

State Librarian's Report
September 19, 2000 – November 17, 2000

Agency Development

Activities:

- Worked with the Governor's office to develop and finalize agency's FY02-03 proposed budget. Worked with the Legislative Services Division to draft final bill proposals.
- Wrote RFP to solicit bids for agency evaluation. Worked with state purchasing to develop lists of vendors and processes.
- Organized legislative strategies and priorities with representatives from MLA.
- Attended MLA Board meeting in Bozeman.
- Attended Western Council Meeting in Santa Fe. Discussed items of mutual concern with representatives from IMLS and ALA.

Library Development

Activities:

- Attended Pathfinder federation meeting in Valier; presented legislative update.
- Attended last meeting of the Madison County LIP committee in Sheridan.
- Planned to attend the Golden Plains Federation meeting, this was cancelled due to inclement weather.
- Prepared and gave testimony to the Local Government Structure and Funding committee regarding concerns with proposals.

Montana Library Network

Activities:

- Coordinated telephone conference with Karen Crane, State Librarian of Alaska, and other Alaska librarians to discuss a proposal for a multi-state contract for OCLC service.

Information Services

Activities:

- Assisted LISD in developing survey forms and plans for survey dissemination.

NRIS

Activities:

- Worked with Jim Hill to provide orientation to MSL and NRIS. Met with Jim regularly to discuss reorganization, contracts, and other items of interest.
- Met with Dr. Joyce Scott and Ron Sundsted from the Commissioner of High Education's office regarding a funding request from NRIS.

Natural Resource Information System (NRIS)

Goal 1. Acquire, integrate, maintain and ensure accuracy of spatial and natural resource data and information needed for managing Montana's natural resources and environment.

Activities:

- Continued work on new NRIS Internet mapping interface. Enhanced and added several new data layers to the Spatial Database Engine (SDE) database.
- Reformatted over 3,000 digital raster graphic USGS topographic maps and provided access to them over the Internet.
- Provided updated FWP hunting district maps on the web. Provided updated Public Land Survey Section coverage on the web.
- Heritage staff entered and updated records of prairie dog colony locations, working with Fish, Wildlife & Parks, and established standardized reporting procedures for maintaining statewide prairie dog data.
- Heritage staff began processing field inventory data from six major field projects into various databases.
- The Heritage Program submitted a proposal to MT-DEQ requesting a grant to conduct inventory of ecologically significant wetlands in the Missouri headwaters/tributary watersheds during 2001.

Goal 2. Effectively disseminate natural resource data and information, ensuring broad accessibility, utilizing current technologies, and maintaining a strong emphasis on customer service.

Activities:

- The water and GIS web sites were very busy as usual. The interactive Montana Rivers Information System (MRIS) provided 823 reports and 1,682 maps for the period. The Topofinder application answered 2,967 map requests and produced over 19,200 maps in the same time period. The NRIS web pages (Water and GIS) took a combined hit rate of over 650,000 in September and October.
- The combined programs (GIS/WIS) continued work on a new map application that will be deployed for many purposes and enable true GIS functionality over the web. Various 'versions' of this application will be deployed in late November.
- Heritage hired a Web Developer, Chuck Tilly, to expand and update web access to Heritage databases, and fully integrate Heritage data access with other NRIS spatial data themes. Forty percent of this position is supported by and will assist Fish, Wildlife & Parks with web development.
- Heritage completed and distributed over 60 copies of the final report on Ecologically Significant Wetlands in the North Fork Flathead Watershed. This report and the Sheridan County biological inventory report were added to the Website.
- Staff continued to update and maintain the state Drought 2000 monitoring page.
- Heritage responded to over 160 mediated data requests during the reporting period. NRIS staff also answered numerous mediated data requests.

Goal 3. Ensure that NRIS products, services, and expertise are broadly known, effectively used, and highly regarded by those who require natural resource information and spatially referenced data.

Activities:

- Staff gave presentation at the state chapter of the American Water Resources Association (AWRA) annual meeting in West Yellowstone on the new mapping technology under development.
- Staff presented an NRIS update at the quarterly Montana Wetland Council Meeting. Heritage staff presented the results of the survey of Ecologically Significant Wetlands in the North Fork Flathead Watershed.
- Heritage staff participated in a regional meeting of BLM wildlife biologists, and discussed cooperative challenge projects for coming year.
- Staff attended and made presentations at the monthly Drought Advisory Committee meetings in September and October.
- Staff attended and made a presentation at the quarterly Montana Watershed Coordination Council meeting.
- Staff attended and made two presentations at the annual State Hydro Meeting sponsored by USGS.
- Staff made two presentations to UM student groups in Missoula.
- Staff attended a number of meetings, including:
 - Interagency (GIS) Technical Working Group meeting in Missoula
 - Groundwater Steering Committee
 - Interagency Yellowstone River Roundtable meeting in Billings

Goal 4. Establish, maintain, and continually improve the program structure, resource(s), staff, and operation required to successfully implement NRIS mission, vision, and goals.

Activities:

- Developed a proposal to realign the NRIS internal structure to better reflect the strategic plan. The proposal would remove the WIS and the GIS sections, replacing them with a new User Services and Support section (planning functions, user support, outreach and response to ad hoc requests for services and products), and a new GIS and Information Systems Development section (assimilating, integrating, storing and managing data, and developing the mechanisms for making data available to users). See enclosures entitled "NRIS Organizational Chart – Proposed – 11/20/2000" and "NRIS Section Functions – Proposed – 11/20//2000."
- Completed recruitment of NRIS Information Systems Technician (GIS). Katrina Scheuerman took the position and will serve as a primary data contact in the NRIS program.
- Completed recruitment of GIS Programmer/Analyst position that was vacant in the WIS program. TJ Abbenhaus started at NRIS on October 30. TJ is completing a Master's degree program in cartography at UM.
- Conducted an unsuccessful recruitment for the new Web Manager position jointly with Program 1. Seven candidates were interviewed but none had the desired combination of knowledge and experience. We are currently exploring a variety of options on how to proceed with the recruitment.

Goal 5. Secure adequate and stable funding to successfully accomplish NRIS' mission and goals.

Activities:

- Met with representatives of the office of the Commissioner of Higher Education to explain the Governor's budget and to receive comments and concerns. Although they are supportive of NRIS functions, they are concerned that their budget contribution must be made up from existing programs. They expressed the possible need to pass along the costs to users within the university system, be they specific programs or students.
- In consideration of the Governor's budget and the current contract load, the NRIS budget is balanced through the end of fiscal year 2001, assuming that the budget is approved by the legislature and assuming that a substantial portion of the contract work is realized. Beyond June 30, 2001, we have significantly less contract work confirmed, although we have identified several contracts that may potentially be extended beyond that date. A notable exception is the IMLS grant, which runs for two years.

Metadata Coordination Activities

- Larson provided ongoing support and training to the recipients of the "Don't Duck Metadata" Mini Grant – Department of Environmental Quality, Lake County, Gallatin County, Butte Silver Bow County, and the University of Montana's Wildlife Spatial Analysis Lab.
- Conducted interviews for the new Programmer Analyst.
- Met with Peter Gillard of the Salish Kootenai Tribes in Ronan, to discuss metadata tools and resources in the state. Gillard is the new GIS Coordinator for the tribes. Larson was able to schedule a meeting with him while returning from a trip up to Lake County to work with Diane Adams, one of the "Don't Duck Metadata" Mini Grant recipients.
- With Scheurman, reviewed the almost 2000 names on the GIS News mailing list and published the GIS Newsletter in early November.
- Provided metadata technical support to Heather Johnston of the National Guard.
- Provided a copy of the Library's Document Law to the Interagency Technical Working Group (ITWG). Since the Montana State Library was recently identified as the state's primary geospatial data clearinghouse [internet] node, it is expected that all GIS metadata for the state will be housed at MSL (with pointers to the actual GIS data themes housed within the developer's agency or organization). If the State Document Law applies to digital documents (and the Library's lawyer said that it does), then the Montana State Library has the authority to request metadata from agencies that do not automatically provide it.
- Participated in the Montana GIS Users' Group planning meeting.
- Provided a report for the ITWG meeting.
- The State Library requested an extension of the "Don't Duck Metadata" Grant from the Federal Geographic Data Committee (FGDC). The Grant was to expire on September 30, 2000 and has been extended to March 30, 2001.
- Worked with Daumiller to publish new metadata records on the Montana State Library Clearinghouse Node.
- Reported metadata errors to the organizations or agencies whose metadata records were [partially] rejected by the metadata parser (mp). All metadata records must run through mp for formatting reasons, as well as to ensure clarity, before being

- published on a Clearinghouse Node.
- Provided several comments on the new tool being developed to convert existing FGDC-compliant metadata records to the new International Organization for Standardization (ISO) Metadata Standard. The ISO Standard is likely to be adopted, and to replace the FGDC Metadata Standard, by Summer 2001.
- Met with Hill and wrote a draft proposal for the future of the Metadata Program.
- Provided a two-hour introductory metadata lecture for the students of Ed Madej's ArcView Class. The students represented a broad spectrum of professionals working in health and environmental fields, primarily from state government.
- Larson ran in the New York City Marathon. She didn't win. Okay, she came in 21639th. But she finished and there were still 8000 people behind her. Larson then spent a week eating as much as possible in the big apple.
- Provided comments to the FGDC's Cooperative Agreement Program (CAP). The Library has received several CAP grants in the past, and the FGDC was looking for feedback on what works and what doesn't.
- With Daumiller, participated in a national teleconference call hosted by the FGDC to discuss clearinghouse issues.
- Agreed to participate in the planning of Legislative Day at the Library on January 11, 2001. The first planning meeting is November 16, 2000.

Statewide Library Resources

Talking Book Library

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

Activities:

- Mailed books, magazines, newsletters and descriptive videos to Montana patrons:
September: 11,147 October: 11,023
Total for Federal Fiscal Year: 141,945
- Received new book titles and copies:
September: 191 new titles / 736 total book copies
October: 141 new titles / 800 total book copies
Total for Federal Fiscal Year: New titles: 1,982 Copies: 9,652
- Telephone Pioneers repaired a total of 1,528 machines this federal fiscal year.
- Volunteers repaired a total of 5,947 cassette books this federal fiscal year.
- Filled the Library Technician II/Reader Advisor position. Moriah Haley will start November 20, 2000. Her background includes a BA in literature, library services, extensive experience with customer phone services, and retail database management.
- Briggs made a presentation to the Blind and Low Vision Services staff (DPHHS) in Helena on November 3, 2000. Twenty-five attended.
- Briggs made a presentation at Cambridge Place in Great Falls on November 14, 2000. Thirty-two attended.

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

Activities:

- New patrons: September: 32 October: 56.

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

Activities:

- Susie Merrin attended National Library Service Orientation program November 13 - 15, 2000, to learn about Digital recording equipment for our local recording program goals.
- Recruited two new volunteers:
Ann Svendsen TBL/CLR
Ralph Leonard TBL/CIR
- Completed recordings of the following books and magazines:
Helena Recording Studio:
October: "*True Love and the Woolly Bugger*" by Dave Ames
Prison Recording Program:
September: "WOW" magazine
October: "*Montana Magazine of Western History*"
Montana Cassette Book Catalog
November: "*The Butte Irish*" by David Emmons (patron request)

Library and Information Services Department

Accomplishments towards Preferred Future priorities for FY2001

Goal 1. An easy to use web interface provides clients with reliable access to pertinent, up-to-date resources of the state library and other agency libraries, including books, journals, state documents, federal documents, reference databases, and specialty online journals and bibliographic databases.

Objective 1. Develop easy to use, reliable, web interface to a complete and accurate catalog and electronic resources.

Activities:

- An LISD website at <http://msl.state.mt.us/lisd> was launched November 1. Heldt designed the structure and format for the LISD homepage and website, providing access to online databases, descriptions of library resources, descriptions of services to state employees, Montana librarians, and the general public, LISD policies, LISD staff, and descriptions of other state agency libraries and resource centers. He also provided the HTML mark-up of content submitted by other department personnel.
- Cornish supplied content describing the federal documents collection and the State Publications Center and links to specialized resources such as MarciveWeb DOCS, which enables state employee searchers to identify federal documents selected for our collection. Gebhardt prepared lists of new state publications added to the library with links to online versions of the publications when available. Holt supplied content describing information resources and services provided to state employee, librarian, and public patron populations.

- McHugh met with Mecklenberg of the Montana State Law Library to discuss the Law Library's purchase of the Web PAC module for the Law Library's Horizon catalog, making it web accessible. The Epixtech sales staff is sending Sarah a quote for installing and licensing Web PAC for SLR's Horizon catalog. Concurrently, purchasing a Z39.50 server from Epixtech and using the MLN gateway for catalog web accessibility is being considered.
- Cornish began to develop a contract for cataloging state documents. Both Cornish and Gebhart are collecting state documents and Montana-specific federal documents to be sent for cataloging. They are determining the number of backlogged documents materials that need to be searched, the amount of staff time required to complete the project, and procedures to be followed to accomplish the project.

Objective 2. Improve pertinence and currency of library resources, in all collections and formats.

Activities:

- Madison, McHugh, and Holt are developing procedures to continually review standing order subscriptions for continued pertinence to the collection.
- Reference staff have begun to list specific resources used for reference transactions in the reference log as a means to evaluate collection resources.
- McHugh ran two programs to clean out Horizon records. These programs are necessary to ensure that deleted titles no longer appear in the catalog and will now be run on a weekly basis. In addition, the results of "day end" programs are now regularly being cleaned from the Horizon tables.
- Madison is improving the organization of the periodical collection, including labeling tins, deselecting federal titles, and shifting of items.
- Pepper-Rotness has corrected and added additional periodical holdings for inclusion in the National Library of Medicine's SERHOLD database for resource-sharing.

Objective 3. Provide access to resources of other agency libraries.

Activities:

- Heldt developed a section on the LISD homepage highlighting agency libraries and providing pages describing the specialized resources of each. He worked with agency librarians to provide standardized basic information page on each resource center, with a link to the library's homepage or that of its agency, as appropriate.
- McHugh, Newell, and Holt met with Department of Transportation and Department of Natural Resources librarians to discuss the feasibility of entering agency holdings in Horizon. The Department of Natural Resources subsequently approved their library's involvement in OCLC services. The DNRC librarian will begin entering the library's holdings into OCLC, with future plans to import those holdings into SLR's Horizon catalog. Montana Department of Transportation librarians will continue getting their holdings into OCLC, with similar future plans to share the Horizon database for employee accessibility to records. McHugh will continue to help with cataloging questions and Newell will help with entering holdings into OCLC.
- Holt, Heldt, Smith, and Pepper-Rotness attended Librarian's Roundtable meetings. Holt and Heldt coordinated revision of state agency libraries brochure for 2001

distribution, receiving assistance from Shinnick in Administration to produce the brochure. The brochure is also available in PDF from the LISD homepage.

Goal 2. Objective 1. Make clients familiar with library services.

Activities:

- Heldt and Holt created a flyer describing State Library resources and services for state employees and distributed it to all state employees with their paychecks on November 1. An accompanying survey about use of the library also served to inform readers of specific services. At least 162 survey respondents listed their name and email address in order to receive future updates on library resources and services. Many respondents requested workshops, a newsletter, or some other means of keeping them aware of the library's capabilities.
- The LISD website provides descriptions of services provided for each patron population: state officials and employees, Montana librarians, and the general public. Holt sent a notice to Wired-MT announcing the new web pages to librarians.
- Heldt is working with Carroll to configure the public access computers so that they display the LISD homepage with a menu of library resources in addition to the catalog.
- Heldt recommended several MSL reference books and web sites in postings to Wired-MT.
- Cornish surveyed all depository libraries in Montana requesting an update on selections they wish to receive from the MSL State Publication Center.

Objective 2. Make library services valuable to clients.

Activities:

- Heldt and Holt planned and staff implemented a MSL walk-in user survey, which was conducted Oct. 2-6. Heldt tabulated the results in Excel and created statistical reports. Holt analyzed the results to compare current facility uses by different patron populations and prepared the attached chart.
- Heldt and Holt designed a survey to measure use and satisfaction with library resources and services and distributed it to all state employees with their November 1 paychecks. Out of 403 respondents to date, 265 (53%) had never called or visited the library. Over 100 written suggestions were received. Holt is currently compiling the data for analysis and distribution to various LISD staff for follow-up activities.
- Cornish developed publishing guidelines for state agency personnel and posted it on the State Publications Center web pages.

Goal 3. Objective 1. Develop efficient systems for handling client requests.

Activities:

- Smith, Pepper-Rotness, Gebhardt, and Madison helped shelve books/periodicals while the Clerical Services Assistant position is vacant. Smith has monitored and maintained the neatness of the facility.
- Pepper-Rotness researched Copyright Clearance Center services for maintaining compliance with copyright guidelines and laws in our interlibrary loan activities. Smith has been studying the ALA copyright tutorial materials.

- Pepper-Rotness continues to gather information on electronic document delivery services.

Objective 2. Develop performance measures for library operations.

Activities:

- LISD performance reviews and work plans have been completed.

Goal 4. Objective 2. Provide for ready access to client services staff during normal workday hours.

Activities:

- Heldt oversaw Phase 1 of the restructuring of the MSL reference section. Smith assisted with the rearranging of ready reference material and foundation center material. Carroll has provided for new computer locations and Heldt, Pepper Rotness, and Cornish have begun staffing the public area reference desk.

Goal 5. Objective 1. Create the forms with which state employees can make requests for all services electronically.

Activities:

- Forms with which to register or request services have been included on the LISD web pages. Email addresses for MSL services have been distributed and are continually monitored by public service staff.
- Heldt is working with Anderson from NRIS to create interactive forms for these purposes.

Objective 2. Increase the use of services.

Activities:

- The flyer sent to state employees generated a number of requests for library cards, InfoTrac passwords, and Loansome Doc services.

Other accomplishments:

Activities:

- Gebhardt devised a labeling system for all materials, pending a reevaluation of the OCLC and Horizon labeling programs. Gebhardt and Madison are now using the system for creating pocket and spine labels.
- Lena Zeeck was hired as Clerical Services Assistant, to begin November 27, 2000. Zeeck will be in charge of the physical processing of materials, Interlibrary Loan photocopying, shelving of items, and repair of materials.
- Pepper-Rotness serves as agency representative for 3R's in State Government committee and began developing an agency Waste Reduction plan.

Library Development Department

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 LDD meeting in Lewistown.
- Attended MLA Cates Scholarship Committee meeting in Lewistown.
- Attended the October Commission meeting in Helena.
- Attended Pathfinder Federation meeting in Valier.
- Provided input for planning the Montana Library Network.
- Met with contractor for revision of trustee handbook.
- Attended the Tamarack Federation meeting in Stevensville.
- Attended Library Link meeting in Pablo.
- Attended Butte meeting of Broad Valleys Federation libraries interested in the MLN shared catalog project.
- Attended Polson meeting of Tamarack Federation libraries interested in the MLN shared catalog project.

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

Activities:

- Notified libraries of 471 window and form changes for Year 4. To date, 53 public and 161 school and consortia libraries have filed 470 forms to begin the Year 4 application process.
- Received and reviewed training materials from the SLD workshop in Washington, D.C.
- Consulted with libraries in Bozeman, Broadus, Cut Bank, Darby, Fairfield, Hot Springs, Kalispell, Laurel, Lewistown, Libby, Missoula, Polson, Superior, Twin Bridges, Valier, and Virginia City on Year 4 applications.
- Consulted with libraries in Belgrade, Billings, Glendive, Libby, Stevensville, and West Yellowstone on funding issues and claims for Years 2 and 3.
- Prepared E-Rate Basics presentation for Tamarack Federation.

Goal 1. Objective 1.4. Increase librarians' and trustees' understanding of the use of technological resources in libraries.

Activities:

- Provided introduction to MLN project in Glendive, Sidney and Winnett.

Goal 1. Objective 1.5. By July 1998, 25% of school libraries, 70% of public libraries and all academic, college, and special libraries will offer full-text, electronic periodical databases.

Activities:

- Assisted current subscribers to the InfoTrac databases with technical and administrative questions.
- Began planning for next statewide subscription and products to be included.
- Made a Gale InfoTrac presentation at the Great Falls Technology Fair.

Goal 2. Objective 2.4. Increase the ability of Montana's library workers to answer reference questions and to process interlibrary library loan requests locally.

Activities:

- Provided LaserCat technical assistance to Bozeman High School, Daniels County Library, Fort Belknap College, Helena High School, Lone Rock School, Mineral County Library, Montana School for the Deaf and the Blind, Rocky Boy High School, Savage Schools, Sheridan County Library, Sky View High School, and Wibaux Public Library.

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

Activities:

- Provided consulting to libraries at Anaconda, Belt, Big Sandy, Big Timber, Billings, Boulder, Bozeman, Carroll College, Cascade, Charlo, Chester, Chinook, Choteau, Circle, Crow Agency, Cut Bank, Darby, Deer Lodge, Dillon, Dutton, Ennis, Fairfield, Flathead Valley Community College, Forsyth, Fort Benton, Fort Smith school, Glasgow, Great Falls, Hamilton, Harlem, Harlowton, Havre, Helena, Hot Springs, Joliet, Jordan, Kalispell, Lewistown, Libby, Livingston, Malta, Manhattan, Marion school, Medicine Lake, Miles City, MSU-Great Falls, Plains, Plentywood, Polson, St. Ignatius, Scobey, Sheridan, Sidney, Stanford, Stevensville, Terry, Thompson Falls, Three Forks, Troy, Twin Bridges, Virginia City, West Yellowstone, White Sulphur Springs, Whitefish, Whitehall, Wibaux, Winnett, Wolf Point, and Yellowstone Art Museum, on topics including, but not limited to, BCR, book challenges, budgeting, collection management policy, directory, e-rate, fall workshop, federations, Gale database, Gates programs, grants, ILL, laptop lab, laws, library boards, LSCA, LSTA, mill levies, MLA, MLN/OCLC training, shared catalog project, standards, state aid, statistics, and the trustee handbook.
- Onsite visits were made to Arlee, Belt, Broadus, Chinook, Drummond, Fort Benton, Glasgow, Harlem, Havre, Jordan, Lewistown, Polson, St. Ignatius, Sidney, Stevensville, Three Forks, White Sulphur Springs, and Winnett.
- Provided ongoing assistance and support to the Advisory Committee of the LSTA-funded LIP for Madison County and attended the Committee's final meeting in Sheridan.
- Provided ongoing assistance and support to the Lake County Interim Library Board for the LSTA-funded LIP for Lake County and attended the Board's meetings in St. Ignatius and Ronan.

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:

- Coordinated the 2000 Fall Workshop in Lewistown attended by 70 librarians from around the state. LDD staff presented sessions at the Fall Workshop entitled Basic Accounting Skills, Libraries Build Sustainable Communities, Technology Aspirins, and To Weed or Not to Weed.
- Presented Libraries Build Sustainable Communities workshop in Miles City.

- Reviewed and edited drafts of the trustee handbook revision, worked with Review Committee collecting comments and suggestions on the draft, and wrote additional materials to be included in the new handbook.
- Began preparations for Summer Institute 2001 evaluating facilities and determining the sessions and speakers to be offered.
- Assisted with four-day training sessions in Billings, Bozeman, Glendive, Great Falls, Havre, Libby, and Sidney for new OCLC products made available to Montana libraries through the MLN-OCLC statewide contract.

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 Dutton, Hardin, Havre, Kalispell, Sidney, Three Forks, and White Sulphur Springs on certification questions.
- Approved thirty-six programs for continuing education.
- Approved nine applicants into the enrollment level and eight 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.
- Posted monthly announcements on the statewide library electronic list describing new materials added to the MSL collection concerning library development.

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

Activities:

- Completed the LIP for Madison County, including expenditure of all grant funds and calculation of matching fund totals.
- Monitored the progress and expenditures of the four MLN Montanaiana Regrant Program projects.
- Provided ongoing assistance and support to the Pathfinder Federation libraries of Harlem, Chinook, Big Sandy, and Chester for the LSTA-funded MLN Hi-Line Shared Catalog Project.
- Solicited final reports for all completed LSTA grant projects in preparation for MSL's annual report to IMLS.
- Prepared mailing of Summer Reading Program 2001 manuals to 56 subscribing libraries as a service to MLA.
- Prepared and mailed information to all libraries having collection management policies on file at MSL in preparation for compiling the Collection Management Honor Roll for 2000. Librarians had requested notification of the status of the policies for their libraries in time to do necessary updates/revisions in order to be considered for the Honor Roll.

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

Activities:

- Facilitated OCLC/MLN training in Billings, Bozeman, Glendive, Great Falls, Havre, Libby and Sidney.