

State Librarian's Report

November 22, 1999 to January 21, 1999

My report is consolidated under the goals and objectives of the MSL's long-range Plan.

Library Development

Goal 1. Objective 1.1. The Montana State Library will seek broad-based support and use information from many sources when planning to improve and enhance the delivery of electronic library services.

Activities:

- ◆ Assisted MLN director with negotiations for statewide contract with OCLC.

Objective 1.2. By December 1998, all Montana public libraries will have either direct or dial-up access to the Internet.

Activities:

- ◆ Participated in one Summitnet Executive Council meeting.
- ◆ Liaison with Gates Foundation for workshop held on January 11, 2000.

Objective 1.3. The MSL will facilitate efforts to have all Montana public libraries declared eligible for telecommunication discounts from Federal and State governments.

Activities:

- ◆ Liaison with PSC and national entities regarding the E-Rate.

Goals 2. Montana citizens will have timely access to information despite its location or format.

Objective 2.3. By 2000, all academic and 50% of all public library catalogs will be available for searching through remote access.

Activities:

- ◆ Along with director of Statewide Library Resources, coordinated the work of the MLN director.
- ◆ Met once with the Pacific Northwest State Librarians & directors of BCR to talk about issues of mutual concern.

Goal 4. Objective 4.1. By 2002, 50% or 41 public libraries will be funded at 85% of the national average for library funding.

Activities:

- ◆ Proposed various programs of state aid to Law Revision TF.

Information Services

Goal 1. Objective 1.1. Increase State employees' use of State Library services by 50% by January 1998 and 25% per year thereafter.

Activities:

- ◆ Worked with SLR manager and Information Services supervisor to write new position descriptions.
- ◆ Met with LISD staff to answer questions about reorganization.
- ◆ Worked with contract position to classify new positions.
- ◆ Sent seven out of nine positions descriptions to the personnel bureau for review.
- ◆ Wrote assessment tools to begin reassignment process.
- ◆ Visited ALA placement center at the Mid-Winter conference to meet with potential candidates for open positions.

NRIS

- ◆ Met with Representation Dick Haines to discuss NRIS funding structure and services.
- ◆ Facilitated meeting of the Coordination Committee for the Montana Geographic Information Council.

Other Activities

- ◆ Prepared materials for and met with Library Services Advisory Council's committee on institutions.
- ◆ Coordinated planning committee of Western Council of State Librarians' spring workshop – Teaching Basic Skills.
- ◆ Met with legislative service auditors to discuss agency management.
- ◆ Attended COSLA meeting in San Antonio.
- ◆ Attended IMLM Focus group meeting in San Antonio.

Statewide Library Resources

Library and Information Services Department (LISD)
(Report prepared by Holt and Staffeldt for Carlson, Cornish, Holt, Hunter, Madison, Miller, Pepper-Rotness, Smith, Staffeldt, and Williams)

Goal 1. All state employees have access to the current and accurate information that they need.

Objective 1.2. By December 1999, all State Library materials will reflect the needs of state government and the professional development needs of Montana's Libraries

Activities:

- ◆ LISD staff and temporary staff continue to withdraw deselected portions of the federal documents collection from the OPAC and OCLC, produce an "offers list," and transfer documents to the full depository library at the University of Montana.
- ◆ LISD staff has begun withdrawing the auto repair manuals from the collection, deleting records from the OPAC and OCLC, and preparing the manuals for transfer to the Lewis & Clark Library.
- ◆ The Collection manager reviewed the journal collection and selected outdated issues of titles no longer received to withdraw from the collection.
- ◆ The temporary reference assistant is continuing the needs assessment for various divisions of the Department of Public Health and Human Services by analyzing patterns of use for interlibrary loan.
- ◆ The LISD Supervisor created a database with which to analyze periodical subscriptions by cost, availability online, availability on InfoTrac, requests for current awareness and requests for articles.

Objective 1.3. Each year, library users and staff have access to easy-to-use, current information technology.

Activities:

- ◆ Internet InfoTrac resources were promoted to state agency focus group members to assess pertinence and usability for state government clients.
- ◆ The acquisitions technician has successfully converted a Lotus database to Access in order to maintain compatibility with State of Montana software support policies.
- ◆ Email registration and request forms have been drafted for use by state employees for whom it's not possible or convenient to visit the library facility.

Goal 2. The staff is well trained and excels in providing service to all users.

Activities:

- ◆ A new organization chart for LISD was prepared and new position descriptions have been created for 4 professional, 4 technical, and 1 clerical position. The position descriptions are being reviewed for classification.
- ◆ LISD staff members are preparing documentation of their knowledge, skills, and abilities in light of the new positions.
- ◆ Assessment tools were prepared for use in matching current staff with new positions.
- ◆ Several meetings were held with LISD staff to provide updates on progress of the reorganization and to respond to questions.

- ◆ A temporary part time reference assistant was hired to assist with front desk and reference activities.
- ◆ Shelving and interlibrary loan clerk Janet Hunter accepted a position with another state agency and will be leaving January 28.

Library Development (LDD)

(Report submitted by Jackson and Staffeldt for Cooper, Finn, Gunderson, Jackson, Reymer, and Staffeldt)

Goal 1. Objective 1.1. MSL will seek broad-based support and use information from many sources when planning to improve and enhance the delivery of electronic library services.

Activities:

- ◆ Attended December Federation Coordinators meeting and provided updates on various statewide projects.
- ◆ Attended December Montana State Library Commission meeting and provided updates on LSTA projects, e-rate, Plans of Service, and Montana Library Network.
- ◆ Attended January 11 Gates Foundation grant workshop videoconferences and served as site coordinators for the workshops in Great Falls, Helena, and Billings.
- ◆ Participated in conference call with OCLC/WLN staff concerning upcoming changes to LaserCat.
- ◆ Provided input for planning the Montana Library Network.

Goal 1. Objective 1.3. Montana public libraries will be eligible for telecommunication discounts from the Federal and State governments.

Activities:

- ◆ Consulted with many Montana libraries on e-rate for the January 19 deadline for form 471 for Year 3. Assistance included announcements of filing deadlines and procedures, walking applicants through the on-line filing process, explaining changes in e-rate filing forms, checking applications for completeness, etc. All but two of the libraries receiving e-rate funds in Year 2 filed form 470 applications in time to be considered for Year 3.

Goal 2. Objective 2.5. MSL's consulting division reflects the needs of the State's libraries.

Activities:

- ◆ Provided consulting to libraries at Anaconda, Big Timber, Billings, Circle, Culbertson, Dillon, Dutton, Fairfield, Forsyth, Fort Benton, Kalispell, Lewistown, Manhattan, Miles City, Montana State Prison, Plains, Roundup, St. Ignatius, Sheridan, Shodair Hospital, Sidney, Superior, Thompson Falls, Three Forks, Valier, Whitehall, and Wibaux on topics including, but not limited

to, automation, buildings, collection management policies, e-mail, e-rate, Gates Foundation workshops, grant funds, holdings, institutional library service, LaserCat, LSTA projects, library boards, magazine database, MLA, salaries, staffing, state aid, statistics, and summer reading programs.

- ◆ Provided LaserCat technical assistance to Belgrade, Big Timber, Bridger, Butte High School, Carroll College, Condon, Conrad, Dawson Community College, Dawson County High School, Ekalaka, Fairfield, Flathead Valley High School, Glasgow, Harlem, Harrison Schools, Helena College of Technology, Lewistown, Libby, Lincoln County High School, Livingston, Missoula Public Schools, Montana Historical Society, Ovando Schools, Park City Schools, Rocky Boy High School, Roundup, Stanford, Virginia City, West Yellowstone, and Wibaux.
- ◆ Provided ongoing assistance and support to the Advisory Committee of the Library Improvement Project for Madison County at meetings in Virginia City and Ennis.
- ◆ Met with Madison County librarians on January 11 in Bozeman regarding LIP.
- ◆ Made onsite visits to Belt, Big Timber, Boulder, Cascade, Conrad, Denton, Dillon, Fairfield, Fort Benton, Harrison, Lewis and Clark Trail Library, Lewistown, Moore, Plains, Polson, Roundup, Stanford, Superior, Twin Bridges, Virginia City, and Whitehall.

Goal 3. Objective 3.1. By June 1998, MSL will offer Montana librarians and trustees a comprehensive, professionally planned schedule of continuing education options.

Activities:

- ◆ Planning continued for the Summer Institute 2000. The contract with Rocky Mountain College is still being negotiated by MSL and college counsel. LDD staff is currently formulating a priority list of management/leadership issues the Institute will address.
- ◆ Planning began for the 2000 Fall Workshop scheduled to be held at the Yogo Inn in Lewistown on September 22nd and 23rd.

Goal 3. Objective 3.2. By January 2000, the number of participants in the certification program will have doubled to 454.

Activities:

- ◆ Consulted with the librarians in Bozeman, Choteau, Kalispell, Lewistown, Three Forks, and Townsend on certification questions.
- ◆ Approved twelve programs for continuing education.
- ◆ Approved five applicants into the enrollment level and four applicants into the certification level of the Montana Certification Program.

Goal 3. Objective 3.4. The use of MSL's collection of professional materials by librarians and trustees will increase by 10% each year.

Activities:

- ◆ Promoted and encouraged use of the MSL professional collection when consulting with public libraries.

Goal 5. Objective 5.1. Annually, MSL will coordinate statewide plans and programs for libraries.

Activities:

- ◆ Reviewed and approved two collection management policies.

Goal 6. Objective 6.1. MSL will promote planning and budgeting at state institutions in an effort to have budget supported plans for library services in place for 50% of such facilities by the end of 1998 and for 100% of state institutions by the end of 2000.

Activities:

- ◆ Prepared materials for the January 19th meeting of the Working Group on Institutions. All state institutions, administrations of the Department of Commerce and the Department of Public Health and Human Services, libraries previously receiving LSTA funds to serve institutions, and libraries having state institutions in the local service area were notified about the meeting and given the opportunity to provide additional materials to the Working Group.

Talking Book Library (TBL)

(Report prepared by Briggs and Staffeldt for Briggs, Christopher, Gebhardt, Madison, Meier, Merrin, and Staffeldt)

Goal 1. Staff, volunteers, and patrons will work in a safe, comfortable, and efficient working environment.

Objective 1.1. Reorganize work areas to achieve maximum use of space.

Activities:

- ◆ Completed the return of obsolete equipment to National Library Service.
- ◆ Completed the return of books on warranty to the manufacturer for replacement.
- ◆ Reorganized machine room to accommodate patron specialized software, hardware, and assistive devices workstation.

Goal 2. Montana residents will receive the best possible service from the Montana Talking Book Library.

Activities:

- ◆ National Library Service has converted seven more magazines from disc format to cassette, as part of their 2001 magazine conversion project.

Goal 2. Objective 2.1. Increase the percentage of qualified patrons being served.

Activities:

- ◆ New patrons signed up: November 1999: 50; December 1999: 46.

Goal 2. Objective 2.8. Improve the quality of the Montana Cassette Recording program by January 2000.

Activities:

- ◆ New volunteers: December: 1
- ◆ Completed recordings of the following books in our local Recording Program: December: *Some Horses*; *Self Defense for Nature Lovers*; *Leave No Trace*; *Calamity Jane*; *Montana Ghost Dance*; *Easy Money*; *Learning to Talk Bear*; *WOW Magazine* (Nov/Dec issue); *Montana Magazine of Western History* (Fall 99 issue). Special Projects: MTAC brochure; MTAC catalog; MTB DV catalog; Transportation Dept. Construction Manual.

Goal 3: there will be sufficient funding and staff to offer the best possible patron service.

Objective 3.1. Increase Reader Advisors by one position to accommodate for increase in new patrons by January 2002.

Activities:

- ◆ Interim support has been provided through a contract with Green Thumb and Career Training Institute (CTI) to provide one person for 20 hours/week, five days/week each to train in support services to Reader Advisors. The CTI contract has ended. The Green Thumb contract is active. Both have proven to be successful and necessary for consistent service to patrons and support to Reader Advisors.

Objective 3.2. Increase private donations to the TBL by 25% yearly by January 2000.

Activities:

- ◆ TBL received \$7,501.40 in donations for calendar year 1999.

Natural Resource Information System

Activities:

- ◆ Continued strategic planning efforts. Committee work is now progressing in development of program goals and action items.
- ◆ NRIS Director and Welch attended Advanced ArcView Training in Missoula.

Natural Heritage Program (NHP)

Goal 1. Objective 1.1. Provide timely and effective service to requests for information on Montana's biological resources, emphasizing rare or endangered plant and animal species and biological communities through the Natural Heritage Program (NHP).

Activities:

- ◆ December requests for mediated data services exceeded 100 for the third time in 1999. Web use remained high, with about 2000 user sessions in both November and December.
- ◆ The Heritage Botanist completed a project that documents, in detail, the status of all sensitive plant species that occur on BLM lands in Montana, and the biological reasons for their "sensitive" status. The report is posted on the Heritage Website.
- ◆ The Heritage Zoologist completed a report on the use of abandoned mines to MT-DEQ. The study found that mines closed using "bat-friendly" gates continued to provide good habitat for bats, including the rare Townsend's big-eared bat. DEQ staff has requested continued Heritage assistance in evaluating abandoned mines for bat habitat, both before and after remediation closures.

Goal 2. Objective 2.1. Serve as liaison and coordinate among agencies that collect, manage, or use the same types of natural resource information to prevent duplication of effort and promote information sharing.

Activities:

- ◆ Heritage and Fish, Wildlife & Parks staff held a 1-day workshop to review criteria for ranking the status of rare and sensitive species in Montana. The objective was to coordinate status assessments and perhaps develop a joint status list, based on the MTNHP status ranks and annual Special Animal List. It marked a milestone in cooperation between MSL/NHP and MT-FWP, and a strong foundation for growing partnership between the two agencies.
- ◆ The Heritage Director met with managers at the US Forest Service Region 1 Office identify new opportunities for partnership and coordination, especially for inventory of sensitive animals and outstanding wetland and aquatic habitats.

- ◆ The Heritage Program and the Natural Resource Conservation Service drafted a Cooperative Agreement aimed at improving information exchange, providing better information access for NRCS field staff and landowners, and providing a basis for joint inventory projects.

Objective 2.2. Through the NHP, WIS, and the GIS programs, assist in the development of standards for the collection of natural resource information.

Activities:

- ◆ The Heritage Ecology Manager participated in a workshop with US Forest Service staff to coordinate data standards for inventory and assessment of riparian and wetland habitats.

Goal 3. Objective 3.1. Through the NHP, WIS, and the GIS, provide technical assistance and consultation to state agency and other NRIS data patrons.

Activities:

- ◆ The Department of Agriculture, Noxious Weed Fund, accepted a proposal from the Natural Heritage Program for \$5000 to help cover the costs of sensitive species reviews for weed management grant applications and local weed management plans (comprising about 5% of all mediated requests). The Department of Agriculture is not presently a “source” agency for the NRIS/Heritage budget.

Geographic Information System (GIS)

Goal 2. Objective 1. Serve as liaison and coordinate among agencies that collect, manage, or use the same types of natural resource information to prevent duplication of effort and promote information sharing.

Activities:

- ◆ Chase attended Montana Geographic Information Council (MGIC) meeting to monitor statewide coordination efforts.
- ◆ Participated in MGIC Land Records Sub-group as lead in implementing process to collect Montana Stewardship data as related to land administration/management.
- ◆ Chase, Madej, and Stimson were invited and attended DNRC GIS agency-wide strategic planning committee efforts. DNRC has used NRIS for numerous GIS training efforts in the past and desires NRIS perspective and technical expertise as the agency begins to implement GIS in regional offices.
- ◆ Chase Madej conducted an NRIS presentation to the Natural Resource Conservation Service in Bozeman on NRIS products and services.
- ◆ Chase and Madej conducted a digital raster graphic (DRG) training to the Montana Water Court's Judges, attorneys, and clerks in Bozeman. Use of DRG information will enable the Water Court to better adjudicate water rights

in Montana.

- ◆ Met with Montana Bureau of Mines' new GIS staff and reviewed current issues and work objectives among both agencies.

Goal 3. Objective 1. Through the NHP, WIS, and the GIS, provide technical assistance and consultation to state agency and other NRIS data patrons.

Activities:

- ◆ GIS staff reviewed GIS requirements for Historic Society, DEQ abandoned mines web site, and improved access to NHP data for DEQ.
- ◆ Reviewed status of Montana Highway map with Chamber of Commerce and MDT in joint meeting.
- ◆ On-going technical GIS assistance work continued for MDT, DEQ, FWP, and NRCS.

Water Information System (WIS)

Goal 1. Objective 2. Through the NHP, WIS, and GIS programs, manage a timely, cost-effective clearinghouse and referral service to link users with the best sources of natural resource information.

Activities:

- ◆ WIS site was very busy as usual. The new interactive Montana Rivers Information System (MRIS) provided 2,553 reports, 2,319 maps, and answered nearly 11,000 queries from November 1, 1999 through January 14, 2000. New features were provided to allow integration of USGS maps into the online mappers used by the MRIS system.

Objective 4. Through the NHP, WIS, and GIS programs, and cooperation with other entities, assist in filling natural resource information gaps.

Activities:

- ◆ WIS continued work on the Corp 404 Stream permit database. Montana is approximately 40% complete.

Goal 2. Objective 1. Serve as liaison and coordinate among agencies that collect, manage, or use the same types of natural resource information to prevent duplication of effort and promote information sharing.

Activities:

- ◆ Staff attended interagency coordination meetings (Watershed Council, Volunteer Water Monitoring Steering Committee). These efforts assist staff in monitoring water related coordination issues and provide opportunities to update cooperating agencies on NRIS's clearinghouse and related data dissemination efforts.

- ◆ Anderson provided demonstrations to staff at the MT DNRC and MT BLM offices in January of NRIS's clearinghouse and new Internet based applications.

Goal 3. Objective 2. When appropriate, develop and make available the tools for the access and use of natural resource information.

Activities:

- ◆ Developed new web tool to allow interactive search and retrieval of USGS topographic maps online using either Township, Range, and section, or a feature based search (town, stream, mountain, schools, parks, etc.)

Metadata

Goal 2. Objective 1. Serve as liaison and coordinate among agencies that collect, manage, or use the same types of natural resource information to prevent duplication of effort and promote information sharing.

Activities:

- ◆ Larson developed and mailed a "Metadata Survey" to over 270 users. The response to date has been excellent with over 100 responses. The responses will be compiled and a report made at a later date.
- ◆ Larson provided telephone or email support to a number of patrons with questions about the FGDC Metadata Standard and the appropriate tool(s) for implementing the standard.
- ◆ The "Don't Duck Metadata" mini-grant committee selected and announced awardees of the mini-grant program. The award recipients are:
 - Diane Adams, Lake County, \$500.00
 - Allan Armstrong, Gallatin County, \$3,000.00
 - Melissa Hart, Wildlife Spatial Analysis Lab, \$3,000.00
 - Jackie Merritt, Department of Environmental Quality (DEQ), \$2,500.00
 - Tom Tully, Butte Silver Bow County, \$3,000.00.
- ◆ Evaluation of the traveling computer lab (eight PCs and robust shipping case) that was acquired as part of the "Don't Duck Metadata" grant, will be completed in the next two weeks. The lab should be operating at premium capacity by the end of the month.
- ◆ Larson participated in the Montana Geographic Information Council (MGIC) meeting on Dec. 2.