

**Summary of Recommendations
Montana Regional Library
Visit of September 11 - 12, 2008**

Administration/Organization

Establish a Friends group for the regional library

Policies and Procedures

When policies are updated, provide copy of updated policy(s) to the NLS network services section.

Reports, Statistical and Narrative

Send NLS network services section copy of annual narrative/statistical report when completed each year.

Personnel

Work to fill support staff positions to meet *ALA Revised Standards and Guidelines*.

Send appropriate staff to next western regional conference in 2009 and the next national conference in 2010.

Physical Facilities

Share procedures developed for random shelving with other network libraries

Machine-Lending Agency

Continue to perform a self-audit biennially.

Continue to perform a reconciliation with BPHICS file in the year a self-audit is not being performed.

Response to NLS "Summary of Recommendations" Sept., 2008

Administration/Organization:

-A Friends Group has been recommended on each NLS consultant visit. This is not a requirement of NLS. We do have a Trust Fund for our donations and memorials, with appropriate guidelines established. We have addressed establishing a Friends Group. Although it has its beneficial points, it is not currently being pursued.

Policies and Procedures:

-Electronic MSL/MTBL updated policies are provided to the NLS network services section.

Reports, Statistical and Narrative:

-Electronic MSL annual reports are provided to the NLS network services section.

Personnel:

-Filling support staff positions to meet *ALA Revised Standards and Guidelines* is addressed during the Executive Planning Process each biennium. ALA Revised Standards and Guidelines recommends seven total staff. We have six.

-We will send, depending on available funds, appropriate staff member(s) to the next western regional conference in 2009 and the next national conference 2010.

Physical Facilities:

-We continue to share with other network libraries procedures developed for random/turnaround shelving through listservs, conferences and providing NLS with electronic copies.

Machine-Lending Agency:

-The 2008 self-audit was completed and emailed to NLS in October, 2008. It is planned to perform this again in 2010 as recommended.

-A machine reconciliation is planned for 2009 with the NLS contractor Data Management's BPHICS (Blind and Physically Handicap Library Inventory Control Services) file.