Memo

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

From: Tracy Cook, Director   **From:** Jennie Stapp, State Librarian
Statewide Library Resources

Date: March 28, 2018

Re: **Request to use LSTA vacancy savings for two interns**

As a refresher, our former web programmer started a product called ASPeN – Access to Services, Programs, and eNetworks to replace the current library directory. We wanted to use newer programming language that provides more security and stability for the information within the directory. ASPeN also gives end users more power which reduces the amount of time IT staff spends on creating enrollment and registration forms for libraries.

With the loss of the programmer due to budget cuts, we have not been able to correct the software bugs within ASPeN and release it. Staff have slowly worked on this project, but would benefit greatly by using LSTA funds created by vacancy savings to hire two interns.

One of the interns will be asked to edit and write code to finalize the certification module of ASPeN. This module will be used by library directors, library staff, and trustees to track their continuing education progress and apply for certification. It was the last piece of ASPeN to be developed, and as such, it needs more work than current IT staff can easily dedicate to the project.

The second intern will be hired to assist us with the roll-out of ASPeN. The first few months of the roll-out of ASPeN will significantly increase the workload on staff. By hiring an intern dedicated to helping library directors, staff, and trustees with logging into and using ASPeN, we will reduce the workload on IT and Library Development staff and provide a better customer service experience for libraries around Montana.

It would cost approximately $9,000 to hire these two interns. I have highlighted this project in gray on the Library Development budget provided.