

MontanaLibrary2Go Annual Membership Meeting

April 9, 2014

Billings Hotel & Conference Center

Susie McIntyre called the meeting to order.

Roll Call:

Belgrade Community Library
Billings Public Library
Bitterroot Public Library
Butte- Silver Bow Public Library
Ekalaka Public Library
Fort Peck Tribal Library
Glendive Public Library
Great Falls Public Library
Havre-Hill County Library
Imagine! Libraries
Joliet Public Library
Lewis and Clark Library
Lewistown Public Library
Mineral County Library
Montana State University - Billings
Phillips County Library
Roosevelt County Library
Roundup Community Library
Sheridan County Library
Stillwater County Library
Three Forks Community Library
Valier Public Library
Wedsworth Memorial Library
Whitehall Community Library

Executive Committee:

Susie McIntyre (Executive Committee Chair and representing at-large libraries)
Trista Smith (Representing at-large libraries)
KellyAnne Terry (Representing medium libraries)

Cara Orban (MSL ex officio)

ACTION ITEM: Proposed changes to by-laws.

Dee Ann Redman moved to approve the changes.

Dale Alger seconded the motion.

Motion was approved.

ACTION ITEM: Proposed MontanaLibrary2Go budget for FY15.

Cara explained the budget item for “MSL indirect costs” based on this memo from the State Librarian:

The State Library proposes a 4% indirect cost allocation on private funds administered by the State Library to support statewide projects.

As a state agency the State Library is required to pay indirect costs incurred through the operation of state government and allocated to agencies according to the Statewide Cost Allocation Plan (SWCAP).

Examples of indirect costs allocated through the SWCAP include building depreciation, certain Department of Administration personnel, personnel from the Office of Budget and Program Planning, etc.

[Montana Code Annotated 17-1-106](#) requires that: An agency receiving nongeneral funds shall, in accordance with all applicable regulations, guidelines, or grant rules governing those funds, negotiate indirect cost reimbursement amounts and methodologies so that the agency may recover indirect costs.

Examples of nongeneral funds received by the State Library include private funds used to administer the Montana Shared Catalog and Montana Library 2 Go; Montana Land Information Act monies, federal contracts and grants.

To date, the Montana State Library has not negotiated indirect cost reimbursement for private funds from statewide projects because we have been able to pay our indirect costs through other sources of funding including federal contracts and, most recently the SWIM and BTOP grants.

The State Library is no longer able to afford to pay our indirect costs without negotiating an indirect cost reimbursement from private funds including the MSC and Montana Library 2 Go.

The State Library proposes a 4% indirect cost rate because it is consistent with the indirect cost rate allowed by the Institute for Museum and Library Services for Library Services and Technology Act funds.

A 4% indirect cost rate will primarily cover SWCAP costs for the State Library.

SWCAP is just one example of costs borne by the State Library. Other costs include administrative costs such as insurance, audit costs, and ground maintenance as well as personnel costs for central services staff.

As a proportion of the State Library’s total budget, the indirect cost share for private funds is currently approximately 11%.

Stef Johnson moved to approve the proposed budget as presented.

Donna Worth seconded the motion.

Motion was approved.

ACTION ITEM: Proposed cost share formula and cost share tier structure. This new cost share formula includes three different subtiers within Tier One, to create a more equitable cost structure per patron for smaller libraries.

Nancy Royan moved to approve the proposed cost formula as presented.

Judy Hart seconded the motion.

Motion was approved.

Discussion of video content: The Selection Committee discussed the possibility of adding video to MontanaLibrary2Go at its meeting on February 7 in Helena. While the committee recognizes the growing demand for this kind of service, the current budget would not accommodate an additional format, especially considering the current selection and pricing options available through OverDrive. An optional, separate group purchase facilitated initially through MSL, with a participating library as contract holder, may be a possibility. A group of 17 libraries have indicated potential interest, and Cara is compiling quotes from vendors on behalf of the group.

OverDrive contract renewal: The state Procurement bureau has decided that MSL has the authority to renew its contract with OverDrive without having to run an RFP (unless the consortium wanted to) or requiring Sole Source justification. This is written into the Administrative Rules under ARM 2.5.301, "Delegation of Purchasing Authority," which identifies "books and periodicals" as a type of purchase that is exempt from the competitive procurement process.

ARM 2.5.604, "Sole Source Procurement," also notes that sole source procurement is permissible when the compatibility of current services is "the paramount consideration" and when we are purchasing "publications available only from a single supplier." If necessary, MSL could also make a case for meeting these criteria through our current contract. However, as clearance has been given to proceed with a new contract, Cara is contacting OverDrive this month to begin the process of drafting and revising a new contract. Please feel free to contact Cara with any questions about the contract renewal.

Local content: The Selection Committee agreed at its February 7 meeting in Helena that the scope of the local e-content pilot collection should be limited to titles of Montana or regional interest. The infrastructure for the website is in place and can be populated with content after the authentication method is tested. Cara will be working with MSL staff on the authentication piece and with Montana publishers, with approval from the Selection Committee. Available LSTA funding for the pilot may be used to purchase digitized ebooks from the Montana Historical Society and from Globe Pequot (Falcon Press) if titles are available and terms are mutually satisfactory.

Montana titles are currently difficult to purchase in ebook format because we are waiting for smaller publishers to digitize, while larger publishers may or may not sell directly to libraries. One benefit of the pilot is that the consortium will have the opportunity to purchase e-content, rather than leasing through a vendor.

The Selection Committee agreed that local author donations can be sent on a monthly basis to that month's selector, who will evaluate and determine whether it is appropriate for the local collection; the selection team will then have the opportunity to review before the title is added to the collection. This has been added to the selection procedure.

Change to holds ratio: In an attempt to lower the trigger to automatically purchase additional titles to fill holds, the Selection Committee recommended that the holds ratio be adjusted from 5-to-1 up to 6-to-1. The Selection Committee will monitor holds lists, and whether this change significantly changes wait times.

Proposed change to available check-out times: ACTION ITEM

The Executive Committee proposed adding an option for checkouts to extend to 21 days. The membership discussed the potential pros and cons of this option, including whether this would increase or decrease holds lists and wait times for titles. Ultimately it was decided that more data was needed before the membership felt comfortable voting on this item.

Della Haverland moved to table the item.

Rachel Rawn seconded the motion.

The item was tabled pending further information.