Memo

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

From: Sarah McHugh, Director   **From:** Jennie Stapp, State Librarian
Statewide Library Resources

Date: March 19, 2014

Re: Recommendations from the Network Advisory Council meeting of March 11, 2014

The Network Advisory Council at its March 11, 2014 meeting approved the following recommendations to be forwarded to the State Library Commission:

Recommendation #1: Council recommends acceptance of two new applicant libraries into the Montana Shared Catalog (MSC).

Those libraries are:

Richey Public Schools (pending submission of their retrospective cataloging plan by April 9th, 2014)

Rosebud Public Schools

Recommendation #2: Council recommends approval of the estimated FY14 LSTA budget as proposed by the State Library in the attached spreadsheet, with the following note:

Recommendations for any balance remaining under the "FY15 OCLC Group Services Potential Gap" will be determined at the May 13 Network Advisory Council meeting, following the conclusion of MSL negotiations with OCLC regarding the FY2015-FY2017 Group Services contract.

The programs, projects and pilots listed in the budget are described below.

OCLC Group Services:

- "OCLC WorldCat Resource Sharing": Beginning in May each year, Montana libraries begin enrolling in Montana OCLC Group Services under the approved local cost formula. In addition to the resource sharing funds derived from the Coal Severance Tax (formerly distributed as Interlibrary Loan reimbursement), this LSTA funding would completely cover InterLibrary Loan services for libraries enrolled in the OCLC Group Services contract.

- "Contribution Toward OCLC First Search Seats and Unlimited Cataloging Under New OCLC Cost Share Formula": This amount would be applied toward the total cost of the Unlimited Cataloging subscriptions within Group Services, reducing overall enrollment costs to libraries.

- "FY15 OCLC Group Services Potential Gap": This amount would cover a potential gap, pending final contract renewal negotiations with OCLC which will determine the expected annual gap, if any, for the duration of the contract period.

- CONTENTdm is the software behind the Montana Memory Project, which provides access to digital collections and items relating to Montana's cultural heritage. Many Montana libraries, museums, archives, and cultural institutions have added and are in the process of adding materials to this collection. The Montana State Library (MSL) and the Montana Historical Society Research Center equally share the annual software, storage, and hosting costs for this statewide digitization project.

- The Digital Archive provides a statewide long term preservation and access solution for master copies of digitized materials. Contributors to the Montana Memory Project are required to store a master copy of all digitized materials, using a preferred long-term storage solution. The State Library, partnering with the Montana Historical Society Research Center, holds a subscription to OCLC's Digital Archive. Montana libraries, museums, archives and cultural institutions are encouraged to send master copies of digital images to the Digital Archive for long-term preservation.

- EZproxy is an authentication method hosted by OCLC that provides users with remote access to Web-based licensed content offered by libraries. A statewide instance of EZproxy, maintained by the Montana State Library, is now available to Montana Shared Catalog libraries and to other libraries with SIP protocol capability. Patrons accessing Discover It! and the EBSCO databases remotely will be authenticated by entering their library card numbers once at the beginning of the search session. This one-time login via EZproxy eliminates the need for library staff and patrons to remember multiple passwords for the various EBSCO databases.

MSC New Libraries:
- The Montana Shared Catalog (MSC) is a library consortium that shares knowledge, skills, and resources among its membership as well as an Integrated Library System (ILS). Created in 2002 with the participation and financial commitment from 17 initial, multi-type libraries, the MSC now includes 167 Montana libraries. LSTA is used to assist new libraries in joining the MSC with funding amounts based on the number of bibliographic records, population served (for public and special libraries) and FTE students, staff, and faculty (for academic and school libraries).

Discover It! Renewal:
- In 2011, an RFP was completed for an Integrated Discovery System. EBSCO was the successful vendor with their product, EBSCO Discovery Service (EDS). Montana's statewide instance of EDS is called Discover It! and is an integrated search tool designed to perform a comprehensive search all of the library's resources, including the statewide suite of EBSCO databases, the Montana Memory Project, the Montana Shared Catalog, WorldCat.org, and three large public library catalogs (Butte-Silver Bow Public Library, Great Falls Public Library, and Lewis and Clark Library). In addition, links to MontanaLibrary2Go and HeritageQuest have been added for participating libraries. All catalogs have been customized with interlibrary loan capabilities within Discover It, and every library in the state has access to a unique profile that can be customized to meet the needs of its community. The FY14 LSTA amount proposed would cover half of the annual subscription cost to EDS. The Montana Shared Catalog general membership approved financing the other half of the annual subscription cost at their spring meeting in Miles City on May 1-2, 2013.

Montana Memory Project:
- MMP digital collection development funding provides centralized digitization services to assist libraries, historical societies, museums, and archives throughout Montana in adding special collections to the MMP, either independently or through a partnership with a local institution. Projects must be significant to the intended audience, but must also enhance the larger Montana Memory Project, per goals as outlined in the MMP Strategic Plan.

Literacy Projects:
- The Early Learning Statewide Initiative (Ready 2 Read) is in its fifth year of implementation. This popular program has provided training, programs, and Ready 2 Read trunks of early childhood materials to most of the public libraries in Montana. The proposed funding would be put toward the continuation of these efforts, with a focus on training. The funding proposed for the Early Literacy Support Position would continue the additional hours needed to manage the administrative tasks for the Early Learning Project.

- The main event of the Children's Services calendar is the long established and popular Summer Reading Program, which provides programming materials to public libraries based on a central theme, for local programs targeted for patrons of all ages from early childhood through adult.

Statewide Training:
- Trustee training provides the opportunity for public library trustees to learn how to maximize their roles as local library leaders. Focused workshop sessions on topics specifically targeted to trustee interests insure that these local library leaders are prepared to face the challenges associated with providing leadership and direction for a dynamic public library. Additionally, trustees are provided the opportunity to network with their colleagues across the state, to be informed about the new trustee certification program, and to learn about additional resources available to them. This funding would provide the opportunity to host three trustee trainings, and would cover the costs for the trainer, lunch for attendees, and workshop materials.

- Summer Institute 2015: The State Library held a well-attended Summer Institute in Helena in July 2013. The Summer Institute provides training and networking opportunities for Montana librarians. The continuation of the Institute in 2015 would enable MSL to actively help library directors meet the new certification requirements, specifically library directors who are new to their positions.

  (Please see Section III of this document for a description of the suggested LSTA funding cycle for recurrent training events.)

MontanaLibrary2Go:
- MontanaLibrary2Go offers 20,539 downloadable audiobooks and e-books to patrons at participating libraries. Titles are available for download on e-readers, tablets, mp3 players, and other portable devices. 85 libraries currently participate in this project, with new libraries added on a rolling basis. The consortium members cover the cost of new content, which is selected monthly by a statewide selection team. This funding would allow MSL to cover the cost of the annual hosting fee and assist a limited number of new libraries with the one-time OverDrive New Library Participation Fee.

Econtent Expansion Pilot – Adobe Content Server Annual Maintenance:
- This additional funding would fund annual maintenance for the Adobe Content Server license for state FY16. ACS provides digital rights management to manage the pilot collection of e-books, purchased or acquired by the MontanaLibrary2Go Selection Committee from local content creators and Montana publishers, which complements the existing consortium subscription to licensed e-content.

Statewide Online Technology Training Resource:
- Statewide access to online technology training would provide Montana library patrons the opportunity to build and become certified in specific technology skills, from basic computing skills to coding and server maintenance, and would build upon goals and objectives established in Montana by the three year BTOP (Broadband Technologies Opportunities Program) grant.

Courier Development:
- The Courier Pilot currently facilitated through Butte-Silver Bow Public Library now includes delivery to 53 locations. An Advisory Board was formed in late 2013 to help guide the courier group in making cost-effective and sustainable decisions. The LSTA FY14 requested amount would help offset costs to participating libraries and strengthen regional hubs.

Statewide License for Interactive Online Training and Meeting Software for Library Staff:
- Access to online training and meeting software would allow library staff statewide to actively collaborate and share expertise with one another, and to develop webinar-style training to be recorded and centrally collected on MSL's Vimeo channel.

Individual Grants to Attend 2014 ARSL Conference in Tacoma, Washington:
- The ARSL conference provides an opportunity for librarians serving our smallest and most remote communities to network while engaging in professional development opportunities tailored specifically to this demographic. These grants would provide registration and travel funds to three librarians to attend the Association for Rural & Small Libraries conference in Tacoma, Washington, September 3-6, 2014. Librarians would be chosen to attend through a competitive application process.

NAC Future Planning and Development:
- The Network Advisory Council is the group charged with being forward thinking visionaries for library programs, services and content in Montana. Their guidance is intended to shape pilots, projects and new programs that will be tested and implemented across the state. As a representative body, MSL looks to this Council to help us to anticipate and understand the impacts new opportunities and demands will bring the broad interests within the Montana library community. To that end, MSL needs to ensure that this group has the appropriate resources that they need to monitor and participate in educational opportunities as they come available. Examples of these opportunities may include travel to national conferences and workshops, attendance in online educational opportunities, or facilitation of statewide listening sessions.

Tablet Lab:
- Patrons are migrating to tablets as the primary tool for wireless services in the library. A portable tablet lab would support guided exploration and training for library staff on workplace apps and concepts like roving reference and embedded librarianship.

A note about LSTA funding for recurrent training events:
- The Summer Institute and Ready2Read Rendezvous will be offered on alternating years beginning in 2014. For LSTA planning purposes, these events will be held in the spring and summer, and requests for funding will always be included in the previous year's LSTA budget (ie, the 2015 Summer Institute funding request will be made in the FY14 LSTA budget).

- The annual Fall Workshop funding request will be included in the current year's LSTA budget (ie, the 2015 Fall Workshop funding request will be made in the FY15 LSTA budget). Because the Fall Workshop is usually held in September, funding the Fall Workshop with the current year's LSTA award will prevent conflict with the September 30th spending deadline that applies to the previous year's LSTA award.

LSTA Deadlines
FY13 LSTA grant award period ends 9/30/2014
FY14 LSTA grant award period ends 9/30/2015
FY15 LSTA grant award period ends 9/30/2016
FY16 LSTA grant award period ends 9/30/2017

Calendar Year
2014
Spring Ready2Read Rendezvous funded with FY13 LSTA
Fall Workshop funded with FY13 LSTA (*therefore, no need for funding from FY14 LSTA*)
2015
Summer Institute funded with FY14 LSTA
Fall Workshop funded with FY15 LSTA
2016
Spring Ready2Read Rendezvous funded with FY15 LSTA
Fall Workshop funded with FY16 LSTA