

State Librarian's Report **March 17 to May 31, 2000**

My report is consolidated under the goals and objectives of the MSL's long-range Plan. My list of activities is short during this period due to a two-week annual leave and a three-week medical leave.

Library Development

Goal 1. Objective 1.1. The Montana State Library will seek broad-based support and use information from many sources when planning to improve and enhance the delivery of electronic library services.

Activities:

- ◆ Assisted MLN director with negotiations for statewide contract with OCLC and with contract for the site-search contract.

Goal 2. Objective 2.3. By 2000, all academic and 50% of all public library catalogs will be available for searching through remote access.

Activities:

- ◆ Along with director of Statewide Library Resources, coordinated the work of the MLN director.

Information Services

Goal 1. Objective 1.1. Increase State employees' use of State Library services by 50% by January 1998 and 25% per year thereafter.

Activities:

- ◆ Worked with program manager and department supervisor to identify training requirements and transition issues for newly assigned staff.

NRIS

Activities:

- ◆ Attended one meeting of the Montana Geographic Information Council.
- ◆ Worked with chair of advisory council to plan meeting of council.
- ◆ Began recruitment progress for the NRIS director position.

Other Activities

- ◆ Coordinated a Western Council of State Librarians workshop held May 4 and 5 in Salt Lake City.
- ◆ Attended the annual MLA conference in Billings. Presented an MSL update, attended a MLA board meeting.

Natural Resource Information System

Goal 2. Objective 1. Interagency Coordination. Serve as liaison and coordinate among agencies that collect, manage or use the same types of natural resource information to prevent duplication of effort and promote information sharing.

Activities:

- ◆ Stimson met with Jim Hill and Bill Kirley of DEQ to draft a master contract for DEQ project work. The contract includes a seven-year term and is designed to make it easier for DEQ to order contract work from NRIS. DEQ can request work from NRIS via task orders that include specific deliverables, timeline for completion of tasks, a budget, and a project liaison.
- ◆ NRIS Director met several times with DEQ Deputy Director and other staff to negotiate core support agreements. One of the agreements for was recently signed and provides \$30,000 per year for this biennium for core support to the NHP. Negotiations are continuing for the second portion of the DEQ core support, \$20,000 per year.
- ◆ NRIS and NHP directors initiated discussions with the DNRC concerning core support for the FY 2002-3 biennium. Discussions have been positive.
- ◆ NRIS Director and the State Librarian met with the Governor's Budget Office and senior administration personnel from four source agencies (MDT, FWP DNRC, DEQ) to discuss restructuring the NRIS budget to provide adequate and stable funding. Discussions focused on quantifying NRIS's core funding needs and formulating a "fixed cost" to be assessed against agencies that use NRIS. The State Librarian volunteered to host a second meeting and provide core funding estimates and a list of core services.
- ◆ NRIS Director, State Librarian, and NRIS Coordinator's presented a new structure for the NRIS program to staff. Input from staff is being considered and would be used to modify the draft structure.

Objective 2. Standards. Through the NHP, WIS, and the GIS programs, assist in the development of standards for the collection of natural resource information.

Activities:

- ◆ Land Record Modernization Sub-Committee on Land Stewardship, of which NRIS is chair, met to discuss development of data set on Land Stewardship in Montana. Strategies discussed include standards, interagency agreements, centralized data storage and integrating data with state Cadastral project. On-going work required to further detail data development approaches.

Natural Heritage Program (NHP)

Goal 1. Objective 1. Inventory Data. Through the Montana Natural Heritage Program (NHP) the Montana Water Information System (WIS), and the Montana Geographic Information System (GIS) programs, inventory existing natural resource information.

Activities:

- ◆ Staff completed a final report which identifies and documents 273 vegetation communities in a large portion of southwest Montana. The result of two years of research, the report was completed for the Bureau of Land Management and is available on the Heritage Program website. We anticipate it will be a valuable source document for scientists and land managers throughout the state.
- ◆ Received funding from the Bureau of Land Management to develop on-line guide to MT plant community or habitat types, which includes wetlands.
- ◆ Completed and distributed the second issue of the program newsletter, *Optimolocus*.

- ◆ Prepared national press coverage, including Montana-specific announcements, in support of a new book, *Precious Heritage*, recently published by Oxford University Press, that summarizes biodiversity data from all US Heritage programs.
- ◆ Met with representatives from ID, WA, BC, and AB to represent Montana in a project to evaluate ecological priorities in the Canadian Rockies ecoregion
- ◆ Worked with heritage programs in CO, MI, NM and with national specialists on a proposal for national inventory of aquatic resources that would include Montana.

Goal 2. Objective 1. Interagency Coordination. Serve as liaison and coordinate among agencies that collect, manage or use the same types of natural resource information to prevent duplication of effort and promote information sharing.

Activities:

- ◆ Met with DNRC, FWP, and FWS staff to coordinate data sharing and data collection, and seek more consistent funding for our services.

Geographic Information System (GIS)

Goal 1. Objective 2. Information Dissemination. Through the NHP, WIS, and GIS programs manage a timely, cost-effective clearinghouse and referral service to link users with the best sources of natural resource information.

- ◆ User requests have remained consistently high.

Goal 2. Objective 1. Interagency Coordination. Serve as liaison and coordinate among agencies that collect, manage or use the same types of natural resource information to prevent duplication of effort and promote information sharing.

Activities:

- ◆ In cooperation with ITWG Transportation Working Group, began developing grant

proposal to test FGDC Transportation Standard. If grant is successful, NRIS will function as coordinator of group that includes Lewis and Clark, Gallatin, Missoula and Flathead Counties, USFS, MT MDT, ISD, and others. In preparation of grant, attended several strategy meetings.

- ◆ Reached agreement with USGS, BLM, and NRCS to obtain and update new DEM data in Clearinghouse. BLM will fund the acquisition of the data while NRIS will provide services to update DEM data in Clearinghouse.
- ◆ MGIC officially recognized NRIS has the State Clearinghouse for spatial information.

Goal 3. Objective 1. Provide Technical Assistance. Through the NHP, WIS, and the GIS provide technical assistance and consultation to state agency and other NRIS data patrons.

Activities:

- ◆ Provided MDT with draft version of state highway map for review and feedback. MDT is using draft data for a public review/comment involvement process.
- ◆ Continued ongoing technical GIS assistance work with DEQ, Historic Society, FWP, DOJ, and NRCS.
- ◆ Meet with Office of Public Instruction Database Administrator to demo web-based mapping applications. OPI interested in spatially representing OPI enterprise databases and Census data and using NRIS expertise for specification requirements.
- ◆ Reviewed NRIS web-site and consulted with DOJ Natural Resource Damage Claim personnel on web-based mapping applications. Discussed current status of Clark Fork Superfund data at NRIS and how data could be enhanced using new technology and data management processes.

Objective 2. Create Tools. When appropriate, develop and make available the tools for the access and use of natural resource information.

Activities:

- ◆ Developed data bundling tool for NRCS and Conservation Districts that automatically "clips" digital spatial layers, based on user input (roads, soils, rivers, etc.), for a specified county. Tool will ensure projections are the same for each layer in county and copy data to one directory so a CD can be burned for distribution.

Water Information System (WIS)

Goal 1. Objective 2. Information Dissemination. Through the NHP, WIS, and GIS programs manage a timely, cost-effective clearinghouse and referral service to link users with the best sources of natural resource information.

Activities:

- ◆ The interactive Montana Rivers Information System (MRIS) provided 2,050 reports,

2,626 maps, and answered nearly 12,231 queries from January 15 through March 16, 2000.

- ◆ Deployed a new interactive application called TopoFinder. With this Internet tool, users can find and display detailed topographic map images for any location in Montana using a variety of several search tools. Since its deployment in mid January, the system has answered 5,325 individual map requests.
- ◆ Completed work on a prototype generic Internet map tool that will have a multitude of possible uses. The mapper will be controlled by simple entries in a database allowing unlimited customization without any further programming. The tool is being developed as part of several ongoing web-based contracts.
- ◆ Produced a comprehensive set of maps for the DEQ for a statewide report they are preparing on non-point source pollution.

Objective 3. Identify Data Gaps. Through the NHP, WIS, and GIS programs, identify gaps in natural resource information.

Objective 4. Fill Data Gaps. Through the NHP, WIS, and GIS programs, and cooperation with other entities, assist in filling natural resource information gaps.

Activities:

- ◆ Continued work on the Corp 404 Stream permit database. Montana is approximately 60% complete. Began compiling data for new Source Water Protection web application.

Goal 2. Objective 1. Interagency Coordination. Serve as liaison and coordinate among agencies that collect, manage or use the same types of natural resource information to prevent duplication of effort and promote information sharing.

Activities:

- ◆ Met with representatives of BLM and gave demonstrations of new tools in development at NRIS. Met with representatives of the Clark Fork River Tri-State implementation Council to discuss possibilities of sharing data they collect through the NRIS web systems. Met with DNRC's IT planning group to discuss NRIS services.

Objective 2. Create Tools. When appropriate, develop and make available the tools for the access and use of natural resource information.

Activities:

- ◆ Developed new web tool (TopoFinder) to allow interactive search and retrieval of USGS topographic maps online using a variety of search options.

Metadata Coordination Activities

- ◆ Completed and summarized the Metadata Survey (see attached).

- ◆ On February 17, 2000, attended a Montana Geographic Information Council (MGIC) Metadata Working Group Meeting to discuss alternate sources of funding due to a decision by ISD not to be the sole funding source for metadata coordination. Other sources discussed include a State Special Revenue Account, a letter to Senator Conrad Burns requesting federal support, and letters of support from other entities to support state funding.
- ◆ On February 23, 2000, Jim Stimson, NRIS Director, and Kris Larson, Metadata Coordinator, attended the Information Technology and Advisory Council (ITAC) meeting to promote the adoption of the Federal Geographic Data Committee (FGDC) Content Standards for Digital Geospatial Metadata as a state standard.
- ◆ Began conversations with Karen Strege to ensure that the state's document law would apply to digital documents (metadata, clearinghouse).
- ◆ Contributed several metadata vignettes to the FGDC, which will be used in national and international metadata presentations.
- ◆ On February 25, 2000, the NRIS staff participated in mediation with Strege and Stimson to address concerns about the management and future of the NRIS program.
- ◆ Five mini-grants were awarded under the auspices of the FGDC "Don't Duck Metadata" Grant:
 - \$500 to Lake County;
 - \$2500 to the Department of Environmental Quality (DEQ);
 - \$3000 to Gallatin County;
 - \$3000 to Butte Silver Bow; and
 - \$3000 to the Wildlife Spatial Analysis Lab (WSAL) at the University of Montana.
- ◆ On March 2, 2000, Stimson and Larson made a presentation to the Information Technology Managers Council (ITMC) that the FGDC Metadata Standard be adopted as a state standard.
- ◆ On March 2, 2000, Stimson and Larson presented the results of the Metadata Survey to MGIC. As a result of the meeting, MGIC recommended that the Montana State Librarian work with the Governor's Budget Office to secure long-term funding to provide metadata coordination and clearinghouse services.
- ◆ On March 7, 2000, provided a 6-hour training course on the FGDC Metadata Standard and a tool for implementing the standard for DEQ in Helena.
- ◆ On March 8, 2000, provided a 6-hour training course on the FGDC Metadata Standard and a tool for implementing the standard for the city of Billings, Yellowstone County, and the USGS in Billings.
- ◆ Completed the upgrades to a traveling computer lab acquired through the FGDC "Don't Duck Metadata" grant. The lab is now available to anyone in the state who will include information on metadata while using the lab.

Statewide Library Resources

Library Development Department (LDD):

(Report submitted by Jackson and Staffeldt 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:

- ◆ Attended February Federation Coordinators meeting and provided updates on various statewide projects.
- ◆ Attended February Montana State Library Commission meeting and provided updates on various LDD projects.
- ◆ Attended Gates Foundation meeting in February to review Montana library grant applications.
- ◆ Provided input for planning the Montana Library Network.
- ◆ Attended two-day training session for Microsoft Access software.
- ◆ Attended LDD retreat in January.
- ◆ Attended MLA board meeting in Bozeman and four MLA Conference Planning Committee meetings.
- ◆ Attended West Region Digitization Initiative meeting in Aurora, Colorado in February.
- ◆ Attended MLA OFFLINE meeting in Great Falls in February.
- ◆ Attended the Tamarack Federation Basic Print and Electronic Reference training session in Kalispell in March.
- ◆ Consulted with the newly merged Sagebrush/Winnebago Software Company on future support needs of Montana libraries using that company's automated circulation products.
- ◆ Attended Networking Task Force meetings in Helena in January and March.
- ◆ Attended Computers in Libraries conference in Washington, D.C. in March.

Goal 1. Objective 1.3. Montana public libraries will be eligible for telecommunication discounts from the Federal and State governments.

Activities:

- ◆ Worked with libraries and Program Integrity Assurance staff at SLD to resolve problems and questions concerning E-rate applications for Year 3. For Year 2, the final total for funding for Montana libraries through the E-rate discounts has been refigured and now equals \$3,767,953.

Goal 2. Objective 2.5. MSL's consulting division reflects the needs of the State's libraries.

Activities:

- ◆ Provided consulting to libraries at Anaconda, Belt, Billings, Boulder, Bozeman, Cascade, Choteau, Colstrip, Conrad, Cut Bank, Darby, Dawson Community College, Dillon, Dutton, Eureka Schools, Fairfield, Forsyth, Fort Benton, Fort Peck Community College, Glasgow, Glendive, Great Falls, Hamilton, Hardin, Harlem, Havre, Hot Springs, Kalispell, Lame Deer, Lewis and Clark Interpretive Center Library, Lewistown, Libby, Livingston, Manhattan, Malta, Miles City, Missoula, Montana Tech, Plentywood, Plains, Polson, Rocky Boy School, St. Ignatius, Shelby, Sheridan, Shodair Hospital, Stevensville, Thompson Falls, Three Forks, Valier, Virginia City, West Yellowstone, Whitehall, Wibaux, Winnett, Wolf Point, and Yellowstone Baptist College on topics including, but not limited to, automation, buildings, collection management policies and honor roll, directory, federations, Fortres security software, E-rate, Gates Foundation workshops, grant funds, institutional library service, interlibrary loan reimbursement, LaserCat, LSTA projects, library boards, library certification, library laws, magazine databases, MLA, public library standards, software, statistics, summer institute, and summer reading programs.
- ◆ Provided LaserCat technical assistance to Belgrade, Billings West High School, Harrison Schools, Hot Springs, Montana Historical Society, Ovando Schools, Park City Schools, School for the Deaf and Blind, Virginia City, West Yellowstone, Wibaux, and Whitehall.
- ◆ Provided ongoing assistance and support to the Advisory Committee of the LSTA-funded Library Improvement Project for Madison County and attended the Committee's meetings in Sheridan and Twin Bridges.
- ◆ Attended initial meeting of the newly appointed Lake County Library Board in Polson in March. The Board will oversee the LSTA-funded Library Improvement Project for Lake County.
- ◆ Attended library board meeting in Glasgow.
- ◆ Made onsite visits to Arlee, Belt, Bridger, Conrad, Cut Bank, Deer Lodge, Drummond, Fairfield, Fort Benton, Glasgow, Havre, Joliet, Malta, Polson, Red Lodge, Shelby, Sheridan, St. Ignatius, Twin Bridges, and Valier.

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:

- ◆ Continued planning for the Summer Institute 2000. Made arrangements to hold the Institute at MSU-Billings Campus, selected consultants and other presenters, prepared a budget, and mailed application forms to all public libraries.
- ◆ Continued planning for the 2000 Fall Workshop scheduled to be held at the Yogo Inn in Lewistown on September 22nd and 23rd.
- ◆ Worked with the Gates Foundation to schedule and register public librarians for training workshops related to the Gates grant program in Montana.
- ◆ Provided training on strategic planning to the trustees and librarians of the Broadwater School & Community Library in Townsend at their January board meeting.
- ◆ Provided training on InfoTrac use to school librarians in Butte.

Goal 3. Objective 3.2. By January 2000, the number of participants in the certification program will have doubled to 454.

Activities:

- ◆ Consulted with librarians in Baker, Billings, Bozeman, Choteau, Dillon, Fort Benton, Great Falls, Harlem, Havre, Helena, Kalispell, Laurel, Lewistown, Three Forks, and Valier on certification questions.
- ◆ Approved twenty programs for continuing education.
- ◆ Approved six applicants into the enrollment level and three applicants into the certification level of the Montana Certification Program.

Goal 3. 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.
- ◆ Announced new library development titles acquired by MSL on library listserv.

Goal 5. Objective 5.1. Annually, MSL will coordinate statewide plans and programs for libraries.

Activities:

- ◆ Reviewed and approved 11 collection management policies. The 1999 Collection Management Honor Roll was created based on the four criteria established by the Commission. Forty-two libraries made the Honor Roll for 1999.
- ◆ Mailed the March issue of LaserCat to all libraries participating in the statewide subscription.

Goal 6. Objective 6.1. MSL will promote planning and budgeting at state institutions in an effort to have budget supported plans for library services in place for 50% of such facilities by the end of 1998 and for 100% of state institutions by the end of 2000.

Activities:

- ◆ Met with the Working Group on Institutions on January 19th and assisted in the preparation of a recommendation to the Advisory Council on funding of library services at state institutions. Met with the Advisory Council on January 31st and assisted in the preparation of a recommendation to the Commission.
- ◆ Prepared contracts for four public libraries to provide library services to four state institutions funded by FY 2000 LSTA grant money.
- ◆ Notified all state institutions and selected public libraries that MSL funding for library services to residents of state institutions would be discontinued in FY 2001 (LSTA funds) and FY 2002 (SLR funds to Montana State Hospital).

Talking Book Library (TBL):

(Report prepared by Briggs for Briggs, Christopher, Gebhardt, Madison, Meier, Merrin, and Staffeldt)

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

Activities:

- ◆ Keystone (KLAS) system will install upgrade on March 23, 2000.
- ◆ Received eighteen new twin-vision Braille juvenile books from the Utah State Library for the Blind and Physically Handicapped. These are on permanent loan to us and will be used for patrons, and education/outreach.
- ◆ One of our patrons, Jim Daily, Butte, has been invited to speak at the National Board of Education's (Office of Special Education and Rehabilitation Services) Ninth Annual Project Directors Conference for Independent Living Services in Washington, D.C. March 26-29, 2000. He has been invited to meet with Senator Max Baucus, Senator Conrad Burns' staff, and Frank Kurt Cylke, Director of the National Library Service, regarding his invention of the "Talking Book Marker." His invention helps patrons "mark" their recorded books without losing their place (i.e., when falling asleep, measuring for a recipe or selecting book numbers from a recorded catalog). Upon request, Mr. Daily would be willing to attend a Commission meeting and share his invention.

Goal 2.Objective 2.1. Increase qualified patrons being served.

Activities:

- ◆ New patrons: January: 42. February: 42.
- ◆ Carolyn Meier and Susan Merrin represented the Talking Book Library at the Great Falls Health Fair on February 26, 2000. Approximately 200 contacts were made.

Goal 2. Objective 2.2. Comply with 80% of ALA and NLS guidelines.

Activities:

- ◆ Step 1 of setting up the patron adaptive workstation has been completed. Hardware, software, and accessories have been received.
- ◆ WebOpac will be installed March 23, 2000. Staff will test the system from March 27-April 7, 2000. Patron pilot project will begin April 10, 2000 (depending on staff testing results).
- ◆ Overdue notice function in KLAS was tested in January 2000 and started on a weekly basis. This was a function that previously did not work properly when going to the Keystone system. Overdue notices are primarily being used for reconciling our database and inventory control. In addition, these notices have created an anticipated overload of returned books and books needing repair. Note: We are not allowed to fine patrons for overdue books.
- ◆ Self-audit of patron machines was completed with an error rate of 21.6% (10% error rate is allowed). Two steps have been taken to decrease this error rate: 1) Report on

“patrons last-served” will address getting machines back sooner when patrons are no longer active and 2) “Address service requested” has been placed on all mailings to patrons to receive correct addresses. Another self-audit will be conducted in the fall for follow-up.

- ◆ Completed formal collection development input process for National Library Service.
- ◆ Completed subject code changes for updating our juvenile collection codes.
- ◆ Completed duplicate equipment report and sent letters to patrons to correct any inappropriate duplication of patron machines.

Goal 2. Objective 2.7. Increase the amount of information available through electronic means.

Activities:

- ◆ Sent the winter issue of “Bits of Gold,” the TBL newsletter, to patrons in four media formats: large print, tape recording, homepage link, and email.

Goal 2. Objective 2.8 Improve the quality of the Montana Cassette Recording Program.

Activities:

- ◆ New volunteers: January: 2 Heather Biskupiak(LDD) and Terrie Kenney (NRIS)
 February: 3 Paul Dunham (LISD); Alberta Blanton (TBL); and Marilyn Grant (TBL)
- ◆ Completed recordings of the following books in our local Recording Program and Prison Recording Program:
February: *Memories of Maggie; Dance on the Wild Side; Fun with Stories and Pictures of the Real West; One Man’s Montana; Montana Outdoors Magazine* (Sep/Oct and Nov/Dec issues).
March: *Survey Manual for the Department of Transportation* (patron request); *WOW Magazine* (Jan/Feb issues)

Goal 3. There will be sufficient funding and staff to offer the best possible patron service.

Activities:

- ◆ Due to an extended family illness of one staff member, coupled with other various winter staff and volunteer illnesses, we have been “stretched” significantly in our capacity to efficiently and adequately serve our patrons over the past three months. Our staff is now back to full capacity, as are our volunteers.

Goal 3. Objective 3.2. Increase private donations to TBL.

Activities:

- ◆ Christie Briggs wrote and submitted a \$9,000 grant to the Metcalf Foundation for in-house patron computer equipment and software to enhance our walk-in patron area.

Library and Information Services Department (LISD):

(Report prepared by Staffeldt and Holt for Carlson, Cornish, Madison, Miller, Pepper-Rotness, Smith, Staffeldt, and Williams)

Goal 1. Objective 1.2. By December 1999, All State Library materials will reflect the needs of state government and the professional development needs of Montana's Libraries.

Activities:

- ◆ Asked other state agency librarians and research center managers to suggest materials that would be useful in supplementing their own collections and providing support for the development of their specialized libraries and professional skills.
- ◆ Reviewed publication announcements and catalogs and compiled a selection list special attention on materials pertinent to current issues in state government.
- ◆ LISD staff and temporary staff continue to withdraw deselected portions of the federal documents collection from the OPAC and OCLC, produce an "offers list," and transfer documents to the full depository library at the University of Montana.
- ◆ Completed the transfer of auto repair manuals to the Lewis and Clark Library and the library community made aware of the transition.
- ◆ Volunteer Paul Dunham is working with Holt to develop a webpage for LISD. It will offer description of services and collections and will provide forms with which state employees and librarians can request services. A July 1 launch date is anticipated.

Goal 2. The staff is well trained and excels in providing service to all users.

Activities:

- ◆ Graded and scored all applicants for newly created jobs in LISD.
- ◆ Worked with department supervisor and state librarian to identify training requirements and transition issues for newly assigned staff.
- ◆ Met with staff members individually to confirm interest in new assignments.
- ◆ Completed six new assignments and managed reduction in force policy for one employee.
- ◆ Suzy Holt accepted reassignment to Client Services Supervisor.
- ◆ Don Cornish accepted reassignment to State Publications Center Coordinator.
- ◆ Barbara Pepper-Rotness accepted reassignment to Government Information Services Assistant.
- ◆ Kathy Madison accepted reassignment to Technical Services Assistant.
- ◆ Marjorie Smith accepted reassignment to Client Services Assistant.
- ◆ Dixie Carlson accepted reassignment to Clerical Services Assistant.
- ◆ Patcharin Williams did not accept the reassignment offer to Publications Assistant. Williams has been terminated from employment at the State Library based on the reduction in force policy.
- ◆ Organized and made copies of all appropriate materials at the request of our attorney for his review as we prepare our response to the two grievances that have been filed.
- ◆ Began working on cross training for new positions.

- ◆ Worked with administration to prepare two job announcements for two open positions in LISD - Technical Services and Systems Supervisor position and the Government Information Specialist position.
- ◆ Worked with staff to reassign office spaces, develop a transition timetable for moving into new workspaces, and to identify needs for computer configuration and telephone changes.
- ◆ Holt has met regularly with the State Agency Librarian's Roundtable to keep them apprised of changes taking place in LISD.
- ◆ Holt attended OFFLINE workshops in Great Falls, including one on using Cold Fusion software for Internet access to database content. Of special interest was a session on the OCLC CORC program for cooperative cataloging of websites, and a presentation on a variety of software to protect public access computers from inappropriate use or destructive activity by users.