



PO Box 201800 1515 East 6th Avenue Helena, MT 59620 (406) 444-3115

Montana State Library Commission
Wednesday, May 10, 2017
1:00 p.m.
Montana State Library Bitterroot Conference Room and Online

AGENDA

The State Library Commission is committed to providing access to its proceedings in accordance with MCA Title 2, Ch. 3 Part 2 Open Meetings. All meetings of the Commission will be streamed and recorded via an online meeting platform.

The State Library Commission welcomes public comment. The Chair will ask for public comment on agenda items throughout the meeting from persons attending the meeting in person and those attending the meeting through the online meeting platform.

All comments received, including those received through the online meeting platform, become part of the official public record of the State Library Commission proceedings in accordance with MCA 2-3-212.

Members of the public who wish to join the virtual meeting should contact Marlys Stark at 406-444-3384 by 5:00 pm on Monday, May 8, 2017.

The Commission will move through the agenda as needed.

1:00 p.m. Call to Order and introductions

[Montana Land Information Act Grant Awards](#) – **Action**

[Legislative update](#) and [planning for Fiscal Year 18 budget reductions](#) – Stapp

Commission Calendar revisions – **Action**

- To see all library events, please visit the MSL event calendar at <https://app.mt.gov/cal/html/event?eventCollectionCode=msl>.

Public Comment on any matter not contained in this agenda and that is within the jurisdiction of the State Library Commission.

Other Business & Announcements

Adjournment

We make an effort to ensure that our meetings are held at facilities that are fully accessible to persons with mobility disabilities. If you plan to attend our program and will need services or accommodations relating to a disability, please contact Marlys Stark at 406-444-3384 at least five (5) working days prior to the meeting.

Memo

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

From: Erin Fashoway
State GIS Coordinator **From:** Jennie Stapp, State Librarian

Date: May 2, 2017

Re: Montana Land Information Act Grant Funding Approved Recommendations

Please find the attached report on State Fiscal Year 2018 Montana Land Information Act grant funding recommendations based on MAR 10.102.9105. There were a total of 18 grant applications submitted, 14 applications have been approved for funding. The total amount of grant funds approved is \$229,449.00.

The Montana Land Information Advisory Council approved increasing the grant funding for the FY2018 Montana Land Information Plan from \$230,000 to \$250,000. With modestly increasing collections of the last two fiscal years, this increase is in line with council efforts to increase the amount of grant funding made available.

The additional available amount of approved MLIA FY2018 grant funds is \$20,551.00.

The Council voted to require certain grant applicants to follow modern digital information standards in order to meet goals of the Montana Land Information Act: to ensure digital land information is collected consistently and maintained accurately—in accordance with standards. If a cost is associated with this requirement the remaining balance (\$20,551.00) will be used to alleviate that cost.

The Council also voted to approve an additional amount of funds granted to Park County not to exceed \$20,000. The Park County grant is part of a multi-year project. This was a request on behalf of MSL to expedite and make this project more efficient. MSL's request was not intended to guarantee that future grant funds would be available for the project, but it does allow for additional work to be completed in FY2018, as per the project plan provided. The additional amount granted will be the difference between the remaining balance of funds and the costs of standards requirements on grantees:

Remaining Balance (\$20,551.00) - Costs of Standards Requirements (to be calculated)
= Increased Amount to Park County (not to exceed \$20,000).

FY2018 MLIA Grants Approved List by Prioritization		
Grant Name	Applicant/Entity	Approved MLIA Dollar Amount (\$230,000)
Chouteau County, MT – E-911 & GPS/GIS Project	Chouteau County	\$ 26,470.00
Flathead County 911 GIS Improvement Initiative	Flathead County	\$ 13,094.00
Teton County Next Generation 9-1-1 MSAG Audits & NENA Data Conversion	Teton County	\$ 8,900.00
Building the GIS Capacity of the Town of Cascade, Montana	Town of Cascade	\$ 20,711.00
Building the GIS Capacity of the Town of Sheridan, Montana	Town of Sheridan	\$ 27,537.00
City of Deer Lodge GIS Solution for Local Infrastructure Management & Planning	City of Deer Lodge	\$ 22,300.00
Town of Manhattan GIS Implementation Project	Town of Manhattan	\$ 8,020.00
City of Choteau Public Works and Addressing GIS	City of Choteau	\$ 10,234.00
Blaine County Initial NG 9-1-1 Data Standardization Project	Blaine County	\$ 1,195.00
Preparing Powell County Required Data Layers for Next Gen 9-1-1	Powell County	\$ 24,251.00
The Lake County Digital Public Land Survey System Enhancement Project	Lake County	\$ 20,000.00
NG 9-1-1 Administrative Boundary Coordination for Fallon, Carter, Wibaux, Prairie County PSAP	Fallon County1	\$ 13,317.00
City of Hamilton GIS Implementation	City of Hamilton	\$ 13,420.00
Enhancement of the Public Land Survey System (PLSS) in Park County, Montana	Park County	\$ 20,000.00
	<i>Total</i>	\$ 229,449.00
	<i>Remaining</i>	\$ 551.00

FY2018 MLIA Submitted to Not be Funded		
Grant Name	Applicant/Entity	Approved MLIA Dollar Amount
Gallatin County 911	Gallatin County	Not to fund
Petroleum County Community Planning Project	Petroleum County	Not to fund
Chief Dull Knife College and Northern Cheyenne GIS Capacity Building and MSDI Land Cover Update	Chief Dull Knife College	Not to fund
Fallon County Esri Story Maps	Fallon County2	Not to fund

5/2/2017 - Based on MLIA Council's Grant Review Subcommittee and MLIA Council's recommendations

Memo

To: Montana State Library Commission

From: Jennie Stapp, State Librarian

Date: May 8, 2017

Re: Legislative update

Budget bills:

House Bill 2 was passed by the Senate and House without going to Free Conference. **It awaits the Governor's signature.** The budget includes:

- The 5% reduction in operating expenditures and IT Convergence savings as proposed by the Governor. The Commission considered how to address this reduction at your December 2016 meeting however, we will have to reconsider some of these decisions in light of [Administrative Rule 10.102.4001](#). This rule governs how we may use certain general fund monies which I failed to take into account when the budget plan was considered in December.
- An additional 2% vacancy savings applied to all agencies that are subject to vacancy savings. Total vacancy savings included in HB 2 is 6% or \$142,000. MSL currently has one position vacant.
- A very small inflationary increase for some software maintenance and other operating costs. This increase totals \$8,500 per year and offsets some of 5% reduction.
- Federal funding authority to spend Library Services Technology Act monies.
- A fixed costs budget including appropriations for rent and information technology costs. HB 2 also includes language that restricts these appropriations for these purposes.
- An additional appropriation of coal severance tax (CST) monies totaling \$34,000 in FY 18 and \$59,500 in FY 19 tied to HB 648.

HB 648 was passed by the Legislature and signed by the Governor. This HB2 companion bill changes statute tied to our CST appropriation. This bill eliminates the existing CST Shared Account. Instead, MSL, the Department of Natural Resources and Conservation, and the Department of Agriculture, will each have our own accounts funded through a statutory percentage of the CST. Funding for the Basic library services account is set at 0.85% for FY 18 and gradually increases over the next for years to 0.93%. The final percentage is approximately MSL's past eight-year average of appropriations from the Shared Account, and is about 2% higher than our share of the funding in this account over the current biennium. The total new appropriation will be about \$966,000 for the biennium and is about \$22,000 for the biennium higher than what was appropriated last biennium and about \$235,000 more than actual FY 16/17 expenditures. While the long-term CST revenues remain uncertain and this account creates new cash management responsibilities for our Central Services office, having our own fixed percentage of funding that is not tied to other agencies removes some of the political uncertainty that came with having a shared account.

SB 261 was passed by the Legislature. It is awaiting signature from the Speaker of the House before being transmitted to the Governor. According to this bill, on August 15 the state treasurer will report the unaudited state general fund revenue and transfers into the general fund received at the end of FY 17. On that date, if that amount is more than \$2.216B, all will be well. Any lower amount triggers fund transfers and cuts in different tiers outlined in the bill. If the amount is between \$2.204B and \$2.192B then we will face an additional 0.5% across the board General Fund cut. If that amount is \$2.192B or less then we will see a 25% General Fund reduction or over \$666,000. To put these trigger amounts into perspective, the Legislature's revenue projection, as found in HJ 2 (which was not adopted during the session) is \$2.212B.

Agency bill:

HB 261 was passed by the Legislature and signed by the Governor. The bill extends the sunset date for the statutory appropriation contained in 22-1-327, Montana Code Annotated, until July 1, 2023. The appropriation of state general fund monies is made to Montana public libraries based on a per capita/per square mile formula found in Administrative Rules of Montana. The total annual appropriation is \$395,766. This amount is the equivalent of \$.40/capita of the population of Montana at the time the statutory appropriation was created in 2013. The statutory appropriation is tied to the decennial census. As passed, the amount of \$.40/capita will be applied to the population of Montana as determined by the official 2020 census. The appropriation passes through the budget of the Montana State Library. The State Library retains none of the funding for administrative purposes. The bill was amended in Senate Finance and Claims to include triggers similar to those found in SB 261 for the first two years of the six year appropriation. In 2018 the trigger is \$2.213B and in 2019 the trigger is \$2.360B.

A significant part of our outreach effort for this legislation has been the use of local “state aid stories” that staff prepared with input from local libraries. In addition to using these stories in print form and on social media, the stories can now be found through a new story map: <http://arcg.is/2m0g1Xo>

Proponents:

HB 390 was passed by the Legislature and signed by the Governor. This bill is largely an educational funding clean-up bill but it also authorizes a fund transfer of \$1M per year of the biennium from the school and technology account to be given to schools to use as a state match for broadband expansion for schools under the E-rate modernization order. Libraries are not eligible for this funding, however, improved broadband access benefits Montana communities and we often see opportunities for schools and libraries to collaborate to support broadband.

Informational Witnesses:

[HB 61](#) awaits the Governor's signature. If signed, this bill would mandate the development of a Next Generation 9-1-1 system for Montana. As proposed, the bill creates a 9-1-1 infrastructure account, a 9-1-1 planning account and a GIS mapping account. The first two accounts are to be administered by the Department of Administration (DOA) and monies are to be used to fund network upgrades and to create a 9-1-1 plan for Montana. The GIS mapping account is to be administered by MSL. The bill authorizes the transfer of \$80,000 of 9-1-1 monies to the account to conduct a GIS data assessment. The assessment would determine data gaps that exist across Montana and would help to prioritize the collection of GIS data to support Next Generation 9-1-1. Unfortunately, since passage, we have learned that, while the bill authorizes the creation of the funds and transfer funds for the purposes outlined in the bill, the bill does not give DOA or MSL the authority to expend the funds. At this time, it appears as though we will be unable to conduct the required assessment.

[HB 360](#) awaits the Governor's signature. This bill creates a Surface water assessment and monitoring program and steering committee that, if signed, will be administered by the Montana Bureau of Mines and Geology (MBMG). The State Library would have a statutory seat on this committee. MSL already sits on MBMG's ground water assessment program. HB 107, which died in standing committee, was a similar bill that contained an appropriation for this work.

Additional legislative updates:

[HB 13](#) was tabled in Committee. This bill was the state pay plan bill. The pay increases contained in HB 13 are now included in SB 294 and employee insurance credits are included in SB 152. What was included in HB 13 that is not included in any legislation is the contingency fund to assist agencies that cannot meet vacancy savings requirements.

[HB 81](#) was passed by the Legislature and signed by the Governor. It grants the Secretary of State's Office the authority to produce the Administrative Rules of Montana (ARM) in printable, electronic format only. MSL evaluated the bill and found that it was in keeping with our state publications management plan. MSL will plan an outreach effort in order to ensure that libraries are aware of this change and have the tools necessary to provide access to the online version of ARM.

HB 364 was tabled in Committee. If passed, this bill would have expressly granted authority to representatives of places or accommodations to ask about the use of service animals and would have provided a process whereby those representatives could have made claims against individuals if the representatives suspect the fraudulent use of service animals. Though addressed in current law, this issue is a common concern in public libraries.

HB 370 was passed by the Legislature and signed by the Governor. This law modernizes open meeting laws to allow anyone to photograph and/or stream open meetings so long as doing so does not disrupt the conduct of the meeting.

HB 439 did not meet transmittal deadlines. This bill would have restricted supervisory pay to only those state employees who supervise six or more employees. Currently this authority is granted in our Broadband Pay Plan Policy that the Commission adopts.

SB 152 was passed by the Legislature and signed by the Governor. This bill clarifies language pertaining to state employee definitions and contains the state employee insurance credits that are normally contained in the pay plan bill.

SB 294 was passed by the Legislature. It is awaiting signature from the Speaker of the House before being transmitted to the Governor. This bill generally revises laws related to state government pay plans. It eliminates pay bands, requires an employee's compensation to fall with the occupation wage range of an employee's occupation. It provides definitions related to compensation and requires the Office of Budget and Program Planning to review and approve changes to an agency's classification of an occupation or its related job evaluation factors, allowing implementation of a pay plan to be a negotiable term for a collective bargaining unit. Additionally, this bill includes 1% pay raises for state employees in February of 2018 and 2019. This pay raises are contingent on revenue triggers found in SB 261. Any needed changes to the State Library's Broadband Pay Plan Policy that may result from this legislation will be brought to the Commission at a later date.

For more information or to track bills of interest visit:

[http://laws.leg.mt.gov/legprd/LAW0217W\\$BAIV.return_all_bills?P_SESS=20151](http://laws.leg.mt.gov/legprd/LAW0217W$BAIV.return_all_bills?P_SESS=20151).

Memo

To: Montana State Library Commission

From: Jennie Stapp, State Librarian

Date: May 8, 2017

Re: Draft budget planning timeline

With the potential for the Montana State Library (MSL) to lose approximately 25% of our General Fund appropriation as directed in Senate Bill 261, we must face the reality that MSL cannot exist in its current form if these reductions occur. We find ourselves in a position where we must plan for the worst while we hope for the best. To that end, I propose that the Commission undertake a zero-based budget planning process that will result in two budget plans, one based on the appropriation in House Bill 2, and a contingency plan based on the loss of funds should the revenue triggers in SB 261 not be met. The following is a proposed timeline for the planning process:

May 23-24 (Tentative) – zero-based budget planning retreat (Commissioners, staff, stakeholders)

June 14 – plans submitted to the Commission for approval

- Impacted staff notified of the potential for a reduction in force to be effective on or around August 16, 2017
- Plans communicated to stakeholders
 - Federations submit FY 18 plans of service based on the assumption of full funding. Federations notified if the SB 261 contingency plan affects the availability of federation funds
 - Pending availability of funds, a renewal of the OCLC Groups Services Contract is signed and libraries are notified of changes in their costs
 - Other contracts evaluated for impact

July 1 – Start of FY 18

- MSL will receive full HB 2 appropriation
- Staff will implement reductions approved in the HB 2 budget plan

August 15 – State treasurer report due to determine if revenue triggers are met. If triggers are not met:

- Staff will return general funds as required in SB 261
- Staff will implement reductions approved in the SB 261 contingency plan

Libraries will be notified about the availability of state aid for FY 18

August Commission meeting date – Commission approves FY 18 budget based on a known appropriation and the plans adopted in June



JULY		AUGUST		SEPTEMBER		NOTES
1		1		1		
2		2		2		Regular August meeting agenda items:
3		3		3		Glacier County Library, Cut Bank
4		4		4		FY '16 4 th quarter financial report;
5		5		5		FY '17 opening budget;
6		6		6		Discuss programs & Commission work plans
7		7		7		
8		8		8	MLIAC Meeting & ELG Interim Committee	Golden Plains Federation Meeting
9		9	Work Session & Reception, Browning	9	September 8 & 9, 2016	Glasgow City-County Library, Glasgow
10		10	Commission Meeting, Glacier County Library, Cut Bank	10		Commissioner: C. Eissinger
11		11		11		Staff: Cook
12		12		12		
13		13		13	Fall Workshops	South Central Federation Meeting
14		14		14	Polson, MT	Harlowton Public Library, Harlowton
15		15		15		Commissioner: N/A
16		16		16		Staff: Cook, Stapp
17		17		17	South Central Federation Meeting	
18		18		18		Broad Valleys Federation Meeting
19		19		19		Conference Call
20		20		20		Commissioner: A. Kish
21		21		21		Staff: Cook
22		22		22		
23		23		23		
24		24		24		
25		25		25		RIPL Conference
26		26		26		Denver, Colorado
27		27		27	Broad Valleys Federation Meeting	Commissioner: Newell
28		28		28		Staff: Orban, Cook
29		29		29	Golden Plains Federation Meeting	Online information: http://ripl.lrs.org/
30		30		30	Research Institute for Public Libraries	
31		31				



OCTOBER		NOVEMBER		DECEMBER		NOTES
1	Research Institute for Public	1		1		<p>Regular October meeting agenda items:</p> <p>FY '17 1st quarter financial report;</p> <p>FY '16 Federation Reports</p> <p>TBL Volunteer Luncheon, Helena</p> <p>All Commissioners invited</p> <p>Tamarack Federation Meeting</p> <p>Conference Call</p> <p>Commissioner: Wall</p> <p>Staff: Cook, Stapp</p> <p>NSGIC Annual Meeting</p> <p>Indianapolis, IN</p> <p>Commissioner: Wall</p> <p>Staff: Hammer, Fashoway</p> <p>Pathfinder Federation Meeting</p> <p>Chouteau County Public Library, Ft. Benton</p> <p>Commissioner: A. LaFromboise</p> <p>Staff: Cook</p> <p>Sagebrush Federation Meeting</p> <p>Miles City Public Library, Miles City</p> <p>Commissioner: Newell</p> <p>Staff: Cook, Stapp</p> <p>Regular December meeting agenda items:</p> <p>FY '17 Land Plan approval</p> <p>Network Advisory Council Report</p> <p>2017 Commission meeting dates selection</p>
2	Libraries	2		2		
3		3		3		
4		4		4		
5		5	Sagebrush Federation Meeting	5		
6		6		6		
7		7		7		
8		8		8		
9		9		9		
10		10	Network Advisory Council Meeting	10		
11		11		11		
12	Commission Meeting	12		12		
13	TBL Volunteer Luncheon	13		13		
14		14		14	Commission Meeting	
15		15		15		
16		16		16		
17		17		17		
18		18	MLIAC Meeting	18		
19	Tamarack Federation Meeting	19		19		
20		20		20		
21		21		21		
22		22		22		
23		23		23		
24	National States Geographic	24		24		
25	Information Council Meeting	25		25		
26	October 24-28, 2016	26		26		
27	Pathfinder Federation Meeting	27		27		
28		28		28		
29		29		29		
30		30		30		
31		31		31		



JANUARY		FEBRUARY		MARCH		NOTES
1		1		1		Library Legislative Day
2	2017 Legislative Session – Day 1	2		2		Montana State Library, Helena, MT;
3		3		3		5:30 to 8:30 p.m.
4		4		4	Sagebrush Federation Meeting	All Commissioners invited to attend
5		5		5		
6		6		6		Regular February meeting agenda items:
7		7		7		FY '17 2 nd quarter financial report;
8		8	Commission Meeting	8		Conversations w/ Commission planning
9		9		9		
10		10		10	Broad Valleys Federation Retreat	NSGIC Midwinter Meeting
11		11		11	March 10-11, 2017	Annapolis, MD
12		12		12		Commissioner: Wall
13		13		13		Staff: Hammer
14		14		14	Network Advisory Council Meeting	Sagebrush Federation Meeting
15		15		15		Miles City Public Library, Miles City
16		16		16		Commissioner: Eissinger
17		17		17		Staff: Cook
18	Library Legislative Day	18		18	South Central Federation Meeting	
19		19		19		Broad Valleys Federation Meeting
20		20		20		Finlen Hotel, Butte, MT
21		21		21		Commissioner: Kish
22		22		22		Staff: Stapp
23		23		23		
24		24		24		South Central Federation Meeting
25		25	Legislative Transmittal	25		Carnegie Library, Big Timber
26		26	February 25-28, 2017	26		Commissioner: Arlitsch
27		27	National States Geographic	27		Staff: Stapp
28		28	Information Council Meeting	28		
29			February 27-March 2, 2017	29	Commission Meeting	Montana Library Assn. Conference
30				30	Montana Library Assn. Conference;	Billings, MT;
31				31	Conversations w/ the Commission	Conversations w/ the Commission
					March 29-March 31, 2017	All Commissioners invited to attend



APRIL		MAY		JUNE		NOTES
1		1	National Library Legislative Day	1		Regular March meeting agenda items:
2		2	May 1-2, 2017	2		Legislative discussion
3		3		3		
4		4		4		Golden Plains Federation Meeting
5		5		5		Roosevelt County Library, Wolf Point
6		6		6		Commissioner: Arlitsch (Tentative)
7		7	MSL Workshops	7		Staff: Cook
8		8	Red Lodge, MT	8		
9		9		9		National Library Legislative Day
10		10		10		Washington, DC
11		11		11		Commissioner: Newell, Arlitsch
12		12	Tamarack Federation Meeting	12		Staff: Stapp
13		13	May 12-13, 2017	13		
14		14		14	Commission Meeting	Pathfinder Federation Meeting
15		15		15	Western Council of State Libraries	Chouteau County Public Library, Ft. Benton
16		16		16	Helena, MT June 15-16, 2017	Commissioner: TBD
17		17		17		Staff: Stapp
18		18		18		
19		19		19		Tamarack Federation Meeting
20	MLIAC Meeting	20	Golden Plains Federation Meeting	20		Marina Kay, Big Fork, MT
21	At Intermountain Conference	21		21		Commissioner: Wall, LaFromboise
22		22		22	MLIAC Meeting	Staff: Cook
23		23	MSL Budget Planning	23		
24		24	(Tentative)	24		Regular June meeting agenda items:
25		25	Pathfinder Federation Meeting	25		FY '18 Federation Plans of Service
26	MSL Workshops	26		26		State Librarian evaluation
27	Havre, MT	27		27		TBL booth ribbon cutting
28		28		28		
29		29		29		
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JULY		AUGUST		SEPTEMBER		NOTES
1		1	Network Advisory Council Retreat	1		Regular August meeting agenda items: TBD FY '17 4 th quarter financial report; FY '18 opening budget; Discuss programs & Commission work plans
2		2		2		
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4		4		4		
5		5		5		
6		6		6		
7		7		7		
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9		9	Commission Meeting (postpone?)	9		
10		10		10		
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23		23		23		
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26	Summer Leadership Institute	26		26		
27	East Glacier, MT	27		27		
28	July 26-29, 2017	28		28		
29		29		29		
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OCTOBER		NOVEMBER		DECEMBER		NOTES
1		1		1		
2		2		2		Regular October meeting agenda items:
3		3		3		FY '18 1 st quarter financial report;
4		4		4		FY '17 Federation Reports
5		5		5		
6		6		6		TBL Volunteer Luncheon, Helena
7		7		7		All Commissioners invited
8		8		8		
9		9		9		Fall Federation meeting dates TBD
10		10		10		
11	<i>Commission Meeting (postpone?)</i>	11		11		Regular December meeting agenda items:
12	TBL Volunteer Luncheon	12		12		FY '18 Land Plan approval
13		13		13	Commission Meeting	Network Advisory Council Report
14		14	Network Advisory Council Meeting	14		2018 Commission meeting dates selection
15		15		15		
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JANUARY		FEBRUARY		MARCH		NOTES
1		1		1		2018 Commission Meeting Dates TBD
2		2		2		
3		3		3		Regular February meeting agenda items:
4		4		4		FY '18 2 nd quarter financial report;
5		5		5		Conversations w/ Commission planning
6		6		6		
7		7		7		Spring Federation meeting dates TBD
8		8		8		
9		9		9		Montana Library Assn. Conference
10		10		10		TBD
11		11		11		Conversations w/ the Commission
12		12		12		All Commissioners invited to attend
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APRIL		MAY		JUNE		NOTES
1		1		1		Regular April meeting agenda items: LSTA award and budget; Network Advisory Council Report; FY '18 3rd quarter financial report; Legislative discussion
2		2		2		
3		3		3		
4		4		4		
5		5		5		
6		6		6		
7		7		7		
8		8		8		
9		9		9		
10		10		10		
11		11		11		National Library Legislative Day Washington, DC Commissioner: Staff: Stapp
12		12		12		
13		13		13		
14		14		14		
15		15		15		
16		16		16		
17		17		17		
18		18		18		
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21		21		21		Regular June meeting agenda items: FY '19 Federation Plans of Service State Librarian evaluation Staff appreciation event
22		22		22		
23		23		23		
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