

FY2022 Library Development Budget

Process for this year's budget

- Review the projects - what's missing?
- Prioritize the list based on needs and wish list
- Staff will input the numbers and create a final recommendation for the Commission based on NAC priorities and any contractual obligations that need to be fulfilled

Sources of funding

LSTA	1,242,546
Basic Library Services Fund	510,000
State Aid	400,000
ARPA	2,235,444
Laura Bush grant	171,913
Membership/General Fund	Varies

Items that have a legal obligation to fund

- State Aid for public libraries - \$400,000 (this is approximate as it is based on decennial census)
- Federations - \$225,000*
- Hotspots* – the legislature is expecting us to use at least part of the ARPA funds to cover the costs of these devices
- LSTA Admin costs – 4% of the LSTA Grants to States is used to cover the costs of administering the grant
- Laura Bush grant – must be used to fund Framing the Future involving 6 states with a goal of helping small and rural libraries develop strategic plans
- * after the program indicates this is something the NAC could change in future years

Items that have current contractual obligation to fund

- LSTA 5-Year evaluation – a requirement of receiving LSTA funds - \$23,800
- Director's Institute* – development of collaborative leadership skills - \$21,730
- Virtual Ready2Read Rendezvous* - development of early literacy skills - \$3,000
- EContent/Overdrive/Simply E* – software/content for MontanaLibrary2Go - \$27,000 for hosting two platforms
- Recollect* – software for the Montana Memory Project
- OCLC/MSL costs* – State funds are split 50/50 to reduce costs for these contracts
 - Last fiscal year, in addition to \$73,886 in general fund, MSL added \$63,673.64 in LSTA to the OCLC Group Services budget to offset costs to libraries, for a total of \$137,559.64 in MSL contributions. If MSL only contributes \$98,885 in subsidies for FY2022, libraries will have to take on a 23% increase to make up the difference.

- Courier contract, serving 54 library locations* – currently MSL contributes \$10,000 – total contract value estimated at \$120,000, the majority of which is currently paid by drop site libraries
- * after the program indicates this is something the NAC could change in future years

Consulting & Learning Services

- The funding in this category covers staff and operational costs for consulting, continuing education, and lifelong learning programming. It includes 5 staff.
- These staff support the following work
 - Respond to library requests – assist libraries with solving problems, connect them with other libraries or information, and assist with implementation of new services or policies
 - Develop meaningful continuing education programs that support the development of library directors, board members, and staff
 - Develop programming to help children from 0-18 develop literacy skills to help them succeed in school and life
 - Develop programming to assist potential and current small business owners
 - Develop programming to support lifelong learning interests and needs of all ages
- Projects these staff are working on
 - Federations, support of public library standards, Excellent Library Services Award, support of ASPeN, certification program, support of summer reading, support of libraries filing e-rate, reduction of barriers to library usage and creating inclusive library services, and support of civic/civil engagement programming in libraries
 - 2021 Director’s Institute
 - 2021 Virtual Fall Workshop
 - 2021 Virtual Ready2Read Rendezvous
 - Small business/entrepreneurial support
 - AMRII partnership – coaching and support of small business development
 - Partnership with Small Business Development center and libraries
 - Library training thru online cohorts - advocacy, board effectiveness, inclusive services, early literacy
 - Includes subscription to Webjunction
 - Moodle – moving more of our state library created content to a supported Moodle platform
 - Assisting libraries with upgrading their connections/equipment to achieve faster Internet speeds
 - Assisting libraries with increasing financial and community support for the library
 - Facilitating strategic planning

Projects this group would like to fund

- Virtual Fall Workshop - \$6,000
- Webjunction - \$5,400
- Trustee Training - \$5,000
- Hosted Moodle Service - \$5,000 for migration; \$5,000 for annual maintenance
- Small Business Development Center Partnership - \$25,000-50,000

- Economic development – consultant and projects - \$3,000
- Lifelong learning programming – supports Ready2Read work, summer reading, training - \$18,000
- Upgrading the connections, equipment, and cabling for public libraries - varies

Montana Memory Project

- The funding in this category covers the staff and operational costs of running, development, and support of the Montana Memory Project. There are 1.5 staff in this project.
- These staff support the following work:
 - Configuration, trouble shooting, and system administration of the content management software used by libraries and museums to share out digital content
 - Maintain and implement metadata guidelines and controlled vocabularies
 - Develop and maintain Knowledge articles for contributing and editing data
 - Develop and maintain policies related to the management of the MMP
 - Outreach and promotion of the Montana Memory Project
 - Development of training for library and museum staff doing digital collection work
 - Development of collections and workflows to add to the Montana Memory Project
 - Migration of current ContentDM software to the Recollect platform
 - Collaboration with other Montana institutions on regional digitization projects and discovery
 - Configuration, trouble shooting, and system administration of our data aggregation system to share content
 - Maintain MOUs with Organizations, Agencies, and contributors
 - Maintain stats overview for LSTA Reports. Write and submit reports for annual funding review.

Projects this group would like to fund

- 1 FTE to hire a person to assist with the Montana Memory project Content Management System and use the existing Montana resources to support teachers, home-school parents, lifelong learners, and encourage Montana tourism through the creation of new exhibits, curriculum resources, virtual tours, and contests. - \$70,000 – 75,000
- Digitization to add new content to the MMP - \$6,000

Montana Shared Catalog

- The funding in this category covers the staff and operational costs for the running, development, and support of the Montana Shared Catalog. There are five staff in this project plus 0.5 FTE of the Statewide Projects Librarian dedicated to administrative tasks.
- These staff support the following work:
 - Configuration, trouble shooting, and system administration of the integrated library system used by 180+ libraries in Montana
 - Development of training to support library staff using the Montana Shared Catalog system
 - Development of reports library staff can use to make wise decisions about their services and collections

- Projects these staff are working on
 - Request for Information/Proposal process to look at other integrated library systems
 - Development of online training content in Moodle
 - Migration to a new help desk ticket system
 - Improve mobile access for Montana Shared Catalog libraries
 - Support the work of resource sharing groups

Statewide Projects

The funding in this category covers the staff and operational costs for the management, development, and support of the following projects. There are 1.5 staff for these projects, the Statewide Projects Librarian (1 FTE) and the Statewide Projects Technical Support position (0.5 FTE).

These staff support the following work:

- Procurement: work with committees to define goals and deliverables for statewide contracts; work with MSL Contracts Manager to define and carry out procurement processes and negotiate contracts. Coordinate group purchase opportunities.
- Budget and cost sharing: Request and negotiate renewal quotes from vendors; request annual personnel, operational costs and revenue projections from Central Services; work with committees to make budget and cost formula recommendations to member libraries. Invoice libraries.
- Committee support: Serve as MSL ex officio for statewide projects committees; coordinate between groups to share information. Coordinate with Central Services to prepare meeting materials, schedule meetings and work groups, and communicate with committees and membership; provide vendor support to work committees such as the MontanaLibrary2Go Selection Committee.
- Evaluation: Work with committees to define questions for evaluating statewide projects; gather and analyze data from vendors and other sources.
- LSTA liaison for evaluation and program management: Work with IMLS Senior Program Officer to ensure LSTA-funded programs meet the intent of LSTA funding; coordinate IMLS site visits and five-year evaluation activities.
- Technology and implementation: Work with vendors to implement and maintain platform and member services. Complete annual and new library enrollment. Troubleshoot group-level problems. Set up admin accounts for individual member library staff. Add staff to listservs. Respond to help support tickets for statewide projects. Provide training and outreach as time allows. Set up and maintain the OCLC interlibrary loan referral center for approximately 110 libraries with low ILL needs.
- These staff work on DPLA ebooks pilot project, OCLC (cataloging and interlibrary loan), Montana Library 2 Go, Montana Courier Network, and the Montana Shared Catalog (administrative duties).

In addition, staff would like to budget time for evaluation and research with the intent of strengthening our ability to make informed decisions and deliver effective statewide services.

Projects this group would like to fund

Scope and budget for these project proposals would be up for discussion with the appropriate core services committees.

- Expand equitable access to the courier network so that more libraries have the opportunity to participate in affordable physical resource sharing and subsidized delivery. Purchase and implement delivery tracking software in order to inform courier library staff, identify bottlenecks in service, and provide data for future planning. - Funding level depending upon scope. For context, adding one library at 3x week service may represent a contract value of up to \$6,000 annually, a cost that would probably be subsidized at a certain funding level.
- Collaborative collection development pilot for physical shared collections. The purpose of this pilot would be to gather data on the following:
 - Whether an increased supply of in-demand materials yields higher patron satisfaction by decreasing wait time for holds
 - Whether inequities in local collection development budgets can be mitigated through the centralized management of a budget for items above a certain holds ratio.
 - How the shared collection development model of MontanaLibrary2Go could be replicated in shared print collections to reduce costs and duplication of effort across libraries where they are already purchasing the same high-demand materials, allowing them to focus their collection development time instead on reflecting local preferences.
 - A budget for this pilot would be dependent upon the scope as determined by the Network Advisory Council.