

Memo

To: Kris Schmitz
Central Services Manager

To: Montana State Library Commission

From: Jennifer Birnel, Broadband
Opportunities Program (BTOP)

From: Kris Schmitz
Central Services Manager

Date: May 24, 2013

**Re: MSL Broadband Technology Opportunities Program (BTOP) Public
Computing Center Grant (PCC) Update**

I. Significant Accomplishments

Budget Modification: A revised budget was submitted to the US Department of Commerce to align the grant budget more accurately with the project expenses. We were told we did not need to modify our budget since we were in line with our total expected expenditures.

Marketing Library Services: Sara Groves and Donci Bardash have been invited to co-author an article on the Montana impact videos for Marketing Library Services. The article is posted online at <http://www.infotoday.com/mls/default.shtml> and MSL has received printed copies as well. The videos were featured on the Libraries Are Essential Facebook page, managed by the same editor Kathy Dempsey.

Staff Changes: The BTOP project director has accepted a new position and has moved to Texas. Donci assisted Jennifer remotely through the month of April, so that Jennifer could learn the reporting process. The quarterly reports were successfully submitted on time.

Transitional Role: Technology training has been limited to cross-training MSL staff, assisting partners with remaining webinars, and MLA presentations. The technology trainer has assisted MSL with additional duties, including sustainability, reporting, and budget oversight responsibilities and will continue to do so during the last quarter of the grant.

National Conferences: The BTOP technology trainer attended the Schools, Health, Libraries, Broadband (SHLB) and Computers in Libraries (CIL) conference in April and May.

Training on Network Health Check-ups: MSL has contracted with Morrison-Maierle to demonstrate the process for conducting a network health check-up, as well as how to correct common library technology issues. The first training was held at the Rosebud County Library in Forsyth. A second training was at the Belgrade library. The BTOP technology trainer, the library consultants, and on-site library staff attended the training. These were informative sessions. Several changes were made to the network in Forsythe to improve connectivity and security issues. Belgrade has a top notch system running and we were able to see monitoring software in action.

II. Planned Activities

Grant Close-Out: The remaining few weeks of the grant period will be focused on gathering the data for the final reports. The grant has been very successful and our objectives have been met. We have stayed within budget and have spent most categories down to nearly 0. Jennifer will remain employed by the grant until July 12 to finish the final quarterly and annual report. We also have an obligation to fill out a final report to the Gates Foundation which Jennifer will also work on. Kris Schmitz and Carol Churchill will also be working on reporting documents.

Sustainability: Six technology trainers were hired with grant funding and three of those will be retained beyond the grant. Polson, Ronan, and Laurel have all gotten permission from their boards to keep their technology trainers on staff.

Jennifer will create fact sheets for each library showing their usage and training stats during the grant period. These will also include broadband upgrade information and quotes from patrons. These fact sheets can be shared with library boards and other stakeholders.

To cover the other duties required by the grant close-out there will no further BTOP training sessions offered.