

Memo

To: State Library Commission

From: Darlene Staffeldt, State Librarian

Date: May 23, 2011

Re: Budget for Library Services Technology Act (LSTA) funds for FY2011

We did today receive the official notification of the annual federal funding award that will be coming to Montana. The LSTA allotment for federal fiscal year 2011 is \$1,070,849. This amount is approximately \$47,000 less than last year's allotment.

We are recommending the entire LSTA budget for action at this time based on the following criteria:

- Recommendations from the Network Advisory Council (NAC).
- Projects 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;
- Importance of the project based on the library community's comments; and

Please know that you have already approved approximately \$380,000 of these funds when you approved our HB2 current level positions and budget in the state fiscal year 2011 budget, at your meeting on October 23, 2010. This would be some staffing and operations in the Talking Book Library, Statewide Projects Librarian, Montana Shared Catalog Director, and Central Services.

In addition to this memo with some of the LSTA project descriptions, you will find two spreadsheets, one labeled as LSTA FY11 – working draft/final May 24, 2011 in multiple colors and one labeled LSTA FY11 – working draft/Final monies available for additional projects specifics 05/24/11.

PROJECT BRIEF DESCRIPTIONS:

Administration:

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

Talking Book Library:

Project description: This project includes the Talking Book Library (TBL) program. 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 133 libraries. Project costs include partial salary for one MSC systems technician position as well as full salary for the MSC Director position and the MSC network analyst position. Additional support is included to cover growth-related costs associated with the SirsiDynix 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 confirmation and contracts signed from each library, six new libraries will be added to the Montana Shared Catalog's SirsiDynix system. The 2011 (Phase XIII) applications were approved, pending arrival of LSTA funds, by the Commission in April, 2011. Data conversion and migration costs will be paid for by this project. This will bring the Montana Shared Catalog statewide consortium to a total of 139 libraries. The project addresses goals 1,2,3,4, and 5 of the LSTA priorities. Applications for 2012 (Phase XIV) will be available by the end of 2011 and due by the end of February, 2012

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. This project addresses goals 1,2,3,4, and 5 of the LSTA priorities.

OCLC Group Services:

- OCLC Gap: Beginning in May each year, Montana libraries begin enrolling in Montana OCLC Group Services under the established local cost formula. In October, OCLC determines if there is any gap between that fiscal year's total cost for our statewide 15 simultaneous WorldCat seats, cataloging, Interlibrary Loan, and the Group Catalog and what's been collected by OCLC from the enrolled libraries, as of October 1. If there is a gap, MSL would cover that amount.
- CONTENTdm is the software behind the Montana Memory Project, which is a collection of digital collections and items relating to Montana's cultural heritage. Many Montana libraries, museums, archives, and cultural institutions have added and are in the process of adding materials to this collection. Used storage space on the hosted server in Dublin, Ohio (OCLC) is hovering around 50% and 135,739 items as of February, 2011. The Montana State Library (MSL) and the Montana Historical Society Research Center share equally the annual software, storage and hosting costs for this statewide digitization project. Due to increasing MMP contributing institutions and the addition of newspapers to the MMP, two additional "OCR" licenses will be purchased along with the required additional CONTENTdm maintenance coverage. These licenses, of which the Project currently has 4, are required for the optimum translation of scanned images to machine encoded text. OCR licenses are shared by contributing institutions and reassigned as needed to new contributors.
- Two of the shared OCLC Group Services are the 15 simultaneous WorldCat Seats that allow Montana library staff across the state access to the WorldCat database for purposes of cataloging and the Montana Group Catalog that is the Montana "slice" of WorldCat, allowing library patrons and staff to refine a search just for Montana materials, by regions of the state or by library type within Montana. A portion of FY2011 LSTA will be assigned to the cost of covering these two Group Services costs. These costs are part of the larger group of costs shared by all Montana libraries through OCLC enrollment fees under a statewide cost formula.
- FY2011 LSTA will again be assigned to our statewide OCLC Group Services shared costs for the FY2012 contract, in order to reduce libraries' enrollment fees which are based on a statewide shared cost formula. This is the third and final year that OCLC will hold their costs flat.

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 and the Montana Memory Project. This program meets goals 2 and 4 of the LSTA priorities.

MontanaLibrary2Go:

- Project description: 48 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 8 new libraries will be paid for by this project. The cost of new catalog records made available to load to participating libraries' catalogs, produced by OCLC at \$1.50/record will also be covered up to a total of \$2000 by this project. This project meets goals 1 and 2 of the LSTA priorities.

Montana Memory Project:

- A .375 Technical Support Position: This position, which is a modified position at the Historical Society, provides substantial, necessary MMP training and support to contributing and interested institutions. These support tasks now include assistance with using the Digital Archive and training in the use of two traveling scanner/laptop sets that are loaned to institutions needing this equipment to enter material in the Montana Memory Project. Training includes a train-the-trainer approach to gradually build a network of MMP mentor institutions around the state.

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.

Early Learning Statewide Initiative:

- Early Learning Statewide Initiative (Ready to Read) is in its second year of implementation. Brochures, bookmarks, signage and Read Goes Wild bins, have been a part of this popular project. 45 public and tribal libraries participated in

the Ready2Read program in FY10. It is expected that an additional 20 libraries will participate in FY11.

Early Literacy Support Position:

- The funding proposed continues the 5/hour/week support position that manages the administrative tasks for the Early Learning Project. Administrative support includes production of additional early childhood programming materials, such as the Ready 2 the development of an early childhood roundtable through MLA and the coordination of a large-scale Train the Trainer workshop for three people from each federation. Research and development of a long-term plan to build connections with low-income families and developing statewide partnerships to foster these relationships is a second administrative task.

Children's Services:

- Primary focus is the long established and popular Summer Reading Program which supplies materials and programming supplies to public libraries based on a central theme, for local programs targeted for young patrons ages 7-14.

Statewide Collaborative Training:

2011 Fall Workshop:

- Project description: The 14th annual Fall Workshop will be held in September 2012. 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.

Trustee Training:

- Trustee training provides the opportunity for public library trustees to learn how to maximize their roles as local library leaders. Focused workshop sessions on topics specifically targeted to trustee interests insure that these local library leaders are prepared to face the challenges associated with providing leadership and direction for a dynamic public library. Additionally, trustees are provided the opportunity to network with their colleagues across the state, to be informed about the new trustee certification program, and to learn about additional resources available to them. The proposed funding covers two single day trustee trainings to be held in two locations around the state.

LSTA PRIORITIES FOR 2011 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.