

# Memo

**To:** Jennie Stapp, State Librarian      **To:** Montana State Library Commission

**From:** Christie Briggs, Manager  
Talking Book Library      **From:** Jennie Stapp, State Librarian

**Date:** July 22, 2016

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

The Montana Talking Book Library (MTBL) requests authority to use Montana State Library (MSL) Trust funds allocated to MTBL to add a second sound booth. 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 Trust funds available to MTBL are \$112,502 as of July 19, 2016.

Cost estimate: \$89,502.36.

This amount includes relocation of the volunteer/staff meeting area (room 214) by the Department of Administration General Services Division (GSD); electrical and ventilation preparations for sound booth by GSD; two network drops by the State Information Technology Services Division (SITSD); installation of sound isolating booth by Eckel, Inc.; post-booth installation of sound reduction insulation work by the GSD; and ancillary equipment and accessory items.

Timeline:

- 1) The RFP for a new Audio Sound Booth was posted June 2<sup>nd</sup> and closed July 6, 2016.
- 2) GSD: Mid-August preparation and relocation of room 214 items.
- 3) SITSD: Mid-August installation of two network drops.
- 4) Eckel, Inc.: Week of September 12, 2016 installation of sound isolating booth.
- 5) GSD: Late September installation of insulation walls and hallway around monitor/narrator areas.

The installation necessitates the temporary closure of the existing booth from mid-August through September and possibly into October, 2016.