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## **GOVERNMENT AND KEY PARTNERS**

**BILL & MELINDA**  
**GATES foundation**

**V**  
**F**  
www.gatesfoundation.org

March 10, 2010

Darlene Staffeldt  
State Librarian  
Montana State Library  
1515 East 6th Avenue  
Helena, MT 59620-1800

Dear Ms. Staffeldt,

The Bill & Melinda Gates Foundation is pleased to award the Montana State Library (MSL) a grant of \$590,000. As the lead applicant, MSL will be submitting a proposal on March 15, 2010 to the National Telecommunications and Information Administration (NTIA) under the Broadband Technologies Opportunity Program's (BTOP) Public Computer Centers funding category. The foundation's grant funds are to be used to help fulfill NTIA's matching requirements for this BTOP project, which is intended to provide additional public access computers and higher connectivity speeds at public libraries.

Of the \$590,000 grant award, \$150,000 must be spent on E-rate application support as a training cost associated with building the capacity of participating library systems to sustain their projects following the conclusion of the BTOP project period.

The foundation's grant is contingent on MSL receiving a BTOP award from NTIA and on the execution of a grant agreement between the MSL and the foundation. The grant will be paid in two equal installments. The first payment will be disbursed shortly after MSL's receipt of an official BTOP award notice, and the second and final grant payment will be disbursed approximately one year after the first payment.

We are pleased to support MSL in its application to NTIA and its efforts to meet community needs through high-quality technology and broadband Internet access in Montana.

Sincerely,



Allan C. Golston  
President  
U.S. Program

Cc: Jill Nishi, Deputy Director, U.S. Libraries Initiative

## **Partnership Description – February 26<sup>th</sup>, 2010 Montana Digital Academy and Montana State Library**

### **Program Description**

Montana Digital Academy (MTDA) and Montana State Library (MSL) are forming a partnership to expand online learning opportunities at Montana's public library computing centers. By investing in faster broadband and new computers, students who lack broadband access at home will be able to access online course materials through their local library. Libraries also tend to have hours of operation outside of school hours which makes them a complementary resource for students and adults who are interested in participating in online learning opportunities.

The two organizations have agreed to co-market each other's programs to raise awareness of the MTDA and to raise awareness of libraries as a place students can go to participate in online courses. This co-promotion will include placing MTDA collateral in libraries to inform patrons of online course availability, and placing links on the MTDA website to news on local libraries computing centers. MTDA will also help MSL by advising us on technology requirements for our BTOP project, and future investments in libraries.

MTDA plans to incorporate a section on how to make best use of library resources into its new teacher training materials. This section will be developed by MSL, and will explain, among other things, how students can access the Peterson Education and Reference Center which features various educational resources including ACT/SAT test prep course materials. Similarly, MTDA will provide overview materials for librarians to familiarize themselves with the MTDA website. Furthermore, when a new student enrolls in MTDA and plans to use the library, email connections will be established between local librarians and student mentors to ensure when issues arise at the library they are sent through the appropriate channel. Through this connection, librarians can serve a complimentary role to student mentors and MTDA teachers.

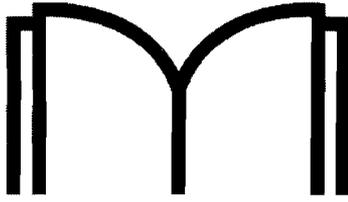
### **Roles and Responsibilities**

#### *Montana State Library and Local Libraries*

- Promote awareness of MTDA by providing informational materials in libraries
- Develop section for teacher training materials explaining best use of library assets
- Establish connections between librarian and MTDA student mentor to channel questions as they arise

#### *Montana Digital Academy*

- Promote awareness of library computing centers by establishing links on website
- Advise MSL on technical requirements for computing centers investments
- Incorporate training section on library resources into new teacher training materials
- Establish email connections between student mentors and local librarians upon student enrollment



**MONTANA** DIGITAL ACADEMY

**Montana Digital Academy**  
The University of Montana  
32 Campus Drive  
Missoula, MT 59812-6336  
Phone: 406-243-4619  
FAX: 406-243-5494

March 11, 2010

Bob Cooper  
Director of Statewide Library Resources  
Montana State Library  
PO Box 201800  
Helena, MT 59620-1800

Dear Mr. Cooper,

Montana Digital Academy is pleased to be a supporter of the, Enhancing Computing Centers at Montana Public Libraries, grant proposal of the Montana State Library.

The proposal's goal of providing more computers and faster broadband speeds at the local library computing centers will provide a crucial resource we can leverage to achieve our mission.

The Montana Digital Academy's mission to provide Montana school-aged children with equitable access to high-quality, innovative, online instruction. Licensed, state-endorsed, instructors will teach OPI standards-based curricula. The State of Montana, through a partnership of school districts and the Montana University System, will ensure Montana's children are prepared for a 21st century, globally competitive, environment.

Through this partnership we will have the potential to offer new opportunities to the students of Montana.

Sincerely,

Robert Currie  
Director, Montana Digital Academy

RC/rh

## **Partnership Description – March 2nd, 2010**

### **The Supreme Court of Montana and Montana State Library**

#### **Program Description**

The Supreme Court of Montana and Montana State Library (MSL) have agreed to partner to bring increased legal information and self help services to self-represented litigants across Montana. MSL's planned investment in faster broadband speeds and expanded computer resources at rural library computing centers will help the Supreme Court of Montana extend its reach to patrons in the most remote areas of Montana. The need for this investment is supported by the fact that Montana has only one public law library in the state (compared to states like California, which have at least one law library in every county). Furthermore, Montana has a large number of people acting as self-represented litigants who need access to this information in order to appropriately navigate the legal system. According to a 2005 study by the Montana Bar Association, 84% of the legal issues of low and moderate income households were resolved without the assistance of a lawyer.

To increase awareness and use of self-litigation resources, we have designed a train-the-trainer approach to increase librarian knowledge of available legal resources. The Supreme Court of Montana will be able to hold face-to-face training seminars with staff at the 42 participating libraries over an 18 month period with the funding the grant will provide. These seminars will serve to familiarize library staff with legal resources, and also explain the difference between providing access to legal information and providing legal advice (clearing confusion that has prevented librarians from assisting patrons with legal information in the past). The Supreme Court of Montana has committed to providing materials for these seminars by tailoring existing materials to make them more relevant for librarians. The Supreme Court of Montana also plans to use email follow-ups on a bi-monthly basis to reinforce the message of the seminars and to ensure librarians are aware of new legal materials as they are developed. Lastly, the Supreme Court of Montana has agreed to provide backup phone support to librarians when specific question arises that they cannot address.

The training seminars will initially focus on three principle websites, the State Law Library website, the Montana Law Help website, and the Court's website. To date, these websites are very good at providing information on how to file certain applications and making the necessary forms available for download online. Where these sites fall short, are on areas like providing guidance through the hearing and trial stage, the judgment stage, and the post-judgment/collection stage. These are areas that the Supreme Court of Montana is planning to improve over time. This highlights the longer term importance of our partnership as the Supreme Court of Montana would like to build a proven delivery partner with the MSL and Montana libraries.

The Supreme Court of Montana and MSL have also designed an outreach program to reach the patron and increase their awareness of legal resources. The Supreme Court of Montana has experience reaching out to areas without services through its involvement with AmeriCorp Direct, and we will leverage this proven model as it is a simple and cost effective way to raise awareness. The outreach campaign will consist of press releases and laminated posters that can

be easily customized and displayed at the 42 participating libraries. MSL's responsibility will involve making these materials visible in libraries and tailoring press releases for local community news outlets as necessary. From our experience, even when information is available, it does not sink in with patrons until they need it most. Our approach is best suited for this need as it provides continued awareness and outreach through displays in library locations.

## **Roles and Responsibilities**

### *Montana State Library and Local Libraries*

- Make substantial investments to create public library computing centers capable of being long term delivery partners for the Supreme Court of Montana
- Participate in face-to-face training seminars to make librarians knowledgeable of available legal resources
- Create awareness of legal resources by providing outreach materials in participating libraries

### *The Supreme Court of Montana*

- Schedule and deliver face-to-face training seminars to staff at 42 participating libraries
- Develop training materials for seminars that are tailored for libraries
- Follow up with librarians through bi-monthly emails and provide hotline support librarians when patrons have questions they cannot answer
- Design and deliver marketing materials to participating libraries for outreach program

**The Supreme Court of Montana**  
**Office of Court Administrator**

Lois Menzies  
Court Administrator  
e-mail: lmenzies@mt.gov



301 South Park Avenue, Room 328  
PO Box 203005  
Helena, Montana 59620-3005  
Phone: (406) 841-2957  
Fax: (406) 841-2955

March 5, 2010

Bob Cooper  
Director of Statewide Library Resources  
Montana State Library  
P.O. Box 201800  
Helena MT 59620-1800

Dear Mr. Cooper:

The Montana Supreme Court fully supports the Montana State Library's efforts to expand computing centers at Montana's public libraries.

There has been a dramatic increase in the number of people who cannot afford, or who choose not to hire, attorneys. Because legal terminology and court procedures can be difficult for lay people to understand, *pro se* litigants (people who represent themselves in court) risk losing important rights if they are not provided with the information and resources they need to navigate our justice system on their own. Unprepared *pro se* litigants also impose a significant burden on our already overburdened courts.

Public libraries, especially in rural and remote parts of Montana, are often a principal source of information for people who are grappling with legal problems. Public libraries may also be one of the only places where people of limited means can access the Internet. As the economic crisis deepens and people struggle to keep their jobs, pay their bills and take care of their families, people are turning to their public libraries in increasingly greater numbers for help in finding answers to questions that already are, or that may become, legal problems.

The Montana Supreme Court Self-Help Law Program and the Montana Law Library have been working closely with the Montana State Library to provide public libraries with the information, tools and training they need to assist library users who are experiencing legal problems. This important partnership would be greatly enhanced by funding that would allow the State Library to provide more computers and faster broadband speeds at local library computing centers.

The importance of public libraries in ensuring equal access to justice cannot be underestimated. We urge you to fund this invaluable and innovative effort to provide greatly needed assistance to Montana's public libraries and the people they serve.

Sincerely,

A handwritten signature in black ink, appearing to read "Lois Menzies".

Lois Menzies  
Court Administrator

## **Partnership Description – February 26<sup>th</sup>, 2010 AARP Montana and Montana State Library**

### **Program Description**

AARP Montana and Montana State Library are forming a partnership to ensure that potential investments to enhance computing centers in Montana's public libraries will benefit the 156,000 AARP members living within the state of Montana. Investments in faster broadband and new and expanded computing centers will ensure AARP members can communicate effectively with distant family members, access vital online resources (like those associated with Medicare), and access numerous AARP resources made available primarily online.

The two organizations have agreed to participate in awareness efforts to promote improved computing center resources to AARP members, and to promote AARP resources to library patrons. These awareness efforts will include e-newsletters, The Bulletin (which is a periodical distributed to members), attaching updates to emails sent to local members, and through direct mail campaigns to members in communities with participating libraries. MSL has also agreed to promote AARP initiatives by providing informational materials such as brochures and post cards at local libraries. MSL also plans to set up a webinar where an AARP representative will inform librarians on resources available on the AARP website, and how patrons can make the best use of these resources, so librarians are prepared to answer questions from AARP patrons.

AARP and MSL will also encourage librarians to post computing center volunteer opportunities on the AARP's volunteer website titled, "Create the Good". Posting volunteer opportunities on Create the Good website will allow senior members of the community who have basic computer literacy help their local library monitor computer labs and answer questions from peers who use the computing center. This will help ease the demand on librarians' time, while also providing a knowledgeable senior who can provide some basic training support to AARP members patronizing the computing center.

### **Roles and Responsibilities**

#### *Montana State Library and Local Libraries*

- Make substantial investments to enhance public library computing centers
- Create awareness of AARP resources by providing informational materials in libraries
- Arrange and participate in webinar to make librarians aware of online AARP resources
- Post computing center volunteer opportunities on AARP Create the Good web portal

#### *AARP Montana*

- Promote awareness of enhancements to public library computing centers to AARP members
- Provide MSL with AARP informational content and materials to place in libraries
- Create and lead webinar to increase librarian awareness of AARP resources
- Encourage librarians to post volunteer opportunities to Create the Good



**AARP Montana**  
30 W. 14th Street  
Suite 301  
Helena, MT 59601

T 1-866-295-7278  
F 406-441-2230  
TTY 1-877-434-7598  
[www.aarp.org/mt](http://www.aarp.org/mt)

March 1, 2010

Bob Cooper  
Director of Statewide Library Resources  
Montana State Library  
P.O. Box 201800  
Helena MT 59620-1800

Dear Mr. Cooper:

AARP Montana is pleased to be a supporter of the Enhancing Computing Centers at Montana Public Libraries grant proposal of the Montana State Library.

The proposal's goal of providing more computers and faster broadband speeds at local library computing centers will be a valuable resource we can leverage to achieve our goal to enhance access to our members for information on health and financial security, as well as to improve communication for our members with their friends and family.

AARP Montana is a non-profit, non-partisan membership organization of people 50 and older with over 156,000 members in Montana. Our membership also includes many retired educators and volunteers who are active in promoting important public education and services, such as Driver Safety classes and the AARP Tax Aide program, that utilize Montana's local community libraries on a regular basis.

This project is consistent with our vision of expanding life long learning opportunities for our members across the state, as well as address the difficulty of our members being able to afford and have access to internet in rural Montana.

In recent years, there have been many changes in health care and public assistance programs, such as Medicare and energy assistance programs, that require access to high speed internet to submit an application or to do comparative shopping for the right health care plan. Without access to high speed internet in the community, low income seniors and their family members are without access to important information on health care, prescription drugs and heating assistance.

AARP Montana can contribute to the overall success of this initiative by continuing our partnership of sharing important information with our community libraries of interest to our members and their family members. Through this partnership we will have the potential to offer new opportunities to engage our members by offering jointly sponsored training sessions on the use of internet at community libraries across Montana.

We look forward to hearing from you about your successful application and feel free to email [bbartholomew@aarp.org](mailto:bbartholomew@aarp.org) or call (406-457-4701) if you have any questions.

Thank you for this opportunity to expand our reach to our members and their families.

A handwritten signature in black ink that reads "Bob Bartholomew". The signature is written in a cursive, flowing style.

Bob Bartholomew  
State Director  
AARP Montana

## **Partnership Description – March 2<sup>th</sup>, 2010**

### **Montana Department of Labor and Industry (DLI) Workforce Services Division and Montana State Library (MSL)**

#### **Program Description**

The Montana Department of Labor and Industry (DLI) Workforce Services Division and the Montana State Library are forming a partnership to increase use of DLI's online web resources. Montana is facing record high unemployment and this translates into a high number of customers seeking services via Workforce Service Division's Local Job Service Workforce Centers. Through the MSL's investment in public library computing centers and through the intended outcomes of our partnership, we can increase the use of public library computing centers to better serve DLI customers. Creating additional and improved technological conduits for DLI customers via the MSL system will provide additional capacity for meeting our mutual customers' needs during times of high volume demand across the state.

To increase awareness and use of online service portals, the DLI has committed to creating training resources to familiarize librarians on available online resources. The DLI Workforce Service Division has committed to meet with library staff at a local level to assist in familiarizing them with online resources. Part of this training will inform librarians on how to direct patrons to knowledgeable staff from the DLI via phone or other developing technologies. This will allow patrons to get the assistance they need without overburdening librarians.

The DLI has also committed to leverage its existing marketing opportunities to promote improvements in public library computing centers and suggest them as additional locations to apply for jobless benefits. Furthermore, the DLI plans to use event based marketing to promote public library computing centers by incorporating librarians on Job Service Employee Committees and Community Management Teams. These groups typically meet about once a month and represent a continued relationship between librarians, business leaders, and government.

#### **Roles and Responsibilities**

##### *Montana State Library and Local Libraries*

- Make substantial investments to enhance public library computing centers
- Participate in trainings provide by DLI Workforce Service representatives
- Refer patrons to Job Service Workforce Center representatives for specific questions on DLI services

##### *Department of Labor and Industry Workforce Services Division*

- Create training resources to familiarize MSL and library staff with DLI online resources
- Conduct local level training for library staff to assist in familiarizing them with online resources
- Maintain effective avenues to communicate questions on DLI services
- Increase awareness by leveraging existing outreach channels and events



Governor Brian Schweitzer

# Montana

## Department of Labor and Industry

### Workforce Services Division

Bob Cooper  
Director of Statewide Library Resources  
Montana State Library  
P.O. Box 201800  
Helena MT 59620-1800

March 4, 2010

Dear Mr. Cooper:

The Montana Department of Labor & Industry, Workforce Services Division is pleased to partner in the "Enhancing Computing Centers at Montana Public Libraries" grant proposal of the Montana State Library.

The proposal's goal of providing more computers and faster broadband speeds at local library computing centers will provide increased accessibility to internet based resources we can leverage to achieve our operational mission. The Workforce Services Division vision is "Superior Service for a Working Montana." This partnership in investment of improved resources fully aligns with this vision and supports our core values of customer focus and continuous improvement.

Many of the communities we serve in western Montana and elsewhere have seen historically significant growth in demand of our services and resources. Increasing the number of access points in these communities will offer additional self service locations for our customers. Because any of our services ( registration, job search, career exploration, assessments, and others) are currently available through local Job Service One Stop Workforce Center websites, it is foreseeable that the proposed MSL expansion will have a direct, positive impact on the ability of self service customers to more readily achieve their employment goals.

As we continue to lead in the expansion of online services which provide more education and resources via the internet, the proposed plan will help our organization to meet the exponential growth that is forecast in the area of internet based service and resource delivery. If I may provide more information or clarification regarding our support of this effort, please feel free to contact me.

A handwritten signature in black ink, appearing to read "Steve Olson".

Steve Olson  
Regional Director, Region 5  
Workforce Services Division  
MT Dept. of Labor & Industry

P.O. BOX 1728 HELENA MT 59624-1728 • PHONE (406) 444-4100

FAX (406) 444-3037 • TTD (406) 444-0532

"AN EQUAL OPPORTUNITY EMPLOYER"



**Partnership Description – March 1, 2010**  
**Montana Department of Public Health and Human Services**  
**and Montana State Library**

**Program Description**

The Montana Department of Public Health and Human Services (DPHHS) and Montana State Library (MSL) are forming a partnership to boost awareness and participation in a new online, web-based application submission tool that is scheduled to roll out the last quarter of 2010. This online submission tool will allow patrons to complete and submit a single online application that will be used to determine their eligibility for a number of public assistance programs including Medicaid, Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), and Healthy Montana Kids (health insurance for Montana children).

To boost awareness and participation in these programs, DPHHS has committed to provide training documentation for librarians so they are aware of this resource and can point patrons to the appropriate site when questions arise at the library. Furthermore, DPHHS plans to make training documentation available to the general public through its web site. This is important as it will help moderate the burden placed on local librarians. MSL will make materials provided by the DPHHS available in the library on the new online way to apply for these assistance programs, helping to create awareness and participation in the programs. MSL's potential investment in public computing centers is critical for this new tool to have its intended impact as libraries may be the only place where some of Montana's citizens in need can access computing and Internet resources.

**Roles and Responsibilities**

*Montana State Library and Local Libraries*

- Make substantial investments to enhance public library computing centers
- Distribute training materials to librarians to make them aware of new online resources
- Create awareness of new application submission tool by providing marketing materials in libraries

*Montana Department of Public Health and Human Services*

- Provide MSL with training information to distribute to librarians
- Make training materials available to the public on DPHHS website
- Provide MSL with submission tool marketing materials to place in libraries

**DEPARTMENT OF  
PUBLIC HEALTH AND HUMAN SERVICES**



**Brian Schweitzer**  
GOVERNOR

**Anna Whiting Sorrell**  
DIRECTOR

**STATE OF MONTANA**

[www.dphhs.mt.gov](http://www.dphhs.mt.gov)

PO BOX 4210  
HELENA, MT 59604-4210  
(406) 444-5622  
FAX (406) 444-1970

Bob Cooper  
Director of Statewide Library Resources  
Montana State Library  
P.O. Box 201800  
Helena MT 59620-1800

Dear Mr. Cooper:

The Department of Public Health & Human Services (DPHHS) is pleased to be a supporter of the Enhancing Computing Centers at Montana Public Libraries grant proposal of the Montana State Library.

The proposal's goal of providing more computers and faster broadband speeds at local library computing centers will provide an important resource we can leverage to achieve our mission. The Department's mission is to improve and protect the health, well-being, and self-reliance of all Montanans.

This project is consistent with our vision of making our services known and accessible to the greatest number of citizens across our state. Through this partnership we will have the potential to expand our net of economic security and health coverage to Montanan's in need.

In summary, we appreciate the opportunity to collaborate with the Montana State Library in this important project to enhance Montana's public libraries as computing centers that will be used by our citizens to access the information and services that support our mission.

Sincerely,

Anna Whiting Sorrell, Director

*An Equal Opportunity Employer*



**Partnership Description – March 1<sup>st</sup>, 2010**  
**Census and Economic Information Center (CEIC) and Montana State Library (MSL)**

**Program Description**

The CEIC has a history of collaboration with MSL and Montana libraries. In 2000, the CEIC designated 18 of Montana's libraries as affiliates and made Census and economic data available to them by CD-ROM. The CEIC held training seminars to teach librarians, grant writers, government officials and employees, non-profits, small business owners and even the general public and how to leverage the Census data for research and marketing needs.

The CEIC is planning a similar series of 6 different training courses based on the 2010 Census, to be held as the data is made available over the next 3-4 years. These trainings include Census 2010, Community/Neighborhood Assessments, Business Research Using American Fact Finder, American Community Survey, Accessing Montana Demographic, and Economic Data Using Economic Statistics. A major change with the 2010 Census is that the data will only be available online. The CEIC can no longer order CDs of data from the Census for affiliate libraries. This evolution in how the federal government disseminates information highlights the challenges and opportunities for the CEIC and MSL, and underlines the importance of our partnership as we aim to expand CEIC training services to all 42 participating libraries.

As part of our partnership, the CEIC has agreed to develop a training webinar they will offer to all librarians. This will create a "train the trainer" model allowing the librarians to help educate patrons on how to access Census data when questions arise at libraries. Furthermore, these training materials will be made available on MSL and local library web pages so patrons across Montana can access the webinars on their own time. This will make the benefits of training materials available to all Montanans, extending the reach of the CEIC's service. The CEIC will not forgo face-to-face training, and instead, intends to leverage public library computing centers to train small business, grant writers, and others on how to leverage Census data to address their needs.

**Roles and Responsibilities**

*Montana State Library and Local Libraries*

- Make substantial investments to enhance public library computing centers to enable 2010 Census data training
- Create awareness of CEIC Census resources by providing informational materials in libraries
- Participate in webinar to make librarians aware of CEIC resources
- Hold face-to-face training of library patrons by CEIC

*Census and Economic Information Center*

- Develop training webinar to be offered to librarians at all Montana libraries
- Post training materials on MSL and local library web pages
- Hold face-to-face trainings in public library computing center facilities

**MONTANA**  
**Department of Commerce**  
**Census and Economic Information Center**

March 2, 2010

Bob Cooper  
Director of Statewide Library Resources  
Montana State Library  
PO Box 201800  
Helena, MT 59620-1800

Dear Mr. Cooper:

The Census and Economic Information Center (CEIC) of the Montana Department of Commerce is pleased to be a supporter of the Enhancing Computing Centers at Montana Public Libraries grant proposal of the Montana State Library. The proposal's goal of providing more computers and faster broadband speeds at the local library computing centers will provide an essential resource we can leverage to achieve our mandate to provide census and economic data to the public.

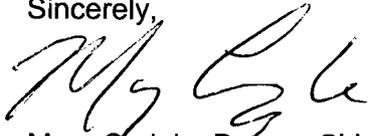
CEIC is Montana's lead agency in the U.S. Census Bureau's State Data Center (SDC) Program which began in 1978. Its mission is to provide easy and efficient access to U.S. Census Bureau data and information through a wide network of lead, coordinating and affiliate agencies in each state. The Montana State Library is a coordinating agency and has assisted CEIC in its mission of providing training and technical assistance in accessing and using Census data for research, administration, planning and decision making by the government, the business community, university researchers, and other interested data users.

Beginning with Census 2010, all U.S. Census Bureau data will only be accessible via the Internet. With this change, additional training will be needed to help librarians understand how to locate and download the data. In addition, the libraries will need multiple computers with high speed access.

CEIC also conducts many workshops for small business owners, government employees and officials, and communities. These workshops, such as Market Research for businesses, assist in locating the appropriate data needed to help owners determine whether there is enough of a customer base to expand. In addition, another workshop provides instructions on how to access the appropriate data to complete grant applications to meet community needs such as funding for improving their water and sewer systems.

CEIC looks forward to continuing and expanding our partnership with the Montana State Library and all the libraries in the state. Please contact me if you have any questions at (406) 841-2739 or [mcraigle@mt.gov](mailto:mcraigle@mt.gov).

Sincerely,

A handwritten signature in black ink, appearing to read 'Mary Craigle', written in a cursive style.

Mary Craigle, Bureau Chief  
CEIC

## **SUB-RECIPIENT PARTNERS**

**SUB-RECIPIENT LETTER OF COMMITMENT**Prepared for:*Bicentennial Library of Colstrip*Construction and/or FTE proposal:

- Total Construction Project Cost: \$5,000
  - Matching Funds: \$0
  - BTOP Funding Request: \$5,000

Letter of Commitment:

I have reviewed and commit to executing the construction and/or FTE stimulus proposal for our library to the best of my ability. As a Broadband Technology Opportunities Program (BTOP) grant sub-recipient, I commit to comply with all laws, regulations, BTOP policies, Department of Commerce Standard Terms and Conditions, and Recovery Act Award Terms and any Special Award Conditions of the BTOP grant as instructed by Montana State Library's BTOP grant Compliance Coordinator. I recognize that all figures stated in this letter of commitment are best estimates and subject to change.

Please fax or email as PDF your completed form to Bob Cooper at the Montana State Library, fax: 406-444-0266, email: [bocooper@mt.gov](mailto:bocooper@mt.gov)

Mary Kathryn Bullard  
Signee Name

Branch Director  
Title

MKBullard  
Signee Signature

3-8-2010  
Date

**SUB-RECIPIENT LETTER OF COMMITMENT**

Prepared for:

*Lincoln County Public Libraries – Eureka*

Construction and/or FTE proposal:

- Total Construction Project Cost: \$4,200
  - Matching Funds: \$1,000
  - BTOP Funding Request: \$3,200

Letter of Commitment:

I have reviewed and commit to executing the construction and/or FTE stimulus proposal for our library to the best of my ability. As a Broadband Technology Opportunities Program (BTOP) grant sub-recipient, I commit to comply with all laws, regulations, BTOP policies, Department of Commerce Standard Terms and Conditions, and Recovery Act Award Terms and any Special Award Conditions of the BTOP grant as instructed by Montana State Library’s BTOP grant Compliance Coordinator. I recognize that all figures stated in this letter of commitment are best estimates and subject to change.

Please fax or email as PDF your completed form to Bob Cooper at the Montana State Library, fax: 406-444-0266, email: [bocooper@mt.gov](mailto:bocooper@mt.gov)

*Samantha Kleison* *Samantha Kleison*  
Signee Name

*Director*  
Title

*Samantha Kleison*  
Signee Signature

*3/5/10*  
Date

**SUB-RECIPIENT LETTER OF COMMITMENT**

Prepared for:

*Glasgow City-County Library*

Construction and/or FTE proposal:

- Total Construction Project Cost: \$15,742
  - Matching Funds: \$4,000
  - BTOP Funding Request: \$11,742

Letter of Commitment:

I have reviewed and commit to executing the construction and/or FTE stimulus proposal for our library to the best of my ability. As a Broadband Technology Opportunities Program (BTOP) grant sub-recipient, I commit to comply with all laws, regulations, BTOP policies, Department of Commerce Standard Terms and Conditions, and Recovery Act Award Terms and any Special Award Conditions of the BTOP grant as instructed by Montana State Library's BTOP grant Compliance Coordinator. I recognize that all figures stated in this letter of commitment are best estimates and subject to change.

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*Carolyn L. Wells*

\_\_\_\_\_  
Signee Name

*Director*

\_\_\_\_\_  
Title

*Carolyn Wells*

\_\_\_\_\_  
Signee Signature

*March 6, 2010*

\_\_\_\_\_  
Date

**SUB-RECIPIENT LETTER OF COMMITMENT**Prepared for:*Laurel Public Library*Construction and/or FTE proposal:

- Hours Per Week of FTE: 15
- Estimated Annual FTE Salary: \$6,500
- Total Three Year FTE Cost: \$19,500
- Position Term: Permanent

Letter of Commitment:

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Nancy L Schmidt  
Signee Name

Director  
Title

Nancy L Schmidt  
Signee Signature

8 March 2010  
Date

## SUB-RECIPIENT LETTER OF COMMITMENT

Prepared for:

*Missoula Public Library*

### Mobile Computer Lab Project Proposal:

- Total Mobile Computer Lab Project Cost : \$275,700
  - CapEx: \$132,900
  - OpEx: \$142,800
- Missoula Public Library Match: \$142,800
- BTOP Funding Request: \$132,900

### Letter of Commitment:

I have reviewed and commit to executing the Mobile Computer Lab Project Proposal for our library to the best of my ability. As a Broadband Technology Opportunities Program (BTOP) grant sub-recipient, I commit to comply with all laws, regulations, BTOP policies, Department of Commerce Standard Terms and Conditions, and Recovery Act Award Terms and any Special Award Conditions of the BTOP grant as instructed by Montana State Library's BTOP grant Compliance Coordinator. I recognize that all figures stated in this letter of commitment are best estimates and subject to change.

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*Honore D Bray Honored Bray*  
\_\_\_\_\_  
Signee Name

*Director Missoula Public Library*  
\_\_\_\_\_  
Title

*Honore D Bray*  
\_\_\_\_\_  
Signee Signature

*3-5-10*  
\_\_\_\_\_  
Date

**SUB-RECIPIENT LETTER OF COMMITMENT**

Prepared for:

*North Valley Public Library*

Construction and/or FTE proposal:

- Hours Per Week of FTE: 40
- Estimated Annual FTE Salary: \$27,310
- Total Three Year FTE Cost: \$81,930
- Position Term: Permanent

Letter of Commitment:

I have reviewed and commit to executing the construction and/or FTE stimulus proposal for our library to the best of my ability. As a Broadband Technology Opportunities Program (BTOP) grant sub-recipient, I commit to comply with all laws, regulations, BTOP policies, Department of Commerce Standard Terms and Conditions, and Recovery Act Award Terms and any Special Award Conditions of the BTOP grant as instructed by Montana State Library's BTOP grant Compliance Coordinator. I recognize that all figures stated in this letter of commitment are best estimates and subject to change.

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RENEE McGRATH

\_\_\_\_\_  
Signee Name

LIBRARY DIRECTOR

\_\_\_\_\_  
Title

*Renee McGrath*

\_\_\_\_\_  
Signee Signature

3/9/10

\_\_\_\_\_  
Date

## SUB-RECIPIENT LETTER OF COMMITMENT

Prepared for:

*Parmly Billings Library / MSU-B College of Technology*

Construction and/or FTE proposal:

- Total Construction Project Cost: \$10,500
  - Matching Funds: \$0
  - BTOP Funding Request: \$10,500

Letter of Commitment:

I have reviewed and commit to executing the construction and/or FTE stimulus proposal for our library to the best of my ability. As a Broadband Technology Opportunities Program (BTOP) grant sub-recipient, I commit to comply with all laws, regulations, BTOP policies, Department of Commerce Standard Terms and Conditions Standard Terms and Conditions, and Recovery Act Award Terms and any Special Award Conditions of the BTOP grant as instructed by Montana State Library's BTOP grant Compliance Coordinator. I recognize that all figures stated in this letter of commitment are best estimates and subject to change.

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*Bruce Mc Candless*

\_\_\_\_\_  
Signee Name

*ASST CITY ADMINISTRATOR*

\_\_\_\_\_  
Title

*Bruce M Candless*

\_\_\_\_\_  
Signee Signature

*3/10/10*

\_\_\_\_\_  
Date

**SUB-RECIPIENT LETTER OF COMMITMENT**

Prepared for:

*Polson City Library*

Construction and/or FTE proposal:

- Hours Per Week of FTE: 40
- Estimated Annual FTE Salary: \$25,460
- Total Three Year FTE Cost: \$76,380
- Position Term: 3 Years

Letter of Commitment:

I have reviewed and commit to executing the construction and/or FTE stimulus proposal for our library to the best of my ability. As a Broadband Technology Opportunities Program (BTOP) grant sub-recipient, I commit to comply with all laws, regulations, BTOP policies, Department of Commerce Standard Terms and Conditions Standard Terms and Conditions, and Recovery Act Award Terms and any Special Award Conditions of the BTOP grant as instructed by Montana State Library's BTOP grant Compliance Coordinator. I recognize that all figures stated in this letter of commitment are best estimates and subject to change.

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**Marilyn Trospen**

\_\_\_\_\_  
Signee Name

**Library Director**

\_\_\_\_\_  
Title

*Marilyn Trospen*

\_\_\_\_\_  
Signee Signature

**March 5, 2010**

\_\_\_\_\_  
Date

**SUB-RECIPIENT LETTER OF COMMITMENT**

Prepared for:

*Ronan City Library*

Construction and/or FTE proposal:

- Construction – Total Project Cost: \$3,000
  - Matching Funds: \$0
  - BTOP Funding Request: \$3,000
- FTE – Hours Per Week: 30
- Estimated Three Year FTE Cost: \$50,343
- Position Term: Permanent
- Total Requested Funding: \$53,343

Letter of Commitment:

I have reviewed and commit to executing the construction and/or FTE stimulus proposal for our library to the best of my ability. As a Broadband Technology Opportunities Program (BTOP) grant sub-recipient, I commit to comply with all laws, regulations, BTOP policies, Department of Commerce Standard Terms and Conditions, and Recovery Act Award Terms and any Special Award Conditions of the BTOP grant as instructed by Montana State Library's BTOP grant Compliance Coordinator. I recognize that all figures stated in this letter of commitment are best estimates and subject to change.

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Michelle Fenger  
Signee Name

Library Director  
Title

Michelle Fenger  
Signee Signature

3-6-2010  
Date

**SUB-RECIPIENT LETTER OF COMMITMENT**

Prepared for:

*Rosebud County Library*

Construction and/or FTE proposal:

Hours Per Week of FTE: 20

Estimated Annual FTE Salary: \$12,130

Total Three Year FTE Cost: \$36,390

Position Term: Permanent

Letter of Commitment:

I have reviewed and commit to executing the construction and/or FTE stimulus proposal for our library to the best of my ability. As a Broadband Technology Opportunities Program (BTOP) grant sub-recipient, I commit to comply with all laws, regulations, BTOP policies, Department of Commerce Standard Terms and Conditions, and Recovery Act Award Terms and any Special Award Conditions of the BTOP grant as instructed by Montana State Library's BTOP grant Compliance Coordinator. I recognize that all figures stated in this letter of commitment are best estimates and subject to change.

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*Cheryl J. Heiser*  
\_\_\_\_\_  
Signee Name

*Library Director*  
\_\_\_\_\_  
Title

*Cheryl J. Heiser*  
\_\_\_\_\_  
Signee Signature

*03/09/2010*  
\_\_\_\_\_  
Date