

State Librarian's Report
March 18, 2000 to May 19, 2000

My report is consolidated under the goals and objectives of the MSL's long-range Plan. My list of activities is short during this period due to a two-week annual leave and a three-week medical leave.

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 and with contract for the site-search contract.

Goal 2. 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.

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 program manager and department supervisor to identify training requirements and transition issues for newly assigned staff.

NRIS

Activities:

- Attended one meeting of the Montana Geographic Information Council.
- Worked with chair of advisory council to plan meeting of council.
- Began recruitment progress for the NRIS director position.

Other Activities

- Coordinated a Western Council of State Librarians workshop held May 4 and 5 in Salt Lake City.
- Attended the annual MLA conference in Billings. Presented an MSL update, attended a MLA board meeting.

Natural Resource Information System

Administration

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:

- Completed a new master contract for DEQ project work. The contract includes a seven-year term and is designed to make it easier for DEQ to order contract work from NRIS. Obtained our first task order under the contract for an Underground Storage Tank web database.
- Negotiations have failed for the second portion of the DEQ core support, \$20,000 per year. As of Friday, May 12, DEQ indicated they have not found a source for the money, and do not anticipate finding one. This will place NRIS in a severe financial position for the remainder of the fiscal year.
- Accepted resignations of the NRIS Director, GIS Coordinator, and two GIS programmer/analysts.
- Currently recruiting for the positions of NRIS Director and a Network and Systems Administrator position that will be shared with Program 1.

Geographic Information System (GIS)

Goal 2. Objective 2. Through the NHP, WIS, and the GIS programs, assist in the development of standards for the collection of natural resource information.

Activities:

- In cooperation with ITWG Transportation Working Group, developed grant proposal to test FGDC Transportation Standard. If the grant is successful, NRIS will function as coordinator of group that includes Lewis and Clark, Gallatin, Missoula and Flathead Counties, Yellowstone National Park, USFS, MT MDT, ISD and others. In preparation of grant, attended several strategy meetings.
- Attended the Yukon to Yellowstone GIS workshop in Calgary. NRIS assisted Y2Y in submitting a grant proposal to FGDC in the Canadian/US GIS collaboration project category. Additionally, NRIS will participate on a Y2Y metadata index building committee. Scientists working in the Y2Y region needed spatial data for the numerous projects currently in progress throughout the area.
- Conducted overview on Clearinghouse concepts and spatial data acquisition to class at Montana Tech.

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:

- Completed work on MDT highway map. MDT anticipates publishing the map shortly after the fall elections.

- Continued to provide technical GIS assistance to DEQ, Historic Society, FWP, DOJ, and NRCS.

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

Activities:

- Completed prototype incorporating DOQQ data in Topofinder application. Once agreements are in place with DOQQ providers, NRIS can begin enhancing value and use of DOQQ through web applications.

Water Information System (WIS)

Goal 1. Objective 1. Through the Montana Natural Heritage Program (NHP) the Montana Water Information System (WIS), and the Montana Geographic Information System (GIS) programs, inventory existing natural resource information.

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:

- Provided provided 2,010 reports, 2,688 maps, and answered nearly 11,600 queries from March 17 through May 16, 2000 via the interactive Montana Rivers Information System (MRIS) web site. The new Topofinder application answered 3,544 map requests and produced over 24,000 maps in the same time period.
- Continued work on a new map application that will be deployed for many purposes and enable true GIS functionality over the web.
- Deployed a new statewide database for the DEQ's TMDL water quality project. Since deployment in April, the system has answered over 2,400 queries and produced several hundred maps and reports.

Objective 3. Through the NHP, WIS, and GIS programs, identify gaps in natural resource information.

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

Activities:

- Continued work on the Corp 404 Stream permit database. Montana is approximately 60% complete. Began compiling data for new Source Water Protection web application.

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:

- Met with representatives of BLM and gave demonstrations of new tools in development at NRIS.
- Met with representatives of the Clark Fork River Tri-State implementation Council to discuss possibilities of sharing data they collect through the NRIS web systems.
- Met with DNRC's IT planning group to discuss NRIS services.

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

Activities:

- Developed new web tool (TopoFinder) to allow interactive search and retrieval of USGS topographic maps online using a variety of search options.

Natural Heritage Program (NHP)

Goal 1. Objective 1. Through the NHP, WIS, GIS programs, inventory existing natural resource information.

Activities:

- Received federal grant awards to conduct or continue natural heritage inventory in the CMR National Wildlife Refuge, Bittercreek area of Valley County, Arod Lake, the Upper Yellowstone Watershed, and Powder River County.
- Completed reports on several natural heritage inventory projects including: grassland birds in Petroleum and Fergus Counties, cave invertebrates in Glacier National Park, and harlequin ducks in Montana.
- Participated in a national workshop on developing web-access to multi-state Natural Heritage Data; Montana NHP is identified as a participant in the planned demonstration project.
- NHP Director attended the first annual meeting of ABI, the new Association for Biodiversity Information, representing the hemispheric Natural Heritage Network.
- Participated in planning workshops on data-sharing, Internet access to data and data licensing, information on aquatic heritage features and invasive species, program marketing, and network development.
- Drafted final reports on Ecologically Significant Wetlands in the North Fork Flathead Watershed, Rare Plants of the Big Horn National Recreation Area, and a Biological Inventory of Sheridan County.
- Completed and posted a website that summarizes information on over 260 'research natural areas' in 12 western states; these areas encompass some of the finest examples of natural ecosystems for the purposes of scientific study and education. Funding was through a challenge cost-share agreement with the U.S. Forest Service.

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:

- NHP Director participated in meeting on Federal-State coordination of endangered and vulnerable species activities; presented efforts with FWP to develop a joint list of

state vulnerable species.

- NHP Director met with interagency Wildlife Technical Advisory Committee in charge of mitigation activities for FERC dam re-licensing; identified Heritage Program and NRIS roles in data assembly and management.
- NHP Information Manager met with FWP and land trusts to develop plan and seek financial support for Heritage Program maintenance of statewide public land ownership and “stewardship” GIS data layer.
- NHP Scientists began participating in an international multi-organization project to identify priority species and conservation areas for the Canadian Rockies Ecoregion.
- Completed processing species information collected during 1999 field season, including data contributed by various state and federal agencies, researchers, and contractors.

Metadata Coordination Activities

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:

- Met with State Librarian, NRIS Director, WIS Coordinator, GIS Coordinator, and the staff GIS programmer/analysts to discuss the NRIS finances and proposed reorganization.
- Reviewed and provided suggestions for improvements to the developers of the Spatial Metadata Management System (SMMS), one of the premier metadata tools available.
- On April 5, 2000, the Information Technology Managers Council (ITMC) adopted the Federal Geographic Data Committee (FGDC) Content Standards for Digital Geospatial Metadata as a state standard. Dave Nagel, Montana Department of Labor & Industry, led the discussion.
- In the last reporting period, Larson had asked Strege to talk to our lawyer to see if the state’s document law applies to digital documents such as metadata, and therefore clearinghouse. In March, Strege reported back that the state’s document law does indeed apply to metadata.
- Installed Office 97, Windows 95, and ArcView 3.2 on eight laptops for the traveling computer lab. This traveling computer lab, which was received as part of the “Don’t Duck Metadata” grant, is available to anyone to use as long as they agree to include a section on Metadata in their presentation or workshop.
- On April 5, 2000, Larson taught a class on the FGDC Metadata Standard and use of that standard for Montana Tech students in Butte.
- On April 6, 2000, Larson participated in the Montana GIS Users’ Group meeting in Kalispell to plan the upcoming Intermountain GIS Conference.
- Jim Stimson, the NRIS Director, resigned effective April 7, 2000.
- On April 11, 2000, Larson provided training on use of the FGDC Metadata Standard and discussed pros and cons of various tools with the Wildlife Spatial Analysis Lab (WSAL) at the University of Montana. WSAL was one of the recipients of a “Don’t Duck Metadata” Mini Grant award.
- On April 18, 2000, Larson provided training on SMMS and the Data Dictionary for

WSAL, USFS, and other UM participants at the WSAL lab in Missoula.

- On April 20, 2000. Larson participated in the Interagency Technical Working Group (ITWG) in Great Falls.
- Attended a Grants Writing Workshop on May 1, 2000.
- Participated in the Intermountain GIS Conference April 30 through May 3, 2000, along with almost 400 other attendees from Montana, Idaho, Colorado, Wyoming, and Utah. Larson received the "Premier Education Award" for her work to increase the knowledge and understanding of the Geospatial Sciences.
- On May 4, 2000, Larson worked with Tom Butts, a private contractor to help him provide metadata for an outstanding Fish, Wildlife and Parks project.

Statewide Library Resources

Library Development Department (LDD):

(Report submitted by Jackson and Staffeldt for Cooper, Finn, Gunderson, Jackson, Reyrer, 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 April Montana State Library Commission meetings and provided updates on LDD activities and LSTA projects.
- Attended Gates Foundation "Before Your Computer Arrives" workshops in Miles City, Glasgow, Havre, Missoula, Helena, and Billings.
- Attended 2-day Gates Foundation Overview of Library Program training for state library personnel in Seattle.
- Attended weeklong Gates Foundation Training Strategies training in Seattle.
- Attended April LDD meeting in Billings.
- Attended Western Council's "Basic Skills Training" workshop in Salt Lake City.
- Attended annual Federal-State Cooperative System workshop in San Antonio, Texas.
- Attended Montana Library Association Conference in Billings.
- Attended April AALL videoconference entitled "Books and Bytes: Balancing Formats in Today's Libraries" at Carroll College.
- Attended May Networking Task Force meeting in Helena.
- Attended ALA Legislative Day activities in Washington, D.C. on May 1-3, 2000
- Provided input for planning the Montana Library Network.
- Assisted with MLN's Montaniana Regrant Program including preparation of grant application and review criterion, mailing of applications, etc.
- Led discussion on future of technology in libraries for the Gallatin County Library Long-Range Planning Group.
- Attended Library Link Consortium meeting in Charlo.

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

Activities:

- Numerous contacts were made with Montana libraries as E-rate year two wrapped up and year three began. (see E-rate report elsewhere in Commission mailing)

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

Activities:

- Provided consulting to libraries at Anaconda, Baker, Billings, Boulder, Bozeman, Bridger, Broadus, Circle, Darby, Dillon, Ennis, Fairfield, Fort Benton, Glendive, Hamilton, Havre, Heart Butte School, Helena, Kalispell, Lewistown, Libby, Livingston, Manhattan, Malta, Missoula, Plentywood, Polson, Polson High School, Pryor Schools, Roundup, St. Ignatius, Sheridan, Sidney, Stevensville, Stone Child College,

Thompson Falls, Townsend, Virginia City, West Yellowstone, White Sulphur Springs, Whitehall, Wibaux, and Winnett, on topics including, but not limited to: automation, budgeting, buildings, collection management policies and honor roll, directory, federations, Fortres security software, E-rate, Gates Foundation grants and workshops, grant funds, interlibrary loan and reimbursement, job description development, LaserCat, LSTA projects, library boards, library certification, library laws, magazine databases, mill levies, MLA, public library standards, salaries, software, statistics, summer institute, etc.

- Provided LaserCat technical assistance to Belgrade, Billings West High School, Livingston, Montana Historical Society, Park City Schools, Superior, Thompson Falls, West Yellowstone, and Wibaux.
- Provided ongoing assistance and support to the LSTA-funded Library Improvement Projects for Madison and Lake counties, and attended LIP meetings in Virginia City, Ennis, and St. Ignatius.
- Attended the March Broad Valleys Federation retreat at Chico Hot Springs.
- Attended the April Tamarack Federation meeting in Kalispell.
- Made onsite visits to Belgrade, Bozeman, Boulder, Kalispell, Philipsburg, St. Ignatius, 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:

- Continued planning for the Summer Institute 2000. Sent confirmations to participants, made travel arrangements and accommodations for all presenters, made final arrangements with MSU-Billings, prepared handouts and materials, etc. 47 public library directors and other staff plan to attend.
- Continued planning for the 2000 Fall Workshop scheduled to be held at the Yogo Inn in Lewistown on September 22nd and 23rd.
- Presented workshops at MLA on budgeting and library statistics.

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

Activities:

- Consulted with librarians in Baker, Billings, Bozeman, Browning, Butte, Great Falls, Helena, Hot Springs, Kalispell, Lewistown, Malta, Miles City, Plains, Reedpoint, and St. Ignatius on certification questions.
- Approved fifty-six programs for continuing education.
- Approved seven applicants into the enrollment level and six applicants into the certification level of the Montana Certification Program.
- Presented a workshop to the MLA Paraprofessional Interest Group.

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:

- Completed the 1999 Collection Management Honor Roll.
- Presented 47 libraries with certificate awards at MLA meeting in Billings.
- Assisted Gates Foundation with BYCA workshop scheduling and with selection and registration of librarians for Seattle-based training.

Talking Book Library (TBL):
(Report submitted by Briggs)

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

Activities:

- Christopher mailed The Summer Reading Program invitations in May. Six responses have been received already. This summer's theme is "2000-Launch Into the New Millennium."
- Briggs attended the National Library Service annual conference in Manhattan Beach, California, on April 28-May 4, 2000. Focus of the conference was preparation for nationwide regional library machine audits and outreach efforts. Other important issues included NLS progress in technology trends (specifically digitalization of recording equipment and increased electronic information to and from regional libraries).
- Began revising the book repair process (Madison, Meier, Merrin) to alleviate delays and bottlenecks in repairs and develop clear staff and volunteer procedures.
- Purchased two hand-held electronic scanners to assist in streamlining checking books into and out of repair. Prior to this purchase, this task was done manually, causing backlogs and delays in re-circulating books.
- Meier attended the Keystone User Conference, March 28-April 1, 2000, in Raleigh, North Carolina. Since returning, Carolyn has applied her knowledge to reviewing circulation reports and inventory control measures.
- Received and processed two copies of the descriptive video "Titanic" for patron loan.

Goal 2. Objective 2.1. Increase qualified patrons being served.

Activities:

- New patrons: March: 43. April: 29.
- Briggs gave a presentation to the Laurel Blind Support Group on May 16, 2000. Thirty patrons attended.

Goal 2. Objective 2.2. Comply with 80% of ALA and NLS guidelines.

Activities:

- Step 1 of the WebOpac service has been delayed due to an opportunity seized at the National Library Service conference to involve NLS Consumer Consultant, Judith Dixon, in designing Montana's WebOpac system to accommodate different categories of visual impairments in using the service. The current design by Keystone meets the needs of only blind or sighted patrons, not different levels of low vision patrons.
- Christopher developed a procedure for processing magazines for the Volunteer Manual.
- Briggs completed the National Library Service semi-annual readership and circulation report for the period of Oct. 1, 1999 through Mar. 31, 2000. There were 70,641 books and descriptive videos circulated to 2,573 patrons (including institutions).
- Gebhardt, Christopher, and Madison completed Revised School Guidelines.
- Gebhardt sent out school equipment retrieval letters along with school guidelines in May.
- Roberta Gebhardt is preparing for a potential upcoming machine lending agency audit by NLS this summer or fall. A machine BPHICS reconciliation, planned for May, is part of this preparation.

Goal 2. Objective 2.7. Increase the amount of information available through electronic means.

Activities:

- Christopher prepared and distributed the spring issue of "Bits of Gold," the TBL newsletter, in four media formats: large print, tape recording, homepage link, and email. Sent focus mailing to over 3,000 individual patrons, institutions, schools, agencies, and libraries.

Goal 2. Objective 2.8. Improve the quality of the Montana Cassette Recording Program.

Activities:

- Merrin conducted a recording Workshop on April 25, 2000, with guest speaker/trainer Laura Gianarelli, NLS narrator, monitor, and accomplished actress. Held workshops in Helena and Deer Lodge with over 30 attendees. Response was overwhelmingly positive.
- Recruited new volunteers:
 - April: Judith Cooper, TBL
 - Tom Belgarde, LISD & LDD
 - Gwen Williams, TBL
- Completed recordings of the following books were completed in our local Helena Recording and Prison Recording Programs:
 - April: *Guiding Elliott*, by Robert Lee; *Photographing Montana 1894-1928* by Donna Lacey; *The Cat in Grandfather's House* by Carol Grabo; *The Mule's Last Bray* by H.L. Hames (patron request); *Montana Magazine of Western History* (Winter, 1999 issue); *WOW Magazine* (Mar/Apr issue)

Goal 3. Objective 3.2. Increase private donations to TBL.

Activities:

- Metcalf Foundation grant was denied for in-house patron computer equipment and software to enhance our walk-in patron area. Other funding is being pursued to meet this identified need.

Library and Information Services Department (LISD):

(Report prepared by Staffeldt and Holt for Carlson, Cornish, Madison, Miller, Pepper-Rotness, Smith, and Staffledt)

Goal 1. 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.

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

Activities:

- Scored and interviewed for the Government Information Services Specialist position. Job has been offered to and accepted by John Heldt from Boise, ID. John will start on June 12th.
- Screened seven applications for the Technical Services and Systems Supervisor position. Interviews are forthcoming.