

# Memo

**To:** State Library Commission

**From:** Darlene Staffeldt, State Librarian

**Date:** March 25, 2010

**Re:** Budget for Library Services Technology Act (LSTA) funds for FY2010  
LSTA 09 funds reallocated based on NAC recommendation

Institute of Museum and Library Services (IMLS) Library Services and Technology Act funds help state library agencies make library resources and services, which can be prohibitively expensive to the individual, readily available to an entire community.

We did receive the official notification of the annual federal funding award that will be coming to Montana. The LSTA allotment for federal fiscal year 2010 is \$1,117,930. This amount is approximately \$13,000 more than last year's allotment.

Below are our recommendations for the entire LSTA budget. These recommendations are based on the following criteria:

- Recommendations from the Network Advisory Council (NAC);
- Projects which address the six LSTA priorities for funding (I have attached a copy of these at the end of this memo) ;
- The proven statewide impact of each existing project;
- Staff resources available for project management; and
- Importance of the project based on the library community's comments.

Please know that you have already approved approximately \$380,000 of these funds (the first column in the table below) when you approved our HB2 current level positions and budget at your meeting on August 5, 2009. This allocation funds some staffing and operations in the Talking Book Library, Statewide Projects Librarian, Montana Shared Catalog Director, and Central Services.

Columns two and three represent projects that are currently being recommended for funding:

<b>LSTA FY2010 Total</b>					<b>\$ 1,117,930</b>
		FY2009 Approved Budget	FY2009 Revised Recommended Budget	FY2010 Recommended Budget	
	<b>LSTA Priorities Met</b>			<b>Total Budgeted</b>	<b>Balance</b>
<b>Administration</b>		\$69,427.00	\$69,427.00	\$44,717.00	<b>\$1,073,213.00</b>
<b>LSTA Oversight</b>				\$32,744.00	<b>\$1,040,469.00</b>
<b>Talking Book Library</b>	4,5,6	\$189,468.00	\$189,468.00	\$189,468.00	<b>\$ 851,001.00</b>
<b>Montana Shared Catalog</b>	1,2,3,4,5	\$163,735.00	\$163,735.00	\$164,259.00	<b>\$ 686,742.00</b>
<b>New MSC Libraries</b>	1,2,3,4,5	\$153,961.00	\$173,332.00	\$123,629.00	<b>\$563,113.00</b>
<b>Statewide Collaborative Access *OCLC Group Services</b>	1,2,3,4,5	\$219,097.00	\$219,097.00 \$ 25,513.00	\$256,211.00 \$35,000.00	<b>\$306,902.00</b> <b>\$271,902.00</b>
<b>Statewide Collaborative Content</b>	2,4	\$117,817.00	\$117,817.00	\$150,191.00	<b>\$121,711.00</b>
<b>Statewide Collaborative Programming</b>	1,4	\$20,000.00	\$17,758.00	\$26,726.00	<b>\$ 94,985.00</b>
<b>Network Advisory Council</b>	5	\$7,500.00	\$7,500.00	Included with LSTA oversight	
<b>Fall Workshop</b>	1,2,5	\$20,000.00	\$20,000.00	\$20,000.00	<b>\$ 74,985.00</b>
<b>Trustee Training</b>				\$12,000.00	<b>\$ 62,985.00</b>
<b>Early Learning Statewide Initiative</b>	1,4,5,6,	\$18,500.00	\$18,500.00	\$18,500.00	<b>\$ 44,485.00</b>
<b>WorldCat Local</b>	1,2,3,5,6	\$49,458.00	\$22,620.00	0.00	

<b>MontanaLibrary2Go</b>	1,2	\$19,500.00	\$19,500.00	Included with Statewide Collaborative Content	
<b>HeritageQuest</b>	1,2	\$15,000.00	\$16,325.00	15,000.00	<b>\$ 29,485.00</b>
<b>MSL Marketing</b>	1,4,5,6	\$5,200.00	\$5,200.00	Included with Statewide Collaborative Programming	
<b>Long Term Access/Preservation Solution</b>	1,2,4	\$15,000.00	\$12,700.00		
<b>Montana Memory Project Support Position</b>	1,2,4	\$ 6,082.00	\$6,082.00	\$6,082.00	<b>\$ 23,403.00</b>
<b>GIS Support</b>	1,2,3			\$ 2,400.00	<b>\$ 21,003.00</b>
<b>Unassigned</b>		\$14,829.00	\$ 0.00	\$21,003.00	

PROJECT DESCRIPTIONS:

**Administration:**

Project description: statewide cost allocation plan (indirect costs) payment and partial salary for Central Services staff.

**LSTA Oversight:**

Project description: partial salary for the Coordinator as well as costs for the Network Advisory Council (NAC). The NAC is the advisory body that provides direction for the Montana State Library, and advice to the State Librarian on all things related to library cooperation, resource sharing, online content and services, and library access, content and programming. This project pays expenses for NAC members to attend meetings as called each year. This project addresses goal 5 of the LSTA priorities.

**Talking Book Library:**

Project description: included are partial salaries for six TBL employees as well as a small amount of operational funds for these positions. This project addresses goals 4, 5, and 6 of the LSTA priorities.

**Montana Shared Catalog:**

Project description: The Montana Shared Catalog (MSC) is a voluntary consortium comprised currently of 103 libraries. Project costs include partial salary for one MSC support position as well as full salary for the MSC Director position, and the MSC technical support position. Additional support is included to cover growth-related costs associated with the Sirsi-Dynix Symphony system upon which the MSC platform is built. The project addresses goals 1,2,3,4, and 5 of the LSTA priorities.

**MSC New Libraries:**

Project description: Pending final confirmation from the Commission and each library, 27 new libraries will be added to the Montana Shared Catalog (MSC). Library policy creation, data conversion and migration costs required to join the MSC will be paid for by this project. This will bring the Montana Shared Catalog statewide consortium to a total of 130 libraries. The project addresses goals 1,2,3,4, and 5 of the LSTA priorities.

**Statewide Collaborative Access:**

Project description: The goal of this project is to make it possible for Montana libraries to work together and share resources. To accomplish this goal, the project will coordinate access to electronic resources, facilitate access to OCLC tools, maintain directories, and continue work to establish a statewide cooperative online reference service. State Library staff will research and demonstrate promising technologies and practices to provide better statewide access. This project includes the salaries for Montana State Library's three Statewide Technology Librarian positions and expenses for the statewide OCLC group purchase, and other collaborative efforts. Of note, the NAC recommends an additional \$60,000 of project funds be added to this project for the statewide OCLC group purchase. This project addresses goals 1,2,3,4, and 5 of the LSTA priorities.

**Statewide Collaborative Content:**

Project description: The goal of this project is to make it possible for Montana libraries to work together to share and expand upon the resources available to all Montana citizens. To accomplish this goal, the project coordinates purchases of statewide electronic resources, helps build digital library content, continues work to establish a statewide cooperative audio books collection, and researches and demonstrates and/or tests promising technologies, collections and practices. This project includes the salaries for two statewide projects staff and partial funding for MontanaLibrary2Go. This program meets goals 2 and 4 of the LSTA priorities.

**Statewide Collaborative Programming:**

Project description: This project helps public libraries offer programming and other services for a targeted audience group by providing materials, ideas, and web resources. LSTA funds are used for the part-time salary of the project coordinator, plus some production money for developing project materials. This project also promotes summer reading program activities provided statewide by contracting with a children's librarian to represent Montana at the annual

Collaborative Summer Reading Program meeting and purchasing program manuals for all public libraries each year. This project meets goals 1 and 4 of the LSTA priorities.

### **2011 Fall Workshop:**

Project description: The 13<sup>th</sup> annual Fall Workshop will be held in September 2011. It will be a 2-day training event with no registration fee to be attended by librarians from all types of libraries from all parts of the state, and will feature half-day sessions on a variety of topics while providing librarians an excellent opportunity to network. LSTA funds are used for presenter fees, meeting facilities, materials, etc. This project meets goals 1, 2, and 5 of the LSTA priorities.

### **2010 Trustee Training Workshop:**

MSL hosted successful and well-received workshops for library trustees in 2002 and 2004-2007. Since 2007, there has been no focused, organized effort to provide trustees with the skills and knowledge they need to be effective library leaders and decision-makers in their local communities. It is important to provide regular training for trustees for several reasons: 1) there is considerable turnover in board members each year; 2) trustees benefit from meeting and sharing concerns and solutions; 3) the MLA Trustee Interest Group is no longer active; 4) not all federations schedule training for trustees; and 5) MSL is offering a new certification track for trustees to encourage continuing education for board members. These proposed trustee workshops will be based on the successful model previously used by MSL. Professional trainers will be engaged to provide full-day workshops on topics including the role of trustees, leadership skills, library laws, advocacy, library evaluation, and fundraising. To reduce travel for trustees, the workshops will be presented in two locations in different parts of the state – such as Billings and Missoula where the 2007 workshops drew a total of 90 attendees. The requested \$12,000 in LSTA funds with \$6,000 earmarked for each workshop will be used to pay for speaker fees/travel (\$4,000), meeting spaces, lunches, and training materials (\$1300), and a small stipend to libraries to help defray travel expenses and encourage attendance (\$700).

### **Early Learning Statewide Initiative:**

Project description: This project, launched as part of the Ready 2 Read Campaign coordinates and implements a statewide early literacy effort in at least 45 Montana public libraries. The effort includes a survey of current public library offerings to families of young children age 0-5, creation of a collection of board books, parenting materials and other resources for this age group, consulting provided by a local children's librarian and Ready 2 Read publicity materials. The project addresses goals 1, 4, 5 and 6 of the LSTA priorities.

### **MontanaLibrary2Go:**

Project description: 35 libraries are currently participating in this statewide consortium, offering their patrons a shared collection of downloadable E-content from OverDrive, Inc. New libraries are added quarterly, with startup and ongoing costs based on a local cost sharing formula. The total collected is committed to collection growth, which is managed and budgeted for by a statewide selection team. OverDrive's yearly "hosting fee" and "new library participation fee" for up to 5 new libraries will be paid for by this project. This project meets goals 1 and 2 of the LSTA priorities. For FY2010 budget this program will roll into the Statewide Collaborative Content program.

**HeritageQuest:**

Project description: In September, 2008, contributions from 48 public libraries and LSTA funds enabled the purchase of a year's subscription to the online genealogy database, HeritageQuest Online, for all Montana public libraries. There was significant demand throughout the state for an online genealogy tool and the library and patron responses to this resource have been enthusiastic. The renewal price for HeritageQuest Online increases the subscription cost by 5%. This project will continue to help lower the overall cost of the subscription for public libraries. The project addresses goals 1 and 2 of the LSTA priorities.

**Montana Memory Project:**

Project description: Over the past two years the Montana Memory Project (MMP) has grown significantly. Well over 45,000 items have been added to the database, in the last two years, resulting in over 58,000 items being accessible via the MMP. There are currently 20 institutions participating in the project; several more have submitted project planning documents or have approached the MMP Steering Committee about adding content. In January, MSL was able to partner with the Montana Historical Society Research Center to create a .25 support position for the MMP. The position, which is a modified position at the Historical Society, has been staffed for about 3 months so far and provides substantial, necessary support to contributing and interested institutions. MSL and the Historical Society Research Center each pay half the cost of this position.

**GIS Support Project:**

Project description: This project would assist public libraries with GIS and mapping related projects. A particular focus would be the integration of GIS with public library statistics.

## LSTA PRIORITIES FOR 2010 GRANT AWARD

1. Expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages;
2. Develop library services that provide all users access to information through local, state, regional, national, and international electronic networks;
3. Provide electronic and other linkages between and among all types of libraries;
4. Develop public and private partnerships with other agencies and community-based organizations;
5. Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills; and
6. Target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children from families with incomes below the poverty line.