

Library Development Department

November 21, 2003-February 5, 2004

LDD Goal 10: Montana public librarians and trustees have easy access to the training that they need to provide quality library services to their communities.

Approved continuing education programs and applications for certification as part of the Montana Certification Program.

Conducted trustee workshop for Conrad Public Library Board.

Attended Library Development Department planning retreat in Helena in February.

Attended December MSL Commission meeting in Helena.

Attended IMLS OBE training in Washington, DC in January for the PEEL grant.

Continued planning for the 2004 Summer Institute.

Provided information about the Professional Education and Employment for Librarians (PEEL) grant scholarship funds; worked with the PEEL Advisory Committee; finalized and posted the scholarship application.

Finalized Gates Staying Connected Grant application and began working with libraries planning to apply for funds.

Coordinated College of DuPage library teleconference series for Montana libraries.

Began planning for cataloging agent training for March.

Added three computers to Laptop Lab and reconfigured lab to improve reliability

Consulting on:

Anti-virus software
Automation
Board issues
Budget issues
Cataloging
CatExpress
Certification program
Challenges/Censorship
Change in workplace
CIPA
Collection development
and management
Computer maintenance
and repair

Computer software and
hardware purchasing
Computer troubleshooting
Continuing education
Copyright law
Databases
E-rate
Fall workshop
Federation issues
Filtering
Firewalls
Foundations
Friends groups
Gates computers

Grants
ILL reimbursement
InfoTrac
Interlocal Agreements
Internet safety
Laptop lab
LaserCat
Library laws
Library policies
Library Districts
MLA
MLN
Montana Shared Catalog
NCIPA

Networking
OCLC
Personnel issues
Policies
School/Public Libraries

Software upgrades
Space planning
Standards
State aid distribution
Statistics

Trustee training
Young adult service
Web-based ILL

Consulted with:

Anaconda
Baker
Belgrade
Belt
Big Timber
Billings
Boulder
Bozeman
Broadus
Capitol High School
Cascade
Cascade Schools
Chester
Chinook
Choteau
Clinton Schools
Colstrip
Columbus
Conrad
Corvallis
Culbertson
Cut Bank
Darby
Deer Lodge
Dillon
Drummond
Dutton
Ekalaka
Fairfield

Fallon County High School
Fairfield
Fort Benton
Fort Peck Tribal College
Frenchtown Schools
Froid
Garfield County School
Glasgow
Glendive
Grass Range
Great Falls
Hamilton
Harlem
Havre
Hays/Clearwater School
Helena
Helena Schools
Hot Springs
Joliet
Jordan
Kalispell
Laurel
Lewistown
Lone Rock School
Libby
Livingston
Malta
Miles City
Missoula

Montana School for the
Deaf and the Blind
Patients' Library Montana
State Hospital Warm
Springs
Park High School
Philipsburg
Plains
Plentywood
Polson
Red Lodge
Rocky Mountain College
Scobey
Shelby
Sheridan
Sheridan High School
Sidney
St. Ignatius
Stanford
Stevensville
Swan Lake
Thompson Falls
Three Forks
Twin Bridges
Valier
West Yellowstone
Whitehall
White Sulphur Springs
White Sulphur Springs
Schools
Wolf Point

Made onsite visits to:

Alberton
Baker
Belt
Cascade
Choteau

Circle
Colstrip
Conrad
Denton
Dutton
Ekakala

Fairfield
Forsyth
Fort Benton
Glendive
Harlem
Harlowton

Havre
Jordan
Libby
Livingston
Montana School for the
Deaf and the Blind
Moore

Red Lodge
Roundup
Seeley Lake
Shelby
Sheridan
Sidney
Stanford

Superior
Terry
Thompson Falls
Twin Bridges
Wibaux
Winnett

LDD Goal 11: To improve library services to citizens by establishing an adequate and stable taxing district.

Consulted with North Valley Public Library, Stevensville on public library district formation.
Working on local governance piece for inclusion in the Library District Handbook.

LDD Goal 12: To ensure that all Montana citizens have access to quality library services.

Began drafting a possible revision of public library standards.
Worked with Federation Future's Task Force, including two teleconference meetings.

LDD Goal 13: Montana citizens will understand, value, and use the services of Montana's libraries.

Electronically published the 2003 Montana Public Library Annual Report of Statistics.

LDD Goal 14: Montana citizens have easy and complete access to the information that they need at their libraries.

Arranged InfoTrac and Ebsco training around the state.
Continued to work on the Gale rollout.
Updated the online Montana Library Directory.

Finalized contract with Ebsco for Automotive Repair Resource Center database.

LDD Goal 15: Citizens and students have easy access to and use multiple electronic information resources through their libraries.

Began process of moving the Montana Shared Catalog to its own server obtaining quotes for production and development servers, backup, location costs and bandwidth costs.

Provided information on the Montana Shared Catalog to potential new librarians.

Continued work on catalog cleanup of duplicate titles.

Updated version of Montana Shared Catalog Unicorn to the latest release.

Began discussions concerning patron sharing among Montana Shared Catalog members.

Consulted with National Center for Appropriate Technology (NCAT) in Butte regarding networked library options.

Worked with Montana Historical Society Library/Archives staff on digital content management tools.

LDD Goal 16: Montana citizens can easily access the holdings of all Montana and OCLC libraries and online electronic resources through their libraries.

Conducted Web ILL training for public library staff in Harlem and Conrad.

Organized MLN Cooperative Reference project that may have twenty libraries going live in May.

Negotiated for OCLC Group Catalog to replace current OCLC contract, which would supplement and partially supplant the application now supporting the MLN Gateway.

Attended Networking Task Force January meeting to discuss the OCLC Group Catalog, the Gates grant process, and document delivery.

Represented Montana libraries as OCLC-Western delegate to the OCLC Members' Council at regional meeting in Portland in December.

Worked on Montana Shared Catalog migration implementation.

LDD Goal 17: Montana citizens and students will have dependable access to electronic information services at their libraries by the end of 2007.

Provided E-Rate and CIPA information/consulting to libraries.

Attended ALA national convention to learn more about many issues including but not limited to E-rate and CIPA.

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 tours were conducted on November 5 and December 1.

Outreach presentations on MTBL existing and new services, equipment and materials were given. Five in-house presentations were given in November; 15 presentations were given in December (Lobe Library Project).

One hundred seventy-seven new applications for service were sent in November and 18 in December.

The 2,550 copies (audio and large print combined) of the Bits of Gold newsletter were mailed and posted to the website in December. Recipients included patrons, all TBL and public libraries, MT Ophthalmologists.

The machine room was reorganized to accommodate for moving all Telephone Pioneer Volunteers from an off-site shop to in-house by December for better efficiency and reduced costs. A total of 98 obsolete machines were shipped to Lode Star for recycling.

The Machine Lending Agency completed a machine audit of 100 patrons and facilities. There was a 70% compliance rate met. Actions taken for the 30% out of compliance included follow-up letters, calls and temporary suspension until all equipment is accounted for. Additional action

includes Reader Advisors informing new patrons of required machine audits and the necessity for keeping track of their machines.

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.

Continued LCM Training for TBL staff and Recording Program Volunteer Teams.

Production of books and magazines has increased since installation of the LCM Digital Recording Equipment. Comparing the 9 months of full production, 30 books/magazines have been completed, compared to 25 from May, 2002 - January, 2003.

Conducted two MSL Staff tours along with demonstrations of the LCM Digital Recording Equipment and the Recording Studio Program.

In November and December, 13 titles were completed at both MTBL recording studios:

"My Memories of the 20th Century" by Carter Williams; "The Maverick Tumbleweed" by Fred H. Salter; "Fifty Years After the Big Sky" Edited by William E. Farr & William H. Bevis; "Yellowstone Kelly" by Clay Fisher; "Echoes of Vengeance" by Roland Cheek; "Cupid" by Robert Sims Reid; "My Russian" by Dierdre McNamer; "Wild Pitch: by A.B. Guthrie, Jr.; "No Second Wind" by A.B. Guthrie, Jr.; "Old Man Coyote" by Frank B. Linderman; "Flame on the Frontier" by Dorothy M. Johnson; "Because of a Horse" by Darlene Lawrence; "Bedtime Stories for Kids from 1 to 100" by Mabel Badgett; and "How the Selves Became Elves" by Joan Wolf.

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

Weeding is completed up to RC40635, continuing towards our goal of reaching RC45000, freeing up space for new books.

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

Integrating of all Telephone Pioneer volunteers to the Talking Book Library environment has increased work efficiency, reduced costs of repairs, improved turnaround time of sending equipment to patrons. An added benefit is the improved communication between staff and volunteers thus improving the overall working environment.

Reorganization of MTBL using space dividers has been a positive catalyst for increased productivity and privacy for the staff; has better defined the walkway areas for patron safety and privacy; has given a sense of ownership to volunteers by improving their work space, and has better defined the entry and reception area into MTBL for the public. The space dividers have also provided new avenues of communication using posters, a staff in and out board and volunteer instruction board in the library environment.

Christmas ornaments were provided to all volunteers by the staff in appreciation for their hard work and assistance.