PO Box 201800 1515 East 6th Avenue Helena, MT 59620 (406) 444-3115

Montana State Library Commission
Wednesday, December 9, 2015
9:30 a.m.
Montana State Library Grizzly Conference Room

AGENDA

Lunch break is tentatively scheduled from 12 to 1.

The State Library Commission is committed to providing access to its proceedings in accordance with MCA Title 2, Ch. 3 Part 2 Open Meetings. All meetings of the Commission will be streamed and recorded via an online meeting platform.

The State Library Commission welcomes public comment. The Chair will ask for public comment on agenda items throughout the meeting from persons attending the meeting in person and those attending the meeting through the online meeting platform.

All comments received, including those received through the online meeting platform, become part of the official public record of the State Library Commission proceedings in accordance with MCA 2-3-212.

Members of the public who wish to join the virtual meeting should contact Marlys Stark at 406-444-3384 by 5:00 pm on Monday, December 7, 2015.

The Commission will move through the agenda as needed.

9:30 a.m. Call to Order and introductions

- New staff introductions
- Staff longevity pins

Approval of Minutes – **Action**

- October 13, 2015

State Librarian's report **–** Stapp
State Library Administrative Rules update – Stapp – **Action**

Network Advisory Council Report – McHugh

We make an effort to ensure that our meetings are held at facilities that are fully accessible to persons with mobility disabilities. If you plan to attend our program and will need services or accommodations relating to a disability, please contact Marlys Stark at 406-444-3384 at least five (5) working days prior to the meeting.

- Remaining FY ’15 LSTA Statewide Projects budget – **Action**

FY ’16/’17 Montana Land Plan approval – Stapp – **Action**

Ready2Read texting program Trust request – Groves – **Action**

Library Development Study Task Force recommendations– Stapp/Cochran

TBL Recording Booth addition – Briggs

The Montana Memory Project & the Digital Public Library of America presentation – Birnel

Commission Goals and Objectives – Commission

- 2016 meeting dates - **Action**
- FY ‘16 Commission work plan
- Commission Calendar
- To see all library events, please visit the MSL event calendar at https://app.mt.gov/cal/html/event?eventCollectionCode=msl.

Public Comment on any matter not contained in this agenda and that is within the jurisdiction of the State Library Commission.

Other Business & Announcements

Adjournment

We make an effort to ensure that our meetings are held at facilities that are fully accessible to persons with mobility disabilities. If you plan to attend our program and will need services or accommodations relating to a disability, please contact Marlys Stark at 406-444-3384 at least five (5) working days prior to the meeting.

FINAL

MONTANA STATE LIBRARY (MSL) COMMISSION MEETING
9:00 A.M., AUGUST 12, 2015
KALISPELL, MONTANA
OR GOTOMEETING

ATTENDEES:

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

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

Visitors: Connie Behe and Kim Crowley.

Commissioner Bartow called the meeting to order at 9:08 a.m.

Due to technical issues, the meeting was not broadcast via GoToMeeting as planned. The toll free conference call number was posted to the website and provided to the two commissioners who had planned to attend online.

INTRODUCTIONS:

New commissioners Connie Eissinger and Ken Wall were both in attendance and introduced themselves at the beginning of the meeting.

APPROVAL OF MINUTES:

Motion was made by Commissioner Roberts and seconded by Commissioner LaFromboise to approve the June 23, 2015 minutes as presented and the motion passed.

STATE LIBRARIAN'S REPORT:

Commissioners Eissinger and Wall have both attended an orientation. Thanks to outgoing commissioner Anita Scheetz.

Due to the reorganization of the digital library, work plans will be reviewed in October instead of at this meeting.

The Tutor.com contract that supports HomeworkMT will be eliminated due to the coal tax funds decrease.

Jennie Stapp, Sarah McHugh and Commissioner LaFromboise attended the Research Institute for Public Libraries conference in Colorado. They discussed needs assessment to inform library service outcomes and the data needs to evaluate how libraries support the services and achieve those outcomes. The conference did not

address an initial agreement for what outcomes should look like in all libraries in the country.

Lieutenant Governor McLean expressed an interest in supporting summer reading and attended three events at different libraries. Montana has been chosen as one of the states to participate in the Supercharged Storytime, a project of OCLC and the University of Washington ISchool. The goal of the program is to help educate librarians on how to align their storytime activities with state early learning standards. Libraries interested in participating should contact Sara Groves. Support and training will be provided.

Regarding broadband, the key industry network held a final information gathering meeting in July and will make formal recommendations in September or October. The Governor's office was approached by the education super highway which works to increase connectivity in schools. State Librarian Stapp has been asked to sit on the connectivity work group.

MSL has frequently made use of the temporary services contract through the state for staff support that relies on one time only money for special projects. Temps have been hired for Montana Memory Project (MMP) often for as long as year at a time. The affordable care act has caused a review in this contract and a three month or 480 hour term limit which has always been part of the contract is now being enforced. This enforcement will affect procedures in the future since it closes options. MMP had a temporary employee who was supposed to work through the end of September who had to end the contract in June. This freed up some LSTA funds.

There were six applications received for the Montana Natural Heritage Program (MTNHP) lead position. Interviews are being scheduled for August or early September with Bryce Maxell who is currently with NHP and Robert Godfried who has worked for three difference heritage program programs throughout the country and is currently with the Texas program.

State GIS Coordinator Stu Kirkpatrick has announced his retirement for the end of December. This position likely won't be filled until FY'17.

After evaluating ESRI cloud based options for managing GIS web services MSL has signed a task order and memo of understanding with the State Information Technology Services Division (SITSD) and the Governor’s Budget Office to move our GIS services to that platform. This move should be in place by the first of September. Gerry Daumiller will receive the Governor's Award for Excellence at the end of September.

Broadband is an emphasis for Jennie this year and both Suzanne and Jennie will look for other channels to bring it forward. The Chief Officers of State Library Agencies and the American Library Association are partnering on a program they are calling LEAP (library e-rate assessment and planning). Jennie will sit on the advisory board to look for best practices for e-rate for five states. Those best practices will then be shared across the country.

FINAL

MSL MANAGERS FISCAL YEAR '16 PROPOSED WORK PLAN PRIORITIES:

The three managers each outlined what their groups would be identifying as priorities for the upcoming work plans.

For the digital library, the reorganization will take up a lot of time and funding options will also be important. For IT, storage is an issue with the current storage area network going out of warrant in October of 2016 so other options will be researched. SITSD policies will become important in choosing these options as they have made it clear that they prefer agencies to use their services and yet the costs are prohibitive. Funding will also be an important item. Security and continuity are carryovers from previous work plans. These concerns remain challenging due to lack of resources and changing SITSD policies. They follow the National Institute for Standards and Technology cybersecurity framework which includes approximately 600 security standards which must be met to be considered secure. No agency meets all the standards nor is it feasible. The hope is to focus on prioritizing the most critical standards with better guidance from SITSD.

Statewide library resources will be impacted by recommendations by the task force but overall will improve internal communications and projects discussions and work on the website to make it more user friendly. Staff will continue to address the succession landscape such as providing new director training and board support.

Access and platforms will be a focus. The Montana Memory Project is about to launch a request for proposal to look at software. The Historical Society is leading an effort to identify a new platform for newspaper content. They will be looking into becoming a direct hub of the Digital Public Library of America. MontanaLibrary2Go will look into alternatives to the current vendor Overdrive and a group of people will be identified to assist in acquiring content for MontanaLibrary2Go Local. The Montana Shared Catalog is continuing their policy cleanup and streamlining and should be done this year. They will evaluate their server platform and the option of going to other types of services. Task forces or other groups to study several issues are under discussion. The Talking Book Library is replacing their circulation manager and continue to learn and use the new Hindenburg recording software. They will continue to research possibilities for a new recording booth. The movement from cassette and the expansion of the digital Braille and Audio Reading Download programs will continue.

Central services will spend a lot of time on the transition in the new reorganization of the digital library. There will be a legislative audit in the next six months on fiscal years 14 and 15. A vendor-based service for collecting public library statistics is being evaluated. Work will continue to streamline employee recruitment using the State's new human resources system, reviewing commission polices and staff handbooks in the hope of discarding some and the new executive planning process (EPP) begins in January with a new budgeting system.

FY'15 MONTANA STATE LIBRARY CLOSING BUDGET:

FINAL

This report represents the closeout of the last fiscal year. Changes to note are the increase to the Montanalibrary2go budget due to bigger donations to fund content coming in at the end of the year. This is the last budget for this program as financial responsibility has been moved to Overdrive. Funds with continuing budget authority including MSC and Montana Land Information Act funds will be moved to the 1st quarter financial report.

Motion by Commissioner Kish and seconded by Commissioner Newell to approve the FY'15 closing budget as presented and the motion passed.

FY'16 MONTANA STATE LIBRARY OPENING BUDGET:

This budget represents the opening MSL budget as approved in HB2 and HB13, statutory appropriations and propriety funds and includes the four percent FTE reduction, coal severance tax reduction, the new water information manager position and the reorganization. Other items such as ongoing authority and grants and contracts will be added in the first quarter report.

Motion was made by Commissioner Roberts and seconded by Commissioner Eissinger to approve the FY'16 opening budget as presented and the motion passed.

LIBRARY DEVELOPMENT STUDY TASK FORCE UPDATE:

The task force was seated in May and is chaired by Bill Cochran. They held a couple of preliminary information meetings so they could better understand the services of the Statewide Library Resources Division and their charge. A subcommittee chaired by KellyAnne Terry is working on listening session questions which will also be used for the survey. Listening sessions have been scheduled throughout the fall in venues that include federation meetings, the fall workshop and others. Draft recommendations will be submitted to the commission in December.

LIBRARY SERVICES TECHNOLOGY ACT (LSTA) FY'14 STATEWIDE PROJECTS BUDGET UPDATE:

Recommendations by the Network Advisory Council (NAC) for final expenditures of the federal money which needs to be expended by the end of September have been submitted to the commission. Specifically, the NAC recommends spending $15,000 to replace a laptop training lab. The remaining balance should be spent on content for MontanaLibrary2Go.

Motion by Commissioner Eissinger and seconded by Commissioner Roberts to approve the updated LSTA statewide projects budget and recommendations as presented and the motion passed.

TABLET TRAINING LAB USE POLICY REVIEW:

FINAL

Two table training labs were purchased and this policy is designed to govern their usage. The policy is modeled after the laptop lab policy. The policy is presented for review and suggested edits and action will be requested next meeting. No edits were suggested.

LIBRARIES AND THE MAKER MOVEMENTS:

Cara Orban gave a very thorough overview of the project to the commissioners including observations and comments from users. The six kits circulate about every eight to 10 weeks and at this point the federations have agreed to each be responsible for a kit with longer hosting periods.

MONTANA STATE LIBRARY TRUST REQUEST:

TBL is asking for an estimated expenditure of $3,500 for their annual volunteer luncheon to be held Thursday, October 15 in Helena and of course all commissioners are encouraged to attend.

Motion by Commissioner Kish and seconded by Commissioner LaFromboise to approve the request for $3,500 for the volunteer luncheon and the motion passed.

MONTANA TALKING BOOK LIBRARY LOAN POLICY REVIEW:

The policy was reviewed last meeting and with no changes the commissioners are asked to approve it as presented.

Motion by Commissioner Roberts and seconded by Commissioner LaFromboise to approve the TBL Loan Policy as presented and the motion passed.

COMMISSION BYLAWS:

The bylaws are reviewed annually and no recommended changes have been identified at this time.

Motion by Commissioner Newell and seconded by Commissioner Wall to approve the bylaws as stated and the motion passed.

ELECTION OF COMMMISSION OFFICERS:

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

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

COMMISSION GOALS AND OBJECTIVES:

FINAL

Motion by Commissioner Eissinger and seconded by Commissioner Roberts to amend the October meeting date to October 13 and the motion passed.

The FY'16 commission work plan was reviewed and a few items were identified to add to the plan. **Motion was made to approve the work plan as amended and the motion passed.**

PUBLIC COMMENT:

There were none received.

OTHER BUSINESS & ANNOUNCEMENTS:

There was none presented.

ADJOURNMENT:

The meeting adjourned at 12:14 p.m.

DRAFT

MONTANA STATE LIBRARY (MSL) COMMISSION MEETING
9:30 A.M., OCTOBER 13, 2015
HELENA, MONTANA
OR GOTOMEETING

ATTENDEES:

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

Staff: Sara Groves, Evan Hammer, Bryce Maxell, Sarah McHugh, Cara Orban (online), Kris Schmitz, Jennie Stapp and Marlys Stark.

Visitors: Honore Bray (online), Janeen Brookie, Jeff Doud, Judy Hart, Nancy Schmidt and Debbie Wellman (online).

Vice-Chair Kish called the meeting to order at 9:30 a.m. Chairman Bartow was scheduled to arrive later.

INTRODUCTIONS:

Bryce Maxell was introduced as the new lead program manager for the Natural Heritage Program (NHP).

Jeff Doud was introduced as the new Agency Legal Service Bureau Attorney replacing longtime attorney Jim Scheier.

APPROVAL OF MINUTES:

Commissioner Newell noted that references to online attendance should be changed to via phone due to the technical issues in August. Motion was made by Commissioner Roberts and seconded by Commissioner LaFromboise to approve the August 12, 2015 minutes as corrected and the motion passed.

Motion was made by Commissioner Wall and seconded by Member Roberts to approve the June 23, 2015 Executive Session minutes as presented and the motion passed with Commissioner Newell abstaining.

STATE LIBRARIAN'S REPORT:

Talking Book Library (TBL) has received a verbal acceptance for the position of circulation manager from an applicant from California. He is currently here visiting and we hope to have a signed acceptance soon.

DRAFT

Bryce Maxell has accepted the position of the NHP program lead. NHP will need to fill his previous position of senior zoologist. Ken Adams from Montana Shared Catalog (MSC) has announced his retirement for the end of December. His last day in the office will be December 18. Stu Kirkpatrick from GeoInfo, who had previously intended to retire at the end of December, moved up his retirement effective this week.

The Public Service Commission previously held a meeting where they declined to certify Montana broadband providers as eligible to receive Federal Universal Service funds. Schools and libraries must receive services from certified providers in order to qualify for e-rate. The inability to receive Universal Service funds, including e-rate monies, would have a significant impact through loss of funds to the state and small providers might be forced to fold. With a lot of support and testimony from the library community, the Commission revisited the question and they voted to certify all the providers.

The Governor's Office is working with the Education Super Highway for the specific purpose of supporting fiber broadband deployment for schools. There are a lot of interested parties and community movements are probably the most helpful in moving things forward. Goals should be established recognizing what is adequate for libraries as well as desired, what is possible and what blocks are hindering progress such as technical or financial. Extreme listening is encouraged to find out what are the actual needs not the perceived needs.

The digital library reorganization continues to move forward. The leads have been identified and MSL will be going through a recruitment process for the open position of Information Products lead. Leads will get additional supervisory training. All digital library staff had a retreat with Mark Scow to discuss the process. A cross training plan will need to be developed and there will be single points of contact for references in the future. Some employees will undergo a physical move and the web presence will be evaluated. The budget is created and is in the fiscal report.

Several of the commissioners attended listening sessions for the Library Development Study Task Force and the sessions are about half way completed. A survey monkey with the same questions used during the listening sessions is also available. The task force will meet November 19 to formulate their recommendations. Top items of discussion included the courier and database issues with very little revenue increase topics.

The fall workshop had 152 attendees which is about 30 more than the last couple of years. Less funding went to the workshop but the necessary format changes seem to be beneficial. The Ready2Read Rendezvous has been held and in December Sara will provide a report on that and an event she will attend in November called Mind in Making. She will be required to provide additional training to libraries after her attendance.

DRAFT

MSL received $5,000 from the Ivan Doig estate for the courier project. A decision on how best to apply the funds will be made by courier advisory council.

FY ’15 PROGRAM WORK PLANS:

All the programs have completed and submitted their work plans for this fiscal year. Central Services has a combined report which includes central services, IT, communications and marketing, and the State Librarian this year. Updates will be submitted each year with program managers providing a verbal summary of the year and accomplishments in June.

FY '16 FIRST QUARTER FISCAL REPORT:

This report includes the digital library narrative which replaces the NRIS, projects are brought in for reporting, trust fund authority is moved in for expenditures, LSTA funding is estimated and will be brought up as grants are approved, and the LSTA ’14 year is almost finalized.

Motion by Commissioner Newell and seconded by Commissioner Wall to approve the FY '16 first quarter fiscal report as presented and the motion passed.

FEDERATION FY '15 ANNUAL REPORTS:

In addition to the submitted report, coordinators for the federations highlighted items they thought of particular interest. Judy Hart, coordinator for Broad Valleys; Janeen Brookie, coordinator for Golden Plains; and Nancy Schmidt, coordinator for South Central were able to present their reports in person. Judy stressed that continuing education was very important to both staff and trustees and that there are still a lot of director transitions in her federation. Sarah reminded the commissioners that Judy is retiring so this is her last report. Janeen reported that this year is the first year for a long time in which they didn’t have any teachers attend MLA. Nancy reported that Denton has become eligible for funding again since they have attended the last meetings. Also they gave eight grants to school librarians to attend conferences and trainings.

Debbie Wellman, coordinator for Pathfinder; and Honore Bray, coordinator for Tamarack both attended the meeting online to present their reports and answer any questions.

Sonja Woods, coordinator for Sagebrush was unable to attend but did send a message through Sarah thanking MSL for what they do and highlighting that all their libraries are now MSC members.

Motion was made by Commissioner Roberts and seconded by Commissioner Kish to approve the Federation FY '15 annual reports as presented and the motion passed.

DRAFT

RESOLUTION OF APPRECIATION FOR ATTORNEY JIM SCHEIER:

Due to the many years of service that Jim Scheier provided to MSL, this resolution of appreciation is proposed to be sent to him. The resolution was read into the record and a copy is found at the end of the minutes.

Motion was made by Commissioner Eissinger and seconded by Commissioner LaFromboise to adopt the resolution as read and the motion passed.

TABLET TRAINING LAB USE POLICY:

The proposed policy was presented in August and there have been no changes from that draft.

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

MONTANA STATE LIBRARY TRUST REQUEST:

MSL wishes to use $5,000 of the funding which came from the Moran estate and was designated to be used for statewide library resources in order to purchase an additional six laptops to complete the purchase of two replacement labs.

Motion by Commissioner Newell and seconded by Commissioner Wall to approve the request for $5,000 for six laptops and the motion passed.

DRAFT STATE LIBRARY ADMINISTRATIVE RULES UPDATE:

Attorney Jim Scheier identified a change that was needed in ARM regarding the deferral process for a library that can't meet a standard. The rule as presently written only allowed deferrals for one standard rather than all standards as intended and as is applied in practice. The rule change will provide needed clarification aligning the rule to standard practice. In addition, part of the rule which allows an education standard exemption no longer applies so that rule will be removed.

The rule will be published the next publishing date and assuming a hearing does not become necessary, the comment period will close in time to bring the adoption proposal to the December meeting.

MONTANA STATE LIBRARY MARKETING ANALYSIS:

Sara Groves offered a presentation to the commission on how she spent her marketing budget of $10,000 and how she felt each effort went. She believes that social media seems to be the best option in most cases considering the amount spent and noticeable benefits.

DRAFT

Recess at 12:17 for lunch, reconvene at 12:47.

COMMISSION GOALS AND OBJECTIVES:

The commissioners discussed the early literacy texting program and posters available. State Librarian Stapp and Commissioner LaFromboise reported on their attendance at the Research Institute for Public Libraries conference. Desired outcomes are important to identify as well as how to get there. A cultural thinking shift is required to focus on desired outcomes and how to gather data to evaluate achievement of desired outcomes. The commission will receive outcome reporting for the reorganization. The library development task force focus is on desired outcomes while the staff and commission will focus on how to get there. A proposal form draft will be used as a dashboard for ideas. The Chief Officers of State Library Agencies will meet next week in Jersey and the RIPL staff will be doing a condensed session there. There will also be another RIPL conference in 2016.

FY '16 COMMISSION WORK PLAN REVIEW:

Commissioners are invited to send any additional ideas about meetings or goals to Jennie. Items listed on the calendar include a meeting of the Education & Local Government Interim committee on December 7 and 8. The next commission meeting is December 9. The April meeting held in conjunction with the MLA conference will be April 6 and will include a strategic planning process discussion. The commission workshop is tentatively scheduled for April 7.

PUBLIC COMMENT:

There were none received.

ADJOURNMENT:

The meeting adjourned at 1:51 p.m.

DRAFT

Resolution Honoring Jim Scheier, Retiring Attorney,
Agency Legal Services Bureau, Attorney General's Office

Whereas, For the past 32 years, Jim Scheier has tirelessly and faithfully executed the laws of Montana as an attorney with the Montana Attorney General's Office;

Whereas, Jim has applied his extensive legal knowledge to understanding the laws that govern Montana libraries, becoming Montana's foremost expert on Montana library laws;

Whereas, Jim has freely shared his wisdom and expertise with the Montana State Library and the libraries we serve;

Whereas, Jim has gone above and beyond the call of duty to attend the Montana Library Association Conference to directly advise librarians on legal circumstances; and,

Whereas, Jim has served as a patient and trusted advisor to the State Librarian, State Library Staff, and the State Library Commission;

Therefore be it resolved that the Montana State Library Commission

1. Honors Jim Scheier for all his years of work;
2. Thanks Jim for his service; and
3. Wishes Jim all the best in his retirement.

_____

Colet Bartow, Chairman

Adopted by the Montana State Library Commission
October 13, 2015

Central Services &
State Librarian's Office
Fiscal Year 2016 Work Plan Report
July 1, 2015-June 30, 2016
Prepared for the December 9, 2015
Commission Meeting

The State Librarian and the Central Services staff at the Montana State Library (MSL) provide services and support to all MSL programs to ensure that all staff can efficiently conduct their work because they have access to technology, human resource management, financial expertise, promotional services and administrative leadership. To be effective, it is essential that the State Librarian and Central Services staff work with library programs to provide policy, technology and communication solutions that balance program needs with the larger library need for fair and ethical policies, transparent and accountable financial systems, integrated, secure, sustainable library technology designed to adapt to the constant, rapid pace of technology change, communication strategies that effectively engage stakeholders while making the best use of the limited staff time and financial resources available and overall administrative leadership that is collaborative, thoughtful, creative, well communicated and forward thinking.

Central Services staff includes the following employees:

- State Librarian, Jennie Stapp
- Central Services Manager, Kris Schmitz
- Accounting Tech, Carol Churchill
- Administrative Assistant, Marlys Stark
- Data Coordinator, Colleen Hamer
- Web Manager and IT Lead, Tom Marino
- GIS Web Developer and IT lead, Stacy Bruhn
- GIS Database Administrator, Scott Story
- Network Administrator, Cindy Phillips
- Communications and Marketing Coordinator, Sara Groves

This work plan is built around the core goals contained in the 2012 through 2022 MSL Long Range Plan. By completing the tasks set forth within this work plan we intend to efficiently and effectively fulfill the mission of the Montana State Library.

Goal One—Content

1. MSL acquires and manages relevant quality content that meets the needs of Montana Library users.

1.1 Improve the quality of the public library statistics we collect.

The reliability and consistent quality of the data and statistics we collect annually from public libraries tell a compelling story about public library services around the state. In order to continue to improve the quality and usefulness of these data, and to ensure that libraries and State Library staff are best able to articulate these stories in a way that is transparent and authoritative, the State Data Coordinator will work with the Statewide Library Resources Manager, the Statewide Library Consultants, the State Librarian and the Public Library Statistics Task Force to more clearly define the statistics we collect, to simply reporting tools to minimize the possibility for errors, better educate librarians about how they can collect and report the necessary data, and to improve the process of quality control through staff collaboration.

As a part of the process to improve the collection of public library statistics, staff will evaluate vendor solutions that are becoming more widely used nationally, to determine if use of an off-the-shelf, statistics solution would improve the efficiency of our data management process.

1.2 Library Directory re-write

The Library Directory is a powerful tool used by Central Services Staff. It is used to collect and manage public library statistics, it manages registration for trainings and events, it serves as a knowledge base of library documents, etc. The current Directory application was written many years ago on software that is no longer utilized by MSL so there is a compelling reason to rewrite the Directory. Ahead of that rewrite, staff will scope the business needs of the application to improve and prioritize current functionality.

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

1.3 File server updates

IT Staff plan, implement, and support the file server and database environment where MSL digital content resides. Library programs continue to need increasing amounts of file storage space for their growing collections of both public information and agency records. We are currently making maximum use of the capacity of our Storage Area Network (SAN). While we should have sufficient storage space to handle existing program storage needs and anticipated requests for a few years, the library will need to develop a plan for addressing future storage needs. A holistic review of the MSL storage environment needs to be undertaken which will consider both the types of data storage available (existing data storage as well as options such as those available from the State Information Technology Services Division (SITSD) or cloud based offerings) as well as the existing demands on MSL data storage resources including space needed for the storage of raw data, production and publication datasets, records management, archiving, and backup and disaster recovery.

1.4 Database environment overhaul

In FY14/15 staff created a virtual database environment that consists of development, production, and publication servers. During FY16 we will migrate remaining databases off of our two remaining physical servers. This will allow us to retire or repurpose two physical servers. We will continue working with these stakeholders to minimize the impact of these changes and we are confident that this project can be completed by the end of the calendar year.

Goal Two—Access

2. MSL provides libraries, agencies, and its partners and patrons with convenient, high quality, and cost-effective access to library content and services.

2.1 MSL Web updates

With more and more library content being made available digitally, the primary point of access for this information is increasingly becoming the library web site and web based applications made available through the website. The next step for the MSL web site is to review and update the overall design of msl.mt.gov and the top level program pages using the recent proposal from Edge Marketing and Design. A sneak peak of this design is planned for the Commission at their December commission meeting. Migration from DNN, the State's enterprise web content management system (CMS) to an in-house CMS is also being considered in FY16. This migration would use existing MSL hardware and software and will allow MSL IT Staff to have full control of the MSL

web infrastructure using .NET, CSS and Bootstrap and would also allow MSL Staff to administer our backend SQL Server databases for our websites.
(Update: December 2015) Staff completed the development of a new in-house CMS. The migration was much simpler than anticipated and, given the similarities to the DNN CMS, staff were easily able to adapt to the new editing environment. Rollout of a new MSL website that integrates recommendations from Edge Marking and Design is ahead of schedule. The current launch date is scheduled for December 7, 2015.

2.2 Application updates

In addition to program web content, MSL supports a number of web based applications to assist with data discovery and data access. The GIS Web Developer continues to update library web applications that reside on outdated technology. The goal for this year is to convert the remaining applications, including the Library Directory, developed in classic ASP to ASP.Net.

The planning phase for the Library Directory, will begin this fall. Updating the Library Directory will demand a high level of collaboration between IT and the Statewide Library Resources (SLR) program, with SLR taking the lead as the project owner and the GIS Web Developer doing the majority of the programming work. A rewrite of the current Cadastral application should be considered at the end of FY16 or beginning of FY17.

2.3 ArcGIS Server service migration

Also supporting the MSL data access efforts is the MSL ArcGIS Server environment. ArcGIS server is a software tool for creating web mapping services. Many different types of web mapping service can be created with ArcGIS Server. The most common are basic map services that are used to support MSL web applications. By the end of calendar year 2015, the GIS DBA will migrate remaining web services to the 10.3 environment. This will allow us to repurpose one physical server that supports older ArcGIS Server services. Decommissioning the old ArcIMS server technology is dependent only on remaining Montana Natural Heritage Program needs; a single feature service used by the Montana Department of Transportation. Once a decision to decommission ArcIMS is made, the final virtual ArcIMS server can be shut down.

2.4 IT Security Planning

With much of our data intended for public access, from a security perspective our primary concern is not limiting user access to our resources. Even so, it is important to properly secure our IT systems to ensure data that needs to be secured is, and to remain in compliance with State Information Technology Services Division (SITSD) standards so that we can continue to leverage the resources of the state network to provide patrons with the best available access to our collections.

In the last year SITSD has released an exhaustive set of Baseline Security Controls for state agencies to follow to ensure the security of the state network. MSL IT staff will review this document to identify which, if any controls we are not in compliance with. Once this review is complete, we will make recommendations to library management for correcting or improving the security of our IT environment.

In addition to recommendations that come out of the review of baseline security controls, IT staff has already identified a number of specific security related tasks for the coming year. With updates to program file server environment staff will continue to clean up the security groups that we use to control access to data on the file servers. Staff is also researching systems for managing administrative accounts in an organizational setting and plan to develop and implement a new administrative login policy in the coming months.

Goal Four—Consultation and Leadership

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

4.1 Broadband planning

Increased access to higher speed, more affordable broadband continues to be a critical need voiced by libraries, other community anchor institutions, the economic development community and other sectors of the State. The State Librarian will continue to build opportunities to bring libraries to the table to ensure that, as broadband planning develops at the state level, libraries benefit. This work includes participation on the Governor's Education Superhighway initiative work group and additional efforts that may form following the release of the recommendations of the Main Street Montana Interconnectivity and Telecommunications Key Industry Network anticipated this fall. The State Librarian will also be active at the national level as the Chair of the Schools, Health and Libraries Broadband Coalition Board of Directors and as a member of the American Library Association/Chief Officers of State Library Agencies

Library E-Rate Planning & Assessment Project advisory council. Through this project, the State Librarian will be able to advise on and evaluate the development of best practices for the implementation of various elements of the E-rate modernization order of 2014. Developed over two years, these best practices will likely result in financial benefits to Montana libraries in the form of increased use of E-rate.

4.2 Cooperative public education programs

The Communications and Marketing Coordinator will encourage local libraries to participate in cooperative public education programs. This work involves coordinating and motivating librarians and trustees, organizing and publicizing projects and events, and coordinating the statewide distribution of information and news releases related to library activities and issues. The Communications and Marketing Coordinator will maintain regular contact with information specialists at other public agencies, including local organizations that have related interests. She will arrange for meetings, exchanges of information and documents, and possible joint news releases, or other communications. She will provide or arrange for training for librarians and trustees in how to use the promotion material and campaign strategies in local communities and will answer questions from others regarding the materials and the campaign.

Goal Five—Collaboration

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

5.1 Ready 2 Read program development and enhancement

The Communications and Marketing Coordinator will continue to develop the Ready 2 Read program through outreach and development of collaborative relationships. This work includes continued marketing and outreach efforts to Governor Bullock's office and administration to help them understand how MSL can be of service to their programs and agencies. The Communications and Marketing Coordinator serves as a consultant to libraries with Ready 2 Read programs to assist them with troubleshooting, development of their library's programs, address issues, and more. She represents Montana libraries on Montana's Governor-appointed Best Beginnings Advisory Council (BBAC) to help other BBAC partners recognize and understand that libraries are an integral part of how the educational, emotional, and social developmental needs of young children are met in communities throughout Montana.

(Update: December 2015) The bi-annual Ready 2 Read Rendezvous was held at the Bozeman Public Library on October 9 – 11, 2015. A total of 44 librarians from around

the state participated, representing 31 different libraries. All librarians who attended represented public, school/community libraries, or tribal libraries.

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

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

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

Mind in the Making

In November, Groves attended a Mind in the Making training that was specifically designed to help museums and libraries think about how they can offer programming and information on the seven essential life skills that every child needs. This was a train-the-trainer event and now Groves is in the process of adapting this training for Montana libraries and museums. The seven skills include: 1) Focus and self-control; 2)

Perspective taking; 3) Communicating; 4) Making Connections; 5) Critical thinking; 6) Taking on challenges; and 7) Self-directed, engaged learning.

Ready 2 Read Montana Texting Program

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

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

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

Summer Reading Program

In 2015, the State Library conducted its' first-ever assessment of summer reading programs in the state. Findings indicate that summer reading is an important library service in communities statewide with 97% of survey respondents saying that they offer a summer reading program.

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

Approximately 91% of survey respondents use the Collaboartive Summer Library Program manual that is provided to them from the State Library (through LSTA funds). The number of participants in the respondents' summer reading programs ranged from 25 to thousands with the bulk of participants identified as children. Libraries identified staffing and funding as two of their biggest challenges for their summer reading programs and great participation from their communities as one of their big successes. Survey respondents also identified some ways for the State Library to assist them with their summer reading program, such as purchasing statewide advertising, and providing performers to travel from library to library.

Goal Six—Sustainable Success

6. MSL is efficient and effective (measured against partner and patron outcomes) and is engaged in fulfilling its mission.

6.1 Digital Library reorganization

The State Librarian will work closely with the Digital Library Administrator and the Central Services Manager to manage the reorganization of the Digital Library. Key to the success of the reorganization is a continued and deepening focus on our users as articulated in the project charter. New lead staff identified during the reorganization also need support and training as the develop their skills as new supervisors.

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

6.2 Library Development Study Task Force recommendations

The State Librarian and the Statewide Library Resources Administrator, in collaboration with task force Chair, Bill Cochran, will lead the Library Development Study Task Force through a process of information gathering to formulate recommendations to the State Library Commission that will focus library development services and resources on 21st century library outcomes. Final recommendations are due to the Commission in February 2016 in time to inform the FY'16 Library Services Technology Act award and the EPP process.

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

6.3 Biannual Executive Planning Process

The State Librarian, senior managers, the Communication and Marketing Coordinator, advisory committee members and the Commission will work together to create and present compelling arguments for ongoing and increased legislative support to be reflected in Executive Planning Process (EPP) priorities. These priorities will be presented to the Commission in April 2015.

6.4 Internal Control policy audit

To promote adequate systems of Internal Control the Central Services Manager will work with key staff and partner agencies to audit, monitor and update the current Internal Control Policy. This work ensures that the State Library is able to function effectively and transparently and that we achieve the highest levels of financial accountability.

6.5 Biannual financial audit

The Central Services manager will coordinate the Legislative Audit for FY 14 & FY 15. She will work with the Legislative auditors to gather data, answer questions and provide needed backup to demonstrate that MSL is an effective and efficiently run agency and good stewards of the State resources.

(Update: December 2015) Schmitz welcomed the Legislative Auditors to the State Library and work has begun on the Financial Audit for FY 14 & FY 15. Their initial visit allows the auditors to plan for their formal audit which will take place in January. Significant focus is being placed on the addition of the Montana Land Information Act funds to the State Library budget. This biennium represents the first time those funds are material to our budget as opposed to being contracted dollars so further scrutiny is warranted.

6.6 Systems and Hardware Updates

Data Center Virtualization

MSL has acquired the hardware needed to complete the process of virtualizing the MSL data center in the coming year. It has taken several years, but we are very close to completing this transition. Most of the remaining physical servers already have virtual server replacements up and running and we just need to migrate the remaining data or

services to the new servers. This is the case for AGS01, AGS02, and SQLINT (database and ArcGIS Server machines).

IT Back-up and Disaster Recovery

With the completion of the virtualization process, updates to our file server environment and our web applications nearing completion, this is a good time to evaluate our IT Back-up and Disaster Recovery systems. Our current backup and disaster recovery model is more of an ad-hoc approach that has been developed over time to address needs as they arose. A model that looks at overall agency needs and the resources available should provide more consistent and efficient support for the library. This project should be part of the larger review of the MSL storage environment.

Planning a move to the State Data Center

Another opportunity that IT staff is now in a position to pursue, now that our servers environment have been virtualized, is the migration of some (or all) of our servers to the State of Montana Data Center (SMDC) or other third party server hosting environment. We are currently at capacity in the MSL Data Center (MSLDC) for both network connections and backup power. Moving some of our servers to an alternative data center would free up both power supplies and network ports. Moving our public web resources - primarily MSL web sites, application servers, and FTP servers – out of the MSLDC will also reduce the amount of external traffic on the library network, freeing up those resources for internal needs. Finally, the SMDC has a level of monitoring and support that we are unable to provide at the MSLDC (it is unclear what other third party hosting options would be able to provide related to this). While this is important for all of our IT resources, it is especially important for the web resources that we want to make available to patrons on a 24x7 basis.

6.7 IT Asset Management

With input from IT and other library staff, the GIS Web Developer has finished an IT Asset Management System and will continue to add additional functionality as needed. The IT Asset Management System is available to all MSL staff through the library intranet site. It serves as an inventory and tracking tool for hardware, software, applications, web services, and possibly raw data as well as published data products. An On Call dashboard will developed this year that will streamline On Call Alerts and Processes for IT Staff on call.

6.8 IT Policies

In an effort to improve communication between IT staff and library programs staff will review and document several agency IT policies in the coming year. One of these policies will be the agency on-call policy which was developed to ensure that MSL IT systems are monitored over the weekends. While the existing policy has been effective for several years, it was developed prior to the creation of the MSL IT program. With the reorganization that has occurred in the library over the last couple of years and updates to our IT systems, it is important that the on-call policy be reviewed and updated so that it continues to meet the library's needs.

6.9 Digital Library branding and marketing

With input from the Digital Library Division, the Communications and Marketing Coordinator will prioritize key programs and services for development of marketing plan and corresponding marketing materials that will help re-brand Library Information Services and the Geographic Information Program as part of the overall Digital Library reorganization. The Communications and Marketing Coordinator will design and produce or manage the design and production of program informational and educational materials such as brochures, newsletters, magazine and newspaper articles, radio spots, on-line information services (e.g., Internet web page) and videos to provide pertinent, current and technically accurate information to the public about MSL's digital library services.

6.10 MSL-wide strategic planning

Outcomes from the Digital Library reorganization and the recommendations from the Library Development Task Force will be used to initiate a strategic planning process that will be led the Commission and supported by the State Librarian and staff. The strategic planning process will commence during the spring of 2016.

FY 2016 Digital Library Work Plan
October 2016

Prepared for the *October 13, 2015* Commission meeting
by Evan Hammer, Digital Library Administrator

Goal One—Content

1. MSL acquires and manages relevant quality content that meets the needs of Montana Library users.

The information management team will be working on several projects that will add to or otherwise enhance the existing MSL Collection.

1.1. Land Information staff have already begun a project to gather information needed to develop a revised version of the state boundary in Northeast Montana and correct townships currently impacted by the misrepresentation of this boundary. The final product of this process with be an update CadNSDI dataset that includes these corrected features and that is scheduled for delivery in early 2016.

(UPDATE: December 2015) In late September four GIS analysts visited three counties in Northeast Montana (Daniels, Sheridan, Roosevelt) to gather corner recordation survey documents. As a result of this trips and a July visit to Wibaux and Richland County, we are in the process of creating over 1,400 new ground control points that will be used to adjust approximately 200 townships in NE Montana.

1.2. The USDA Aerial Photography Field Office (APFO) is in the process of collecting 1m statewide imagery for Montana through the 2015 National Aerial Imagery Program (NAIP). MSL will work with the APFO to acquire a copy of this dataset, likely in late 2015. Digital library staff will develop a plan for adding this data to the MSL collection, identify what information products need to be developed to make this data accessible to users, and develop a communication plan to ensure stakeholders know that this dataset is available and how to access it. This will be the fifth year of statewide NAIP imagery data in the MSL collection which currently includes imagery from 2005, 2009, 2011, and 2013.

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

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

1.3. Water information staff are working on multiple projects to improve the quality of the data in the Montana Hydrography Dataset. The Department of Natural Resources and Conservation is working with the Water Information System to improve workflows for revising the Hydrography Dataset as well as to enhance it by integrating features in from the Water Rights database. Work is also underway through a grant from the USGS to develop bulk data loading procedures that will allow more efficient integration of data from existing sources such as the water rights database and the wetlands and riparian dataset managed by the Montana Natural Heritage Program. Both of these projects will run through the end of FY16.
(UPDATE: December 2015) The USGS grant and DNRC contract are both in place. Preliminary work on the USGS grant started in July and we are currently ordering equipment – a desktop machine for hydro editing and processing tasks and a hard drive for data transfer – have been ordered and we expect delivery in the coming weeks. While not directly tied to these two projects, we have also received funding from the Army Corps of Engineers to continue work on the Yellowstone River Corridor Clearinghouse that has been developed with support from the Yellowstone River Conservation District Council for many years. The Yellowstone Clearinghouse is another potential data source for the Montana Hydrography Dataset if we can develop a manageable workflow for performing bulk data uploads through work with the USGS and DNRC.

1.4. MSL continues to partner with the NRCS to develop mutually beneficial data products. In the coming year the NRCS will be seeking additional support with the stewardship of the Watershed Boundary Dataset. The NRCS is also interested in expanding on the monthly water supply products that the library has assisted with the development of for more than 20 year. The current collection of water supply maps including monthly Surface Water Supply Index maps dating back to 1992 is available at: http://mslapps.mt.gov/Geographic_Information/Maps/watersupply/Default.aspx
There are also a number of collection development projects that will be collaborative efforts between the user services and information management teams.
(UPDATE: December 2015) We have secured an extension to our current NRCS partnership agreement that provides an additional $40,000 to perform GIS support tasks for the Montana NRCS through the end of September 2016. In a recent planning

meeting with our NRCS liaison we began developing a work plan for the coming year which will include ongoing Ecological Site Development work, updated to the SSURGO Soils dataset, collaboration on Watershed Boundary Dataset updates and the continuation of our long term water supply mapping partnership. With the posting of the October 2015 water supply maps MSL and the NRCS have completed 23 years of Surface Water Supply Index (SWSI) maps. Originally created for the months of February through August, since 2002 these maps have been created each year for the months of January through October.

1.5. State publications will work with user services to identify opportunities to make existing tools and resources more usable for patrons. An example from last year was the development of a web interface to submit a request for web sites to be archived. This received positive response from users and also improves our ability to capture and archive sites at critical moments that may otherwise be missed.

1.6. User services has identified a need to develop a process for the regular evaluation of electronic resources. This should include creating electronic resources workflow documents that focus on ERMs (electronic resources management) particularly on the life cycle/renewal of an e-resource and the purchasing decision (acquisition) of a new e-resource

1.7. There are efforts underway to work with the Helena USGS office to consolidate and streamline their internal library through collaboration with the water information staff and engagement with our user services group. Possible outcomes may include the identification of materials to supplement the MSL collection and the development of a partnership with a key group of potential Water Information stakeholders.

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

1.8. The Montana Department of Health and Human Services has approached MSL staff about opportunities to collaborate to make a number of their GIS data products more publicly accessible via the MSL Map Gallery (AGOL).

Finally, with the transition to a new organizational structure there is a need to develop workflows and processes for regular review of the MSL collection development policy and a process for evaluating new projects and the proposed products of those projects against the existing collection development policy. A successful outcome would be the development of guidelines for regular evaluation of the collection development policy as well as some process for evaluating ongoing efforts to follow that policy.

Goal Two—Access

2. MSL provides libraries, agencies, and its partners and patrons with convenient, high quality, and cost-effective access to library content and services.

2.1. With the recent changes in the Digital Library there is a need to work with the MSL Marketing Coordinator to develop a plan for communicating these changes with our partners and patrons. Part of this effort will be exploring existing branding that we may or may not want to continue to promote as well as developing a strategy for the structure and organization of Digital Library web pages. Specifically identified needs include the development of a plan for promoting the recently updated Digital Atlas as well as a need to evaluate potential enhancements to research.msl.mt.gov.

2.2. Cross training for the new user services group is needed to ensure they are prepared to handle requests for information from across the different library program areas. A plan for cross training staff and the development of a coverage calendar will allow for the different support phone numbers and email addressed to be redirected to the users services group. There is also a need for broader cross training across the Digital Library to help staff be more comfortable and work more efficiently together. **(UPDATE: December 2015)** User services staff have begun a series of bi-weekly cross training sessions scheduled to run into the beginning of 2016. To date these have been primarily focused on providing the Library professionals with some basic GIS background and providing familiarity with the existing GIS data discovery tools.

2.3. The information products team will identify or develop a new reference request management/tracking tool to replace the existing request tracker. From a management perspective it is critical that all digital library reference requests are tracked through a common system to allow for a better understanding of patron needs and to ensure we are making the most of our limited resources.

2.4. There is a library-wide need for more consistent collection of resource use information and tools that simplify the reporting of that information to encourage and feed a process of continuous improvement of the services we make available.

2.5. In an effort to make more of the existing collection accessible the state publications lead will be hiring a temporary cataloger to catalog the remaining historic print state publications needing MARC records. This will also provide an opportunity for evaluating the feasibility of relying on temporary staff to perform future cataloging needs.

2.6. Work with OCLC to edit the tags of 22,000+ catalog records for print resources in order to derive 22,000+ new bibliographic catalog records for electronic content. Completion of this project will allow MSL. There is also a need to create, document, and implement procedures for providing non-MSC libraries with MARC files for digitized state publications.

2.7. The Montana Cadastral Application was developed by and is currently hosted at SITSD but there is a growing list of enhancement requests from our users. Efficient, ongoing support of this tool will likely require it to be re-written in the near future. Digital Library staff will plan a scoping process for a new Cadastral application and work with IT staff to get the development of a new application on the calendar for 2016.
2.8. MSL is in the process of moving web map services off SITSD hosted services and on to ESRI cloud hosted hardware. This transition will be complete by November 2, 2015. Information products staff are actively working to identify updates that need to occur to ensure tools and applications do not break as a result of this change and a change management plan has been developed to make this transition as smooth as possible for our partners and patrons that use the MSDI web map services.
(UPDATE: December 2015) Hosted managed services went into production in October and the old services at SITSD were taken offline on November 2. An exhaustive effort was made during the month of October to notify the various user communities of the planned changes and this seems to have been effective since we have had very few calls specific to the service changes. This changeover did result in a number of unanticipated issues with the cadastral application that GIS and IT staff have been working hard to resolve through the month of November. At this point we believe that we finally have a solid stable application in place pointing to the new managed services and we are primarily dealing with educating users in how to refresh their browsers to ensure cached data is not impacting their user experience.

2.9. MSL provides access to tiled aerial imagery and topographic map data via the Montana Geographic Information Clearinghouse website. Currently users discover and download image data by clicking on a series of image maps. DNRC has developed ArcGIS Online applications that make it easier to discover what data are available for a given area and download it (for example, all NAIP years are in one application). Their applications are currently pointing users at MSL data. We should make users aware of these tools and evaluate them to see if there are opportunities to improve the tools we make available.
2.10. MSL would like to pilot a project to develop a Corner Recordation Application to provide better access to corner recordation surveys. This could be a simple ArcGIS Online application (similar to Ravalli County's) and use corner recordation documents obtained during the NE Montana adjustment project. Before the end of FY16 the information product team will initiate a scoping project to identify the needs of and opportunities offered by such a tool and what resources would be needed for its development.
2.11. There has been an enormous amount of climate data generated by the MSDI Climate theme steward. While accessible through web pages, this data isn't available

through the bundler yet. We will work with the stewards to identify the best way to get this data into the bundler.

Goal Three—Training

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

3.1. Efforts to lead the development of ArcGIS Online training for state agencies started in FY15 and we need to continue to push for this training to happen in FY16.

3.2. The Users Services team will continue to develop content for State of Montana new employee orientation but this effort will be broadened to include content from across the digital library.

3.3. User Services will lead the development of outreach priorities, an outreach calendar, and a process for adding or removing items from the outreach calendar through an annual review process that includes the MSL Marketing Specialist.

Goal Four—Consultation and Leadership

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

4.1. With an increasing recognition of the importance of GIS data in the development and implementation of Next Generation 9-1-1 we have been pushing for MSL to be included on the state 9-1-1 advisory council. We will continue to push for that to happen and if we are successful Digital Library staff will be available to support the State Librarian in that role. Outside of the 9-1-1 Advisory Council, MSL has been raising awareness of NG9-1-1 in the GIS community and reaching out to the 9-1-1 community in Montana by distributing information on GIS and NG9-1-1 to PSAP managers. MSL has also been working with some local governments to begin the process of planning for NG 9-1-1.

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

4.2. User services needs to provide the Land Information Advisory Council with a recommendation for how to proceed with the MSDI Elevation Theme. Elevation has been without a steward for many years and with the recent loss of our long term USGS

contact there seems to be little ongoing interest from the USGS is continuing to support that theme.

4.3. With SITSD retracting from involvement in GIS, User Services and Information Products staff will need to develop a model for supporting agencies needing ELA and ArcGIS Online support. The State Librarian and the Digital Library Administrator will begin discussing a 2017 ELA renewal with ESRI in the coming months.

Goal Five—Collaboration

5. MSL promotes partnerships and encourages collaboration among its users

5.1. As the user services team works on the next MSDI Work Plan consideration should be given to how the MSDI work plan integrate with Land Plan and MSDL Work Plan.

5.2. As we transition to ESRI managed services as a replacement for SITSD hosting of web map services there is a need to work with existing and prospective state agency users to develop ESRI Managed Services Partnership that identifies how available service "slots" will be allocated and also addresses any future enhancements to the platform will be paid for.

(UPDATE: December 2015) We have had a managed services kick off meeting with other partner agencies. This meeting was led by information products staff and focused on getting other agency administrators information about how to update their hosted managed services. We also used this meeting to identify agency needs for the remaining service slots available through the managed services contract. Knowing that there are several available slots, we have been able to significantly expand our service offerings including the addition of both State Plane and Web Mercator versions of most of our MSDI Framework Services. Information Products staff are currently working on setting up a number of additional support services including USGS Topo Maps, Elevation and Hillshade, 1990s Digital Orthophoto Quarter Quadrangles, and possibly a Montana Highway Map service similar to what we have made available through the Montana Place Names application.

5.3. The NRIS Advisory committee needs to be re-formed (many members are currently vacant) and a meeting will be scheduled before the end of 2015. Agenda items for that meeting will include an update on the MSDL organization changes, discussion of the ongoing role of the NRIS Advisory Committee, and updates to the Data Partner MOUs.

5.4. The State Water Plan identified a number of recommendations specific to making water information available through the MSL Water Information System. We need to

engage DNRC to identify how we can help ensure these recommendations are implemented effectively.

Goal Six—Sustainable Success

6. MSL is efficient and effective (measured against partner and patron outcomes) and is engaged in fulfilling its mission.

6.1. Digital Library staff will use the information gathered through the Patron Survey to develop an action plan for improving the services we make available through the Digital Library.

6.2. Through our User Services team we need to continue to expand the use of social media to engage patrons. In the coming year we need to expand this effort across the digital library.

6.3. The Digital Library Administrator will continue to work with the leads to identify and work through issues that come up during the transition to the new organization structure.

(UPDATE: December 2015) Since early October we have been able to schedule at least one meeting of each of the full working groups and we have also had multiple leads meetings. Weekly "stand-up" meetings with the Information Products team and the Information Management leads are now on the calendar and something similar for user services will be scheduled soon.

6.4. The User Services team needs to begin planning for the retirement of the State GIS Coordinator with the understanding that this position will likely be open for several months before it is filled

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

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

6.6. We need a process for identifying, documenting, and evaluating emerging opportunities to improve out collection, access tools, trainings, and other outreach and engagement. The need here is to ensure we are making active decisions about what we provide and how we provide it rather than simply acting on what we can in the

moment without considering broader needs and goals. If done properly, this should improve the process for developing this work plan in the future.

6.7. We need a process for the ongoing evaluation of our access tools to ensure that they continue to serve the needs of our users. The need here is to avoid situations like we had with the Digital Atlas and Topofinder where we were forced to act quickly and in a manner that was disruptive to our users because these tools had not been updated in the past to keep up with current technology.

Statewide Library Resources- Library Development Report
September, October and November 2015

Prepared for the December 9, 2015 Commission meeting
by Sarah McHugh, Director of Statewide Library Resources

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

Goal One—Content

MSL acquires and manages relevant quality content that meets the needs of Montana library users.

1.1. Enhance Montana State Library's statewide e-content subscription and purchase programs.

1.2. Work collaboratively toward developing, managing, presenting, and preserving Montana-relevant digital content.

SLR Work Objectives:

- Working with the MontanaLibrary2Go Executive Committee, develop a request for information in FY16 to gather information about other consortium models available through different e-content vendors. This will provide the consortium with more information to help assess value of existing contract and make informed decision for contract renewals going forward. *(Orban)*
  (Update: December 2015) With input from the MontanaLibrary2Go Executive Committee, Orban prepared a request for information, issued in October. The Executive Committee met November 13 to discuss the results of the RFI. Seven vendors responded. The Executive Committee will review the responses from Baker &Taylor and Recorded Books to compare their consortium models to the existing contract with OverDrive. Orban will review responses that were submitted specifically for school and academic audiences and will share summary information through appropriate channels.

- Working with the MontanaLibrary2Go Executive Committee, review the current use of member library funds in the MontanaLibrary2Go annual budget and develop at least one different budget scenario that may address the need to cover both content and the annual hosting fee, where amount of available LSTA or patron counts may be variable. The desired outcome is a sustainable and affordable budget model to implement in FY17. *(Orban)*

- Run a test period with the live MontanaLibrary2Go Local pilot in which usage statistics and participant feedback is collected. Prepare a summary report detailing the pilot's objectives, work accomplished, how and why desired outcomes were or were not met, and recommendations for moving forward. Outputs and qualitative feedback from pilot participants will be collected and a report generated detailing knowledge and experience gained from the pilot which may be useful internally as well as to other libraries or library groups considering e-content management options. *(Orban)* **(Update: December 2015)** The MontanaLibrary2Go Local pilot is live at http://books.msl.mt.gov and MSL staff has collected two months' worth of statistics to date. Circulation numbers average to 40 per month. The pilot is open to any MontanaLibrary2Go libraries that have SIP authentication capability. This includes all Montana Shared Catalog libraries that subscribe to MontanaLibrary2Go. Staff feedback has indicated that the site functions well. Orban is collecting more information from participating libraries about their selection policies and priorities for local content so that we can create a more meaningful and efficient way of developing this collection.

- Develop and articulate a method and schedule for collecting and evaluating statistics on content and access provided through LSTA funded projects in order to better understand effectiveness and use of identified statewide projects, and to streamline reporting tasks throughout the year. SLR staff will receive training on how to evaluate statistics. The expected outcome is that SLR staff managing identified statewide projects have access to sets of statewide statistics that represent standard periods of time, and that can be divided into smaller groups (library type, size, geographic region) as necessary. SLR staff will gain knowledge about statistics evaluation that will make data collection a more useful tool for improving services and training and outreach strategies, and for communicating the value of SLR content and services to stakeholders. *(Lead: McHugh)*

- Following reorganization of SLR and Learning Portal websites, develop a plan with Learning Portal and SLR Portal groups to study Google Analytics reports and carry out usability testing to better understand areas that may continue to need improvement. *(Lead: McHugh)*

- Present community engagement training and support at Fall Workshops, MLA retreats, MLA conference session and other meetings as appropriate, in order to develop an inventory of strategic partnerships and practices that can be shared with libraries statewide. Partnership areas include digital collections, digital inclusion, health information/insurance literacy, agriculture, and support for education. *(McMullen)* **Update: December 2015)** McMullen coordinated a panel presentation at Fall Workshops on community partnerships and development programs from Montana Legal Services Association, One Montana, Harwood Institute, and Humanities Montana. These partners and programs offer Montana libraries the opportunity to host conversations on community enrichment, empowerment, problem solving, and progress. Many attendees expressed intent to offer the programs in their libraries in 2016.

- Identify 8-10 communities on the Hi-line in Montana that have rich collections of unique materials related to Montana's economic, social, cultural or political history or materials that document a more current transition, such as the Bakken project. Encourage these communities, in partnership with their local library, to add these collections to the Montana Memory Project. *(Birnel)*

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

- Collaborate with staff of the Montana Historical Society and the Montana Office of Public Instruction to create classroom lesson plans for the Montana Memory Project so that teachers can easily incorporate this resource into their yearly teaching activities. *(Birnel)*
  (Update: December 2015) As new social media themes are developed the contact for these theme posts are being added to the Educational Resources section of the MMP as PowerPoints that can be downloaded and used by classroom teachers. Some examples are included here:

  World War II

  Transportation

  Firefighters

  Horses and Horse Power

  Logging Mills and Camps

  Miners, mines, and mining camps

  Boom and Bust: The Industries that Settled Montana

- Explore in collaboration with UM, MSU, and The Montana Historical Society Research Center the possibility of becoming a direct service hub to the Digital Public Library of America. As a service hub we would send Montana Memory Project items to the DPLA and aggregate and harvest other Montana digital repositories to share with the DPLA. *(Birnel)*
  (Update: December 2015) Birnel and McHugh met with the other partners to discuss the options available and what needed to be explored. UM, MSU and the Historical Society Research Center have offered staff expertise and time to assist MSL in this investigation.

- Continue to seek a solution for individuals to share Montana related content through the Montana Memory Project, acting as a portal of discovery. *(Birnel)*

- Continue working on launch of new EBSCOhost e-book collection. The outdated MSC "NetLibrary" collection was inherited by EBSCOhost when it was purchased from OCLC. The collection is out of date and needs to be refreshed with updated content and returned to the MSC database for discovery. *(Adams, Price)*

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

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

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

Goal Two—Access

MSL provides libraries, agencies, and its partners and patrons with convenient, high quality, and cost-effective access to library content and services.

2.1. Improve the user interface of MSL's Web sites and improve and expand online service to meet changing user needs.

2.3. Improve Montanans' access to library materials (including discovery, request, and delivery), providing more materials to choose from, and making access increasingly efficient.

2.5. Assist Montana libraries with 'fulfillment', that is, getting the right library content into patrons' hands quickly, efficiently, and at prices that libraries can afford, regardless of whether the item is owned by the patron's local library.

2.6. Publicize Montana State Library's services and resources.

2.7. Support Montanans' continued free access to the Internet provided through local public libraries.

2.8. Actively investigate and implement, as appropriate, web-scale solutions including web-scale integrated discovery systems, cloud computing, centralized indexing and harvesting of content, to make the resources of Montana libraries discoverable in a single search.

SLR Work Objectives:

- Work with the Courier Advisory Board to review the current cost sharing structure, with the desired outcome of making the courier an affordable option for lower volume libraries. *(Orban)*

- Look for opportunities to extend courier service between Havre and Browning and develop a plan for sustaining service beyond this contract period which runs through December 2016. *(Orban)*

  (Update: December 2015) Orban met with the Courier Advisory Board on October 22 to develop a strategy for planning for affordable and inclusive service in the second year of the contract and beyond. Currently, the group has $5,428 in FY15 LSTA to sustain the $2 per stop discount for current participating libraries. To complement the findings of the MSC Executive Board survey, Orban has distributed via listserv questions pertaining to physical delivery and courier service addressed to both potential and current participating libraries in order to learn more about partnerships,

affordability, and other service issues in advance of planning for 2016-17. Responses will be reviewed in December, and in January the Board will study different fee structure options that emerge as a result of those responses.

- Review authentication processes and authentication testing for statewide projects. Using authentication statistics and gathering feedback from library staff, determine which methods are working for libraries actively using statewide services. An expected outcome is that MSL staff gain a better understanding of how authentication is enabling or deterring library staff and patrons from using services, how any problems could be resolved and gains an understanding of current authentication options. *(Orban and Price)*
  (Update: December 2015) Orban and Price worked together to create statistical reports from EZproxy logs sent monthly from OCLC. The reports cover authentication success rates and resources accessed, as well as indicate why users may not be successful in logging in. For 2015, as of October, EZproxy had been accessed 2,282 times. Missoula represents approximately half of this usage, at 1,131 logins, followed by Helena at 265 and Butte at 121. The failure rate averages to 23% and can mainly be attributed to incorrect entry of library card numbers. EBSCOhost, Taylor & Francis, and Reference USA are the most frequently accessed resources.
  (Update: December 2015) Orban requested input from other state library agencies to learn more about their preferred authentication methods and their experiences working with vendors for statewide implementation. The four states that have responded (South Carolina, Massachusetts, Michigan, and Wisconsin) use geolocation and work with vendors on an individual basis to distinguish usage statistics by location. Based on these responses, geolocation is a top priority for further study and trial, if possible, in early 2016.

- Contribute to the redesign of the My Montana Library website, with a focus on three major areas: Statewide Projects and Services, Community Partnerships, Montana Culture. This project is undertaken in order to improve the existing site by making it more responsive to direct library end user expectations. *(Orban, McMullen, Groves)*

- Create a "Montana Public Library Websites" cohesive effort so that all public libraries will have vibrant websites that provide excellent virtual services to their communities, including local access to statewide resources. *(McMullen, Henley, Reymer)*

- Create a promotional campaign about the MSL consulting program, which may include an improved web presence, brochures and/or newsletters. Library directors and trustees will become better informed about consulting services available to them because of this campaign. *(McMullen, Henley, Reymer, Groves)*
  (Update: December 2015) A promotional brochure highlighting the consulting program was created and distributed at the MACo Conference in September. The brochure focuses on the areas of consulting services MSL makes available to public libraries and introduces the three Statewide Consulting Librarians and their consulting territories. Additional work on this initial brochure is expected this winter.

- Launch an RFP process to seek options for new MMP software. The RFI done in FY 2015 revealed there are several new vendors offering services that compete with our current solution, CONTENTdm. This RFP will determine if there is a better alternative for usability and costs. *(Birnel)*

(Update: December 2015) The RFP has been put on hold until the recommendations from the MSL Library Development Study Task Force have been made to the Commission and action taken.

- Work to improve Search Engine Optimization (SEO) of the Montana Memory Project. Create a Wikipedia entry for the MMP, so that it is recognized as a trusted source. Measure success through the use of Google Analytics. *(Birnel)*
  (Update: December 2015) Birnel has consulted with colleagues at MSU and has learned more about improving search engine results. Several searching issues have been resolved and now mtmemory.org and montanamemory.org are consistently showing as the top two search results in Google and Yahoo. The work to improve the results list in various search engines will continue.

- Continue to coordinate development of both DiscoverIt and the new Enterprise end user front end to the MSC catalog in an effort to reach library users in either environment, meeting the user wherever they may be searching *(Orban, Adams)*
  (Update: December 2015) The direct link between Enterprise and the statewide EBSCO Ebsco Discovery System (EDS) has been established and is being added to the individual Enterprise library profiles. The link provides seamless searching between the two interfaces.
  (Update: December 2015) With the upgrade to Enterprise version 4.5, Enterprise and DiscoverIt search results can now be interfiled on the same search results screen. The results include the "Research Starter" from EBSCO Enterprise Discovery Services as the first section of the display along with separate facet columns for both services.

- Participate in evaluation and testing of the MSC's cloud-based library management system as it is rolled out by the vendor. Along with providing support to members as they learn about the new products, our participation will help ensure vendor development of cloud based cataloging, circulation and acquisition interfaces includes functionality required for consortia. *(Adams, Marchwick, Hazen, Goodwin, Price)*
  (Update: December 2015) "BLUEcloud" web services were installed on the MSC production server, which enables MSC staff to begin testing, evaluating and using the cloud based products now being developed by SirsiDynix.
  (Update: December 2015) BLUEcloud Analytics is now 90% functional with catalog, item, user, and historical usage statistics. Special accounts have been created for selected MSC member libraries so that they can begin becoming familiar with the product and assist the MSC staff with training which will begin in spring 2016.
  (Update: December 2015) BLUEcloud Cataloging has been implemented for testing on the MSC test server. It is not ready for consortial use yet but new functionality is added with each web services upgrade from SirsiDynix.
  (Update: December 2015) MSC staff has signed up to participate in the pilot evaluation of the Circulation and Visibility (linked data) products currently in development. "Visibility (linked data)" broadens the results of Shared Catalog searches so that they are included in major search engines.

- Complete MSC Enterprise online catalog implementation for all MSC libraries and discontinue use of the older iBistro/eLibrary interface. Ending local support for eLibrary will reduce staff workload. *(Adams, Price)*
  (Update: December 2015) Enterprise profiles have been completed for all MSC member libraries and are in use, live, by 75% of the members. All member libraries'

profiles will be in production by Dec 31st, after which, access to eLibrary will be discontinued.

- Increase use by MSC member library staff of mobile devices and services available for interface with the MSC library management system enabling them to keep current with technology as it trends toward a more mobile user environment *(Adams, Marchwick, Hazen, Goodwin, Price)*
  (Update: December 2015) Increased training opportunities along with improved functionality has led to much wider acceptance and interest in MobileCirc with many libraries now using it as their primary tool for completing inventory.
  (Update: December 2015) A major marketing push for the Shoutbomb SMS texting service took place in May and June and has more than doubled the number of libraries and patrons using the service. Nearly 10,000 text messages for are now being sent monthly.

- Investigate the potential of a centralized RFI process for at least some pieces of the E-rate program in order to better support those libraries wishing to take advantage of new discount opportunities in the program. *(Reymer)*
  (Update: December 2015) Reymer has collected sample RFIs and RFPs from colleagues in other states which provide examples of the ways in which other state libraries are providing a more centralized approach to certain pieces of the E-rate process. This will assist us in considering this option for Montana libraries and how this approach might be developed within the Montana E-rate scene.

- Investigate the possibility of regional, consortial contracts for more uniform broadband services and pricing within E-rate program and without, in order to determine if an effort like this is feasible and would produce benefits to participating libraries. *(Reymer)*
  (Update: December 2015) Reymer learned about the Georgia Public Library Systems regional, consortial approach to contracts and received helpful advice on negotiating with vendors.

- Stay involved with and attuned to national and state initiatives related to broadband development during this time of significant national and state discussions related to broadband needs, in order to ensure that Montana libraries stay informed and have a voice. *(Reymer)*
  (Update: December 2015) Reymer attended meetings of the Internet 2 group and the Montana Telephone Association conference to learn more about alternatives and opportunities available within the state. Reymer also participated in the Silicon Flatirons meeting with the FCC to represent libraries' concerns about fiber build outs and E-rate modernization. Reymer also attended ALA E-rate Task Force meetings at the 2015 ALA Annual Conference and USAC E-rate Training in Portland. Changes in the program were a focal point.
- Contribute to the planning for and implementation of the rewrite of the Montana Library Directory with a focus on current and future uses of this statewide library tool. *(Leads: McHugh, Price)*
  (Update: December 2015) An initial informational meeting was held in November during which the rewrite team comprised of McHugh, Price, Orban, McMullen, Flick and Colleen Hamer learned about the overall process. This team is now compiling a master spreadsheet of "user stories", based on the Agile project planning process, to share with the MSL IT staff that will be involved in the Directory rewrite. These user stories

communicate what functions SLR-LD staff, Montana librarians and trustees and the general public would like to see in a new Directory. The list is due to the IT staff in December, with the technical work scheduled to begin in January.

Goal Three – Training

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

3.1. Enhance Montana State Library's statewide training opportunities including all formats with client-learning as the Library's goal.

3.2. Provide users with trainings and assistance related to statewide offerings and resources.

3.3. Develop and present appropriate library leadership training for Library Directors and Trustees.

3.4. Provide regular training opportunities for MSL programs and services.

3.5 Train and assist users to contribute content to MSL's collections.

3.6 Provide a central repository of training materials in various formats that support and make successful ongoing statewide projects and MSL resources and services.

SLR Work Objectives:

- In response to the increasing turnover in public libraries as directors enter retirement, focus on training needs of new public library directors to provide essential information and skills. Develop a comprehensive training curriculum for new public library directors that utilizes the COSLA New Directors 101 series and supplements that with Montana-specific self-paced online tutorials. *(Lead: Flick)*
  (Update: December 2015) MSL contracted with Sage Solutions, Non-profit Consulting to conduct three onsite 3-hour trainings on preparing for succession. Sage trainers, Terry Profota and Teresa Geremia-Chart conducted trainings at the following federation meetings: Broad Valleys, South Central, and Golden Plains. A session at Tamarack was later added to the contract and costs for that training were shared with the Tamarack Federation. Sage provided a *Succession Toolkit,* which was published in a spiral bound book and provided as a handout and workbook for the first three sessions. Attendance was nearly double in total to similar sessions that MSL has offered in the past, owing at least in part to the coupling of the training to the federation meeting. Feedback has been very positive; leading the LD staff to request a proposal for another round of trainings and a webinar series for Winter-Spring 2016.
  (Update: December 2015) The COSLA New Directors 101 series is being published on WebJunction. MSL's CE Coordinator served on the committee that created the 4-part video series and accompanying learner's guide/workbook.
  (Update: December 2015) An outline for essential training and information for new public library directors has been drafted by the CE Coordinator and a series of self-paced tutorials will be developed using Adobe Articulate Storyline over the winter. These tutorials will focus on essential, Montana-specific information that every new

public library director needs to know. A page on the Learning Portal will be devoted to New Directors with the "essential" curriculum to include links to the COSLA series, the self-paced tutorials, and "suggested" curriculum to explore related training.

- Using Camtasia, develop one tutorial each month for Statewide Projects to meet needs unique to Montana libraries and not available through vendors. This would result in higher statistical use and higher level of interest in statewide projects, as indicated by statistical reports and by number of monthly inquiries. Less time spent answering repetitive questions about a process that could be demonstrated through a recorded tutorial, indicated by online visits to tutorial. *(Leads: Orban, Flick, Goodwin)*
  (Update: December 2015) The CE Coordinator created an online tutorial on the Hunter-Planner Map in collaboration with the GIS manager for FWP.
  (Update: December 2015) Orban has created two short tutorials for MontanaLibrary2Go using Camtasia and posted them to the MontanaLibrary2Go Learning Portal page.
  (Update: December 2015) MSL holds five Camtassia licenses and one Adobe Articulate Storyline license, but it takes time to learn to use the software and the staff has been struggling to find the time. The MSC trainer has been the most productive on this effort. Going forward, training staff plan to meet online in December to focus on Camtassia collaborative training with all staff committed to making an attempt before the meeting, so they can identify their hurdles and use peer support to overcome them.

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

  Goals for this year related to increasing use and understanding of the databases by schools include understanding more about schools' and school libraries' needs and what kind of content they need from us in order to develop meaningful services and outreach; removing barriers to easy authentication and access; and building up a centralized web presence for database information, intended for library staff, on the MSL Learning Portal. Resources will include tutorials and training resources and downloadable promotional materials for the databases most used by or most useful to school libraries. Highlighting resources especially for teachers and teacher librarians;

and promoting knowledge sharing by collecting materials from school libraries that demonstrate the use of EBSCO databases to share with other libraries are also in the planning stages.

- Transition responsibility of makerspace pilot trunks to federations. Federations' responsibilities will be to facilitate movement of the trunk within the federations. The Statewide Projects Librarian will continue to provide a basic orientation to new hosting libraries and to collect signed paperwork and statistics from hosting libraries. Keeping the makerspace kit within the federations allows MSL staff to focus less on the time-consuming matter of statewide logistics for six trunks and more on targeted training that will benefit libraries hosting the trunks. *(Orban)*
  (Update: December 2015) Beginning in October, the six makerspace trunks have been assigned to federations in order to reduce time spent planning around logistical challenges, while Orban will continue to provide online training and orientation for makerspace hosting sites and collect statistics and evaluations for the project. Online orientation was provided for Boulder Community Library and St. Matthews School Library in October.
  (Update: December 2015) Orban worked with library consultant Sue Walker at the Idaho Commission for Libraries to gather and organize survey information from small and rural libraries in both states in order to create a best practices guide for smaller libraries that are interested in starting a makerspace. This work culminated in a presentation at the Association for Rural and Small Libraries conference in Little Rock, Arkansas, in October.

- Present at least 3 strategic planning trainings to public library directors and boards, to include succession planning where needed. This is in response to the continuing training requests for strategic and succession planning, as directors and boards change. Make better use of resources created by COSLA and other regional and national organizations by organizing links in the learning portal and developing a flyer to inform library boards of material and training available. *(McMullen, Henley, Reymer, Flick)*
  (Update: December 2015) COSLA trustee training materials developed this year include a checklist for hiring a new director with links to resources and the development of templates for hiring: outlining goals for the hiring process, sample job descriptions, sample job ads, interview questions, tips on checking references, how to introduce the new director to the community. Flick served as the COSLA working group leader for this project.

- Present at least 3 board development trainings to public library directors and boards, focusing especially on those libraries that have new directors or boards. *(McMullen, Henley, Reymer, Flick)*
  (Update: December 2015) McMullen facilitated a library board conversation at North Lake County Public Library on planning, future projects, and resources available from the State Library. The conversation gave attendees a chance to listen to one another, identify themes for moving forward and answer specific questions together.
  (Update: December 2015) Henley conducted a joint board orientation for Fallon County and Ekalaka library boards. In addition to normal board topics, the issue of hiring and retaining a library director in Ekalaka was discussed, as this is an ongoing issue for this library.

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

- Produce short, on-demand webinar trainings about creating high impact reports and presentations to tell the library story using data from the Public Library Statistics. *(McMullen, with other MSL staff)*

- Continue to develop an MSC plan to address staff turnovers in MSC libraries, particularly schools to ensure that new staff receive information and training from MSC staff in a timely manner. *(Adams, Goodwin)*

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

- Recruit trainers from the MSC membership to assist with the MSC training program in order to increase regional on-site training opportunities and share knowledge among MSC library staff members *(Adams, Goodwin).*
  (Update: December 2015) Library staff has been selected to begin using the new statistics platform, BLUEcloud Analytics, and help MSC staff with the significant training curve necessary to effectively use the product.
  (Update: December 2015) Library staff has been selected to begin using limited-access administrative accounts in Enterprise to learn how to carry out their own local customization and help train others.

- Recruit new participants for and coordinate the statewide Montana Name Authority Cooperative Funnel (NACO). This ensures that Montana-specific Name Authority Records for original works are being created in the Library of Congress and WorldCat. Organize a refresher training for interested Montana NACO Funnel members. *(Hazen)*

- Organize a train-the-trainer meeting over winter with MSL trainers to review the use of the universal evaluation instrument developed in FY15, make revisions as needed, and determine best practices for harvesting, analyzing and sharing information gathered with the tool*. (Flick)*
  (Update: December 2015) MSL staff who regularly provide training are planning to meet in December or January. The universal evaluation tool has been in beta use since May, and several training staff has used it for a variety of different trainings: Summer Institute, Fall Workshops, onsite MSC trainings, board development trainings, webinars, Ready2Read Rendezvous. At the trainer's meeting, the form will be finalized with input from all the trainers and everyone will receive training on how to access the forms and process the resulting data.

Goal Four—Consultation and Leadership

4.2. Advise Montana Library Directors and Trustees regarding administrative concerns, such as funding, budgeting, policies, and personnel.

4.3. Establish and maintain contact with Library Directors and Trustees, and other MSL

partners, to remain cognizant of their needs and the challenges they face.

4.5. Provide leadership and support to identify and address key information gaps for MSL partners and patrons. Gaps may include but are not limited to early literacy, access to sustainable Internet and technology services, access to legal and medical information resources,
job related services and services to seniors.

4.8 Facilitate more state-wide purchases of content, supplies, and programs that benefit all Montanans through their local libraries.

SLR Work Objectives:

- Assist the MSC Executive Board in their work to complete the MSC Strategic Plan and their review and update of MSC by-laws and contract. *(Adams and McHugh)*
  (Update: December 2015) The membership approved the MSC Strategic Plan at their Spring meeting and the Executive Board, using survey results, are working on goals for the plan.
  (Update: December 2015) The MSC membership approved revised by-laws and an updated member library contract during their Fall meeting.

- Produce additional information resources for districts, such as a template of legally-mandated policies and guidance about board education. *(McMullen, Henley, Reymer)*

- Research and develop economic models intended to illustrate the benefits of shared administrative infrastructure in library districts, multi-library systems and other partnership arrangements. Examples might include: cost savings and efficiencies to be gained if county-wide standalone libraries merged into a single county library, or outsourced administrative services that could be provided for district libraries. This report will inform public library directors and trustees about options as they make future decisions for their libraries. *(McHugh, McMullen, Henley, Reymer)*

- Update the SLR Learning Portal training resources related to public computing centers, to provide current information to public libraries as they offer this kind of resource to their communities. *(Reymer)*

- Working with the Montana Library Association, develop a mentorship program to support new public library directors. This would create a partnership between experienced and new directors, offering increased support and possibly reducing chronic turnover in rural libraries.
  Update: December 2015) Henley presented an overview to the MLA board and formed a committee to develop a strategy to implement this program. We will report back to the board in January and present a program at the MLA conference in April.

Goal Five—Collaboration
MSL promotes partnerships and encourages collaboration among its users.

5.3. Assist users in developing collaborative relationships and cooperative projects with other state, regional, national, or international partners (libraries, schools, colleges, museums, archives, local and tribal governments, non-profit organizations, government agencies, the

business community, et cetera).

5.5. Assist partners in developing web-accessible Montana-related digital content, and provide Montanans with access to digital collections and items relating to Montana's cultural heritage.

5.6. Promote library-related automation, data, networking standards, and web-scale solutions.

5.7. Work toward regional cooperative efforts, programs, and products that bring additional information value to Montanans.

SLR Work Objectives

- In partnership with MLA, develop a robust online community where Montana librarians, staff and trustees can share information and resources, solve problems together, and collaborate to provide better services in their communities. *(Lead: McMullen)*

- Complete the MSC system policies reorganization effort. This work re-aligns the MSC with its original goals of enhancing optimum resource sharing and library development among MSC members and striving to keep MSC staff costs down. *(Adams, Marchwick, Hazen, Goodwin, Price)*
  (Update: December 2015) This work is the high priority for Hazen and Marchwick and most of the remaining libraries have moved to the new system policies. Final reorganization work is scheduled to be completed by the end of this year, though a few MSC member libraries will need to delay until their local library board process for changes to circulation policies can be completed.

- Encourage cataloging partnerships between MSC libraries with the aim to leverage the cataloging staff at larger libraries to help smaller libraries who do not have dedicated cataloging staff. *(Hazen)*
  (Update: December 2015) Several serious discussions within the membership about this concept began during the MSC Fall Membership Meeting and those discussions continue. Efforts to clarify levels of cataloging needs within the membership and methods of sharing original cataloging work will continue in 2016.

- Produce resources about the creation of library branches, including existing documents and suggestions for best practices. The branch option may in some cases offer greater access to library services in smaller communities, at lower costs, and increase usage of statewide resources. *(Henley)*

Goal Six—Sustainable Success
MSL is efficient and effective (measured against partner and patron outcomes) and is engaged in fulfilling its mission.

6.3. Evaluate new and continuing content and services against MSL's mission and long range plan.

6.5 Use Federal Library Services and Technology Act moneys to support new MSL pilots and projects; and support ongoing projects using State funds.

6.7. Foster staff members' value and satisfaction in their achievements and their contributions to MSL's mission.

6.8. Diversify MSL's staff knowledge, skills and abilities.

6.9. Develop the leadership and management skills of MSL staff.

6.11. Provide for an information technology infrastructure which insures industrial strength capacity, and reliability.

SLR Work Objectives:

- Work together to provide additional and more consistent training on the content of our SLR webpages with the goal of significantly increasing the ability of all SLR staff to quickly, efficiently and successfully find answers on the SLR site to questions they are asked by external users, instead of passing the question on internally, wherever possible. *(Lead: McHugh)*

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

- Create a standardized, consistent approach to managing directories and content on the internal SLR drive so that information available there is more easily retrieved. This work will include instituting appropriate archiving practices. *(Lead: McHugh)*
  (Update: December 2015) Jim Kammerer shared an update regarding appropriate archiving practices with the SLR-LD staff during one of our monthly meetings. Once the MSL website redesign is completed, we will look to the organization of the content on the SLR portal to inform our approach to managing and organizing directories and content on the SLR drive.

- Create an internal tool using OneNote software to better manage internal communication and planning related to specific internal SLR efforts, such as news and announcements, reports and work plans and event planning. *(Lead: McHugh)*

(Update: December 2015) SLR-LD meetings and events are now planned and organized via OneNote notebooks that enable those participating to add to agendas, post additional materials and plan for events.

- Complete the process of adding all remote SLR staff to the virtual desktop environment to significantly improve staff ability to easily and quickly access the same internal storage used by Helena based staff. (*Lead: McHugh)*
  (Update: December 2015) McMullen and Henley now have virtual machines. Reymer and Marchwick will receive their new machines as soon as MSL receives a replacement server that is necessary to provide a virtual desktop environment to these additional remote staff.

- Continue to work with other MSL managers to identify a possible project management tool that will be available to all staff for the purpose of implementing and managing various pilots, projects and programs of all kinds, as needed. *(Lead: McHugh)*

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

- Evaluate future hardware requirements for the MSC system and explore the possibility of using virtual machines or hosted services. *(Leads: Adams, Price, Marchwick, McHugh)*
  (Update: December 2015) Adams began the discussion with the MSC Executive Board during their Summer Retreat in Darby in July and again during the MSC Fall Membership Meeting. The value of future hardware needs and potential hosting was underscored when MSC Staff spent a considerable amount of hours over the summer to replace aging local hardware (power supplies and data storage units).
  (Update: December 2015) A hosted service was implemented with SirsiDynix for replacing the now, out-of-service Windows 2003 server that was running Directors Station.

- Develop a plan to harvest certification application data and CE tracker data in order to create a report schedule and a statistical analysis plan. This schedule and plan will inform SLR staff about the trainings in which librarians are engaging and current training needs. *(Leads: Flick, Price)*
  (Update: December 2015) Flick has included the harvesting request in the Library Directory "user stories" currently being compiled as part of the Directory rewrite process.

Additional updates, December 2015:

- In partnership with Humanities Montana, McMullen staffed the Montana booth in the Pavilion of States at the National Book Festival, promoting Montana literature, literacy resources, and more. This was a wonderful opportunity to spread the word to a national audience about what Montana offers through its libraries, landscape, and cultural programs.

- McMullen provided orientation and assistance to new Pathfinder Federation Coordinator with the FY2015 Federation Annual Report process and planning for her first Federation meeting as coordinator. The new coordinator has already improved meeting procedures and communications between member libraries, and shows potential in other areas of leadership for the Federation.

- McMullen facilitated a conversation among librarians at Fall Workshops about the future of library collections and technical services. In addition to a presentation/review of current tools and trends, librarians and staff from public libraries of all sizes shared their own experiences of change, solutions, new ideas, and visions of future collections. In survey feedback, many attendees described a change in their thinking about the library collection of the future. This led to discussions among several SLR-LD staff about the possibility of a "technical services online summit" in early 2016 to engage librarians around the state in a statewide discussion of the future of technical services' implementation and processes. This summit would eventually inform MSL regarding training needs in this area.

- The librarians from the first Public Library Partnership Project (PLPP) training were invited to participate in a full day of training to learn how to create a digital exhibition. Birnel reports that the group was trained how to create an exhibit outline, how to select photos, and how to use Omeka software to build the exhibit. The day was a hands-on experience.

- The exhibition, Boom and Bust: The Industries That Settled Montana, was published the first of September on the Digital Public Library of America website. Birnel reports that the group came together to produce an excellent story about the state and the history of its settlement. The participants worked hard to finish their themes and learned the process of creating an exhibit.

Montana Talking Book Library Report
September, October and November 2015

Prepared for the December 9, 2015 Commission meeting
by Christie Briggs, MTBL Supervisor

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

The mission of the Montana State Library's Statewide Library Resources Division/ Montana Talking Book Library is: "Montana Talking Book Library offers the highest quality of free library services to Montanans who have blindness, low vision, a physical and/or reading disability".

This mission, although specific to Montanans who have a visual and/or physical disability, is within the realm of and applies to the overall agency's mission in the current MSL Long Range Plan for 2012-2022.

As part of the efforts to meet this mission, Montana Talking Book Library within SLR strives to help all Montana citizens who have a visual, physical or reading disability receive the information they need in order to improve and enhance their lives by:

- Providing Accessible reading services to individuals with visual, physical or reading disabilities and institutions serving these individuals, to include public and private schools, assisted, independent, and retirement facilities.
- Promoting cooperation and accessibility among all Montana libraries.

In cooperation with and as a regional library of the National Library Service (NLS), MTBL engages in cooperative planning, development, and implementation of projects and pilots for new and improved library services to eligible Montanans.

This work plan is developed based on the goals contained in the MSL 2012-2022 Long Range Plan. Specific work objectives for FY16 are organized by the MSL six agency-wide Long Range Plan goals. Together, these objectives represent a collective approach to defining the highest priority tasks for MTBL for FY16.

Goal One—Content

1. MSL acquires and manages relevant quality content that meets the needs of Montana library users.

MTBL Specific FY16 Objectives

- Complete the July/August listing of National Library Service (NLS) cassettes MTBL is offering in the NLS XESS (redistribution and recycling of excess book copies). This

listing is offered to MTBL three times per year for one month (March, July and November). Due to an NLS contract and software issue, we were not able to complete this in July or August. NLS approved us listing in September.

(Update: November 2016) Harris learned and collaborated daily with volunteers to seamlessly continue and complete the July/August/September NLS XESS process for 13,330 cassette book copies in September. Harris also trained and supervised a temporary hire to continue the October/November NLS XESS process.

- Develop and implement a systematic procedure to complete existing bibliographic records needing local subject and series codes for the book copies ordered through the annual Permanent ILL quota distributed to MTBL by Multistate Center West (MSCW) in Utah. This will increase the accessibility of on-demand titles and offer more complete records for patron catalog searches.

(Update: November, 2016) Landry added a new status option to the bibliographic records in the KLAS database catalog. This identifies titles ordered by Crepeau from the annual NLS Permanent loan quota process. This increased staff efficiency and maximized in-house duplication efforts by eliminating the same titles from also being chosen for in-house duplication-on-demand.

Goal Two—Access

2. MSL provides libraries, agencies, and its partners and eligible patrons with convenient, high quality, and cost-effective access to free library content and services.

MTBL Specific FY16 Objectives:

- Reorganize the MTBL machine room to streamline workflow and better supply digital machines and accessories with maximum functionality. This will involve evaluation of existing machine circulation procedures and updates based on the discontinuation of obsolete equipment.

(Update: November, 2016) deMontigny evaluated the existing machine workflow procedures in October and developed a more efficient plan. Briggs and deMontigny consulted with the Department of Administration General Services Division (GSD) in November regarding electrical outlet configurations to maximize workflow and removal of certain cabinets obstructing workflow. GSD estimates are pending review and approval.

Goal Three – Training

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

MTBL Specific FY16 Objectives:

- Complete training for the new Machine Lending Agent and monitor cross-training of one other Readers' Advisor for back-up.

(Update: November, 2016) Internal training of deMontigny was completed. Plans are being developed to have deMontigny attend the NLS Machine Lending Training and Orientation in

2016. Crepeau was cross-trained by DeMontigny on the daily patron machine processing. This was completed and successfully tested for three weeks in October, insuring back-up for seamless equipment services for patrons.

Goal Four—Consultation and Leadership

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

Goal Five—Collaboration

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

MTBL Specific FY16 Objectives:

- Begin conversations with public library book mobiles to propose partnerships that would expand machine demo sites to create informational hubs during book mobile stops at assisted living facilities.

(Update: November, 2016) Partnership conversations with the staff of one public library book mobile was initiated in September, resulting in positive feedback for further development.

Goal Six—Sustainable Success

6. MSL is efficient and effective (measured against partner and patron outcomes) and is engaged in fulfilling its mission.

MTBL Specific FY16 Objectives:

- Revise the job profile, and complete the recruitment and hiring process to fill the MTBL Circulation Manager position. Begin training and assist the new hire in setting FY16 work plan objectives.

(Update: November, 2016) The MTBL Circulation manager job profile was revised. Recruitment and hiring process was completed in early October. Bert Rinderle started on November 16th and training has just begun.

- Receive training from NLS Audio Studio specialist, Phillip Carbo on the use of additional software sound editing tools within the Hindenburg software recording system to continue to improve sound quality and other issues with repairing the sound quality on digital books from the original LCM software that can benefit from applying the Hindenburg system tools.

(Update: November, 2016) Phillip Carbo spent November 9, 10 and 12th at MTBL training the Recording Program Director on additional editing and sound equalizing software. He assessed, monitored and suggested improvements for existing sound equipment, and offered various recording teams techniques for maximizing their sound quality.

Additional Activities Accomplished in September, October and November:

Staff and volunteers kept MTBL operations running smoothly, while under the pressure of being short staffed from June through mid-November. The circulation manager position became vacant in June. Two additional staff members required temporary leaves for three weeks to two months, necessitating the remaining staff to cover several positions in addition to their own. The Circulation Manager hiring process involving McHugh, Harris and Landry, had to be extended beyond expectations but was able to be completed during this time period. Crepeau, deMontigny, Harris and Landry showed outstanding teamwork and successfully maintained MTBL's mission of providing the best quality services to patrons. Cross-training prior to becoming short staffed was maximized where possible. A temporary hire was added in mid-October through November to assist in circulation. In an effort to retrieve non-returned digital machines, after a patron's MTBL service is cancelled, deMontigny created a patron machine flyer and started distribution to Montana pawn shops and thrift stores. An elegant October Volunteer Appreciation Luncheon at the Montana Club was created and hosted by Harris with the assistance of special guest Patrick Harris and MTBL co-workers. Keynote speaker was Dale Sheldon, author of "Who Lost? The Autobiography of a Blind Man with Great Vision." This very successful event was enjoyed by all MSL volunteers, staff and guests.

PO Box 201800 1515 East 6th Avenue Helena, MT 59620 (406) 444-3115

Memo

To: Montana State Library Commission

From: Jennie Stapp, State Librarian

Date: December 1, 2015

Re: **Draft Rule 10.102.1152 DEFERRALS**

At your October meeting the Commission reviewed a draft rule to clarify the process by which the State Librarian may grant deferrals for libraries that do not meet certain public library standards. Public library boards must annually certify that they meet the essential standards for public library services as defined in Administrative Rules of Montana 10.102.1150A-M. If a library cannot meet a standard that library must submit a deferral request that must be approved by the State Librarian as described in ARM 10.102.1152.

State Librarians have used this rule to grant deferrals for any of the public library standards. However, as was noted by attorney Jim Scheier, the way the rule is currently written, it appears to only give the State Librarian the authority to grant a deferral for the standard described in 10.12.1150E Human Resources: Library Director. The proposed change will bring the rule in line with current practice.

At the same time, we propose to eliminate 10.102.1152 (e) Any library that employs a director without a graduate degree in library or information science or its equivalent as of July 1, 2001 is exempt from ARM 10.102.1150E.

The language of this rule is confusing and it is no longer applicable because the exception can no longer be applied and all libraries that serve a population of 25k meet the standard.

Following the October Commission meeting the draft rule was submitted to the Secretary of State's office where it was published for public comment. No comments were received.

At this time the draft rule is being brought to the Commission for adoption. Upon adoption, the rule adoption notice will be submitted to the Secretary of State's Office and publication of the adopted rule will be announced on December 24, 2015.

10.102.1152 DEFERRALS (1) Any library may request a waiver from the state librarian in writing by July 25 of each year.

(a) The state librarian may grant a waiver of any of the standards in ARM 10.102.1150~~E~~A through 10.102.1150M if:

(i) the library certifies that application of these standards would cause a hardship; and

(ii) provides a compliance plan by which the library will meet the standard(s) within three years.

(b) The state librarian shall notify the library requesting the waiver of the decision by letter by October 1.

(c) Any library may request a one-year extension of the waiver from the state librarian in writing by July 25 of each year. The library shall provide the state librarian with an updated compliance plan and a statement that the application of the standard will cause a hardship.

(d) The state librarian may grant an extension for one year only. No other extension is allowed.

~~(e) Any library that employs a director without a graduate degree in library or information science or its equivalent as of July 1, 2001 is exempt from ARM 10.102.1150E.~~ (History: 22-1-103, MCA; IMP, 22-1-103, MCA; NEW, 1999 MAR p. 2626, Eff. 11/19/99; AMD, 2006 MAR p. 1571, Eff. 6/23/06.)

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Memo

To: Montana State Library Commission

From: Sarah McHugh, Director
Statewide Library Resources

From: Jennie Stapp
State Librarian

Date: November 20, 2015

Re: Recommendations from the Network Advisory Council meeting of November 10, 2015

Background: The Bozeman based Sage Solutions Non-Profit Consulting presented four very well received trainings during the spring, 2015 Federation meetings on strategies and planning to support smooth executive succession and transition. Three hour sessions were presented at the Broad Valleys, South Central, Golden Plains and Tamarack meetings through the use of FY 14 Library Services Technology Act (LSTA) funds.

The Network Advisory Council at its November 10, 2015 meeting approved the following recommendation to be forwarded to the State Library Commission:

The Council recommends that the current unassigned balance in the FY 15 LSTA Statewide Projects budget be assigned to trustee training in order to provide additional training and networking opportunities for trustees. The additional funding will fund:

1. The same succession planning workshops by Sage Solutions to the Pathfinder and Sagebrush Federations at their Spring, 2016 meetings;
2. The creation and facilitation of three related webinars by Sage Solutions to be made available to all librarians and trustees;
3. The creation of additional networking and training opportunities for trustees through the end of September, 2015. Networking ideas include the possibility of a trustee "unconference" that gathers regional trustees together to network with each other and providing travel reimbursements for trustees to attend regional conferences or visit each other's libraries.

FY 2015 LSTA Statewide Projects Budget_Update_November, 2015	Costs	Project totals	LSTA Balance
			$ 239,849
OCLC FY16 Group Services:			
WorldShare Interlibrary Loan ($98,885 State Resource Sharing Funds+ $17,268 FY14 LSTA + $16,442 FY15 LSTA= $132,595 total WorldShare ILL)	$ 16,442		
Contribution Toward OCLC First Search Seats and Unlimited Cataloging	$ 20,400		
FY16 OCLC Group Services Potential Gap	$ 32,171		
MSL Portion of CONTENTdm (Software and Storage)	$ 11,931		
MSL Portion of Digital Archive	$ 2,718		
OCLC Hosted EZproxy	$ 2,901		
Total OCLC Group Services (covered by LSTA)		**$ 86,563**	**$ 153,286**
Montana Shared Catalog New Libraries	$33,067	**$33,067**	**$ 120,219**
Discover It! (EBSCO Discovery Service) Annual Renewal	$ 32,500	**$ 32,500**	**$ 87,719**
Montana Memory Project:			
MMP Digital Collection Development	$ 6,000		
Mountain West Digital Library Annual Membership Dues for Montana Memory Project	$ 1,250		
Total Montana Memory Project	$ 7,250	**$ 7,250**	**$ 80,469**
Literacy Projects:			
Ready2Read Rendezvous	$ 15,000		
Early Literacy Support Position (5 Hours per Week), Includes Travel	$ 10,000		
Early Literacy: Mind in the Making conference and Texting Project	$ 2,500		
Summer Reading Program Manuals (110 @ $12.50 Each)	$ 1,375		
Summer Reading Program PSAs	$ 225		
Summer Reading Program Contract	$ 2,500		
Total Literacy Projects	$ 31,600	**$ 31,600**	**$ 48,869**
Statewide Training:			
Trustee Training	$ 3,000		
Fall Workshops (Based in Helena)	$ 15,000		
Total Statewide Training	$ 18,000	**$ 18,000**	**$ 30,869**
MontanaLibrary2Go:			
OverDrive Annual Hosting Fee for FY16 (Other Half to be Paid by Membership)	$ 18,000		
New Library Participation Fees (3 New Libraries @ $1,500 Each)	$ 4,500		
Total MontanaLibrary2Go (covered by LSTA)	$ 22,500	**$ 22,500**	**$ 8,369**
Courier Discount to Participating Libraries	$ 5,200	**$ 5,200**	**$ 3,169**
Additional Project Proposals			
Trustee Training: Additional for Succession and Board Development Trainings	$ 3,000		
Additional Project Proposals Total	**$ 3,000**	**$ 3,000**	**$ 169**

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Memo

To: Montana State Library Commission

From: Jennie Stapp, State Librarian

Date: November 13, 2015

Re: Recommendation for approval of the FY'16/'17 Land Information Plan from the Montana Land Information Advisory Council

The Montana Land Information Advisory Council (MLIAC), at its November 12, 2015 meeting, unanimously approved the FY'16/'17 Land Information Plan as submitted by MSL in partnership with the MLIAC Land Plan Subcommittee. We respectfully submit the plan to the Commission with a recommendation for approval at the December Commission meeting.

Montana Land Information Plan

Effective:
January 1, 2016
to June 30, 2017

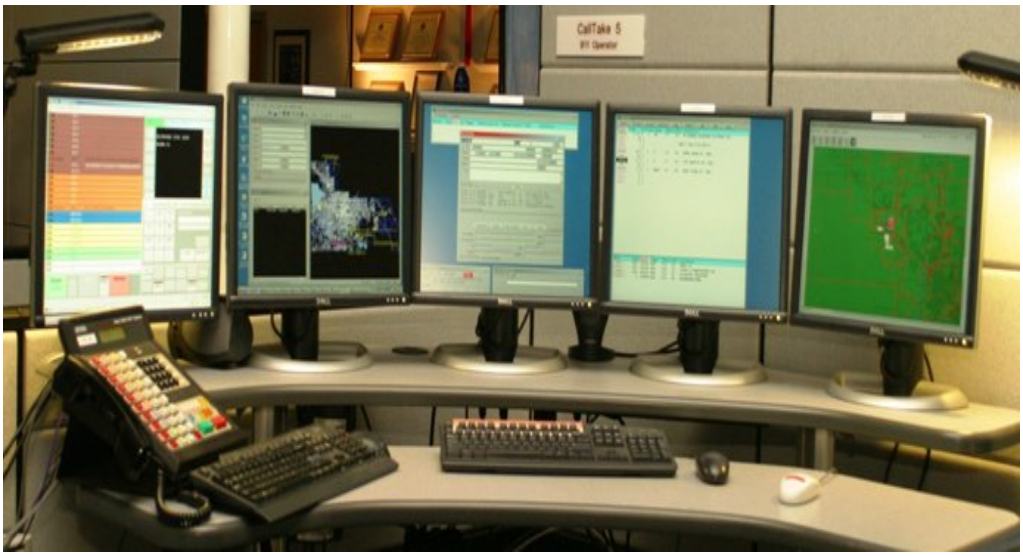


Photo courtesy of the National Public Safety Telecommunications Council

Produced by the Montana State Library in coordination with the Land Information Plan Subcommittee of the Montana Land Information Advisory Council

Pursuant to Section 4 (c) of the Montana Land Information Act (Senate Bill 98) and Administrative Rule IV of the Montana Land Information Act

Introduction and Overview

The Montana Land Information Act (MLIA) requires that the Montana Land Information Advisory Council (MLIAC), under the legislative authority of the Montana State Library (MSL), prepare an annual Land information Plan that describes Montana's priority needs to collect, maintain, and disseminate of land information (MCA 90-1-404(c)). Those priority needs are used in part to allocate funds from the state land information account. In order to define the priority needs, MSL has solicited advice from the MLIAC, the Montana Spatial Data Infrastructure (MSDI) Theme Stewards, and other stakeholders. Priorities must be consistent with the intent of the MLIA which recognizes the importance of digital land information for all sectors of Montana society. It also recognizes the need to ensure that digital land information is:

- Collected consistently – in accordance with standards;
- Maintained accurately - in accordance with standards;
- Made available in common ways for all potential uses and users, both private and public.

The priorities documented in this plan describe tasks that MLIAC, as representatives of the larger Montana GIS community, deem critical to the work of Montana GIS users and are high priorities for data integration, maintenance and require statewide coordination.

These priorities represent key areas of focus during the plan period and are in addition to the day to day work that is conducted by MSL staff and local state and federal partners to develop and use the 15 Framework themes formally recognized by MLIAC and collectively referred to as the Montana Spatial Data Infrastructure (MSDI). Readers are encouraged to review online summary information about the MSDI (http://geoinfo.msl.mt.gov/Home/msdi) to learn more about theme data, its construction and maintenance, theme stakeholders, funding and support, cross-MSDI theme relationships and current related projects. A separate Montana Spatial Data Infrastructure Work Plan documents individual project priorities for each theme.

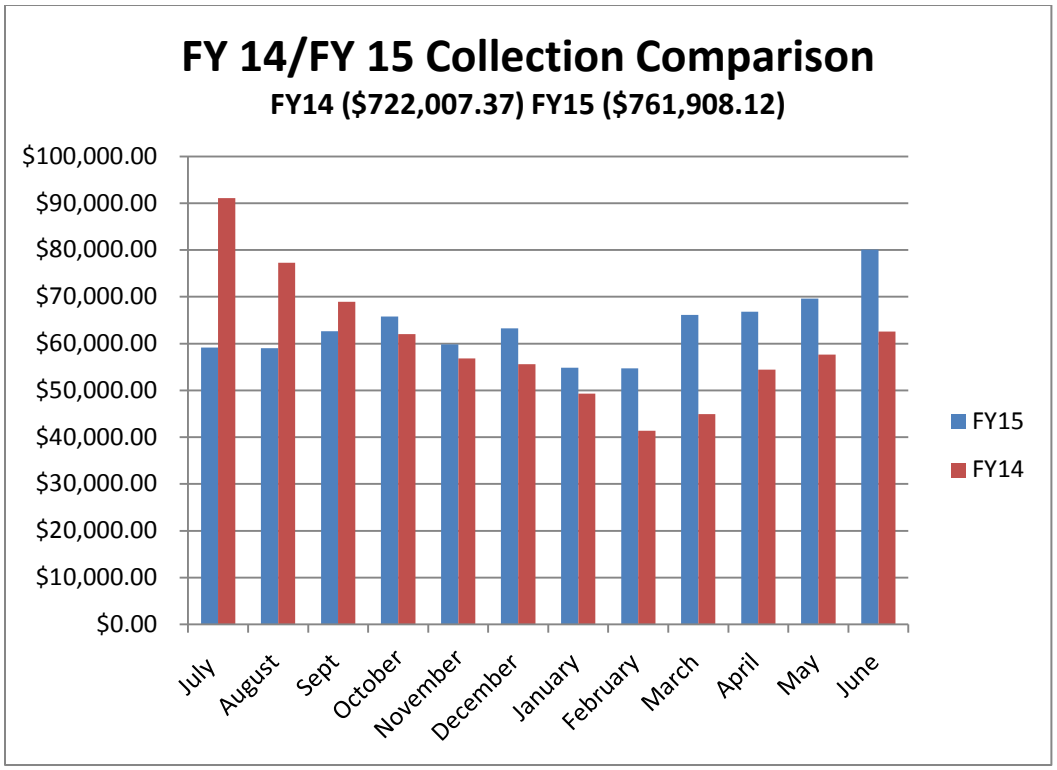
The Land Plan also reflects Montana's vision for a Spatial Data Infrastructure that encourages and integrates data developed at the local level by those who are considered the authoritative data sources into a statewide resource that meets the needs of all Montana stakeholders. Grant priorities documented in the plan support this vision.

Finally, as is required by statute, the Land Plan contains a budget designed to accomplish the goals of the plan. By defining annual priorities, the plan provides a roadmap that directs the collective efforts of MSL, MLIAC, and MSDI Theme Stewards. This plan also provides guidance for our partners including the Montana Association of Geographic Information Professionals (MAGIP), GIS practitioners and others interested in contributing to the development and maintenance of the MSDI and furthering the interests of GIS in Montana.

Funding, Timeline and Grant Process

MSL administers funds collected through the state land information account. These funds are generated through collection of recordation fees as described in MCA 7-4-2637 ((3) iii). This account represents a significant funding source to accomplish the priorities of the Land Plan. As is documented in the MSDI summary information referenced above and the Land Plan budget, MSL and other GIS partners also rely heavily on additional sources of funding to support GIS in Montana.

Since established in 2005, the state land information account has proven to be a source of funding subject to a variety of external factors including fluctuations in real estate markets and the oil and gas industry. Currently collections appear to be increasing from an all-time low in FY 2014 however collections have never reached the point where they can support MSDI needs and a robust grant program. For this reason the budget for this year's Land Plan shows only a modest increase over the FY 2015 plan. The budget remains well below previous years' budgets and overall funding does not substantially support overall needs for MSDI and grant funding.



MSL makes use of MLIA funding for MSDI and GIS Coordination priorities specified in this plan. To document specific work objectives to address the priority goals for data development and GIS Coordination, MSL, in conjunction with the other MSDI Stewards will submit a work plan by May 1, 2016 for Council review. Some MSDI tasks may be undertaken by parties other than MSL; however MSL will assume ultimate accountability for meeting the plan's objectives. These objectives documented in the work plan will be met over the course of state fiscal year 2017 (July 1, 2016 through June 30, 2017).

Publication of the Land Plan in January informs the MLIA grant application process. MLIAC seeks grant applications from local, regional and tribal jurisdictions that will address the Land Plan grant priorities through one-year MLIA grants. In accordance with Administrative Rule 10.102.9105 the grant application process will be announced by January 15, 2016. Announcements will be made through the Montana Association of GIS Professionals (MAGIP), the Montana Association of Counties (MACo), the MLIAC distribution list and other communication channels. Grant applications must be received by MSL by February 15, 2016. Review and ranking of grant applications is conducted by a subcommittee of MLIAC. Final grant awards are approved by the MSL Commission in June, 2016. Grants are administered by MSL and are awarded for the period beginning July 1, 2016. Grant work should be completed by June 30, 2017.

FY 15/16 Land Plan Accomplishments

The timing of the annual land plan necessitates that we look more at the work accomplished in FY 2015 than in FY 2016, since FY 2016 work is in progress. As noted above, account revenues declined significantly during this period. As a result, the budget for the FY 15/16 Land Plan was reduced to $752,000 from the $955,540 budget in the FY 14/15 plan. The challenges imposed by this budget have been partially met through the following actions:

- MSL obtained additional funding in the amount of $25,000 from the Bureau of Land Management (BLM) to work on Public Land Survey System (PLSS) adjustments in approximately 200 townships in Northeast Montana.
- MSL successfully applied for a $25,000 assistance agreement with the United States Geological Survey (USGS) for National Hydrography Dataset (NHD) stewardship.
- MSL received approximately $22,000 from the Department of Natural Resources and Conservation (DNRC) to begin implementing recommendations made in the 2015 State Water Plan. This funding will support hydrography dataset updates and development of the Water Information System (WIS).
- MSL negotiated a contract with the Department of Administration (DOA), for approximately $17,000 to assist DOA to produce maps that would prioritize build out areas for First Net, the federally proposed public safety communication network. Build out areas are those areas that will require deployment of the First Net network.
- MSL eliminated MLIA funding allocated to the Montana Natural Heritage Program (MTNHP) for Land Cover development and stewardship. In previous years they had received $50,000 for this purpose. No funding for land cover stewardship was included in the current MTNHP contract between MSL and the University of Montana, the entity that operations the MTNHP.
- MLIA grant funding was reduced from $302,993 in FY 2015 to $200,000 in FY2016. MLIAC received grant applications in the amount of $157,534 and all grants were awarded by MSL and the Council.

As a whole these actions allow MSL to carry out data development and GIS Coordination work within the FY 2016 $752,000 budget. It should be noted that the proposed actions to make up MLIA funding

shortfalls through grants and contracts is not a sustainable budget strategy for the long term. Though funding to work on specific tasks like FirstNet ensures that MSL is able to retain key staff, funding for work not otherwise prioritized in the Land Plan pulls resources way from plan priorities. The action to eliminate funding for Land Cover means GIS users will not see a revision to Land Cover data in FY 2016. MTNHP has had to eliminate a number of photo interpreters and funding for wetland digitization has declined. Reduced grant funding will likewise result in reduced capacity building for local and tribal GIS projects. The actions taken were sufficient to postpone a reduction in the MSL GIS staff, but for the MSDI framework and MLIA grant program to be sustained, it is clear that the pressing need to identify and secure sustainable alternative funding sources remains.

To that end MSL was successful in securing permanent funding for the MSL Water Information System Manager during the 2015 Montana Legislative session. This position was created with one-time-only funds by the 2013 Legislature. Securing state general fund dollars for this position represents a significant accomplishment achieved, thanks in large part to stakeholders that recognize the value of standardized water information made commonly available through the WIS administered by MSL.

Accomplishments tied to the FY 2015 Land Plan include:

1. Land Records – Several PLSS accuracy adjustments were completed including projects in Yellowstone, Teton, Gallatin, Stillwater, Carbon and Park Counties and on the Ft. Belknap and Crow reservations. A large project in portions of Daniels, Sheridan, Roosevelt, Richland and Wibaux counties is underway. Working with North Dakota, the BLM and the U.S. Census Bureau the Montana/Canada and Montana/North Dakota boundaries have been adjusted and will be included in the adjustment of the northeastern townships. An interactive map application at http://mslapps.mt.gov/Geographic_Information/Applications/cadnsdi/ was published to inform users of current and pending adjustment projects. Four updated vintages (7/2014/, 1/2015/, 3/2015 and 7/2015) of CadNSDI Montana were published. Administrative boundaries from the "Managed Areas" data originally compiled by the MTNHP were adjusted to align with the new CadNSDI. Tax parcels impacted by adjustments have been updated.
2. Water Information – Staff worked on multiple projects to improve the quality of the data in the Montana Hydrography Dataset, including coordinating editing efforts with Glacier National Park and completing mass stream, river, and waterbody revisions for a subbasin of the Yellowstone River near Billings. Four MSL GIS staff are now trained to edit the hydrography dataset increasing MSL's capacity to manage user-submitted hydrography revisions, while other staff focuses on developing work flow for systematic, basin-wide updates. The MSDI hydrography steward worked closely with the Montana Hydrography Working Group to identify the hydrography features of greatest importance to partner agencies and, thereby, focus FY 2016 editing efforts. Work is also underway through a grant from the USGS to develop bulk data loading procedures that will allow for more efficient integration of data from existing sources.
3. Addresses and Next Generation 9-1-1 (NG9-1-1) – MSL worked closely with Representative Tom Steenberg of House District 95 in the 2015 legislative session to pass House Joint Resolution 7 to study Next Generation 9-1-1 (NG 9-1-1). The Energy and Telecommunications interim committee is conducting that study and MSL presented to that committee on the GIS

component of NG 9-1-1. State Librarian and MLIAC Council Chair, Jennie Stapp, has been appointed to the State 9-1-1 Advisory Council. MSL and MAGIP partnered to conduct a NG 9-1-1 panel discussion in Miles City that included the North Dakota NG 9-1-1 administrator, Century Link, and was attended by over 40 people from across the state. MSL has been present at several local government sponsored consortium building efforts designed to move NG 9-1-1 forward. Staff is attempting to understand the National Emergency Number Association (NENA) data standards in order to assist local governments as they assess, improve, and maintain street centerlines, address points and jurisdictional boundaries that will be required for NG 9-1-1.

4. Several FY 2015 MLIA grants to rural local governments for ArcGIS Online training and development of web based GIS should be recognized. Blaine, Sanders, Lincoln and Teton counties have all produced AGOL maps that provide local citizens access to information previously unavailable. Examples of these products are available at:
   - Blaine County https://blainecounty-mt.maps.arcgis.com/home/index.html
   - Sanders http://sanders.maps.arcgis.com/home/index.html
   - Lincoln http://lcplanning.maps.arcgis.com/home/index.html
   - Teton County https://tcmt.maps.arcgis.com/home/index.html

   These types of efforts by rural counties need to be recognized as they demonstrate successful efforts to increase local community capacity to develop and support GIS which has been a long term goal for GIS expansion in Montana.
5. Park County, without the help of MLIA funding, developed an award winning county atlas: http://parkcounty.maps.arcgis.com/apps/MapJournal/?appid=b196d9c262b64eb0855ea677bbd6aa96 that uses an AGOL story map template along with several other interactive maps available online at http://parkcounty.maps.arcgis.com/home/index.html.

FY 2016/2017 Land Plan Priorities

Statute 90-1-404 requires MSL to administer the MLIA. This work is funded in part through the state land information account as well as additional funding sources including state general fund, (see budget) grants, and contracts.

MSL takes pride in carrying out this work in a manner that is efficient and accountable. MSL will:

- Carry out the duties of the department as described in MCA 90-1-404 (a) through (m);
- Administer the MLIA grant program; and
- Support MLIAC.

To ensure that MSDI framework layers are developed, integrated, maintained, disseminated, and preserved in an efficient and standardized manner, MSL will:

- Conduct new data collection, ongoing maintenance data discovery through the Montana Data List, data delivery via download and web services, archival assessment and other projects as per the MSDI work plan;

- Engage stakeholder work groups to seek input on the priorities and best practices for data development;
- Support data partners through on-site visits, on-line training and other opportunities that promote data and technology transfer;
- Continue to expand a Montana spatial data archive that includes annual MSDI entries; and
- Develop an annual MSDI work plan, to be incorporated into the MSL work plan that prioritizes actions, supports data partners and identifies funding needs.

Additionally MSL is responsible for GIS coordination through outreach and education that is targeted to reach prioritized sectors of the GIS community. Specifically MSL will:

- Support the creation of metadata that can be incorporated into the MSL GIS Data List;
- Support local data providers as they adopt appropriate data standards and data collection methodologies;
- Provide technical consulting to users of GIS software and MSDI services;
- Preserve and improve relationships with MSDI data providers through support and local visits that foster knowledge transfer;
- Attend appropriate meetings and conferences including the Montana Association of Counties, Montana Association of Planners, Montana State IT Conference, Montana Association of Geographic Information Professionals, the National States Geographic Information Council and other meetings of subject matter experts;
- Advocate for the use of MSDI data;
- Provide consultation and advice to MLIA grant applicants as they strive to best meet the MLIA grant criteria.

In addition to these day to day administrative and coordination functions, the Land Plan identifies the following priorities for data development, integration, and coordination. Local and tribal entities are encouraged to apply for grants that build capacity at the local level as described in the following categories.

1. Land Records

The need to improve to the accuracy of land record information remains on the critical path of more accurate GIS data overall. Hundreds of townships are still in need of accuracy enhancement. Each enhancement requires planning, technical expertise, and communication so users know when data has changed. From a technical perspective the projects require:

1. Improved tools for surveyors to provide data they have already collected;
2. Vertical integration of coincident data such as boundaries;
3. Timely and efficient change management that provides users notifications when changes to the PLSS are planned and when they actually happen.

1.a. Next Generation 9-1-1 Data Standardization

Current 9-1-1 systems are reaching end of life and the use of mobile devices as replacements for traditional land lines is ballooning. Support for the creation of a statewide Next Generation 9-1-1 (NG 9-1-1) system that utilizes standardized data models MLIA's most basic vision; that data is collected consistently in accordance with standards and maintained accurately, in accordance with standards. While compliance with the NENA standards for address points, road centerlines and emergency responder jurisdictional boundaries will require both money and effort to achieve, the up side is that these standards can improve the data currently contained in the statewide MSDI data sets. The time has come however when local data providers need to assess, improve, and build workflows that will maintain these data in order to be ready for NG 9-1-1 implementation.

MSL will continue to serve as the lead subject matter expert to the Energy and Telecommunications Interim committee as they conduct their NG 9-1-1 Interim Study. MSL will continue to attend local government coordination meetings to provide guidance regarding GIS data needs and will ensure staff aids local governments by reviewing, assessing, improving and maintaining street centerlines, address points and jurisdictional boundaries that will be required for NG 9-1-1.

MSL will continue to review NG 9-1-1 relevant MSDI datasets including road centerlines, address points and jurisdictional boundaries, to identify data improvement needs as we learn more about the NENA standards and/or as the state adopts NG 9-1-1 data standards.

Data partners should receive funding support and outreach that enables them to assess, improve and maintain required NG 9-1-1 data, including road centerlines, address points and jurisdictional boundaries, according to the NENA standards.

1.b. County Land Records

Over the past two years MSL managed the Cadastral Administration through Streamlined Parcel Adjustment Workflows (CATSPAW) project to make use of ESRI's parcel fabric to improve vertical integration of the data within the Montana Cadastral Database. This work improves the accuracy of local control data, tax parcel data, administrative boundaries, etc., and aligns that data with aerial imagery. This work improves the quality of statewide MSDI data and it ensures the value in MLIAC's multi-year investment in county grants to support the collection of local Geographic Coordinate Database points.

Ongoing work to support the Montana CadNSDI will require continued coordination with the BLM and local governments to identify and prioritize areas for accuracy adjustments. MSL will make accuracy adjustments to the CadNSDI by incorporating additional control data created from corner recordation records held by county governments and new land surveys. In areas where the CadNSDI has been adjusted, MSL will vertically align all associated tax parcels and administrative boundaries.

Data partners should apply for grant funding that enables them to continue to collect local land records and control data that will develop and enhance administration of county records.

2. Natural Resource Data

Substantial resources from State and Federal partners are invested every year for the collection, maintenance, and delivery of natural resource data. For these efforts to benefit the MSDI natural resource themes, specifically Hydrography, Land Use/Cover, and Wetlands, the activities of individual agencies need improved coordination and communication to identify priority data collection and integration strategies and update schedules

2.a. Montana Hydrography Dataset

The Hydrography theme lead at MSL acts as the state steward for the NHD. The USGS NHD data structure and editing routines make it difficult for Montana to support the federal/state stewardship model while still attempting to meet state and local hydrography needs. As a result, over the last several years, MSL, with input from the Hydrography Working Group, has begun to focus work on a Montana Hydrography Data which better aligns to the needs of the partners as opposed to the current NHD. Some of these needs include keeping this critical data current as there are constant natural changes each year in water quantity and flow, and adding more local-scale data.

MSL will continue to coordinate the Montana Hydrography Working Group and hold meetings approximately quarterly. This group is the primary sounding board for State agencies to express their hydrography data needs. The DNRC, Department of Environmental Quality, Fish Wildlife and Parks, and the Montana Climate Office are regular, active participants.

MSL will continue to coordinate with the DNRC to carry out Water Information System recommendations made in the 2015 State Water Plan.

MSL will continue to develop workflow to expedite the MSDI hydrography dataset editing process, especially when revisions are obtained in bulk or extracted from existing spatial datasets. Editing efforts will primarily focus on improving the spatial alignment of streams, rivers, and lakes and adding more local-scale features, such as canals, ditches, springs, and small dams and reservoirs that are not currently in the statewide dataset. Additional attention will be given to improving feature attributes, primarily flow classification (perennial, intermittent, or ephemeral).

MSL will continue to coordinate editing efforts with Glacier National Park and to seek additional substewards of the hydrography dataset. Data partners are encouraged to apply for grant funds to support development of local-scale spatial data that can be added to the statewide dataset, such as canals and ditches, irrigation infrastructure, and stormwater drainage systems.

2.b Land Cover

There is a critical need for consistent annual funding to support the Land Cover and Wetlands themes. The Land Cover theme cannot be treated as a stationary product that has limited need for updates. Aggressively continuing work on the Wetlands theme cannot be treated as optional. These themes provide essential information to public and private land managers and the need for a long-term, sustainable funding strategy to support them is imperative. Given the continued reduction in MLIA funds, the current data priorities of MSL presented in this plan do not address the needs of these vital data sets. Just as the statutory responsibility of MSL for the Water Information System provided leverage to secure funding for the Water Information Manager position, MSL's statutory responsibility for the Natural Resource Information System may provide an opportunity to obtain funding sources through future legislative action for the long-term needs of the Land Cover and Wetlands themes.
The Montana Natural Heritage Program acts as the state steward for the Land Use/Land Cover (LULC) dataset. In prior years staff and resources at the UM Spatial Analysis Lab. were utilized to update and maintain this data. However, as funding diminished in FY2014 and was not available in FY2015, no substantial updates have been made since 2013. As a result the MSDI LULC mapping is now several years out of date and does not accurately reflect changes due to human land uses and the impact of fires. For successful implementation of statewide natural resource planning activities such as the Governor's Sage Grouse Habitat Conservation Program there is a critical need for the LULC mapping to be kept current and ideally incorporate data with greater spatial resolution.

The DNRC and the US Forest Service map fire boundaries yet neither agency coordinates the delivery of this data to the LULC theme steward to assist with updates to the Land Cover Mapping and there is no established annual schedule for updating the Land Cover mapping to reflect changes due to forest and grassland fires. Likewise, there is no established interagency protocol or schedule for incorporating land use changes mapped by the State Department of Revenue as part of their land use taxation process. This is also the case for LULC changes mapped by county and local jurisdictions. Data from natural resource inventories conducted by Federal agencies such as the Natural Resources Conservation Service (NRCS) have also mapped classes of Land Use and Land Cover that could be incorporated and improve the MSDI LULC data. These and other projects have also acquired and pre-processed the Landsat satellite imagery needed for updating the MSDI LULC. Yet without funding for MTNHP staff with the skills required for development and maintenance of the MSDI LULC, not only will the data become further out of date, but it is unlikely that MTNHP will be able to retain the essential staff and skillset.

2.c Wetlands

MTNHP has been awarded $15,000 from DEQ to complete mapping of USGS quads for which no current or historical mapping exists, and to evaluate historic mapping that has recently been added to the US Fish and Wildlife Service National Wetlands Inventory (NWI) database. This grant built on the $10,000 committed to MTNHP by MSL. These two funding sources will allow the MTNHP to prepare a single statewide MSDI theme for wetlands by late Spring of 2016. While much of the theme will include

historic (1980s) mapping only, which does not include riparian areas, users will have a single source through MSDI for data and metadata. MTNHP plans to address quality concerns and data usability pertaining to the historic data in the metadata so that users understand its limitations. At the same time, MTNHP will continue to seek funding to update the 1980s data , focusing on areas where the absence of riparian mapping compromises the value of the data for planning and analysis (e.g., the Rocky Mountain Front) or where land use change has rendered the older data obsolete (e.g., portions of the Hi-Line).

3. Rural County and Tribal GIS development

As noted in the accomplishments section, the results of several FY 2015 grants that provided funding for rural county Web GIS development were impressive. The challenge is to keep this momentum going for other rural counties not yet invested in the technology. MSL, in coordination with local entities, will:

- Explore opportunities to create regional GIS consortiums that leverage a multi-jurisdictional approach to problem solving using GIS analysis to demonstrate the value of GIS to policy makers; and,
- Encourage localized GIS solutions that demonstrate the value of GIS in improving the quality of life for Montana citizens and building grass roots support for location based services.

FY 2017 Land Plan Budget

The FY 2017 Land Plan Budget represents a modest increase of $26,500 over FY 2016, $25,000 of which is allocated for MLIA grants. This increase is reasonable given the underspending in grants from what was allocated in FY 2016 and the current slight uptick in revenues in the MLIA account. A final determination for the amount of available grant funds will be made at the end of March, 2016, in accordance with administrative rule. If additional funds are available, there may be an opportunity to further increase grant funding.

Digital Library	General Fund	MLIA Funds	NRIS State Core	Coal Tax	Anticipated Contracts/Grants	Total
PERSONAL SERVICES *	666,509	495,000			80,000	1,241,509
Operations FIXED COST, OPERATIONS, COUNCIL	495,504	48,500		53,184		597,188
UOF M Heritage CONTRACT	168,092	10,000	283,523			461,615
SUB-TOTAL	**1,330,105**	**553,500**	**283,523**	**53,184**	**80,000**	**1,703,124**
MLIA Grants - FY 17 Budgeted		**225,000**				**225,000**
TOTAL DIGITAL LIBRARY	**1,330,105**	**778,500**	**283,523**	**53,184**	**80,000**	**2,525,312**

***GIS Personal Services FTE**	**General Fund**	**MLIA funds**
User Services Staff (incld. Coordinator)	1 FTE	1 FTE
Information Management	1.9 FTE	4 FTE
Information Products	2 FTE	1 FTE
Total FTE	4.9 FTE	6 FTE

Future focused planning

The current Land Plan reflects the priorities deemed most pressing by the Council that can be addressed within the scope of existing resources. MSL and MLIAC recognize that numerous opportunities exist for improved GIS data and services in Montana that are not currently being directly addressed but that warrant future consideration.

1. Climate data: The Montana Climate Office housed at the University of Montana has discussed forming a working group, but has no budget (estimated .25 FTE) for this activity. This kind of coordination will become more important in future years as climate information is more tightly integrated with broad-based policy decisions. A climate-specific working group could also identify products and formats of interest. A broader collaboration through a working group could identify additional avenues for funding and opportunities for new products.
2. Elevation data: The National 3D Elevation Program (3DEP) led by the USGS is being developed to respond to growing needs for high-quality topographic data. The program estimates it will distribute over $100M to state and local partners at a 50% match rate to acquire quality level 2 (Q2) LIDAR data. The problem Montana faces is that the estimated cost for statewide data at today's collection rates for Q2 data is $48M at a time when the state is struggling just to pay maintenance of cadastral data. A pre-proposal submitted by the Montana Bureau of Mines and Geology, for Q2 LIDAR over Roosevelt, Daniels and Sheridan Counties is estimated at $1.8 M meaning the state's share would be approximately $900,000; more than the MLIA account took in during FY 2014. Clearly some compromise needs to be worked out with USGS so that Montana can obtain higher quality topographic data at an affordable cost. Montana does not have an identified state steward for elevation and lack of funds prevents our participation in the USGS 3D Elevation Program (3DEP). Without leadership and funding to obtain higher resolution elevation data, GIS users have not been actively engaged in discussions around this dataset.
3. Geographic Names: Significant edits to the Geographic Names Information System (GNIS) have been submitted to USGS by MSL though, for the past two years, the edits have not been incorporated into the USGS master database. For this reason, maintaining the Montana Geographic Names database results in a redundant and laborious workflow for the MSDI Geographic Names theme lead.
4. Imagery: MSL continues to ask whether Montana stakeholders are ready and/or able to form a consortium that would pursue acquisition of higher resolution imagery than what NAIP can provide. At this point it appears there is little resolve to do this however the state's revised appraisal cycle along with local government needs may create more opportunity in the future.
5. Federal Support of MSDI: Several MSDI stewards and leads have noted the fragmented efforts between their programs and corresponding federal agencies that historically led data development and supported state efforts. Examples of the shift in support are noted above as they relate to PLSS, NHD and Geographic Names. Other MSDI stewards simply noted that they have noticed that, primarily due to budget limitation, federal agencies have significantly reduced external coordination activities in the last few years. Some successful instance of Federal

coordination are worth noting. For example the U.S. Department of Transportation recently sponsored a national address summit, reaching out to state and local address authorities for their expertise and ideas on how to construct a national address database. The costs for Montana state and local representatives to attend was covered by USDOT. Ideally, these types of positive coordination efforts should be the norm. Another example is the successful coordination between the NRCS and MSL which supports a streamlined integration of annual updates to the SSURGO soils data into the MSL data discovery and access portal and the Data Bundler applications. There is opportunity for representatives on MLIAC to actively seek innovative ways to improve communication and coordination between levels of government to prevent and reverse what appears to be jurisdictional movement in opposite directions on several MSDI issues.

6. GIS Coordination: Opportunities for increased GIS Coordination abound. In addition to increasing engagement with federal partners, MSL should increase support to the State GIS Community of Interest and staff should engage local governments through the use of tools like ArcGIS Online. To that end, MSL should seek opportunities to make funding for such tools affordable for all local governments. Finally, the GIS coordinator and staff should work with the Statewide Library Resources Division of the State Library to more fully adopt GIS technology across the library, to support adoption of GIS technology by libraries around the state and to increase access to and use of GIS data by Montanans in every community.

Summary

Informed by the accomplishments and ongoing needs identified by previous Land Plans and MLIAC members, and within the funding resources that currently exist, the FY 2016/2017 Land Plan identifies key priorities for ongoing GIS development and coordination in Montana. These priorities included:

- Targeted work to improve the accuracy of land records at both the state and local level and vertical integration of adjustments in other MSDI themes;
- Support for local, regional, and statewide efforts to develop a NG 9-1-1 system for Montana that relies on local road centerlines, address points and jurisdictional boundaries, according to the NENA standards;
- Ongoing development of the Montana Hydrography Dataset in partnership with the NHD work group. Development includes improved processes for editing the dataset and the identification and inclusion of locally significant features;
- Work to identify funding to continue to maintain the Land Cover dataset;
- Mapping USGS quads for which no current or historical mapping exists and evaluating historic mapping; and,
- Continuing to build capacity for rural county GIS programs.

To accomplish these tasks, this Land Plan allocates $778,500 in MLIA funds for GIS Coordination, MSDI development and grants to local, regional, and tribal governments. MSL and MLIAC are mindful of the

fact that current funding only allows us to accomplish a portion of the ongoing work necessary to develop a robust and well-adopted GIS infrastructure in Montana as envisioned by the Montana Land Information Act. MSL also recognizes a need to increase GIS coordination activities with a variety of partners, including local governments, and state and federal agencies to further the vision of a Spatial Data Infrastructure that encourages and integrates data developed at the local level by those who are considered the authoritative data sources into a statewide resource that meets the needs of all Montana stakeholders.

PO Box 201800 1515 East 6th Avenue Helena, MT 59620 (406) 444-3115

Memo

To: Montana State Library Commission

From: Sara Groves, Marketing and Communications Coordinator

Date: November 25, 2015

Re: Montana State Library Trust Request

In 2013, the Montana State Library received $5,000 from Governor Steve Bullock. The Governor specified that the donation be used to support the Ready 2 Read program. I request approval to use a portion of these funds to pay for additional marketing materials to support the Ready 2 Read texting program, specifically to print an additional 5,000 bookmarks and 5,000 cards. Costs to print these items in October were approximately $1,100. Therefore, I request $1,100 from the Trust to reprint these marketing materials for distribution to libraries and community partners serving Montana's youngest citizens around the state.

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Memo

To: Montana State Library Commission

From: Jennie Stapp, State Librarian
Bill Cochran, Billings Public Library Director, LD Study Task Force Chair

Date: December 1, 2015

Re: **Draft Library Development Study Task Force recommendations**

The Library Development Study Task Force is pleased to share with the State Library Commission our draft recommendations. The recommendations were based in large part on feedback gathered from the Montana library community through an online survey and a series of eight listening sessions held statewide. The complete data compiled from these information gathering efforts can be found online at: http://mslapps.mt.gov/About_the_Library/Commission_Councils/Library_Development_Study_Task_Force/ldstf_MeetingMaterials.aspx. The Task Force met on November 19th in a daylong meeting to draft the following recommendations that we believe will help focus and guide library development services from the State Library to libraries across Montana.

The recommendations begin with a vision for Montana libraries: *Libraries are leaders in creating thriving communities.* The recommendations then identify those elements that libraries need in order to successfully achieve this vision. These needs are clearly articulated on subsequent pages. The needs are designed to serve as outcomes for which library development programs and services can be prioritized and benchmarked to address.

Finally, the Task Force reviewed and made recommendations with regard to whether or not the State Library should increase, continue, or decrease investment in current library development programs and services.

The Task Force welcomes feedback from the State Library Commission that can be used to further refine these recommendations ahead of the February Commission meeting.

Library Development Study Task Force ranking exercise:
November 19, 2015
+ Prioritize for investment 0 Investment remains the same
- Decrease investment

Program Area	Program or Service
Consulting Align staff to outcomes Help desk system Peer to peer engagement Mentoring Make more ready access online tools available like a deadline calendar	**New Library Director support** Prioritize investment (8) Investment remains the same (5) Decrease investment (1)
	Board Development Prioritize investment (9) Investment remains the same (3)
	Consulting regarding library laws, budgeting, strategic planning, etc. Prioritize investment (2) Investment remains the same (12)
Training & Certification Contracting Partnership w/ MLA	**Certification Management Program** Investment remains the same (11) Decrease investment (3)
	Training curriculum management Prioritize investment (6) Investment remains the same (6) Decrease investment (2)

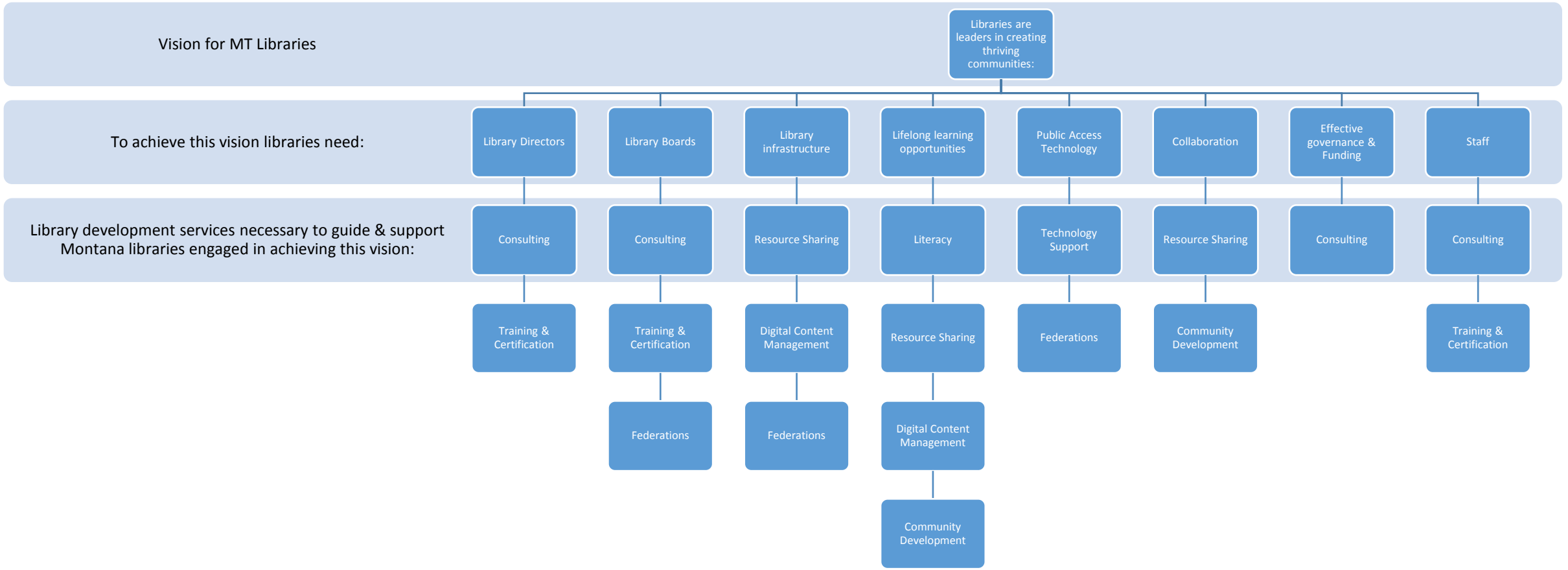
	Professional development Prioritize investment (10) Investment remains the same (2) Decrease investment (1)
Resource Sharing Make the courier truly statewide Renegotiate contracts to support better ROI for all types of libraries & consider resources like HomeworkMT Focus on regional/ national solutions for increasing efficient access to digital content Centralized collection	**OCLC Group Services (excluding MMP costs)** Prioritize investment (1) Investment remains the same (13)
	Courier Program Prioritize Investment (1) Investment remains the same (9) Decrease investment (3)
	Statewide Periodical Databases Investment remains the same (1) Decrease investment (13)
	MontanaLibrary2Go Prioritize investment (13) Investment remains the same (1)
	Discover It! Investment remains the same (1) Decrease investment (11)
	Montana Shared Catalog Prioritize investment (7) Investment remains the same (5)

development and/or cooperative cataloging	
	Montana Memory Project Prioritize investment (1) Investment remains the same (8) Decrease investment (3)
Literacy No need for summer reading manual Adult Literacy does not warrant a separate program but should be considered part of the continuum of lifelong learning Create a continuum of learning to support 21st century skills (including literacy, early	**Early Literacy & Summer Reading** Prioritize for investment (4) Investment remains the same (5) Decrease investment (2)
	Adult Literacy Prioritize investment (6) Investment remains the same (7)
	Life Long Learning Prioritize for investment (12) Investment remains the same (1)

literacy, digital literacy) financial literacy) through research, programming & collaborative partnerships (i.e. HumanitiesMT STEM partners)	
Digital Content Management	**EZProxy Centralized Authentication** Investment remains the same (9) Decrease investment (2)
	MontanaLibrary2Go Local Prioritize investment (8) Investment remains the same (2) Decrease investment (2)
Technology support Restructure around statewide technology benchmarks, Look to BTOP program for guidance	**E-rate consulting** Prioritize investment (1) Investment remains the same (5) Decrease investment (4)
	Technology evaluation and planning Prioritize for investment (4) Investment remains the same (6) Decrease investment (1)
	Broadband planning Prioritize investment (9)

	Investment remains the same (1)
	Digital Literacy Prioritize for investment (5) Investment remains the same (6) Decrease investment (1)
Community Development	**Community partnerships** Prioritize for investment (10) Investment remains the same (1)
Grant Management To increase MSL resources to support library development outcomes	Prioritize for investment (5) Investment remains the same (5)
Other Very important for networking and training Should find ways to save administrative costs Monies are important to help with costs	**Federations** Investment remains the same (10) Decrease investment (2)
	Public Library Standards & ELSA awards support quality library development and help to ensure funding and accountability at the local level.
	A regular public Library statistics training/refresher would be helpful

like OCLC, MSC, MTLibrary2Go, technology & CE MSL should evaluate federation funds and their uses	



We are better able to achieve this vision when all types of libraries are involved

Library Directors who:

Advocate

- Analyze community needs
- Understand the role of librarians
- Value professional development & certification
- Manage library resources efficiently (lean management)
- Engage in team building through consensus building
- Understands & communicate libraries' role in economic development
- Market library services
- Collaborate with partners
- Contribute to the professional community (state, region national)
- Manage change & transitions
- Create and communicate a vision
- Lead

Library Boards that:

- Understand the roles of libraries and librarians
- Understand boards' role (division of power)
- Contribute an adequate amount of time / participate both locally, regionally, statewide
- Advocate
- Create & communicate a vision
- Understand and reflect community needs
- Serve as a resource and support system for directors
- Consist of independent thinkers who are willing to express their individual points of view
- Can work together and compromise to achieve the goals of the library
- Bring together a variety of skills (legal, contracting, policy, grant writing, etc.)
- Provide & participate in board development
- Take on responsibilities and are willing to be held accountable
- Keep up with current trends in libraries and translate trends into action for libraries and in communities

Library infrastructure that:

- Enables the end user to get resources & services, easily, seamlessly, utilizing current technology
- Is both accessible & affordable
- Can be experimental or adaptable, is nimble, and cutting edge
- Supports access to more e-books and e-audio
- Encourages consortial resource sharing to make information resources, technology and service delivery more efficient, effective, affordable, customizable, sustainable, scalable
- Supports distance learning opportunities
- Works across a wide variety of accessible platforms to support the widest possible access
- Designed to achieve the objectives in a library's strategic plan

Lifelong learning that supports:

- Learning that spans a lifetime
- Learning that spans all types of libraries
- Early Literacy outcomes supported through family Literacy
- Financial literacy
- Telling the community story
- Community engagement inside & outside the library, fostering engagement in the world and empowering an informed citizenry
- Technology & digital literacy and digital inclusion
- Connecting patrons to the Talking Book Library
- Promotes educational values
- Engagement with arts & humanities
- 21st century skills (connections to people)
- Inspires new channels of learning
- Test proctoring & distance learning opportunities
- Learning that happens in the library and virtually
- Learning through creation as well as consumption

Public Access Technology:

- Reflects other strategic lifelong learning goals
- Makes use of affordable broadband
- Supports technology & digital literacy and digital inclusion
- Goes beyond public access computers
- Reflects upcoming technology trends
- Enables the use of current content, ie. MTLibrary2Go
- Incorporates both wifi and wired connections
- Helps all libraries to have an online presence
- Supports distance learning
- Supports learning through creation as well as consumption

Collaboration:

- Among libraries
- Among community stakeholders/community partners
- That is scalable, affordable, implementable for all types of libraries
- Respectful & polite
- May be inspired by other industries
- Recognizes the collaborative value of the MT library community
- That creates a shared resource platform that libraries contribute to in order to help address specific needs, ie. building, branding, funding
- Collecting & compiling library stories to share them statewide

Staff or volunteers who:

- Have project management skills
- Have customer service skills
- Analyze community needs
- Understand the role of librarians
- Understand the need for certification
- Manage library resources efficiently (lean management)
- Advocate
- Understand & communicate the libraries' role in economic development
- Market the library services
- Collaborate with partners
- Contribute to the professional community (state, region national)
- Manage and/or accept change & transitions
- Create and/or communicate a vision

Governance & funding:

- Built on open and active communication and advocacy
- Supported by libraries that identify the outcomes and impacts of their services and can tell those stories
- Is informed by different governance & funding models and librarians and boards take responsibility for evaluating and improving their governance structures
- Is buoyed through grants
- Supported through librarians and boards that aren't afraid to ask for the resources they need and who seek creative sources of funding

PO Box 201800 1515 East 6th Avenue Helena, MT 59620 (406) 444-3115

MONTANA STATE LIBRARY COMMISSION
WORK PLAN FY 2016

VISION
Develop and deliver 21st Century library resources and information services.

MISSION
The Montana State Library is committed to strengthening libraries and information services for all Montanans through leadership, advocacy, and service.

VALUES
MSL values:

- An educated and inquisitive citizenry.
- Library services that are responsive to users' needs.
- Free government information that is easily accessible and widely distributed.
- Patron privacy.
- Equitable access to all library resources and services.
- Competent and professional staff.
- Open, direct, and timely communication.
- Economic development of Montana and Montanans.

The State Library Commission is established by Montana statute 22-1-101 (MCA).

The role of the State Library Commission is to set forth policies and funding priorities that empower the State Library to meets its mission and statutory obligations and to advocate for the State Library and the Montana library and information communities whenever possible.

The State Library Commission Group norms:

- The Commissioners will read and come to meetings prepared to discuss agenda items;

- Commission meetings follow Roberts Rules of Order;

- Commissioners are bound by the State Code of Ethics and Standards of Conduct: http://leg.mt.gov/bills/mca_toc/2_2_1.htm.

Goal One—Content—Discussion

1. MSL acquires and manages relevant quality content that meets the needs of Montana Library users.

1.1. Advise, review and approve policies that enhance Montana State Library's statewide e-content subscription and purchase programs, and that support the Montana Memory Project, the collection development priorities of the Montana State Library Collection Development Policy, and the Talking Book Library Collection;

1.2. Advise, review, prioritize and approve budgets that enhance Montana State Library's statewide e-content subscription and purchase programs, and that support the Montana Memory Project, the collection development priorities of the Montana State Library Collection Development Policy, and the Talking Book Library Collection;

1.3. Request and participate in trainings and/or presentations by staff and other subject matter experts on new and existing topics that will educate the Commission on issues that will inform their understanding of the content needs of Montana Library users.

Goal Two—Access—Discussion

2. MSL provides libraries, agencies, and its partners and patrons with convenient, high quality, and cost-effective access to library content and services.

2.1. Advise, review and approve policies that enhance access to information through statewide resource sharing initiatives;

2.2. Advise, review, prioritize and approve budgets that enhance access to information through statewide resource sharing initiatives;

2.3. Request and participate in trainings and/or presentations by staff and other subject matter experts on new and existing topics that will educate the Commission on issues that will inform their understanding of the access needs of Montana Library users;

2.3.a. Montana Memory Project Director will offer a presentation to the Commission on the Digital Public Library of America at the December Commission meeting.

Goal Three—Training—Discussion

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

3.1. Advise, review and approve policies that enhance Montana State Library's statewide training opportunities;

(Update December 2015): At the October 2015 Commission meeting the Commission approved a new MSL Table training lab use policy making new tablet training labs available to staff and MSL partners to enhance training services.

3.2. Advise, review and approve budgets that enhance Montana State Library's statewide training opportunities;

(Update December 2015): At the October 2015 Commission meeting the Commission approved a MSL Trust request to help fund the purchase of a replacement laptop training lab.

3.3. Request and participate in trainings and/or presentations by staff and other subject matter experts on new and existing topics that will educate the Commission on issues that will inform their understanding of the training needs of Montana Library users.

Goal Four—Consultation and Leadership—Discussion

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

4.1. Represent the interests of MSL partners including public libraries and the GIS community in appropriate legislative, community, regional, and national forums;

4.2. Establish and maintain contact with Library Directors and Trustees, and other MSL partners, to remain cognizant of their needs and the challenges they face;

4.2.a. Each Commissioner will attend at least one library federation meeting during fiscal year 2016;

(Update October 2015): Commissioner Kish attended the Broad Valleys Federation teleconference on September 22, 2015.
Commissioner Roberts attended the South Central Federation meeting on September 26, 2015, in Miles City.

(Update December 2015): Commissioner Wall attended the Tamarack Federation meeting on October 22, 2015.
Commissioner LaFromboise attended the Pathfinder Federation meeting on October 22, 2015 in Ft. Benton.

4.2.b. Each Commissioner will attend the 2016 Montana Library Association Conference, April 6-9, 2016 in Missoula, Montana;

4.2.c. The Commission Chair will facilitate Conversations with the Commission session at the Montana Library Association Conference;

4.2.d. At least one Commissioner will attend meetings of the Montana Shared Catalog and MontanaLibrary2Go each year;

4.2.e. Commissioners are encouraged to visit libraries as they travel the state. Advanced notice to the libraries is recommended;

(Update October 2015): The Commission's August Commission meeting was held in the Flathead Valley. Events included a reception hosted by the Whitefish Community Library and a Lunch & Learn hosted by the ImagineIf Library in Kalispell.
(Update October 2015): Commissioners Wall & LaFromboise attended the Fall Work Shops in Helena.

4.3. Share information about the role of the State Library Commission beyond the boundaries of the Montana Library Community;

4.4. At least one Commissioner will attend at least one "visioning" conference during the fiscal year, as funding allows. Discuss findings with the Commission and MSL staff and make recommendations for future opportunities for improved library services;

4.4.a. Commissioner LaFromboise attended the Research Institute for Public Libraries workshop in Colorado Springs, Colorado; discussion will focus on evaluation design and implementation, data collection and use for strategic planning and measures for reporting library impact;

4.4.a.1. Commissioner LaFromboise and staff will present information from the workshop at the October Commission meeting;
(Update December 2015): At the October 2015 Commission meeting the Commission heard a presentation and participated in a discussion about the Research Institute for Public Libraries conference on creating a culture of outcome based planning.

4.5. The Commission will invite at least one recipient of a Montana Land Information Act (MLIA) grant to present on the outcomes of their grant in order to better educate the Commission on the role, outcome and impacts of the MLIA.

Goal Five—Collaboration—Discussion

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

5.1. Facilitate information-sharing partnerships among federal, tribal, state and local governments, businesses and citizens. Partnerships should promote the role of libraries in Montana communities, create funding opportunities for Montana libraries, and extend the reach of information services and delivery throughout the state;

5.2. Commissioners designated to serve on the Network Advisory Council and the NRIS Advisory Committee will attend committee meetings to represent the interests of the Commission and will provide feedback to the Commission regarding committee reports and initiatives;

5.3. The Commission will continue a process to learn more about broadband service availability to libraries in Montana and opportunities to further support expansion of broadband technology to meet the needs of library public computing centers;

5.3.a. A designee of the Governor's Office will be invited to share the broadband priorities identified by the Main Street Montana Interconnectivity and Telecommunications Key Industry Network.

Goal Six—Sustainable Success—Discussion

6. MSL is efficient and effective (measured against partner and patron outcomes) and is engaged in fulfilling its mission.

6.1. The Commission will evaluate the outcomes of the current long range strategic plan and will conduct a new strategic planning process.

6.2. Advocate for the Montana State Library and the Montana Library Community with federal, tribal, state and local governments, businesses and citizens. Advocacy should promote the role of libraries in Montana communities, create funding opportunities for Montana libraries, and extend the reach of information services and delivery throughout the state;

6.2.a. Commissioners will monitor the activities of the Education and Local Government (ELG) Interim Committee by listening to the meetings virtually. Chair Rep. Don Jones of Billings will be invited to the December Commission meeting;

(Update December 2015): The ELG meeting no longer concides with the December Commission meeting so we were unable to arrange for this meeting. Future opportunities will be evaluated.

6.2.b. A member of the Commission will attend National Library Legislative Day May 2-3, 2016 in Washington, D.C.;

6.2.c. At least one Commissioner will attend a conference of the Montana Association of Counties;

(Update October 2015): Commissioner Wall attended the Montana Association of Counties and offered a presentation with GIS Coordinator Stu Kirkpatrick on the training and use of ArcGIS Online by counties as funded by a Montana Land Information Act grant.

6.3. Request and participate in trainings and/or presentations by staff and other subject matter experts on new and existing topics that will educate the Commissions on issues that will help the Commission to continually grow as a Commission and to support the work of the State Library;

6.3.a. Communications and Marketing Coordinator Sara Groves will present information about MSL's marketing efforts at the October Commission meeting;

(Update October 2015): At their August Commission meeting the Commission heard a presentation from Statewide Projects Librarian Cara Orban on the MakerSpace pilot used by libraries through the state.

(Update December 2015): At the October 2015 Commission meeting Sara Groves presented information about MSL's marketing efforts. Of particular interest was the successful engagement in the use of Facebook as a means of increasing use of the Montana Memory Project and access to state government information.

6.4. Advise, review and approve policies that recognize the significant contributions of and develop the leadership and management skills of MSL staff;

6.5. Provide guidance on and evaluation of the State Librarian work plan and performance.

6.5.a. Annual evaluation of the State Librarian scheduled for the June Commission meeting.

(Update December 2015): Commissioners Kish participated in the November 19 meeting of the Library Development Study Task Force during which the task force formulated their draft recommendations to the Commission. Commissioner Newell also attended the meeting in the morning.

FY 2016 -- First Quarter

Montana State Library Commission Calendar

	JULY	AUGUST	SEPTEMBER
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11		**Whitefish Community Library Reception**	
12		**Commission Meeting, ImagineIf Library Lunch & Learn**	
13			
14			
15			
16	**ELG Interim Committee**		
17			**Golden Plains Federation Meeting**
18			
19			
20			
21			
22			**Broad Valleys Federation Meeting**
23			
24			**ELG Interim Committee**
25			September 24 & 25
26			**South Central Federation Meeting**
27	**Research Institute for Public Libraries**		
28	July 27-30, 2015		
29			
30			
31			

NOTES

ELG Interim Committee

Online access: http://leg.mt.gov/

RIPL Conference

Colorado Springs, Colorado

Commissioner: LaFromboise

Staff: Stapp & McHugh

Online information: http://ripl.lrs.org/

Regular August meeting agenda items:

Central School Museum, Kalispell

FY '15 4th quarter financial report;

FY '16 opening budget;

Discuss programs and Commission work plans

Golden Plains Federation Meeting

Roosevelt County Library, Wolf Point

Commissioner: TBD

Staff: Stapp

Broad Valleys Federation Meeting

Conference Call

Commissioner: Kish

Staff: Stapp

South Central Federation Meeting

Rosebud County Library, Forsyth

Commissioner: Roberts

Staff: McHugh

FY 2016 -- Second Quarter Montana State Library Commission Calendar

	October	November	December	Notes
1	**MSC Membership Meeting**			**MSC Membership Meeting & Fall Workshops**
2	**Fall Workshops**			Red Lion Colonial Inn, Helena
3	October 1-3, 2015			**All Commissioners invited to attend**
4				Contact Marlys Stark to register
5				
6				**Regular October meeting agenda items:**
7		**Sagebrush Federation Meeting**	**MTNHP Partners Meeting**	FY '16 1st quarter financial report;
8				FY '15 Federation Reports
9			**Commission Meeting**	
10		**Network Advisory Council Meeting**		**TBL Volunteer Luncheon**
11				**All Commissioners invited**
12		**MLIAC Meeting**		
13	**Commission Meeting**			**Pathfinder Federation Meeting**
14				Chouteau County Public Library, Ft. Benton
15	**TBL Volunteer Luncheon**			**Commissioner: LaFromboise**
16				Staff: McHugh
17				
18				**Tamarack Federation Meeting**
19		**LD Study Task Force Meeting**		Conference Call
20				**Commissioner: Wall**
21				Staff: Stapp
22	**Pathfinder & Tamarack Federation Meetings**			
23				**Sagebrush Federation Meeting**
24				Miles City Public Library
25				**Commissioner: TBD**
26				Staff: Stapp
27				
28				**Regular December meeting agenda items:**
29				FY '16 Land Plan approval
30				Network Advisory Council Report
31				2016 Commission meeting dates selection

FY 2016 -- Third Quarter

Montana State Library Commission Calendar

JANUARY	FEBRUARY	MARCH	NOTES
1	1	1	**Regular February meeting agenda items:**
2	2	2	FY '16 2nd quarter financial report;
3	3	3	Conversations w/ Commission planning
4	4	4	
5	5	5 **Sagebrush Federation Meeting**	**Sagebrush Federation Meeting**
6	6	6	Miles City Public Library
7	7	7	**Commissioner: TBD**
8	8	8	Staff: TBD
9	9	9	
10	10 **Commission Meeting (tentative)**	10 **ELG Interim Committee**	**Broad Valleys Federation Retreat**
11	11	11 March 10 & 11	Finlen Hotel, Butte, MT
		Broad Valleys Federation Retreat	
12	12	12 March 11 & 12	**Commissioner: TBD**
		South Central Federation Meeting	
13	13	13	Staff TBD
14 **ELG Interim Committee**	14	14	
15 January 14 & 15	15	15	**South Central Federation Meeting**
16	16	16	Roundup, MT
17	17	17	**Commissioner: TBD**
18	18	18	Staff: TBD
19	19	19	
20	20	20	**Golden Plains Federation Meeting**
21	21	21	Roosevelt County Library, Wolf Point
22	22	22	**Commissioner: TBD**
23	23	23	Staff: TBD
24	24	24	
25	25	25	**Pathfinder Federation Meeting**
26	26	26	Chouteau County Public Library, Ft. Benton
27	27	27	**Commissioner: TBD**
28	28	28	Staff: TBD
29	29	29	
30		30	
31		31	

FY 2016 -- Fourth Quarter Montana State Library Commission Calendar

	April	May	June	Notes
1				**Tamarack Federation Retreat**
2		**National Library Legislative Day**		Marina Kay, Big Fork, MT
3		May 1-4, 2016		**Commissioner: TBD**
4				Staff: TBD
5				
6	**Commission Meeting (tentative)**			**Regular April meeting agenda items:**
7	**Montana Library Assn. Conference;**			LSTA award and budget;
8	**Conversations w/ the Commission**		**Commission Meeting (tentative)**	Network Advisory Council Report;
9	April 6-9, 2016			FY '16 3rd quarter financial report;
10				
11				**Montana Library Assn. Conference**
12				Missoula, MT; Including annual
13				Conversations w/ the Commission
14				**All Commissioners invited to attend**
15				
16				**National Library Legislative Day**
17				Washington, DC
18				**Commissioner: TBD**
19		**Pathfinder Federation Meeting**		Staff: Stapp
20				
21	**Golden Plains Federation Meeting**			**Regular June meeting agenda items:**
22				FY '17 MLIA grant approval
23				FY '17 Federation Plans of Service
24				State Librarian evaluation
25			**ELG Interim Committee**	
26			June 23 & 24	**RIPL Conference (Tentative)**
27				Colorado Springs, Colorado
28	**SHLB Conference**			**Commissioner: TBD**
29	April 28 & 29, 2016			Staff: TBD
30				Online information: http://ripl.lrs.org/
31				