

# Memo

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

**From:** Christie Briggs, Manager  
Talking Book Library      **From:** Jennie Stapp, State Librarian

**Date:** January 20, 2017

**Re: Trust Expenditure Request additional funds to support second MTBL audio sound booth**

The Montana Talking Book Library (MTBL) requests authority to use Montana State Library (MSL) Trust funds allocated to MTBL for additional expenses for a second sound booth. This is an additional request for up to \$6,000. The new General Services Division (GSD) architect instructed MTBL in expanding the original new sound booth dimensions, construct a wheelchair ramp to the new sound booth, installation of an additional fire strobe light, and moving one SITSD network data drop in order to meet recent ADA code changes. It was necessary for GSD to contract out the additional compliance requirements to a local contractor.

Trust funds that were available to MTBL as of July 19, 2016 were \$112,502.

Additional Funding request: \$6,000.00

New estimated costs for second sound recording booth: \$95,502

New Timeline:

- 1) GSD contracted with Diamond construction to frame wall flooring on one side of booth the week of January 23, 2017.
- 2) Eckel, Inc. booth installation the weekend of January 28th.
- 3) GSD oversees Diamond Construction's installation of walls, electrical, insulation and wheelchair accessible ramp the last week in January and first week in February.
- 4) Testing of recording equipment the week of Jan. 30th.
- 5) Temporary closure of the existing booth estimated for February, 2017.