

# Memo

**To:** Montana State Library Commission

**From:** Tracy Cook, Director of Library Development

**Date:** November 30, 2018

**Re: NAC recommendations for unallocated LSTA 18 funds**

At their November 13, 2018 meeting, the Network Advisory Council made the following recommendations for unallocated Federal Fiscal Year 2018 Library Services Technology Act funds:

- Up to \$10,000 to procure a private vendor-based solution for the public library statistics.
  - The loss of key staff during the budget cuts has made it difficult for staff to manage the collecting and reporting process for the public library statistics required by the Institute of Museum and Library Services. Public libraries value the reporting tools we had and have stated that they would like to see a return of the reporting capabilities we once had.
  - There are vendors who specialize in this service. They can provide the collection tools, access to the data, assistance with uploading the data to the federal government, and enhanced reporting tools.
  - Success for this project means: librarians are easily able to report their public library statistics; librarians can generate comparison reports that can be shared with government officials and funders to communicate the value of library services.
- Up to \$1,000 for brochures, bookmarks, and other promotional materials for the Montana Memory Project:
  - 12 people have agreed to be Ambassadors for the Montana Memory Project. They received training and agreed to make presentations in communities around Montana about the Montana Memory Project. This funding would pay for print materials that can be used during and after their presentations.

- Success for this project means: Ambassadors have professional looking material that can be shared with community members in order to increase visibility and use of the Montana Memory Project.

The Network Advisory Council also approved two projects for the Lifelong Learning program – training for Crisis Intervention and Ready2Read Goes Wild trunk purchases. After meeting with the Lifelong Learning Librarian and updating the Library Development Division budget, I believe we can fund these two items with the current budget for Lifelong Learning operations and training. If we need additional funds, I will return to the Commission to request permission to use LSTA funds for these projects.

I have added the cost estimates for the public library statistics vendor and the Montana Memory Project print materials to the LDD budget presented to you in October. They appear in blue and are underlined. I am requesting approval of the Network Advisory Council's recommendations for these items.