

Agency Goals
mid-March through mid-May 2003

Library Development Department

LDD Goal 1: Montana public librarians and trustees have easy access to the training that they need to provide quality library services to their communities.

Presented trustee training workshop for Teton County Library Board.

Attended MLA Conference in Butte and participated in presentations: "Progress Toward Statewide Consortia Behavior", "State Library Update", "Get It! Digital Library Technology and How it Affects Resource Sharing", "Practical Computer and Network Security" and "Working Smart" sessions, as well as setting up MSL exhibit and the Laptop lab.

Continued planning and arrangements for Gates Summer Institutes scheduled for June in Helena and August in Billings. Registration materials sent to all public and branch libraries.

Worked with presenters and librarians to arrange continuing education credits for training around the state.

Coordinated College of DuPage's final 2002-2003 teleconference training programs for librarians.

Planned two weeks of Montana Shared Catalog training in June in Billings for six ne participating libraries.

Participated in Montana Shared Catalog cataloging training in Missoula.

Wrote and submitted an IMLS grant for scholarships for Montanans to attend graduate library school.

Completed IMLS Training Survey centered on the Montana Certification Program.

Began planning for the 2004 Fall Workshop scheduled for September in Lewistown.

Consulting on:

Automation systems	Fortres	Policies
Board Issues	Foundations	Shared Catalogs
Budget Issues	Friends	Software troubleshooting
Cataloging	Funding	Statistics
Cat Express	Gates computers	Sirsi Unicorn
Certification	Gates Summer Institutes	Teleconferencing
CIPA / NCIPA	ILL reimbursement	Technology planning
Collection assessment	InfoTrac	Training
Collection development	LaserCat	Trustees & training
Computer software and hardware purchasing	Laptop Lab	Upgrading computers
Computer troubleshooting	Legislative actions	USA Patriot Act
	Library construction	Young adult services

Databases
Data Communications
Deselection
E-rate
Federation issues
Firewalls

Library laws
LSTA
MLN Gateway
Networking (computer)
OCLC
Open meeting law

Web-based ILL
Websites for libraries

Consulted with:

Anaconda
Belgrade
Belt
Big Timber
Bridger
Bozeman
Boulder
Carroll College
Cascade
Chester
Chinook
Choteau
Cut Bank
Darby
Dillon
Dillon Middle School
Dutton
Fairfield
Fort Benton
Frenchtown High School
Glasgow

Glendive
Grass Range School
Great Falls
Hardin
Harlem
Havre
Hot Springs
Joliet
Kalispell
Libby
Livingston
Malta
Miles City
Molt Elementary School
Montana Law Library
Montana School for the
Deaf and Blind
MSU – Billings
Plains
Plentywood
Polson
Polson High School

Ronan
Saint Ignatius
Scobey
Shelby
Sidney
Stanford
Superior
Stevensville
Sweet Grass County
High School
Thompson Falls
Valier
West Yellowstone
Whitehall
White Sulphur Springs
Winnett
Wolf Point

Made onsite visits to:

Anaconda
Belt
Cascade
Choteau
Columbus
Darby
Fairfield

Ft. Benton
Glasgow
Harlem
Havre
Malta
Missoula
Roundup

Saint Ignatius
Whitehall
Winnett
Wolf Point

LDD Goal 3: To ensure that all Montana citizens have access to quality library services.

Participated in Montana Shared Catalog annual meeting in Missoula and/or videoconference sites in Helena and Billings.

Approved collection management policies for several libraries.

Prepared 2002 Collection Management Honor Roll and submitted it to the Commission.

Gathered bibliographic and patron records from six incoming Montana Shared Catalog libraries and sent to DataMap for conversion before loading in the catalog.

Attended South Central Federation meeting in Billings.

Attended Pathfinder Federation meeting in Havre.

Attended Golden Plains Federation meeting in Wolf Point.

LDD Goal 4: Montana citizens will understand, value, and use the services of Montana's libraries.

Attended 25th Anniversary Celebration of the Augusta Branch of the Lewis and Clark Public Library.

Attended National Legislative Library Day in Washington DC. Met with staff members from the offices of Senator Baucus, Senator Burns and Representative Rehberg. Senator Burns joined us towards the ending of our meeting and we ran into Representative Rehberg in the hallway outside his office as he arrived from his flight from Montana.

LDD Goal 5: Montana citizens have easy and complete access to the information that they need at their libraries.

Assisted Cascade and Belt in starting automation process.

Participated in telephone conference with Gates Foundation concerning end of technical support for libraries having Gates computers. Worked with Foundation staff to schedule two seminars in Montana to explain transition of public librarians.

LDD Goal 6: Citizens and students have easy access to and use multiple electronic information resources through their libraries.

Prepared request for proposal for FY 04-05 Statewide Magazine Database and submitted it to State Procurement Bureau for review and posting.

Work has been completed on the Missoulian Index and this resource is being used daily.

Formatting of the Montana Authors data has been completed.

LDD Goal 7: Montana citizens can easily access the holdings of all Montana and OCLC libraries and online electronic resources through their libraries.

Conducted CatExpress training for Belt and Malta.

Conducted MLN Gateway class for Great Falls.

Conducted InfoTrac training for Valier.

LDD Goal 8: Montana citizens and students will have dependable access to electronic information services at their libraries by the end of 2007.

Finalized and mailed FY 04 OCLC enrollment contracts to libraries.

Attended OCLC-Western directors' meeting in Seattle.

Provided consulting on e-rate and CIPA/NCIPA to Baker, Big Timber, Billings, Fairfield, Fort Benton, Glendive, Kalispell, Laurel, Plains, and West Yellowstone.

Attended meeting of the Networking Task Force.

Library and Information Services Department (LISD)

LISD Goal 1: State employees have the information they need to make good public policy recommendations and decisions.

Trained an additional 40 state employees in workshops about using the Library and its web pages, Google, InfoTrac, Environmental Universe, Foundation Center resources, and Business databases.

Distributed copies of the four-page print bibliographies about Montana wildlife, agriculture and business at the Library. Promoted their use in the monthly update sent to state employee library users.

Client Services Supervisor participated in the Federal Depository Library Council regional meeting in Nevada. Focus of the meeting was to create a vision for the Governmental Publications Office (GPO) and its depository library program for the 21st century. The meeting involved Bruce James, recently appointed Public Printer and CEO of GPO; Judith Russell, Superintendent of Documents, other chief staff of GPO, and nearly 300 librarians from academic, public, and special libraries across the nation, including four in Montana (MSU, MT Tech, MSL, and Law).

Reference assistant attended the Digital/Virtual Reference teleconference at Carroll College and an online training tutorial on using ILLiad interlibrary loan system with the Sirsi catalog system, which was also attended by the Client Services Assistant.

Client Services Assistant has been remarkably successful in accomplishing the photocopying, shelving and reading area maintenance tasks formerly done by the clerical assistant position that was eliminated.

LISD Goal 2: The staff of Montana libraries know about and have access to the professional literature they need. They obtain assistance from the MSL reference staff for patron questions they are unable to answer for local resources, Internet resources, and listservs.

Posted guides to Internet-based reference resources covering topics in science, statistics on Mother's Day, demographic-data and digital-map web sites and NationalMaster, a web site that creates lists and rankings of country data.

Distributed copies of the print bibliographies about Montana wildlife, agriculture and business to librarians at the MLA Conference. Released a news item to inform the public of their availability.

Provided backup reference support to staff in the following libraries:

Lewis & Clark Library, Helena

St. Ignatius Library

UM at Western Library

Havre-Hill County Library

Bozeman High School Library

Fallon County Library

Miles City Library

North Valley Public Library, Stevensville

Lincoln County Library

Kalispell Regional Hospital Library

LISD Goal 3: Montana citizens have easy access to a comprehensive collection of state government publications.

SPC Coordinator met with representatives from a number of state libraries at the 5th Annual Government Information Locator Services (GILS) Conference in Illinois.

SPC Coordinator presented a 1½ -hour workshop describing MSL's GILS project, Find-It! Montana, at the Montana Library Association conference.

SPC Coordinator met with state depository librarians at the MLA conference. Discussion focused on the first draft of a State Publications Center manual, contract language, current administrative rules, and ideas for improving the program.

The GILS team continues to test and develop the GILS search engine algorithms and catalog; a problem with being unable to index the Law Library website effectively was resolved by working together with the Law Library's web developer and the Washington State Library GILS librarian.

LISD Goal 4: Users have easy and comprehensive access to information through the library catalog.

All staff continued to process the backlog of donated governmental publications to identify materials needed for the collection, adding them to the catalog and placing them on the shelves. The project is approximately 70% complete and weekly shipments of materials needing original cataloging are being send to the cataloging contractor.

Other:

Government Information Services Supervisor completed an eight-day course "Essentials in Management" provided by the state's Professional Development Center.

Client Services Supervisor succeeded in locating distant libraries needing reference materials that were withdrawn from our collection.

Government Information Services Supervisor attended sessions at MLA to learn more about designing web pages, about digital media and preservation of information, about

Lewis & Clark's experience in Montana and how librarians are planning to celebrate it, and considerations in digitizing historical photographs.

Coming up:

The SPC Coordinator will attend a week-long InterAgency Seminar sponsored by the United States Government Printing Office Federal Depository Library Program in Washington D.C.

The Client Services Supervisor will attend the Special Libraries Association conference, giving special attention to sessions on evaluating outcomes in special libraries, developing virtual library services, and managing electronic resources.

MSL will host the first Regional Foundation Center Cooperating Collection Coordinators Network meeting on July 15. A 2-hour workshop on Foundation Center resources for those seeking grants will be presented in the morning. Coordinators from states in the region will meet for a workshop and networking session in the afternoon.

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.

Multiple group tours were conducted in March and April.

Presentations and MTBL materials were made in March and April to 2,776 individuals at various agencies/organizations, including: Hamilton Spring Health Fair; Great Falls elementary school (2); Great Falls Rotary Club; St. Peter's Episcopal Women's group; Helena Garden Club; Helena Soropimist Club; Capitol City Chapter of MAB.

Sixteen individuals toured MTBL in March and April.

The "Bits of Gold" Newsletter was sent to all patrons and interested parties in March.

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.

Installation of Low Complexity Mastering (LCM) Digital System in April.

LCM Training for TBL staff and Recording Program Teams.

The following ten titles were completed at both studios: "A Guide to Historic Lewistown" by Ellen and Ken Sievert; "Montana's Last Desperado" by Don L. Weibert; "Sky" by Hanneke Ippisch; "Counting Coup" by Larry Colton; "When Wallflowers Die" by Sandra West Prowell; "The Witness" by Richard S. Wheeler; "By Way of Hope" by Terry Dwyer; "Beulah Bunny Tells All" by Dorothy Johnson; "Tough, Willing and Able" by Lois Flansburg Haaglund; "Blaze and the Mountain Lion" by C W Anderson

In depth research and statistical analysis accomplished for Space Planning project.

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

On-going weeding and shifting continues.

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

April redistribution of workload was done to cover staff absences.

Old volunteer files were archived and data entry of previous READS 1988-1997 circulation and readership statistics were completed by volunteers.

Volunteers also completed cross referencing of possible MCB recordings, Descriptive Video (DV) catalog update, newly added patron interviews and additional subject code database updates.

Telephone Pioneers submitted a proposed new monthly schedule of equipment pickup and repair that will save money and increase efficiency of repairs. This will take effect in May.