

Memo

To: Jennie Stapp
State Librarian

To: Montana State Library
Commission

From: Christie Briggs, Manager
Talking Book Library

From: Jennie Stapp
State Librarian

Date: May 20, 2016

Re: Trust Expenditure Request to add second MTBL audio sound booth

This is a request for approval to add a second sound booth using MSL Trust funds allocated to the Talking Book Library. With this addition, MTBL will be able to increase the capacity to record and offer patrons more Montana related books, magazines, and special projects such as the voter's information pamphlet and the Montana driver's manual.

The current funds available in the MTBL Trust portion of the MSL Trust are \$110,707 (as of 4/25/2016).

Cost estimate: \$105,600. This amount includes installation of a second modular state of the art sound isolating booth by a reputable vendor meeting the National Library Service standards; specific sound reduction preparation and post-booth installation of specialized sound reduction insulation and cooling and heating work by the General Services Department; ancillary equipment and accessory operational items such as accompanying hardware, software and office equipment.

Timeline:

- 1) The RFP (Request for Proposal), item #2016-0002V#- Audio Sound Booth, was posted online April 2, 2016. The RFP closes on June 2, 2016.
- 2) After choosing a vendor, installation is scheduled for the week of September 12, 2016 (FY17), in room 214 of the Talking Book Library, next to the existing audio sound booth.
- 3) The existing booth will be shut down intermittently until the project is completed from August through September, 2016.