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Montana State Library Commission
Wednesday, August 16, 2017
9:30 a.m.
Montana State Library Grizzly Conference Room

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, August 14, 2017.

The Commission will move through the agenda as needed.

9:30 a.m. Call to order and introductions

- Staff longevity pin

Approval of Minutes – **Action**

- [June 14, 2017](#)

State Librarian's report – Stapp and Leadership Team

- [CS](#)
- [DL](#)
- [NHP](#)
- [SLR](#)

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.

- [TBL](#)

Montana State Library [FY'17 closing financial report](#) – Schmitz – **Action**

Montana State Library [FY'18 opening budget](#) – Schmitz – **Action**

[Montana Libraries Foundation white paper](#) – Stapp - **Action**

Montana State Library Trust updates and requests:

- [Montana Libraries Foundation](#) - Stapp – **Tentative Action**
- [Montana State Library public relations campaign](#) – Stapp - **Action**
- [Montana State Library Volunteer Luncheon](#) – Schmitz – **Action**

Montana Land Information Act Grant Presentation – Jason Danielson,
Lewis & Clark County

Montana University System/State Library planning grant proposal –
Arlitsch

Election of Commission Officers – **Action**

Commission Goals and Objectives – Commission

- [Commission work plan review](#)
- [Commission travel planning](#)
- 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

Executive Session: State Librarian performance appraisal

Adjournment

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**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING
9:00 A.M., JUNE 14, 2017
HELENA, MONTANA
OR GOTOMEETING**

ATTENDEES:

Commissioners: Chairman Bruce Newell, Kenning Arlitsch, Connie Eissinger, Anne Kish, Aaron LaFromboise, and Ken Wall.

Staff: Jennifer Birnel online, Troy Blandford online, Tracy Cook, Michael Fashoway, Evan Hammer, Jim Kammerer online, Bryce Maxell, Cara Orban online, Kris Schmitz, Jennie Stapp and Marlys Stark.

Visitors: Phil Drake, Stef Johnson online, John Finn, Karen Keninger, Dylan Klapmeier, Debbie Kramer online, Kathy Robins online, and Sonja Woods.

Chairman Newell called the meeting to order at 8:59 a.m.

Commissioners Kish and LaFromboise have both been reappointed to the commission.

The LSTA budget marked for tentative action will have action taken since the final award amount was received.

APPROVAL OF MINUTES:

Commissioner Wall wanted it noted that he was recused from the MLIAC grants vote during the May meeting. Motion was made by Commissioner Eissinger and seconded by Commissioner Wall to approve both minutes with the noted correction and the motion passed.

STATE LIBRARIAN'S REPORT:

The reports are still a work in progress with staff trying to work on a balance of the level of detail. The yellow lettering is not working so commissioners made several suggestions of ideas for that including using a darker color, using stop light asterisks with black ink or blank ink and yellow highlighting. Managers will continue to present a final year report which summarizes accomplishments and goals. There are more items in yellow this report and some moving into red which is largely a reflection of the budget cuts and changes in priorities as a result.

Stapp discussed updates from the final legislative memo. HB360, the bill to create a surface water assessment and monitoring program has been signed. HB61, the next generation 911 bill has been signed. MSL was instructed to complete a GIS data assessment to support NG911 and will report the outcome of that assessment to the

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Legislative interim committee in September 2018. The assessment will look at the level of data needed and available and update methods. SB261 and HB2 will be discussed later as they are both involved in the budget.

Commissioner Newell commented that even though there will be no benefits from HB261, the sunset bill, it did pass overwhelmingly which shows that libraries do have great support. It suffered in the last details with the triggers.

Personnel changes related to the budget. Eve Byron and Diane Papineau both took different positions. Unrelated to the budget, Jessie Goodwin resigned. That position will be filled but staff is currently working with the executive committee to get input on the nature of that position since there have been a lot of changes since it was first developed. Cara will Orban will serve as the interim director.

The Montana Shared Catalog Partners Sharing Group received the 2017 'Community Connector Award' at the SirsiDynix COSUGI Conference.

The Public Library Statistics Task Force has recommended a few statistics to be removed at this time which would not require libraries to change how they collect data but changes will be put in place during reporting/collections.

The OCLC group services contract renewal process did come back with a better overall cost for the negotiated contract based on overall usage. This agreement is still being reviewed to see if a better contract can be done. The overall cost currently is reduced by 16 percent which is reflected in the LSTA budget. Libraries should see about a five percent reduction in cost. The contract is for one year and will be looked at again next year.

State Librarian Stapp is hosting the Western Council of State Librarians for the next couple of days.

The new sound booth dedication is today. The funding for the sound booth came from donations which can't be used for ongoing operations. The project was in the works long before the legislative session which produced these cuts.

The funding task force met last night to talk about setting up a combination of a foundation and an endowment. Outside advice will be sought for mechanics and legal issues. This will be discussed in detail in August with a plan to move forward. The budget issues have been a distractions. Any type of funding is sought but legislative ideas are welcome.

FISCAL YEAR 2017 THIRD QUARTER FINANCIAL REPORT:

Usually this report is presented in April but the shift in meeting dates made that impossible. Kris Schmitz is already working on closing out the 2017 fourth quarter budget. MSC budget authority was raised and trust funds were spent on the sound

booth. The sound booth project required a new budget category called Buildings since it is now part of the building. The building asset will be increased for Department of Administration. MSL also received a \$10,000 grant for an eight month pilot project for the early literacy texting program.

Motion was made by Commissioner LaFromboise and seconded by Commissioner Kish to approve the third quarter financial report as presented and the motion passed.

NON-DISCRIMINATION AND SEXUAL HARRASSMENT POLICY REVIEW:

Staff are requesting the repeal of both the nondiscrimination policy and sexual harassment reporting procedure since the wording for both is now included in the Equal Employment Opportunity (EEO) plan which is required by the state. The agencies can modify the template a little. The plan will be reviewed annually and submitted to the Department of Administration (DOA). The attached utilization report is updated each year.

Motion was made by Commissioner Wall and seconded by Commissioner Eissinger to repeal the non-discrimination policy and the sexual harassment reporting procedure as requested and the motion passed.

FY 18/19 BIENNIUM BUDGET REDUCTION PLANS:

The commissions previously approved a plan to implement a 5% reduction proposed by the Governor and included in HB2. With the additional cuts included in SB261, it was decided that the cuts would need to be addressed in a different way since a band aid approach would no longer work. Therefore the commission needs to approve a budget reduction plan to address HB2 and the associated cuts and layoffs as well as a separate plan to address potential SB261 cuts and layoffs. HB2 cuts are will take affect July 1. SB261 cuts won't be definite until sometime in August. August 15 is the deadline for review and decisions on whether trigger points are met. The commission will be presented a budget in August which will include the cuts from HB2 and maybe the cuts from SB261 depending on revenue estimates at that time.

Staff proposals to meet HB2 cuts are to close the reading room and give up all the space to the west of the stairs, to merge Talking Book Library with the digital library and expand the role of the readers' advisors and use the information managers and collaboration to produce better services.

Motion was made by Commissioner Kish and seconded by Commissioner Wall to approve the HB2 budget plan as presented.

This proposal includes a reduction in force (RIF) of four FTE. The impact to the public will largely be a slow down in response time but there is no way of knowing how much slower. Commissioners expressed concern over those who are most impacted by these

cuts and hope that staff can find efficiencies to minimize the impact. They would like numbers to be gathered to go back to the legislators.

MSL will need to vacate the downstairs space by the end of July and will be deciding the best way to integrate the programs upstairs. There will be a limited number of public access computers upstairs and the conference room will remain downstairs but in a different location. Office space downstairs will be storage.

The motion passed with all commissioners voting for.

SB261 provides responses to revenue shortfalls of four different levels. After many discussions and public meetings, the final proposal is presented for the commission to vote on. Staff propose to cut the Montana Natural Heritage Program (MTNHP) contract twenty five percent and the General Fund resource-sharing budget by fifty percent. In order to keep the cuts within the state library and not going out to Montana libraries, these cuts will be backfilled by Coal Severance Tax monies. In addition, there will be a RIF of eight additional FTE.

Staff explain the RIF process and how positions were identified to be cut. RIF is very costly for agencies because of the payouts that must be made depending on which option the employee chooses. The commission received information on the number of staff eligible for the different options and also discussed whether other options would have been possible.

Jennie briefly discussed impacts to the various program of these losses and goals moving forward. It will be an ongoing process and MSL must stick with their priorities and evaluate services along with those priorities.

Motion was made by Commissioner LaFromboise and seconded by Commissioner Eissinger to adopt the SB21 action plan as presented.

Commissioner LaFromboise commented that she wanted to commend the library for work done in the last several years which has enabled them to position themselves to respond to this crisis.

Commissioner Wall expressed concern about the message being sent to the governor and legislators that these cuts can be absorbed with only some undefined degradation of services. He felt a message must go back that says these cuts will results in the significant loss of services. He is opposed to the plan and feels that fee based services or a complete cut of certain services would send the best message.

Chairman Newell reminded the commissioners that the focus of the discussion need to be on what plan will be implemented on August 16 and backdated to July 1 and that there is no time to completely explore other options. A fee based charge discussion can be held at a later date.

State Librarian Stapp is totally against fee based services and put forth four important points. 1. She is not comfortable about fee based services although pass through funds can be discussed with the budget office. MSL is a library and data and information should be available with no charge because it is already paid for by taxes. No agencies are currently budgeted to pay any fee based services this year so it couldn't be implemented this year. Bryce Maxell did an analysis of fees for MTNHP that they could charge for services and it would only generate about \$100,000 per annum and if users had to pay every time they would likely use old data rather than updating which would mean the failure of a fee based system and a degradation of data quality. 2. The State of California lost a lawsuit when they tried to charge fees on land ownership data because it was already paid by taxes. 3. Professional partners oppose fee based services. 4. MSL wants to be able to state that data has value because it is true and unbiased but as soon as fees are charged for usage or collection, the perception is that data only has value if it has monetary value and the integrity of the data is lost.

The commission discussed many thoughts and ideas about the services provided, mainly with regards to data and GIS. They discussed the difference between the delivery mechanism of data and what is delivered, having a future agenda item on 'quantifying the pain', that a vote for approval just needs a majority vote, that MSL needs to meet with stakeholders and find out who has lobbyists and get an action plan to go to the legislature to show what is lost, what is cost, what is needed to expand.

Jennie reminded the commission that the original intent when the plan was developed in the work session by the commission and staff was to perform an analysis over the upcoming months to identify where the lack is and where MSL can't meet patron needs or can but needs to do more then MSL will meet with partners and develop a plan for the next legislature.

John Finn informed the commission that MLA is against fee based services because library services are free.

Evan Hammer said that even discussing the cadastral as an income source is unsettling. MSL is losing a lot of good people but keeping a lot of good people and it would be nice to give them a chance to see what can be done.

Commissioner Arlitsch said he would vote for the plan but felt this discussion was needed and he agreed with John's point and that we are on a slippery slope already with a continual chipping away at what we do.

The motion passed with all commissioners voting for.

LIBRARY DEVELOPMENT BUDGET:

Tracy Cook gave an overview of the proposed budget. The total fy 17 Library Services Technology Act award to MSL was \$1,065,102 or \$1141 less than fy 16. Of note, the

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budget proposes to allocate an additional appropriation of coal severance tax monies to the federations in light of the potential loss of public library state aid funding.

Motion was made by Commissioner Arlitsch and seconded by Commissioner LaFromboise to accept the budget as presented and the motion passed.

FEDERATION COORDINATORS MEETING SUMMARY:

Tracy gave a brief summary of the federation coordinators meeting. There were four coordinators in attendance. The theory of change was performed at spring meetings and those results were put in a logic model with the hope to be able to show what federations are able to achieve. The future plan is to have just one plan of service for all and brief summaries of any differences. The commission will be able to click on a map to get information about the libraries.

FEDERATION FY'18 PLANS OF SERVICE:

The coordinators summarized their FY'18 plans of service and were available for questions.

Motion was made by Commissioner Eissinger and seconded by Commissioner Wall to accept the plans of service as presented and the motion passed.

DRAFT 2018-2022 LSTA 5-YEAR PLAN:

The background of the five year plan was discussed. The plan needs to be submitted to the Institute of Museum and Library Services, by the end of June.

Motion was made by Commissioner Kish and seconded by Commissioner Wall to approve the 5-year plan and the motion passed.

RESOLUTION HONORING IMAGINEIF LIBRARIES TRUSTEE JANE LOPP:

The commission reviewed a resolution honoring ImagineIf Libraries Trustee Jane Lopp.

The resolution was approved by acclaim.

COMMISSION GOALS AND OBJECTIVES:

The work plan for next year needs to be developed. Commissioner should think about what is needed as well as what can be afforded. Bruce sent out a list of places that the commission should make and appearance. Commissioners should review the list.

Commissioner LaFromboise would like to be removed from the NAC. A different commissioner should be appointed. Chairman Newell will work with staff to figure out who will be on that council.

Chairman Newell, Commissioner Arlitsch and State Librarian Stapp reported on the National Library Legislative Day. Newell reported that they saw a staff person with the representative's office, had a useful conversation with senior staff for Senator Daines about broadband and had a conversation with Senator Tester including fundraising and he was surprised by how easy and useful the meetings were. Arlitsch said it was his first experience and it was very easy and very approachable. Stapp said they were largely there to talk about funding this year.

Commissioner Wall showed the commissioner the executive story map presentation he gave about preparing for next generation 911.

PUBLIC COMMENT:

There was none received.

OTHER BUSINESS/ANNOUNCEMENTS:

There was none.

EXECUTIVE SESSION:

The State Librarian performance appraisal will be moved to the August meeting.

ADJOURNMENT:

The meeting adjourned at 1:54 p.m.

FINAL

**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING
1:00 P.M., MAY 10, 2017
HELENA, MONTANA
OR GOTOMEETING**

ATTENDEES:

Commissioners: Chairman Bruce Newell, Kenning Arlitsch online, Elsie Arntzen online, Connie Eissinger online, Anne Kish online, and Ken Wall online.

Staff: Tracy Cook, Erin Fashoway, Evan Hammer, Kris Schmitz, Jennie Stapp and Marlys Stark.

Visitors: None.

Chairman Newell called the meeting to order at 1:00 p.m.

MONTANA LAND INFORMATION ACT (MLIA) GRANT AWARDS:

The MLIA grant subcommittee reviewed and scored all the applications. They brought their recommendations to the council who reviewed and approved them. The Council does not recommending four grants. The MLIA account balance is up enough that the council chose to approve up to an additional \$20,000 to spend as outlined. Park County is working on a multiyear project so any additional monies granted this year will improve the efficiency of their work and the resulting work for MSL staff.

Motion was made by Commissioner Kish and seconded by Commissioner Arlitsch to accept the recommendations of the council as presented and the motion passed with Commissioner Wall recusing himself.

LEGISLATIVE UPDATE AND PLANNING FOR FY18 BUDGET REDUCTIONS:

The approved HB 2 budget is the same as the last time discussed. The planned mechanism to address the five percent operations cut and six percent vacancy savings will have to be adjusted since it did not take into account that per administrative rule, resource sharing monies must be split 50/50. There is one vacant position currently which means that MSL may need to consider a reduction in force to meet vacancy savings requirements. HB648 does increase coal tax funds which are tied to library services.

The commission has to discuss further reductions which may become necessary per SB261 which creates a statutory mechanism to create a rainy day fund and includes certain revenue triggers which would result in further cuts for the state library. One trigger would remove 25 percent of the state library's general fund money or \$666,000 a fiscal year. The state library could not exist as it currently operates if that happens.

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Decisions must be made now as to how they would rebuild and meet those cuts because the trigger point deciding date is August 15 and cuts would be immediate. Jennie and Bruce propose starting with a zero based budget, looking at all past ideas of reformatting, using the task force and strategic planning results, what is required in statutes, what funding is available and build from there. Staff have blocked off a couple of days in May to have a 'budget retreat' to prepare proposals for the Commission to consider. After that, public comment would be invited and staff would be informed as to possibilities.

The Governor's office has been invited to be as involved as possible in order to consider their concerns and goals for libraries. With that worse case scenario, an additional ten FTE would likely have to be cut.

Jennie was informed that they looked at cuts in education and public health since those are the areas that received the largest amount of general fund. MSL and the historical society are both in education and both will be losing 25% if that trigger is met.

MSL has already received one resignation and will likely see more due to the uncertainty of jobs in the future. There are about 30.6 FTE paid through HB2 and another 10 from LSTA and other funding sources. It does appear that LSTA will receive some supplemental funds but no official notice has been given.

Commissioner Arlitsch wanted to know what other state libraries did in response to such drastic cuts. MSL has a lot more statutory responsibilities so will not have the same options but those options will also be looked at.

The next steps will be to put together a work group consisting of managers and a couple of commission members for the work sessions on May 23 and 24. Commissioners Newell and Eissinger will be part of the work session and Commissioner Arntzen said she would be able to work on the group if needed. The public meeting would be around the first week of June.

The August commission meeting will need to be rescheduled as a later agenda item since there is no point of having it prior to that August 15 trigger date.

COMMISSION CALENDAR:

Commissioner Newell will attend the Pathfinder federation meeting and Commissioner Wall and LaFromboise will attend Tamarack.

The August meeting needs to be moved to a later date due to the timeline but should happen as soon as possible because all scenarios will be in place. August 16 is the proposed date.

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Motion was made by Commissioner Kish and seconded by Commissioner Eissinger to move the August meeting from August 9 to August 16 and the motion passed.

Commissioner Wall will have to attend remotely. Commissioner Newell might as well. Commissioner Arlitsch may have attendance issues also.

Commissioner Newell asked if it would cause issues to move the October meeting to October 18. It did conflict with other commissioners' schedule so the date will remain October 11.

Commissioner Wall will have to do the June special meeting remotely.

PUBLIC COMMENT:

There was none received.

OTHER BUSINESS/ANNOUNCEMENTS:

There was none presented.

ADJOURNMENT:

The meeting adjourned at 2:00 p.m.

FINAL

**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING
9:30 A.M., MARCH 29, 2017
BILLINGS, MONTANA
OR GOTOMEETING**

ATTENDEES:

Commissioners: Chairman Bruce Newell, Kenning Arlitsch, Elsie Arntzen online, Connie Eissinger, Anne Kish, Aaron LaFromboise, and Ken Wall.

Staff: Tracy Cook, Jessica Edwards, Evan Hammer, Cara Orban, Suzanne Reymer, Jennie Stapp and Marlys Stark.

Visitors: Honore Bray, Dr. Anthony Chow online.

Chairman Newell called the meeting to order at 9:30 a.m.

APPROVAL OF MINUTES:

Motion was made by Commissioner Wall and seconded by Commissioner Arlitsch to approve the minutes of February 8, 2017 as presented and the motion passed.

STATE LIBRARIAN'S REPORT:

Staff requests feedback on the reports, which use a new format with font type and color carrying meaning.

State Librarian Stapp informed the commission of the passing of Gail Shatkus from Joplin schools who had brought students to a commission meeting to report on their project made possible by Montana Land Information Act (MLIA) grants.

Since this meeting is earlier in the year than normal, the third quarter financial report will be an agenda item in June. The Library Services and Technology Act (LSTA) budget will also have to be a future agenda due to uncertainty with state and federal funds. The Network Advisory Council (NAC) will likely meet to approve that budget in May.

The current official award for LSTA is \$849,000 or about \$217,000 less than previous years. Communication from the Institute of Museum and Library Services (IMLS) indicates that there is a small possibility of a supplemental award later in the year when Congress passes a 2017 federal budget.

FINAL

In addition to support from the Montana Library Association, the American Library Association (ALA) is stressing the importance of funding and of state libraries in budget discussions regarding IMLS and LSTA. ALA's National Library Legislative Day (NLLD) will also hone that message in May in D.C.

The Legislative Audit Division conducted a pay audit this past year and reviewed hiring files from a number of agencies including MSL. Two MSL hires were deemed to not be in compliance with state policy but in reviewing those items, MSL staff feels confident in what was done. One hire involved a two year training period that was offered after a failed recruitment and the second was when an internal candidate was hired through an external recruitment.

The Excellent Library Service Award (ELSA) awards presentation is at the Montana Library Association awards dinner. MSL is once again looking at the award format and a representatives group may be chosen to make the award something to strive for, not a given. Broad Valleys made it a federation goal to have each library meet minimum ELSA standards to have two certified trustees.

Fish Wildlife and Parks (FWP) personnel is moving out of the MSL building with a tentative move date of April 11. With the move of these long time partners, ideas of what to do with the space are being solicited from staff as well as some discussion with the Department of Administration (DOA) about potential occupants. There will be no change to our budget either way so at this time it is probably best to just use the space for MSL operations.

The OCLC Group Services contract is up for renewal. Staff is meeting OCLC at the MLA conference and a new contract needs to be signed in June. Not all libraries that are paying for services actually use the services and MSL would like to renegotiate the contract to get better pricing that reflects actual use. Understanding OCLC's pricing structure presents the biggest challenge because this information is not transparent. Montana Shared Catalog (MSC) libraries are required to have OCLC so some MSC policy review might be necessary based on future negotiations.

The commission will need a conference call before the June meeting to approve the MLIA grants since the deadline is May 15.

LEGISLATIVE UPDATE:

State Librarian Stapp discussed the status of several different bills that affect the state library. The summary was provided in the materials but there have been some changes since the document was produced.

HB2 is the budget bill and currently the five percent reduction in operations remains in the bill as does a six percent vacancy savings requiring MSL to keep two positions open.

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The Coal Severance Tax (CST) appropriation is now a set percentage for each of the three agencies that had been part of the shared fund. The change will be over four years so final numbers for FY18 and 19 are not solid yet but are likely to be a \$34,000 increase in FY18 and a \$60,000 increase in FY19.

HB261, the bill to extent the sunset date for the statutory appropriation for public library state aid will likely pass but no action yet. MSL provided a story map link for the state aid stories presented.

HB61 plans to use 911 funds for the next generation 911 system.

HB360 has a service water assessment and monitoring program and MSL would have a statutory seat on the committee.

POLICY REVIEW:

The Code of Conduct policy has been edited in response to previous commission concerns since the first submission and staff is asking for action on this version

Motion was made by Commissioner Eissinger and seconded by Commissioner Kish to adopt the policy as presented. Commissioner Arlitsch amended the motion to strike the first sentence from the first item and remove 'Properly' from the second. Commissioner Eissinger and Kish agreed to the amendment and the motion passed as amended.

LSTA EVALUATION:

Independent contractor, Dr. Anthony Chow share a summary of his findings for the LSTA 5-year evaluation. The evaluation stated that MSL met all the five-year goals. Library services were found to be very important and a statistically significant relationship between library services and certain quality of life factors. There do exist opportunities to use data more. Staff is asking that the commission accept the evaluation so it can be submitted to IMLS.

Motion was made by Commissioner Arntzen and seconded by Commissioner Arlitsch to accept the evaluation as presented and the motion passed.

NAC REPORT:

The NAC discussed where MSL should focus their energy, considering all the information available to them, the library types, future needs and so on. They will be going into more detail and finalizing their recommendations in the future.

The commission discussed federation annual reports and the date and presentations given. There were several requests for additional information and some suggestions for presentations. Those ideas will be given to the federations.

FINAL

MSC NEW LIBRARIES:

MSC is requesting approval of three new library applications. Those libraries are aware of the current uncertainty about the availability of LSTA funding which is normally used to defray startup costs for new libraries. The new libraries would not begin the process of joining MSC until July 1.

Motion was made by Commission Kish and seconded by Commissioner LaFromboise to approve the three new libraries and the motion passed.

FUNDING TASK FORCE MEMO:

The funding task force memo is available online for review.

COMMISSION GOALS AND OBJECTIVES:

The reporting task force information is available but more work will need to be done in the future.

COMMISSION CALENDAR:

Pathfinder is May 25 and Commissioners Newell and Arlitsch might both be able to attend. The NAC meeting in April will be on the calendar.

PUBLIC COMMENT:

There was none received.

OTHER BUSINESS/ANNOUNCEMENTS:

There is only an hour allotted for the conversations with commission workshop and an email went to the commission with the outline plan.

MSL does have a MLA booth again.

ADJOURNMENT:

The meeting adjourned at 12:49 p.m.

**Montana State Library
Central Services
January – June 2018**

Green (no font distinction) – activity progressing as expected.

Yellow (*italicized*) – activity may be delayed but the delays do not necessarily rise to the level of Commission concern

Red (**bolded**) – activity is delayed and Commission attention is warranted

Blue (underlined) – addition or change to the original work plan.

- July update – numerous projects below are now delayed and may have to be reprioritized given the loss of staff.

Strategic Framework – Fostering Partnerships

Activities:

- Build an intranet site for cross-agency documentation

| Inputs | Outputs | Outcomes | Impacts |
|--|--|---|--|
| <i>IT staff, Erin Fashoway, other staff as necessary</i> | <i>A new Intranet that allows all state employees to access documents related to our ESRI ELA. Future documents used by staff of other state agencies will be added in the future.</i> | <i>MSL staff efficiently share and receive information about the services we administer for other state agencies.</i> | <i>Improved efficiency in other state agencies results in a greater degree of future collaboration</i> |
| | | <i>State employees have improved access to self-service documents.</i> | |

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|--|--|--|--|
| | | <i>State employees report improved satisfaction in the efficient administration of State Library Services.</i> | |
|--|--|--|--|

Strategic Framework – Secure sufficient and sustainable funding

Activities:

- Offer quarterly training sessions to State Library staff

| Inputs | Outputs | Outcomes | Impacts |
|--|--|--|---|
| <i>Time of Kris Schmitz, Marlys Stark, Colleen Hamer, Carol Churchill, Evan Hammer, Tracy Cook, Jennie Stapp, and other staff as necessary</i> | <i>Trainings and training materials for the various sessions: Budget/Funding, Purchasing, Staff Handbook, Travel, FMLA, State Library programs</i> | <i>Managers are confident in their ability to implement policies consistently and fairly.</i> | <i>MSL staff is more knowledgeable which leads to more effective and efficient in their work. Staff feels more comfortable and confident in their work.</i> |
| <i>Activity progressing as expected.</i> | <i>- Stapp presented an overview of the State Library at the February 22 all staff meeting.</i> | <i>Staff report increased awareness and understanding of State and State Library policies and satisfaction in how they are treated as State Library employees.</i> | |
| | | <i>Staff and management find increased opportunities for cross-program collaboration that can lead to improved program development</i> | |

We began training at the February All Staff meeting but at subsequent staff meetings we have focused our agendas on Legislative activities and budget reductions.

- Clean out, organize storage areas
 - July update – This project is now complete.

| Inputs | Outputs | Outcomes | Impacts |
|---|--|--|--|
| Time of Kris Schmitz, Marlys Stark, Colleen Hamer and Carol Churchill | Clutter and space is cleaned up and organized into sections. | Freeing up much need available storage area to make the best use of our space available. | MSL staff will have an efficient organized storage area. |
| Activity progressing as expected. | | Managers and the Commission are better able to plan for future space needs. | |

- Policy review
 - July update – review is delayed due to lack of staff time. Staff time over the past two months has been focused on implementing budget reductions. Additional policies now require review to merge Digital Library and Talking Book Library policies for collection development and circulation.

| Inputs | Outputs | Outcomes | Impacts |
|---|----------------------------------|---|---|
| <i>Lead Kris Schmitz, various staff</i> <i>Activity progressing as expected.</i> | <i>New online staff handbook</i> | <i>Employees have a current and accurate policy guidance and staff handbook</i> | <i>MSL staff is more knowledgeable about policies which leads to more efficient and effective manner to complete their work</i> |

- Develop a standardized human resources recruitment package
 - July update – review is delayed due to lack of staff time. Staff time over the past two months has been focused on implementing budget reductions.

| Inputs | Outputs | Outcomes | Impacts |
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| <i>Time of Marlys Stark and Kris Schmitz</i> <i>Activity progressing as expected.</i> | <i>Standardized, easy to use package of recruitment and hiring materials.</i> | <i>MSL management staff has the tools they need to make the hiring process smooth and efficient</i> | <i>The State Library attracts, develops, and retains a highly skilled and dedicated workforce</i> |

- Implement a social media marketing strategy
 - July update – review is indefinitely delayed due to the loss of the Communication and Marketing position. Remaining staff have discussed the need to develop and implement a social media strategy but no work has been initiated at this time.

| Inputs | Outputs | Outcomes | Impacts |
|---|--|--|---|
| Time of Eve Byron and other staff as necessary | Regularly recurring Facebook posts that are boosted when appropriate to garner attention to and use of State Library services and information | Staffs see an increase in engagement measures available through social media as the public learn more about the State Library | Through social media, patrons have access to the information they need to understand and influence change in their communities |

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| Approximately \$500 from the State Library Marketing Budget | | | Increased social media engagement results correlates to increased demand for services. | Through social media online communities foster partnerships that ensure that Montanans thrive. |
| Research and training on the effective use of social media tools for marketing | | | Online communities develop and engage around State Library information resources and services | |

Strategic Framework – Create a useful information infrastructure

Activities:

- Launch ASPeN (Applications, Services, Programs, and Network)

| Inputs | Outputs | Outcomes | Impacts |
|--|--|---|---|
| <i>IT staff, SLR staff, and other staff as necessary</i> | <i>A partial launch of ASPeN is planned for March 2017. ASPeN should be fully operational in early 2018. - Role out is delayed to allow for adequate testing. Delays are the result of limited staff time.</i> | <i>State Library staff benefit from the efficiencies of a single, fully-integrated, data driven administration system that allows for easier program planning and delivery.</i> | <i>Montana libraries receive an excellent return on investment from participating in MSL projects, programs, or services.</i> |
| <i>IT hardware & software</i> | <i>MSL staff have the ability to create forms and upload electronic resources w/o IT staff intervention.</i> | <i>Montana librarians report improved efficiency by making use of a tool that is a one-stop source</i> | |

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| | | <i>for library and State Library information.</i> | |
| <i>SLR staff outreach to and, engagement by Montana library community members.</i> | <i>MSL staff have the ability to collect data about programs, projects or MSL services in ASPeN.</i> | <i>Montana libraries use ASPeN to efficiently share information with one another creating a collaborative knowledge base that improves efficiency of service delivery for all libraries.</i> | |
| | <i>MSL staff use ASPeN to share information with Montana libraries.</i> | <i>IT staff are able to reallocate former programming time to other services.</i> | |
| | | <i>ASPeN is architected to make efficient use of data and IT resources, eliminated the need to create and maintain redundant IT systems.</i> | |
| | | <i>State Library staff make data driven decisions about the services and resources we offer based on information that is effectively and efficiently managed through ASPeN</i> | |

- Implement F5 Web Application Firewall

| Inputs | Outputs | Outcomes | Impacts |
|----------|--|---|--|
| IT staff | The F5 Web Application Firewall configuration policy is fully operational across the State Library's web platform <ul style="list-style-type: none"> - <i>F5 was implemented and operational but had to be turned off temporarily to make changes to ESRI urls that are not compatible.</i> | MSL websites and applications are protected from malicious activity with state-of-the-art technology that meet's State of Montana security standards. | MSL staff, patrons and partners have ready access to the information they need without disruption. |
| | | MSL staff efficiently manage data collections and web resources without disruption and the threats of data manipulation or loss | |

Montana State Library Digital Library Work Plan January – June 2018

Green (no font distinction) – activity progressing as expected.

Yellow (*italicized*) – activity may be delayed but the delays do not necessarily rise to the level of Commission concern

Red (**bolded**) – activity is delayed and Commission attention is warranted

Blue (underlined) – addition or change to the original work plan.

Strategic Framework – Foster Partnerships

Note: Work plan objectives will be evaluated and reprioritized to reflect the impact of budget reductions.

Activities:

- Develop or purchase an updated request-tracking tool to ensure consistent tracking of patron requests across the library and to enable better agency wide outreach planning and information product development.
 - I have tagged this as green for now because we do not have any benchmarks or milestones (or even a target completion date) determined yet. That should be a minimum target to reach before the next commission meeting to keep this from changing to yellow
 - Update, July 2017 – With the loss of the MSL Web Programmer the information products team has taken on additional support duties and current efforts are focused on building familiarity with the code base of existing Digital Library web applications. As a result, the request tracker project is on hold indefinitely.

| Inputs | Outputs | Outcomes | Impacts |
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| <p>Staff time to identify requirements.</p> <p>Developer time and/or funding depending on what type of solution is identified</p> <p>Define Requirements, Workflows, Processes, and Stakeholders</p> | <p>Any easy to use tool that can be used by all MSL staff to track calls, visits, and other types of patron requests</p> <p>Training and Documentation</p> <p>Reporting Mechanism</p> <p>Knowledgebase</p> <p>Maintenance Plan</p> | <p>Staff track requests in a consistent manner which allows us to better understand how users access and use MSL tools and services</p> <p>Staff use the tool to document requests consistently</p> <p>Increased knowledge of our users</p> | <p>Patrons see value in MSL services</p> <p>Partners seek to have their data accessed and exposed through MSL discovery tools.</p> <p>Staff are better able to allocate resources</p> <p>Staff are more responsive to user needs</p> <p>Users have access to MSL's expertise and curated information to resolve their needs</p> |
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- Develop a Digital Library plan for structured outreach activities across the Digital Library that guides the activities of the GIS Coordinator, the Outreach and Electronic Resources Librarian, the Montana Natural Heritage Program Coordinator, and the Digital Library Administrator.
 - User Services has outlined work group responsibilities, which is a necessary first step for this outreach planning. Similar to the request tracker project we need to have more specific target dates in place before the next commission report.
 - Update, July 2017 - User Services has created an initial list of outreach opportunities and is seeking input from other Digital Library staff for information about additional events that we should try to attend in FY2018.

| Inputs | Outputs | Outcomes | Impacts |
|---|--|---|---|
| <p>Staff time to identify outreach priorities</p> <p>Inventory of existing, regularly attended events (MAGIP, NSGIC, MACO, etc)</p> <p>Listing of upcoming and other known activities we would like to participate in</p> <p>Outreach, training, travel budget available for outreach activities</p> <p>Define stakeholders we would like to engage with.</p> | <p>A plan that identifies attainable outreach goals for the remainder of the fiscal year with a process for reviewing, updating, and extending the plan through FY18.</p> <p>Prioritized list of events and activities with the break between what we do and don't have funding for identified.</p> <p>A core set of outreach materials that can be easily customized or supplemented for specific events.</p> | <p>Digital Library programs are more coordinated in their outreach effort and more deliberate in making decisions on which events to attend, activities to offer, and trainings to host.</p> <p>Consistent presence at events.</p> <p>Better distribution of activities throughout the year to reduce stress at high activity times (around MAGIP, NSGIC, MACO conferences/meetings)</p> <p>Staff have the materials they need and are comfortable and prepared to discuss Digital Library products and services appropriate to the stakeholders they are engaged with.</p> | <p>Currently the biggest limitation on the usage of MSL resources is that users do not realize what is available or do not understand how to use it. Coordinated, deliberate outreach should allow us to maximize engagement possible given existing staffing and budgetary constraints.</p> <p>Increased use of Digital Library products and services</p> <p>More partnership opportunities as agencies and organizations better understand how our work can complement the work that they do.</p> |

- Make the Natural Resource Information System Advisory Committee active again and update the NRIS Core Funding MOU.
 - We need to fill open NRIS Advisory Committee seats (DNRC, Dept of Ag) before the end of March to ensure an update MOU is signed by June 30. Should target April 30 as a deadline for having a draft updated MOU to distribute among partner agencies.

- Update, July 2017 – While well behind schedule, a draft of an updated NRIS MOU has been distributed to NRIS Advisory Committee members and a tentative NRIS AC meeting date has been set for August 7.
- Develop partnerships beyond NRIS data partners to enhance State Publications, Natural Resources, and MSDI Collections (Professional Development as well?)
 - This is a longer-term project. While I think we can be having some discussions with partners now, I think some of this will follow the initial NRIS Advisory Committee meetings.

| Inputs | Outputs | Outcomes | Impacts |
|--|--|---|--|
| <p>Staff and agency rep time to meet, review existing MOU, and create a framework for updating or creating a new agreement</p> | <p>An updated memorandum of understanding between NRIS and core funding agencies that may also be used to encourage other non-named agencies to partner with and support MSL programs and services</p> | <p>MSL better understands the needs of partner agencies and agency NRIS Advisory Committee representatives are more informed of MSL resources.</p> <p>Agency NRIS AC representatives are comfortable communicating with staff in their agencies and with their partners about MSL has to offer.</p> <p>Usage of MSL resources increases and time spent explaining the value when invoices are sent to partners is minimized</p> | <p>A supportive set of core partnerships that serves as the foundation for establishing additional funding and data source partnerships.</p> |

- Create new MARC records for electronic resources for digitized state publications.
- Clean up existing MARC records for print state publications.
 - Update, July 2017 – This project has been delayed when staff time was diverted to implement space reductions. Staff hope to complete the project by the end of September.

| Inputs | Outputs | Outcomes | Impacts |
|--|--|---|--|
| <p><i>Jim Kammerer will work with MSC staff and Kenny Ketner to establish project roles and responsibilities for creating new records and cleaning existing records.</i></p> <p><i>Project team will decide how to store MSC records for non-circulating print items that have been digitized.</i></p> <p><i>Standardize the hyperlink text in the 856 field for all records.</i></p> <p><i>Delete records for print items that cannot be found and have an equivalent record for digital version.</i></p> | <p><i>Revised SIRSI template for how MSL and State Government Information Center (SGIC) items are cataloged.</i></p> <p><i>Items in home location of STATE-PUB will switch to ONLINE.</i></p> <p><i>SGIC collection will grow in size.</i></p> <p><i>Makes MARC records for electronic resources available for import by any library, not just MSC libraries.</i></p> <p><i>Global access to state publications.</i></p> | <p><i>Cleaner, more accurate library catalog records.</i></p> <p><i>Better user experience; less confusion about what is available from catalog.</i></p> <p><i>Absence of circulation protects print state publications from possible loss, damage.</i></p> <p><i>Fewer interlibrary loan (ILL) requests for already digitized items.</i></p> <p><i>MSL collection shifts to more digital content, which aligns with collection development policy preference for digital over print content.</i></p> | <p><i>By reducing barriers to information access a higher level of transparency in state government is achieved</i></p> <p><i>Improved information discovery aides research critical for decision making processes.</i></p> <p><i>Improved collection management strengthens partnerships with existing and potential MSC and state depository library partners.</i></p> |

Strategic Framework – Create a useful information infrastructure

Activities:

- Update the Montana Cadastral Application
 - Initial planning steps are under way. I only made this one yellow because I am concerned about the potential for the new DOR Non-disclosure rules to impact the data exchange and thus complicate the development process – I very much hope it will not play out that way.
 - Like the Request Tracker, we do not have any benchmark’s or milestones (or even a target completion date) determined yet. That should be a minimum target to reach before the next commission meeting.
 - Update, July 2017 – Like the Request Tracker update, this project has been delayed indefinitely due to the loss of staff and the need to review application development priorities. This remains a top priority for both MSL and the Digital Library, but without the support of a dedicated programmer position within the IT group we need to evaluate the best path forward to ensure we can maintain an update cadastral application in the future.
 - Prior to planning for budget cuts, it was decided that this project should be split into two projects. The first will address updates to the user interface. Additionally, there is a need to identify a better approach to managing access to the property record card data provided by the Department of Revenue.

| Inputs | Outputs | Outcomes | Impacts |
|---|--|--|---|
| <i>Info Products, Land Info, and IT Staff time</i> <i>Input from the Department of Revenue and users</i> | <i>A more robust cadastral application that we are able to maintain with existing, in house staff and update as needed without a full re-write</i> | <i>A reduction in the number of recurring complaints and bug reports</i> <i>An increased ability to be responsive to user suggestions for improving the application</i> | <i>As one of the most used applications in Montana state government, the cadastral application is a natural opportunity for us to reach out to and engage users. The first step in doing this is ensuring</i> |

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| | | | <i>that the application itself is well designed and reliable.</i> |
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Standardize drought and water supply map data reporting

- Like the Request Tracker, I have tagged this as green for now because we do not have any benchmark's or milestones (or even a target completion date) determined yet. That should be a minimum target to reach before the next commission meeting to keep this from changing to yellow
- Update, July 2017 – This project remains on track based on the original goals. In part as a result of this work, DNRC is seeking to have the Montana Climate Office play a larger role in the drought mapping process and the monthly Drought and Water Supply Advisory Committee meetings. We are not clear on what impact this may have on the MSL/WIS role in these activities but we hope to have more information to report at the October commission meeting.

| Inputs | Outputs | Outcomes | Impacts |
|--|--|---|--|
| <p>Staff - Primarily WIS Manager</p> <p>Staff - IT (web programming)</p> <p>Copyright/ownership/terms of use (for products such as PRISM, VegDri, etc.)</p> <p>Storage space (possibly database)</p> <p>Discussion/coordination with DNRC and Gov. Drought and Water Supply Advisory Committee</p> | <p>single webpage delivering the data/maps/products used to produce the monthly drought status map</p> <p>list of products used by the Drought Committee to make the monthly map</p> <p>model to aggregate drought-related data/maps/products</p> <p>documentation of how the monthly drought status map is produced</p> | <p>monthly drought status map is produced in objective manner</p> <p>users understand why a county is assigned a particular drought category (transparency)</p> <p>DNRC Drought Coordinator and Gov. understand when to issue a "drought alert" and "severe drought" to local governments and they have the data supporting the decision.</p> | <p>drought map is produced more efficiently (committee members spend less time each month)</p> <p>products used to create the monthly drought map are readily available to watershed groups and other interested parties (broadened usage of WIS)</p> <p>Montana's drought status map directly feeds into the US Drought Monitor (US Drought Monitor uses the data best for Montana)</p> |

MSL Progress Report for Statement of Work

Report for 7th and 8th Quarters FY16-17

The tables below come from Appendix 1, the Scope of Work for Operation of the Montana Natural Heritage Program, and Appendix 2, the Scope of Work for FY16-17 Wetlands and Land Cover MSDI Framework Services under the Contract for Services between the Montana State Library and the University of Montana for state fiscal years 2016 and 2017 (award number 20150731). The right column describes the status and progress during the reporting period. The status is generally summarized as in progress, completed, or not active, but also may include annotations.

Tasks in the left column of the tables list **Administrative, Information Services, Botany, Ecology, and Zoology** services from Appendix 1 and **Wetlands and Land Cover MSDI Framework Services** from Appendix 2.

The tables list four categories of tasks and services:

- 1) **Core Services:** Essential tasks and services that will be delivered principally with Core funding provided by this contract.
- 2) **Supplemental Core Services:** Essential tasks and services for which there is not sufficient Core funding but which will be delivered dependent on acquiring discretionary funding support from partner agencies.
- 3) **Project Supported Services:** Additional tasks and services that augment the essential core tasks and services that may be provided pending the availability of project funding.
- 4) **MSDI Core Services:** Wetland, Riparian, and Land Cover data development and coordination services for the Montana Spatial Data Infrastructure delivered primarily with Montana Land Information Act funds.

Tasks are highlighted with the following reporting indicators:

Green (no font distinction) – activity progressing as expected.

Yellow (*italicized*) – activity may be delayed but the delays do not necessarily rise to the level of Commission concern

Red (**bolded**) – activity is delayed and Commission attention is warranted

Blue (underlined) – addition or change to the original work plan

Core Administrative Services

| | 1 st through 6 th Quarter FY 16-17 <small>(July 1, 2015 – December 31, 2016)</small> | 7 th & 8 th Quarter FY 16-17 <small>(January 1, 2017 – June 30, 2017)</small> |
|--|---|--|
| 1. Coordinate all program activities with Partners and program areas | <p>Ongoing</p> <ul style="list-style-type: none"> - The annual MTNHP Partners Committee meeting was held December 7, 2015 at Montana Wild in Helena and was attended by over 40 partners. A meeting summary with links to powerpoints is posted on the MTNHP website at: http://mtnhp.org/about/announce.asp#PartnersMtg2015 - Expanded an existing task tracking document in One-Note for coordination of activities across program areas within MTNHP, between MTNHP and MSL, and between MTNHP and key partners. - Established and maintained weekly coordination meetings with Information Services staff, biweekly coordination meetings with database and web programming staff, approximately monthly program manager’s meetings, and quarterly all staff meetings. - Numerous meetings were held with staff at FWP, BLM, USFS, DEQ, Department of Agriculture, NRCS, UM, TNC, MT Audubon, Department of Commerce, Land Trusts, NatureServe, Malmstrom Air Force Base, Western Association of Fish and Wildlife Agencies, Montana State University, other Heritage Programs in the United States and Canada, Missoula County Weed District, Protected Area Database staff at the U.S. Geological Survey, and MSL as well as Plant Conservation Conference attendees, Montana Chapter of the Wildlife Society attendees, Intermountain GIS Conference attendees, Governor’s Invasive Species Summit attendees, Montana Wetland Council meeting attendees, and Montana Watershed Coordination Council meeting attendees. - The annual MTNHP Partners Committee meeting was held December 1, 2016 at Montana Wild in Helena and was attended by over 50 partners. A meeting summary with links to powerpoints is posted on the MTNHP website at: http://mtnhp.org/about/announce.asp#PartnersMtg2016 | <p>Ongoing</p> <ul style="list-style-type: none"> - Numerous meetings were held with staff at FWP, BLM, USFS, USFWS, USGS, DEQ, DNRC, NRCS, Western Association of Fish and Wildlife Agencies, Montana State University, University of Montana, land trusts, Missoula County Weed District, NatureServe and other Heritage Programs in the United States and Canada, and members of the Montana Watershed Coordination Council and Montana Wetland Council. |
| 2. Administer contracts and grants | <p>Ongoing</p> <ul style="list-style-type: none"> - MTNHP managed approximately 60 agreements during the reporting period - New project agreements initiated during the reporting period include, Howellia Survey and Monitoring Data with the Swan Ecosystem, Data Service Support for the USFS, Tepee | <p>Ongoing</p> <ul style="list-style-type: none"> - MTNHP managed approximately 60 agreements during the reporting period - New project agreements initiated during the reporting period included: Sagebrush data collection to support improved vegetation mapping in southwest Montana for the Beaverhead- |

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| | <p>Macroinvertebrate identification for the USFS, Data Service Support for the NRCS, Harlequin Duck, Amphibian, and Bat Monitoring for the USFS, Statewide Wetland Mapping for DEQ and MLIA, 2016 Wetland Plant Identification class support from DEQ, National Wetland Condition Assessment field sampling in 2016 for DEQ, Information to Support Weed Management for the Department of Agriculture, data service support for the Bonneville Power Administration, national wetland condition assessment field sampling support for the Department of Environmental Quality, wetland mapping for the USFS, Northern Long-eared bat surveys for the Custer-Gallatin National Forest, Howell's Gumweed genetic diversity monitoring for the Lolo National Forest, Greater Sage-Grouse modeling for the Beaverhead-Deerlodge National Forest, weed trust fund data support for the Department of Agriculture, plant conservation status reviews for the Department of Agriculture, bat acoustic monitoring on coal mines for the Department of Environmental Quality, data sharing for BLM through NatureServe, and moss and lichen inventory on the Milton Ranch from the Montana Native Plant Society, Albeni Falls bat monitoring for the U.S. Army Corps of Engineers, Predictive Distribution Model Creation and Conservation Status Reviews for Montana Animal Species of Concern for FWP, Data Service Support for the BLM, Data Service Support for the Environmental Conservation Online System and Information for Planning and Conservation website for the U.S. Fish and Wildlife Service, Wetland Assessment and Monitoring Tools for the EPA, Map Enhancement for the EPA, Data Services support for the USFS, Data Services support for Noxious Weed Trust Fund grants for the Department of Agriculture, Plant Conservation Status reviews under the Noxious Weed Trust Fund for the Department of Agriculture, and Data Services support for The Nature Conservancy.</p> | <p>Deerlodge National Forest, surveys for <i>Penstemon lemhiensis</i> for the Beaverhead-Deerlodge National Forest, collection of tissue samples from known Howell's Gumweed populations to inform conservation management decisions for the Region 1 Office of the USFS, Photo-Interpretation of vegetation patterns in the Blackfoot-Swan for the USFS, Assigning Coefficients of Conservatism values to 315 vascular plant species for DEQ, Biocontrol species data management and predicted distribution model creation for the Missoula County Weed District, Maintenance of comprehensive and up-to-date plant, animal, and community information resources for the Montana Department of Transportation, Mayfly baseline distributions and population status assessments in large prairie rivers for the World Wildlife Fund, Report on the relationship of forestry, roads, and fire disturbances to the persistence of Water <i>Howellia</i> for the USFWS, Maintenance of comprehensive and up-to-date plant, animal, and community information resources for the BLM, and Mapping wetland and riparian areas in USGS quads where only legacy mapping is available for the BLM.</p> |
| <p>3. Promote use of Heritage data resources through outreach and training sessions</p> | <p>Ongoing - MTNHP information resource trainings were provided to the Montana Education Association and Montana Federation of Teachers, the Department of Commerce, Malmstrom Air Force Base environmental planning staff, Montana Audubon staff, the Montana Invasive Species Advisory Council, librarians across Montana, Montana Plant Conservation Conference attendees, Montana Chapter of the Wildlife Society meetings attendees, the Noxious Weed Trust Fund Grant Committee, nongame staff at FWP, Intermountain GIS</p> | <p>Ongoing - MTNHP information resource trainings were provided to BLM state office staff, wildlife biologists and NEPA staff at the Region 1 Office of the USFS and on the Flathead, Custer-Gallatin, Beaverhead-Deerlodge National Forests, nongame staff at FWP, NatureServe and Natural Heritage Program staff across the U.S. and Canada, the Montana Wood Products Association, the Utah Division of Wildlife, the Region 1 Office of the U.S. Forest Service, librarians across Montana and at Montana State University, the Noxious Weed Trust Fund Grant</p> |

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| | <p>conference attendees, Montana Wetland Council meeting attendees, NatureServe's Biodiversity without Boundaries conference attendees, Montana Land Trusts, Montana Department of Agriculture personnel, Natural Resources Conservation Service personnel, USFS Region 1 Wildlife Biology and NEPA personnel, Beaverhead-Deerlodge Forest Service resource planning personnel, Montana Watershed Coordination Council staff and members, a delegation of natural resource managers from Russia, the Montana Library Commission, NatureServe and Natural Heritage Program staff across the U.S. and Canada, Carroll College Environmental Careers Program, FWP Headquarters and Environmental Review staff, and the Montana Wood Products Association. Four posters on MTNHP information resources were displayed at the Governors Summit on Invasive species on April 12th and 13th.</p> | <p>Committee, Opencut and Air Quality staff at DEQ, faculty in the Wildlife Biology Program and Division of Biological Sciences at the University of Montana, environmental staff at MDT, staff and students at Blackfeet Community College, forestry and trust land staff at DNRC, Trout Unlimited, members of the Montana Chapter of the Wildlife Society, and members of the Montana Watershed Coordination Council.</p> |
| <p>4. Collaborate with Library staff to effectively represent the mandate, activities, and products of MTNHP through publications, reports, brochures, posters, maps, fact sheets, social media, etc.</p> | <p>Ongoing</p> <ul style="list-style-type: none"> - Held biweekly coordination meetings with State Librarian & Digital Information Manager / CIO - Participated in regular MSDL Managers meetings - Provided an information overview and MTNHP contacts list to allow MSDL staff to answer patron questions directly. - Printed additional MTNHP information services pamphlets | <p>Ongoing</p> <ul style="list-style-type: none"> - Held biweekly coordination meetings with State Librarian & Digital Information Manager / CIO - Participated in regular MSDL Managers meetings |
| <p>5. Participate in regional and national network coordination meetings and conference calls to help ensure continued compatibility and to take advantage of opportunities and advocate for initiatives that would benefit Montana.</p> | <p>Ongoing</p> <ul style="list-style-type: none"> - Participated in monthly NatureServe Network Member Program coordinators calls, monthly U.S. Section Council calls, monthly spatial methodology review team calls, and quarterly predictive distribution modeling team calls. - Created, distributed, analyzed, and presented results of a survey to NatureServe network member programs that assessed the housing, funding, staffing capacity, guiding statutes, unique assets, and critical challenges faced by individual programs with the goal of strengthening the network and leveraging network assets. - Presented web data delivery of MTNHP information to approximately 50 NatureServe and Natural Heritage Program personnel across the U.S. and Canada via webinar on October 4th, 2016. | <p>Ongoing</p> <ul style="list-style-type: none"> - Participated in monthly NatureServe Network Member Program coordinators calls, monthly U.S. Section Council calls, monthly spatial methodology review team calls, and quarterly predictive distribution modeling team calls. - Created, distributed, analyzed, and presented results of a survey to NatureServe network member programs that assessed NatureServe products and services network member programs consider most valuable to their individual program missions and identified ways network-wide resources could be better leveraged. - Initiated a NatureServe Heritage network web developers forum for leveraging code that individual programs have developed for potential use across the network and to receive feedback on the Common Field Guide web platform that we are taking the lead on. |
| <p>6. Finish an updated revision of the FY15-20 MTNHP 5-year Strategic Plan</p> | <p>Completed</p> <ul style="list-style-type: none"> - The FY16-FY20 strategic plan was finalized in mid-December after review by MTNHP program managers and feedback from MTNHP partners at the 2015 annual partners meeting. | <p>Completed previously.</p> |

Core Information Services Program Services

| | 1 st through 6 th Quarter FY 16-17 (July 1, 2015 – December 31, 2016) | 7 th & 8 th Quarter FY 16-17 (January 1, 2017 – June 30, 2017) |
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| 1. Respond to requests for MTNHP information used in Environmental Assessments, Environmental Impact Statements, and other planning and resource management activities | Ongoing - Responded to 1,108 requests involving SOC reviews for environmental assessments. | Ongoing - Responded to 270 requests involving SOC reviews for environmental assessments. Additionally trained several dozen state and federal agency personnel on how to self-serve the new Environmental Summary reports from the Map Viewer web application. |
| 2. Work with NatureServe to develop procedures and methods to conduct regular data exchanges. | On hold - This task is pending completion of task 3 below to ensure that element occurrence information has all of the appropriately associated element information. | In Progress - See task 3 below. |
| 3. Develop procedures and methods to upload state element data to and download global element data from the BIOTICS 5 database | In Progress - A taxonomic data exchange was made with NatureServe during November of 2016. However, a longer-term solution for realtime data exchanges with NatureServe still needs to be undertaken and we are currently waiting on NatureServe to develop their portions of this exchange process. | On hold - We are currently waiting on NatureServe to develop their portion of a real-time data exchange process. |
| 4. Administer databases for editing and storage of MTNHP data including: a. Coordinate overall MTNHP server architecture and development with MSL b. Design and maintain appropriate relational databases for botany, zoology, and ecology data. c. Administer MTNHP databases on internal server including database security and routine backup to prevent catastrophic loss d. Develop and maintain procedures and methods to disseminate information to web-facing servers external to the firewall e. Develop and maintain data processing and QC procedures for core databases | In Progress - We continue to coordinate server architecture, nightly mirror jobs between production and web servers, and backups to prevent catastrophic loss with MSL. - A new relational database for botany has been completed and minor revisions were made to assist with entry and tracking of new surveys and observations. - MTNHP databases are now all being administered on SQLPROD. Most MTNHP information is backed up off site regularly to the SITSD data center in Helena. Additionally, all MTNHP information is backed up using a raided 25 TB Drobo Drive array system that is stored off site at the Program Coordinator's house. - MTNHP staff continually work with MSL staff to manage nightly jobs that migrate information over to SQLWEB to serve information up on MTNHP websites. - Data processing and QC standards are still in the progress of being updated in order to deal with larger and larger data exchanges. For example, we received a 1.2 million bird observation records from the Ebird database which will need to be collapsed into seasonal representations for individual species, compared with existing records to | In Progress - We continue to coordinate server architecture, nightly mirror jobs between production and web servers, and backups to prevent catastrophic loss with MSL. - Data processing and QC standards are still in the process of being updated in order to deal with larger and larger data exchanges. We continue to use a 1.2 million bird observation record data set from the Ebird database to develop automated QA/QC procedures. |

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| | prevent duplication, and evaluated for appropriate spatial and temporal presence. Automated routines are being developed to ensure QA/QC of this information | |
| 5. Migrate all MTNHP databases from SQLINT to SQLPROD | <p>Completed</p> <ul style="list-style-type: none"> - The following databases were migrated from SQLINT to SQLPROD by November: Biotics01, NHP, NHPBat, NHPBotany, NHPEcology, NHPGen, NHPLandMan, NHPLayerData, NHPLayerGrids, NHPReference, NHPSpecies, NHPTools, NHPWeb, NHPZoology, Stewardship, NHPThumbsPlus, WetlandRiparian | Completed in 1st and 2nd Quarter. |
| 6. Maintain a core photo database on SQLPROD | <p>Ongoing</p> <ul style="list-style-type: none"> - We use Thumbs Plus photo management software linked to a SQL database, NHPThumbsPlus, on SQLPROD to manage information on a growing photodatabase that currently includes over 142,249 photos. Many fields in this photodatabase are underpopulated and thus many of these photos cannot be shared on MTNHP websites. We are working on getting more and more photos attributed so that they can be shared on our websites. - Temporary employees were utilized to work on some of the backlog of photo attributing so that photos can be shared on MTNHP websites. A total of 3,553 photos were fully attributed with 3,933 photos added to species accounts on the Montana Field Guide. More than 1,200 species now have photos showing on the Montana Field Guide that previously had no photos. Large numbers of photos were added for grass, moss, moth, butterfly, and grasshopper species. | <p>Ongoing</p> <ul style="list-style-type: none"> - 24,358 photos were added to the NHPThumbsPlus photo database on SQLPROD and there are now 171,850 photos of animal and plant species, habitats, and survey locations across Montana in this database. - Temporary employees were utilized to work on some of the backlog of photo attributing so that photos can be shared on MTNHP websites. A total of 486 photos were fully attributed with 353 photos added to species accounts on the Montana Field Guide. |
| 7. Work with Botanist to design and implement a revised and updated Botany database for observations and species occurrences | <p>Ongoing</p> <ul style="list-style-type: none"> - A new relational database for botany has been completed with minor revisions to assist with entry and tracking of new surveys and observations. Where possible the architecture of the botany database was aligned with the zoology database and this also necessitated a few updates to the zoology database. Overall this will streamline management of observation and survey data and code that is used to display information on MTNHP websites as well as construct predictive distribution models. - Observation and survey location data from the old database has been ported to the new database and associated plant species information from the old database has been appended to the new observation database. - Porting the data from the old database to the new database uncovered a number of observation and survey records that need additional hand review. | <p>Ongoing</p> <ul style="list-style-type: none"> - Coding for species occurrences processing still needs some minor updates to finalize the new species occurrence processing procedures. - Hand review of observation and survey records is ongoing. |

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| 8. Continue to work with Digital Library Division staff to enhance discovery of biological information in the MSL geographic information web and other MSL web sites. | Ongoing - We continue to work with MSL on discovery of MTNHP information through the MSL GIS Data List and MSDI Infrastructure web pages. | Ongoing - We continue to work with MSL on discovery of MTNHP information through the MSL GIS Data List and MSDI Infrastructure web pages. |
| 9. Provide regular updates on the website, social media, and through emails as new resources become available (including reports, web tools, MapViewer, Species SnapShot, and Montana Field Guide enhancements, etc.). | Ongoing - Announcements of important MTNHP developments and releases of new reports continue to be posted on the MTNHP homepage. - A plan is being developed to use Instagram to post Montana Species, Wetland, and Ecological Systems photos to users in order to direct web traffic to the accounts on the Montana Field Guide. - A plan is being developed to use Facebook and Twitter posts to direct traffic to MTNHP web pages in general. | Ongoing - Announcements of important MTNHP developments and releases of new reports continue to be posted on the MTNHP homepage. - No information postings were made on Facebook, Instagram, or Twitter during this reporting period due to lack of time by the Program Coordinator. The Program Coordinator worked with MSL's new Marketing and Communications Director prior to their departure on plans for using a variety of social media to direct traffic to MTNHP websites. |
| 10. Continue to maintain and improve the functionality and ease of use of Natural Heritage Program web pages | Ongoing - See task 15 below. | Ongoing - See task 15 below. |
| 11. Finish the conversion of the MTNHP web site to conform to the Montana web standard including mobile device compatibility | In Progress - Work continues on updates to mobile compatibility and we are using this opportunity to clean up a variety of underlying coding. The Montana Field Guide now performs well on mobile devices. | On hold - This task remains on hold while staff time is focused on completion of a new Environmental Assessment tool in Map Viewer (see task 13 below). A new cloud-based Montana Field Guide will be mobile device compatible when it is completed in the spring of 2018. |
| 12. Collaborate with the Digital Library Division User Services Team in the design and implementation of a Division wide process for tracking, managing, fulfilling and reporting mediated requests and user support. a. Participate in a Digital Library Division planning team for the implementation of a division wide request management system b. Participate in cross-training of the User Services Team in MTNHP services and resources. | In Progress - MTNHP developed a simple Request Tracking tool using a SQL database as the backend and Microsoft Access tables as the front end for entry of requests. Request tracking for requests other than standard environmental assessment Species of Concern reports, which will continue to be tracked in the old NRIS Request Router, were initiated on January 4, 2016. This simple request tracking tool can be imported by MSL-DLD when ready. - MTNHP continues to participate in MSL-DLD planning team meetings and we look forward to additional opportunities to train MSL-DLD staff on MTNHP information resources. | In Progress - MTNHP continues to track standard environmental review requests via the NRIS Request Router and other requests made of individual staff via our new simple Request Tracking tool. - MTNHP continues to participate in MSL-DLD planning team meetings and we look forward to additional opportunities to train MSL-DLD staff on MTNHP information resources. |
| 13. Develop "Harold" type self-serve SOC search and review functionality for partners with certain privileges and for in-house data requests | In Progress - A new Environmental Summary Report task was released for trial use by agency-level users in MapViewer in late November. The tool provides summaries of species occurrences (i.e. polygons where plant and animal Species of Concern occur), species observations, species potentially | In Progress - The new Environmental Summary Report task replaced the old "Harold" report as the standard MTNHP information request for environmental reviews in early February. Several dozen agency personnel submitting mediated requests have been trained on the use of this new Environmental Summary |

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| | <p>present, structured surveys, land cover, wetland and riparian mapping, land management, and biological reports for user defined project areas. This new Environmental Summary tool is planned to replace the old “Harold” report for standard requests of MTNHP information in January of 2017; the “Harold” reports only provided Species of Concern Occurrences and wetland and riparian mapping information.</p> | <p>Report so that they can self-serve information for environmental reviews/permitting moving forward. Guidebooks were developed for standard use and for agency-specific use in order to promote consistent queries of information and consistent use of information in environmental reviews/permitting. Agency trainings have resulted in several revisions of the Environmental Summary Report and trainings will need to continue until all agencies have had some base-level of training and opportunity to provide feedback. Future trainings may be able to be recorded to reduce staff time commitments.</p> |
| <p>14. Continue to develop, maintain , improve, and collaborate on easy-to-use methods for data contributors to submit animal, plant, and habitat information, including observations, submitted directly to MTNHP, observations submitted to partners (e.g. iNaturalist and Ebird), plot data, and photographs</p> | <p>In Progress</p> <ul style="list-style-type: none"> - A new plant observation reporting spreadsheet was developed and has been posted on the Observation Forms and Tools web page and passed on to members of the Montana Native Plant Society to encourage them to submit plant observations and photographs. | <p>In Progress</p> <ul style="list-style-type: none"> - MTNHP Zoology staff, FWP nongame staff, and USFS biologists have been testing the use of a Survey123 application that MTNHP developed for entry of plant and animal survey and observation data and photos during the 2017 field season. Plans are in place for testing by the BLM and other agencies and for surveys, observations, and photos submitted by approved agency users to be directly loaded to MTNHP observation, survey, and photo databases without staff review so that it will show up on MTNHP websites the day after it is uploaded. |
| <p>15. Continue to maintain and improve the functionality and ease of use of the MTNHP core web apps including Montana Field Guide, MapViewer, Species SnapShot, and Species of Concern web reports</p> | <p>Ongoing</p> <ul style="list-style-type: none"> - The Montana Field Guide, Species of Concern Report, Species Snapshot, and Map Viewer were updated to show status ranks under the new 2015 State Wildlife Action Plan rather than its predecessor that was released in 2005. - Mile markers on highways and railroads were added to the MapViewer application in response to a request from MDT. - The Discover It search was added to the list of web search engines for articles on individual species or ecological systems. - Worldcat and PDF links in the field guide species accounts were discontinued after it was discovered that many of the PDFs required purchase and WorldCat identifier links were not stable. - The Species Snapshot was updated to deliver custom field guides generated from users spatial and status filter selections. - The Species Snapshot was updated to include spatial filters for County, Town, Township, USGS 1:24,000 scale quadrangle maps, areas east and west of the Continental Divide, mountain ranges, soil and watershed Conservation Districts, National Parks, Major Land Resource Areas, Forest Service Forest and District boundaries, BLM Field | <p>Ongoing</p> <ul style="list-style-type: none"> - See progress on new Environmental Summary Tool in Map Viewer in #13 above. - The MTNHP Program Coordinator and Web Programmer initiated a NatureServe Heritage network web developers forum for leveraging code that individual programs have developed for potential use across the network and to receive feedback on the Common Field Guide web platform that MTNHP has begun to develop. By collaborating with programmers and database staff with advanced skills in other NatureServe network member programs and at NatureServe, we feel that we can not only advance the type of products provided by the entire network, but also enhance the stability of web products within individual programs across the network. |

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| | <p>Office boundaries, Landscape Conservation Cooperative boundaries, FWP Region, hunting districts, Wildlife Management Areas, Fishing Access Sites, state parks, State Wildlife Action Plan focal areas, state House and Senate Districts, watersheds, Bird Conservation Regions, Important Bird Areas, latilong, quarter-latilong, and quarter-quarter latilong blocks, Important Plant Areas, Bailey's Ecoregions, Omernik's Ecoregions, and tribal boundaries. Furthermore, we are working on implementing these same filters in the Advanced Search option of the Montana Field Guide.</p> <ul style="list-style-type: none"> - The Species Snapshot web application was updated to include an Excel output for those individuals just interested in lists of species instead of custom field guides. - The Montana Field Guide was updated to make the pages compatible with viewing on mobile devices. - The Montana Field Guide was updated to provide options for custom field guide pdfs or a panel of images of all the species belonging to various taxonomic groupings (e.g., Class, Order, Family) in order to facilitate comparisons between species and identification of species people are seeing. - See progress on new Environmental Summary Tool in Map Viewer in #13 above. | |
| <p>16. Continue to work with the MSL Digital Library Division staff to effectively cross reference and integrate new MTNHP information and data with the MSL catalogue, search methods, and reference services.</p> | <p>Ongoing</p> <ul style="list-style-type: none"> - We provided 16 MTNHP reports to the State Publications Librarian that MTNHP staff completed in the past few years which need to be placed in the MSL catalogue and made accessible via the Internet Archive. - Six reports previously provided to the State Publications Librarian have been added to the internet archive. | <p>Ongoing</p> <ul style="list-style-type: none"> - Twenty seven reports previously provided to the State Publications Librarian still need to be added to the internet archive. |
| <p>17. Maintain the Natural Heritage Program's reference system for literature on the plants, animals, and habitats of Montana</p> | <p>Ongoing</p> <ul style="list-style-type: none"> - Added 4,175 literature references on Montana plant and animal species and biological communities to the MTNHP reference system. Many of these were made available to users via accounts in the Montana Field Guide. - Approximately 90% of the hard copy zoology files have been scanned into digital .pdf documents so that all files can be managed digitally moving forward and to allow for offsite backups to protect against catastrophic loss. - Approximately 50% of the hard copy botany element files were scanned into digital .pdf documents so that all files can be managed digitally moving forward and to allow for offsite backups to protect against catastrophic loss. | <p>Ongoing</p> <ul style="list-style-type: none"> - Added 4,175 literature references on Montana plant and animal species and biological communities to the MTNHP reference system and turned on 258 reference associations for 97 species in the Montana Field Guide. - Scanning of additional hard copy botany and zoology element files is on hold until funding and staff time are available. |

Supplemental Core Information Services Program Services

| | 1 st through 6 th Quarter FY 16-17 (July 1, 2015 – December 31, 2016) | 7 th & 8 th Quarter FY 16-17 (January 1, 2017 – June 30, 2017) |
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| <p>1. Create and maintain secure map services for MTNHP data that Partners can consume in their GIS or web applications, including species occurrences and animal/plant point observation data</p> | <p>Ongoing</p> <ul style="list-style-type: none"> - A Species of Concern ARC-IMS map service continues to be delivered to MDT, BLM, and USFS. In collaboration with MSL-DLD staff we investigated using ARC-GIS feature services to deliver live species occurrence, point observation, and structured survey data. Unfortunately, these services fail on our full data sets due to large numbers of points or vertices. As an alternative, we are considering regular exchanges of File Geodatabases with these agencies to allow them to do the same thing free of any constraints posed by firewalls etc. on map or feature services. - Updates were made to the MSDI Land Cover and Wetland Riparian mapping data and this updated information is available via map services that can be consumed in anyone's local GIS environment. | <p>Ongoing</p> <ul style="list-style-type: none"> - A Species of Concern ARC-IMS map service continues to be delivered to MDT, BLM, and USFS. - We plan to explore use of Web Feature Services and open source GeoServer to accomplish live delivery of Species of Concern, observation, and survey information in the future as funding and staff time allows. |
| <p>2. Provide support to train and inform agency Partners in effectively using technical resources, services, and applications, through webinars, PowerPoint presentations at professional meetings, or agency groups</p> | <p>Ongoing</p> <ul style="list-style-type: none"> - MTNHP information resource trainings were provided to the Montana Education Association and Montana Federation of Teachers, the Department of Commerce, Malmstrom Air Force Base environmental planning staff, Montana Audubon staff, the Montana Invasive Species Advisory Council, librarians across Montana, Montana Plant Conservation Conference attendees, Montana Chapter of the Wildlife Society meetings attendees, the Noxious Weed Trust Fund Grant Committee, nongame staff at FWP, Intermountain GIS conference attendees, Montana Wetland Council meeting attendees, NatureServe's Biodiversity without Boundaries conference attendees, Montana Land Trusts, Montana Department of Agriculture personnel, Natural Resources Conservation Service personnel, USFS Region 1 Wildlife Biology and NEPA personnel, Beaverhead-Deerlodge Forest Service resource planning personnel, Montana Watershed Coordination Council staff and members, a delegation of natural resource managers from Russia, the Montana Library Commission, NatureServe and Natural Heritage Program staff across the U.S. and Canada, Carroll College Environmental Careers Program, FWP Headquarters and Environmental Review staff, and the Montana Wood Products Association. Four posters on MTNHP information resources were displayed at the Governors Summit on Invasive species on April 12th and | <p>Ongoing</p> <ul style="list-style-type: none"> - MTNHP information resource trainings were provided to BLM state office staff, wildlife biologists and NEPA staff at the Region 1 Office of the USFS and on the Flathead, Custer-Gallatin, Beaverhead-Deerlodge National Forests, nongame staff at FWP, NatureServe and Natural Heritage Program staff across the U.S. and Canada, the Montana Wood Products Association, the Utah Division of Wildlife, the Region 1 Office of the U.S. Forest Service, librarians across Montana and at Montana State University, the Noxious Weed Trust Fund Grant Committee, Opencut and Air Quality staff at DEQ, faculty in the Wildlife Biology Program and Division of Biological Sciences at the University of Montana, environmental staff at MDT, staff and students at Blackfeet Community College, forestry and trust land staff at DNRC, Trout Unlimited, members of the Montana Chapter of the Wildlife Society, and members of the Montana Watershed Coordination Council. |

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| 3. Gather information from users about user information needs, format/access preferences, and the effectiveness of our delivery systems and tools | <p>Ongoing</p> <ul style="list-style-type: none"> - Partner feedback is provided during various MTNHP information resource trainings listed in #2 above and other meetings attended by MTNHP staff. - We also received feedback from MTNHP partners at the annual MTNHP partners meetings on December 7th 2015 and December 1st, 2016. see the meeting summaries posted at: http://mtnhp.org/about/announce.asp#PartnersMtg2015 and http://mtnhp.org/about/announce.asp#PartnersMtg2016 - In preparation for a training to land trusts, feedback from land trusts was provided in response to an MTNHP generated survey. | <p>Ongoing</p> <ul style="list-style-type: none"> - Received partner feedback during all MTNHP information resource trainings listed in #2 above as well as additional meetings attended by MTNHP staff. |
| 4. Evaluate ArcGIS on-line capabilities and develop strategy | <p>In Progress</p> <ul style="list-style-type: none"> - We evaluated ArcGIS on-line during the course of working on Species of Concern polygons for the USFWS's Information for Planning and Conservation website in order to get feedback from a variety of data partners. We plan to use ArcGIS on-line in the future to share datasets in a dynamic and interactive manner as needed. We plan to re-evaluate ArcGIS on-line capabilities to deliver information to our partners more broadly at some point in the next biennium. - We also plan to investigate the potential of AppStudio for ArcGIS to allow partners to view predictive distribution models and other information via Apps on their smart phones, Survey123 for ArcGIS to allow partners to collect animal and plant observations via Apps on their smart phones, and Collector for ArcGIS to allow MTNHP staff and agency partners to gather animal and plant observations. - We have determined that the easiest way to provide partners direct access to the latest predicted distribution models is to generalize 90-meter pixel output into hexagon vectors that are 1 square mile in area. This will allow us to show predictive distribution models with observation, survey, and range map information in the Single Species Overview task in Map Viewer. | <p>Ongoing</p> <ul style="list-style-type: none"> - We are under discussions with the Montana Invasive Species Advisory Council members on using ArcGIS online to show static maps of distribution, survey, and detection that do not require any filtering by observers (e.g., single maps or story maps that convey a targeted message). |
| 5. Examine the feasibility of developing techniques and tools for mobile data collection for staff and citizen scientist's | <p>Ongoing</p> <ul style="list-style-type: none"> - We received feedback from other Heritage Programs that they found the use of iNaturalist and Survey 123 for ArcGIS to be the most valuable methods for data collection from the public and their staff, respectively. We are exploring the potential use of these applications in Montana. | <p>Ongoing</p> <ul style="list-style-type: none"> - MTNHP Zoology staff, FWP nongame staff, and USFS biologists have been testing the use of a Survey123 application that MTNHP developed for entry of plant and animal survey and observation data and photos during the 2017 field season. Plans are in place for testing by the BLM and other agencies and for surveys, observations, and photos submitted by approved agency users to be directly loaded to |

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| | | MTNHP observation, survey, and photo databases without staff review so that it will show up on MTNHP websites the day after it is uploaded. |
| 6. Continue to participate in a work group with MSL Geographic Information to develop a new workflow for land information data creation, maintenance, and dissemination that includes the managed areas, conservation easements, public lands and private conservation lands data. | In Progress <ul style="list-style-type: none"> - We continue to consult with the MSL-DLD GIS Programmer/Analyst lead on the land management data in order to make sure that all map features represented in the past are properly considered for current and future display. - We consulted with USGS staff that manage the Protected Areas Database of the United States (PAD-US) and provided an update of Montana protected areas for them to incorporate into the national database. | In Progress <ul style="list-style-type: none"> - We continue to consult with the MSL-DLD GIS Programmer/Analyst lead on the land management data in order to make sure that all map features represented in the past are properly considered for current and future display. |
| 7. Continue to maintain and update a statewide Land Management GIS database in collaboration with MSL Geo Info program | In Progress See Task 6 above. | In Progress See Task 6 above. |

Project Supported Information Services Program Services

| | 1 st through 6 th Quarter FY 16-17 (July 1, 2015 – December 31, 2016) | 7 th & 8 th Quarter FY 16-17 (January 1, 2017 – June 30, 2017) |
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| 1. Design, develop, and deploy a “Mid-level” functional access to MTNHP Species of Concern (SOC), habitat, and species list information in the Natural Heritage MapViewer to support planning and resource management activities of local government, private consultants, and conservation organizations | In Progress <ul style="list-style-type: none"> - See Task 13 under the Information Program Services Core Services above. | In Progress <ul style="list-style-type: none"> - See Task 13 under the Information Program Services Core Services above. We are currently training agency partners on the use of this new Environmental Summary tool and have incorporated updates and guidebooks as a result of their feedback. This application is now being used to answer standard mediated requests of MTNHP information. |
| 2. Work with MSL to identify, catalog, and make accessible via the Internet Archive gray literature and other unpublished reports and documents related to the flora, fauna, and ecological systems of Montana | Ongoing <ul style="list-style-type: none"> - We provided 16 MTNHP reports to the State Publications Librarian that MTNHP staff completed in the past few years which need to be placed in the MSL catalogue and made accessible via the Internet Archive. - Six reports previously provided to the State Publications Librarian have been added to the internet archive. | Ongoing <ul style="list-style-type: none"> - Twenty seven reports previously provided to the State Publications Librarian still need to be added to the internet archive. |
| 3. Work with Zoology staff to design and implement a website to display bat acoustic and associated data in a dynamic manner that allows patrons to analyze bat activity patterns over time across the state. | No progress - pending time availability of web programmer. | No progress - pending time availability of web programmer. |

Core Botany Program Services

| | 1 st through 6 th Quarter FY 16-17 (July 1, 2015 – December 31, 2016) | 7 th & 8 th Quarter FY 16-17 (January 1, 2017 – June 30, 2017) |
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| <p>1. Maintain a comprehensive database and taxonomic list of vascular plants occurring in Montana.</p> | <p>Ongoing:</p> <ul style="list-style-type: none"> - Researched the presence/absence of eight plants reported for Montana that are categorized as Status Under Review. - Acquired and reviewed data on two new species for the State: <i>Castilleja kerryana</i> and <i>Anelsonia eurycarpa</i>. - Reviewed feedback that two species occurring in Montana were mis-identified, and may need to be removed from the Montana Vascular Plant Checklist & Field Guide. - Catalogued changes to the nomenclature, presence/absence, and/or origin of species listed in the 2013 Vascular Plant Checklist. - Cataloguing changes to the nomenclature, presence/absence, and/or origin of species listed in the 2013 Vascular Plant Checklist. - Removed three species from the checklist; these plants were ‘reported’ but research revealed they are actually absent from Montana. - Corresponded with various botanists to properly identify and understand the taxonomy of various Status Under Review plants. - Corresponded with other experts on a variety of taxonomic topics for vascular plants, lichens, and mosses. | <p>Ongoing:</p> <ul style="list-style-type: none"> - Worked on updating the 2013 Vascular Plant Checklist, carefully reviewing taxonomy, origin, & species presence/absence. Reviewing literature and herbaria that provides plant survey data. An updated Vascular Plant Checklist will be completed during the winter of 2017/2018. - Corresponded with a variety of botanical experts on specific species reported as occurring in Montana to determine actual presence and identity. - Reviewed nomenclature and taxonomy used by Montana’s botanical authorities, NatureServe, Flora of North America, NRCS PLANTS database, and Biota of North American Program (BONAP) to update vascular plant checklist and MTNHP database. |
| <p>2. Collect, evaluate, and manage observation data for vascular plants, including integrating regional databases of herbarium specimens.</p> | <p>Ongoing:</p> <ul style="list-style-type: none"> - Verified identification of numerous plant observations submitted by people from a variety of affiliations for entry into database. - Verified identification of numerous observations on about 20 vascular plants categorized as “Status Under Review” for entry into database. - Constantly receiving observation data from public and partnering organizations. Conducted quality control measures, and have it ready for data entry. - Conducted quality control measures on data from the Consortium of Pacific Northwest Herbaria which is being entered as staff time allows. - Requested observation information and photographs on Status Under Review plants from attendees at the Montana Plant Conservation Conference. - Working with Database Manager and Assistant to train Botany Assistant in data entry and mapping plant observations. | <p>Completed:</p> <ul style="list-style-type: none"> - Provided direction on data entry for 8,739 plant observations completed by Botanist, Botany Assistant, and Database Assistants. - Formatted the Biotic Source Codes (system that identifies the location of the original plant observation data) to improve consistency for locating Water Howellia observations made from 1988-2007. <p>Ongoing:</p> <ul style="list-style-type: none"> - Performed quality control checks (accuracy of identification and completeness of information provided) on plant observations submitted to the MTNHP and on specimens found in the Consortium of Pacific Northwest Herbaria (CPNWH). - Maintained an organizational structure and tracking system for data entry that includes reviewing, entering data, and archiving data for each observation. - Responded to patrons who submit data, inquire about submitting data, or who have plant questions. |

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| | <ul style="list-style-type: none"> - About 166 plant observations from Consortium of Pacific Northwest Herbaria (CPNWH) entered into Botany Database and mapped by Database Assistant. - About 65 plant observations from CPNWH entered into an Excel spreadsheet and waiting for approval before putting into database. - About 345 plant observations submitted by partner organizations entered into botany database and mapped by Botany Assistant. - Several times a week, assesses quality control measures on plant observation data received from public and partner organizations before accepting into database. - Requested and received observation data from Montana Botanists on Status Under Review plants. | <ul style="list-style-type: none"> - Prioritized data entry workload as data backlog grows and needs by our partners and projects and funding sources change. |
| <p>3. Work with Information Services staff to design and implement a revised and updated Botany database for observations and species occurrences</p> | <p>Ongoing:</p> <ul style="list-style-type: none"> - Worked with Database Manager and Program Coordinator to determine the changes needed in the Botany Database. Constructed new Botany database. We streamlined the fields and created some auto-entry capabilities to reduce the back-log in entering plant observation data. - Corrected problems associated with at least 50 vascular plant observations. Most observations are now in the Botany database or have been archived in the deleted database. - Participated in 1-2 hour meetings every other week with Database Manager to work on database tasks. - Worked with Database Manager and Data Assistants to tweak the revised Botany Database to be more efficient. - Worked with Database Manager and Data Assistants to develop a data entry manual. | <p>Completed:</p> <ul style="list-style-type: none"> - The new botany database is completed. How we enter in and organize information has become more uniform with current data entries. Staff were trained in the new methods. - A list of 'data clean-up needs' from old data entries has been identified and agreed upon between Database Manager and Botanist. <p>Ongoing:</p> <ul style="list-style-type: none"> - Participated in 1-2 hour meetings every other week with Database Manager to work on Botany-Database tasks. - Working with Database Manager to identify problem Species Occurrences (SOs) and to improve consistency in mapping and defining Species Occurrences for SOC. - Clean-up of past data entries is continual and dependent upon staff time. |
| <p>4. Create species' occurrences for vascular plant, bryophyte and lichen Species of Concern.</p> | <p>Ongoing:</p> <ul style="list-style-type: none"> - Corrected all data associated with a particular moss SOC after receiving verification on its true identification. Work was conducted in response to updating the Montana Moss Checklist. - Corrected the location of two lichen SOCs after receiving better information. Work was completed in response to a request by an MDT Biologist. - Created 3,183 Species Occurrences for vascular plant Species of Concern; 2,054 of these were for Whitebark Pine (<i>Pinus albicaulis</i>) - Having frequent discussions with Database Manager on Species Occurrence mapping. - Working with Database Manager to review Species Occurrence mapping for select Species of Concern plants. | <p>On-Hold</p> <ul style="list-style-type: none"> - Creating or modifying SOs for Lichen and Moss SOC is on-hold until the taxonomy is updated in the botany database. <p>Ongoing:</p> <ul style="list-style-type: none"> - Creating new, or modifying existing, SOs for SOC as staff time and funding allow. A back-log of SO creation for vascular plants is building. |

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| <p>5. Review the status of vascular plants, assign state ranks and, where appropriate, assign global ranks, and document these status ranks</p> | <p>Ongoing:</p> <ul style="list-style-type: none"> - Under a 2015 Noxious Weed Trust Fund grant from the Department of Agriculture, we obtained information (taxonomy, distribution, ecology, population, threats) on 45 vascular plants categorized as Status Under Review and assigned State Ranks. - Compared State rank results and methodology using the MTNHP Rank Calculator and NatureServe Rank Calculator and did some preliminary ranking. - Completed: the state ranking process for <i>Anelsonia eurycarpa</i> – S2 State Rank. - Participated in the Cascadia Regional Conference of heritage programs and collectively reviewed the global ranks of 5 plants. Compiled Montana data to assist in global ranking. | <p>Ongoing:</p> <ul style="list-style-type: none"> - Reviewing the status and rank of 81 plants categorized as Status Under Review through Noxious Weed Trust Fund grants from the Montana Department of Agriculture. Gathering observation (location) data, reviewing taxonomy and literature, and gathering input from those who are knowledgeable on particular species. |
| <p>6. Respond to requests for information on the identification, biology, ecology, conservation status, management, and appropriate survey methods for vascular plants, bryophytes and lichens.</p> | <p>Ongoing:</p> <ul style="list-style-type: none"> - Responded to 62 requests for information on vascular plants, mosses, lichens, fungi, and appropriate methods to survey these taxa. - Identified 16 plant specimens given to me by private individuals. - Provided feedback on at least 4 moss specimens photographed by private individual. | <p>Ongoing:</p> <ul style="list-style-type: none"> - Spent about 66 hours responding to 30 requests for information on vascular plants, mosses, and lichens. - Responded to at least 15 inquiries about ‘wetland plant identification’ trainings, as has been done for the past 6 springs. Unfortunately, the source funding for this work was not available this year. - Provided feedback on monitoring techniques for <i>Penstemon lemhiensis</i>. - Responded to 4 requests for help in identifying moss species that were photographed. |
| <p>7. Work with other Heritage staff to regularly exchange information with NatureServe.</p> | <p>Ongoing:</p> <ul style="list-style-type: none"> - Worked with NatureServe Botanists and a Data Assistant to inform them and get feedback on our process for reviewing and updating the Montana moss and lichen checklists. - Updated the origin classification of about 10 vascular plants in NatureServe’s Biotics database. - Updated the presence classification of 1 lichen and 1 moss in Biotics. - Worked with Database Assistant and NatureServe to prepare data on diatoms for entering into Biotics and MTNHP Species databases. - Participated in Cascadia Conference, Nov 1-2, with regional Botanists to discuss: specific program structure & botanical workloads for 9 regional heritage programs; the Coefficient of Conservatism ranking process; review/revision of the Global ranks for specific plants of regional interest; reporting negative data; and other topics. | <p>Ongoing::</p> <ul style="list-style-type: none"> - Exchanged information with Idaho Natural Heritage Program on Howell’s Gumweed (SOC) and how they implement the NatureServe methodology for ranking plants. - Updated information in Biotics database on about 515 moss species and 15 vascular plant species. - Requested NatureServe to assign an ELCODE for a moss that was recently documented in Montana and previously absent in NatureServe’s database. |
| <p>8. Work with other Heritage staff to maintain and improve content and</p> | <p>Ongoing:</p> <ul style="list-style-type: none"> - Botany Assistant and Botanist worked with the Web | <p>Ongoing::</p> <ul style="list-style-type: none"> - Revised about 5 vascular plant profiles on the Field Guide. |

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| <p>delivery of botanical information on MTNHP websites, including Field Guide, SOC Report and MapViewer.</p> | <p>Programmer and Database Manager to fix numerous issues with Vitalis (literature database) and Thumbs-Plus (photo database).</p> <ul style="list-style-type: none"> - Attributed photos so that 226 species, mostly grasses, that previously had no photos showing on the Montana Field Guide, now have photos. - Provided feedback on MTNHP websites and tools. - Reviewed and revised a few species accounts on the Montana Plant Field Guide. | <ul style="list-style-type: none"> - Wrote captions on Field Guide photographs representing 49 grass species. - Updated, removed, or added numerous links posted on our website for botanical resources (websites, publications, etc.) |
| <p>9. Present information on MTNHP botanical services and data products, and Montana's plant resources at professional and public meetings.</p> | <p>Completed:</p> <ul style="list-style-type: none"> - Presented botany program tasks, accomplishments, and objectives at the 2015 and 2016 MTNHP Partner's Meeting. - Presented to about 50 natural resource experts at the Montana Plant Conservation Conference. Informed audience of updates on the website, sought feedback on how to provide observation data to MTNHP, and provided information on the products, services, and organizational structure of MTNHP. - Presented on how Montana is developing Coefficient of Conservatism values for plants to regional botanists at the Cascadia Regional Conference. | <p>Completed:</p> <ul style="list-style-type: none"> - Initiated a conference call to discuss state-wide funding and work projects for Spalding's Catchfly. The 8 attendees included CSKT and USFWS Biologists, Spaldings' Catchfly Technical Team Leader, and Consultant. - Presented to the Spaldings' Catchfly Technical Team in Spokane, WA on the Montana process for submitting USFWS Section 6 program proposals. - Presented a grant proposal on Status Under Review plants to the Noxious Weed Trust Fund in March and it was approved in April. <p>Ongoing:</p> <ul style="list-style-type: none"> - Working with committee to develop the 2018 Montana Plant Conservation Conference to be held in Helena. |
| <p>10. Create and maintain information on vascular plants related to their taxonomy, biology, ecology, status, identification and management.</p> | <p>Ongoing:</p> <p>See #12 under Core Botany Program Services.</p> <ul style="list-style-type: none"> - Obtained at least 15 scientific papers and 5 books through interlibrary loan to gain knowledge, and trace the origin of, particular plants in Montana, etc. - Identified 3 MTNHP botany reports and various scientific papers that are not in Vitalis; Found hardcopies, scanned reports, and entered into Vitalis. - Botany Assistant created or expanded profiles on the Field Guide for about 18 "Status Under Review" vascular plants. - Continually reviewing taxonomic treatments by Flora of North America and other authorities. | <p>Ongoing:</p> <p>See #12 under Core Botany Program Services.</p> <ul style="list-style-type: none"> - Continually requesting scientific papers and books through Interlibrary Loan on a variety of botanical species and topics. |
| <p>11. Compile photographic images of vascular plants, bryophytes and lichens.</p> | <p>Ongoing:</p> <ul style="list-style-type: none"> - Trained Botany Assistant in organizing, annotating, captioning, and posting photos on the Field Guide and using Thumb's Plus Photo Database. Compiled and captioned multiple photos for each of 58 moss species and 10 "Status Under Review" vascular plants. - Added more than 1,700 new photos to the Thumbs Plus photo database and attributed them and others for display on the Montana Field Guide; including more than 200 vascular plants, 28 mosses, 1 liverwort, 2 lichens, and 19 "Status | <p>Completed:</p> <ul style="list-style-type: none"> - Sent out a call for photographs on about 525 moss taxa to a network of professional and amateur botanists. - Added, attributed, and captioned about 30 moss photos on the Montana Field Guide. - Organized all 626 moss photos in ThumbsPlus (photograph database). <p>Ongoing::</p> <ul style="list-style-type: none"> - Maintain an organizational structure and tracking system for photographs submitted to MTNHP or taken by Botanist that |

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| | <p>Under Review” species that previously did not have photos.</p> <ul style="list-style-type: none"> - Worked to reduce the backlog of unattributed botany photographs, while receiving new photographs, examining new photos for accuracy and quality, and organizing them for future posting. | <p>includes review for identification accuracy, standards for re-naming files, attributing images in ThumbsPlus, and archiving images for storage.</p> <ul style="list-style-type: none"> - Organized approximately 825 photographs from 2016-2017 projects which are currently awaiting staff time to be uploaded and attributed in ThumbsPlus. |
| 12. Compile literature on vascular plants, bryophytes and lichens. | <p>Ongoing:</p> <ul style="list-style-type: none"> - Through Interlibrary Loan actively acquired numerous articles and books on vascular plant, moss, and lichen taxonomy, ecology, and management. - Through the “botany network” received and read many peer-reviewed articles on particular vascular plants from agency and consulting botanists - Acquired the Grass and Sedge Family treatments of Flora of North America to be used in developing 2017 classes and for specimen verification. - Added 213 plant literature references to the MTNHP reference system and turned on approximately 5,217 reference associations for more than 3,555 plant species accounts in the Montana Field Guide. - Obtained at least 20 articles on lichens, biological soil crusts, and mosses through interlibrary loan for use in developing proposals and for developing knowledge-base on these species. - Acquired the Mosses of California publication. | <p>Ongoing::</p> <ul style="list-style-type: none"> - Continually requesting scientific papers and books through interlibrary loan on vascular plant, moss, and lichen taxonomy, ecology, and management. - Acquired newly published books on mosses, lichens, Mustard & Willow Families. |

Supplemental Core Botany Program Services

| | 1 st through 6 th Quarter FY 16-17 (July 1, 2015 – December 31, 2016) | 7 th & 8 th Quarter FY 16-17 (January 1, 2017 – June 30, 2017) |
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| 1. Create associations between vascular plant Species of Concern and the Ecological Systems/habitats in which they occur. | On hold pending funding and staff time. | On hold pending staff time and funding. |
| 2. Create associations between vascular plant Species of Concern and the National Wetland and Riparian wetland and riparian map classes in which they occur. | On hold pending funding and staff time. | On hold pending staff time and funding. |
| 3. Compile and maintain a database of bryophyte and lichen taxa occurring in Montana. | <p>Ongoing:</p> <ul style="list-style-type: none"> - Working with Joe Elliot to finalize the revision to the 1993 Montana Moss Checklist. - MTNHP volunteer revised lichen checklist based on Bruce McCune’s 2014 Montana Lichens: An Annotated List. | <p>Completed:</p> <ul style="list-style-type: none"> - Developed a Moss Reporting Form and sent to the botanical network in hopes of making it easier to obtain moss species observation data. - Revised the presence/absence, origin, and taxonomy of 525 |

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| | Volunteer updated common names and resolved some issues with nomenclature. | <p>moss taxa that occur in Montana (497 species, 23 varieties, 5 subspecies) following the Flora of North America taxonomy. Data on species found in Montana came from herbaria, experts, or recent publications.</p> <ul style="list-style-type: none"> - Updated the synonyms and common names for Montana mosses and formatted naming to create consistency. <p>On Hold Pending Staff Time and Funding:</p> <ul style="list-style-type: none"> - Data entry of at least 9,000 moss observations obtained from herbaria, experts, or recent publications. - Staff time is needed to update lichen and moss nomenclature in various MTNHP databases to support revision of the lichen and moss checklists. |
| 4. Review the status of bryophytes and lichens, assign state ranks and, where appropriate, assign global ranks, and document these status ranks | <p>Ongoing:</p> <ul style="list-style-type: none"> - Had an SOC moss verified by Dr. Dale Vitt. The identification led to the removal of this species from the SOC list and a status update in the State Checklist. | <p>On Hold Pending Staff Time and Funding:</p> <ul style="list-style-type: none"> - Conservation status reviews for mosses and lichens will not occur until the revised moss and lichen checklists are completed, nomenclature has been updated in MTNHP databases, and sufficient data has been entered into the observation database; at least 9,000 moss observations obtained from herbaria, experts, or recent publications needs to be entered in various MTNHP databases. |
| 5. Collect, evaluate, and manage observation data for bryophytes and lichens. | <p>Ongoing:</p> <ul style="list-style-type: none"> - Obtained over 2,500 observations of mosses in Montana from Dr. Bruce McCune. - Obtained at least 600 observations of mosses and liverworts in Montana from the Consortium of Pacific Northwest Herbaria. - Entered observation data for 93 moss and lichen species into Excel for appending to the main observation database. - Curated moss and lichen specimens for accession to the University of Montana herbarium. | <p>Ongoing:</p> <ul style="list-style-type: none"> - Lichen data is being sought and archived; however data entry is pending until a revision to our lichen checklist and taxonomy is completed. - A request for moss observations, photographs, and other data was sent to 147 people. <p>On Hold Pending Staff Time and Funding:</p> <ul style="list-style-type: none"> - Data entry of at least 9,000 moss observations obtained from herbaria, experts, or recent publications. - Data entry for at least 230 moss, lichen, and cyanobacteria specimens. - Organizing and editing about 200 moss and lichen species and habitat photographs in order to post the best on the Montana Field Guide. |
| 6. Create and maintain information on bryophytes and lichens related to their taxonomy, biology, ecology, status, identification, and management. | See #12 under Core Botany Program Service | See #12 under Core Botany Program Service |
| 7. Maintain a subject guide of authoritative web resources relevant to vascular plants, bryophytes, and lichens. | See #12 under Core Botany Program Service | See #12 under Core Botany Program Service |
| 8. Develop and maintain a geodatabase | Ongoing | On Hold Pending Staff Time and Funding: |

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| of unique habitats such as fens that are of special importance for Montana's botanical resources. | - Database is populated, but no new data entries have occurred. | - Database is populated, but no new data entries have occurred. |
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Project Supported Botany Program Services

| | 1 st through 6 th Quarter FY 16-17 (July 1, 2015 – December 31, 2016) | 7 th & 8 th Quarter FY 16-17 (January 1, 2017 – June 30, 2017) |
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| 1. Conduct training sessions on the identification and ecology of Montana's vascular plants, bryophytes, and lichens. | <p>Ongoing:</p> <ul style="list-style-type: none"> - Gave 3 wetland plant identification trainings for DEQ to 43 participants affiliated with government, non-profits, academics, and private sectors. Taught 1-day classes in Sheridan, Lewistown, and Ovando. - Taught two 2-day intermediate wetland plant identification trainings in Bozeman and Missoula for DEQ to 40 participants affiliated with government, non-profits, academics, and private sectors. | <p>Completed:</p> <ul style="list-style-type: none"> - Taught a half-day class on upland grasses and shrubs to DEQ's Open-Cut and Coal Programs. <p>On Hold Pending Funding</p> <ul style="list-style-type: none"> - Funding to teach wetland plant identification through DEQ's Wetland Program is no longer available. <p>Ongoing:</p> <ul style="list-style-type: none"> - Searching for funding opportunities to teach botanical identification classes on a variety of topics and species. |
| 2. Monitor populations of ESA-listed and globally rare vascular plants. | <p>Ongoing:</p> <p>Spalding's Catchfly (<i>Silene spaldingii</i>) for USFWS</p> <ul style="list-style-type: none"> - Monitoring: Collected Year-1 data from 10 transects on the Confederated Salish Kootenai Tribe's (CKST) land. The pilot study served to test the design for collecting demographic data. Demographic studies track individual plants through time and collect data on presence/absence (dormancy rate), plant height, reproductive characteristics, herbivory, and habitat cover (vascular, rock, bare soil, non-vascular), and disturbance (animal, weeds, physical). - Surveys: Visited 11 known SOs (sub-populations) on CSKT land to get updated information. <p>Water Howellia (<i>Howellia aquatilis</i>) for USFWS</p> <ul style="list-style-type: none"> - Monitoring: Surveyed 3 SOs that had burned and 3 unburned SOs to determine plant's status. Collected data using the USFS Monitoring protocol. <p>Ute Ladies'-tresses for MDT</p> <ul style="list-style-type: none"> - Verified species and surveyed project area for an MDT highway re-alignment project with MDT District Biologist and the consultant. Also re-visited two SOs to determine current status. <p>Lemhi Beardtongue (<i>Penstemon lemhiensis</i>) for NPS</p> <ul style="list-style-type: none"> - Assisted the National Park Service in their 7th year of monitoring Lemhi Penstemon at the Big Hole Battlefield, Wisdom. | <p>Ongoing:</p> <p>Spalding's Catchfly (<i>Silene spaldingii</i>) for USFWS</p> <ul style="list-style-type: none"> - Prepared, submitted, and won a competitive Section 6 grant to conduct a 3-year monitor project on the Confederation Salish Kootenai Tribe. Monitoring will begin July 2017. <p>Water Howellia (<i>Howellia aquatilis</i>) for USFWS</p> <ul style="list-style-type: none"> - Obtained USFWS funding to evaluate the effects of land management (forestry, grazing, road development, and fire) on the persistence of Water Howellia from 1978-2015. Completed: analysis and report in March 2017. - A USFS proposal was funded to revise maps and graphs for development of a peer-reviewed paper. <p>Ute Ladies'-tresses (<i>Spiranthes diluvialis</i>)</p> <ul style="list-style-type: none"> - Provided data on the federally threatened <i>Spiranthes diluvialis</i> to Wyoming Natural Diversity Database who is authorized to develop a predictive habitat model across its range. |
| 3. Conduct field surveys for vascular plants, bryophytes and lichens, | <p>Ongoing:</p> <p>Surveys for BLM</p> | <p>Completed:</p> <ul style="list-style-type: none"> - National Wetland Condition Assessment – EPA: Identified at |

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| <p>focusing on Species of Concern and under-surveyed geographic areas.</p> | <ul style="list-style-type: none"> - Re-visited several SOs of known BLM Sensitive plants to collect updated information. - Trained BLM Botanist and Range Technician how to find and identify Idaho Sedge (<i>Carex idahoensis</i>) in the field - Shoshonea (<i>Shoshonea pulvinata</i>). Collected Year-7 data on a study spanning 25-years. Collected demographic data on 3 permanent transects installed in 1991. - Recruited and organized 9 bryologists/lichenologists for first moss and lichen surveys in Mussellshell County. Collected and identified about 230 specimens representing about 27 moss, 104 lichen, and 3 cyanobacteria species. Photographed species and habitats for posting on the Lichen and Plant Field Guides. <p>Surveys for USFS</p> <ul style="list-style-type: none"> - Assisted expert Botanist and USFS in surveying a portion of the Italian Peaks to map 8 vascular plant SOCs and 1 potential vascular plant SOC. One of these species was the first known occurrence for Montana. - Developed protocols to assist the Lolo National Forest in a genetic study of <i>Grindelia howellia</i> (Howell's gumweed), an SOC/Forest Sensitive plant. - Re-visited at least 21 locations of Howell's gumweed to collect updated data and to collect leaves for a genetic analysis. | <p>least 400 plant specimens collected in wetlands by the Ecology program, and reported results to EPA.</p> <ul style="list-style-type: none"> - Conducted re-visits to Wagner Research Natural Area and two other locations collectively known to have 10 orchid species. Obtained new population data and photos, and assessed current habitat conditions. <p>On-going</p> <ul style="list-style-type: none"> - Obtained funding to assist USFS Botanist to census a population of <i>Penstemon lemhiensis</i>. |
| <p>4. Develop reports and peer-reviewed publications on the distribution, taxonomy, biology, ecology, status, identification and management of Montana's vascular plants, bryophytes and lichens.</p> | <p>Ongoing:</p> <ul style="list-style-type: none"> - Completed: Spalding's Catchfly report which summarized monitoring and survey data for CSKT and USFWS. - Completed: data analysis and graphical/tabular summaries on 220 Species Occurrences (SO) of Water Howellia from 1978-2015. Analysis and summaries were provided to the Flathead National Forest and Swan Ecosystem Center. The analysis summarized USFS monitoring studies; relationship between presence/absence of plant, air temperature, and precipitation; presence/absence of plant versus timber prescriptions, grazing, roads, and fire; summary of each pond (SO) and their 300-foot buffer relative to land ownership, tree species/size/density, lifeform, and disturbance regime (timber, fire, road, and grazing); and much more. - Finalized the 1991-2015 demographic monitoring study on <i>Shoshonea pulvinata</i> (Shoshonea). The report to the BLM summarized population data on plants tracked during 7 years over a 25-year period. The report included data on impacts from wild horses and potential oil & gas projects. Also summarized 2015 data on SOC populations visited | <p>Completed:</p> <ul style="list-style-type: none"> - Analyzed data and wrote report on the effects of land management (forestry, grazing, road development, and fire) on the persistence of Water Howellia from 1978-2015 (March 2017). <p>Ongoing:</p> <ul style="list-style-type: none"> - Obtained funding to assist USFS Botanist with Phase II of a <i>Grindelia howellia</i> genetic study. - Obtained funding from MDA to review the status of 38 Status Under Review plants. - Obtained funding to assign Coefficient of Conservatism values to about 315 vascular plants. |

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| | <p>while conducting the Shoshonea monitoring.</p> <ul style="list-style-type: none"> - Reviewed draft survey report for the Italian Peaks rare plant survey. - Wrote Coefficient of Conservatism Rankings for the Flora of Montana: Part II. - Wrote article and report on conducting the first documented moss and lichen surveys in Mussellshell County. | |
| 5. Create predicted distribution maps for vascular plant, bryophyte and lichen Species of Concern. | <p>Ongoing:</p> <ul style="list-style-type: none"> - Reviewed draft maps and variables used to predict distribution for federally-threatened plants (Spalding's catchfly, Water Howellia, and Ute ladies'-tresses) for the USFWS IPAC effort. | <p>Ongoing</p> <ul style="list-style-type: none"> - Received grant from USFS to create predictive distribution models for a minimum of 39 plant Species of Concern that are USFS Sensitive Species. Modeling will be conducted in the late summer and fall of 2017. |
| 6. Compile and maintain data on other taxonomic groups: Fungi, Algae, Diatoms. | <p>Ongoing:</p> <ul style="list-style-type: none"> - Obtained MTDEQ database on diatoms (150,000 observations identified by diatom experts). - Obtained database on <i>Didymosphenia</i> diatom that has been developed by MFWP and university researchers. - Found the only checklist of Montana Algae, compiled from 1891-1977. | <p>On Hold Pending Staff Time and Funding:</p> <ul style="list-style-type: none"> - Development of an algae taxa checklist - Entry of diatom data - Working with fungal experts |

| Core Ecology Program Services | | |
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| | 1st through 6th Quarter FY 16-17 (July 1, 2015 – December 31, 2016) | 7th & 8th Quarter FY 16-17 (January 1, 2017 – June 30, 2017) |
| 1. Respond to user requests for information on the distribution, composition, successional dynamics, conservation status, management, and appropriate survey methods for terrestrial and wetland communities | <p>Ongoing</p> <ul style="list-style-type: none"> - Respond to ~ 15 requests per month for vegetation community information, esp. wetlands, sagebrush, whitebark pine, and Russian olive - Respond to ~ 2 requests per month about wetland survey methods | <p>Ongoing</p> <ul style="list-style-type: none"> - Responded to ~ 15 requests per month for vegetation community information, esp. wetlands, sagebrush, whitebark pine, and Russian Olive - Responded to ~ 4-6 requests per month about wetland survey methods, and share technical products with users in MT and other states - Responded to ~ 2 requests per month on land cover disturbance |
| 2. Respond to user requests for assistance using or interpreting wetland and land cover map products | <p>Ongoing</p> <ul style="list-style-type: none"> - Respond to ~ 4 requests per month for updated Land Cover mapping - Respond to ~ 6 requests per month for clipped or provisional wetland mapping - Respond to ~ 4 requests per month for help interpreting wetland mapping | <p>Ongoing</p> <ul style="list-style-type: none"> - Responded to ~ 4 requests per month for updated Land Cover mapping - Responded to ~ 6 requests per month for clipped or provisional wetland mapping - Responded to ~ 4 requests per month for help interpreting wetland mapping. Provide agency partners with sample analyses to encourage use of products |
| 3. Compile photographic images of wetland and terrestrial habitats representative of those found in | <p>Ongoing</p> <ul style="list-style-type: none"> - Photographs from 2015 Whitebark Pine surveys and 2013 grassland surveys entered into Thumbs Plus | <p>On hold pending acquisition of new photos during 2017 field season</p> |

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| Montana and make them available on MTNHP websites | - Photographs from 2015 forested wetland ecosystems loaded into ThumbsPlus. | |
| 4. Create and maintain accounts for terrestrial and wetland land cover classes and/or ecological systems in the Montana Field Guide that describe the composition, distribution, status, successional dynamics, and management/restoration needs of each. | Ongoing <ul style="list-style-type: none"> - All forested ecosystem descriptions have been updated with new information on disturbance and dynamics; new references to support info all entered into Vitalis - Completed crosswalk between NVC and Ecological Systems and linked to MT Field Guide | Ongoing <ul style="list-style-type: none"> - Aggregated wetland polygons into mosaics and began assigning mosaics to Ecological Systems with goal of achieving better representation of wetland ecological systems in mapping and on Montana Field Guide - Began review of all Ecological System Field Guide descriptions to update information and references |
| 5. Work with Information Services staff to maintain and improve content of ecological information on Heritage websites, including wetland mapping and assessments, land cover mapping, ecological community accounts, and georeferenced photos. | Ongoing <ul style="list-style-type: none"> - Built new database structures (SQL with Access front end) to allow consolidation of all wetland assessment data in a single database accessible from MapViewer | Ongoing <ul style="list-style-type: none"> - Migrating wetland assessment data from 800+ sites from individual project databases to new SQL structure so that all assessment data can ultimately be accessed via MapViewer |
| 6. Collaborate with other Heritage Program and NatureServe ecologists from the Rocky Mountain Region to ensure compatibility of ecological mapping and classification systems | Ongoing <ul style="list-style-type: none"> - Continue to work with NatureServe to update the NVC. - Reviewed final version of NVC to identify new groups for Montana - Working with NatureServe on continental-scale mapping and assessment of grassland systems - Consulted with CNHP on ecological system and ecological site tracking - Continued to work with NatureServe to resolve occurrence questions for Systems, Groups and Alliances, and to more accurately describe Montana vegetation communities | Ongoing <ul style="list-style-type: none"> - Working with CNHP and WYNDD to help them update their wetland classification systems to include Landform, Landscape Position, Water Path and Water Flow (LLWW) modifiers |
| 7. Update information on ecological communities and systems to reflect the 2015 National Vegetation Classification Standard mandated for use by all agencies receiving federal funds for vegetation classification activities. | In Progress <ul style="list-style-type: none"> - Crosswalk between all current levels of NVC and Ecological Systems completed - Continued to work with NatureServe to continue to resolve occurrence questions for Systems, Groups and Alliances, and to more accurately describe Montana vegetation communities - Revising Field Guide database to include new classification structures from NVC | On hold pending staff time |
| 8. Maintain a subject guide of authoritative web resources relevant to terrestrial and wetland communities | On hold pending staff time. | On hold pending staff time. |

Supplemental Core Ecology Program Services

| | 1 st through 6 th Quarter FY 16-17 (July 1, 2015 – December 31, 2016) | 7 th & 8 th Quarter FY 16-17 (January 1, 2017 – June 30, 2017) |
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| 1. Assess the status of terrestrial and wetland communities and ecosystems, assign state ranks, and document the justification behind status ranks | <p>Ongoing</p> <ul style="list-style-type: none"> - Have developed the databases necessary to assign status rankings to individual wetlands - Continue to work with National Assessment and Monitoring workgroups to refine wetland assessment methods and create cross-state compatibility - Completed 24 two-three day intensive wetlands surveys at 22 sites around Montana for the National Wetlands Condition Assessment - Collected specimens of county plant records at ~ 20 wetlands sites | <p>Ongoing</p> <ul style="list-style-type: none"> - Surveys underway for wetland and sagebrush ecosystems during 2017 field season |
| 2. Identify ecological sites of particular conservation concern that should be included in MTNHP information provided for environmental assessments | <p>Ongoing</p> <ul style="list-style-type: none"> - Completed value-added wetland mapping geodatabase and developed methodology to assign “wetlands of Special Significance status” to wetland polygons - Assigned “wetlands of special significance” modifier to wetland polygons, and began preparing metadata to support release of the data to public | <p>Ongoing</p> <ul style="list-style-type: none"> - Surveys underway for 2017 field season |
| 3. Compile literature on terrestrial, and wetland communities with emphasis on those of conservation concern | <p>Ongoing</p> <ul style="list-style-type: none"> - References on forested ecosystem disturbance and dynamics were added to Vitalis - Reviewed literature on forested wetlands - A handful of wetland assessment references were added to the MTNHP reference system. | <p>Ongoing</p> <ul style="list-style-type: none"> - Reviewed literature on 61 invasive plants species found in Montana wetlands and assigned “invasibility” rankings to each one. Prepared report with links to literature which will be published to website after final editing. |
| 4. Maintain crosswalks between different vegetation classification schemes to facilitate use of MTNHP products and products created by others | <p>Ongoing</p> <ul style="list-style-type: none"> - Have completed NVC-Ecological system crosswalk for Forested and Wetland ecological systems - Completed descriptive crosswalking for all ecological systems - Made minor adjustments to descriptive crosswalk - Integrated crosswalks into mapping products | <p>On hold until additional funding can be secured</p> |
| 5. Work with Information Services to make wetland assessments available on the MTNHP website | <p>On-Hold</p> <ul style="list-style-type: none"> - Pending database revision to address incompatibly between different project databases | <p>In Progress</p> <ul style="list-style-type: none"> - Completed new SQL database. Working on migrating project databases into this central database. |
| 6. Compile vegetation data collected by others to support current and future vegetation classification and mapping efforts | <p>Ongoing</p> <ul style="list-style-type: none"> - Integrated forest service survey data into Whitebark Pine mapping - Worked with partners to prepare Landsat 8 imagery from 2014 and 2015 for further analysis - Worked with USFS to develop methodology for classifying relative abundance of Whitebark Pine, and completed work on Gallatin-Custer, Helena, and Lolo National forests | <p>Ongoing</p> <ul style="list-style-type: none"> - Collecting data on sagebrush habitats in the Beaverhead-Deerlodge National Forest in partnership with USFS |

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| | <ul style="list-style-type: none"> - Prepared Landsat 8 imagery from 2016 for further analysis and made it available to partners - Consolidated, crosswalked, and corrected grassland survey data to support Ecological Site Descriptions by NRCS and BLM - Acquired and processed Whitebark Pine survey data from Kootenai and Idaho Panhandle National Forests | |
| 7. Present results of surveys or status assessments of terrestrial and wetland communities at professional and public meetings | <p>Ongoing</p> <ul style="list-style-type: none"> - Presented results of surveys and status assessments of Headwater wetlands at Montana Wetland Council October 29, 2015 - Presented new value-added wetland mapping attributes to over 80 state and federal partners in EPA regions 10 and 8 - Presented overview of wetland mapping, assessment and analysis to Pacific Northwest Natural Heritage programs at regional conference in British Columbia - Presented land cover and other data summaries in Map Viewer to Intermountain West biologists and landscape ecologists in Denver and discussed sagebrush mapping and development of a sagebrush ecosystem protection strategy | <p>Ongoing</p> <ul style="list-style-type: none"> - Presented workshops on new value-added wetland mapping at the 2018 URISA conference for GIS users in Montana and Idaho in West Yellowstone |

| Project Supported Ecology Program Services | | |
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| | 1st through 6th Quarter FY 16-17 (July 1, 2015 – December 31, 2016) | 7th & 8th Quarter FY 16-17 (January 1, 2017 – June 30, 2017) |
| 1. Conduct field surveys for underrepresented or uncommon ecological communities in under-surveyed geographic areas | <p>Ongoing</p> <ul style="list-style-type: none"> - Mapped the distribution and extent of Whitebark Pine with 2015 surveys on the Bitterroot and Lolo NFs for the USFS - Surveyed and assessed the condition of 9 uncommon forested wetlands in northwestern Montana - Completed 24 two-three day intensive wetlands surveys at 22 sites around Montana for the National Wetlands Condition Assessment | <p>Ongoing</p> <ul style="list-style-type: none"> - Conducting sagebrush surveys in partnership with USFS and BLM for 2017 field season |
| 2. Develop reports and peer-reviewed publications on the composition, distribution, and status of Montana's wetland and terrestrial communities. | <p>Ongoing</p> <ul style="list-style-type: none"> - Completed reports on Headwater wetlands in the Missouri Headwaters HUC and on results of assessments in the Blackfoot-Swan area - Completed chapter on use of LLWW attributes for forthcoming book on wetland landscape assessment - Completed report on Wetland Prioritization Geodatabase for MTDEQ - Completed report on assignment of Wetlands of Special Significance | <p>Ongoing</p> <ul style="list-style-type: none"> - Prepared report on Russian Olive invasion of eastern Montana Rivers for EPA - Prepared report on landscape-level assessments of PPR wetlands for EPA - Prepared an Index of Alien Invasiveness, including invasibility rankings for 61 exotic species found in Montana wetlands, for EPA - Currently completing final edits so that reports can be posted on website |
| 3. Evaluate the status of wetland and | Ongoing | Ongoing |

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| terrestrial communities with field surveys | <ul style="list-style-type: none"> - Continued Whitebark Pine and forested wetland ecosystem surveys - Completed wetland surveys for DEQ/EPA (see number 1, above) - Completed Whitebark Pine surveys in Kootenai and Idaho Panhandle National Forests | <ul style="list-style-type: none"> - Currently conducting field surveys in sagebrush ecosystems in the Beaverhead-Deerlodge National Forest - Currently conducting field surveys on wetlands across Montana to refine statewide wetland reference network |
| 4. Collaborate with partner agencies to develop ecological site descriptions when funding allows | Not Active - No current funding for this activity | Not Active - No current funding for this activity |

| Core Zoology Program Services | | |
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| | 1st through 6th Quarter FY 16-17 (July 1, 2015 – December 31, 2016) | 7th & 8th Quarter FY 16-17 (January 1, 2017 – June 30, 2017) |
| 1. Respond to requests for information on the identification, biology, ecology, conservation status, management, and appropriate survey methods for vertebrate and invertebrate species. | <p>Ongoing</p> <ul style="list-style-type: none"> - Responded to over 1300 requests from federal, state, and tribal personnel as well as consultants and members of the public. | <p>Ongoing</p> <ul style="list-style-type: none"> - Responded to approximately 450 requests from federal, state, and tribal personnel as well as consultants and members of the public. |
| 2. Continue to gather, manage, and review animal point observation data in a statewide point observation database (POD) for all animal species. | <p>Ongoing</p> <ul style="list-style-type: none"> - 60,114 observations were added to the animal point observation database for 611 animal species. 27,953 observation records for 414 species were reviewed for final acceptance into the point observation database with a focus on Montana Species of Concern. - 6,260 structured survey locations for 23 different formal animal survey protocols were added to the structured survey database. - An additional 282,265 observation records (17% of all records in the database) still need to be reviewed for final acceptance into the database. | <p>Ongoing</p> <ul style="list-style-type: none"> - 14,326 observations were added to the animal point observation database for 550 animal species. 231,161 observation records for more than 375 species were reviewed for final acceptance into the point observation database with a focus on Montana Species of Concern. - 7,687 structured survey locations for 14 different formal animal survey protocols were added to the structured survey database. - An additional 51,180 observation records (3% of all records in the database) still need to be reviewed for final acceptance into the database. |
| 3. Work with Information Services staff to maintain and improve content of zoological information on Heritage websites. | <p>Ongoing</p> <ul style="list-style-type: none"> - Reviewed range maps shown on the Montana Field Guide and Map Viewer web pages relative to observation data for 309 Montana SOC and PSOC and updated or created range maps where necessary for 63 species. - Worked with information services staff to revise the charts and data sections of the Map Viewer web application. - Worked with information services staff to create additional spatial filters for display on the Species Snapshot web application so that custom Field Guides can be created for a variety of spatial boundaries across the state. - See Supplemental Core Zoology Program Services Task 3 | <p>Ongoing</p> <ul style="list-style-type: none"> - Worked with Information Services staff on the format of information provided in the new Environmental Summary Report task of Map Viewer. - See Supplemental Core Zoology Program Services Task 3 below. |

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| | <p>below.</p> <ul style="list-style-type: none"> - Posted write-ups for predictive distribution models for all Montana SOC on the MTNHP's predictive distribution modeling web page. - Added information detailing inventory and monitoring needs for Species of Greatest Inventory Need to the SOC Report tool, so that all species have current information - Worked with Information Services staff on the format of information provided in the Environmental Summary Report task of Map Viewer. | |
| 4. Collect and manage observational data on animal SOC that has been gathered by others. | <p>Ongoing</p> <ul style="list-style-type: none"> - 8,465 observations were added to the animal point observation databases for 117 vertebrate and 24 invertebrate Montana Animal Species of Concern and Potential Species of Concern. | <p>Ongoing</p> <ul style="list-style-type: none"> - 5,749 observations were added to the animal point observation databases for 94 vertebrate and 36 invertebrate Montana Animal Species of Concern and Potential Species of Concern. |
| 5. Maintain animal species occurrences for existing SOC species from high value observations of animal SOC that can be used in environmental assessments. | <p>Ongoing</p> <ul style="list-style-type: none"> - Reviewed and/or updated nearly 30,000 observation records for animal Species of Concern in preparation for constructing species occurrences. - Updated 9,500 species occurrences and created 2,938 new species occurrences for more than 100 vertebrate and more than 32 invertebrate species. | <p>Ongoing</p> <ul style="list-style-type: none"> - Reviewed and/or updated 1,378 observation records for 72 animal Species of Concern in preparation for constructing species occurrences. - Created 3,628 new species occurrences for 39 vertebrate and 2 invertebrate species. Reviewed all Species of Concern observation data that was pending a final review in the process of doing this. |
| 6. Maintain a complete taxonomic list of vertebrate animal species for Montana. | <p>Ongoing</p> <ul style="list-style-type: none"> - Updated taxonomy and four-codes for birds to correspond with the changes made in the American Ornithologists' Union 56th supplement to the Check-list of North American Birds. - Updated taxonomy for mammals to correspond with the Revised Checklist of North American Mammals North of Mexico, 2014. - Added 246 species to the MTNHP Species database table, including 6 beetles, 11 bumble bees, 10 butterflies, 1 moth, 105 grasshoppers, katydids, or crickets, and 106 spiders. - Began compiling information on additional moth and earthworm species that are known to be present in Montana | <p>Ongoing</p> <ul style="list-style-type: none"> - Added 12 invertebrate and 0 vertebrate species to the MTNHP Species database table. - Summarized changes made in the American Ornithologists' Union 58th supplement to the Check-list of North American Birds in preparation for updating taxonomy and four-codes. |
| 7. Work with other Heritage staff to regularly exchange information with NatureServe. | <p>Ongoing</p> <ul style="list-style-type: none"> - Received taxonomic data exchange from NatureServe in November of 2016. Some taxonomic updates are still needed within MTNHP databases as a result of this exchange. | <p>Ongoing</p> <ul style="list-style-type: none"> - Made some taxonomic and global rank updates resulting from data exchange with NatureServe, but some taxonomic updates are still needed within MTNHP databases. |

Supplemental Core Zoology Program Services

| | 1 st through 6 th Quarter FY 16-17 (July 1, 2015 – December 31, 2016) | 7 th & 8 th Quarter FY 16-17 (January 1, 2017 – June 30, 2017) |
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| 1. Review the status of vertebrate and invertebrate animal taxa, assign state ranks, assist NatureServe with assigning global ranks when appropriate, and document these status ranks. | <p>Ongoing</p> <ul style="list-style-type: none"> - Reviewed the inventory and monitoring status of winter-breeding owls and Harlequin Ducks in conjunction with the Montana Animal Species of Concern Committee and removed Eastern Screech-Owl, Short-eared Owl, Great Horned Owl, Long-eared Owl, Northern Saw-whet Owl, and Harlequin Duck from the list of Species of Greatest Inventory Needs. | <p>Ongoing</p> <ul style="list-style-type: none"> - Conservation status reviews conducted for 149 vertebrate species, final status pending committee review in Fall 2017. |
| 2. Create animal species occurrences for newly designated SOC species from high value observations of animal SOC that can be used in environmental assessments. | <p>Not Active</p> <ul style="list-style-type: none"> - No species were newly designated as Species of Concern during the reporting period. | <p>Not Active</p> <ul style="list-style-type: none"> - No species were newly designated as Species of Concern during the reporting period. |
| 3. Maintain species accounts, including state and Western Hemisphere range maps and observational maps, in the Montana Field Guide for all animal SOC. | <p>Ongoing</p> <ul style="list-style-type: none"> - Added literature to references section of the Montana Field Guide for Harlequin Duck, Evening Grosbeak, Sage Thrasher, Long-billed Curlew, Brewer's Sparrow, and Sage Sparrow. - Created range maps for 180 species including 1 terrestrial mollusk, 1 millipede, 19 bumble bee species, 51 beetle species, 9 butterfly species, and 101 grasshopper, katydid, and cricket species. - Updated 203 range map polygons for 28 vertebrate species and 49 terrestrial mollusk species for display on the Montana Field Guide and use in predictive distribution models. - Added 1,639 photos to the Montana Field Guide, including photos for 941 invertebrate species (moths, butterflies, grasshoppers, katydids, crickets, and bumble bees) that previously had no photos. - Improved the format of more than 750 references that were appearing on the Montana Field Guide. - Reviewed all non-SOC species in the Montana Field Guide to make sure that literature cited in the species accounts was appropriately in the reference sections of the species accounts. - Added species account information from the Hendricks (2012) Guide to the Land Snails and Slugs of Montana to 83 terrestrial mollusk species accounts on the Montana Field Guide. - Added fully referenced species accounts to the Montana Field Guide for 32 Bumble Bee species and nearly 100 | <p>Ongoing</p> <ul style="list-style-type: none"> - Updated information content in 38 vertebrate species accounts and created 70 new fully referenced species accounts for butterflies. - Reviewed range polygons for all bat and shrew species and updated range polygons for 4 bat and 2 shrew species to reflect better knowledge of range and seasonal distribution. |

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| | butterfly species. | |
| 4. Create predicted distribution models for animal SOC. | Ongoing <ul style="list-style-type: none"> - Established python and other coding to mostly automate creation of inductively and deductively based predicted distribution models and generate associated report output. This reduces staff time in creating and evaluating the models from a minimum of eight hours per species to approximately one hour per species, thus reducing costs of updating predictive distribution models by a factor of eight. Predictive distribution models for all Montana Animal Species of Concern can now be updated on a quarterly basis as new data becomes available. - Models created and reviewed for 62 vertebrate SOC and 1 vertebrate PSOC. | Ongoing <ul style="list-style-type: none"> - Models created and reviewed for 24 vertebrate SOC. |
| 5. Work toward a complete taxonomic list of invertebrate animal species for Montana. | Ongoing <ul style="list-style-type: none"> - Added 247 species to the MTNHP Species database table, including 7 beetles, 11 bumblebees, 10 butterflies, 7 moth, 105 grasshoppers, katydids, or crickets, and 106 spiders. - Compiled information on additional moth and earthworm species that are known to be present in Montana. | Ongoing <ul style="list-style-type: none"> - Added 12 invertebrate species to MTNHP database tables, including 4 beetles, 2 moths, 1 lacewing, 1 dragonfly, 2 wind scorpions, and 1 earthworm. |
| 6. Create and maintain species accounts, including state and Western Hemisphere range maps and observational maps, in the Montana Field Guide for animal species that are not SOC. | Ongoing <ul style="list-style-type: none"> - See Supplemental Core Zoology Program Services Task 3 above. The conservation status of these species has not been evaluated, but the vast majority of them are unlikely to be classified as SOC. | Ongoing <ul style="list-style-type: none"> - See Supplemental Core Zoology Program Services Task 3 above. The conservation status of these species has not been evaluated, but the vast majority of them are unlikely to be classified as SOC. |
| 7. Maintain a subject guide of authoritative web resources relevant to vertebrates and invertebrates. | Ongoing <ul style="list-style-type: none"> - Added links to web resources for bumble bees and butterflies at the bottom of all insect pages on the Montana Field Guide to support federal initiatives on pollinators. | Ongoing <ul style="list-style-type: none"> - Updated broken web links on MTNHP's Related Web Sites page. |
| 8. Create predicted distribution models for animal species that are not SOC. | Ongoing <ul style="list-style-type: none"> - Established python and other coding to mostly automate creation of inductively and deductively based predicted distribution models and generate associated report output. This reduces staff time in creating and evaluating the models from a minimum of eight hours per species to approximately one hour per species, thus reducing costs of updating predictive distribution models by a factor of eight. - Created predictive distribution models for 3 vertebrate and 26 invertebrate species that are not SOC. | Not active due to lack of funding and/or staff time. |
| 9. Create associations between animal SOC and the Ecological Systems in which they are known to occur. | Not active due to lack of funding and/or staff time. | Not active due to lack of funding and/or staff time. |
| 10. Create associations between animal | Not active due to lack of funding and/or staff time. | Not active due to lack of funding and/or staff time. |

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| species that are not Species of Concern and the Ecological Systems in which they are known to occur. | | |
| 11. Create associations between animal SOC and the National Wetland and Riparian wetland and riparian map classes in which they occur. | Not active due to lack of funding and/or staff time. | Not active due to lack of funding and/or staff time. |
| 12. Create associations between animals that are not SOC and the National Wetland and Riparian wetland and riparian map classes in which they occur. | Not active due to lack of funding and/or staff time. | Not active due to lack of funding and/or staff time. |
| 13. Compile literature on vertebrate and invertebrate animal species with an emphasis on SOC and use it to update references and content in the Montana Field Guide. | <p>Ongoing</p> <ul style="list-style-type: none"> - See Supplemental Core Zoology Program Services Task 3 above - Compiled over 750 articles on Montana bat species which have not yet been added to the References section of the Montana Field Guide - Added 3,382 literature references on bats, birds, and a variety of invertebrate groups to the MTNHP reference system and turned on approximately 14,138 reference associations for more than 1,558 animal species accounts in the Montana Field Guide. - Combined pdf scans of hard copy literature in MTNHP element files with literature originally obtained in a digital format to create a single common digital filing system for zoology literature. - Completed cross walk of literature in the recently published Marks et al. (2016) Birds of Montana book with references currently in the MTNHP reference system. References still need to be associated with individual species for inclusion in the References section of individual species accounts on the Montana Field Guide. | <p>Ongoing</p> <ul style="list-style-type: none"> - Added 204 literature references on butterflies, birds, and mammals to the MTNHP reference system and turned on reference associations for 79 species. |
| 14. Compile photographic images of vertebrate and invertebrate animal species and locations where animal surveys have been conducted for Montana SOC. | <p>Ongoing</p> <ul style="list-style-type: none"> - Loaded bat acoustic survey, mist net survey, and roost survey photos from MTNHP, FWP, USFS, and BLM surveys conducted between 2015 and 2017 into the Thumbs Plus photo database. - Loaded Harlequin Duck survey photos from 2015 into the Thumbs Plus photo database. - Loaded Breeding Bird Survey (BBS) route photos contributed by BBS volunteers into the Thumbs Plus photo database. - Loaded photos into the Thumbs Plus photo database from 2016 projects including Western Toad monitoring, Bat | <p>Ongoing</p> <ul style="list-style-type: none"> - Loaded photos into the Thumbs Plus photo database from 2017 hibernacula surveys and attributed hibernacula survey photos from earlier surveys. - Archived photos collected during bat hibernacula monitoring to assess human visitation rates. |

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| | Surveys from the BLM Pryor Mountains bat project, and Northern Goshawk surveys conducted on the Custer-Gallatin National Forest for USFS. | |
| 15. Compile photographic images of vertebrate and invertebrate animal species and locations where animal surveys have been conducted for Montana non-SOC. | <p>Ongoing</p> <ul style="list-style-type: none"> - Loaded bat acoustic survey, mist-net survey, and roost survey photos from MTNHP, FWP, USFS, and BLM surveys conducted in 2015 to the Thumbs Plus photo database. - Loaded bat roost survey photos from MTNHP surveys conducted in winter of 2016 into the Thumbs Plus photo database. - Loaded Breeding Bird Survey (BBS) route photos contributed by BBS volunteers into the Thumbs Plus photo database. - Loaded photos into the Thumbs Plus photo database from 2016 projects including Western Toad monitoring, Bat Surveys from the BLM Pryor Mountains bat project, and Northern Goshawk surveys conducted on the Custer-Gallatin National Forest for USFS. | <p>Ongoing</p> <ul style="list-style-type: none"> - See Supplemental Core Task 14 above. |
| 16. Scan animal species element files into optical character recognized PDF files so that they can be more readily shared with patrons, digitally archived, and serve as the basis for moving forward with a digital element file system; prioritize animal SOC over non animal SOC and prioritize field observation forms and notes over published articles. NHP staff will consult with MSL staff before providing the public access to copyrighted material. | <p>Ongoing</p> <ul style="list-style-type: none"> - While optical character recognized scans proved to be impossible, approximately 90% of the hard copy zoology files have been scanned into digital .pdf documents so that all files can be managed digitally moving forward and to allow for offsite backups to protect against catastrophic loss. - Combined pdf scans of hard copy literature in MTNHP element files with literature originally obtained in a digital format to create a single common digital filing system for zoology literature. - Scanned approximately 1/8th of field survey forms for MTNHP bird surveys. - Approximately 10% of zoology element files and 88% of zoology survey forms remain to be scanned. | Not active due to lack of funding and/or staff time. |
| 17. Work with Information Services staff to build the element reference files through automated literature database searches for individual species; prioritize animal SOC over non animal SOC. | Not active due to lack of funding and/or staff time. | Not active due to lack of funding and/or staff time. |

Project Supported Zoology Program Services

| | 1 st through 6 th Quarter FY 16-17 (July 1, 2015 – December 31, 2016) | 7 th & 8 th Quarter FY 16-17 (January 1, 2017 – June 30, 2017) |
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| <p>1. Conduct field surveys for vertebrate and invertebrate species with a focus on SOC and under-surveyed geographic areas and habitats.</p> | <p>Ongoing</p> <ul style="list-style-type: none"> - Conducted acoustic and mist net surveys for bats in conjunction with USFS, BLM, and FWP across Montana and on USFS lands in the western Dakotas. - Conducted Harlequin Duck surveys across western Montana in conjunction with FWP and the USFS. - Conducted winter roost surveys for bats in conjunction with USFS, BLM, and FWP across Montana and on USFS lands in the western Dakotas. - Deployed bat acoustic roost loggers and trail cameras at Azure, Lick Creek, and Ophir Caves to monitor bat activity levels in association with human visitation. - Continued to decommission our regional network of ultrasonic bat acoustic detector stations in order to focus on analyzing and summarizing existing data. - Conducted call playback surveys for Northern Goshawks on the Ashland and Sioux Districts of the Custer-Gallatin National Forest. - Conducted surveys of Western Toad (<i>Bufo boreas</i>) breeding sites across the species' known range in western Montana in conjunction with FWP to evaluate the species conservation status. - Conducted amphibian call surveys across Montana in conjunction with FWP, USFS, and BLM partners. - Conducted mist net, rock outcrop and cave and mine surveys within BLM managed and associated lands in the Pryor Mountains. - Ground truthed Black-tailed Prairie Dog colonies mapped off of NAIP imagery in the Miles City and Billings areas. - Conducted surveys for Northern Myotis in collaboration with FWP and USFWS along major river drainages in eastern Montana. - Conducted bat mist net surveys for the USFS on the Ashland District of the Custer-Gallatin National Forest. - Conducted kick net surveys for aquatic invertebrates in streams on the Sioux District of the Custer-Gallatin National Forest. - Conducted point-based calling surveys for Northern Goshawks on both the Sioux and Ashland Districts of the Custer-Gallatin National Forest. - Maintained bat acoustic roost loggers and trail cameras at Lick Creek, Ophir, and Whitaker Sink and conducted visual | <p>Ongoing</p> <ul style="list-style-type: none"> - Conducted rock outcrop surveys for bats to assess active season use across western Montana. - Conducted bridge surveys for bats across southeast Montana to identify bat roosts. - Conducted sampling for the fungus that causes White-Nose Syndrome and bat counts at Azure, Lick, Old Drywolf, Blacktail Ranch, Lewis and Clark, Mystery, Four-eared Bat, Frogs Fault, and Lick Creek Caves. - Placed/ replaced loggers at Mystery and Frogg's Fault caves. |

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| | surveys for bats while in these caves. | |
| <p>2. Develop reports, posters, books, web pages and peer-reviewed publications on the distribution, status, biology of, and human impacts on Montana's animal species.</p> | <p>Ongoing</p> <ul style="list-style-type: none"> - Developed PowerPoint summaries of some of the bat acoustic and roost surveys for USFS, BLM, FWP, and Northwestern Energy - Created the following reports: Maxell, B.A. Coordinator. 2015. Montana Bat and White-Nose Syndrome Surveillance Plan and Protocols 2012 - 2016. Montana Natural Heritage Program. Helena, MT. 205 p. Maxell, B.A., B. Burkholder, S. Hilty, and S. Blum. 2015. Acoustic assessment of bats near the Landusky wind turbine site in the Little Rocky Mountains of North Central Montana and management recommendations for bats. Report to Environmental Management Bureau of the Permitting and Compliance Division of the Montana Department of Environmental Quality. Montana Natural Heritage Program, Helena, Montana 66 pp. plus appendices. Maxell, B.A. 2016. Flammulated Owl surveys on the Big Timber, Bozeman, Gardiner, and Livingston Ranger Districts of the Custer Gallatin National Forest: 2013. Report to Custer Gallatin National Forest. Montana Natural Heritage Program, Helena, Montana 27 pp. plus appendices. Maxell, B.A. 2016. Northern Goshawk surveys on the Beartooth, Ashland, and Sioux Districts of the Custer Gallatin National Forest: 2012-2014. Report to Custer Gallatin National Forest. Montana Natural Heritage Program, Helena, Montana 65 pp. plus appendices. Maxell, B.A., S. Hilty, B. Burkholder, and S. Blum. 2016. Long-term acoustic assessment of bats at Maiden Rock on the lower Big Hole River in the Pioneer Mountains of southwestern Montana and management recommendations for bats. Report to Beaverhead-Deerlodge National Forest and Dillon Field Office of the Bureau of Land Management. Montana Natural Heritage Program, Helena, Montana. 57 pp. plus appendices. Maxell, B.A., B. Burkholder, S. Hilty and S. Blum. 2016. Long-term acoustic assessment of bats on Big Sheep Creek in the Tendoy Mountains of southwest Montana and management recommendations for bats. Prepared for Beaverhead-Deerlodge National Forest and Dillon Field Office of the Bureau of Land Management. Montana Natural Heritage Program. Helena, MT. 49 pp plus | <p>Ongoing</p> <ul style="list-style-type: none"> - Updated Bats of Montana Poster and printed an additional 10,000 copies in collaboration with FWP. - Created the following reports: Bachen, D.A., B.A. Maxell, A.L. McEwan, B. Crees. 2016. Mapping of Black-tailed Prairie Dogs (<i>Cynomys ludovicianus</i>) using National Agriculture Imagery Program (NAIP) 2015 imagery. Montana Natural Heritage Program, Helena, MT. 18p. Bachen, Dan, Bryce Maxell, Ellen Whittle. 2017. Measurements, body condition, and reproductive status of bats captured in Montana, northern Idaho, and western South Dakota. Montana Natural Heritage Program, Helena MT. 13p. Bachen, D.A., A. McEwan, B. Burkholder, S. Blum, and B. Maxell. 2017. Long-term acoustic assessment of bats at coal mines across southcentral Montana and management recommendations for bats. Preliminary report to Montana Department of Environmental Quality. Montana Natural Heritage Program, Helena, Montana. 154 pp. plus appendices. |

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| | <p>appendices. Maxell, B.A. 2016. Amphibian and reptile surveys on and around the, Ashland Beartooth, and Sioux Districts of the Custer Gallatin National Forest: 2002-2015. Report to Custer-Gallatin National Forest. Montana Natural Heritage Program, Helena, Montana 45 pp. plus appendices.</p> | |
| <p>3. Present results of surveys or status assessments of animals at professional and public meetings.</p> | <p>Ongoing - Gave presentations to:</p> <ul style="list-style-type: none"> - Approximately 25 teachers at the Montana Education Association and Montana Federation of Teachers annual meeting on Amphibians, Reptiles, and Bats: an overview, in Billings on October 15th, 2015. - BLM, USFWS, FWP, MDT, USFS and Northern Rocky Mountain Grotto representatives on the status of bat and White-Nose Syndrome surveillance efforts in Montana via webinar on December 15th, 2015. - To the Spion Kop wind energy facilities technical advisory committee on bat acoustic surveillance results at that facility so far at Montana Wild in Helena on January 21st, 2016 - Approximately 50 professional biologists at the Montana Chapter of the Wildlife Society Meetings on Montana's bat acoustic surveillance efforts in Missoula on February 29th, 2016 - Approximately 10 members of the wind energy industry and representatives from the Natural Heritage Network on Montana's bat and white-nose syndrome surveillance efforts at the 2016 Biodiversity without Boundaries conference in San Juan, Puerto Rico on April 20th, 2016, - Approximately 40 members of the Northern Rocky Mountain Grotto and representatives of the USFS and FWP on the status of bat and White-Nose Syndrome surveillance efforts in Montana at Lewis and Clark Caverns on April 9th, 2016. - Approximately 25 USFS, BLM, FWP, and USFWS personnel on bat mist net capture, bat handling, and acoustic surveillance methodologies in the Pryor Mountains on July 19-21, 2016. - Collaborated with FWP on a poster on Bat Roost Surveillance efforts in Montana for the National Abandoned Mine Lands Conference in Bozeman September 25-28, 2016. - Approximately 35 NatureServe and Natural Heritage Program personnel on predictive distribution modeling for animal species in Montana via a webinar on October 4th, 2016. - Approximately 30 USFS, BLM, and USFWS personnel on Montana Bat Surveillance Efforts at the Interagency Cave | <p>Ongoing - Gave presentations to:</p> <ul style="list-style-type: none"> - Approximately 40 members of the USFS across the United States that lead local efforts on cave/karst management on Montana Bat Surveillance Efforts and Collaborations with Northern Rocky Mountain Grotto and Big Fork Caving Club members via webinar on February 7th, 2017. - Spion Kop Wind Farm Technical Committee on results of bat acoustic monitoring at the Spion Kop Wind Farm in Helena on February 16th, 2017. - Update on current bat survey efforts to the USFS Region 1 RIM Board in Missoula on February 21st, 2017. - Gave talks and presented posters to 20-40 people at the Montana Chapter of the Wildlife Society Meeting in Helena Montana March 7th -10th, 2017: <ul style="list-style-type: none"> • Rediscovery of the Northern Myotis in Montana (talk) • Baseline Indices for Calling Amphibians and Western Toads (talk) • In-Hand Measurements of Adult Bats in the Northern Great Plains and Rocky Mountains (poster) • Acoustic Assessment of Year Round Bat Activity and Distribution in Montana and Surrounding Areas (poster) - Organized the Annual Montana Bat Working Group Meeting in Helena on March 7th, 2017. Attended by proximately 35 people from USFS, BLM, USFWS, FWP, University of Montana, Montana State University, CSKT Tribe, and others. - Approximately 30-40 members of the Northern Rocky Mountain Grotto and representatives of the USFS, USFWS, BLM, and FWP on the status of bat and White-Nose Syndrome surveillance efforts in Montana at Lewis and Clark Caverns on April 8th, 2017. - Gave talks and presented posters to > 150 people at the Biannual Meeting of the Western Bat Working Group, in Fort Collins, Colorado, May 11th - 14th, 2017: <ul style="list-style-type: none"> • Acoustic Assessment of Year-round Bat Activity and Distribution in Montana and Surrounding Areas (talk) • Bat Use, Human Visitation, and Environmental Attributes of Cave Hibernacula in Montana (talk) |

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| | <p>and Karst Workshop in Great Falls on October 13th, 2016.</p> <ul style="list-style-type: none">- Approximately 50 members of the Northern Rocky Mountain Grotto on bat surveillance efforts in Montana in Monarch on October 15th, 2016.- Five teachers at the Montana Education Association and Montana Federation of Teachers annual meeting on Amphibians, Reptiles, and Bats: an overview, in Helena on October 21st, 2016.- Approximately 50 MTNHP partners on Zoology Program activities at the MTNHP annual partners meeting in Helena on December 1st, 2016. | <ul style="list-style-type: none">• In-Hand Measurements of Adult Bats in the Northern Great Plains and Rocky Mountains (poster) |
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**APPENDIX 2: SCOPE OF WORK
For FY16**

Wetlands and Land Cover MSDI Framework Services

Core Wetlands and Land Cover Services

| | 1st through 6th Quarter FY 16-17 (July 1, 2015 – December 31, 2016) | 7th & 8th Quarter FY 16-17 (January 1, 2017 – June 30, 2017) |
|--|---|--|
| 1. Provide coordination and stewardship of the Wetlands MSDI GIS database if funding is available | Ongoing <ul style="list-style-type: none"> - Updated status maps and partners' maps for web page - Acquired additional "historic" NWI mapping for review - Worked with NWI and other partners to determine status of "historic and scaleable mapping" - Added detailed information and examples of different mapping categories to MTNHP wetland web page - Revised MSDI database to include current, "outdated" and "incomplete" mapping, which is just short of a statewide mapping layer - Published "statewide" NWI mapping as geodatabase and map service reflecting modern, outdated and incomplete mapping status categories | Ongoing <ul style="list-style-type: none"> - Continued to pursue funding for additional mapping |
| 2. Participate in a work group with NRIS to develop a new workflow for hydrologic data creation, maintenance, and dissemination that includes the wetlands/riparian database | Ongoing <ul style="list-style-type: none"> - Attended meetings of the Hydrology workgroup | Ongoing <ul style="list-style-type: none"> - Attended meetings of the Hydrology workgroup |
| 3. Provide coordination and stewardship of the MSDI Land Cover GIS database if funding is available | Ongoing <ul style="list-style-type: none"> - Added updates to structures and agriculture - "Burned in" Russian olive mapping completed in a different project | On hold pending funding |
| 4. Working with NRIS, provide data and assist with maintaining map services and metadata for Wetlands and Land Cover data sets as part of the MSDI map services, and GIS Portal downloads | Ongoing <ul style="list-style-type: none"> - Worked with MSL to archive earlier wetland GDBs - Updated metadata and added current wetland mapping GDB to MSDI web services - Worked with MSL to archive earlier wetland GDBs - Updated metadata and added current wetland mapping and Land Cover GDB to MSDI web services | Ongoing |
| 5. If funding is available from MLIAC and other sources, maintain and update the 2013 statewide Land Cover data set based on the annual work plan included in the overall Land Information Plan submitted to MLIAC | Ongoing <ul style="list-style-type: none"> - Provided a partially updated Land Cover data set, without full metadata, to partners on request - Reviewed and provided input to MSDI Land Plan - Used project funding and some core funding to produce and publish a 2016 Land Cover GIS database - Revised metadata for Land Cover to make changes easier to track | On hold pending funding |

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| 6. Revise, add and delete map classification units as necessary to improve map usability, if funding is available | Ongoing - Reviewed ecological systems classification to determine whether it can be cross walked to NVC | On hold pending funding |
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| Project Supported Wetlands and Land Cover Services | | |
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| | 1st through 6th Quarter FY 16-17 (July 1, 2015 – December 31, 2016) | 7th & 8th Quarter FY 16-17 (January 1, 2017 – June 30, 2017) |
| 1. With outside project funding, develop a statewide data layer of wetland and riparian mapping information from NAIP imagery. Interpret and map wetlands and riparian areas for approximately 100 USGS Quads | Ongoing - Initiated discussions with tribal partners (Crow and Blackfeet) about additional wetland mapping - Continued to map wetlands with outside funding, ~ 50 quads - Submitted proposal to EPA on behalf of Blackfeet nation to map reservation (not funded) - Prepared proposal to map Crow reservation and submitted to EPA (not funded) - Prepared proposal to map additional 13 Forest Service quads (USFS funded) - Prepared proposal to map additional 5 quads in MT (DEQ) - Met with USFS hydrologists from Greater Yellowstone Area to discuss possibility of new mapping initiative. Responded to requests for cost estimates. | Ongoing - Prepared second proposal to map Crow reservation and submitted to EPA (pending) - Prepared proposal for mapping of additional 38 quads on BLM land (funded through November 2018) |
| 2. With outside project funding, conduct field surveys to improve land cover classification accuracy | Ongoing - Used EPA funding to evaluate forested ecosystems in NW Montana - Used Forest Service funding to map Whitebark Pine in Bitterroot and Lolo National Forests - Used EPA funding to evaluate aspen-dominated springs and wetlands in southwest Montana - NRCS funding to improve grassland classification accuracy - Used Forest Service funding to complete field surveys for Whitebark Pine in Montana National Forests | Ongoing - Obtained funding from USFS and BLM to collect sagebrush data in Beaverhead-Deerlodge National Forest |
| 3. With outside project funding, conduct field surveys to improve wetland mapping accuracy | Ongoing - Used EPA funding to survey forested wetlands - Used EPA funding (NWCA) to survey wetlands statewide | Completed - Using EPA funding to add to wetland reference network |
| 4. With outside project funding, add attributes to wetland mapping to improve usability and transferability | Ongoing - With DEQ funding, began work on an “NWI++” product - Used DEQ funding to complete first version of a Montana NWI++ product. - Used EPA funding (NWCA) to survey wetlands statewide | Ongoing/completed - With EPA funding, completed assignment of all LLWW modifiers to current wetland geodatabase, and crosswalked these to wetland functions - Currently preparing metadata so LLWW modifiers can be released with NWI database |

Montana State Library

Statewide Library Resources – Library Development Work Plan

January – June 2018

Green (no font distinction) – activity progressing as expected.

Yellow (italicized) – activity may be delayed but the delays do not necessarily rise to the level of Commission concern

Red (bolded) – activity is delayed and Commission attention is warranted

Blue (underlined) – addition or change to the original work plan.

Strategic Framework – Foster Partnerships

Activities:

- Development of an informational packet/website for new and joining Montana Shared Catalog directors.
 - Note: The MSC Trainer’s last day in the office will be August 11, 2017. Due to her departure, this project will be placed on hold until a new trainer is hired and ready to implement this project.

| Inputs | Outputs | Outcomes | Impacts |
|---|--|--|---|
| Time of Bobbi deMontigny and Amy Marchwick | Informational Packet or website section that contains info for all MSC directors | Better understanding among new and joining directors | Ultimate impact - a more robust service for those who want it. |
| MSC Knowledge | Directors (New to MSC or interested) receive an introductory document to help them understand what the MSC is and what to expect when transitioning from their current ILS to the MSC | Easier transition into MSC Membership for New members | MSC Staff are more effective and efficient in their work |

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| Data gathered from MSC ticket system | | MSC staff spend less time on basic review | Library directors are better served and more well-informed about their responsibilities and options |
| Videos & Training materials already created (will be linked in) | | MSC staff have more time to develop standards, training, and new services | Library directors can make an informed decision when seeking membership in the MSC |
| | | | Collaboration that is scalable, affordable, implementable for all types of libraries (LDSTF) |
| | | | Collaboration that is respectful and polite (LDSTF) |

- Analyze the Montana Shared Catalog’s Partners’ sharing group in order to better understand the impacts of fulfillment expansion.
 - Note: the MSC Director’s last day in office was June 8, 2017. Staff will need to handle a higher volume of help desk tickets in order to maintain the Montana Shared Catalog. As a result, MSC projects will be delayed for the foreseeable future.

| Inputs | Outputs | Outcomes | Impacts |
|--|--|---|--|
| <i>Jessie Goodwin – research and presentation time</i> | <i>Report on fulfillment expansion</i> | <i>Increased knowledge of potential regarding fulfillment expansion</i> | <i>MSL staff will know with certainty whether sharing group expansion is viable</i> |
| | <i>Report is presented to membership and executive board</i> | <i>Members increase knowledge of challenges and opportunities regarding sharing group expansion</i> | <i>MSC member libraries will be more informed regarding sharing group membership</i> |

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| | | | <i>Collaboration that is scalable, affordable, implementable for all types of libraries (LDSTF)</i> |
| | | | <i>Library infrastructure that encourages consortial resource sharing to make information resources, technology and service delivery more efficient, effective, affordable, customizable, sustainable, scalable (LDSTF)</i> |

- Development of a series of short tutorials for new public library directors.
 - Note: ASPeN, the new version of the library directory, will be going live in the fall. This is impacting the new director tutorials project since many of the tutorials will need to use the ASPeN interface.

| Inputs | Outputs | Outcomes | Impacts |
|--|---|---|---|
| Jo Flick and Pam Henley – time writing scripts and producing tutorials | 10-15 tutorial segments – OUTLINED – one pilot created in Adobe Articulate-Storyline; assessment underway; may decide to use Camtassia instead. | New Directors complete series so they understand critical need-to-know MT-specific information within the first few weeks on the job | Communities will have excellent library service with no disruption during leadership transition |
| Adobe license Camtassia licences | Data: # of new directors completing series, # of times each segment is accessed, # of initial consultant visits where time is spent on other issues | New Directors will understand their new role better, feel more confident, know where to find critical information so they are not overwhelmed and are more likely to stay | Library directors become engaged and active in MT library community, leading to thriving libraries in local communities |
| Server space to host | No solution determined yet; assessment of Camtassia as an authoring software may provide an easier solution. | New Directors will know where to reference MT-specific information to avoid confusion and missed opportunities | Library directors who manage library resources efficiently (lean management) (LDSTF) |

- Create civil engagement “program-in-a box”
 - Note: The Lifelong Learning Librarian’s last day in office is August 18, 2017. Due to her departure, this project is on hold. Lauren McMullen will continue to follow-up on some work that has already started, but major work in this area will not occur until after a new lifelong learning librarian is hired.

| Inputs | Outputs | Outcomes | Impacts |
|---|---|---|---|
| <i>Time of Sara Groves and Lauren McMullen</i> | <i>Civil engagement “program-in-a-box” Needs assessment survey open to librarians. Contact with possible presenter for first program (fall 2017).</i> | <i>Citizens learn from exchanging different points of views</i> | <i>Libraries are leaders in creating thriving communities (LDSTF)</i> |
| <i>Nationwide models/research for civil engagement programs</i> | <i>Library usage of the program Inventory and analysis of program models from other library systems.</i> | <i>Citizens feel more connected, have a greater sense of belonging in community</i> | <i>Communities are safe, peaceful, thriving</i> |
| <i>Materials</i> | <i>Data gathering, stakeholder and partner identification/analysis, outcomes desired are in progress</i> | <i>Citizens become more involved in community life.</i> | <i>Lifelong learning that supports community engagement inside and outside the library, fostering engagement in the world and empowering an informed citizenry. (LDSTF)</i> |
| | | <i>Communities turn to the library when civic issues arise</i> | |

- Increase in outreach efforts for the Montana Memory Project.
 - NOTE: this project will disappear from the October work plan report. Due to logistical issues, the budget cuts and their impact on the Montana Memory Project, we have decided to cancel this project. We will review it next year, but at this time Jennifer will focus her time and energy on the

Montana Memory Project interface in order to position the MMP to survive the loss of the State Library's dedicated web developer.

| Inputs | Outputs | Outcomes | Impacts |
|--|---|---|--|
| Time of Jennifer Birnel | Demonstrate use of the MMP and share content | Montanans become aware of the MMP and learn how to use it as a research resource and for pleasure | Montanans feel a sense of connection to their community |
| Time of Museum and Library Directors Cathy Brandvold – July 22 Jamie Grecko - ? Michelle Fenger - ? | Share information about their institution | Montanans become more aware of local libraries and museums and the services they offer | Montanans value and support making heritage materials accessible |
| Time of Volunteers | Number of fairs attended Marias Fair – Shelby July 20-23 | Montanans learn how to find historical and genealogical information of value to them | More interest may lead to more digital collections being added to the MMP |
| Booth rental fees Marias Fair booth = \$100.00 | Number of people who stop by the booth | Montanans become more aware of volunteer opportunities | Montanans value the preservation of heritage materials |
| Supplies & equipment for the booth (inc. technology) | Number of website demonstrations | Montanans learn about their community/region's history | More Montanans choose to volunteer at local libraries and museums |
| Marketing materials | Number of marketing items distributed | | Montanans gain sense of self through historical content from their family/community/region/state |

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| | | | Lifelong learning that supports community engagement inside and outside the library, fostering engagement in the world and empowering an informed citizenry. (LDSTF) |
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- Improve the existing Montana Memory Project user interface so that it works well with all device types and is easy for all user types (addressing issues of accessibility) to find the content they seek.

| Inputs | Outputs | Outcomes | Impacts |
|--|--|---|---|
| <u>Contact CONTENTdm (CDM) to initiate the switch to responsive design</u> | <u>Path for how to switch to new design</u> <u>CDM viewer that works better on phones and tablets</u> | | <u>More users make use of the MMP for research and pleasure</u> |
| <u>Based on input of MMP partners, offer design suggestions to CDM to improve the usability of the design.</u> | <u>CDM will modify the design for a better user experience</u> | <u>MMP users find what they are seeking on the webpages with greater ease and less frustration</u> <u>More positive feelings toward the MMP and the use of the website</u> | |
| <u>Work with Tom to make the switch to the new responsive design</u> | <u>New Access database for use with the existing Content Management system with links to the new responsive CDM pages</u> <u>Better website viewing on all device types</u> | <u>Users who need accessible websites are able to use the MMP to find information they need</u> <u>Less work for MSL IT staff in the immediate future.</u> | |

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| | Better function for all types of accessibility issues Better search results | Improved usability of the MMP for end users | |
| Learn how to implement latitude and longitude for geographic locations | Ability to create maps within CDM and ability for DPLA to use data in their API. Also potential to create story maps with MSL GIS. New interactive map for users of MMP content to explore Ability to search by locations within the state. Ability to see at a glance where content is from | Users are able to use an interactive map to find MMP content | Potential to tell stories with the content based on place |

- Engage Montana library community in identifying how federations can help implement the Library Development Task Force Recommendations

| Inputs | Outputs | Outcomes | Impacts |
|-------------------------------------|---|---|---|
| Time of Tracy Cook and Jennie Stapp | Task force to review federations | MSL staff understand the value of the federation model to librarians. | Librarians are leaders in creating thriving communities (LDSTF) |
| Time of participants | Recommendations that identify how federations can help with library development | | Collaboration that creates a shared resource platform that libraries contribute to in |

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| | | | order to help address specific needs. (LDSTF) |
| | All 6 federations have created a theory of change for their various programs. The outcomes identified will be used by the coordinators to develop a new model for the plan of service and annual report. | Federation member libraries can report the outcomes that federation funding achieves. | |

Strategic Framework – Secure sufficient and sustainable funding

Activities:

- Develop models of cooperation for libraries

| Inputs | Outputs | Outcomes | Impacts |
|---|---|--|---------|
| Time of Lauren McMullen | Develop a publication describing different economic/governance models for public libraries. | Library directors and board members learn about different economic models. | |
| Research material from other states (COMPLETED) | Library directors and board members use this publication | Libraries use this information to evaluate and improve their governance structures (LDSTF) | |

- Help librarians and board members develop the skills and confidence to seek additional funds for the library.

| Inputs | Outputs | Outcomes | Impacts |
|--|---|--|---|
| Time of Tracy Cook | Develop or share resources about seeking additional funds | Library directors and board members understand their role and how to plan for and seek increased funding from a variety of sources | Libraries receive more funding – either receiving grants or increasing their overall budgets |
| Tracy Cook attended a training session about “Making the Case”. She will use that information to develop resources/training for libraries. | Develop trainings about seeking additional funds | Librarians and trustees are listening to their community and thinking creatively about services and resources that would gain/secure funding | Librarians and trustees are more creative in the use of the funding so the library has more resources or more collaboration |
| | | Librarians and trustees understand what people think the library does and where the funding goes | Libraries are leaders in creating thriving communities (LDSTF) |
| | | Librarians and trustees are proactive in articulating their value and securing funding rather than reacting to possible cuts | Governance and funding is supported through librarians and boards that aren’t afraid to ask for the resources they need and who seek creative sources of funding. (LDSTF) |

Strategic Framework – Create a useful information infrastructure

Activities:

- Increase the bandwidth for libraries who are currently participating in e-rate.

| Inputs | Outputs | Outcomes | Impacts |
|--|--|---|---|
| Time of Suzanne Reymer | # of libraries who participate in project | Participating libraries start moving towards national goals for bandwidth | Public access technology that supports technology, digital literacy and digital inclusion (LDSTF) |
| Time of participants | How much bandwidth is increased | Library users can do online learning, job skills/interviews, communicate with others, gaming video | Library users obtain degrees; jobs; and/or new job skills |
| Data from USAC | Dollars from program | Library users report increased satisfaction with new Internet speeds | |
| <u>Data from libraries who increased their bandwidth</u> | <u>Report outlining e-rate filing – what did people report</u> | <u>MSL staff identify libraries who may be willing to file for increased bandwidth</u> | |
| | <u>Information from libraries with higher bandwidth speed</u> | <u>MSL staff increase their knowledge about how higher bandwidth benefits libraries and communities</u> | |

- Evaluate the OCLC Group Services Contract

| Inputs | Outputs | Outcomes | Impacts |
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| Time of Cara Orban and Tracy Cook | Recommendations for the OCLC Group Services Contract | Identify whether or not OCLC is essential for libraries | Libraries save money that can be used for other services. |

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| Time of Network Advisory Council Work Group | Cara Orban – analyzed OCLC usage - COMPLETED | Identify what value OCLC adds for libraries and patrons | Patrons continue to have as much access as possible to materials they need for education and entertainment |
| Data from OCLC | Jennie Stapp, Cara Orban, and Tracy Cook met with OCLC representatives to discuss contract options - COMPLETED | If we determine that OCLC is non-essential for a certain type and/or size of library, identify how to maintain the affordability of the contract for those libraries who wish to continue using OCLC products. | Collaboration that is scalable, affordable, implementable for all types of libraries (LDSTF) |
| Data from libraries | | | Library infrastructure that encourages consortial resource sharing to make information resources, technology and service delivery more efficient, effective, affordable, customizable, sustainable, scalable (LDSTF) |

- Develop a centralized acquisitions pilot project

| Inputs | Outputs | Outcomes | Impacts |
|---|---|---|--|
| Data from libraries: Amount of money currently used for materials purchasing and staff processing time | Acquisitions module configured for staff | Library directors and staff learn about the value of centralized acquisitions. | Montana libraries are more innovative |
| Data from MSC staff: Amount of time MSC staff spend | Tracking of purchasing [built into Acquisitions module] | Directors and staff working together to find meaningful ways to repurpose staff | Montana library users have access to a wider variety of materials and services |

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| maintaining/building current non-centralized acquisitions | | | |
| Data from other Centralized Acq consortia: Volume of participants to allow for cost breaks from the vendor | Accounting of staff time - new projects made possible because of money or time | Centralized acquisitions creates a better MSC system. | Collaboration that is scalable, affordable, implementable for all types of libraries (LDSTF) |
| Time of Jemma Hazen and staff coordinating MSC libraries and negotiating contracts | Demonstrated cost savings to participating libraries | MSL Staff learn whether or not Centralized Acquisitions has value for more libraries beyond the pilot | Library infrastructure that encourages consortial resource sharing to make information resources, technology and service delivery more efficient, effective, affordable, customizable, sustainable, scalable (LDSTF) |
| Time of Central Services? | Demonstrated cost savings to participating libraries | | |
| Tracy Cook attended a meeting with the Procurement Office to determine what is required for a contract with multiple vendors. | Tracy Cook and Jemma Hazen outlined a plan for implementing the project. Libraries have been invited to participate. | | |
| | <u>We have established a pilot group who met in June. There are members of the group who wish to explore cooperative</u> | | |

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| | <u>collection development.</u> <u>In the fall, Jemma will</u> <u>interview libraries to</u> <u>begin process of</u> <u>suggesting a standard</u> <u>procedure for pre-</u> <u>processing and non pre-</u> <u>processing libraries who</u> <u>use acquisitions.</u> | | |
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- Provide leadership training for libraries –Summer Library Leadership Institute

| Inputs | Outputs | Outcomes | Impacts |
|---|---|---|---|
| facilitator team (honorarium & travel stipend) | 6-10 online meetings with facilitators , 1 face2face meeting in Billings; facilitators present most of activities at the retreat, assist MSL staff with follow-up, & as mentors for SLLI participants | Participants RECOGNIZE THEIR OWN LEADERSHIP STYLE as well as the benefits & challenges of their style, so that they can participate more productively in management teams & to effect positive change in their library & community. | Positive change at the participant's library contributing to a thriving community . |
| pre-conference assignments: focused on the basic philosophy of leadership & the difference between leading & managing | Participants spend 10-20 hours with assigned reading, viewing, & reflection based on assignments planned by the facilitator team. | Participants DEVELOP LISTENING & COMMUNICATION SKILLS so that they are able to INSPIRE OTHERS & collaborate toward a shared vision. Pre- and post self-assessments will measure this. | The library's shared vision is realized & the library is able to fulfill its mission. |
| Retreat July 26-29 | camp-like atmosphere at a secluded & private location, 4 days of activities, | Participants will be CONFIDENT TO TAKE RISKS & to create an environment that is resilient in failure | Library programs & partnerships are |

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| | presentations, discussions – June 26-29 | so that libraries & librarians are positive innovators in their communities. | productive & contribute to a thriving community. |
| journals & other materials & supplies | Participants reflect on their learning & use their reflections to make mid-course corrections & plan future actions. The journal provides a long-term resource to the learner & a way for them to chart their progress. | Participants PROPOSE & DEVELOP A COMPLEX & CHALLENGING PROJECT using productive strategies for managing change. | The library takes on the worst community problems with successful library programs |
| follow-up webinars & face2face meetings | MSL staff & facilitators, as well as peers, provide continued support, as participants transfer their new knowledge to a real-life project at their library. | Participants PURSUE THEIR OWN LEADERSHIP DEVELOPMENT to try new things, grow, to evaluate their efforts, to view hardship, failure, or fear as catalyst for positive change in their own lives, their libraries & communities. Six attendees from 2015 are attending additional training (some supported by MSL grants) or seeking leadership positions in professional organizations. | Participants are more confident, able to persevere, have increased status in their communities, state & nation, & other people rally around them. |
| report to the MT State Library Commission - MLA 2018 | Participants plan & deliver their reports in a format they design. Some attend the meeting to answer questions & present their work. | | |

- Migrate Montana Shared Catalog from current in-house servers to SirsiDynix' Service as a Software (SaaS)

| Inputs | Outputs | Outcomes | Impacts |
|--|---|--|--|
| Time of MSC admin staff and Mike Price | SaaS transition plan completed | Specific guidelines, action items, and steps for the transition from hardware to SaaS are known by MSC and MSL staff | Minimal disruption to MSC patrons occurs |
| Time of MSC member library staff | Libraries can connect to the SaaS server after migration | Libraries are able to transition seamlessly to the new hosted server | Libraries are able to conduct business as usual following the planned migration down time. |
| MSC admin knowledge | List of things to address during the migration | Improved communication with SirsiDynix Project Management team | |
| | Transition is well thought out and all aspects of the migration are considered in advance | MSC staff are comfortable going forward with migration, and unknowns are kept to a minimum | |
| | "Bridge" mode time will remain within SirsiDynix Project Manager's estimates. | MSC staff are able to provide support and assistance after the SaaS migration. | |
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Montana State Library
Statewide Library Resources – MT Talking Book Library Work Plan
January – June 2018

Green (no font distinction) – activity progressing as expected.

Yellow (*italicized*) – activity may be delayed but the delays do not necessarily rise to the level of Commission concern

Red (**bolded**) – activity is delayed and Commission attention is warranted

Blue (underlined) – addition or change to the original work plan.

Strategic Framework – Foster Partnerships

Note: Work plan objectives will be evaluated and reprioritized to reflect the impact of budget reductions.

Activities:

- July update – with the loss of the MTBL Regional Librarian and a reader advisor, this work plan will require additional analysis by the Digital Library Director and remaining staff to re-evaluate work priorities. Work delays are indicated as such.
- Improve Customer Service by developing a streamlined interview process for new users.

| Inputs | Outputs | Outcomes | Impacts |
|---|--|---|---|
| <i>Martin Landry, Jackie Crepeau, GG Waldburger, Erin Harris, Bert Rinderle</i> | <i>Develop an easier interview process to benefit new user understanding of MTBL services 2/27/17-Interview worksheet revised and implemented. 5/17-Worksheet evaluated.</i> | <i>A streamlined customized MTBL service for users to understand and enjoy long term.</i> | <i><u>Improve quality of life of users, increased enjoyment, independence, productivity and knowledge</u></i> |

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|--|---|--|---|
| | | | |
| <i>MTBL Knowledge</i> | <i>Develop an audio tutorial for MTBL service options as a tool for new users, making the transition to each new service easier for users. 5/26/2017-audio content reviewed for tutorial script</i> | <i>New users better understand services and staff are more effective and efficient</i> | <i><u>Increase opportunities for users and reduce discrimination by connecting people with impairments to society through MTBL partnerships</u></i> |
| <i>Videos & Training materials</i> | <i>Trained volunteers record a tutorial and staff send one with a digital player to each new user after initial interview 5/17-auditions being scheduled now that new studio is completed.</i> | <i>MTBL staff have more time to develop policies, training, and new services for users who are better served and well-informed on MTBL service options</i> | <i><u>Satisfaction in contributing to society and participating in civic engagement that make a difference</u></i> |
| <i>Volunteer Skills</i> | <i>Follow-up calls by trained volunteer(s) to new users to evaluate success and staff make appropriate adjustments 5/17-volunteer selection being reviewed</i> | <i>New users make informed decisions, enjoy services and connect with more resources</i> | <i><u>Increased happiness of users spreads to families, caregivers, facilities which leads to increased productivity and independence</u></i> |

- Installation of a second recording booth to improve the recording program.
 - July update – this project is complete. The booth is now in use.

| Inputs | Outputs | Outcomes | | Impacts |
|---|--|--|--|--|
| Staff time Erin Harris, Recording Volunteers | A second modular recording studio that meets National Library Service standards for production quality and ADA standards and current codes | MTBL users report increased satisfaction due to improved access to Montana titles and authors. Improved quality of Montana recordings, opportunities for volunteer recruitment and outreach about MTBL’s recording program 5/23/17-interviews planned for auditioning two new volunteer narrators/monitors | | Improved quality of Montana recordings, increase user enjoyment, opportunities for volunteer recruitment and outreach about MTBL’s recording program |
| Modular sound booth from Eckel, Inc. | Increased staff and volunteer time devoted to local recordings. | An increasing number of MTBL recordings are available to MTBL users nationwide through the BARD program. | | |
| Construction performed by the General Services Division and Diamond Construction under contract to GSD. | Volunteers and staff enjoy an improved and expanded recording program environment | Increased number of locally produced records and elimination of the backlog of locally recorded items awaiting post production | | |
| Time from Philip Carbo, Audio Specialist, National Library Service, to inspect the new sound booth | 2/02/2017 Completed booth audio inspection; inspection of entire recording environment recommended when overall project is completed. | | | |

| | | | | |
|---|--|--|--|--|
| An estimated budget of \$112,000 from the Montana State Library/MTBL Trust. | 4/14/17-Planning for a Studio Dedication in June 5/12/17-All construction and signage in preparation for recording in Studio 2 has been completed | 5/17/17-First successful volunteer recording session in Studio 2 | | |
|---|--|--|--|--|

- Outreach to increase awareness and utilization of MTBL services

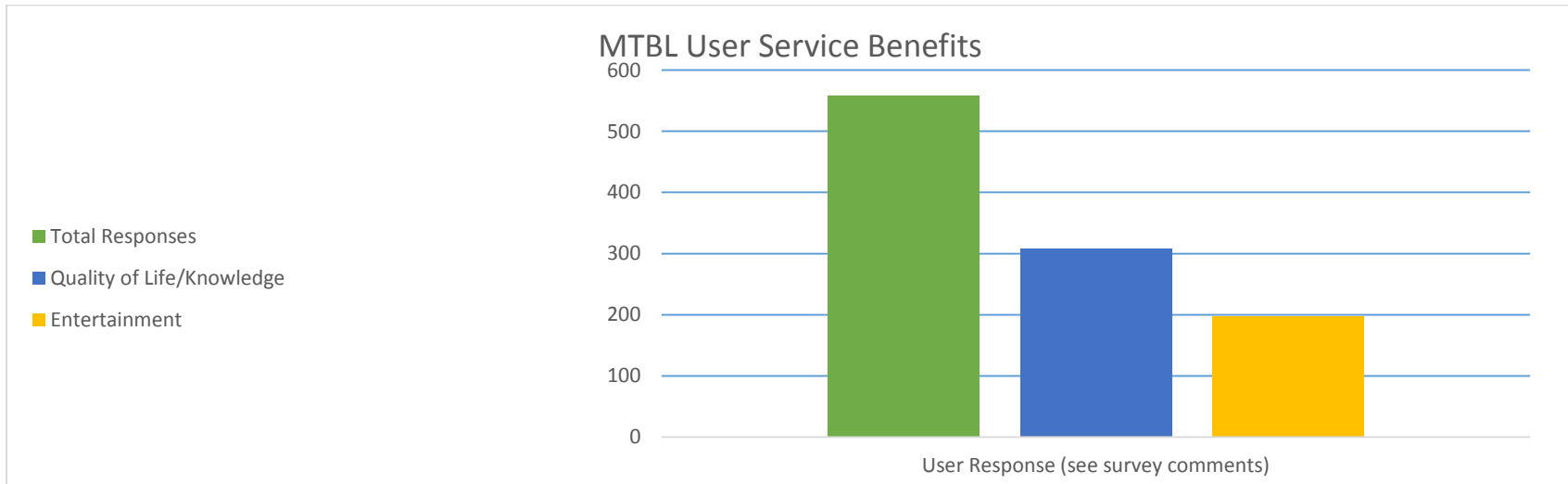
| Inputs | Outputs | Outcomes | Impacts |
|------------------------|---|---|--|
| <i>Staff knowledge</i> | <i>Increase in new users and utilization of MTBL services</i> | <i>Non-users increase awareness of MTBL services and now utilize them</i> | <i>Improve quality of life of users, increased enjoyment, independence, productivity and knowledge</i> |
| <i>Partnerships</i> | <i>Widen opportunities for public presentations and distribution of information materials to increase knowledge of MTBL services 3/29/2017 to 5/24/2017- Distributed MTBL information and application packets to all public libraries</i> | <i>Increased referrals from the public, private and public organizations, and professionals</i> | <i>Increase opportunities for users and reduce discrimination by connecting people with impairments to society through MTBL partnerships</i> |
| <i>Volunteers</i> | <i>Increase public awareness of MTBL services</i> | <i>Increase in knowledge of volunteer opportunities</i> | <i>Satisfaction in contributing to society and participating in civic engagement that make a difference</i> |

| | | | |
|------------------------|---|--|--|
| <i>Staff expertise</i> | <i>Staff impart MTBL service information and options to users in understandable, concise ways</i> | <i>Users are confident in choosing and utilizing MTBL services and knowledgeable about additional accessible resources</i> | <i>Increased happiness of users spreads to families, caregivers, facilities which leads to increased productivity and independence</i> |
|------------------------|---|--|--|

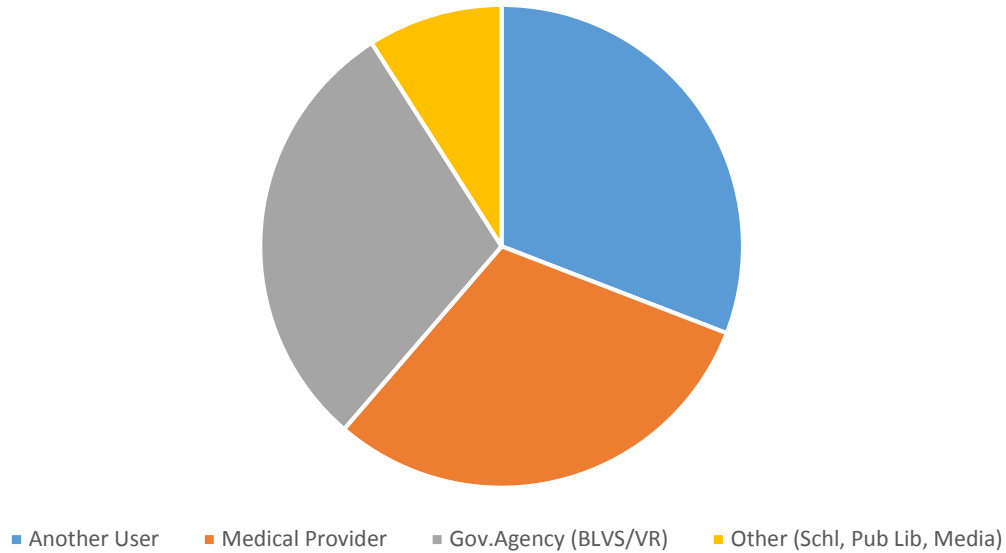
- Outreach to Users to assess service satisfaction and improvement needs
 - July update – the satisfaction survey was completed; staff need to spend time to evaluate the outcomes of the survey.

| Inputs | Outputs | Outcomes | Impacts |
|---|---|--|---|
| <i>MTBL Staff</i> | <i><u>Develop a user survey</u> to assess established user feedback. 10/30/2016 completed.</i> | <i>User survey comments: MTBL services provide users with-sharpened mental acuity; continued contact with the world; connection to own community; being current with own professional literature; improved quality of life</i> | <i>Users are confident their library needs are being understood and met</i> |
| <i>MTBL Staff Knowledge</i> | <i>Analyze results and focus on areas needing change 1/25/2017 completed.</i> | <i>Staff increases knowledge of results, challenges and opportunities in service; identifies areas for improvement.</i> | <i>Users' quality of life is improved</i> |
| <i>Staff - Report and presentation time</i> | <i>Report results to users, MSL managers (03/09/2017), National Library Service (06/14/2017), MSL Commission (partial survey report charted below 03/09/2017)</i> | <i>Better understanding and support of MTBL user needs and satisfaction in customer service. Users have access to Services through improved outreach efforts</i> | <i>Users have knowledge of and access to MTBL services when needed</i> |

| | | | |
|-------------------------|---|--|--|
| | | | |
| <i>Volunteer Skills</i> | <i>Assist MTBL staff in compiling accurate user data (2/8/2017)</i> | <i>Gain knowledge of all MTBL services and computer skills. Positive experiences resulting in outreach to community and personal satisfaction of civic engagement.</i> | |



How Users Learned About MTBL



Strategic Framework – Create a useful information infrastructure

Activities:

- Upgrade WebOpac to improve the quality of user accessibility and independent navigation of online catalog.
 - July update – WebOpac was upgraded on time.

| Inputs | Outputs | Outcomes | Impacts |
|----------------|---|---|---|
| Martin Landry, | Schedule Upgrade with Keystone Automated Library Systems. 3/1/2017- Done. 4/12/2017- SITSD | Staff trained in the upgraded catalog options and are | Users enjoy improved online |

| | | | |
|-----------------|--|---|--|
| | security licensing delays. 5/25/2017- MSL/KLAS Web Configurations Completed | knowledgeable and confident in training online users | catalog access and search capabilities |
| Staff Knowledge | Announcement to users through newsletter, social media and one-to-one training | Staff train users. Users are more confident, know where to find critical information, are not overwhelmed and are more likely to repeat positive online experiences | Users have excellent accessibility of online library collection leading to more independence, are engaged and active in MT library community |
| Martin Landry | Monitor and assess upgrade through user feedback | Report glitches for Keystone to resolve to staff and user satisfaction. Staff manage library resources efficiently and effectively | Users have more options in how services are accessed and utilized. |

- Develop a Braille and Audio Reading Download (BARD) R-Sync storage system for duplication on demand
 - July update – this project remains a priority but is indefinitely delayed. The National Library Service made changes to the R-sync system that will require MSL to rethink how we implement the program. Remaining staff need to understand the changes in order to reprioritize and reallocate workload.

| Inputs | Outputs | Outcomes | Impacts |
|---|--|--|--|
| MSL/MTBL staff, National Library Service staff | Customize an affordable, sustainable local data storage system for easier access to the NLS BARD collection 2/2/2017- Meeting with NLS BARD Team and MSL/SLR/TBL to discuss direct TBL online access to BARD 5/24/2017- Confirmation of SITSD and NLS agreed TBL direct access to BARD R-Sync | MTBL has affordable, sustainable, secure and efficient access to NLS BARD collection and experience an increase in circulation to users | Increase in Non-BARD user enjoyment to faster receipt of preferred and reserved BARD titles |
| MTBL Staff knowledge | Easy and efficient access to BARD titles for duplication on demand | Staff are able to focus knowledge, skills and energy toward development of identified user support service needs | Users have access to additional MTBL services |
| Volunteers | Receive training in ease of access to BARD R-Sync downloading and duplication | Increased technology knowledge and skills | Volunteers achieve confidence and independence via library education and training |

- Train inactive BARD personal computer users in the successful operation of BARD Express.

| Inputs | Outputs | Outcomes | Impacts |
|------------------------------------|--|--|--|
| MTBL Staff and NLS staff knowledge | Receive training on the BARD Express App for personal computer users. Completed 2/28/2017. | Successful training of previous BARD users with personal computers (Windows based) on the BARD Express App. 10% completed 3/10/2017. | Users are independent and satisfied with direct access, navigation and downloading BARD titles |
| MTBL Staff | BARD Express App Outreach to previous BARD personal computer users no longer downloading BARD titles. 10% completed 3/10/2017. 20% completed 4/20/2017. 50% contacted 5/22/2017. | Increase in active BARD users | Previous Users have gained additional ease of access to downloading BARD titles |
| MTBL Staff | Can dedicate time, skills and knowledge to non-BARD users | Better customization of non-BARD user preferences for MTBL services | Non-BARD users experience increased satisfaction of MTBL Services |



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TO: Jennie Stapp
State Librarian

TO: Montana State Library
Commission

FROM: Kris Schmitz
Central Services Manager

FROM: Jennie Stapp
State Librarian

SUBJECT: FY 17 FOURTH QUARTER FINANCIAL REPORT

DATE: August 1, 2017

KMS

Attached to this memo is the fourth quarter financial report for FY 2017, for your consideration.

PROGRAM 01 - OPERATIONS

Listed below is the summary of the changes reflected in the revised budget column.

The amount of \$44,888 was spent this quarter out of the State Library Trust.

| | |
|---|----------|
| Talking Book Trust Account – Sound Booth | \$44,888 |
| Total spent for Sound Booth \$90,145 (Estimated \$89,502) | |

*A new budget category was added called “Buildings” which will report the amount expended on building upgrades related to the TBL sound booth.

The actual general fund reversion for FY 17 is \$97,002, of which around \$83,000 is related to fixed cost & operations budget savings and \$12,500 to equipment reversions. Direction from the Governor’s office for the implementation of HB3, which required at least \$10 million in general fund reductions to agency expenditures for FY 17, required prior approval on all year-end purchases.

All other funding sources will continue into FY 18 and will be brought up on the FY 18 1st quarter financial report or the contract or grant has ended.

Digital Library – Contract funding established this quarter.

Two contract were received from State Agencies and were established using Administrative Appropriation authority (AA).

An Interagency Agreement received from Department of Justice-Natural

Resource Damage Program (NRDP) for \$15,000. MSL will provide GIS support services and maps for the project planners during the implementation of the restoration plan (Yellowstone). Contract runs until 12/30/19.

A contract amendment was received from Department of Natural Resources (DNRC) for \$7,000 bringing the contract total to \$24,552. MSL is providing support for work on the Montana Spatial Data Infrastructure (MSDI) Hydrography Framework. Contract extended to 06/30/18.

Please let me know if I can answer any questions.

**MONTANA STATE LIBRARY
FINANCIAL REPORT**

FUNCTION: 90- Program 01/OPERATIONS

FISCAL YEAR: 17
REPORT PERIOD: 04/1-06/30/17
YEAR EXPENDED: 100%
PAYROLL EXPENDED: 100%

| | Budgeted | Revised Budget | Expended To Date | Year-End Expenditures | Balance Over/Under | % Expd. |
|-------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|------------|
| PERSONAL SERVICES | 3,183,153 | 3,204,569 | 3,145,627 | 3,145,627 | 58,942 | 98% |
| OPERATIONS: | | | | | | |
| Contracted Services | 1,110,093 | 1,037,969 | 960,511 | 960,511 | 77,458 | 93% |
| *Periodical Elec Data | 0 | | | 0 | 0 | 0% |
| *Library Development Projects | 68,682 | 68,682 | 68,682 | 68,682 | 0 | 100% |
| *Resource Sharing-OCLC | 98,886 | 98,886 | 98,886 | 98,886 | 0 | 100% |
| *Resource Sharing-MS | 98,886 | 98,886 | 98,886 | 98,886 | 0 | 100% |
| Supplies and Materials | 166,853 | 152,511 | 148,197 | 148,197 | 4,314 | 97% |
| Communications | 97,198 | 95,991 | 74,614 | 74,614 | 21,377 | 78% |
| Travel | 122,186 | 123,223 | 97,121 | 97,121 | 26,102 | 79% |
| Rent | 372,994 | 378,576 | 371,553 | 371,553 | 7,023 | 98% |
| Repair and Maintenance | 105,250 | 112,780 | 100,862 | 100,862 | 11,918 | 89% |
| Other Expenses | 126,970 | 195,761 | 159,268 | 159,268 | 36,493 | 81% |
| TOTAL OPERATIONS | 2,367,997 | 2,363,264 | 2,178,579 | 2,178,579 | 184,685 | 92% |
| EQUIPMENT: | | | | | | |
| Library Books | 4,097 | 4,097 | 1,218 | 1,218 | 2,879 | 30% |
| Equipment | 9,600 | 9,600 | 0 | 0 | 9,600 | 0% |
| TOTAL EQUIPMENT | 13,697 | 13,697 | 1,218 | 1,218 | 12,479 | 9% |
| SUB-TOTALS | \$5,564,847 | \$5,581,530 | \$5,325,424 | \$5,325,424 | \$256,106 | 95% |
| BUILDINGS: | | | | | | |
| TBL Sound Booth | 35,613 | \$80,079 | \$80,079 | 80,079 | 0 | 100% |
| GRANTS: | | | | | | |
| Federation Grants (CST) | 176,122 | 176,122 | 176,122 | 176,122 | 0 | 100% |
| State Aid Grants-Area/Pop | 395,766 | 395,766 | 395,766 | 395,766 | 0 | 100% |
| LSTA - FY 15 Grants | 117,357 | 117,357 | 117,357 | 117,357 | 0 | 100% |
| LSTA - FY 16 Grants | 23,643 | 23,643 | 300 | 300 | 23,343 | 1% |
| LSTA - FY 17 Grants | 21,056 | 21,056 | 0 | 0 | 21,056 | 0% |
| MLIAC Grants awarded | 231,217 | 231,217 | 226,692 | 226,692 | 4,525 | 98% |
| TOTAL GRANTS | 965,161 | 965,161 | 916,237 | 916,237 | 48,924 | 95% |
| TOTALS | \$6,565,621 | \$6,626,769 | \$6,321,740 | \$6,321,740 | \$305,030 | 95% |

**MONTANA STATE LIBRARY
FINANCIAL REPORT**

FUNCTION: 90- Program 01/OPERATIONS

FISCAL YEAR: 17
REPORT PERIOD: 04/1-06/30/17
YEAR EXPENDED: 100%
PAYROLL EXPENDED: 100%

| | Budgeted | Revised Budget | Expended To Date | Year-End Expenditures | Balance Over/Under | % Expd. |
|-----------------------------------|------------------|------------------|------------------|-----------------------|--------------------|------------|
| FUNDING: | | | | | | |
| General Fund | 3,506,939 | 3,506,939 | 3,409,937 | 3,409,937 | 97,002 | 97% |
| Coal Sev. Tax | 269,304 | 269,304 | 269,304 | 269,304 | 0 | 100% |
| LSTA | 395,606 | 395,606 | 381,950 | 381,950 | 13,656 | 97% |
| LSTA Grants | 769,489 | 769,489 | 651,213 | 651,213 | 118,276 | 85% |
| State Agency Contracts | 283,523 | 283,523 | 283,523 | 283,523 | 0 | 100% |
| Montana Land Information Account | 811,988 | 806,248 | 792,471 | 792,471 | 13,777 | 98% |
| Montana Shared Catalog | 364,470 | 364,470 | 360,603 | 360,603 | 3,867 | 99% |
| Talking Book Trust Acct. | 48,462 | 93,350 | 93,350 | 93,350 | 0 | 100% |
| BA-NRCS-FOREST - Closed | 13,439 | 13,439 | 13,068 | 13,068 | 371 | 97% |
| BA-NRCS-FOREST - New | 40,000 | 40,000 | 19,706 | 19,706 | 20,294 | 49% |
| DNRC- MSDI (AA) | 17,552 | 24,552 | 15,312 | 15,312 | 9,240 | 62% |
| DOJ-NRDP-GIS (AA) | | 15,000 | 0 | 0 | 15,000 | 0% |
| USACE Yellowstone (BA) | 6,389 | 6,389 | 6,389 | 6,389 | 0 | 100% |
| USGS NHD (BA) | 13,717 | 13,717 | 11,905 | 11,905 | 1,812 | 87% |
| SITSD PCB FIRSTNET (AA) | 9,743 | 9,743 | 2,744 | 2,744 | 6,999 | 28% |
| YRCDC-Yellowstone (NB) | 5,000 | 5,000 | 264 | 264 | 4,736 | 5% |
| Washington Foundation - Early Lit | 10,000 | 10,000 | 10,000 | 10,000 | 0 | 100% |
| TOTALS | 6,565,621 | 6,626,769 | 6,321,740 | 6,321,740 | 305,030 | 95% |

Montana State Library Trust Acct.

| | |
|--------------------------------|---------------|
| Balance as of April 1, 2017 | 75,843 |
| Expenditures | (44,888) |
| Donations from 04/1 - 06/30/17 | 10,845 |
| STIP Earnings (Avg. 1.08%) | 226 |
| | <u>42,026</u> |

**MONTANA STATE LIBRARY
FINANCIAL REPORT**

MONTANA DIGITAL LIBRARY
FUNCTION: 1000

FISCAL YEAR: 17
REPORT PERIOD: 04/1-06/30/17
YEAR EXPENDED: 100%
PAYROLL EXPENDED: 100%

| | Budgeted | Revised Budget | Expended To Date | Year-End Expenditures | Balance Over/Under | % Expd. |
|--------------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|------------|
| PERSONAL SERVICES | 1,301,366 | 1,300,481 | 1,245,392 | 1,245,392 | 55,089 | 96% |
| OPERATIONS: | | | | | | |
| Contracted Services | 711,747 | 638,025 | 607,513 | 607,513 | 30,512 | 95% |
| Supplies and Materials | 80,350 | 70,122 | 61,544 | 61,544 | 8,578 | 88% |
| Communications | 31,290 | 32,622 | 24,466 | 24,466 | 8,156 | 75% |
| Travel | 31,809 | 25,776 | 22,679 | 22,679 | 3,097 | 88% |
| Rent | 180,080 | 180,207 | 178,066 | 178,066 | 2,141 | 99% |
| Repair and Maintenance | 4,470 | 6,329 | 5,383 | 5,383 | 946 | 85% |
| Other Expenses | 22,137 | 85,648 | 77,125 | 77,125 | 8,523 | 90% |
| TOTAL OPERATIONS | 1,061,883 | 1,038,729 | 976,776 | 976,776 | 61,953 | 94% |
| EQUIPMENT: | | | | | | |
| Library Books | 4,097 | 4,097 | 1,218 | 1,218 | 2,879 | 30% |
| Equipment | 0 | | | | | |
| TOTAL EQUIPMENT | 4,097 | 4,097 | 1,218 | 1,218 | 2,879 | 30% |
| SUB-TOTALS | \$2,367,346 | \$2,343,307 | \$2,223,386 | \$2,223,386 | \$119,921 | 95% |
| Montana Land Information Grants | 231,217 | 231,217 | 226,692 | 226,692 | 4,525 | 98% |
| TOTAL GRANTS | 231,217 | 231,217 | 226,692 | 226,692 | 4,525 | 98% |
| TOTALS | \$2,598,563 | \$2,574,524 | \$2,450,077 | \$2,450,077 | \$124,446 | 95% |
| FUNDING: | | | | | | |
| General Fund: | 1,392,983 | 1,352,683 | 1,299,636 | 1,299,636 | 53,047 | 96% |
| Coal Sev. Tax: | 21,500 | 21,500 | 21,500 | 21,500 | 0 | 100% |
| Montana Land Information Acct | 794,717 | 788,977 | 776,030 | 776,030 | 12,947 | 98% |
| Fish Wildlife and Parks (FW&P) | 69,342 | 69,342 | 69,342 | 69,342 | 0 | 100% |
| Dept. of Environmental Quality (DEC) | 88,928 | 88,928 | 88,928 | 88,928 | 0 | 100% |
| Mt. Depart. Of Transportation (DOT) | 31,845 | 31,845 | 31,845 | 31,845 | 0 | 100% |
| Dept. of Natural Resources (DNRC) | 49,155 | 49,155 | 49,155 | 49,155 | 0 | 100% |
| University | 44,253 | 44,253 | 44,253 | 44,253 | 0 | 100% |
| DOA-SITSD_PSCB_Firstnet (AA) | 9,743 | 9,743 | 2,744 | 2,744 | 6,999 | 28% |
| DNRC- MSDI (AA) | 17,552 | 24,552 | 15,312 | 15,312 | 9,240 | 62% |
| DOJ-NRDP-GIS (AA) | | 15,000 | | | 15,000 | 0% |
| NRCS-FOREST-BA | 13,439 | 13,439 | 13,068 | 13,068 | 371 | 97% |
| NRCS-FOREST-BA | 40,000 | 40,000 | 19,706 | 19,706 | 20,294 | 49% |
| USACE Yellowstone | 6,389 | 6,389 | 6,389 | 6,389 | 0 | 100% |
| YRCDC-Yellowstone | 5,000 | 5,000 | 264 | 264 | 4,736 | 5% |
| USGS-NHD - BA | 13,717 | 13,717 | 11,905 | 11,905 | 1,812 | 87% |
| TOTALS | 2,598,563 | 2,574,524 | 2,450,077 | 2,450,077 | 124,446 | 95% |

Montana Land Information Account

| | |
|-----------------------------|------------------|
| Balance as of July 1, 2016 | 906,572 |
| Expenditures | (792,471) |
| Prior year adjustments | 25,361 |
| Revenue from 07/1 -06/30/17 | 882,532 |
| STIP Earnings (Avg. 0.758%) | 8,444 |
| | <u>1,030,438</u> |

**MONTANA STATE LIBRARY
FINANCIAL REPORT**

FUNCTION: 20-LIBRARY DEVELOPMENT DEPARTMENT

FISCAL YEAR: 17
REPORT PERIOD: 04/1-06/30/17
YEAR EXPENDED: 100%
PAYROLL EXPENDED: 100%

| | Budgeted | Revised Budget | Expended To Date | Year-End Expenditures | Balance Over/Under | % Expd. |
|--|--------------------|--------------------|--------------------|-----------------------|--------------------|------------|
| PERSONAL SERVICES | 442,217 | 444,947 | 441,838 | 441,838 | 3,109 | 99% |
| OPERATIONS: | | | | | | |
| Contracted Services | 301,237 | 290,350 | 259,868 | 259,868 | 30,482 | 90% |
| *Periodical Elec Data | 0 | 0 | | 0 | 0 | 0% |
| *Library Development Project | 68,682 | 68,682 | 68,682 | 68,682 | 0 | 100% |
| *Resource Sharing - OCLC | 98,886 | 98,886 | 98,886 | 98,886 | 0 | 100% |
| *Resource Sharing - MSC | 98,886 | 98,886 | 98,886 | 98,886 | 0 | 100% |
| Supplies and Materials | 9,023 | 5,672 | 2,858 | 2,858 | 2,814 | 50% |
| Communications | 14,569 | 14,706 | 13,454 | 13,454 | 1,252 | 91% |
| Travel | 52,342 | 54,463 | 32,342 | 32,342 | 22,121 | 59% |
| Rent | 65,845 | 70,445 | 69,395 | 69,395 | 1,050 | 99% |
| Repair and Maintenance | 60,847 | 66,847 | 54,927 | 54,927 | 0 | 0% |
| Other Expenses | 42,672 | 43,385 | 29,414 | 29,414 | 13,971 | 68% |
| TOTAL OPERATIONS | 812,988 | 812,321 | 728,711 | 728,711 | 83,610 | 90% |
| EQUIPMENT: | | | | | | |
| Library Books | 0 | | | | 0 | 0% |
| Equipment | 0 | | | | 0 | 0% |
| TOTAL EQUIPMENT | 0 | 0 | 0 | 0 | 0 | 0% |
| SUB-TOTALS | \$1,255,205 | \$1,257,268 | \$1,170,549 | \$1,170,549 | \$86,719 | 93% |
| GRANTS: | | | | | | |
| Federation Grants (CST) | 176,122 | 176,122 | 176,122 | 176,122 | 0 | 100% |
| State Aid Grants | 395,766 | 395,766 | 395,766 | 395,766 | 0 | 100% |
| LSTA 15 | 117,357 | 117,357 | 117,357 | 117,357 | 0 | 100% |
| LSTA 16 | 23,643 | 23,643 | 300 | 300 | 23,343 | 1% |
| LSTA 17 | 21,056 | 21,056 | 0 | 0 | 21,056 | 0% |
| TOTAL GRANTS | 733,944 | 733,944 | 689,545 | 689,545 | 44,399 | 94% |
| TOTALS | \$1,989,149 | \$1,991,212 | \$1,860,094 | \$1,860,094 | \$131,118 | 93% |
| FUNDING: | | | | | | |
| General Fund: | 866,845 | 878,445 | 869,071 | 869,071 | 9,374 | 99% |
| Coal Sev. Tax: | 247,804 | 247,804 | 247,804 | 247,804 | 0 | 100% |
| LSTA | 145,195 | 145,195 | 141,484 | 141,484 | 3,711 | 97% |
| LSTA - GRANTS | 354,835 | 345,298 | 231,133 | 231,133 | 114,165 | 67% |
| Proprietary - Montana Shared Catalog | 364,470 | 364,470 | 360,603 | 360,603 | 3,867 | 99% |
| Washington Foundation - Early Lit | 10,000 | 10,000 | 10,000 | 10,000 | 0 | 100% |
| TOTALS | 1,989,149 | 1,991,212 | 1,860,094 | 1,860,094 | 131,118 | 93% |
| Montana Shared Catalog | | | | | | |
| Balance from 3rd Quarter | 93,846 | | | | | |
| Incoming new revenue | 58,445 | | | | | |
| Incoming new revenue - Deferred into FY 18 | (58,445) | | | | | |
| Prior yr - State Fund dividend | 76 | | | | | |
| Expenditures | (60,127) | | | | | |
| Cash Balance | 33,795 | | | | | |

MONTANA STATE LIBRARY FINANCIAL REPORT

FUNCTION: 40-Talking Book Library

FISCAL YEAR: 17
 REPORT PERIOD: 04/1-06/30/17
 YEAR EXPENDED: 100%
 PAYROLL EXPENDED: 100%

| | Budgeted | Revised Budget | Expended To Date | Year-End Expenditures | Balance Over/Under | % Expd. |
|--------------------------|------------------|------------------|------------------|-----------------------|--------------------|-------------|
| PERSONAL SERVICES | 296,245 | 328,845 | 334,501 | 334,501 | (5,656) | 102% |
| OPERATIONS: | | | | | | |
| Contracted Services | 14,267 | 17,424 | 17,381 | 17,381 | 43 | 100% |
| Supplies and Materials | 13,688 | 13,608 | 13,336 | 13,336 | 272 | 98% |
| Communications | 14,660 | 14,819 | 10,801 | 10,801 | 4,018 | 73% |
| Travel | 3,868 | 2,993 | 2,993 | 2,993 | 0 | 100% |
| Rent | 124,857 | 124,857 | 121,026 | 121,026 | 3,831 | 97% |
| Repair and Maintenance | 10,757 | 10,837 | 10,787 | 10,787 | 50 | 100% |
| Other Expenses | 3,573 | 6,356 | 6,356 | 6,356 | 0 | 100% |
| TOTAL OPERATIONS | 185,670 | 190,894 | 182,680 | 182,680 | 8,214 | 96% |
| EQUIPMENT: | | | | | | |
| Library Books | 0 | | | | 0 | 106% |
| Equipment | 0 | | | | 0 | 0% |
| TOTAL EQUIPMENT | 0 | | | | 0 | 0% |
| BUILDINGS | | | | | | |
| TBL Sound booth | 35,613 | 80,079 | 80,079 | 80,079 | 0 | 100% |
| SUB-TOTALS | \$517,528 | \$599,817 | \$597,260 | \$597,260 | \$2,558 | 100% |
| GRANTS: | | | | | | |
| LSTA - Grants | 0 | | | | 0 | 0% |
| TOTAL GRANTS | 0 | 0 | 0 | 0 | 0 | 0% |
| TOTALS | \$517,529 | \$599,817 | \$597,260 | \$597,260 | \$2,558 | 100% |
| FUNDING: | | | | | | |
| General Fund: | 271,728 | 309,128 | 306,233 | 306,233 | 2,895 | 99% |
| Coal Sev. Tax: | 0 | 0 | 0 | 0 | 0 | 0% |
| LSTA | 197,339 | 197,339 | 197,676 | 197,676 | (337) | 100% |
| Misc. Revenue: | 0 | 0 | 0 | 0 | 0 | 0% |
| Talking Book Trust Acct. | 48,462 | 93,350 | 93,350 | 93,350 | 0 | 0% |
| TOTALS | 517,529 | 599,817 | 597,260 | 597,260 | 2,558 | 100% |

**MONTANA STATE LIBRARY
FINANCIAL REPORT**

FUNCTION: 05- Administration

FISCAL YEAR: 17
REPORT PERIOD: 04/1-06/30/17
YEAR EXPENDED: 100%
PAYROLL EXPENDED: 100%

| | Budgeted | Revised Budget | Expended To Date | Year-End Expenditures | Balance Over/Under | % Expd. |
|-----------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|------------|
| PERSONAL SERVICES | 754,421 | 744,121 | 741,347 | 741,347 | 2,774 | 100% |
| OPERATIONS: | | | | | | |
| Contracted Services | 79,742 | 89,084 | 72,662 | 72,662 | 16,422 | 82% |
| Supplies and Materials | 62,650 | 61,730 | 69,268 | 69,268 | (7,538) | 112% |
| Communications | 33,878 | 30,975 | 23,028 | 23,028 | 7,947 | 74% |
| Travel | 19,100 | 24,767 | 24,173 | 24,173 | 594 | 98% |
| Rent | 2,212 | 3,067 | 3,066 | 3,066 | 1 | 0% |
| Repair and Maintenance | 29,176 | 28,767 | 29,766 | 29,766 | (999) | 103% |
| Other Expenses | 54,948 | 56,915 | 42,919 | 42,919 | 13,996 | 75% |
| TOTAL OPERATIONS | 281,706 | 295,305 | 264,882 | 264,882 | 30,423 | 90% |
| EQUIPMENT: | | | | | | |
| Library Books | 0 | | | | 0 | 0% |
| Equipment | 9,600 | 9,600 | | 0 | 9,600 | 0% |
| TOTAL EQUIPMENT | 9,600 | 9,600 | 0 | 0 | 9,600 | 0% |
| SUB-TOTALS | \$1,045,727 | \$1,049,026 | \$1,006,228 | \$1,006,228 | \$42,797 | 96% |
| GRANTS: | | | | | | |
| Federation Grants (CST) | 0 | | | | 0 | 0% |
| State Aid Grants | 0 | | | | 0 | 0% |
| LSTA - FY 15 Grants | 0 | | | | 0 | 0% |
| LSTA - FY 16 Grants | 0 | | | | 0 | 0% |
| TOTAL GRANTS | 0 | 0 | 0 | 0 | 0 | 0% |
| TOTALS | \$1,045,726 | \$1,049,026 | \$1,006,228 | \$1,006,228 | \$42,797 | 96% |
| FUNDING: | | | | | | |
| General Fund: | 975,383 | 966,683 | 934,997 | 934,997 | 31,686 | 97% |
| Montana Land Information Acc | 17,271 | 17,271 | 16,441 | 16,441 | 830 | 95% |
| LSTA | 53,072 | 53,072 | 42,790 | 42,790 | 10,282 | 81% |
| LSTA - Grants | 0 | 12,000 | 12,000 | 12,000 | 0 | 0% |
| Misc. Revenue: | 0 | | | 0 | 0 | 0% |
| Montana State Library Trust Acct. | | | | | 0 | 0% |
| TOTALS | 1,045,726 | 1,049,026 | 1,006,228 | 1,006,228 | 42,797 | 96% |

**MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 17 OPERATIONAL BUDGET
State Library Commission**

| | Budget General Fund | Expended To Date | Total Year-End | Balance |
|--------------------------------|---------------------------|---------------------|-------------------|----------------|
| Per Diem | 3,350 | 2,200 | 2,200 | 1,150 |
| TOTAL PERSONAL SERVICES | 3,350 | 2,200 | 2,200 | 1,150 |
| OPERATIONS: | | | | |
| Contracted Services | 0 | 0 | | 0 |
| Supplies and Materials | 100 | 91 | 91 | 9 |
| Communications | 0 | 0 | | 0 |
| Travel | 14,895 | 14,896 | 14,896 | (1) |
| Rent | 0 | 0 | | 0 |
| Repair and Maintenance | 0 | 0 | | 0 |
| Other Expenses | 4,105 | 4,105 | 4,105 | 0 |
| TOTAL OPERATIONS | 19,100 | 19,092 | 19,092 | 8 |
| TOTAL BUDGET | \$22,450 | \$21,292 | \$21,292 | \$1,158 |

* Original budget \$19,350 increased to \$22,450

**MONTANA STATE LIBRARY
FINANCIAL REPORT
LSTA 16 GRANT AWARD**

**LSTA - NETWORKING CONSULTANTS - Big Timber
GRANT RUNS - 10/01/15 - 09/30/17**

FISCAL YEAR: 17
REPORT PERIOD: 04/01/2017 - 06/30/2017
YEAR EXPENDED: 100%
PAYROLL EXPENDED: 100%

| | Budgeted | Revised Budget | Expended to Date | Year-End Expenditures | Balance Over/Under | % Expd. |
|------------------------|----------|----------------|------------------|-----------------------|--------------------|---------|
| PERSONAL SERVICES | 53,986 | 54,002 | 54,000 | 54,000 | 2 | 100% |
| OPERATIONS: | | | | | | |
| Contracted Services | 600 | 588 | 588 | 588 | 0 | 100% |
| Supplies and Materials | | 50 | 50 | 50 | 0 | 0% |
| Communications | 600 | 629 | 628 | 628 | 1 | 100% |
| Travel | 3,300 | 3,487 | 3,486 | 3,486 | 1 | 100% |
| Rent | | | | | 0 | 0% |
| Repair and Maintenance | | | | | 0 | 0% |
| Other Expenses | 500 | 309 | 309 | 309 | 0 | 0% |
| TOTAL OPERATIONS | 5,000 | 5,063 | 5,061 | 5,061 | 2 | 100% |
| EQUIPMENT: | | | | | | |
| Equipment | 0 | 0 | 0 | 0 | 0 | 0% |
| Automation | 0 | 0 | 0 | 0 | 0 | 0% |
| TOTAL EQUIPMENT | 0 | 0 | 0 | 0 | 0 | 0% |
| SUB-TOTALS | \$58,986 | \$59,065 | \$59,061 | \$59,061 | \$4 | 100% |
| TOTALS | \$58,986 | \$59,065 | \$59,061 | \$59,061 | \$4 | 100% |
| FUNDING: | | | | | | |
| LSTA: | 58,986 | 59,065 | 59,061 | 59,061 | 4 | 100% |
| TOTALS | 58,986 | 59,065 | 59,061 | 59,061 | 4 | 100% |

**LSTA - NETWORKING CONSULTANTS - BILLINGS
GRANT RUNS - 10/01/15 - 09/30/17**

FISCAL YEAR: 17
REPORT PERIOD: 04/01/2017 - 06/30/2017
YEAR EXPENDED: 100%
PAYROLL EXPENDED: 100%

| | Budgeted | Revised Budget | Expended to Date | Projected Year-End Expenditures | Projected Balance Over/Under | Proj. % Expd. |
|------------------------|----------|----------------|------------------|---------------------------------|------------------------------|---------------|
| PERSONAL SERVICES | 62,839 | 63,021 | 63,020 | 63,020 | 1 | 100% |
| OPERATIONS: | | | | | | |
| Contracted Services | 588 | 588 | 588 | 588 | 0 | 100% |
| Supplies and Materials | 0 | 0 | 0 | 0 | 0 | 0% |
| Communications | 580 | 684 | 683 | 683 | 1 | 100% |
| Travel | 3,332 | 3,498 | 3,498 | 3,498 | 0 | 100% |
| Rent | 0 | 0 | 0 | 0 | 0 | 0% |
| Repair and Maintenance | 0 | 0 | 0 | 0 | 0 | 0% |
| Other Expenses | 500 | 524 | 524 | 524 | 0 | 100% |
| TOTAL OPERATIONS | 5,000 | 5,294 | 5,293 | 5,293 | 1 | 100% |
| EQUIPMENT: | | | | | | |
| Equipment | 0 | 0 | 0 | 0 | 0 | 0% |
| Automation | 0 | 0 | 0 | 0 | 0 | 0% |
| TOTAL EQUIPMENT | 0 | 0 | 0 | 0 | 0 | 0% |
| SUB-TOTALS | \$67,839 | \$68,315 | \$68,313 | \$68,313 | \$2 | 100% |
| TOTALS | \$67,839 | \$68,315 | \$68,313 | \$68,313 | \$2 | 100% |
| FUNDING: | | | | | | |
| LSTA: | 67,839 | 68,315 | 68,313 | 68,313 | 2 | 100% |
| TOTALS | 67,839 | 68,315 | 68,313 | 68,313 | 2 | 100% |

**MONTANA STATE LIBRARY
FINANCIAL REPORT
LSTA 16 GRANT AWARD**

LSTA - NETWORKING CONSULTANTS - Bozeman
GRANT RUNS - 10/01/15 - 09/30/17

FISCAL YEAR: 17
REPORT PERIOD: 04/01/2017 - 06/30/2017
YEAR EXPENDED: 100%
PAYROLL EXPENDED: 100%

| | Budgeted | Revised Budget | Expended to Date | Projected Year-End Expenditures | Projected Balance Over/Under | Proj. % Expd. |
|------------------------|----------|----------------|------------------|---------------------------------|------------------------------|---------------|
| PERSONAL SERVICES | 51,413 | 49,911 | 49,792 | 49,792 | 119 | 100% |
| OPERATIONS: | | | | | | |
| Contracted Services | 536 | 537 | 536 | 536 | 1 | 100% |
| Supplies and Materials | 0 | 0 | 0 | 0 | 0 | 0% |
| Communications | 581 | 568 | 567 | 567 | 1 | 100% |
| Travel | 3,383 | 3,039 | 3,039 | 3,039 | 0 | 100% |
| Rent | 0 | 0 | | 0 | 0 | 0% |
| Repair and Maintenance | 0 | 0 | | 0 | 0 | 0% |
| Other Expenses | 500 | 496 | 495 | 495 | 1 | 100% |
| TOTAL OPERATIONS | 5,000 | 4,640 | 4,637 | 4,637 | 3 | 100% |
| EQUIPMENT: | | | | | | |
| Equipment | 0 | 0 | 0 | 0 | 0 | 0% |
| Automation | 0 | 0 | 0 | 0 | 0 | 0% |
| TOTAL EQUIPMENT | 0 | 0 | 0 | 0 | 0 | 0% |
| SUB-TOTALS | \$56,413 | \$54,551 | \$54,429 | \$54,429 | \$122 | 100% |
| TOTALS | \$56,413 | \$54,551 | \$54,429 | \$54,429 | \$122 | 100% |
| FUNDING: | | | | | | |
| LSTA: | 56,413 | 54,551 | 54,429 | 54,429 | 122 | 100% |
| TOTALS | 56,413 | 54,551 | 54,429 | 54,429 | 122 | 100% |

**MONTANA STATE LIBRARY
FINANCIAL REPORT
LSTA 16 GRANT AWARD**

**LSTA - Statewide Collaborative Services
GRANT RUNS - 10/01/15 - 09/30/17**

FISCAL YEAR: 17
REPORT PERIOD: 04/01/17 - 06/30/17
YEAR EXPENDED: 100%
PAYROLL EXPENDED: 100%

| | Budgeted | Revised Budget | Expended to Date | Projected Year-End Expenditures | Projected Balance Over/Under | Proj. % Expd. |
|------------------------|----------|----------------|------------------|---------------------------------|------------------------------|---------------|
| PERSONAL SERVICES | 91,825 | 91,627 | 91,140 | 91,140 | 487 | 99% |
| OPERATIONS: | | | | | | |
| Contracted Services | | | | 0 | 0 | 0% |
| Supplies and Materials | | | | 0 | 0 | 0% |
| Communications | 750 | 643 | 643 | 643 | 0 | 100% |
| Travel | | | | 0 | 0 | 0% |
| Rent | | | | 0 | 0 | 0% |
| Repair and Maintenance | | | | 0 | 0 | 0% |
| Other Expenses | | | | 0 | 0 | 0% |
| TOTAL OPERATIONS | 750 | 643 | 643 | 643 | 0 | 100% |
| EQUIPMENT: | | | | | | |
| Equipment | | | | | 0 | |
| Automation | | | | | 0 | |
| TOTAL EQUIPMENT | 0 | 0 | 0 | 0 | 0 | |
| SUB-TOTALS | \$92,575 | \$92,270 | \$91,783 | \$91,783 | \$487 | 99% |
| TOTALS | \$92,575 | \$92,270 | \$91,783 | \$91,783 | \$487 | 99% |
| FUNDING: | | | | | | |
| LSTA: | \$92,575 | \$92,270 | \$91,783 | \$91,783 | \$487 | 99% |
| TOTALS | \$92,575 | \$92,270 | \$91,783 | \$91,783 | \$487 | 99% |

**MONTANA STATE LIBRARY
FINANCIAL REPORT
LSTA 16 GRANT AWARD**

LSTA - TRAINER POSITION
GRANT RUNS - 10/01/15 - 09/30/17

FISCAL YEAR: 17
REPORT PERIOD: 04/01/17 -06/30/17
YEAR EXPENDED: 100%
PAYROLL EXPENDED: 100%

| | Budgeted | Revised Budget | Expended to Date | Year-End Expenditures | Balance Over/Under | % Expd. |
|-------------------------|-----------------|-----------------|------------------|-----------------------|--------------------|-------------|
| PERSONAL SERVICES | 51,570 | 51,570 | 50,539 | 50,539 | 1,031 | 98% |
| OPERATIONS: | | | | | | |
| Contracted Services | | | | 0 | 0 | 0% |
| Supplies and Materials | 0 | 0 | 0 | 0 | 0 | 0% |
| Communications | 180 | 160 | 160 | 160 | 0 | 100% |
| Travel | 3,320 | 4,194 | 4,193 | 4,193 | 1 | 100% |
| Rent | | | | 0 | 0 | 0% |
| Repair and Maintenance | 0 | 0 | | 0 | 0 | 0% |
| Other Expenses | 500 | 492 | 491 | 491 | 1 | 100% |
| TOTAL OPERATIONS | 4,000 | 4,846 | 4,844 | 4,844 | 2 | 100% |
| EQUIPMENT: | | | | | | |
| Equipment | | | | | 0 | 0% |
| Automation | | | | | 0 | 0% |
| TOTAL EQUIPMENT | 0 | 0 | 0 | 0 | 0 | 0% |
| SUB-TOTALS | \$55,570 | \$56,416 | \$55,383 | \$55,383 | \$1,033 | 98% |
| TOTALS | \$55,570 | \$56,416 | \$55,383 | \$55,383 | \$1,033 | 98% |
| FUNDING: | | | | | | |
| LSTA: | 55,570 | 56,416 | 55,383 | 55,383 | 1,033 | 98% |
| TOTALS | 55,570 | 56,416 | 55,383 | 55,383 | 1,033 | 98% |

**MONTANA STATE LIBRARY
FINANCIAL REPORT
LSTA 16 GRANT AWARD**

**LSTA - LifeLongLearning
GRANT RUNS - 10/01/15 - 09/30/17**

FISCAL YEAR: 17
REPORT PERIOD: 04/01/17 -06/30/17
YEAR EXPENDED: 50%
PAYROLL EXPENDED: 48%

| | Budgeted | Revised Budget | Expended to Date | Year-End Expenditures | Balance Over/Under | Proj. % Expd. |
|------------------------|-----------------|-----------------|------------------|-----------------------|--------------------|---------------|
| PERSONAL SERVICES | 62,100 | 62,100 | 60,478 | 60,478 | 1,622 | 97% |
| OPERATIONS: | | | | | | |
| Contracted Services | 1,365 | 1,363 | 1,363 | 1,363 | 0 | 0% |
| Supplies and Materials | 1,102 | 1,290 | 1,102 | 1,102 | 188 | 85% |
| Communications | 110 | 185 | 184 | 184 | 1 | 99% |
| Travel | 1,158 | 900 | 613 | 613 | 287 | 68% |
| Rent | 0 | 0 | 0 | 0 | 0 | 0% |
| Repair and Maintenance | 0 | 0 | 0 | 0 | 0 | 0% |
| Other Expenses | 1,265 | 1,262 | 1,261 | 1,261 | 1 | 100% |
| TOTAL OPERATIONS | 5,000 | 5,000 | 4,523 | 4,523 | 477 | 90% |
| EQUIPMENT: | | | | | | |
| Equipment | | | | | 0 | 0% |
| Automation | | | | | 0 | 0% |
| TOTAL EQUIPMENT | 0 | 0 | 0 | 0 | 0 | 0% |
| SUB-TOTALS | \$67,100 | \$67,100 | \$65,001 | \$65,001 | \$2,099 | 97% |
| TOTALS | \$67,100 | \$67,100 | \$65,001 | \$65,001 | \$2,099 | 97% |
| FUNDING: | | | | | | |
| LSTA: | 67,100 | 67,100 | 65,001 | 65,001 | 2,099 | 97% |
| TOTALS | 67,100 | 67,100 | 65,001 | 65,001 | 2,099 | 97% |

**MONTANA STATE LIBRARY
FINANCIAL REPORT
LSTA 16 GRANT AWARD**

**LSTA - LifeLongLearning
GRANT RUNS - 10/01/15 - 09/30/17**

FISCAL YEAR: 17
REPORT PERIOD: 04/01/17 -06/30/17
YEAR EXPENDED: 100%
PAYROLL EXPENDED:100%

| | Budgeted | Revised Budget | Expended to Date | Year-End Expenditures | Balance Over/Under | Proj. % Expd. |
|------------------------|-----------------|-----------------|------------------|-----------------------|--------------------|---------------|
| PERSONAL SERVICES | 62,100 | 62,100 | 60,478 | 60,478 | 1,622 | 97% |
| OPERATIONS: | | | | | | |
| Contracted Services | 1,365 | 1,363 | 1,363 | 1,363 | 0 | 0% |
| Supplies and Materials | 1,102 | 1,290 | 1,102 | 1,102 | 188 | 85% |
| Communications | 110 | 185 | 184 | 184 | 1 | 99% |
| Travel | 1,158 | 900 | 613 | 613 | 287 | 68% |
| Rent | 0 | 0 | 0 | 0 | 0 | 0% |
| Repair and Maintenance | 0 | 0 | 0 | 0 | 0 | 0% |
| Other Expenses | 1,265 | 1,262 | 1,261 | 1,261 | 1 | 100% |
| TOTAL OPERATIONS | 5,000 | 5,000 | 4,523 | 4,523 | 477 | 90% |
| EQUIPMENT: | | | | | | |
| Equipment | | | | | 0 | 0% |
| Automation | | | | | 0 | 0% |
| TOTAL EQUIPMENT | 0 | 0 | 0 | 0 | 0 | 0% |
| SUB-TOTALS | \$67,100 | \$67,100 | \$65,001 | \$65,001 | \$2,099 | 97% |
| TOTALS | \$67,100 | \$67,100 | \$65,001 | \$65,001 | \$2,099 | 97% |
| FUNDING: | | | | | | |
| LSTA: | 67,100 | 67,100 | 65,001 | 65,001 | 2,099 | 97% |
| TOTALS | 67,100 | 67,100 | 65,001 | 65,001 | 2,099 | 97% |

**MONTANA STATE LIBRARY
FINANCIAL REPORT
LSTA 16 GRANT AWARD**

**LSTA - WHATS YOUR STORY PROGRAMMING
GRANT RUNS - 10/01/15 - 09/30/17**

FISCAL YEAR: 17
REPORT PERIOD: 04/01/17 - 06/30/17
YEAR EXPENDED: 100%
PAYROLL EXPENDED: 100%

| | Budgeted | Revised Budget | Expended to Date | Year-End Expenditures | Balance Over/Under | Proj. % Expd. |
|--------------------------|-----------------|-----------------|------------------|-----------------------|--------------------|---------------|
| PERSONAL SERVICES | 15,171 | 13,943 | 13,580 | 13,580 | 363 | 97% |
| OPERATIONS: | | | | | | |
| Contracted Services | 11 | 11 | 11 | 11 | 0 | 0% |
| Supplies and Materials | 40 | 40 | 39 | 39 | 1 | 0% |
| Communications | 0 | 0 | 0 | 0 | 0 | 0% |
| Travel | 574 | 106 | 106 | 106 | 0 | 100% |
| Rent | | | | 0 | 0 | 0% |
| Repair and Maintenance | | | | 0 | 0 | 0% |
| Other Expenses | 375 | 374 | 374 | 374 | 0 | 0% |
| TOTAL OPERATIONS | 1,000 | 531 | 530 | 530 | 1 | 100% |
| EQUIPMENT: | | | | | | |
| Equipment | | | | | 0 | 0% |
| Automation | | | | | 0 | 0% |
| TOTAL EQUIPMENT | 0 | 0 | 0 | 0 | 0 | 0% |
| SUB-TOTALS | \$16,171 | \$14,474 | \$14,110 | \$14,110 | \$364 | 97% |
| TOTALS | \$16,171 | \$14,474 | \$14,110 | \$14,110 | \$364 | 97% |
| FUNDING: | | | | | | |
| LSTA: | 16,171 | 14,474 | 14,110 | 14,110 | 364 | 97% |
| TOTALS | 16,171 | 14,474 | 14,110 | 14,110 | 364 | 97% |



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TO: Jennie Stapp
State Librarian

TO: Montana State Library
Commission

FROM: Kris Schmitz
Central Services Manager

FROM: Jennie Stapp
State Librarian

SUBJECT: FY 18 STATE LIBRARY BUDGET

DATE: August 8, 2017

KMS US

Attached to this memo is the proposed operational budget for FY 2018, for your consideration.

This is the start-up budget from HB0002 (General Appropriation Act), HB0576 (Proprietary) & SB0261 (Revenue Triggers Reductions). As a reminder, HB0002 included a reduction in the budget of (\$309,178), made up of 6% vacancy savings, 5% operations cut and an IT reduction. In your 1st quarter, financial report you will see any of the carry over funds from FY 17 and all Digital Library contracts that are continuing will be added to this start-up budget. You will be provided a detailed breakout budget at that time too.

LSTA Funds are approved by the Legislature as continuing appropriations and are established as an estimate. They work as placeholders and throughout the year, I will be adjusting the sub-classes between the LSTA years and moving the budget into projects as you approve the yearly awards.

Montana Land Information Account currently shows as appropriated by the Legislature, which was based on an estimate. It will be adjusted in your FY 18 1st quarter financial report to reflect the budget authorized in the Montana Land Plan.

Please let me know if I can answer any questions.

MONTANA STATE LIBRARY FY 18 OPERATIONAL BUDGET

| | FY 18 HB0002 & MSC | FY 18 SB0261 Mandatory Cuts | FY 18 New Budget Total |
|---|-----------------------|-----------------------------------|------------------------------|
| Full Time Equivalent (FTE) Level | 33.08 | 0.00 | 33.08 |
| PERSONAL SERVICES | 2,353,238 | (358,665) | 1,994,573 |
| OPERATIONS | | | |
| Contracted Services | 1,075,614 | (115,404) | 960,210 |
| Periodical Elec Data | 0 | | 0 |
| Coal Tax Projects, Programming/Infrastructure | 292,628 | | 292,628 |
| *Resource Sharing-OCLC | 98,886 | | 98,886 |
| *Resource Sharing-MSc | 98,886 | (98,886) | 0 |
| Supplies and Materials | 39,098 | | 39,098 |
| Communications | 27,666 | | 27,666 |
| Travel | 83,160 | | 83,160 |
| Rent | 378,786 | (108,506) | 270,280 |
| Repair and Maintenance | 40,923 | | 40,923 |
| Other Expenses | 92,048 | | 92,048 |
| TOTAL OPERATIONS | 2,227,694 | (322,796) | 1,904,899 |
| EQUIPMENT: | | | |
| Library Books | 0 | 0 | 0 |
| Equipment | 13,697 | 0 | 13,697 |
| TOTAL EQUIPMENT | 13,697 | 0 | 13,697 |
| SUB-TOTALS | 4,594,629 | (681,461) | 3,913,169 |
| GRANTS: | | | |
| Federation Grants (CST) | 176,122 | 0 | 176,122 |
| State Aid - Area/Pop | 0 | 0 | 0 |
| LSTA 16 | 250,000 | 0 | 250,000 |
| LSTA 17 | 350,000 | 0 | 350,000 |
| LSTA 18 | 206,871 | 0 | 206,871 |
| Montana Land Information Grants | 621,685 | 0 | 621,685 |
| TOTAL GRANTS | 1,604,678 | 0 | 1,604,678 |
| TOTALS | 6,199,307 | (681,461) | 5,517,847 |
| FUNDING | | | |
| General Fund | 2,893,913 | (681,461) | 2,212,452 |
| Coal Severance Tax Shared Account | 468,750 | | 468,750 |
| Library Services and Technology Act (LSTA) | 1,210,229 | | 1,210,229 |
| Montana Shared Catalog - Proprietary Acct | 361,412 | | 361,412 |
| State Agency Contracts *(See Below) | 281,541 | | 281,541 |
| Montana Land Information Account | 983,462 | | 983,462 |
| | 6,199,307 | (681,461) | 5,517,846 |

*State Agency Contracts
 Department of Transportation
 Department of Environmental Quality
 Department of Natural Resources & Conservation
 Fish, Wildlife and Parks
 Universities



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The Montana Libraries Foundation

A proposal of the Montana State Library Commission

August 16, 2017

“Whatever agencies for good may rise or fall in the future, it seems certain that the Free Library is destined to stand and become a never-ceasing foundation of good to all the inhabitants.”

Andrew Carnegie An American Four-in-Hand in Britain

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Introduction

In December, 2016, the State Library Commission (Commission) adopted a new Strategic Framework (Framework) (http://docs.msl.mt.gov/aboutweb/documents/strategic_framework.pdf) that prioritizes the need to secure sufficient and sustainable funding so that the Montana State Library (the Library) and our partners have the funds and capacity to meet the expectations of our partners and Montanans. This priority reflects the Library intent to be an innovative, forward thinking, and fiscally responsible organization in fulfilling our mandates and meeting the expectations of our partners and Montana citizens.

The Library's Fiscal Year 17 budget, as appropriated by the Legislature in House Bill 2 was \$6.029M. Of this budget, \$3.5M was State General Fund, \$269,300 was Coal Severance Tax (CST) funding, \$995,535 was Montana Land Information Act funds, and \$623,138 was federal Library Services Technology Act monies. The balance of funding comes through proprietary funds from member costs for the Montana Shared Catalog, and pass through funds from state agencies that help to fund the Montana Natural Resource Information System (see Appendix A). In many cases, the services offered by the Library are also matched or partially funded by additional local monies through a variety of cost sharing formulas.

When developing the framework, the Commission expressed concern about the volatile nature of several sources of funds used to fund library and information services in Montana. They also acknowledged the political barriers that seem to prevent financial investment in public services. Finally, the Commission recognized their inability to plan strategically and proactively to address these concerns because of the outside influences that govern the sources of funds.

Key funding challenges the Library faces:

- CST funding had become increasingly volatile over the previous two years culminating in the loss of 45% of the Library's coal severance tax appropriation midway through the FY16-17 biennium. This loss of funds resulted in the defunding of the statewide periodical database program in May 2016.
- Recordation fees used to fund the Montana Land Information Account saw all-time low collections in FY14. Despite modest increases in each of the last 3 fiscal years, total collections in FY17 were still well below the historical average. To address low collections the Library cut expenditures for both MLIA grants and operations by \$100,000 in FY 16.
- LSTA funds, while relatively stable, have not increased since 2010 and are not keeping up with the cost of inflation. Further, their relative stability is now in question given calls by the Trump Administration and high-ranking Congressional leadership to defund this program entirely. Concerns over the future of federal funds reflects an ongoing trend of the decreasing availability of federal funding in the forms of contracts and grants across a number of federal partners with which the Library has historically worked.
- Though seemingly stable at the time the Commission drafted the Framework, we now know that Montana's overall tax base appears to be in very real decline. In December, the Commission made plans for a 5% reduction in the Library's operations budget totaling approximately \$160,000. Through additional legislatively enacted cuts, that amount has increased to a staggering \$990,000 in personal services and operation cuts.

In the short term, the Commission and the larger information community seems to have little ability to influence the political and economic factors that affect these sources of funds in a meaningful way at the macro level and so the time has come to create additional leg of funding that the Commission and our partners can influence. To this end, this document suggests a path that will result in the creation of a Montana Libraries Foundation (Foundation).

Foundation funds should supplement rather than supplant public funds. Foundation funds, in the form of an endowment, and/or project dollars would be part of a multi-part strategy to fund library and information services in Montana. The Library and the Commission will still prioritize work to enhance and develop public funding options. Private dollars would supplement and leverage public dollars making the Library and library community better able to adapt to changing circumstances.

Considerations for Funding

“Neighbors-helping-Neighbors” is a core Montana Value and the Library uses this model to build and sustain relationships and to support a useful information infrastructure, as called for in the strategic framework, both of which are necessary to achieve a basic level of library and information services that is the same for every Montanan. This models Montana well because it matches the values of our communities and because Montana’s communities recognize that, in the end, everyone benefits. The key to the success of this model is that it is built on trust, and it also promotes trust.

Ways the Library has served Montanans:

- For approximately fifty years, the Library has been responsible for using federal funds to support library development around Montana.
- The Library administers the state depository program, which connects Montanans to information about our government. This program has proven its ability to stand the test of time, readily adapting to a digital universe.
- The Library provides services to those who cannot read traditional print material including providing access to titles by Montana authors and about Montana.
- When the state first began collecting digital data about Montana’s natural resources, the Legislature at the time deemed it wise to house the data in the State Library for all to use and so was born the Natural Resource Information System and the Natural Heritage Program.
- For nearly two decades the Library has fostered statewide projects that provide scalable infrastructure and make use of current technologies, innovative service delivery, and collaborative funding models that ensure that every Montana library that wishes to do so may make use of the infrastructure to provide state of the art library services in their communities.
- And, most recently, in 2013, the Legislature again recognized the unique role of the Library when it transferred authority for the Montana Land Information Act to the Library in order to better enhance development of and access to the state’s geographic information.

By focusing on scalable infrastructure, innovative approaches to relationships, and use of new technology and services the Library strives to create a future in which Montanan’s libraries, information partners, and users, are engaged in creating thriving communities. By ensuring that

this model has stable funding, that supports a resilient library and information community in Montana that is able adapt and thrive amidst changing, and challenging circumstances, the Library can achieve its vision a thriving Montana.

Useful Information Infrastructure for all Montanans

A useful information infrastructure includes the technology, data, and people working together to ensure that Montanans have the information and library services they need to understand and influence change in their communities. Montanans use good information to reach their potential, achieve their goals, learn, problem solve, find solace, connect with one another, and build their futures. For Montana libraries, a useful information infrastructure means that any library has access to and can afford to make use of a core set of scalable technologies, provided by the Library, in collaboration with our information partners to meet libraries and users' information needs through resource sharing. Though this core set of technologies can and must change as technology changes, today it includes the following statewide technology systems and services:

- OCLC Group Services: http://libraries.msl.mt.gov/statewide_projects/oclc_services
- Montana Shared Catalog: http://libraries.msl.mt.gov/statewide_projects/montana_shared_catalog
- MontanaLibrary2Go: http://libraries.msl.mt.gov/statewide_projects/montanalibrary2go
- Montana Courier Alliance: http://libraries.msl.mt.gov/statewide_projects/courier
- Montana Memory Project: http://libraries.msl.mt.gov/statewide_projects/montana_memory_project
- Lifelong learning programming.

To the greatest extent possible, technology and services should utilize shared systems that support interoperability and collaboration. Tools should further aid our local partners' ability to meet us at their point of opportunity including migrating and creating more web-based services to ensure access by the citizens.

In addition to the collections of published materials found in most of Montana's libraries, a useful information infrastructure that serves Montana information needs must include that data and information that is unique to Montana. Information that should be accessible to all includes:

- Natural Resource information about Montana including information about Montana's plants, animals, habitats, water resources and information about our landscape. Much of this data is administered under contract through the University of Montana by the Montana Natural Heritage Program;
- State Government information in the form of digital publications, produced by the State of Montana and intended for public distribution so that Montanans may witness, engage in, and influence the actions of our government;
- Montana geographic information, which informs policy and action in all sectors of life in Montana. This data is developed and managed by a variety of partners including local governments, state agencies, federal partners and is, or should be, discoverable and accessible to users through the Library.
- One-of-a-kind heritage resources that exist in the libraries, archives, and museums around Montana.

The Commission further desires that the Library identify ongoing projects and data development needs that would further enhance a useful information infrastructure. Current costs associated with these needs is \$1.5M (see Appendix B).

Stakeholders

As previously stated, the Library's approach to our work has always been through a "neighbor-helping-neighbor" model. The intent behind seeking stable, long-term funding is to secure sufficient funding for the library and information community across Montana. Therefore, to be successful, we must engage in a wide range of stakeholders including but not limited to:

Montana library users

Montana Library Community

- Librarians and Board Members Representing all types of libraries
- Foundations and Friends Groups
- The Montana Library Association

Montana GIS Community

- Geographic Information Professionals
- The Montana Association of Geographic Information Professionals

Montana University System

Montana Natural Resources Community

Additional stakeholders

- Montana Association of Counties
- Montana League of Cities and Towns
- Montana State Legislature
- Montana Telecommunications Association
- State Agencies
- Tribal Governments
- Local Governments

Recommended legal model

Foundation and Endowment

Given the Commission's desire for a stable revenue source that will stand the test of time, an endowment, managed by a foundation, that can fund, through interest, some or all of the funding considerations identified above seems logical. The foundation would be a separate non-profit entity created at the direction of the Commission. After its creation, it would run as a separate legal entity run by an executive director and overseen by a foundation board. The State Librarian and Chair of the Commission or appointed Commissioner should have seats on the board. The board would be responsible for determining specific fundraising and funding goals and policies. The Commission and the foundation should hold a memorandum of understanding that describes

the legal relationship between the Library and the foundation and that addresses how funding priorities will be established and documented (see Appendix C for a sample MOU from the State Parks Foundation).

Near-term vs. Long-term funding options

Since 1997, the Commission has had the legal authority to administer a trust as provided for in 22-1-225 Montana Code Annotated. The Library is legally required to deposit any donation it receives in the Trust. The Trust is invested with the State Board of Investments. The Commission grants authority to spend Trust monies in accordance with any wishes of the donor and the Montana State Library Trust policy (See Appendix D). The Library may not transfer any donation deposited in the trust to another legal entity outside of state government including a foundation. Recognizing that some individuals may wish to see their donations put to use more immediately, the Trust remains a viable option for donors while the foundation increases the opportunity for donors who wish to contribute private funds. The Library and a foundation will need to make clear distinctions between the Trust and the Foundation for donors.

Other considerations

Collaboration with local foundations and friends groups

Approximately 65 Montana public libraries have either a Foundation or a Friends Group or both. Additionally, academic and special libraries may receive support from foundations. These organizations are instrumental to funding local library needs and support everything from day-to-day operations to major capital campaigns. It is the intent of the Commission that the Montana Libraries Foundation collaborate with, and never compete with, any library foundation or friends group in Montana. In much the same way that the Library's statewide projects support the entire Montana library community, the Commission recognizes that any effort to raise funds for a Montana Libraries Foundation must also support all library foundations. By focusing on funding and fundraising for statewide projects and services, the Commission hopes that libraries, and their foundations and friends groups, will benefit directly from the Montana Libraries Foundation freeing up local monies for truly local needs.

Public vs. Private funding

There is some understandable concern about the risk to Legislative funding if the Legislature perceives that services of the State Library may be funded through private monies instead of public dollars. In researching this issue further, staff found that 63 MT libraries have their own foundations and/or friends groups and approximately 30 State Libraries also have their own foundations. A former foundation director from a Montana public library foundation stated that public funds should be viewed as funding basic services but foundation funds are necessary for truly great library services. Additionally, building a group of influential donors with a long-term interest a foundation should actually grow political influence supporting libraries.

The risk of the loss of public funds as the result of the collection of private donations is further minimized in the face of the dramatic cuts the Library is currently experiencing. This view further reinforces the need for the Commission to take control over at least some of the Library's funding in order to ensure a core level of stable funding.

One way to address this concern is to require documented local and state Maintenance of Effort (MOE) to ensure that the public sector continues to support library and information services

through their own investment. This requirement further leverages both public and private monies. Details of MOE should be further defined in an MOU and/or in future funding documents.

Legal advice

The Attorney General's (AG) Office provides legal services to the Library under contract. This contract cannot, and should not, be extended to a foundation since it would not be a state agency. Further, should the Library and the Commission ever find itself in conflict with a foundation, the AG's Office would provide legal services to the Library.

Next steps

Foundation consultant

The Library should use monies available in the Trust to enter into a contract with a foundation consultant. This consultant, under the direction of the State Librarian and Commission, will be responsible for the design and initial formation of the foundation. The work of the consultant would include, but is not limited to:

- Engaging an attorney to draft articles of incorporation and other necessary legal documents;
- Drafting policies and procedures;
- Entering into contracts to develop marketing and fundraising materials;
- Developing strategic priorities and initial fundraising goals;
- Exploring opportunities for partnerships with key stakeholders;
- Seating a foundation board.
- Working with the board to hire an executive director at the point in time the foundation can sustain staff.

To meet state procurement requirements, the Library must conduct a request for proposal to hire a foundation consultant. To help draft an RFP in order to hire the best possible consultant, the Library should enter into a short-term contract with a consultant to help draft the RFP. A short-term consultant should be hired as soon as possible. It would be the goal for the Library to enter into a contract with a foundation consultant no later than December 31, 2017.

Acknowledgements

The Commission wishes to acknowledge the following individuals for providing advice and guidance:

- Paula Beswick, Bozeman Library Foundation (retired)
- Charlene Porsild, Montana History Foundation
- Mary Rutherford, Montana Community Foundation
- Amy Sullivan, Montana Community Foundation
- Jeff Welch, State Parks Foundation

Appendix A

| MONTANA STATE LIBRARY | | | | | |
|--|-----------------------------|----------------------|---|------------------|------------------|
| FY 17 OPERATIONAL BUDGET | | | | | |
| | STATEWIDE LIBRARY RESOURCES | | MONTANA DIGITAL LIBRARY | | |
| | Library Development | Talking Book Library | User Services Information Management Information Products | Administration | TOTAL |
| Full Time Equivalent (FTE) Level | 6.62 | 6.00 | 11.81 | 8.65 | 33.08 |
| PERSONAL SERVICES | 456,045 | 296,245 | 943,435 | 751,593 | 2,447,318 |
| OPERATIONS | | | | | |
| Contracted Services | 204,903 | 16,409 | 813,939 | 80,906 | 1,116,157 |
| Periodical Elec Data | 0 | | | | 0 |
| Library Development Projects | 68,682 | | | | 68,682 |
| *Resource Sharing-OCLC | 98,886 | | | | 98,886 |
| *Resource Sharing-MSC | 98,886 | | | | 98,886 |
| Supplies and Materials | 7,436 | 6,500 | 17,508 | 61,500 | 92,944 |
| Communications | 12,354 | 17,600 | 47,013 | 33,943 | 110,910 |
| Travel | 27,600 | 3,600 | 22,417 | 23,100 | 76,717 |
| Rent | 65,545 | 124,857 | 180,080 | 150 | 370,632 |
| Repair and Maintenance | 15,775 | 9,200 | 6,000 | 29,176 | 60,151 |
| Other Expenses | 19,100 | 800 | 13,096 | 63,548 | 96,544 |
| TOTAL OPERATIONS | 619,166 | 178,966 | 1,100,053 | 292,323 | 2,190,508 |
| EQUIPMENT: | | | | | |
| Library Books | 0 | 0 | 4,097 | | 4,097 |
| Equipment | 0 | 0 | | 9,600 | 9,600 |
| TOTAL EQUIPMENT | 0 | 0 | 4,097 | 9,600 | 13,697 |
| SUB-TOTALS | 1,075,211 | 475,211 | 2,047,585 | 1,053,516 | 4,651,523 |
| GRANTS: | | | | | |
| Federation Grants (CST) | 176,122 | 0 | 0 | 0 | 176,122 |
| State Aid - Area/Pop | 395,766 | 0 | | | 395,766 |
| LSTA 15 | | | | | 0 |
| LSTA 16 | 139,447 | | | | 139,447 |
| LSTA 17 | 44,956 | 0 | 0 | 0 | 44,956 |
| Montana Land Information Grants | | | 621,685 | | 621,685 |
| TOTAL GRANTS | 756,291 | 0 | 621,685 | 0 | 1,377,976 |
| TOTALS | 1,831,502 | 475,211 | 2,669,270 | 1,053,516 | 6,029,499 |
| FUNDING | | | | | |
| General Fund | 859,501 | 277,872 | 1,385,983 | 983,173 | 3,506,529 |
| Coal Severance Tax Shared Account | 247,804 | | 21,500 | | 269,304 |
| Library Services and Technology Act (LSTA) | 372,727 | 197,339 | | 53,072 | 623,138 |
| Montana Shared Catalog - Proprietary Acct | 351,470 | | | | 351,470 |
| State Agency Contracts *(See Below) | | | 283,523 | | 283,523 |
| Montana Land Information Account | | | 978,264 | 17,271 | 995,535 |
| | 1,831,502 | 475,211 | 2,669,270 | 1,053,516 | 6,029,499 |
| *State Agency Contracts | | | | | |
| Department of Transportation | | | | | |
| Department of Environmental Quality | | | | | |
| Department of Natural Resources & Conservation | | | | | |
| Fish, Wildlife and Parks | | | | | |
| Universities | | | | | |
| MSL Trust account does not start with a budgeted amount. Request to spend from the account will be brought up and approved by the Commission before expenditures may occur. Can not be used for ongoing operational cost. The Commission will always see the balance of the account on their quarterly reports. | | | | | |

Appendix B

Funding needs analysis

| Project | LSTA | General Fund | CST | Library Contributions | MLIA | Total cost (minus personnel) | |
|--------------------------------|------------------|---|-----------------|------------------------------|------------------|-------------------------------------|--|
| OCLC | \$32,880 | \$49,443 | \$49,443 | \$282,540 | | \$414,306 | |
| MSC * | \$10,000 | \$49,443 | \$49,443 | \$218,040 | | \$326,926 | |
| Courier ** | \$9,950 | | | \$70,000 | | \$79,950 | |
| MTLib2Go *** | \$40,000 | | | | | \$40,000 | |
| MMP | \$14,727 | | | \$14,727 | | \$29,454 | |
| MTNHP Contract **** | | \$328,710 | | | \$10,000 | \$338,710 | |
| MLIA Grants | | | | | \$250,000 | \$250,000 | |
| GIS Coordination | | | | | \$50,000 | \$50,000 | |
| Information Management | | \$40,000 | | | | \$40,000 | |
| Total | \$107,557 | \$467,596 | \$98,886 | \$585,307 | \$310,000 | \$1,569,346 | |
| Additional options | | | | | | | |
| MSC new libraries | \$6,800 | | | | | | |
| LD Training/Outreach | \$48,000 | | | | | | |
| Special or OTO projects | | | | | | | |
| Leadership trainings | | | | | | | |
| Advocacy efforts | | | | | | | |
| | | | | | | | |
| | * | Does not include library contributions for salaries | | | | | |
| | ** | Funding may not be adequate | | | | | |
| | *** | Does not include library contributions for content | | | | | |
| | **** | Current funding is not adequate | | | | | |

Appendix C

Sample MOU

MASTER MEMORANDUM OF UNDERSTANDING
BETWEEN
Montana Department of Fish, Wildlife & Parks AND
Montana State Parks Foundation

This MASTER MEMORANDUM OF UNDERSTANDING ("MOU") is made and entered into by and between the Montana State Parks Foundation, a Montana non-profit corporation ("Foundation") and the Montana Department of Fish, Wildlife & Parks through its State Parks Division ("Montana State Parks" or "Division"), collectively referred to as "the parties."

This MOU outlines the general working relationship for coordination and cooperation between Montana State Parks and the Foundation and serves as a framework for more specific projects and collaboration described in mutually adopted Annual Workplans and in addendums to this MOU.

BACKGROUND

The Foundation was created as the lead nonprofit partner to Montana State Parks to bring additional capacity to Montana State Parks to assist with stewardship of parks, to enhance of the visitor experience, and to increase community engagement and advocacy for Parks. A primary purpose of the Foundation is to provide support from the private sector for critical efforts of Montana State Parks in its stewardship of Montana's state parks. The nature of the Foundation may, on occasion, permit it to develop relationships that benefit the mission of Montana State Parks but which are not appropriate for Montana State Parks because of budgetary and/or other limitations.

Montana State Parks is authorized by state law to manage, protect, conserve, and preserve properties, lands, and water under its jurisdiction relative to their role in tourism and the economic health of Montana.

Whereas, the purposes of this Agreement are consistent with the objectives and purposes of the Foundation and Montana State Parks, the Foundation and Montana State Parks desire to enter into this Agreement for the purpose of setting forth and defining their relationship and the manner in which various aspects of such relationship will be handled.

A. STATEMENTS OF MUTUAL BENEFIT AND INTERESTS

The mission of Montana State Parks is to preserve and protect our state's heritage and the natural beauty of our public lands for the benefit of our families, communities, local economies and out-of-state visitors. Its objectives are to provide excellent land stewardship, safety and service through recreation, innovation and education. Its goals are to provide an extraordinary experience for visitors and to keep the state park system strong now and for generations to come.

The mission of the Montana State Parks Foundation is to support Montana's State Parks, enhance the visitor experience, and build a community dedicated to sustaining Montana State Parks for the future.

B. PURPOSE

- To recognize the Foundation as the lead nonprofit partner of Montana State Parks and to empower it to raise funds on behalf of Montana State Parks.
- To offer the Foundation the opportunity to participate in the success of Montana State Parks and its programs through work to enhance the visitor experience, support and build capacity within Friends groups and other nonprofit partners, and contribute to the stewardship of Montana State Parks through advocacy.
- To clearly articulate the nature of the relationship between the Foundation and Montana State Parks in order to foster trust, transparency, and collaboration in the parties' work together.

C. AUTHORITY

This agreement is entered into under the authority of the:

1. Mont. Code Ann. § 23- 1-101 *et seq.*
2. Foundation Bylaws, as amended

D. Montana State Parks shall:

1. Assign an employee to be its liaison (Liaison) with the Foundation to facilitate the working relationship. The Liaison will assist Montana State Parks with information gathering, accurate documentation, and full disclosure in order to bring about cooperation and mutual understanding between the Foundation and Montana State Parks.
2. Provide a link to the Foundation website on the Montana State Parks website while also working collaboratively to message through other media platforms.
3. Share data collected to the widest range possible to enhance enjoyment of the park system; and also to inform and strengthen cooperative programs and project work, goals, and objectives.
4. Allow the Foundation to use the Montana State Parks logo in conjunction with approved projects and programs, on its website and in other communications. Logo must be used according to Montana State Parks policy and guidelines.
5. Provide promotion of approved special events and programs as they fit into the Montana State Parks media and promotions schedule.
6. Provide training and other development and administrative support to the Foundation, as available and allowable by law.
7. Participate in planning and operation of Foundation programs, as appropriate, for example attending Foundation board meetings, participating in annual and long range planning and providing fiscal advice for approved projects.
8. To enhance collaboration and effectiveness between the Foundation and Montana State Parks, Montana State Parks may provide office space; access to

a Montana State Parks computer, telephone, office equipment, and supplies; and safety and PPE equipment, as needed, to Foundation staff and/or contractors when it is beneficial for program operations and allowable under law.

9. Review proposed donations from the Foundation to ensure they meet Montana State Parks' needs, requirements, and specifications.
10. For operational and programmatic success, as allowed by law, integrate Foundation staff or volunteers, as appropriate, into Montana State Parks operations in areas where staff people (Foundation and Montana State Parks) will have overlapping duties and/or responsibilities.
11. Allow the Foundation to place Department-approved donation boxes and fundraising appeals on State Park property as specified in Department policy.
 12. Allow for the use of Montana State Parks media for Foundation website, promotional materials, social media, and fundraising materials.
 13. Generally work with the Foundation to achieve mutually agreed upon goals.

E. The Foundation shall:

1. Support the mission of Montana State Parks.
2. Maintain its 501(c)3 status with the IRS, including timely filing of 990s and Montana Secretary of State Montana Corporation Annual Reports filings.
3. Maintain an ex-officio/non-voting position on its Board for the Montana State Parks Administrator or his/her designee.
4. Provide a link to the Montana State Parks website on the Foundation Website and through active support of other social media platforms.
5. Share data collected for outreach, education, and marketing purposes to inform and strengthen cooperative program and project work, goals, and objectives.
6. Allow the State to use the Foundation logo in conjunction with projects and programs in the approved workplan, on its website and in other communications, with approval. Logo must be used according to Montana State Parks guidelines.
7. Provide Montana State Parks with an annual work plan which includes at least the following:
 - (1) Annual park project list (what the Foundation will support in the upcoming year)
 - (2) Annual fundraising plan
 8. Coordinate on and off-site fundraising opportunities and events in close collaboration with Montana State Parks and local parks as appropriate.
 9. Coordinate any on-park or Montana State Parks collateral material (including social media) sponsorship or donor recognition in close collaboration with Montana State Parks and in accordance with the Montana State Parks Sponsorship and Donations Policy.
 10. Develop effective communication mechanisms with the general public and Foundation donors and supporters, which may include website, Facebook, Twitter, and other social media.

11. Hire, train, and pay its own employees, including an Executive Director.
12. Designate a person to act as the liaison with Montana State Parks.
 13. Act in a prudent and businesslike manner and in accordance with nonprofit best practices and ethical obligations.
 14. Establish, adhere to, and periodically assess its gift-management and acceptance policies.
 15. Establish and enforce policies to protect donor and prospective donor confidentiality.
 16. Maintain reasonable records incident to the performance of this Agreement, for all efforts of the Foundation that are for the benefit of Montana State Parks, and shall allow access to those records by Montana State Parks, the Legislative Auditor, and the Legislative Fiscal Analyst.
 17. Maintain accurate annual information regarding activities accomplished for the benefit of Montana State Parks, which may be reviewed by the Montana State Parks Liaison upon request.
 18. Generally, work with State Parks to achieve mutually agreed upon goals.

F. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. MONTANA PUBLIC RECORDS LAW. Any information furnished to Montana State Parks under this instrument is subject to the public's right to know under Mont. Const. Art. II § 9, and Montana's open records law found in Mont. Code Ann. § 2-6-101, *et seq.*
2. PARTICIPATION IN SIMILAR ACTIVITIES. This MOU in no way restricts Montana State Parks or the Foundation from participating in similar activities with other public or private agencies, organizations, and individuals.
3. AUTHORITY RETAINED. It is the expressed intention and understanding of the parties that the Foundation does not have authority to represent or bind Montana State Parks, except pursuant to written notice from the Division, or a motion duly made and adopted by the State Parks and Recreation Board ("Board") pursuant to a requisite vote thereof. Nothing contained in this Agreement may be construed as limiting the use by Montana State Parks of its logo or Montana State Parks' name, or as granting to the Foundation any right to use the logo except as otherwise specified herein.
4. COMMENCEMENT & TERM. This MOU takes effect upon the signature of Montana State Parks and shall remain in effect for five years from the date of execution. This MOU may be extended or amended upon written request of either Montana State Parks or the Foundation and with the subsequent written concurrence of the other. Either Montana State Parks or the Foundation may terminate this MOU with a 60-day written notice to the other.
5. TERMINATION OR DISSOLUTION OF THE FOUNDATION. This Agreement may be immediately terminated by either party in the event that

the other party breaches any provision hereof, acts in bad faith, or is grossly negligent in the performance of its obligations. Termination is effective upon the receipt by the other party of a written notice containing a reasonably detailed description of such breach. In the event that this MOU is terminated, or as a result of the dissolution of the Foundation, the Foundation shall, within 30 days after termination provide Montana State Parks with an accounting of all projects on Montana State Parks lands and any pending fundraising issues approved and performed under this Agreement.

6. RESPONSIBILITIES OF PARTIES Montana State Parks and the Foundation and their respective agencies and offices will handle their own activities and utilize their own resources, including the expenditure of their own funds, in pursuing these objectives. Each party will carry out its separate activities in a coordinated, transparent, and mutually beneficial manner.

7. ARM 'S LENGTH. All transactions between the Foundation and Montana State Parks will be conducted on an arm's-length basis. The following arrangement is consistent with an arm's-length relationship: It is expected that the mutual objective of the Foundation's and Montana State Parks' working relationship will be what is in the best interest of both.

8. INDEMNIFICATION. The Foundation agrees to hold Montana State Parks harmless from and against any and all claims whatsoever involving any negligent act or omission of any officer, director, agent or employee of the Foundation that causes personal injury or death at any program, event or project undertaken or sponsored by the Foundation. Montana State Parks agrees to hold the Foundation harmless from and against any and all claims involving any negligent act or omission of any officer, director, commissioner, agent or employee of Montana State Parks that causes personal injury or death at any program, event or project undertaken or sponsored by the Foundation.

9. CLARIFICATION OF ROLES. It is understood that the indemnification clause set forth in paragraph 8 above is in effect only when Foundation employees are acting in their capacity as board members, staff, or contractors, of the 501(c)3 organization. Foundation members acting as volunteers for the State of Montana must be within the course and scope of their State-authorized activities and have a signed Volunteer Agreement form on file to be considered for coverage for their liability exposure as authorized volunteers of the State.

10. NON-FUND OBLIGATING DOCUMENT. Nothing in this MOU shall obligate either Montana State Parks or the Foundation to obligate or transfer any funds. Specific projects or activities that involve the transfer of funds, services, or property among the various agencies and offices of Montana State Parks and the Foundation will require execution of addendum or additional agreements and be contingent upon the availability of appropriated funds.

Such activities must be independently authorized by appropriate statutory authority. This Master MOU does not provide such authority. Negotiation, execution, and administration of each such agreement must comply with all applicable statutes and regulations.

11. NOTICES. Any communications affecting the operations covered by this agreement given by Montana State Parks or the Foundation is sufficient only if in writing and delivered in person, mailed, or transmitted electronically by email or fax, as follows: to the Montana State Parks at the address shown in the MOU and at the Foundation address as shown in the MOU. Notices are effective when delivered in accordance with this provision or on the effective date of the notice, whichever is later.

12. ENDORSEMENT. Any Foundation contributions made under this MOU do not by direct reference or implication convey Montana State Parks endorsement of the Foundation's products or activities.
13. MERGER This Agreement constitutes the entire agreement among the parties hereto with respect to the subject matter hereof, and supersedes and replaces all prior agreements and understandings, oral or written with respect to the transactions contemplated herein. No modification of or addendum to of this Agreement will be binding unless executed in writing and signed by both parties. The headings contained herein are for convenient reference only and will not be used to construe or interpret this Agreement.
14. AUTHORIZED REPRESENTATIVES. By signature below, the Friends certifies that the individuals listed in this document as representatives of the Friends are authorized to act in their respective areas for matters related to this agreement.
15. PRINCIPAL CONTACTS. The principal contacts for this document are:

Appendix D

Trust Policy

Montana State Library Commission Policy

Montana State Library Trust

MCA 22-1-226

Guidelines

In 1997, the legislature established an expendable trust (22-1-225, 22-1-226, MCA) that enables the Montana State Library to accept bequests and other donations, to expend these monies, and to earn interest. The following guidelines are established to help donors understand how the State Library will accept, invest, report on, and distribute any donated funds.

Acceptance:

Unless otherwise provided by the donor, donations received pursuant to 22-1-103, MCA, must be placed in the Montana State Library Trust. The State Library will maintain an accounting of all donations, their designated use (if any), interest earned, and expenditures made from the trust. The State Librarian will discuss any donation that may require significant administration expense with the State Library Commission before accepting such donation.

Investment:

As required by law, the trust is invested by the board of investment in accordance with investment principles established for the investment of state funds in title 17, chapter 6, part 2. Interest earned is retained in the trust and may be used for providing library service to Montana citizens.

Distributions:

Donors may specify a particular library program to receive the benefit of the donation or may leave the designated use of the donation unspecified. Donations intended for use by a particular program will be limited for use to benefit that program. Donated funds with no program designation will be considered for any beneficial use by the State Librarian and State Library Commission.

Donated funds will be to provide enhancements to library services over and above normal operating services. Donated funds will not be used for items such as employee salaries, employee benefits, routine operational expenses, or for established ongoing maintenance contracts unless authorized by the State Librarian and State Library Commission.

The State Library Commission shall approve any distribution from the trust.

Reports:

The State Librarian will provide the Commission with a financial report for the trust each quarter.

Memo

To: Montana State Library Commission

From: Jennie Stapp, State Librarian

Date: August 10, 2017

Re: **Trust update and expenditure requests**

Since the Commission last met, the State Library has received two donations to the State Library Trust. One, for \$10,000, is earmarked to create a foundation. The second, for \$1,818,000, is a general donation though the donor wishes to use some of the monies to support Talking Book Library (TBL) services. The balance in the Trust, as of August 1, is \$1,861,789.

To support TBL, the staff is researching costs necessary to complete the digital conversion of the remaining analog TBL collection. This work has gone unfunded since the process began with one-time-only monies in FY 14. In 2015, staff estimated that a contract to complete this work would cost approximately \$120,000. Staff will make a subsequent Trust request for this project at a later date.

Action 1: The State Librarian requests authority to use Montana State Library Trust funds to help fund the start-up of a foundation. This action gives the State Library authority to conduct a Request for Proposal (RFP) to select a foundation consultant who would work under contract to conduct the work identified in the Montana Libraries Foundation white paper. In order to conduct the RFP effectively, the State Library further requests authority to use Trust monies to enter into a short-term contract with a nonprofit consultant. This consultant would draft the RFP based on input from staff, Commissioners, and key stakeholders.

Cost estimate: Not to exceed \$5000.

With the help of a consultant, the State Library would issue an RFP no later than October 1. Responses to the RFP would be due on or around November 15 and selection of a successful candidate made before the December Commission meeting so that a subsequent trust request can be made to fund the contract. The State Library desires to enter into contract with a foundation consultant by January 1, 2018.

Action 2: The State Librarian requests authority to use Montana State Library trust funds to enter into contract with a consultant to lead a public relations campaign. The purpose of the campaign is to educate Montana citizens and key stakeholders about the essential nature of the services and information made available by the Montana State Library, other Montana libraries, and the information community. The State Library desires to enter into contract as soon as possible. The contract would continue through June 2019. Deliverables of a contract would include, but are not limited to,:

- An analysis of awareness and education gaps about the programs and services of the State Library, Montana public libraries and the information community;
- A public relations plan that prioritizes outreach that will strategically fill those gaps;
 - Outreach may include media buys, op eds, meetings with stakeholders, development of marketing and educational resources that can be used and shared by stakeholders around Montana;
- Identification and support of a broad coalition of stakeholders that work during the legislative interim to support restored and enhanced funding for the State Library and state aid for public libraries.

Cost estimate: \$150,000. This amount is based on a previous contract to support an outreach campaign for the Talking Book Library. That contract amount was \$100,000 for the single program in 2011.

A public relations campaign aligns with the priority for outreach that the Commission discussed during strategic planning last year and is a critical need in the face of current budget cuts and future fiscal uncertainty. This request is necessary because the State Library has limited in-house capacity to conduct a large-scale public relations campaign. The State Library also recognizes that we would benefit from outside expertise to help conduct a campaign of this nature.

It is the State Library's intent that this contract leverage and augment the work of the Montana Library Association's Government Affairs Chair as well as key stakeholders around Montana.



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TO: Jennie Stapp
State Librarian

TO: Montana State Library
Commission

FROM: Kris Schmitz *(MS)*
Central Services Manager

FROM: Jennie Stapp
State Librarian

SUBJECT: Trust Expenditure Request for Volunteer Appreciation Event

DATE: July 20, 2017

Central Services is requesting authority to use Montana State Library trust funds to host a Volunteer Appreciation Luncheon. The luncheon is an annual event to show appreciation for the great contributions of the donated time, skills, and talents of our nearly 100 volunteers.

Cost estimate: \$4,300. This amount includes a catered luncheon to be held at the Radisson Red Lion with awards, gifts and commendations to our volunteers and guests from the MLS/MTBL staff.

The luncheon is scheduled for Thursday, October 12, 2017 from 11:30-1:30pm.

Please let me know if I can answer any questions.

Uniting Montana's Libraries

Introduction

The Treasure State Academic Information & Library Services (TRAILS) consortium, in partnership with the Montana State Library (MSL), seeks \$50,000 in funding from the Institute of Museum and Library Services through its Planning Grant program under the Community Anchor project category. This partnership will explore innovative ways in which state libraries, academic libraries, and public libraries can share resources and develop services to their communities that will keep libraries relevant and fiscally sound in the 21st century.

Describe the National Need Your Project Will Address

Libraries across the nation have been challenged in recent years with shrinking budgets and rising costs. The fiscal situation has recently become more serious in states like Montana, where resource extraction industries have historically fed state coffers. Declines in those industries have resulted in less tax revenue. Education, social services, and cultural organizations have been hit hardest, and many states have reduced funding to state libraries. In the past year alone, state library funding has decreased by 16.5% in Montana and many other states (Ohio, New York, Montana, Delaware, and Mississippi) have also suffered severe financial cuts.

At the same time the need for library services is more critical than ever. For example, rapid advances in artificial intelligence are changing the employment paradigm, threatening jobs performed by humans and creating an acute need for educational and social services. Never before has the need been more apparent for open access to information to inform policy making as society faces a monumental shift of our economy that may ultimately disenfranchise many if we do not prepare. Libraries of all types must learn to work together to address budget shortfalls, prepare for automation threats, and provide seamless access to information sources and lifelong learning opportunities for every citizen of the state.

Proposed Workplan Outline

- Convene stakeholders to conduct discussions, environmental scans, or surveys that will identify local and statewide concerns for which possible services and training resources can be created.
- Explore strategies for MSL, public libraries, TRAILS, academic libraries, and school libraries to partner with development groups, government organizations, and others to create a strong, integrated, infrastructure that supports lifelong learning through shared resources or training. Populations of special interest may include: the underserved communities of displaced workers, rural inhabitants, tribal groups, veterans, and the disabled.
- Seek practical collaborations that will yield real life improvements for users and citizens, such as improved and lifelong access to greater e-resources, a statewide technological backbone for libraries and their patrons, or the retraining of workers with locally, applicable skills for workers displaced due to technology or declining industries.
- Leverage partner strengths—e.g., academic knowledge and expertise, the accessibility and established trust of public libraries, and MSL's broad reach to form a viable and sustainable support structure that can offer services and resources that will engage communities and improve the lives of individuals.

Possible Models to Investigate:

1. **Shared Services:** Resources – human and electronic; Technology – integrated public and academic library system; Services – training [internal and external] and fiscal management.
2. **"New Collar" Workers Retraining:** Develop a system of partners that facilitates accessible, flexible, and affordable resources and training to empower peoples' daily lives and economic well-being.

3. Systematic Information Literacy:

Create a true, lifelong training program that provides instruction on information bias, hidden algorithms, and consumer awareness that utilizes learning venues in K-12, higher education, and adult learning.

Demonstrate Your Project's Relevance to the Project Category

This project aligns with the IMLS Community Anchor project category; it will investigate a possible framework in which state, academic, and local libraries can form and leverage strategic partnerships with a wide-array of community stakeholders to address the widespread, institutional challenges due to state tax revenue volatility. The practices developed under this framework will be easily adoptable, affordable, sustainable, and widely implementable.

Articulate the Potential Impact and Projected Outcomes

- With a statewide infrastructure of shared services that is built on innovative technology and practices, local libraries of all types will find efficiencies and free up resources that will allow them to focus on the local needs in their communities.
- Lifelong learning could be better coordinated, more consistent, and an officially recognized tenet that may be readily incorporated by multiple agencies and programs.
- Through more integrated and streamlined services, libraries can be better positioned to prove their value and sustain their work in the event of possible budget reductions or withdrawal of financial support.
- Partner relationships, discussions, and survey data can allow for access to a greater variety of resources, while at the same time, there may be the development of more targeted, regional service, and the creation of relevant, localized retraining.
- Literacy programs, having been better integrated and continuous, can enable students and citizens to more readily gain lifelong skills that make them more sophisticated consumers of information.
- The future of scalable infrastructure is one that could expand regionally and nationally, helping each community in the U.S. find their own unique solutions to our futures challenges.

Budget Summary

| Cost Category: | Item: | Direct Costs | Cost-Share: |
|--------------------------------|---|--------------|---------------------|
| 1. Salary Support: | TRAILS Coordinator Salary Support | | \$ 5,722.00 |
| 2. Fringe Benefits: | MSU Faculty Employee Benefit Rate of 37% | | \$ 2,117.00 |
| 3. Travel: | Conference Travel to Disseminate Developed Framework | \$ 3,000.00 | |
| | Consultant Travel Costs | \$ 5,000.00 | |
| 4. Contracted Services: | Facilitator/Project Consultant | \$ 20,000.00 | |
| 5. Participant Support: | Stakeholder Meeting Costs | \$ 12,340.00 | |
| Total Direct Costs: | Total of Items 1-5 | \$ 40,340.00 | |
| Indirect Costs: | Facilities and Administrative Costs at MSU's Negotiated Rate of 34.5% | \$ 9,660.00 | |
| Total Direct Costs: | Total Direct Costs + Total Indirect Costs | | \$50,000.00 |
| Total Cost-Share: | Total of Cost-Share/In-Kind Contribution | | \$ 7,839.00 |
| Total Project Costs: | Total Direct Costs + Total Cost-Share | | \$ 57,839.00 |

Montana State Library Commission Work Plan January – June 2018

Green (no font distinction) – activity progressing as expected.

Yellow (italicized) – activity may be delayed but the delays do not necessarily rise to the level of Commission concern

Red (bolded) – activity is delayed and Commission attention is warranted

Blue (underlined) – addition or change to the original work plan.

Strategic Framework – Secure Sufficient and Sustainable Funding

Activities:

- The State Library adopts a planning and reporting system for State Library Administration

| Inputs | Outputs | Outcomes | Impacts |
|---|--|---|--|
| <i>Time of the reporting task force and additional staff as necessary</i> | <i>A reporting system that serves as a dashboard for project administration, resource allocation and administration, and reporting</i> | <i>Management and staff report having ready access to tools to more effectively administer the programs and projects of the State Library</i> | <i>The programs of the State Library achieve the impacts articulated in the Strategic Framework.</i> |
| <i>Data maps and data</i> <ul style="list-style-type: none"> • <i>Staff have completed an initial inventory of reports and a matrix of data reported in each</i> | | <i>The Commission reports that they can readily determine how the resources they allocate are utilized and whether or not the State Library is meeting our goals.</i> | |
| <i>Reporting system (TBD)</i> | | <i>Management and the Commission have information that helps them prioritize new and/or declining</i> | |

| | | | |
|--|--|---|--|
| | | <i>resources to successfully address opportunities and challenges.</i> | |
| | | <i>Management, staff, and the Commission utilize information from the reports to make decisions about resource, projects, and programs.</i> | |

No work has been conducted on this activity in the last four months due to legislative priorities and the impact of budget cuts

- The State Library Commission creates a report on alternative sources of funding to secure sufficient and sustainable funding for the State Library and our partners.

| Inputs | Outputs | Outcomes | Impacts |
|--|--|--|---|
| Time of the funding task force and additional staff as necessary | A report that documents total costs necessary for the State Library to create a useful information infrastructure and to foster partnerships. | The Commission, staff, and partners use the reports to strategically seek and align financial resources to meet State Library goals. | The programs of the State Library achieve the impacts articulated in the Strategic Framework. |
| Data regarding the costs of programs and services. | A report that documents funding opportunities to funding the costs. <ul style="list-style-type: none"> • Staff have begun to brainstorm costs to include in our initial analysis. | The Commission identifies new partners and opportunities that grow into funding opportunities. | |
| Data regarding alternative sources of | Communication to stakeholders about funding efforts. | The State Library has sufficient and sustainable funding to achieve its goals. | |

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| funding or funding opportunities. | <ul style="list-style-type: none"> Chair Newell sent a letter regarding the task force to Library Directors. Discussions about the task force plans are occurring at Federation meetings and at MLA. | | |
| | | State Library partners identify and/or benefit from new funding possibilities. | |
| | | State Library partners have sufficient and sustainable funding to achieve their goals and to make use of the resources the State Library provides. | |

Despite work concerns, the work of the funding task force remains largely on track and a draft whitepaper is shared with the Commission in August as planned.

Staff asks that the Commission give consideration to FY 18 travel priorities keeping an eye but available budget and fiscal and policy priorities.



| JULY | | AUGUST | | SEPTEMBER | | NOTES |
|------|------------------------------------|--------|---|-----------|---|--|
| 1 | | 1 | Network Advisory Council Retreat | 1 | | <p>Regular August meeting agenda items:</p> <p>FY '17 4th quarter financial report;</p> <p>FY '18 opening budget;</p> <p>Discuss programs & Commission work plans</p> <p>Golden Plains Federation Meeting</p> <p>Roosevelt County Library, Wolf Point</p> <p>Commissioner:</p> <p>Staff:</p> <p>South Central Federation Meeting</p> <p>Big Horn County Library, Hardin</p> <p>Commissioner:</p> <p>Staff:</p> <p>Broad Valleys and Tamarack Federations Conference Call Meeting Dates TBD</p> <p>NSGIC Annual Meeting</p> <p>Providence, RI</p> <p>Commissioner:</p> <p>Staff:</p> |
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| 7 | | 7 | NRIS Advisory Council Meeting | 7 | | |
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| 12 | | 12 | | 12 | | |
| 13 | | 13 | | 13 | | |
| 14 | | 14 | | 14 | MLIAC Meeting | |
| 15 | | 15 | | 15 | | |
| 16 | | 16 | Commission Meeting | 16 | | |
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| 19 | | 19 | | 19 | | |
| 20 | | 20 | | 20 | | |
| 21 | | 21 | | 21 | Golden Plains Federation Meeting | |
| 22 | | 22 | | 22 | | |
| 23 | | 23 | | 23 | South Central Federation Meeting | |
| 24 | | 24 | | 24 | | |
| 25 | | 25 | | 25 | National States Geographic | |
| 26 | Summer Leadership Institute | 26 | | 26 | Information Council Meeting | |
| 27 | East Glacier, MT | 27 | | 27 | September 25-29, 2017 | |
| 28 | July 26-29, 2017 | 28 | | 28 | | |
| 29 | | 29 | | 29 | | |
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| OCTOBER | | NOVEMBER | | DECEMBER | | NOTES |
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| 1 | | 1 | | 1 | | |
| 2 | | 2 | | 2 | | Regular October meeting agenda items: |
| 3 | | 3 | | 3 | | FY '18 1 st quarter financial report; |
| 4 | | 4 | Sagebrush Federation Meeting | 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 | MLIAC Meeting | 9 | | Pathfinder Federation Meeting |
| 10 | | 10 | | 10 | | Chouteau County Public Library, Ft. Benton |
| 11 | Commission | 11 | | 11 | | Commissioner: |
| 12 | TBL Volunteer Luncheon | 12 | | 12 | | Staff: |
| 13 | | 13 | | 13 | Commission Meeting | |
| 14 | | 14 | Network Advisory Council Meeting | 14 | | Sagebrush Federation Meeting |
| 15 | | 15 | | 15 | | Miles City Public Library, Miles City |
| 16 | | 16 | | 16 | | Commissioner: |
| 17 | | 17 | | 17 | | Staff: |
| 18 | | 18 | | 18 | | |
| 19 | | 19 | | 19 | | Regular December meeting agenda items: |
| 20 | | 20 | | 20 | | FY '18 Land Plan approval |
| 21 | | 21 | | 21 | | Network Advisory Council Report |
| 22 | | 22 | | 22 | | 2018 Commission meeting dates selection |
| 23 | | 23 | | 23 | | |
| 24 | | 24 | | 24 | | |
| 25 | | 25 | | 25 | | |
| 26 | Pathfinder Federation Meeting | 26 | | 26 | | |
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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 | | |
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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 |
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| 7 | | 7 | National Library Legislative Day | 7 | | Montana Library Assn. Conference |
| 8 | | 8 | May 7-8, 2018 | 8 | | GranTree Inn, Bozeman |
| 9 | | 9 | | 9 | | Conversations w/ the Commission |
| 10 | | 10 | | 10 | | All Commissioners invited to attend |
| 11 | Montana Library Association | 11 | | 11 | | |
| 12 | April 11-14, 2018 | 12 | | 12 | | Intermountain GIS Conference |
| 13 | Bozeman, MT | 13 | | 13 | | Helena |
| 14 | | 14 | | 14 | | |
| 15 | Intermountain GIS Conference | 15 | | 15 | | |
| 16 | April 15-19, 2018 | 16 | | 16 | | |
| 17 | Helena, MT | 17 | | 17 | | National Library Legislative Day |
| 18 | | 18 | | 18 | | Washington, DC |
| 19 | | 19 | | 19 | | Commissioner: |
| 20 | | 20 | | 20 | | Staff: Stapp |
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| 28 | | 28 | | 28 | | Regular June meeting agenda items: |
| 29 | | 29 | | 29 | | FY '19 Federation Plans of Service |
| 30 | | 30 | | 30 | | State Librarian evaluation |
| | | 31 | | | | Staff appreciation event |