



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

Montana State Library Commission

COMMISSION BUSINESS & AGENDA

August 9, 2016
8:00 a.m. to 5:30 p.m.

Strategic planning work session

Medicine Spring Library
Blackfeet Community College
Browning, Montana

Facilitated by Ned Cooney, Echo Ventures, Inc.
(No business will be conducted)

6:30 p.m.

Medicine Spring Library reception
(No business will be conducted)

August 10, 2016
9:00 a.m.
Glacier County Library
Cut Bank, Montana

No lunch break is planned

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, August 8, 2016.

The Commission will move through the agenda as needed.

9:00 a.m. Call to order and introductions

- New staff
- Longevity pin

Approval of Minutes – **Action**

- May 25, 2016
- June 8, 2016 including the Executive Session minutes

State Librarian's report – Stapp

FY'16 Montana State Library closing financial report – Schmitz – **Action**

FY'17 Montana State Library opening budget – Schmitz – **Action**

Montana State Library Trust request

- Talking Book Library Recording Booth – Cook – **Action**
- Talking Book Library Volunteer Luncheon – Cook – **Action**

Montana Land Information Act Grant Presentation – Fashoway, City of
Shelby

Early Literacy and Montana Libraries – Groves, Glacier County Library

Election of Commission Officers – **Action**

Commission Goals and Objectives – Commission

- Strategic Planning follow up discussion
- Commission Calendar
 - 2016 Fall Workshops, September 13 & 14, Polson, MT
 - RIPL Conference, September 30-October 3, 2016, Englewood, CO
 - NSGIC Annual Conference, October 24-28, 2016, Indianapolis, IN
 - Commission attendance at Fall Federation meetings
 - Golden Plains Federation Meeting, TBD
 - South Central Federation Meeting, September 17, 2016, Harlowton
 - Broad Valleys Federation Meeting, September 27, 2016, Conference Call
 - Tamarack Federation meeting, October 19, 2016, Conference Call
 - Pathfinder Federation meeting, October 27, 2016, Ft. Benton
 - Sagebrush Federation Meeting, November 5, 2016, Miles City
- 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

DRAFT

MONTANA STATE LIBRARY (MSL) COMMISSION MEETING 10:00 A.M., MAY 25, 2016 GOTOMEETING

ATTENDEES:

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

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

Visitors: Lisbeth Barnea, Pamela Benjamin, Cheri Bergeron, Karen Mayhall and Rachel Schillreff.

Chairman Bartow called the meeting to order at 10:05 a.m.

EXECUTIVE PLANNING PROCESS (EPP) BUDGET PRIORITIES:

There were four draft requests reviewed in April and comments about those request follow. 1.) The Montana Land Information Act (MLIA) grant program \$300,000 request. Commissioner Wall had requested that references to local governments be changed to government entities. That update is not included in the meeting materials but it will be noted when the proposal is submitted to the Governor's office. 2.) Natural Heritage Program (NHP) request. The impact to their budget due to the increased cost of benefits to employees has been over \$20,000 this year alone which means the purchasing power in the contract is diminished without an increase. Staff attended the Governor's invasive species summit where the advisory council recommends NHP involvement in managing the data. There might be legislative or fiscal requests from that advisory council but those haven't not appeared yet. 3.) Talking Book Library (TBL) digital conversion request. Christie Briggs has confirmed that the budget request for the digital conversion through a third party contractor is adequate. 4.) Broadband support request. MSL has considered the suggestion that we evaluate regional requests as suggested by Commissioner Newell and ultimately decided to move ahead with a statewide request because doing otherwise might deepen a digital divide. Furthermore, regions of the state where the deepest impact could be felt are difficult to identify due to variables such as population centers, geography, available infrastructure, and priorities for providers.

Jennie Stapp and Kris Schmitz met with the Governor's budget office about the proposed requests and they suggested that all approved requests be submitted. No objections were put forth.

The Governor's office will take the lead to carry a budget request to backfill any loss in Coal Severance Tax (CST) funding but there are no details at this time. Any CST funding requested put forth by MSL could weaken our other requests and would need to be prioritized lower based on the task force recommendations and needs.

Commissioner Wall would like the broadband request to include federal and state funds. An additional clarification is that the contracted company that would manage a statewide procurement vehicle would have contracts with multiple providers.

If the requests are approved to be put forward by the commission, Kris will enter them in IBARS and the requests are then public records for the Governor's office consideration. The Governor's office will refine and review the requests through summer. Around August or September, they will identify the preliminary approved requests but the final budget won't be done until November and it is then presented to the Legislature. The election of course could have an impact.

Motion was made by Commissioner Kish and seconded by Commissioner LaFromboise to approve the EPP budget priorities as presented with the broadband revision to include federal funding as part of the overall request. Commissioner Roberts stated for the record that it is a good move to use the EPP as a means of moving some of the things MSL does out of tenuous funding into general funds. The motion passed.

Motion was made by Commissioner Roberts to direct MSL to submit an EPP proposal for FY18 and 19 to cover those things that MSL has been paying for with CST with General Fund Dollars. After further discussion and clarification of the intent of the motion, the motion died for lack of a second.

MLIA FY'17 GRANT RECOMMENDATIONS:

Commissioner Wall recused himself from this vote due to his involvement with writing some of the grant proposals.

The Montana Land Information Advisory Council (MLIAC) approved the recommendations. The recommendation is to accept the top 12 out of the 26 applications received. The total funding request for the 12 grants is about \$6,000 more than is budgeted for in the Land Plan but staff believes funding is available to cover this difference. Reviewing the grants involved a lot of work for Evan Hammer and the subcommittee.

Motion by Commissioner Roberts and seconded by Commissioner Eissinger to approve the MLIA FY'17 grant recommendations and the motion passed.

CST REDUCTION:

MSL was informed on May 16 of further reductions in CST revenue projections and cash flow. As a result MSL was directed by the Governor's Budget Office to reduce our CST expenditures by an additional \$166,000 over the \$46,000 reduction taken in January. The commission needs to provide guidance and take action on where to take the reductions from the MSL budget. The revised budget will give direction to the Network Advisory Council (NAC) to implement the reductions.

DRAFT

The previous reductions are reflected in the spreadsheet provided as are the current proposed cuts. The statewide database contract is proposed to be eliminated. The \$68,682 remaining in the Library Development budget will be used to fund the new MSC libraries, the OCLC group services contract and the Montana Memory Project (MMP).

Commissioner Kish questioned whether purchasing one scholarly database would be feasible. There were other individual databases such as the automotive database that were discussed also. Based on statistical use, it is hard to justify that cost. The April budget did allow for more flexibility but the cuts were much deeper than anticipated.

For the record, the State Librarian has received a letter from the Billings school librarians and other individual librarians and teachers expressing support of continuing funding the databases.

It is too late in the process to reduce federation funding and contract dates will affect other items such as OCLC and MMP's ContentDM. Additional recommended cuts include reductions to the Professional Development budget, the funds to support new MMP collections and the complete elimination of the proposed operation budget for the new Lifelong Learning Librarian. Since the position was supported by the task force and seems to be important moving forward, the recommendation is to move forward with the recruitment. The EBSCO contract is a biannual contract renewable in July.

Motion was made by Commissioner Wall and seconded by Commissioner Eissinger to approve the CST reduction as presented in the meeting materials. NAC will be working under a budget approved by the commission. If a cost sharing formula is developed or TRAILS is able to fund any databases, NAC would work with them. Commissioner Roberts wondered if it would be possible to approve the reduction but then have a motion to seek alternate funding. MSL will work with interested parties regarding alternate funding without a separate motion. **The motion passed with Commissioner LaFromboise opposed.**

PUBLIC COMMENT:

Several comments were received but none that were recorded verbatim. The summary of all comments was the MSL should keep communicating, working hard and trying!

OTHER BUSINESS & ANNOUNCEMENTS:

The next meeting is on June 8th and a strategic planning work session will be held on June 9th.

ADJOURNMENT:

The meeting adjourned at 11:30 a.m.

DRAFT

**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING
9:30 A.M., JUNE 8, 2016
HELENA, MONTANA
OR GOTOMEETING**

ATTENDEES:

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

Staff: Troy Blandford, Christie Briggs, Bobbi deMontigny, Jo Flick (online), Jo Genzlinger, Jessie Goodwin, Evan Hammer, Pam Henley, Amy Marchwick, Sarah McHugh, Lauren McMullen, Cara Orban, Suzanne Reymer (online), Kris Schmitz, Jennie Stapp and Marlys Stark.

Visitors: Pamela Benjamin (online), Honore Bray, Janeen Brookie, John Finn, Nanette Gilbertson, Nancy Schmidt, Marilyn Trosper, Debbie Wellman and Sonja Woods.

Vice-Chair Kish called the meeting to order at 9:30 a.m.

Jessie Goodwin introduced Bobbi deMontigny in her new position as the Montana Shared Catalog trainer.

Three employees were presented with five-year longevity pins: Jo Genzlinger presented by Evan Hammer, Jo Flick presented by Sarah McHugh and Amy Marchwick presented by Jessie Goodwin. Two employees were presented with ten-year pins: Lauren McMullen by Sarah McHugh and Troy Blandford by Evan Hammer.

One change was announced to the agenda. The trust request will be postponed until August as no satisfactory responses were received to the request for proposal (RFP).

APPROVAL OF MINUTES:

Motion was made by Commissioner Roberts and seconded by Commissioner Newell to approve the April 6, 2016 minutes as presented and the motion passed.

STATE LIBRARIAN'S REPORT:

At the May meeting, the decision was made to not fund the database contract any longer so the EBSCO contract will not be renewed at the end of August. A lot of feedback has been received including a Billings Gazette article and ongoing press. Jennie anticipates questions from the Legislative interim committee meetings next week. Colet Bartow and Jennie put out a statement after the meeting and produced a document with talking points, history, and timeline of database funding so staff are well

DRAFT

prepared to answer questions and communicate answers. They reached out to the legislative and fiscal analysts so they also had the information they needed. Indications have been that some libraries might have funding to put towards some kind of database agreement or package. After the April meeting, MSL had been in conversations with TRAILS to negotiate a database suite. MSL has also been made aware of free databases and free federal information. Colet and Jennie are envisioning a 'hackathon' where librarians can come together to cobble something to replace the EBSCO contract.

Comments from the commissioners included that this is a wonderful opportunity to reinvent, that this isn't a unique situation and many states are facing this problem so this is an opportunity to become leaders, although there was some negative feedback, there was also positive feedback because some teachers weren't using the databases and they spent a lot of time teaching students to use a specific interface instead of teaching them how to search, that there are many options available to explore.

The budget office is also looking at replacement funding. How replacement funds may be made available will be considered in context with the larger legislative budget.

MSL has had a pilot texting program in place for the past school year that targets parents and care givers of four year olds by regular texts to encourage early literacy skills. They receive three texts a week. Salt Lake City Library Public Library has asked if they could have copies of all the texts to translate into Spanish so now subscribers have the option of English or Spanish. An evaluation of the impact of the service is currently being conducted with over fifty percent having responded as of last week.

An Executive Order entitled Information Technology Convergence has been issued that mandates that the state data center be used for all servers and data storage for executive state government agencies. MSL is well positioned to respond to that order and will be among the first to finish migrating. The projected costs appear minimal at about 10 to 15 thousand over what is currently being paid to SITSD. The MSL virtual server environment will continue on a dedicated platform at the data center. There are a number of benefits to the migration including better connectivity and the Miles City replication. MSL will not plan to migrate the Montana Shared Catalog (MSC) Server environment at this time. The MSC is evaluating a hosted service through SirsiDynix. The outcome of that evaluation will determine the infrastructure for that service in the future Although there might be a few challenges, overall it should provide better service.

Talking Book Library (TBL) has hired a new readers' advisor, Glenda "GG" Waldburger, who will begin work at the end of the month. Scott Story has accepted a different position and staff are currently screening applications for his replacement. Interviews have been scheduled for the GIS Coordinator position. There were over 40 applicants. Screening for the outreach position begins next week. Cara Orban has accepted a lead position in SLR and will supervise the new position as well as the MMP and MSC directors.

The evaluation period in the five year planning process for IMLS is close. IMLS has strict guidelines for that process and MSL will be conducting limited solicitation for a consultant to do the evaluation. The goal is to have the contract signed by the first part of August.

The energy and telecommunications interim committee has drafted legislation for Next Gen 911 and are seeking comment through June 17. This legislation was informed by two bodies that MSL staff has sat on, the 911 advisory council and the work group for the committee. The report specifically cites GIS as integral to Next Gen 911.

TBL has produced a recording voiced by Charlie Briggs of the Montana Constitution which is available to all Montanans. The effort was supported and publicized by the Secretary of State. Congratulations to Christie Briggs and Charlie.

FISCAL YEAR END WORK PLAN REPORTS:

The three managers briefly mentioned highlights, accomplishments and goals of their program reports for the year.

Evan Hammer spoke on the Digital Library with the reorganization being dominate this year. The process and results have mostly been positive but there is still work to do. The three open lead positions in information management, information products and user services have made it more challenging. Kudos to Troy Blandford, Michael Fashoway and Jim Kammerer for stepping up in their role as leads.

Contract work for Bureau of Land Management has been a highlight and was completed in January. The next steps are to adjust boundary and parcel data. Staff are working with Wyoming staff on that border.

The final two counties address point collection is complete so MSL has a true statewide address data base which is critical for 911. The next process is to go through and evaluate and determine the accuracy of those points.

Evan is excited to see where water information is going and that they have been able to make real strides. Troy is taking a dual focus including improving tools to submit requests for change and exploring other ways to improve the overall quality of the dataset. He commented that Gerry Daumiller and Bob Holliday get a lot done.

ESRI has implemented improvements that standard users can work with.

Certain areas of the state were not collected during the NAIP 2015 collection due to smoke and snow. NAIP 2015 is the fifth orthoimagery dataset that we make available and all will be up in managed services. They hope to supplement that with the late 90s and early 2000s black and white orthoimagery so there will be 15 years of data.

DRAFT

User Services staff of Karen Dimmitt, Jo Genzlinger, Diane Papineau and Jim Kammerer have really stepped up to be sure the day to day library work gets accomplished.

Several items not accomplished will mostly carry over to the next fiscal year with the top priorities moving forward being the request management and tracking tool and the staff cross training of library to GIS.

Sarah McHugh summarized the SLR programs. She discussed improved cost share formulas for MontanaLibrary2Go and the Courier which she hopes will pave the way forward. The shareable downloadable content of MSL has had input in a national pilot. There are new collections in MMP which is becoming a direct service hub of the Digital Public Library of America. MSC is in full compliance with the new metadata standards and the policy work is almost completed so that the work to add a new library is reduced. Training has been focused on succession planning for trustees. A Mentoring program for librarians developed in partnership with the Montana Library Association has potential. The SLR portal (website) is a highlight of the year. There were TBL challenges with Christie being out but the TBL staff really stepped up. Programs have been working on end of year work plans and there are many items in the report that will continue into the next fiscal year.

Kris Schmitz reported for Central Services which really provides backup for all other programs. The accounting tech position was dropped to half time at the beginning of the year and it took time to adjust out how to realign the work. Colleen Hamer was trained as a backup to Carol Churchill to maintain internal controls. Kris expressed thanks to Carol for being positive about the reduction and staying on board. Human resources and financial did all the change for the reorganization such as restructuring the orgs/expenditures for new categories, creating new lead positions, changes in reporting, training on time sheets and so on. There is still work to be done but progress has been made.

She just finished the legislative finance compliance audit which never gets easier and are a lot of work. Should get the audit report sometime after the end of the following week.

She is also providing information to the Legislative Audit Division as part of a statewide performance audit which is looking at the Broadband Pay Plan policies and structures. - Staff are working on rewriting the directory which is a lot of work for Colleen so thanks to her for her input and hard work. EPP work has also been ongoing. Recruiting has been very busy the last couple months so thanks to Marlys Stark for her work on that. Managers and supervisors have a lot of work to make sure everything is turned in on time. Kris is working on the 2019 biennium process. The budget should be developed and turned in to the Governor by the end of August. This is a snapshot year so the books will be closed in July and used for that. Policy work is just being the review with the commission.

Most work is ongoing and will continue into the following year.

COMMISSION POLICY REVIEW:

For this commission meeting, Kris is bringing seven policies which are recommended for deletion as they are no longer needed as supplements for the state policies.

Motion was made by Commissioner Newell and seconded by Member LaFromboise to adopt the recommendations to remove these seven policies and the motion passed.

Staff try to bring the broadband pay plan policy every year for review but changes aren't always recommended. This year there is one change recommended, on page five it is recommended to add 'under progressive discipline'. An update to the appendix is also recommended with changes based on the state market analysis. MSL has a couple of exceptions because we can't pay the range so the interagency pay tool is then used.

Motion was made by Commissioner Eissinger and seconded by Commissioner Wall to approve the broadband pay plan policy update as recommended and the motion passed.

2016 PAY INCENTIVE DISTRIBUTION STRATEGY:

Due to the many vacancies and the contract work in the digital library, there is funding that can be used in compliance with the broadband pay plan to recognize staff through bonuses. The recommended amounts are for staff that are underpaid by the pay plan and for those that have been in areas that have really been stepping up. After these recommended bonuses are paid out, about \$34,000 will revert to the general fund.

Motion was made by Commissioner Newell and seconded by Commissioner Roberts to accept the recommendations made and the motion passed.

FEDERATION FY'17 PLANS OF SERVICE:

All federations were represented by their coordinators. Each coordinator pointed out highlights of their plans from the written report.

John Finn reported on Broad Valleys, Janeen Brookie for Golden Plains, Debbie Wellman for Pathfinder, Sonja Woods for Sagebrush, Nancy Schmidt for South Central, and Honore Bray for Tamarack. At Broad Valleys meeting, all libraries had representation this year. Also their bylaws were changed to allow another library to be the coordinator but the vote kept Lewis and Clark Library. Tamarack had one library that didn't attend any meetings although their bylaws state they must attend at least one so they won't be include in the funding disbursement next year.

Motion was made by Commissioner LaFromboise and seconded by Commissioner Eissinger to approve the plans of service for the federations as presented and the motion passed.

Meeting was recessed for lunch at 12:38 p.m. Reconvened at 1:17 p.m.

COURIER FUNDING PROPOSAL TO THE MSC:

Forty percent of MSC libraries have no access to courier which means it is hard to be a part of a sharing group. The pilot is exploring other ways to make sharing more affordable including cost sharing. They are also identifying gaps and how to fill them. The pilot shipping costs are mostly coming from MSC with some from Library Services Technology Act funds. The budget for all the courier program is between \$200,000 and \$500,000.

COMMISSION GOALS AND OBJECTIVES:

Commissioner Eissinger reported on her attendance of the National Library Legislative Day. She said there were a lot of good speakers. One item she learned is that there is legislation that have made libraries part of the workforce investment board and have a relationship with the National Association of Counties which provides lot of opportunities for collaboration. She suggests that job training in libraries should come with some funding.

Commissioner Wall attended the Tamarack Federation meeting and got a lot out of it. He said there were really great in depth discussion on topics he doesn't usually think of. The group was smaller so he learned more than in the fall workshop. He also attended a tribal round table on broadband that Senator Tester held which was a follow up to a meeting the Federal Communications Commission had with tribal representatives in September.

Commissioner LaFromboise attended two federation meetings. The Pathfinder seems to be growing every year. She reported that the first session at Tamarack was on how to handle sticky situations and she was late so walked in on a guy yelling! It was a very good session.

Commissioner Kish attended some 'meet the candidate' forums which was an opportunity to get to know people that might be in office.

Commissioner Eissinger went to Golden Plains which appears to be a close group. She was amazed at what is done in some of the libraries. She felt Scobie was very innovative.

Commissioner Roberts attended the South Central Federation meeting.

Commissioner LaFromboise will have a reception in Browning the evening before the August meeting in Cut Bank.

OTHER BUSINESS/ANNOUNCEMENTS:

There was none reported.

PUBLIC COMMENT:

There was none received.

STATE LIBRARIAN PERFORMANCE APPRAISAL PROCESS:

Due to privacy concerns, the commission chair chose to close the meeting for an executive session at 2:12 p.m.

Electronic copies of executive session minutes are kept on the personnel drive. Print copies of the minutes may be requested by authorized persons in accordance with MCA 2-3-212.

Executive session closed at 3:00 and the public meeting was called back in session.

The commission directed the chair to finalize the performance appraisal form from FY'16 for signature. They further directed the State Librarians to edit her suggested appraisal goals for FY'17 based on their notes.

ADJOURNMENT:

The meeting adjourned at 3:02 p.m.

FINAL

**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING
9:30 A.M., APRIL 6, 2016
MISSOULA, MONTANA
OR GOTOMEETING**

ATTENDEES:

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

Staff: Jennifer Birnel, Jo Flick, Jessie Goodwin, Pam Henley, Sarah McHugh, Cara Orban, Suzanne Reymer, Kris Schmitz, Jennie Stapp and Marlys Stark.

Visitors: Cheri Bergeron, Pam Carlton, Carly Delsigne, John Finn, Nanette Gilbertson, Garry Lowell, and Kate Vassar-Geise.

Vice-Chair Kish called the meeting to order at 9:30 a.m.

Jessie Goodwin was introduced as the new Montana Shared Catalog (MSC) director.

APPROVAL OF MINUTES:

A correction was noted by Commissioner Newell on page three. The word ‘no’ needs to be inserted between was and direct in the second paragraph about the library development study task force recommendations. The ending of the last sentence two paragraphs after that, Commissioner Newell requested to be reworded to read ‘feedback loop from all library user groups’.

Motion was made by Commissioner Roberts and seconded by Commissioner Wall to approve the February 10, 2016 minutes as corrected and the motion passed.

STATE LIBRARIAN’S REPORT:

Christie Briggs will be presenting a request to use MSL trust funds to pay for the installation of a new recording studio. Action will be requested in June.

MSL is exploring data storage options to replace the Storage Area Network (SAN) which will go out of warranty in October. The State Information Technology Services Division has said that they will no longer approve procurement requests for SANs leaving MSL with the option to migrate to the data center or to cloud vendors. From a cost perspective it is more viable to consider the data center. MSL’s production server environment will need to move to the data center in order to get the best performance. Currently Montana Shared Catalog (MSC) data is not on the SAN. A decision regarding

FINAL

whether or not to move MSC servers to Sirsi's hosted environment or to the data center will be explored over the next 18 months.

MSL received over \$800,000 in Montana Land Information Act (MLIA) grant requests this year which is the highest that has ever been requested. The land plan only budgets \$225,000 for grants. Collections have seen a slight increase but not enough to recommend an increase to the grant budget.

MSL lost \$46,000 in Coast Severance Tax (CST) spending authority. This reduction is in addition to the \$90,000 reduction from last biennium. The digitization contract is being reduced and the remainder will be taken from the Statewide Library Resources (SLR) budget.

The FY'16 Library Services Technology Act (LSTA) award is \$1,066,000 and FY'17 will likely be level funding unless Institute of Museum and Library Services (IMLS) changes their spending format.

Evan Hammer and Michael Fashoway were in the next gen 911 interim study work group. Jennie Stapp sits on the advisory council. These groups made funding recommendations to the Energy and Telecommunications Interim committee to both enhance the 911 network and to allocate funds to MSL to undertake a GIS data assessment.

Jennie is the chair of the Chief Officers of State Library Agencies (COSLA) networking committee which looks at regional networking opportunities. One priority is broadband support models. Another priority is working with service partners to approve overall relationships with COSLA such as scalable e-book platforms.

The Federal Communications Commission has just announced lifeline modernization efforts. Lifeline provides funding to low income individuals to help them afford broadband. The modernization mentions a digital inclusion plan that will likely involve community anchor institutions including libraries.

MSL staff is taking steps to put into place ideas and items that came out of the task force and the Network Advisory Council (NAC). The May NAC meeting will have a RIPL conference overview regarding inputs, outputs and impacts.

Jessie Goodwin is the new MSC Director. The GIS Coordinator recruitment process is beginning. The user services lead, Alana Mueller-Brunckhorst, has resigned. Sarah McHugh is retiring on June 24th and there will be a reception after the June 8th commission meeting in Helena.

FY'16 THIRD QUARTER FINANCIAL REPORT:

There are not many budget changes. The third quarter is the time for staff to analyze the budget and position things for the next financial year.

FINAL

Motion was made by Commissioner Eissinger and seconded by Commissioner Newell to approve the FY'16 third quarter financial report as presented and the motion passed.

NETWORK ADVISORY COUNCIL REPORT:

The NAC recommends accepting two new libraries into the MSC, Livingston Park County Public and Richey Public and use CST funds to pay the \$10,443 startup costs.

NAC recommends moving CST funds to things that don't have to be sustained for multiple years or that can be pulled back later if necessary in order to better manage CST revenue fluctuations.

Motion was made by Commissioner Newell to accept the NAC recommendation to spend \$10,443 of CST to admit the new libraries to the MSC and the motion passed.

The provided recommended budget combines the traditional Library Services and Technology Act (LSTA) "above the line" (associated with positions) with statewide projects recommendations. The NAC considered both LSTA and CST funding and took into account the task force recommendations when making budget recommendations for the FY 17 Statewide Library Resources budget.

The proposed budget doesn't define specific things such as the summer institute but just says training and the staff will work with NAC to choose schedules and events.

They recommend funding for a new position which would be a modified FTE funded from LSTA funds which means it would have to be approved by the Commission every year. This is a lifelong learning position and hopefully can free up some of the statewide projects librarian's time so she can do some grant writing since grant writing can't be done by a federally funded position.

The E-content budget reflects a budget reduction as recommended by the NAC. Cara requested a quote for the database licenses which were for specific databases and for specific types of libraries. The pricing on that quote will be a starting point for discussion. Other funding sources such as TRAILS (the academic library consortium) will be looked for.

Motion was made by Commissioner Kish and seconded by Commissioner Eissinger to approve the recommendations as presented and the motion passed.

EXECUTIVE PLANNING PROCESS (EPP) DISCUSSION:

The EPP instructions were to break legislation and budget requests into separate items with an April 15 deadline for legislation and a May deadline for budget. The commission will meet via teleconference to approve the final budget request in May.

FINAL

Staff recommends that MSL bring forward a sunset extension to the statutory appropriation for the state aid legislation that would extend the time by six years to 2023. Staff met with the Governor's Office to share the preliminary plans and they showed no concerns.

Stories of the impact of this funding to individual libraries and communities will continue to be gathered and they will be shared with the interim committee before the session.

Motion was made by Commissioner Roberts and seconded by Commissioner LaFromboise to approve the draft legislation and the motion passed.

There are four budget proposals brought as drafts for commission feedback. Final approval will be requested during the teleconference in May. The framework document ties to the Governor's priorities and MSL's goals and provides an analysis of the budget impact.

1. MLIAC grant funding request is an attempt to make the grant program more stable instead of volatile. For the last two sessions MSL has unsuccessfully requested FTE support for the program so this request focuses on the grants as a way to demonstrate the benefit to local government. The \$300,000 request is more than the average amount given so it would fully sustain the current program and MSL would still be able to use some MLIA funds for the grant program also. Member Wall suggested changing the wording of 'local government' to 'government entity'.

2. Increased funding for the NHP core contract was an EPP request last session and didn't make it into the Governor's budget. The requested \$100,000 would bring the funding up to support current needs and would allow NHP to support MLIA work also.

3. A onetime only (OTO) request to complete the Talking Book Library digital conversion which is about 25 percent completed. The request is for operation funds and will require a RFP and contract to complete the work necessary.

4. Broadband request include what it would cost to achieve the highest level of support including what e-rate would cost. MSL would hope to continue to work with the Governor's office as they put together a proposal that would be affordable for all. One concern is that this is an ongoing request rather than OTO and represents a 38 percent increase in the MSL budget. The commissioners agreed that we should ask for what we need to help the constituents.

SUMMER INSTITUTE PROJECTS PRESENTATION:

Jo Flick had invited Pam Carlton, Carly Delsigne, Pam Henley and Kate Vassar-Geise to give presentations on their summer institute projects. Unfortunately, due to a time crunch, they were just able to give a quick overview of the program and their project summaries and presentation were sent to the commissioners for viewing after the meeting.

FINAL

COMMISSION GOALS AND OBJECTIVES:

There were two responses to the strategic planning facilitators limited solicitation request. The Block response is out of the budget range so would have to be renegotiated if the commission chose him.

Motion was made by Commissioner Newell and seconded by Commissioner Wall to ask the State Librarian to pursue a contract with Cooney and the motion passed.

The suggested May teleconference date is the morning of May 25. Commissioner Newell will be overseas that day and thus unable to attend.

Motion by Commissioner LaFromboise and seconded by Commissioner Eissinger to have the teleconference on May 25 at 10:00 a.m. regarding the EPP and the motion passed.

Commissioners Bartow, Kish and Newell as well as State Librarian Stapp attended the Broad Valleys Federation meeting. Commissioner Eissinger attended Sagebrush and Commissioner LaFromboise may attend Tamarack.

Commissioner Eissinger will attend National Library Legislative Day this year along with John Finn, Dawn Kingstad, Ann Ewbank and Jennie Stapp.

OTHER BUSINESS/ANNOUNCEMENTS:

Commissioner LaFromboise is receiving and outstanding support staff award from Montana Library Association (MLA).

PUBLIC COMMENT:

There was none received.

ADJOURNMENT:

The meeting adjourned at 12:50 p.m.



Central Services & State Librarian's Office Report June and July 2016

Prepared for the August 10, 2016 Commission meeting
by Jennie Stapp, State Librarian

This report represents accomplishments of Central Services staff: Stacy Bruhn, Carol Churchill, Sara Groves, Colleen Hamer, Tom Marino, Cindy Phillips, Kris Schmitz, Jennie Stapp, Marlys Stark and Joe Tosoni.

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, 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. **(Originally reported February 2016)** Two primary vendors, Counting Opinions and Baker & Taylor, comprise the marketplace to provide online public library statistics collection and analytics. After meeting with the vendors and reviewing their software products staff determined that adopting an “out of the box” solution would not significantly improve the overall efficiency of our current statistics collection process, nor would it enhance our current public library statistics program in a meaningful enough way to warrant the additional annual cost, as well as the workload to migrate to a new system, and the need to train librarians on the use of a new system. Further, our current system is fully integrated into the Library Directory, an in-house application that we maintain, so implementation of a new system would require both our staff, and librarians around Montana, to maintain public library information in two systems, increasing workload and creating the risk that the systems become out of sync. When asked to evaluate whether or not the vendors could provide the additional functionality found in the Library Directory, in addition to the statistics module, we were told that our Library Directory is far more advanced than any other system in the country and that it would take considerable work and expense to recreate it. Based on our investigation, staff determined that statistics should remain a module of the Library Directory and the functional requirements of the statistics process have been included in the project planning for the Directory re-write.

In addition to our own evaluation of statistics vendors, the Institute for Museum and Library Services (IMLS), the federal agency to which we submit our statistics has a new vendor, AIR.

Hamer, the State Data Coordinator, is preparing for their new collection process. FY '15 public library statistics are due on May 13.

(Originally reported April 2016) FY '15 public library statistics have been submitted to IMLS. To submit statistics, Hamer had to work for the first time with a new national vendor selected by IMLS to administer the statistics program. Additionally, Hamer created and lead a training on the statistics process as well as available online reporting tools to librarians at the Broad Valleys Federation Meeting. The same training will be offered at the Pathfinder Federation Meeting in May.

(Update: August 2016) Thanks to the hard work of Colleen and Stacy, the [FY '15 public library statistics](#) data are now available online through the MSL website. Web reporting tools have also been updated. The FY '16 statistics collection period is open and Library Directors have until November to submit last year's statistics. Making good use of these statistics is an important element in a library's advocacy effort.

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.

(Originally reported 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.

(Originally reported February 2016) Based on the significant scope of the Library Directory and the diverse user stories collected, the decision has been made to build the new Library Directory in a series of small projects. Anticipated timeline for a complete re-write is 12-18 months however staff will roll out various modules of the new Directory as they come online. As was the case with the rewrite of the Digital Atlas, staff are making use of the Agile project management process whereby they identify small development "sprints" and meet on a daily basis in small, standup, meetings to report progress, answer questions, and identify and address development concerns. A project launch meeting was held on January 25 to discuss the initial project to create the necessary authentication system to support the variety of functions or "roles" the system supports. Examples of roles range from entering and editing library location and demographic information, to registering for the Fall Workshops, to entering public library statistics, to managing continuing education credits and certification, etc. Unlike the current system, where practical and feasible, the new Library Directory will utilize integrated technologies that we do not have to build and maintain in-house. For example, we plan to make use of the State's E-pass authentication system, rather than maintaining our

own. Using E-pass will reduce the need for staff and librarians to maintain multiple passwords for different state applications and will improve the overall security of the Library Directory. **(Originally reported April 2016)** IT staff worked successfully with Montana Interactive, the company that implements the State's eGov programs, to implement Montana ePass as the authentication services for the new Library Directory. As MSL begins to further utilize Montana ePass patrons will be able to use a single account for the Library Directory, Digital Library services, and other State of Montana applications.

See the SLR report for additional updates regarding the Library Directory rewrite.

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.

(Originally reported February 2016) Staff has begun to evaluate various storage options against business needs like data access and redundancy. We were initially excited when SITSD announced new data storage costs that were significantly lower than previous fiscal years however, upon verification we learned that the published rate was in error and costs would be approximately five times higher than our average annual spend for data storage and redundancy.

(Originally reported April 2016) After an initial error in rates, SITSD has reduced data storage costs to a level that is competitive with the cost to manage internal hardware in previous fiscal years. MSL staff and SITSD staff are continuing to discuss data storage including back-up and disaster recovery options and performance parameters for production data accessed through applications and MSL websites. Should MSL determine that SITSD storage options prove viable, we will include this service as part of our information technology fixed cost request during the 2017 legislative session. Given the Governor's and Legislative goal to move agencies to the State of Montana Data Center (SMDC), this request is likely to be approved.

(Originally reported June 2016) On May 10, the Department of Administration announced a new executive order from the Governor regarding state information technology assets. The executive order has not yet been formally issued but it is considered imminent. Under the

executive order SITSD will implement a plan to “converge” servers, storage, and cloud computing in the SMDC. The plan will be fully implemented by December 31, 2017. Agencies will be required to make use of “enterprise” services such as telecommunications, email, electronic records content management, etc. Agencies will have the discretion to make decisions about their computing needs to meet agency business needs. Where ever possible, enterprise services, such as server and storage environments, will be used to support agency needs. There is no vision to consolidate IT staff. Because of MSL’s plans to migrate storage and much of our production server environment to the SMDC next fiscal year, we are slated to be one of the first agencies migrated under this executive order. MSL staff is currently working with SITSD staff properly scope the move in order to fully understand costs though SITSD has stated that the goal for agencies’ budgets is to be cost neutral.

(Update: August 2016) Staff have begun working with SITSD to plan for the migration to the State of Montana Data Center. A kickoff meeting is scheduled for August 4th to discuss the migration needs and MSL’s computing environment. MSL’s current virtual server environment makes us of Zen Ware and the SMDC virtual server platform uses VMware so the migration will involve a change of server operating systems. MSL IT staff will complete VMware training ahead of the migration. SITSD will create a test platform for us to test the migration of our host servers before actual migration of the servers and data takes place. According to SITSD’s project plan, MSL should complete our migration by mid-October.

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.

(Originally reported February 2016) The database migration was completed on time by the end of the calendar year. Not only does accomplishment mean that we are able to support our databases in a more current database environment, it represents the achievement of a long-term goal to fully virtualize our MSL’s server environment. With the exception of the Montana Shared Catalog servers, all MSL servers are now virtualized and can easily be ported to different on or offsite host hardware when hardware is refreshed or in the event of a disaster.

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.

(Originally reported 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.

(Originally reported February 2016) GIS staff have begun to scope a rewrite of the Cadastral Application (see the Digital Library report for more information).

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 (MTNHP) needs; a single feature service used by the Montana Department of Transportation (MDT). Once a decision to decommission ArcIMS is made, the final virtual ArcIMS server can be shut down.

(Originally reported February 2016) With the exception of the decommissioning the ArcIMS server, this migration has been completed. Staff continues to work with the vendor Esri, MTNHP and MDT to evaluate options to serve the data made available through the feature service. Current ArcGIS feature services fail under the large amount of data serviced by MTNHP and, to date, Esri has not been able to offer a satisfactory solution.

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 (KIN) 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 (SHLB) 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.

(Originally reported February 2016) At the November meeting of SHLB, I elected to serve another year as Chair. The Coalition continues to focus on fundraising and organizational planning. If current fundraising milestones are achieved, the executive director who currently works under contract, will move to full time before the end of the year.

In December the Mainstreet Montana KIN released its recommendations to the Governor. Recommendations include:

1. Creating an interactive broadband map;
2. Commitment of \$25M in funds from the Legislature to support public-private broadband deployment projects;
3. Legislation to make the permitting process more friendly and efficient for broadband deployment; and
4. Creating a Broadband Advisory Task Force.

Action to adopt these recommendations, in my view, would represent a positive step forward in developing a statewide broadband strategy. The full KIN report is included in the Commission meeting packet.

In considering how the State Library may support increased broadband access and affordability to all Montana libraries, staff have begun to evaluate public library data to determine how much broadband would be required to support a 5Mb/s per device model under a single statewide procurement vehicle. Based on the number of devices (staff and public access computers) and average wireless sessions reported in the FY '14 public library statistics, total bandwidth needed to reach this threshold is only 8-10 Gbps. We have begun working with the Montana Telecommunications Association to evaluate an affordable cost

model for service and will then consider funding options including E-rate and a state budget request.

(Originally reported June 2016) Based on our analysis, MSL is prepared to request through executive planning process approximately \$3.5M in state funds and federal spending authority to administer a statewide contract to purchase a minimum of 100Mbps broadband for all public libraries in Montana.

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 **(Note: this work plan item has been moved to the SLR report under the work of the Lifelong Learning Librarian).**

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 they develop their skills as new supervisors.

(Originally reported 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.

(Originally reported February 2016) The 2nd quarter financial report presented to the budget fully reflects the newly adopted budget for the reorganized Digital Library.

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.

(Originally reported 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.

(Originally reported February 2016) Staff will present the final recommendations of the Task Force to the Commission at the February meeting. Based on Commission action, staff will begin to formulate a plan for the creation of benchmarks making use of the Network Advisory Council and Commission in that process. Staff and the NAC will also be asked to make recommendations about how to allocate existing resources and to make suggestions for new budget requests in order to implement the recommendations.

(Update: August 2016) The Library Development budget is now aligned with the task force recommendations so that staff and the Commission can see how resources are being allocated according to the recommendations.

Further implementing the recommendations means that we cannot continue to plan for Library Development objectives and activities without a significant cultural shift in how we think about the recommendations and how they drive our work including the need to incorporate the data we collect to plan, implement, and evaluate our efforts. Staff have begun to talk about how we make use of the recommendations. We also recognize an important role for the Network Advisory Council to plan in informing how we implement the recommendations. To continue the cultural shift, we are planning for training for the staff and the NAC. The training will

include an overview from the RIPL conference as well as training on the use of data in planning.

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.

(Originally reported February 2016) The Governor's Office of Budget and Program (OBPP) planning announced their timeline for the EPP process. EPP requests must be submitted to OBPP by May 30. This timeline may necessitate the need for a teleconference Commission meeting to approve final EPP items ahead of the June meeting. Additionally, Stapp and Schmitz attended a meeting with Budget Director Villa and Montana Library Association representatives Judy Hart and Nanette Gilbertson to discuss the need to update the statutory appropriation for state aid ([22-1-327 MCA](#)) in the 2017 session. At Director Villa's direction, the State Library will prepare legislation, extending the term of the statutory appropriation to a date yet to be determined. This legislation will be submitted to the Governor's Office as part of our EPP request. It is important to note that the state aid funding would remain tied to the statutory appropriation rather than being included in House Bill 2, the state budget bill.

(Originally reported April 2016) Schmitz completed training on the State Budget System (IBARS) on creating standard budget journal and reporting levels to capture FY 17 legislatively appropriated budget as the starting point for the 2019 biennium budget. '

Additionally, Stapp and Schmitz met with staff from the Department of Administration (DOA) to evaluate space options within MSL. MSL staff desires to enact plans to remodel the lower level of the library to make better use of the overall space and enhance our conference room facilities. To move forward, DOA needs to identify new tenants to occupy space that would be vacated by MSL. To date no tenants have been identified by DOA will continue to evaluate options.

(Originally reported June 2016) EPP were presented for final action to the Commission on May 25. They were then submitted to the Governor's Office for consideration.

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.

(Originally reported February 2016) The annual Internal Control review is underway.

(Originally reported June 2016) Managers have completed their annual review of our Internal Controls.

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.

(Originally reported 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.

(Originally reported February 2016) Legislative Auditors resumed their work for two weeks in January and may return again in February to conclude the audit.

(Originally reported April 2016) Schmitz completed field work and write ups with Legislative Auditors to complete the financial audit. We currently await the final report and will draft a response to any recommendations or findings. The audit will be heard by the Legislative Audit Committee at a date to be determined. At that time the audit will become part of the public record.

(Originally reported June 2016) MSL's financial audit is complete. It will be heard by the Legislative Audit Committee on Friday, June 17. At that time the audit will be made public.

(Update: August 2016) MSL's Financial Audit for FY 14 & 15 was accepted by the Legislative Audit Committee on June 17. Considerable focus of this biennium's legislative audits across state government is on local government revenues, including the tracking of the Montana Land Information Act recordation fee. Though MSL has no authority to audit local governments to ensure that recordation fees are properly recorded and deposited, the audit report suggests that MSL run a monthly County Collections report to reconcile the amount of funds received by the Department of Revenue to what we show in our account. We were not aware of this reporting option prior to the audit because this reconciliation was not a part of the process followed by the Department of Administration to reconcile this revenue when they managed the Montana Land Information Account. MSL has begun running this report and the process has been added to our internal controls manual. This recommendation was the only finding in an otherwise clean audit.

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.

(Originally reported February 2016) Refer to updates on goals 1.3, 1.4, and 2.3.

Planning a move to the State Data Center

Another opportunity that IT staff is now in a position to pursue, now that our server 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.

(Originally reported February 2016) Staff has begun testing a virtual machine at the State of Montana Data Center (SMDC) with the goal of moving our MSLWEB server to the SMDC. MSLWEB resides in the DMZ and serves as a proxy to our internal .NET applications and also hosts static HTML and classic ASP sites. If successful, this move will allow MSL IT staff to use the easily configurable Netscaler to replace the Apache Reverse Proxy currently on MSLWEB, receive 24/7 support at the SMDC and reduce future hardware costs.

(Originally reported June 2016) Refer to information regarding the IT Convergence executive order.

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. Policies reviews

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.

(Originally reported February 2016) With the release of modern applications to replace the old Bundler, Topofinder and Digital applications, and now that the virtualization of the MSL data center is complete, staff can almost fully support on-call needs from anywhere. With this in mind, staff is testing the ability to support weekend on-call without the need to be physically in Helena. Further evaluation of data and user business needs will be conducted to determine what additional recommendations can be made to improve the agency on-call policy. Final recommendation for a revised policy will be brought to the Commission at a later date.

(Originally reported April 2016) Schmitz is reviewing the staff handbook and Commission policies and will make recommendations for updates to policies as necessary. This work will likely result in modification to our elimination of Commission policies. Policies will be brought to the Commission for review and action at future meetings.

(Originally reported June 2016) The first of what will be an ongoing process to update Commission policies will begin at the June Commission meeting when the Commission will be asked to delete several policies that are either replaced by statewide policies or which are no longer applicable. Additionally, the Commission will be asked to take action to update the MSL Broadband Pay Plan.

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.

(Originally reported April 2016) At the direction of the Commission Stapp issued a limited solicitation to select a facilitator to guide the strategic planning process. Solicitations are due March 31, 2016 and will be reviewed at the April Commission meeting.

(Originally reported June 2016) At their April meeting the MSL Commission selected Ned Cooney as the facilitator to guide our strategic planning process. The Commission will participate in a planning session with Mr. Cooney on June 9.

(Update: August 2016): The Commission and MSL managers participated in a work session with facilitator Cooney. During the work session the Commission conducted a Strengths/Weaknesses/Opportunities/Threats (SWOT) analysis and identified stakeholders that Cooney will interview ahead of the August 9 work session. Subsequently staff contacted approximately 15 individual stakeholders to inform them that Cooney would be contact them as part of the strategic planning process.

Additional updates, August 2016:

The Montana State Library is pleased to welcome Joe Tosoni to our staff as the GIS Database Administrator. Joe has a degree in Geography with a certification in GIS from the University of Montana. Most recently Joe worked for SITSD as the GIS Enterprise Architecture Administrator and a SQL Database Administrator. MSL staff came to know and appreciate Joe's hard work and depth of knowledge while working with him in this capacity. In particular, Joe was instrumental in helping to manage the migration of MSL's, and other agencies' migration from Montana's platform to Esri's Managed Services platform in 2015. Joe is a welcome addition to our staff, replacing outgoing GIS Database Administrator Scott Story. We are also thrilled that Sara Groves has accepted the Lifelong Learning Library position. She will begin in this new role on August 22. As a result, we are beginning the recruitment process for a new halftime Communications and Marketing Coordinator. We are targeting October 1 as a start date for the new employee.

Digital Library Work Report June and July 2016

Prepared for the August 10, 2016 MSL Commission meeting
by Evan Hammer, Digital Library Administrator

This report represents accomplishments of Digital Library staff: Troy Blandford, Keith Blount, Meghan Burns, Gerry Daumiller, Maya Daurio, Karen Dimmitt, Michael Fashoway, Jo Genzlinger, Evan Hammer, Bob Holliday, Jim Kammerer, Duane Lund and Diane Papineau.

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 will be an update CadNSDI dataset that includes these corrected features and that is scheduled for delivery in early 2016.

(Originally Reported 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.

(Originally Reported February 2016) After completing the ~1,400 new ground control points based on the corner recordation survey documents, additional aerial imagery-based pseudo-control was added as needed for the adjustment process. QA/QC of the points is just finishing, with the actual township adjustments to follow. The process had been challenging due to software issues, but we have been working through that with both the software company and our project partner. We are in the process of extending the project end date from January 31, 2016 to March 31, 2016.

(Originally Reported April 2016) From the work done in January, staff was able to perform an adjustment in early February making an extension to the project end date was unnecessary. Project tasks outlined in the contract with Fairview Industries have been

completed. The Land Information group within the Digital Library is currently evaluating the success of this project to determine how to move forward with future CadNSDI adjustment projects and how to best leverage the ESRI parcel fabric tools.

(Originally Reported June 2016) While the Northeast Montana CadNSDI adjustment was completed in February/March, as part of MSL's stewardship of the CadNSDI, the digital representation of the Public Land Survey System in Montana, MSL staff were invited to participate in a training on the Parcel Fabric with the BLM in Wyoming. Three members of the land information team will be in Cheyenne during the week of May 23-27 for this training opportunity. In addition to receiving training, MSL staff will meet with Wyoming BLM staff about a possible Montana/Wyoming CadNSDI border adjustment.

(Update: August 2016) Though not related to the NE Montana adjustment project, it is worth noting MSL has been working with Guy Dubois in Department of Revenue's Property Assessment Division for a couple of weeks to get him set up and trained to perform adjustments to CadNSDI using the Parcel Fabric and DOR-obtained updated control. So far, network performance has been good enough to allow Guy, who is based in Shelby, to work directly in our databases. If successful, this pilot project could lead to the DOR being able to make adjustments to CadNSDI (the Public Land Survey System) in areas that they prioritize for increasing the accuracy of the parcel layer in the Cadastral Framework.

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.

(Originally Reported 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.

(Originally Reported February 2016) Aerial photo collection as part of the 2015 NAIP has stopped for the year due to snow. As you can see from the link above, there are still substantial holes in the coverage over western Montana. We have received all of the available 2015 imagery from the USDA/APFO via the NRCS and we are currently working on a storage

and distribution strategy. We are aware that the USDA/APFO is considering continuing data collection in the spring to complete statewide coverage.

(Originally Reported April 2016) MSL has received a copy of the available NAIP 2015 data through our partnership with the NRCS. Also working in partnership we have been able to develop statewide compressed datasets in .sid format for distribution via the web -

http://geoinfo.msl.mt.gov/data/Aerial_Photos/NAIP_2015. Patrons may request copies of the 2015 data through FTP (for small areas) or by sending in a hard drive (for a complete copy of the statewide dataset). We hope to have a 2015 NAIP web service available by the end of April, 2016. We are still waiting to hear from the USDA/APFO about any plans to fly any areas of the state that did not get completed in 2015.

(Originally Reported June 2016) The most current, though unconfirmed, information we have received is that the USDA/APFO does plan to fill in the 2015 gaps during 2016 but we should not expect that data to be delivered until the “normal” 2016 product delivery window (likely in the October –December 2016 time-frame).

(Update: August 2016) We still haven't received any updates from the USDA/APFO regarding filling the gaps in the 2015 NAIP coverage, but there has been some other activity related to NAIP imagery distribution worthy of reporting. First, we have updated each of the NAIP imagery distribution pages (there is a page for each of the 5 years of NAIP that exist for Montana) to include a link to a page with information about “Ordering Aerial Photos” - http://geoinfo.msl.mt.gov/data/Aerial_Photos/Ordering. This page provides users with important information about each year of NAIP data collection for quick reference when requesting aerial imagery from the MSL collection. Second, there seems to be growing interest in high resolution imagery acquisition (6” to 1’ resolution compare to 1m resolution for NAIP) as well as some emerging opportunities for more efficient storage of NAIP data. We will call a meeting of the Imagery working group in the near future to discuss interest in these opportunities and begin planning how to move forward.

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.

(Originally reported 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.

(Originally Reported February 2016) USGS grant work has been focused on reviewing edits received from Glacier National Park to make sure the edits are ready to be imported into the hydrography dataset using USGS geoconflation tools. Significant revisions were made to flowdirection and additional attention is needed to fix snapping issues. Progress was also made identifying workflow for deriving flowlines from LiDAR data in the Musselshell. The work tasks identified in the USGS grant and the DNRC agreement were presented to the Montana Hydrography Working Group, Dec. 17. There was good discussion and good support for the projects, particularly the effort with DNRC to develop a prototype demonstrating the value of the hydrography dataset and the long term vision for the water information system.

(Originally Reported June 2016) MSL staff have successfully completed the first major objective of the USGS grant. The USGS Geoconflation Tools (USGS GCT) were used to import the North Fork edits from Glacier National Park into an NHD job. This job has been submitted back to the USGS for inclusion in the national production database. Staff are now working on integrating wetlands data and LiDAR data in the Upper Musselshell NHD and identifying how to best use USGS GCT and ESRI conflation tools to make bulk revisions. Work has begun on the DNRC agreement. Staff are preparing wetlands data for integration into the Middle Musselshell NHD and we expect to hire an intern next month to assist with the editing.

(Update: August 2016) MSL staff continue to work on preparing wetlands and LiDAR data for integration into the NHD in the Musselshell River subbasins. The data "prep" stage is approximately 80% complete. Once complete, staff will move on to using the USGS Geoconflation Tools and other ESRI conflation tools to bring the wetlands data into the NHD job, while preserving key attributes. We have also hired and trained an intern to edit the NHD. The intern will be assisting with the USGS grant and the DNRC agreement approximately full time through December.

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 years. 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.

(Originally reported 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.

(Originally Reported February 2016) In early January, MSL in partnership with the NRCS released the new Snow and Water Supply website:

http://mslapps.mt.gov/Geographic_Information/Maps/watersupply/Default

This new website provides improved maps compared to what was provided in past years and also adds new products, including precipitation and reservoir storage. Each month 49 maps will be updated and published to the website.

(Originally Reported June 2016) May snow and water supply maps were completed and posted to the web the first of the month. Two new statewide map products (reservoir storage and streamflow forecast) were created in April and we will be working with IT to create the new webpages for them. We are now producing 51 maps each month. Staff assisted with a Remote Sensing and Spatial Analysis training for NRCS personnel, including providing overview presentations of resources available at the State Library and assisting attendees with lab exercises. Updates have begun on the watershed boundary dataset. Edits along the International Boundary were completed for the Belly River and St. Marys hydrologic units. We will continue to coordinate with Canada to update shared watershed boundaries.

(Update: August 2016) Watershed Boundary Dataset (WBD) edits for the Belly and St. Marys hydrologic units were sent to Canada for "seaming" along the International Boundary and we received training from the USGS on coding WBD attributes. MSL staff reviewed approximately 300 new Watershed Boundary names proposed by the USGS. We continue to support the NRCS with various GIS projects, including: preparing data and writing a script to create geodatabases by HUC that contain all of the environmental spatial data that is important to NRCS field staff; organizing and preparing Northern Cheyenne GIS data for a training the NRCS is conducting for the BIA and tribal staff; and creating a web application that allows NRCS field staff to quickly compare frost-free days, Relative Effective Annual Precipitation, and soils data.

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.

(Originally reported 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.

(Originally Reported February 2016) MSL staff developed a spreadsheet to assist the USGS Water Center with the reduction of their library and met with the director and other staff. The USGS is now proceeding by having an MSU student intern organize the material. The intern has been focused on organizing the library room in the warehouse and has organized nearly all of the shelves and co-located similar publications. The intern will soon begin transferring the card catalog of USGS publications pertaining to Montana and adjacent states to a spreadsheet. MSL will review the inventory once complete in case there are materials to supplement the MSL collection.

(Originally Reported June 2016) The USGS library reduction effort continues to move along. The USGS MT/WY Water Center is currently going through their topographic map collection and have decided to largely discard (give away to staff) the hardcopies (they are all available online). USGS has a good handle on the project now and MSL staff are minimally involved, but we are receiving updates in case there are materials we want for our collections.

1.8. The Montana Department of Health and Human Services (DPHHS) 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).

(Originally Reported April 2016) While not specific to DPHHS GIS data products, several digital library staff members have been involved in a review of the use of ArcGIS Online (AGOL) at MSL and how we can better leverage this toolkit. In a March training event we

were able to get some new ideas about how AGOL may be leveraged to simplify the process for providing access to different agency datasets such as those available from DPHHS.

(Originally Reported June 2016) Staff met with DPHHS program staff to discuss how they could leverage ArcGIS online to make a map of fluoride levels in wells and public water supplies available to the public.

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.

(Originally Reported June 2016) Not included in the original work plan was MSL involvement in the US Census Boundary Annexation Survey (BAS). As the Census Bureau's BAS contact in Montana, the Administrative Boundaries theme lead participated in the 2016 BAS program by contacting local governments that had not already submitted a response to the Census Bureau. MSL also had several meetings with visiting Census Bureau staff about existing Census programs that MSL has participated in (School District Review Program, Boundary Quality Assessment and Reconciliation Project, Geographic Support System), as well as new programs and efforts leading up to the 2020 census.

(Originally Reported June 2016) Not included in the original work plan was work to develop the Statewide Address point dataset. The recent addition of address points for Wheatland and Golden Valley counties means the Structures/Addresses Framework is now a statewide dataset, with addresses being provided by all 56 counties, as well as a number of city and tribal governments that manage their own addresses. These addresses will further enhance the MSDI Structures/Addresses Framework and MSL's geocoding web service.

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 addresses to be redirected to the User 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.

(Originally reported 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.

(Originally Reported February 2016) The last of the initial series of cross training sessions took place on January 18. In the coming weeks we will be identifying additional cross training needs in order to plan future trainings.

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.

(Originally reported February 2016) MSL conducted a limited solicitation of three bids and chose Backstage Library Works to do original cataloging of 200 state publications with the option of additional cataloging depending on resources and time once the initial project is completed.

(Originally Reported June 2016) Backstage Library works has catalogued and returned the state publications. MSL staff is now loading new records into local catalog and preparing some items for digitization shipment offsite.

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.

(Originally reported February 2016) The information products team has put together a project proposal using the draft MSL project proposal template. This will be reviewed by the management team for guidance before moving forward. Additionally, we have recently become aware of a new cadastral application that the Department of Revenue has developed. We will be reviewing that application to determine if it will impact our application update plans.

(Originally Reported April 2016) MSL met with Department of Revenue staff in March 2016 to discuss plans for updating the Montana Cadastral Application. The primary purpose of the meeting was to let DOR know we are planning an update in the near future and to solicit engagement from appropriate DOR staff and they seemed interested in being involved.

(Originally Reported June 2016) Information Products staff met with the IT managers in April to identify initial project planning tasks that would put this project in a position to move forward when web development staff is prepared to take on new projects. A follow-up meeting is scheduled for early June.

(Update: August 2016) While still a high priority within the Digital Library, progress on this project has been delayed as a result of the fiscal year end and recruitment of several new positions as well as limited developer resources. Even so we hope to be in position to move forward with this important update in the coming months.

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.

(Originally reported 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.

(Originally Reported February 2016) We have resolved a number of issues with the cadastral application that arose with the initial cutover to managed services and our users seem much happier. We are working with the ESRI Managed Services team to get regular, service based usage reporting that will allow us to compare the usage of our services now to the usage when they were hosted at SITSD.

(Originally Reported April 2016) With the transition to ESRI Managed services complete, future updates on Managed Services will be reported under section 5.2.

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.

(Originally Reported April 2016) In building the distribution page for the 2015 NAIP, Information Products staff integrated an ArcGIS Online interface to allow users to access a dynamic map for finding and downloading the compressed imagery - http://geoinfo.msl.mt.gov/data/Aerial_Photos/NAIP_2015. This was successful, and the same model has since been applied to the distribution pages for all of the Montana NAIP imagery accessible from MSL - http://geoinfo.msl.mt.gov/data/aerial_photographs_of_montana

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.

(Originally Reported June 2016) While we have not been able to pursue this project to date, we were very excited that the highest scoring MLIA Grant Application for FY2017 was a proposal from Lewis and Clark County to develop a similar Corner Recordation tool. We will be following their progress closely to see how this project may be leveraged to help with the development of a NE Montana Corner Record viewer.

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.

(Originally Reported June 2016) We have not had success getting MSDI Climate theme data into the data bundler to date, but we have begun working with the Montana Natural Heritage program to identify opportunities to integrate data bundler functionality into the MTNHP map viewer. It is possible this project may result in new bundler based tools that would be more usable by the MSDI climate theme (and others).

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.

(Originally Reported February 2016) We are currently re-evaluating our use of ArcGIS online to determine what type of internal training is needed to administer and support the existing ArcGIS Online subscription. Once this process has been completed we will be in a better position to explore training options for other agencies.

(Originally Reported April 2016) This work has continued through March 2016 and included an on-site training/consultation visit from an ESRI ArcGIS Online specialist. Current project tasks include identifying needed staff resources and getting them any training needed to be able to support our planned use of ArcGIS online within MSL. Once we have our plan in place we will be in a better position to understand how we can better assist other agencies.

(Update: August 2016) We are in a more comfortable place as far as support for ArcGIS Online is concerned, but efforts to plan for broader ArcGIS Online usage have been delayed as we recruit for key staff important to this project including the state GIS Coordinator, the Information Products lead and the Library User services lead. Once those positions have been filled we should be in a good position to move forward with broader plans for ArcGIS Online.

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.

(Originally Reported 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.

(Originally Reported February 2016) - MSL staff have been participants in an NG9-1-1 Working Group, created by MACo to provide recommendations to the Energy and Telecommunications Interim Committee (ETIC). In the January working group meeting MSL presented information about the role of GIS in NG9-1-1. MSL has also been given a seat on the 9-1-1 Advisory Council and has participated in their meetings since October 2015.

(Originally Reported April 2016) Thanks in part to MSL involvement on the ETIC Working group and the 9-1-1 Advisory Council we are happy to report that the working group recommendations to ETIC included a request for \$80,000 to fund a statewide NG9-1-1 GIS data assessment. While it is still early, ETIC did take action to draft a NG9-1-1 bill that includes the GIS assessment funding recommendation.

(Update: August 2016) The ETIC has endorsed the proposed draft 9-1-1 legislation coming out of the ETIC NG9-1-1 Working Group and the 9-1-1 Advisory Council, which includes \$80,000 to fund a statewide NG9-1-1 GIS data assessment that MSL would coordinate. The draft bill is currently in a second public comment period. A link to that bill draft and the NG 9-1-1 report to ETIC can be found at - <http://leg.mt.gov/content/Committees/Interim/2015-2016/Energy-and-Telecommunications/>

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.

(Originally Reported June 2016) Steve Shivers, the USGS National Map Liaison to Montana, indicated during the Intermountain GIS conference that he may be willing to serve in

the role of MSDI Elevation theme lead. We will follow up with him to determine the extent that he will be able to support this critical 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.

(Originally Reported February 2016) An initial ESRI Enterprise License Agreement (ELA) renewal meeting took place in early in December which included the State Librarian and the Digital Library Administrator as well as the DNRC CIO and the primary ELA contact for ESRI, Nathalie Smith. The meeting was generally focused on what the different parties need to begin the process. ESRI needs updates software deployment information that is currently being gathered by SITSD. The state needs to determine what type of procurement process needs to take place and we are pursuing the as a sole source procurement and are currently in the process of completing the justification forms needed for that.

(Originally Reported April 2016) MSL has compiled the documentation needed for a sole source procurement. SITSD has provided ESRI with a software deployment report though it may need a few updates. The GIS Managers have an initial ELA discussion on the calendar for late March.

(Originally Reported June 2016) MSL coordinated an ESRI site visit in early May. The State Librarian and the Digital Library Administrator as well as the DNRC CIO were able to meet with Nathalie Smith and other ESRI representatives early in the week and again at the end of the week. ESRI met with agency GIS managers as a group and also had one on one meetings with several agencies over the course of the week to understand program needs. By the end of the week we were comfortable that we had a basic understanding of the framework for a new agreement – a two-year extension to the current agreement that will run from July 1, 2017 – June 30, 2019. It will include the same modules as the current ELA with an additional Managed Services module that will mimic the exiting two year managed services we currently have with ESRI (outside of the ELA).

(Update: August 2016) In late July, ESRI provided an initial proposal for an extension to the existing ELA to cover FY17/18. We are currently doing research to develop an analysis of the proposal to determine how to proceed.

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.

(Originally Reported April 2016) Better integration of the MSDL Work Plan and the Land Plan was a key consideration in the development of the new MLIA Land Plan timeline - http://docs.msl.mt.gov/Central_Services/Commission_Councils/Montana_Land_Information_Advisory_Council/Archive/2016/03/land_plan_timeline.pdf - that was proposed to the council at their March 2016 meeting. This generated some good discussion among council members and we will be updating the timeline in anticipation that the council will take action in their May meeting. We have also asked council members to provide feedback on the MSDI work plan and its integration into the MSDI framework pages as we begin the process of updating the plan and pages for the coming year.

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.

(Originally reported 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.

(Originally Reported February 2016) Information Products staff have been working with ESRI to understand the proper procedures for making updates to web services. We are currently coordinating with agencies to ensure they understand these procedures to ensure monthly updates occur regularly, on schedule, and without issues. New services described previously are not in production yet due to some data transfer issues, but we still hope to have those up in the coming months.

We are evaluating the possibility of making all production MSDI web services available via the Open GIS Consortium (OGC) Web Map Service (WMS) protocol. This has always been an option but we have resisted in the past because of uncertainty about the consequences of enabling this format. We have heard from some users of older or different GIS tools recently that they are unable to access some of our web services, and it appears that they can access them if we enable OGC WMS support.

(Originally Reported April 2016) We have been working with the ESRI managed services team to resolve some performance issue that were initially observed in late January. The ESRI response to date has been disappointingly slow and disorganized. They have put into place

some temporary measures to resolve performance issues and provided a somewhat helpful after incident report. We are currently working to identify a sustainable long term solution to the performance issues. While existing services continue to be available as we work through this, it has delayed several new services from going into production for a couple of months now.

(Originally Reported June 2016) We continue to struggle to find satisfactory resolution to the performance issues that we experienced in January. We have a work around in place and existing services are performing to our expectations, but there continue to be delays in getting new services up and running. We will be working with ESRI to resolved these issues before fiscal year end.

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.

(Originally Reported April 2016) – We are behind schedule in getting this group together. I still hope that we can get a meeting on the schedule before the end of the fiscal year, but I want to try to include the new GIS Coordinator in this process if possible since that position will have a big role in NRIS moving forward. In the interim, I will be working with our partner agencies to extend the FY14/15 Data Partner MOU through the FY16/17 biennium. The primary focus of the NRIS Advisory during the current (FY16/17) biennium will be to develop an updated Data Partner MOU that will go into effect in the FY18/19 biennium.

(Originally Reported June 2016) Proposed Core Funding MOU extensions have been sent out to partner agencies for review.

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.

(Originally Reported February 2016) DNRC engages with the MSL about hydrography dataset needs and the water information system through the Hydrography Working Group. A review of the Water Information System was presented to the Water Policy Interim Committee on January 11 -

http://montanalegislature.granicus.com/MediaPlayer.php?view_id=67&clip_id=18597&meta_id=139266

(Originally Reported June 2016) The Water Information Manager met with DNRC to discuss infographics, ArcGIS online, story maps, and other approaches to making State Water Plan and other water information attractive and available to the public. The Water Information Manager has also been in discussions with DNRC Water Planners and the EPA regarding the Upper Missouri River Drought Resiliency demonstration project. Due to key DNRC and NOAA staff retirements, monthly drought maps have been on hold since January. In later April, we

began working with the new DNRC Drought Planner and we expect to have all the drought maps caught up for 2016 by early June.

(Update: August 2016) MSL staff worked closely with the DNRC Drought Planner to get the monthly drought maps back on track. Drought maps for January through June were completed and posted to the web, and we will continue to produce a new map each month in partnership with the Governor's Drought Advisory Committee.

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. **(Originally reported 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.

(Update: August 2016) As we fill the remaining Digital Library lead positions I will be working with the new leads to help them with any issues that may come up with the new organizational structure. Particularly in the User Services group where there has been turnover in both lead roles and much of the transition of the reorganization has been delayed. Additionally, with all of the lead positions filled we will begin having regular leads meeting with an eye towards higher level, more holistic planning for the Digital Library Division.

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

(Originally reported December 2015) With Stu retiring ahead of schedule we are still trying to get caught up on this. 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.

(Originally Reported February 2016) We were able to get the 2017 Land Information Plan approved by the MSL Commission on schedule in December and the Montana Land Information Act Grant application package was posted and announced on January 15, also on schedule. Over the coming weeks we will be working to spread awareness of this grant opportunity in hopes of encouraging a large number of applications.

(Originally Reported April 2016) The FY17 grant application process was a huge success. We received 26 grant applications requesting more than \$850,000 in funding. We are working with MLIAC to form an application review subcommittee to score grants and provide recommendations for funding at the May 2016 MLIAC meeting.

We hope to have the GIS Coordinator position posted by the end of March with the goal of filling it within four to six weeks of posting.

(Originally Reported June 2016) The MLIA Grant Review subcommittee recommended 12 grant proposals for funding at the May 18 MLIA Council meeting. The full MLIA Council approved this recommendation. The recommendation was presented to the MSL Commission at their May 25 meeting where it was approved. We will begin working with the 12 successful applicants to develop statements of work so that they will be in a position to begin work on these projects at the beginning of FY17.

The GIS Coordinator position has been advertised since early May. The first round of screening began during the week of May 23 and 42 applications were reviewed. We are very optimistic that we can have a well-qualified candidate in this position before the end of the fiscal year.

(Update: August 2016) Erin Fashoway was hired as the new State GIS Coordinator and she started in that position on July 11. In addition to being a former MSL employee (as a GIS Analyst supporting the MSDI Administrative Boundaries theme), Erin also served as the Montana Association of GIS Professionals (MAGIP) president. More recently she has worked with the Montana Department of Transportation as a GIS Analyst/Transportation Planner. We are very excited to be able to bring in a new coordinator with the experience engaging the Montana GIS community that Erin has.

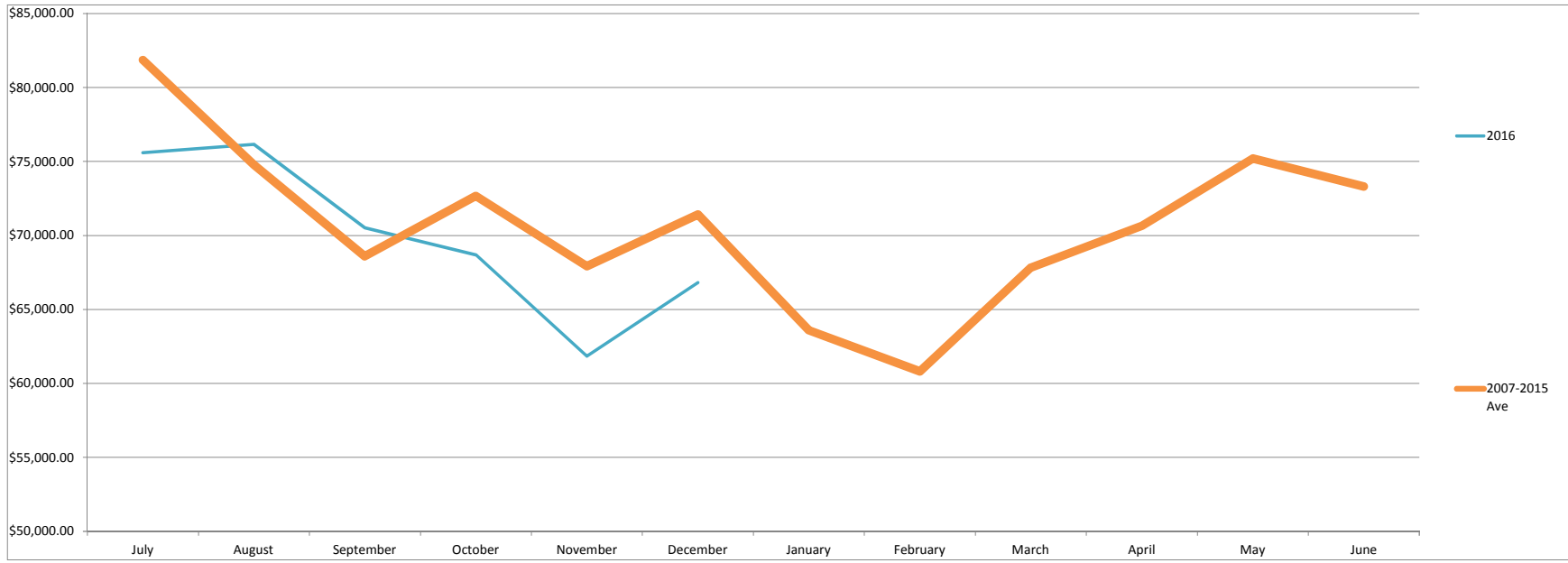
6.5. MSDL Leads will need to work together to identify training priorities and plan for the use of the MSDL training budget.

(Originally Reported April 2016) MSDL Leads had an initial discussion of training planning in January. The reorganization has presented some challenges both on a funding and staffing

front for the current fiscal year, but we will meet again in late March or early April to plan for the final quarter of FY16 as well as to ensure we are in a good position planning-wise heading into FY17.

6.6. We need a process for identifying, documenting, and evaluating emerging opportunities to improve our 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.



MSL Progress Report for Statement of Work

Report for 3rd and 4th Quarters FY16

The tables below come from Appendix 1, the Scope of Work for Operation of the Montana Natural Heritage Program, and Appendix 2, the Scope of Work for FY16 Wetlands and Land Cover MSDI Framework Services under the Contract for Services between the Montana State Library and the University of Montana for state fiscal years 2016 and 2017 (award number 20150731). The right column describes the status and progress during the reporting period. The status is generally summarized as in progress, completed, or not active, but also may include annotations.

Tasks in the left column of the tables list **Administrative, Information Services, Botany, Ecology, and Zoology** services from Appendix 1 and **Wetlands and Land Cover MSDI Framework Services** from Appendix 2.

The tables list four categories of tasks and services:

- 1) **Core Services:** Essential tasks and services that will be delivered principally with Core funding provided by this contract.
- 2) **Supplemental Core Services:** Essential tasks and services for which there is not sufficient Core funding but which will be delivered dependent on acquiring discretionary funding support from partner agencies.
- 3) **Project Supported Services:** Additional tasks and services that augment the essential core tasks and services that may be provided pending the availability of project funding.
- 4) **MSDI Core Services:** Wetland, Riparian, and Land Cover data development and coordination services for the Montana Spatial Data Infrastructure delivered primarily with Montana Land Information Act funds.

Core Administrative Services		
	1st & 2nd Quarter FY 16 (July 1, 2015 – December 31, 2015)	3rd & 4th Quarter FY 16 (January 1, 2016 – June 30, 2016)
1. Coordinate all program activities with Partners and program areas	Ongoing - The annual MTNHP Partners Committee meeting was held December 7, 2015 at Montana Wild in Helena and was attended by over 40 partners. A meeting summary and links to powerpoints is posted on the MTNHP website at: http://mtnhp.org/about/announce.asp#PartnersMtg2015 - Expanded an existing task tracking document in One-Note for coordination of activities across program areas within	Ongoing - Maintained weekly coordination meetings with Information Services staff, biweekly coordination meetings with database and web programming staff, approximately monthly program manager’s meetings, and quarterly all staff meetings. Continued to track meeting discussions in MS One-Note for task tracking and to promote communication between staff. - Numerous meetings were held with staff at FWP, BLM, USFS,

	<p>MTNHP, between MTNHP and MSL, and between MTNHP and key partners.</p> <ul style="list-style-type: none"> - Established weekly coordination meetings with Information Services staff and biweekly coordination meetings with database and web programming staff, and approximately monthly program manager's meetings. All staff meetings will be held approximately quarterly. - Numerous meetings were held with staff at FWP, BLM, USFS, DEQ, NRCS, UM, TNC, MT Audubon, Department of Commerce, Land Trusts, NatureServe, Malmstrom Air Force Base, and MSL. 	<p>DEQ, Dept. of Agriculture, NRCS, UM, MT Audubon, Land Trusts, NatureServe, librarians across Montana, and MSL, Plant Conservation Conference attendees, Montana Chapter of the Wildlife Society attendees, Intermountain GIS Conference attendees, Governor's Invasive Species Summit attendees, Montana Wetland Council meeting attendees, and Montana Watershed Coordination Council members.</p>
2. Administer contracts and grants	<p>Ongoing</p> <ul style="list-style-type: none"> - MTNHP managed approximately 60 agreements during the reporting period - New project agreements initiated during the reporting period include, Howellia Survey and Monitoring Data with the Swan Ecosystem, Data Service Support for the USFS, Tepee Macroinvertebrate identification for the USFS, Data Service Support for the NRCS, Harlequin Duck, Amphibian, and Bat Monitoring for the USFS, Statewide Wetland Mapping for DEQ and MLIA, 2016 Wetland Plant Identification class support from DEQ, National Wetland Condition Assessment field sampling in 2016 for DEQ, and Information to Support Weed Management for the Department of Agriculture 	<p>Ongoing</p> <ul style="list-style-type: none"> - MTNHP managed approximately 60 agreements during the reporting period - New project agreements initiated during the reporting period included: data service support for the Bonneville Power Administration, national wetland condition assessment field sampling support for the Department of Environmental Quality, wetland mapping for the USFS, Northern Long-eared bat surveys for the Custer-Gallatin National Forest, Howell's Gumweed genetic diversity monitoring for the Lolo National Forest, Greater Sage-Grouse modeling for the Beaverhead-Deerlodge National Forest, weed trust fund data support for the Department of Agriculture, plant conservation status reviews for the Department of Agriculture, bat acoustic monitoring on coal mines for the Department of Environmental Quality, data sharing for BLM through NatureServe, and moss and lichen inventory on the Milton Ranch from the Montana Native Plant Society.
3. Promote use of Heritage data resources through outreach and training sessions	<p>Ongoing</p> <ul style="list-style-type: none"> - MTNHP information resource trainings were provided to the Montana Education Association and Montana Federation of Teachers, the Department of Commerce, Malmstrom Air Force Base environmental planning staff, and NRCS. 	<p>Ongoing</p> <ul style="list-style-type: none"> - MTNHP information resource trainings were provided to Montana Audubon staff, the Montana Invasive Species Advisory Council, librarians across Montana, Montana Plant Conservation Conference attendees, Montana Chapter of the Wildlife Society meetings attendees, the Noxious Weed Trust Fund Grant Committee, nongame staff at FWP, Intermountain GIS conference attendees, Montana Wetland Council meeting attendees, NatureServe's Biodiversity without Boundaries conference attendees, Montana Land Trusts, Montana Department of Agriculture personnel, Natural Resources Conservation Service personnel, USFS Region 1 Wildlife Biology personnel, Beaverhead-Deerlodge Forest Service resource planning personnel, Montana Watershed Coordination Council members, and a delegation of natural resource managers from Russia.

		- Four posters on MTNHP information resources were displayed at the Governors Summit on Invasive species on April 12 th and 13 th .
4. Collaborate with Library staff to effectively represent the mandate, activities, and products of MTNHP through publications, reports, brochures, posters, maps, fact sheets, social media, etc.	Ongoing <ul style="list-style-type: none"> - Held biweekly coordination meetings with State Librarian & Digital Information Manager / CIO - Participated in regular MSDL Managers meetings - Provided an information overview and MTNHP contacts list to allow MSDL staff to answer patron questions directly. - Printed additional MTNHP information services pamphlets 	Ongoing <ul style="list-style-type: none"> - Held biweekly coordination meetings with State Librarian & Digital Information Manager / CIO - Participated in regular MSDL Managers meetings - Provided an information overview and MTNHP contacts list to allow MSDL staff to answer patron questions directly. - Printed additional MTNHP information services pamphlets
5. Participate in regional and national network coordination meetings and conference calls to help ensure continued compatibility and to take advantage of opportunities and advocate for initiatives that would benefit Montana.	Ongoing <ul style="list-style-type: none"> - Participated in NatureServe Network Member Program coordinators calls, spatial methodology review team calls, and predictive distribution modeling team calls. 	Ongoing <ul style="list-style-type: none"> - Participated in monthly NatureServe Network Member Program coordinators calls, monthly U.S. Section Council calls, monthly spatial methodology review team calls, and quarterly predictive distribution modeling team calls. - Created, distributed, analyzed, and presented results of a survey to NatureServe network member programs that assessed the housing, funding, staffing capacity, guiding statutes, unique assets, and critical challenges faced by individual programs with the goal of strengthening the network and leveraging network assets.
6. Finish an updated revision of the FY15-20 MTNHP 5-year Strategic Plan	Completed <ul style="list-style-type: none"> - The FY16-FY20 strategic plan was finalized in mid-December after review by MTNHP program managers and feedback from MTNHP partners at the 2015 annual partners meeting. 	Completed previous quarter.

Core Information Services Program Services

	1 st & 2 nd Quarter FY 16 (July 1, 2015 – December 31, 2015)	3 rd & 4 th Quarter FY 16 (January 1, 2016 – June 30, 2016)
1. Respond to requests for MTNHP information used in Environmental Assessments, Environmental Impact Statements, and other planning and resource management activities	Ongoing <ul style="list-style-type: none"> - Responded to 325 requests involving SOC reviews for environmental assessments. 	Ongoing <ul style="list-style-type: none"> - Responded to 410 requests involving SOC reviews for environmental assessments.
2. Work with NatureServe to develop procedures and methods to conduct regular data exchanges.	On hold <ul style="list-style-type: none"> - This task is pending completion of task 3 below to ensure that element occurrence information has all of the appropriately associated element information. 	On hold <ul style="list-style-type: none"> - This task is pending completion of task 3 below to ensure that element occurrence information has all of the appropriately associated element information.
3. Develop procedures and methods to upload state element data to and download global element data from	On hold <ul style="list-style-type: none"> - We are currently waiting on NatureServe to develop their portions of the exchange process for element information. 	On hold <ul style="list-style-type: none"> - We are currently waiting on NatureServe to develop their portions of the exchange process for element information. This

the BIOTICS 5 database	This has been targeted for the fall of 2016 by NatureServe.	has been targeted for the fall of 2016 by NatureServe.
4. Administer databases for editing and storage of MTNHP data including: a. Coordinate overall MTNHP server architecture and development with MSL b. Design and maintain appropriate relational databases for botany, zoology, and ecology data. c. Administer MTNHP databases on internal server including database security and routine backup to prevent catastrophic loss d. Develop and maintain procedures and methods to disseminate information to web-facing servers external to the firewall e. Develop and maintain data processing and QC procedures for core databases	In Progress - We continue to coordinate server architecture with MSL. - See task 7 below for update on botany database. - MTNHP databases are now all being administered on SQLPROD. Most MTNHP information is backed up off site regularly to the SITSD data center in Helena. Additionally, all MTNHP information is backed up using a raided 25 TB Drobo Drive array system that is stored off site at the Program Coordinator's house. - MTNHP staff continually work with MSL staff to manage nightly jobs that migrate information over to SQLWEB to serve information up on MTNHP websites. - Data processing and QC standards are in the progress of being updated in order to deal with larger and larger data exchanges. For example, we just received a 1.2 million bird observation records from the Ebird database which will need to be collapsed into seasonal representations for individual species, compared with existing records to prevent duplication, and evaluated for appropriate spatial and temporal presence. Automated routines are being developed to ensure QA/QC of this information	In Progress - We continue to coordinate server architecture, nightly mirror jobs between production and web servers, and backups to prevent catastrophic loss with MSL. - Data processing and QC standards are in the process of being updated in order to deal with larger and larger data exchanges. We are using a 1.2 million bird observation record data set from the Ebird database to develop automated QA/QC procedures. - See #7 below regarding development of a new relational database for botany observation survey data.
5. Migrate all MTNHP databases from SQLINT to SQLPROD	Completed - The following databases were migrated from SQLINT to SQLPROD by November: Biotics01, NHP, NHPBat, NHPBotany, NHPEcology, NHPGen, NHPLandMan, NHPLayerData, NHPLayerGrids, NHPReference, NHPSpecies, NHPTools, NHPWeb, NHPZoology, Stewardship, NHPThumbsPlus, WetlandRiparian	Completed previous quarter.
6. Maintain a core photo database on SQLPROD	Ongoing - We use Thumbs Plus photo management software linked to a SQL database, NHPThumbsPlus, on SQLPROD to manage information on a growing photodatabase that currently includes over 88,000 photos. Many fields in this photodatabase are underpopulated and thus many of these photos cannot be shared on MTNHP websites. We are working on getting more and more photos attributed so that they can be shared on our websites.	Ongoing - 4,750 photos were added to the NHPThumbsPlus photo database on SQLPROD and there are now 92,750 photos of animal and plant species, habitats, and survey locations across Montana in this database. - Temporary employees were utilized to work on some of the backlog of photo attributing so that photos can be shared on MTNHP websites. A total of 3,553 photos were fully attributed with 3,344 photos added to species accounts on the Montana Field Guide. 1,167 species now have photos showing on the Montana Field Guide that previously had no photos. Large numbers of photos were added for grass, moss, moth, butterfly, and grasshopper species.
7. Work with Botanist to design and implement a revised and updated	In Progress - A new relational database for botany data is under	Completed - A new relational database for botany has been completed.

<p>Botany database for observations and species occurrences</p>	<p>construction that will track plant observations and plant surveys. Where possible the architecture of this database is being aligned with the zoology database in order to take advantage of data management scripts and web programming that has been developed for animals.</p>	<p>Where possible the architecture of the botany database was aligned with the zoology database and this also necessitated a few updates to the zoology database. Overall this will streamline management of observation and survey data and code that is used to display information on MTNHP websites as well as construct predictive distribution models.</p> <ul style="list-style-type: none"> - Observation and survey location data from the old database has been ported to the new database and associated plant species information from the old database has been appended to the new observation database. Coding for species occurrences processing still needs some minor updates finalize the overall effort. - Porting the data from the old database to the new database uncovered a number of observation and survey records that need additional hand review.
<p>8. Continue to work with Digital Library Division staff to enhance discovery of biological information in the MSL geographic information web and other MSL web sites.</p>	<p>Ongoing</p> <ul style="list-style-type: none"> - We continue to work with MSL on discovery of MTNHP information. 	<p>Ongoing</p> <ul style="list-style-type: none"> - We continue to work with MSL on discovery of MTNHP information through the MSL GIS Data List and MSDI Infrastructure web pages.
<p>9. Provide regular updates on the website, social media, and through emails as new resources become available (including reports, web tools, MapViewer, Species SnapShot, and Montana Field Guide enhancements, etc.).</p>	<p>Ongoing</p> <ul style="list-style-type: none"> - Announcements of important MTNHP developments and releases of new reports continue to be posted on the MTNHP homepage. - A plan is being developed to use Instagram to post Montana Species, Wetland, and Ecological Systems photos to users in order to direct web traffic to the accounts on the Montana Field Guide. - Facebook posts have not been initiated in recent months pending a redesign of the MTNHP Facebook page which is scheduled for late spring of 2016. 	<p>Ongoing</p> <ul style="list-style-type: none"> - Announcements of important MTNHP developments and releases of new reports continue to be posted on the MTNHP homepage. - No information postings were made on Facebook, Instagram, or Twitter during this reporting period due to lack of time by the Program Coordinator as a result of covering duties associated with the Senior Zoologist position and hiring and training the new Senior Zoologist.
<p>10. Continue to maintain and improve the functionality and ease of use of Natural Heritage Program web pages</p>	<p>Ongoing</p> <ul style="list-style-type: none"> - See task 15 below. 	<p>Ongoing</p> <ul style="list-style-type: none"> - See task 15 below.
<p>11. Finish the conversion of the MTNHP web site to conform to the Montana web standard including mobile device compatibility</p>	<p>In Progress</p> <ul style="list-style-type: none"> - Work continues on updates to mobile compatibility and we are using this opportunity to clean up a variety of underlying coding. The Montana Field Guide now performs well on mobile devices. 	<p>On hold</p> <ul style="list-style-type: none"> - This task is on hold while staff time is focused on completion of a new Environmental Assessment tool in Map Viewer (see task 13 below).
<p>12. Collaborate with the Digital Library Division User Services Team in the design and implementation of a Division wide process for tracking, managing, fulfilling and reporting</p>	<p>In Progress</p> <ul style="list-style-type: none"> - MTNHP developed a simple Request Tracking tool using a SQL database as the backend and Microsoft Access tables as the front end for entry of requests. Request tracking for requests other than standard environmental assessment 	<p>In Progress</p> <ul style="list-style-type: none"> - MTNHP continues to track standard environmental review requests via the NRIS Request Router and other requests made of individual staff via our new simple Request Tracking tool. - MTNHP continues to participate in MSL-DLD planning team

<p>mediated requests and user support.</p> <p>a. Participate in a Digital Library Division planning team for the implementation of a division wide request management system</p> <p>b. Participate in cross-training of the User Services Team in MTNHP services and resources.</p>	<p>Species of Concern reports, which will continue to be tracked in the old NRIS Request Router, were initiated on January 4, 2016. This simple request tracking tool can be imported by MSL-DLD when ready.</p> <ul style="list-style-type: none"> - We have participated in MSL-DLD planning team meetings and look forward to additional opportunities to train MSL-DLD staff on MTNHP information resources. 	<p>meetings and we look forward to additional opportunities to train MSL-DLD staff on MTNHP information resources.</p>
<p>13. Develop "Harold" type self-serve SOC search and review functionality for partners with certain privileges and for in-house data requests</p>	<p>In Progress</p> <ul style="list-style-type: none"> - Programming on a new Environmental Assessment Summary tool has been initiated. This tool will allow users to digitize boundaries for a polygon of interest and the resulting polygon will then be intersected with a grid of hexagons that contain pre-generated summaries of documented species, potential species, land cover, wetland and riparian mapping, land management, biological reports and custom field guides. The application will then do on-the-fly summaries of attributes across the selected hexagons and deliver the overall summaries to the user. 	<p>In Progress</p> <ul style="list-style-type: none"> - Programming on a new Environmental Assessment Summary tool is approximately three quarters complete and we expect to release the first version of the tool to agency-level users in MapViewer in September. The tool currently provides summaries of documented species, structured surveys, land cover, wetland and riparian mapping, land management, and biological reports for a user defined project area. Programming continues on providing summaries of species potentially present in the project area based on evidence of within range polygon, predicted distribution model output, and presence of appropriate habitats.
<p>14. Continue to develop, maintain , improve, and collaborate on easy-to-use methods for data contributors to submit animal, plant, and habitat information, including observations, submitted directly to MTNHP, observations submitted to partners (e.g. iNaturalist and Ebird), plot data, and photographs</p>	<p>No progress during this reporting period.</p>	<p>In Progress</p> <ul style="list-style-type: none"> - A new plant observation reporting spreadsheet was developed and has been posted on the Observation Forms and Tools web page and passed on to members of the Montana Native Plant Society to encourage them to submit plant observations and photographs.
<p>15. Continue to maintain and improve the functionality and ease of use of the MTNHP core web apps including Montana Field Guide, MapViewer, Species SnapShot, and Species of Concern web reports</p>	<p>Ongoing</p> <ul style="list-style-type: none"> - The Montana Field Guide, Species of Concern Report, Species Snapshot, and MapViewer were updated to show status ranks under the new 2015 State Wildlife Action Plan rather than its predecessor that was released in 2005. - Mile markers on highways and railroads were added to the MapViewer application in response to a request from MDT. - The Discover It search was added to the list of web search engines for articles on individual species or ecological systems. - Worldcat and PDF links in the field guide species accounts were discontinued after it was discovered that many of the PDFs required purchase and WorldCat identifier links were not stable. - A new tool to deliver custom field guides generated from 	<p>Ongoing</p> <ul style="list-style-type: none"> - The Species Snapshot web application was updated to include an Excel output for those individuals just interested in lists of species instead of custom field guides. - The Species Snapshot was also updated to include spatial filters for County, Town, Township, USGS 1:24,000 scale quadrangle maps, areas east and west of the Continental Divide, mountain ranges, soil and watershed Conservation Districts, National Parks, Major Land Resource Areas, Forest Service Forest and District boundaries, BLM Field Office boundaries, Landscape Conservation Cooperative boundaries, FWP Region, hunting districts, Wildlife Management Areas, Fishing Access Sites, state parks, State Wildlife Action Plan focal areas, state House and Senate Districts, watersheds, Bird Conservation Regions, Important Bird Areas, latilong,

	<p>users spatial and status filter selections has been released on the Species Snapshot web page. This has proven to be so popular with users that additional spatial filters are being added for Major Land Resource Areas, Forest Service Districts, Fishing Access Sites, Wildlife Management Areas, National Parks, National Wildlife Refuges, Bird Conservation Regions, Watersheds, Important Bird Areas, Important Plant Areas, and Conservation Districts. Furthermore, we are working on implementing these same filters in the Advanced Search option of the Montana Field Guide.</p>	<p>quarter-latitude, and quarter-quarter latitude blocks, Important Plant Areas, Bailey's Ecoregions, Omernik's Ecoregions, and tribal boundaries. Furthermore, we are working on implementing these same filters in the Advanced Search option of the Montana Field Guide.</p> <ul style="list-style-type: none"> - The Montana Field Guide was updated to make the pages compatible with viewing on mobile devices. - The Montana Field Guide was updated to provide options for custom field guide pdfs or a panel of images of all the species belonging to various taxonomic groupings (e.g., Class, Order, Family) in order to facilitate comparisons between species and identification of species people are seeing. - See progress on new Environmental Summary Tool in Map Viewer in #13 above.
16. Continue to work with the MSL Digital Library Division staff to effectively cross reference and integrate new MTNHP information and data with the MSL catalogue, search methods, and reference services.	<p>Ongoing</p> <ul style="list-style-type: none"> - We provided 12 MTNHP reports to the State Publications Librarian that we completed in the past few years that need to be placed in the MSL catalogue. 	<p>Ongoing</p> <ul style="list-style-type: none"> - We provided 4 recently completed MTNHP reports to the State Publications Librarian that need to be placed in the MSL catalogue. - Ten reports previously provided to the State Publications Librarian have been added to the internet archive.
17. Maintain the Natural Heritage Program's reference system for literature on the plants, animals, and habitats of Montana	<p>Ongoing</p> <ul style="list-style-type: none"> - 301 literature references on Montana plant and animal species and biological communities were added to the MTNHP reference system. Many of these were made available to users via accounts in the Montana Field Guide. - Approximately 90% of the hard copy zoology files have been scanned into digital .pdf documents so that all files can be managed digitally moving forward and to allow for offsite backups to protect against catastrophic loss. 	<p>Ongoing</p> <ul style="list-style-type: none"> - Added 2,063 literature references on Montana plant and animal species and biological communities to the MTNHP reference system and turned on 18,147 reference associations for 5,113 species in the Montana Field Guide. Many of these were made available to users via accounts in the Montana Field Guide. - Approximately 50% of the hard copy botany element files were scanned into digital .pdf documents so that all files can be managed digitally moving forward and to allow for offsite backups to protect against catastrophic loss.

Supplemental Core Information Services Program Services

	1 st & 2 nd Quarter FY 16 (July 1, 2015 – December 31, 2015)	3 rd & 4 th Quarter FY 16 (January 1, 2016 – June 30, 2016)
1. Create and maintain secure map services for MTNHP data that Partners can consume in their GIS or web applications, including species occurrences and animal/plant point observation data	<p>Ongoing</p> <ul style="list-style-type: none"> - A Species of Concern ARC-IMS map service continues to be delivered to MDT, BLM, and USFS. In collaboration with MSL-DLD staff we are investigating practicalities of upgrading this to an ARC-GIS feature service that would allow those agency users to select and analyze data. Alternatively, we are considering regular exchanges of File 	<p>Ongoing</p> <ul style="list-style-type: none"> - A Species of Concern ARC-IMS map service continues to be delivered to MDT, BLM, and USFS. In collaboration with MSL-DLD staff we investigated using ARC-GIS feature services to deliver live species occurrence, point observation, and structured survey data. Unfortunately, these services fail on our full data sets due to large numbers of points or vertices.

	<p>Geodatabases with these agencies to allow them to do the same thing free of any constraints posed by firewalls etc. on map or feature services.</p> <ul style="list-style-type: none"> - The MSDI Land Cover and Wetland map services continue run and can be consumed in local GIS environments by anyone. 	<p>We have begun to explore use of Web Feature Services to accomplish live delivery of this information.</p> <ul style="list-style-type: none"> - Updates were made to the MSDI Land Cover and Wetland Riparian mapping data and this updated information is available via map services that can be consumed in anyone's local GIS environment.
<p>2. Provide support to train and inform agency Partners in effectively using technical resources, services, and applications, through webinars, PowerPoint presentations at professional meetings, or agency groups</p>	<p>Ongoing</p> <ul style="list-style-type: none"> - MTNHP information resource trainings were provided to the Montana Education Association and Montana Federation of Teachers on October 15, Malmstrom Air Force Base environmental planning staff on November 3rd, NRCS on November 9th, and Department of Commerce on December 1st. - Future MTNHP information resource trainings were scheduled with MSL for librarians statewide, Land Trusts, the Invasive Species Advisory Council, NRCS, and attendees of the Montana Wetland Council Meeting. 	<p>Ongoing</p> <ul style="list-style-type: none"> - MTNHP information resource trainings were provided to Montana Audubon staff on January 7th, the Montana Invasive Species Advisory Council on January 20th, librarians across Montana via webinar on January 26th, Montana Plant Conservation Conference attendees on February 10th, Montana Chapter of the Wildlife Society meetings attendees on February 26th, Noxious Weed Trust Fund Grant Committee on March 2nd, nongame staff at FWP on April 5th, Intermountain GIS conference attendees on April 6th, Montana Wetland Council meeting attendees on April 14th, NatureServe's Biodiversity without Boundaries conference on April 18th, Montana Land Trusts via webinar on April 26th, Montana Department of Agriculture personnel on May 6th, Natural Resources Conservation Service personnel on May 9th, USFS Region 1 Wildlife Biology personnel on May 11th, Beaverhead-Deerlodge Forest Service resource planning personnel on May 12th, Montana Watershed Coordination Council members via webinar on May 26th, and a delegation of natural resource managers from Russia on June 8th. - Four posters on MTNHP information resources were displayed at the Governors Summit on Invasive species on April 12th and 13th.
<p>3. Gather information from users about user information needs, format/access preferences, and the effectiveness of our delivery systems and tools</p>	<p>Ongoing</p> <ul style="list-style-type: none"> - Partner feedback is provided during various MTNHP information resource trainings and meetings attended by MTNHP staff. - We also received feedback from MTNHP partners at the annual MTNHP partners meeting on December 7th: see the meeting summary posted at: http://mtnhp.org/about/announce.asp#PartnersMtg2015 - In preparation for a future training to land trusts, feedback from land trusts was provided in response to an MTNHP generated survey. 	<p>Ongoing</p> <ul style="list-style-type: none"> - Received partner feedback during all MTNHP information resource trainings listed in #2 above as well as additional meetings attended by MTNHP staff.
<p>4. Evaluate ArcGIS on-line capabilities and develop strategy</p>	<p>In Progress</p> <ul style="list-style-type: none"> - We evaluated ArcGIS on-line during the course of working on Species of Concern polygons for the USFWS's Information for Planning and Conservation website in order to get feedback from a variety of data partners. We plan to 	<p>Ongoing</p> <ul style="list-style-type: none"> - We have determined that the easiest way to provide partners direct access to the latest predicted distribution models is to generalize 90-meter pixel output into hexagon vectors that are 1 square mile in area. This will allow us to show predictive

	<p>use ArcGIS on-line in the future to share datasets in a dynamic and interactive manner as needed. We plan to re-evaluate ArcGIS on-line capabilities to deliver information to our partners more broadly at some point in the next biennium.</p> <ul style="list-style-type: none"> - We also plan to investigate the potential of AppStudio for ArcGIS to allow partners to view predictive distribution models and other information via Apps on their smart phones, Survey123 for ArcGIS to allow partners to collect animal and plant observations via Apps on their smart phones, and Collector for ArcGIS to allow MTNHP staff and agency partners to gather animal and plant observations. 	<p>distribution models with observation, survey, and range map information in the Single Species Overview task in Map Viewer. We should be able to show predictive distribution models for animal Species of Concern in Map Viewer in the next quarter.</p>
5. Examine the feasibility of developing techniques and tools for mobile data collection for staff and citizen scientist's	<p>No Progress</p> <ul style="list-style-type: none"> - We plan to evaluate Collector for ArcGIS and iNaturalist for mobile data collection by agency partners and the general public, respectively, in 2016. 	<p>Ongoing</p> <ul style="list-style-type: none"> - We received feedback from other Heritage Programs that they found the use of iNaturalist and Survey 123 for ArcGIS to be the most valuable methods for data collection from the public and their staff, respectively. We are exploring the potential use of these applications in Montana.
6. Continue to participate in a work group with MSL Geographic Information to develop a new workflow for land information data creation, maintenance, and dissemination that includes the managed areas, conservation easements, public lands and private conservation lands data.	<p>In Progress</p> <ul style="list-style-type: none"> - We continue to consult with the MSL-DLD GIS Programmer/Analyst lead on the land management data in order to make sure that all map features represented in the past are properly considered for current and future display. 	<p>In Progress</p> <ul style="list-style-type: none"> - We continue to consult with the MSL-DLD GIS Programmer/Analyst lead on the land management data in order to make sure that all map features represented in the past are properly considered for current and future display.
7. Continue to maintain and update a statewide Land Management GIS database in collaboration with MSL Geo Info program	<p>In Progress</p> <p>See Task 6 above.</p>	<p>In Progress</p> <p>See Task 6 above.</p>

Project Supported Information Services Program Services

	1 st & 2 nd Quarter FY 16 (July 1, 2015 – December 31, 2015)	3 rd & 4 th Quarter FY 16 (January 1, 2016 – June 30, 2016)
1. Design, develop, and deploy a “Mid-level” functional access to MTNHP Species of Concern (SOC), habitat, and species list information in the Natural Heritage MapViewer to support planning and resource management activities of local	<p>In Progress</p> <ul style="list-style-type: none"> - See Task 13 under the Information Program Services Core Services above. It is our intent that this new Environmental Assessment Summary tool will be made available to project partners and consultants after they receive training on its use. 	<p>In Progress</p> <ul style="list-style-type: none"> - See Task 13 under the Information Program Services Core Services above. It is our intent that this new Environmental Assessment Summary tool will be made available to project partners and consultants after they receive training on its use.

government, private consultants, and conservation organizations		
2. Work with MSL to identify, catalog, and make accessible via the Internet Archive gray literature and other unpublished reports and documents related to the flora, fauna, and ecological systems of Montana	Ongoing <ul style="list-style-type: none"> - We provided 12 MTNHP reports to the State Publications Librarian that MTNHP staff completed in the past few years which need to be placed in the MSL catalogue and made accessible via the Internet Archive. 	Ongoing <ul style="list-style-type: none"> - We provided 4 recently completed MTNHP reports to the State Publications Librarian that need to be placed in the MSL catalogue. - Ten reports previously provided to the State Publications Librarian have been added to the internet archive.
3. Work with Zoology staff to design and implement a website to display bat acoustic and associated data in a dynamic manner that allows patrons to analyze bat activity patterns over time across the state.	No progress - pending time availability of web programmer.	No progress - pending time availability of web programmer.

Core Botany Program Services		
	1 st & 2 nd Quarter FY 16 (July 1, 2015 – December 31, 2015)	3 rd & 4 th Quarter FY 16 (January 1, 2016 – June 30, 2016)
1. Maintain a comprehensive database and taxonomic list of vascular plants occurring in Montana.	Ongoing <ul style="list-style-type: none"> - Researching to determine the presence/absence of two plants reported for Montana that are categorized as Status Under Review. - Acquiring and reviewing data on new species for the State: <i>Castilleja kerryana</i> and <i>Anelsonia eurycarpa</i>. - Reviewing feedback that two species occurring in Montana were mis-identified, and may need to be removed from the Montana Vascular Plant Checklist & Field Guide. 	Ongoing <ul style="list-style-type: none"> - Researching to determine the presence/absence of six plants reported for Montana. - Researching and reviewing the state rank for 42 species categorized as Status Under Review. - Cataloguing changes to the nomenclature, presence/absence, and/or origin of species listed in the 2013 Vascular Plant Checklist. Changes will be made in the next version of the checklist.
2. Collect, evaluate, and manage observation data for vascular plants, including integrating regional databases of herbarium specimens.	Ongoing <ul style="list-style-type: none"> - Verified identification of numerous plant observations submitted by people (from all affiliations) for entry into database. - Verified identification of numerous observations on about 20 vascular plants categorized as “Status Under Review” for entry into database. 	Ongoing <ul style="list-style-type: none"> - Constantly receiving observation data from public and partnering organization. Conducted quality control measures, and have it ready for data entry. - Conducting some quality control measures on data from the Consortium of Pacific Northwest Herbaria; entering in observation data as time allows. - Requested observation information and photographs on Status Under Review plants from attendees at the Montana Plant Conservation Conference.
3. Work with Information Services staff to design and implement a revised and updated Botany database for observations and species occurrences	Ongoing <ul style="list-style-type: none"> - Worked with Database Manager and Program Coordinator to determine the changes needed in the botany database. New database is under construction. 	Ongoing <ul style="list-style-type: none"> - Worked with Database Manager to re-construct the botany database. We streamlined the fields and created some auto-entry capabilities to reduce the back-log in entering plant observation data. - Corrected problems associated with at least 50 vascular

		plant observations. Most observations are now in the Botany database or have been archived in the deleted database.
4. Create species' occurrences for vascular plant, bryophyte and lichen Species of Concern.	Ongoing <ul style="list-style-type: none"> - Corrected all data associated with a particular moss SOC after receiving verification on its true identification. Work was conducted in response to updating the Montana Moss Checklist. - Corrected the location of two lichen SOCs after receiving better information. Work was completed in response to a request by an MDT Biologist. - Created 14 SOs for vascular plant Species of Concern. 	On-going <ul style="list-style-type: none"> - Created 3,169 Species Occurrences for vascular plant Species of Concern; 2054 of these were for Whitebark Pine (<i>Pinus albicaulis</i>)
5. Review the status of vascular plants, assign state ranks and, where appropriate, assign global ranks, and document these status ranks	Ongoing <ul style="list-style-type: none"> - Under a Noxious Weed Trust Fund grant from the Department of Agriculture, we are researching and obtaining information (taxonomy, distribution, ecology, population, threats) on 45 vascular plants categorized as Status Under Review. State Ranks will be assigned in 2016. - Compared State rank results and methodology using the MTNHP Rank Calculator and NatureServe Rank Calculator and did some preliminary ranking. - Supervised former MTNHP Botanist who conducted a review of and completed the state ranking process for <i>Anelsonia eurycarpa</i> – S2 State Rank. 	Ongoing <ul style="list-style-type: none"> - Under a Noxious Weed Trust Fund grant from the Department of Agriculture, the process to review the status or Stake Rank of 45 vascular plants categorized as Status Under Review has begun and will be completed by September 2016.
6. Respond to requests for information on the identification, biology, ecology, conservation status, management, and appropriate survey methods for vascular plants, bryophytes and lichens.	Ongoing <ul style="list-style-type: none"> - Responded to requests for information on vascular plants: 2 for TE plants, 1 SOC, and 5 for common species. - Responded to 1 request on a particular moss plant. - Responded to 1 request on a particular lichen SOC. - Responded to 1 request on a particular fungus. 	Ongoing <ul style="list-style-type: none"> - Responded to requests for information on vascular plants: 2 TE plants, 3 SOC, and 10 common species. - Corresponded with various authors of the Flora of North America to obtain taxonomic and observation data on at least 8 species of moss. - Assisted Missoula City Parks and UM Researcher to distribute a survey on the exotic <i>Rhamnus carthartica</i> in order to better map its distribution in Montana.
7. Work with other Heritage staff to regularly exchange information with NatureServe.	Ongoing <ul style="list-style-type: none"> - Worked with NatureServe Botanists and a Data Assistant to inform them and get feedback on our process for reviewing the Montana moss and lichen checklists. 	Ongoing <ul style="list-style-type: none"> - Updated the origin classification of about 10 vascular plants in NatureServe's Biotics database. - Updated the presence classification of 1 lichen and 1 moss in Biotics. - Sought information from the NatureServe database as Montana updates its lichen and moss checklists.
8. Work with other Heritage staff to maintain and improve content and delivery of botanical information on MTNHP websites, including Field	Ongoing <ul style="list-style-type: none"> - Botany Assistant and Botanist worked with the Web Programmer and Database Manager to fix numerous issues with Vitalis (literature database) and Thumbs-Plus (photo 	Ongoing <ul style="list-style-type: none"> - Temporary assistant attributed photos so that 226 species, mostly grasses, that previously had no photos showing on the Montana Field Guide, now have photos.

Guide, SOC Report and MapViewer.	database).	
9. Present information on MTNHP botanical services and data products, and Montana's plant resources at professional and public meetings.	Ongoing - Presented the 2015 botany program tasks / accomplishments and some 2016 objectives at the 2015 MTNHP Partner's Meeting.	Ongoing - Presented to about 50 natural resource experts at the Montana Plant Conservation Conference. Informed audience of updates on the website, sought feedback on how to provide observation data to MTNHP, and provided information on the products, services, and organizational structure of MTNHP.
10. Create and maintain information on vascular plants related to their taxonomy, biology, ecology, status, identification and management.	Ongoing See #12 under Core Botany Program Services.	Ongoing - Obtained at least 15 scientific papers and 5 books through interlibrary loan to gain knowledge, and trace the origin of, particular plants in Montana, etc. - Identified 3 MTNHP botany reports and various scientific papers that are not in Vitalis; Found hardcopies, scanned reports, and entered into Vitalis. - Botany Assistant created or expanded profiles on the Field Guide for about 18 "Status Under Review" vascular plants.
11. Compile photographic images of vascular plants, bryophytes and lichens.	Ongoing - Trained Botany Assistant in organizing, annotating, captioning, and posting photos on the Field Guide and using Thumb's Plus Photo Database. Compiled and captioned multiple photos for each of 58 moss species and 10 "Status Under Review" vascular plants. - Receiving and verifying vascular plant photos from numerous sources and adding them to Thumb's-Plus photo database for future posting.	Ongoing with most work completed using supplemental core funding from partners: - Temporary Assistant and Botany Data Assistant added 1,664 new photos to the Thumbs Plus photo database and attributed 1,705 photos for display on the Montana Field Guide. - Botany Assistant posted and annotated photos on the Field Guide for at least 25 moss species, 1 liverwort, 2 lichens, and 19 "Status Under Review" vascular plants. - Temporary Assistant posted photographs for approximately 180 vascular plants (majority being grasses) on the Field Guide which previously had no photos. - Worked to reduce the backlog of botany photographs, while receiving new photographs, examining new photos for accuracy and quality, and organizing them for future posting.
12. Compile literature on vascular plants, bryophytes and lichens.	Ongoing - Through Interlibrary Loan actively acquiring numerous articles and books on vascular plant, moss, and lichen taxonomy, ecology, and management. - Through the "botany network" received and read many peer-reviewed articles on particular vascular plants from agency and consulting botanists - Acquired the Grass and Sedge Family treatments by Flora of North America to be used in developing 2017 classes and specimen verification.	Ongoing - Added 213 plant literature references to the MTNHP reference system and turned on approximately 5,217 reference associations for more than 3,555 plant species accounts in the Montana Field Guide. - Obtained at least 20 articles on lichens, biological soil crusts, and mosses through interlibrary loan for use in developing proposals and for developing knowledge-base on these species. - Acquired the Mosses of California publication.

Supplemental Core Botany Program Services		
	1 st & 2 nd Quarter FY 16 (July 1, 2015 – December 31, 2015)	3 rd & 4 th Quarter FY 16 (January 1, 2016 – June 30, 2016)
1. Create associations between vascular plant Species of Concern and the Ecological Systems/habitats in which they occur.	On hold pending funding and staff time.	On hold pending funding and staff time.
2. Create associations between vascular plant Species of Concern and the National Wetland and Riparian wetland and riparian map classes in which they occur.	On hold pending funding and staff time.	On hold pending funding and staff time.
3. Compile and maintain a database of bryophyte and lichen taxa occurring in Montana.	Ongoing <ul style="list-style-type: none"> - Working with Dr. Joe Elliott to revise the 1993 Montana Moss Checklist and to find moss specimen data for future acquisition. - Met with Dr. Bruce McCune and MTNHP volunteer to develop a process and timeline to update the Montana Lichen List based on McCune's 2014 Montana Lichens: An Annotated List. 	Ongoing <ul style="list-style-type: none"> - Joe Elliott and Andrea Pipp finalized the revision to the 1993 Montana Moss Checklist; although small changes will continue until it can get posted on the MTNHP website. - MTNHP volunteer revised lichen checklist based on McCune's 2014 Montana Lichens: An Annotated List. Volunteer updated common names and resolved some issues with nomenclature. <p>On hold pending staff time:</p> <ul style="list-style-type: none"> - Staff time is needed to change the nomenclature in the lichen database, species tables, and Field Guide, and update Biotics. - Staff time is needed to change the nomenclature in the moss database, species tables, and Field Guide, and update Biotics.
4. Review the status of bryophytes and lichens, assign state ranks and, where appropriate, assign global ranks, and document these status ranks	On hold pending funding and staff time. <ul style="list-style-type: none"> - One exception was to get an SOC moss verified by Dr. Dale Vitt. The identification led to the removal of this species from the SOC list and revised the listing in the State Checklist. 	On hold pending funding and staff time. <ul style="list-style-type: none"> - Status reviews will not occur until the revised moss and lichen checklists are completed, posted on the website, and reflected in the databases.
5. Collect, evaluate, and manage observation data for bryophytes and lichens.	Ongoing <ul style="list-style-type: none"> - Revised the locations of two lichen SOC species. - Added a few moss observations to the database. - Added a few lichen observations to the database. 	Ongoing <ul style="list-style-type: none"> - Added at least 25 moss species observations to the database. - Obtained over 2,500 observations of mosses in Montana from Dr. Bruce McCune. - Obtained at least 600 observations of mosses and liverworts in Montana from the Consortium of Pacific Northwest Herbaria. - Botany Assistant has completed profiles for about 30 moss species in the Field Guide. <p>On hold pending staff time, completion of the new Botany Database, and revision to the Lichen & Moss Checklists:</p> <ul style="list-style-type: none"> - Data entry of the approximate 2,500 moss observations obtained from Dr. McCune and liverwort and moss data

		from the Consortium of Pacific Northwest Herbaria. - Identified sources of lichen data at herbaria and the Lichen and Moss Consortium databases.
6. Create and maintain information on bryophytes and lichens related to their taxonomy, biology, ecology, status, identification, and management.	See #12 under Core Botany Program Service	See #12 under Core Botany Program Service
7. Maintain a subject guide of authoritative web resources relevant to vascular plants, bryophytes, and lichens.	See #12 under Core Botany Program Service	See #12 under Core Botany Program Service
8. Develop and maintain a geodatabase of unique habitats such as fens that are of special importance for Montana's botanical resources.	Ongoing - Database is populated, but no new data entries have occurred.	Ongoing - Database is populated, but no new data entries have occurred.

Project Supported Botany Program Services		
	1 st & 2 nd Quarter FY 16 (July 1, 2015 – December 31, 2015)	3 rd & 4 th Quarter FY 16 (January 1, 2016 – June 30, 2016)
1. Conduct training sessions on the identification and ecology of Montana's vascular plants, bryophytes, and lichens.	Not Active due to lack of funding.	Completed - Completed 3 wetland plant identification trainings for DEQ to 43 participants affiliated with government, non-profits, academics, and private sectors. Taught 1-day classes in Sheridan, Lewistown, and Ovando.
2. Monitor populations of ESA-listed and globally rare vascular plants.	Ongoing Spalding's Catchfly (<i>Silene spaldingii</i>) for USFWS - Monitoring: Collected Year-1 data from 10 transects on the Confederated Salish Kootenai Tribe's (CKST) land. The pilot study served to test the design for collecting demographic data. Demographic studies track individual plants through time and collect data on presence/absence (dormancy rate), plant height, reproductive characteristics, herbivory, and habitat cover (vascular, rock, bare soil, non-vascular), and disturbance (animal, weeds, physical). - Surveys: Visited 11 known SOs (sub-populations) on CSKT land to get updated information. Water Howellia (<i>Howellia aquatilis</i>) for USFWS - Monitoring: Surveyed 3 SOs that had burned and 3 unburned SOs to determine plant's status. Collected data using the USFS Monitoring protocol. Ute Ladies'-tresses for MDT - Verified species and surveyed project area for an MDT	Ongoing - USFWS did not provide funding to collect Year 2 monitoring data for Spalding's Catchfly. Currently working with the CSKT and USFWS to pursue funding possibilities through Small Grants for Plants and Tribal Wildlife Grants. - Assisted the National Park Service in their 7 th year of monitoring Lemhi Penstemon at the Big Hole Battlefield, Wisdom.

	highway re-alignment project with MDT District Biologist and the consultant. Also re-visited two SOs to determine current status.	
3. Conduct field surveys for vascular plants, bryophytes and lichens, focusing on Species of Concern and under-surveyed geographic areas.	<p>Ongoing</p> <p>BLM Sensitive Species Surveys</p> <ul style="list-style-type: none"> - Re-visited several SOs of known BLM Sensitive plants to collect updated information. - Trained BLM Botanist and Range Technician how to find and identify Idaho Sedge (<i>Carex idahoensis</i>) in the field - Shoshonea (<i>Shoshonea pulvinata</i>). Collected Year-7 data on a study spanning 25-years. Collected demographic data on 3 permanent transects installed in 1991. <p>Italian Peaks Survey for USFS</p> <ul style="list-style-type: none"> - Assisted expert Botanist and USFS in surveying a portion of the Italian Peaks to map 8 vascular plant SOCs and 1 potential vascular plant SOC. One of these species was the first known occurrence for Montana. 	<p>On-going</p> <ul style="list-style-type: none"> - Developing protocols to assist the Lolo National Forest in a genetic study of <i>Grindelia howellia</i> (Howell's gumweed), an SOC/Forest Sensitive plant.
4. Develop reports and peer-reviewed publications on the distribution, taxonomy, biology, ecology, status, identification and management of Montana's vascular plants, bryophytes and lichens.	<p>Ongoing</p> <ul style="list-style-type: none"> - Completed Spalding's Catchfly report which summarized monitoring and survey data for CSKT and USFWS. - Working on Water Howellia report to Swan Eco Center to summarize and analyze monitoring data-sets collected by 2 USFS, 1 TNC, and 1 MTNHP studies. Also analyzing timber prescription, landowner, and climate data-sets relative to Water Howellia populations. - Working on Shoshonea report to BLM to statistically summarize and analyze all data collected from 1991-2015. - Reviewed draft survey report for the Italian Peaks rare plant survey. 	<p>Completed</p> <ul style="list-style-type: none"> - Completed data analysis and graphical/tabular summaries on 220 Species Occurrences (SO) of Water Howellia from 1978-2015. Analysis and summaries were provided to the Flathead National Forest and Swan Ecosystem Center. The analysis summarized USFS monitoring studies; relationship between presence/absence of plant, air temperature, and precipitation; presence/absence of plant versus timber prescriptions, grazing, roads, and fire; summary of each pond (SO) and their 300-foot buffer relative to land ownership, tree species/size/density, lifeform, and disturbance regime (timber, fire, road, and grazing); and much more. - Finalized the 1991-2015 demographic monitoring study on <i>Shoshonea pulvinata</i> (Shoshonea). The report to the BLM summarized population data on plants tracked during 7 years over a 25-year period. The report included data on impacts from wild horses and potential oil & gas projects. Also summarized 2015 data on SOC populations visited while conducting the Shoshonea monitoring.
5. Create predicted distribution maps for vascular plant, bryophyte and lichen Species of Concern.	<p>Ongoing</p> <ul style="list-style-type: none"> - Reviewed draft maps and variables used to predict distribution for federally-threatened plants (Spalding's catchfly, Water Howellia, and Ute ladies'-tresses) for the USFWS IPAC effort. 	<p>On hold pending checklist revisions, funding, and staff time</p> <ul style="list-style-type: none"> - The moss and lichen checklists must get updated in the database and data brought in prior to creating predicted distribution maps for mosses and lichens. - Approximately \$25,000 of funding is needed to complete predicted distribution maps for SOC vascular plants.
6. Compile and maintain data on other taxonomic groups: Fungi, Algae,	<p>Ongoing</p> <ul style="list-style-type: none"> - Obtained MTDEQ database on diatoms (150,000 	<p>On hold pending staff time and funding</p> <ul style="list-style-type: none"> - A potential Fungi expert for Montana has been identified,

Diatoms.	<p>observations identified by diatom experts).</p> <ul style="list-style-type: none"> - Obtained database on <i>Didymosphenia</i> diatom that has been developed by MFWP and university researchers. 	<p>but staff time is needed to make the contact.</p> <ul style="list-style-type: none"> - Data on diatoms is on hold while the Botany database is under construction.
----------	---	--

Core Ecology Program Services		
	1st & 2nd Quarter FY 16 (July 1, 2015 – December 31, 2015)	3rd & 4th Quarter FY 16 (January 1, 2016 – June 30, 2016)
1. Respond to user requests for information on the distribution, composition, successional dynamics, conservation status, management, and appropriate survey methods for terrestrial and wetland communities	<p>Ongoing</p> <ul style="list-style-type: none"> - Respond to ~ 10 requests per month for vegetation community information, esp. wetlands, sagebrush, whitebark pine, and Russian olive - Respond to ~ 1 request per month about wetland survey methods 	<p>Ongoing</p> <ul style="list-style-type: none"> - Responded to ~ 15 requests per month for vegetation community information, esp. wetlands, sagebrush, whitebark pine, and Russian Olive - Responded to ~ 1 request per month about wetland survey methods
2. Respond to user requests for assistance using or interpreting wetland and land cover map products	<p>Ongoing</p> <ul style="list-style-type: none"> - Respond to ~ 2 requests per month for updated Land Cover mapping - Respond to ~ 6 requests per month for clipped or provisional wetland mapping - Respond to ~ 4 requests per month for help interpreting wetland mapping 	<p>Ongoing</p> <ul style="list-style-type: none"> - Responded to ~ 4 requests per month for updated Land Cover mapping - Responded to ~ 6 requests per month for clipped or provisional wetland mapping - Responded to ~ 4 requests per month for help interpreting wetland mapping
3. Compile photographic images of wetland and terrestrial habitats representative of those found in Montana and make them available on MTNHP websites	<p>Ongoing</p> <ul style="list-style-type: none"> - Photographs from 2015 whitebark pine surveys entered into Thumbs Plus - Photographs from 2015 forested wetland ecosystems compiled and ready for entry into Thumbs plus 	<p>Ongoing</p> <ul style="list-style-type: none"> - Loaded photographs from 2013 and 2014 grassland surveys into Thumbs Plus - Made photos from grassland surveys available through Map Viewer
4. Create and maintain accounts for terrestrial and wetland land cover classes and/or ecological systems in the Montana Field Guide that describe the composition, distribution, status, successional dynamics, and management/restoration needs of each.	<p>Ongoing</p> <ul style="list-style-type: none"> - All forested ecosystem descriptions have been updated with new information on disturbance and dynamics; new references to support info all entered into Vitalis - In process of updating National Vegetation Classification (NVC) crosswalks in Ecological Systems Database so that updated ecosystem descriptions can be added to field guide. - Have developed new Ecological System description for Intermontane Prairie Potholes, a previously undescribed system in Montana 	<p>Ongoing</p> <ul style="list-style-type: none"> - Continue to update National Vegetation Classification (NVC) crosswalks in Ecological Systems Database so that updated ecosystem descriptions can be added to field guide.
5. Work with Information Services staff to maintain and improve content of ecological information on Heritage websites, including wetland mapping and assessments, land cover mapping, ecological community accounts, and georeferenced photos.	<p>Ongoing</p> <ul style="list-style-type: none"> - Worked with Info Services staff to identify changes required to databases before assessment data can be integrated into MapViewer - Worked with Information Services staff to update wetland mapping status map 	<p>Ongoing</p> <ul style="list-style-type: none"> - Continue to work on changes to existing databases that will allow assessment data to be integrated into Map Viewer. Amount of work will require outside funding to complete.

6. Collaborate with other Heritage Program and NatureServe ecologists from the Rocky Mountain Region to ensure compatibility of ecological mapping and classification systems	Ongoing <ul style="list-style-type: none"> - Continue to work with NatureServe to update the NVC. - Reviewed all NVC groups for Montana for next iteration of NVC 	Ongoing <ul style="list-style-type: none"> - Reviewed final version of NVC to identify new groups for Montana - Working with NatureServe on continental-scale mapping and assessment of grassland systems
7. Update information on ecological communities and systems to reflect the 2015 National Vegetation Classification Standard mandated for use by all agencies receiving federal funds for vegetation classification activities.	In Progress <ul style="list-style-type: none"> - See number 4, second bullet point, and number 6 above. 	In Progress <ul style="list-style-type: none"> - See number 4, second bullet point, and number 6 above.
8. Maintain a subject guide of authoritative web resources relevant to terrestrial and wetland communities	On hold pending staff time.	On hold pending staff time.

Supplemental Core Ecology Program Services

	1 st & 2 nd Quarter FY 16 (July 1, 2015 – December 31, 2015)	3 rd & 4 th Quarter FY 16 (January 1, 2016 – June 30, 2016)
1. Assess the status of terrestrial and wetland communities and ecosystems, assign state ranks, and document the justification behind status ranks	Ongoing <ul style="list-style-type: none"> - Have developed the databases necessary to assign status rankings to individual wetlands - Continue to work with National Assessment and Monitoring workgroups to refine wetland assessment methods and create cross-state compatibility 	Ongoing <ul style="list-style-type: none"> - Work with EPA and other states on National Wetland Condition Assessment Protocols
2. Identify ecological sites of particular conservation concern that should be included in MTNHP information provided for environmental assessments	Ongoing <ul style="list-style-type: none"> - Creating new value-added wetland mapping geodatabase intended to support identification of “Wetlands of Special Significance” 	Ongoing <ul style="list-style-type: none"> - Completed value-added wetland mapping geodatabase and developed methodology to assign “wetlands of Special Significance status” to wetland polygons
3. Compile literature on terrestrial, and wetland communities with emphasis on those of conservation concern	Ongoing <ul style="list-style-type: none"> - References on forested ecosystem disturbance and dynamics were added to Vitalis - Current focus is on forested wetlands 	Ongoing <ul style="list-style-type: none"> - A handful of wetland assessment references were added to the MTNHP reference system.
4. Maintain crosswalks between different vegetation classification schemes to facilitate use of MTNHP products and products created by others	Ongoing <ul style="list-style-type: none"> - Have completed NVC-Ecological system crosswalk for wetlands 	Ongoing <ul style="list-style-type: none"> - Have completed NVC-Ecological system crosswalk for forested ecosystems
5. Work with Information Services to make wetland assessments available	On-Hold <ul style="list-style-type: none"> - Pending database revision to address incompatibly 	On hold pending outside funding

on the MTNHP website	between different project databases	
6. Compile vegetation data collected by others to support current and future vegetation classification and mapping efforts	Ongoing <ul style="list-style-type: none"> - Integrated forest service survey data into whitebark pine mapping - Worked with partners to prepare Landsat 8 imagery from 2014 and 2015 for further analysis 	Ongoing <ul style="list-style-type: none"> - Worked with USFS to develop methodology for classifying relative abundance of whitebark pine, and completed work on Gallatin-Custer, Helena, and Lolo National forests
7. Present results of surveys or status assessments of terrestrial and wetland communities at professional and public meetings	Ongoing <ul style="list-style-type: none"> - Presented results of surveys and status assessments of Headwater wetlands at Montana Wetland Council October 29, 2015 	Ongoing <ul style="list-style-type: none"> - Presented new value-added wetland mapping attributes to over 80 state and federal partners in EPA regions 10 and 8; - Presented new value-added wetland mapping attributes at Intermountain GIS Conference

Project Supported Ecology Program Services

	1st & 2nd Quarter FY 16 (July 1, 2015 – December 31, 2015)	3rd & 4th Quarter FY 16 (January 1, 2016 – June 30, 2016)
1. Conduct field surveys for underrepresented or uncommon ecological communities in under-surveyed geographic areas	Ongoing <ul style="list-style-type: none"> - Continuing to map the distribution and extent of whitebark pine with 2015 surveys on the Bitterroot and Lolo NFs for the USFS - Surveyed and assessed the condition of 9 uncommon forested wetlands in northwestern Montana 	Ongoing <ul style="list-style-type: none"> - Work continues as part of 2016 National Wetlands Condition Assessment for DEQ/EPA, which began in June.
2. Develop reports and peer-reviewed publications on the composition, distribution, and status of Montana's wetland and terrestrial communities.	Ongoing <ul style="list-style-type: none"> - Completed reports on Headwater wetlands in the Missouri Headwaters HUC and on results of assessments in the Blackfoot-Swan area 	Ongoing <ul style="list-style-type: none"> - Completed chapter on use of LLWW attributes for forthcoming book on wetland landscape assessment - Completed report on Wetland Prioritization Geodatabase for MTDEQ
3. Evaluate the status of wetland and terrestrial communities with field surveys	Ongoing <ul style="list-style-type: none"> - Continued whitebark pine and forested wetland ecosystem surveys 	Ongoing <ul style="list-style-type: none"> - Wetland surveys began in June for DEQ/EPA. - Whitebark pine surveys are on hold until snow melts at higher elevations.
4. Collaborate with partner agencies to develop ecological site descriptions when funding allows	Not Active - No current funding for this activity	Not Active - No current funding for this activity

Core Zoology Program Services

	1st & 2nd Quarter FY 16 (July 1, 2015 – December 31, 2015)	3rd & 4th Quarter FY 16 (January 1, 2016 – June 30, 2016)
1. Respond to requests for information on the identification, biology,	Ongoing <ul style="list-style-type: none"> - Responded to just over four hundred requests from federal, 	Ongoing <ul style="list-style-type: none"> - Responded to approximately 450 requests from federal, state,

ecology, conservation status, management, and appropriate survey methods for vertebrate and invertebrate species.	state, and tribal personnel as well as consultants and members of the public.	and tribal personnel as well as consultants and members of the public.
2. Continue to gather, manage, and review animal point observation data in a statewide point observation database (POD) for all animal species.	Ongoing <ul style="list-style-type: none"> - 20,359 observations were added to the animal point observation database for 474 animal species. 23,670 observation records for 414 species were reviewed for final acceptance into the point observation database with a focus on Montana Species of Concern. - 1,331 structured survey locations for 12 different formal animal survey protocols were added to the structured survey database. - An additional 277,000 observation records (16% of all records in the database) still need to be reviewed for final acceptance into the database. 	Ongoing <ul style="list-style-type: none"> - 9,548 observations were added to the animal point observation database for 489 animal species. 4,283 observation records for 267 species were reviewed for final acceptance into the point observation database with a focus on Montana Species of Concern. - 4,929 structured survey locations for 12 different formal animal survey protocols were added to the structured survey database. - An additional 282,265 observation records (17% of all records in the database) still need to be reviewed for final acceptance into the database.
3. Work with Information Services staff to maintain and improve content of zoological information on Heritage websites.	Ongoing <ul style="list-style-type: none"> - Reviewed range maps shown on the Montana Field Guide and MapViewer web pages relative to observation data for 309 Montana SOC and PSOC and updated or created range maps where necessary for 63 species. - Worked with information services staff to revise the charts and data sections of the MapViewer web application. - Worked with information services staff to create additional spatial filters for display on the Species Snapshot web application so that custom Field Guides can be created for a variety of spatial boundaries across the state. 	Ongoing <ul style="list-style-type: none"> - See Supplemental Core Zoology Program Services Task 3 below.
4. Collect and manage observational data on animal SOC that has been gathered by others.	Ongoing <ul style="list-style-type: none"> - 3,740 observations were added to the animal point observation databases for 109 Montana Animal Species of Concern and Potential Species of Concern. 	Ongoing <ul style="list-style-type: none"> - 1,998 observations were added to the animal point observation databases for 81 vertebrate and 1 invertebrate Montana Animal Species of Concern and Potential Species of Concern.
5. Maintain animal species occurrences for existing SOC species from high value observations of animal SOC that can be used in environmental assessments.	Ongoing <ul style="list-style-type: none"> - Reviewed and/or updated 28,500+ observation records for animal Species of Concern in preparation for constructing species occurrences. All Species of Concern observation data that was pending a final review was reviewed. - Updated 9,500 species occurrences and created >700 new species occurrences for 37 vertebrate and 31 invertebrate species. 	Ongoing <ul style="list-style-type: none"> - Created 1,386 new species occurrences for 49 vertebrate and 9 invertebrate species. Reviewed all Species of Concern observation data that was pending a final review in the process of doing this.
6. Maintain a complete taxonomic list of vertebrate animal species for Montana.	Ongoing <ul style="list-style-type: none"> - Updated taxonomy and four-codes for birds to correspond with the changes made in the American Ornithologists' 	Ongoing <ul style="list-style-type: none"> - Added 239 species to the MTNHP Species database table, including 6 beetles, 11 bumble bees, 10 butterflies, 1 moth, 105 grasshoppers, katydids, or crickets, and 106 spiders.

	Union 56 th supplement to the Check-list of North American Birds. - Updated taxonomy for mammals to correspond with the Revised Checklist of North American Mammals North of Mexico, 2014.	- Began compiling information on additional moth and earthworm species that are known to be present in Montana.
7. Work with other Heritage staff to regularly exchange information with NatureServe.	Not Active - Scheduled for fall of 2016.	Not Active - Scheduled for fall of 2016.

Supplemental Core Zoology Program Services		
	1st & 2nd Quarter FY 16 (July 1, 2015 – December 31, 2015)	3rd & 4th Quarter FY 16 (January 1, 2016 – June 30, 2016)
1. Review the status of vertebrate and invertebrate animal taxa, assign state ranks, assist NatureServe with assigning global ranks when appropriate, and document these status ranks.	Ongoing - Reviewed the inventory and monitoring status of winter-breeding owls and Harlequin Ducks in conjunction with the Montana Animal Species of Concern Committee and removed Eastern Screech-Owl, Short-eared Owl, Great Horned Owl, Long-eared Owl, Northern Saw-whet Owl, and Harlequin Duck from the list of Species of Greatest Inventory Needs.	Not active due to lack of funding and/or staff time.
2. Create animal species occurrences for newly designated SOC species from high value observations of animal SOC that can be used in environmental assessments.	Not Active - No species were newly designated as Species of Concern during the reporting period.	Not Active - No species were newly designated as Species of Concern during the reporting period.
3. Maintain species accounts, including state and Western Hemisphere range maps and observational maps, in the Montana Field Guide for all animal SOC.	Ongoing - See Core Zoology Program Services Task 3 above - Added literature to references section of the Montana Field Guide for Harlequin Duck, Evening Grosbeak, Sage Thrasher, Long-billed Curlew, Brewer's Sparrow, and Sage Sparrow.	- Created range maps for 180 species including 1 terrestrial mollusk, 1 millipede, 19 bumble bee species, 51 beetle species, 9 butterfly species, and 101 grasshopper, katydid, and cricket species. - Updated 203 range map polygons for 28 vertebrate species and 49 terrestrial mollusk species for display on the Montana Field Guide and use in predictive distribution models. - Added 1,639 photos to the Montana Field Guide, including photos for 941 invertebrate species (moths, butterflies, grasshoppers, katydids, crickets, and bumble bees) that previously had no photos. - Improved the format of more than 750 references that were appearing on the Montana Field Guide. - Reviewed all non-SOC species in the Montana Field Guide to make sure that literature cited in the species accounts was appropriately in the reference sections of the species accounts. - Added species account information from the Hendricks

		(2012) Guide to the Land Snails and Slugs of Montana to 83 terrestrial mollusk species accounts on the Montana Field Guide.
4. Create predicted distribution models for animal SOC.	Ongoing - Examined potential to use coding to run models for numerous species at once. We think we can do this sometime in 2016, but it is likely to take the equivalent of one month of one staff members time to get this up and running.	Ongoing - Established python and other coding to mostly automate creation of inductively and deductively based predicted distribution models and generate associated report output. This reduces staff time in creating and evaluating the models from a minimum of eight hours per species to approximately one hour per species, thus reducing costs of updating predictive distribution models by a factor of eight. - Will begin updating predictive distribution models for all Montana Animal Species of Concern in the next quarter.
5. Work toward a complete taxonomic list of invertebrate animal species for Montana.	Not active due to lack of funding and/or staff time.	Ongoing - See Core Zoology Program Services Task 6 above.
6. Create and maintain species accounts, including state and Western Hemisphere range maps and observational maps, in the Montana Field Guide for animal species that are not SOC.	In Progress - See Core Zoology Program Services Task 3 above	Ongoing - See Supplemental Core Zoology Program Services Task 3 above. The conservation status of these species has not been evaluated, but the vast majority of them are unlikely to be classified as SOC.
7. Maintain a subject guide of authoritative web resources relevant to vertebrates and invertebrates.	Not active due to lack of funding and/or staff time.	Ongoing - Added links to web resources for bumble bees and butterflies at the bottom of all insect pages on the Montana Field Guide to support federal initiatives on pollinators.
8. Create predicted distribution models for animal species that are not SOC.	Ongoing - Examined potential to use coding to run models for numerous species at once. We think we can do this sometime in 2016, but it is likely to take the equivalent of one month of one staff members time to get this up and running.	Ongoing - Established python and other coding to mostly automate creation of inductively and deductively based predicted distribution models and generate associated report output. This reduces staff time in creating and evaluating the models from a minimum of eight hours per species to approximately one hour per species, thus reducing costs of updating predictive distribution models by a factor of eight. - We believe we can create predictive distribution models for all vertebrate, and many invertebrate, non-SOC in the next quarter.
9. Create associations between animal SOC and the Ecological Systems in which they are known to occur.	Not active due to lack of funding and/or staff time.	Not active due to lack of funding and/or staff time.
10. Create associations between animal species that are not Species of Concern and the Ecological Systems in which they are known to occur.	Not active due to lack of funding and/or staff time.	Not active due to lack of funding and/or staff time.

11. Create associations between animal SOC and the National Wetland and Riparian wetland and riparian map classes in which they occur.	Not active due to lack of funding and/or staff time.	Not active due to lack of funding and/or staff time.
12. Create associations between animals that are not SOC and the National Wetland and Riparian wetland and riparian map classes in which they occur.	Not active due to lack of funding and/or staff time.	Not active due to lack of funding and/or staff time.
13. Compile literature on vertebrate and invertebrate animal species with an emphasis on SOC and use it to update references and content in the Montana Field Guide.	<p>Ongoing</p> <ul style="list-style-type: none"> - See Supplemental Core Zoology Program Services Task 3 above - Compiled over 750 articles on Montana bat species which have not yet been added to the References section of the Montana Field Guide 	<p>Ongoing</p> <ul style="list-style-type: none"> - Added 1,853 literature references on bats, birds, and a variety of invertebrate groups to the MTNHP reference system and turned on approximately 12,930 reference associations for more than 1,558 animal species accounts in the Montana Field Guide. - Combined pdf scans of hard copy literature in MTNHP element files with literature originally obtained in a digital format to create a single common digital filing system for zoology literature. - Began cross walk of literature in the recently published Marks et al. (2016) Birds of Montana book with references currently in the MTNHP reference system.
14. Compile photographic images of vertebrate and invertebrate animal species and locations where animal surveys have been conducted for Montana SOC.	<p>Ongoing</p> <ul style="list-style-type: none"> - Loaded bat acoustic survey, mist net survey, and roost survey photos from MTNHP, FWP, USFS, and BLM surveys conducted in 2015 into the Thumbs Plus photo database. - Loaded Harlequin Duck survey photos from 2015 into the Thumbs Plus photo database. 	<p>Ongoing</p> <ul style="list-style-type: none"> - Loaded bat roost survey photos from MTNHP surveys conducted in winter of 2016 into the Thumbs Plus photo database. - Loaded Breeding Bird Survey (BBS) route photos contributed by BBS volunteers into the Thumbs Plus photo database
15. Compile photographic images of vertebrate and invertebrate animal species and locations where animal surveys have been conducted for Montana non-SOC.	<p>Ongoing</p> <ul style="list-style-type: none"> - Loaded bat acoustic survey, mist-net survey, and roost survey photos from MTNHP, FWP, USFS, and BLM surveys conducted in 2015 to the Thumbs Plus photo database. 	<p>Ongoing</p> <ul style="list-style-type: none"> - Loaded bat roost survey photos from MTNHP surveys conducted in winter of 2016 into the Thumbs Plus photo database. - Loaded Breeding Bird Survey (BBS) route photos contributed by BBS volunteers into the Thumbs Plus photo database
16. Scan animal species element files into optical character recognized PDF files so that they can be more readily shared with patrons, digitally archived, and serve as the basis for moving forward with a digital element file system; prioritize animal SOC over non animal SOC and	<p>Ongoing</p> <ul style="list-style-type: none"> - While optical character recognized scans proved to be impossible, approximately 90% of the hard copy zoology files have been scanned into digital .pdf documents so that all files can be managed digitally moving forward and to allow for offsite backups to protect against catastrophic loss. 	<p>Ongoing</p> <ul style="list-style-type: none"> - Combined pdf scans of hard copy literature in MTNHP element files with literature originally obtained in a digital format to create a single common digital filing system for zoology literature. - Approximately 10% of zoology element files and 100% of zoology survey forms remain to be scanned.

prioritize field observation forms and notes over published articles. NHP staff will consult with MSL staff before providing the public access to copyrighted material.		
17. Work with Information Services staff to build the element reference files through automated literature database searches for individual species; prioritize animal SOC over non animal SOC.	Not active due to lack of funding and/or staff time.	Not active due to lack of funding and/or staff time.

Project Supported Zoology Program Services		
	1st & 2nd Quarter FY 16 (July 1, 2015 – December 31, 2015)	3rd & 4th Quarter FY 16 (January 1, 2016 – June 30, 2016)
1. Conduct field surveys for vertebrate and invertebrate species with a focus on SOC and under-surveyed geographic areas and habitats.	<p>Ongoing</p> <ul style="list-style-type: none"> - Conducted acoustic and mist net surveys for bats in conjunction with USFS, BLM, and FWP across Montana and on USFS lands in the western Dakotas. - Conducted Harlequin Duck surveys across western Montana in conjunction with FWP and the USFS. 	<p>Ongoing</p> <ul style="list-style-type: none"> - Conducted winter roost surveys for bats in conjunction with USFS, BLM, and FWP across Montana and on USFS lands in the western Dakotas. - Continued to decommission our regional network of ultrasonic bat acoustic detector stations in order to focus on analyzing and summarizing existing data. - Conducted call playback surveys for Northern Goshawks on the Ashland and Sioux Districts of the Custer-Gallatin National Forest. - Conducted surveys of Western Toad (<i>Bufo boreas</i>) breeding sites across the species' known range in western Montana in conjunction with FWP to evaluate the species conservation status. - Conducted amphibian call surveys across Montana in conjunction with FWP, USFS, and BLM partners.
2. Develop reports, posters, books, web pages and peer-reviewed publications on the distribution, status, biology of, and human impacts on Montana's animal species.	<p>Ongoing</p> <ul style="list-style-type: none"> - Developed PowerPoint summaries of some of the bat acoustic and roost surveys for USFS, BLM, FWP, and Northwestern Energy 	<p>Ongoing</p> <ul style="list-style-type: none"> - Developed PowerPoint summaries of the latest bat acoustic and roost surveys for USFS, BLM, FWP, and Northwestern Energy. - Created the following final bat acoustic monitoring reports: Maxell, B.A., S. Hilty, B. Burkholder, and S. Blum. 2016. Long-term acoustic assessment of bats at Maiden Rock on the lower Big Hole River in the Pioneer Mountains of southwestern Montana and management recommendations for bats. Report to Beaverhead-Deerlodge National Forest and Dillon Field Office of the Bureau of Land Management. Montana Natural Heritage

		<p>Program, Helena, Montana. 57 pp. plus appendices. Maxell, B.A., B. Burkholder, S. Hilty and S. Blum. 2016. Long-term acoustic assessment of bats on Big Sheep Creek in the Tendoy Mountains of southwest Montana and management recommendations for bats. Prepared for Beaverhead-Deerlodge National Forest and Dillon Field Office of the Bureau of Land Management. Montana Natural Heritage Program. Helena, MT. 49 pp plus appendices.</p>
<p>3. Present results of surveys or status assessments of animals at professional and public meetings.</p>	<p>Ongoing - Gave the following presentations:</p> <ul style="list-style-type: none"> - Approximately 25 teachers at the Montana Education Association and Montana Federation of Teachers annual meeting on Amphibians, Reptiles, and Bats: an overview, in Billings on October 15th. - A general update on the Zoology Program to MTNHP partners at the annual MTNHP partners meeting in Helena on December 7th. - BLM, USFWS, FWP, MDT, USFS and Northern Rocky Mountain Grotto representatives on the status of bat and White-Nose Syndrome surveillance efforts in Montana via webinar on December 15th. 	<p>Ongoing - Gave the following presentations:</p> <ul style="list-style-type: none"> - Approximately 10 members of the wind energy industry and representatives from the Natural Heritage Network on Montana's bat and white-nose syndrome surveillance efforts at the 2016 Biodiversity without Boundaries conference in San Juan, Puerto Rico on April 20th. - Approximately 40 members of the Northern Rocky Mountain Grotto and representatives of the USFS and FWP on the status of bat and White-Nose Syndrome surveillance efforts in Montana at Lewis and Clark Caverns on April 9th. - Approximately 50 professional biologists at the Montana Chapter of the Wildlife Society Meetings on Montana's bat acoustic surveillance efforts in Missoula on February 29th. - To the Spion Kop wind energy facilities technical advisory committee on bat acoustic surveillance results at that facility so far at Montana Wild in Helena on January 21st.

APPENDIX 2: SCOPE OF WORK
For FY16
Wetlands and Land Cover MSDI Framework Services

Core Wetlands and Land Cover Services		
	1st & 2nd Quarter FY 16 (July 1, 2015 – December 31, 2015)	3rd & 4th Quarter FY 16 (January 1, 2016 – June 30, 2016)
1. Provide coordination and stewardship of the Wetlands MSDI GIS database if funding is available	Ongoing <ul style="list-style-type: none"> - Updated status maps and partners' maps for web page - Acquired additional "historic" NWI mapping for review 	Ongoing <ul style="list-style-type: none"> - Worked with NWI and other partners to determine status of "historic and scaleable mapping" - Added detailed information and examples of different mapping categories to MTNHP wetland web page - Revised MSDI database to include current, "outdated" and "incomplete" mapping, which is just short of a statewide mapping layer
2. Participate in a work group with NRIS to develop a new workflow for hydrologic data creation, maintenance, and dissemination that includes the wetlands/riparian database	Ongoing <ul style="list-style-type: none"> - Attended meetings of the Hydrology workgroup 	Ongoing <ul style="list-style-type: none"> - Attended meetings of the Hydrology workgroup
3. Provide coordination and stewardship of the MSDI Land Cover GIS database if funding is available	Ongoing <ul style="list-style-type: none"> - Added updates to structures and agriculture - "Burned in" Russian olive mapping completed in a different project 	Ongoing <ul style="list-style-type: none"> - Little funding for this task, but were able to use temporary project funding to provide basic coordination and stewardship of the MSDI Land Cover GIS database
4. Working with NRIS, provide data and assist with maintaining map services and metadata for Wetlands and Land Cover data sets as part of the MSDI map services, and GIS Portal downloads	Ongoing <ul style="list-style-type: none"> - Worked with MSL to archive earlier wetland GDBs - Updated metadata and added current wetland mapping GDB to MSDI web services 	Ongoing <ul style="list-style-type: none"> - Worked with MSL to archive earlier wetland GDBs - Updated metadata and added current wetland mapping and Land Cover GDB to MSDI web services
5. If funding is available from MLIAC and other sources, maintain and update the 2013 statewide Land Cover data set based on the annual work plan included in the overall Land Information Plan submitted to MLIAC	Ongoing <ul style="list-style-type: none"> - Provided a partially updated Land Cover data set, without full metadata, to partners on request - Reviewed and provided input to MSDI Land Plan 	Ongoing <ul style="list-style-type: none"> - Used project funding and some core funding to produce and publish a 2016 Land Cover GIS database - Revised metadata for Land Cover to make changes easier to track
6. Revise, add and delete map classification units as necessary to improve map usability, if funding is available	Ongoing <ul style="list-style-type: none"> - Reviewed ecological systems classification to determine whether it can be cross walked to NVC 	No funding for this task

Project Supported Wetlands and Land Cover Services		
	1st & 2nd Quarter FY 16 (July 1, 2015 – December 31, 2015)	3rd & 4th Quarter FY 16 (January 1, 2016 – June 30, 2016)
1. With outside project funding, develop a statewide data layer of wetland and riparian mapping information from NAIP imagery. Interpret and map wetlands and riparian areas for approximately 100 USGS Quads	Ongoing <ul style="list-style-type: none"> - Initiated discussions with tribal partners (Crow and Blackfeet) about additional wetland mapping - Continued to map wetlands with outside funding, completing ~ 50 quads 	Ongoing <ul style="list-style-type: none"> - Submitted proposal to EPA on behalf of Blackfeet to map reservation (not funded) - Prepared proposal to map Crow reservation and submitted to EPA (Pending) - Prepared proposal to map additional 13 Forest Service quads (funded) - Prepared proposal to map additional 5 quads in MT (DEQ, funded)
2. With outside project funding, conduct field surveys to improve land cover classification accuracy	Ongoing <ul style="list-style-type: none"> - Used EPA funding to evaluate forested ecosystems in NW Montana - Used Forest Service funding to map whitebark pine in Bitterroot and Lolo NFs 	Ongoing <ul style="list-style-type: none"> - Using EPA funding to evaluate aspen-dominated springs and wetlands in SW Montana - Using NRCS funding to improve grassland classification accuracy
3. With outside project funding, conduct field surveys to improve wetland mapping accuracy	Ongoing <ul style="list-style-type: none"> - Used EPA funding to survey forested wetlands 	Ongoing <ul style="list-style-type: none"> - Using EPA funding (NWCA) to survey wetlands statewide
4. With outside project funding, add attributes to wetland mapping to improve usability and transferability	Ongoing <ul style="list-style-type: none"> - With DEQ funding, began work on an “NWI++” product 	Ongoing/completed <ul style="list-style-type: none"> - Used DEQ funding to complete first version of a Montana NWI++ project. EPA funding to advance work pending.

Statewide Library Resources- Library Development Report June and July 2016

Prepared for the August 10, 2016 Commission meeting
by Tracy Cook, Director of Statewide Library Resources

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

Goal One—Content

1. 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*)
(Originally reported 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 request for information. 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.

(Originally reported February 2016) Orban arranged trials for Baker & Taylor Axis 360 and for Recorded Books OneClickDigital for the MontanaLibrary2Go Executive Committee in January. The committee plans to meet in late January to discuss what they learned from these trials. Orban also organized a webinar for school libraries on January 28 to review vendor options for school consortia that were presented in the Fall, 2015 Request for Information responses. Currently our agreement with OverDrive (the vendor for MontanaLibrary2Go) does not allow for school library participation. However, there are several MSC school libraries that have individual contracts either with OverDrive or through Follet Bookshelf, etc. for downloadable e content, and their MSC bibliographic records, with connecting URL's, are maintained by MSC staff. Should an e content school consortia develop, workload to support a consortia would have to be considered.

(Originally reported April 2016) The Executive Committee met on February 26 and discussed the RFI responses and product trials. The consensus was that the competing services are similar to OverDrive, but do not offer some formats and device compatibility that the consortium currently enjoys with OverDrive. Lacking any perceived superior value in competing services, the committee agreed that the cost (in staff time and in content potentially lost through seeking publisher permissions) of moving to another service would not be justifiable at this time, and that the Executive Committee recommends continuing with the OverDrive renewal for FY17.

(Originally reported April 2016) Orban led a review of RFI materials specifically for schools on January 28, facilitated a follow-up discussion for interested k-12 librarians on February 18, and spoke in person with the Helena school district librarians group on March 2 in support of organizing a group to explore the possibility of forming an independently hosted e-content consortium (the State will not contribute funds or manage a contract). Working with teacher-librarians Joanne Didriksen from Helena and Kendra Hartman from Broadus, Orban collected school enrollment and annual circulation numbers from 53 school libraries that expressed interest in pursuing a group contract, and sent this information to three vendors who are amenable to k-12 consortia. The vendors have been asked to submit pricing estimates to Didriksen and Hartman before March 25. Orban will lead a discussion on consortium organization and responsibilities with this group on April 8 at the Montana Library Association conference in Missoula, with an online option for remote participants.

(Originally reported June 2016) Orban led a discussion on consortium organization and responsibilities with this group on April 8 at the Montana Library Association conference in Missoula. The group plans to meet during the MEA-MFT conference in October to develop policies and a fee structure for the consortium, to identify a fiscal agent for the contract, and to determine how the contract will be awarded and negotiated in advance of a tentative January 2017 one-year renewable contract. Following MLA, Orban collected responses from interested libraries indicating available

budgets for the potential contract and follow-up questions for vendors that will provide further details to help inform the group's fall discussion.

- 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 Library Services Technology Act (LSTA) or patron counts may be variable. The desired outcome is a sustainable and affordable budget model to implement in FY17. *(Orban)*

(Originally reported April 2016) Orban shared plans with the Executive Committee to form two or three different cost sharing scenarios to discuss at the membership meeting. All of these options will be goal-oriented, with a specific figure in mind in order to meet the coming fiscal year contract obligations as well as to plan for the future. These options are to be posted in meeting materials on the MontanaLibrary2Go governance web page by March 23.

(Originally reported June 2016) Orban and Executive Committee chair Susie McIntyre worked together to form three different cost sharing scenarios to discuss at the membership meeting. All of these options were goal-oriented, with a specific figure in mind in order to meet the coming fiscal year contract obligations as well as to plan for the future. The committee ultimately recommended the customary 5% increase to the membership for the OverDrive content budget, but advised the membership that changes to the cost formula would be forthcoming for FY18 in order to develop a more proactive plan for sustaining the content budget as well as exploring other possibilities for expanding shared access to e-content. Orban will work on this proposal over the summer with the new Lifelong Learning Librarian and the Executive Committee, along with a plan listing desired and this information will be shared with the membership in the fall.

- 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)*

(Originally reported 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 Session Initiation Protocol (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.

(Originally reported April 2016) SLR-LD staff has initiated discussions with the New York Public Library regarding its IMLS-funded initiative, LEAP (Library E-Content Access Project). LEAP is a two-year IMLS funded federal grant project that advances work begun at the New York Public Library in conjunction with 19 partner libraries across the US and is coordinated through national strategic conversations led by DPLA. The outcomes expected through this project expand upon the desired outcomes that had been stated in the local e-content pilot:

- Expanded access to e-content that libraries want
- New avenues to distribute content of state and regional interest
- Affordable and manageable service that is advantageous for consortia
- Content ownership for libraries
- Mutually agreeable terms for publishers and libraries

The concept behind LEAP is to build the capacity to host and distribute ebooks on a national, library-driven platform and to launch a library-owned ebook marketplace through which libraries can purchase titles without vendor markup. The State Library may build upon its experience through the e-content pilot by making use of the Adobe Content Server to become a regional content hosting hub. State Library staff or consortium leaders in MontanaLibrary2Go may also have the opportunity to help shape policy and procedure as the LEAP marketplace develops; serve as a liaison to support publisher on-boarding to the LEAP Marketplace; serve as a liaison to support libraries as they wish to purchase from the Marketplace; and assist with metadata needs. In March, NYPL staff drafted a Memorandum of Understanding to codify MSL's interest in providing staff time and possibly infrastructure to this project. The MOU had not yet been delivered at the time of writing this report.

(Originally reported June 2016) NYPL delivered the draft MOU to MSL. At this time, MSL is considering whether it can contribute the staffing resources to meet the minimum match requirement expected of partners in the LEAP program, whether MSL could contribute match as part of a unified network of state library agencies, or whether NYPL should adjust these requirements, allowing for MSL's smaller scale while recognizing its unique perspective as a state library agency representing rural Western libraries.

(Update: August 2016) MSL is further refining the MOU after subsequent conversations with NYPL as of mid-July.

- 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: Cook)*

(Originally reported February 2016) McHugh has led a working group comprised of SLR-LD staff Orban, Flick, Birnel, Henley, McMullen and Reymer in three initial brainstorming and planning sessions. The group has discussed the evaluation approach promoted at last year's Research Institute for Public Libraries conference using the concept of creating a data road map that incorporates the data trifecta of inputs, outputs and outcomes; identified inputs, outputs and outcomes that should be collected across all LSTA projects and services; talked about the data they currently collect; and suggested training gaps that need to be addressed to enable staff to more effectively understand and analyze their evaluation data. An initial list of possible sections for an eventual guide to LSTA funded project evaluation is being created as the next step.

(Originally reported April 2016) The evaluation guide has been drafted and during the drafting process the scope was expanded to address project evaluation standards for all Library Development projects and services regardless of funding source. The draft guide includes assistance with:

- Creating an initial data road map for a project or service
- Resources to utilize when creating the data road map that include the recent Library Development Study Task Force recommendations and the forthcoming individual project benchmarks anticipated from the Network Advisory Council
- Identifying potential audiences to anticipate reporting needs
- Questions to monitor successful ongoing evaluation throughout a project or service

The guide will be shared with the Network Advisory Council at their May meeting.

(Originally reported June 2016) The guide will be shared with the Network Advisory Council at their July retreat due to the cancellation of the May NAC meeting. The FY 17 Library Development project planning process now includes an evaluation component requiring staff to utilize the new guide to prepare evaluation benchmarks and techniques as part of the project they are managing.

(Updated: August 2016) The Network Advisory Council retreat was postponed. The guide will be shared with the Council when their meeting is rescheduled.

- 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: Cook)

(Originally reported April 2016) The SLR Portal session at the April MLA Conference will include an opportunity for initial feedback from our end users. Following that session, the first usability survey will be launched.

(Originally reported June 2016) The session at MLA was well attended. There were few questions about the new site. The work being done to rewrite the Montana Library Directory was mentioned during the session to make those attending aware of this additional, substantial change to come. A usability survey has not yet been launched, but there is agreement among the SLR Portal web leads that we should not delay a survey process due to the Directory rewrite work.

- 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)
(Originally reported 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.

(Originally reported April 2016) McMullen and Reymer presented training on community engagement to the board of trustees at Lewis & Clark Public Library so they can develop new community partnerships aligned with community aspirations and library goals.

(Originally reported June 2016) McMullen coordinated a panel presentation at the MLA conference on library – museum partnerships. Libraries and museums are trusted community anchors with common missions. Librarian attendees learned how to initiate and build relationships with local museums through collaborative programming, shared community space, and digital collections.

- 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)*

(Originally reported 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.

(Originally reported February 2016) Havre-Hill Library has submitted a collection application for an oral history collection. This collection has been approved by MSL and the Montana Historical Society and has also been selected to receive LSTA Project funding to assist with digitization. Additionally, the Valley County Museum has been in touch and is seeking funding for a project through the Montana History Foundation Grant to digitize ledgers from a local general store.

(Originally reported June 2016) The audio tapes from Havre-Hill Library have been digitized by the vendor and will be shipped back later this month. These will then be uploaded to the MMP. The Valley County Museum was awarded funding from the Montana History Foundation and they are currently digitizing the historic general store ledgers. The public libraries in Cut Bank, Chinook, Malta, and Plentywood are sending their yearbooks to the digitization vendor to be digitized. Birnel will make outreach visits to the Northwest this June, visiting libraries and museums in Kalispell, Whitefish, and Libby.

(Update: August 2016) Birnel visited several organizations in the Flathead area in June, including the Glacier National Park Archives, ImagineIf – Kalispell, Central School Museum – Kalispell, Whitefish Community Library & Whitefish Museum, the Fire Fighter Lookout Association, representatives from the Flathead National Forest, Lincoln County Library – Libby, and a representative of the Kootenai National Forest. Since these visits, the Central School Museum in Kalispell has submitted a collection application. They are going to start with a small collection of 30-50 images from their 28,000 photographs. This presents a very good opportunity to work with a museum that is currently using PastPerfect Inventory software. Birnel will work with Central School Museum staff and MHS employees to determine appropriate mappings of PastPerfect metadata to Dublin Core. Birnel met with Deb Mitchell and Amanda Trum from the Montana Association of Museums (MAM) to discuss creating a list of best practices for museums using PastPerfect. Central School Museum is willing to work with Birnel to help create a draft of these best practices. The results of this work will then be shared in a workshop at the MAM conference next spring.

- 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)

(Originally reported 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](#)

(Originally reported April 2016) The Content Priority working group felt that focusing on oral histories for a year would be nice way for the Montana History Foundation, the Montana Historical Society, The Montana Digital Academy and Montana PBS to work together to encourage new contributions to the MMP and to encourage use of the existing materials. The Montana Historical Society has offered some consultation time to help a history teacher from the Montana Digital Academy create a lesson plan prototype for other teachers to use. PBS has produced video oral histories and can see a role in this process. The Montana History Foundation provides funding for oral history projects and will continue to ask grant applicants to contribute their projects to the MMP.

(Originally reported June 2016) The Content Priority working group has made the further decision that resource materials for creating oral histories should be gathered and published. These materials will include recommendations for recording devices, best practices for video and audio recordings, best practices for asking questions and follow-up questions. Birnel is reaching out to particular partners to develop these materials.

- 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 Digital Public Library of America (DPLA) and aggregate and harvest other Montana digital repositories to share with the DPLA. *(Birnel)*

(Originally reported 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. A committee was developed to further explore options.

(Originally reported February 2016) The committee met in December and reviewed the application materials. Birnel demonstrated how the open source program, REPOX, can be used to harvest the metadata to make it available to DPLA. A centrally hosted version of this software is currently being configured to be made available through MSL. The group will meet again in February to discuss next steps.

(Originally reported April 2016) The committee met in February and reviewed the use of a centrally hosted instance of REPOX. Birnel has written a draft Memorandum of Agreement for the partner institutions, which is currently being reviewed. DPLA Content Manager, Emily Gore, has been invited to Montana to speak to the partner about the application process. A save the date has been sent for May 2, 2016.

(Originally reported June 2016) The Montana Memory Project, the Montana Historical Society, University of Montana, and the Montana State University have formed a partnership called the Big Sky Country Digital Network. This group is working together to apply to be a DPLA Service Hub. On May 2, 2016 Emily Gore, DPLA's Director for Content, came to Helena to meet with the partners and discuss in more detail what being a hub entails. She made great recommendations on how to manage the partnership and on how to proceed. The group is now working on the application and on forming a Memorandum of Understanding to outline the details of the partnership.

The Montana Memory Project plans to discontinue their partnership with the Mountain West Digital Library, which is the current on-ramp for MMP content to the DPLA. As a direct DPLA service hub the Big Sky Country Digital Network will aggregate metadata from the partners and share it with the DPLA to be part of their discovery portal. The partners will also work with other digital repositories in the state to aggregate their content and share it with DPLA.

MMP	MHS	UM	MSU
Jennifer Birnel	Molly Kruckenberg	Shali Zhang	Kenning Arlitsch
	Tammy Troup	Wendy Walker	Jim Espeland
		Teressa Keenan	Susan Borda
			Michelle Gollehon

- **(Update: August 2016)** The Montana State Library, the Montana Historical Society, the Montana State University Library, and the University of Montana have signed an MOU to formally outline the duties of each member of the Big Sky Digital Network. Birnel submitted the Service Hub Application in early July and is awaiting a review of the application Materials by DPLA, which should be delivered in early August.
- Continue to seek a solution for individuals to share Montana related content through the Montana Memory Project, acting as a portal of discovery. *(Birnel)*
(Originally reported April 2016) The MMP Advisory Council Content Priorities group will collaborate on creating a possible work flow for accepting and uploading content within CONTENTdm that is provided by individuals. An application for a new collection of materials held by an individual has been submitted to the MSC Director. This application will give the MMP Advisory Council a starting point to explore more seriously the option of enabling individuals to share Montana related content in the MMP.
(Originally reported June 2016) The recent individual application was not approved, due to the fact that the applicant did not own the content. Options for individual contributions of content are still being explored.
- 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)*
(Originally reported June 2016) This work was not completed this fiscal year, due to staff turnover and lack of time.

(Update: August 2016) Work will be resumed on this project in Q1 of FY17. The majority of the NetLibrary resources will be removed from the MSC catalog as they are outdated and no longer discoverable via EBSCOhost.

- Collaborate with vendors and the MSC Content Management Committee to bring the MSC catalog into full compliance with Resource Description and Access (RDA) metadata standards. The RDA standards are the new, unified, international cataloging 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)*
(Originally reported December 2015) Received cost quotes from several vendors for the cost of updating our bibliographic records for full RDA (Resource Description and Access) 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.

(Originally reported 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.

(Originally reported February 2016) SirsiDynix performed the RDA update process in the Shared Catalog, January 15-18, to add RDA fields to all Shared Catalog bibliographic records. and this update brings the Shared Catalog bibliographic structure into compliance. Hazen supervised the process, working closely with SirsiDynix to ensure a successful completion over the holiday weekend. Marchwick and Price performed internal system tasks to manage cataloging processes and copy overs.

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. 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)*

(Originally reported June 2016) This work has resulted in a proposal to the Montana Shared Catalog libraries which was presented to the consortium at their May meeting and is further described below.

- 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)*

(Originally reported 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.

(Originally reported February 2016) This project was delayed as Orban spent most of December working on the annual LSTA report. Orban resumed work on this project in January, with the objective of producing two cost formula scenarios for the courier advisory board to consider by early February.

(Originally reported April 2016) Orban created a cost sharing formula for the courier after evaluating responses from the courier user and potential user surveys distributed in December and studying annual statistics from the courier contract, OCLC interlibrary loan, and Montana Shared Catalog holds reports. The purpose of this proposal is:

- To help fulfill the MSC's mission of encouraging resource sharing and collaboration
- To help libraries that are currently struggling or unable to participate see a benefit to taking part in the courier
- To help remote MSC libraries who do not have access to the courier network to take part in resource sharing by providing a shipping discount

MSC libraries are responsible for 91% of courier activity. This is an essential service to support resource sharing groups. Sharing group libraries could not support resource sharing at their current volume without a reliable courier. The formula also sustains the

existing network by benefitting academic courier partners and public courier partners who are not yet part of the MSC. This proposal was shared with the MSC Executive Board at their March 2 meeting, with the Courier Advisory Board at their March 4 meeting, with the Network Advisory Council at their March 8 meeting, and with the MSC Partners resource sharing group at their March 15 meeting. Orban will collaborate with MSC Director Goodwin to incorporate the courier budget request into the MSC annual budget proposal in advance of the April deadline for MSC Spring meeting materials.

(Originally reported June 2016) Orban explained the purpose of the courier shipping proposal at the MSC spring members meeting. The majority of the membership in attendance voted to accept the proposal to contribute \$25 annually toward a shipping discount for sharing group libraries that are not eligible for courier service. Hub libraries that already receive a subsidy for courier service also contribute a separate amount that is calculated according to their courier discount, which is paid through LSTA funds. Next steps are to follow up with eligible MSC libraries and provide guidance on how they can take advantage of this opportunity, and to communicate changes in billing to Critelli for courier hub libraries. Orban expects further courier development to be part of her FY17 work plan.

(Update: August 2016) Following review of recent surveys and statistics from both the MSC and the courier project, Orban has identified two regions of potential interest in making use of a courier hub for sharing within the MSC, and is working on gathering statistical data as the first step in planning proposals and cost estimates for the libraries in these areas.

- 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)*

(Originally reported 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.

(Originally reported 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.

(Originally reported June 2016) The authentication study, which has the potential to primarily affect the statewide databases contract, has been suspended until a decision is made about use of funding for that contract for FY17.

- 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. *(McHugh, Orban, McMullen, Groves)*

(Originally reported April 2016) An MSL Project Proposal Form detailing the outcomes, implementation, maintenance, evaluation and funding needs for this project was submitted to the MSL management team in March. An anticipated timeline includes identifying FY 17 funding for the anticipated cost of navigational templates for the redesigned site in July, implementation of the new site in July-August and promotion of the resource through the Fall.

(Originally reported June 2016) Next steps as described in the April update will be led by the new Lifelong Learning Librarian position.

- 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)*

(Originally reported April 2016) McMullen is conducting an inventory of existing websites.

(Originally reported April 2016) McMullen, Henley and Reymer are planning to meet with MSC staff to learn more about the website creation opportunities for MSC libraries within the MSC Enterprise tools used to create and customize the MSC catalog's user front end interface, in order to expand MSL support for this website creation option.

(Originally reported June 2016) An inventory of Montana public library websites is completed, and problem areas have been identified, mostly involving outdated software, lack of maintenance, and missed opportunities. As an immediate step toward improvement, Montana public libraries wishing to update or improve websites will be

invited to meet online for networking and discussion on how to create and maintain an effective web presence. The meeting will be scheduled in August, after the summer reading program season.

- 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)*
(Originally reported December 2015) A promotional brochure highlighting the consulting program was created and distributed at the Montana Association of Counties 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.
(Originally reported June 2016) No further work has been accomplished on this objective, however, the consulting pages within the SLR portal continue to be re-organized for improved communication to users.
- 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)*
(Originally reported December 2015) The RFP has been put on hold until the recommendations from the Library Development Study Task Force have been made to the Commission and action taken.
(Originally reported April 2016) This item is not being pursued at this time, due to funding considerations. The MMP Advisory Council has created a working group to study the current MMP budget and to suggest long term options for the MMP software platform.

(Update: August 2016) An RFI has been written and will be shared through various listservs requesting information regarding a group of trained independent contractors who are willing to provide technical support to Montana Memory Project contributing institutions. The goal is to create a list of independent contractors willing to enter into contract with contributors to the Montana Memory Project on an as-needed basis.
- 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)*

(Originally reported 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.

(Originally reported February 2016) Birnel has discovered through additional consultations that a further step can be taken to improve search results by creating a Wikipedia entry for the State Library and the Montana Memory Project. Additionally, a Google for Business entry can be created to bring the MMP to the top of the search results. Birnel and Sara Groves, the Communications and Marketing Coordinator, will work together to develop Wikipedia pages for MSL.

(Originally reported June 2016) This work has not been accomplished this fiscal year. It remains a valuable effort to be continued next fiscal year.

- 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*)
(Originally reported December 2015) The direct link between Enterprise and the statewide 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.
(Originally reported 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 EBSO Enterprise Discovery Services as the first section of the display along with separate facet columns for both services.
(Originally reported April 2016) Activity on developing Discover It has been suspended, pending Commission action on the recommendation of the Network Advisory Council to cancel the EBSCO Discovery Service contract as part of the proposed FY 17 Statewide Library Resources Library Development budget.
(Originally reported June 2016) The EDS subscription will not be renewed following Commission action in April on the FY 17 Library Development budget.
- 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. (*Goodwin, Marchwick, Hazen, deMontigny, Price*)

(Originally reported 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.

(Originally reported 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.

(Originally reported 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.

(Originally reported 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.

(Originally reported April 2016) MSC Library staff and member libraries continue to test and evaluate BLUECloud Analytics functionality. McHugh and Goodwin will meet with a SirsiDynix representative on March 21 to negotiate FY 17 pricing to continue utilizing a hosted instance of Director’s Station, given the difficulties in the current BLUECloud Analytics functionality for large consortia such as the MSC.

(Originally reported June 2016) BLUECloud Analytics continues to be tested and evaluated, with 6 MSC libraries testing logins and more expected to begin in FY17. Demonstrations of BLUECloud Analytics were presented at the MLA Conference and the MSC Spring Members Meeting. After McHugh and Goodwin’s meeting with the SirsiDynix sales representative it was noted that MSC will not be charged for hosting of Director’s Station. Concerns regarding the need for a larger number of BLUECloud Analytics users in a large consortium such as the MSC were shared with the sales representative. SirsiDynix has offered additional instructor led training on the product, which is expected to be scheduled during the 2016 calendar year.

(Update: August 2016) BLUECloud Analytics is being used extensively by MSC admin staff. MSC staff are in the process of creating additional training resources and Goodwin has contacted SirsiDynix to inquire about an instructor led training session in September, 2017.

- 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. *(Goodwin, Price)*

(Originally reported 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.

(Originally reported April 2016) Discontinuation of eLibrary has been temporarily postponed pending resolution of the length of time Enterprise takes to load the "Place Hold" button for member libraries as well as the On Order item display for libraries using the Acquisitions module.

(Originally reported June 2016) MSC staff continues to work with SirsiDynix support to solve the issues regarding the length of time for the "Place Hold" button to appear as well as the Acquisitions module display problems. Because of these issues, the discontinuation of eLibrary has not been scheduled. This is a high priority item to resolve. It is possible that the removal of large numbers of circulation map lines and other system policies that will occur this summer as part of the final stages of the reorganization effort may reduce the hold button issues. MSC libraries will be required to standardize their use of the Acquisitions module in the future, which may resolve the display issues.

(Update: August 2016) Following Goodwin's meeting with the MSC's Suresailing Consultant at SirsiDynix, there is additional pressure on the vendor to resolve these issues. Requests to further investigate the slowness of the Place Hold button and a possible solution for the Acquisitions display issue that would involve changing Enterprise profile search limits are being explored by the vendor. eLibrary discontinuation is planned for December 2016.

- 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 (*Goodwin, Marchwick, Hazen, deMontigny, Price*)

(Originally reported 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.

(Originally reported 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.

(Originally reported April 2016) Following a training in February, a variety of additional MSC libraries activated MobileCirc and learned to assist patrons in the use of BookMyne, the SirsiDynix patron discovery app.

(Originally reported June 2016) Plans for summer 2016 regional trainings include additional information and guidance on MobileCirc usage. A major update to the app is expected this summer which will allow for additional functionality.

(Update: August 2016) MobileCirc has been presented at regional trainings throughout Montana, as well as at the MSC Executive Board retreat.

- 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)*
(Originally reported 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)*
(Originally reported December 2015) Reymer learned about the Georgia Public Library Systems regional, consortial approach to contracts and received helpful advice on negotiating with vendors.
(Originally reported February 2016) Reymer is reviewing the data gathered during the MSL's Broadband Technology Opportunity Grant program (BTOP) (2009-2012) pertaining to bandwidth upgrade purchases and hardware refreshment for BTOP libraries during the course of that program as part of an investigation into the possibility of purchasing a minimum, agreed upon level of bandwidth for public libraries.
(Originally reported June 2016) Making significant impact in improving broadband access to Montana's public libraries is dependent on having a statewide plan and additional funding to help with the portion of broadband costs that isn't covered by E-rate. Reymer has worked with Stapp and McHugh on options that could be part of an EPP request in the next legislative session.
- 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)*
(Originally reported December 2015) Reymer attended meetings of the Internet 2 group and the Montana Telecommunications Association conference to learn more about alternatives and opportunities available within the state. Reymer also participated in the Silicon Flatirons meeting with the Federal Communications Commission to represent libraries' concerns about fiber build outs and E-rate modernization. Reymer also attended American Library Association's (ALA) E-rate Task Force meetings at the

2015 ALA Annual Conference and Universal Service Administrative Company E-rate Training in Portland. Changes in the program were a focal point.

(Update: August 2016) E-rate continues to be one of the only viable sources for support for libraries seeking to improve their bandwidth. Significant changes to the program this year have required a lot of time, attention and support for libraries in the program from Reymer as State E-rate Coordinator. While there was a drop-off in participation, a few libraries have moved to fiber and found ways to utilize E-rate to assist with paying for fiber build outs and improvements in infrastructure.

- 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: Cook, Price*)

(Originally reported 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.

(Originally reported February 2016) The master spreadsheet of user stories was submitted to MSL IT staff December 15. A meeting to launch the technical work will take place January 25.

(Originally reported April 2016) Following the January meeting, the Agile process of work “sprints” organized by task commenced. The initial sprint has included McHugh and Price who receive daily progress updates on the creation of the underlying access structure for the new Directory. The next sprint will focus on the process of creating library records in the new Directory.

(Originally reported June 2016) Sprints have been completed that focused on the creation of library records in the Directory and the creation of position records. The next sprint will focus on Directory processes as they relate to the initial creation of a library, a new user, a position and the editing process for each.

(Update: August 2016) Sprints for the Directory processes and searching were completed. Work will begin on the next series of sprints. Cook and Bruhn will meet with Flick and Orban to determine a possible timeline and process for a series of sprints to update the CE section and/or Statewide Projects section.

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. 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 Chief Officers of State Library Agencies (COSLA) New Directors 101 series and supplements that with Montana-specific self-paced online tutorials. (*Lead: Flick*)
(Originally reported 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.

(Originally reported 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.

(Originally reported 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.

(Originally reported February 2016) Sage Solutions Non-Profit Consulting has presented a contract to MSL for succession trainings at the Pathfinder and Sagebrush Federation Spring meetings in 2016, as well as a webinar series scheduled for April 2016. The *Succession Toolkit* will be reprinted for distribution at these two Federation meetings as well.

(Originally reported February 2016) Flick has scripted three of the 12-13 lessons planned for the New Library Director Administration series. Each lesson will be 10-20 minutes long with built-in assessments. A prototype lesson has been created in Adobe Articulate Storyline and a location on the MSL webserver is being sought to host these html files which will be linked to the Learning Portal.

(Originally reported April 2016) Terry Profota of Sage Solutions presented her Succession Planning to 20 attendees at the Sagebrush Federation meeting at Miles City Public City on March 5, 2016. Terry will also present at the Pathfinders Federation on May 19 and will host a noontime webinar series on March 23, 30 and April 13. Online self-paced tutorials are under production to provide new library directors with Montana-specific essential, need-to-know information. An additional training has been added for May 14 in at the Best Western GranTree in Bozeman focused on performance evaluation with Pat Wagner of Siera Consulting.

(Originally reported June 2016) Terry Profata of Sage Solutions presented Succession Planning training to trustees at the Pathfinder Federation meeting on May 19, 2016 This concludes a highly popular series of online and in person trainings geared toward trustees during this fiscal year.

(Originally reported June 2016) The online tutorial series for New Directors to supplement the COSLA New Directors 101 series with Montana-specific information is still in the process of completion. This project will continue next fiscal year.

(Update: August 2016) Flick has posted the template resources and a PowerPoint presentation to the MSL website to help outgoing directors and boards to prepare a "briefing book" that captures critical information to pass on during a transition in leadership. This was the focus of a session at the Broad Valleys Federation meeting in

March and is a resource that has been requested as a follow-up item at many of the trainings on succession and managing a change in executive leadership which MSL has sponsored over the past two years.

- 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*)
(Originally reported December 2015) The CE Coordinator created an online [tutorial](#) on the Hunter-Planner Map in collaboration with the GIS manager for FWP.
(Originally reported December 2015) Orban has created two short tutorials for MontanaLibrary2Go using Camtasia and posted them to the MontanaLibrary2Go Learning Portal page.
(Originally reported December 2015) MSL holds five Camtasia 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 Camtasia 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.
(Originally reported February 2016) Goodwin continues to use the Camtasia software to create tutorials of interest to MSC members.
(Originally reported April 2016) Flick has created a brief tutorial on how to apply for certification online using Camtasia.
(Originally reported April 2016) Goodwin and Hazen created cataloging tutorial on adding RDA fields in WorkFlows. Goodwin created a short tutorial explaining a change to WorkFlows display columns to assist in searches with new RDA cataloging fields.
(Originally reported June 2016) Flick used Camtasia to augment the *Succession Planning for Library Trustees* recorded webinars so that viewers would receive instructions on when to pause during the videos for discussion or reflection. Camtasia is proving to be an excellent tool for enhancing the interactivity of recorded webinars. The new MSC Trainer will be utilizing one of MSL's five licenses to create and deliver short trainings in a variety of topics to MSC members.

(Update: August 2016) deMontigny used Camtasia to provide 2 additional MSC training videos in support of MSC curriculum in the month of July. Short video trainings have been widely praised by MSC member libraries for their ease of use and clarity in

presenting new material and more video creation is planned as part of the overall MSC training curriculum.

- 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)* **(Originally reported 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.

(Originally reported June 2016) Outreach and needs assessment for schools has been suspended until MSL funding for a statewide databases contract next fiscal year has been determined.

- 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)*

(Originally reported 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.

(Originally reported 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.

(Originally reported April 2016) Henley delivered the final makerspace trunk to a library in the South Central federation in March, and all makerspace trunks are now circulating in their respective federations.

- 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)*

(Originally reported December 2015) Four Succession Planning trainings were presented at the Spring 2015 Federation meetings.

(Originally reported 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.

(Originally reported February 2016) Strategic planning has been included on the list of available and recommended trainings which the MSL will provide to Federations at their Spring meetings.

(Originally reported April 2016) McMullen provided board basics and strategic planning assistance at Valier Public Library and Harlem Public Library, so new board

members can participate in an informed way, in continued strategic planning at these libraries.

(Originally reported June 2016) Reymer met with Manhattan Community Library Board to discuss community visioning in September and a new strategic plan for the library is developing based on that meeting.

- 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)*

(Originally reported 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.

(Originally reported 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.

(Originally reported 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.

(Originally reported June 2016) Henley conducted a board training in Glendive to address concerns and familiarize members with open meeting law and directory access. Flick organized a 3.5 hour training event called "How to be Confident and Competent Regarding Performance Evaluations" at the Best Western GranTree Hotel in Bozeman on May 14th featuring Pat Wagner of SieraLearn as the presenter. Fifteen attended, five attendees were public library trustees. Reymer facilitated workshops on *Introduction to Library Law and Ethics* and *Making Use of Resources* for Jefferson County library staff and board April 2016.

(Update: August 2016) Henley offered a day-long director orientation to the new Denton library director and facilitated a board orientation session for 2 Denton board members, reviewing the process of directory access for board chairs to enable digital signing of Federation agreements and other tasks. Plans are underway for a trustee training on the evening before the Fall MSL Workshops, September 13th at the public library in Polson. (Two one-day MSL Workshops at two different locations are replacing the two-day Fall Workshops that have been recently held in Helena adjacent to the MSC Fall members meeting).

- 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)
(Originally reported April 2016) McMullen presented training on the Montana Public Library Statistics gathering and reporting for library directors at the Broad Valleys Federation retreat. Librarians learned how to use the Montana Statistics Center to identify trends and demonstrate value to stakeholders. These trainings identify elements that will be used as models when creating on-demand webinar trainings.
(Originally reported June 2016) McMullen presented training on the Montana Public Library Statistics gathering and reporting for library directors at the Pathfinder Federation meeting on May 19.
- 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. *(Goodwin)*
(Originally reported June 2016) The MSC Executive Board has discussed ways to deal with this need at their board meetings this year. Board members can play a role in this effort. This objective will continue next fiscal year.
- Develop training curriculum for new MSC software and services in order to ensure consistent training resources are available to all MSC sites *(deMontigny)*
(Originally reported 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 *(Goodwin, deMontigny)*.
(Originally reported 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.
(Originally reported 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. *Please refer to the April 2016 update below for additional information on the administrative tool and the Shared Catalog user front end.*
(Originally reported April 2016) MSC member library staff continue to meet and train with MSL staff on BLUECloud Analytics, and have created training exercises that will be made available to member libraries at upcoming MSC trainings planned for April-July 2016.

(Originally reported April 2016) The Enterprise catalog for all MSC libraries is managed using an administrative login that allows staff to make changes to library catalog landing pages for libraries using SirsiDynix's Enterprise content management system. The ability to limit login access to a particular library's profile was put into place by SirsiDynix in a recent software update, and Goodwin and Hazen took part in a SirsiDynix instructor-led training in December in order to be able to effectively teach MSC librarians how to use the Enterprise Administrative console. Two MSC libraries have been assigned administrative logins and SirsiDynix training in order to edit, maintain, and update their library catalog home pages using the Enterprise interface. These two beta test libraries will then be assisting with training the next group of libraries on how to manage their Enterprise catalog home pages. Additional Enterprise administrative access is planned to be created for several more MSC library sites within the next three months. This will allow member libraries to locally customize colors, links, and logos on their catalog landing page.

(Originally reported June 2016) Due to staffing changes and the MSC trainer position vacancy between February and May, 2016, progress on peer trainer recruitment has slowed. Despite this, MSC staff have recruited catalogers from two different MSC libraries to assist with trainings, one in May and an upcoming training in June. With the trainer position now filled, a new focus on collaboration and peer training will be launched by the new MSC Trainer. The Statewide Library Consultants may also participate in supporting libraries wanting to further customize their catalog interface.

(Update: August 2016) Efforts have been increased to encourage peer mentoring and training among MSC member library staff. deMontigny and Marchwick were assisted at a regional training in Billings by staff members from the Billings Public Library. Work will continue in the upcoming year to encourage and support member library staff to present at regional trainings and serve as mentors among libraries in their regions. Planning is underway for a "train the trainer" themed presentation in September offering member libraries resources and tips for training their library staff members on MSC software.

- 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)* **(Originally reported June 2016)** Discussion of NACO funnel training took place at the MSC's Content Management Committee meeting in March, as well as following the Technical Services Futures Summit meeting in April. Hazen has begun recruitment for new NACO participants.

- 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*)

(Originally reported 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.

(Originally reported February 2016) MSL trainers did not meet as planned, rather plans for an MSL trainers meeting have been pushed back until February or March.

(Originally reported April 2016) Sara Groves presented a 5 hour training on March 9 for MSL staff who regularly provide training. Her presentation evolved from the Mind in the Making training which she attended in November. Sara took the brain research approach to how children learn and extrapolated that information to apply to how to better train adult learners.

Goal Four—Consultation and Leadership

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

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. *(Goodwin, Orban)*
(Originally reported 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.
(Originally reported December 2015) The MSC membership approved revised by-laws and an updated member library contract during their Fall meeting.
(Originally reported February 2016) MSC member libraries are completing the signature process which includes signatures from both the library and the State Librarian.
(Originally reported June 2016) The MSC Executive Board will review the MSC Strategic Plan at their July 2016 retreat, focusing on the future of technical services processes in MSC libraries.

(Update: August 2016) MSC Executive Board members met at their annual retreat. Much was discussed on the Cooperative Cataloging ad hoc committee work in progress as well as a focus on documenting annual work plan goals for the board. The work plan focuses on annual goals outlined after reviewing member surveys and the MSC Strategic Plan.
- Produce additional information resources for districts, such as a template of legally-mandated policies and guidance about board education. *(McMullen, Henley, Reymer)*
(Originally reported April 2016) District directors have indicated that new resources are not needed at this time.
- 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. *(Cook, McMullen, Henley, Reymer)*
(Originally reported June 2016) This objective was not accomplished, due to lack of staff time. It continues to be seen as a valuable effort and it is hoped that the SLR Director position will have more time to devote to this objective in the future.
- 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)*

- **(Originally reported June 2016)** Reymer has searched the web for up-to-date training resources and tutorials that would be useful to library staff and patrons in learning Windows 10, current Office suite software. Reymer feels that the quality of the materials currently available is lacking and will continue to investigate resources.
- 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. *(McMullen, Henley, Reymer)*
(Originally reported 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.
(Originally reported April 2016) Henley presented a mentor program proposal to the MLA board at their January meeting. The committee has developed guidelines and application forms which will be added to the MLA website prior to the April conference. A session at the MLA conference and an article in the April issue of the Focus newsletter will introduce the program and seek participants.
(Originally reported June 2016) Henley presented the mentor program in a session at the MLA conference in April and received valuable feedback. A report will be presented at the MLA June board meeting with the goal of handing the program over to MLA while continuing MSL involvement. The expectation is for MSL consultants to assist in making mentor-mentee matches, as well as using the Library Directory to track participant activity and CE credit.

(Update: August 2016) Henley met with the MLA board in June to discuss the transition of the mentor program. A committee met to consider further action, such as training for mentors. A brief outline of suggested topics and timeline of proposed contacts has been developed. An evaluation tool will also be created. The sudden departure of the MLA president may slow this effort slightly.

Goal Five—Collaboration

5. 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)*
(Originally reported June 2016) Several discussions within the MLA community have been held this year related to this effort. The Library Directory rewrite includes several user stories having to do with MSL creating shared communication tools and these ideas will be investigated as the rewrite work continues.

- 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. *(Goodwin, Marchwick, Hazen, deMontigny, Price)*

(Originally reported 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.

(Originally reported April 2016) Final phases of the system policies reorganization project are currently in progress by Goodwin, Hazen and Marchwick with completion on track for the end of June, 2016. MSC libraries are currently working on simplifying the shelving location policies in the system.

(Originally reported June 2016) Policies reorganization work is on track to be completed by the end of June, 2016. Some additional policies and circulation map work will continue into July, however the bulk of the project is on schedule.

(Update: August 2016) The bulk of the policies reorganization work has been completed at this time. Minor cleanup is being completed in July. Prior to removal of empty policies MSC staff has determined that statistics related to these policies need to be captured, as those policies will also become unavailable in Director's Station. Hazen,

Marchwick, Goodwin and deMontigny will collaborate to capture this information before it is removed. The final policy removal work has been scheduled for August 19, 2016 and the project will be fully completed at that time.

- 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*)

(Originally reported 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.

(Originally reported April 2016). A “Technical Services Futures Online Summit” will be held April 29. There are several factors driving the need for the summit:

- Growing interest in increasing collaborative cataloging and collection development efforts
- Need for training and consulting, including how to successfully repurpose funding, staff, physical space
- Digital collections continue to grow, not requiring physical processing
- A need for the State Library to evaluate opportunities to direct resources in an impactful way to support scalable infrastructure for libraries statewide
- A continuing need for an improved Montana Shared Catalog with more local content and fewer issues with bibliographic records
- More efficiency within MSC libraries that reduce the number of technical services staff hours required for collection processing
- Have initial discussions about the future of technical services work within the MSC as this relates to the MSL Library Development Study Task Force Recommendations related to Collaboration, Library Infrastructure and Staff

Outcomes planned for this online discussion are to:

- Come to a mutual understanding of the roles of MSL and Montana Shared Catalog libraries within the area of the future of technical services, based around MSL Library Development services and platforms
- Create an initial set of benchmarks based on the current MSL Library Development Study Task Force Recommendations that will guide MSL and MSC libraries as they drive changes within both training curriculum and software platforms

- Share the benchmarks with the MSL Network Advisory Council for them to consider as they continue to evaluate opportunities and necessary resources to implement the larger LD Study task force recommendations

MSC library directors will share their experiences and planning efforts related to the future of technical services processing and MSL staff will provide information on areas for improvement within the MSC platform. Following discussion, the participants will collaborate on an initial set of benchmarks as a next step in this process. Outcomes will also be shared with the MSC membership at its May meeting.

(Originally reported June 2016) The online Technical Services Futures Summit was held on April 29. MSC library directors shared their experiences and a variety of interesting and lively conversations arose. Following this summit, the MSC Executive Board approved the creation of a subcommittee who will work to define collaborative cataloging and collection development as they pertain to the MSC platform, as well as further explore the comments and suggestions gathered at the summit. The summit can be viewed online through the MSL Learning Portal and includes a survey for participants that will further inform the work of the MSC staff and the MSC Executive Board.

(Update: August 2016) The first meeting of the ad hoc MSC committee on the future of Technical Services and cataloging was held on July 11, 2016. The group will focus on defining cooperative cataloging, determining member library needs, and evaluating how other library consortia address similar issues. The committee plans to make recommendations to the MSC Executive Board regarding this topic at the Fall 2016 Members meeting. Goodwin and Hazen will serve on this committee as de facto, advisory members.

- 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)*

(Originally reported April 2016) Henley is currently collecting documents from libraries that have gone through the process of creating a branch library and visiting with directors who have been involved in this process as a first step in producing resources in this area.

- 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.

(Originally reported 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.

(Originally reported April 2016) Groves provided in-person staff training on "The Mind in the Making" for SLR staff. The training emphasized the aspects of the MITM curriculum that relate most to MSL staff, such as the "Learning Together Standards of Engagement for Museums and Libraries"; goal-setting; and facilitated learning. Groves also began instruction for attending staff on the seven modules of MITM, which are highlighted above. While MITM's main focus is on children from birth – 8 years old, all of these skills translate to adults. In the trainings, Groves is focusing on how these skills are important in our adult lives and how to develop them or strengthen these skills with simple practices. Groves is working with Jo Flick to provide the final five training modules online. Groves is also looking at ways to introduce the MITM training to libraries and museums throughout MT.

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 Collaborative 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.

(Update: August 2016) The newly created Lifelong Learning Librarian position will now handle the growth, evaluation, and development of the early literacy program.

Goal Six—Sustainable Success

6. 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: Cook)*
(Originally reported June 2016) SLR staff have contributed content to and participated directly in the design of the new SLR Portal webpages, leading to a better understanding of the overall site. Web leads representing the different sections of the site have worked together to achieve more consistency in the delivery of content across LD projects. Decisions on naming various navigational areas of the site has also improved the ability to successfully find answers.
- 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: Orban)*
(Originally reported 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.
(Originally reported 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.

(Originally reported February 2016) All MSL publications related to SLR-LD have been migrated to html format. These publications include the New Library Directors Handbook, the Federation Notebook and the Trustee Manual, as well as others listed at http://libraries.msl.mt.gov/consulting/online_publications This change will enable staff to make changes as needed to these publications in real time, while still ensuring that users can easily download or print the material if desired.

- 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: Cook)*

(Originally reported 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.

(Originally reported February 2016) This effort will begin following the launch of the Records Management guidelines Kammerer is in the process of creating, so that files on the SLR drive reflect agency wide archiving practices and needs.

(Originally reported June 2016) This work will continue in the next fiscal year.

- 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: Cook)*

(Originally reported 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.

(Originally reported February 2016) Birnel, Marchwick and Diane Papineau are sharing tips and tricks for optimizing use of OneNote at a January 27 training session for all MSL staff.

- 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)*

(Originally reported 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.

(Originally reported February 2016) Marchwick has been moved to a virtual machine. Reymer is scheduled to be moved at the end of January.

(Originally reported April 2016) Reymer's move is now scheduled for March, to test a new server environment that includes the ability for remote staff to access their virtual desktop on mobile devices. Reymer will participate in this testing process.

(Originally reported June 2016) Reymer's move is delayed until this summer, pending her move to a new workstation.

(Update: August 2016) Reymer has moved to a new workstation and the virtual machine. She has begun testing the mobile app with mixed initial results.

- 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: Cook)*
(Originally reported June 2016) Though the use of OneNote has addressed some needs of staff, a more robust communication and planning tool that encourages deeper collaboration is still desired by the staff. It is hoped that this effort will continue next fiscal year.
- Provide at least one training session for SLR staff to lead them through the new LSTA reporting process. *(Orban)*
(Originally reported 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.
(Originally reported February 2016) SLR staff completed work on the FY14 LSTA report in January.
- Evaluate future hardware requirements for the MSC system and explore the possibility of using virtual machines or hosted services. *(Leads: Goodwin, Price, Marchwick, Orban)*
(Originally reported 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).
(Originally reported December 2015) A hosted service was implemented with SirsiDynix for replacing the now, out-of-service Windows 2003 server that was running Directors Station.

(Originally reported April 2016) At its May meeting, the MSC membership will be informed about the costs of a future move of MSC hardware to the State Data Center as one option for hardware location in the future. The upcoming fiscal year is the time for the consortium to investigate both this option and a move to a SirsiDynix fully hosted environment. Costs, transaction speed around the state, back up reliability and access are some of the considerations the consortium members and MSC staff will be exploring.

(Originally reported June 2016) MSC member libraries were informed of the future move of MSC hardware to either the State Data Center or the SirsiDynix hosted environment. Member libraries have been asked to participate in a testing process to examine SirsiDynix's "Saas" (Software as a Service) hosting option.

(Update: August 2016) There was further discussion and explanation of these two options at the MSC Executive Board retreat. Goodwin has requested cost estimates from SirsiDynix and will work with Orban to determine costs of the State Data Center. Information on SaaS costs through the vendor will be shared with MSC member libraries at the Fall 2016 Members meeting.

- 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)*

(Originally reported December 2015) Flick has included the harvesting request in the Library Directory "user stories" currently being compiled as part of the Directory rewrite process.

(Originally reported June 2016) Flick recently received a request from a library director for current status of her staff certification. Colleen Hamer was able to harvest the data as it exists, but this request proves the need for library directors to access this information themselves. Hamer and Flick have determined that with so much turnover in library directors across the state, information about when a library director starts their new position must be included in their profile in the Library Directory so that when their grace period expires, MSL staff can take action to remedy the lapse. Formerly, MSL staff relied on the CE Coordinator and the Statewide Consultants innate knowledge and awareness to identify any directors that failed to attain certification within four years. That process is now being formalized and is part of the Directory rewrite work that will continue this summer.

Montana Talking Book Library Report June and July 2016

Prepared for the August 10, 2016 Commission meeting
by Christie Briggs, MTBL Supervisor

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

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.



PO Box 201800 • Helena, Montana 59620-1800 • 406-444-3115
FAX: 406-444-0266 • <http://msl.mt.gov>

TO: Jennie Stapp
State Librarian

FROM: Kris Schmitz
Central Services Manager

JS
KMS

TO: Montana State Library
Commission

FROM: Jennie Stapp
State Librarian

SUBJECT: FY 16 FOURTH QUARTER FINANCIAL REPORT

DATE: August 1, 2016

Attached to this memo is the fourth quarter financial report for FY 2016 for your consideration.

PROGRAM 01 - OPERATIONS

Listed below is the summary of the changes reflected in the revised budget column for program 01.

Decrease in the budget:

Reduction of Coal Severance Tax Shared Account (\$11,684)
(Per action taken at the May 25, 2016 meeting)

Movement in the budget:

An operational plan change was done to move general fund and LSTA funding into various parts of the budget to better reflect actual expenditures. This is shown in the various programs and areas.


The actual general fund reversion for FY 16 is \$52,857. Of which \$38,079 is related to personal services vacancy savings and \$14,708 fixed cost operations budget savings.


Montana Land Information Account had a savings of \$51,172 of which \$37,676 is related to personal services vacancy savings and \$13,496 fixed cost operations budget savings. The MLIAC funds stay invested in the STIP account and will help build back the reducing fund balance.

All other funding sources will either continue into FY 17 and will be brought up on the FY 17 1st quarter financial report or the contract or grant has ended.



PO Box 201800 • Helena, Montana 59620-1800 • 406-444-3115
FAX: 406-444-0266 • <http://msl.mt.gov>

TO: Jennie Stapp
State Librarian  TO: Montana State Library
Commission

FROM: Kris Schmitz  FROM: Jennie Stapp
State Librarian

SUBJECT: FY 17 STATE LIBRARY BUDGET

DATE: July 18, 2016

Attached to this memo is the proposed operational budget for FY 2017, for your consideration.

This is the start-up budget from HB0002 (General Appropriation Act), HB0013 (Pay Plan), SA0203 (Statutory) & HB0576 (Proprietary). In your 1st quarter financial report you will see any of the carry over funds from FY 16 and all NRIS contracts that are still continuing will be added to this start-up budget.

Major budget changes from FY 16:
Reduction of Coal Severance Tax Shared Account (\$200,907)
(Per action taken at the May 25, 2016 meeting)

LSTA Funds are approved by the Legislature as continuing appropriations and the balance in the authority from FY 16 will show up on the 1st quarter financial report.

Montana Land Information Account currently shows as appropriated by the Legislature which was based on an estimate. It will be adjusted in your FY 17 1st quarter financial report to reflect the budget authorized in the Montana Land Plan.

Please let me know if I can answer any questions.

**MONTANA STATE LIBRARY
FY 17 OPERATIONAL BUDGET**

	STATEWIDE LIBRARY RESOURCES		MONTANA DIGITAL LIBRARY		Administration	TOTAL
	Library Development	Talking Book Library	Information Management	User Services Information Products		
Full Time Equivalent (FTE) Level	6.62	6.00		11.81	8.65	33.08
PERSONAL SERVICES	456,045	296,245		943,435	751,593	2,447,318
OPERATIONS						
Contracted Services	204,903	16,409		813,939	80,906	1,116,157
Periodical Elec Data	0					0
Library Development Projects	68,682					68,682
*Resource Sharing-OCLC	98,886					98,886
*Resource Sharing-MSC	98,886					98,886
Supplies and Materials	7,436	6,500		17,508	61,500	92,944
Communications	12,354	17,600		47,013	33,943	110,910
Travel	27,600	3,600		22,417	23,100	76,717
Rent	65,545	124,857		180,080	150	370,632
Repair and Maintenance	15,775	9,200		6,000	29,176	60,151
Other Expenses	19,100	800		13,096	63,548	96,544
TOTAL OPERATIONS	619,166	178,966		1,100,053	292,323	2,190,508
EQUIPMENT:						
Library Books	0	0		4,097		4,097
Equipment	0	0			9,600	9,600
TOTAL EQUIPMENT	0	0		4,097	9,600	13,697
SUB-TOTALS	1,075,211	475,211		2,047,585	1,053,516	4,651,523
GRANTS:						
Federation Grants (CST)	176,122	0		0	0	176,122
State Aid - Area/Pop	395,766	0				395,766
LSTA 15						0
LSTA 16	139,447					139,447
LSTA 17	44,956	0		621,685	0	666,641
Montana Land Information Grants						0
TOTAL GRANTS	756,291	0		621,685	0	1,377,976
TOTALS	1,831,502	475,211		2,669,270	1,053,516	6,029,499
FUNDING						
General Fund	859,501	277,872		1,385,983	983,173	3,506,529
Coal Severance Tax Shared Account	247,804			21,500		269,304
Library Services and Technology Act (LSTA)	372,727	197,339			53,072	623,138
Montana Shared Catalog - Proprietary Acct	351,470					351,470
State Agency Contracts *(See Below)				283,523		283,523
Montana Land Information Account				978,264	17,271	995,535
	1,831,502	475,211		2,669,270	1,053,516	6,029,499

*State Agency Contracts
 Department of Transportation
 Department of Environmental Quality
 Department of Natural Resources & Conservation
 Fish, Wildlife and Parks
 Universities

**MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 17 OPERATIONAL BUDGET**

LIBRARY DEVELOPMENT DEPARTMENT

	GENERAL FUND	CST	Proprietary	LSTA	TOTAL
PERSONAL SERVICES	156,600		159,079	140,366	456,045
OPERATIONS:					
Contracted Services	12,394		149,380	43,129	204,903
*Periodical Elec Data		0			0
*Library Development Project		68,682			68,682
*Resource Sharing - OCLC	98,886				98,886
*Resource Sharing - MSC	98,886				98,886
Supplies and Materials	3,200		4,236		7,436
Communications	11,525		500	329	12,354
Travel	11,100		12,000	4,500	27,600
Rent	65,045		500		65,545
Repair and Maintenance			15,775		15,775
Other Expenses	6,100	3,000	10,000		19,100
TOTAL OPERATIONS	307,135	71,682	192,391	47,958	619,166
EQUIPMENT:					
Library Books					0
Equipment					
TOTAL EQUIPMENT	0	0	0	0	0
 SUB-TOTALS	 463,735	 71,682	 351,470	 188,324	 1,075,211
GRANTS:					
Federation Grants (CST)		176,122			176,122
State Aid Grants	395,766				395,766
LSTA 15					0
LSTA 16				139,447	139,447
LSTA 17				44,956	44,956
TOTAL GRANTS	395,766	176,122	0	184,403	756,291
 TOTALS	 859,501	 247,804	 351,470	 372,727	 1,831,502

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 17 OPERATIONAL BUDGET

LIBRARY DEVELOPMENT DEPARTMENT

	Personal Services and Operations	Fixed Cost	NAC Budget	HB 2 LSTA MT Shared Cat	HB 2 LSTA MT Memory Proj Dir	Projects Grants & Database From State Source	Grants LSTA	**Proprietary Montana Shared Catalog	Total
PERSONAL SERVICES	156,600			72,141	68,225			159,079	456,045
OPERATIONS:									
Contracted Services	4,500	7,894					43,129	149,380	204,903
Periodical Elec Data						0			0
Library Development Projects						68,682			68,682
Resource Sharing OCLC						98,886			98,886
Resource Sharing MSC						98,886			98,886
Supplies and Materials	3,200							4,236	7,436
Communications	800	10,725		250	79			500	12,354
Travel	4,500		6,600		4,500			12,000	27,600
Rent		65,045						500	65,545
Repair and Maintenance								15,775	15,775
Other Expenses	6,100	3,000		0	0			10,000	19,100
TOTAL OPERATIONS	19,100	86,664	6,600	250	4,579	266,453	43,129	192,391	619,166
EQUIPMENT:									
Library Books									0
Equipment									0
TOTAL EQUIPMENT	0	0	0	0	0	0	0	0	0
SUB-TOTALS	175,700	86,664	6,600	72,391	72,804	266,453	43,129	351,470	1,075,211
GRANTS:									
Federation Grants (CST)						176,122			176,122
State Aid Grants - Area & Pop						395,766			395,766
LSTA 15							0		0
LSTA 16							139,447		139,447
LSTA 17							44,956		44,956
TOTAL GRANTS	0	0		0	0	571,888	184,403	0	756,291
TOTALS	175,700	86,664	6,600	72,391	72,804	838,341	227,532	351,470	1,831,502
FUNDING:									
General Fund:	175,700	83,664	6,600			593,537			859,501
Coal Sev. Tax:		3,000				244,804			247,804
MT Shared Catalog - Prop								351,470	351,470
LSTA - OPERATIONS				72,391	72,804				145,195
LSTA - GRANTS							227,532		227,532
TOTALS	175,700	86,664	6,600	72,391	72,804	838,341	227,532	351,470	1,831,502

Examples of General Operations

- Contracted Services**
 - Legal Services, Printing Services
- Supplies**
 - Computers fall under supplies
- Other Expenses**
 - Training Cost, Freight, Handyman Charges, Dues

Examples of Fixed Cost

- Contracted Services**
 - ITSD Fees
- Supplies**
 - ITSD Fees
- Communications**
 - Mail, Telephones
- Rent**
 - Photocopier, Building, Motor Pool Lease Vehicles

The Montana Shared Catalog and the Statewide Projects are LSTA projects that are directly funded in HB 2 and contain current level FTE.

The LSTA grants authority is just an estimate of the authority that was budgeted in HB2.

As you approve the various projects these funds get moved out of grants and into the various operation categories. This is also where the modified FTE get established. This needs to be done each year until the Commission decides to establish this as an ongoing project and ask for the FTE in HB2.

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 17 OPERATIONAL BUDGET

TALKING BOOK LIBRARY

	GENERAL FUND	CST	LSTA	TOTAL
PERSONAL SERVICES	108,955		187,290	296,245
OPERATIONS:				
Contracted Services	16,409			16,409
Supplies and Materials	1,500		5,000	6,500
Communications	17,600			17,600
Travel	3,600			3,600
Rent	124,857			124,857
Repair and Maintenance	4,151		5,049	9,200
Other Expenses	800			800
TOTAL OPERATIONS	168,917	0	10,049	178,966
EQUIPMENT:				
Library Books			0	0
Equipment			0	0
TOTAL EQUIPMENT	0	0	0	0
 SUB-TOTALS	 277,872	 0	 197,339	 475,211
GRANTS:				
Federation Grants (CST)				0
State Aid Grants				0
LSTA - FY 15 Grants				0
LSTA - FY 16 Grants				0
TOTAL GRANTS	0	0	0	0
 TOTALS	 277,872	 0	 197,339	 475,211

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 17 OPERATIONAL BUDGET

TALKING BOOK LIBRARY

	Personal Services General Operations	Fixed Cost	Total
PERSONAL SERVICES	296,245		296,245
<hr/>			
OPERATIONS:			
Contracted Services	3,949	12,460	16,409
Supplies and Materials	6,500		6,500
Communications	0	17,600	17,600
Travel	3,600		3,600
Rent	0	124,857	124,857
Repair and Maintenance	9,200		9,200
Other Expenses	800		800
TOTAL OPERATIONS	24,049	154,917	178,966
<hr/>			
EQUIPMENT:			
Library Books			0
Equipment	0		0
TOTAL EQUIPMENT	0	0	0
<hr/>			
SUB-TOTALS	320,294	154,917	475,211
<hr/>			
GRANTS:			
TOTAL GRANTS	0	0	0
<hr/>			
TOTALS	320,294	154,917	475,211
<hr/>			
FUNDING:			
General Fund:	122,955	154,917	277,872
LSTA	197,339		197,339
Coal Sev. Tax:			0
TOTALS	320,294	154,917	475,211

Examples of General Operations

Contracted Services

Legal Services, Printing Services

Supplies

Computers fall under supplies

Other Expenses

Training Cost, Freight, Handyman Charges, Volunteer Appreciation

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 17 OPERATIONAL BUDGET

MONTANA DIGITAL LIBRARY

	GENERAL FUND	CST	MT LAND INFO FUND	STATE AGENCY FUND	TOTAL
PERSONAL SERVICES	722,356		221,079		943,435
OPERATIONS:					
Contracted Services	408,671	21,500	100,245	283,523	813,939
Supplies and Materials	12,508		5,000		17,508
Communications	38,955		8,058		47,013
Travel	7,700		14,717		22,417
Rent	180,080				180,080
Repair and Maintenance	2,800		3,200		6,000
Other Expenses	8,816		4,280		13,096
TOTAL OPERATIONS	659,530	21,500	135,500	283,523	1,100,053
EQUIPMENT:					
Library Books	4,097	0			4,097
Equipment					
TOTAL EQUIPMENT	4,097	0	0	0	4,097
SUB-TOTALS	1,385,983	21,500	356,579	283,523	2,047,585
GRANTS:					
MLIAC GRANT			621,685		621,685
TOTAL GRANTS	0	0	621,685	0	621,685
TOTALS	1,385,983	21,500	978,264	283,523	2,669,270

MONTANA STATE LIBRARY
 FINANCIAL REPORT
 FY 17 OPERATIONAL BUDGET
 MONTANA DIGITAL LIBRARY

	Personal Services General Operations	Fixed Cost	User Services	Information Management	Information Products	UOFM Heritage Contract	MLIAC Grants	NRIS Contracts AA, BA & NB	Total
PERSONAL SERVICES	111,077		328,281	269,236	234,841				943,435
OPERATIONS:									
Contracted Services	80,397	284,427				449,115			813,939
Supplies and Materials	12,508					5,000			17,508
Communications		42,013				5,000			47,013
Travel	22,417								22,417
Rent		179,180				900			180,080
Repair and Maintenance	5,000					1,000			6,000
Other Expenses	12,496					600			13,096
TOTAL OPERATIONS	132,818	505,620	0	0	0	461,615		0	1,100,053
EQUIPMENT:									
Library Books	4,097								4,097
Equipment									
TOTAL EQUIPMENT	4,097	0	0	0	0	0		0	4,097
SUB-TOTALS	247,992	505,620	328,281	269,236	234,841	461,615		0	2,047,585
GRANTS:							621,685		621,685
TOTAL GRANTS	0	0	0	0	0	0	621,685	0	621,685
TOTALS	247,992	505,620	328,281	269,236	234,841	461,615	621,685	0	2,669,270
FUNDING:									
General Fund:	203,500	403,112	218,690	248,839	143,750	168,092			1,385,983
State Agency Contracts						283,523			283,523
Montana Land Info Acct	22,992	102,508	109,591	20,397	91,091	10,000	621,685		978,264
Coal Sev. Tax:	21,500								21,500
TOTALS	247,992	505,620	328,281	269,236	234,841	461,615	621,685	0	2,669,270

Examples of General Operations
 Contracted Services
 Legal Services, Printing Services
 Supplies
 Computers fall under supplies
 Other Expenses
 Training Cost, Freight, Handyman Charges

Examples of Fixed Cost
 Contracted Services
 ITSD Fees
 Supplies
 ITSD Fees
 Communications
 Mail, Telephones
 Rent
 Photocopier, Building

Heritage is a biennial contract that runs through FY 17. They bill us quarterly for actual expenditures to run the program.

NRIS contracts will be brought up through out the year. I will also be bringing up some contracts that started in FY 16 and carry over to FY 17. Those will be shown on the 1st quarter FY 17 financial report. The various contracts will be brought up under different authority depending on the funding source. All these contracts are outside of the funding in HB2.

AA - Administrative Appropriation (Contract with another State Agency)

BA - Budget Amendment (Contract/Grant with a Federal Agency)

NB - Non Budgeted (Contract with a private source)

Montana Land Info Acct budget will be adjusted in 1st quarter FY 17 financial report to match budget approved in the Montana Land Plan.

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 17 OPERATIONAL BUDGET

ADMINISTRATION

	GENERAL FUND	MT LAND INFO FUND	LSTA	TOTAL
PERSONAL SERVICES	734,322	17,271		751,593
OPERATIONS:				
Contracted Services	80,906			80,906
Supplies and Materials	61,500			61,500
Communications	33,943			33,943
Travel	23,100			23,100
Rent	150			150
Repair and Maintenance	29,176			29,176
Other Expenses	10,476		53,072	63,548
TOTAL OPERATIONS	239,251	0	53,072	292,323
EQUIPMENT:				
Library Books				0
Equipment	9,600			9,600
TOTAL EQUIPMENT	9,600	0	0	9,600
SUB-TOTALS	983,173	17,271	53,072	1,053,516
GRANTS:				
Federation Grants (CST)				0
State Aid Grants				0
TOTAL GRANTS	0	0	0	0
TOTALS	983,173	17,271	53,072	1,053,516

**MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 17 OPERATIONAL BUDGET**

ADMINISTRATION

	Personal Services and Operations	Fixed Cost	State Librarian	Commission	Total
PERSONAL SERVICES	621,258		126,985	3,350	751,593
OPERATIONS:					
Contracted Services	34,570	45,336	1,000		80,906
Supplies and Materials	60,400		1,000	100	61,500
Communications	13,800	20,143			33,943
Travel	2,600		6,500	14,000	23,100
Rent	150				150
Repair and Maintenance	6,800	22,376			29,176
Other Expenses	6,800	50,848	4,000	1,900	63,548
TOTAL OPERATIONS	125,120	138,703	12,500	16,000	292,323
EQUIPMENT:					
Library Books					0
Equipment	9,600				9,600
TOTAL EQUIPMENT	9,600	0	0	0	9,600
SUB-TOTALS	755,978	138,703	139,485	19,350	1,053,516
GRANTS:					
Federation Grants (CST)					
State Aid Grants					
LSTA - FY 10 Grants					0
LSTA - FY 11 Grants					0
TOTAL GRANTS	0	0	0	0	0
TOTALS	755,978	138,703	139,485	19,350	1,053,516
FUNDING:					
General Fund:	738,707	85,631	139,485	19,350	983,173
Coal Sev. Tax:					0
Montana Land Info Account	17,271				17,271
LSTA		53,072			53,072
LSTA - GRANTS					0
TOTALS	755,978	138,703	139,485	19,350	1,053,516

Examples of General Operations

Contracted Services

Legal Services, Printing Services

Supplies

General office supplies for agency and Computers fall under supplies

Maintenance

General maintenance agreements on various computers & servers

Other Expenses

Training Cost, Freight, Handyman Charges

Examples of Fixed Cost

Contracted Services

ITSD Fees, Agency building Insurance, Wmnt Wrtir works Comp, SABHRS fees, Human Resource fee:

Supplies

ITSD Fees

Communications

Mail, Telephones, Deadhead

Maintenance

Grounds Mainenance

Other Expenses

Statewide Cost Indirects

Digital Library – Contract funding established this quarter.

No new contracts this quarter.

Please let me know if I can answer any questions.

**MONTANA STATE LIBRARY
FINANCIAL REPORT**

FUNCTION: 90- Program 01/OPERATIONS

FISCAL YEAR: 16
REPORT PERIOD: 04/1-06/30/16
YEAR EXPENDED: 100%
PAYROLL EXPENDED: 100%

	Budgeted	Revised Budget	Expended To Date	Year-End Expenditures	Balance Over/Under	% Expd.
PERSONAL SERVICES	3,061,202	3,073,702	2,951,939	2,951,939	121,763	96%
OPERATIONS:						
Contracted Services	1,240,916	1,219,687	1,156,906	1,156,906	62,781	95%
*Periodical Elec Data	240,941	240,941	240,941	240,941	0	100%
*Resource Sharing-OCLC	98,886	98,886	98,886	98,886	0	100%
*Resource Sharing-MSC	98,886	98,886	98,886	98,886	0	100%
Supplies and Materials	123,392	145,857	117,078	117,078	28,779	80%
Communications	118,246	118,117	85,100	85,100	33,017	72%
Travel	131,906	125,979	113,793	113,793	12,186	90%
Rent	376,192	377,054	371,802	371,802	5,252	99%
Repair and Maintenance	81,937	104,500	81,161	81,161	23,339	78%
Other Expenses	166,560	235,060	191,224	191,224	43,836	81%
TOTAL OPERATIONS	2,677,861	2,764,966	2,555,776	2,555,776	209,190	92%
EQUIPMENT:						
Library Books	4,066	2,377	2,307	2,307	70	97%
Equipment	9,600	0	0	0	0	0%
TOTAL EQUIPMENT	13,666	2,377	2,307	2,307	70	97%
SUB-TOTALS	\$5,752,729	\$5,841,045	\$5,510,022	\$5,510,022	\$331,023	94%
GRANTS:						
Federation Grants (CST) *	176,122	176,122	176,122	176,122	0	100%
State Aid Grants-Area/Pop	395,766	395,766	395,766	395,766	0	100%
LSTA - FY 14 Grants	181,091	181,091	181,091	181,091	0	100%
LSTA - FY 15 Grants	5,000	5,000	0	0	5,000	0%
LSTA - FY 16 Grants	450,000	350,000	0	0	350,000	0%
LSTA - FY 17 Grants	44,000	44,000	0	0	44,000	0%
MLIAC Grants awarded	157,534	157,534	157,496	157,496	38	100%
TOTAL GRANTS	1,409,513	1,309,513	910,475	910,475	399,038	70%
TOTALS	\$7,162,242	\$7,150,559	\$6,420,497	\$6,420,497	\$730,062	90%

**MONTANA STATE LIBRARY
FINANCIAL REPORT**

FUNCTION: 90- Program 01/OPERATIONS

FISCAL YEAR: 16
REPORT PERIOD: 04/1-06/30/16
YEAR EXPENDED: 100%
PAYROLL EXPENDED: 100%

	Budgeted	Revised Budget	Expended To Date	Year-End Expenditures	Balance Over/Under	% Expd.
FUNDING:						
General Fund	3,458,504	3,458,504	3,405,238	3,405,238	53,266	98%
Coal Sev. Tax	473,247	461,563	461,563	461,563	0	100%
LSTA	390,127	390,127	375,632	375,632	14,495	96%
LSTA Grants	1,281,091	1,281,091	737,604	737,604	543,487	58%
State Agency Contracts	283,523	283,523	283,523	283,523	0	100%
Montana Land Information Account	740,214	740,214	689,042	689,042	51,172	93%
Montana Shared Catalog	355,485	355,485	354,342	354,342	1,143	100%
MT State Library Trust Acct.	9,557	9,557	9,557	9,557	0	100%
BA-NRCS-FOREST	57,492	57,492	44,052	44,052	13,440	77%
DNRC- MSDI (AA)	22,185	22,185	4,633	4,633	17,552	21%
DNRC- WRQS (AA)	3,562	3,562	410	410	3,152	12%
USGS NHD (BA)	24,984	24,984	11,267	11,267	13,717	45%
SITSD PSCB FIRSTNET (AA)	17,173	17,173	7,429	7,429	9,744	43%
CADSDI (NB)	25,000	25,000	22,494	22,494	2,506	90%
USACE Yellowstone	18,000	18,000	11,611	11,611	6,389	65%
Ready2Read private grant	2,100	2,100	2,100	2,100	0	100%
TOTALS	7,162,242	7,150,559	6,420,497	6,420,497	730,062	90%

Montana State Library Trust Acct.

Balance as of April 1, 2016	118,116
Expenditures	0
Donations from 04/1 - 06/30/16	1,810
STIP Earnings (Avg. .5593902%)	165
	120,091

**MONTANA STATE LIBRARY
FINANCIAL REPORT**

MONTANA DIGITAL LIBRARY
FUNCTION: 1000

FISCAL YEAR: 16
REPORT PERIOD: 04/1-06/30/16
YEAR EXPENDED: 100%
PAYROLL EXPENDED: 100%

	Budgeted	Revised Budget	Expended To Date	Year-End Expenditures	Balance Over/Under	% Expd.
PERSONAL SERVICES	1,279,858	1,262,396	1,151,909	1,151,909	110,487	91%
OPERATIONS:						
Contracted Services	795,624	764,597	756,678	756,678	7,919	99%
Supplies and Materials	25,652	14,506	10,775	10,775	3,731	74%
Communications	50,553	35,452	29,988	29,988	5,464	85%
Travel	31,243	31,787	23,337	23,337	8,450	73%
Rent	180,080	181,192	181,078	181,078	114	100%
Repair and Maintenance	10,361	10,492	5,662	5,662	4,830	0%
Other Expenses	24,298	76,790	70,906	70,906	5,884	92%
TOTAL OPERATIONS	1,117,811	1,114,816	1,078,424	1,078,424	36,392	97%
EQUIPMENT:						
Library Books	4,066	2,377	2,307	2,307	70	97%
Equipment	0				0	0%
TOTAL EQUIPMENT	4,066	2,377	2,307	2,307	70	0%
SUB-TOTALS	\$2,401,735	\$2,379,589	\$2,232,640	\$2,232,640	\$146,949	94%
Montana Land Information Grants	157,534	157,534	157,496	157,496	38	0%
					0	0%
TOTAL GRANTS	157,534	157,534	157,496	157,496	38	0%
TOTALS	\$2,559,269	\$2,537,123	\$2,390,136	\$2,390,136	\$146,987	94%
FUNDING:						
General Fund:	1,330,105	1,319,643	1,290,327	1,290,327	29,316	98%
Coal Sev. Tax:	53,184	41,500	41,500	41,500	0	100%
Montana Land Information Acct	724,062	724,062	672,890	672,890	51,172	93%
Fish Wildlife and Parks (FW&P)	69,342	69,342	69,342	69,342	0	100%
Dept. of Environmental Quality (DEQ)	88,928	88,928	88,928	88,928	0	100%
Mt. Depart. Of Transportation (DOT)	31,845	31,845	31,845	31,845	0	100%
Dept. of Natural Resources (DNRC)	49,155	49,155	49,155	49,155	0	100%
University	44,253	44,253	44,253	44,253	0	100%
DOA-SITSD_PSCB_Firstnet (AA)	17,173	17,173	7,429	7,429	9,744	43%
DNRC- WRQS (AA)	3,562	3,562	410	410	3,152	12%
DNRC- MSDI (AA)	22,185	22,185	4,633	4,633	17,552	21%
USACE Yellowstone	18,000	18,000	11,611	11,611	6,389	65%
NRCS-FOREST-BA	57,492	57,492	44,052	44,052	13,440	77%
CADNSDI - NB	25,000	25,000	22,494	22,494	2,506	90%
USGS-NHD - BA	24,984	24,984	11,267	11,267	13,717	45%
TOTALS	2,559,269	2,537,123	2,390,136	2,390,136	146,987	94%

Montana Land Information Account

Balance as of July 1, 2015	784,511
Expenditures	(689,042)
Prior year adjustments	626
Revenue from 07/1 - 06/30/16	806,903
STIP Earnings (Avg. 0.5593902%)	3,575
	<u>906,572</u>

**MONTANA STATE LIBRARY
FINANCIAL REPORT**

FUNCTION: 20-LIBRARY DEVELOPMENT DEPARTMENT

FISCAL YEAR: 16
REPORT PERIOD: 04/1-06/30/16
YEAR EXPENDED: 100%
PAYROLL EXPENDED: 100%

	Budgeted	Revised Budget	Expended To Date	Year-End Expenditures	Balance Over/Under	% Expd.
PERSONAL SERVICES	424,609	440,711	441,237	441,237	(526)	100%
OPERATIONS:						
Contracted Services	334,820	359,095	306,825	306,825	52,270	85%
*Periodical Elec Data	240,941	240,941	240,941	240,941	0	100%
*Resource Sharing - OCLC	98,886	98,886	98,886	98,886	0	100%
*Resource Sharing - MSC	98,886	98,886	98,886	98,886	0	100%
Supplies and Materials	22,715	41,077	16,173	16,173	24,904	39%
Communications	13,150	37,584	16,617	16,617	20,967	44%
Travel	59,403	52,258	51,494	51,494	764	99%
Rent	70,905	70,660	65,526	65,526	5,134	93%
Repair and Maintenance	33,200	54,414	35,913	35,913	0	0%
Other Expenses	71,850	94,874	72,212	72,212	22,662	76%
TOTAL OPERATIONS	1,044,755	1,148,674	1,003,472	1,003,472	145,202	87%
EQUIPMENT:						
Library Books	0				0	0%
Equipment	0				0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	\$1,469,364	\$1,589,385	\$1,444,709	\$1,444,709	\$144,676	91%
GRANTS:						
Federation Grants (CST)	176,122	176,122	176,122	176,122	0	100%
State Aid Grants	395,766	395,766	395,766	395,766	0	100%
LSTA - FY 14 Grants	181,091	181,091	181,091	181,091	0	100%
LSTA - FY 15 Grants	5,000	5,000	0	0	5,000	0%
LSTA - FY 16 Grants	450,000	350,000	0	0	350,000	0%
LSTA - FY 17 Grants	44,000	44,000		0	44,000	0%
TOTAL GRANTS	1,251,979	1,151,979	752,979	752,979	399,000	65%
TOTALS	\$2,721,343	\$2,741,364	\$2,197,688	\$2,197,688	\$543,676	80%
FUNDING:						
General Fund:	856,160	880,062	876,257	876,257	3,805	100%
Coal Sev. Tax:	420,063	420,063	420,063	420,063	0	100%
LSTA	135,094	141,213	140,654	140,654	559	100%
LSTA - GRANTS	946,341	936,341	398,173	398,173	538,168	43%
Proprietary - Montana Shared Catalog	355,485	355,485	354,342	354,342	1,143	100%
Montana State Library Trust	6,100	6,100	6,100	6,100	0	100%
Ready2Read - private grant	2,100	2,100	2,100	2,100	0	100%
TOTALS	2,721,343	2,741,364	2,197,688	2,197,688	543,676	80%
Montana Shared Catalog						
Balance from 3rd Quarter	87,472					
Incoming new revenue	55,103					
Incoming new revenue - Deferred into FY 17	(53,704)					
Expenditures	(51,396)					
Cash Balance	37,476					

MONTANA STATE LIBRARY FINANCIAL REPORT

FUNCTION: 40-Talking Book Library

FISCAL YEAR: 16
 REPORT PERIOD: 04/1-06/30/16
 YEAR EXPENDED: 100%
 PAYROLL EXPENDED: 100%

	Budgeted	Revised Budget	Expended To Date	Year-End Expenditures	Balance Over/Under	% Expd.
PERSONAL SERVICES	299,269	295,017	285,424	285,424	9,593	97%
OPERATIONS:						
Contracted Services	16,767	15,149	14,300	14,300	849	94%
Supplies and Materials	13,500	3,812	3,812	3,812	0	100%
Communications	17,600	17,749	11,661	11,661	6,088	66%
Travel	3,685	3,835	3,834	3,834	1	100%
Rent	124,857	124,862	124,858	124,858	4	100%
Repair and Maintenance	9,200	8,962	8,961	8,961	1	100%
Other Expenses	3,814	6,644	6,640	6,640	4	100%
TOTAL OPERATIONS	189,423	181,013	174,066	174,066	6,947	96%
EQUIPMENT:						
Library Books	0				0	106%
Equipment	0				0	0%
TOTAL EQUIPMENT	0				0	0%
SUB-TOTALS	\$488,692	\$476,030	\$459,490	\$459,490	\$16,540	97%
GRANTS:						
Federation Grants (CST)	0				0	0%
State Aid Grants	0				0	0%
LSTA - FY 12 Grants	0				0	0%
LSTA - FY 13 Grants	0				0	0%
TOTAL GRANTS	0	0	0	0	0	0%
TOTALS	\$488,692	\$476,030	\$459,489	\$459,489	\$16,540	97%
FUNDING:						
General Fund:	287,896	274,906	258,365	258,365	16,540	94%
Coal Sev. Tax:	0			0	0	0%
LSTA	197,339	197,667	197,667	197,667	0	100%
Misc. Revenue:	0			0	0	0%
Talking Book Trust Acct.	3,457	3,457	3,457	3,457	0	0%
TOTALS	488,692	476,030	459,489	459,489	16,540	97%

**MONTANA STATE LIBRARY
FINANCIAL REPORT**

FUNCTION: 05- Administration

FISCAL YEAR: 16
REPORT PERIOD: 04/1-06/30/16
YEAR EXPENDED: 100%
PAYROLL EXPENDED: 100%

	Budgeted	Revised Budget	Expended To Date	Year-End Expenditures	Balance Over/Under	% Expd.
PERSONAL SERVICES	743,466	751,578	750,105	750,105	1,473	100%
OPERATIONS:						
Contracted Services	93,705	80,565	78,822	78,822	1,743	98%
Supplies and Materials	61,525	86,405	86,262	86,262	143	100%
Communications	34,043	24,423	24,261	24,261	162	99%
Travel	22,775	23,320	23,245	23,245	75	100%
Rent	350	340	340	340	0	0%
Repair and Maintenance	29,176	30,632	30,625	30,625	7	100%
Other Expenses	63,548	54,028	40,091	40,091	13,937	74%
TOTAL OPERATIONS	305,122	299,713	283,646	283,646	16,067	95%
EQUIPMENT:						
Library Books	0				0	0%
Equipment	9,600	0	0	0	0	0%
TOTAL EQUIPMENT	9,600	0	0	0	0	0%
SUB-TOTALS	\$1,058,188	\$1,051,291	\$1,033,751	\$1,033,751	\$17,540	98%
GRANTS:						
Federation Grants (CST)	0				0	0%
State Aid Grants	0				0	0%
LSTA - FY 15 Grants	0				0	0%
LSTA - FY 16 Grants	0				0	0%
TOTAL GRANTS	0	0	0	0	0	0%
TOTALS	\$1,058,188	\$1,051,292	\$1,033,751	\$1,033,751	\$17,540	98%
FUNDING:						
General Fund:	984,343	983,893	980,288	980,288	3,605	100%
Montana Land Information Account:	16,152	16,152	16,152	16,152	0	0%
LSTA	57,694	51,247	37,312	37,312	13,935	73%
LSTA - Grants	0			0	0	0%
Misc. Revenue:	0			0	0	0%
TOTALS	1,058,189	1,051,292	1,033,751	1,033,751	17,540	98%

**MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 16 OPERATIONAL BUDGET
State Library Commission**

	Budget General Fund	Expended To Date	Total Year-End	Balance
Per Diem	3,350	2,250	2,250	1,100
TOTAL PERSONAL SERVICES	3,350	2,250	2,250	1,100
OPERATIONS:				
Contracted Services	7,200	7,200	7,200	0
Supplies and Materials	111	111	111	0
Communications	48	48	48	0
Travel	16,629	16,629	16,629	0
Rent	190	190	190	0
Repair and Maintenance	0	0	0	0
Other Expenses	1,252	1,252	1,252	0
TOTAL OPERATIONS	25,430	25,429	25,429	1
TOTAL BUDGET	\$28,780	\$27,679	\$27,679	\$1,101

**MONTANA STATE LIBRARY
FINANCIAL REPORT
LSTA 15 GRANT AWARD**

LSTA - NETWORKING CONSULTANTS - Big Timber
GRANT RUNS - 10/01/14 - 09/30/16

FISCAL YEAR: 16
REPORT PERIOD: 04/01/2016 - 06/30/2016
YEAR EXPENDED: 75%
PAYROLL EXPENDED: 75%

	Budgeted	Revised Budget	Expended to Date	Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES	51,737	53,648	53,648	53,648	0	100%
OPERATIONS:						
Contracted Services	224	224	224	224	0	100%
Supplies and Materials	0	20	19	19	1	0%
Communications	426	650	593	593	57	91%
Travel	3,500	3,256	2,918	2,918	338	90%
Rent	0	0	0	0	0	0%
Repair and Maintenance	0	0	0	0	0	0%
Other Expenses	850	850	308	308	542	0%
TOTAL OPERATIONS	5,000	5,000	4,062	4,062	938	81%
EQUIPMENT:						
Equipment	0	0	0	0	0	0%
Automation	0	0	0	0	0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	\$56,737	\$58,648	\$57,710	\$57,710	\$938	98%
TOTALS	\$56,737	\$58,648	\$57,710	\$57,710	\$938	98%
FUNDING:						
LSTA:	56,737	58,648	57,710	57,710	938	98%
TOTALS	56,737	58,648	57,710	57,710	938	98%

LSTA - NETWORKING CONSULTANTS - BILLINGS
GRANT RUNS - 10/01/14 - 09/30/16

FISCAL YEAR: 16
REPORT PERIOD: 04/01/2016 - 06/30/2016
YEAR EXPENDED: 75%
PAYROLL EXPENDED: 75%

	Budgeted	Revised Budget	Expended to Date	Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES	61,456	62,979	62,979	62,979	0	100%
OPERATIONS:						
Contracted Services	0	0	0	0	0	0%
Supplies and Materials	0	0	0	0	0	0%
Communications	650	650	577	577	73	89%
Travel	3,500	3,837	3,836	3,836	1	100%
Rent	0	0	0	0	0	0%
Repair and Maintenance	0	0	0	0	0	0%
Other Expenses	850	513	304	304	209	59%
TOTAL OPERATIONS	5,000	5,000	4,717	4,717	283	94%
EQUIPMENT:						
Equipment	0	0	0	0	0	0%
Automation	0	0	0	0	0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	\$66,456	\$67,979	\$67,696	\$67,696	\$283	100%
TOTALS	\$66,456	\$67,979	\$67,696	\$67,696	\$283	100%
FUNDING:						
LSTA:	66,456	67,979	67,696	67,696	283	100%
TOTALS	66,456	67,979	67,696	67,696	283	100%

**MONTANA STATE LIBRARY
FINANCIAL REPORT
LSTA 15 GRANT AWARD**

LSTA - NETWORKING CONSULTANTS - Bozeman
GRANT RUNS - 10/01/14 - 09/30/16

FISCAL YEAR: 16
REPORT PERIOD: 04/01/2016 - 06/30/2016
YEAR EXPENDED: 75%
PAYROLL EXPENDED: 75%

	Budgeted	Revised Budget	Expended to Date	Final Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES	46,477	47,443	47,442	47,442	1	100%
OPERATIONS:						
Contracted Services	0	0	0	0	0	0%
Supplies and Materials	27	28	27	27	1	0%
Communications	623	650	566	566	84	87%
Travel	3,500	3,472	1,428	1,428	2,044	41%
Rent	0	0		0	0	0%
Repair and Maintenance	0	0		0	0	0%
Other Expenses	850	850	305	305	545	36%
TOTAL OPERATIONS	5,000	5,000	2,326	2,326	2,674	47%
EQUIPMENT:						
Equipment	0	0	0	0	0	0%
Automation	0	0	0	0	0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	\$51,477	\$52,443	\$49,768	\$49,768	\$2,675	95%
TOTALS	\$51,477	\$52,443	\$49,768	\$49,768	\$2,675	95%
FUNDING:						
LSTA:	51,477	52,443	49,768	49,768	2,675	95%
TOTALS	51,477	52,443	49,768	49,768	2,675	95%

**MONTANA STATE LIBRARY
FINANCIAL REPORT
LSTA 15 GRANT AWARD**

**LSTA - Statewide Collaborative Services
GRANT RUNS - 10/01/14 - 09/30/16**

FISCAL YEAR: 16
REPORT PERIOD: 04/01/16 - 06/30/16
YEAR EXPENDED: 75%
PAYROLL EXPENDED: 75%

	Budgeted	Revised Budget	Expended to Date	Projected Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES	83,797	87,511	87,054	87,054	457	99%
OPERATIONS:						
Contracted Services				0	0	0%
Supplies and Materials				0	0	0%
Communications	750	750	628	628	122	84%
Travel				0	0	0%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses				0	0	0%
TOTAL OPERATIONS	750	750	628	628	122	84%
EQUIPMENT:						
Equipment					0	
Automation						
TOTAL EQUIPMENT	0	0	0	0	0	
SUB-TOTALS	\$84,547	\$88,261	\$87,682	\$87,682	\$579	99%
TOTALS	\$84,547	\$88,261	\$87,682	\$87,682	\$579	99%
FUNDING:						
LSTA:	\$84,547	\$88,261	\$87,682	\$87,682	\$579	99%
TOTALS	\$84,547	\$88,261	\$87,682	\$87,682	\$579	99%

**MONTANA STATE LIBRARY
FINANCIAL REPORT
LSTA 15 GRANT AWARD**

**LSTA - TRAINER POSITION
GRANT RUNS - 10/01/14 - 09/30/16**

FISCAL YEAR: 16
REPORT PERIOD: 04/01/16 -06/30/16
YEAR EXPENDED: 75%
PAYROLL EXPENDED: 75%

	Budgeted	Revised Budget	Expended to Date	Year-End Expenditures	Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES	46,108	47,994	47,987	47,987	7	100%
OPERATIONS:						
Contracted Services				0	0	0%
Supplies and Materials		9	9	9	0	0%
Communications	200	209	208	208	1	103%
Travel	3,500	3,471	3,388	3,388	83	0%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses	300	311	310	310	1	103%
TOTAL OPERATIONS	4,000	4,000	3,915	3,915	85	103%
EQUIPMENT:						
Equipment					0	0%
Automation					0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	\$50,108	\$51,994	\$51,902	\$51,902	\$92	100%
TOTALS	\$50,108	\$51,994	\$51,902	\$51,902	\$92	100%
FUNDING:						
LSTA:	50,108	51,994	51,902	51,902	92	100%
TOTALS	50,108	51,994	51,902	51,902	92	100%

**MONTANA STATE LIBRARY
FINANCIAL REPORT
LSTA 15 GRANT AWARD**

**LSTA - WHATS YOUR STORY PROGRAMMING
GRANT RUNS - 10/01/14 - 09/30/16**

FISCAL YEAR: 16
REPORT PERIOD: 04/01/16 - 06/30/16
YEAR EXPENDED: 75%
PAYROLL EXPENDED: 75%

	Budgeted	Revised Budget	Expended to Date	Year-End Expenditures	Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES	24,425	24,425	24,155	24,155	270	99%
OPERATIONS:						
Contracted Services		57	57	57	0	0%
Supplies and Materials				0	0	0%
Communications	0	0	0	0	0	0%
Travel	800	743	312	312	431	42%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses	200	200	148	148	52	0%
TOTAL OPERATIONS	1,000	1,000	517	517	483	52%
EQUIPMENT:						
Equipment					0	0%
Automation					0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	\$25,425	\$25,425	\$24,672	\$24,672	\$753	97%
TOTALS	\$25,425	\$25,425	\$24,672	\$24,672	\$753	97%
FUNDING:						
LSTA:	25,425	25,425	24,672	24,672	753	97%
TOTALS	25,425	25,425	24,672	24,672	753	97%

MTBL Specific FY17 Work Plan Objectives

- If the proposal to outsource conversion of the remaining MTBL local Montana analog titles to digital is successfully funded through the legislative process, MTBL will begin to prepare for the procurement process to identify a vendor by collaborating further with the NLS, its regional library network, and the western talking book library conference members (Briggs). Initiating the procurement process in late FY 2017 will allow the project to begin as soon as funding is available in FY 2018.

(Update: August 2016) Awaiting the Governor's decision on the MSL EPP funding requests.

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 and FY17 Objectives:

- Complete the transition to a new KLAS WebOpac's MTBL online ordering catalog to offer patrons improved online searches and ordering capabilities.

(Update: August 2016) A mock-up was completed in FY16. Due to unexpected delays due to FY16 vacancies, illnesses and staff shortages, the transition will be completed in FY17.

- Define and implement policies and procedures to ensure greater efficiency in duplication on demand.

(Update: August 2016) Complete the improvement of the duplication on demand process in FY17.

- Revise the patron overdue book notification process to ensure increased patron access to books.

(Update: August 2016) Complete the improvement of this process in FY17.

- Provide updated BARD training and trouble-shooting guides for patrons.

(Update: August 2016) The NLS Biennial conference in April, 2016, provided new information on upcoming BARD resources to provide an easier patron book downloading experience. NLS will implement and train network library staff in late 2016.

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 and FY17 Objectives:

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

(Update: August 2016) Readers' Advisor Crepeau took over the permanent responsibilities of the Machine Lending Agency in May. Back-up training was completed with Rinderle. Crepeau will receive NLS orientation and Machine Lending Agency training in October of FY17.

- Begin training G.G. Waldburger, the new Readers' Advisor, who started June 27th. Give instruction on developing work plan objectives. (Briggs, Waldburger)

(Update: August 2016) The third vacant Readers' Advisor position was filled starting June 27th by Waldburger. In addition to reader advisory training, Waldburger will receive training on administrative clerical support, ILL's, development and editing of the Bits of Gold newsletter, and establishing new patron services.

Goal Five—Collaboration

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

MTBL Specific FY16 and FY17 Objectives:

- Continue conversations with public libraries with book mobiles to propose partnerships that would expand machine demo sites to create informational hubs during book mobile stops at assisted living facilities. (Crepeau)

(Update: August 2016) The new Machine Lending Agent will continue previous collaborative efforts with existing Montana Public Library book mobiles in proposing partnerships to expand MTBL machine demo sites and create informational hubs.

- A required upgrade to the Keystone Library Automated System database, in preparation for NLS to implement a new Patron Information and Machine Management System (PIMMS), will be completed in July, 2016. PIMMS will combine two reporting systems (CMLS: Computer Mailing List System and BPHICS: Blind & Physically Handicapped (Machine) Inventory Control System) into one automated real-time system governed by NLS.

(Update: August 2016) In order for PIMMS to work successfully, Keystone must upgrade MTBL's KLAS database on July 20, 2016, in preparation for NLS to implement PIMMS prior to September, 2016 in all NLS Network Libraries. There is no additional fee for this upgrade. However, it is anticipated that Keystone will charge fees for additional related enhancements being developed in FY17.

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 and FY17 Objectives:

- Receive training from NLS Audio Studio specialist, Phillip Carbo on the use of additional software sound editing tools within the Hindenburg software recording system, improve existing sound quality and advise MTBL regarding a potential second sound booth.
(Originally reported December 2015) Phillip Carbo trained Harris, MTBL recording program director in November on additional editing and sound equalizing/improvement software. He assessed, monitored and suggested improvements for existing sound equipment, various techniques to recording teams for maximizing sound quality, and recommended consideration of a second recording sound booth to be placed next to the existing one.
(Originally reported March 2016) Mr. Carbo will return to MTBL to assist in testing the recording equipment for a new recording sound booth. Initial plans were presented to the Commission in December, 2015. Briggs will submit final plans for approval at the June, 2016, Commission meeting.
(Originally reported June 2016) Briggs developed and submitted a Request for Proposal (RFP) which closes July 6th.

(Update: August 2016) Pending Commission approval on August 10th of a MSL/MTBL Trust Fund expenditure request to complete this project, MTBL intends to accept a bid from Eckel Industries to construct a second recording sound booth in MTBL.

- Show appreciation to all volunteers in the MSL/MTBL Volunteer Program by providing a catered Volunteer Appreciation Luncheon, held in Helena on October 13, 2016, which will include a keynote speaker and presentation of volunteer longevity and special awards.

(Update: August, 2016) A successful Volunteer Appreciation Luncheon will be held on October 13, 2016, pending Commission approval of a MSL/MTBL Trust Fund expenditure request on August 10th to support this event.

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 2nd 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.

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 for Volunteer Appreciation Event

The Montana Talking Book Library (MTBL) requests authority to use Montana State Library (MSL) Trust funds allocated to MTBL to host a Volunteer Appreciation Luncheon. The luncheon is an annual event to show appreciation for the great contributions of donated time, skills, and talents of our nearly 100 volunteers.

The current Trust funds available to MTBL are \$112,502 as of July 19, 2016.

Cost estimate: \$4,100. This amount includes a catered luncheon to be held at the Green Meadow Country Club with awards, gifts and commendations to our volunteers and guests from the MSL/MTBL staff.

The luncheon is scheduled for October 13, 2016 from 11:30-1:30pm

MONTANA STATE LIBRARY COMMISSION WORK PLAN FY 2016/2017

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 meet 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;

(February 2016): At the December 2015 Commission meeting Talking Book Library Supervisory Christie Briggs shared with the Commission a recommendation from the National Library Service for a new recording studio. In the next few months MTBL plans to pursue this recommendation and will bring to the Commission a request to use funds from the State Library Trust to install a new booth. Doing so will significantly increase MTBL's capacity to record Montana titles for our collection.

(Update June 2016) TBL will bring a request for trust funds to procure and install a modular recording studio.

At the April Commission meeting the Commission took action to align the Statewide Library Resources budget to the Library Development Study Task Force recommendations. The budget is a mix of Library Services and Technology Act (LSTA) and Coal Severance Tax (CST) monies. The new budget took into account a \$46,000 reduction in available CST monies this biennium.

At the May Commission meeting the Commission approved a reduction in the SLR budget to resolve a further \$166,000 CST reduction.

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;

(Update February 2016): At the December 2015 Commission meeting the Commission authorized the use of State Library Trust funds to pay for the creation of new marketing materials to market the Ready2Read texting program.

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 (DPLA) at the December Commission meeting.

(Update February 2016): At the December 2015 Commission meeting the Commission heard a presentation from Jennifer Birnel about Montana librarians' involvement in the DPLA including training that Montana librarians were selected to receive in order to create curated collections of digital Montana content in the DPLA (<http://dp.la/exhibitions/exhibits/show/industries-settled-montana>) and plans to become a DPLA hub.

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.

(Update June 2016): At the April Commission meeting the Commission received a report from 2015 attendees from the Summer Institute. Due to time constraints the Commission was unable to view a video attendees prepared to document the impact of the training. A link to the video was shared with Commissioners after their meeting.

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 Forsyth.

(Update December 2015): Commissioner Wall attended the Tamarack Federation meeting teleconference on October 22, 2015.

Commissioner LaFromboise attended the Pathfinder Federation meeting on October 22, 2015 in Ft. Benton.

Commissioner Roberts attended the South Central Federation meeting on September 26, 2015, in Miles City.

(Update April 2016): Commissioners Newell and Bartow attended the Broad Valleys Federation on March 11 and 12, 2016 meeting in Butte.

Commissioner Eissinger attended the Sagebrush Federation meeting on March 5, 2016 in Miles City.

Commissioner Roberts attended the South Central Federation meeting on March 5, in Roundup.

(Update June 2016): Commissioner Eissinger attended the Golden Plains Federation meeting on April 21, 2016 in Wolf Point.

Commissioner LaFromboise attended the Pathfinder Federation meeting on May 19, 2016 in Fort Benton.

Commissioners LaFromboise and Wall attended the Tamarack Federation meeting on May 20 and 21, 2016 in Big Fork.

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;

(Update June 2016): The Commissioners hosted a well-attended, interactive session in which the Commissioners were able to describe some of recommendations of the Library Development Study Task Force, to share information about how the recommendations will impact library development services from MSL, and to hear feedback about priorities of librarians and trustees.

(Update August 2016): The 2017 MLA Conference is scheduled for March 28-April 1 in Billings.

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 Imaginelf 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.

(Update August 2016): Commissioner Roberts was scheduled to attend the 2017 RIPL Conference. A new commissioner may need to be identified to attend in his place.

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.

(Update February 2016): After recognizing an inconsistency in the MSL Administrative Rules pertaining to the granting of deferrals for public library standards, at the recommendation of the State Librarian, the Commission completed a process to formally revise the rule.

(Update February 2016): At the December 2015 Commission meeting the Commission approved the 2017 Montana Land Plan.

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.

(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.

(Update August 2016): Under the leadership of Central Services Manager, Kris Schmitz, the Commission is evaluating the need for and updating all MSL Commission policies. At that June Commission meeting the Commission recommended deletion of several policies that are either no longer relevant or that have been replaced by state policies and/or the Montana Operations Manual documentation.

(Update August 2016): At a special May meeting of the Commission, the Commission voted to approve four budget requests to move forward to the Governor's Office in accordance with the Executive Planning Process. At that meeting the Commission also took action to reduce expenditures tied to Coal Severance Tax monies as a result in the precipitous decline in CST revenue.

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

(Update April 2016): The Commission began the strategic planning process during a work session at their February meeting. The Commission agreed to seek the expertise of an outside facilitator to guide the planning process. The State Librarian, with input from the Commission, issued a limited solicitation to identify a facilitator. Responses to the solicitation will be evaluated at the April meeting.

(Update June 2016): The Commissioner selected facilitator Ned Cooney to guide a strategic planning process. The Commission will have an initial planning meeting with him on June 9, 2016.

(Update August 2016): The Commission participated in a work session with facilitator Cooney. During the work session the Commission conducted a Strengths/Weaknesses/Opportunities/Threats (SWOT) analysis and identified stakeholders that Cooney will interview ahead of the August 9 work session.

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 coincides 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 (NLLD) May 2-3, 2016 in Washington, D.C.;

(Update June 2016): Commissioner Eissinger attended NLLD as well as the spring meeting of the Chief Officers of State Library Agencies the following day.

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.

(Update April 2016): Commissioner Wall joined Evan Hammer and Michael Fashoway at the National States Geographic Information Council midyear meeting in Annapolis, Maryland. The trip included meetings with our congressional delegation in Washington, DC.

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 August 2016): A formal evaluation of the State Librarian was completed during an executive session of the June Commission meeting.



JULY		AUGUST		SEPTEMBER		NOTES
1		1		1		
2		2		2		Regular August meeting agenda items:
3		3		3		Glacier County Library, Cut Bank
4		4		4		FY '16 4 th quarter financial report;
5		5		5		FY '17 opening budget;
6		6		6		Discuss programs & Commission work plans
7		7		7		
8		8		8	MLIAC Meeting & ELG Interim Committee	Golden Plains Federation Meeting
9		9	Work Session & Reception, Browning	9	September 8 & 9, 2016	Roosevelt County Library, Wolf Point
10		10	Commission Meeting, Glacier County Library, Cut Bank	10		Commissioner: TBD
11		11		11		Staff: TBD
12		12		12		
13		13		13	Fall Workshops	South Central Federation Meeting
14		14		14	Polson, MT	Harlowton Public Library, Harlowton
15		15		15		Commissioner: TBD
16		16		16		Staff: Cook, Stapp
17		17		17	South Central Federation Meeting	
18		18		18		Broad Valleys Federation Meeting
19		19		19		Conference Call
20		20		20		Commissioner:
21		21		21		Staff: Cook
22		22		22		
23		23		23		
24		24		24		
25		25		25		RIPL Conference
26		26		26		Denver, Colorado
27		27		27	Broad Valleys Federation Meeting	Commissioner:TBD
28		28		28		Staff: Orban
29		29		29		Online information: http://ripl.lrs.org/
30		30		30	Research Institute for Public Libraries	
31		31				



OCTOBER		NOVEMBER		DECEMBER		NOTES
1	Research Institute for Public	1		1		<p>Regular October meeting agenda items:</p> <p>FY '17 1st quarter financial report;</p> <p>FY '16 Federation Reports</p> <p>TBL Volunteer Luncheon, Helena</p> <p>All Commissioners invited</p> <p>Tamarack Federation Meeting</p> <p>Conference Call</p> <p>Commissioner:</p> <p>Staff: Cook, Stapp</p> <p>NSGIC Annual Meeting</p> <p>Indianapolis, IN</p> <p>Commissioner: Wall</p> <p>Staff: Hammer, Fashoway</p> <p>Pathfinder Federation Meeting</p> <p>Chouteau County Public Library, Ft. Benton</p> <p>Commissioner:</p> <p>Staff: Cook</p> <p>Sagebrush Federation Meeting</p> <p>Miles City Public Library, Miles City</p> <p>Commissioner:</p> <p>Staff: Cook, Stapp</p> <p>Regular December meeting agenda items:</p> <p>FY '17 Land Plan approval</p> <p>Network Advisory Council Report</p> <p>2017 Commission meeting dates selection</p>
2	Libraries	2		2		
3		3		3		
4		4		4		
5		5	Sagebrush Federation Meeting	5		
6		6		6		
7		7		7		
8		8		8		
9		9		9		
10		10	MLIAC Meeting & Network Advisory Council Meeting	10		
11		11		11		
12	Commission Meeting	12		12		
13	TBL Volunteer Luncheon	13		13		
14		14		14	Commission Meeting	
15		15		15		
16		16		16		
17		17		17		
18		18		18		
19	Tamarack Federation Meeting	19		19		
20		20		20		
21		21		21		
22		22		22		
23		23		23		
24	National States Geographic	24		24		
25	Information Council Meeting	25		25		
26	October 24-28, 2016	26		26		
27	Pathfinder Federation Meeting	27		27		
28		28		28		
29		29		29		
30		30		30		
31				31		



JANUARY		FEBRUARY		MARCH		NOTES
1		1		1		2017 Commission Meeting Dates TBD
2	2017 Legislative Session – Day 1	2		2		
3		3		3		Regular February meeting agenda items:
4		4		4		FY '17 2 nd quarter financial report;
5		5		5		Conversations w/ Commission planning
6		6		6		
7		7		7		Spring Federation meeting dates TBD
8		8		8		
9		9		9		Montana Library Assn. Conference
10		10		10		Billings, MT;
11		11		11		Conversations w/ the Commission
12		12		12		All Commissioners invited to attend
13		13		13		
14		14		14		
15		15		15		
16		16		16		
17		17		17		
18		18		18		
19		19		19		
20		20		20		
21		21		21		
22		22		22		
23		23		23		
24		24		24		
25		25	Tentative Legislative Transmittal	25		
26		26	February 25-28, 2017	26		
27		27		27		
28		28		28		
29				29	Montana Library Assn. Conference;	
30				30	Conversations w/ the Commission	
31				31	March 28- April 1, 2017	



APRIL		MAY		JUNE		NOTES
1		1	National Library Legislative Day	1		Regular April meeting agenda items: LSTA award and budget; Network Advisory Council Report; FY '17 3rd quarter financial report; Legislative discussion
2		2	May 1-2, 2017	2		
3		3		3		
4		4		4		
5		5		5		
6		6		6		
7		7		7		
8		8		8		
9		9		9		
10		10		10		
11		11		11		National Library Legislative Day Washington, DC Commissioner: Staff: Stapp
12		12		12		
13		13		13		
14		14		14		
15		15		15		
16		16		16		
17		17		17		
18		18		18		
19		19		19		
20		20		20		
21		21		21		
22		22		22		
23		23		23		
24		24		24		
25		25		25		
26		26		26		
27		27		27		
28		28		28		Regular June meeting agenda items: FY '18 Federation Plans of Service State Librarian evaluation Staff appreciation event
29		29		29		
30		30		30		
		31				