

The Role of the Director/Library Staff

- Develop the annual marketing plan and budget.
- Evaluate marketing efforts and regularly report on these to the Board.
- Analyze public relations needs, plans and budget. Assess public attitudes toward the library.
- Develop rapport with media, community groups, writers, artists, business leaders and other libraries. Coordinate special activities with community groups.

- Actively promote the library on television, radio, in newspapers. Provide friendly service to all members of the public.
- Attend appropriate training and continuing education events. Interpret library policies, procedures, and services to the public.
- Maintain community awareness.

Media Relations

Typically, the director serves as the spokesperson for the library, and the Board chair serves as the spokesperson for the Board. Designating a media spokesperson can save the Board from unintentional and sometimes destructive misunderstandings.

Should a reporter call an individual at home to get a response to a particular issue, redirecting the reporter to the spokesperson will ensure that the Board's agreed-upon message is the message the reporter receives. The director should keep the spokesperson informed of all potentially newsworthy issues as they develop.

Politics

Because libraries depend on public funds, politics are a fundamental part of marketing the library. As a trustee, your role is to be an advocate on behalf of the library and the citizens who use its services, extending your local public relations activities to elected officials to show them that public libraries are a factor in creating and maintaining sustainable communities. Get to know officials at all government levels and help them learn about the library and what it does for their constituents.

Community Partners

Just as the public library promotes the common good of the community, so too can the community work to promote the good of the library. Two community organizations can help sustain local public libraries: Friends of the Library and a local library foundation.

Friends of the Library

In many Montana communities, citizens who support the public library have established Friends of the Library organizations. A Friends of the Library group is a nonprofit organization that voluntarily supports library causes and services. Each group has its own bylaws, board, committees, and policies, and sets its own goals. The Friends' role can be important, especially in small libraries with very limited budgets.

The Friends can serve as publicity agents for the library, sponsoring cultural and educational programs, as well as advocate for the library with local government. They can develop and coordinate volunteer services in cooperation with the library director and staff; organize fund-raising events; and encourage donations of materials, as well as bequests and endowments.

Library Foundations

Library foundations can be a valuable funding tool to encourage gifts, bequests, memorials, and other monetary donations. The foundation board and staff, if any, also represent another partnership for the Board. As with the Friends organization, a local library foundation can be of immense help, but open communication is key. The Board and the foundation need to work in concert for the good of the library.

A library foundation functions as a separate entity and can attain nonprofit tax-exempt status (known as 501c3) from the Internal Revenue Service, so that gifts may be tax deductible for the donors. Establishing a library foundation also opens the potential of funds from other foundations that do not give grants to tax-supported agencies.

Libraries and Library Organizations

Montana's library system has grown significantly since the state first started to support the system in 1929. All of Montana's publicly funded libraries work in partnership with one another and their local communities to form information networks and provide a better return on the citizens' investment. With improved cooperation among different types of libraries and better access to expanding technologies, Montana libraries are improving access to information locally, regionally, and internationally.

[ASPeN, a directory of all the libraries in Montana](#), is available online on the State Library web site.

In this section, you will find some of the libraries and library support organizations that you will come in contact with as a trustee. Many of these can provide valuable support in helping you to be an effective trustee.

Montana State Library

The Montana State Library provides assistance and advice for all public libraries in the state, administers federal and state grant funds made available to Montana for library purposes, provides library services for people who have visual, physical, and/or reading disabilities that makes using traditional print difficult. The Commission which is the governing board for the Montana State Library also acts as a state board of professional standards and library examiners.

Services for libraries

Montana State Library staff provide support to libraries

- by answering questions about library administration, management, and services
- managing statewide projects such as the Montana Shared Catalog, Montana Library2Go, and other services used by libraries to provide access to library materials

- by creating and supporting programming efforts in libraries that encourage literacy, learning, and connection
- by providing training and continuing education opportunities for library staff and trustees across the state

Montana Library Federations

Public libraries in Montana are organized by region into federations which are groups of libraries working together to provide a broader range of resources and services than individual libraries alone can offer. These federations were developed by the Montana State Library Commission to give all Montanans access to library resources within their region, the state, and the nation.

Montana Library Association (MLA)

This state association works to promote library interests and development, raise the standards of library services in Montana and provide continuing education for lay people and professional growth opportunities for librarians. Through membership in MLA, trustees get to know library trustees from across the state.

MLA represents all types of libraries, public library trustees and members of Friends organizations within its divisions and interest groups. MLA standing committees work on a variety of library-related issues including government affairs, intellectual freedom, marketing, and professional development.

Job of the Board: Planning for the Future

Strategic planning is a duty of the Board. It takes some hard work, but once completed, a written plan serves as a road map to guide the Board and the library director as they make decisions about how the library can allocate resources to best meet community needs.

Although your library might be doing a good job in meeting some of the needs of your community, it is likely that other needs are going unmet. The best way to identify how the library can better serve the community is to include community members in the planning process.

After learning about community needs, the library board and director can identify which ones the library can help meet either directly or through community partnerships. Prioritizing these needs, brainstorming how to meet them, and turning them into goals and objectives is how the board creates a strategic plan for the library.

After the strategic plan is in place, it becomes the basis for how the library operates. As the Board considers other elements of library services, it can use the strategic plan as the starting point for planning for facilities, technology, and public relations.

Planning for Facilities

The typical public library serves the community with a variety of programs and a diverse collection of materials. The Board needs to determine if the facility meets the current needs of the library as well as its future needs based on the plan. Will there be a need for more meeting rooms? Do services focus on a particular user population, such as children or seniors? Will that change over time?

Planning for Technology

In addition to short-term issues, such as periodic upgrades of computer equipment, the Board must also consider long-term technology issues. For example, if digitization of local history was identified as a community need, the library might require a different set of technology and equipment than it currently owns. The strategic plan will be the guide for developing a technology plan that reflects the community's priorities.

Planning for Disaster

Disaster response and prevention is essential for the continuation of library business. A written disaster plan will help ensure the health and safety of the staff, decrease the amount of time it takes to begin recovery, and increase the recovery rate for materials.

When preparing a disaster plan:

- Consider types of disasters most likely to happen, including the possibility that the entire building or collection might be destroyed.
- Consider what services would be most affected if patrons and staff did not have access to the building and its collections.
- Determine who has the decision-making authority in the case of a disaster to close the library, contact the insurance company, assign staff to the recovery effort, hire temporary staff if needed and serve as media spokesperson.

It is the director's responsibility to ensure that the staff is knowledgeable about emergency procedures, but trustees should be familiar with them as well. One of the Board members might be responsible for having a copy of the disaster plan stored at home in case the library copy is damaged or is inaccessible.

Want to learn more? Review the [Strategic Planning Handbook](#) or one of the [short videos about planning for the library](#).

Job of the Board: Managing Personnel

Working with the Director

How the Board interacts with the library director can have as much impact on library services as anything else the Board does. The two must work together closely, but they have very distinct areas of responsibility. Building a relationship of mutual respect and clear communication will ensure that both the Board and the director can do their jobs well.

The first thing to realize in working with the library director is that the director reports to the Board as a whole, not to individual trustees. Therefore, a trustee cannot give orders or suggestions to the director unless the action is approved by the entire Board.

The Board's role is to define the director's duties in a written job description and work with the director to prepare an annual work plan based on the library's long-term plan.

The Board needs to be aware of what the library director does as part of the Board's accountability to taxpayers. The Board should consider conducting an annual evaluation of the director's performance, but the Board needs to have additional processes for staying current on the director's activities. A monthly report from the director can help the Board stay apprised of the director's current work.

Salary and Benefits

Compensation is often the hardest issue to deal with as a Board trustee. Although wages are a basic element in job satisfaction, low pay is a problem in the library field as a whole and particularly in rural areas where city and county budgets are tight. Nonetheless, it is up to the Board to try to ensure that the director receives competitive salary and benefits. The director is a key factor in the quality of services a library can provide its community.

The board should work with local government officials to negotiate fair wages for library staff. Generally, libraries are a part of local government so the Board will need to comply with local policies when offering salary and benefits.

Continuing Education

Because librarianship is always changing, it is important that the library director stay informed about innovations and advancements in the profession. Continuing education is the best way to do this. In fact, the director is required to participate in continuing education under the [Public Library Standards](#) which the library must meet to be eligible for state aid. The standards state that directors must be certified through the Montana Certification Program for Library Directors, Staff and Trustees. Certification and renewal

of certification specify the number of continuing education credit required and the time allowed for earning the credits.

Because continued education is so important, the Board is strongly encouraged to support the director's efforts to attend training. This includes both approval of time off with pay to travel to workshops and conferences, and financial assistance for registration fees and other expenses. A director should not be asked to attend continuing education opportunities on personal time or at personal expense. A director who is well trained and who continues to learn about the library profession is an asset to the library and the library's patrons.

Common Missteps

There are legal limits to what the Board can ask of its library director. One of the most common mistakes made by Boards is asking the library director to work more hours than they are paid for which can go against the Fair Labor Standards Act. The law actively discourages asking people to volunteer for tasks that are part of their paid duties.

Don't micromanage. After the Board and the library director have agreed on the director's job responsibilities, the Board must let the director take the lead. Problems need to be addressed, but even in these cases, the situation needs to be handled with respect. Step back and ask yourself if there really is a problem or if the situation is just a difference of opinion or style. There are different ways to reach the same goal of providing the community with excellent library services.

Evaluating the Director

Trustees evaluate the director all the time by what they see in the library, what they hear from the public and what they perceive as the library's reputation in the community. But that informal consideration does not take the place of a formal review of the director's performance.

There are several good reasons for an annual evaluation. It:

- Provides the director with a clear understanding of the Board's expectations and its perceptions of how those expectations are being met.
- Identifies the Board's concerns and initiates a procedure for actions to be taken.
- Creates an opportunity to review and acknowledge the director's accomplishments as well as to establish a record of unsatisfactory performance if there is ever cause to terminate employment.
- Demonstrates sound management and accountability to community officials and the public.
- Gives the director an idea of where to focus future efforts

Boards often delegate the task of developing a preliminary evaluation of the director to the personnel committee. The key is to be consistent and decide ahead of time who will take part. Although a special committee can do the preliminary evaluation process, the entire Board should review, discuss, and approve the final written evaluation.

All discussions of the director's job performance should be carried out in legally posted and conducted meetings.

Director Turnover

Hiring the Director

One of the Board's most important responsibilities is hiring the director.

The needs of your library and your community will determine who will be the best person to fill the position. One Board may decide that imagination and energy are the most important characteristics the new director needs to have. Another Board might put more emphasis on administrative experience, while still others on education and library experience. Whatever combination of expertise and vision your Board determines is needed, the guiding directive should be that the Board is responsible for hiring the best candidate possible to direct the library.

Working with the Library Staff

Although decisions by the Board affect working conditions, salaries, and other aspects of typical employer/employee relationships, you as a trustee need to understand and respect the chain of command in which the director reports to the Board and the staff reports to the director. The law does give the Board the authority to hire, discharge, set salaries, and prescribe duties of the library staff, and in many cases a director may value the input of the Board when hiring. However, once someone is hired the relationship between the board, director, and staff is a delicate one. It may become confusing for staff if the board is involved in the day-to-day operations of the library. This might lead to a decrease in productivity.

The best practice would be for the Board to delegate hiring, supervising, and evaluation of the library staff to the library director. This can be done through Board bylaws or a decision/motion from the Board. The director is the one overseeing day-to-day operations and is probably the best person to identify what skills and abilities are needed for a particular position as well as to give constructive feedback to staff when there are problems. This also helps create a clearer chain of command which is helpful for staff.

Want to learn more? Review the [Personnel Support page](#) which includes handbooks, a salary dashboard and short video about personnel management.

Trustee Support

Successful trustees and boards make for successful libraries. To help with your ongoing success, MSL consulting librarians and the Continuing Education Coordinator regularly support boards on a variety of matters. We look forward to working with you.

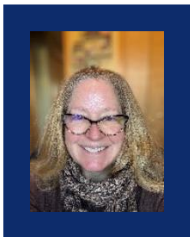
- Library board development/training
- How to run effective and legal meetings
- Government relations
- Library budgeting and finance
- Policy development
- Personnel policies and procedures
- Planning and evaluating library goals
- Library facilities
- Information about laws and rules
- Continuing education

Additional Resources

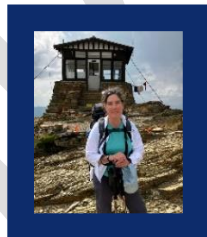
- State Library staff maintain several [handbooks and information guides](#) for trustees.
- Sign up for our monthly [Public Library Trustee Newsletter](#).

Questions? Contact Us!

Colet Bartow
Continuing Education
Coordinator
colet.bartow@mt.gov
406.444.3365



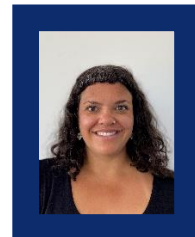
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Appendix 1

Sample Trustee Job Description

Summary

Provides governance for the Public Library; establishes policy; sets goals; hires and evaluates director; establishes and monitors annual budget; signs necessary contracts; exercises such other powers, not inconsistent with law, necessary for the effective use and management of the library.

Responsibilities

- Participates in the ongoing responsibilities of the governing body, including establishment of library policies, budgeting, evaluating, and supervising the library director, working with local and state government officials, and planning for current and future library services and programs.
- Attends all regular and special meetings of the Board and participates in committees and activities as necessary; attends appropriate library functions.
- Represents the interests and needs of community members.
- Lends expertise and experience to the organization.
- Maintains an awareness of library issues and trends, and the implications for library users.
- Acts as liaison with the public, interpreting and informing local government, media and public of library services and needs.
- Understands pertinent local and state law; actively supports library legislation in the state and nation.

Qualifications

- Is interested in the library and its services.
- Has the ability to contribute adequate time for effective participation in Board activities and decision making.
- Has the ability to represent needs and varied interests of the community at large and the library.
- Has strong interpersonal and communication skills.
- Has the ability to work with governmental bodies, agencies, and other libraries.
- Has the ability to handle opposition and make decisions in the interest of library service.

Time Commitment

The Board of Trustees meets monthly at a time convenient for members. Special meetings or committee meetings may be called as necessary at times that are convenient to members and that comply with open meeting laws.

Under Montana law, trustees hold their office for five years from the date of appointment and until their successors are appointed. Members serve no more than two full terms in succession.

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Appendix 2

Calendar of Annual Events and Deadlines

Trustees can take part in numerous events, activities and continuing education (CE) opportunities. This calendar shows the typical schedule, as well as the timing for important Board decisions. Deadlines and specific Board duties are coded with a "B."

Month	Events and CE Opportunities	Deadlines
January		Review library policies (B)
February	MSL Commission meeting	Complete preliminary budget (B)
		Review library policies (B)
March	Spring Federation meetings	Adopt preliminary budget (B)
April	MLA annual conference	Submit preliminary budget to funding body (B)
	MSL Commission meeting	Review library policies (B)
	Spring Federation meetings	
May	Spring Federation Meetings	
		Review library policies (B)
		Federation plans of service due
June		Close out budget for current year
	MSL Commission meeting	Complete Board evaluation for past year (B)
		Complete Director evaluation (<i>for libraries using FY calendar</i>) (B)
		Adopt and submit final budget for upcoming year (B)
		Review library policies (B)
July		Public Library Standards form due
		Review library policies (B)
August	MSL Commission meeting	Approve and submit final annual report to governing body and MSL (B)

Month	Events and CE Opportunities	Deadlines
	Pacific Northwest Library Association (PNLA) annual conference	Governing body approves and adopts final budget (B)
		Review library policies (B)
September	Fall Federation meetings	Federation annual reports due
		Review library policies (B)
October	Fall Federation meetings	Review library policies (B)
	MLA Fall retreat	
	MSL Commission meeting	
November	State aid/federation funds sent to libraries.	Review library policies (B)
		MSL Library Directory information and MSL Public Library Annual Statistics data due
December	MSL Commission meeting	Review library policies (B)
		Complete Director evaluation (<i>for libraries using calendar year</i>) (B)

For details about events, [visit the online Event Calendar in ASPeN.](#)

Appendix 3

Types of Public Libraries and Board Authority

City

Guiding MCA	MCA 22-1-303 thru 311
Method of Creation	Vote of the people and/or city resolution
Board Appointment	Mayor/City Council
Budget/Financial Authority	City has authority over tax revenues; Board has authority over line items, setting and monitoring budget, approving claims, accepting grants/donations. Board reports to city. Library budget and financials follow Local Government Budget Act
Facilities/Property	Board owns property in the NAME of the city; board has authority over library space and can make changes to library; board can purchase property
Personnel Management	Board hires, sets duties, salary for chief librarian and library staff
Contracts	Board has authority to sign contracts
# of Libraries	22

County

Guiding MCA	MCA 22-1-303 thru 311
Method of Creation	Vote of the people and/or county resolution
Board Appointment	County Commissioners
Budget/Financial Authority	County has authority over tax revenues; Board has authority over line items, setting and monitoring budget, approving claims, accepting grants/donations. Board reports to county. Library budget and financials follow Local Government Budget Act
Facilities/Property	Board owns property in the NAME of the county; board has authority over library space and can make changes to library; board can purchase property
Personnel Management	Board hires, sets duties, salary for chief librarian and library staff
Contracts	Board has authority to sign contracts
# of Libraries	28

Joint City-County

Guiding MCA	MCA 22 1-314 thru 317
-------------	-----------------------

Method of Creation	Interlocal agreement – may have been a vote of the people
Board Appointment	Determined by interlocal agreement; generally a mix of city and county
Budget/Financial Authority	Determined by interlocal agreement; generally board has authority over line items per MCA 22-1-309
Facilities/Property	Determined by interlocal agreement; generally the board has the same authority as MCA 22-1-309
Personnel Management	Determined by interlocal agreement; generally board has authority outlined in MCA 22-1-310
Contracts	Determined by interlocal agreement; generally board has authority to sign contracts per MCA 22-1-309
# of Libraries	18

Multi-jurisdictional Service District

Guiding MCA	MCA 7-11-1102 and 1112
Method of Creation	Vote of the people
Board Appointment	Determined by interlocal agreement
Budget/Financial Authority	Determined by interlocal agreement; generally board has authority over line items per MCA 22-1-309
Facilities/Property	Determined by interlocal agreement; generally the board has the same authority as MCA 22-1-309
Personnel Management	Determined by interlocal agreement; generally board has authority outlined in MCA 22-1-310
Contracts	Determined by interlocal agreement; generally board has authority to sign contracts per MCA 22-1-309
# of Libraries	5

Independent Library District

Guiding MCA	MCA 22-1-7
Method of Creation	Vote of the people
Board Appointment	Elected
Budget/Financial Authority	Board works with county; has full authority over budget and line items within the limits of the dedicated property tax mill levy voted on by the community
Facilities/Property	Board owns library property
Personnel Management	Board hires, sets duties, salary for chief librarian and library staff
Contracts	Board has authority to sign contracts
# of Libraries	4

School/Public

Guiding MCA	MCA 22-1-312 and 7-11-1
Method of Creation	Interlocal agreement – partnership between school and local government
Board Appointment	Determined by interlocal agreement; generally a mix of school and local govt
Budget/Financial Authority	Determined by interlocal agreement; varies greatly depending on setup of library
Facilities/Property	Usually owned by the school district board and managed by the school district
Personnel Management	Determined by interlocal agreement; varies greatly depending on setup of library
Contracts	Determined by interlocal agreement; varies greatly depending on setup of library
# of Libraries	6 main libraries; 10 branches

Notes:

The powers and duties of the board may change if the library is part of a local government structure that is a charter government. MCA 7-3-7 is what guides this type of government. The local government's charter will spell out the duties of the board.

Personnel management and facilities management may vary. MSL staff encourage libraries and local government officials to define each other's roles and expectations. We also encourage boards to use the personnel policies of cities and/or counties - with the addition of the role of the board in hiring, etc. of library directors and staff. Facilities management is sometimes handled entirely by the board or more often handled by both entities depending upon the nature of the work being completed.

Financial authority and how that works in each library varies depending upon whether the library is funded entirely through a dedicated library levy or funded by general fund.

There are 83 main public libraries. Many of those libraries have branches that may have a different structure than the main library. However - it's usually in the form of a school/community library. There are 34 branches.

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MEMO

To: Montana State Library Commission
From: Jennie Stapp, State Librarian
Subject: 69th Legislative Session summary
Date: June 1, 2025

The following information summarizes key outcomes for the Montana State Library (MSL) from the 2025 Legislative Session:

Budget

- House Bill 2, the state budget bill, includes fixed costs, inflationary, and pay increases approved by the Governor's office and the Legislature. MSL's budget includes no new proposals.
- HB 13, the state pay plan bill, provides that eligible state employees will receive a pay increase of \$1.00/hour or 2.5%, whichever is greater, on July 1, 2025, and July 1, 2026. The bill also increases in-state travel per diem to match 70% of the Federal Standard Rate. Previously the State determined its own per diem rates. Finally, the bill increases the monthly state health plan employer contributions by 2.5% in January 2026 and January 2027.
 - As a reminder, HB 2 provides General Fund dollars and spending authority for other sources of revenue (State Special, Federal, and Proprietary) to cover the costs of these increases, however these costs not funded by General Fund must be funded by existing dollars, reducing the amount of operational funds available from those sources of revenue.
- HB 192 increased the Montana Geospatial Information Act recordation fee, along with the fees received by Clerks and Recorders. MSL's GIS recordation fee increased by \$.75/page and the County GIS account fee increased by \$.25/page effective October 1, 2025. The legislation also adds an inflationary factor to be calculated by the Department of Revenue to help the fees keep pace with rising costs.



Policy

- The Education Budget Subcommittee adopted a revised organizational structure for the State Library. Instead of considering MSL one program, Statewide Library Resources, our budget and financial reporting will now be broken out into three programs, Central Services, Patron and Local Library Development Services, and GIS, Data, and Information Programs.

Interim

- HB 864, the Section E budget companion bill, includes a requirement for the Education Interim Budget Committee to study statewide interlibrary resource sharing programs.

In order to respond to questions, MSL Consultants will familiarize themselves with legislation that may impact local library operations including a public records bill, a bill regarding recording public events, and local government revenue bills.

Finally, the Department of Administration has scheduled a meeting for agency directors on June 24, 2025 to review legislation that impacts all state agencies. If warranted, I will share additional legislative updates after that date.



MEMO

To: Montana State Library Commission
From: Jennie Stapp, State Librarian
Subject: Federal funding update
Date: June 1, 2025

We continue to closely monitor the status of federal funding awards and agreements. These dollars accounted for 19% of the Montana State Library's Fiscal Year 2025 budget.

Institute of Museum and Library Services (IMLS) Grants to States funding

- As of June 1, the Montana State Library (MSL) has requested the remainder of our Fiscal Year 2024 Grants to States award. These dollars are budgeted to be spent by June 30, 2025.
- On June 2, IMLS informed MSL our allotment for FY 2025 is \$1,424,093 or about \$3,000 less than the FY 2024 award. According to IMLS, MSL should receive the official award notification in the next week or so. These dollars are spent in state FY 2026 and must be spent by September 2026.
- Information about the status of IMLS funds is available online at: [Federal Library Funds at Work](#).

Natural Resource Information Systems federal funding

- Over 30% the funds for the Water Information System and the Montana Natural Heritage Program come through agreements from federal agencies including the Bureau of Land Management (BLM), the US Forest Service, the Natural Resource Conservation Service (NRCS), the US Geological Survey (USGS), and the Bonneville Power Administration.
- The current state fiscal year agreement with the BLM funds was briefly paused earlier this year however MSL has since received authority to resume spending.
- Other current state fiscal year dollars are secure.
- The Montana NRCS office has proposed a renewal of the five-year agreement with the Montana State Library that would begin in FY 2026, and the Bureau of Land Management and the US Forest Service have proposed funding through state fiscal year

2026. This funding requires final approval from federal offices in Washington and the Department of Government Efficiency (DOGE).


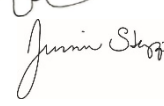
- The USGS Data Collaboration Announcement (DCA) is expected to open for applications in late 2025, but currently has no dedicated budget.
- Federal partners have also expressed that there is currently too much uncertainty to begin to discuss renewals to agreements that extend beyond FY 2026, though this would typically be the period when we would begin to negotiate those agreements.
- Information about the status of federal natural resource information funds is available online at: [Federal Natural Resources Funds at Work](#).

The Education Interim Budget Committee intends to monitor the availability of federal funds throughout the interim. They would like education agencies to report on the status of federal funds, the budget line items funded by federal dollars, the potential impact of the loss of federal funds, and the perceived level of threat to federal funds.

Finally, the Governor's Office and the Legislature continue to monitor the status of federal funding. [House Bill 863](#) stipulates triggers that would result in a special legislative session to consider how to address the loss of funds.



MEMO

To: Acting Director Sonderling, IMLS
From: Robyn Scribner, Chair, 
Jennie Stapp, State Librarian 
Subject: Request for Information
Date: April 30, 2025

The following information is in response to your April 21st request for information.

The Montana State Library, under the oversight and leadership of the Montana State Library Commission, takes seriously our obligation to comply with federal requirements that come with the acceptance of federal funds necessary to support libraries in Montana.

a. Whether and how federal taxpayer dollars provided to you under the Grants to States program have been used, or are still being used, to subsidize programs that conflict with government policy as found in executive orders identified in the information request.

The Montana State Library does not use any funds from the Grants to States program that conflict with government executive orders identified in the request for information.

b. How federal taxpayer dollars provided to you under the Grants to States program are being used to facilitate access to resources that cultivate an educated and informed American citizenry

In fulfillment of the purposes of the Library Services and Technology Act "to facilitate access to resources in all types of libraries for the purpose of cultivating an educated and informed citizenry" Montana State Library uses Grants to States funds to support core library systems, technology, and services that give Montanans access to the resources they need to become informed and educated citizens. One key initiative that facilitates access to resources is the Montana Shared Catalog, a digital card catalog available to Montana libraries, and a courier system that physically connects books and materials to many Montanans. These initiatives help libraries across Montana leverage private sector solutions to serve patrons. Grants to States dollars also fund the creation of and access to digitized historical documents and government publications important for civics education. Montana State Library supports public libraries through consulting, continuing education, technical support, and data reporting systems. This work ensures that library staff and board members are equipped with the skills and information needed to address the educational needs of their communities. Part of this work includes the Lifelong Learning program, which delivers tools and training designed to support families and



caregivers to improve early literacy among Montana's youngest learners. Finally, Grants to States dollars fund Talking Book services to provide Braille and digital books to people that cannot use print.

c. How you plan to involve your agencies in the upcoming celebration of the 250th anniversary of the United States of America?

Montana statute designates the Montana Historical Society to be the agency responsible to oversee Montana's America 250 commemoration through the Montana 250 Commission. The Montana State Library and the Montana Historical Society will leverage our existing partnership to support the Commission's goals by utilizing the broad reach and resources of public libraries. Specifically, goal three of the Montana 250 Commission is the Montana Civics Education Initiative which seeks to increase participation in the United States civics test. Initiatives identified by the Commission that can be supported by public libraries include:

- Dissemination of study resources to 8th graders to pass the Montana civics test.
- Promotion of content from the Montana History Portal to support the "Doing History: Encouraging Student Civic Engagement in Montana" history poster contest for 4th and 5th grade students.
- Hosting the traveling interpretive exhibit "The Montana Tapestry: People and Places for 1776 to Today" that commemorates the semiquincentennial.

The role of the Montana State Library will be to create, promote, and support resources that contribute to the success of these initiatives through public library programming such as summer reading, to highlight historical resources found in library collections, and to provide the Montana History Portal application that allows local libraries, museums and archives to document the history and culture of Montana.

MEMO

To: Montana State Library Commission
From: Jennie Stapp, State Librarian
Subject: Montana State Library Commission Administrative Rules Overview
Date: May 15, 2025

The Montana Legislature passes bills that create or amend laws. The Governor reviews and signs or vetoes these bills. These laws are codified in Montana Code. When these laws give state agencies certain responsibilities or direct agencies to carry out certain functions, agencies adopt rules that describe how the agencies will implement the laws. The following information is provided to inform the Commission of the laws, rules, and responsibilities of the Commission pertaining to the adoption, revision, or repeal of administrative rules of Montana (ARM).

The Montana Secretary of State's [Administrative Rules Services](#) publishes the administrative rules promulgated by state agencies. Administrative rules are developed under a process outlined in the [Montana Administrative Procedure Act](#). The Montana Administrative Procedures Act is found in Title 2, Chapter 4 of Montana Code.

This act includes the following definition:

(11) (a) "Rule" means each agency regulation, standard, or statement of general applicability that implements, interprets, or prescribes law or policy or describes the organization, procedures, or practice requirements of an agency. The term includes the amendment or repeal of a prior rule.

The process outlined in the act requires state agencies to provide notice to the public when they wish to adopt, amend or repeal administrative rules. The notices are compiled in the [Montana Administrative Register \(MAR\)](#). Once adopted, administrative rules are published in the [Administrative Rules of Montana \(ARM\)](#). The chart below illustrates this process.

When making changes to rules, the Commission typically seats a task force or tasks the Montana Geospatial Information Advisory Council to advise them on what rules changes are needed and to build consensus with stakeholders.

The public comment process also allows for additional public input into the rule making. Rules notices include information about how people can submit written public comment. The State Library Commission holds public hearings when the rulemaking is known to

have significant impact to stakeholders. If a public hearing is not initially planned but the State Library Commission receives requests for a public hearing on the proposed action from either 10 percent or 25 of the persons impacted by the action, whichever is less, the Commission must hold a public hearing.

When the Commission takes action to adopt final rule changes, the Commission must determine whether they are going to incorporate public comments into the final rules or not. The Commission notes that they either agree with a comment or, if they do not agree, they state why. These decisions become part of the public record.

Adoption of an Administrative Rule

Original Source: <https://sosmt.gov/>

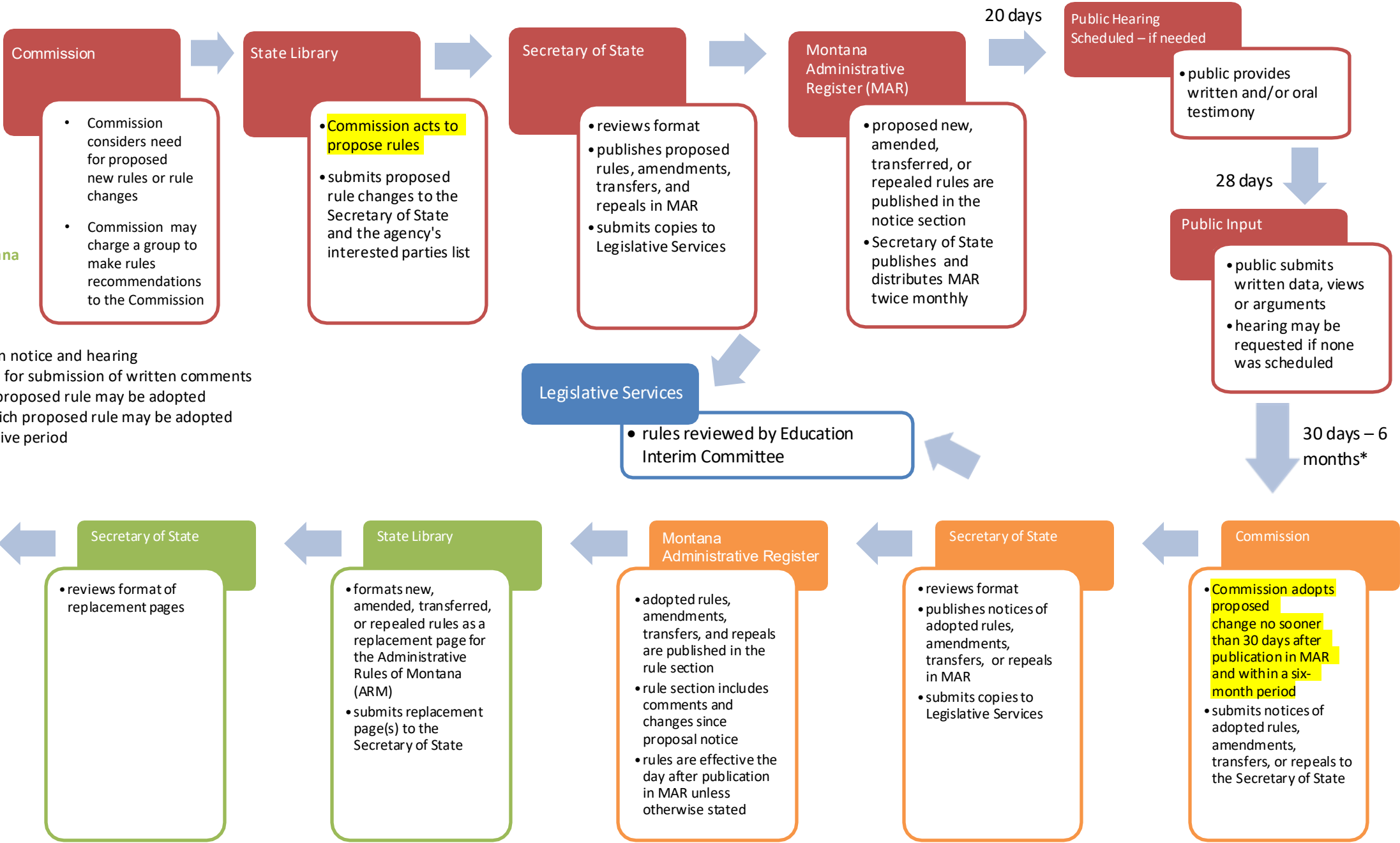
Three-Stage Process:

1. Proposals –
Notice Section of Montana
Administrative Register (MAR)

2. Adoptions –
Rule Section of Montana
Administrative Register (MAR)

3. Replacement Pages –
Administrative Rules of Montana
(ARM)

Timetable:
20 days – minimum time between notice and hearing
28 days – minimum time to allow for submission of written comments
30 days – minimum time before proposed rule may be adopted
6 months – maximum time in which proposed rule may be adopted
120 days – emergency rule effective period



*an agency may adopt an emergency rule upon fewer than 30 days' notice, effective for a period not longer than 120 days

Montana State Library Administrative Rules

The following is a list of administrative rules adopted by the State Library Commission, in accordance with the [Administrative Procedure Act](#), and acting on the authority granted to the Commission through the statutes referenced in the following table.

<u>Most Recent Revision</u>	<u>Public Library Development</u>	<u>Authorizing Statute: 22-1-103, MCA</u>
6/23/2006	<u>Annual Statistical Report</u>	<ol style="list-style-type: none"> 1. Will include items Commission deems necessary 2. Shall not impose new requirements withing 60 days prior to beginning of period when information is collected.
3/23/2024	<u>Library Board, Governance, and Working with the Director</u>	<ol style="list-style-type: none"> 1. Board must meet at least 6 times per year 2. Board shall receive at least 3 hours of CE each year 3. Board shall adopt budget each year 4. At least 70% of annual revenue will be from local tax revenues 5. Board shall identify and communicate requisite financial needs 6. Board shall develop 3-5 year plan and review annually 7. Board shall adopt emergency response plans 8. Director shall submit Montana Public Library Annual Statistical Report to MSL 9. will receive regular 10. Board and director shall be familiar with current Public Library Standards Road Map maintained by MSL
7/1/2022	<u>Serving the Community</u>	<ol style="list-style-type: none"> 1. Minimum hours of operation by population 2. Access to library and content 3. Digitally available materials
12/23/2023	<u>Personnel</u>	<ol style="list-style-type: none"> 1. Benefits offered to staff 2. Paid staffing requirements 3. Director certification requirements

<u>Most Recent Revision</u>	<u>Public Library Development</u>	<u>Authorizing Statute: 22-1-103, MCA</u>
7/1/2022	<u>Standard Notification, Final Arbiter, and Appeal Process</u>	<ol style="list-style-type: none"> 1. MSL <u>will notify libraries of proposed</u> changes to standards at least 6 months before implementation 2. Libraries have right to appeal 3. Independent review committee will hear appeal
7/1/2022	<u>Deferrals</u>	<ol style="list-style-type: none"> 1. Libraries may request a waiver by July 25 each year 2. MSL staff will work with director to decide on new timeline for compliance 3. Extensions of up to 1 year at a time may be granted

<u>Most Recent Revision</u>	<u>Public Library Grants</u>	<u>Authorizing Statute: 22-1-405(3)</u>
5/24/1996	<u>Arbitration of Disputes within Federations</u>	How to handle disagreements regarding apportionment or utilization of funds within Federations

<u>Most Recent Revision</u>	<u>Interlibrary Resource Sharing</u>	<u>Authorizing Statute: 22-1-330, MCA</u>
4/30/2010	<u>Resource Sharing</u>	Allocation of funds for resource sharing
7/6/2024	<u>Direct State Aid to Public Libraries for Per Capita and for Per Square Mile Served</u>	How state aid is distributed

<u>Most Recent Revision</u>	<u>Federation Areas</u>	<u>Authorizing Statutes: 22-1-103(9), 22-1-402, 22-1-413, MCA</u>
4/30/2010	<u>Allocation of Funding Between Federations and Grant Programs</u>	<ol style="list-style-type: none"> 1. How funds are distributed among Federations 2. Federation's annual plan of service for federation activities must be 3. Federation funds must be used for purpose set forth in federation's plan of service
4/30/2010	<u>Joining Library Federations</u>	Rules for joining federations
4/30/2010	<u>Base Grants</u>	<ol style="list-style-type: none"> 1. Base grant to federations shall remain same as FY1998 unless legislative appropriation changes 2. Two options for federations to disburse base grants

<u>Most Recent Revision</u>	<u>Real Time Network</u>	<u>Authorizing Statute: 22-1-230, MCA</u>
12/23/2023	<u>Determination of Operating Funds and Rate Setting Process</u>	<ol style="list-style-type: none"> 1. Each even numbered year necessary operating funds will be determined 2. Subscription rate procedures

<u>Most Recent Revision</u>	<u>Depository Procedures for State Documents</u>	<u>Authorizing Statute: 22-1-212, MCA</u>
12/22/2018	<u>Rules for the Montana State Library</u>	<ol style="list-style-type: none"> 1. MSL will follow plan adopted by Commission 2. MSL will review State Publications plan biannually
12/22/2018	<u>Rules for Depository Libraries</u>	<ol style="list-style-type: none"> 1. Depository libraries shall provide no charge access to state government 2. Information sharing standards
12/22/2018	<u>Rules for State Agencies</u>	<ol style="list-style-type: none"> 1. State publications should remain posted for a minimum of 90 days 2. State agencies shall notify MSL of new domain names outside of mt.gov

<u>Most Recent Revision</u>	<u>Montana Geospatial Information Act</u>	<u>Authorizing Statute: 90-1-413, MCA</u>
12/23/2023	<u>Geospatial Information Act</u>	Development and review schedule of geospatial information plan
3/23/2024	<u>Establishing the Grant Application and Granting Process</u>	<ol style="list-style-type: none"> 1. Grant criteria will be based on geospatial information plan 2. Applications will be reviewed by May 1 of each even-numbered year and will be awarded by May 15 of each even numbered year
12/27/2013	<u>Off-Cycle Grants</u>	Commission, with advice from the Council, may approve requests for funding that fall outside of regular grant cycle



Work Plan - About the Work Plan

About the Work Plan

Plans by Functional Area

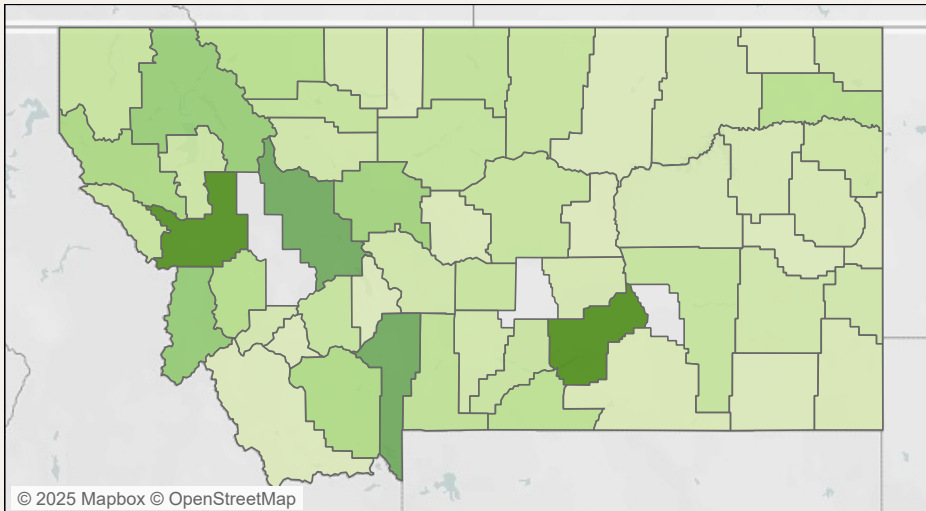
LSTA Plan 2023-2027

Geospatial Information

Other Statutory Requirements

FY 25 MSL Support Desk Activity

One way that MSL provides technical support and information is through an online support desk called ServiceNow. Geospatial Information, Services to Libraries, and Information Technology support agents provide help through this system, with plans to onboard more staff in the future.



Shaded by count of support cases logged via the support desk based on the customer's county, where provided.*

So far this year, MSL support desk agents ...

assisted customers in

53

Montana counties*

communicated with

244

organizations & businesses*

responded to

3,848

questions & requests

*Customers that did not supply location information are not included in this count. MSL provides support and outreach in many ways. For more details, see the MSL Outreach and MSL Support Cases dashboards. **Case data through 05/31/2025.**

Time Frame: July 1, 2024 – June 30, 2025

Objective: *The Montana State Library (MSL) helps all organizations, communities, and Montanans thrive through excellent library resources and services.*

Goal: Deliver online information and technical outreach regarding library services and information products to all 56 Montana counties in support of creating a more useful information infrastructure.

Measures: See the data about the support desk to the left and the dashboards below.

MSL Outreach

MSL Support Cases

Program Dashboards

FY 2025 Activity Summary

Click a tile to see a plan's activity details.

LSTA 24 PLAN (FY25)

58 activities

34% completed
2% not started
64% in progress
0% on hold
0% rescheduled

GEO INFO (FY25)

39 activities

23% completed
0% not started
69% in progress
5% on hold
3% rescheduled









STATUTORY RQMT. (FY25)

20 activities

5% completed
0% not started
95% in progress
0% on hold
0% rescheduled

Dashboard last updated 6/3/2025 1:13:53 PM.

Work Plan - Plans by Functional Area

Functional Area	Program	Activity	Objective	Associated Financial Projects	FY25 Progress (Hover for more details)
Central Services	Budgeting and Accounting	Improve Administrative Efficiency for Grants	Develop and execute targeted outreach and communication strategies about MTSRN to attract new contributors and subscribers. Recruit 25 new paid subscribers for a total of 75 subscriptions.		 In progress 20%
	Data Coordination	Geographic Divide Study	Collect data from 80% of public libraries through the Public Libraries Survey on the current ways libraries address geographic barriers to access resulting in a summary published in May 2025 that includes a count of book mobiles, kiosks, and other methods for serving outlying communities.	LSTA 24 STATS, DATACOORDINATOR	 In progress 90%
		Public Library Programs Data	Refine the programs section labels and definitions with feedback from the Public Library Statistics Task Force, resulting in a 20% decrease in support questions during the October/November data collection period.	LSTA 24 STATS, DATACOORDINATOR	 Completed 100%
		Work Plan Redesign	Develop and execute targeted outreach and communication strategies about MTSRN to attract new contributors and subscribers. Recruit 25 new paid subscribers for a total of 75 subscriptions.	DATACOORDINATOR	 Completed 100%
GIS, Data, and Information Programs	Government Information	Internet Archive Government Documents	Transfer from Archive-It to the Internet Archive collection, government serials from 10 of the 30 state agencies. Review and update publication year metadata for at least 5,000 serial items in Internet Archive to improve display and discoverability.	GOV INFO OPS	 In progress 80%
		MT Web Archive Collection	Capture state agency web content on monthly basis to fulfill statutory requirements.	LSTA 24 GOV, GOV INFO OPS	 In progress 80%
	Information Products	GIS Web Application Updates	Modernizations for Digital Atlas, Data Bundler, Data List, and Montana Cadastral		 In progress 5%
		Migrate NHP to ServiceNow	Develop and execute targeted outreach and communication strategies about MTSRN to attract new contributors and subscribers. Recruit 25 new paid subscribers for a total of 75 subscriptions.		 In progress 5%

Work Plan - Plans by Functional Area

Functional Area	Program	Activity	Objective	Associated Financial Projects	FY25 Progress (Hover for more details)
GIS, Data, and Information Programs	Land Information	MSDI Administrative Boundaries	Perform annual update of existing Administrative Boundary layers (including geometry and attribution updates and alignment to the CadNSDI).	WATERLI	<div></div> In progress 50%
		MSDI Administrative Boundaries - ArcGIS Online	Publish the boundaries data to ArcGIS Online to increase accessibility and discoverability through the Esri Open Data Platform.	WATERLI	<div></div> Completed 100%
		MSDI Cadastral	Update MSDI Cadastral Framework monthly based on submissions from data partners	LAND OPS	<div></div> In progress 80%
		MSDI Cadastral - CadNSDI Montana	Publish an updated CadNSDI and adjust tax parcels	LAND OPS	<div></div> In progress 95%
		MSDI Orthoimagery	Publish NAIP 2023 to Esri Managed Services and generate County mosaics in .sid format for all 50 counties.	WATER OPS/NRCS	<div></div> In progress 90%
		MSDI Structures/Addresses	Update MSDI Structures/Addresses Framework monthly based on submissions from data partners	LAND OPS	<div></div> In progress 80%
		MSDI Transportation	Update MSDI Transportation Framework monthly based on submissions from data partners	LAND OPS	<div></div> In progress 100%
	Montana State Reference Network	Montana State Reference Network Outreach	Develop and execute targeted outreach and communication strategies about MTSRN to attract new contributors and subscribers. Recruit 25 new paid subscribers for a total of 75 subscriptions.	RTN	<div></div> In progress 36%

Work Plan - Plans by Functional Area

Functional Area	Program	Activity	Objective	Associated Financial Projects	FY25 Progress (Hover for more details)
GIS, Data, and Information Programs	Natural Heritage Program	Dashboards and storymaps to meet the needs of specific natural resource management partners.	Create dashboards and storymaps for partners, including: (1) 2025 State Wildlife Action Plan dashboard for Montana Fish, Wildlife, and Parks; (2) Beaver Restoration dashboard for Montana Fish, Wildlife, and Parks; (3) Montana Grazing District story map for Montana Grass Conservation Commission; (4) Story map for Invasive Species of..	FWP-SWAP (SWAP & Beaver), DNRC-GRASS, DNRC-MISC	<div></div> In progress 15%
		Develop a new National Vegetation Classification scheme for Montana and deploy it within a new Land Cover layer on Montana Natural Heritage Program websites.	Critical steps in this transition to the National Vegetation Classification (NVC) system for mapping the existing vegetation types of Montana include: (1) writing accounts for National Vegetation Classification System Groups and Alliances; (2) updating the Landfire NVC Group map to include information we have traditionally included in the lan..	USFS-DS, MDT-DS	<div></div> In progress 40%
		Inventory and monitoring of bat populations consistent with the North American Bat Monitoring Program	Collaborate with state and federal agencies to document the conservation status of Montana's bat populations and the impacts of White-nose Syndrome, a deadly fungal disease, on those populations.	FWP-BAT, FS-BAT	<div></div> In progress 75%
		Invertebrate Information Products	Develop information products for aquatic and pollinator invertebrates including observations, surveys, range polygons, predicted habitat suitability models, and conservation status ranks so that natural resource managers can use the information in natural resource planning and management efforts.	BLM-DS, UM-SALES, MPG, USFS-DS	<div></div> In progress 0%
		Montana Citizen Botany Pilot Study	Existing data on Montana's vascular plant Species of Concern is aging and current data is needed for land management agencies and other organizations to make informed decisions on the stewardship of our botanical resources. The pilot study serves to determine if a Citizen Botany Program in Montana can be a sustainable method for carrying out plant..	NHP-GF, NHP-PT, CITBOT-BLM, CITBOT-USFS	<div></div> In progress 70%
		Montana Field Guide Code Update	Update the code base for the Montana Field Guide to the latest programming standards and host it in the Amazon Web Services environment to allow individual programs in the network of Natural Heritage Programs to share programming costs and text, image, and sound file content in order to keep development and maintenance costs as low as pos..	NHP-GF, NHP-PT, BLM-DS	<div></div> In progress 40%
		Montana Native Plant Conservation Strategy: Vascular Species and Habitats of Greatest Conservation Need	The purpose of the Montana Native Plant Conservation Strategy is to promote the collective and coordinated stewardship of Montana's native flora and habitats across the state. The Strategy, a) identifies and prioritizes Vascular Plant Species, Unique Habitats, and Plant Communities of Greatest Conservation Need (GCN) for potential a..	NHP-GF, NHP-PT	<div></div> In progress 95%
		New website for Montana Natural Heritage Program	Migrate content from the Montana Natural Heritage Program's (MTNHP) websites to Content Management System with appropriate links to MTNHP web applications, dashboards, and story maps.	NHP-GF, NHP-PT	<div></div> In progress 65%

Work Plan - Plans by Functional Area

Functional Area	Program	Activity	Objective	Associated Financial Projects	FY25 Progress (Hover for more details)
GIS, Data, and Information Programs	Natural Heritage Program	Updated conservation status ranks for all vertebrate species.	Systematic review and update of conservation status rank factors that are used in the scoring of conservation status rank assignments for vertebrate species will allow ranks for all species to be used in the State Wildlife Action Plan, a 10-year plan guiding the efficient expenditure of federal dollars on Montana's wildlife species and the habitats that su..	NHP-GF, NHP-PT, FWP-SWAP, FWP-BAT	<div></div> In progress 60%
	Next Generation 911	NG9-1-1 GIS Support	Visit ten PSAPs to discuss MSL support for 9-1-1 GIS	NG9-1-1	<div></div> In progress 70%
	Statewide GIS Coordination	Administrate Esri Enterprise Agreement	Administrate the Esri Enterprise Agreement	MGIA OPERATIONS	<div></div> In progress 16%
		Build and Maintain a GeolInfo Knowledgebase	Incoming communication pathways for support requests and public inquiries are clearly defined. (Improve Communication Business Plan Objective 2)	MGIA OPERATIONS, LAND OPS, WATER OPS, INFO PRODUCTS	<div></div> On hold 10%
		Calendar & Event Schedule	An event schedule is maintained, engaging the Library stakeholders and building awareness of geospatial resources. (Improve Communication Business Plan Objective 4)	MGIA OPERATIONS; INFO PRODUCTS	<div></div> In progress 40%
		Create Communication Plan, Categorization of Messaging, Schedule, & Communication Templates	Audiences are defined and appropriate Improve Communications methods and content are determined for each audience. (Improve Communication Business Plan Objective 1)	MGIA OPERATIONS, LAND OPS, WATER OPS	<div></div> In progress 10%
		Data Value Business Plan Implementation	Complete Data Value Matrix for atleast 4 MSDI Themes	MGIA OPERATIONS, LAND OPS, WATER OPS	<div></div> Completed 100%
		Define Functional Requirements and Design	The Library GIS web content is structured for ease of use and discoverability. (Improve Communication Business Plan Objective 3)	MGIA OPERATIONS, LAND OPS, WATER OPS, INFO PRODUCTS	<div></div> Completed 100%

Work Plan - Plans by Functional Area

Functional Area	Program	Activity	Objective	Associated Financial Projects	FY25 Progress (Hover for more details)	
GIS, Data, and Information Programs	Statewide GIS Coordination	ESRI Managed Services Changes	Work with ESRI to migrate data to Enterprise GIS Data Store. MSL assumes larger role in performing updates.	MGIA OPERATIONS; INFO PRODUCTS	<div></div>	On hold 30%
		Evaluate Existing Website	The Library GIS web content is structured for ease of use and discoverability. (Improve Communication Business Plan Objective 3)	MGIA OPERATIONS, LAND OPS, WATER OPS, INFO PRODUCTS	<div></div>	Completed 100%
		Geospatial Information Plan Development	Develop Montana's first 3-year Geospatial Information Plan, under advisement of the MGIA Council and in accordance with statute.	MGIA COUNCIL, MGIA OPERATIONS	<div></div>	In progress 25%
		Governance Policies & Best Practices for Adminstrating Esri Technology	Develop and implement governance policies and best practices for administrating Esri technology	MGIA OPERATIONS	<div></div>	In progress 25%
		Implement Website Changes	The Library GIS web content is structured for ease of use and discoverability. (Improve Communication Business Plan Objective 3)	MGIA OPERATIONS, LAND OPS, WATER OPS, INFO PRODUCTS	<div></div>	In progress 60%
		Local Government Outreach - MACo	Attend annual MACo Conference and network with members	MGIA OPERATIONS, LAND OPS, WATER OPS	<div></div>	In progress 12%
		Local Government Outreach - Montana Association of Planners	Attend conference, network with members, and conduct training	MGIA OPERATIONS, LAND OPS, WATER OPS	<div></div>	In progress 10%
		Local Government Outreach - Montana League of Cities & Towns	Attend Montana League of Cities & Towns Conference and network with members.	MGIA OPERATIONS, LAND OPS, WATER OPS	<div></div>	In progress 5%

Work Plan - Plans by Functional Area

Functional Area	Program	Activity	Objective	Associated Financial Projects	FY25 Progress (Hover for more details)	
GIS, Data, and Information Programs	Statewide GIS Coordination	Maintain the Website	On-going maintenance of communication via the MSL website.	MGIA OPERATIONS, LAND OPS, WATER OPS, INFO PRODUCTS	<div></div>	In progress 25%
		National Outreach - NSGIC	Attend NSGIC Annual Conference and give updates on Montana activities	MGIA OPERATIONS, LAND OPS, WATER OPS, MGIA COUNCIL	<div></div>	In progress 25%
		Negotiate ESRI Enterprise Licensing Agreement (ELA)	Coordinate with SITSD to administrate licensing, serve as subject matter expert, assist in negotiate the Esri Enterprise Licensing Agreement	MGIA OPERATIONS	<div></div>	In progress 50%
		Negotiate ESRI Master Agreement (MA)	Coordinate with SITSD & DOA to serve as subject matter expertise & assist in negotiating the Esri Master Agreement	MGIA OPERATIONS	<div></div>	In progress 65%
		Negotiate ESRI Master Purchase Agreement (MPA)	Coordinate with SITSD & DOA to serve as subject matter expertise & assist in negotiating the Esri Master Purchase Agreement	MGIA OPERATIONS	<div></div>	In progress 65%
		Publicize Website Changes	The Library GIS web content is structured for ease of use and discoverability. (Improve Communication Business Plan Objective 3)	MGIA Operations	<div></div>	In progress 15%
		Quarterly Review of GeoInfo Support Requests to analyze metrics and improve efficiencies	Incoming communication pathways for support requests and public inquiries are clearly defined. (Improve Communication Business Plan Objective 2)	MGIA OPERATIONS, LAND OPS, WATER OPS, INFO PRODUCTS	<div></div>	In progress 25%
		Restructure the GeoInfo Tier 1 SN Support Team	Incoming communication pathways for support requests and public inquiries are clearly defined. (Improve Communication Business Plan Objective 2)	MGIA OPERATIONS, LAND OPS, WATER OPS, INFO PRODUCTS	<div></div>	In progress 5%

Work Plan - Plans by Functional Area

Functional Area	Program	Activity	Objective	Associated Financial Projects	FY25 Progress (Hover for more details)
GIS, Data, and Information Programs	Statewide GIS Coordination	Support DOR's Imagery Analysis and Collection Efforts	Support the Request for Information issued by the Department of Revenue by sharing information from the Imagery Working Group and the Imagery vendor community. Complete RFI.	MGIA OPERATIONS	<div></div> In progress 30%
	Water Information System	Current Drought Status	Weekly coordination with the Montana Drought Team to update the U.S. Drought Monitor Map. Monthly publication of Drought Status by County Map.	WATER OPS	<div></div> In progress 50%
		Drought Impact Reporter	Update and maintain the Montana Drought Impact Reporter (annual rollover)	WATER OPS	<div></div> In progress 50%
		Experience Builder - Ecological Site Reviewer	Migrate the Ecological Site Reviewer application to Experience Builder	WATER OPS/NRCS	<div></div> Completed 100%
		Experience Builder - Montana Drought Impact Reporter	Migrate the Montana Drought Impact Reporter to Experience Builder	WATER OPS	<div></div> Rescheduled 50%
		Experience Builder - Montana Lidar Inventory	Migrate the Montana Lidar Inventory application to Experience Builder	WATER OPS/NRCS	<div></div> Completed 100%
		Integrating Water Data in the Upper Clark Fork River Basin	Serve in a technical advisory role on the Clark Fork Coalition's WaterSMART grant, "Integrating Water Data to Enhance Ecological Flows in the Upper Clark Fork Basin."	WATER OPS	<div></div> In progress 20%
		MSDI Elevation: Data review	Receive, review, and identify path forward for state lidar data that has been returned by USGS for corrections		<div></div> In progress 50%

Work Plan - Plans by Functional Area

Functional Area	Program	Activity	Objective	Associated Financial Projects	FY25 Progress (Hover for more details)
GIS, Data, and Information Programs	Water Information System	MSDI Elevation: Date Processing and Dissemination	Lidar processing completed for atleast 10 counties. Data are added to the Montana Lidar Inventory.	WATER OPS	Completed 100%
		MSDI Hydrography	Update waterbody/stream names with latest from GNIS	WATER OPS	Completed 100%
		MSDI Hydrography: 3DHP planning	Identify potential 3DHP funding partners and plan for USGS DCA application.	WATER OPS	In progress 40%
		MSDI Hydrography: 3DHP status	Develop web app for tracking the status of and planning for elevation-derived hydrography (3DHP)	WATER OPS	Completed 100%
		MSL-NRCS Partnership	Satisfy contractual agreements and submit monthly activity reports and quarterly forms	NRCS	In progress 75%
		Water Information System update for Interim Committee	Provide biennial Water Information System update (presentation) to the Water Policy Interim Committee	WATER OPS	Completed 100%
Patron and Local Library Development Services	Consulting	Excellent Library Services Award	Update the criteria for the ELSA	LSTA 24 CONSULT, CONSULTING OPS	In progress 75%
		Library and Local Government Relations	Offer coaching sessions to three libraries to build skills in relationship building between libraries and local governments so that MSL can identify training and resources to share with other libraries.	LSTA 24 CONSULT, CONSULTING OPS	Completed 100%

Work Plan - Plans by Functional Area

Functional Area	Program	Activity	Objective	Associated Financial Projects	FY25 Progress (Hover for more details)
Patron and Local Library Development Services	Consulting	Library Board Support	Offer at least 10 trainings for library board members and assist federations with f2f training for board members	LSTA 24 CONSULT, CONSULTING OPS	Completed 100%
		Library Development Roadmap	Create a new library development road map for libraries to use when basic public library standards have been met	LSTA 24 CONSULT, CONSULTING OPS	Completed 100%
		Library Site Visits	Visit each main public library and provide assistance to public and tribal college libraries in Montana	LSTA 24 CONSULT, CONSULTING OPS	In progress 70%
		Library Written Plans	Provide strategic plan training and assist at least 6 libraries with the creation of a written plan.	LSTA 24 CONSULT, CONSULTING OPS	Completed 100%
		Local Government Webinar Series	Complete the local government webinar series	LSTA 24 CONSULT, CONSULTING OPS	Completed 100%
		Public Library Salary Toolkit	Support libraries in setting fair wages using the FY 24 salaries study.	LSTA 24 CONSULT, CONSULTING OPS	In progress 75%
		Public Library Talking Book Outreach	Consultants will work with Bobbi and Marilyn to share information about the services the Talking Book Library provides to people who struggle to read traditional print materials.	LSTA 24 CONSULT, CONSULTING OPS	In progress 50%
		Public Library Web Accessibility	Consultants will assist public libraries with testing their websites for accessibility and will help libraries identify how to address any issues that arise during accessibility tests.	LSTA 24 CONSULT, CONSULTING OPS	In progress 75%

Work Plan - Plans by Functional Area

Functional Area	Program	Activity	Objective	Associated Financial Projects	FY25 Progress (Hover for more details)
Patron and Local Library Development Services	Consulting	Road map webinar series	Provide 8 webinars that introduce the elective road map, highlight libraries that have specialized in an area	LSTA 24 CONSULT, CONSULTING OPS	<div></div> In progress 35%
		Shorten trustee handbook and create supplemental resources	Update the Trustee Handbook. Create policy handbook. Remind people of resources that have already been created.	LSTA 24 CONSULT, CONSULTING OPS	<div></div> In progress 90%
		Tribal College Library Support	Work with Montana tribal college libraries to identify consulting and CE needs	LSTA 24 CONSULT, CONSULTING OPS	<div></div> In progress 50%
	Continuing Education	Brainstorming with MSL Staff	Host one "Brainstorming with MSL staff" at relevant conferences	LSTA 24 CONT ED	<div></div> Completed 100%
		CE Management Software	Improve ASPeN and complete an RFI process to identify possible software and costs to replace ASPeN	LSTA 24 CONT ED	<div></div> Completed 100%
		Collection Development Course	Develop a collection development conversations' series	LSTA 24 CONSULT, CONSULTING OPS, LSTA 24 CONT ED	<div></div> Completed 100%
		Library Board Online Training	Work with the Local Government Center to create online video content for boards	LSTA 24 CONT ED	<div></div> Completed 100%
		Montana State Library Certification Program	Increase the number of people who earn their MSL certification	LSTA 24 CONT ED	<div></div> In progress 75%

Work Plan - Plans by Functional Area

Functional Area	Program	Activity	Objective	Associated Financial Projects	FY25 Progress (Hover for more details)
Patron and Local Library Development Services	Continuing Education	MSL Learn Online Courses	Develop and update MSL Learn online course offerings	LSTA 24 CONT ED	<div></div> In progress 75%
		MSL Learn Webinars	Provide 12 MSL Learn webinars focused on Montana specific content and information	LSTA 24 CONT ED	<div></div> Completed 100%
		State Library Accessibility Training	Lead an internal MSL staff training for creating accessible documents and web page	LSTA 24 CONT ED	<div></div> Completed 100%
	Hotspot Lending Program	Hotspot Program Distribution	Adequately distribute hotspots to meet individualized community need.	Hotspot	<div></div> In progress 95%
	Lifelong Learning	Adult programming for health literacy basics	25 public libraries have access to blood pressure kits that residents can use to learn about how to improve their health	LSTA 24 LLP	<div></div> In progress 80%
		New Adult Programming	Identify programming possibilities for new adults (ages 18-25)	LSTA 24 LLP	<div></div> Completed 100%
		ParentPowered	Implement new texting program for early literacy skill building	LSTA 24 EARLY L	<div></div> In progress 75%
		Popcorn & PJs	Youth services librarians model effective read alouds for parents and caregivers to watch with their children. 12 videos will be recorded and shared with parents.	LSTA 24 EARLY L	<div></div> In progress 60%

Work Plan - Plans by Functional Area

Functional Area	Program	Activity	Objective	Associated Financial Projects	FY25 Progress (Hover for more details)
Patron and Local Library Development Services	Lifelong Learning	Programming for People with Disabilities	Create programming ideas to serve individuals with disabilities that make traditional library use challenging	LSTA 24 LLP	<div></div> In progress 25%
		Ready2Read Rendezvous	Facilitate and lead a Ready2Read Rendezvous to support and improve early literacy work in libraries	LSTA 24 EARLY L	<div></div> Completed 100%
		Trunk Program	Evaluate MSL trunk program to determine what is best for library programming support	LSTA 24 LLP	<div></div> Completed 100%
		Virtual Program on Outdoor Recreation	Lead a virtual program focused on people with disabilities safely recreating outdoors.	LSTA 24 LLP	<div></div> Completed 100%
		Virtual Programming	Facilitate at least 6 virtual programming sessions	LSTA 24 LLP	<div></div> Completed 100%
		Virtual trunks to assist with programming in libraries	5 virtual trunks supporting literacy, learning, and STEM programming are available for libraries	LSTA 24 LLP	<div></div> Completed 100%
	Montana History Portal	LEGO History Program	Create a program for libraries to host local LEGO contests and promote. (no statewide contest this year)	LSTA 24 MHP	<div></div> In progress 80%
		New MHP Content	Create MSL collections for agency newsletters & Yellowstone River Clearinghouse	LSTA 24 MHP	<div></div> In progress 10%

Work Plan - Plans by Functional Area

Functional Area	Program	Activity	Objective	Associated Financial Projects	FY25 Progress (Hover for more details)
Patron and Local Library Development Services	Montana History Portal	Recorded Exhibit Demonstrations	Record a demonstration of exhibits in Montana History Portal for use in nursing homes or assisted living homes.	LSTA 24 MHP	<div><div></div></div> In progress 10%
	Montana Library Network	Courier Budget and Plan	Identify courier system/processes that will provide Montana Libraries and patrons access to books/materials that meet their needs	LSTA 24 COURIER, STATEWIDE PROJ.	<div><div></div></div> In progress 75%
		Digital Opportunity Plans	Seven public libraries have digital opportunity plans that address needs in their communities.	LSTA 24 DIG EQ, STATEWIDE PROJ.	<div><div></div></div> Completed 100%
		Digital/Technology Opportunity Guide	Research and identify digital opportunities and resources for libraries.	Pending Funding	<div><div></div></div> In progress 30%
		Internal Wiring Project	Increase Internet speed and reliability of wired and WiFi connections in libraries.	LSTA 24 DIG EQ, STATEWIDE PROJ.	<div><div></div></div> Completed 100%
		LSTA Manual	Develop and execute targeted outreach and communication strategies about MTSRN to attract new contributors and subscribers. Recruit 25 new paid subscribers for a total of 75 subscriptions.		<div><div></div></div> On hold 5%
		Montana Library2Go	Study the growth/increase of Montana Library2Go over the past 5 years to identify investment needs	LSTA 24 ECONT	<div><div></div></div> In progress 75%
		OCLC	Identify most and least utilized OCLC services by Montana Libraries. Provide trainings/educational opportunities to Montana Libraries on OCLC services and the value/impact OCLC services provide.	LSTA 24 OCLC	<div><div></div></div> In progress 25%

Work Plan - Plans by Functional Area

Functional Area	Program	Activity	Objective	Associated Financial Projects	FY25 Progress (Hover for more details)
Patron and Local Library Development Services	Montana Library Network	Other Digital Library Services	Collect information and data on other Digital Library Services that Montana Libraries currently use or wish to use in the future.	LSTA 24 ECONT	<div></div> In progress 15%
		Tech Support Pilot Project	Implement tech support pilot project with Golden Plains libraries.	STATEWIDE PROJ.- Pending Funding Options	Not Started 0%
Montana Shared Catalog	Montana Shared Catalog	MSC Consortium Administration	Administer Montana Shared Catalog consortium to continue providing for member library needs.	LSTA 24 MSC, MSC MONTANA SHARED CATALOG	<div></div> In progress 10%
		MSC Customer Support	Support MSC member librarians in their use of the Shared Catalog ILS through the help desk.	LSTA 24 MSC, MSC MONTANA SHARED CATALOG	<div></div> In progress 10%
		MSC Knowledge Base	Expand and enhance Montana Shared Catalog Knowledgebases.	LSTA 24 MSC, MSC MONTANA SHARED CATALOG	<div></div> In progress 20%
		MSC Library Configuration Assessment	Complete Library Configuration Assessments with MSC libraries to identify ways to streamline the backend and interface for each library.	LSTA 24 MSC, MSC MONTANA SHARED CATALOG	<div></div> In progress 10%
		MSC New Libraries	Facilitate new members and new libraries joining the MSC	LSTA 24 MSC, MSC MONTANA SHARED CATALOG	<div></div> In progress 40%
		MSC SirsiDynix BC Circulation	Configure SirsiDynix BLUEcloud Circulation interface to test it with MSC libraries who do not need the full client.	LSTA 24 MSC, MSC MONTANA SHARED CATALOG	<div></div> In progress 5%

Work Plan - Plans by Functional Area

Functional Area	Program	Activity	Objective	Associated Financial Projects	FY25 Progress (Hover for more details)
Patron and Local Library Development Services	Montana Shared Catalog	MSC System Improvement	Expand and enhance MSC products available to member librarians	LSTA 24 MSC, MSC MONTANA SHARED CATALOG	<div><div></div></div> In progress 5%
		MSC System Maintenance	Maintain and improve MSC product functionality for member librarians	LSTA 24 MSC, MSC MONTANA SHARED CATALOG	<div><div></div></div> In progress 33%
		MSC Training and Outreach	Provide training and outreach to support member librarians in their use of Shared Catalog ILS and increase their efficiency and comfort in the system	LSTA 24 MSC, MSC MONTANA SHARED CATALOG	<div><div></div></div> In progress 10%
	Research Resources	Collaboration with other State Agencies	To more fully understand the reference needs of other agencies and work towards collaboration to help meet them	OUTREACH OPS	<div><div></div></div> In progress 50%
		Collection Development policy review	Ensure the policy is up to date and includes all necessary details	OUTREACH OPS	<div><div></div></div> In progress 20%
		Databases for State Government	Add additional databases for state government employees	LSTA 24 OUTREAC	<div><div></div></div> In progress 25%
		Interlibrary Loans for State Government	Add scholarly article database to support interlibrary loans for state government employees	LSTA 24 OUTREAC	<div><div></div></div> In progress 10%
	Talking Book Services	Development of TB's recording program	To provide locally recorded content for the BARD website	TBL OPS	<div><div></div></div> In progress 30%

Work Plan - Plans by Functional Area

Functional Area	Program	Activity	Objective	Associated Financial Projects	FY25 Progress (Hover for more details)
Patron and Local Library Development Services	Talking Book Services				
		Recording Studio	Re-start and utilize the recording studio for Talking Book and other MSL programs	TBL OPERATIONS	<div></div> In progress 25%



MEMO

To: Montana State Library Commission
From: Sharon Hardwick, HR Specialist
Subject: Fiscal Year 2025 3rd Quarter Staffing
Date: 04/01/2025

Personnel Report: 3rd Quarter of Fiscal Year 2025 (January 1, 2025 – March 31, 2025)

Recruitments:

No Recruitments occurred during 3rd Quarter, FY2025

New Hires:

Administrative Specialist – Nikki Lepinski
• Started 02/20/2025

Transfers:

No transfers occurred during 3rd Quarter, FY2025

Separations:

No separations occurred during 3rd Quarter, FY2025

MSL Commission Report

Search Criteria

Last Modified 6/2/2025
Include Consortium Unavailable No
Status Pending Approval,Draft,Out for Signature,Executed: In Effe
Work Group Montana State Library
Include Archived false

ContractNumber	ContractName
LIB-21-0027LS	Montana Memory Project Content Management System
LIB-ExtensisGeoExpressEULA	Extensis EULA
LIB-GeocachingFY23	Geocaching Adventure Lab Agreement
LIB-HotSpots-NEMTFY23	LIB-HotSpots-NEMTFY23
LIB-ITSVCS-2024-0177	LIB23-Overdrive CDL
LIB-Moodle-FY23	LIB-Moodle-FY23
LIB-OCLC_WebJunctionFY20	OCLC WebJunction Cooperative Support
LIB-SafeSoftwareFY21	FME Software License Agreement
LIB-SOLSRC-2023-0160TBH	LIB24-NHP-BotanicalData
LIB-TBLServicesFY22	Talking Book Library Services
LIB18-0013S	Statewide Courier Services
LIB21-0019LS	OCLC Montana Group Services
LIB21-0022LS	Archive-It Service Agreement
LIB21-0025LS	MSL Downloadable e-content
LIB22-0037LS	NG9-1-1 Data Assessment Service
LIB22-0040LS	Montana Shared Catalog
LIB22-0081LS	MSL-Montana Audubon Avian Specialist
LIB22-0110AL	State GIS Coordination Business Plans
LIB23-0158AL	Biotics5 Software
LIB23-0159	LibPAS - Counting Opinions
LIB24-0185	BPE-TBL MOU
LIB24-0189	LIB22-MDT-RTN_MOU
LIB24-0191	LIB24-RTNMarketing
LIB24-0195	LIB24-Currency Readers MOU
LIB24-0196	LIB21-TRAILS MOU
LIB24-MGIAGrantTraining-0178	LIB24-MGIAGrantTraining
LIB24-SS-0194TBH	LIB24-FrontierPrecision
LIB25-0197	LIB25-Asana PO
LIB25-0198	LIB25-NHPPollinatorInfoProducts
LIB25-0199	LIB25-NHPAquaticInvertebrate
LIB25-0200	LIB25-NHPRangeAccountReferenceInfoProducts
LIB25-0201	LIB25-NHPWetlandMapping
LIB25-0202	LIB25-NHPBombusInfoProducts
MSL2017-SS0102N	Interent Archive Scanning Services

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SecondPartyName
Recollect (USA), Inc
Celartem, Inc.
Groundspeak
Nemont Telephone Cooperative, Inc.
OverDrive, Inc.
MOODLE US LLC
OCLC, Inc.
Safe Software
LXM Consulting
Utah State Library
Montana Air Cartage, Inc.
OCLC, Inc.
INTERNET ARCHIVE
OverDrive, Inc.
1Spatial Inc.
Sirsi Corporation
Montana Audubon
The Sanborn Map Company, Inc.
NatureServe
Counting Opinions (SQUIRE) Ltd.
United States Bureau of Engraving & Printing
Montana Department of Transportation
Frink Enterprises LLC
United States Bureau of Engraving & Printing
Treasure State Academic Information and Library Services (TRAILS)
Community Development Services of Montana
Frontier Precision, Inc.
Carahsoft Technology Corporation
Northern Rockies Research & Educational Services
Stag Benthics
Cheryl Berrin
University of Montana
Xerces Society
INTERNET ARCHIVE

Summary

Montana History Portal content management system
End user license agreement for Extensis GeoExpress software standalone license with no encoding and floating license
App for taking historical tours of towns in Montana using content from the Montana History Portal
Hotspot service to Sheridan and Daniels County
Overdrive Corporate Digital Library Service for State Agency Collections
Purchase of Moodle Hosting Services purchased through Statewide Term Contract with SHI.
Online continuing education training platform for Montana librarians and board members
FME Server software license and maintenance agreement
Botanical and Vegetation Data Products
Talking Book Library Services contract
Statewide courier services
Cataloging, patron requests, and interlibrary loan software and services for Montana libraries
Web archive service
MSL Downloadable e-content
NG9-1-1 Data Assessment Service
Montana Shared Catalog Integrated Library System
Avian Specialist services
Facilitate GIS coordination 5-year strategic plan and a companion business plan
LIB23-0158AL_Contract with NatureServe to provide access to Biotics5 Software
Public Library Statistics service
MOA to distribute currency readers to the visually impaired
MOU Between MDT and MSL for MTSRN Operations and Hosting
Marketing services for MTSRN subscription service
Agreement to distribute Currency Readers to visually impaired Montanans
Participation agreement with Treasure State Academic Information and Library Services (TRAILS) consortium, original
Training for MGIA Grant Applicants, Grantees
Purchasing agreement for MTSRN Hardware
MSL PO 25-70
Contract for Pollinator Data Services
Contract for data evaluation for Aquatic Invertebrates
Contract to digitize plant & animal range polygons
MTNHP contract to map wetland habitat
Contract to classify Bumblebee pollinator data for MTNHP.
Internet Archive digitization services

*ProjectManager	Renewing?	Status
Jennifer Birnel	Yes	ExecutedInEffect
Troy Blandford	Yes	ExecutedInEffect
Jennifer Birnel	Yes	ExecutedInEffect
Cara Orban	No	ExecutedInEffect
Marilyn Bennett	Yes	ExecutedInEffect
Colet Bartow	Yes	ExecutedInEffect
Tracy Cook	Yes	ExecutedInEffect
Evan Hammer	Yes	ExecutedInEffect
Sean Anderson	Yes	ExecutedInEffect
Marilyn Bennett	Yes	ExecutedInEffect
Cara Orban; Lauren Spatzierath	No - New Vendor for FY26	ExecutedInEffect
Cara Orban	Yes	ExecutedInEffect
Jim Kammerer	Yes	ExecutedFuture
Cara Orban	Yes	ExecutedFuture
Michael Fashoway	Yes	OutForSignature
Amy Marchwick	Yes	ExecutedInEffect
Bryce Maxell	Yes	OutForSignature
Erin Fashoway	Yes	ExecutedFuture
Sean Anderson/Bryce Maxell	Yes	OutForSignature
Rebekah Kamp	Yes	OutForSignature
Marilyn Bennett	Yes	ExecutedInEffect
Evan Hammer	Yes	ExecutedInEffect
Jennie Stapp	Yes	ExecutedInEffect
Marilyn Bennett	Yes	ExecutedInEffect
Marilyn Bennett	Yes	ExecutedInEffect
Erin Fashoway	No	ExecutedInEffect
Evan Hammer	Yes	PendingSignature
Tracy Cook	Yes	ExecutedInEffect
Bryce Maxell	Yes	ExecutedInEffect
Bryce Maxell	Yes	ExecutedInEffect
Bryce Maxell	Yes	ExecutedInEffect
Bryce Maxell	Yes	ExecutedInEffect
Bryce Maxell	Yes	ExecutedInEffect
James Kammerer; Lauren Spatzierath	Yes	ExecutedInEffect

*CurrentTermAmt	StartDate	EndDate	ContractType
60000	2024-07-01 12:00 AM	2025-06-30 11:59 PM	STNDRD
2804.82	2021-06-10 10:47 AM		SWL
2500	2024-08-08 12:00 AM	2025-08-07 11:59 PM	SWL
3480	2023-01-26 11:17 AM	2025-06-30 11:59 PM	MASTR
4000	2022-11-01 12:00 AM	2025-06-30 11:59 PM	ITSVCS
15786	2022-10-13 12:00 AM	2026-06-30 11:59 PM	NRPO
5572.91	2024-10-01 12:00 AM	2025-09-30 11:59 PM	STNDRD
6280	2025-04-01 12:00 AM	2026-03-31 11:59 PM	SWL
110000	2023-07-24 03:09 PM	2025-06-30 11:59 PM	SOLSRC
140000	2022-06-16 12:00 AM	2026-06-30 11:59 PM	INTRGV
12857	2024-07-01 12:00 AM	2025-06-30 11:59 PM	STNDRD
1407875	2022-06-30 12:01 AM	2025-06-30 12:00 AM	SOLSRC
26000	2025-07-01 12:00 AM	2026-06-30 11:59 PM	SOLSRC
50000	2025-07-01 12:00 AM	2026-06-30 11:59 PM	STNDRD
248853	2025-07-01 12:00 AM	2029-06-30 11:59 PM	STNDRD
2798617	2022-07-11 02:49 PM	2027-06-30 11:59 PM	STNDRD
57114	2025-07-01 12:00 AM	2027-06-30 11:59 PM	SOLSRC
30000	2025-07-01 12:00 AM	2026-06-30 11:59 PM	SOLSRC
16000	2025-07-01 12:00 AM	2026-06-30 11:59 PM	SOLSRC
8600	2025-07-01 12:00 AM	2026-06-30 11:59 PM	ITSVCS
0	2024-02-24 12:00 AM		NRMOU
320000	2022-06-27 12:00 AM	2025-06-30 11:59 PM	NRMOU
19000	2025-04-25 12:00 AM	2025-08-31 11:59 PM	MASTR
0	2024-02-23 12:00 AM		NRMOU
27000	2022-10-06 12:00 AM		INTRGV
10000	2023-12-01 12:00 AM	2025-06-30 11:59 PM	MASTR
250000	2025-07-01 12:00 AM	2026-06-30 11:59 PM	SOLSRC
1272.84	2024-10-02 12:00 AM	2025-10-01 11:59 PM	NRPO
16000	2024-12-05 04:08 PM	2025-06-30 11:59 PM	MASTR
30545.46	2024-12-06 01:26 PM	2025-06-30 11:59 PM	MASTR
5900	2025-01-13 03:31 PM	2025-06-30 11:59 PM	MASTR
42000	2025-02-03 12:00 AM	2025-06-30 11:59 PM	MASTR
10000	2025-02-13 11:36 AM	2025-06-30 11:59 PM	MASTR
40000	2024-07-01 12:00 AM	2026-06-30 11:59 PM	STNDRD



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Certification

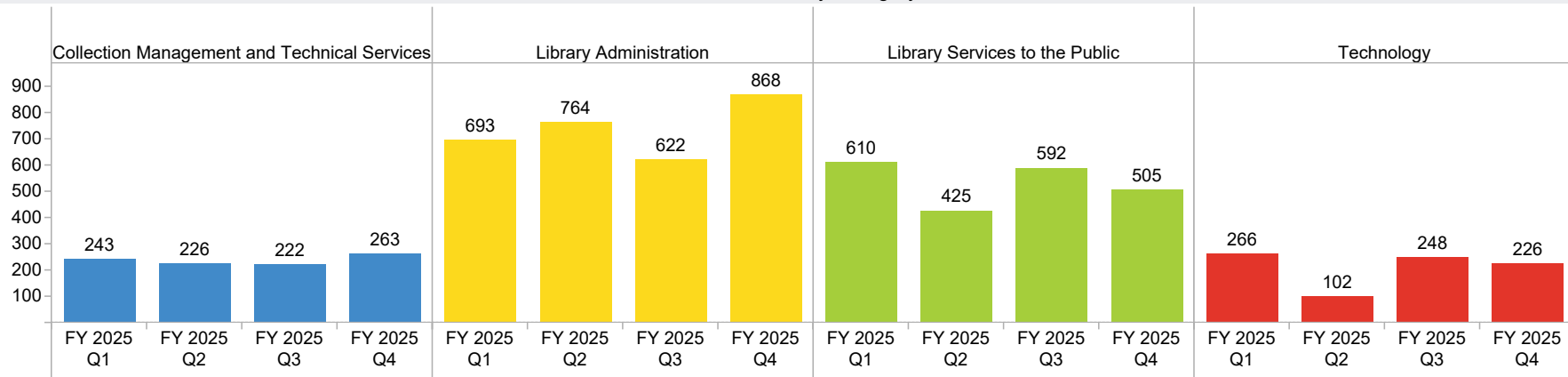
MSL Learn

YouTube

Web & Newsletter

Training Survey

Credits Claimed by Category

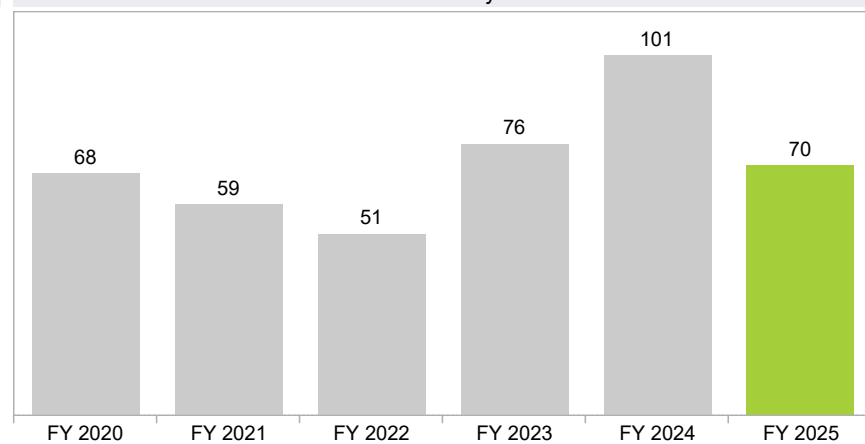


Certificates Earned by Type

Certification Type	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Trustee			5	8	10	10
Staff			32	28	40	28
Renewal Administrator					29	20
Initial Administrator					22	12
Administrator			14	40		
All	68	59				
Grand Total	68	59	51	76	101	70

In FY 2024, library staff, trustees, and administrators earned 101 certifications. To date in FY 2025, 70 people received their certification. In 2022, the State Library began tracking three types of certificates, trustee, staff, and administrator. In 2024, the administrator certificate was split into two categories, initial and renewal.

Certificates Earned by Fiscal Year



Certificates issued, excluding initial certificates earned by completing a Master of Library Science (MLS) degree and OPI renewal units.



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Certification

MSL Learn

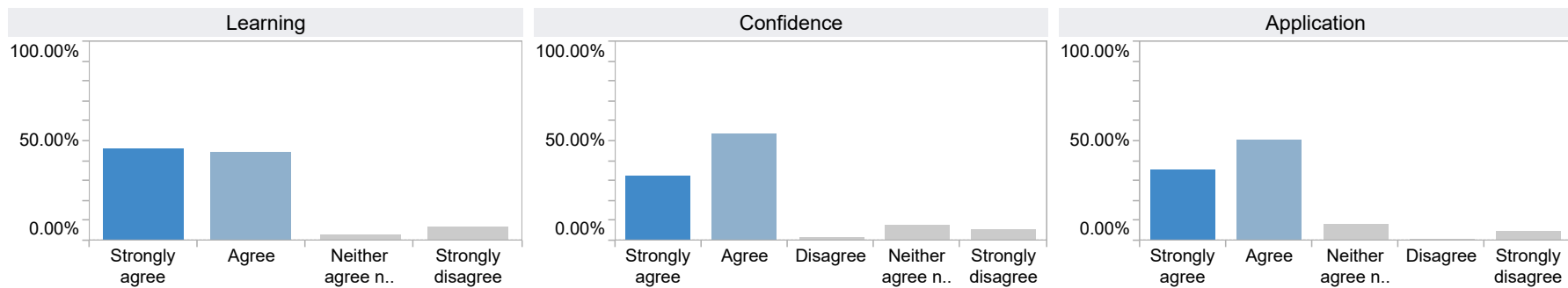
YouTube

Web & Newsletter

Training Survey

Course

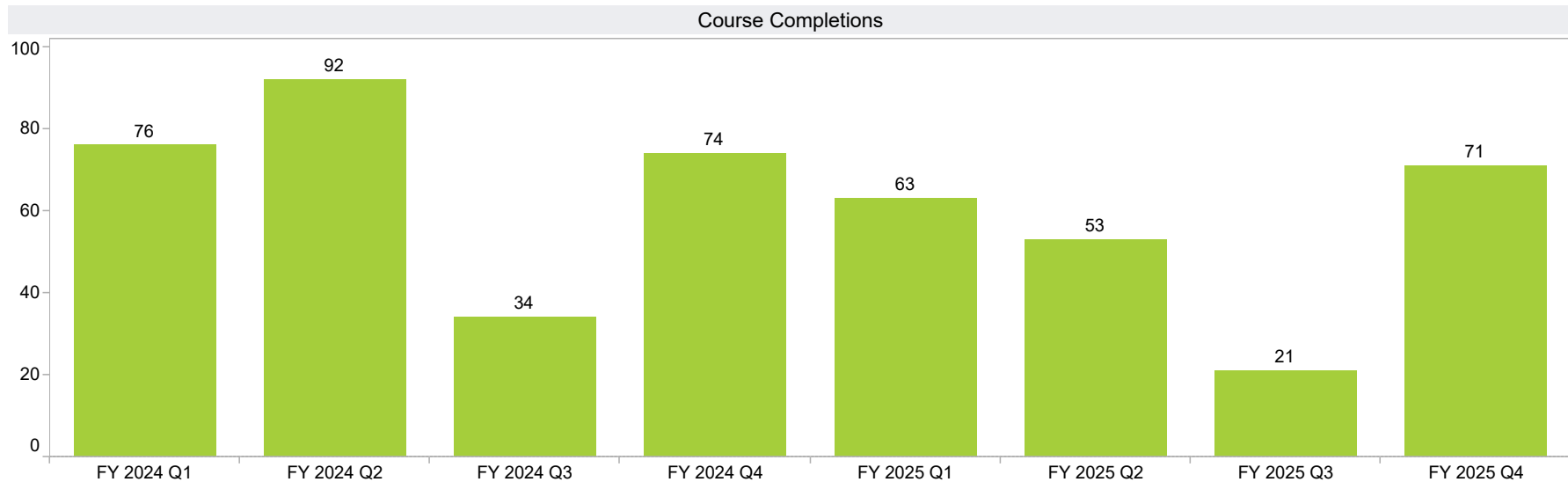
All



91% of participants learned something by participating.

86% feel confident using what they learned.

86% plan to apply what they learned.



Last updated 6/5/2025.



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MSL Learn

YouTube

Web & Newsletter

Training Survey

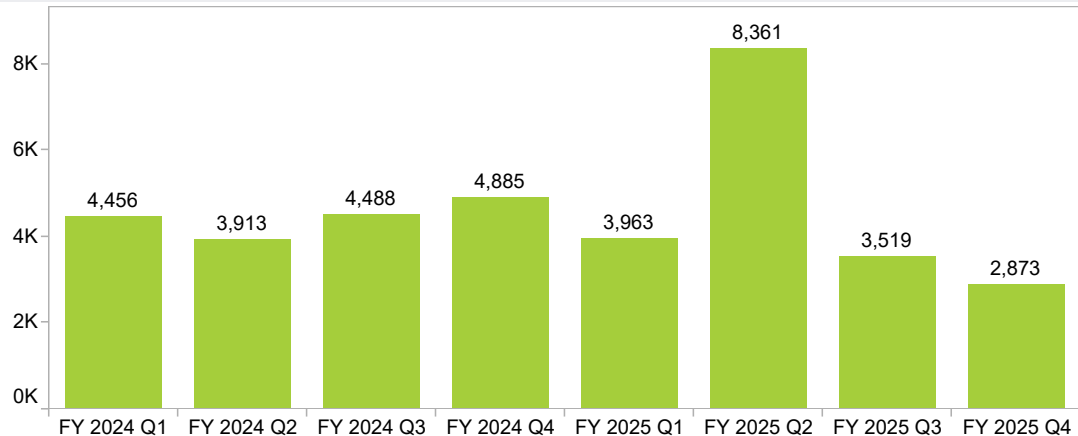
Month

May 2025

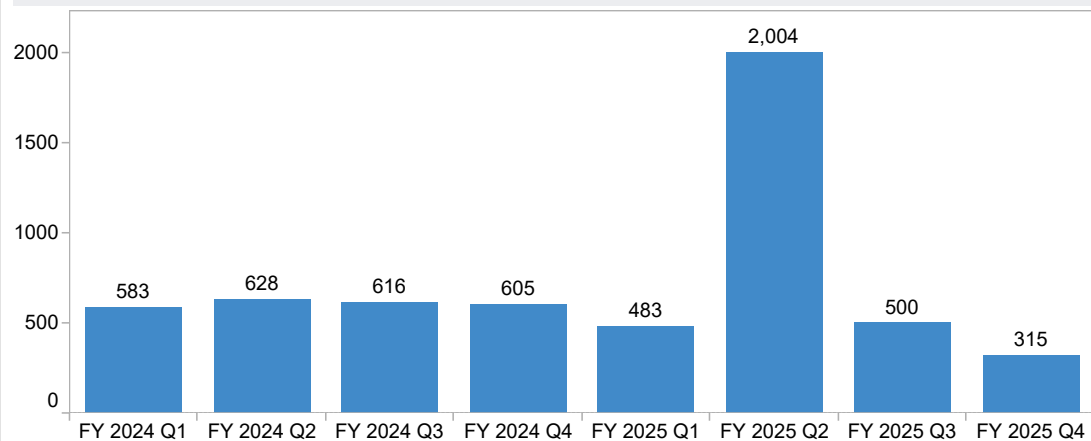
Video Views and Watch time

Video title	Views	Watch ti..
Legal and Operational Issues Facing Montana's Libraries	77	1,709
How Tony Fast is Using MTSRN to Boost Efficiency and Savings	65	105
Webisode Chat with Jennie Stapp - May 16, 2025	52	686
Call Number Analytics in the MSC	48	525
Let's Talk About It! Library Safety and Security	43	525
Safety Inspections - What to Know and What to Do	40	361
How to Set Up RTK for DJI Drones Using the Montana State Reference Network	37	99
Website Accessibility	35	300
Connecting with Local Government Officials: Do public libraries help mitigate crime?	35	696
MSL - A Greater State of Knowledge	33	22
MSC Spring Members Meeting, May 6, 2025	28	1,058
PLS Tutorial - What is the PLS?	26	18

Recorded Webinars Views



Total Watch Time in Hours



Last updated 6/5/2025.



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Certification

MSL Learn

YouTube

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Training Survey

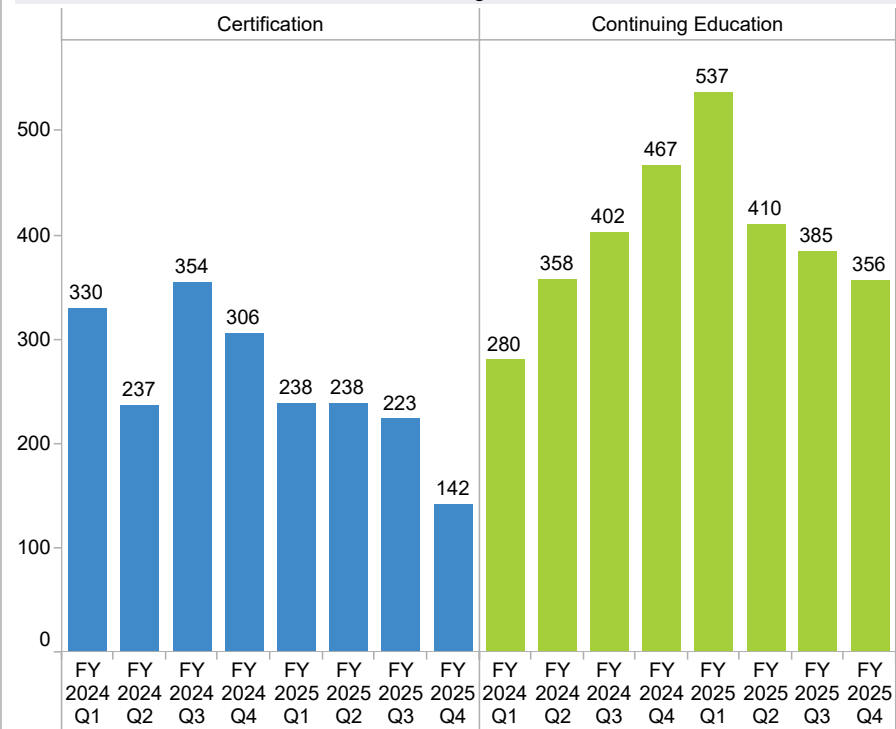
Bulletin Details

Date	Bulletin	Sent	Total Opens	Unique Opens	Total Clicks	Unique Clicks	Links
5/29/2025	Webinar Reminder - May 29 @ Noon	851	539	356	56	51	11
5/20/2025	Webinar Reminder - Legal and Operational Issue..	841	572	351	74	58	10
5/16/2025	Webside Chat - Friday, May 16 @ Noon	838	551	328	68	61	12
5/1/2025	MSL Continuing Education News for May 2025	710	519	300	42	40	25
4/29/2025	MSL Learn Temporarily Unavailable	773	441	295	27	27	9
4/28/2025	Webinar Tomorrow: Safety Inspections @ Your Library	774	517	300	49	43	11
4/21/2025	Update and 2 New Courses! MSL Learn	770	626	338	81	67	12
4/15/2025	Do Public Libraries Help Mitigate Crime? April 16 W..	767	488	313	44	40	12
	Navigating the Roadmap to Excellence: Board..	767	554	352	479	419	14
4/14/2025	MSL Learn Downtime Notice - April 17-18	767	517	316	27	27	9
4/10/2025	Webside Chat - Friday, April 11 @ Noon	764	513	297	84	60	12
4/1/2025	Continuing Education News for	664	500	287	225	250	22

767

total Continuing Ed bulletin subscribers

Website Pageviews



Last updated 6/5/2025.

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Certification

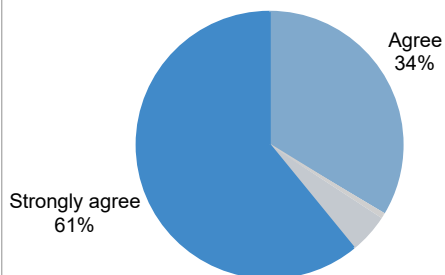
MSL Learn

YouTube

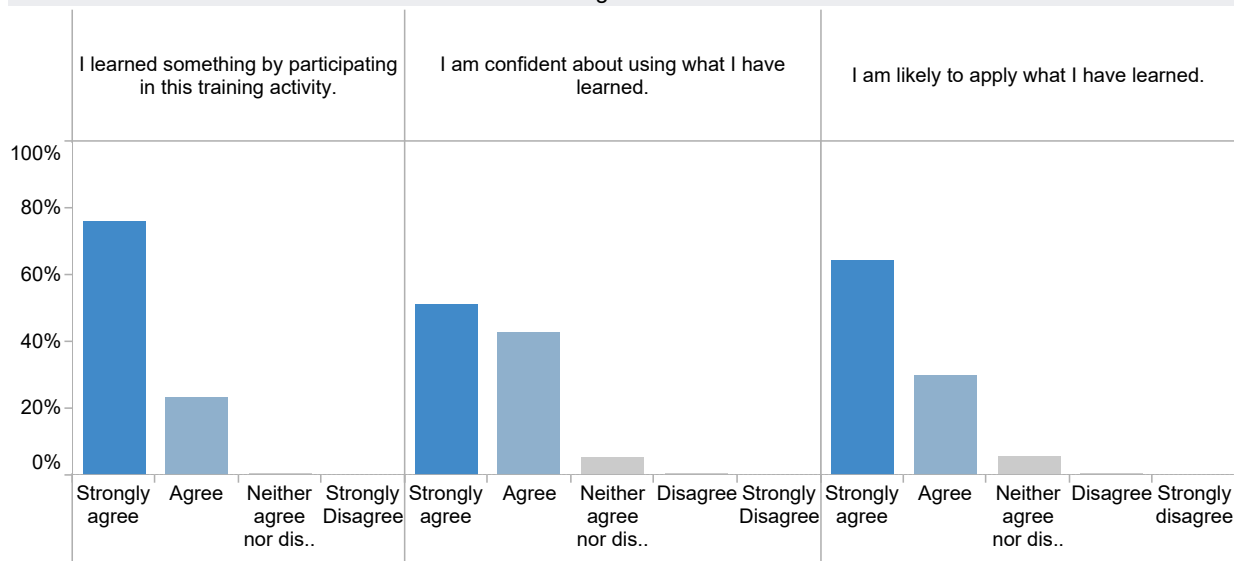
Web & Newsletter

Training Survey

Applying what I learned will help improve services to the public.



Training Outcomes

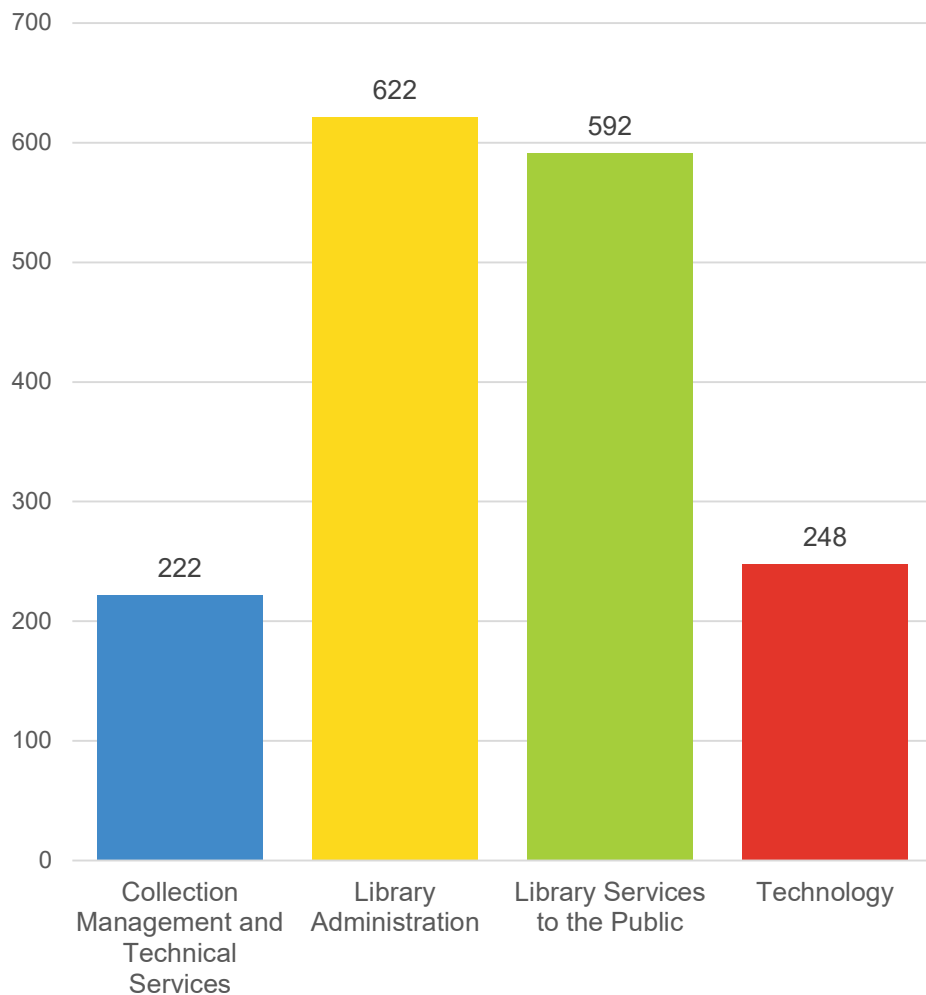


What did you especially value about this training?

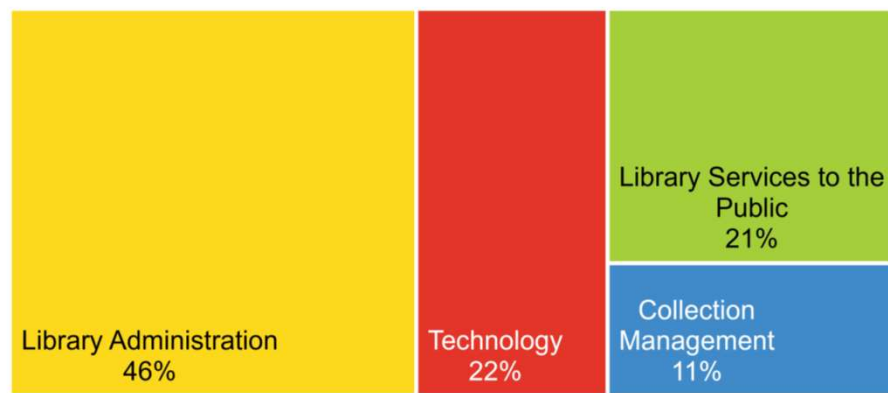


Courses Submitted for Certification

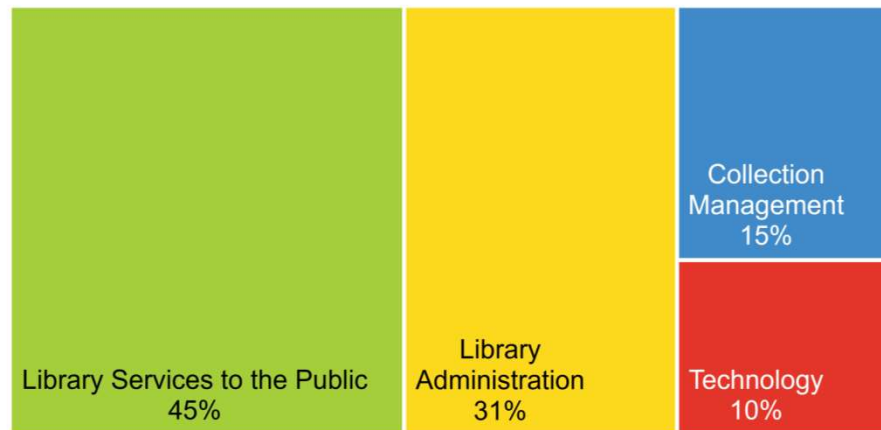
How many credits were claimed in FY 2025 Q3 per category?



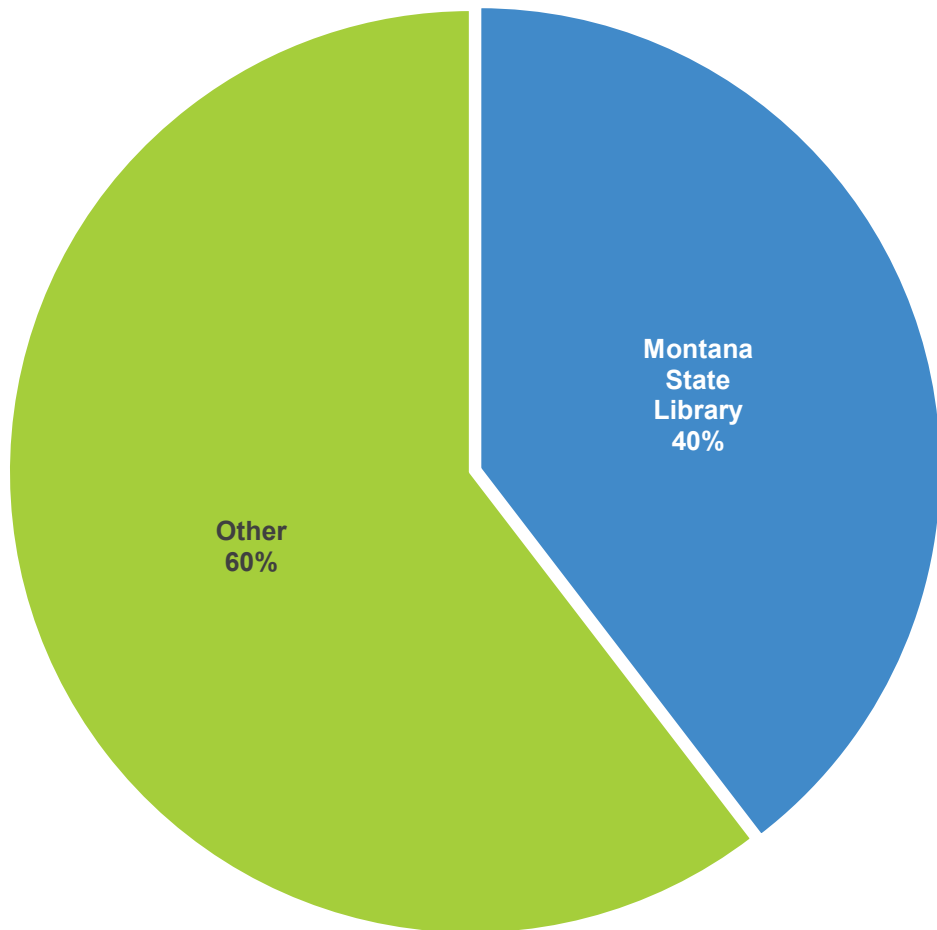
How were the credits claimed from MSL-sponsored courses divided among the different categories?



How were the credits claimed from other sponsors divided among the different categories?



Who sponsored the courses submitted in FY 2025 Q3?



Of the courses not hosted by the Montana State Library, who were the most frequent sponsors? (Displaying Top 10)

Sponsor Filter (Multiple Items)	
Sponsor	Times Submitted by Learners
Billings Public Library	189
Montana Library Association	161
Lewis and Clark Library	136
WebJunction	84
Association for Rural & Small	31
BookList	25
Bozeman Public Library	20
Missoula Public Library	18
Baker & Taylor	10
Hometown Helena	10
Grand Total	684

FY 2025 Q3 Courses Submitted - Collection Management and Technical Services

CE Category		Collection Management and Technical Services		
Course Name	Sponsor	Sum of All Credits Claimed	Unique Learners	
Managing Montana Collections - MSL Learn Webinar	Montana State Library	47	47	
Children's Collections and Boosting Engagement: A Panel Presentation	Montana State Library	9	9	
Life Cycle of Items	Lewis and Clark Library	5	9	
3 Keys to Collection Development - MSL Learn Webinar	Montana State Library	7	7	
Damage Item Review	Billings Public Library	2.5	5	
Children's Shelving	Billings Public Library	2.5	5	
2025 MLA Annual Conference - Collection Development in Libraries	Montana Library Association	15	5	
AV Selector	Billings Public Library	2.5	5	
Problem Item Review	Billings Public Library	2.5	5	
Bed Bug Procedure	Billings Public Library	2.5	5	
Mail Refresher	Billings Public Library	2	4	
2024 MSL Learn Webinar Series - Ready Player One! Video Games in the Library	Montana State Library	2	4	
Sunnyside/Outreach	Billings Public Library	2	4	
Book Repair	Billings Public Library	2	4	
TP Review	Billings Public Library	2	4	
Repairs	Not Available	1.5	3	
Children's Kit Petting Zoo	Billings Public Library	1.5	3	
Bed Bugs	Billings Public Library	3	3	
Archive Donation Form	Billings Public Library	1.5	3	
2025 MLA Annual Conference - Montana Book Award	Montana Library Association	4.5	3	
2024 MSL Learn Webinar Series - Automated Catalog Clean-Up!	Montana State Library	1.5	3	
2024 MSL Learn Webinar Series - Enhanced Records: Montana Subject Headings	Montana State Library	1.5	3	
Shelf Read Picture Books	Billings Public Library	1.5	3	
MSL Learn Webinar Series - Montana History Portal	Montana State Library	1	2	
A Community-Centered Approach to Digital Collections	WebJunction	3	2	
2025 MLA Annual Conference - Diversity Audit: How and Why	Montana Library Association	2	2	
Shelving with Dewey	WebJunction	2	2	
MLN Virtual Programming Presents: Disabled in the Wild: Learning How to Explore the Outdoors with Chronic Illness and Disabilities	Montana State Library	3	2	
Surprise! You're a Cataloger	Niche Academy	2	2	
Non-fiction Graphic Novels	Not Available	1	2	
Magnificent Middle Grade	BookList	2	2	
2024 MSL Learn Webinar Series - Partners: Sharing Groups, Collections, Processes, Possibilities	Montana State Library	1	2	

Course Name	Sponsor	Sum of All Credits Claimed	Unique Learners
2025 Montana Library Association Annual Conference - Metadata in the MSC	Montana Library Association	3	2
Weed 'Em and Reap: Getting Your Collection from Awful to Awesome	WebJunction	2	2
Are You There, Reader's Advisory? It's Me, the Librarian	Association for Rural & Small Libraries	1	1
CATS Title Talk - Spring 2025 Children's Publishing Season	Baker & Taylor	4	1
NCompass Live: Best New Children's Books of 2024	Nebraska Library Commission	1.5	1
Children's Shelving	Not Available	0.5	1
2025 Montana Library Association Annual Conference - Serving Patrons Through Technical Processing	Montana Library Association	1.5	1
2025 MLA Annual Conference - MLN Projects: Courier, Sharing Groups & Hotspots- How Can I Best Use Them?	Montana Library Association	1	1
MPLC & SWANK	Not Available	0.5	1
Children's JEGN	Billings Public Library	0.5	1
Object Cataloging for a Library of Things	Midwest Collaborative for Library Services (MCLS)	5.5	1
Ask a Librarian: Smart Ways to Save Time and Stretch Budgets with Digital Resources	BookList	1	1
Children's Collections and Boosting Engagement	Montana State Library	1	1
Aquisitions Training	Billings Public Library	0.5	1
Bins Tour	Billings Public Library	0.5	1
Collection Analytics	OCLC	1	1
Book Selection and Ordering	Billings Public Library	1	1
Comics Plus and Your Library!	Baker & Taylor	0.5	1
MSL Learn Webinar Series - Montana Shared Catalog Overview	Montana State Library	0.5	1
Background Engagement: Creating Interesting Interactive Library Displays for Patrons	Association for Rural & Small Libraries	1	1
Newsletter Process	Billings Public Library	0.5	1
Dealing with Difficult Situations	WebJunction	1.5	1
ABLE 2 - Collection Development Policy	Idaho Commission for Libraries	1.5	1
Digital Collections at Your Library: Community, Culture, and Connection	Not Available	1	1
Shelving a multiverse of fun	Not Available	0.5	1
Digital Collections Stewardship 1: Introduction	WebJunction	1	1
Library Kits Info Class	Billings Public Library	0.5	1
The Harper Collins Summer/Fall Preview	Library Journal	1.5	1
Lost/Not in Catalog	Billings Public Library	0.5	1
Training in Technical Processing	Not Available	1	1
Blue Cloud Analytics	Montana State Library	1	1
Tuesday Reports	Billings Public Library	0.5	1
Manga Goes to School: Incorporating Manga into Your Curriculum, Collection, and School Community	BookList	1	1
All Staff: Collections and Technical Services	Lewis and Clark Library	1	1
MontanaLibrary2Go: Intro to OverDrive Marketplace	Montana State Library	0.5	1
Summer Reading 2024 - Summer Reading KickOff Event hosted by Mychal Threats	Baker & Taylor	1	1
Books that are Buzzing for Spring	Library Journal	1	1

Course Name	Sponsor	Sum of All Credits Claimed	Unique Learners
Archive Presentation	Billings Public Library	0.5	1
Native Stories, Native Peoples: Opportunities for Library Engagement	WebJunction	1	1
Taylor Made Workshop: Programming for Your Library with the Boundless Kids and Teens Bundle!	Baker & Taylor	0.5	1
Necessary Nonfiction	BookList	1	1
The First Magnificent Summer Webcast with Author Rachel Toalson.	Baker & Taylor	1.5	1
Brief Title Add	Billings Public Library	0.5	1
Graphic Novels and Manga for Teens and Tweens	Info People	1	1
Penguin Random House Editors Picks for Spring and Summer 2025	BookList	1	1
In the Mood to Swoon	BookList	1	1
Problematic Award-Winning Texts: Daniel Boone, the Newberry Award, and Children's Librarianship	American Library Association	1	1
Introduction to fields used in continuing resource records	OCLC	1	1
CATS Title Talk - Spring 2025 Teen Publishing Season	Baker & Taylor	3	1
JLG's 2024 Elementary Book Talk	Baker & Taylor	0.5	1
Shelving and Shelf Reading	Billings Public Library	0.5	1
Keeping Up with Books: 2024 Year in Review	EBSCO	1	1
Libby and Hoopla	Not Available	0.5	1
ABLE 5 Introduction to Technical Services and Catalog Records	WebJunction	1.5	1
What's New with VOX Books and Baker & Taylor!	Baker & Taylor	0.5	1
Switching it Up! Creating a Video Game Collection for Your Library	WebJunction	1	1
YA All Day: Upcoming Titles for Fall, Winter, and Beyond	Not Available	1	1
Teens Prevail: Love, Resilience, and Hope in YA novels	BookList	1	1
2022 Tri-Conference: Examining Representations of Girlhood In the 2022 Printz and Newbery Award Winners and Honor Books	Montana Library Association	1	1
ABLE 8 MARC catalog	WebJunction	2	1
Fax Machine	Billings Public Library	0.5	1
Digital Collections Stewardship 2: Preparing	WebJunction	1.5	1
Training with Circulation	Billings Public Library	1	1
Digital Collections Stewardship 3: Gathering	WebJunction	2	1
Web Archiving for Public Libraries	WebJunction	2	1
Digital Collections Stewardship 4: Digitizing	WebJunction	2	1
Weeding Your Library Collection	WebJunction	1	1
Digital Collections Stewardship 5: Enhancing	WebJunction	1	1
Winter 2025 Librarian Preview with Harper Collins	BookList	1	1
Digital Collections Stewardship 6: Saving	WebJunction	1	1
YA Fantasy Webcast ft. Amelie Wen Zhao	Baker & Taylor	1.5	1
Digital Collections Stewardship 7: Sharing	WebJunction	1	1
Display Procedure	Billings Public Library	0.5	1
Grand Total		222	239

FY 2025 Q3 Courses Submitted - Library Administration

CE Category	Library Administration		
Course Name	Sponsor	Sum of All Credits Claimed	Unique Learners
Webside Chat with Montana State Librarian Jennie Stapp	Montana State Library	46	76
New Library Directors' Cohort	Montana State Library	33	33
Connecting with Local Government Officials - Better Libraries, Better Achievement, Better Futures	Montana State Library	31	31
Navigating the Roadmap to Excellence: Staff Development	Montana State Library	26	26
ADP Payroll Training	Lewis and Clark Library	10	10
2025 MLA Annual Conference - Conversations with the Commission	Montana Library Association	8	8
MLN Virtual Programming Presents: Who are all the newcomers?	Montana State Library	8	8
Community Room	Billings Public Library	8.5	8
2025 Montana Library Association Annual Conference - Managing the Money: Best practice for public libraries	Montana Library Association	10.5	7
2025 Montana Library Association Annual Conference - Law for Librarians	Montana Library Association	7	7
Sidney Richland County Budget and Finance Training	Montana State Library	15	6
Chouteau County Library strategic planning session	Montana State Library	6	6
Roosevelt County Library Board Training	Montana State Library	18	6
In Conversation: Public Officials, Code of Ethics, Open Meetings, and Public Participation	Montana State Library	9	6
MSL Learn Online Course - Montana Library Law	Montana State Library	6	6
Don't Manage Change, Embrace It	WebJunction	6	6
NVPL Procurement Training	Montana State Library	10	5
2025 MLA Annual Conference - Montana Shared Catalog Updates	Montana Library Association	7.5	5
Team Culture & Conflict Management	North Valley Public Library	2.5	5
Twin Bridges Library Board Training	Montana State Library	15	5
2025 MLA Annual Conference - Spend Smarter: State Purchasing Options for Local Libraries	Montana Library Association	5	5
Volunteer Refresh Training	Billings Public Library	5	5
Connecting with Local Government Officials - Do public libraries help mitigate crime?	Montana State Library	5	5
Job Description Review	Not Available	2.5	5
Library Legislative Night - Montana Library Assistance Helpline	Montana Library Association	5	5
Navigating the Roadmap to Excellence: Board Development	Montana State Library	5	5
Deposit Review	Billings Public Library	2	4
Safety Training	Bozeman Public Library	8	4
2025 MLA Annual Conference - Roles and Responsibilities of the Library Board	Montana Library Association	12	4
Library Legislative Night - What to Expect at Library Legislative Night? Basics and beyond: a Panel of Your Peers	Montana Library Association	4	4
Book Challenges	Billings Public Library	2	4
2025 MLA Annual Conference - Legal and Operational Issues Facing Montana's Libraries	Montana Library Association	12	4

Course Name	Sponsor	Sum of All Credits Claimed	Unique Learners
Tough Conversations	Billings Public Library	2	4
Prairie County Board Training	Montana State Library	12	4
2025 MLA Annual Conference - Learning and Leading: Public Library Board CE Planning	Montana Library Association	4	4
Drunk or High: How to De-Escalate someone who is under the influence	Billings Public Library	2	4
Volunteer Training Run Through	Not Available	2	4
MSL Learn Online Course - Public Library Standards	Montana State Library	3	3
MSL Learn Online Course - Connecting with Local Government Officials	Montana State Library	3	3
Twin Bridges Strategic Planning Training	Montana State Library	4.5	3
Connecting with Local Government Officials - Libraries and Literacy: A Conversation with Crosby Kemper and Jennie Stapp	Montana State Library	3	3
MSL Learn Online Course - Montana State Library: A Greater State of Knowledge	Montana State Library	3	3
Fire Safety in Children's	Billings Public Library	1.5	3
MSL Learn Webinar Series - Let's Talk About It! Library Safety and Security	Montana State Library	3	3
Strategic Planning Board Trainings (Sheridan and Twin Bridges libraries)	Montana State Library	4.5	3
Library Legislative Night - Parliamentary Procedure 101	Montana Library Association	3	3
MSL Learn Webinar Series - Public Library Policy Review and Development	Montana State Library	1	2
Dress Code Review	Billings Public Library	1	2
2025 MLA Annual Conference - The Trust for Montana Libraries: Planning for the Future	Montana Library Association	2	2
Hometown Helena: LCL Teen Advisory Board and Leadership Montana	Hometown Helena	2	2
MSL Learn Online Course - Trustee Essentials: Understanding Local Government and Its Relationship to the Library	Montana State Library	2	2
Leadership Strategies for Building Connection and Defusing Difficult Situations	WebJunction	2	2
Connecting with Local Government Officials - Series Introduction	Montana State Library	1	2
Co-Creating Core Principles for Lewis & Clark Library	Lewis and Clark Library	12	2
MSL Learn Online Course - Next Level Montana Library Law	Montana State Library	2	2
Children's Fire Safety	Not Available	1	2
MSL Learn Online Course - Trustee Essentials: Responsibilities	Montana State Library	2	2
Building a Foundation for Equity, Access, Diversity & Inclusion (B-READI)	EmpowerMT	4	2
2025 MLA Annual Conference - Perspectives on Montana Libraries	Montana Library Association	3	2
2025 MLA Annual Conference - Let's Talk about Library Facilities	Montana Library Association	3	2
Getting To Know Your Community, Ideas For Your Board and Staff!	Association for Rural & Small Libraries	2	2
MSL Learn Online Course - Best of 2023 MSL Learn Webinars: For Trustees and Directors	Montana State Library	4	2
Mendocino County Library Round Valley Branch, Community Anchor: Best Small Library in America 2024	Association for Rural & Small Libraries	2	2
MSL Learn Webinar - Learning about Libraries and the Montana Legislature	Montana State Library	1	1
Safer Libraries	Billings Public Library	1	1
NCompass Live: To Librarianship and Beyond: What's It Like Being a Corporate Librarian?	Nebraska Library Commission	1	1
Embracing neurodiversity: Cultivating an inclusive workplace for neurodivergent staff	WebJunction	1	1
TFPL staff- safety policies and review	Thompson Falls Public Library	1	1
Engaging Beyond Our Walls: Libraries connecting communities through outdoor games and stories	WebJunction	1	1

Course Name	Sponsor	Sum of All Credits Claimed	Unique Learners
Navigating Partnerships, Community Engagement and Your Library	Association for Rural & Small Libraries	1	1
Find Your Project Management Style	LinkedIn Learning	1	1
PowerUp Conference: Crafting Communication: Tools for Effective Youth Services Management	University of Wisconsin-Madison	1	1
2024 MLA Fall Retreat - Libraries at the Legislature	Montana Library Association	1	1
South Central Federation - Directors and Library Laws	Not Available	2	1
Foundations of Library and Information Science	Emporia State University	12	1
2025 MLA Annual Conference - The Power of Partnership: Enhancing Library Services Through Collaboration	Montana Library Association	1	1
Friday Night Fun Hi-C Review/Timesheet	Billings Public Library	0.5	1
Cardholder Signup Policies: Access in Practice	WebJunction	1	1
Friday Night Fun Review & 1st Amendment Auditors	Billings Public Library	0.5	1
Navigating the Elective Roadmap to Library Excellence - MSL Learn Webinar (Overview)	Montana State Library	1	1
Gender & Inclusion: Navigating New DEI Executive Orders	Society for Human Resource Management	1	1
Partnering with local schools to boost public library engagement	Association for Rural & Small Libraries	0.5	1
Get what you need to succeed with self-management	KnowledgeWave	1	1
Rediscovering Your Joy, Energy and Purpose	LinkedIn Learning	1	1
2024 MLA Annual - Library Board Training with the MSU Local Government Center	Montana Library Association	3	1
Bozeman Public Library staff day - Marketing for all	Bozeman Public Library	1	1
Giving Montanans Their Fullest Opportunity: Administering and Financing Public Libraries in Montana	Montana State Library	4	1
Supporting Healthy Communities: Public Library Responses to the Opioid Crisis	WebJunction	1	1
Handling complaints or protests about content	Library 2.0	1	1
Transition Planning	Central Kansas Library System	1	1
Hometown Helena: air quality organizations	Hometown Helena	0.5	1
Disaster Preparedness for Montana Libraries	Not Available	1	1
Hometown Helena: Capitol press corps update	Hometown Helena	0.5	1
Coaching yourself through the ambiguity of leading	State of Montana	0.5	1
Hometown Helena: Childcare Panel	Hometown Helena	0.5	1
MSL Webinar Series - Basic Training for Trustees	Montana State Library	0.5	1
Hometown Helena: Congressman Troy Downing, architecture firms	Hometown Helena	0.5	1
Navigating the Elective Roadmap to Excellence	Montana State Library	1	1
Hometown Helena: economic development	Hometown Helena	0.5	1
Big Talk for Small Libraries: Lightning Round	Association for Rural & Small Libraries	1	1
Hometown Helena: Helena Citizen's Council	Hometown Helena	0.5	1
Board Training	MSU Local Government Center	2	1
2025 MLA Annual Conference - Tapping Into Montana's Business Community for Library Support	Montana Library Association	1.5	1
Perfect Is the Enemy of Good: Thinking Critically about Information in an Imperfect World	Missoula Public Library	1	1
Hometown Helena: Montana Club	Hometown Helena	0.5	1
Bones, Stone, and books: Revolutionizing the Integration of Library Exploration Into Modern Times	Association for Rural & Small Libraries	0.5	1

Course Name	Sponsor	Sum of All Credits Claimed	Unique Learners
Hometown Helena: President Waded Cruzado, MSU	Hometown Helena	0.5	1
Research and Public Library Data: Examples and Opportunities	Institute of Museum and Library Services	1	1
Hooray for Dissent! Moving Beyond a Culture of Conformity	WebJunction	1	1
Sagebrush Federation - Disaster Planning training	Not Available	1.5	1
Hot Off the Press: New Director and Trustee Handbooks from MSL	Not Available	0.5	1
Smart Scheduling and Planning in Youth Services: Part 1 - Managing Your Own Schedule	Association of Library Services to Children (ALSC)	1	1
How to Be Caring While Holding Teams Accountable	LinkedIn Learning	1	1
Strategic Implementation Training - Reference Dept.	Missoula Public Library	3	1
2024 MLA Fall Retreat - Law for Librarians	Montana Library Association	1	1
Bozeman Public Library staff day - Safety with the Bozeman police department	Bozeman Public Library	2	1
Introduction to Data Equity	Research Institute for Public Libraries	1	1
The PLS in Historical Context	Institute for Museum and Library Services	1	1
2025 Montana Library Association Annual Conference - The Secrets of a Green Library	Montana State Library	1	1
Deesscalateing Traning	County of Sanders	3	1
Leadership in Small and Rural Libraries	InfoPeople	7.5	1
Digital Collections Stewardship 2: Preparing, Gathering, Digitizing, Enhancing, Saving and Sharing	WebJunction	6	1
Connecting with Local Government Officials - How Libraries Add Value	Montana State Library	1	1
MSL Learn Online Course - Trustee Essentials: Understanding Local Government Budgeting and Finance	Montana State Library	1	1
2023 MLA Conference: Giving Montanans Their Fullest Opportunity: Working with local government officials and government budgets	Montana Library Association	3	1
MSL Learn Webinar - Montana Census Data Demonstration and Tour	Montana State Library	0.5	1
2022 Tri-Conference: Preparing for an Intellectual Freedom Challenge: Building Bridges in a Shifting Landscape	Montana Library Association	1	1
MSL Learn Webinar Series - Library Districts	Montana State Library	1	1
Libraries Are a Worthy Cause: Defend YOUR Library with Advocacy Strategies that Work	Montana State Library	1	1
MSL Trustee Training YouTube Playlist (ALL)	Montana State Library	13	1
Library and Local Government Training	Not Available	3	1
MSL YouTube: Managing Personnel: Board, Director, and Staff	Montana State Library	0.5	1
A Guide to Employee Resource Groups	LinkedIn Learning	1	1
Navigating Partnerships, Community Engagement, and Your Library...Through Kindness and Without Losing Your Mind	Association for Rural & Small Libraries	1	1
Children's Fire Safety	Not Available	0.5	1
Navigating the Elective Roadmap to Library Excellence - MSL Learn Webinar	Montana State Law Library	1	1
Access to MT State Government Information	Montana State Library	0.5	1
Big Talk for Small Libraries: Best Small Library In America 2024	Association for Rural & Small Libraries	1	1
Library Marketing 101	Bozeman Public Library	1	1
Navigating the Two DEI Executive Orders	Society for Human Resource Management	1	1
Looking Back at 2024 and Planning for 2025!	Flathead County Library	3	1
Big Talk for Small Libraries: Small Libraries, Big Economics, Environmental and Equity Impacts	Association for Rural & Small Libraries	1	1
Managing Personnel: Board, Director, and Staff	Montana State Library	0.5	1

Course Name	Sponsor	Sum of All Credits Claimed	Unique Learners
Optimizing Budget and Reducing Hold Times: Leveraging CloudLibrary's All in One Digital Library	OCLC	0.5	1
Marketing	Bozeman Public Library	1	1
Partnerships and Building Relationships: How, Why, and Who Niche Academy	Missoula Public Library	1	1
Marketing Plan	Bozeman Public Library	1	1
PLS FY24 Survey, Tool & Data Processing Overview with FY25 Edit Check Exercise	Institute of Museum and Library Services	1	1
Marketing Plan for All	Bozeman Public Library	1	1
PowerUp Conference: Data-Driven to Distraction: Considering the Role of Vulnerability in a Healthy Library Workplace	University of Wisconsin-Madison	1	1
Media Librarian	Not Available	0.5	1
Rally for the Right to Read: A Banned Books Week Event	BookList	1	1
Trustee Essentials: Understanding Local Government and Its Relationship to the Library	Montana State Library	1	1
Repairs	Not Available	0.5	1
Trustee Training: Elements of a Good Directors Report	Central Kansas Library System	1	1
2024 MLA Fall Retreat - Legal Issues Confronting Montana Libraries	Montana Library Association	1.5	1
Turning strategy into action with Theory of Change	WebJunction	1	1
Book Challenges and Intellectual Freedom	WebJunction	1	1
Civility Goes Viral	Not Available	0.5	1
Shelving with Dewey	WebJunction	1	1
Crafting and Maintaining Effective Patron Policies for Community Success	WebJunction	1	1
Small Libraries, Big Economic, Environmental and Equity Impacts	Association for Rural & Small Libraries	1	1
Missoula Public Library Staff Training - Team Building	Missoula Public Library	2.5	1
Smart Scheduling and Planning in Youth Services: Part 2 - Staff and Program Scheduling	Association of Library Services to Children (ALSC)	1	1
Creating a Person-centered Library: Supporting Patrons While Avoiding Burnout	WebJunction	1.5	1
South Central Federation Trustees Gathering	Not Available	1	1
Montana Notary Public Course	Montana Secretary of State	4	1
2024 MLA Fall Retreat - Addressing Challenging Book Challenges: More Flies with Honey than Vinegar	Montana Library Association	1	1
Montana State Library: A Greater State of Knowledge	Montana State Library	1	1
Sustaining Ecosystems for Climate Learning and Action	WebJunction	1	1
MSL Learn - Public Library Standards	Montana State Library	1	1
Team Culture and Conflict Management	Galen Emanuele	0.5	1
Cultural Humility in Library Work	WebJunction	1	1
The art of saying no to preserve our wellness	Library 2.0	1	1
Dare to Lead - Leadership Class	Glasgow City Chamber	1	1
Bozeman Public Library Staff Day (Marketing)	Bozeman Public Library	1	1
Best of 2023 MSL Learn Webinars: for trustees and Directors	Montana State Library	1.5	1
Elective Roadmap To Library Excellence	Montana State Library	0.5	1
De-escalation Training	City of Bozeman	1	1
Trustee Training: Things Boards Do That Hurt the Library	Central Kansas Library System	1	1

Course Name	Sponsor	Sum of All Credits Claimed	Unique Learners
Mental Illness Short Course: High Risk and Low Risk Situations	Ryan Dowd	0.5	1
Bozeman Public Library Staff Day (Safety with Bozeman PD)	Bozeman Public Library	2	1
Missoula Public Library Staff Training - Missoula County and You	Missoula Public Library	0.5	1
Veterans Inc. Presentation	Billings Public Library	0.5	1
Missoula Public Library Staff Training - Moving Forward	Missoula Public Library	0.5	1
Building a Foundation for Equity, Access, Diversity and Inclusion (B-READI)	EmpowerMT	2	1
Missoula Public Library Staff Training - Positive Communication and Team Building Training	Missoula Public Library	3	1
Leading as a Highly Sensitive Person	LinkedIn Learning	1	1
Learning Without Limits: the New E-rate Hotspot Lending Program	American Library Association	1.5	1
Grand Total		622	531

FY 2025 Q3 Courses Submitted - Library Services to the Public

CE Category	Library Services to the Public		
Course Name	Sponsor	Sum of All Credits Claimed	Unique Learners
Summer Reading Brainstorming Session 1	Montana State Library	23	23
Libraries and Public Health – Making Connections for Rural Montana	Montana State Library	51	17
Run, Lock, Fight	Lewis and Clark Library	37.5	15
MLN Virtual Programming Presents: Preserving Montana's Oral Histories and Traditions	Montana State Library	19.5	13
Children's Services at Lewis and Clark Library	Lewis and Clark Library	13	12
Verbal De-escalation	Lewis and Clark Library	27.5	11
2025 MLA Annual Conference - Cut Through the Noise: Elevating Your Library & Engaging Users through Strategic Promotion	Montana Library Association	7	7
MLN Virtual Programs Presents: Rural Montana - Connect to Thrive!	Montana State Library	9	6
2025 MLA Annual Conference - Unlocking Community Connections: Using Pickup Lockers to Extend Access to Patrons & Partners	Montana Library Association	6	6
2025 MLA Annual Conference - Libraries on the Move: Building Health and Wellness in Our Communities	Montana Library Association	5	5
2025 MLA Annual Conference - Empowering Communities: Libraries Support Health and Wellness	Montana Library Association	5	5
MLN Virtual Programming Presents: Chemistry of Fossils	Montana State Library	7.5	5
Clio Public Services Training	Lewis and Clark Library	5	5
Inclusivity and Allyship	Lewis and Clark Library	5	5
2025 MLA Annual Conference - CO+LAB-orate and Create: Building a Space and Structure for an All-Ages Makerspace	Montana Library Association	4	4
Opening/Closing Review	Billings Public Library	2	4
MLN Virtual Programming Presents: Montana Fish Identification	Montana State Library	6	4
2025 MLA Annual Conference - Teaching Truth: Developing a Course to Combat Misinformation	Montana Library Association	4	4
Rediscovering Montana's Indigenous Treasures	Lewis and Clark Library	4	4
Giving and Receiving Feedback	Bozeman Public Library	4	4
Supercharged Storytime	WebJunction	32	4
Memory Lab Equipment Training	Billings Public Library	2	4
2025 MLA Annual Conference - Community Engagement in Your Library, Big and Small	Montana Library Association	4	4
Supporting Teens with Organization and Stress Management Skills	Young Adult Library Services Association (YALSA)	4.5	3
SD2-MSC/ILL	Not Available	1.5	3
MSL Learn Online Course - Youth Services Overview	Montana State Library	3	3
2025 MLA Annual Conference - Storytime: More Than Just a Story	Montana Library Association	3	3
Social Work Approaches to Library Services	WebJunction	3	3
Background Engagement: Creating Interesting Interactive Library Displays for Patrons	Association for Rural & Small Libraries	3	3
2025 MLA Annual Conference - Lifelong Learning Chat	Montana Library Association	3	3
2024 MSL Learn Webinar Series - Accessing natural resource information for Environmental Review, Permitting, and Planning Processes	Montana State Library	1.5	3
Review Signup Month	Not Available	1.5	3
Co+LAB Review	Billings Public Library	1.5	3
How Do We Rebuild Trust in Authoritative Information Sources?	WebJunction	3	3
2025 MLA Annual Conference - Navigating Climate Change Anxiety Through Contemporary Dystopian Literature: Supporting Students' Mental and	Montana Library Association	3	3
MSL Learn Online Course - Youth Services School-Age	Montana State Library	2	2

Course Name	Sponsor	Sum of All Credits Claimed	Unique Learners
Dealing with Difficult Situations	WebJunction	3	2
Rediscovering Montana's Indigenous Treasures	Lewis and Clark Library	2	2
Empowering Teens: Enhancing Information Literacy through Games and Interactive Programming	WebJunction	2	2
MSL Learn Online Course - Montana History Portal	Montana State Library	3	2
Extreme Customer Service, Every Time	Not Available	2.5	2
Non-fiction Readers Advisory	BookList	2	2
FAFSA and college financial aid overview for staff	Lewis and Clark Library	2	2
Creating a Person-centered Library: Supporting Patrons While Avoiding Burnout	WebJunction	3	2
Are You There, Reader's Advisory? It's Me, the Librarian	Association for Rural & Small Libraries	2	2
2025 MLA Annual Conference - Accessing Justice One Click at a Time: How the Law Library's Digital Collections are Meeting Your Patrons' Needs	Montana Library Association	2	2
2025 MLA Annual Conference - Digital Legal Help in Libraries: Innovations in Access to Justice for all Montanans	Montana Library Association	2	2
2025 Montana Library Association Annual Conference - Exploring Nature- Innovation, Creativity and A Sprinkling of Books	Montana Library Association	2	2
Summer Reading Brainstorming session 2	Montana State Library	2	2
MSL Learn Online Course - Youth Services Tween and Teen	Montana State Library	2	2
Clio Branch Manager Training	Lewis and Clark Library	4	2
2025 MLA Annual Conference - Mapping Makers: Providing a Path for Patron Progress in a Library Makerspace	Montana Library Association	2	2
Mental Illness Short Course: High Risk and Low Risk Situations	Ryan Dowd	1	2
A Place to Belong: Neurodiversity & Mental Health in the Library (part 1)	American Library Association	3	2
MLN Virtual Program: Hauntings of Montana with Ellen Baumler	Montana State Library	3	2
Small Libraries, Big Economic, Environmental and Equity Impacts	Association for Rural & Small Libraries	2	2
2024 MSL Learn Webinar Series - Montana's Water Information Resources	Montana State Library	1	2
Clio Format and Processing For Branch Staff	Lewis and Clark Library	2	2
Library Safety and Security: A Holistic Approach	WebJunction	3	2
2025 MLA Annual Conference - On the road again! Bookmobile programs across Montana	Montana Library Association	2	2
Little Flyers Everywhere	Association for Rural & Small Libraries	2	2
Local History Resources	Flathead County Library	3	2
2024 MSL Learn Webinar Series - Montana Historic Newspaper Collections	Montana State Library	1	2
Bozeman Public Library Staff Day (Feedback)	Bozeman Public Library	1	1
Open Access Content Discovery System	Missoula Public Library	1	1
2025 MLA Annual Conference - The Democracy Project: award-winning, teen-led civic engagement in Montana's rural, Tribal, and urban communities	Montana Library Association	1	1
Child-Led Play Leads to Early Literacy	Early Childhood Investigations	1.5	1
Readers Advisory: Ideas and Practice	BookList	1	1
Children and Youth Services Meet-Up: School Age Programs	Montana State Library	1	1
The Game Master Librarian, Part One	American Library Association	1	1
2024 MLA Fall Retreat - Ireland: A Tour and Book Recommendations	Montana Library Association	1	1
Big Talk for Small Libraries: Background Engagement: Creating Interesting Interactive Library Displays for Patrons	Association for Rural & Small Libraries	1	1
Civic Literacy Starts at Home	Niche Academy	1	1
Proactive Advocacy and Communication for Library Trustees and Staff	WebJunction	1	1
Civility Goes Viral: A New Approach for a New Era	Not Available	1	1
2025 MLA Annual Conference - Building Vibrant Communities: Public Libraries and Downtown Business Associations in Partnership	Montana Library Association	1	1
Climate Action Planning: An Introduction	WebJunction	1.5	1

Course Name	Sponsor	Sum of All Credits Claimed	Unique Learners
Summer Reading 2025 Kick Off	Baker & Taylor	0.5	1
2025 Montana Library Association Annual Conference - Media Mavericks	Montana Library Association	1	1
AI and Libraries: Literacy, Ethics, and Responsible Use (Opening Keynote Panel)	Library 2.0	1	1
Clio for Public Services	Lewis and Clark Library	1	1
Montana Notary Public Course	American Association of Notaries	4	1
2025 Montana Library Association Annual Conference - Montana Wild Trunks in Your Library	Montana Library Association	1.5	1
Native Stories, Native Peoples: Opportunities for Library Engagement	WebJunction	1	1
A Place to Belong: Neurodiversity & Mental Health in the Library	American Library Association	1.5	1
PowerUp Conference: Programming Lightning Talks	University of Wisconsin-Madison	0.5	1
2024 MLA Annual - Montana Book Award	Montana Library Association	1.5	1
Rajiem and Heidi from EmpowerMT	Not Available	1	1
Community Cabinet	Billings Public Library	0.5	1
Bone, Stone, and Books: Revolutionizing the Integration of Library Exploration Into Modern Times	Association for Rural & Small Libraries	1	1
Community Engagement: Serving Diverse Communities Where They Are	WebJunction	1.5	1
Science of Reading Based Professional Development: Why It's Essential for Early Childhood Educators	Not Available	1	1
Compassionate De-Escalation for Libraries	Missoula Public Library	2	1
Stats Review + BPL Programming - October	Billings Public Library	1	1
Copyright Confusion? Fair Use to the Rescue!	Niche Academy	1	1
Building Community in a Changing Climate	WebJunction	1	1
A Place to Belong: Neurodiversity & Mental Health in the Library (part 2)	American Library Association	1.5	1
The Verbal Judo Workshop: Communication and De-Escalation Tools for All Library Staff	Not Available	1	1
Creating, Sustaining, and Accessing Sensory Gardens	American Library Association	1	1
MLN Virtual Programming presents: Bat Week 2024	Montana State Library	1.5	1
Creativity and Connection: Engaging Older Adults Through the Arts: Advancing Creative Aging through State Library Leadership Initiative	Institute of Museum and Library Services	1	1
Being Customer Focused	Not Available	0.5	1
Cultivating Creativity: Leveraging Art and Play to Prioritize Agency, Flow, and Belonging	Not Available	1	1
Being Customer Focused: New and Emerging Trends in Customer Service	Not Available	1	1
Dealing with Angry Patrons	Not Available	1	1
MSL Learn Online Course - Youth Services: Early Childhood	Montana State Library	1	1
Dealing With Challenging Patrons	Library 2.0	0.5	1
Big Talk For Small Libraries: Little Fliers Everywhere	Association for Rural & Small Libraries	1	1
Dealing With Difficult Patrons	Not Available	0.5	1
Personality Disorders: An Interview with Dr. Gregory Lester, Ph.D.	Homeless Training Institute	1	1
A Rainbow of Opportunities for Creative Programming	CSLP	1	1
PowerUp Conference: Right to Inclusion: How Libraries Can Extend Privileges to the Underserved	University of Wisconsin-Madison	1	1
De-escalation Training	City of Bozeman	1	1
Promoting Adult Resilience: Building Your Bounce	EdWeb	1	1
Design Thinking	Missoula Public Library	6.5	1
Readers Advisory PART TWO: Crafty & Concise Book Blurbs	BookList	1	1
Display Procedure	Billings Public Library	0.5	1
Readers Advisory: Ideas and Practice: The State of Genreblending in Adult and YA	BookList	1	1

Course Name	Sponsor	Sum of All Credits Claimed	Unique Learners
Effective Communication in Crisis	Missoula Public Library	1	1
Reimaging Rural 2025 Session 1	MSU Bozeman	2	1
ABLE 10 - Evaluating Reference Sources	WebJunction	2	1
Safer Libraries	Billings Public Library	0.5	1
Engaging Beyond Our Walls: Libraries connecting communities through outdoor games and stories	WebJunction	1	1
Bozeman Public Library staff day - Giving and receiving feedback	Bozeman Public Library	1	1
Ethics & Public Service	Not Available	2	1
BPL Library Services Review	Billings Public Library	0.5	1
ABLE 12 Ethics and Public Service	WebJunction	2	1
Storytime Standards Training	Lewis and Clark Library	1.5	1
Accompanying the Young Reader: Helping to Choose Appropriate Books	WebJunction	1	1
BPL Library Services Review – Feb. 2025	Billings Public Library	0.5	1
February Programming, Staff Shoutouts, Stats	Billings Public Library	1	1
Teen Techies	Billings Public Library	0.5	1
From Burnout to Balance	WebJunction	1	1
The New Basics of Customer Service	Niche Academy	1	1
Frustrating Temperament Traits: Strengths-Based Approaches to Ensure Young Children Thrive	Not Available	1.5	1
Trauma Informed Approaches in the Library	Not Available	1	1
2023 MLA Conference: Montana, Challenged Books and Responses	Montana Library Association	1	1
MLN Virtual Program: Montana Local Government Voter Review	Montana State Library	1.5	1
Gross Motor Art Activities That Calm Squirming Bodies and Minds	Not Available	1.5	1
2025 MLA Annual Conference - Wildfire Smoke and Clean Indoor Air: How Montana Libraries Have Partnered	Montana Library Association	1	1
Health Reference Express: Communication and Confidentiality Essentials for Library Workers	National Network of Libraries of Medicine	3	1
2024 MSL Learn Webinar Series - Using the Montana Field Guide and Species Snapshot Websites	Montana State Library	0.5	1
Hometown Helena	Lewis and Clark Library	1	1
Montana - The Treasure State: Rediscovering Our Indigenous Treasures	Lewis and Clark Library	1	1
Hot Tips for Hand-selling	BookList	1	1
MSC Quarterly Webinar	Montana State Library	1	1
Hotspots	Billings Public Library	0.5	1
Better Responses for Patrons Dealing With Homelessness	Library 2.0	1	1
Active Incident and Verbal De-escalation training	Lewis and Clark Library	4.5	1
Big Talk for Small Libraries: Getting to Know Your Community, Ideas For Your Board & Staff	Association for Rural & Small Libraries	1	1
How to Respond to Prejudicial Comments from Customers	Ryan Dowd	1.5	1
MT History Portal Zoom Training	Montana State Library	1	1
ILL Training	Billings Public Library	0.5	1
Navigating Partnerships, Community Engagement, and Your Library...Through Kindness and Without Losing Your Mind	Association for Rural & Small Libraries	1	1
When Horrible Things Happen at Libraries	Library 2.0	1	1
Now What?: Older Adult Services in 2022	ABOS (Association of Bookmobile and Outreach Services)	1	1
Wikipedia for Libraries: Preview the Possibilities, Discover the Opportunities	WebJunction	1	1
Big Talk For Small Libraries: Navigating Partnerships, Community Engagement, and Your Library...Through Kindness and Without Losing Your Mind	Association for Rural & Small Libraries	1	1
WorkFlows Accounts: Handling LostX, Damaged, Missing Pieces, and Troubleshooting	Flathead County Library	2	1

Course Name	Sponsor	Sum of All Credits Claimed	Unique Learners
Postage Pals	Association for Rural & Small Libraries	0.5	1
Introducing Learning Circles: Online Learning, Offline	WebJunction	1	1
PowerUp conference: Pushing Boundaries Without Pushing Buttons	University of Wisconsin-Madison	1	1
Is that real? A crash course in verifying online content	Not Available	1	1
Practical strategies for engaging veteran and military affiliated patrons	WebJunction	1	1
It's Never Too Early: Media Literacy in Children's Programming	Programming Librarian	1	1
Promos that Pop: how to spread the word about school digital library resources	BookList	1	1
Using Everyday Conversations to Nurture Play and Creativity in Young Children	Not Available	1	1
Providing Mental Health Resources at Your Library	National Library of Medicine	1	1
Verbal De-escalation	Lewis and Clark Library	2.5	1
Readers Advisory PART THREE: Adult Swoons & Screams	BookList	1	1
Leadership Strategies for Building Connection and Defusing Difficult Situations	WebJunction	1	1
Readers Advisory: Ideas & Practice 2025	Penguin Random House	3	1
Unique Community Resources at a small library	Association for Rural & Small Libraries	0.5	1
Readers Advisory: Ideas and Practice: Nonfiction Readers' Advisory	BookList	1	1
Universal Class	Billings Public Library	0.5	1
Readers Advisory: Ideas and Practices	BookList	1	1
Library 2.0 Basic Training 1	Library 2.0	1	1
2025 MLA Annual Conference - Montana Center for the Book Listening Session: come and share your ideas!	Montana Library Association	1	1
Active Listening	Missoula Public Library	2	1
Boundaries Training	Missoula Public Library	2	1
Library Services for All: Current Trends in Library Programs and Services for Children and Teens	Info People	1	1
Safe Library Basic Training 2	Library 2.0	1	1
Listening In: Lessons From Infants and Caregivers in Early Relational Health	Not Available	1.5	1
Safety and Deescalation	Missoula Public Library	1.5	1
Addressing Body Shape and Size Stigma in Libraries	Info People	1	1
Science of Reading: Phonics & Decodables	BookList	1	1
Addressing Body Shape and Size Stigma in Libraries: Getting Started	InfoPeople	1	1
Sensory-Enhanced Storytimes	Infopeople Webinar	1	1
Local History Services	Flathead County Library	1	1
So You Wanna Help Patrons With Their Genealogy, Huh?	Missoula Public Library	1	1
Lost/Not in Catalog	Billings Public Library	0.5	1
Stats Review + BPL Programming - December	Billings Public Library	1	1
Managing Your Own Emotions During Conflicts--Homeless Training	Ryan Dowd	1	1
Stats Review + BPL Programming + Library Con	Billings Public Library	1	1
MANDT De-Escalation Training	Not Available	12	1
Summer Fun for All Ages with GLOBE Citizen Science!	STARnet and the NASA Earth Science Education Collaborative (NESEC)	1	1
Many Faces of Autism	Autism Certification Center	1.5	1
BPL Library Services Review - Feb. 2025	Billings Public Library	0.5	1
March Programming, Staff Shoutouts, Stats	Billings Public Library	1	1
Break Free from Misinformation in an Escape Room	WebJunction	1	1

Course Name	Sponsor	Sum of All Credits Claimed	Unique Learners
MasterMinds Webinar: Dyslexia - Reading Between the Lines	NJ Center for Tourette Syndrome and Associated Disorders	1	1
Talk to the Elephant - Designing Learning for Behavior Change	Missoula Public Library	1	1
2023 MLA Conference: Putting the FREE in Freedom to Read	Montana Library Association	1	1
The Best Award-Winning Young Adult Books Of The Last Decade	Bureau of Education & Research	5	1
AI and Libraries: Literacy, Ethics, and Responsible Use (March 2025) Library 2.0 3 / 18	Library 2.0	0.5	1
The Name of the Game: Playing Tabletop Games to Build 21st Century Skills	WebJunction	1	1
Merchandising and Displaying in Flathead County Library: Review Updated Guidelines	Flathead County Library	2	1
The State of Genreblending in Adult and YA	BookList	1	1
Missoula Public Library Staff Training - Effective Communication for Conflict	Missoula Public Library	4	1
Tools for Reimagining School Readiness	WebJunction	1	1
Missoula Public Library Staff Training - Skills for Interacting with Children	Missoula Public Library	1	1
Calling All Builders! Lego Challenge Virtual Trunk Program Overview	Montana State Library	1	1
MLN Presents Rural Montana Connect and Thrive	Montana State Library	1	1
2025 MLA Annual Conference - Pop-In, Power Up: Reimagining Library Learning	Montana Library Association	1	1
Libraries Foster Social Connection: Responding to the Epidemic of Loneliness and Isolation	WebJunction	1	1
January Programming, Staff Shoutouts, Stats	Billings Public Library	1	1
2022 Tri-Conference: Guide on the Side Facilitation Strategies and Resources to Help Engage Your Patrons during Library Programs	Montana Library Association	1.5	1
Know Your Rights	Soft Landings Missoula	2	1
Wildfire Smoke and Clean Indoor Air programming in libraries	Montana State Library	1.5	1
Information Seeking Behavior and Reference Services	Emporia State University	12	1
2022 Tri-Conference: Addressing Health Misinformation in Your Community	Montana Library Association	1	1
Intro to Cricut Venture	Billings Public Library	1	1
Grand Total		591.5	422

FY 2025 Q3 Courses Submitted - Technology

CE Category	Technology		
Course Name	Sponsor	Sum of All Credits Claimed	Unique Learners
MSL Learn Online Course - Hacking ASPeN: A How-to Course for Directors, Staff, and Trustees	Montana State Library	86	43
MSC Quarterly Webinar: Managing Holds	Montana State Library	33	33
User Lost Card	Billings Public Library	3	6
Sorter Review	Billings Public Library	3	6
MSL Learn Online Course - Best of 2023 Tiny Tech Training	Montana State Library	7.5	5
2025 MLA Annual Conference - CANVA You Even Stand the Possibilities?!	Montana Library Association	15	5
Hotspots	Billings Public Library	2.5	5
Lost BPL Card Updates	Billings Public Library	2.5	5
Intro to Cricut Venture	Billings Public Library	4.5	5
AV Booth	Billings Public Library	2	4
Fax Machine/Microfilm	Billings Public Library	2	4
Libby and Hoopla	Not Available	2	4
June 2024 Security Assessment	Lewis and Clark Library	2	4
January 2025 Security Training	Lewis and Clark Library	2	4
MSL Learn Online Course - MontanaLibrary2Go	Montana State Library	6	3
MSL Learn - Tiny Tech Training: Libby / Universal Class	Montana State Library	1.5	3
MSC Quarterly Webinar: Printing and Peripherals	Montana State Library	3	3
January 2024 Security Training	Lewis and Clark Library	1.5	3
Backdate Workflows	Billings Public Library	1.5	3
September 2024 Security Training	Lewis and Clark Library	1.5	3
Media Librarian	Not Available	1.5	3
Tiny Tech Training - Cadastral Dive Deeper	Montana State Library	1.5	3
Copier Training	Billings Public Library	1	2
April 2024 Security Training	Lewis and Clark Library	1	2
MSL Learn - Tiny Tech Training: OCLC Group Services and Patron Interface	Montana State Library	1	2
2024 MSL Learn Webinar Series - Submitting information to the Montana Natural Heritage Program using iNaturalist	Montana State Library	1	2
October 2024 Security Training	Lewis and Clark Library	1	2
March 2023 Security Training	Lewis and Clark Library	1	2
February 2024 Security Training	Lewis and Clark Library	1	2
Fall 2023 Security Training	Lewis and Clark Library	1	1
	Not Available	1	1
2025 MLA Annual Conference - Saving History: An introduction to Community Webs and the MT Digital Born News Workgroup	Montana Library Association	2	2
May 2024 Security Training	Lewis and Clark Library	1	2
January 2023 Security Training	Lewis and Clark Library	1	2

Course Name	Sponsor	Sum of All Credits Claimed	Unique Learners
Fax Machine	Billings Public Library	1	2
October 2024 Training	Lewis and Clark Library	1	2
Memory Lab Petting Zoo	Billings Public Library	2	2
February 2023 Security Training	Lewis and Clark Library	1	2
March 2024 Security Training	Lewis and Clark Library	1	2
Libraries and Nonprofits: Leveraging Data Analytics for Community Impact	WebJunction	2	2
MSL Learn - Tiny Tech Training: Federation Links/MSL Services to Libraries	Montana State Library	0.5	1
Fire Safety in Children's	Billings Public Library	0.5	1
February 2025 Security Training	Lewis and Clark Library	1	1
AI and Libraries: Enhancing Services and Engaging Communities	WebJunction	1	1
Hoopla Basics	Billings Public Library	0.5	1
CO+LAB Review - Part One	Billings Public Library	1	1
MSL Learn - Tiny Tech Training: Overdrive Help / Kindles and eReaders	Montana State Library	0.5	1
Introduction to Machine Embroidery	Bozeman Public Library	1	1
February Security Training 2024 02/09/2024 - 03/31/2024	Lewis and Clark Library	0.5	1
Jan(1) > Feb (28) Training	Lewis and Clark Library	0.5	1
Tiny Tech Training: Introduction to the Montana History Portal / Make an account / Searching / How to contribute	Montana State Library	0.5	1
Jan-Feb 2025 Security Training	Lewis and Clark Library	0.5	1
ASPeN: Updates and Pro Tips!	Montana State Library	0.5	1
Credit Card Report Procedure	Not Available	0.5	1
ADP Payroll Training	Lewis and Clark Library	1	1
Dec(16) > Jan(31) Training	Lewis and Clark Library	0.5	1
Colab 3D Printing Class	Billings Public Library	1	1
December 2024 Security Training	Lewis and Clark Library	0.5	1
MSL Learn Webinar Series - Establishing a Strong Online Presence for Your Library: Some Basics	Montana State Library	1	1
January to February Training	Lewis and Clark Library	0.5	1
Promos that Pop: how to spread the word about school digital library resources	BookList	1	1
June 2023 Security Assessment	Lewis and Clark Library	0.5	1
Stepping Back from the Cliff: Pivoting to an Open and Engaged Model	Sirsi-Dynix	0.5	1
Ask a Librarian: Smart Ways to Save Time and Stretch Budgets with Digital Resources	BookList	1	1
Updated User Lost BPL Card	Billings Public Library	0.5	1
ASPeN Basics #1- Login and Find Informtion	Montana State Library	0.5	1
MS365 Q and A - Transend - Lewis and Clark Library	Lewis and Clark Library	1	1
LibCal Event Entry training	Lewis and Clark Library	0.5	1
CO+LAB Review - Part Two	Billings Public Library	1	1
Wild Apricot Boot Camp Module 1: Importing & Managing Users	Wild Apricot Membership Software	1	1
CO+LAB: Intro to Glowforge	Billings Public Library	1	1
WorkFlows OPAC training	Montana State Library	0.5	1
MSL Learn - Tiny Tech Training: Ordering Reproductions in the MMP / Tagging and Recollections in the MMP	Montana State Library	0.5	1
Locker Training	Billings Public Library	0.5	1

Course Name	Sponsor	Sum of All Credits Claimed	Unique Learners
MSL Learn - Tiny Tech Training: Series Review - Ideas for 2024	Montana State Library	0.5	1
Aspen Logging	Not Available	0.5	1
Computer Networking for Librarians	WebJunction	1	1
Managing Holds	Not Available	1	1
MSL Learn Webinar Series - ASPeN Overview	Montana State Library	0.5	1
Mar(1) > Apr(30) Training	Lewis and Clark Library	0.5	1
Navigating the Future: Business Strategies and Generative AI	Montana Library Association	1	1
December to January Training	Lewis and Clark Library	0.5	1
File Design for 3D Printing	Bozeman Public Library	1	1
Deepfakes: How Computers See and Mimic Us	Illinois Library System	1	1
Public Copier	Billings Public Library	0.5	1
March 2025 Security Training	Lewis and Clark Library	0.5	1
Best of 2023 Tiny Tech Training	Montana State Library	1.5	1
March Training KnowBe4	Lewis and Clark Library	0.5	1
Girls Who Code: an introduction for Libraries	EveryLibrary Institute	1	1
Empowering Librarians with AI Literacy: A Framework for Navigating and Teaching AI	Not Available	1	1
Unwrap the Best Reads from Overdrive: Promote Library Digital Treasures	BookList	1	1
Empowering Teens: Enhancing Information Literacy through Games and Interactive Programming	WebJunction	1	1
BPL Website & Social Media	Billings Public Library	0.5	1
Memory Lab Equipment Training	Billings Public Library	0.5	1
eReader Detective: Solving the case for your library patrons	WebJunction	1	1
Break Free from Misinformation in an Escape Room	WebJunction	1	1
LinkedIn for Libraries	Niche Academy	1	1
Grand Total		248	248

FY 2025 Q3 Courses Submitted - Sponsored by Montana State Library

Sponsor	Montana State Library
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CE Category	Course Name	Sum of All Credits Claimed	Unique Learners
Collection Management and Technical Services	Managing Montana Collections - MSL Learn Webinar	47	47
Collection Management and Technical Services	Children's Collections and Boosting Engagement: A Panel Presentation	9	9
Collection Management and Technical Services	3 Keys to Collection Development - MSL Learn Webinar	7	7
Collection Management and Technical Services	2024 MSL Learn Webinar Series - Ready Player One! Video Games in the Library	2	4
Collection Management and Technical Services	2024 MSL Learn Webinar Series - Enhanced Records: Montana Subject Headings	1.5	3
Collection Management and Technical Services	2024 MSL Learn Webinar Series - Automated Catalog Clean-Up!	1.5	3
Collection Management and Technical Services	2024 MSL Learn Webinar Series - Partners: Sharing Groups, Collections, Processes, Possibilities	1	2
Collection Management and Technical Services	MLN Virtual Programming Presents: Disabled in the Wild: Learning How to Explore the Outdoors with Chronic Illness an	3	2
Collection Management and Technical Services	MSL Learn Webinar Series - Montana History Portal	1	2
Collection Management and Technical Services	MontanaLibrary2Go: Intro to OverDrive Marketplace	0.5	1
Collection Management and Technical Services	MSL Learn Webinar Series - Montana Shared Catalog Overview	0.5	1
Collection Management and Technical Services	Blue Cloud Analytics	1	1
Collection Management and Technical Services	Children's Collections and Boosting Engagement	1	1
Collection Management and Technical Services Total		76	83
Library Administration	Webside Chat with Montana State Librarian Jennie Stapp	46	76
Library Administration	New Library Directors' Cohort	33	33
Library Administration	Connecting with Local Government Officials - Better Libraries, Better Achievement, Better Futures	31	31
Library Administration	Navigating the Roadmap to Excellence: Staff Development	26	26
Library Administration	MLN Virtual Programming Presents: Who are all the newcomers?	8	8
Library Administration	Roosevelt County Library Board Training	18	6
Library Administration	Sidney Richland County Budget and Finance Training	15	6
Library Administration	MSL Learn Online Course - Montana Library Law	6	6
Library Administration	In Conversation: Public Officials, Code of Ethics, Open Meetings, and Public Participation	9	6
Library Administration	Chouteau County Library strategic planning session	6	6
Library Administration	Connecting with Local Government Officials - Do public libraries help mitigate crime?	5	5
Library Administration	NVPL Procurement Training	10	5
Library Administration	Navigating the Roadmap to Excellence: Board Development	5	5
Library Administration	Twin Bridges Library Board Training	15	5
Library Administration	Prairie County Board Training	12	4
Library Administration	MSL Learn Online Course - Montana State Library: A Greater State of Knowledge	3	3
Library Administration	Connecting with Local Government Officials - Libraries and Literacy: A Conversation with Crosby Kemper and Jennie St	3	3
Library Administration	MSL Learn Webinar Series - Let's Talk About It! Library Safety and Security	3	3
Library Administration	Strategic Planning Board Trainings (Sheridan and Twin Bridges libraries)	4.5	3
Library Administration	MSL Learn Online Course - Connecting with Local Government Officials	3	3
Library Administration	Twin Bridges Strategic Planning Training	4.5	3
Library Administration	MSL Learn Online Course - Public Library Standards	3	3
Library Administration	Connecting with Local Government Officials - Series Introduction	1	2
Library Administration	MSL Learn Online Course - Next Level Montana Library Law	2	2

CE Category	Course Name	Sum of All Credits Claimed	Unique Learners
Library Administration	MSL Learn Webinar Series - Public Library Policy Review and Development	1	2
Library Administration	MSL Learn Online Course - Best of 2023 MSL Learn Webinars: For Trustees and Directors	4	2
Library Administration	MSL Learn Online Course - Trustee Essentials: Understanding Local Government and Its Relationship to the Library	2	2
Library Administration	MSL Learn Online Course - Trustee Essentials: Responsibilities	2	2
Library Administration	Best of 2023 MSL Learn Webinars: for trustees and Directors	1.5	1
Library Administration	Connecting with Local Government Officials - How Libraries Add Value	1	1
Library Administration	MSL Learn Webinar - Montana Census Data Demonstration and Tour	0.5	1
Library Administration	MSL Learn Webinar Series - Library Districts	1	1
Library Administration	Managing Personnel: Board, Director, and Staff	0.5	1
Library Administration	MSL Learn - Public Library Standards	1	1
Library Administration	MSL Learn Online Course - Trustee Essentials: Understanding Local Government Budgeting and Finance	1	1
Library Administration	MSL Trustee Training YouTube Playlist (ALL)	13	1
Library Administration	Giving Montanans Their Fullest Opportunity: Administering and Financing Public Libraries in Montana	4	1
Library Administration	MSL Webinar Series - Basic Training for Trustees	0.5	1
Library Administration	Libraries Are a Worthy Cause: Defend YOUR Library with Advocacy Strategies that Work	1	1
Library Administration	MSL YouTube: Managing Personnel: Board, Director, and Staff	0.5	1
Library Administration	2025 Montana Library Association Annual Conference - The Secrets of a Green Library	1	1
Library Administration	Navigating the Elective Roadmap to Excellence	1	1
Library Administration	Trustee Essentials: Understanding Local Government and Its Relationship to the Library	1	1
Library Administration	Navigating the Elective Roadmap to Library Excellence - MSL Learn Webinar (Overview)	1	1
Library Administration	MSL Learn Webinar - Learning about Libraries and the Montana Legislature	1	1
Library Administration	Access to MT State Government Information	0.5	1
Library Administration	Montana State Library: A Greater State of Knowledge	1	1
Library Administration	Elective Roadmap To Library Excellence	0.5	1
Library Administration Total		313.5	281
Library Services to the Public	Summer Reading Brainstorming Session 1	23	23
Library Services to the Public	Libraries and Public Health – Making Connections for Rural Montana	51	17
Library Services to the Public	MLN Virtual Programming Presents: Preserving Montana's Oral Histories and Traditions	19.5	13
Library Services to the Public	MLN Virtual Programs Presents: Rural Montana - Connect to Thrive!	9	6
Library Services to the Public	MLN Virtual Programming Presents: Chemistry of Fossils	7.5	5
Library Services to the Public	MLN Virtual Programming Presents: Montana Fish Identification	6	4
Library Services to the Public	MSL Learn Online Course - Youth Services Overview	3	3
Library Services to the Public	2024 MSL Learn Webinar Series - Accessing natural resource information for Environmental Review, Permitting, and Pl	1.5	3
Library Services to the Public	Summer Reading Brainstorming session 2	2	2
Library Services to the Public	MSL Learn Online Course - Montana History Portal	3	2
Library Services to the Public	2024 MSL Learn Webinar Series - Montana Historic Newspaper Collections	1	2
Library Services to the Public	2024 MSL Learn Webinar Series - Montana's Water Information Resources	1	2
Library Services to the Public	MSL Learn Online Course - Youth Services School-Age	2	2
Library Services to the Public	MSL Learn Online Course - Youth Services Tween and Teen	2	2
Library Services to the Public	MLN Virtual Program: Hauntings of Montana with Ellen Bauml	3	2
Library Services to the Public	MLN Virtual Program: Montana Local Government Voter Review	1.5	1
Library Services to the Public	MLN Presents Rural Montana Connect and Thrive	1	1
Library Services to the Public	MSL Learn Online Course - Youth Services: Early Childhood	1	1
Library Services to the Public	MLN Virtual Programming presents: Bat Week 2024	1.5	1

CE Category	Course Name	Sum of All Credits Claimed	Unique Learners
Library Services to the Public	MT History Portal Zoom Training	1	1
Library Services to the Public	Children and Youth Services Meet-Up: School Age Programs	1	1
Library Services to the Public	2024 MSL Learn Webinar Series - Using the Montana Field Guide and Species Snapshot Websites	0.5	1
Library Services to the Public	Wildfire Smoke and Clean Indoor Air programming in libraries	1.5	1
Library Services to the Public	Calling All Builders! Lego Challenge Virtual Trunk Program Overview	1	1
Library Services to the Public	MSC Quarterly Webinar	1	1
Library Services to the Public Total		145.5	98
Technology	MSL Learn Online Course - Hacking ASPeN: A How-to Course for Directors, Staff, and Trustees	86	43
Technology	MSC Quarterly Webinar: Managing Holds	33	33
Technology	MSL Learn Online Course - Best of 2023 Tiny Tech Training	7.5	5
Technology	Tiny Tech Training - Cadastral Dive Deeper	1.5	3
Technology	MSL Learn Online Course - MontanaLibrary2Go	6	3
Technology	MSC Quarterly Webinar: Printing and Peripherals	3	3
Technology	MSL Learn - Tiny Tech Training: Libby / Universal Class	1.5	3
Technology	MSL Learn - Tiny Tech Training: OCLC Group Services and Patron Interface	1	2
Technology	2024 MSL Learn Webinar Series - Submitting information to the Montana Natural Heritage Program using iNaturalist	1	2
Technology	MSL Learn Webinar Series - Establishing a Strong Online Presence for Your Library: Some Basics	1	1
Technology	Best of 2023 Tiny Tech Training	1.5	1
Technology	Tiny Tech Training: Introduction to the Montana History Portal / Make an account / Searching / How to contribute	0.5	1
Technology	MSL Learn - Tiny Tech Training: Overdrive Help / Kindles and eReaders	0.5	1
Technology	MSL Learn Webinar Series - ASPeN Overview	0.5	1
Technology	MSL Learn - Tiny Tech Training: Series Review - Ideas for 2024	0.5	1
Technology	ASPeN Basics #1- Login and Find Information	0.5	1
Technology	ASPeN: Updates and Pro Tips!	0.5	1
Technology	WorkFlows OPAC training	0.5	1
Technology	MSL Learn - Tiny Tech Training: Federation Links/MSL Services to Libraries	0.5	1
Technology	MSL Learn - Tiny Tech Training: Ordering Reproductions in the MMP / Tagging and Recollections in the MMP	0.5	1
Technology Total		147.5	108
Grand Total		682.5	570



MEMO

To: Montana State Library Commission
From: Savanna Sill, Montana Library Network Coordinator
Subject: Hotspot Funding Program final report
Date: June 6, 2025

There is no current update or change to the status of Hotspot Funding which is set to expire on June 30, 2025. The last date for the Notice of Funding Opportunity from NTIA (National Telecommunication and Information Administration) for the Digital Competitive Grant was April 20, 2025, but the status is currently still listed as pending review.

The hotspot program will transition to be funded at a local level starting July 1, 2025 for libraries that would like to continue and are financially in position to continue the program on their own. Currently 37 public libraries or 54% of currently participating Public Libraries plan to continue the program on their own. We are currently finalizing and confirming the information needed for transition.

The Montana State Library started the Hotspot Program in July of 2020 in response to COVID-19 and the increasing need to have access to the internet. A total of 54 counties in Montana participated in the program at some point over the last 5 years and many will continue the program in the future. As of 2023 Montana had an estimate of 39,343 households with no internet access. With the 33 counties that are continuing the hotspot program, that will help serve an estimated 26,852 Montana households without internet access or just over 68% of Montana's population without internet access. Hotspots will continue to be checked out for temporary use, similar to other library items/materials.

Montanans have utilized hotspots in numerous ways over the past 5 years. Uses range from keeping up with current events, connecting with family and friends, accessing telehealth services, filling out required online forms (social services/taxes), completing homework, broadcasting funeral services, keeping a library open with temporary loss of internet, and even supporting a cattle sale.

3.84 million gigabits of data were used from July 2020-April 2025, creating a significant and positive impact on thousands of Montanans. This program played a more significant role in rural Montana. Rural Montana Libraries had 6.520 gigabits of data use per capita, while Urban



Montana Libraries had 1.736 gigabits of data use per capita. This data was last pulled in December of 2024 and rural and urban areas are defined by the 2020 Census.

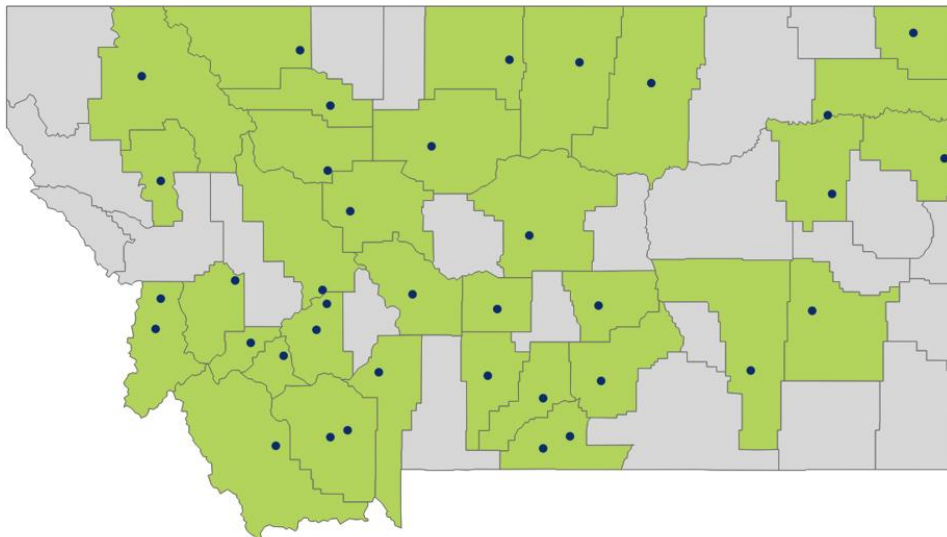
Direct Quote from Patron: *"Thank you for having hotspots to help keep us "online" when we do not have service. My dad is not a computer or internet person and it is a huge help when I am there to keep in touch with my home and do the many things online that my dad needs. THANK YOU!"*

The hotspot dashboard will be updated after the fiscal year ends and the monthly billing and data tracking cycles from the providers become available for the Month of June.

U.S. Census Bureau, U.S. Department of Commerce. "Presence and Types of Internet Subscriptions in household." *American Community Survey, ACS 5- Year Estimates Detailed*

Tables, Table B28002, 2023, <https://data.census.gov/table/ACSDT5Y2023.B28002> .

Map of Public Libraries Currently Planning to Continue the Hotspot Program.



Public Libraries Continuing the Hotspot Program: Bicentennial Library of Colstrip, Billings Public Library, Bitterroot Public Library, Boulder Community Library, Bridger Public Library, Butte-Silver Bow Public Library, Carnegie Public Library- Big Timber, Chouteau County Library, Conrad Public Library, Dillon Public library, Drummond School-Community Library, Fairfield-Teton Public Library, Glacier County Library, Harlem Public Library, Harlowton Public Library, Havre-Hill County Library, Hearst Free library- Anaconda, Lewis and Clark County Library, Lewistown Public Library, Madison Valley Public Library-Ennis, Manhattan Community Library, McCone County Library, Meagher County City Library, Miles City Public Library, North Jefferson County Libraries, North Valley Public Library- Stevensville, Phillips County Library, Red Lodge Carnegie Library, Ronan Library District, Roosevelt County Library, Roundup Community-School Library, Sheridan County Library, Sidney-Richland County Library, Stillwater County Library, Thompson-Hickman Madison County Library- Virginia City, Wedsworth Memorial Library- Cascade, and Whitefish Community Library. Some libraries will continue at full/current capacity, and some will continue at a lower capacity. This list is subject to change, but this is the list as one June 2, 2025.



MEMO

To: Montana State Library Commission
From: Rebekah Kamp, Data Coordinator
Subject: FY 2026 Work Plan Priorities
Date: June 2, 2025

This memo is a preview of the Montana State Library's work plan priorities for the next fiscal year. The final column in each table shows whether an activity continues work on an objective from the FY 2025 work plan. A more detailed work plan will be published this summer.

FY 2026 Work Plan Preview

Central Services

Program	Activity	Objective	Continuing from PY?
Budgeting and Accounting	Update agreements with partner libraries	Establish/update MOUs with libraries that participate in Shared Resources (MSC, Courier Services, etc.)	No
Budgeting and Accounting	Implement new programs created by the Legislature	Establish the FY 26 budget and financial reporting so that it conforms to the new programs created by the Legislature	No
Data Coordination	Interim study on interlibrary resource sharing programs	Collect and publish data needed to support the outcomes identified by the Interim Budget Committee	No
Data Coordination	Improve dashboard usability	Revise 12 public facing dashboards to address design and usability concerns	No
Data Coordination	Pilot Microsoft Planner for project management	Work with 1 to 3 teams to implement Microsoft Planner for tracking project progress and ingesting it into a unified agency work plan	No

Information Technology	Server 2016 migrations	Migrate our last four systems to Server 2022 or higher before Server 2016 End of Life	Yes
Information Technology	Windows 11 migration	Deploy/Migrate remaining systems to Windows 11 before Windows 10 End of Life	Yes
Information Technology	Endpoint lifecycle	Deploy new systems and scrub/surplus the old. (Annual)	Yes
State Librarian	Commission goals and objectives	Respond to Commission questions, monitor and report progress to the Commission, provide guidance to staff, and consider necessary actions to successfully achieve Commission goals	No
State Librarian	Interim study on interlibrary resource sharing programs	Respond to Legislative Interim Committee questions and requests for information; provide guidance to staff to successfully execute the interim study	No

Patron and Local Library Development Services

Program	Activity	Objective	Continuing from PY?
Consulting	Support for libraries	Visit every main library, answer questions, provide training and support for public and tribal college libraries in Montana	Yes
Consulting	Library board support	Provide local, regional, and online training for library board members	Yes
Consulting	Road map webinar series	Lead a webinar series that features the road map, libraries that have worked on items, and resources to help other libraries achieve items on the road map	Yes
Continuing Education	Commission review of CE/Certification	Meet with Commission committee members to review the CE and Certification program and make recommendations to the full Commission	Yes

Continuing Education	MSL Certification program	Manage logistics, answer questions, and encourage participation in certification	Yes
Continuing Education	MSL Learn	Update classes, offer webinars, record videos, and provide online learning opportunities for libraries	Yes
Lifelong Learning Program	Virtual programming	Provide at least 6 virtual programs featuring speakers of interest to Montanans	Yes
Lifelong Learning Program	Popcorn & PJs	Create and implement a virtual storytime series that teaches viewers how to read in a way that increases children's success with reading	Yes
Lifelong Learning Program	Early Literacy	Work on Dolly Parton Imagination Library initiatives, distribute back catalog titles, answer questions, provide training and materials that help libraries support early literacy	Yes
Montana History Portal	Portal outreach	Develop relationships to offer online sessions for encouraging development of new collections, to foster new partnerships, and to share information on using the portal	Yes
Montana History Portal	Portal continuity	Create documentation of regular workflows	No
Montana History Portal	Teacher workshop	Host a 3rd teacher workshop to create new exhibits	Yes
Montana Library Network	Courier	Help make any program/infrastructural changes needed through the start of a new contract period. Study and identify investment needs	Yes
Montana Library Network	MontanaLibrary2Go	Utilize data gathered to identify investment needs to adequately meet patron usage. Research and potentially Pilot Advantage + Program in Overdrive	No
Montana Library Network	Interim study on interlibrary resource sharing programs	Study and understand the overlapping impact of programs within the Montana Library Network. Identify areas of strength, potential, and barriers of Statewide Projects within the Montana Library Network	No

Montana Shared Catalog	MSC customer support	Support MSC member librarians in their use of the Shared Catalog ILS through the help desk	Yes
Montana Shared Catalog	MSC system maintenance	Maintain MSC product functionality for member librarians	Yes
Montana Shared Catalog	MSC system improvement	Expand and enhance MSC products available to member librarians	Yes
Research Resources	Digital resources newsletter	Work with Digital Librarian group to produce quarterly newsletter highlighting MSL resources	No
Talking Book Services	Remote recording	Continue adding Montana titles to BARD by utilizing contracts with commercial recording studios and Potomac Talking Books	Yes

GIS, Data, and Information Programs

Program	Activity	Objective	Continuing from PY?
Government Information	Records management	Process 12 boxes of MSL print records for eventual transfer and permanent storage at Montana Historical Society (MHS)	Yes
Government Information	MSL catalog management	MSL catalog accurately and clearly represents MSL resources	Yes
Government Information	Preserve archive.org and archive-it data	Per Montana Code Annotated, ensure permanent public access to state publication collections	Yes
Information Products	Montana Cadastral enhancements	Add new functionality to Montana Cadastral application; migrate it to a new web server environment	No
Information Products	ASPeN Enhancements	Improve or replace parts of the ASPeN web application	Yes
Information Products	Support and improve communication for GIS coordination	Support the restructuring of GeoInfo web content, the implementation of GIS Hub Technology for discovering geospatial information, and the retirement of the legacy GIS Data List application	Yes

Land Information	Improve MSDI geospatial data value	Implement the GIS Strategic Goal to improve geospatial data value, including MSDI data quality matrices and theme improvement plans for Cadastral, Mapping Control, Structures & Addresses, Administrative Boundaries, and Transportation	Yes
Land Information	Improve MSDI data sharing	Improve data sharing, specifically road centerlines, with: Esri, Google, OpenStreetMap, Overature Maps, and possibly others	No
Land Information	Administrative Boundaries adjustments to CadNSDI	Improve spatial accuracy of administrative boundaries by adjusting to most recent CadNSDI	No
Montana State Reference Network	Build customer base	To reach the goal of 150 subscribers in FY26 we aim to have at least 100 subscribers by the end of calendar year 2025. MSL is working with a vendor to improve outreach messaging to existing and potential users. We are currently targeting the Survey and Agricultural user communities to grow a user base in those two key industries.	Yes
Montana State Reference Network	Grow network coverage	While MDT is primarily responsible for building new stations, it is MSL's responsibility to add them to the MTSRN and ensure the network is providing high quality solutions. This is achieved in part through having nodes available to add stations. The operator also monitors the network performance and regularly updates station data to maintain high quality solutions. We hope to add at least 10 new stations in FY26.	No

Montana State Reference Network	Improve the network	Update the network with the new Multi Year CORS Solutions in the summer of 2025. We expect the new NATRF datums to become available late in the year and we want to begin broadcasting a data stream based on the new datums when that happens. Our plan is to cast both the current and new streams concurrently until users can transition their workflows.	No
Natural Heritage Program	Support Montana Fish, Wildlife, and Parks in their development of a 2025 State Wildlife Action Plan (SWAP)	Systematic documentation of conservation status rank factors for all vertebrates and vascular plant and invertebrate Species of Concern to identify Species of Greatest Conservation Need and Species of Greatest Information Need	Yes
Natural Heritage Program	Create new information dashboards to meet the needs of natural resource managers and planners	Dashboards for Land Cover Trends, Conservation Status Rank Factors, and County Change	No
Natural Heritage Program	Revise predicted habitat suitability modeling methodology	Refresh environmental input data layers, add land ownership/stewardship summaries to model reports, update modeling process to reduce the number of input variables in a stepwise process, revise rubrics for assigning habitat suitability classes and explore using different output scales for species that rely on rare, limited, or stringer habitats	No
Next Generation 9-1-1	PSAP visits	Visit remaining 14 PSAPs	Yes
Next Generation 9-1-1	Complete and validate a statewide PSAP boundary layer	Coordinate with all PSAPs in Montana to validate statewide PSAP boundaries	Yes

Next Generation 9-1-1	Improve Validation and Aggregation Portal dashboard	Change dashboard(s) to more accurately show progress, mandatory minimum requirements, and consistent use	Yes
Statewide GIS Coordination	Improve MSDI geospatial data value	Support MSDI Theme Leads & Water/Land Info Managers in implementing and achieving this Strategic Goal	Yes
Statewide GIS Coordination	Improve geospatial data governance through policies and best practices	Coordinate with key state officials on geospatial governance; review & educate on the geospatial governance processes; and adopt a workplan to establish governance principles & create policies for implementation	Yes
Statewide GIS Coordination	Improve communication for GIS coordination	Restructure GeoInfo web content and implement new technology for the discovery of geospatial information	Yes
Water Information System	Improve MSDI geospatial data value – Water Themes	Implement the GIS Strategic Goal to improve geospatial data value, including MSDI data quality matrices and theme improvement plans for Elevation, Hydrography, Hydrologic Units, Climate, and Administrative Boundaries	Yes
Water Information System	MSL-USDA NRCS Partnership Agreements	Satisfy contractual agreements and submit monthly activity reports and quarterly performance and financial forms. Continue processing new, incoming lidar. Seek renewal of the 5-year core agreement currently set to end Sept. 30, 2026	Yes
Water Information System	USGS 3D Hydrography Program partners	Identify funding partners, coordinate, and apply to the USGS Data Collaboration Announcement for 3D Hydrography data development	Yes



MEMO

To: Montana State Library Commission
From: Robyn Scribner, Chair, Jennie Stapp, State Librarian
Subject: Requested Commission meeting agenda topics
Date: May 28, 2025

The following is a list of agenda topics requested by Commissioners. At each meeting the Commission will review and prioritize agenda items for upcoming meetings. Any Commissioner may request items to be added to this list.

Agendas also take into consideration routine business requirements identified on the Commission's annual recurring activities calendar: [State Library Commission Calendar](#)

- August Business Meeting
 - Review FY 2026 work plan projects
 - Initial 2026 executive program planning discussion
 - Commission goals next steps – August 2025
 - Review GIS training overview
 - GIS presentation on the private versus non-profit versus the government role in GIS and Lidar work
 - MSL Learn show and tell
- Speaker recommendation



MEMO

To: Montana State Library Commission
From: Robyn Scribner, Chair, Jennie Stapp, State Librarian
Subject: Commission goals
Date: April 2, 2025

Description	Responsible parties	Date due	Status
Improve relationship and communication between Commission and State Librarian	Robyn/Jennie	Ongoing	Active
▪ Review motions at the end of meetings to check for understanding of the intent of the Commission and their direction to staff		Ongoing	Active
▪ Develop minutes that are more reflective of the discussion that occurred during the Commission meeting		Ongoing	Active
▪ Update the instrument used for the State Librarian's evaluation	Lisa Colligan/Personnel Committee (June)	September 2025	
▪ Review the State Librarian's job description for accuracy and to update percentages of time spent on various activities			
Review the accreditation, certification, and award of continuing education credits for library directors, staff, and board members	Committee: Tammy, Carmen, McKenna		
▪ Training on Certification program and regular certification report. Include accreditation and certification definitions.	Colet/Tracy	March 2025	Complete
▪ Invite state agencies that also award CE credits to present about their programs to the Commission	Colet/Tracy	June 2025	
▪ Define the balance for credit needs. Consider what continuing education is truly helping the libraries deliver great service to patrons. What topics are objective? What are subjective?			
▪ Consider whether credits will only be awarded for items that fall within defined categories and whether MSL will list or award credits for items outside of that definition.			

<ul style="list-style-type: none"> Create a study framework for the Commission to review and give feedback. 			
Support trustee training by identifying baseline data.	Tom/Tracy	March 2025	Complete
<ul style="list-style-type: none"> How many trustees are receiving training? What percentage 			
<ul style="list-style-type: none"> How many have earned the voluntary certification? 			
<ul style="list-style-type: none"> What type of training have they taken? 			
Shorten the Trustee Manual	Carmen/Tracy	June 2025	
<ul style="list-style-type: none"> Focus on facts 			
<ul style="list-style-type: none"> Create supplementary materials for more in-depth topics or best practices 			
The Chair will improve communication between Commissioners by sharing information from the State Librarian	Robyn/Jennie	Ongoing	Active
The Commission will discuss the MTSRN and expectations for it to become self-sustaining		February 2025	Complete
<ul style="list-style-type: none"> Jennie will share the glide path and original goal for the project to be self-sustaining by 2029. 		February 2025	Complete
<ul style="list-style-type: none"> Action item: Jennie will add MTSRN discussion to the February commission meeting. 		February 2025	Complete
Commission members will learn about GIS, Lidar, and the mapping services of the State Library			
<ul style="list-style-type: none"> Staff will provide training suggestions for the Commission 	Online trainings recommended by staff	March 2025	Complete
<ul style="list-style-type: none"> Staff will share what other states do and what private industry does. They will include information about private versus non-profit versus the government role in GIS and Lidar work 	Discussion review	August 2025	
Reconsider Excellent Library Services Award discussion	Committee: Carmen, Tom, Brian/Tracy	October 2025	
<ul style="list-style-type: none"> Decide on process and next steps 		March 2025	Complete
<ul style="list-style-type: none"> Discuss whether to focus on what patrons get out of library services. How could this be done? Could we have patrons nominate their library? How would that work? 			

<ul style="list-style-type: none"> ▪ Discuss whether to award it periodically and base it on the public library survey and some of the measures within it. Consider giving it retroactively to libraries that show improvement in a particular area. 			
<ul style="list-style-type: none"> ▪ Discuss whether participation rates in Dolly Parton Imagination library could be a way to recognize libraries 			



MEMO

To: Montana State Library Commission
From: Jennie Stapp, State Librarian, Evan Hammer, Digital Library Administrator
Subject: Geospatial Information Systems learning
Date: March 12, 2025

To address the Commission's goal to learn about GIS, Lidar, and the mapping services of the State Library, staff recommend that the Commission first watch the videos listed below then review previous presentations from staff at past Commission meetings. After reviewing this information, the Commission and staff can identify additional learning opportunities.

GIS Videos		
Title	Link	Length
What is GIS?	https://www.youtube.com/watch?v=WpoSofhf9Y0	~9 Minutes
Why is GIS Valuable?	https://www.youtube.com/watch?v=4zxlna0Gjlw	~4 Minutes
Sharing Data Across Governments	https://mediaspace.esri.com/media/t/1_fe9a1y1v	~5 Minutes
2025 Federal GIS Plenary	https://mediaspace.esri.com	~13 Minutes
GIS in Higher Ed.	https://youtu.be/a9cUvVkm5oc	~3 minutes

2024			
9-Oct	Montana Natural Heritage Program Bat Research	Recording	Maxell, Bryce
16-Feb	Commission work session to discuss program goals and preliminary legislative requests	Recording	
16-Feb	Addressing and Next Generation 9-1-1	Recording	Fashoway, Michael
16-Feb	Geo-enabled elections	Recording	Fashoway, Erin
16-Feb	Lidar	Recording	Blandford, Troy

16-Feb	Imagery Repository	Recording	Blandford, Troy; Fashoway, Erin
16-Feb	GIS Coordination	Recording	Fashoway, Erin
16-Feb	Enterprise GIS Architecture	Recording	Hammer, Evan
16-Feb	Montana Natural Heritage Program	Recording	Maxell, Bryce
2023			
9-Aug	Anaconda-Deer Lodge Montana Land Information Act Grant presentation	Recording	Hess, Gayla
14-Jun	Next Generation 911 and the Montana State Library	Recording	Fashoway, Michael
12-Apr	MLIAC Report/Grant Awards	Recording	Stapp, Jennie; Fashoway, Erin
8-Feb	Meeting Sustainable Forestry Initiative Criteria for Timber Sourcing	Recording	Maxell, Bryce
2022			
7-Dec	MLIAC Report/Grant Awards - Leg Report	Recording	Fashoway, Erin
7-Dec	MLIAC Report/Grant Awards - Land Plan	Recording	Fashoway, Erin
12-Oct	Structures & Address Framework: Modernizing emergency response and elections	Recording	Fashoway, Erin and Staff
15-Jun	Geo-enabling Montana's Elections: Where we are today	Recording	Fashoway, Erin and Staff
13-Apr	Montana Land Information Advisory Council report	Recording	Stapp, Jennie; Fashoway, Erin
13-Apr	GIS Coordination Strategic Plan	Recording	Stapp, Jennie; Fashoway, Erin
13-Apr	FY23 Montana Land Information Act grant rewards	Recording	Stapp, Jennie;

			Fashoway, Erin
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MEMO

To: Montana State Library Commission
From: Jennie Stapp, State Librarian
Subject: Public Comments Received for the June 13, 2025 Business Meeting
Date: 2025

The following comment was submitted to the State Library Commission.

April 22, 2025 - Please advocate for preserving IMLS funding - Sherrill Halbe - Bozeman, MT