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**Montana State Library Commission
Wednesday, June 14, 2017
9:00 a.m.
Montana State Library Grizzly Conference Room**

AGENDA

Lunch break is tentatively scheduled from 12 to 1.

The State Library Commission is committed to providing access to its proceedings in accordance with MCA Title 2, Ch. 3 Part 2 Open Meetings. Commission meetings are 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, June 12, 2017.

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

Additions or corrections to the agenda

Approval of Minutes – **Action**

- [March 29, 2017](#)
- [May 10, 2017](#)

State Librarian's Report – Stapp

- [Report – CS](#)
- [Report – DL](#)
- [Report – SLR](#)
- [Report - TBL](#)

Fiscal Year 2017 third quarter financial report – Schmitz – **Action**

- [Financial Report FY2017 3Q](#)

Non-discrimination and Sexual Harassment policy review – Schmitz – **Action**

- [Policy Memo](#)
- [Policy EEO Plan](#)
- [Policy Nondiscrimination](#)
- [Policy Sexual Harrassment](#)

FY 18/19 Biennium budget reduction plans – Stapp

- [Budget Reduction Memo](#)
- [Budget Reduction Comments Memo](#)
- [Budget Reduction Public Comment](#)
- [Budget Reduction Slides](#)
- House Bill 2 budget plan - **Action**
- Senate Bill 261 budget plan - **Action**

[Library Development Budget](#) including [FY '17 Library Services Technology Act \(LSTA\)](#) and [FY '18 Coal Severance Tax funds](#) – Cook – **Tentative Action**

Federation Coordinators meeting summary - Cook

- [Federation Memo](#)
- [Federation Spending Analysis](#)
- [Federation Technology Spending](#)

Federation FY '18 Plans of Service – **Action**

- [Broad Valleys](#) – John Finn
- [Golden Plains](#) – Janeen Brookie
- [Pathfinder](#) – Debbie Wellman
- [Sagebrush](#) – Sonja Woods
- [South Central](#) – Nancy Schmidt
- [Tamarack](#) – Honore Bray

Draft 2018-2022 LSTA 5-year [memo](#) and [plan](#) – Cook – **Tentative Action**

[Resolution honoring ImagineIf Libraries Trustee Jane Lopp](#) – Stapp – **Action**

Commission Goals and Objectives – Commission

- [FY '17 Commission work plan](#) and [calendar](#)
- National Library Legislative Day Report – Newell
- Montana Land Information Act preparing for the Next Generation 9-1-1 - Wall
- August 16 Commission meeting
 - Election of Officers, FY '17 Final Financial Report, FY '18 Starting Budget

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

Other Business & Announcements

Executive Session: State Librarian performance appraisal

Adjournment

Recording studio dedication and ribbon cutting to follow

FINAL

**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING
9:30 A.M., FEBRUARY 8, 2017
HELENA, MONTANA
OR GOTOMEETING**

ATTENDEES:

Commissioners: Chairman Bruce Newell online, Kenning Arlitsch online, Elsie Arntzen, Connie Eissinger online, Anne Kish online, Aaron LaFromboise online, and Ken Wall online.

Staff: Tracy Cook, Evan Hammer, Bryce Maxell, Martin Miller, Cara Orban, Kris Schmitz, Jennie Stapp and Marlys Stark.

Visitors: Lisa Mecklenberg Jackson online.

Chairman Newell called the meeting to order at 9:30 a.m.

Superintendent Elsie Arntzen was welcomed as the newest commissioner. She holds a statutory seat that is often filled by an Office of Public Instruction (OPI) designee but at this time she intends to attend all the meetings herself.

Bryce Maxell spoke about Martin Miller who has been with Natural Heritage Program (NHP) for more than 20 years but is retiring soon. Martin also addressed the commission briefly.

APPROVAL OF MINUTES:

Motion was made by Commissioner Arlitsch and seconded by Commissioner Wall to approve the minutes of December 14, 2016 as presented and the motion passed.

STATE LIBRARIAN'S REPORT:

The bulk of the State Librarian's work since the last meeting has been legislative while the other key focus is applying the data driven model to planning. A legislative report is next on the agenda.

Tracy Cook has been working with the federation coordinators to think about the plans of service and how to tie the plans to the MSL strategic framework.

Staff are conducting an analysis for holistic federation spending. This analysis will be on the agenda at the March meeting.

FINAL

MSL received official notice of the fiscal year 2017 Library Services Technology Act (LSTA) award from the Institute of Museum and Library Services (IMLS). This year's award is about \$216,000 less than it was last year. IMLS is referring to this amount as our official award but unofficially has called it a partial award. We do know that the award is based on the amount appropriated to IMLS under the federal continuing budget resolution that expires in April. IMLS has stated that supplemental awards may be made based on additional funding and IMLS discretion. Typically, staff would work with the Network Advisory Council (NAC) at this time to develop a library development budget based on the amount of the award and then the proposed budget would be recommended to the Commission in April. This year, with the Legislature still in session, and so many items not decided yet, the NAC will not consider budgetary recommendations until the meeting in May. Staff will bring a budget recommendation to the commission in June.

The Library Development Division budget adopted by the commission last August included spending authority for some of the funds through approval of the HB2 budget. Talking Book Library (TBL), Montana Shared Catalog (MSC) and Montana Memory Project (MMP) will have expended \$150,000 of this award by June.

Delays to the work on the TBL recording booth caused when an Americans with Disabilities Act requirement was not initially met, meant that the State General Services Division had to contract out the remaining construction work. In a later agenda item, staff will request additional funds from the MSL trust to cover the added cost incurred due to the delay. MSL will have a celebration for the new booth during the June commission meeting. The League of Women's Clubs, who contributed money originally to help fund a second recording booth, will receive an invitation.

Jennie received an appointment to the National Geographic's Advisory Council; the first meeting will be held at the end of March.

Cara Orban and Sara Groves have been looking for funding to continue the early literacy texting program for another year. They received a \$10,000 grant from the Washington Foundation for that purpose. After approval, they will go through a limited solicitation process to get a vendor for the program.

LEGISLATIVE UPDATE:

State Librarian Stapp reported that the 5% budget reduction included in the Governor's budget remains in place along with an additional 2% vacancy savings, bringing the total vacancy savings included in the current budget bill to 6%.

A work session of the natural resources subcommittee considered how coal severance tax funds are appropriated from the Shared Account. These funds are split between the Department of Natural Resources and Conservation, the Department of Agriculture and the State Library. The committee is considering a companion bill to HB2 to put into

FINAL

statute the percentage for the three agencies that share funding. The committee stated they would like MSL to receive more of the funds. Right now MSL receives just under 15 percent of the funds in the account. The proposal would make that amount between 17 and 18 percent.

The Montana Library Association and the Montana Association of Geographic Information Professionals hosted another great library legislative night with about 160 attendees. Legislators posed for their Read posters, and, for the first time, they held a Facebook live event, and posted various videos to the MSL Facebook account.

Colleen Hamer, Kenny Ketner and Eve Byron have been putting a lot of work into producing legislative snapshots in a new format this year. They send out a couple each week so legislators have received twelve so far.

Staff are monitoring several other bills that might affect MSL programs. SB95, which would have swept the funds from various accounts, including the 911 account, into the General Fund, is tabled. HB3, which pertains to supplemental funding, generally helps agencies make it through the current year but now has language in it to reduce expenditures in the current fiscal year. There is a mandated list of reductions to make by March 11, which should total \$10,000,000. This bill could be a major concern for MSL but there is no real information at this time.

HB61 involves NextGen911 and modernizes 911 language would appropriate funding for MSL to do an assessment of relevant 911 data that exists in Montana. This bill passed unanimously out of committee and looks as if it will move forward but the funding may be in jeopardy.

The pay plan bill, HB13, is waiting for a hearing. A companion bill has been introduced that separates out benefits from pay. Indications are that the proposed benefits bill will pass but the pay plan will not. The concern with this scenario is that, not only will employees not get raises, but also the contingency plan contained in HB13 will not be available to cover any shortfalls in vacancy savings.

HB261 is the State Aid bill and it is moving forward. The bill has passed the house and has a hearing scheduled in the senate.

FISCAL YEAR 2017 SECOND QUARTER FINANCIAL REPORT:

Kris Schmitz pointed out a few highlights of the report such as funding added to the trust account and the expenditures coming out of it. The sound booth installation will continue to see expenditures throughout the year. LSTA for FY15 closed in December and all projects moved into LSTA FY16.

Motion was made by Commissioner Kish and seconded by Commissioner Arlitsch to approve the financial report as presented and the motion passed.

FINAL

POLICY REVIEW:

The telework policy presented last commission meeting had no changes and the staff is now asking that it be approved.

Motion was made by Commissioner Wall and seconded by Commissioner Eissinger to approve the telework policy as presented and the motion passed.

There are no changes from the previously presented draft of the drug and alcohol free workplace policy and staff is requesting approval.

Motion was made by Commissioner LaFromboise and seconded by Commissioner Kish to approve the drug and alcohol free workplace policy as presented and the motion passed.

REVIEW OF DRAFT LSTA EVALAUTION:

Dr. Chow found that MSL met the LSTA requirements and he will provide feedback from constituents. The next step will be for staff to review the evaluation and to seek clarification where necessary from Dr. Chow regarding the evaluation and his recommendations. A shorter version of the evaluation will be presented to the commission in March and then the planning process for the new five-year plan will begin.

In his evaluation, Dr. Chow identified five significant ways the state library could help: 1.) Continue to support economically distressed libraries; 2.) Focus integrated support in workforce development, digital literacy and internet access; 3.) Community education and outreach; 4.) Continue doing a great job in taking the lead in statewide resource sharing; and 5.) Address concerns from some libraries about the graying of the field and recruiting and retaining library professionals.

MONTANA STATE LIBRARY TRUST REQUEST:

Christie Briggs explained that this is a request for additional funds to complete the construction of the second recording studio for the recording program. The additional funds are necessary because of the ADA non-compliance issue identified from the original plans.

Motion was made by Commissioner Eissinger and seconded by Commissioner Wall to approve the funds requested and the motion passed.

MONTANA STATE LIBRARY STRATEGIC FRAMEWORK:

The framework approved based on outlining actual steps in the work plans.

FINAL

Commission and program work plan reviews all use the framework. Feedback regarding reporting requested.

The reporting task force had a conference call to form a draft for input from all the commission. Work will continue.

The funding task force held an email discussion and again submitted a draft for input from all of the commission.

Motion by Commissioner Arlitsch and seconded by Commissioner Kish to accept the draft scopes of work and the motion passed.

COMMISSION GOALS AND OBJECTIVES:

Commissioner Kish will attend the Broad Valley Federation meeting. Commissioners Wall and LaFromboise will attend Tamarack and Commissioner Arlitsch might as well. Commissioner Arlitsch will attend South Central. Commissioner Eissinger will attend Sagebrush. The Pathfinder Federation meeting date has not been set yet but Commissioner LaFromboise might attend. Golden Plains is also not set but is usually in Wolf Point. Commissioner Arlitsch might attend that one. Commissioner Newell will attend as many as he can. MSL staff will attend all of the federations meetings.

The spring Montana Land Information Advisory Council (MLIAC) meeting date was changed to April 20 so that the meeting may be held in conjunction with the Intermountain GIS Conference. The next Commission meeting is March 29 in conjunction with the MLA conference. This meeting is earlier than normal. The commission meeting is on Wednesday and the Conversations with the Commission workshop is on Thursday from 9:00 a.m. to 10:00 a.m.

Commissioner Wall announced that he would present at the ESRI user conference July 11 in San Diego as a commissioner rather than a business partner. His proposal was to talk about NextGen911 work from grants. He is not requesting funding.

The commission talked about needing a process for deciding when it is okay for a commissioner to speak for the commission in a conference. Funding is also dependent on approval.

State Librarian Stapp will write up a procedure for attending a conference as a commissioner.

Commissioner Newell volunteered to attend National Library Legislative Day (NLLD) and Commissioner Arlitsch volunteered as an alternate.

Commissioner LaFromboise requested to add the spring workshop and Leadership Institute to the calendar.

FINAL

PUBLIC COMMENT:

There was none received.

OTHER BUSINESS/ANNOUNCEMENTS:

Suzanne Reymer, Jo Flick and Jennifer Birnel are all attending Offline.

ADJOURNMENT:

The meeting adjourned at 12:05 p.m.

DRAFT

**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING
9:30 A.M., MARCH 29, 2017
BILLINGS, MONTANA
OR GOTOMEETING**

ATTENDEES:

Commissioners: Chairman Bruce Newell, Kenning Arlitsch, Elsie Arntzen online, Connie Eissinger, Anne Kish, Aaron LaFromboise, and Ken Wall.

Staff: Tracy Cook, Jessica Edwards, Evan Hammer, Cara Orban, Suzanne Reymer, Jennie Stapp and Marlys Stark.

Visitors: Honore Bray, Dr. Anthony Chow online.

Chairman Newell called the meeting to order at 9:30 a.m.

APPROVAL OF MINUTES:

Motion was made by Commissioner Wall and seconded by Commissioner Arlitsch to approve the minutes of February 8, 2017 as presented and the motion passed.

STATE LIBRARIAN'S REPORT:

Staff requests feedback on the reports, which use a new format with font type and color carrying meaning.

State Librarian Stapp informed the commission of the passing of Gail Shatkus from Joplin schools who had brought students to a commission meeting to report on their project made possible by Montana Land Information Act (MLIA) grants.

Since this meeting is earlier in the year than normal, the third quarter financial report will be an agenda item in June. The Library Services and Technology Act (LSTA) budget will also have to be a future agenda due to uncertainty with state and federal funds. The Network Advisory Council (NAC) will likely meet to approve that budget in May.

The current official award for LSTA is \$849,000 or about \$217,000 less than previous years. Communication from the Institute of Museum and Library Services (IMLS) indicates that there is a small possibility of a supplemental award later in the year when Congress passes a 2017 federal budget.

In addition to support from the Montana Library Association, the American Library Association (ALA) is stressing the importance of funding and of state libraries in budget discussions regarding IMLS and LSTA. ALA's National Library Legislative Day (NLLD) will also hone that message in May in D.C.

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The Legislative Audit Division conducted a pay audit this past year and reviewed hiring files from a number of agencies including MSL. Two MSL hires were deemed to not be in compliance with state policy but in reviewing those items, MSL staff feels confident in what was done. One hire involved a two year training period that was offered after a failed recruitment and the second was when an internal candidate was hired through an external recruitment.

The Excellent Library Service Award (ELSA) awards presentation is at the Montana Library Association awards dinner. MSL is once again looking at the award format and a representatives group may be chosen to make the award something to strive for, not a given. Broad Valleys made it a federation goal to have each library meet minimum ELSA standards to have two certified trustees.

Fish Wildlife and Parks (FWP) personnel is moving out of the MSL building with a tentative move date of April 11. With the move of these long time partners, ideas of what to do with the space are being solicited from staff as well as some discussion with the Department of Administration (DOA) about potential occupants. There will be no change to our budget either way so at this time it is probably best to just use the space for MSL operations.

The OCLC Group Services contract is up for renewal. Staff is meeting OCLC at the MLA conference and a new contract needs to be signed in June. Not all libraries that are paying for services actually use the services and MSL would like to renegotiate the contract to get better pricing that reflects actual use. Understanding OCLC's pricing structure presents the biggest challenge because this information is not transparent. Montana Shared Catalog (MSC) libraries are required to have OCLC so some MSC policy review might be necessary based on future negotiations.

The commission will need a conference call before the June meeting to approve the MLIA grants since the deadline is May 15.

LEGISLATIVE UPDATE:

State Librarian Stapp discussed the status of several different bills that affect the state library. The summary was provided in the materials but there have been some changes since the document was produced.

HB2 is the budget bill and currently the five percent reduction in operations remains in the bill as does a six percent vacancy savings requiring MSL to keep two positions open.

The Coal Severance Tax (CST) appropriation is now a set percentage for each of the three agencies that had been part of the shared fund. The change will be over four years so final numbers for FY18 and 19 are not solid yet but are likely to be a \$34,000 increase in FY18 and a \$60,000 increase in FY19.

HB261, the bill to extent the sunset date for the statutory appropriation for public library state aid will likely pass but no action yet. MSL provided a story map link for the state aid stories presented.

HB61 plans to use 911 funds for the next generation 911 system.

HB360 has a service water assessment and monitoring program and MSL would have a statutory seat on the committee.

POLICY REVIEW:

The Code of Conduct policy has been edited in response to previous commission concerns since the first submission and staff is asking for action on this version

Motion was made by Commissioner Eissinger and seconded by Commissioner Kish to adopt the policy as presented. Commissioner Arlitsch amended the motion to strike the first sentence from the first item and remove 'Properly' from the second. Commissioner Eissinger and Kish agreed to the amendment and the motion passed as amended.

LSTA EVALUATION:

Independent contractor, Dr. Anthony Chow share a summary of his findings for the LSTA 5-year evaluation. The evaluation stated that MSL met all the five-year goals. Library services were found to be very important and a statistically significant relationship between library services and certain quality of life factors. There do exist opportunities to use data more. Staff is asking that the commission accept the evaluation so it can be submitted to IMLS.

Motion was made by Commissioner Arntzen and seconded by Commissioner Arlitsch to accept the evaluation as presented and the motion passed.

NAC REPORT:

The NAC discussed where MSL should focus their energy, considering all the information available to them, the library types, future needs and so on. They will be going into more detail and finalizing their recommendations in the future.

The commission discussed federation annual reports and the date and presentations given. There were several requests for additional information and some suggestions for presentations. Those ideas will be given to the federations.

MSC NEW LIBRARIES:

MSC is requesting approval of three new library applications. Those libraries are aware of the current uncertainty about the availability of LSTA funding which is normally used to defray startup costs for new libraries. The new libraries would not begin the process of joining MSC until July 1.

Motion was made by Commission Kish and seconded by Commissioner LaFromboise to approve the three new libraries and the motion passed.

FUNDING TASK FORCE MEMO:

The funding task force memo is available online for review.

COMMISSION GOALS AND OBJECTIVES:

The reporting task force information is available but more work will need to be done in the future.

COMMISSION CALENDAR:

Pathfinder is May 25 and Commissioners Newell and Arlitsch might both be able to attend. The NAC meeting in April will be on the calendar.

PUBLIC COMMENT:

There was none received.

OTHER BUSINESS/ANNOUNCEMENTS:

There is only an hour allotted for the conversations with commission workshop and an email went to the commission with the outline plan.

MSL does have a MLA booth again.

ADJOURNMENT:

The meeting adjourned at 12:49 p.m.

DRAFT

**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING
1:00 P.M., MAY 10, 2017
HELENA, MONTANA
OR GOTOMEETING**

ATTENDEES:

Commissioners: Chairman Bruce Newell, Kenning Arlitsch online, Elsie Arntzen online, Connie Eissinger online, Anne Kish online, and Ken Wall online.

Staff: Tracy Cook, Erin Fashoway, Evan Hammer, Kris Schmitz, Jennie Stapp and Marlys Stark.

Visitors: None.

Chairman Newell called the meeting to order at 1:00 p.m.

MONTANA LAND INFORMATION ACT (MLIA) GRANT AWARDS:

The MLIA grant subcommittee reviewed and scored all the applications. They brought their recommendations to the council who reviewed and approved them. The Council does not recommending four grants. The MLIA account balance is up enough that the council chose to approve up to an additional \$20,000 to spend as outlined. Park County is working on a multiyear project so any additional monies granted this year will improve the efficiency of their work and the resulting work for MSL staff.

Motion was made by Commissioner Kish and seconded by Commissioner Arlitsch to accept the recommendations of the council as presented and the motion passed.

LEGISLATIVE UPDATE AND PLANNING FOR FY18 BUDGET REDUCTIONS:

The approved HB 2 budget is the same as the last time discussed. The planned mechanism to address the five percent operations cut and six percent vacancy savings will have to be adjusted since it did not take into account that per administrative rule, resource sharing monies must be split 50/50. There is one vacant position currently which means that MSL may need to consider a reduction in force to meet vacancy savings requirements. HB648 does increase coal tax funds which are tied to library services.

The commission has to discuss further reductions which may become necessary per SB261 which creates a statutory mechanism to create a rainy day fund and includes certain revenue triggers which would result in further cuts for the state library. One trigger would remove 25 percent of the state library's general fund money or \$666,000 a fiscal year. The state library could not exist as it currently operates if that happens. Decisions must be made now as to how they would rebuild and meet those cuts because the trigger point deciding date is August 15 and cuts would be immediate.

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Jennie and Bruce propose starting with a zero based budget, looking at all past ideas of reformatting, using the task force and strategic planning results, what is required in statutes, what funding is available and build from there. Staff have blocked off a couple of days in May to have a 'budget retreat' to prepare proposals for the Commission to consider. After that, public comment would be invited and staff would be informed as to possibilities.

The Governor's office has been invited to be as involved as possible in order to consider their concerns and goals for libraries. With that worse case scenario, an additional ten FTE would likely have to be cut.

Jennie was informed that they looked at cuts in education and public health since those are the areas that received the largest amount of general fund. MSL and the historical society are both in education and both will be losing 25% if that trigger is met.

MSL has already received one resignation and will likely see more due to the uncertainty of jobs in the future. There are about 30.6 FTE paid through HB2 and another 10 from LSTA and other funding sources. It does appear that LSTA will receive some supplemental funds but no official notice has been given.

Commissioner Arlitsch wanted to know what other state libraries did in response to such drastic cuts. MSL has a lot more statutory responsibilities so will not have the same options but those options will also be looked at.

The next steps will be to put together a work group consisting of managers and a couple of commission members for the work sessions on May 23 and 24. Commissioners Newell and Eissinger will be part of the work session and Commissioner Arntzen said she would be able to work on the group if needed. The public meeting would be around the first week of June.

The August commission meeting will need to be rescheduled as a later agenda item since there is no point of having it prior to that August 15 trigger date.

COMMISSION CALENDAR:

Commissioner Newell will attend the Pathfinder federation meeting and Commissioner Wall and LaFromboise will attend Tamarack.

The August meeting needs to be moved to a later date due to the timeline but should happen as soon as possible because all scenarios will be in place. August 16 is the proposed date.

Motion was made by Commissioner Kish and seconded by Commissioner Eissinger to move the August meeting from August 9 to August 16 and the motion passed.

Commissioner Wall will have to attend remotely. Commissioner Newell might as well. Commissioner Arlitsch may have attendance issues also.

DRAFT

Commissioner Newell asked if it would cause issues to move the October meeting to October 18. It did conflict with other commissioners' schedule so the date will remain October 11.

Commissioner Wall will have to do the June special meeting remotely.

PUBLIC COMMENT:

There was none received.

OTHER BUSINESS/ANNOUNCEMENTS:

There was none presented.

ADJOURNMENT:

The meeting adjourned at 2:00 p.m.

DRAFT

**Montana State Library
Central Services
January – June 2018**

Green (no font distinction) – activity progressing as expected.

Yellow (*italicized*) – activity may be delayed but the delays do not necessarily rise to the level of Commission concern

Red (**bolded**) – activity is delayed and Commission attention is warranted

Blue (underlined) – addition or change to the original work plan.

Strategic Framework – Fostering Partnerships

Activities:

- Build an intranet site for cross-agency documentation

Inputs	Outputs	Outcomes	Impacts
IT staff, Erin Fashoway, other staff as necessary	A new Intranet that allows all state employees to access documents related to our ESRI ELA. Future documents used by staff of other state agencies will be added in the future.	MSL staff efficiently share and receive information about the services we administer for other state agencies.	Improved efficiency in other state agencies results in a greater degree of future collaboration
		State employees have improved access to self-service documents.	
		State employees report improved satisfaction in the efficient administration of State Library Services.	

Strategic Framework – Secure sufficient and sustainable funding

Activities:

- Offer quarterly training sessions to State Library staff

Inputs	Outputs	Outcomes	Impacts
<i>Time of Kris Schmitz, Marlys Stark, Colleen Hamer, Carol Churchill, Evan Hammer, Tracy Cook, Jennie Stapp, and other staff as necessary</i>	<i>Trainings and training materials for the various sessions: Budget/Funding, Purchasing, Staff Handbook, Travel, FMLA, State Library programs</i>	<i>Managers are confident in their ability to implement policies consistently and fairly.</i>	<i>MSL staff is more knowledgeable which leads to more effective and efficient in their work. Staff feels more comfortable and confident in their work.</i>
<i>Activity progressing as expected.</i>	<i>- Stapp presented an overview of the State Library at the February 22 all staff meeting.</i>	<i>Staff report increased awareness and understanding of State and State Library policies and satisfaction in how they are treated as State Library employees.</i>	
		<i>Staff and management find increased opportunities for cross-program collaboration that can lead to improved program development</i>	

We began training at the February All Staff meeting but at subsequent staff meetings we have focused our agendas on Legislative activities and budget reductions.

- Clean out, organize storage areas

Inputs	Outputs	Outcomes	Impacts
Time of Kris Schmitz, Marlys Stark, Colleen Hamer and Carol Churchill	Clutter and space is cleaned up and organized into sections.	Freeing up much need available storage area to make the best use of our space available.	MSL staff will have an efficient organized storage area.
Activity progressing as expected.		Managers and the Commission are better able to plan for future space needs.	

- Policy review

Inputs	Outputs	Outcomes	Impacts
Lead Kris Schmitz, various staff Activity progressing as expected.	 New online staff handbook	 Employees have a current and accurate policy guidance and staff handbook	MSL staff is more knowledgeable about policies which leads to more efficient and effective manner to complete their work

- Develop a standardized human resources recruitment package

Inputs	Outputs	Outcomes	Impacts
Time of Marlys Stark and Kris Schmitz Activity progressing as expected.	 Standardized, easy to use package of recruitment and hiring materials.	 MSL management staff has the tools they need to make the hiring process smooth and efficient	The State Library attracts, develops, and retains a highly skilled and dedicated workforce

- Implement a social media marketing strategy

Inputs	Outputs	Outcomes	Impacts
<i>Time of Eve Byron and other staff as necessary</i>	<i>Regularly recurring Facebook posts that are boosted when appropriate to garner attention to and use of State Library services and information</i>	<i>Staffs see an increase in engagement measures available through social media as the public learn more about the State Library</i>	<i>Through social media, patrons have access to the information they need to understand and influence change in their communities</i>
<i>Approximately \$500 from the State Library Marketing Budget</i>		<i>Increased social media engagement results correlates to increased demand for services.</i>	<i>Through social media online communities foster partnerships that ensure that Montanans thrive.</i>
<i>Research and training on the effective use of social media tools for marketing</i>		<i>Online communities develop and engage around State Library information resources and services</i>	

With the loss of our Communications position and the need to manage these responsibilities with remaining staff, we are concerned about the sustainability of our social media presence.

Strategic Framework – Create a useful information infrastructure

Activities:

- Launch ASPeN (Applications, Services, Programs, and Network)

Inputs	Outputs	Outcomes	Impacts
<i>IT staff, SLR staff, and other staff as necessary</i>	<i>A partial launch of ASPeN is planned for March 2017. ASPeN should be fully operational in early 2018. - Role out is delayed to allow for adequate testing. Delays are the result of limited staff time.</i>	<i>State Library staff benefit from the efficiencies of a single, fully-integrated, data driven administration system that allows for easier program planning and delivery.</i>	<i>Montana libraries receive an excellent return on investment from participating in MSL projects, programs, or services.</i>
<i>IT hardware & software</i>	<i>MSL staff have the ability to create forms and upload electronic resources w/o IT staff intervention.</i>	<i>Montana librarians report improved efficiency by making use of a tool that is a one-stop source for library and State Library information.</i>	
<i>SLR staff outreach to and, engagement by Montana library community members.</i>	<i>MSL staff have the ability to collect data about programs, projects or MSL services in ASPeN.</i>	<i>Montana libraries use ASPeN to efficiently share information with one another creating a collaborative knowledge base that improves efficiency of service delivery for all libraries.</i>	
	<i>MSL staff use ASPeN to share information with Montana libraries.</i>	<i>IT staff are able to reallocate former programming time to other services.</i>	

		<i>ASPeN is architected to make efficient use of data and IT resources, eliminated the need to create and maintain redundant IT systems.</i>	
		<i>State Library staff make data driven decisions about the services and resources we offer based on information that is effectively and efficiently managed through ASPeN</i>	

- Implement F5 Web Application Firewall

Inputs	Outputs	Outcomes	Impacts
IT staff	The F5 Web Application Firewall configuration policy is fully operational across the State Library's web platform <ul style="list-style-type: none"> - <i>F5 was implemented and operational but had to be turned off temporarily to make changes to ESRI urls that are not compatible.</i> 	MSL websites and applications are protected from malicious activity with state-of-the-art technology that meet's State of Montana security standards.	MSL staff, patrons and partners have ready access to the information they need without disruption.
		MSL staff efficiently manage data collections and web resources without disruption and the threats of data manipulation or loss	

Montana State Library Digital Library Work Plan January – June 2018

Green (no font distinction) – activity progressing as expected.

Yellow (*italicized*) – activity may be delayed but the delays do not necessarily rise to the level of Commission concern

Red (**bolded**) – activity is delayed and Commission attention is warranted

Blue (underlined) – addition or change to the original work plan.

Strategic Framework – Foster Partnerships

Note: Work plan objectives will be evaluated and reprioritized to reflect the impact of budget reductions.

Activities:

- Develop or purchase an updated request-tracking tool to ensure consistent tracking of patron requests across the library and to enable better agency wide outreach planning and information product development.
 - I have tagged this as green for now because we do not have any benchmarks or milestones (or even a target completion date) determined yet. That should be a minimum target to reach before the next commission meeting to keep this from changing to yellow

Inputs	Outputs	Outcomes	Impacts
Staff time to identify requirements.	Any easy to use tool that can be used by all MSL staff to track calls, visits, and other types of patron requests	Staff track requests in a consistent manner which allows us to better understand how users access and use MSL tools and services	Patrons see value in MSL services

<p>Developer time and/or funding depending on what type of solution is identified</p> <p>Define Requirements, Workflows, Processes, and Stakeholders</p>	<p>Training and Documentation</p> <p>Reporting Mechanism</p> <p>Knowledgebase</p> <p>Maintenance Plan</p>	<p>Staff use the tool to document requests consistently</p> <p>Increased knowledge of our users</p>	<p>Partners seek to have their data accessed and exposed through MSL discovery tools.</p> <p>Staff are better able to allocate resources</p> <p>Staff are more responsive to user needs</p> <p>Users have access to MSL's expertise and curated information to resolve their needs</p>
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- Develop a Digital Library plan for structured outreach activities across the Digital Library that guides the activities of the GIS Coordinator, the Outreach and Electronic Resources Librarian, the Montana Natural Heritage Program Coordinator, and the Digital Library Administrator.
 - User Services has outlined work group responsibilities, which is a necessary first step for this outreach planning. Similar to the request tracker project we need to have more specific target dates in place before the next commission report.

Inputs	Outputs	Outcomes	Impacts
<p>Staff time to identify outreach priorities</p> <p>Inventory of existing, regularly attended events (MAGIP, NSGIC, MACO, etc)</p>	<p>A plan that identifies attainable outreach goals for the remainder of the fiscal year with a process for reviewing, updating, and extending the plan through FY18.</p>	<p>Digital Library programs are more coordinated in their outreach effort and more deliberate in making decisions on which events to attend, activities to offer, and trainings to host.</p>	<p>Currently the biggest limitation on the usage of MSL resources is that users do not realize what is available or do not understand how to use it. Coordinated, deliberate outreach should allow us to</p>

<p>Listing of upcoming and other known activities we would like to participate in</p> <p>Outreach, training, travel budget available for outreach activities</p> <p>Define stakeholders we would like to engage with.</p>	<p>Prioritized list of events and activities with the break between what we do and don't have funding for identified.</p> <p>A core set of outreach materials that can be easily customized or supplemented for specific events.</p>	<p>Consistent presence at events.</p> <p>Better distribution of activities throughout the year to reduce stress at high activity times (around MAGIP, NSGIC, MACO conferences/meetings)</p> <p>Staff have the materials they need and are comfortable and prepared to discuss Digital Library products and services appropriate to the stakeholders they are engaged with.</p>	<p>maximize engagement possible given existing staffing and budgetary constraints.</p> <p>Increased use of Digital Library products and services</p> <p>More partnership opportunities as agencies and organizations better understand how our work can complement the work that they do.</p>
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- Make the Natural Resource Information System Advisory Committee active again and update the NRIS Core Funding MOU.
 - We need to fill open NRIS Advisory Committee seats (DNRC, Dept of Ag) before the end of March to ensure an update MOU is signed by June 30. Should target April 30 as a deadline for having a draft updated MOU to distribute among partner agencies.
- Develop partnerships beyond NRIS data partners to enhance State Publications, Natural Resources, and MSDI Collections (Professional Development as well?)
 - This is a longer-term project. While I think we can be having some discussions with partners now, I think some of this will follow the initial NRIS Advisory Committee meetings.

Inputs	Outputs	Outcomes	Impacts
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<p>Staff and agency rep time to meet, review existing MOU, and create a framework for updating or creating a new agreement</p>	<p>An updated memorandum of understanding between NRIS and core funding agencies that may also be used to encourage other non-named agencies to partner with and support MSL programs and services</p>	<p>MSL better understands the needs of partner agencies and agency NRIS Advisory Committee representatives are more informed of MSL resources.</p> <p>Agency NRIS AC representatives are comfortable communicating with staff in their agencies and with their partners about MSL has to offer.</p> <p>Usage of MSL resources increases and time spent explaining the value when invoices are sent to partners is minimized</p>	<p>A supportive set of core partnerships that serves as the foundation for establishing additional funding and data source partnerships.</p>
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- Create new MARC records for electronic resources for digitized state publications.
- Clean up existing MARC records for print state publications.

Inputs	Outputs	Outcomes	Impacts
<p>Jim Kammerer will work with MSC staff and Kenny Ketner to establish project roles and responsibilities for creating new records and cleaning existing records.</p> <p>Project team will decide how to store MSC records for non-circulating print items that have been digitized.</p> <p>Standardize the hyperlink text in the 856 field for all records.</p> <p>Delete records for print items that cannot be found and have an equivalent record for digital version.</p>	<p>Revised SIRSI template for how MSL and State Government Information Center (SGIC) items are cataloged.</p> <p>Items in home location of STATE-PUB will switch to ONLINE.</p> <p>SGIC collection will grow in size.</p> <p>Makes MARC records for electronic resources available for import by any library, not just MSC libraries.</p> <p>Global access to state publications.</p>	<p>Cleaner, more accurate library catalog records.</p> <p>Better user experience; less confusion about what is available from catalog.</p> <p>Absence of circulation protects print state publications from possible loss, damage.</p> <p>Fewer interlibrary loan (ILL) requests for already digitized items.</p> <p>MSL collection shifts to more digital content, which aligns with collection development policy preference for digital over print content.</p>	<p>By reducing barriers to information access a higher level of transparency in state government is achieved</p> <p>Improved information discovery aides research critical for decision making processes.</p> <p>Improved collection management strengthens partnerships with existing and potential MSC and state depository library partners.</p>

Strategic Framework – Create a useful information infrastructure

Activities:

- Update the Montana Cadastral Application
 - Initial planning steps are under way. I only made this one yellow because I am concerned about the potential for the new DOR Non-disclosure rules to impact the data exchange and thus complicate the development process – I very much hope it will not play out that way.
 - Like the Request Tracker, we do not have any benchmark’s or milestones (or even a target completion date) determined yet. That should be a minimum target to reach before the next commission meeting.

Inputs	Outputs	Outcomes	Impacts
<p><i>Info Products, Land Info, and IT Staff time</i></p> <p><i>Input from the Department of Revenue and users</i></p>	<p><i>A more robust cadastral application that we are able to maintain with existing, in house staff and update as needed without a full re-write</i></p>	<p><i>A reduction in the number of recurring complaints and bug reports</i></p> <p><i>An increased ability to be responsive to user suggestions for improving the application</i></p>	<p><i>As one of the most used applications in Montana state government, the cadastral application is a natural opportunity for us to reach out to and engage users. The first step in doing this is ensuring that the application itself is well designed and reliable.</i></p>

- Standardize drought and water supply map data reporting
 - Troy? – Like the Request Tracker, I have tagged this as green for now because we do not have any benchmark's or milestones (or even a target completion date) determined yet. That should be a minimum target to reach before the next commission meeting to keep this from changing to yellow

Inputs	Outputs	Outcomes	Impacts
<p>Staff - Primarily WIS Manager</p> <p>Staff - IT (web programming)</p> <p>Copyright/ownership/terms of use (for products such as PRISM, VegDri, etc.)</p> <p>Storage space (possibly database)</p> <p>Discussion/coordination with DNRC and Gov. Drought and Water Supply Advisory Committee</p>	<p>single webpage delivering the data/maps/products used to produce the monthly drought status map</p> <p>list of products used by the Drought Committee to make the monthly map</p> <p>model to aggregate drought-related data/maps/products</p> <p>documentation of how the monthly drought status map is produced</p>	<p>monthly drought status map is produced in objective manner</p> <p>users understand why a county is assigned a particular drought category (transparency)</p> <p>DNRC Drought Coordinator and Gov. understand when to issue a "drought alert" and "severe drought" to local governments and they have the data supporting the decision.</p>	<p>drought map is produced more effeciently (committee members spend less time each month)</p> <p>products used to create the monthly drought map are readily available to watershed groups and other interested parties (broadened usage of WIS)</p> <p>Montana's drought status map directly feeds into the US Drought Monitor (US Drought Monitor uses the data best for Montana)</p>

Montana State Library

Statewide Library Resources – Library Development Work Plan

January – June 2018

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Red (bolded) – activity is delayed and Commission attention is warranted

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Strategic Framework – Foster Partnerships

Activities:

- Development of an informational packet/website for new and joining Montana Shared Catalog directors.
 - Note: the MSC Director’s last day in office will be June 8, 2017. Staff will need to handle a higher volume of help desk tickets in order to maintain the Montana Shared Catalog. As a result, MSC projects will be delayed for the foreseeable future.

Inputs	Outputs	Outcomes	Impacts
<i>Time of Bobbi deMontigny and Amy Marchwick</i>	<i>Informational Packet or website section that contains info for all MSC directors</i>	<i>Better understanding among new and joining directors</i>	<i>Ultimate impact - a more robust service for those who want it.</i>
<i>MSC Knowledge</i>	<i>Directors (New to MSC or interested) receive an introductory document to help them understand what the MSC is and what to expect when transitioning</i>	<i>Easier transition into MSC Membership for New members</i>	<i>MSC Staff are more effective and efficient in their work</i>

	<i>from their current ILS to the MSC</i>		
<i>Data gathered from MSC ticket system</i>		<i>MSC staff spend less time on basic review</i>	<i>Library directors are better served and more well-informed about their responsibilities and options</i>
<i>Videos & Training materials already created (will be linked in)</i>		<i>MSC staff have more time to develop standards, training, and new services</i>	<i>Library directors can make an informed decision when seeking membership in the MSC</i>
			<i>Collaboration that is scalable, affordable, implementable for all types of libraries (LDSTF)</i>
			<i>Collaboration that is respectful and polite (LDSTF)</i>

- Analyze the Montana Shared Catalog’s Partners’ sharing group in order to better understand the impacts of fulfillment expansion.
 - Note: the MSC Director’s last day in office will be June 8, 2017. Staff will need to handle a higher volume of help desk tickets in order to maintain the Montana Shared Catalog. As a result, MSC projects will be delayed for the foreseeable future.

Inputs	Outputs	Outcomes	Impacts
<i>Jessie Goodwin – research and presentation time</i>	<i>Report on fulfillment expansion</i>	<i>Increased knowledge of potential regarding fulfillment expansion</i>	<i>MSL staff will know with certainty whether sharing group expansion is viable</i>
	<i>Report is presented to membership and executive board</i>	<i>Members increase knowledge of challenges and opportunities regarding sharing group expansion</i>	<i>MSC member libraries will be more informed regarding sharing group membership</i>

			<i>Collaboration that is scalable, affordable, implementable for all types of libraries (LDSTF)</i>
			<i>Library infrastructure that encourages consortial resource sharing to make information resources, technology and service delivery more efficient, effective, affordable, customizable, sustainable, scalable (LDSTF)</i>

- Development of a series of short tutorials for new public library directors.
 - Note: ASPeN, the new version of the library directory, will be going live in the fall. This is impacting the new director tutorials project since many of the tutorials will need to use the ASPeN interface.

Inputs	Outputs	Outcomes	Impacts
<i>Jo Flick and Pam Henley – time writing scripts and producing tutorials</i>	<i>10-15 tutorial segments - OUTLINED</i>	<i>New Directors complete series so they understand critical need-to-know MT-specific information within the first few weeks on the job</i>	<i>Communities will have excellent library service with no disruption during leadership transition</i>
<i>Adobe license</i>	<i>Data: # of new directors completing series, # of times each segment is accessed, # of initial consultant visits where time is spent on other issues</i>	<i>New Directors will understand their new role better, feel more confident, know where to find critical information so they are not overwhelmed and are more likely to stay</i>	<i>Library directors become engaged and active in MT library community, leading to thriving libraries in local communities</i>
<i>Server space to host</i>	<i>No solution determined yet</i>	<i>New Directors will know where to reference MT-specific information to avoid confusion and missed opportunities</i>	<i>Library directors who manage library resources efficiently (lean management) (LDSTF)</i>

- Create civil engagement “program-in-a box”

Inputs	Outputs	Outcomes	Impacts
Time of Sara Groves and Lauren McMullen	Civil engagement “program-in-a-box” Needs assessment survey open to librarians. Contact with possible presenter for first program (fall 2017).	Citizens learn from exchanging different points of views	Libraries are leaders in creating thriving communities (LDSTF)
Nationwide models/research for civil engagement programs	Library usage of the program Inventory and analysis of program models from other library systems.	Citizens feel more connected, have a greater sense of belonging in community	Communities are safe, peaceful, thriving
Materials	<u>Data gathering, stakeholder and partner identification/analysis, outcomes desired are in progress</u>	Citizens become more involved in community life.	Lifelong learning that supports community engagement inside and outside the library, fostering engagement in the world and empowering an informed citizenry. (LDSTF)
		Communities turn to the library when civic issues arise	

- Increase in outreach efforts for the Montana Memory Project.

Inputs	Outputs	Outcomes	Impacts
Time of Jennifer Birnel	Demonstrate use of the MMP and share content	Montanans become aware of the MMP and learn how to use it as a research resource and for pleasure	Montanans feel a sense of connection to their community

Time of Museum and Library Directors Cathy Brandvold – July 22 Jamie Grecko - ? Michelle Fenger - ?	Share information about their institution	Montanans become more aware of local libraries and museums and the services they offer	Montanans value and support making heritage materials accessible
Time of Volunteers	Number of fairs attended Marias Fair – Shelby July 20-23	Montanans learn how to find historical and genealogical information of value to them	More interest may lead to more digital collections being added to the MMP
Booth rental fees Marias Fair booth = \$100.00	Number of people who stop by the booth	Montanans become more aware of volunteer opportunities	Montanans value the preservation of heritage materials
Supplies & equipment for the booth (inc. technology)	Number of website demonstrations	Montanans learn about their community/region's history	More Montanans choose to volunteer at local libraries and museums
Marketing materials	Number of marketing items distributed		Montanans gain sense of self through historical content from their family/community/region/state
			Lifelong learning that supports community engagement inside and outside the library, fostering engagement in the world and empowering an informed citizenry. (LDSTF)

- Engage Montana library community in identifying how federations can help implement the Library Development Task Force Recommendations

Inputs	Outputs	Outcomes	Impacts
Time of Tracy Cook and Jennie Stapp	Task force to review federations	MSL staff understand the value of the federation model to librarians.	Librarians are leaders in creating thriving communities (LDSTF)
Time of participants	Recommendations that identify how federations can help with library development		Collaboration that creates a shared resource platform that libraries contribute to in order to help address specific needs. (LDSTF)
	<u>All 6 federations have created a theory of change for their various programs. The outcomes identified will be used by the coordinators to develop a new model for the plan of service and annual report.</u>	<u>Federation member libraries can report the outcomes that federation funding achieves.</u>	

Strategic Framework – Secure sufficient and sustainable funding

Activities:

- Develop economic models for libraries

Inputs	Outputs	Outcomes	Impacts
Time of Lauren McMullen	Develop a publication describing different	Library directors and board members learn about different economic models.	

	economic/governance models for public libraries.		
	Library directors and board members use this publication	Libraries use this information to evaluate and improve their governance structures (LDSTF)	

- Help librarians and board members develop the skills and confidence to seek additional funds for the library.

Inputs	Outputs	Outcomes	Impacts
Time of Tracy Cook	Develop or share resources about seeking additional funds	Library directors and board members understand their role and how to plan for and seek increased funding from a variety of sources	Libraries receive more funding – either receiving grants or increasing their overall budgets
Tracy Cook attended a training session about “Making the Case”. She will use that information to develop resources/training for libraries.	Develop trainings about seeking additional funds	Librarians and trustees are listening to their community and thinking creatively about services and resources that would gain/secure funding	Librarians and trustees are more creative in the use of the funding so the library has more resources or more collaboration
		Librarians and trustees understand what people think the library does and where the funding goes	Libraries are leaders in creating thriving communities (LDSTF)
		Librarians and trustees are proactive in articulating their value and securing funding rather than reacting to possible cuts	Governance and funding is supported through librarians and boards that aren’t afraid to ask for the resources they

			need and who seek creative sources of funding. (LDSTF)
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Strategic Framework – Create a useful information infrastructure

Activities:

- Increase the bandwidth for libraries who are currently participating in e-rate.

Inputs	Outputs	Outcomes	Impacts
Time of Suzanne Reymer	# of libraries who participate in project	Participating libraries start moving towards national goals for bandwidth	Public access technology that supports technology, digital literacy and digital inclusion (LDSTF)
Time of participants	How much bandwidth is increased	Library users can do online learning, job skills/interviews, communicate with others, gaming video	Library users obtain degrees; jobs; and/or new job skills
Data from USAC	Dollars from program	Library users report increased satisfaction with new Internet speeds	

- Evaluate the OCLC Group Services Contract

Inputs	Outputs	Outcomes	Impacts
Time of Cara Orban and Tracy Cook	Recommendations for the OCLC Group Services Contract	Identify whether or not OCLC is essential for libraries	Libraries save money that can be used for other services.

Time of Network Advisory Council Work Group	Cara Orban – analyzed OCLC usage - COMPLETED	Identify what value OCLC adds for libraries and patrons	Patrons continue to have as much access as possible to materials they need for education and entertainment
Data from OCLC	Jennie Stapp, Cara Orban, and Tracy Cook met with OCLC representatives to discuss contract options - COMPLETED	If we determine that OCLC is non-essential for a certain type and/or size of library, identify how to maintain the affordability of the contract for those libraries who wish to continue using OCLC products.	Collaboration that is scalable, affordable, implementable for all types of libraries (LDSTF)
Data from libraries			Library infrastructure that encourages consortial resource sharing to make information resources, technology and service delivery more efficient, effective, affordable, customizable, sustainable, scalable (LDSTF)

- Develop a centralized acquisitions pilot project

Inputs	Outputs	Outcomes	Impacts
Data from libraries: Amount of money currently used for materials purchasing and staff processing time	Acquisitions module configured for staff	Library directors and staff learn about the value of centralized acquisitions.	Montana libraries are more innovative
Data from MSC staff: Amount of time MSC staff spend	Tracking of purchasing [built into Acquisitions module]	Directors and staff working together to find meaningful ways to repurpose staff	Montana library users have access to a wider variety of materials and services

maintaining/building current non-centralized acquisitions			
Data from other Centralized Acq consortia: Volume of participants to allow for cost breaks from the vendor	Accounting of staff time - new projects made possible because of money or time	Centralized acquisitions creates a better MSC system.	Collaboration that is scalable, affordable, implementable for all types of libraries (LDSTF)
Time of Jemma Hazen and staff coordinating MSC libraries and negotiating contracts	Demonstrated cost savings to participating libraries	MSL Staff learn whether or not Centralized Acquisitions has value for more libraries beyond the pilot	Library infrastructure that encourages consortial resource sharing to make information resources, technology and service delivery more efficient, effective, affordable, customizable, sustainable, scalable (LDSTF)
Time of Central Services?	Demonstrated cost savings to participating libraries		
Tracy Cook attended a meeting with the Procurement Office to determine what is required for a contract with multiple vendors.	Tracy Cook and Jemma Hazen outlined a plan for implementing the project. Libraries have been invited to participate.		

- Provide leadership training for libraries –Summer Library Leadership Institute

<u>Inputs</u>	<u>Outputs</u>	<u>Outcomes</u>	<u>Impacts</u>
<u>facilitator team (honorarium & travel stipend)</u>	<u>6-10 online meetings with facilitators , 1 face2face meeting in Billings; facilitators present most of activities at the retreat, assist MSL staff with follow-up, & as mentors for SLLI participants</u>	<u>Participants RECOGNIZE THEIR OWN LEADERSHIP STYLE as well as the benefits & challenges of their style, so that they can participate more productively in management teams & to effect positive change in their library & community.</u>	<u>Positive change at the participant's library contributing to a thriving community .</u>
<u>pre-conference assignments: focused on the basic philosophy of leadership & the difference between leading & managing</u>	<u>Participants spend 10-20 hours with assigned reading, viewing, & reflection based on assignments planned by the facilitator team.</u>	<u>Participants DEVELOP LISTENING & COMMUNICATION SKILLS so that they are able to INSPIRE OTHERS & collaborate toward a shared vision.</u>	<u>The library's shared vision is realized & the library is able to fulfill its mission.</u>
<u>Retreat July 26-29</u>	<u>camp-like atmosphere at a secluded & private location, 4 days of activities, presentations, discussions</u>	<u>Participants will be CONFIDENT TO TAKE RISKS & to create an environment that is resilient in failure so that libraries & librarians are positive innovators in their communities.</u>	<u>Library programs & partnerships are productive & contribute to a thriving community.</u>
<u>journals & other materials & supplies</u>	<u>Participants reflect on their learning & use their reflections to make mid-course corrections & plan future actions. The journal provides a long-term resource to the learner & a way for them to chart their progress.</u>	<u>Participant PROPOSE & DEVELOP A COMPLEX & CHALLENGING PROJECT using productive strategies for managing change.</u>	<u>The library takes on the worst community problems with successful library programs</u>

<u>follow-up webinars & face2face meetings</u>	<u>MSL staff & facilitators, as well as peers, provide continued support, as participants transfer their new knowledge to a real-life project at their library.</u>	<u>Participants PURSUE THEIR OWN LEADERSHIP DEVELOPMENT to try new things, grow, to evaluate their efforts, to view hardship, failure, or fear as catalyst for positive change in their own lives, their libraries & communities.</u>	<u>Participants are more confident, able to persevere, have increased status in their communities, state & nation, & other people rally around them.</u>
<u>report to the MT State Library Commission - MLA 2018</u>	<u>Participants plan & deliver their reports in a format they design. Some attend the meeting to answer questions & present their work.</u>		

- Migrate Montana Shared Catalog from current in-house servers to SirsiDynix' Service as a Software (SaaS)

<u>Inputs</u>	<u>Outputs</u>	<u>Outcomes</u>	<u>Impacts</u>
<u>Time of MSC admin staff and Mike Price</u>	<u>SaaS transition plan completed</u>	<u>Specific guidelines, action items, and steps for the transition from hardware to SaaS are known by MSC and MSL staff</u>	<u>Minimal disruption to MSC patrons occurs</u>
<u>Time of MSC member library staff</u>	<u>Libraries can connect to the SaaS server after migration</u>	<u>Libraries are able to transition seamlessly to the new hosted server</u>	<u>Libraries are able to conduct business as usual following the planned migration down time.</u>
<u>MSC admin knowledge</u>	<u>List of things to address during the migration</u>	<u>Improved communication with SirsiDynix Project Management team</u>	
	<u>Transition is well thought out and all aspects of the migration are considered in advance</u>	<u>MSC staff are comfortable going forward with migration, and unknowns are kept to a minimum</u>	

	<u>“Bridge” mode time will remain within SirsiDynix Project Manager’s estimates.</u>	<u>MSC staff are able to provide support and assistance after the SaaS migration.</u>	

Montana State Library
Statewide Library Resources – MT Talking Book Library Work Plan
January – June 2018

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Strategic Framework – Foster Partnerships

Note: Work plan objectives will be evaluated and reprioritized to reflect the impact of budget reductions.

Activities:

- Improve Customer Service by developing a streamlined interview process for new users.

Inputs	Outputs	Outcomes	Impacts
Christie Briggs, Martin Landry, Jackie Crepeau, GG Waldburger, Erin Harris, Bert Rinderle	Develop an easier interview process to benefit new user understanding of MTBL services 2/27/17-Interview worksheet revised and implemented. 5/17-Worksheet evaluated.	A streamlined customized MTBL service for users to understand and enjoy long term.	<u>Improve quality of life of users, increased enjoyment, independence, productivity and knowledge</u>

MTBL Knowledge	Develop an audio tutorial for MTBL service options as a tool for new users, making the transition to each new service easier for users. 5/26/2017-audio content reviewed for tutorial script	New users better understand services and staff are more effective and efficient	Increase opportunities for users and reduce discrimination by connecting people with impairments to society through MTBL partnerships
Videos & Training materials	Trained volunteers record a tutorial and staff send one with a digital player to each new user after initial interview 5/17-auditions being scheduled now that new studio is completed.	MTBL staff have more time to develop policies, training, and new services for users who are better served and well-informed on MTBL service options	Satisfaction in contributing to society and participating in civic engagement that make a difference
Volunteer Skills	Follow-up calls by trained volunteer(s) to new users to evaluate success and staff make appropriate adjustments 5/17-volunteer selection being reviewed	New users make informed decisions, enjoy services and connect with more resources	Increased happiness of users spreads to families, caregivers, facilities which leads to increased productivity and independence

- Installation of a second recording booth to improve the recording program.

Inputs	Outputs	Outcomes	Impacts
Staff time Christie Briggs, Erin Harris, Recording Volunteers	A second modular recording studio that meets National Library Service standards for production quality and ADA standards and current codes	MTBL users report increased satisfaction due to improved access to Montana titles and authors. Improved quality of Montana recordings, opportunities for	Improved quality of Montana recordings, increase user enjoyment, opportunities for

		volunteer recruitment and outreach about MTBL's recording program 5/23/17-interviews planned for auditioning two new volunteer narrators/monitors	volunteer recruitment and outreach about MTBL's recording program
Modular sound booth from Eckel, Inc.	Increased staff and volunteer time devoted to local recordings.	An increasing number of MTBL recordings are available to MTBL users nationwide through the BARD program.	
Construction performed by the General Services Division and Diamond Construction under contract to GSD.	Volunteers and staff enjoy an improved and expanded recording program environment	Increased number of locally produced records and elimination of the backlog of locally recorded items awaiting post production	
Time from Philip Carbo, Audio Specialist, National Library Service, to inspect the new sound booth	2/02/2017 Completed booth audio inspection; inspection of entire recording environment recommended when overall project is completed.		
An estimated budget of \$112,000 from the Montana State Library/MTBL Trust.	4/14/17-Planning for a Studio Dedication in June 5/12/17-All construction and signage in preparation for recording in Studio 2 has been completed	5/17/17-First successful volunteer recording session in Studio 2	

- Outreach to increase awareness and utilization of MTBL services

Inputs	Outputs	Outcomes	Impacts
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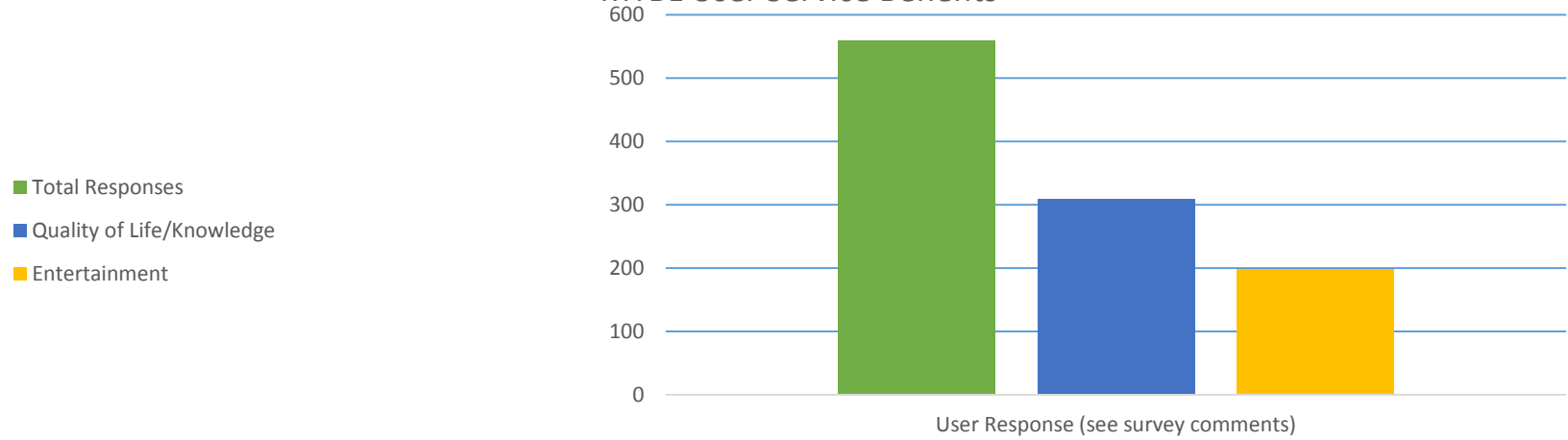
Staff knowledge	Increase in new users and utilization of MTBL services	Non-users increase awareness of MTBL services and now utilize them	Improve quality of life of users, increased enjoyment, independence, productivity and knowledge
Partnerships	Widen opportunities for public presentations and distribution of information materials to increase knowledge of MTBL services 3/29/2017 to 5/24/2017- Distributed MTBL information and application packets to all public libraries	Increased referrals from the public, private and public organizations, and professionals	Increase opportunities for users and reduce discrimination by connecting people with impairments to society through MTBL partnerships
Volunteers	Increase public awareness of MTBL services	Increase in knowledge of volunteer opportunities	Satisfaction in contributing to society and participating in civic engagement that make a difference
Staff expertise	Staff impart MTBL service information and options to users in understandable, concise ways	Users are confident in choosing and utilizing MTBL services and knowledgeable about additional accessible resources	Increased happiness of users spreads to families, caregivers, facilities which leads to increased productivity and independence

- Outreach to Users to assess service satisfaction and improvement needs

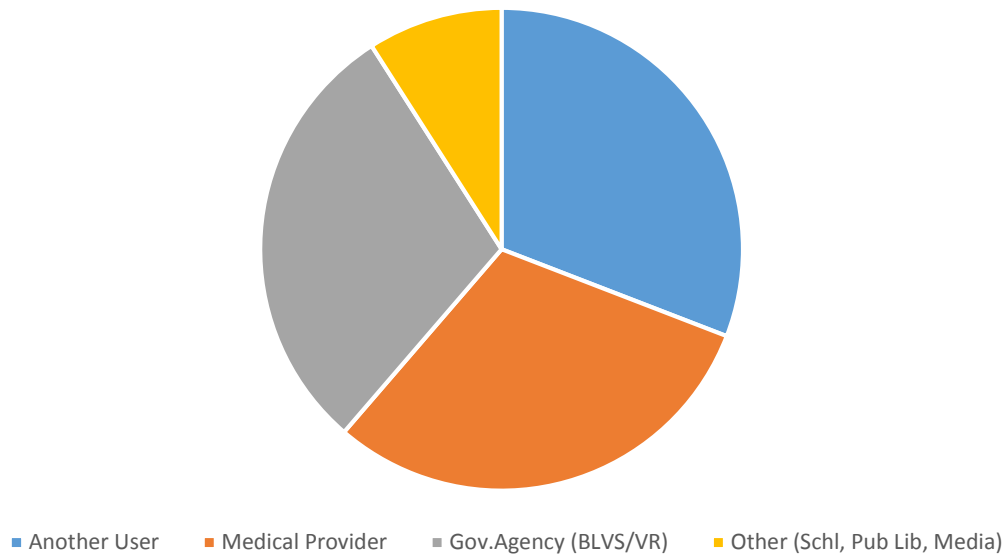
Inputs	Outputs	Outcomes	Impacts
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MTBL Staff	Develop a user survey to assess established user feedback. 10/30/2016 completed.	User survey comments: MTBL services provide users with- sharpened mental acuity; continued contact with the world; connection to own community; being current with own professional literature; improved quality of life	Users are confident their library needs are being understood and met
MTBL Staff Knowledge	Analyze results and focus on areas needing change 1/25/2017 completed.	Staff increases knowledge of results, challenges and opportunities in service; identifies areas for improvement.	Users' quality of life is improved
Christie Briggs- Report and presentation time	Report results to users, MSL managers (03/09/2017), National Library Service (06/14/2017), MSL Commission (partial survey report charted below 03/09/2017)	Better understanding and support of MTBL user needs and satisfaction in customer service. Users have access to Services through improved outreach efforts	Users have knowledge of and access to MTBL services when needed
Volunteer Skills	Assist MTBL staff in compiling accurate user data (2/8/2017)	Gain knowledge of all MTBL services and computer skills. Positive experiences resulting in outreach to community and personal satisfaction of civic engagement.	

MTBL User Service Benefits



How Users Learned About MTBL



Strategic Framework – Create a useful information infrastructure

Activities:

- Upgrade WebOpac to improve the quality of user accessibility and independent navigation of online catalog.

Inputs	Outputs	Outcomes	Impacts
Martin Landry, Christie Briggs	<u>Schedule</u> Upgrade with Keystone Automated Library Systems. 3/1/2017- Done. 4/12/2017- SITSD security licensing delays. 5/25/2017- MSL/KLAS Web Configurations Completed	Staff trained in the upgraded catalog options and are knowledgeable and confident in training online users	<u>Users enjoy improved online catalog access and search capabilities</u>
Staff Knowledge	Announcement to users through newsletter, social media and one-to-one training	Staff train users. Users are more confident, know where to find critical information, are not overwhelmed and are more likely to repeat positive online experiences	Users have excellent accessibility of online library collection leading to more independence, are engaged and active in MT library community
Martin Landry, Christie Briggs	Monitor and assess upgrade through user feedback	Report glitches for Keystone to resolve to staff and user satisfaction. Staff manage library resources efficiently and effectively	<u>Users have more options in how services are accessed and utilized.</u>

- Develop a Braille and Audio Reading Download (BARD) R-Sync storage system for duplication on demand

Inputs	Outputs	Outcomes	Impacts
MSL/MTBL staff, National Library Service staff	Customize an affordable, sustainable local data storage system for easier access to the NLS BARD collection 2/2/2017- Meeting with NLS BARD Team and MSL/SLR/TBL to discuss direct TBL online access to BARD 5/24/2017- Confirmation of SITSD and NLS agreed TBL direct access to BARD R-Sync	MTBL has affordable, sustainable, secure and efficient access to NLS BARD collection and experience an increase in circulation to users	Increase in Non-BARD user enjoyment to faster receipt of preferred and reserved BARD titles
MTBL Staff knowledge	Easy and efficient access to BARD titles for duplication on demand	Staff are able to focus knowledge, skills and energy toward development of identified user support service needs	Users have access to additional MTBL services
Volunteers	Receive training in ease of access to BARD R-Sync downloading and duplication	Increased technology knowledge and skills	Volunteers achieve confidence and independence via library education and training

- Train inactive BARD personal computer users in the successful operation of BARD Express.

Inputs	Outputs	Outcomes	Impacts
MTBL Staff and NLS staff knowledge	Receive training on the BARD Express App for personal computer users. Completed 2/28/2017.	Successful training of previous BARD users with personal computers (Windows based) on the BARD Express App. 10% completed 3/10/2017.	Users are independent and satisfied with direct access, navigation and downloading BARD titles

MTBL Staff	BARD Express App Outreach to previous BARD personal computer users no longer downloading BARD titles. 10% completed 3/10/2017. 20% completed 4/20/2017. 50% contacted 5/22/2017.	Increase in active BARD users	Previous Users have gained additional ease of access to downloading BARD titles
MTBL Staff	Can dedicate time, skills and knowledge to non-BARD users	Better customization of non-BARD user preferences for MTBL services	Non-BARD users experience increased satisfaction of MTBL Services



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TO: Jennie Stapp
State Librarian

TO: Montana State Library
Commission

FROM: Kris Schmitz
Central Services Manager

FROM: Jennie Stapp
State Librarian

SUBJECT: FY 17 THIRD QUARTER FINANCIAL REPORT

DATE: April 6, 2017

Attached to this memo is the third quarter financial report for FY 2017, for your consideration.

PROGRAM 01 - OPERATIONS

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

Montana Shared Catalog enterprise budget authority has been increased by \$13,000. The original authority was established as an estimate and this is aligning the budget to what has been approved by the membership.

The amount of \$43,119 was spent this quarter out of the State Library Trust.

Talking Book Trust Account – Sound Booth	\$43,119
Total spent for Sound Booth	\$45,257 (Estimated \$89,502)

*A new budget category was added called "Buildings" which will report the amount expended on building upgrades related to the TBL sound booth.

A grant was received from the Dennis & Phyllis Washington Foundation for \$10,000 for an 8-month pilot, the early literacy statewide texting program for parents of four year olds.

Please let me know if I can answer any questions.

**MONTANA STATE LIBRARY
FINANCIAL REPORT**

Program 01 - OPERATIONS

FISCAL YEAR: 17
 REPORT PERIOD: 01/1-03/31/17
 YEAR EXPENDED: 75%
 PAYROLL EXPENDED: 73%

	Budgeted	Revised Budget	Expended To Date	Projected Year-End Expenditures	Balance Over/Under	% Expd.
PERSONAL SERVICES	3,287,287	3,183,153	2,182,572	3,181,888	1,265	100%
OPERATIONS:						
Contracted Services	1,115,827	1,110,093	608,288	1,110,020	73	100%
*Periodical Elec Data	0	0	0	0	0	0%
*Library Development Projects	68,682	68,682	68,682	68,682	0	100%
*Resource Sharing-OCLC	98,886	98,886	98,886	98,886	0	100%
*Resource Sharing-MS	98,886	98,886	98,886	98,886	0	100%
Supplies and Materials	162,868	166,853	82,296	166,727	126	100%
Communications	102,123	97,198	55,591	97,080	118	100%
Travel	123,383	122,186	69,681	122,211	(25)	100%
Rent	373,644	372,994	274,447	373,130	(136)	100%
Repair and Maintenance	96,693	105,250	86,332	105,260	(10)	100%
Other Expenses	109,753	126,970	83,832	126,765	205	100%
TOTAL OPERATIONS	2,350,744	2,367,997	1,526,920	2,367,646	351	100%
EQUIPMENT:						
Library Books	4,097	4,097	1,218	4,097	0	100%
Equipment	9,600	9,600	0	9,600	0	0%
TOTAL EQUIPMENT	13,697	13,697	1,218	13,697	0	100%
SUB-TOTALS	\$5,651,728	\$5,564,847	\$3,710,710	\$5,563,231	\$1,616	100%
BUILDINGS:						
TBL Sound Booth		\$35,613	\$35,613	\$35,613	0	0%
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 15 Grants	0	117,357	117,356	117,357	0	100%
LSTA - FY 16 Grants	23,643	23,643	0	23,643	0	100%
LSTA - FY 17 Grants	21,056	21,056	0	21,056	0	100%
MLIAC Grants awarded	231,217	231,217	79,020	231,217	0	100%
TOTAL GRANTS	847,804	965,161	768,264	965,161	0	100%
TOTALS	\$6,499,533	\$6,565,621	\$4,514,587	\$6,564,006	\$1,615	100%

**MONTANA STATE LIBRARY
FINANCIAL REPORT**

Program 01 - OPERATIONS

FISCAL YEAR: 17
 REPORT PERIOD: 01/1-03/31/17
 YEAR EXPENDED: 75%
 PAYROLL EXPENDED: 73%

	Budgeted	Revised Budget	Expended To Date	Projected Year-End Expenditures	Balance Over/Under	% Expd.
FUNDING:						
General Fund	3,506,939	3,506,939	2,438,527	3,505,324	1,615	100%
Coal Sev. Tax	269,304	269,304	251,270	269,304	0	100%
LSTA	395,606	395,606	262,173	395,606	0	100%
LSTA Grants	769,520	769,489	475,756	769,489	0	100%
State Agency Contracts	283,523	283,523	189,336	283,523	0	100%
Montana Land Information Account	811,988	811,988	488,740	811,988	0	100%
Montana Shared Catalog	351,470	364,470	300,476	364,470	0	100%
Talking Book Trust Acct.	5,343	48,462	48,462	48,462	0	100%
BA-NRCS-FOREST - Closed	13,439	13,439	13,068	13,439	0	100%
BA-NRCS-FOREST - New	40,000	40,000	14,775	40,000	0	100%
DNRC- MSDI (AA)	17,552	17,552	10,702	17,552	0	100%
USACE Yellowstone (BA)	6,389	6,389	6,389	6,389	0	100%
USGS NHD (BA)	13,717	13,717	11,905	13,717	0	100%
SITSD PSCB FIRSTNET (AA)	9,743	9,743	2,744	9,743	0	100%
YRCCD-Yellowstone (NB)	5,000	5,000	264	5,000	0	100%
Washington Foundation - Early Lit		10,000	0	10,000	0	100%
TOTALS	6,499,533	6,565,621	4,514,587	6,564,006	1,615	100%

Montana State Library Trust Acct.

Balance as of Jan 1, 2017	118,187
Expenditures	(43,119)
Donations from 01/1 - 03/31/17	555
STIP Earnings (Avg. .922%)	220
	<u>75,843</u>

**MONTANA STATE LIBRARY
FINANCIAL REPORT**

MONTANA DIGITAL LIBRARY
FUNCTION: 1000

FISCAL YEAR: 17
REPORT PERIOD: 01/1-03/31/17
YEAR EXPENDED: 75%
PAYROLL EXPENDED: 73%

	Budgeted	Revised Budget	Expended To Date	Projected Year-End Expenditures	Balance Over/Under	% Expd.
PERSONAL SERVICES	1,298,766	1,301,366	889,028	1,295,713	5,653	100%
OPERATIONS:						
Contracted Services	713,747	711,747	330,334	711,686	61	100%
Supplies and Materials	81,456	80,350	60,865	80,265	85	100%
Communications	30,590	31,290	17,364	31,264	26	100%
Travel	33,831	31,809	17,812	31,809	0	100%
Rent	180,080	180,080	134,032	180,032	48	100%
Repair and Maintenance	4,470	4,470	1,148	4,470	0	100%
Other Expenses	20,309	22,137	16,612	22,137	0	100%
TOTAL OPERATIONS	1,064,483	1,061,883	578,167	1,061,663	220	100%
EQUIPMENT:						
Library Books	4,097	4,097	1,218	4,097	0	100%
Equipment	0				0	0%
TOTAL EQUIPMENT	4,097	4,097	1,218	4,097	0	0%
SUB-TOTALS	\$2,367,346	\$2,367,346	\$1,468,413	\$2,361,473	\$5,873	100%
Montana Land Information Grants	231,217	231,217	79,020	231,217	0	0%
TOTAL GRANTS	231,217	231,217	79,020	231,217	0	0%
TOTALS	\$2,598,563	\$2,598,563	\$1,547,434	\$2,592,690	\$5,873	100%
FUNDING:						
General Fund:	1,392,983	1,392,983	817,922	1,387,110	5,873	100%
Coal Sev. Tax:	21,500	21,500	3,466	21,500	0	100%
Montana Land Information Acct	794,717	794,717	476,863	794,717	0	100%
Fish Wildlife and Parks (FW&P)	69,342	69,342	69,342	69,342	0	100%
Dept. of Environmental Quality (DEI)	88,928	88,928	56,633	88,928	0	100%
Mt. Depart. Of Transportation (DOT)	31,845	31,845	15,923	31,845	0	100%
Dept. of Natural Resources (DNRC)	49,155	49,155	24,558	49,155	0	100%
University	44,253	44,253	22,880	44,253	0	100%
DOA-SITSD_PSCB_Firstnet (AA)	9,743	9,743	2,744	9,743	0	100%
DNRC- MSDI (AA)	17,552	17,552	10,702	17,552	0	100%
NRCS-FOREST-BA	13,439	13,439	13,068	13,439	0	100%
NRCS-FOREST-BA	40,000	40,000	14,775	40,000	0	100%
USACE Yellowstone	6,389	6,389	6,389	6,389	0	100%
YRCDC-Yellowstone	5,000	5,000	264	5,000	0	100%
USGS-NHD - BA	13,717	13,717	11,905	13,717	0	100%
TOTALS	2,598,563	2,598,563	1,547,434	2,592,690	5,873	100%

Montana Land Information Account

Balance as of July 1, 2016	906,572
Expenditures	(488,740)
Prior year adjustments	(15)
Revenue from 07/1 -03/31/17	594,945
STIP Earnings (Avg. 0.758%)	4,866
	<u>1,017,628</u>

**MONTANA STATE LIBRARY
FINANCIAL REPORT**

FUNCTION: 20-LIBRARY DEVELOPMENT DEPARTMENT

FISCAL YEAR: 17
 REPORT PERIOD: 01/1-03/31/17
 YEAR EXPENDED: 75%
 PAYROLL EXPENDED: 73%

	Budgeted	Revised Budget	Expended To Date	Projected Year-End Expenditures	Balance Over/Under	% Expd.
PERSONAL SERVICES	453,217	442,217	311,154	442,883	(666)	100%
OPERATIONS:						
Contracted Services	303,932	301,237	226,968	301,237	0	100%
*Periodical Elec Data	0	0	0	0	0	0%
*Library Development Project	68,682	68,682	68,682	68,682	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	9,572	9,023	2,609	9,009	14	100%
Communications	13,025	14,569	10,144	14,569	0	100%
Travel	46,297	52,342	24,365	52,342	0	100%
Rent	66,845	65,845	47,337	65,845	0	100%
Repair and Maintenance	53,847	60,847	54,927	60,827	20	100%
Other Expenses	30,517	42,672	18,004	42,654	18	100%
TOTAL OPERATIONS	790,488	812,988	650,807	812,936	52	100%
EQUIPMENT:						
Library Books	0	0	0	0	0	0%
Equipment	0	0	0	0	0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	\$1,243,705	\$1,255,205	\$961,961	\$1,255,819	(\$614)	100%
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 15	0	117,357	117,356	117,357	0	100%
LSTA 16	23,643	23,643	0	23,643	0	100%
LSTA 17	21,056	21,056	0	21,056	0	100%
TOTAL GRANTS	616,587	733,944	689,244	733,944	0	100%
TOTALS	\$1,860,292	\$1,989,149	\$1,651,205	\$1,989,763	(\$614)	100%
FUNDING:						
General Fund:	859,501	866,845	784,707	867,459	(614)	100%
Coal Sev. Tax:	247,804	247,804	247,804	247,804	0	100%
LSTA	145,195	145,195	103,016	145,195	0	100%
LSTA - GRANTS	256,322	354,835	215,202	354,835	0	100%
Proprietary - Montana Shared Catalog	351,470	364,470	300,476	364,470	0	100%
Washington Foundation - Early Lit	0	10,000		10,000	0	100%
TOTALS	1,860,292	1,989,149	1,651,205	1,989,763	(614)	100%
Montana Shared Catalog						
Cash Balance from FY 16	37,476					
Incoming new revenue	356,846					
Expenditures	(300,476)					
Cash Balance	93,846					

**MONTANA STATE LIBRARY
FINANCIAL REPORT**

FUNCTION: 40-Talking Book Library

FISCAL YEAR: 17
REPORT PERIOD: 01/1-03/31/17
YEAR EXPENDED: 75%
PAYROLL EXPENDED: 73%

	Budgeted	Revised Budget	Expended To Date	Year-End Expenditures	Balance Over/Under	% Expd.
PERSONAL SERVICES	296,245	296,245	217,428	306,791	(10,546)	104%
OPERATIONS:						
Contracted Services	16,767	14,267	6,997	14,267	0	100%
Supplies and Materials	8,190	13,688	11,658	13,688	0	100%
Communications	18,049	14,660	7,834	14,660	0	100%
Travel	3,868	3,868	2,993	3,868	0	100%
Rent	124,857	124,857	90,682	124,857	0	100%
Repair and Maintenance	9,200	10,757	10,787	10,787	(30)	100%
Other Expenses	3,378	3,573	3,423	3,543	30	99%
TOTAL OPERATIONS	184,309	185,670	134,374	185,670	0	100%
EQUIPMENT:						
Library Books	0				0	0%
Equipment	0				0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
BUILDINGS						
TBL Sound booth		35,613	35,613	35,613	0	0%
SUB-TOTALS	\$480,554	\$517,529	\$387,415	\$528,074	(\$10,546)	102%
GRANTS:						
Federation Grants (CST)	0	0				
State Aid Grants	0	0			0	0%
LSTA - FY 14 Grants	0	0			0	0%
LSTA - FY 15 Grants	0	0			0	0%
TOTAL GRANTS	0	0	0	0	0	0%
TOTALS	\$480,554	\$517,529	\$387,414	\$528,075	(\$10,546)	102%
FUNDING:						
General Fund:	277,872	271,728	222,585	282,274	(10,546)	104%
Coal Sev. Tax:	0				0	0%
LSTA	197,339	197,339	116,367	197,339	0	100%
Misc. Revenue:	0				0	0%
Talking Book Trust Acct.	5,343	48,462	48,462	48,462	0	100%
TOTALS	480,554	517,529	387,414	528,075	(10,546)	102%

**MONTANA STATE LIBRARY
FINANCIAL REPORT**

FUNCTION: 05- Administration

FISCAL YEAR: 17
REPORT PERIOD: 01/1-03/31/17
YEAR EXPENDED: 75%
PAYROLL EXPENDED: 73%

	Budgeted	Revised Budget	Expended To Date	Year-End Expenditures	Balance Over/Under	% Expd.
PERSONAL SERVICES	754,421	754,421	524,338	747,542	6,879	99%
OPERATIONS:						
Contracted Services	78,292	79,742	40,903	79,742	0	100%
Supplies and Materials	62,650	62,650	6,023	62,623	27	100%
Communications	36,878	33,878	18,401	33,878	0	100%
Travel	20,900	19,100	14,082	19,100	0	100%
Rent	1,862	2,212	2,396	2,396	(184)	108%
Repair and Maintenance	29,176	29,176	19,470	29,176	0	100%
Other Expenses	53,148	54,948	42,367	54,767	181	100%
TOTAL OPERATIONS	282,906	281,705	143,641	281,682	23	100%
EQUIPMENT:						
Library Books	0				0	0%
Equipment	9,600	9,600		9,600	0	0%
TOTAL EQUIPMENT	9,600	9,600	0	9,600	0	0%
SUB-TOTALS	\$1,046,927	\$1,045,726	\$667,979	\$1,038,824	\$6,902	99%
GRANTS:						
Federation Grants (CST)	0	0	0	0	0	0%
State Aid Grants	0	0	0	0	0	0%
LSTA - FY 15 Grants	0	0	0	0	0	0%
LSTA - FY 16 Grants	0					
TOTAL GRANTS	0	0	0	0	0	0%
TOTALS	\$1,046,926	\$1,045,726	\$667,979	\$1,038,824	\$6,902	99%
FUNDING:						
General Fund:	976,583	975,383	613,313	968,481	6,902	99%
Montana Land Information Acct	17,271	17,271	11,877	17,271	0	0%
LSTA	53,072	53,072	42,790	53,072	0	100%
LSTA - Grants	0				0	0%
Misc. Revenue:	0				0	0%
Montana State Library Trust Acct	0	0	0	0	0	0%
TOTALS	1,046,926	1,045,726	667,979	1,038,824	6,902	99%

MONTANA STATE LIBRARY FINANCIAL REPORT FY 17 OPERATIONAL BUDGET State Library Commission

	Budget General Fund	Expended To Date	Projected Total Year-End	Balance
Per Diem	3,350	1,325	3,350	0
TOTAL PERSONAL SERVICES	3,350	1,325	3,350	0
OPERATIONS:				
Contracted Services	0	0		0
Supplies and Materials	100	91	100	0
Communications	0	0		0
Travel	11,900	8,416	11,900	0
Rent	0	0		0
Repair and Maintenance	0	0		0
Other Expenses	4,000	4,000	4,000	0
TOTAL OPERATIONS	16,000	12,507	16,000	0
TOTAL BUDGET	\$19,350	\$13,832	\$19,350	\$0

Projections:	
1 Regular Commission Meetings @ 2,000	2,000
MLA Conference	1,618
ALA Washington	1,500
Other travel Commission Business	400
	5,518

**MONTANA STATE LIBRARY
FINANCIAL REPORT
LSTA 16 GRANT AWARD**

LSTA - NETWORKING CONSULTANTS - Big Timber
GRANT RUNS - 10/01/15 - 09/30/17

FISCAL YEAR: 17
REPORT PERIOD: 01/01/2017 - 03/31/2017
YEAR EXPENDED: 75%
PAYROLL EXPENDED: 73%

	Budgeted	Revised Budget	Expended to Date	Projected Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES	53,986	53,986	32,969	53,993	(7)	100%
OPERATIONS:						
Contracted Services	600	600	588	588	12	98%
Supplies and Materials					0	0%
Communications	600	600	367	600	0	100%
Travel	3,300	3,300	2,181	3,300	0	100%
Rent					0	0%
Repair and Maintenance					0	0%
Other Expenses	500	500	309	500	0	0%
TOTAL OPERATIONS	5,000	5,000	3,445	4,988	12	100%
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	\$58,986	\$58,986	\$36,414	\$58,981	\$5	100%
TOTALS	\$58,986	\$58,986	\$36,414	\$58,981	\$5	100%
FUNDING:						
LSTA:	58,986	58,986	36,414	58,981	5	100%
TOTALS	58,986	58,986	36,414	58,981	5	100%

LSTA - NETWORKING CONSULTANTS - BILLINGS
GRANT RUNS - 10/01/15 - 09/30/17

FISCAL YEAR: 17
REPORT PERIOD: 01/01/2017 - 03/31/2017
YEAR EXPENDED: 75%
PAYROLL EXPENDED: 73%

	Budgeted	Revised Budget	Expended to Date	Projected Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES	62,839	62,839	38,597	63,029	(190)	100%
OPERATIONS:						
Contracted Services	588	588	588	588	0	100%
Supplies and Materials	0	0	0	0	0	0%
Communications	580	580	488	488	92	84%
Travel	3,332	3,332	3,357	3,357	(25)	101%
Rent	0	0	0	0	0	0%
Repair and Maintenance	0	0	0	0	0	0%
Other Expenses	500	500	524	524	(24)	105%
TOTAL OPERATIONS	5,000	5,000	4,957	4,957	43	99%
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	\$67,839	\$67,839	\$43,554	\$67,986	(\$147)	100%
TOTALS	\$67,839	\$67,839	\$43,554	\$67,986	(\$147)	100%
FUNDING:						
LSTA:	67,839	67,839	43,554	67,986	(147)	100%
TOTALS	67,839	67,839	43,554	67,986	(147)	100%

**MONTANA STATE LIBRARY
FINANCIAL REPORT
LSTA 16 GRANT AWARD**

LSTA - NETWORKING CONSULTANTS - Bozeman
GRANT RUNS - 10/01/15 - 09/30/17

FISCAL YEAR: 17
REPORT PERIOD: 01/01/2017 - 03/31/2017
YEAR EXPENDED: 75%
PAYROLL EXPENDED: 73%

	Budgeted	Revised Budget	Expended to Date	Projected Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES	51,413	51,413	31,318	51,335	78	100%
OPERATIONS:						
Contracted Services	536	536	536	536	0	100%
Supplies and Materials	0	0	0	0	0	0%
Communications	581	581	369	581	0	100%
Travel	3,383	3,383	2,042	3,383	0	100%
Rent	0	0		0	0	0%
Repair and Maintenance	0	0		0	0	0%
Other Expenses	500	500	495	500	0	100%
TOTAL OPERATIONS	5,000	5,000	3,442	5,000	0	100%
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	\$56,413	\$56,413	\$34,760	\$56,335	\$78	100%
TOTALS	\$56,413	\$56,413	\$34,760	\$56,335	\$78	100%
FUNDING:						
LSTA:	56,413	56,413	34,760	56,335	78	100%
TOTALS	56,413	56,413	34,760	56,335	78	100%

**MONTANA STATE LIBRARY
FINANCIAL REPORT
LSTA 16 GRANT AWARD**

**LSTA - Statewide Collaborative Services
GRANT RUNS - 10/01/15 - 09/30/17**

FISCAL YEAR: 17
REPORT PERIOD: 01/01/17 - 03/31/17
YEAR EXPENDED: 75%
PAYROLL EXPENDED: 73%

	Budgeted	Revised Budget	Expended to Date	Projected Year-End Expenditures	Projected Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES	91,825	91,825	56,729	91,801	24	100%
OPERATIONS:						
Contracted Services				0	0	0%
Supplies and Materials				0	0	0%
Communications	750	750	416	750	0	100%
Travel				0	0	0%
Rent				0	0	0%
Repair and Maintenance				0	0	0%
Other Expenses				0	0	0%
TOTAL OPERATIONS	750	750	416	750	0	100%
EQUIPMENT:						
Equipment					0	
Automation					0	
TOTAL EQUIPMENT	0	0	0	0	0	
SUB-TOTALS	\$92,575	\$92,575	\$57,145	\$92,551	\$24	100%
TOTALS	\$92,575	\$92,575	\$57,145	\$92,551	\$24	100%
FUNDING:						
LSTA:	\$92,575	\$92,575	\$57,145	\$92,551	\$24	100%
TOTALS	\$92,575	\$92,575	\$57,145	\$92,551	\$24	100%

**MONTANA STATE LIBRARY
FINANCIAL REPORT
LSTA 16 GRANT AWARD**

**LSTA - TRAINER POSITION
GRANT RUNS - 10/01/15 - 09/30/17**

FISCAL YEAR: 17
REPORT PERIOD: 01/01/17 -03/31/17
YEAR EXPENDED: 75%
PAYROLL EXPENDED: 73%

	Budgeted	Revised Budget	Expended to Date	Year-End Expenditures	Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES	51,570	51,570	31,782	51,556	14	100%
OPERATIONS:						
Contracted Services				0	0	0%
Supplies and Materials	0	0	0	0	0	0%
Communications	180	180	98	98	82	103%
Travel	3,520	3,320	2,563	3,320	0	0%
Rent				0	0	0%
Repair and Maintenance	0	0		0	0	0%
Other Expenses	300	500	463	463	37	103%
TOTAL OPERATIONS	4,000	4,000	3,124	3,881	119	103%
EQUIPMENT:						
Equipment					0	0%
Automation					0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	\$55,570	\$55,570	\$34,906	\$55,437	\$133	100%
TOTALS	\$55,570	\$55,570	\$34,906	\$55,437	\$133	100%
FUNDING:						
LSTA:	55,570	55,570	34,906	55,437	133	100%
TOTALS	55,570	55,570	34,906	55,437	133	100%

**MONTANA STATE LIBRARY
FINANCIAL REPORT
LSTA 16 GRANT AWARD**

LSTA - LifeLongLearning
GRANT RUNS - 10/01/15 - 09/30/17

FISCAL YEAR: 17
REPORT PERIOD: 01/01/17 -03/31/17
YEAR EXPENDED: 50%
PAYROLL EXPENDED: 48%

	Budgeted	Revised Budget	Expended to Date	Year-End Expenditures	Balance Over/Under	Proj. % Expd.
PERSONAL SERVICES	62,100	62,100	40,038	62,023	77	100%
OPERATIONS:						
Contracted Services	1,365	1,365	1,363	1,363	2	0%
Supplies and Materials	1,000	1,102	1,102	1,102	0	100%
Communications	100	110	110	110	0	100%
Travel	2,310	1,158	180	1,158	0	0%
Rent	0	0	0	0	0	0%
Repair and Maintenance	0	0	0	0	0	0%
Other Expenses	225	1,265	1,261	1,261	4	100%
TOTAL OPERATIONS	5,000	5,000	4,016	4,994	6	100%
EQUIPMENT:						
Equipment					0	0%
Automation					0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	\$67,100	\$67,100	\$44,054	\$67,017	\$83	100%
TOTALS	\$67,100	\$67,100	\$44,054	\$67,017	\$83	100%
FUNDING:						
LSTA:	67,100	67,100	44,054	67,017	83	100%
TOTALS	67,100	67,100	44,054	67,017	83	100%

Memo

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

From: Kris Schmitz
Central Services Manager **From:** Jennie Stapp, State Librarian

Date: June 6

Re: Policy Review

Staff continues their work to update Commission policies. At this meeting, staff recommend the repeal of the Nondiscrimination Policy and the Sexual Harassment Procedure.

These policies and procedures are now documented in the agency's Equal Employment Opportunity (EEO) Action Plan as required by the State EEO Policy. The plan has been submitted to the State Human Resources Division at the Department of Administration.

As required by the policy, the Human Resources Division will prepare annual reports that document how well agencies implement the policy. These reports will be shared with the Commission when they are available.

Please let me know if you have any questions.

Montana State Library

EEO Action Plan March 2017

- I. Plan Purpose**
- II. EEO, Nondiscrimination, and Harassment Policy Statement**
- III. Goals and Strategies**
- IV. Utilization Analysis**
- V. EEO Action Plan Distribution**
- VI. Reporting a Complaint**
- VII. Attachments and Links**

EEO, Nondiscrimination, and Harassment Prevention Policy

Reasonable Accommodation and Equal Access Policy

Discrimination Compliant Resolution Form

Utilization Analysis

I. PLAN PURPOSE

This Action Plan documents the steps the Montana State Library (MSL) takes to ensure that the agency does not discriminate in employment or programs or services based upon any protected class outlined in Administrative Rules of Montana (ARM) [2.21.4005](#). The State of Montana's Equal Employment Opportunity (EEO) Policy is the basis of this plan and may be reviewed at <https://montana.policytech.com/?public=true&siteid=1>.

II. EEO, NONDISCRIMINATION, AND HARASSMENT POLICY STATEMENT

MSL provides equal access to employment, programs, services, and activities without regard to race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, pregnancy, childbirth or a medical condition related to pregnancy or childbirth, sexual orientation, gender identity or expression, political beliefs, genetic information, military service or veteran's status, culture, social origin or condition, or ancestry with the exception of special programs established by law. Furthermore, all employees have a right to work in an environment free from all forms of discrimination and harassment, including sexual harassment. Likewise, the agency will not tolerate discrimination or harassment because of a person's marriage to, or association with, individuals in one of the previously mentioned protected classes.

MSL provides reasonable accommodations, upon request, to enable qualified individuals with disabilities to perform the essential functions of their job, to enjoy equal benefits and privileges of employment, and to promote equal opportunity in hiring, unless doing so would create an undue hardship on MSL. Upon request, the agency will also consider reasonable modifications to policies and procedures and will provide effective communication to enable individuals with disabilities to participate in programs, services, or activities provided through MSL, unless doing so would create an undue burden.

MSL does not retaliate or allow, condone, or encourage others to retaliate against any patron, applicant, or current or former employee for opposing unlawful discriminatory practices, filing a discrimination complaint or participating in a discrimination proceeding, including testifying in court.

MSL makes good faith efforts to equalize employment opportunities at all levels of the agency where there is evidence of barriers to employment for those classes of people who have traditionally been denied equal employment opportunity.

Implementation of MSL's equal employment opportunity plan is the responsibility of each manager and supervisor.

The Central Services Administrative Assistant serves as MSL's Equal Opportunity (EO) Officer and American with Disabilities Act (ADA Coordinator). Individuals with questions or complaints may contact this person at (406) 444-3384.



Jennie Stapp, State Librarian

Date

III. GOAL AND STRATEGIES

MSL wishes to have a workforce that reflects the labor force in Montana. To this end, MSL's hiring officials will:

- review their recruitment, selection, and promotion process, as well as the on-the-job treatment of employees, to ensure that all classes receive equal opportunity to secure employment and promotion;
- annually review employment reports provided by the State of Montana to understand better workforce trends and to consider any factors that might contribute to employment barriers
- evaluate opportunities to mitigate any factors within our control that might positively contribute to the agency's equal opportunity workforce.

IV. UTILIZATION ANALYSIS

The State of Montana provides a utilization analysis report (see attachments) that compares MSL's workforce to Montana's labor force using weighted availability. If the workforce in a particular job group is less than the labor force, then the job group will be defined as underutilized.

Underutilization occurs when the percentage of employees in a protected group (such as women or minorities) is less than their labor force availability. The EEO Tabulation serves as the primary external benchmark for analyzing the race, ethnicity, and sex composition of an organization's internal workforce, and the equivalent external labor market, within a specified geography and job category. Montana is used for the relevant labor market in the utilization analysis. If there is a negative number in the field indicates underutilization. If there is no underutilization, a zero will be in the field.

The weighted availability takes into account the proportional relevance of each job code total (employee count), rather than treating each job code total equally. This weighted average is used in calculating the availability (labor force) at the occupational group level and at the EEO category level for females and minorities. For example, when calculating the occupational group availability, a job code with 15 employees will carry more weight than a job code with only two employees for the weighted availability.

V. EEO ACTION PLAN DISTRIBUTION

Each employee will receive a copy of this plan during new employee orientation and a review of the plan will be provided for all employees and the commission every three years. The plan will also be posted to both the Library's intranet page and the Library's external policy page.

VI. REPORTING A COMPLAINT

MSL encourages employees, applicants, clients, and customers who believe they have been discriminated against or harassed to contact agency management or the EO officer/ADA Coordinator, or human resources (HR) staff.

A. Agency Responsibilities

1. Employees and manager who receive a report of alleged discrimination or harassment shall immediately notify the agency EO officer/ADA Coordinator, or HR staff.
2. Upon receiving a complaint, agency management, with guidance from the agency EO officer/ADA Coordinator, or HR staff, shall take appropriate steps to prevent the alleged conduct from continuing, pending completion of the investigation.
3. The agency EO officer/ADA Coordinator, HR staff, or appropriate management representative will promptly initiate an investigation upon receiving a complaint.
4. The investigator shall submit the results of the investigation to the Central Services manager. The factual report shall remain confidential and may not be disseminated, except to persons having a need or right to know, which outweighs the privacy rights of persons involved.
5. Upon completion of the investigation, the appropriate manager shall promptly inform the complainant and accused, in writing, of the outcome of the investigation.
6. Agency management shall take appropriate corrective action if the investigation establishes that an employee has violated the state's EEO, Nondiscrimination, and Harassment Prevention Policy. Agency managers may only inform the complainant that appropriate action has been taken and not the details of any disciplinary action taken.
7. If the investigator finds insufficient evidence to conclude that a policy violation occurred, agency management may inform all parties that no action will be taken, and the complainant's right to file an external complaint.
8. Neither agency management nor any employee will retaliate against any employee for filing a complaint or for participating in any way in a complaint procedure.

B. Other Complaint Filing Options:

An applicant, client, customer, or employee may concurrently file a complaint of unlawful discrimination with:

1. the Human Rights Bureau, 33 S. Last Chance Gulch, Suite 2, P.O. Box 1728, Helena, MT 59624-1728, (406) 444-4356, (800) 542-0807, Montana Relay Service 711, or
2. the United States Equal Employment Opportunity Commission (EEOC) Seattle Field Office, 909 First Avenue, Suite 400, Seattle, WA 98104-1061, (800) 669-4000, TTY (800)-669-6820, ASL Video (844) 234-5122. The complaint must be filed either:
 - a. within 180 days of the alleged incident; or
 - b. if the employee initiates action to resolve the alleged discrimination in accordance with this procedure or contract grievance procedure, within 300 days of the alleged incident.
3. Service members and veterans who believe they have been discriminated against in employment based on military service or veteran status may contact:
 - a. the Employer Support of the Guard and Reserve at (800) 336-4590; or
 - b. the Veterans' Employment and Training Service (VETS) at (866) 487-2365.

Service members and veterans may submit a formal, online complaint with VETS at <http://webapps.dol.gov/elaws/vets/userra/1010.asp>.

VII. ATTACHMENTS AND LINKS

A. Policies

Both the state 'EEO, Nondiscrimination and Harassment' and 'Reasonable Accommodations and Equal Access' policies can be found at <https://montana.policytech.com/?public=true&siteid=1>.

B. Discrimination Compliant Resolution Form

The discrimination complaint resolution form can be found at <http://hr.mt.gov/newresources>.

C. Utilization Analysis

The current utilization analysis is an attachment to this document and may be found at the same website locations.

**State of Montana – State EEO Program
Utilization Analysis**

**See KEY on last page of report

Workforce

Labor Force**

State Employees

Montana

Total # Female % Female # AI/AN # Other Minorities % All Minorities

SOC Match % Female % AI/AN % Other Minorities % All Minorities

Department: 515 Montana State Library

Run Date: 01/10/2017

EEO Category: 1 Official and Administrators

Function Group: 111 Top Executives

Job Code Job Code Title

111218	Operations Manager	1	1	100.00%	0	0	0.00%	11-1021	25.84%	2.87%	3.55%	6.42%
Total for Group: 111		1	1	100.00%	0	0	0.00%	Weighted Availability	25.84%			6.42%

Underutilization 0 0

Function Group: 113 Operations Specialties Mgrs

Job Code Job Code Title

113117	Administrative Services Mgr	1	1	100.00%	0	0	0.00%	11-3011	27.38%	4.76%	7.14%	11.90%
113217	Computer Information Sys Mgr	2	0	0.00%	0	0	0.00%	11-3021	32.37%	1.45%	2.80%	4.25%
Total for Group: 113		3	1	33.33%	0	0	0.00%	Weighted Availability	30.71%			6.80%

Underutilization 0 0

Total for EEO Category : 1 Official and Administrators

4	2	50.00%	0	0	0.00%	Weighted Availability	29.49%				6.71%
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Underutilization 0 0

**State of Montana – State EEO Program
Utilization Analysis**

**See KEY on last page of report

Workforce

Labor Force**

State Employees

Montana

Total	# Female	% Female	# AI/AN	# Other Minorities	% All Minorities	SOC Match	% Female	% AI/AN	% Other Minorities	% All Minorities
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EEO Category: 2 Professionals

Function Group: 131 Business Operations

Job Code Job Code Title

131756	Training Development Spc	1	1	100.00%	0	0	0.00%	13-1151	48.28%	1.38%	5.17%	6.55%
131816	Management Analyst	2	2	100.00%	0	0	0.00%	13-1111	29.75%	1.17%	0.00%	1.17%
Total for Group: 131		3	3	100.00%	0	0	0.00%					

Weighted Availability **35.93%** **2.96%**

Underutilization **0** **0**

Function Group: 151 Computer Occupations

Job Code Job Code Title

151216	Computer Programmer	13	5	38.46%	0	0	0.00%	15-1131	17.93%	0.00%	8.70%	8.70%
151336	Software Developer Application	2	2	100.00%	0	0	0.00%	15-1132	27.83%	1.42%	5.66%	7.08%
151516	Computer Systems Analyst	2	1	50.00%	0	0	0.00%	15-1121	51.77%	2.13%	4.26%	6.38%
151615	Database Administrator	2	2	100.00%	0	0	0.00%	15-1141	53.62%	2.90%	8.70%	11.59%
151616	Database Administrator	3	0	0.00%	0	0	0.00%	15-1141	53.62%	2.90%	8.70%	11.59%
151816	Network Systems Analyst	3	1	33.33%	0	0	0.00%	15-1143	8.33%	0.00%	8.33%	8.33%
Total for Group: 151		25	11	44.00%	0	0	0.00%					

Weighted Availability **27.42%** **8.92%**

Underutilization **0** **-2**

Function Group: 254 Librarians Curators

Job Code Job Code Title

254216	Librarian	9	8	88.89%	0	1	11.11%	25-4021	86.29%	1.29%	0.00%	1.29%
Total for Group: 254		9	8	88.89%	0	1	11.11%					

Weighted Availability **86.29%** **1.29%**

Underutilization **0** **0**

**State of Montana – State EEO Program
Utilization Analysis**

**See KEY on last page of report

Workforce								Labor Force**				
State Employees								Montana				
Total	# Female	% Female	# AI/AN	# Other Minorities	% All Minorities	SOC Match	% Female	% AI/AN	% Other Minorities	% All Minorities		
Function Group: 259 Other Education												
<u>Job Code</u>	<u>Job Code Title</u>											
250917	Education Library Sup/Mgr	1	1	100.00%	0	0	0.00%	25-9099	59.70%	22.39%	1.19%	23.58%
Total for Group: 259		1	1	100.00%	0	0	0.00%	Weighted Availability	59.70%			23.58%
								Underutilization	0			0
Function Group: 273 Media Communication												
<u>Job Code</u>	<u>Job Code Title</u>											
273316	Public Relations Specialist	2	2	100.00%	0	0	0.00%	27-3031	46.81%	8.51%	8.51%	17.02%
Total for Group: 273		2	2	100.00%	0	0	0.00%	Weighted Availability	46.81%			17.02%
								Underutilization	0			0
Total for EEO Category : 2 Professionals		40	25	62.50%	0	1	2.50%	Weighted Availability	43.08%			7.53%
								Underutilization	0			-2

**State of Montana – State EEO Program
Utilization Analysis**

**See KEY on last page of report

Workforce

Labor Force**

State Employees

Montana

Total # Female % Female # AI/AN # Other Minorities % All Minorities

SOC Match % Female % AI/AN % Other Minorities % All Minorities

EEO Category: 3 Technicians

Function Group: 151 Computer Occupations

Job Code	Job Code Title	Total	# Female	% Female	# AI/AN	# Other Minorities	% All Minorities	SOC Match	% Female	% AI/AN	% Other Minorities	% All Minorities
151414	Computer User Support Technici	2	2	100.00%	0	0	0.00%	15-1150	32.71%	1.87%	0.00%	1.87%
151914	Data Control Tech	1	1	100.00%	0	0	0.00%	15-1199	30.06%	0.49%	2.94%	3.44%
Total for Group: 151		3	3	100.00%	0	0	0.00%	Weighted Availability	31.83%			2.39%
								Underutilization	0			0

Function Group: 254 Librarians Curators

Job Code	Job Code Title	Total	# Female	% Female	# AI/AN	# Other Minorities	% All Minorities	SOC Match	% Female	% AI/AN	% Other Minorities	% All Minorities
254313	Library Technician	6	4	66.67%	0	0	0.00%	25-4031	92.86%	14.29%	0.00%	14.29%
Total for Group: 254		6	4	66.67%	0	0	0.00%	Weighted Availability	92.86%			14.29%
								Underutilization	-2			-1

Function Group: 433 Financial Clerks

Job Code	Job Code Title	Total	# Female	% Female	# AI/AN	# Other Minorities	% All Minorities	SOC Match	% Female	% AI/AN	% Other Minorities	% All Minorities
433313	Accounting Technician	2	2	100.00%	0	0	0.00%	43-3031	93.22%	3.59%	2.02%	5.61%
Total for Group: 433		2	2	100.00%	0	0	0.00%	Weighted Availability	93.22%			5.61%
								Underutilization	0			0

Function Group: 436 Secretaries Admin Support

Job Code	Job Code Title	Total	# Female	% Female	# AI/AN	# Other Minorities	% All Minorities	SOC Match	% Female	% AI/AN	% Other Minorities	% All Minorities
436114	Administrative Assistant	1	1	100.00%	0	0	0.00%	43-6010	97.11%	6.44%	2.18%	8.63%
Total for Group: 436		1	1	100.00%	0	0	0.00%	Weighted Availability	97.11%			8.63%
								Underutilization	0			0

**State of Montana – State EEO Program
Utilization Analysis**

**See KEY on last page of report

Workforce

Labor Force**

State Employees

Montana

Total # Female % Female # AI/AN # Other Minorities % All Minorities

SOC Match % Female % AI/AN % Other Minorities % All Minorities

Total for EEO Category : 3 Technicians

12 10 83.33% 0 0 0.00%

Weighted Availability 78.01% 9.40%

Underutilization 0 -1

**State of Montana – State EEO Program
Utilization Analysis**

**See KEY on last page of report

Workforce

Labor Force**

State Employees

Montana

Total	# Female	% Female	# AI/AN	# Other Minorities	% All Minorities	SOC Match	% Female	% AI/AN	% Other Minorities	% All Minorities
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EEO Category: 6 Office/Clerical

Function Group: 431 Supv Office Admin Support

Job Code Job Code Title

431214	Administrative Support Sup	1	1	100.00%	0	0	0.00%	43-1011	73.29%	3.61%	2.48%	6.09%
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Total for Group: 431		1	1	100.00%	0	0	0.00%	Weighted Availability	73.29%			6.09%
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Underutilization	0	0
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Total for EEO Category : 6 Office/Clerical		1	1	100.00%	0	0	0.00%	Weighted Availability	73.29%			6.09%
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Underutilization	0	0
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Total for Agency: 515 Montana State Library		57	38	66.67%	0	1	1.75%	Weighted Availability	50.01%			7.84%
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Underutilization	0	-3
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**State of Montana – State EEO Program
Utilization Analysis**

**See KEY on last page of report

Workforce

Labor Force**

State Employees						Montana				
Total	# Female	% Female	# AI/AN	# Other Minorities	% All Minorities	SOC Match	% Female	% AI/AN	% Other Minorities	% All Minorities

KEY

AI/AN –Employees identified as American Indian or Alaskan Native or any combination of American Indian or Alaskan Native and another race/ethnicity.

Other Minorities –Employees identified as Hispanic or Latino, Black or African American, Native Hawaiian or Other Pacific Islander, Asian, or any combination of an Other Minority and another non-AI/AN race/ethnicity.

All Minorities - Total of AI/AN and Other Minorities.

WEIGHTED AVAILABILITY - Weighted availability takes into account the proportional relevance of each job code total (employee count), rather than treating each job code total equally. This weighted average is used to calculate the labor force availability at the function group level and EEO category level for women and minorities. For example, when calculating the function group availability, a job code with 15 employees will carry more weight than a job code with only 2 employees for the weighted availability.

UNDERUTILIZATION - Underutilization occurs when the percentage of female and minority employees is less than their labor force availability. Underutilization is calculated for employees within each job group. EEO officers should use underutilization data, along with other relevant workforce data, to develop strategies, goals, and objectives aimed at increasing the future representation of minorities and women in occupations showing an underutilization. A negative number (e.g., -2) in the field indicates underutilization. A zero in the field indicates no underutilization.

****The utilization analysis report extracts labor force data from the US Census Bureau's American Community Survey (ACS). The Census Bureau surveys a *sample* of the population and produces an ACS five-year estimate. As an estimate, the ACS is subject to a margin of error greater than if the entire population were surveyed (such as in a Census). This report reflects Montana labor force data, including race and gender, from the last 2010 ACS 5-year estimate and encompasses data from 2006 – 2010.**

Montana State Library Commission Policy

Nondiscrimination

It is the policy of the Montana State Library Commission to provide equal employment opportunity (EEO) and the services of the agency to all persons regardless of race, color, religion, creed, sex, sexual orientation, national origin, age, mental or physical disability, marital status, or political beliefs with the exception of special programs established by law and implements and maintains an effective equal employment opportunity program.

The Library is an equal employment opportunity and prohibits discrimination in hiring, firing, promotions, compensation, job assignments and other terms, conditions, or privileges of employees.

PROCEDURE

Any employee or applicant for employment or agency client who believes he or she has been subjected to discrimination based upon any of these factors may follow the "Complaint Resolution Procedure" attached to this policy.

PREEMPLOYMENT INQUIRES

Except as may be required by the reasonable demands of a position, compliance with an affirmative action plan, or government reporting or record-keeping requirements, the State Library may not gather information concerning race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, sexual orientation or political beliefs prior to employment. The employer may obtain information required for tracking demographic information after employment.

The State Library requires pre-employment medical examinations only as necessary to determine ability to perform the physical duties of a particular position. Any pre-employment medical examination must be job-related. A conditional offer of employment must be made before a pre-employment medical examination can be conducted.

- a. Results of examinations are to be kept in separate files, which are treated as confidential, except that supervisors and managers may be informed regarding necessary restrictions and accommodations, and safety personnel may be informed if a disability might require emergency treatment.
- b. Examination results may not be used to refuse employment or make a distinction in employment unless a reasonable medical evaluation establishes inability of the particular applicant to safely and efficiently perform the duties of the position with reasonable accommodation, if necessary.

SEXUAL HARASSMENT

Sexual harassment of employees by any other persons is prohibited. The State Library shall:

- a. Provide employees with a work environment free of sexual harassment;
- b. Communicate the sexual harassment prevention policy and reporting procedures to employees and supervisors;
- c. Recognize the unique nature of complaints of sexual harassment;
- d. Encourage early reporting by employees; and
- e. Resolve complaints promptly, confidentially, and at the lowest management level possible.

Sexual harassment includes unwelcome verbal or physical conduct of a sexual nature when:

- a. Submission to the conduct is implicitly or explicitly made a term or condition of employment;

- b. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual; or
- c. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment also includes harassment directed toward a person because of gender, a pattern of sexual favoritism, or harassment because of a person's sexual orientation.

Examples of prohibited sexual harassment include, but are not limited to:

- a. Propositions or pressure to engage in sexual activity;
- b. Repeated intentional body contact;
- c. Repeated sexual jokes, innuendoes, or comments;
- d. Constant staring or leering;
- e. Inappropriate comments concerning appearance;
- f. Display of magazines, books, pictures, or electronic documents with a sexual connotation;
- g. A pattern of hiring or promoting sex partners over more qualified persons; or
- h. Any harassing behavior, whether or not sexual in nature, directed toward a person because of the person's gender or sexual orientation.

Employees in supervisory positions are required to immediately report any suspected sexual harassment.

OTHER HARASSMENT

Examples of other prohibited harassment include, but are not limited to coercion of employees or others in the participation or non-participation in religious activities; or ethnic slurs, repeated jokes, innuendoes, or other verbal or physical conduct because of a person's nationality, race, color, age, physical or mental disability, marital status, religion, creed, sexual orientation or political beliefs if these actions create an intimidating, hostile or offensive working environment.

RETALIATION

State Library employees and Commission members may not retaliate or allow, condone, or encourage others to retaliate against any applicant, or current or former employee for opposing unlawful discriminatory practices, filing a discrimination complaint and/or testifying or participating in any other manner in a discrimination proceeding.

DESIGNATED OFFICER

The designated EEO and the ADA coordinator officer for the State Library is the Administrative Assistant (position #00003). This person is responsible for coordinating the department's EEO/ADA program and for resolving

COMPLAINT RESOLUTION PROCEDURE

The State Library is committed to resolving complaints of discrimination in a fair and timely manner. The complaint resolution procedure is a dispute resolution process used when an applicant, client, customer, or employee alleges that discrimination has taken place. Management must investigate when reports are received. Complaints concerning disability discrimination are submitted to the agency Americans with Disabilities Act (ADA) Coordinator. All other complaints are submitted to the agency Equal Employment Opportunity (EEO) Officer. This complaint resolution procedure may not cover members of a collective bargaining unit unless it is stipulated in the bargaining agreement.

Complainant's Responsibility:

Any applicant, client, customer, or employee who believes he or she or another person has been subjected to a discrimination of the equal employment opportunity policy is encouraged to report the incident(s) or action(s) to management as soon as possible after the alleged discrimination occurs. Early reporting is encouraged, because management's ability to investigate and act on reports diminishes with time.

Management's Responsibility

- (1) Any supervisor who receives a report of an alleged discrimination shall immediately notify the agency EEO Officer or ADA Coordinator.
- (2) Upon receipt of a report alleging discrimination, including sexual harassment, the agency shall take all appropriate steps to prevent the alleged conduct from continuing pending completion of the investigation. The agency will determine the steps to be taken by balancing the rights of the alleged victim, including the severity of the alleged conduct, and the rights of the alleged harasser.
- (3) The EEO Officer or ADA Coordinator shall initiate an investigation or select another appropriate management representative to initiate the investigation no later than 10 working days after receiving notice of the alleged discrimination. The investigation shall include verification of the report, a recommended course of action, and written documentation of the investigation. The investigator shall submit the results of the investigation to department or agency personnel officer. The factual report shall remain confidential and may not be disseminated except to persons having a need or right to know which outweighs the privacy rights of the persons involved.
- (4) Within 5 working days of receiving the investigator's factual report, the agency will, in writing, inform the complainant, any employees directly involved, their immediate supervisors, and the EEO Officer or ADA Coordinator of the results of the investigation and the agency's decision.
- (5) If the investigation establishes that there is insufficient evidence to find that illegal discrimination occurred, the agency will inform all parties involved that no action will be taken. If the investigation establishes that discrimination occurred, the agency will take appropriate action, including, but not limited to, disciplinary measures pursuant to the agency's disciplinary policy, which may include termination. The agency will, in writing, inform the complainant only that an action was taken, not the details of the action.
- (6) Neither the agency management nor any employee will retaliate against any employee for filing a discrimination complaint or for participating in any way in a complaint procedure.

OTHER COMPLAINT FILING OPTION (1) An applicant, client, customer, or employee may concurrently file a complaint of unlawful discrimination with the Human Rights Bureau (PO Box 1728, Helena, MT 59624-1728, phone 1-800-542-0807.) The complaint must be filed either:

- (a) within 180 days of the alleged incident; or
- (b) if the employee initiates action to resolve the alleged discrimination in accordance with this procedure or contract grievance procedure, within 300 days of the alleged incident.

The designated EEO and the ADA coordinator officer for the State Library is the Administrative Assistant (position #00003). This person is responsible for coordinating the department's EEO/ADA program and for resolving applicant/employee EEO or ADA complaints. The phone number is (406) 444-3384. The

IMPLEMENTATION OF THIS DEPARTMENT'S AFFIRMATIVE ACTION PROGRAM IS THE RESPONSIBILITY OF EACH MANAGER AND SUPERVISOR.

Montana State Library Commission

Procedure for Reporting and Resolving Sexual Harassment Complaints

Any employee or applicant who believes that he or she has been the subject of sexual harassment should report the alleged act immediately to the appropriate supervisor. Supervisors should make every effort to insure that complaints of sexual harassment are resolved promptly and effectively and notify the State Librarian of the alleged act.

If the employee is not satisfied with the action taken by the supervisor, the supervisor should advise the employee to bring the complaint to the Montana State Library EEO Officer. The complaint will be investigated by the EEO Officer and the employee will be advised of the findings and conclusion. A copy of the report will be given to the appropriate supervisor and the State Librarian.

All actions taken to resolve complaints of sexual harassment through internal investigation shall be conducted confidentially.

Any employee who is found after appropriate investigation to have engaged in sexual harassment of another employee or applicant for employment will be subject to appropriate disciplinary action, up to and including discharge.

Memo

To: Montana State Library Commission

From: Jennie Stapp

Date: June 1, 2017

Re: Budget Reduction Planning for House Bill 2 and Senate Bill 261

The following document provides an overview of the draft plans that the Montana State Library Commission is considering to address budget reductions contained in House Bill 2 (HB 2) and Senate Bill 261 (SB 261). If revenue triggers in SB 261 are met, budget cuts will total \$990,691.

At the December 2016 Commission meeting, the Commission approved a plan to address the 5% operational reductions included in the Governor's budget through a combination of fund transfers using Coal Severance Tax monies and reductions to operational expenditures including the Heritage Contract and our information technology and supply budgets.

In addition to the 4% vacancy savings proposed by the Governor, HB 2 includes an additional 2% vacancy savings approved by the Legislature. A 6% vacancy savings creates a significant hardship for MSL. We can typically meet a 4% vacancy savings but a 6% vacancy savings is equal to the loss of up to two positions.

Faced with the likely reality of the dramatic loss of funds from SB 261 on top of significant cuts in HB 2, short-term budget reductions are no longer a viable solution. Instead, we propose two plans. The first plan to address House Bill 2 cuts, though difficult in the short term, are fiscally responsible and will result in positive changes for patrons in the future. The second plan is a series of cuts that are necessary to address the budget cuts.

Plan for addressing House Bill 2 cuts

MSL proposes to merge the Talking Book Library into the Digital Library and move public access to the library upstairs, and closing the reading room downstairs. This proposal will save approximately \$100,000 in fixed costs for rent and results in the loss of four staff. Total estimated savings from this proposal is \$334,644.

Plan for addressing Senate Bill 261 cuts

MSL proposes to reduce funding for the Montana Natural Heritage Program contract by 25% and to cut our General Fund resource-sharing budget by 50%. The resource-sharing cuts would be backfilled with Coal Severance Tax monies to prevent the shift of these costs to Montana libraries that are already facing their own budget cuts. Deeper cuts would also mean the loss of eight additional positions. In total, MSL stands to lose 12 positions and 10 current staff. Total estimated savings from this proposal is \$1,005,551.

As we think about how these cuts will affect how we meet our mission to serve Montanans, we want to ensure that the staff and programs that remain have the resources they need to do their jobs well. Funding for operational and outreach services are necessary components of excellent library services.

We want to see a bright future for the State Library and that means positioning our programs in such a way that we can build on our successes to come.

Details regarding the proposals

Significant positive opportunities become known when we think about how to merge TBL into the Digital Library. We believe that the organizational structure of the Digital Library makes sense, and that it will make sense for TBL.

- Many of the functions of TBL and the Digital Library are very similar including:
 - patron engagement
 - collection management, including for TBL a growing digital collection,
 - interlibrary loan
 - use of an integrated library system
- Future goals to consider for a merged program include:
 - Improved training for all MSL staff on working with patrons with special needs
 - Adding TBL patrons and the collection to the Montana Shared Catalog
 - Broadening access for TBL patrons to the wide scope of the Digital Library collections
 - Better ensuring that Digital Library collections are accessible

The plan to reduce the amount of space for walk-in access is also fiscally responsible and focuses our resources where they are most used, in the digital world.

- Well over 95% of the MSL collection is freely available online and digital collections continue to grow as we explore ebooks, digital download for TBL patrons, online map collections, the digital federal document collection and more.
- Items in our print collection circulated less than 200 times in FY 16 and yet users access our digital resources millions of times a year
- Fewer than ten people use the reading room on any given day and their use rarely focuses on the MSL collections
- We pay over \$10/square foot for space. Our reading room is approximately 10,000 sq ft
- By closing the reading room, we can make up more than 10% of the needed cost reduction in rent savings

We believe it is still important to offer meeting and training space. We will plan to move remaining staff upstairs and we will convert staff space into a conference room and storage areas. There is a small amount of public access space in TBL where they share assistive technology. This space will become more widely used for public access.

Additional benefits from this proposal are:

- As we saw when we reorganized the Digital Library, closer integration of TBL and Digital Library staff, and our collections, should lead to better services for disabled state government employees and for current/future TBL patrons who would like to access state resources.
- Few staff know that we have the ability to make use of volunteers outside of TBL and we think by moving the Volunteer Coordinator under Central Services we can grow our use of volunteers.
- Staff have asked for sound booths for online meetings and for recording webinars. It will be cost efficient and effective to use the recording booths for this purpose.

These two proposals truly create positive opportunity for the future. We will continue to support statutory programs, including the State Publications Depository Program, the Natural Resource Information System (NRIS), which includes the Montana Natural Heritage Program (MTNHP), the Water Information System, and the Montana Land Information Act, albeit with substantially limited capacity.

What do these cuts mean for us?

If we are forced to make deeper cuts, practically speaking, implementing these reductions means that we will have fewer staff to do the work of the State Library.

- We will have far fewer staff to manage and provide access to data. Fewer staff means that fewer statewide GIS data layers will be actively maintained and updates to these data layers will happen less frequently. We will continue work with the NRIS Advisory Committee and the Land Information Advisory Council to prioritize our work.

- We will no longer have a dedicated programmer which may make us more reliant on off the shelf solutions that we will have less ability to customize to meet our users needs.
- We will have just two remaining IT staff to support desktop, network, database, website, and server platform administration.
- We will lose our State Data Coordinator which means that the staff of the Statewide Library Resources Division will have to take on those additional duties with no additional resources.
- We will not be able to refill our Marketing and Communications position despite identifying it as a critical area of focus in our strategic framework.
- We will lose a significant amount of institutional memory with the loss of longtime staff.
- Longstanding relationships with patrons and key partners will have to be rebuilt.
- These reductions mean a dramatic loss of funding and buying power for the Heritage Program putting more pressure on staff to raise outside monies
- While we have the ability to backfill the loss of resource sharing monies this year, there is no guarantee that this will be the case in future years.

The cuts appear to be deeper than necessary because the budget savings estimates are for a full year and, given the timing of the cuts, the full estimated savings will not be realized. There are also costs associated with implementing the plans including costs to vacate the reading room and staff buy-outs.

In the future

Legally, the FTE we will lose remain "on the books." Only the Legislature can take them away. Whether or not we are appropriated personal services funds to fill them again will depend largely on direction from the Governor as we begin the next budget planning process and, ultimately, on action from the Legislature during the 2019 session. While we retain the FTE, through this planning process we have identified job roles that we would do without, so even if we are able to recover funding for positions, in many cases we will likely not fill the same roles. Instead, we will use the next 8-12 months to evaluate the outcome of the changes so we can determine what works and what does not and where we may benefit most from additional funding.

Memo

To: Montana State Library Commission

From: Jennie Stapp, State Librarian

Date: June 6, 2017

Re: Budget Reduction Plan Public Comments

Commission materials include written public comments. Comments will continue to be added to meeting materials as they are received up to June 14.

Additionally, a recording of the public comment meeting is available online for review: <https://vimeo.com/220641579>.

June 4, 2017

Bruce Newell,

Chair, Montana State Library Commission

Chairman Newell,

These are my public comments related to the Montana State Library's draft plans for reducing budget expenditures related to recent HB2 and SB261 mandates. I will not be able to attend the June 6th meeting however I expect these will be presented to the Commission at that time. I am available for a more detailed discussion of these points with you if you think that would be helpful. Thank you for the opportunity to comment.

1. From a budget perspective cutting four of the Digital Library's GIS Analysts appears unwarranted. The FY2018 MLIA funds of \$570,000 flowing to MSL, based on the budget in the FY2018 Land Plan for Montana Spatial Data Infrastructure (MSDI) stewardship and State GIS Coordination, are not impacted by vacancy savings, cuts to HB2 or the triggers mandated by SB261. However GIS analyst staffing is being reduced by 40%, from 10 to 6. It is very difficult to tell from the power point provided, and I could be misinterpreting the budget, however this appears to be some sort of budget game where the Digital Library is cutting \$91,884 of available MLIA funds so the overall reductions in the Digital Library budget required by SB261 triggers are met. Maybe it is just me but "giving back" that amount to the MLIA account, potentially compromising the maintenance of the most used MSDI Flagship Cadastral Database, and scheduling Mr. Keith Blount for a reduction in force, seems more than a little odd.
 - a. I am aware of at least portions of the justification for Mr. Blount's RIF status and I can say with assuredness that MSL management does not understand the nature of the entirety of the "cadastral database" or of the institutional knowledge that Mr. Blount possesses. The current justification was so contrived it was obvious management was trying to cover their decision rather than analyze and **quantify** knowledge, skills and abilities of the entire staff. The cadastral database has 4 major components, geodetic control, ownership parcels, administrative boundaries (all MSDI themes) as well as the Public Land Survey System/CadNSDI and from a usage standpoint is the poster child of the MSDI databases. It also has other minor components such as public lands, conservation easements and managed areas that will be impacted if Mr. Blount is laid off. I can say without hesitation, with over 20 years of managing a production GIS program, that Mr. Blount has more GIS expertise than any of the staff being retained. From an information service perspective Mr. Blount provides more actual outreach to federal, state, and local cadastral providers, as well as answering general patron cadastral requests, than any of the other staff. This layoff has the distinct odor of age discrimination.
2. The NRIS program, from a GIS perspective is essentially dead with the loss of all three GIS analysts. This brings up additional financial questions that are not answered in the power point. For example, what is the funding for the NRIS GIS staff being repurposed for? What exactly is the NRIS program today? Has there been any consultation with the partner agencies through the NRIS Advisory Council. It does not appear that MSL, based on the NAC website, has had any active interaction with the NAC since 2012. Should those funds be returned to the partner agencies? And if the retained GIS Analyst staff are asked to perform NRIS related functions, should the MLIA portion of their funding be reduced?
3. MLIA funds were budgeted in the FY18 Land Information Plan to fund 6 GIS positions, a State GIS Coordinator and 5 GIS Analysts who were to be working exclusively on the Montana Spatial Data Infrastructure. With the announcement that Mr. Blount, steward of the Cadastral database, is to be laid off what is to become of the afore-mentioned \$91,884? Will it be made available so another agency or private sector firm who might augment cadastral stewardship? It should also be noted that the Montana Land Information Advisory Council should have ample time to inquire as to what MSDI theme work may be compromised and whether alternative allocation of portions of MLIA funding is warranted. I

am not aware as to whether the MLIAC has been informed of this draft plan although it is my assumption that they have not.

4. Having formerly been the State GIS Coordinator for more than 15 years, along with managing a staff of 9 GIS analysts at the point of my retirement from MSL, I can say with great assuredness that the GIS coordination that is required to support both the MLIA act and the MLIAC requires no more than 30 % of an FTE. The rest of my time was spent managing staff and budget, and providing the vision and project management for MSDI related projects. These are no longer functions that the State Coordinator is tasked with. Attempting to actually coordinate with federal agencies has become extremely difficult, state agencies do what they wish, and local governments and tribal nations require more technical advice from subject matter experts than any sort of coordination. MSL has no authority to actually tell any of these potential partners what to do. Assuming the layoffs take place as detailed, hopefully the State GIS Coordinator can pick up some of the MSDI data slack that will result from the loss of 4 GIS staff.
5. Assuming this transpires as planned, the Digital Library should employ some sort of triage scenario to prioritize what can be done. It doesn't require my 28 years of GIS experience for the Library Commission to realize that not everything that has been done in the past can be done in the future. In fact the Commission recommends that MSL "Ensure what we will continue to do, we will do well". Not all the MSDI themes currently stewarded by MSL and the Heritage Program, can be maintained (Transportation and Geographic Names being prime examples but probably Landcover and Wetlands as well). The best possible move for management to make, is to pick 2 or 3 things that can be done well, perhaps the Water Information System, Cadastral and Addresses, and provide patrons current data that is of better quality than is available elsewhere. The Digital Library needs to be honest with patrons, the MLIAC, and the NRIS partner agencies even if that results in additional funding losses. I have heard rumors that management is not planning this type of prioritization, saying that maintenance and enhancement may just be done slower, or less frequently. The Digital Library, from a GIS perspective, might as well put a gun to its head if this is the approach.

The GIS functions of the Digital Library are on a precipice, and a death spiral scenario is perfectly foreseeable if data quality is compromised. Patrons will simply find other sources of data, the Digital Library will become increasingly irrelevant and the spiral of decline will accelerate. Loss of all but minimal internal Library GIS capability within four years is a perfectly plausible scenario. Even retained staff will jump from what will be seen as a sinking ship and staff morale at this point is low already. When the Base Map Service Center was transferred from the DOA to MSL, MSL was handed a Mercedes (albeit with some monthly payment problems). Well the Mercedes is up on blocks now, perhaps never to return to the road, but possibly a serviceable Subaru can be salvaged with proper management. These positions are not coming back and it is clear that the Digital Library is not exactly well positioned politically to recover. Some immediate decisions on what can continue to be done well, and what needs to be jettisoned, is paramount to even keeping the Subaru running.

Respectfully,

Stewart Kirkpatrick
Principal, Locafocus LLC
stewart@locafocus.com (406-459-0031)

From: Maxell, Bryce
Sent: Monday, June 05, 2017 2:33 PM
To: Stapp, Jennie; Hammer, Evan
Subject: FW: Funding for State LIbrary data - user fee

FYI.

Bryce A. Maxell
Program Coordinator
Montana Natural Heritage Program <http://mtnhp.org>
P.O. Box 201800, 1515 East Sixth Ave., Helena, MT 59620-1800
(406) 444-3989 (office) | (406) 461-1279 (cell) | (406) 444-0266 (fax)
bmaxell@mt.gov

From: John Beaver [mailto:JBeaver@westech-env.com]
Sent: Monday, June 05, 2017 2:28 PM
To: Maxell, Bryce <BMaxell@mt.gov>
Subject: FW: Funding for State LIbrary data - user fee

Below is what I sent the commissioners.

John Beaver
WESTECH Environmental Services, Inc.
P.O. Box 6045 | Helena, MT | 59604
Office 406.442.0950 | Cell 406.459.4150
WESTECH-ENV.COM

From: John Beaver
Sent: Monday, June 5, 2017 2:27 PM
To: 'kenning.arlitsch@montana.edu'; 'elsie.arntzen@mt.gov';
'ceissngr@midrivers.com';
'annekish@gmail.com'; 'alafromboise@bfcc.edu';
'bruce.newell@gmail.com';
'kwall@geodataservicesinc.com'
Subject: Funding for State LIbrary data - user fee

Commissioners:

I am writing to express my support for the on-line data that are available from the Montana State Library. My small business relies on on-line data from a variety of sources across the United States. My staff and I have always been impressed, amazed really, at the quality of the data at the Montana State Library both in terms of quantity, quality, and digital organization. Truly Montana's data sets are superior to any other states, including large states such and California and Washington.

It would not be an exaggeration to say that Montana State Library data save large infrastructure and

energy projects hundreds of thousands of dollars in high-level analysis because there is no need for on-the-ground data collection.

Although I philosophically appreciate free, public information, I think it is entirely appropriate for large-scale projects to pay for data. My company doesn't blink an eye at a \$100-500 fee in other states. I think a scaled fee for the size of the project is an option if small, private landowners cannot afford a fee. Perhaps data are free for projects under 100 acres - a size that would probably cover many citizen-level requests. On the other end, perhaps any request over 1,000 acres is charged a \$250 fee.

Clearly, the public is paying for these data through tax dollars funneled through agencies. However, private corporations are often not paying for the data in any fashion. To have well-organized, comprehensive data in a single data package is worth a lot more than \$250 to any project where hourly rates for GIS analysts and engineers are usually well over \$100 per hour.

The Montana datasets are cumulatively worth millions of dollars to projects each year. Those data need to be managed and updated. It would be a colossal disappointment if the quality of Montana's data decreased because the Governor or legislature did not allocate enough funding simply because they misunderstand the utility of those data to industry and the Montana economy. If a fee is required to access the data, that money is well spent.

Sincerely,

John Beaver
WESTECH Environmental Services, Inc.
P.O. Box 6045 | Helena, MT | 59604
Office 406.442.0950 | Cell 406.459.4150
WESTECH-ENV.COM

From: Bruce Newell <bruce.newell@gmail.com>
Sent: Tuesday, June 06, 2017 9:44 AM
To: Stapp, Jennie
Subject: Letter from Kris Larson

[I had to cut and paste it into this format, because for some reason it was rejected by the state's email server as being too big. Kris sent it as a pdf. A 15 MB pdf. I am surprised.]

DATE: June 6, 2017

TO: Montana State Library Commission

FROM: Kris Larson
560 Sparta Street
Helena, MT 59601
k.larson@Q.com, 406-459-3437

RE: Montana State Library Budget Cuts

It is with a heavy heart that I received an email yesterday morning describing the Proposed Budget Cuts to the Montana State Library and learned of your meeting today.

My initial reaction was that we are not only going to lose the institutional memory at MSL, but that the years of GIS/technical skills that are being let go will never be able to be replaced by someone with less experience. If money is found or comes back in a few years, this history/experience will already be gone.

I am asking -no, I am begging -you to think outside the box. Brainstorm! Be wildly creative! In my brief opportunity to talk to others, someone suggested trying to get partial funding for MSL from a variety of State agencies. All State agencies use the services of the Montana State Library.

Another thought I had this morning was a public/private partnership. For example, right now in Helena - and in many of our larger towns - the real estate market is booming. Houses regularly stay on the market for less than a week and sell for significantly more than the asking price. Why not work with the realtors that use the Cadastral data on a daily basis to partially fund the program?

A friend noted that it would be very beneficial if you/MSL announced the positions or MSDI themes that will be affected as soon as possible. It would help us when considering public/private partnerships and other ideas. It would be especially helpful if you opt to approach other State agencies, because the new

fiscal year begins July 1 and agencies can still alter the budget.

I've had less than 24 hours to digest this shocking news and I am only writing as a concerned citizen with a plateful of other obligations and commitments. I'm sure that in your position, you will have much more time to put careful thought into this and you will certainly have many more creative ideas.

My contact information is above. Please don't hesitate to contact me if you would like to discuss this or if I can help in any way.

If you do value public input, consider announcing commission meetings as widely as possible. I realize that this is phenomenally challenging in these times. For example, I don't subscribe to the newspaper or use social media. I get all of my local news from the radio. I did not hear about MSL on the radio however. I received an email from the Montana Association of Geographic Information Professionals (MAGIP) listserve. Maybe at times like this it is worth going that extra mile to reach as many people as possible as soon as possible?

From: Bruce&Joy Breslauer <breslauerj@gmail.com>
Sent: Tuesday, June 06, 2017 10:23 PM
To: Stapp, Jennie; kken@loc.gov
Cc: bruce&Joy
Subject: Montana State Library Commission Public Comments

I think these proposed budget cuts are unfortunate, although I understand why they are being proposed, to comply with budget cuts in House bill 2, passed by the 2017 Montana legislature.

Since the Montana State Library is a relatively small agency in the first place, cutting staff and reorganizing their duties will put an added stress on those that remain. My dealings with the staff have always been cordial, and I have always found them to be knowledgeable and professional. Having been laid off almost two years ago from my own job, I feel this personally. I don't like to see people so dedicated and so qualified lose their jobs unnecessarily. I am particularly pleased with the Talking Book Library service, having been a patron of theirs for years. If these budget cuts go through, I think we will do the best we can with what we have left, and my hope is that this budget cutting cycle will indeed be a cycle, and will eventually swing up again. I feel that budget cuts like these are being put on the backs of those who can least afford them, on the whim of those who don't feel them in their everyday lives. It's unfortunate when the bottom line overrules common sense, and governs the quality of people's lives.

I am speaking as an individual, and not a representative of any group or organization.

Thank you.

Sincerely,

Joy Breslauer, President
National Federation of the Blind of Montana

Live the life you want

The National Federation of the Blind knows that blindness is not the characteristic that defines you or your future. Every day we raise the expectations of blind people, because low expectations create obstacles between blind people and our dreams. You can live the life you want; blindness is not what holds you back.

Montana State Library FY 18 Budget Reduction Planning



May 31, 2017

Jennie Stapp, State Librarian

2017 Budgetary legislation review

- House Bill 2, the State budget bill:
 - Is effective July 1, 2017 for fiscal year 2018
 - Includes a 5% operations reduction based on the reduction proposed in the Governor's budget for all agencies
 - Includes a 4% vacancy savings proposed in the Governor's budget for all agencies subject to vacancy savings
 - Includes an additional 2% vacancy savings approved by the Legislature bringing total vacancy savings to 6%
 - Is *not* subject to revenue triggers
 - The total budget reduction from House Bill 2 is approximately \$309,178

2017 Budgetary legislation review

- Senate Bill 261, a budgetary companion bill:
 - *Is* subject to revenue triggers
 - The Governor's Budget Office will report the status of the triggers on August 15
 - Includes additional reductions of \$681,513 in General Fund monies
 - This amount is 50% of the General Fund appropriation for the Digital Library in FY 17
 - Although the basis for the cuts are the Digital Library appropriation, we can determine where to take the cuts from across the MSL budget
 - The cuts are *in addition* to the House Bill 2 reductions
 - (Also includes triggers for the public library state aid bill)
- MSL must plan to reduce expenditures by at least \$990,691

General Fund by Budget Category

FY 18	General Fund	
Total HB 2 GF	2,893,913	
Personal Services	1,655,549	57%
Operations	83,805	3%
Heritage Contract	168,092	6%
ITSD/Rent	700,092	24%
Audit	22,642	1%
Other fixed Cost	65,962	2%
Resource Sharing	197,771	7%
	2,893,913	100%

Two tiered strategy to address reductions

- Commission's direction to staff
 - Focus on our statutory mission
 - Ensure that what we will continue to do, we will do well
 - Continue to serve those who are most vulnerable
 - Position MSL to rebuild in the future

Two tiered strategy to address reductions

- House Bill 2 cuts
 - Merge the Talking Book Library under the Digital Library
 - Close the lower level reading room and move public access upstairs
 - Maintain space for meetings and trainings
 - Lose staff

HB 2 Budget reductions

HB 2 - Cuts	GF	Cut Needed
Digital Library-		
2 staff	(115,725)	
Rent	<u>(100,000)</u>	
		(215,725)
 TBL Restructure		
2 staff	(118,919)	
		<u>(118,919)</u>
 Total reduction		
		(334,644)
		(309,178)

Two tiered strategy to address reductions

- Senate Bill 261 cuts
 - Reduce the Heritage Program contract by 25%
 - Reduce the amount of Resource Sharing monies by 50% and backfill with Coal Severance Tax monies
- Lose staff

SB 261 Budget reductions

SB 261	GF	MLIAC	Cut Needed
Digital Library			
4 Staff*	(221,439)	(91,884)	
Heritage Contract	<u>(115,404)</u>		
		(336,843)	
Statewide Library Resources			
Resource Sharing	<u>(98,886)</u>		
		(98,886)	
Admin/IT			
4 staff*	<u>(235,178)</u>		
		<u>(235,178)</u>	
Total reductions		(670,907)	
Total HB2 and SB261		(1,005,551)	(990,691)

* Includes vacant positions

Budget reduction timeline

- **May 31:** Budget reductions plans are shared with MSL staff
- **June 6:** Commission holds a public comment hearing on plans
- **June 14:** Commission meets and will take action to approve plans
- **July 1:** Start of 2018 fiscal year
- **Aug. 15:** Budget office reports status of revenue triggers
- **Aug. 16:** Commission meets and adopts a FY 18 starting budget
- **TBD:** Reading room will close as soon as possible after July 1

Planning for the future

- As we implement this plans we will also be planning for the future.
- We will evaluate our services and fiscal needs for the 2019 budget process using good data and measures of public value
- Communicate the impact of the reductions to stakeholders
- We will look to the Governor's Office for guidance on the budget setting process
- We will continue to plan for a Montana Libraries endowment

Memo

To: Jennie Stapp, State Librarian
Montana State Library Commission

From: Tracy Cook, Statewide Library Resources Director

Date: May 25, 2017

Re: Library Development/LSTA Budget

The recommended budget primarily covers the Library Development Department. It also includes Library Services Technology Act (LSTA) funding for the Talking Book Library. As a reminder, the Library Development Department is funded primarily with federal dollars through the Institute of Museum and Library Services. This budget also includes the general fund resource sharing dollars and Coal Severance Tax funds.

We are still operating under the 2013-2017 LSTA Plan and will be doing so through September 30, 2017.

Assumptions:

1. This budget assumes an LSTA award amount of \$1,066,243. As of the date of this memo, we have not received official word about our final award amount so this amount may change. We may receive a small amount of additional funds.
2. Based on pending Commission action and, if the revenue triggers within SB261 should come to pass, this budget assumes that we will reduce the general fund appropriation for OCLC and MSC. Those funds will be replaced by Coal Severance Tax (CST) monies.
3. Based on pending Commission action and, if the revenue triggers within SB261 should come to pass, this budget assumes additional available CST monies will be added to the budgets for library federations to help reduce the impact of the loss of public library state aid.
4. If the triggers are not met and budget reductions are not necessary, Library Development will work with the Network Advisory Council to determine how to make use of the CST monies described in assumptions 2 and 3.

Memo

To: Jennie Stapp, State Librarian
Montana State Library Commission

From: Tracy Cook, Statewide Library Resources Director

Date: May 25, 2017

Re: Federation Report Follow-Up

I have attached two documents that answer questions Commissioners had at their March 2017 meeting. The first document analyzes federation spending on statewide projects based on the following requests from Commissioners and staff:

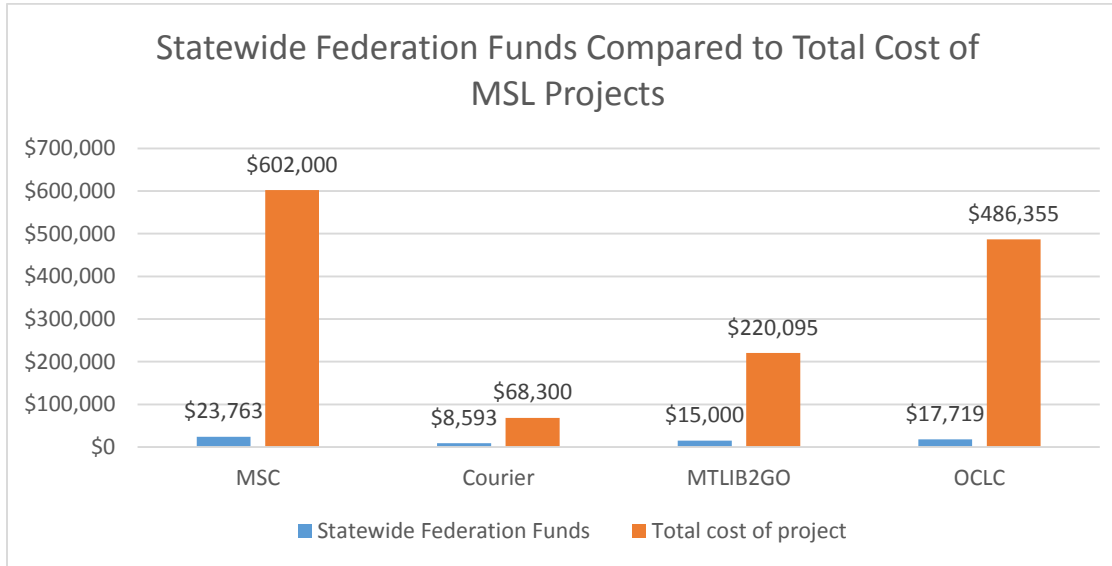
- Listing of the number of libraries in each federation that participate in a statewide project
- Breakdown of total federation funds spent and how that compares to the overall budget of the statewide project
- Percentage that each federation spends on a project
- Comparison of federation spending on statewide projects

The second document compares spending on technology for each federation and was created in response to a request to show technology expenditures at a more granular level.

Please let me know if you have any questions about these documents or would like me to complete an additional analysis of federation spending.

Analysis of Federation Spending on Statewide Projects from 2016 Federation Annual Reports

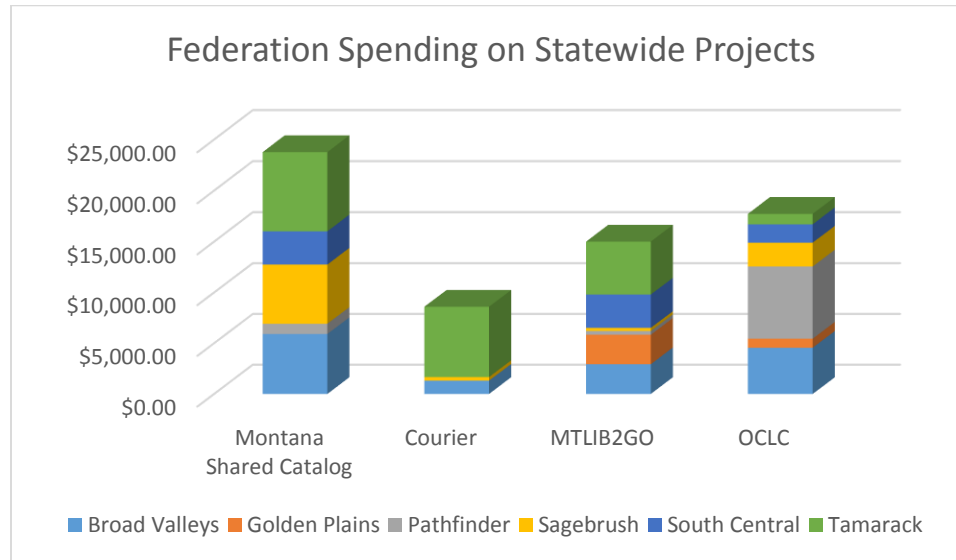
Statewide Federation Funds Compared to Total Cost of Projects



Data behind the chart

Cost Analysis	MSC	Courier	MTLIB2GO	OCLC
Statewide Federation Funds	\$23,763	\$8,593	\$15,000	\$17,719
Total cost of project	\$602,000	\$68,300	\$220,095	\$486,355
Percentage of Federation funds to overall cost	3.95%	12.58%	6.82%	3.64%

Comparison of Federation Spending on Statewide Projects



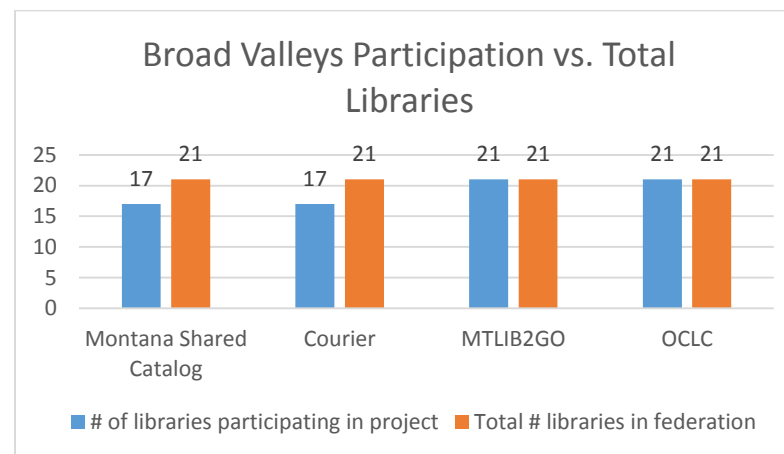
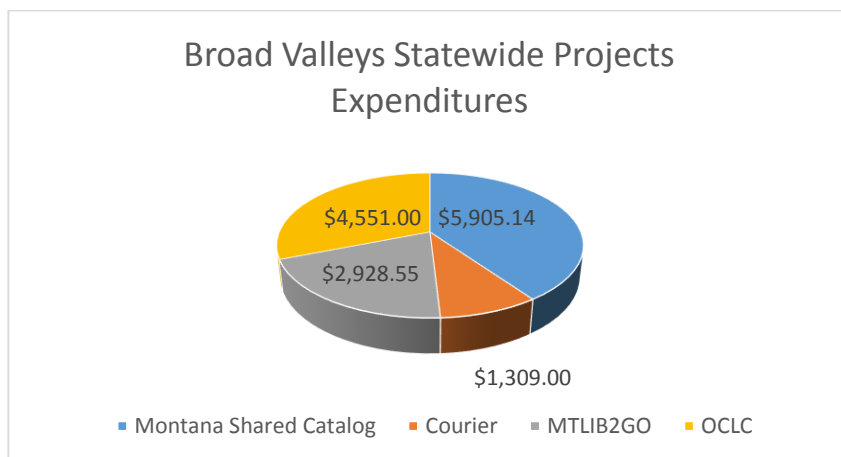
Data behind the chart

Federation	Total Federation Budget	Montana Shared Catalog	Courier	MTLIB2GO	OCLC
Broad Valleys	\$36,867.94	\$5,905.14	\$1,309.00	\$2,928.55	\$4,551.00
Golden Plains	\$17,429.44	\$0.00	\$0.00	\$2,905.36	\$894.00
Pathfinder	\$27,269.56	\$1,008.95	\$0.00	\$367.70	\$7,115.66
Sagebrush	\$18,980.39	\$5,832.10	\$351.38	\$306.00	\$2,337.00
South Central	\$34,584.63	\$3,258.25	\$0.00	\$3,290.19	\$1,799.15
Tamarack	\$41,192.81	\$7,758.75	\$6,932.50	\$5,202.59	\$1,022.00
Total statewide	\$176,324.77	\$23,763.19	\$8,592.88	\$15,000.39	\$17,718.81

Breakdown of federation spending on statewide projects along with number of federation participants in a project

Broad Valleys Expenditures for Statewide Projects

Total Federation Budget: \$36,867.94

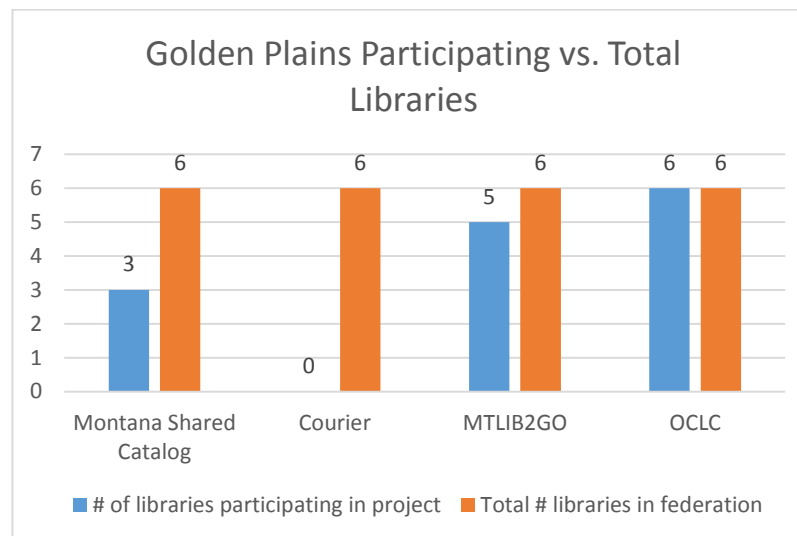
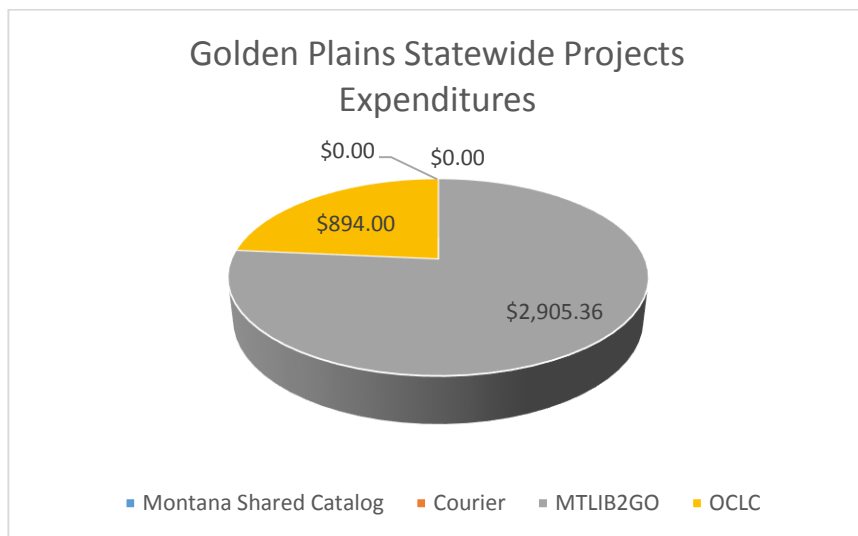


Broad Valleys Breakdown for Projects

Project	Broad Valleys Expenditure	Broad Valleys Total Budget	Percentage of budget	# of libraries participating in project	Total # libraries in federation
Montana Shared Catalog	\$5,905.14	\$36,867.94	16.02%	17	21
Courier	\$1,309.00	\$36,867.94	3.55%	17	21
MTLIB2GO	\$2,928.55	\$36,867.94	7.94%	21	21
OCLC	\$4,551.00	\$36,867.94	12.34%	21	21

Golden Plains Expenditures for Statewide Projects

Total Federation Budget: \$17,429.44

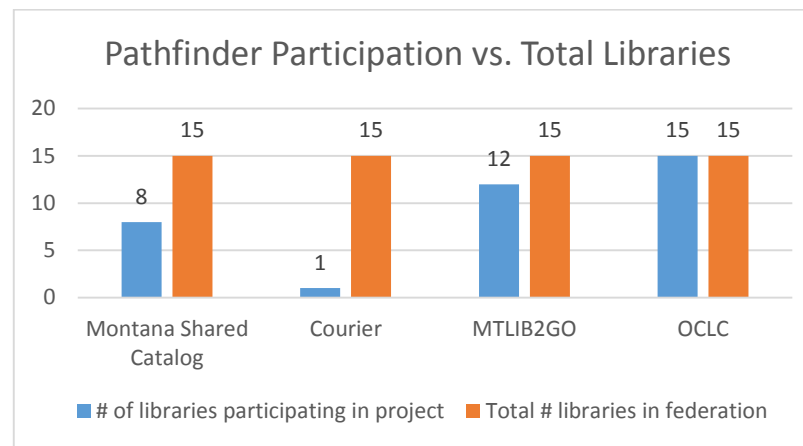
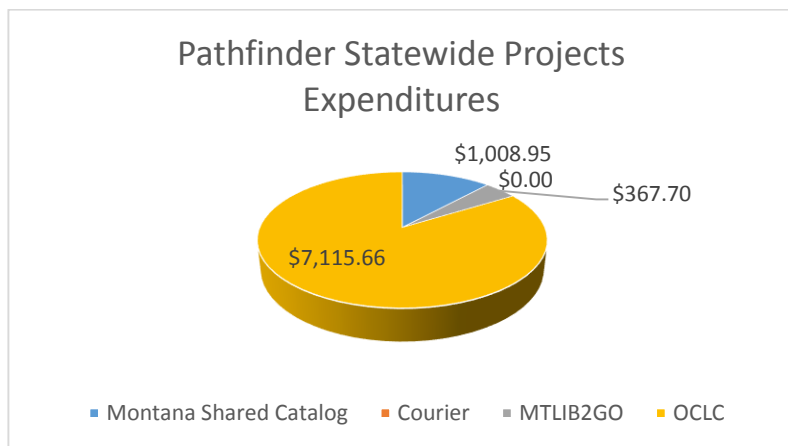


Golden Plains Breakdown for Projects

Project	Golden Plains Expenditure	Golden Plains Total Budget	Percentage of budget	# of libraries participating in project	Total # libraries in federation
Montana Shared Catalog	\$0.00	\$17,429.44	0.00%	3	6
Courier	\$0.00	\$17,429.44	0.00%	0	6
MTLIB2GO	\$2,905.36	\$17,429.44	16.67%	5	6
OCLC	\$894.00	\$17,429.44	5.13%	6	6

Pathfinder Expenditures for Statewide Projects

Total Federation Budget: \$27,269.56

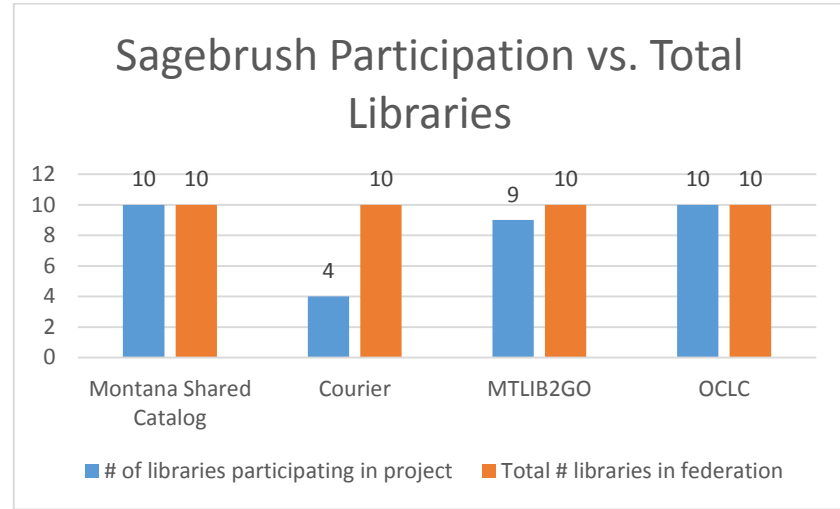
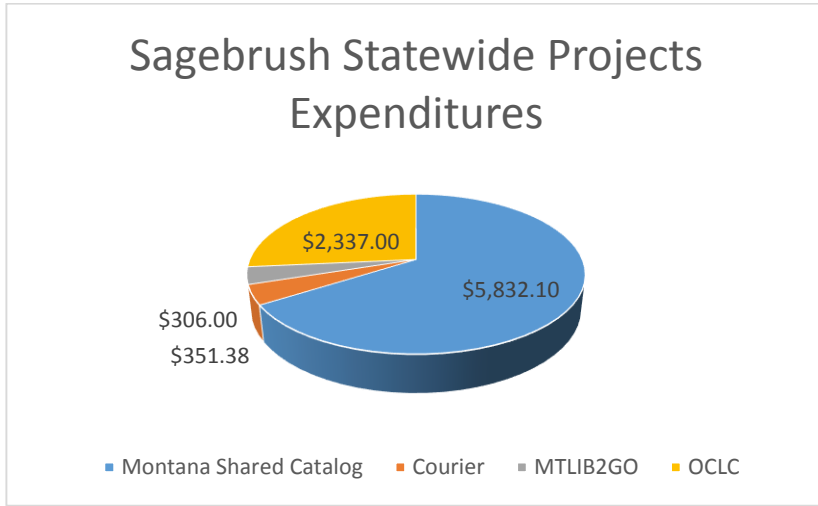


Pathfinder Breakdown for Projects

Project	Pathfinder Expenditure	Pathfinder Total Budget	Percentage of budget	# of libraries participating in project	Total # libraries in federation
Montana Shared Catalog	\$1,008.95	\$27,269.56	3.70%	8	15
Courier	\$0.00	\$27,269.56	0.00%	1	15
MTLIB2GO	\$367.70	\$27,269.56	1.35%	12	15
OCLC	\$7,115.66	\$27,269.56	26.09%	15	15

Sagebrush Expenditures for Statewide Projects

Total Federation Budget: \$18,980.39

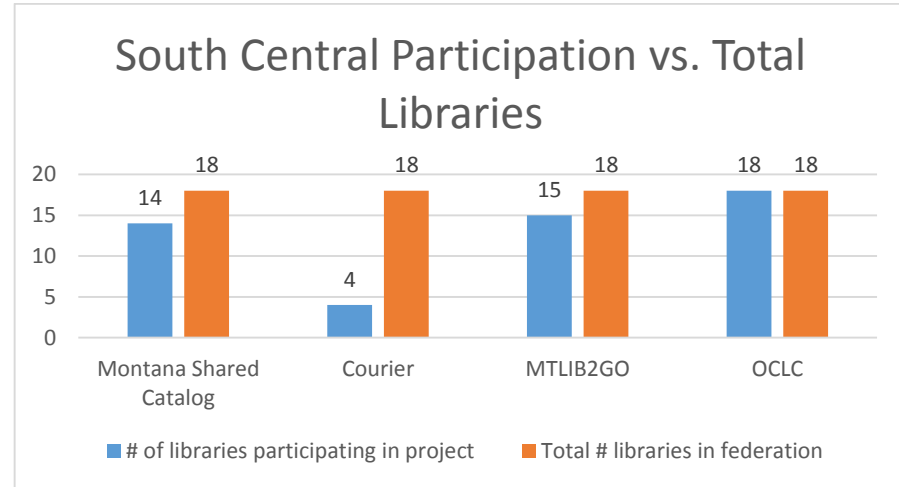
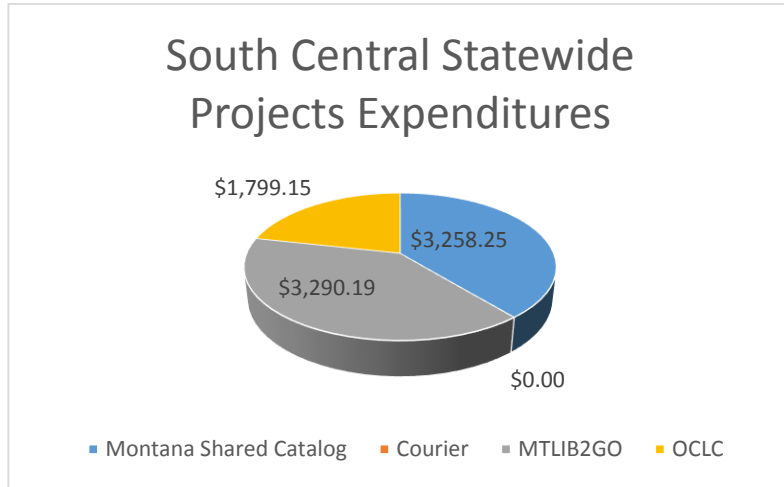


Sagebrush Breakdown for Projects

Project	Sagebrush Expenditure	Sagebrush Total Budget	Percentage of budget	# of libraries participating in project	Total # libraries in federation
Montana Shared Catalog	\$5,832.10	\$18,980.39	30.73%	10	10
Courier	\$351.38	\$18,980.39	1.85%	4	10
MTLIB2GO	\$306.00	\$18,980.39	1.61%	9	10
OCLC	\$2,337.00	\$18,980.39	12.31%	10	10

South Central Expenditures for Statewide Projects

Total Federation Budget: \$34,584.63

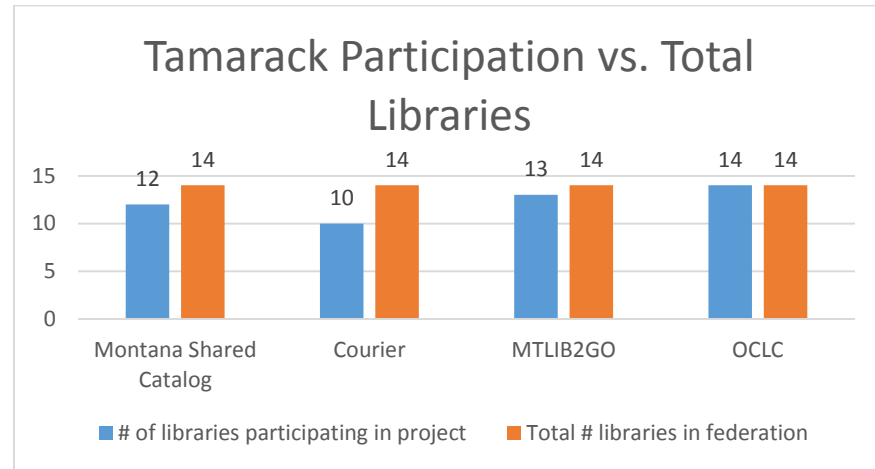
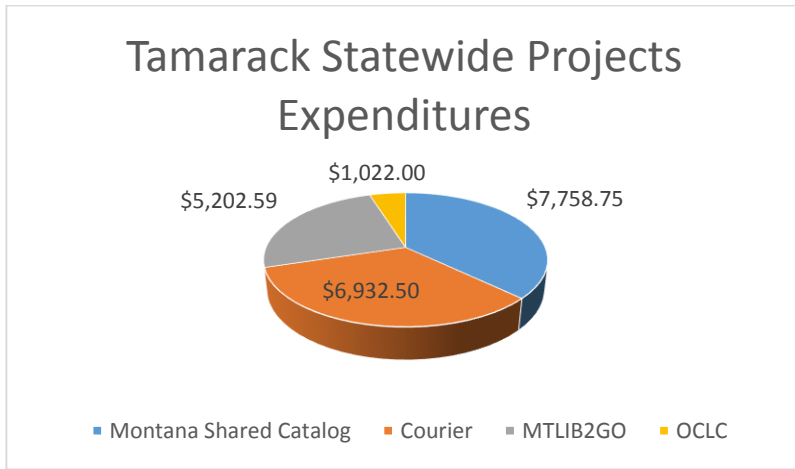


South Central Breakdown for Projects

Project	South Central Expenditure	South Central Total Budget	Percentage of budget	# of libraries participating in project	Total # libraries in federation
Montana Shared Catalog	\$3,258.25	\$34,584.63	9.42%	14	18
Courier	\$0.00	\$34,584.63	0.00%	4	18
MTLIB2GO	\$3,290.19	\$34,584.63	9.51%	15	18
OCLC	\$1,799.15	\$34,584.63	5.20%	18	18

Tamarack Expenditures for Statewide Projects

Total Federation Budget: \$41,192.81



Tamarack Breakdown for Projects

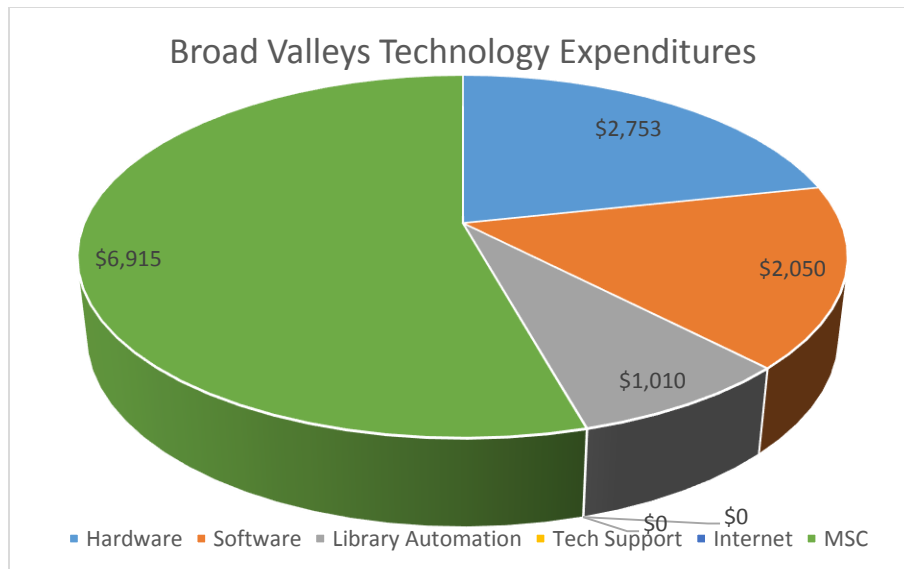
Project	Tamarack Expenditure	Tamarack Total Budget	Percentage of budget	# of libraries participating in project	Total # libraries in federation
Montana Shared Catalog	\$7,758.75	\$41,192.81	18.84%	12	14
Courier	\$6,932.50	\$41,192.81	16.83%	10	14
MTLIB2GO	\$5,202.59	\$41,192.81	12.63%	13	14
OCLC	\$1,022.00	\$41,192.81	2.48%	14	14

Charts Showing Comparisons of Spending on Technology from 2016 Federation Annual Reports

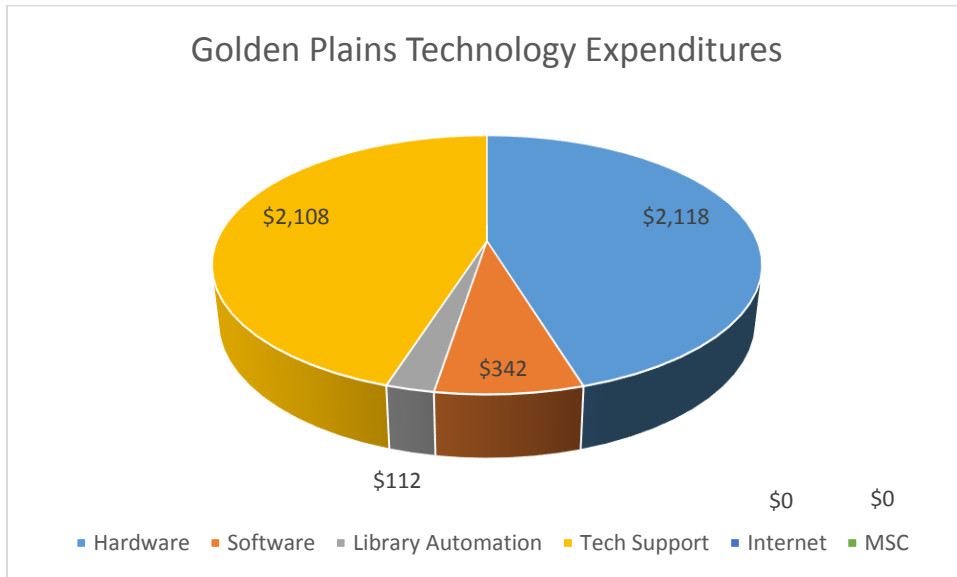
Notes about technology expenditures

- Hardware includes laptops, computers, printers, DVD cleaners/players, and mobile devices
- Software includes things like Office, cloud productivity software, antivirus software, or other software used by patrons. It does not include content – things like MontanaLibrary2Go, Heritage Quest, or databases.
- Library Automation Software – includes subscriptions to Follett, etc. It does not include the Montana Shared Catalog.
- Tech Support – includes computer repair expenses, subscription to IT support services, digitization upgrade services, and/or consulting services for e-rate or technology.
- Internet – includes cost of an Internet subscription for the library
- MSC – includes the cost of being a member of the Montana Shared Catalog

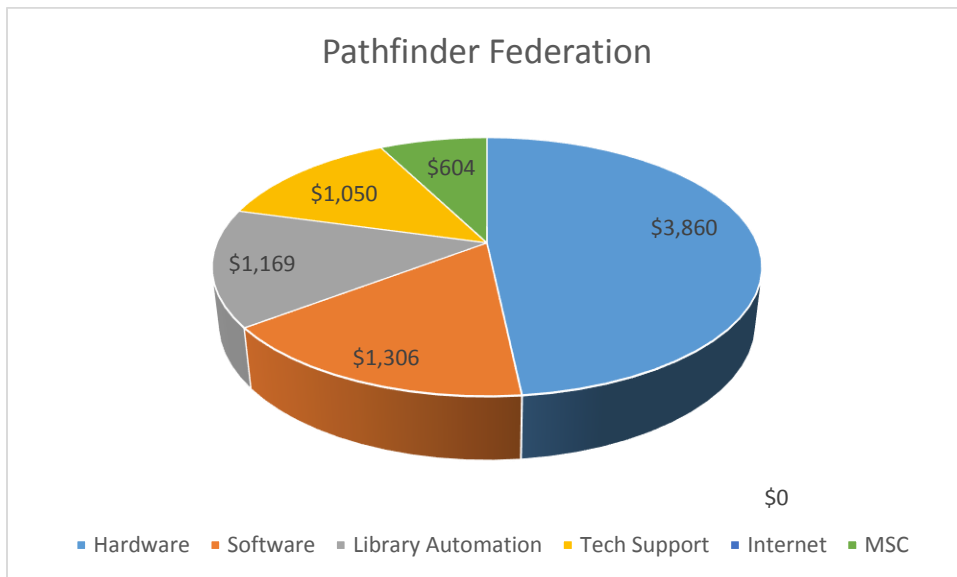
Broad Valleys Federation



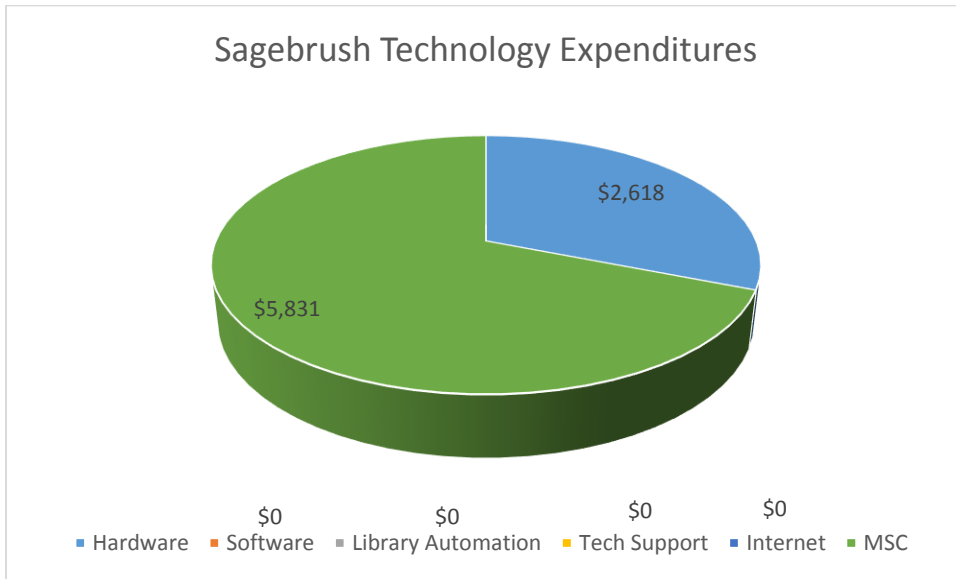
Golden Plains Federation



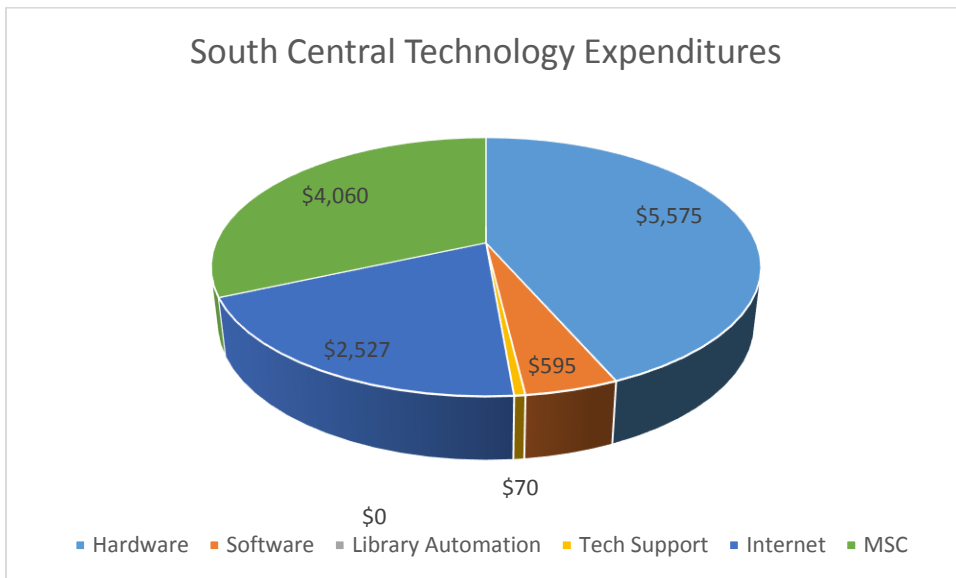
Pathfinder Federation



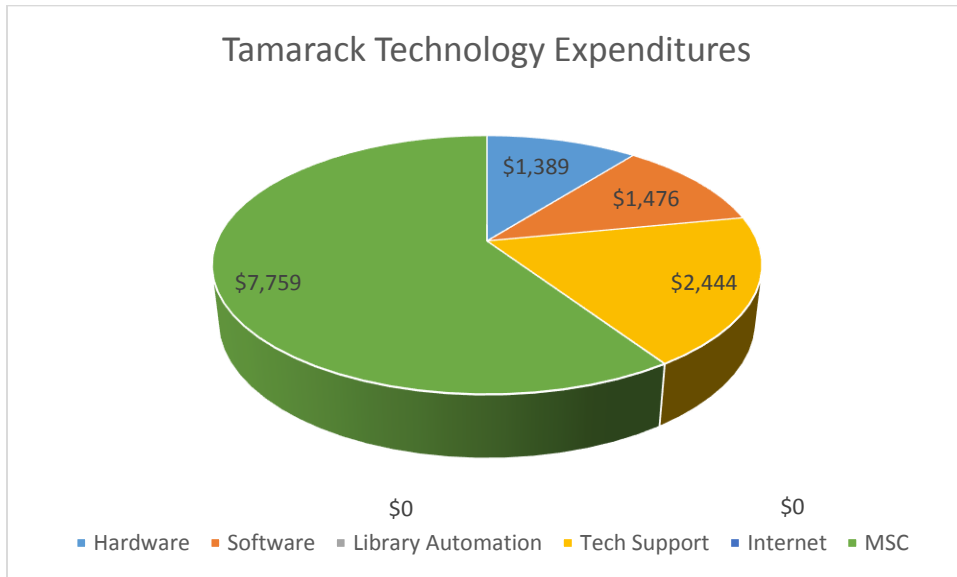
Sagebrush Federation



South Central Federation



Tamarack Federation



Federation Plan of Service and Budget Request FY 2018 July 2017 Through June 2018

FEDERATION

Broad Valleys

FEDERATION LIBRARIES

Public Libraries

Belgrade Community Library	Active
Boulder Community Library	Active
Bozeman Public Library	Active
Broadwater School and Community Library	Active
Butte-Silver Bow Public Library	Active
Dillon Public Library	Active
Drummond School & Community Library	Active
Hearst Free Library	Active
Lewis and Clark Library	Active
Livingston-Park County Public Library	Active
Madison Valley Public Library	Active
Manhattan Community School Library	Active
Meagher County/City Library	Active
North Jefferson County Library District Clancy Library	Active
Philipsburg Public Library	Active
Sheridan Public Library	Active
Thompson-Hickman Madison County Library	Active
Three Forks Community Library	Active
Twin Bridges Public Library	Active
West Yellowstone Public Library	Active
William K. Kohrs Memorial Library	Active

LONG RANGE GOALS

Goal Description

1 The Broad Valleys Library Federation will share the information, knowledge and resources available to the Federation and encourage networking and consensus building. Broad Valleys Library Federation will increase attendance of librarians and trustees at its annual retreat by 5%. Librarians and trustees get together to share expertise in order to benefit library patrons. The Federation will strive to provide five CE hours to both Librarians and Trustees over the two day retreat, to encourage trustee certification.

Associated MSL Goals

- 1 - Foster partnerships:** partnerships are necessary to ensure that Montanans thrive. Through partnerships, MSL and those we serve will continue to move Montana forward.
- 2 - Secure sufficient and sustainable funding:** we have the funds and capacity to meet the expectations of our partners and Montanans and we are an innovative, forward thinking, and fiscally responsible organization in fulfilling our mandates and meeting the expectations of our partners and Montana citizens.
- 3 - Create a useful information infrastructure –** Montanans have the information and library services they need to understand and influence change in their community and others follow Montana’s model of open, transparent, cooperative information management practices.
- 4 - Foundational – Organizational success –** Employees and partners who are willing to learn and be of service to others are a necessary part of ensuring that Montanans thrive and infrastructure that is safe and robust is also critical to libraries that are a part of creating thriving communities.

Goal Description

2 The Broad Valleys Library Federation will distribute state monies widely in order to strengthen the Federation structure, encourage continuing education for librarians and trustees, keeping up with current library trends enabling us to provide excellent library services to Montana citizens.

Associated MSL Goals

- 1 - Foster partnerships:** partnerships are necessary to ensure that Montanans thrive. Through partnerships, MSL and those we serve will continue to move Montana

forward.

- 3** - Create a useful information infrastructure – Montanans have the information and library services they need to understand and influence change in their community and others follow Montana’s model of open, transparent, cooperative information management practices.
- 4** - Foundational – Organizational success – Employees and partners who are willing to learn and be of service to others are a necessary part of ensuring that Montanans thrive and infrastructure that is safe and robust is also critical to libraries that are a part of creating thriving communities.

Goal Description

3 The Broad Valleys Library Federation will cooperatively provide access to technology, equipment, electronic materials, and online resources to patrons of the member libraries.

Associated MSL Goals

- 1** - Foster partnerships: partnerships are necessary to ensure that Montanans thrive. Through partnerships, MSL and those we serve will continue to move Montana forward.
- 3** - Create a useful information infrastructure – Montanans have the information and library services they need to understand and influence change in their community and others follow Montana’s model of open, transparent, cooperative information management practices.

ADMINISTRATIVE COSTS

Several administrative functions are centralized at the State Library, but Federation members may want to authorize a stipend (of not more than \$1,000) to the federation coordinator or designated person who is willing to work with the State Library and Federation membership to plan meeting agendas, set up meetings, and do the appropriate plan of service and annual report preparation and filing.

Revenue Summary

CST Revenue \$36,847.94

Total: \$36,847.94

Note: Award to each individual library is: \$1,480 **Budget Summary**

Program 1 - Continuing Education/Annual Meeting \$4,967.94

Program 2 - Continuing Education Grants \$9,870.00

Program 3 - Technology and Resource Sharing \$21,210.00

Program 4 - Administrative Services \$800.00

Total: \$36,847.94

Note: Award to each individual library is: \$1,480

PROGRAM SUMMARIES

Program 1 - Continuing Education/Annual Meeting

Narrative

This program supports Goals #1 and #2 of the Broad Valleys Federation

Annual Meeting – Members voted to continue meeting once a year for a two-day meeting, location of which is within the boundaries of the Federation. Retreat will include a minimum of two continuing education workshops. Goal: to increase librarian and library trustee attendance by 5%. Librarians and trustees get together to share expertise in order to benefit library patrons. The Federation will strive to provide five CE hours to both Librarians and Trustees over the two day retreat, to encourage trustee certification.

The Lewis & Clark Library will coordinate and pay for the costs of lodging, meals and continuing education presentations. The Federation approved funding at the same level as last program year to cover retreat costs. The Lewis & Clark Library will receive up to \$4,967.94 to pay for this service.

Unexpended funds from any program may be redirected. Remaining funds may be used to secure additional continuing education /professional development opportunities, online databases, MontanaLibrary2Go, book discussion kits, or technology that benefits the Federation.

Evaluation

Member libraries will specify how this training helped the library better serve its patrons. Federation members may be asked to share their expertise at various federation meetings and will share their knowledge with other librarians and trustees at their home library. Brief written reports will be provided for the annual report of the Plan of Service document.

Associated Broad Valleys Federation Goals

1 - The Broad Valleys Library Federation will share the information, knowledge and resources available to the Federation and encourage networking and consensus building. Broad Valleys Library Federation will increase attendance of librarians and trustees at its annual retreat by 5%. Librarians and trustees get together to share expertise in order to benefit library patrons. The Federation will strive to provide five CE hours to both Librarians and Trustees over the two day retreat, to encourage trustee certification.

2 - The Broad Valleys Library Federation will distribute state monies widely in order to strengthen the Federation structure, encourage continuing education for librarians and trustees, keeping up with current library trends enabling us to provide excellent library services to Montana citizens.

Program \$4,967.94

Budget:

Budget Library

Amount

Detail:

Lewis and Clark Library	<u>\$4,967.94</u>
-------------------------	-------------------

Note: Coordinating library receives funds to cover costs of the annual retreat.

Total award for Program 1: \$4,967.94

Variance from Program 1 budget: \$0.00

Program 2 - Continuing Education Grants**Narrative**

This program supports Goals #1 and #2 of the Broad Valleys Federation. Each library will receive a direct grant of \$470.00 to be used to provide continuing education to librarians and trustees, at the discretion of each individual library. Federation recognizes the importance of making CE credits affordable, meeting the challenge of rising CE costs. Goal: Federation Libraries will meet ELSA CE requirements for both Librarians and Trustees.

Unexpended funds from any program may be redirected. Remaining funds may be used to secure additional continuing education /professional development opportunities, online databases, MontanaLibrary2Go, book discussion kits, or technology that benefits the Federation.

Evaluation

Member libraries will specify how this training helped the library better serve its patrons. Federation members may be asked to share their expertise at various federation meetings and will share their knowledge with other librarians and trustees at their home library. Brief written reports will be provided for the annual report of the Plan of Service document.

Associated Broad Valleys Federation Goals

1 - The Broad Valleys Library Federation will share the information, knowledge and resources available to the Federation and encourage networking and consensus building. Broad Valleys Library Federation will increase attendance of librarians and trustees at its annual retreat by 5%. Librarians and trustees get together to share expertise in order to benefit library patrons. The Federation will strive to provide five CE hours to both Librarians and Trustees over the two day retreat, to encourage trustee certification.

2 - The Broad Valleys Library Federation will distribute state monies widely in order to strengthen the Federation structure, encourage continuing education for librarians and trustees, keeping up with current library trends enabling us to provide excellent library services to Montana citizens.

Program \$9,870.00

Budget:

Budget Library	Amount
Detail:	
Belgrade Community Library	\$470.00
Boulder Community Library	\$470.00
Bozeman Public Library	\$470.00
Broadwater School and Community Library	\$470.00
Butte-Silver Bow Public Library	\$470.00
Dillon Public Library	\$470.00
Drummond School & Community Library	\$470.00
Hearst Free Library	\$470.00
Lewis and Clark Library	\$470.00
Livingston-Park County Public Library	\$470.00
Madison Valley Public Library	\$470.00
Manhattan Community School Library	\$470.00
Meagher County/City Library	\$470.00
North Jefferson County Library District Clancy Library	\$470.00
Philipsburg Public Library	\$470.00
Sheridan Public Library	\$470.00
Thompson-Hickman Madison County Library	\$470.00
Three Forks Community Library	\$470.00
Twin Bridges Public Library	\$470.00
West Yellowstone Public Library	\$470.00
William K. Kohrs Memorial Library	<u>\$470.00</u>
Total award for Program 2:	\$9,870.00
Variance from Program 2 budget:	\$0.00

Program 3 - Technology and Resource Sharing

Narrative

This program supports Goals # 2 and #3 of the Broad Valleys Federation. Each library will receive a direct grant of \$1,010. Monies will be used for technology related expenses. Emphasis will be on technology that strengthens federation-wide access. Additional emphasis will be on federation wide resource sharing and document delivery. Monies received in this category will be expended for such things as hardware, software, OCLC expenditures, statewide database expenditures, virtual reference, and shared catalog expenses. The Broad Valleys Library Federation will cooperatively provide access to technology, equipment, electronic materials, and online resources to patrons of the member libraries. Goal: Federation Libraries will ensure that they meet ELSA requirements for technology.

Each member library may designate some or all of their technology funds for Federation wide purchase of Heritage Quest.

Unexpended funds from any program may be redirected. Remaining funds may be used to secure additional continuing education /professional development opportunities, online databases, MontanaLibrary2Go, book discussion kits, or technology that benefits the Federation.

Evaluation

Member libraries will identify what expenses were covered and identify how this helps the library deliver technology related services to its patrons and how the expenditures help strengthen federation-wide access.

Associated Broad Valleys Federation Goals

2 - The Broad Valleys Library Federation will distribute state monies widely in order to strengthen the Federation structure, encourage continuing education for librarians and trustees, keeping up with current library trends enabling us to provide excellent library services to Montana citizens.

3 - The Broad Valleys Library Federation will cooperatively provide access to technology, equipment, electronic materials, and online resources to patrons of the member libraries.

Program \$21,210.00

Budget:

Budget Library Detail:	Amount
Belgrade Community Library	\$1,010.00
Boulder Community Library	\$1,010.00
Bozeman Public Library	\$1,010.00
Broadwater School and Community Library	\$1,010.00
Butte-Silver Bow Public Library	\$1,010.00
Dillon Public Library	\$1,010.00

Drummond School & Community Library	\$1,010.00
Hearst Free Library	\$1,010.00
Lewis and Clark Library	\$1,010.00
Livingston-Park County Public Library	\$1,010.00
Madison Valley Public Library	\$1,010.00
Manhattan Community School Library	\$1,010.00
Meagher County/City Library	\$1,010.00
North Jefferson County Library District Clancy Library	\$1,010.00
Philipsburg Public Library	\$1,010.00
Sheridan Public Library	\$1,010.00
Thompson-Hickman Madison County Library	\$1,010.00
Three Forks Community Library	\$1,010.00
Twin Bridges Public Library	\$1,010.00
West Yellowstone Public Library	\$1,010.00
William K. Kohrs Memorial Library	<u>\$1,010.00</u>
Total award for Program 3:	\$21,210.00
Variance from Program 3 budget:	\$0.00

Program 4 - Administrative Services

Narrative

Broad Valleys Federation of Libraries will provide to the Lewis & Clark Library a stipend of \$800, which will be used to defray the costs of coordination of the Federation activities.

Evaluation

Federation Coordinator will report on use of these funds in support of Federation business, professional development and networking.
Associated Broad Valleys Federation Goal(s).

Associated Broad Valleys Federation Goals

1 - The Broad Valleys Library Federation will share the information, knowledge and resources available to the Federation and encourage networking and consensus building. Broad Valleys

Library Federation will increase attendance of librarians and trustees at its annual retreat by 5%. Librarians and trustees get together to share expertise in order to benefit library patrons. The Federation will strive to provide five CE hours to both Librarians and Trustees over the two day retreat, to encourage trustee certification.

2 - The Broad Valleys Library Federation will distribute state monies widely in order to strengthen the Federation structure, encourage continuing education for librarians and trustees, keeping up with current library trends enabling us to provide excellent library services to Montana citizens.

Program \$800.00

Budget:

Budget Library

Amount

Detail:

Lewis and Clark Library	<u>\$800.00</u>
Total award for Program 4:	\$800.00
Variance from Program 4 budget:	\$0.00

SIGNATURES/APPROVALS

Approval Date: _____

Broad Valleys Federation Coordinator

John Finn - Library Director Date Signed

Chairperson - Federation Advisory Board

Judy Aaker - Library Board Member Date Signed

Chairperson - Board of Trustees, Federation Coordinator's Library

Helen McCaffrey - Library Board Chair Date Signed

AWARD SUMMARY/TOTALS

Library	Amount
Belgrade Community Library	\$1,480.00
Boulder Community Library	\$1,480.00
Bozeman Public Library	\$1,480.00
Broadwater School and Community Library	\$1,480.00
Butte-Silver Bow Public Library	\$1,480.00
Dillon Public Library	\$1,480.00
Drummond School & Community Library	\$1,480.00
Hearst Free Library	\$1,480.00
Lewis and Clark Library	\$7,247.94
Livingston-Park County Public Library	\$1,480.00
Madison Valley Public Library	\$1,480.00
Manhattan Community School Library	\$1,480.00
Meagher County/City Library	\$1,480.00
North Jefferson County Library District Clancy Library	\$1,480.00
Philipsburg Public Library	\$1,480.00
Sheridan Public Library	\$1,480.00
Thompson-Hickman Madison County Library	\$1,480.00
Three Forks Community Library	\$1,480.00
Twin Bridges Public Library	\$1,480.00
West Yellowstone Public Library	\$1,480.00
William K. Kohrs Memorial Library	<u>\$1,480.00</u>

Total Awarded: \$36,847.94

Total Budgeted: \$36,847.94

Discrepancy: \$0.00

Federation Plan of Service and Budget Request FY 2018 July 2017 Through June 2018

FEDERATION

Golden Plains

FEDERATION LIBRARIES

Public Libraries

Daniels County Library	Active
Glasgow City-County Library	Active
Phillips County Library	Active
Roosevelt County Library	Active
Sheridan County Library	Active

Academic Libraries

James E. Shanley Tribal Library	Active
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LONG RANGE GOALS

Goal Description

- # 1 Technology: Golden Plains libraries have the best possible connections, hardware and software so that Montana citizens and students have the best possible access to library resources and services.**

Associated MSL Goals

- 1 - Foster partnerships: partnerships are necessary to ensure that Montanans thrive. Through partnerships, MSL and those we serve will continue to move Montana forward.
- 3 - Create a useful information infrastructure – Montanans have the information and library services they need to understand and influence change in their community and others follow Montana’s model of open, transparent, cooperative information management practices.

Goal Description

- # 2 Continuing Education: Golden Plains librarians and trustees have easy access to the training that they need to provide quality library services in their communities.**

Associated MSL Goals

- 3 - Create a useful information infrastructure – Montanans have the information and library services they need to understand and influence change in their community and others follow Montana’s model of open, transparent, cooperative information management practices.
- 4 - Foundational – Organizational success – Employees and partners who are willing to learn and be of service to others are a necessary part of ensuring that Montanans thrive and infrastructure that is safe and robust is also critical to libraries that are a part of creating thriving communities.

Goal Description

- # 3 Resource Sharing: Montana citizens can easily access the holdings of all Montana and OCLC libraries through their local libraries.**

Montana citizens have access to statewide library resources through their local libraries

Associated MSL Goals

- 1** - Foster partnerships: partnerships are necessary to ensure that Montanans thrive. Through partnerships, MSL and those we serve will continue to move Montana forward.
- 3** - Create a useful information infrastructure – Montanans have the information and library services they need to understand and influence change in their community and others follow Montana’s model of open, transparent, cooperative information management practices.

Goal Description

- # 4 Communication/ Golden Plains meetings and workshops: Golden Plains libraries share learning, programming ideas, best practices and evaluations to stay current with statewide trends and services; we all benefit from each others' wisdom as we move our libraries forward.**

Associated MSL Goals

- 4** - Foundational – Organizational success – Employees and partners who are willing to learn and be of service to others are a necessary part of ensuring that Montanans thrive and infrastructure that is safe and robust is also critical to libraries that are a part of creating thriving communities.

Goal Description

- # 5 Community Outreach: Montana citizens understand the value of libraries and participate as members of their local libraries.**

Associated MSL Goals

- 1** - Foster partnerships: partnerships are necessary to ensure that Montanans thrive. Through partnerships, MSL and those we serve will continue to move Montana forward.
- 2** - Secure sufficient and sustainable funding: we have the funds and capacity to meet the expectations of our partners and Montanans and we are an innovative, forward thinking, and fiscally responsible organization in fulfilling our mandates and meeting the expectations of our partners and Montana citizens.

ADMINISTRATIVE COSTS

Several administrative functions are centralized at the State Library, but Federation members may want to authorize a stipend (of not more than \$1,000) to the federation coordinator or designated person who is willing to work with the State Library and Federation membership to plan meeting agendas, set up meetings, and do the appropriate plan of service and annual report preparation and filing.

Revenue Summary

CST Revenue \$17,936.75

Total: \$17,936.75

Budget Summary

Program 1 - Technology	\$5,067.05
Program 2 - Continuing Education	\$5,717.35
Program 3 - Resource Sharing	\$3,750.00
Program 4 - Communication/ Golden Plains meetings and workshops	\$300.00
Program 5 - Community Outreach	\$902.35
Program 6 - Administrative Expenses	<u>\$2,200.00</u>
Total:	\$17,936.75

PROGRAM SUMMARIES

Program 1 - Technology

Narrative

Golden Plains Federation patrons require direct access to information via Internet access and database services. This program budget will be used to purchase new and replacement hardware, software, peripherals and related technical services in order to meet these important information needs of patrons.

Program activities:

- 1) Purchase computer hardware and software
- 2) Purchase printers and other devices that allow patrons to use information effectively

Evaluation

The success of this program will be measured by strong and successful patron usage of online resources at or through the library. Usage statistics and patron feedback will be collected and analyzed.

Associated Golden Plains Federation Goals

1 - Technology: Golden Plains libraries have the best possible connections, hardware and software so that Montana citizens and students have the best possible access to library resources and services.

Program \$5,067.05

Budget:

Budget Library	Amount
Detail:	
Daniels County Library	\$1,597.35
Glasgow City-County Library	\$1,297.35
Phillips County Library	\$900.00
Roosevelt County Library	\$1,172.35
Sheridan County Library	<u>\$100.00</u>
Total award for Program 1:	\$5,067.05
Variance from Program 1 budget:	\$0.00

Program 2 - Continuing Education

Narrative

Federation librarians are committed to providing quality service and librarianship to their patrons. Toward this end, travel expenses and continuing education workshop expenses are paid by the GPLF.

Program activities:

- 1) Travel and registration expenses to attend Montana Library Association meetings and/or other established state, regional or national library learning events.
- 2) School and special libraries within the Federation are encouraged to participate in the Federation. Although direct funding is not available to assist school libraries, they may apply for travel and registration assistance (up to \$500) for relevant conferences and other training opportunities through the Federation (please see Program 5 – Administrative Services.) GPLF voted to provide Fort Peck Tribal Library a \$750 annual travel grant as part of this program.

Evaluation

The success of this program will be shown in the skills, knowledge, confidence and ability of library personnel to provide a variety of excellent library services to patrons. GPFL directors, staff and trustees will report on meetings and CE events attended. Patron feedback on library services will be collected and analyzed.

Associated Golden Plains Federation Goals

2 - Continuing Education: Golden Plains librarians and trustees have easy access to the training that they need to provide quality library services in their communities.

4 - Communication/ Golden Plains meetings and workshops: Golden Plains libraries share learning, programming ideas, best practices and evaluations to stay current with statewide trends and services; we all benefit from each others' wisdom as we move our libraries forward.

Program \$5,717.35

Budget:

Budget Library	Amount
Detail:	
Daniels County Library	\$1,000.00
Glasgow City-County Library	\$725.00
James E. Shanley Tribal Library	\$875.00
Phillips County Library	\$1,047.35

Roosevelt County Library	\$1,300.00
Sheridan County Library	<u>\$770.00</u>
Total award for Program 2:	\$5,717.35
Variance from Program 2 budget:	\$0.00

Program 3 - Resource Sharing

Narrative

Goal/program #3 Resource Sharing – Montana citizens can easily access the holdings of all Montana and OCLC libraries through their local libraries. Montana citizens have access to statewide library resources through their local libraries.

Member libraries will be reimbursed to pay for OCLC service and costs associated with fulfillment of interlibrary loan requests. Members can also use funds to support other resource sharing functions and/or projects.

Program activities:

- 1) Fund OCLC subscription
- 2) Postage costs and supplies for ILL fulfillment
- 3) Fund participation in Montana Shared Catalog and/or other statewide projects

Evaluation

Feedback from patrons will show that they are able to find the materials they need and want at their local library or via interlibrary loan. ILL usage statistics will be collected and analyzed.

Associated Golden Plains Federation Goals

3 - Resource Sharing: Montana citizens can easily access the holdings of all Montana and OCLC libraries through their local libraries. Montana citizens have access to statewide library resources through their local libraries

Program \$3,750.00

Budget:

**Budget Library
Detail:**

Amount

Daniels County Library	\$375.00
Glasgow City-County Library	\$750.00
Phillips County Library	\$725.00
Roosevelt County Library	\$0.00
Sheridan County Library	<u>\$1,900.00</u>
Total award for Program 3:	\$3,750.00
Variance from Program 3 budget:	\$0.00

Program 4 - Communication/ Golden Plains meetings and workshops

Narrative

GP Federation librarians and trustees attend two meetings per year at Roosevelt County Library or another agreed upon location. Federation business is conducted under the direction of the adopted by-laws with an elected trustee as chairperson. Travel expense is reimbursed for one car from each library to attend at the current state mileage rate. Carpooling is encouraged. These meetings create positive energy for learning and networking among member libraries. Ideally, there is a training or CE opportunity at each of these meetings, so this program also supports the Golden Plains goal of Continuing Education.

Program activities:

- 1) Reimbursement for travel to Golden Plains meetings
- 2) Reimbursement for expenses associated with hosting the meetings

Evaluation

GPLF librarians and trustees will attend meetings to share knowledge, best practices, learning experiences gleaned from CE activities and problem-solving so that all the libraries can benefit from each other's experience to improve and maintain excellent library services.

Associated Golden Plains Federation Goals

2 - Continuing Education: Golden Plains librarians and trustees have easy access to the training that they need to provide quality library services in their communities.

4 - Communication/ Golden Plains meetings and workshops: Golden Plains libraries share learning, programming ideas, best practices and evaluations to stay current with statewide trends and services; we all benefit from each others' wisdom as we move our libraries forward.

Program \$300.00

Budget:

Budget Library	Amount
Detail:	
Daniels County Library	\$0.00
Glasgow City-County Library	\$100.00
Phillips County Library	\$100.00
Roosevelt County Library	\$0.00
Sheridan County Library	<u>\$100.00</u>
Total award for Program 4:	\$300.00
Variance from Program 4 budget:	\$0.00

Program 5 - Community Outreach

Narrative

The GPLF uses this funding to market libraries and reach out to the community. This program supports statewide library marketing efforts to increase awareness of libraries and their value.

Program activities:

- 1) Costs associated with library programs, including Summer Reading and other program materials and promotional items
- 2) Bookmarks and other library publications

Evaluation

Feedback from patrons will demonstrate increased awareness of libraries and their value, and increased usage of library services.

Associated Golden Plains Federation Goals

5 - Community Outreach: Montana citizens understand the value of libraries and participate as members of their local libraries.

Program \$902.35

Budget:

Budget Library	Amount
Detail:	

Daniels County Library	\$0.00
Glasgow City-County Library	\$100.00
Phillips County Library	\$200.00
Roosevelt County Library	\$500.00
Sheridan County Library	<u>\$102.35</u>
Total award for Program 5:	\$902.35
Variance from Program 5 budget:	\$0.00

Program 6 - Administrative Expenses

Narrative

\$400.00 Stipend (payable to GPLF Federation Coordinator for bookkeeping and MSL reports)
 \$ 75.00 Supplies (Phillips County Library)
 \$ 25.00 Communications (Phillips County Library)
 \$1200.00 Mileage (Attendance at a minimum of two Montana State Library Coordinator/Commission meetings by GPLF Federation Coordinator)
 \$500.00 Continuing Education (School and special libraries within the Federation are encouraged to join and participate in the Federation. Although direct funding is not available to assist school libraries, they may apply for travel and registration assistance for relevant conferences and other training possibilities through the Federation Coordinator. An amount of \$500 is set aside at Phillips County Library for school librarians.)

Evaluation

Associated Golden Plains Federation Goals

This program has no associated Golden Plains Federation goals.

Program \$2,200.00

Budget:

Budget Library	Amount
Detail:	
Phillips County Library	<u>\$2,200.00</u>
Total award for Program 6:	\$2,200.00
Variance from Program 6 budget:	\$0.00

SIGNATURES/APPROVALS

Approval Date: _____

Golden Plains Federation Coordinator

Janeen Brookie - Library Director	Date Signed
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Chairperson - Federation Advisory Board

Penny Lind - Federation Representative	Date Signed
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Chairperson - Board of Trustees, Federation Coordinator's Library

Polly Solberg - Library Board Chair	Date Signed
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AWARD SUMMARY/TOTALS

Library	Amount
Daniels County Library	\$2,972.35
Glasgow City-County Library	\$2,972.35
James E. Shanley Tribal Library	\$875.00
Phillips County Library	\$5,172.35
Roosevelt County Library	\$2,972.35
Sheridan County Library	<u>\$2,972.35</u>
Total Awarded:	\$17,936.75
Total Budgeted:	\$17,936.75
Discrepancy:	\$0.00

Federation Plan of Service and Budget Request FY 2018 July 2017 Through June 2018

FEDERATION

Pathfinder

FEDERATION LIBRARIES

Public Libraries

Belt Public Library	Active
Blaine County Library	Active
Choteau/Teton Public Library	Active
Chouteau County Library	Active
Conrad Public Library	Active
Dutton/Teton Public Library	Active
Fairfield/Teton Public Library	Active
Glacier County Library	Active
Great Falls Public Library	Active
Harlem Public Library	Active
Havre-Hill County Library	Active
Liberty County Library	Active
Toole County Library	Active
Valier Public Library	Active
Wedsworth Memorial Library	Active

LONG RANGE GOALS

Goal Description

- # 1 Resource Sharing: Pathfinder library patrons have access to holdings of other Montana and OCLC libraries through OCLC group services, including interlibrary loan. Pathfinder patrons have access to statewide library resources through their local libraries.**

Associated MSL Goals

- 1 - Foster partnerships: partnerships are necessary to ensure that Montanans thrive. Through partnerships, MSL and those we serve will continue to move Montana forward.**
- 3 - Create a useful information infrastructure – Montanans have the information and library services they need to understand and influence change in their community and others follow Montana’s model of open, transparent, cooperative information management practices.**

Goal Description

- # 2 Continuing Education: Pathfinder librarians and trustees have easy access to the training that they need in order to: 1) participate in the MSL Certification Program, and 2) provide quality library services in their communities.**

Associated MSL Goals

- 3 - Create a useful information infrastructure – Montanans have the information and library services they need to understand and influence change in their community and others follow Montana’s model of open, transparent, cooperative information management practices.**
- 4 - Foundational – Organizational success – Employees and partners who are willing to learn and be of service to others are a necessary part of ensuring that Montanans thrive and infrastructure that is safe and robust is also critical to libraries that are a part of creating thriving communities.**

Goal Description

- # 3 Communication/ Pathfinder Meetings and Workshops: Pathfinder libraries share learning, programming ideas, best practices and evaluations, and stay current with statewide trends and services. Ideally, there is a training or CE opportunity at each of these meetings, so this program also supports the**

Pathfinder goal of Continuing Education.

Associated MSL Goals

- 3** - Create a useful information infrastructure – Montanans have the information and library services they need to understand and influence change in their community and others follow Montana’s model of open, transparent, cooperative information management practices.
- 4** - Foundational – Organizational success – Employees and partners who are willing to learn and be of service to others are a necessary part of ensuring that Montanans thrive and infrastructure that is safe and robust is also critical to libraries that are a part of creating thriving communities.

Goal Description

- # 4 Technology: Pathfinder libraries purchase and maintain updated computer hardware, software and support to provide excellent public computing services for patrons.**

Associated MSL Goals

- 3** - Create a useful information infrastructure – Montanans have the information and library services they need to understand and influence change in their community and others follow Montana’s model of open, transparent, cooperative information management practices.

ADMINISTRATIVE COSTS

Several administrative functions are centralized at the State Library, but Federation members may want to authorize a stipend (of not more than \$1,000) to the federation coordinator or designated person who is willing to work with the State Library and Federation membership to plan meeting agendas, set up meetings, and do the appropriate plan of service and annual report preparation and filing.

Revenue Summary

CST Revenue	<u>\$27,269.56</u>
Total:	\$27,269.56

Note: Budget Summary

Program 1 - Resource Sharing	\$10,608.42
Program 2 - Continuing Education	\$5,654.84
Program 3 - Communication/ Pathfinder Meetings and Workshops	\$3,182.52
Program 4 - Technology	\$6,323.78
Program 5 - Administrative Services	<u>\$1,500.00</u>
Total:	\$27,269.56

PROGRAM SUMMARIES

Program 1 - Resource Sharing

Narrative

Member libraries will be reimbursed to pay for OCLC service through the Montana contract with OCLC. Members can also use funds to support other resource sharing functions and/or projects.

Program activities:

- 1) Fund OCLC subscription
- 2) Purchase databases
- 3) Fund participation in Montana Shared Catalog and/or other statewide projects

Evaluation

Feedback from patrons will show that they are able to find the materials they need and want at their local library or via interlibrary loan. ILL usage statistics will be collected and analyzed.

Associated Pathfinder Federation Goals

1 - Resource Sharing: Pathfinder library patrons have access to holdings of other Montana and OCLC libraries through OCLC group services, including interlibrary loan. Pathfinder patrons have access to statewide library resources through their local libraries.

Program \$10,608.42

Budget:

Budget Library Detail:	Amount
Belt Public Library	\$301.20
Blaine County Library	\$760.30
Choteau/Teton Public Library	\$545.20
Chouteau County Library	\$1,225.93
Conrad Public Library	\$1,041.20
Dutton/Teton Public Library	\$500.00
Fairfield/Teton Public Library	\$301.18
Glacier County Library	\$1,041.20
Great Falls Public Library	\$1,041.20

Harlem Public Library	\$1,192.50
Havre-Hill County Library	\$1,041.20
Liberty County Library	\$0.00
Toole County Library	\$545.20
Valier Public Library	\$870.75
Wedsworth Memorial Library	<u>\$201.36</u>
Total award for Program 1:	\$10,608.42
Variance from Program 1 budget:	\$0.00

Program 2 - Continuing Education

Narrative

Continuing Education improves information delivery and library service to all Montana citizens. It allows small rural library staff members to reach out, learn, change and plan.

Program activities:

- 1) Travel and registration expenses to attend Montana Library Association meetings and/or other established state, regional or national library learning events.
- 2) Librarians share the learning from CE and training events with other Pathfinder librarians at Federation meetings.

Evaluation

The success of this program will be shown in the skills, knowledge, confidence and ability of library personnel to provide a variety of excellent services to patrons. Pathfinder directors, staff and trustees will report on meetings and CE events attended. Patron feedback on library services will be collected and analyzed.

Associated Pathfinder Federation Goals

2 - Continuing Education: Pathfinder librarians and trustees have easy access to the training that they need in order to: 1) participate in the MSL Certification Program, and 2) provide quality library services in their communities.

Program \$5,654.84

Budget:

Budget Library	Amount
Detail:	
Belt Public Library	\$664.53
Blaine County Library	\$400.00
Choteau/Teton Public Library	\$482.55
Chouteau County Library	\$184.73
Conrad Public Library	\$209.55
Dutton/Teton Public Library	\$0.00
Fairfield/Teton Public Library	\$581.97
Glacier County Library	\$369.10
Great Falls Public Library	\$309.55
Harlem Public Library	\$42.80
Havre-Hill County Library	\$184.55
Liberty County Library	\$500.00
Toole County Library	\$457.55
Valier Public Library	\$576.03
Wedsworth Memorial Library	<u>\$691.93</u>
Total award for Program 2:	\$5,654.84
Variance from Program 2 budget:	\$0.00

Program 3 - Communication/ Pathfinder Meetings and Workshops

Narrative

Staff and trustees from member libraries attend two meetings per year. Pathfinder business is conducted under the direction of the adopted by-laws with an elected trustee as chairperson. Travel expense is reimbursed for one car from each library to attend at the current state mileage rate. Carpooling is encouraged. The host library is reimbursed \$400 for providing lunches at meetings. These meetings create positive energy for learning and networking among member libraries. Ideally, there is a training or CE opportunity at each of these meetings, so this program also supports the Pathfinder goal of Continuing Education.

Program activities:

- 1) Reimbursement for travel to Pathfinder meetings

2) Reimbursement to host library for lunch

Evaluation

Librarians and trustees will attend Federation meetings to share knowledge, best practices, learning experiences gleaned from continuing education activities and problem-solving so that Pathfinder libraries can benefit from each others' experience to improve library services to patrons.

Associated Pathfinder Federation Goals

2 - Continuing Education: Pathfinder librarians and trustees have easy access to the training that they need in order to: 1) participate in the MSL Certification Program, and 2) provide quality library services in their communities.

3 - Communication/ Pathfinder Meetings and Workshops: Pathfinder libraries share learning, programming ideas, best practices and evaluations, and stay current with statewide trends and services. Ideally, there is a training or CE opportunity at each of these meetings, so this program also supports the Pathfinder goal of Continuing Education.

Program \$3,182.52

Budget:

Budget Library Detail:	Amount
Belt Public Library	\$80.00
Blaine County Library	\$150.00
Choteau/Teton Public Library	\$200.00
Chouteau County Library	\$400.00
Conrad Public Library	\$250.00
Dutton/Teton Public Library	\$165.00
Fairfield/Teton Public Library	\$245.00
Glacier County Library	\$300.00
Great Falls Public Library	\$50.00
Harlem Public Library	\$225.00
Havre-Hill County Library	\$300.00

Liberty County Library	\$144.00
Toole County Library	\$270.00
Valier Public Library	\$263.52
Wedsworth Memorial Library	<u>\$140.00</u>
Total award for Program 3:	\$3,182.52
Variance from Program 3 budget:	\$0.00

Program 4 - Technology

Narrative

Pathfinder patrons require direct access to information via Internet access and database services. This program budget will be used to purchase new and replacement hardware, software, peripherals and related technical services in order to meet these important information needs of patrons.

Program activities:

- 1) Purchase computer hardware and software
- 2) Purchase printers and other devices that allow patrons to use information effectively

Evaluation

This success of this program will be measured by strong and successful patron usage of online resources at or through the library. Usage statistics will be collected and analyzed.

Associated Pathfinder Federation Goals

4 - Technology: Pathfinder libraries purchase and maintain updated computer hardware, software and support to provide excellent public computing services for patrons.

Program \$6,323.78

Budget:

Budget	Library	Amount
Detail:		
	Belt Public Library	\$664.53
	Blaine County Library	\$400.00
	Choteau/Teton Public Library	\$482.55

Chouteau County Library	\$0.00
Conrad Public Library	\$209.55
Dutton/Teton Public Library	\$1,045.30
Fairfield/Teton Public Library	\$581.97
Glacier County Library	\$0.00
Great Falls Public Library	\$309.55
Harlem Public Library	\$250.00
Havre-Hill County Library	\$184.55
Liberty County Library	\$1,066.30
Toole County Library	\$437.55
Valier Public Library	\$0.00
Wedsworth Memorial Library	<u>\$691.93</u>
Total award for Program 4:	\$6,323.78
Variance from Program 4 budget:	\$0.00

Program 5 - Administrative Services

Narrative

\$1000 stipend to Chouteau County Library to cover costs of administering Pathfinder Federation Coordinator responsibilities.

\$500 Administrative funding to cover postage, printing, and other costs incurred in direct support of Pathfinder Federation meetings and activities.

Evaluation

Associated Pathfinder Federation Goals

This program has no associated Pathfinder Federation goals.

Program \$1,500.00

Budget:

Budget Library

Amount

Detail:

Chouteau County Library	<u>\$1,500.00</u>
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Total award for Program 5:	\$1,500.00
Variance from Program 5 budget:	\$0.00

SIGNATURES/APPROVALS

Approval Date: _____

Pathfinder Federation Coordinator

_____	_____
Debbie Wellman - Library Director	Date Signed

Chairperson - Federation Advisory Board

_____	_____
Dea Nowell - Library Board Chair	Date Signed

Chairperson - Board of Trustees, Federation Coordinator's Library

_____	_____
Ron Young - Library Board Chair	Date Signed

AWARD SUMMARY/TOTALS

Library	Amount
Belt Public Library	\$1,710.26
Blaine County Library	\$1,710.30
Choteau/Teton Public Library	\$1,710.30
Chouteau County Library	\$3,310.66
Conrad Public Library	\$1,710.30
Dutton/Teton Public Library	\$1,710.30
Fairfield/Teton Public Library	\$1,710.12
Glacier County Library	\$1,710.30
Great Falls Public Library	\$1,710.30
Harlem Public Library	\$1,710.30
Havre-Hill County Library	\$1,710.30
Liberty County Library	\$1,710.30
Toole County Library	\$1,710.30
Valier Public Library	\$1,710.30
Wedsworth Memorial Library	<u>\$1,725.22</u>

Total Awarded: \$27,269.56

Total Budgeted: \$27,269.56

Discrepancy: \$0.00

Federation Plan of Service and Budget Request FY 2018 July 2017 Through June 2018

FEDERATION

Sagebrush

FEDERATION LIBRARIES

Public Libraries

Ekalaka Public Library	Active
Fallon County Library	Active
Garfield County Library	Active
George McCone Memorial County Library	Active
Glendive Public Library	Active
Henry A Malley Memorial Library	Active
Miles City Public Library	Active
Prairie County Library	Active
Sidney-Richland County Library	Active
Wibaux Public Library	Active

LONG RANGE GOALS

Goal Description

- # 1 Support and encourage continuing education, training, networking, and travel.**

Associated MSL Goals

- 3 -** Create a useful information infrastructure – Montanans have the information and library services they need to understand and influence change in their community and others follow Montana’s model of open, transparent, cooperative information management practices.
- 4 -** Foundational – Organizational success – Employees and partners who are willing to learn and be of service to others are a necessary part of ensuring that Montanans thrive and infrastructure that is safe and robust is also critical to libraries that are a part of creating thriving communities.

Goal Description

- # 2 Support and encourage member libraries to increase technology. Includes OCLC, MSC, or other electronic cataloging subscriptions, barcodes, networking costs, and Internet Access.**

Associated MSL Goals

- 3 -** Create a useful information infrastructure – Montanans have the information and library services they need to understand and influence change in their community and others follow Montana’s model of open, transparent, cooperative information management practices.

Goal Description

- # 3 Support and encourage member libraries to share resources and materials and increase communication between libraries.**

Associated MSL Goals

- 2 -** Secure sufficient and sustainable funding: we have the funds and capacity to meet the expectations of our partners and Montanans and we are an innovative, forward thinking, and fiscally responsible organization in fulfilling our mandates and meeting the expectations of our partners and Montana citizens.
- 3 -** Create a useful information infrastructure – Montanans have the information and

library services they need to understand and influence change in their community and others follow Montana's model of open, transparent, cooperative information management practices.

- 4** - Foundational – Organizational success – Employees and partners who are willing to learn and be of service to others are a necessary part of ensuring that Montanans thrive and infrastructure that is safe and robust is also critical to libraries that are a part of creating thriving communities.

ADMINISTRATIVE COSTS

Several administrative functions are centralized at the State Library, but Federation members may want to authorize a stipend (of not more than \$1,000) to the federation coordinator or designated person who is willing to work with the State Library and Federation membership to plan meeting agendas, set up meetings, and do the appropriate plan of service and annual report preparation and filing.

Revenue Summary

CST Revenue \$18,980.39

Total: \$18,980.39

Note: Budget Summary

Program 1 - CONTINUING ED, TRAINING AND TRAVEL \$2,965.19

Program 2 - TECHNOLOGY AND RESOURCE SHARING \$14,180.40

Program 3 - COMMUNICATION/PR AND CONSULTATION \$1,634.80

Program 4 - ADMINISTRATIVE SERVICES \$200.00

Total: \$18,980.39

PROGRAM SUMMARIES

Program 1 - CONTINUING ED, TRAINING AND TRAVEL

Narrative

Knowledgeable and trained staff and trustees are able to provide quality library services to their communities. Toward this end the following activities will be funded as money allows. (Examples: Montana Library Association (MLA) Conferences/Training, Offline, Montana Shared Catalog (MSC) or other community trainings).

Each member library may choose how much, if any, funding to designate toward training opportunities and travel expenses.

Training by qualified library representatives, individuals or State Library Staff will be provided at each Sagebrush Federation Meeting at no cost to the individual libraries.

Evaluation

Attending learning events or bringing continuing education to our area will result in more members accumulating certification credits, becoming certified and maintaining certification through the MSL program. Libraries should be working towards certifying all staff. At least two workshops will be presented each year at Federation meetings. Positive evaluations of Federation programs and meetings will also indicate success.

Associated Sagebrush Federation Goals

1 - Support and encourage continuing education, training, networking, and travel.

Program \$2,965.19

Budget:

Budget Library	Amount
Detail:	
Ekalaka Public Library	\$500.00
Garfield County Library	\$500.00
George McCone Memorial County Library	\$600.00
Henry A Malley Memorial Library	\$150.00
Miles City Public Library	\$1,115.19

Note: 1) \$464.80 (MCPL Expense); 2) \$150.39 (Federation Expense- Meeting Supplies); 3) \$500.00 (Federation Expense- Continuing Education/CE.

 Prairie County Library \$100.00

Total award for Program 1: \$2,965.19

Variance from Program 1 budget: \$0.00

Program 2 - TECHNOLOGY AND RESOURCE SHARING

Narrative

Monies received in this category will be expended toward technology-related resources that strengthen Federation-wide access: OCLC, Shared Catalog Expenses, software, hardware, virtual reference, online databases, portable reading/audio devices, etc.

Un-expended monies may be redirected toward technology (training, online database purchases such as MontanaLibrary2Go, professional development opportunities, or book discussion kits) or postage/shipping costs to cover resource/materials sharing.

The Federation will cover the cost for the Annual Subscription from Movie Licensing USA for all ten participating libraries. This purchase allows the license to be affordable for all libraries and to be in compliance with publicly showing films to patrons.

Each member library may choose how much, if any, funding to designate toward technology and resource sharing opportunities.

Evaluation

All Sagebrush Federation Libraries will maintain OCLC membership for Federation resource sharing. Upgrades of the network and hardware or software help maintain and improve patron service and access.

Statistics may be reviewed or patrons may be polled to track the effectiveness of online/technology services. Positive feedback from patrons and members on the use of library databases and other technology offerings will be an indication of success.

Public Libraries will provide an accounting for their expenditures in their individual Annual Report with an explanation of the benefits and outcomes to the federation.

Associated Sagebrush Federation Goals

2 - Support and encourage member libraries to increase technology. Includes OCLC, MSC, or other electronic cataloging subscriptions, barcodes, networking costs, and Internet Access.

3 - Support and encourage member libraries to share resources and materials and increase communication between libraries.

Program \$14,180.40

Budget:

Budget Library

Amount

Detail:

Ekalaka Public Library

\$1,414.80

Fallon County Library	\$1,464.80
Garfield County Library	\$1,250.00
George McCone Memorial County Library	\$504.80
Glendive Public Library	\$1,464.80
Henry A Malley Memorial Library	\$1,314.80
Miles City Public Library	\$2,572.00

Note: 1) \$918.00 (MCPL Expense); 2) \$1654.00 (Federation Expense-Group Movie License).

Prairie County Library	\$1,264.80
Sidney-Richland County Library	\$1,464.80
Wibaux Public Library	<u>\$1,464.80</u>

Total award for Program 2: \$14,180.40

Variance from Program 2 budget: \$0.00

Program 3 - COMMUNICATION/PR AND CONSULTATION

Narrative

The Federation Coordinator or a representative will attend at least two Coordinator meetings. Two Federation meetings will be held each year.

Federation members will act as mentors to new members. Members continually consult each other for help. If funds are available, members may travel to another member library for training/help/consultation.

Workgroups will be maintained (Plan of Service and Annual Report, Continuing Education, Federation Development and others as needed). Directors and other members are encouraged to participate. Workgroups help the Federation achieve its annual Goals.

Each member library may choose how much, if any, funding to designate toward communication and/or consultation.

Evaluation

This program will be deemed successful if:

1. The Coordinator or representative attends at least two Coordinator meetings (may attend by conference call or online) and the Coordinator manages the affairs of the Federation.
2. Two Federation meetings are held per year to communicate and network library information.

- 3. Members submit events and the "Sagebrush Federation Library Events" will be posted online detailing quarterly library happenings for the public and MSL.
- 4. One Federation Committee project meeting will be scheduled annually.
- 5. All libraries in Southeastern Montana are invited to the Federation meetings.

Associated Sagebrush Federation Goals

- 1 - Support and encourage continuing education, training, networking, and travel.
- 3 - Support and encourage member libraries to share resources and materials and increase communication between libraries.

Program \$1,634.80

Budget:

Budget Library	Amount
Budget Detail:	
Garfield County Library	\$164.80
George McCone Memorial County Library	\$360.00
Miles City Public Library	\$1,010.00
Note: 1) \$1010 (Federation Expense- Coordinator Travel)	
Prairie County Library	<u>\$100.00</u>
Total award for Program 3:	\$1,634.80
Variance from Program 3 budget:	\$0.00

Program 4 - ADMINISTRATIVE SERVICES

Narrative

Sagebrush Federation of Libraries will provide to the Miles City Public Library funds to be used as a stipend for the Coordinator to administer and manage the affairs of the Sagebrush Federation [For FY2015/16, on recommendation from the Coordinator, the Federation voted to divide the Coordinator Stipend to benefit libraries that needed extra funds for the coming year. The Federation will revisit the Stipend on a yearly basis at the Fall Meeting.]

The headquarters library will also receive funds for supplies such as postage, copies and long distance used for Federation business.

Evaluation

This program will be deemed successful if the Coordinator attends meetings, files appropriate reports to the Federation and Montana State Library in a timely manner, communicates Federation business to members and performs the duties per the job description of the Coordinator and headquarters library.

Associated Sagebrush Federation Goals

- 1 - Support and encourage continuing education, training, networking, and travel.
- 2 - Support and encourage member libraries to increase technology. Includes OCLC, MSC, or other electronic cataloging subscriptions, barcodes, networking costs, and Internet Access.
- 3 - Support and encourage member libraries to share resources and materials and increase communication between libraries.

Program \$200.00

Budget:

Budget Library

Amount

Detail:

Miles City Public Library

\$200.00

Note: 1) \$200 (Federation Expense- Supplies)

Total award for Program 4: \$200.00

Variance from Program 4 budget: \$0.00

SIGNATURES/APPROVALS

Approval Date: _____

Sagebrush Federation Coordinator

Sonja Woods - Library Director	Date Signed
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Chairperson - Federation Advisory Board

Betty Berger - Library Board Chair	Date Signed
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Chairperson - Board of Trustees, Federation Coordinator's Library

Betty Berger - Library Board Chair	Date Signed
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AWARD SUMMARY/TOTALS

Library	Amount
Ekalaka Public Library	\$1,914.80
Fallon County Library	\$1,464.80
Garfield County Library	\$1,914.80
George McCone Memorial County Library	\$1,464.80
Glendive Public Library	\$1,464.80
Henry A Malley Memorial Library	\$1,464.80
Miles City Public Library	\$4,897.19
Prairie County Library	\$1,464.80
Sidney-Richland County Library	\$1,464.80
Wibaux Public Library	<u>\$1,464.80</u>
Total Awarded:	\$18,980.39
Total Budgeted:	\$18,980.39
Discrepancy:	\$0.00

Federation Plan of Service and Budget Request FY 2018 July 2017 Through June 2018

FEDERATION

South Central

FEDERATION LIBRARIES

Public Libraries

Big Horn County Public Library	Active
Billings Public Library	Active
Bridger Public Library	Active
Carnegie Public Library	Active
Denton Public Library	Active
Dorothy Asbjornson Community Library	Active
Harlowton Public Library	Active
Joliet Public Library	Active
Judith Basin County Free Library	Active
Laurel Public Library	Active
Lewistown Public Library	Active
Moore Memorial Public Library	Active
Petroleum County School-Community Library	Active
Red Lodge Carnegie Library	Active
Rosebud County Library	Active
Roundup School-Community Library	Active
Stillwater County Library	Active

Branch Libraries

Bicentennial Library of Colstrip	Active
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LONG RANGE GOALS

Goal Description

- # 1 Some Montana citizens have inadequate library services because of lack of local funding or capability. Sharing and collaborating for services helps everybody.**

Associated MSL Goals

- 1 - Foster partnerships: partnerships are necessary to ensure that Montanans thrive. Through partnerships, MSL and those we serve will continue to move Montana forward.**
- 3 - Create a useful information infrastructure – Montanans have the information and library services they need to understand and influence change in their community and others follow Montana’s model of open, transparent, cooperative information management practices.**

Goal Description

- # 2 Collaboration in the form of interlibrary loaning, partnering and automating help to make scarce resources available to all Montana citizens. Economic collaboration is allowed for libraries within the SOC Federation in the event of a disaster.**

Associated MSL Goals

- 1 - Foster partnerships: partnerships are necessary to ensure that Montanans thrive. Through partnerships, MSL and those we serve will continue to move Montana forward.**
- 2 - Secure sufficient and sustainable funding: we have the funds and capacity to meet the expectations of our partners and Montanans and we are an innovative, forward thinking, and fiscally responsible organization in fulfilling our mandates and meeting the expectations of our partners and Montana citizens.**
- 4 - Foundational – Organizational success – Employees and partners who are willing to learn and be of service to others are a necessary part of ensuring that Montanans thrive and infrastructure that is safe and robust is also critical to libraries that are a part of creating thriving communities.**

Goal Description

- # 3 Public libraries in Montana need well-trained information specialists and**

knowledgeable trustees.

Associated MSL Goals

- 3 -** Create a useful information infrastructure – Montanans have the information and library services they need to understand and influence change in their community and others follow Montana’s model of open, transparent, cooperative information management practices.
- 4 -** Foundational – Organizational success – Employees and partners who are willing to learn and be of service to others are a necessary part of ensuring that Montanans thrive and infrastructure that is safe and robust is also critical to libraries that are a part of creating thriving communities.

Goal Description

- # 4 Many Montana citizens do not know about the services offered by their community libraries. Libraries must efficiently and effectively manage and promote its programs and services.**

Associated MSL Goals

- 1 -** Foster partnerships: partnerships are necessary to ensure that Montanans thrive. Through partnerships, MSL and those we serve will continue to move Montana forward.
- 2 -** Secure sufficient and sustainable funding: we have the funds and capacity to meet the expectations of our partners and Montanans and we are an innovative, forward thinking, and fiscally responsible organization in fulfilling our mandates and meeting the expectations of our partners and Montana citizens.

Goal Description

- # 5 Libraries must provide information access and library services to all.**

Associated MSL Goals

- 1 -** Foster partnerships: partnerships are necessary to ensure that Montanans thrive. Through partnerships, MSL and those we serve will continue to move Montana forward.
- 2 -** Secure sufficient and sustainable funding: we have the funds and capacity to meet the expectations of our partners and Montanans and we are an innovative, forward thinking, and fiscally responsible organization in fulfilling our mandates and meeting the expectations of our partners and Montana citizens.

- 3 - Create a useful information infrastructure – Montanans have the information and library services they need to understand and influence change in their community and others follow Montana’s model of open, transparent, cooperative information management practices.

Goal Description

- # 6 Montana citizens do not have consistent access to standards-based, networked, information infrastructure through their libraries and library staff members do not have access to reliable and /or convenient technical support.**

Associated MSL Goals

- 1 - Foster partnerships: partnerships are necessary to ensure that Montanans thrive. Through partnerships, MSL and those we serve will continue to move Montana forward.
- 2 - Secure sufficient and sustainable funding: we have the funds and capacity to meet the expectations of our partners and Montanans and we are an innovative, forward thinking, and fiscally responsible organization in fulfilling our mandates and meeting the expectations of our partners and Montana citizens.
- 3 - Create a useful information infrastructure – Montanans have the information and library services they need to understand and influence change in their community and others follow Montana’s model of open, transparent, cooperative information management practices.
- 4 - Foundational – Organizational success – Employees and partners who are willing to learn and be of service to others are a necessary part of ensuring that Montanans thrive and infrastructure that is safe and robust is also critical to libraries that are a part of creating thriving communities.

Goal Description

- # 7 Many different types of libraries exist within Montana, they are all important in helping Montana citizens keep abreast of the times.**

Associated MSL Goals

- 1 - Foster partnerships: partnerships are necessary to ensure that Montanans thrive. Through partnerships, MSL and those we serve will continue to move Montana forward.
- 2 - Secure sufficient and sustainable funding: we have the funds and capacity to meet

the expectations of our partners and Montanans and we are an innovative, forward thinking, and fiscally responsible organization in fulfilling our mandates and meeting the expectations of our partners and Montana citizens.

- 4 - Foundational – Organizational success – Employees and partners who are willing to learn and be of service to others are a necessary part of ensuring that Montanans thrive and infrastructure that is safe and robust is also critical to libraries that are a part of creating thriving communities.**

ADMINISTRATIVE COSTS

Several administrative functions are centralized at the State Library, but Federation members may want to authorize a stipend (of not more than \$1,000) to the federation coordinator or designated person who is willing to work with the State Library and Federation membership to plan meeting agendas, set up meetings, and do the appropriate plan of service and annual report preparation and filing.

Revenue Summary

CST Revenue \$33,866.54

Total: \$33,866.54

Note: Administrative Costs Several administrative functions are centralized at the State Library, but Federation members may want to authorize a stipend (of not more than \$2,000) to the federation coordinator or designated person who is willing to work with the State Library and Federation membership to plan meeting agendas, set up meetings, and do the appropriate plan of service and annual report preparation and filing. Note: South Central Federation receives per capita funds from Golden Valley because they have no library and because South Central is the nearest Federation. The amount is \$718.10. By member vote, these funds are donated to the MontanaLibrary2Go program. **Budget Summary**

Program 1 - Continuing Education and Travel	\$3,600.00
Program 2 - Technology and Resource Sharing	\$23,334.54
Program 3 - Continuing Education and Travel for Multi-Type Libraries	\$1,000.00
Program 4 - Purchase, Maintenance, and Mailing of Book Discussion Kits	\$1,750.00
Program 5 - Administrative Costs	<u>\$4,182.00</u>
Total:	\$33,866.54

PROGRAM SUMMARIES

Program 1 - Continuing Education and Travel

Narrative

This program supports all of the South Central Federation goals. The goals are set to assist all Federation library workers and trustees to attend Federation meetings, pertinent conferences, meetings and other continuing education opportunities to meet patron needs. Many libraries within the Federation have very small budgets for attending meetings or conferences which help the library workers or trustees learn new skills, sharpen existing skills or develop mentor-ships. This program will allow all libraries in the Federation to be able to take advantage of some of these opportunities. This assistance may include paying for travel and meals to meetings or registrations for pertinent opportunities by the Federation participants.

A travel allowance for each of the public libraries to attend Federation meetings is an important part of this program.

Evaluation

Member libraries will put the training to use in their library and share what they learned at Federation meetings.

Associated South Central Federation Goals

- 1 - Some Montana citizens have inadequate library services because of lack of local funding or capability. Sharing and collaborating for services helps everybody.
- 2 - Collaboration in the form of interlibrary loaning, partnering and automating help to make scarce resources available to all Montana citizens. Economic collaboration is allowed for libraries within the SOC Federation in the event of a disaster.
- 3 - Public libraries in Montana need well-trained information specialists and knowledgeable trustees.
- 4 - Many Montana citizens do not know about the services offered by their community libraries. Libraries must efficiently and effectively manage and promote its programs and services.
- 5 - Libraries must provide information access and library services to all.
- 6 - Montana citizens do not have consistent access to standards-based, networked, information infrastructure through their libraries and library staff members do not have access to reliable and /or convenient technical support.
- 7 - Many different types of libraries exist within Montana, they are all important in helping Montana citizens keep abreast of the times.

Program \$3,600.00

Budget:

Budget Library	Amount
Detail:	
Bicentennial Library of Colstrip	\$200.00
Big Horn County Public Library	\$200.00
Billings Public Library	\$200.00
Bridger Public Library	\$200.00
Carnegie Public Library	\$200.00
Denton Public Library	\$200.00
Dorothy Asbjornson Community Library	\$200.00
Harlowton Public Library	\$200.00
Joliet Public Library	\$200.00
Judith Basin County Free Library	\$200.00
Laurel Public Library	\$200.00
Lewistown Public Library	\$200.00
Moore Memorial Public Library	\$200.00
Petroleum County School-Community Library	\$200.00
Red Lodge Carnegie Library	\$200.00
Rosebud County Library	\$200.00
Roundup School-Community Library	\$200.00
Stillwater County Library	<u>\$200.00</u>
Total award for Program 1:	\$3,600.00
Variance from Program 1 budget:	\$0.00

Program 2 - Technology and Resource Sharing**Narrative**

This program supports most of the SOC objectives. Monies here will be used for technology and resource sharing related expenses of member public libraries. Emphasis is on technology that strengthens federation-wide public access, resource sharing and document delivery. Monies can be expended for such things as computer hardware, software, telephone/internet

connectivity, postage, shared catalog expenses as well as OCLC costs, marketing libraries, and online database expenses.

Any remaining money at the end of the fiscal year under \$100.00 will be added to Program 5, Administrative costs. If there is a remaining amount over \$100.00, it will be added to Program 4, Book Club Kits. In the event of a disaster which diminishes the service of a library within the SOC, the Federation can vote to allocate some or all of the remaining funds to the rehabilitation of the diminished library.

Evaluation

Each library will produce an online expense report of the purchases made and how the equipment/product benefited the Federation by July 30 for the previous fiscal year. Individual library reports will be added together to create an annual Federation report for the Montana State Library.

Associated South Central Federation Goals

- 1 - Some Montana citizens have inadequate library services because of lack of local funding or capability. Sharing and collaborating for services helps everybody.
- 2 - Collaboration in the form of interlibrary loaning, partnering and automating help to make scarce resources available to all Montana citizens. Economic collaboration is allowed for libraries within the SOC Federation in the event of a disaster.
- 3 - Public libraries in Montana need well-trained information specialists and knowledgeable trustees.
- 4 - Many Montana citizens do not know about the services offered by their community libraries. Libraries must efficiently and effectively manage and promote its programs and services.
- 5 - Libraries must provide information access and library services to all.
- 6 - Montana citizens do not have consistent access to standards-based, networked, information infrastructure through their libraries and library staff members do not have access to reliable and /or convenient technical support.
- 7 - Many different types of libraries exist within Montana, they are all important in helping Montana citizens keep abreast of the times.

Program \$23,334.54

Budget:

Budget Library

Amount

Detail:

Bicentennial Library of Colstrip	\$1,296.36
Big Horn County Public Library	\$1,296.36

Billings Public Library	\$1,296.36
Bridger Public Library	\$1,296.36
Carnegie Public Library	\$1,296.36
Denton Public Library	\$1,296.36
Dorothy Asbjornson Community Library	\$1,296.36
Harlowton Public Library	\$1,296.36
Joliet Public Library	\$1,296.36
Judith Basin County Free Library	\$1,296.36
Laurel Public Library	\$1,296.42
Lewistown Public Library	\$1,296.36
Moore Memorial Public Library	\$1,296.36
Petroleum County School-Community Library	\$1,296.36
Red Lodge Carnegie Library	\$1,296.36
Rosebud County Library	\$1,296.36
Roundup School-Community Library	\$1,296.36
Stillwater County Library	<u>\$1,296.36</u>
Total award for Program 2:	\$23,334.54
Variance from Program 2 budget:	\$0.00

Program 3 - Continuing Education and Travel for Multi-Type Libraries

Narrative

This program provides the opportunity for the multi-type libraries of the Federation to progress by providing them with the opportunity to apply for assistance with librarian training and/or mileage to said training. The availability of this funding will be announced by an annual mailing sent out by the Federation Coordinator. Grants will be as much as \$250 based on an itemized expense request and a copy of the librarian training agenda. Grants will be honored on a first come-first served basis for any multi-type library in the Federation with preference placed upon those requests that have never received a grant previously. The public libraries are not eligible for these particular grants. \$1,500.00 will be allocated to this program.

Evaluation

Member librarians will put the training to use in their libraries and share what they learned at Federation meetings.

Associated South Central Federation Goals

1 - Some Montana citizens have inadequate library services because of lack of local funding or capability. Sharing and collaborating for services helps everybody.

5 - Libraries must provide information access and library services to all.

7 - Many different types of libraries exist within Montana, they are all important in helping Montana citizens keep abreast of the times.

Program \$1,000.00

Budget:

Budget Library

Amount

Detail:

Laurel Public Library	<u>\$1,000.00</u>
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Total award for Program 3:	\$1,000.00
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Variance from Program 3 budget:	\$0.00
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Program 4 - Purchase, Maintenance, and Mailing of Book Discussion Kits

Narrative

The Federation will provide Book Discussion Kits to member libraries. These kits will be rotated within the Federation to encourage Federation libraries to support reading groups for their patrons. Bags will be purchased and filled with 8 copies of the same title, along with discussion questions for book discussion groups. These kits will be cataloged in the Federation Coordinator's library and mailed to Federation members from there. Return postage will be included. \$1,750 will be allocated for this program.

Evaluation

Statistics for the Book Discussion Kits will be presented in the Annual Report.

Associated South Central Federation Goals

1 - Some Montana citizens have inadequate library services because of lack of local funding or capability. Sharing and collaborating for services helps everybody.

2 - Collaboration in the form of interlibrary loaning, partnering and automating help to make scarce resources available to all Montana citizens. Economic collaboration is allowed for libraries within the SOC Federation in the event of a disaster.

Program \$1,750.00

Budget:

Budget Library

Amount

Detail:

Laurel Public Library	<u>\$1,750.00</u>
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Total award for Program 4:	\$1,750.00
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Variance from Program 4 budget:	\$0.00
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Program 5 - Administrative Costs

Narrative

A wage of \$2,000 will be paid or reimbursed to the Federation Coordinator for time and effort spent working with the State Library and Federation Members to prepare a plan of service, an annual report, attend Library Commission meetings and set up federation meetings and projects. \$732 is assigned for Coordinator travel. The administrator also purchases, processes, and dispenses book club kits for member libraries. \$400 will be paid to the City of Laurel to cover administrative costs. \$200 will be paid to Laurel Public Library for expenses of printing, photocopying etc. \$500 is set aside for Federation Meeting meals and \$350 for trainings and expenses. \$4182.00 will be allocated to this program. Per capita revenue coming from Golden Valley is allocated to MontanaLibrary2Go.

Evaluation

Federation Coordinator will prepare Plan of Service, Annual Report, attend necessary Commission meetings, set up federation meetings and projects and manage book group discussion kits.

Associated South Central Federation Goals

- 1 - Some Montana citizens have inadequate library services because of lack of local funding or capability. Sharing and collaborating for services helps everybody.
- 2 - Collaboration in the form of interlibrary loaning, partnering and automating help to make scarce resources available to all Montana citizens. Economic collaboration is allowed for libraries within the SOC Federation in the event of a disaster.
- 3 - Public libraries in Montana need well-trained information specialists and knowledgeable trustees.
- 4 - Many Montana citizens do not know about the services offered by their community libraries. Libraries must efficiently and effectively manage and promote its programs and services.
- 5 - Libraries must provide information access and library services to all.

6 - Montana citizens do not have consistent access to standards-based, networked, information infrastructure through their libraries and library staff members do not have access to reliable and /or convenient technical support.

7 - Many different types of libraries exist within Montana, they are all important in helping Montana citizens keep abreast of the times.

Program \$4,182.00

Budget:

Budget Library

Amount

Detail:

Laurel Public Library

\$4,182.00

Total award for Program 5:

\$4,182.00

Variance from Program 5 budget:

\$0.00

SIGNATURES/APPROVALS

Approval Date: _____

South Central Federation Coordinator

Nancy Schmidt - Library Director	Date Signed
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Chairperson - Federation Advisory Board

Deborah Richard - Library Board Member	Date Signed
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Chairperson - Board of Trustees, Federation Coordinator's Library

Rose Marie Kline - Library Board Chair	Date Signed
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AWARD SUMMARY/TOTALS

Library	Amount
Bicentennial Library of Colstrip	\$1,496.36
Big Horn County Public Library	\$1,496.36
Billings Public Library	\$1,496.36
Bridger Public Library	\$1,496.36
Carnegie Public Library	\$1,496.36
Denton Public Library	\$1,496.36
Dorothy Asbjornson Community Library	\$1,496.36
Harlowton Public Library	\$1,496.36
Joliet Public Library	\$1,496.36
Judith Basin County Free Library	\$1,496.36
Laurel Public Library	\$8,428.42
Lewistown Public Library	\$1,496.36
Moore Memorial Public Library	\$1,496.36
Petroleum County School-Community Library	\$1,496.36
Red Lodge Carnegie Library	\$1,496.36
Rosebud County Library	\$1,496.36
Roundup School-Community Library	\$1,496.36
Stillwater County Library	<u>\$1,496.36</u>
	Total Awarded: \$33,866.54
	Total Budgeted: \$33,866.54
	Discrepancy: \$0.00

Federation Plan of Service and Budget Request FY 2018 July 2017 Through June 2018

FEDERATION

Tamarack

FEDERATION LIBRARIES

Public Libraries

Bitterroot Public Library	Active
Darby Community Public Library	Active
ImagineIF Kalispell	Active
Lincoln County Public Libraries	Active
Mineral County Public Library	Active
Missoula Public Library	Active
North Lake County Public Library	Active
North Valley Public Library	Active
Plains Public Library District	Active
Preston Hot Springs Town-County Library	Active
Ronan Library District	Active
St Ignatius School-Community Library	Active
Thompson Falls Public Library	Active
Whitefish Community Library	Active

LONG RANGE GOALS

Goal Description

1 To create a Plan of Service (POS) for allocating revenues for implementation of programs and for conducting the business of the federation. One spring meeting over two days allows membership participation from multi-type libraries prioritizing federation wide library service needs. Training will be offered for all type libraries and Public Library Trustees. The Federation will pay for one Public Librarian and one Public Library Trustee to attend the meeting. Schools and Special libraries will have one member paid for. If there are funds unused they will help defray the cost for extra member participation.

The fall meeting will be a conference call used for the business of the Federation. Training will not be provided during the conference call. The Federation Coordinator provides leadership for federation business and oversight of the POS. The presence of State Library staff is crucial for consulting, guidance and updates on state-wide activities.

Associated MSL Goals

- 4 - Foundational – Organizational success – Employees and partners who are willing to learn and be of service to others are a necessary part of ensuring that Montanans thrive and infrastructure that is safe and robust is also critical to libraries that are a part of creating thriving communities.**

Goal Description

2 To provide training and professional development for member libraries' staff. All library staff need to be informed of and trained in new technologies and innovative library services.

Associated MSL Goals

- 3 - Create a useful information infrastructure – Montanans have the information and library services they need to understand and influence change in their community and others follow Montana's model of open, transparent, cooperative information management practices.**
- 4 - Foundational – Organizational success – Employees and partners who are willing to learn and be of service to others are a necessary part of ensuring that Montanans thrive and infrastructure that is safe and robust is also critical to libraries that are a part of creating thriving communities.**

Goal Description

- # 3 To improve technology for improving access to library content and services. Libraries must provide convenient, high-quality and cost effective access to collections and services.**

Associated MSL Goals

- 3 - Create a useful information infrastructure – Montanans have the information and library services they need to understand and influence change in their community and others follow Montana’s model of open, transparent, cooperative information management practices.**

Goal Description

- # 4 To assist libraries with expanding and sharing their collections.**

Creating special collections for sharing among libraries benefits all federation library users. Borrowing and loaning materials is important for providing resources for library users beyond the scope of the local library.

Associated MSL Goals

- 3 - Create a useful information infrastructure – Montanans have the information and library services they need to understand and influence change in their community and others follow Montana’s model of open, transparent, cooperative information management practices.**

Goal Description

- # 5 Planning for Building Improvement**

Libraries may use funds to support the costs of planning for the best use of space directly related to federation-wide activities. Costs may include, but are not limited to:

- Consultant fees and travel**
- Design models**
- Wireless feasibility studies**
- Cost analysis reviews for adding a courier access area**

Evaluation

Libraries will have "outside" experts advise them on best use of space or the need for expansion to improve participation in federation-wide activities.

Associated MSL Goals

- 3** - Create a useful information infrastructure – Montanans have the information and library services they need to understand and influence change in their community and others follow Montana’s model of open, transparent, cooperative information management practices.

- 4** - Foundational – Organizational success – Employees and partners who are willing to learn and be of service to others are a necessary part of ensuring that Montanans thrive and infrastructure that is safe and robust is also critical to libraries that are a part of creating thriving communities.

ADMINISTRATIVE COSTS

Several administrative functions are centralized at the State Library, but Federation members may want to authorize a stipend (of not more than \$1,000) to the federation coordinator or designated person who is willing to work with the State Library and Federation membership to plan meeting agendas, set up meetings, and do the appropriate plan of service and annual report preparation and filing.

Revenue Summary

CST Revenue \$41,220.81

Total: \$41,220.81

Note: Budget Summary

Program 1 - Two Membership Meetings \$5,447.45

Program 2 - Training and Professional Development \$6,665.72

Program 3 - Technology \$17,459.06

Program 4 - Expanding and sharing collections \$11,648.58

Program 5 - Planning for Building Improvement \$0.00

Total: \$41,220.81

PROGRAM SUMMARIES

Program 1 - Two Membership Meetings

Narrative

Two membership meetings will be held in FY 2018. The spring meeting will be a two day meeting. The business of the Federation will be conducted and a full day of training for Trustees and Librarians will take place. Expenses will be covered for a Public Library Trustee and a Librarian from each of the active Public Libraries. Expenses for one member of a School or Special Library will be covered. Mileage to the meeting is at the expense of each library. The fall meeting will be conducted via a conference call. CE will not be available during the fall meeting. All Public Libraries must send a representative to both meetings to qualify as an active member. If a Public Library is not represented due to an emergency the executive committee will determine if the library will have active or inactive status. It is beneficial that the Montana State Library staff and State Commissioners participate in the meetings.

The coordinator will:

- Arrange meetings
- Create and distribute appropriate notices and documents for the meetings
- Attend at least 3 State Library Commissioners meetings
- The Federation Coordinator Library will receive \$1000 to help defray the costs for travel and other Federation Expenses.

Included in each years business:

- Conduct the business of the federation, including election of officers, in accordance with its by-laws
- create the POS for the following year in a timely manner with membership participation.

Evaluation

The POS will continue to be a creative and fiscally responsible tool for providing library services to all federation residents.

The membership will mentor new librarians and new trustees by sharing "Joys and Concerns".

State Library staff and State Commissioners will learn of the needs and concerns of libraries which will aid them in making decisions on library issues and securing federation support.

Librarians will be informed of state and national library issues.

Associated Tamarack Federation Goals

1 - To create a Plan of Service (POS) for allocating revenues for implementation of programs and for conducting the business of the federation. One spring meeting over two days allows membership participation from multi-type libraries prioritizing federation wide library service needs. Training will be offered for all type libraries and Public Library Trustees. The Federation will pay for one Public Librarian and one Public Library Trustee to attend the meeting. Schools and Special libraries will have one member paid for. If there are funds unused they will help defray the cost for extra member participation. The fall meeting will be a conference call used for the business of the Federation. Training will not be provided during the conference call. The Federation Coordinator provides leadership for federation business

and oversight of the POS. The presence of State Library staff is crucial for consulting, guidance and updates on state-wide activities.

4 - To assist libraries with expanding and sharing their collections. Creating special collections for sharing among libraries benefits all federation library users. Borrowing and loaning materials is important for providing resources for library users beyond the scope of the local library.

Program \$5,447.45

Budget:

Budget Library	Amount
Detail:	
Missoula Public Library	<u>\$5,447.45</u>

Note: These funds are used to carry out two membership meetings, one is a conference call the the other is a two day retreat. Unspent money is donated to the MT Library 2 Go program to help purchase more content.

Total award for Program 1: \$5,447.45

Variance from Program 1 budget: \$0.00

Program 2 - Training and Professional Development

Narrative

Library staff will attend training and/or professional opportunities at local, state and national levels. Includes but is not limited to workshops, on-line courses, conferences and academic classes. Registration, mileage, lodging, meals and materials may be included in the costs.

Evaluation

Library staff will provide new and improved library services for their users.

Associated Tamarack Federation Goals

2 - To provide training and professional development for member libraries' staff. All library staff need to be informed of and trained in new technologies and innovative library services.

Program \$6,665.72

Budget:

Budget Library	Amount
Detail:	
Tamarack	

Bitterroot Public Library	\$1,277.62
Missoula Public Library	\$2,555.24
North Lake County Public Library	\$555.24
Plains Public Library District	\$300.00
Preston Hot Springs Town-County Library	\$700.00
Ronan Library District	<u>\$1,277.62</u>
Total award for Program 2:	\$6,665.72
Variance from Program 2 budget:	\$0.00

Program 3 - Technology

Narrative

Purchases may include, but are not limited to: Computer hardware, software and upgrades, firewall security, Printers, scanners, Membership costs for OCIC, Montana Shared Catalog, Virtual Reference, Database costs

Outreach and public relations costs promoting access to collections and library services (Example of costs outside the scope of this program include, but are not limited to: e-books, furniture, barcodes and other

Evaluation

libraries will meet or pass minimal requirements for joining the Montana Shared Catalog. library staff will be able to more efficiently access on-line products and programs for processing materials, training, staff and providing information to library users. There will be additional public access computers or up-graded current ones to meet the needs of library users.

Associated Tamarack Federation Goals

3 - To improve technology for improving access to library content and services. Libraries must provide convenient, high-quality and cost effective access to collections and services.

Program \$17,459.06

Budget:

Budget Library

Amount

Detail:

Darby Community Public Library	\$2,555.24
North Lake County Public Library	\$2,000.00

North Valley Public Library	\$2,555.24
Plains Public Library District	\$2,255.24
Preston Hot Springs Town-County Library	\$1,855.24
Ronan Library District	\$1,277.62
St Ignatius School-Community Library	\$2,405.24
Thompson Falls Public Library	<u>\$2,555.24</u>
Total award for Program 3:	\$17,459.06
Variance from Program 3 budget:	\$0.00

Program 4 - Expanding and sharing collections

Narrative

Libraries may purchase and share collection materials in accordance with the Tamarack Federation Collection Policy, including creating Book Club kits. To encourage and assist in sharing collections, libraries may choose to apply funds to courier and or postage costs.

Evaluation

Library communities will benefit from a new service: the sharing of Book Club kits. Materials purchased in accordance with the Tamarack Federation Collection Policy will be available to all libraries. Libraries will receive support in funding the cost of sharing materials.

Associated Tamarack Federation Goals

4 - To assist libraries with expanding and sharing their collections. Creating special collections for sharing among libraries benefits all federation library users. Borrowing and loaning materials is important for providing resources for library users beyond the scope of the local library.

Program \$11,648.58

Budget:

Budget	Library	Amount
Detail:		
	Bitterroot Public Library	\$1,277.62
	ImagineIF Kalispell	\$2,555.24
	Lincoln County Public Libraries	\$2,555.24
	Mineral County Public Library	\$2,555.24

St Ignatius School-Community Library	\$150.00
Whitefish Community Library	<u>\$2,555.24</u>
Total award for Program 4:	\$11,648.58
Variance from Program 4 budget:	\$0.00

Program 5 - Planning for Building Improvement

Narrative

Libraries may use funds to support the costs of planning for the best use of space directly related to federation-wide activities. Costs may include, but are not limited to: -Consultant fees and travel -Design models -Wireless feasibility studies -Cost analysis reviews for adding a courier access area

Evaluation

Libraries will have "outside" experts advise them on best use of space or the need for expansion to improve participation in federation-wide activities.

Associated Tamarack Federation Goals

1 - To create a Plan of Service (POS) for allocating revenues for implementation of programs and for conducting the business of the federation. One spring meeting over two days allows membership participation from multi-type libraries prioritizing federation wide library service needs. Training will be offered for all type libraries and Public Library Trustees. The Federation will pay for one Public Librarian and one Public Library Trustee to attend the meeting. Schools and Special libraries will have one member paid for. If there are funds unused they will help defray the cost for extra member participation. The fall meeting will be a conference call used for the business of the Federation. Training will not be provided during the conference call. The Federation Coordinator provides leadership for federation business and oversight of the POS. The presence of State Library staff is crucial for consulting, guidance and updates on state-wide activities.

5 - Planning for Building Improvement Libraries may use funds to support the costs of planning for the best use of space directly related to federation-wide activities. Costs may include, but are not limited to: -Consultant fees and travel -Design models -Wireless feasibility studies -Cost analysis reviews for adding a courier access area Evaluation Libraries will have "outside" experts advise them on best use of space or the need for expansion to improve participation in federation-wide activities.

Program \$0.00

Budget:

Budget This program has no budget detail.

Detail:

SIGNATURES/APPROVALS

Approval Date: _____

Tamarack Federation Coordinator

Honore Bray - Library Director	Date Signed
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Chairperson - Federation Advisory Board

Mary Rogers - Library Board Chair	Date Signed
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Chairperson - Board of Trustees, Federation Coordinator's Library

Rita Henkel - Library Board Chair	Date Signed
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AWARD SUMMARY/TOTALS

Library	Amount
Bitterroot Public Library	\$2,555.24
Darby Community Public Library	\$2,555.24
ImagineIF Kalispell	\$2,555.24
Lincoln County Public Libraries	\$2,555.24
Mineral County Public Library	\$2,555.24
Missoula Public Library	\$8,002.69
North Lake County Public Library	\$2,555.24
North Valley Public Library	\$2,555.24
Plains Public Library District	\$2,555.24
Preston Hot Springs Town-County Library	\$2,555.24
Ronan Library District	\$2,555.24
St Ignatius School-Community Library	\$2,555.24
Thompson Falls Public Library	\$2,555.24
Whitefish Community Library	<u>\$2,555.24</u>
Total Awarded:	\$41,220.81
Total Budgeted:	\$41,220.81
Discrepancy:	\$0.00

Memo

To: Jennie Stapp, State Librarian
Montana State Library Commission

From: Tracy Cook, Statewide Library Resources Director

Date: June 5, 2017

Re: **2018-2022 LSTA Plan**

Statewide Library Resources staff from Library Development and the Talking Book Library worked with the Network Advisory Council to create a 2018-2022 plan for Library Services Technology Act (LSTA) funds. The new plan needs to be adopted by the Commission no later than June 27, 2017 in order for staff to meet the June 30th deadline.

A draft of this plan was shared with the Montana library community in mid-May. We asked for public comment during that time. The attached document includes comments and suggestions from the library community. Staff and members of the Network Advisory Council have also reviewed the document, and their edits are also included.

One question that I have for you and the Commission is about the addition of a fourth strategy. The three strategies of MSL's *Strategic Framework* describe a lot of what we do with our LSTA funds. However, staff found a need for a fourth strategy about "people development" or what is referred to as "institutional capacity" by the Institute of Museum and Library Services. This particular strategy involves building the skills of librarians and trustees to support the other three strategies of foster partnerships, create critical infrastructure, and secure sufficient funding within local communities. Staff really liked the idea of "develop the library community" as an additional strategy. It crosswalks quite well with IMLS priorities and the goals and objectives created by the Network Advisory Council.

Is the Commission okay with adding this fourth strategy? Or would they prefer that it be deleted? Or something else such as adding it as a sub-strategy of fostering partnerships?



DRAFT 2018-2022 Library
Services Technology Act (LSTA)
Plan

Contents

Mission of the Montana State Library.....	3
Our Purpose:	3
What we value:	3
Our roles:	3
How we provide these services:.....	3
Needs Assessment.....	4
Libraries should consider providing:.....	4
The Montana State Library can help libraries by:	4
Audience and methods used to collect and analyze data:	4
Complementary Data and Advisory Input:	65
Process and Priorities for 2018-2022	6
Process used for plan:.....	6
How priorities were set:	6
Goals for the 2018-2022 LSTA Plan	76
Goal 1: Collaboration.....	76
Goal 2: Outreach/Lifelong Learning	98
GOAL 3 – Community Leadership.....	1140
GOAL 4 – Internet Access.....	1542
Goal 5 - Adequate Support	1643
Projects and Coordination of Efforts:.....	1744
Montana Shared Catalog (MSC)	1744
Montana Library 2 Go (MLIB2GO).....	1845
Montana Memory Project (MMP).....	1946
Resource Sharing.....	2047
OCLC Group Services	2147
Statewide Consulting & Training - Collaboration	2148
Montana Talking Book Library (MTBL)	2249
Ready2Read	2349
Lifelong Learning Programming and Materials	2320
Statewide Consulting & Training – Community Education & Outreach	2424
Statewide Consulting & Training – Community Leadership	2522
Broadband Initiatives.....	2623

Statewide Consulting & Training – Improving local support and services.....	2723
Coordination Efforts	Error! Bookmark not defined.
Stakeholder Involvement.....	2824
Communication and Public Availability	2925
Monitoring	2925

Mission of the Montana State Library

Our Purpose: The Montana State Library helps all organizations, communities, and Montanans thrive through excellent library resources and services.

What we value:

- User-centric services;
- The diverse world-views of our users and partners;
- Open and free information that is accurate, timely, comprehensive and convenient;
- Data driven planning and evaluation coupled with compelling narrative;
- Risk-taking;
- Progressive library services and collections that are models for others.

Our roles:

- The Montana State Library is the source for State Government Information, Natural Resources Information, and Geographic Information, for all Montanans.
- MSL supports the development and excellence of Montana’s tax-supported public libraries.
- MSL supports reading for Montanans with visual or physical disabilities.

How we provide these services:

- The Montana State Library plans, implements, and coordinates collaborative statewide projects to improve library services and collections.
- The Montana State Library provides consulting and training services that develop the skills of library staff and board members.
- The Montana State Library provides a Talking Book Library for Montanans eligible for materials from the National Library Service.

Needs Assessment

MSL hired an independent evaluator to evaluate the 2013-2017 LSTA plan. Dr. Anthony Chow identified the following needs.

Libraries should consider providing:

- Programming focused on lifelong learning
- Technology and digital access
- Books, magazines, and access to information
- Access in terms of hours/location/ease of use/different formats

The Montana State Library can help libraries by:

- Continuing to support libraries – especially those facing reduced budgets and higher costs
- Focusing integrated support in workforce development, digital literacy, and Internet access
- Assisting libraries with community education and outreach
- Continuing to lead in statewide resource sharing
- Addressing concerns about graying of the field

Dr. Chow's analysis also mentioned tribal libraries and services. He had four specific recommendations for assisting tribal libraries:

- Providing a consultant to assist tribal libraries
- Prioritizing tribal services in libraries close to tribal lands
- Providing a safe place for tribal youth to congregate
- Providing digitization grants

We have attempted to include tribal libraries in our work in much the same way that we include other types of libraries through projects such as MontanaLibrary2Go or the Montana Shared Catalog. We will continue to identify ways to include tribal librarians in our projects, trainings, and stakeholder meetings.

The Network Advisory Council and MSL staff also analyzed "addressing concerns about graying of the field." The group discussed the local factors that impact this decision as well as the resources needed. The Montana State Library has offered several succession planning trainings; statewide consulting librarians have

assisted boards with library director recruitment; and resources have been provided on our learning portal. We will continue to make use of these tools.

MSL staff and the Network Advisory Council will continue to analyze the evaluation report and use its recommendations both in this plan and in daily work with constituents.

Please see the evaluation report for the full data and analysis:

http://docs.msl.mt.gov/Central_Services/Commission_Councils/Commission/Archive/2017/03/20170329Ista_eval_report.pdf

Audience and methods used to collect and analyze data: Dr. Chow used focus groups, statistical analysis of 10 years of public library statistics, surveys, and one-on-one interviews to identify these needs. Audiences included library staff from academic, school, public, and special libraries. His primary audience was public library directors. He also designed a survey for patrons to complete in order to identify what the public needed from libraries.

~~Dr. Chow's analysis also mentioned tribal libraries and services. He had four specific recommendations for assisting tribal libraries:~~

MSL staff also asked the Network Advisory Council to assist in identifying needs and goals for the Montana library community. The Network Advisory Council is comprised of library representatives from all types and sizes of libraries. An effort is also made to ensure that all areas of Montana are represented.

MSL will continue its practice of regularly listening and talking to the library community about its needs. The implementation of the data driven model will give us a formal framework for collecting data about our projects and trainings that we can analyze in order to identify needs or make improvements to our services. This data can also reveal whether or not we achieved our desired outcomes.

Process used for plan: The following goals were created using a modified *Planning for Results* process that ~~included feedback and participation from~~ involved the Network Advisory Council and staff from the Talking Book Library and Library

Development Department. Data from the LSTA evaluation report, library community input, and State Librarian feedback were incorporated into the process.

How priorities were set: The goals are in priority order, ~~as~~ ~~The order was~~ determined by members of the Network Advisory Council and staff representatives who ~~voted on the goals based on first considered~~ the evaluation report, and ~~also conducted an~~ analysis of the strengths, weaknesses, opportunities, and threats (SWOT Analysis) facing the library community and the Montana State Library. Members ~~voting were asked to only then~~ voted for ~~items that matched the strategies included in the goals in alignment with the~~ MSL Strategic Framework: foster partnerships; create useful information infrastructure; secure sufficient and sustainable funding; and develop our library community.

Goals for the 2018-2022 LSTA Plan

Goal 1: Collaboration - The Montana State Library encourages, plans, implements, and supports libraries with collaborative efforts.

Needs Met	Outcomes Desired	IMLS Priorities	Focal Areas	MSL Framework
Technology and digital access	Library directors and staff have the <u>demonstrate the knowledge, skills, and desire</u> and desire to participate in collaborative efforts.	<u>Provide training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services</u> <u>Expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support</u>	Institutional Capacity	Foster partnerships

		<u>such individuals' needs for education, lifelong learning, workforce development, and digital literacy skills</u>		
Books, magazines, and access to information	Libraries participating in collaborative efforts are more efficient – the effort saves staff time and improves workflows.	Establish or enhance electronic and other linkages and improved coordination among and between libraries and entities for the purpose of improving the quality of and access to library and information services	Information Access	Develop library community
Continuing to support libraries – especially those facing reduced budgets and higher costs	Libraries participating in collaborative efforts save money.	<u>Expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, and digital literacy skills</u> Provide training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services	Institutional Capacity	Secure sufficient and sustainable funding
Assisting libraries with community	Libraries participating in collaborative efforts provide better collections for their	Develop public and private partnerships with other agencies	Information Access	Create a useful information infrastructure

education and outreach	patrons either through increased resource sharing or offering more materials in a variety of formats.	and community-based organizations;		
Continuing to lead in statewide resource sharing	Libraries participating in collaborative efforts report improved library services for their community.	Develop library services that provide all users access to information through local, state, regional, national, and international collaborations and networks	Information Access	Create a useful information infrastructure
Continuing to support libraries – especially those facing reduced budgets and higher costs	MSL staff holistically review statewide projects to develop collaborative initiatives that are efficient, effective, and save time and money for libraries.		Institutional Access	Create a useful information infrastructure/secure sufficient and sustainable funding/ <u>foster partnerships-</u>

Goal 2: Outreach/Lifelong Learning - The Montana library community speaks in a way that reveals its interconnectedness and establishes a cohesive “Montana library” identity that helps community members understand that libraries are for their lives right now as well as for their lifetimes.

Needs Met	Outcomes Desired	IMLS Priorities	Focal Areas	MSL Framework
Continuing to support libraries – especially those facing reduced budgets and higher costs	Library directors and staff <u>have the demonstrate the</u> knowledge, skills, and desire to provide outreach in their respective communities.	<u>Provide training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services</u> <u>Expand services for learning and access to information and</u>	Institutional Capacity	Develop library community

		educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, and digital literacy skills		
Assisting libraries with community education and outreach	Library directors and staff engage with community members.	<u>Expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, and digital literacy skills</u> Provide training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services	Institutional Capacity	Foster partnerships
Programming focused on lifelong learning	Library directors, staff, and advisory/board members from all types of libraries	Develop public and private partnerships with other agencies and community-based organizations	Lifelong Learning	Develop library community

	identify how different libraries holistically serve a person from birth to end of life.			
Access in terms of hours/location/ease of use/different formats	The library community uses that information to designs services that follow a person throughout his/her lifespan.	Target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 9902(2) of title 42) applicable to a family of the size involved	Human Services/ Information Access/ Employment & Economic Development	Create a useful information infrastructure
Focusing integrated support in workforce development, digital literacy, and Internet access	People eligible for Montana Talking Book Library services are aware of its services.	Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills	Information Access	Foster partnerships
	People eligible for Montana Talking Book Library Services use its services.	Develop library services that provide all users access to information through local, state,	Information Access	Create a useful information infrastructure

		regional, national, and international collaborations and networks		
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GOAL 3 – Community Leadership - Librarians, advisory members, and board members listen to their community members to design library services that make a difference in the community while continuing to bridge digital/traditional library services.

Needs Met	Outcomes Desired	IMLS Priorities	Focal Areas	MSL Framework
Programming focused on lifelong learning	Library directors, staff, support groups, advisory members, and board members increase their knowledge and skills about how to listen to the community.	<u>Provide training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services</u> <u>Expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, and digital literacy skills</u>	Institutional Capacity	Develop library community
Technology and digital access	Library directors, staff, support groups, advisory members, and board members	<u>Expand services for learning and access to information and educational</u>	Institutional Capacity	Foster partnerships

	implement what they learned to assess community needs.	<u>resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, and digital literacy skills</u> Provide training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services		
Books, magazines, and access to information	Library directors, staff, support groups, advisory members, and board members use what they learned to design responsive library services.	Develop public and private partnerships with other agencies and community-based organizations	Civic Engagement/ Information Access	Create a useful information infrastructure
Access in terms of hours/location/ease of use/different formats	Library directors, staff, support groups, advisory members, and board members increase their knowledge about library trends in balancing digital and traditional library services.	Target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17)	Institutional Capacity	Create a useful information infrastructure

		from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 9902(2) of title 42) applicable to a family of the size involved		
Continuing to support libraries – especially those facing reduced budgets and higher costs	Library directors, staff, support groups, advisory members, and board members identify ways to work with community members to increase overall well-being of the community.	Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills	Civic Engagement/ Information Access/Lifelong Learning	Foster partnerships
Focusing integrated support in workforce development, digital literacy, and Internet access	Library staff increase their knowledge, confidence, and master digital literacy skills in digital literacy	<u>Provide training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services</u> Develop library services that provide all users access to information through local, state, regional,	Institutional Capacity	Develop library community

		<u>national, and international collaborations and networks</u>		
	Libraries increase their digital literacy programming	<u>Develop library services that provide all users access to information through local, state, regional, national, and international collaborations and networks</u>	Information Access	Create a useful information infrastructure

GOAL 4 – Internet Access - Every Montanan has access to the Internet.				
Needs Met	Outcomes Desired	IMLS Priorities	Focal Areas	MSL Framework
Programming focused on lifelong learning	Public libraries increase their bandwidth in order to meet national standards and provide their community with Internet speeds that support formal learning, lifelong learning, social connections, and the basic needs of the community members	Expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, and digital literacy skills	Information Access/Institutional Capacity	Create a useful information infrastructure
Technology and digital access	TBL, through the National Library Service, focuses	Establish or enhance electronic and	Information Access	Create a useful information infrastructure

	on developing accessible wireless players to increase ease of delivery and use for users with disabilities	other linkages and improved coordination among and between libraries and entities for the purpose of improving the quality of and access to library and information services		
Access in terms of hours/location/ease of use/different formats	Libraries and MSL staff develop partnerships with local Internet Service Providers.	Develop public and private partnerships with other agencies and community-based organizations	Institutional Capacity	
Books, magazines, and access to information		Develop library services that provide all users access to information through local, state, regional, national, and international collaborations and networks	Lifelong Learning	
Continuing to support libraries – especially those facing reduced budgets and higher costs			Institutional Capacity	
Focusing integrated support in workforce development, digital literacy, and Internet access			Employment & Economic Development/Information Access	

Goal 5 - Adequate Support - Library community has adequate and stable support to provide the best library service possible.

Needs Met	Outcomes Desired	IMLS Priorities	Focal Areas	MSL Framework
Access in terms of hours/location/ease of use/different formats	Libraries report increased support from local government officials.	Expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, and digital literacy skills	Institutional Capacity	Secure sufficient & sustainable funding
Continuing to support libraries – especially those facing reduced budgets and higher costs	Libraries report increased support from their communities.	Provide training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services	Institutional Capacity	Secure sufficient & sustainable funding
	Library directors, staff, advisory members, and board members increase their knowledge and skills about identifying, creating, and measuring public value.	Develop library services that provide all users access to information through local, state, regional, national, and international collaborations and networks	Institutional Capacity	Develop library community
	Libraries report increased stability in funding and services.		Institutional Capacity	Secure sufficient & sustainable funding

Projects and Coordination of Efforts:

Montana Shared Catalog (MSC)	
Description: a An integrated library system for a multi-type library consortium.	
Activities include: W working with members to plan for the future; administering the system; ensuring standards and workflows that maintain a state-of-the art system; pilot projects that explore the benefits and risks of centralization; and training and technical support for members of the Montana Shared Catalog.	
Focal Area/IMLS Intent(s): Institutional Capacity - Improve the library workforce; Improve the library's physical and technical capacity; Improve the library's operations	
Focal Area/IMLS Intent(s): Information Access - Improve users' ability to discover information; Improve users' ability to obtain information	
Goal Addressed	Objectives
1	I Increase the number of libraries participating in the consortium in a way that preserves the health of the system and ensures a positive experience for joining libraries, current libraries, and the MSC staff.
1	The Statewide Projects Librarian and Montana Shared Catalog Director will study the Montana Shared Catalog and its return on investment for participating libraries.
1	The consortium will R eturn to the member-led, member-mentored model in order to ensure the sustainability of the consortium and increase overall satisfaction with the Montana Shared Catalog.
1	MSC Staff will work with members to identify standards, procedures, and processes that make the system more efficient thereby improving sustainability and return on investment for libraries.
1	MSC Staff will work with members to explore feasibility of centralized pilot projects to assist with sustainability and efficiency of the system and to deliver services at scale for Montana libraries.
1	MSC Staff will evaluate trends in library automation in order to make recommendations to the membership and the Montana State Library in order to improve services.
1	The Montana Shared Catalog Trainer with the assistance of peers will develop resources and continuing education that assist libraries with day-to-day tasks thereby making them more efficient in their work.
Timeline: Ongoing	
Funding: LSTA expenditures include position and operating expenses for 2.33 FTE; and vendor migration costs for bringing new libraries on to the shared integrated library system. Approximately \$225,000 annually.	

Montana Library 2 Go (MTLIB2GO)	
Description: a A consortium that provides downloadable content for Montanans with a library card.	

Activities include: w Working with members to plan for the future; working with vendor to add libraries and maintain the system; providing training and support for libraries; and assisting libraries by writing Requests for Information, answering questions, exploring different formats, and providing information about the future of downloadable content.	
Focal Area/IMLS Intent(s): Institutional Capacity - Improve the library's operations	
Focal Area/IMLS Intent(s): Information Access - Improve users' ability to discover information; Improve users' ability to obtain information	
Goal Addressed	Objectives
1	Increase the number of public libraries participating in the consortium.
1	Statewide Projects Librarian will study the value of Montana Library 2 Go in order to identify the return on investment for libraries participating in the consortium.
1	Member libraries with assistance from Library Development staff will increase the number of items and the variety of formats in Montana Library 2 Go.
<u>1</u>	<u>Member libraries with assistance from Library Development staff will explore options to provide access to additional formats either through MontanaLibrary2Go or other consortium configurations.</u>
1	The membership and Library Development staff will explore and possibly implement a progressive model of sharing. Library Development staff will work with participating libraries to implement the centralized model of purchasing and sharing in any new e-content efforts administered or facilitated by the State Library.
1	Library Development staff will answer questions and assist non-public library consortia interested in downloadable content.
	<u>The Statewide Projects Librarian and Lifelong Learning Librarian will conduct usability testing to improve the product for end users.</u>
1	MSL staff will regularly complete Requests for Information to reveal other vendor possibilities.
1	Statewide Consulting Librarians and CE Coordinator will answer questions and facilitate training for libraries participating in Montana Library 2 Go.
Timeline: Ongoing	
Funding: LSTA expenditures include annual vendor hosting fee for e-content platform, website, and technical support; and costs for adding new libraries to the shared service. Approximately \$43,000 annually.	

Montana Memory Project (MMP)	
Description: a A consortium of libraries, museums, and other partners that digitize and preserve important Montana historical content that is discoverable locally and internationally.	
Activities include: w Working with members to plan for the future; working with vendor to add partners and maintain the system; providing training and support for partners; and providing information about the future of digitization and preservation of historic content.	
Focal Area/IMLS Intent(s): Information Access - Improve users' ability to discover information; Improve users' ability to obtain information	
Focal Area/IMLS Intent(s): Lifelong Learning - Improve users' formal education; Improve users' general knowledge and skills	

Goal Addressed	Objectives
1	Increase the number of organizations participating in the Montana Memory Project in a way that preserves the health of the consortium and ensures a positive experience for joining organizations, current members, and MMP staff.
1	The Montana Memory Project Director and Statewide Projects Librarian will study the value of the MMP in order to identify the Return on Investment for organizations that participate in the MMP.
1	Members will increase the number of collections within the MMP.
1	The Montana Memory Project Director and Statewide Projects Librarian will assist membership with exploring other vendor possibilities through a regular Request for Information process.
1	The Montana Memory Project Director will work with the Lifelong Learning Librarian to incorporate oral history into the MMP using the "Share Your Story" model.
1	The Montana Memory Project Director will work with others to identify and create resources for sharing MMP content through programming and/or other educational activities for the public.
1	Statewide Consulting Librarians and the CE Coordinator will work with the Montana Memory Project Director to create tutorials, trainings, and or/other resources that libraries can use to make the most of the MMP.
1	Membership and MMP Director will study trends in digitization and preservation of historical content to identify and implement best practices in Montana.
<u>1</u>	<u>The Montana Memory Project Director with assistance from other MSL staff will conduct usability testing to improve the product for end users.</u>
<u>1</u>	<u>The MMP Director will continue to cultivate partnerships with other organizations interested in digital archive work to share resources and ideas, and to collaborate on new projects that will lead to increased usage and more awareness of digital content.</u>
<u>2</u>	<u>The MMP Director will work with partners to create programming/materials that align with educational standards that can be used by librarians and by educators who want to use MMP materials in the library or the classroom.</u>
Timeline: Ongoing	
Funding: LSTA expenditures include position and operating expenses for 1 FTE; digitization services for participating organizations; contract expenses for content management and preservation software and storage; and printing. Approximately \$97,000 annually.	

Resource Sharing

Description: includes the courier as well as work that MSL does to support resource sharing groups such as TRAILS – the academic library consortium and Partners – a subset of libraries from the Montana Shared Catalog.

Activities include: aAdministering the courier project; meeting with other consortia to identify ways to collaborate; completing Requests for Information to identify other delivery options; monitoring trends in delivery service; and providing support for libraries participating in the courier project.

Focal Area/IMLS Intent(s): Institutional Capacity - Improve the library's operations

Focal Area/IMLS Intent(s): Information Access - Improve users' ability to discover information; Improve users' ability to obtain information	
Goal Addressed	Objectives
1	Increase the number of libraries participating in the courier service.
1	Statewide Projects Librarian will study the value of the courier service in order to determine return on investment for members.
1	Statewide Projects Librarian will study the value of resource sharing groups to determine the return on investment for members.
1	Statewide Projects Librarian and MSC staff will assist and support collaborative efforts such as TRAILS and Partners to encourage resource sharing.
1	MSL staff will work with TRAILS and other resource sharing groups to create more consistent delivery services for patrons.
1	Statewide Projects Librarian will explore delivery partnerships with other industries for the courier project.
1	Statewide Consulting Librarians will work with Statewide Projects Librarian to assist public libraries with joining and sustaining the courier project.
<u>1</u>	<u>The Statewide Projects Librarian with the assistance of the MSC staff and other Library Development staff will conduct an analysis of the user's experience with the entire fulfillment process. This work may include OCLC groups services, the MSC, and other resource sharing methods.</u>
Timeline: Ongoing	
Funding: LSTA expenditures reduce the cost of physical delivery services for participating libraries through centralized contracts. Approximately \$10,000 annually.	

OCLC Group Services	
Description: This is a statewide contract with OCLC that provides cataloging, interlibrary loan, and discovery services for libraries.	
Activities include: Negotiating contract; enrolling libraries; working with the vendor and libraries; and providing support to libraries.	
Focal Area/IMLS Intent(s): Institutional Capacity - Improve the library workforce; Improve the library's physical and technical capacity; Improve the library's operations	
Focal Area/IMLS Intent(s): Information Access - Improve users' ability to discover information; Improve users' ability to obtain information	
Goal Addressed	Objectives
1	Statewide Projects Librarian and a task force of librarians will study OCLC group services and its value for the library community. This Task Force will make a recommendation on which set of OCLC services the State Library should continue to support.
1	Library Development staff will assist libraries with a transition process should if that be is the recommendation of the task force.
1	Statewide Consulting Librarians will continue to assist new answer or refer OCLC group services questions from public library directors with the use of OCLC services.
Timeline: Ongoing	

Funding: LSTA expenditures reduce costs to libraries participating in the Group Services contract held by the State Library. Approximately \$60,000 annually.

Statewide Consulting & Training - Collaboration	
Description: This program is primarily focused on developing the knowledge and skills of the library community in the area of collaboration. Staff in this program work with the library community to address problems; come up with ideas; and implement solutions.	
Activities include: Developing and sharing resources and training; answering questions about collaboration and the future; and encouraging and supporting library staff, directors, board members, and library support groups.	
Focal Area/IMLS Intent(s): Institutional Capacity - Improve the library workforce; Improve the library's physical and technical capacity; Improve the library's operations	
Goal Addressed	Objectives
1	Library Development staff will work with the Montana library community to identify best partners and practices for collaboration that benefits the community.
1	Library Development staff will create and/or share resources that build the knowledge of library staff when it comes to collaboration.
1	Library Development staff will evaluate and encourage participation in national initiatives that help with collaborative efforts.
1	Library Development staff will provide and/or facilitate continuing education efforts that help develop the knowledge and skills of library staff and board members who wish to collaborate.
1	Statewide Projects Librarian and MSC staff will advise and assist consortia memberships with vendor contract review and renewal in projects run by the State Library.
Timeline: Ongoing	
Funding: LSTA expenditures include partial position costs for 5 FTE: the Lifelong Learning Librarian, CE Coordinator, and Statewide Consulting Librarians; and training and program supplies. Total FTE position costs and operating expenses equal approximately \$364,000, though this also includes staff time devoted to various other projects and will be referenced in subsequent projects.	

Montana Talking Book Library (MTBL)	
Description: Provides services to Montanans who are unable to use standard print materials due to visual, physical, and/or reading disabilities.	
Activities include: Providing free players and digital audio and braille books, magazines and audio newspapers; readers' advisory services for patrons; sound recording studio for local audio materials; downloadable content; twin vision, embossed and electronic Braille materials.	
Focal Area/IMLS Intent(s): Information Access - Improve users' ability to discover information; Improve users' ability to obtain information	
Focal Area/IMLS Intent(s): Lifelong Learning - Improve users' formal education; Improve users' general knowledge and skills	
Goal Addressed	Objectives

2	Talking Book Library staff will collaborate with other libraries to share MTBL materials for MTBL eligible patrons in all communities.
2	Talking Book Library staff will identify ways to inform the Montana library community of its services. This may include workshops at the state annual library conference or through presentations at regional library meetings.
2	Talking Book Library staff will create and implement a plan for targeting organizations that work with MTBL eligible patrons in order to improve knowledge about the program and encourage more people who are eligible for the service to use the service.
2	MTBL staff will train and work with volunteers to increase the amount and quality of local recordings.
2	MTBL staff will use social media to make people aware of its services.
4	The Regional Talking Book <u>Library staff Librarian will</u> works with Library Development staff to identify ways that public libraries can provide technology and Internet access for the blind, visually, physically impaired.
4	The Regional Talking Book <u>Library staff Librarian will</u> works with <u>Library Development staff the Director of Statewide Library Resources</u> to identify MTBL patron needs and how the Montana Talking Book Library can be a part of broadband initiatives in order for MTBL patrons to have access to the Internet.
Timeline: Ongoing	
Funding: LSTA expenditures include position and operating expenses for the 6 FTE of the Talking Book Library; volunteer insurance; printing; program supplies; and 1 database subscription. Approximately \$185,000 annually.	

Ready2Read	
Description: † This is an early <u>learning literacy</u> program modeled on the national initiative of Every Child Ready to Read.	
Activities include: d Developing/sharing resources and training; answering questions about early literacy; developing programming in a box that libraries can use; partnering with libraries; exploring new technologies and ways of reaching parents with small children; researching future trends and applying that research to early literacy efforts.	
Focal Area/IMLS Intent(s): Lifelong Learning - Improve users' formal education; Improve users' general knowledge and skills	
Focal Area/IMLS Intent(s): Institutional Capacity - Improve the library workforce; Improve the library's physical and technical capacity; Improve the library's operations Human Services > Improve users' ability to apply information that furthers their parenting and family skills	
Goal Addressed	Objectives
2	Lifelong Learning Librarian will develop programming and materials for early literacy, particularly for those who are below the poverty line that libraries and parents/caregivers can use to support families and children during the critically important development period of birth to 5 years.
2	Lifelong Learning Librarian will partner with librarians <u>and other organizations from around the state</u> to improve and implement <u>Ready2Read early learning</u> programs.

2	Lifelong Learning Librarian will research early literacy learning, apply, and share that knowledge with the library community.
2	Lifelong Learning Librarian will either develop or coordinate continuing education about early literacy learning.
Timeline: Ongoing	
Funding: LSTA expenditures include partial position and operating expenses of 2 FTE, the Lifelong Learning Librarian and the CE Coordinator (as previously described); as well as the youth services contract and training costs (approximately \$20,000 annually).	

Lifelong Learning Programming and Materials	
Description: s Staff within this program work with the library community to identify local needs and design resources and programming in a box that is responsive to those needs.	
Activities include: e Developing and sharing resources and training; developing programming in a box that libraries can use; partnering with libraries; partnering with statewide organizations that provide lifelong learning opportunities for libraries; researching future trends and applying that research to lifelong learning programs.	
Focal Area/IMLS Intent(s): Lifelong Learning - Improve users' formal education; Improve users' general knowledge and skills	
Focal Area/IMLS Intent(s): Institutional Capacity - Improve the library workforce; Improve the library's physical and technical capacity; Improve the library's operations	
Goal Addressed	Objectives
2	Lifelong Learning Librarian will partner with other organizations that wish to work with libraries to increase institutional capacity , provide educational programming, and reach parts of the community that might not already be using the library in order to -supporting a person from birth to end of life.
2	Lifelong Learning Librarian will facilitate and/or develop programs for libraries to use that explore topics such as financial literacy, employment and economic development.
2	Lifelong Learning Librarian, with assistance from the CE Coordinator, will facilitate training for libraries on offering programs/services for financial literacy, employment and economic development.
2	Statewide Consulting Librarians will work with public library directors and boards to increase awareness of the lifelong learning programs that are available.
2	Lifelong Learning Librarian will identify and assist libraries with outreach efforts that support lifelong learning, formal education, financial literacy, early literacy, digital literacy and employment workforce and economic development.
<u>2</u>	<u>Lifelong Learning Librarian will work with partners to develop materials/programming for cultural, intergenerational, civility and civic education topics.</u>
2	Statewide Consulting Librarian and Lifelong Learning Librarian will find and share materials and training on digital literacy for libraries to use at the local level.
Timeline: Ongoing	

Funding: LSTA expenditures include partial position and operating expenses of 5 FTE, the Lifelong Learning Librarian, CE Coordinator, and Statewide Consulting Librarians (as previously described); as well as program supplies and training costs.

Statewide Consulting & Training – Community Education & Outreach

Description: This program is primarily focused on developing the knowledge and skills of the library community in the area of community education and outreach. Staff in this program work with the library community to address problems; come up with ideas; and implement solutions.

Activities include: Developing/sharing resources and training; answering questions about community education and outreach; and encouraging and supporting library staff, directors, board members, and library support groups.

Focal Area/IMLS Intent(s): Institutional Capacity - Improve the library workforce; Improve the library’s physical and technical capacity; Improve the library’s operations

Goal Addressed	Objectives
2	Lifelong Learning Librarian, CE Coordinator, and Statewide Consulting Librarians will work with the Montana library community to find ways to work together and holistically describe the way each library type interacts with people during a particular phase in that person’s life.
2	CE Coordinator and Statewide Consulting Librarians will work with the Montana library community to identify their librarian and trustee needs when it comes to and provide resources and training on community education and outreach.
2	Lifelong Learning Librarian, CE Coordinator, and Statewide Consulting Librarians will develop and/or share resources about community education and outreach.
2	Statewide Consulting Librarians will provide training for library boards on the importance of supporting and participating in community education and outreach efforts.
2	Library Development Staff will provide training that increases the knowledge and develops the skills of librarians in the area of community education and outreach.
2	Statewide Consulting Librarians will work with public library directors and boards to identify ways a library can provide community education and outreach.

Timeline: Ongoing

Funding: LSTA expenditures include partial position costs and operating expenses of 5 FTE, the Lifelong Learning Librarian, CE Coordinator, and Statewide Consulting Librarians (as previously described); as well as program supplies and training costs.

Statewide Consulting & Training – Community Leadership

Description: This program is primarily focused on developing the knowledge and skills of the library community in becoming leaders in and for their respective local communities. Staff in this program work with the library community to address problems; come up with ideas; and implement solutions.

Activities include: eDeveloping/sharing resources and training; answering questions about library services, administration, and the future; and encouraging and supporting library staff, directors, board members, and library support groups.	
Focal Area/IMLS Intent(s): Institutional Capacity - Improve the library workforce; Improve the library's physical and technical capacity; Improve the library's operations; Civic engagement – <u>improve users' ability to participate in their community; improve users' ability to participate in community conversations around topics of concern?</u>	
Goal Addressed	Objectives
3	Statewide Consulting Librarians will work with libraries at the local level to provide guidance and advice on becoming community leaders.
3	Statewide Consulting Librarians will facilitate community-led strategic planning and/or listening sessions.
3	Statewide Consulting Librarians will provide training for boards that increases board member knowledge about the importance of listening to and engaging the community.
3	Lifelong Learning Librarian will create civil engagement programs for libraries to use in their communities.
3	Lifelong Learning Librarian will explore state level partnerships that translate to local partnerships that will make a difference in local communities.
3	Statewide Consulting Librarians will work with public libraries to identify how to take advantage of the above partnerships at the local level.
3	CE Coordinator, Lifelong Learning Librarian, and Statewide Consulting Librarians will offer and/or arrange training that helps librarians and trustees become leaders in their communities.
3	CE Coordinator will work with other libraries and groups to arrange training on user experience research and studies.
3	CE Coordinator with the assistance of other Library Development Staff will create richer learning experiences <u>based on clear outcomes and impacts that are evaluated to identify the positive behavioral change or improved status for learners the Montana library community.</u>
3	CE Coordinator with the assistance of other Library Development Staff will create online learning opportunities that <u>are the library community will identify as more</u> meaningful and useful <u>as shown in evidence of implementation</u> in the library <u>and community field.</u>
3	MSL will provide libraries with resources that assist them with conducting user experience studies.
3	Lifelong Learning Librarian with assistance of the CE Coordinator and Statewide Consulting Librarians will identify and share with libraries best practices for becoming safe places in the community.
Timeline: Ongoing	
Funding: LSTA expenditures include partial position costs and operating expenses of 5 FTE, the Lifelong Learning Librarian, CE Coordinator, and Statewide Consulting Librarians (as previously described); as well as program supplies and training costs.	

Statewide Consulting & Training: Broadband Initiatives

Description: sStaff within this program work to increase broadband speed in Montana in order to ensure that Montanans have access to resources.	
Activities include: aAssisting libraries with e-rate applications; developing and/or sharing resources and training around broadband, technology, and copyright; participating and/or leading efforts to increase broadband speeds in Montana; and providing support for libraries when it comes to technology and the Internet.	
Focal Area/IMLS Intent(s): Institutional Capacity - Improve the library workforce; Improve the library's physical and technical capacity; Improve the library's operations	
Goal Addressed	Objectives
4	State Librarian and Statewide Consulting Librarian will work on statewide/regional initiatives to improve broadband access in rural communities.
4	Statewide Consulting Librarian will assist libraries with e-rate applications.
4	Statewide Consulting Librarian will assist libraries currently participating in e-rate with increasing their Internet speeds.
4	Statewide Consulting Librarian will research and communicate future trends in technology to the Montana library community.
4	Statewide Consulting Librarian will research, communicate, share resources, and/or develop trainings about copyright issues.
Timeline: Ongoing	
Funding: LSTA expenditures include partial position cost and operating expenses of 1 FTE (as previously described).	

Statewide Consulting & Training – Improving local support and services	
Description: sStaff within this program work with public library directors, boards, and library support groups to identify the variety of ways that library services can be created, managed, and provided in order to optimize services for the community.	
Activities include: dDeveloping and/or sharing resources and training about library governance structures, cooperative models, library funding, and library services.	
Focal Area/IMLS Intent(s): Institutional Capacity - Improve the library workforce; Improve the library's physical and technical capacity; Improve the library's operations	
Goal Addressed	Objectives
5	Statewide Consulting Librarian will develop resources that explore different models of cooperation and governance. These models may include an exploration of consolidation of library services through things such as school/library partnerships or larger districts, or through cooperative agreements for accounting and purchasing services.
5	Statewide Consulting Librarians will train librarians and board members on the different models of cooperation <u>in order to increase the library community's knowledge and assist the library community with increasing efficiency and cost savings.</u>
5	CE coordinator and Statewide Consulting Librarians will lead or facilitate trainings for libraries that explore best practices for library services <u>in order to improve the quality, community value, and number of library services.</u>

5	Library Development Staff will work with libraries to explore the needs of non-users and how the library might design services that entice the non-user to become a library patron.
5	Statewide Consulting Librarians will remain abreast of future library trends and will provide consulting services for libraries that educate and facilitate libraries' growth.
5	Library Development staff will share resources and develop training that assists libraries with identifying, creating, measuring, and communicating public value.
5	CE Coordinator with assistance from the A Statewide Consulting Librarians with assistance from the other Statewide Consulting Librarians and the CE Coordinator will help develop a trustee peer group that can support each other in improving library services.
5	Statewide Consulting Librarians will work with library directors, boards, and library support groups to identify and implement best practices for each in the design, funding, and implementation of library services.
Timeline: Ongoing	
Funding: LSTA expenditures include partial position costs and operating expenses of 4 FTE, the CE Coordinator and Statewide Consulting Librarians (as previously described); as well as program supplies and training costs.	

Evaluation Plan

- MSL staff will use data to plan, evaluate, and make decisions about their projects.
 - MSL staff will use the theory of change and define success to create outcomes for their projects and trainings.
 - MSL staff will use the logic model to plan for their projects and trainings.
 - MSL staff will identify what data they need to collect, how, and when, and will analyze that information at points identified within an evaluation plan.
 - MSL staff will receive training on statistics analysis in order to implement the recommendations within the evaluation report.

Stakeholder Involvement

- The Network Advisory Council comprised of librarians from all types, sizes, and geographic representation will be a part of the implementation and planning process.

- Public library directors and trustees will be consulted during regional and statewide library meetings. MSL will continue to ask for feedback on its planning, implementation, and evaluation of services.
- MSL will work with academic, school, and special libraries ~~other types of libraries~~ through the Montana Library Association and the Network Advisory Council to gather feedback to be used for evaluation purposes.
- MSL will work with TRAILS – the academic library consortium – as well as with Montana school library consortia to discuss implementation of projects and evaluation of services for statewide projects that can be used by all types of libraries.
- Montana Talking Book Library staff will conduct surveys, interviews, and/or focus groups for current and eligible non-users of MTBL services to identify ways to improve and enhance their services.
- Statewide Consulting Librarians will interview their constituents to identify needs and develop resources, training, and services that assist public libraries.
- CE Coordinator and other Library Development Staff will use needs analysis and evaluation tools when conducting trainings in order to design future trainings that meet the needs of the Montana library community.

Communication and Public Availability

- MSL will share the draft plan on its website with a notification via listserv. During that communication, MSL will ask for feedback on the plan.
- MSL will post the final adopted plan on its website and will inform librarians via email listserv and face-to-face meetings.
- MSL will use its annual reporting process, both the written report and the regular verbal reports via Webside Chats, and attendance at library meetings to report on progress and answer any questions the library community may have about the plan.

Monitoring

- Implementation of the data driven model will help MSL staff monitor their progress on achievement of their outcomes.
- An in-house data collection/reporting system will be used to collect and analyze data.

- MSL staff will meet regularly to discuss progress and reflect on what they have learned and what the data is telling them.
- MSL staff will continue to report on their activities and outcomes through the State Program Report.
- MSL staff will also report their results to the Montana State Library Commission, the Network Advisory Council, and the wider library community on a regular basis.

DRAFT



*Resolution honoring and remembering Jane Lopp,
board member for ImagineIF Libraries.*

- Whereas,* the Montana library community lost a champion and friend on April 21, 2017 when Jane Lopp passed away;
- Whereas,* Jane enthusiastically served on the ImagineIF Libraries board since July 2008;
- Whereas,* Jane led the way in participating wholeheartedly in the Montana library community;
- Whereas,* Jane freely shared her wisdom and humor in order to bring out the best in all of us;
- Whereas,* Jane was famous for saying “we plant trees we will never see for people we will never know” and
- Whereas,* Jane lived that value in her own community and in ours through her support and encouragement of us to think first of others and then follow our dreams;
- Therefore* That the Montana State Library Commission
be it 1. Recognizes the legacy that Jane left us with her
resolved tireless advocacy for libraries and communities;
 2. Honors the memory of her humor and insight that
 led us to better decisions; and
 3. Wishes to let Jane’s family and the ImagineIf
 Library staff and Board know how very much the
 State Library and the broader library community
 appreciated Jane’s work and wisdom.

Bruce Newell, Chairman

Montana State Library Commission Work Plan January – June 2018

Green (no font distinction) – activity progressing as expected.

Yellow (italicized) – activity may be delayed but the delays do not necessarily rise to the level of Commission concern

Red (bolded) – activity is delayed and Commission attention is warranted

Blue (underlined) – addition or change to the original work plan.

Strategic Framework – Secure Sufficient and Sustainable Funding

Activities:

- The State Library adopts a planning and reporting system for State Library Administration

Inputs	Outputs	Outcomes	Impacts
<i>Time of the reporting task force and additional staff as necessary</i>	<i>A reporting system that serves as a dashboard for project administration, resource allocation and administration, and reporting</i>	<i>Management and staff report having ready access to tools to more effectively administer the programs and projects of the State Library</i>	<i>The programs of the State Library achieve the impacts articulated in the Strategic Framework.</i>
<i>Data maps and data</i> <ul style="list-style-type: none"> • <i>Staff have completed an initial inventory of reports and a matrix of data reported in each</i> 		<i>The Commission reports that they can readily determine how the resources they allocate are utilized and whether or not the State Library is meeting our goals.</i>	
<i>Reporting system (TBD)</i>		<i>Management and the Commission have information that helps them prioritize new and/or declining</i>	

		<i>resources to successfully address opportunities and challenges.</i>	
		<i>Management, staff, and the Commission utilize information from the reports to make decisions about resource, projects, and programs.</i>	

No work has been conducted on this activity in the last two months due to legislative priorities and the impact of budget cuts

- The State Library Commission creates a report on alternative sources of funding to secure sufficient and sustainable funding for the State Library and our partners.

Inputs	Outputs	Outcomes	Impacts
Time of the funding task force and additional staff as necessary	A report that documents total costs necessary for the State Library to create a useful information infrastructure and to foster partnerships.	The Commission, staff, and partners use the reports to strategically seek and align financial resources to meet State Library goals.	The programs of the State Library achieve the impacts articulated in the Strategic Framework.
Data regarding the costs of programs and services.	A report that documents funding opportunities to funding the costs. <ul style="list-style-type: none"> • Staff have begun to brainstorm costs to include in our initial analysis. 	The Commission identifies new partners and opportunities that grow into funding opportunities.	
Data regarding alternative sources of	Communication to stakeholders about funding efforts.	The State Library has sufficient and sustainable funding to achieve its goals.	

funding or funding opportunities.	<ul style="list-style-type: none"> Chair Newell sent a letter regarding the task force to Library Directors. Discussions about the task force plans are occurring at Federation meetings and at MLA. 		
		State Library partners identify and/or benefit from new funding possibilities.	
		State Library partners have sufficient and sustainable funding to achieve their goals and to make use of the resources the State Library provides.	

Despite work concerns, the work of the funding task force remains largely on track and a draft whitepaper will be shared with the Commission in August as planned.



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	Glasgow City-County Library, Glasgow
10		10	Commission Meeting, Glacier County Library, Cut Bank	10		Commissioner: C. Eissing
11		11		11		Staff: Cook
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: N/A
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: A. Kish
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: Newell
28		28		28		Staff: Orban, Cook
29		29		29	Golden Plains Federation Meeting	Online information: http://ripl.lrs.org/
30		30		30	Research Institute for Public Libraries	
31		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: Wall</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: A. LaFromboise</p> <p>Staff: Cook</p> <p>Sagebrush Federation Meeting</p> <p>Miles City Public Library, Miles City</p> <p>Commissioner: Newell</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		
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10		10	Network Advisory Council Meeting	10		
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12	Commission Meeting	12		12		
13	TBL Volunteer Luncheon	13		13		
14		14		14	Commission Meeting	
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17		17		17		
18		18	MLIAC Meeting	18		
19	Tamarack Federation Meeting	19		19		
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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		
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JANUARY		FEBRUARY		MARCH		NOTES
1		1		1		Library Legislative Day
2	2017 Legislative Session – Day 1	2		2		Montana State Library, Helena, MT;
3		3		3		5:30 to 8:30 p.m.
4		4		4	Sagebrush Federation Meeting	All Commissioners invited to attend
5		5		5		
6		6		6		Regular February meeting agenda items:
7		7		7		FY '17 2 nd quarter financial report;
8		8	Commission Meeting	8		Conversations w/ Commission planning
9		9		9		
10		10		10	Broad Valleys Federation Retreat	NSGIC Midwinter Meeting
11		11		11	March 10-11, 2017	Annapolis, MD
12		12		12		Commissioner: Wall
13		13		13		Staff: Hammer
14		14		14	Network Advisory Council Meeting	Sagebrush Federation Meeting
15		15		15		Miles City Public Library, Miles City
16		16		16		Commissioner: Eissinger
17		17		17		Staff: Cook
18	Library Legislative Day	18		18	South Central Federation Meeting	
19		19		19		Broad Valleys Federation Meeting
20		20		20		Finlen Hotel, Butte, MT
21		21		21		Commissioner: Kish
22		22		22		Staff: Stapp
23		23		23		
24		24		24		South Central Federation Meeting
25		25	Tentative Legislative Transmittal	25		Carnegie Library, Big Timber
26		26	February 25-28, 2017	26		Commissioner: Arlitsch
27		27	National States Geographic	27		Staff: Stapp
28		28	Information Council Meeting	28		
29			February 27-March 2, 2017	29	Commission Meeting (Tentative)	Montana Library Assn. Conference
30				30	Montana Library Assn. Conference;	Billings, MT;
31				31	Conversations w/ the Commission	Conversations w/ the Commission
					March 29-March 31, 2017	All Commissioners invited to attend



APRIL		MAY		JUNE		NOTES
1		1	National Library Legislative Day	1		Regular April meeting agenda items:
2		2	May 1-2, 2017	2		Legislative discussion
3		3		3		
4		4		4		Golden Plains Federation Meeting TBD
5		5		5		Roosevelt County Library, Wolf Point
6		6		6	Budget Public Comment Meeting	Commissioner: Arlitsch (Tentative)
7		7	MSL Workshops	7		Staff: TBD
8		8	Red Lodge, MT	8		
9		9	Network Advisory Council Meeting	9		National Library Legislative Day
10		10		10		Washington, DC
11		11		11		Commissioner: Newell, Arlitsch
12		12	Tamarack Federation Meeting	12		Staff: Stapp
13		13	May 12-13, 2017	13		
14		14		14	Commission Meeting	Pathfinder Federation Meeting
15		15		15	Western Council of State Libraries	Chouteau County Public Library, Ft. Benton
16		16		16	Helena, MT June 15-16, 2017	Commissioner: Newell
17		17		17		Staff: Stapp
18		18		18		
19		19		19		Tamarack Federation Meeting
20	MLIAC Meeting	20	Golden Plains Federation Meeting	20		Marina Kay, Big Fork, MT
21	At Intermountain Conference	21		21		Commissioner: Wall, LaFromboise
22		22		22	MLIAC Meeting	Staff: Cook
23		23	Commission Budget Planning	23		
24		24	Retreat	24		Regular June meeting agenda items:
25		25	Pathfinder Federation Meeting	25		FY '18 Federation Plans of Service
26	MSL Workshops	26		26		State Librarian evaluation
27	Havre, MT	27		27		TBL recording studio dedication
28		28		28		
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JULY		AUGUST		SEPTEMBER		NOTES
1		1	Network Advisory Council Retreat	1		
2		2		2		Regular August meeting agenda items:
3		3		3		FY '17 4 th quarter financial report;
4		4		4		FY '18 opening budget;
5		5		5		Discuss programs & Commission work plans
6		6		6		
7		7		7		Golden Plains Federation Meeting
8		8		8		Roosevelt County Library, Wolf Point
9		9		9		Commissioner:
10		10		10		Staff:
11		11		11		
12		12		12		South Central Federation Meeting
13		13		13		Big Horn County Library, Hardin
14		14		14		Commissioner:
15		15		15		Staff:
16		16	Commission Meeting	16		
17		17		17		Broad Valleys and Tamarack Federations
18		18		18		Conference Call Meeting Dates TBD
19		19		19		
20		20		20		
21		21		21	Golden Plains Federation Meeting	
22		22		22		
23		23		23	South Central Federation Meeting	
24		24		24		
25		25		25		
26	Summer Leadership Institute	26		26		
27	East Glacier, MT	27		27		
28	July 26-29, 2017	28		28		
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OCTOBER		NOVEMBER		DECEMBER		NOTES
1		1		1		
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3		3		3		
4		4	Sagebrush Federation Meeting	4		Regular October meeting agenda items: FY '18 1 st quarter financial report; FY '17 Federation Reports
5		5		5		
6		6		6		TBL Volunteer Luncheon, Helena All Commissioners invited
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10		10		10		Pathfinder Federation Meeting Chouteau County Public Library, Ft. Benton
11	Commission	11		11		Commissioner: Staff:
12	TBL Volunteer Luncheon	12		12		
13		13		13	Commission Meeting	
14		14	Network Advisory Council Meeting	14		Sagebrush Federation Meeting Miles City Public Library, Miles City
15		15		15		Commissioner: Staff:
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19		19		19		Regular December meeting agenda items: FY '18 Land Plan approval Network Advisory Council Report 2018 Commission meeting dates selection
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26	Pathfinder Federation Meeting	26		26		
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JANUARY		FEBRUARY		MARCH		NOTES
1		1		1		2018 Commission Meeting Dates TBD
2		2		2		
3		3		3		Regular February meeting agenda items:
4		4		4		FY '18 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		TBD
11		11		11		Conversations w/ the Commission
12		12		12		All Commissioners invited to attend
13		13		13		
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APRIL		MAY		JUNE		NOTES
1		1		1		<p>Regular April meeting agenda items:</p> <p>LSTA award and budget;</p> <p>Network Advisory Council Report;</p> <p>FY '18 3rd quarter financial report;</p> <p>Legislative discussion</p> <p>National Library Legislative Day</p> <p>Washington, DC</p> <p>Commissioner:</p> <p>Staff: Stapp</p> <p>Regular June meeting agenda items:</p> <p>FY '19 Federation Plans of Service</p> <p>State Librarian evaluation</p> <p>Staff appreciation event</p>
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