

Library Development Department

July 23 - September 24, 2003

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.

Performed necessary maintenance on laptop computer lab to prepare for fall training uses.

Attended 9th annual State Library CE Forum in Rapid City in September.

Attended Golden Plains Library Federation meeting in Wolf Point.

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

Presented business resources, Montanaiana resources and employment resources workshops at the Gates Summer Institute in Billings in August. 36 librarians attended the two-day institute.

Drafted proposal for four-year Summer Institute curriculum for public library directors. Selected site and dates for 2004 Summer Institute: Bozeman (MSU), June 7-11.

Planned, arranged and promoted 2003 Fall Workshop in Lewistown in September featuring 13 training topics. 90 librarians registered for the two-day event.

Consulting on:

Anti-virus software	Computer software	Laptop lab
Automation	problem solving	LaserCat
Automation upgrades	Computer	Library laws
Barcodes	troubleshooting	Library policies
Board issues	Continuing education	Long range planning
Budget issues	Databases	LSTA projects
CatExpress	E-rate	MLA
Certification program	Fall workshop	MLN
Challenges and	Federation issues	Montana Shared Catalog
Censorship	Filtering	NCIPA
CIPA	Firewalls	OCLC
City/county agreements	Friends and foundations	Personnel issues
Collection development	Gates computers	Reference training
and management	Gates summer institutes	Space planning
Computer maintenance	Grants	Statistics
and repair	Human resources	Strategic planning
Computer software and	InfoTrac	Trustee training
hardware purchasing	ILL reimbursement	Web-based ILL
	Internet safety	Wired mt

Working with schools

Consulted with:

Anaconda	Ekalaka	Park High School
Baker	Ennis Schools	Philipsburg
Belt	Fairfield	Plains
Big Sandy	Garfield County School	Plentywood
Big Timber	Glasgow	Polson
Billings	Glendive	Scobey
Boulder	Great Falls	Shelby
Bozeman	Hamilton	Sheridan
Cascade	Harlem	St. Ignatius
Cascade Schools	Havre	Stanford
Chinook	Joliet	Stevensville
Choteau	Jordan	Thompson Falls
Colstrip	Kalispell	Twin Bridges
Conrad	Laurel	West Yellowstone
Culbertson	Libby	Whitehall
Darby	Malta	White Sulphur Springs
Deer Lodge	Miles City	Wibaux
Dillon	Missoula	Winnett
Drummond	Montana Historical Society	Wolf Point
Dutton	Montana School for the Deaf & the Blind	

Made onsite visits to:

Broadus	Glasgow	Missoula
Cascade	Glendive	Philipsburg
Chinook	Harlem	Plains
Circle	Harlowton	Plentywood
Drummond	Havre	Scobey
Dutton	Jordan	Shelby
Ekakala	Libby	Sidney
Fairfield	Malta	Thompson Falls
Fort Benton	Medicine Hat	Troy
		Wibaux
		Wolf Point

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

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

Participated in Future of Library Federations conference call meeting.

Participated in Networking Taskforce Meeting.

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

Updated public library statistics files to FY2002.

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

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

Completed selection process and negotiation for statewide magazine database project. Gale/InfoTrac was selected. Work is progressing on configuring sites' access to product and collecting libraries' co-payment.

Began process of selecting automotive repair database.

Provided training on CatExpress, MLN, and InfoTrac databases.

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

Participated in conference call meetings with Gale representatives to identify InfoTrac training needs in the state and schedule training locations.

Completed draft of Montana Shared Catalog Business Plan. The process included extensive feedback from MSC Executive Committee, Networking Task Force and MSC members.

Continued troubleshooting the OCLC enrollment process.

Began scheduling OCLC training for fall 2003.

Attended the MSC Executive Committee meeting held in Helena in August. Worked to develop a retention period for the system history logs and discussed database cleanup.

Assisted six new eastern libraries in going live on MSC in early July: Lewistown Public, Miles City Public, Glendive Public, Big Horn County (Hardin), Carnegie Public (Big Timber), and Sweet Grass County High School (Big Timber). Total libraries now in the MSC is 23 (and 6 branch libraries).

Visited the new MSC libraries in July to set up receipt printers, barcode scanners, standalone clients and provide general training.

Upgraded the MSC system to version 2003 on September 17.

Began process of selecting statewide cooperative reference application/vendor in conjunction with Montana Library Association's Academic and Special Libraries and Public Library divisions.

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, CIPA and NCIPA information/consulting to libraries.

Prepared grant application for Gates Foundation's Staying Connected Grant Program for computer and connectivity upgrades for Montana's public libraries.

Library and Information Services Department (LISD)

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

Promoted availability of BioOne e-journals in full-text online to state employees via the update mailing list and to selected agencies with an interest in bioscience topics.

Reviewed subscription renewals for 2004. Minimized impact of reductions in the materials budget by canceling subscriptions for periodicals available full-text in other licensed resources such as BioOne and InfoTrac. Converted as many journal subscriptions to online-only versions as possible. Cancelled other journals identified as no longer being of compelling interest for the price. Solicited feedback from patrons on a variety of decisions relative to online vs. print subscriptions and ongoing needs for specific titles.

Participated in meeting with DPHHS Environmental Public Health Tracking project leaders, representatives from DEQ IT and contractor Northrup-Grumon to outline the preliminary activities and timetable for phase one of the project. Proposed concept of programming links from the state data assembled to the pertinent knowledge resources published in the professional environmental health and medical literature.

Met with representatives from Agriculture department regarding the collection and continued weeding of federal document collection in the Labor and Agriculture sections. Began checking backlog materials for duplicates and existing WorldCat records for possible inclusion into our collection. Hired and oriented an "Experience Works" client to help us create lists for Federal document deselection.

Hosted and participated in training by Lexis-Nexis representative on State Capital Universe and Environmental Universe databases. Initiated the fall schedule of workshops for state employees with significantly updated classes on Google and InfoTrac and a new course on using and customizing the MSL/MSD catalog.

Reviewed "Reports" capabilities of the Sirsi ILS and worked to resolve inconsistencies in the data, resulting in revised statistical counts in some categories. It was discovered that the database cleanup done prior to conversion, was not implemented as assumed in the new system, so statistics have been misleading. Additional training in Reports will be received in November at the annual MSD meeting.

Participated in planning for a formal evaluation of LISD by outside consultant Mary Bushing this fall.

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.

Revised and presented a training session on natural products customized for librarians attending the Gates Summer Institute in Billings.

Prepared and posted to Wired-MT (Montana librarian's mail forum) several guides to Internet-based reference resources including, for example, best sites for bibliographies, online conversion tools, dictionaries, the new Amazon Lite alternative search site, and Congress.org.

Provided backup reference support to staff in the following libraries:

Judith Gap schools	Whitehall Public
Livingston Public	Valier Public
Lewis & Clark Public	Box Elder
Sidney Public	Glacier National Park
Helena USGS	Kalispell Regional Hospital
Roosevelt County	Historical Society
Butte Tech	Missoula Public
Meagher County	Roundup Community

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

Began an investigation into whether new options for contracting original cataloging for state agency publications have evolved since the issue was first addressed.

Began a process to develop relationships with the public information officers from state government agencies in order to create opportunities to educate them about the State Publications Center.

Moved an estimated 100 federal documents from the state documents collection into the federal documents collection. Removed unsightly orange cardboard file boxes from state and federal collection areas. Investigated options for shelf signing to assist users in locating state documents; placed order.

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

Several staff received training in implementing, customizing and using the EbscoHost Electronic Journals Service. Staff is now setting up ninety online full-text journals for access through this service, which provides article searches, table-of-content alerts, and customization features for end-users. The service will generate statistical reports of e-journal use at the title level and improve our ability to evaluate their use.

Continued to reduce the proportion of outdated, out-of-scope materials in the collection by withdrawing periodicals no longer relevant to patron needs. Began participating in the ALA duplicate-exchange listserv as an easy way to locate libraries needing the materials we withdraw.

Other:

Proposed a model approach to analyze user, collection, and staffing needs of the MSdL. Continued to participate in planning sessions for the Montana State digital Library program and website interface development

State publications assistant attended Digital Atlas workshop sponsored by NRIS; State Publications Center Coordinator attended workshop on new features in Google and other search engines.

Montana Talking Book 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.

Seven tours were conducted in July and August .

Outreach presentations on MTBL services, equipment and materials were given in July (on Montana's PBS Television which reached nearly 12,000 Montana homes and August at the Montana Association for the Blind's Capitol City Chapter.

Eight in-house presentations were given in July and August.

The Summer Reading Program ended with nine student patrons reaching their reading goals.

Janet Hunter was hired in July as a Reader Adviser in MTBL and has adapted rapidly to patron needs, library database and reports and working with volunteers on related projects.

Initial meeting held with Anastasia Burton to review the development of a Trust Fund Information brochure for MTBL/MSL.

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 Teams.

In July and August, five titles were completed at both studios:

"In A Parrot's Shoes" by Mindy Wilson; "100 Montanans" by The Missoulian; "Dandy Doughnuts" by Joan Wolf; "The Bitterrooter" by George Hayes; "Kootenai Why Stories" by Frank Bird Linderman.

MTBL was accepted into a one year Lobe Library Pilot project. Approximately forty patrons will test five Otis digital playback machines with abridged and unabridged books downloaded from Audible.com. Initial investment in this project is \$1,500.00. Staff time on this project will focus on downloading books to the Otis players, distributing to patrons, developing and recording the bibliography, and Otis operating instructions, as well as obtaining feedback from patron surveys. The Otis players were \$100.00 each and the \$1,000.00 goes towards e-books from Audible.com.

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

Xess, the discarding of duplicate books, for 2003 was completed.

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

A new Experience Works Volunteer, Iva Todd, joined MTBL in August.