

**Commission Meeting
Minutes for April 10, 2002
Montana State Library, Helena**

Attendees:

Commissioners: Ralph Atchley, Rosemary Garvey, Dorothy Laird, Linda McCulloch, Bruce Morton, Al Randall

Commissioners

Absent: David Johnson

Staff: Karen Strege, Bob Cooper, Kris Schmitz, Tracy Cook, Bruce Newell, Suzy Holt, Christie Briggs, Jim Hill, Barbara Duke

Guests: Debbie Schlesinger, Mike Hamlett, Betty Ammon, Bridget Johnson, Jane Howell

The meeting was called to order at 8:35.

Announcements and Introductions

Garvey announced that this would be the last regular commission meeting for Dorothy Laird. Laird handed around a Montana Libraries publication from April 1964 that included an article about her mother's appointment to the State Library Commission. Laird also pointed out how some of the comments made about libraries and the need for funding are the same issues facing libraries today.

Strege introduced Jane Howell, the Director of the MSU-Billings Library. Howell was a member of the ILL Study Committee and will give a report on the committee's recommendations later in the meeting.

There were no changes to the February minutes. Randall moved to accept the minutes. Morton seconded the motion and it passed unanimously.

State Librarian's Report

Strege commented on a news clipping from Cnn.com regarding the legal challenge to the Children's Internet Protection Act. The judges expressed skepticism about the effectiveness of filters in screening out all objectionable material without also blocking constitutionally protected sites. The testimony has been wrapped up and the panel of three judges is expected to rule on the case by early May before the E-rate and LSTA deadlines. The case will likely be appealed to the U.S. Supreme Court no matter which side prevails.

Progress is being made in Congress on the reauthorization of LSTA. The current bill would increase MSL's funding by @ \$300,000. If this appropriation is approved, the Commission will have to make a decision about the additional funding. Strege recommended that the advisory council be reconsidered.

The State Library is busy setting up its exhibit for MLA. A new professional display booth was purchased for the agency to aid the Library improve its marketing and public

relations efforts. Strege is involved in at least three programs at MLA. She will be facilitating a discussion about library districts, participating in a panel called Alphabet Soup and giving a State Library update.

Strege will be traveling to MLA from April 24 – 27, going to COSLA and Library Legislative Day in Washington, DC in May, and stopping in Denver for a BCR meeting on the way back from DC. Debbie Schlesinger, Frank D'Andraia, Bernadine Abbott-Hodinski, Ralph Atchley, Renee Goss, and Strege will be representing Montana's libraries in DC.

The Library's systems administrator is converting the disparate library systems to one. The changeover is transparent and the only noticeable difference is differences in user passwords.

Program One Updates

Strege gave the Program 1 report for Staffeldt, who is at a conference in Washington, DC. Susie Merrin, the Volunteer Coordinator in the Talking Books Library, has announced her resignation effective at the end of June to attend theology school in Virginia. Merrin has worked for TBL for five years and will be missed. Recruitment for her position will begin soon.

The TBL proposal to purchase digital equipment is moving along. ITSD has given its approval to purchase the equipment and Briggs is working with NLS to get all the components ordered.

The two-day-a-month training that LISD offers to state employees has been popular and the classes have been filled. Bryan Johnson was hired as the State Publications Center Coordinator, but he was let go during his probationary period.

LDD and MLN have been busy with attending federation meetings and managing OCLC.

Program Seven Updates

Hill demonstrated the online interactive map builder that allows users to do a geospatial query to map a geographic area of concern in the state and look at the various natural resource data layers in the area.

The NRIS Advisory Committee met in March to discuss NRIS' role in framework data access in Montana. NRIS would like to be recognized as the primary Montana clearinghouse for all Montana framework data layers, which is within their statutory mandate. NRIS staff will present these recommendations from the Committee and the Commission to the Montana Geographic Information Council, which will be asked to formally recognize NRIS as the primary clearinghouse for framework data layers in Montana.

Executive Planning Process

The Executive Planning Process issues need to be finalized. The budget process includes submitting to the Governor's office by April 15 any significant new proposals. Other

proposals dealing with things like new computer equipment and increases in utility costs aren't due until August.

There are two other issues related to the budget. One is the requirement to prepare a 5% fiscal reduction proposal by May 15. The Commission will discuss this spending reduction at a conference call on May 3 at 10:00 am. The 5% fiscal reduction is not in response to any economic downturn in the state. It was proposed and passed by the last legislature. Another plan due by May 15th is the Information Technology plan, also required by statute. Both plans will be agenda items for the telephone conference call in May.

The proposal for NRIS in regards to EPP is to remain essentially status quo from the 02/03 budget. It needs to be included as a significant proposal because the funding was given as one time only (OTO) and needs to be submitted again. The small increase in the 02/03 funding included the addition of the University system and DNRC as core funding agencies. Since there's only been one year to implement the funding, all agencies except the University system agree that their allocations should stay the same. While NRIS did not get this funding into its base budget, the core agencies did, so the proposal will ask that it be added to the NRIS base budget also, rather than be OTO. The University system has to fund approximately half of its allocation from tuition, so Strege has agreed to work with the Governor's office and through the legislative process to get all their allocation as new money. NRIS is also asking for funding for one more grade 15 position. The goal is for 80% of the funding for NRIS to be from the general fund or RIT and 20% to be from contracts.

The proposal for Program 1 is to fund a databases project at the State Library for all libraries in Montana. Additional money is being requested to offset inflationary factors of 9.5%. An additional \$200,000 is also being requested from the coal severance tax to purchase additional information products. One recommendation from the ILL Study Committee is to reduce the amount paid for ILL reimbursements by \$100,000 and use those funds to purchase electronic resources. It is also being proposed that the cost share to libraries be increased. Most of the recommended ILL changes can be made through the rule making process without asking for legislative approval, but the additional \$200,000 from the coal severance tax will require approval. Strege suggested the ILL recommendations be discussed and the report be accepted but that formal action be delayed until the Governor makes her decision. The ILL Study Committee recommendations have not been widely distributed to the library community, and that will need to be done. If the Governor disapproves the additional funding, the commission can discuss options as a group or they may ask the Study Committee to reconvene. This is the start of a process that will last until April 30 of next year.

ILL Study Committee Recommendation

Jane Howell was a member of the ILL Study Committee formed at the request of the Networking Task Force to examine interlibrary loans. Montana has had a successful ILL system in the past. Over the past five years, the number of interlibrary loans has decreased and one of the charges of the Committee was to determine why. The Committee represented libraries from across the state including representatives from some of the libraries that are the largest users of ILL.

The State Library distributed an ILL survey on the website to gather data about ILL usage and 130 libraries responded. The responses confirmed much of what the Committee already assumed and that changes were happening for a number of reasons. Statewide database access has changed some of what is being requested. General Internet use, particularly in schools, has also changed the need for interlibrary loans. Library users have different expectations today than they had in the past and they expect information immediately. The Committee looked at how traditional ILLs, as well as more high tech requests, can be fulfilled.

The Committee makes four recommendations: 1) the ILL program should continue because it is a valuable service; 2) the program should be modified so that those that lend more than they borrow are rewarded; 3) the State Library should promote program participation, educate librarians and provide ongoing training to keep people involved; and 4) the Commission should support the purchase of electronic resources to ensure that all Montana citizens have equal access to information.

The more controversial part of this plan is the suggestion to put some of the money from the ILL program into a database purchase program. The recommendations were sent to the Networking Task Force, which accepted the recommendations with a few minor changes. Jim Heckel, the director of the Great Falls Public Library, sent a memo to Strege saying he agreed with the recommendations for the most part, but he doesn't feel taking money away from a successful program is the right way to go. ILL money is not a huge portion of most libraries' budgets, but the reimbursement is important to compensate for the number of hours spent on doing interlibrary loans.

Laird commented that she didn't think the library community had gotten a chance to really look at the recommendations and the formula and give feedback on the plan. Randall said he would like to see the extra money used on resource sharing like helping libraries pay for the rising costs of OCLC, and not limit it just to databases. Morton is in favor of leveraging resources for the greater good. Bruce Newell pointed out that ILLs started decreasing when the Montana Library Network was created and more and more small libraries starting using the Gateway as a tool to locate requested materials. Many loan requests are now going out of state as new technology opens up the world.

Strege said that if the Commission decides not to recommend a reallocation of ILL funds to the Governor's office at this time, the \$180,000 would not be included in the proposal. That would leave \$300,000 requested for the purchase of new databases. The commission can reallocate the money for resource sharing at any time without going through the EPP process, but any request for an increase has to be included in the EPP process now.

Betty Ammon stated that libraries don't feel entitled to ILL money, but they look at the reimbursements as a chunk of revenue that they earn and can use to fund staff to process ILLs. Strege pointed out that ILL reimbursements make up a large portion of some libraries' budgets. Debbie Schlesinger stated that most of the ILLs done at the Lewis & Clark Public Library are books and their ILLs have gone up. She also questioned whether the ILL statistics for her library are correct because she has 1.5 FTEs doing ILLs

and they claim the numbers are going up rather than down. Morton moved that the discussion of the issue be tabled. The EPP Plan is an action item.

LSTA Reports Projects Update

Strege gave the report for Sue Jackson who was in DC at an IMLS meeting. The dates have been set for the bus trips to visit libraries in Wyoming and Idaho. The first trip is May 17 and the second one is September 6. There have been no responses to date but there has been some interest shown at federation meetings.

The Fall Workshop will be held at Carroll College this year, probably in October.

MLN

Bruce Newell reported that he'd be traveling around the state talking about changes to the MLN Gateway to make it more personally configured and customized.

There have been only 29 responses so far to the Online Information Source Survey, which asked librarians which databases they would like to purchase if given the choice.

There are currently 224 libraries enrolled in OCLC. As of yesterday, 72 libraries have subscribed for the coming year. Twelve of the 20 full-catalog libraries signed up. Three school libraries have cancelled at this point.

Lake County Projects

The Lake County LIP Board has completed a draft plan of service to meet requirements of consolidation laws. The County Commission and the County Attorney are reviewing the draft. Based on the draft plan of service, the Mayor of Ronan and city library board have said that they don't see sufficient benefits for the Ronan City Library and may not participate in the proposed county system.

The Bookmobile has been very successful and now has over 120 registered patrons. They have received numerous requests to add additional stops.

The Madison County Library Board decided that the library levy to fund the county consolidation would not be supported by the voters. A resolution will now be placed on the June ballot asking to repeal the consolidation issue and approve an additional 1.5 mills split between town libraries to provide service to county residents.

Long Range Plan

The final draft is before the Commission. After changes and approval by the Commission, the State Library will send the plan to IMLS.

Federation Coordinator's Report

Most federations had spring meetings and the reports are from those meetings. Most federations are still struggling with what to do with multi-type libraries and how to include them in the federations. They've also been looking at the base grants and how to incorporate those into the Plans of Service.

Bylaws

At the last meeting, Morton made a motion that the first bylaw should be changed to preclude the university and the OPI representatives from serving as chairperson or vice chairperson on the State Library Commission. Garvey stated that they could be left as is because the nominee could always turn down a nomination if they felt it would be a conflict of interest. Randall said he understands Morton's concern, but he agreed that the bylaw should be left as is. McCulloch felt that it would be inappropriate for her as an agency director and in an elected position to serve as chair or vice chair.

Federation Plans of Service

Schlesinger reported that the Broad Valley Federation is rewriting its bylaws to include multi-type libraries. A committee is being formed to write a collection development policy.

Tracy Cook reported for the Golden Plains Federation. They will continue with much of what they did last year with most funds going to continuing education. They also finished their collection development policy, so they can use direct grant money for that purpose. They, like the other federations, are struggling with getting multi-type libraries involved in the federation, but they have included reimbursing other type libraries for their travel expenses to attend training.

Cook also reported for the Pathfinder Federation. They decided to use quite a bit of their money to help pay for OCLC costs, up to \$1,000 per library. They are also going to work on a collection development policy and have decided to pool their money to try and purchase an online motor manual. Other money will be distributed for resource sharing. As far as multi-type participation is concerned, they typically have some school libraries and other types represented at the continuing education workshops, but not at Federation meetings.

Mike Hamlett reported that the Sagebrush Federation is using most of its funds for contracted services like OCLC and for continuing education. They are making a lot of progress in educating members on what a federation does. A long range planning committee will attempt to create with collection development policy. They are also having a difficult time attracting multi-type libraries, but will continue to encourage participation.

Bridget Johnson gave the report for the South Central Federation. Public libraries in this Federation are very diverse, so their needs are met by direct grants. They set aside \$2,000 for travel assistance and \$1,300 registration for multi-type libraries. Multi-type libraries can apply on a first come-first serve basis, with a general guideline of a maximum of \$200 for travel and \$60 for registration.

Betty Ammon reported that the Tamarack Federation has allocated money to develop a website with an eye toward sharing resources after the collection development policy is written. Money has also been allocated for staff exchanges. The idea is to swap librarians to learn from each other by sharing their expertise and day-to-day experiences. Most of the libraries in the Federation are participating in the shared catalog and are very excited about it. Tamarack is experimenting with turning over some

of its administrative duties to the State Library. There were six multi-type libraries represented at the last Federation meeting and two others are regular attendees.

Strege announced that the grand opening of the Belt Public Library is Sunday, April 14 and the Sheridan Public Library is celebrating 100 years of service.

Financial Reports

Kris Schmitz discussed the 3rd quarter financial reports. The LSTA FY00 budget and expenditures have been closed out. Program 1 is running on target. There is one vacancy, so most of the vacancy savings is being made up and Program 1 won't be going into the contingency fund.

Program 7 did not generate enough vacancy savings in core level positions, so they will need to go into the contingency fund and request about \$16,500. NRIS has a couple vacancies open now and interviews are being done for those positions, but it wasn't enough to make up the entire deficit.

The Commission budget will generate some savings this year. Schmitz suggested that the Commission approve reimbursing Ralph Atchley up to \$1,000 for his trip to Library Legislative Day in DC in May. The commission approved the extra funding.

Schmitz went to the Legislative audit hearing, which was basically congratulatory to the Library since there were no recommendations made. There were a couple of suggestions made, but they were not included in the report.

Strege commented that audits without recommendations are rare and offered her thanks to Schmitz for her work.

Commission Goals and Objectives

Randall attended the Networking Task Force meeting in February. He mentioned that he is always impressed with the hard work and dedication the group exhibits. He also attended the Tamarack Federation meeting.

Garvey hoped to be able to attend the celebration at the Sheridan Public Library.

McCulloch reported that Cherie Bergeron attended the Broad Valley meeting. McCulloch attended several events at elementary schools and high schools for Dr. Suess' birthday.

Dorothy attended the Tamarack meeting and wrote an article for Big Sky newsletter.

Action Items

Randall made a motion to accept the statement that "NRIS has served as the 'de facto' Framework data layer clearinghouse for many years, but it is not formally recognized as such. The Montana State Library therefore seeks recognition and support of the Natural Resource Information System as the primary Montana clearinghouse for all Montana framework data layers." Laird seconded the motion and the motion passed.

The EPP proposal was taken as two separate motions. Laird moved to accept the recommendation to provide stable funding for NRIS. Schmitz clarified that these are the requests that will go to the budget office for approval before they can be taken to the legislature. Randall seconded the motion and the motion passed.

Building Montana's Infostructure includes approving a 9.5% inflationary factor, additional funding of \$200,000 for database purchases and retaining the base. A motion was made and seconded to accept the entire Program 1 EPP package as proposed here. The motion failed. Randall moved to leave the ILL issue out of the EPP. Laird seconded the motion. The motion passed by majority. Laird moved to accept the report from the ILL study committee and thank them on behalf of the Commission. The motion was seconded and passed.

A plan needs to be formulated to get the ILL recommendations out to the public. Strege proposed that the library community be made aware of what was proposed and what the action of the Commission was. She will come to the June meeting with a plan for further dissemination and discussion of the issue.

McCulloch moved to accept the long-range plan. The motion was seconded and passed.

Morton motioned to change Bylaw #1 to preclude the OPI and the University representatives from serving as chair or vice chair on the commission. The motion was seconded and the motion passed.

McCulloch made a motion to accept all the Federation Plans of Service. Randall seconded the motion and the motion carried.

Laird motioned to accept the 3rd quarter financial reports. Randall seconded the motion and it passed.

Literature Sampler

The State Library was mentioned in SIRSI's newsletter regarding their selection for the shared catalog project. The Billings library will have a bond issue on the November ballot.

Other Business

The MLA reception will be on the 26th at a cost of \$40 per commissioner. The next commission meeting will be in Havre, but the details have not yet been finalized. There is a conference call scheduled on May 3 at 10:00 to take action on the 5% reduction plan and the IT plan.

Garvey bid Dorothy Laird farewell on behalf of the Commission and thanked her for all her work. Strege added her thanks to Laird.

The meeting adjourned at 1:50 pm.