

## Montana Talking Books Library

**TBL Goal 1:** To ensure that all eligible clients know about the availability of services from MTBL and to make enrollment and use of the service easy for users.

Developed a statistical format to track the application and enrollment process.

Presentation of MTBL service was made to twenty-two members of the Blind and Low Vision Support Group in Laurel in July.

A grant from Northwestern Energy to supply 125 Talking Book Markers to patrons was received. The manufacturer, Jim Daily, donated over half (in-kind) to match the grant.

Equipment for schools were checked and mailed out.

Developed a system to better process new equipment going to patrons.

**TBL Goal 2:** MTBL will plan and implement a smooth transition to a digital format to ensure that the potential for expanded services are available to MTBL patrons.

Helena Recording studio closed from April through August in preparation for digital installation. This included:

Two computer jacks in the Monitor and Review booths were installed.

Two Digital Training workshops for volunteers were conducted.

Evaluation and inventory of necessary studio space and equipment was completed.

**TBL Goal 3:** Allow service to the patrons to be provided more efficiently and effectively by providing enough space for the collection.

The Xcess process was completed in August. This involved processing over 5,733 audio books and containers for weeding out of our collection.

Audio books from the oldest part of our collection (RC6000-RC11398) were relocated downstairs, making room for new books and continued shifting and weeding of upstairs collection.

**TBL Goal 4:** Increase productivity and satisfaction of staff members and volunteers.

The National Library Service Consultant visited MTBL on August 6<sup>th</sup> & 7<sup>th</sup>, reviewing all services and answering staff and volunteer questions.

The new Coordinator of Volunteer and Recording Program was hired on July 8.

### MTBL SERVICE STATISTICS COMMISSION REPORT JULY & AUGUST 2002

**PATRON SERVICES:**

**JULY**

**AUGUST**

**Patrons:**

<b>Total New Enrollments</b>	32	26
Adults	28	25
Youth	2	0
Juvenile	2	1
Schools	0	0
Healthcare Facilities & Other	0	0
<b>Total New Patron Referrals</b>	13	8

Another patron/relative/friend	7	3
Medical Professional	2	5
Schools	0	0
Public Libraries	1	0
Public Media	0	0
MT Services f/t Visually Impaired	1	0
Healthcare Facilities & Other	2	1

**Outreach:**

Applications sent	N/A	N/A
Tours conducted	4	2
Presentations	1	1

**Circulation:**

<b>Total Circulation</b>	12,569	11,682
Books	12,252	11,541
Magazines/Newsletters	275	111
Descriptive Videos	42	30

**Collection:**

New Book Titles Received	185	222
New Book Copies Received	835	1,140
New Descriptive Videos Received	0	0
New MCB Magazines Received	1	3
Damaged Books Repaired	553	509
Warranty Books Returned	55	64
MCB Materials Donated to Prison	7	16

**Equipment:**

<b>Loans</b>		
Playback Machines	95	121
Headsets	14	7
Accessories	2	2
Talking Book Markers	1	1
<b>New</b>		
Playback Machines	12	12
Headsets	0	0
Accessories	0	0
Talking Book Markers	0	0

**MTBL SERVICE STATISTICS (continued)  
COMMISSION REPORT  
JULY & AUGUST 2002**

**PATRON SERVICES:**

**JULY**

**AUGUST**

**Interlibrary Loans:**

MCB Requests	8	9
MT TBL and Patron Requests	20	37
Braille	3	0

**Phone Calls:**

Incoming Patron Calls	539	645
Staff Calls to Patrons	462	468

**VOLUNTEER PROGRAM:**

<b>New Volunteers</b>	1	1
<b>Volunteer Training Workshops</b>	0	1

**Recording Program:**

<b>Total Helena Studio Recordings</b>	0	4
Books	0	2
Magazines	0	2

**August Titles Recorded**

MY WORD BOOKS I & II by Gerald Sullivan
BRAVE WOLF AND THE THUNDERBIRD by Joe Medicine Crow
Montana Outdoors Magazine Mar/Apr 2002
Montana Outdoors Magazine May/June 2002

**Recording Program:**

<b>Total Prison Studio Recordings</b>	0	3
Books	0	2
Magazines	0	1

**August Titles Recorded**

JOSEPH M. DIXON OF MONTANA by Jules A. Karlin
A GUIDE TO HISTORIC VIRGINIA CITY MONTANA MAINSTREETS VOLUME I by Marilyn Grant
WOW Magazine May/June 2002