

# **State Librarian's Report** **November 18, 2000 – January 19, 2001**

## **Agency Development**

- Presented Agency's budget request to Subcommittee on Education Appropriations on January 15.
- Helped coordinate Montana Library Day reception on January 11.
- Monitored process of receiving bids for agency evaluation.
- Attend legislative receptions in Missoula, Bozeman, Billings, and Helena.
- Program managers and I prepared an end-of-year breakfast for staff.
- Offered one legislative update meeting for staff.

## **Library Development**

- Monitored, prepared testimony and amendments, if necessary, for HB 124, the big bill; HB 130, changes in federation law; SB 139, requiring policies to guarantee minor cannot access obscenity; SB 140, allowing partners to review their child's library records; SB 149, allowing library districts; and HB 105, setting up a GIS trust fund.
- Communicated legislative activities with library community.

## **Montana Library Network**

- Attended BCR board meeting on December 1.
- Monitored negotiations with OCLC for statewide contract.

## **NRIS**

- Represented MSL at the December MGIC meeting

## **Natural Resource Information System**

**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.

- Received approval of 3 BLM grants to Heritage Program for collecting information on the management of grassland birds; on vegetation ecology and management in southeast Montana; and on bats in south-central Montana.

- Completed a contract modification with the DNRC to build an interactive web based application providing data access to DNRC's water rights database through the NRIS clearinghouse.
- Began active work on new FGDC transportation grant for the purpose of exploring ways to share transportation data between agencies with the intent being to assimilate the most current statewide transportation layer.
- Entered into an agreement with the Department of Commerce Census and Economic Information Center (CEIC) to store all Montana census 2000 information made available through the CEIC on the NRIS Web site, to provide Web hosting services to the CEIC, and to develop joint products. Began serving the early releases of census 2000 data.
- Heritage began updating and improving internet access to the Montana Bird Distribution Database, in cooperation with Montana Audubon and with funding from MT Fish, Wildlife & Parks.

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

- Deployed a variety of new web accessible datasets and programs including:
  - the 2000 TIGER Files (GIS data from the 2000 census)
  - sew monthly Snow and Water Information with maps and reports developed with data from NRCS.
  - a new map of the 2001 Legislature districts and representatives
  - a new interactive web system for Corps of Engineers 404 Permits
  - a new 'thematic mapper' that allows web users to do spatial queries and data analysis
- Heritage received approval of 2 grants from BLM for completion of a Web-based field guide for Montana Animals-of-Concern, and new interactive search tools for the Web-based Plant Guide.
- Provided direct access to the new NatureServe website that offers continent-wide information on the status and distribution of species and ecosystems, compiled from Natural Heritage databases throughout the U.S. and Canada.
- The water and GIS web sites were very busy as usual during the period. The interactive Montana Rivers Information System (MRIS) provided 808 reports, 1,155 maps, and answered thousands of queries for the period. The Topofinder application answered over 4,000 map requests and produced over 20,000 maps in the same time period. The NRIS web pages (Water and GIS) took a combined hit rate of approximately 730,000 million hits during this period.
- Staff answered over 150 mediated data requests.
- The new Heritage Web Developer began working with MT Fish, Wildlife & Parks to update and expand their website and information delivery over the web.

- Continued to add to and enhance the new Montana Drought 2000 web page. Staff created this page for the statewide Drought Monitoring Committee. The page has been well received and heavily used.

**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.

- Prepared for and co-hosted Library Day for the Montana State Legislature. This event is provided a unique opportunity to showcase NRIS and its programs and products to members of the Legislature. The event was attended by more than 100 people, including 48 legislators.
- Prepared and updated information on NRIS operations, services and products for Library Day and for sharing with legislators and other supporters.
- Attended quarterly ITWG meeting.
- Attended Water Quality Sub-Group Meeting.

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

- NRIS, in conjunction with Program 1, began a second recruitment for an agency web manager. The initial recruitment for this position attracted no qualified applicants. We are extending our recruitment to include an Internet-based job service in the hope of broadening the applicant pool.
- Met with representatives of the Department of Administration Information Services Division to negotiate a contract modification to extend Metadata services provided through NRIS for another year (through June 30, 2002), in order to provide for a gradual transition from full time Metadata support to a maintenance level of support. Negotiations are not yet complete.
- After more than a year-long vacancy in the Zoology Program Manager position, Heritage hired John Carlson, a lifelong Montanan, MSU Ph.D. candidate, and expert on Montana's fauna – especially birds – to assume this job. The position was re-established in partnership with MT Fish, Wildlife & Parks, Forest Service and BLM.

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

- The Heritage Program (TNC) co-sponsored the biennial Legislative reception at the Montana State Library on January 11. The Heritage Director and lobbyist met individually with all legislators, Republicans and Democrats, on the Joint Appropriations Subcommittee for Education, and explained the NRIS funding proposal.
- NRIS management staff responded to budget questions from the office of the Legislative Fiscal Division and prepared presentation and backup materials for use in the hearing before the Joint Appropriations Subcommittee on Education. The Library Director presented the NRIS budget proposal to the committee on January 15<sup>th</sup>; executive action on the proposal was completed on January 17<sup>th</sup>. NRIS was

successful in gaining approval of an additional .6 FTE and in gaining additional funding from the General Fund, RIT and source agencies; however, the funding was approved as one-time-only, which means that the new funding will not be in our base budget for the FY2004-2005 biennium. The committee did not approve NRIS' stated need to offer market salaries to new hires in order to attract qualified applicants.

### **Metadata Coordination Activities**

#### **November 18, 2000 – January 19, 2001**

- Co-taught (with USGS personnel) a workshop on Metamaker and the Spatial Metadata Management System (SMMS), two metadata collection tools, in Bozeman. The workshop was part of a Yellowstone to Yukon (Y2Y) training event & meeting, but several local government and private entities in the Bozeman area participated in the workshop as well.
- Worked with Gallatin County, one of the Don't Duck Metadata Recipients, to help them use Arc Catalogue (another metadata collection tool) to document their GIS holdings.
- Participated in the Montana Geographic Information Council (MGIC) meeting.
- Met with Jeff Brandt of Information Services Division to discuss future funding of the Metadata Program.
- Worked with Statewide Library Resources staff to reconfigure all the traveling laptops into one large resource with Library Software, ArcView GIS software, and Microsoft Office software. There are now 30 laptop computers, a printer, and an LCD projector available to anyone in the GIS or Library Community. Since the re-configuration, the lab has been in almost constant demand.
- Lectured to an ArcView GIS class for FW&P personnel on the importance of metadata, metadata resources available on the internet, and resources available specifically to Montanans.
- Contributed to preparation for the Intermountain GIS Conference in Boise, ID, April 30 – May 3, 2001. There will be a 4-hour metadata pre-conference workshop in addition to a booth with metadata resources and support from the Federal Geographic Data Committee (FGDC).
- Provided metadata technical support to two USGS offices, the National Mapping Division in Denver and the Biological Resources Division in Bozeman.
- Participated in Montana Local Government GIS Coalition (MLGGC) and Interagency Technical Working Group (ITWG) joint meetings.

# Statewide Library Resources

## Library and Information Services Department

Accomplishments towards *Preferred Future* priorities for FY2001

Report submitted by McHugh and Holt for Gebhardt, Heldt, Holt, Madison, McHugh, Pepper-Rotness, Smith, Staffeldt, and Zeeck

**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.

Heldt updated and expanded the LISD web site. Notable changes that improve access to our resources include a site index and a multi-featured "current journals list" page

Gebhardt contributes to the web site a monthly list of new state agency publications received in the library and the URLs of those that are available online. She began using Access to compile the January. This will eventually enable us to provide title and subject access to these materials through the webpage.

In an effort to alleviate the remaining unattached barcodes, Smith deleted any copy 2 barcodes from the sheets for any state documents that have only 1 copy in the collection.

A Z39.50 application has been installed on the existing Horizon server, allowing the Montana Library Network gateway site to add the MSL catalog to the list of online accessible catalogs. Patrons will be able to search the catalog by going to the MLN site and selecting the MSL catalog.

Clean up of the Horizon database continues. Most copy two barcodes for state documents have been deleted if no copy two existed. Journals MSL no longer receives but still holds in the collection have been correspondingly updated on Horizon and OCLC. All journal holdings have been collapsed for preceding years, so that records only show individual issues for the current year.

Holt began meeting with an agency-wide web team whose mission is to integrate the web pages of various programs of the agency into a common look, feel and function. She arranged for a temporary new MSL homepage, designed by Reymer, to be launched in time for Library Day activities. It was extremely well received by the library community.

Cornish resigned as State Publications Center Coordinator to accept a position as Public Information Services Supervisor for the Lewis and Clark Public Library.

Holt is managing the contract for cataloging state publications now that the State Publications Center Coordinator position is vacant. New publications needing cataloging go out and return every week. Holt selects and Gebhardt searches records, sends to the contract cataloger, and processes the most important of backlogged state publications.

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

An overall evaluation has begun of journals held by MSL but no longer received. Two lists have been updated : one of current subscriptions and one of journals no longer received. Weeding has started and journals to be discarded are being offered to other libraries. To increase use of current journals, a Current Awareness service for state employees, using Ebsco Online's Table of Contents feature, is being created.

Two online ordering sites: EbscoNet and Blackwell's Collection Manager are enabling Technical Services to quickly track journal and book orders, renew subscriptions and place orders. Both online services also offer collection management features that aid in evaluating resources.

Holt has reviewed database of survey returns to identify names of persons with interest in specific collection areas to be contacted via email for feedback on titles and topics needed in the collection.

Holt has begun reviewing discontinued periodicals and designating retention schedules and withdrawals for specific titles.

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

Discussions with other agency libraries continue regarding the shared catalog project. Librarians from the Dept. of Transportation, Dept. of Natural Resources and the Historical Society Library, along with Sarah McHugh from MSL, attended the Shared Catalog meeting in Missoula on Dec. 7. Tamarack and Broad Valley Federation libraries were represented. Libraries willing to be "hosts" and "clients" were identified. MSL could be a host library with other state agency libraries coming on as clients. In a shared system situation, client (agency) libraries could establish their own circulation, cataloging and public access parameters, operating through the host (MSL) server. MDT, DNRC and the Historical Society are the initial libraries interested in being a part of this kind of system. Adding agency holdings to the OCLC database is a top priority for those agency libraries that do not currently have machine readable records. Sarah is working with these librarians as they add their holdings to OCLC, so that their holdings will be available to download into a shared system.

Heldt added a webpage with information about resources of the Montana State Hospital **Library to the listing of state agency libraries.**

**Goal 2.** In 2002, state employees throughout Montana are familiar with and value the services of the Library and Information Services Department.

**Objective 1.** Make clients familiar with library services.

Holt alerted the Montana Arts Council and Montana Community Foundation to the resources for grantseekers now available on the LISD webpages and in the Library and asked that they inform others in their network of these resources. News items appeared in their respective newsletters and discussion lists.

Heldt served on planning committee for Library Day reception; created and helped distribute promotional materials for the event and managed LISD set-up on day of reception. Holt invited newly appointed state officials, agency directors and governor's

office staff to the reception and informed them of the support to their agency provided by state library client services. All staff participated in the reception.

Heldt sent copies of the LISD flyer and State Agency Libraries 2001 brochure to the Department of Administration Personnel Division for distribution at their New Employee Orientation workshops.

**Objective 2.** Make library services valuable to clients.

Holt met with a staff member of the Department of Agriculture's International Business Development unit about their departmental information needs, print resources to add to our collection, and the role libraries can play in supporting statewide economic development in agriculture. She demonstrated InfoTrac and WorldCat resources available to producers through their libraries statewide, and was requested to produce a guide-to-resources for conference packets at The Governor's Conference on Value-Added Food Processing in February. Holt is meeting with MLN and NRIS to discuss whether to prepare an exhibit for the conference as well.

Gebhardt compiled depository library survey results. From these results have let state agencies know the number of items we need from them.

**Goal 3.** Urgent requests receive priority attention and are handled within required timeframes.

**Objective 1.** Develop efficient systems for handling client requests.

Pepper Rotness researched, enrolled in, and began using Copyright Clearance Center Transactional Reporting Service to immediately and easily obtain rights to copy articles from journals for which we exceed copyright guidelines.

Staff have decided that Ebsco Online services will be employed to provide electronic table-of-contents to patrons requesting current awareness services. Carl Uncover Reveal will be used to provide similar service from journals not available through Ebsco Online or from journals to which we do not subscribe.

Smith updated the ongoing ILL log and marked all completed transactions so that they can be moved from the log, making it more workable as a daily tool.

**Goal 4.** Librarians are readily available by telephone or at the Library and assist clients to define questions, use resources, and develop strategies for finding answers in unfamiliar topic areas.

**Objective 2.** Provide for ready access to client services staff during normal work day hours.

Heldt oversaw Phase II of the restructuring of the MSL reference section and began staffing the reference desk full-time.

**Goal 5.** State employees use the department's website and their email software to register, request loans, photocopies, current awareness services, literature searches, and document retrieval, and to schedule training or consulting services.

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

Heldt created interactive reference request and ILL request web pages to make email requests easier.

Heldt notified subscribers that the old manual current awareness service had ended and began planning for an e-mail-based service to begin in February. He is developing a web page from which state employees can review titles and select periodicals from which to receive table-of-contents. Pepper Rotness updated the Current Awareness list (who presently gets what) and separated out those magazine titles that are sent as an entire issue (instead of just the table of contents).

**Other accomplishments:**

Madison and Gebhardt took an on-line cataloging course from OCLC. Refreshed searching skills and learned new cataloging skills.

Pepper-Rotness worked with the 3R's Committee, sent out a Fact Sheet and began waste audit.

Holt developed the SPCC position announcement and sent invitations to apply to a variety of-email discussion groups in addition to normal newspaper and jobs sites.

Sarah McHugh is working with Roberta Gebhardt to process the state documents received from the contract cataloger.

Staffeldt prepared responses to a Human Rights Claim filed by a former LISD staff member.

**Library Development Department**

(Report submitted by Gunderson 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:**

- Participated in three LDD conference calls.
- Reviewed the first round of MLA Professional Development Grants.
- Participated in the Legislative Library Day planning and activities.
- Met with contractor on the draft revisions of the trustee handbook.
- Attended the Networking Task Force meeting in Helena.
- Attended LSTA Coordinator's meeting in Washington, D.C.
- Attended MSL's 3Rs (recycle, reduce, reuse) Committee meetings.
- Participated in OFFLINE planning meetings and activities.
- Attended shared catalog meetings for the Broad Valleys Federation in Butte, the Tamarack Federation in Polson, and a joint meeting of both Federations in Missoula.
- Expanded and reconfigured the "Have Laptop Will Travel" computer lab to a "Mega Laptop Lab" consisting of 30 networked work stations, which can be used as several smaller independent lab units.



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

**Activities:**

- Advised libraries on technology plan requirements: Bozeman, Denton, Ekalaka, Ennis, Fairfield, Glendive, Hardin, Miles City, Scobey, Sidney, Stanford, Valier, Whitehall, Three Forks, and Wibaux,
- Consulted on E-Rate by libraries in: Baker, Big Timber, Billings, Boulder, Bozeman, Broadus, Circle, Dillon, Ekalaka, Fairfield, Fort Benton, Glendive, Hamilton, Hardin, Hot Springs, Joliet, Jordan, Kalispell, Laurel, Miles City, Missoula, Plains, Polson, Red Lodge, Ronan, Sheridan, Sidney, Stevensville, Three Forks, Valier, Virginia City, Whitehall, and Wibaux.

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

**Activities:**

- Provided training on the MLN Gateway and CatExpress at the Library Link meeting in St. Ignatius.

**Goal 2.**

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

**Activities:**

- Distributed the 1998-2000 library statistics to all the public libraries in the State.
- Worked with MLN Information Technologist to start the development of a web-based directory.

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

**Activities:**

- Provided consulting to libraries at Anaconda, Arlee, Baker, Belt, Big Sandy, Bigfork schools, Boulder, Bozeman schools, Browning schools, Carroll College, Cascade, Chester, Chinook (public and schools), Columbia Falls, Columbus, Darby, Deer Lodge, Dillon, Dutton, Ekalaka, Eureka (public and schools), Fairfield, Flathead Valley Community College, Fort Benton, Gardiner schools, Glasgow, Glendive, Great Falls (public and schools), Hamilton (public and schools), Harlem, Havre, Helena, Hinsdale schools, Hot Springs, Joliet, Kalispell (public and schools), Laurel, Lewistown, Libby, Lincoln, Livingston, Malta, Malta schools, Manhattan, Miles City, Missoula, MSU, MSU-Billings, Montana School for the Deaf and the Blind, , Montana State Prison, Montana Tech of UM – Butte, Moore, Pine Hills School, Plains, Plentywood, Polson, Rocky Mountain College, St. Ignatius, St. Xavier school, Salish-Kootenai College, Scobey, Somers schools, Stanford, Stevensville, Thompson Falls, Three Forks, Troy schools, Townsend, Twin Bridges, U of M, Valier, West Yellowstone, White Sulphur Springs, Whitehall, Wibaux, Winnett, Wolf Point, and Yellowstone Art Museum, on topics including, but not limited to, book challenges,

budgeting, catexpress, collection management policies and Honor Roll, directory, e-rate, federations, Gale database, grants, hi-line shared catalog project, lasercat, InfoTrac, ILL, laptop lab, laws, library automation, library board issues, LSTA, mill levies, MLA, MLN/OCLC training, Montanaiana Regrant Program, public library standards, shared catalog project, software, statistics, Summer Institute, summer reading program, technology plans, trustees, trustee handbook, and weeding.

- Onsite visits were made to Arlee, Belt, Big Sandy, Big Timber, Cascade, Chester, Chinook, Denton, Drummond, Dutton, Ekalaka, Fairfield, Fort Benton, Glasgow, Harlem, Havre, Jordan, Polson, St. Ignatius, Ronan, Skyview High School-Billings, and Wibaux.
- Attended Lake County Library Improvement Project meetings in Ronan and St. Ignatius.
- Provided ongoing assistance and support to the Pathfinder Federation libraries of Harlem, Chinook, Big Sandy and Chester for the LSTA-funded Hi-Line Shared Catalog Project.
- Regretfully accepted the resignation of John Finn as he leaves the State Library's Library Development team to become Information Services Supervisor for the Great Falls Public Library.

### **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:**

- Reviewed and edited the second draft of the trustee handbook and worked with review Committee members on suggested additions.
- Continued planning and arrangements for Summer Institute 2001 to be held on the Montana Tech campus in Butte during the week of June 10<sup>th</sup>. Contacted and secured presenters for the Institute. Began promotion of the Institute with announcements for *Big Sky Libraries*, *Focus* and the library electronic list.
- Began planning process for a year-long statewide training plan.

**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 Columbia Falls, Flathead Valley Community College, Fort Benton, Harlowton, Helena, Kalispell, Livingston, and Shepherd on certification questions.
- Approved forty-two programs for continuing education.
- Approved forty-nine programs for the MLA Annual Conference.
- Approved three applicants into the enrollment level and two applicants into the certification level of the Montana Certification Program.

**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:**

- Monitored the progress and expenditures of the four MLN Montanaiana Regrant Program projects. Began planning and preparation of application materials for the second year of MRP.
- Provided information for libraries concerning preparation and updating of collection management policies. Promoted and provided information about the 2000 Collection Management Honor Roll. Arranged to receive OCLC statistics needed to evaluate libraries to meet the Honor Roll criteria.
- Reviewed and approved ten collection management policies.
- Prepared and submitted to IMLS the LSTA FY 2000 Annual Report. Provided information in preparation of the LSTA FY 2001 budget.
- Updated and expanded MSL's clearinghouse list of library materials challenged in the state since 1985.
- Prepared and submitted the State Library Agency Survey to the U.S. Department of Education.

**Talking Book Library Report**

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

**Activities:**

Books, magazines, newsletters and descriptive videos were mailed to Montana patrons:

November, 2000: 11,310 December, 2000: 11,369

New book titles and copies received:

November, 2000: 126 new titles/ 691 total book copies

December, 2000: 140 new titles/ 738 total book copies

Machines replaced for existing patrons and machines issued to new patrons:

November, 2000: 267

December, 2000: 112

Cheryl Christopher, newsletter editor, mailed patron newsletters in December to over 3,500 patrons and interested parties.

Cheryl Christopher, Moriah Haley, Lee Madison, Carolyn Meier and Susie Merrin completed reassignment, consolidation and training of duties in January 2001. These changes were made to better facilitate workflow by staff, consolidate "like" items, and cross-train staff in order to offer more efficient service to patrons.

The WebOpac is live as of January 19, 2001. Staff are currently testing the program and making appropriate changes/suggestions to Keystone. Patrons having email access will be offered the service as of February 1, 2001. These patrons will then be able to perform their own book searches in our database, select books and add to their book request lists in their library file. Patrons will access WebOpac through a website designed and set up by Keystone and Talking Book Library personnel. Moriah Haley is overseeing WebOpac activation, instructions to and addition of patrons to the program as well as program maintenance.

Special assistance was received from Tristen Shinnick in the initial design and addition of links for the Talking Book Library WebOpac site.

**Objective 2.1:** Increase qualified patrons being served.

**Activities:**

New patrons:

November, 2000: Adults: 36, Young Adults: 3, Schools: 4

December, 2000: Adults: 26, Young Adults: 2, Juveniles: 1,

Schools: 1, Nursing Homes: 1

**Objective 2.8:** Improve the quality of the Montana Cassette Recording program.

**Helena Recording Studio:**

November, 2000:

"A Short Season" by Dan Morehead

"Feet, Feet, Foot" by J'Nell Posey Coffman

"Lilly Cullen" by Ann Cullen

December, 2000:

"Mad Cowboy" by Howard Lyman

"Aftershocks" by Richard Wheeler

"In Search of the Maiasaur" by Dorothy Hinshaw Paten

**Deer Lodge Prison Recording Studio:**

November, 2000:

- "Montana Cassette Book Catalog"
- "The Butte Irish" by David Emmons (Patron request)
- "Henry Plummer" by Frank Bird Linderman (Patron request)
- "WOW Magazine"- Sept/Oct issue

December, 2000:

- “Go within or Go Without” by Gloria Benish
- “WOW Magazine” – Nov/Dec issue

Susie Merrin visited with the Deer Lodge Prison Recording Program members on December 18, 2000. Training of new manager was conducted and review of general procedures for all recording teams.

Candy baskets, made by one of our Helena volunteers, were distributed for the holiday season.

**Other Special Activities:**

**RSVP Council:**

Susie Merrin is a member of the Rocky Mountain Development Council's Senior Program Advisory Council.

**Volunteer Program:**

The MSL staff volunteered their time to make a “snowman” Christmas craft for all state library volunteers.

**Library Day:**

Susie Merrin spearheaded the Legislative Library Day events in the Talking Book Library, as well as being a vital member of the Library Day Committee for Montana State Library. Susie coordinated the assistance of over 12 volunteers.

Cheryl Christopher, Moriah Haley, Susie Merrin and Christie Briggs conducted over one hundred and twenty-six tours for legislators and interested parties of the Talking Book Library and recording studio.

**Employee Giving Campaign:**

Susie Merrin coordinated, with assistance from Marjorie Smith, the Montana State Library employee giving campaign.