

State Librarian's Report
May 20, 2000 to July 19, 2000

Agency Development

Activities:

- Worked with the Governor's office to promote new proposals for the agency.
- Met with the Governor's office three times to provide information and advocate for new programs and increased support.
- Assisted recruitment team for the agency-wide systems administrator position.
- Modified new position description for webmaster position. Sent it to personnel bureau for classification.
- Encouraged supervisors to start performance appraisal process. Completed Darlene's appraisal, started Duane's appraisal, and scheduled Kris's.
- Met with the Law Revision Task Force to discuss and finalize drafts of legislation.
- Met with the SummitNet Executive Council to review state contract for Internet transport services.
- Attended COLSA meeting in Chicago.

Library Development

Activities:

- Attended the Summer Institute. With Jim Scheier, presented a 3 hour workshop on Montana Library laws.
- Met with the State Librarians of North and South Dakota to discuss a potential grant proposal to provide consulting services to Tribal libraries.

Montana Library Network

Activities:

- Liaison with Senator Burns' office regarding federal appropriation for MLN.
- With director of Statewide Library Resources, coordinated the work of the MLN director.
- Met with directors of BCR and state librarians from former WLN states to discuss regional network issues.

Information Services

Activities:

- Met with Suzy and Darlene many times to discuss the implementation of a Government Information Locator System (GILS). To aid this development, I met with Lois Menzies, the Director of the Department of Administration. I also attended an ITAC meeting to listen to the discussion about e-government.

NRIS

Activities:

- My work in NRIS for this period included recruitment, screening applicants, selecting interview questions and the process, and interviewing one candidate for the vacant NRIS director position. After this initial recruitment was unsuccessful, I supervised the reopening of the position, which lead to a larger applicant pool.
- I also worked closely with Sue Crispin, Kris, and Duane to develop strategies to ensure stable funding for NRIS in the new biennium. To that end, we met with representatives from the Department of Natural Resources Conservation and the Montana Department of Transportation.

Natural Resource Information System

Note: This report will provide NRIS information in a slightly different, more integrated format. This move is part of the implementation of the new strategic plan and will combine information from the 3 subprograms of NRIS into a single report.

Administrative Summary

Activities:

- Continued efforts for the recruitment of both NRIS director and NRIS/MSL System Administrator. Both of these recruitments are proving to be extremely difficult, time-consuming, and expensive. Both positions have been re-opened for an extended time period.
- Completed the position description for a shared webmaster position and sent it to personnel for classification.
- Continue to meet with the Governor's budget office and source agency representatives to finalize the NRIS EPP proposal. To date, we have not received full support for our EPP issue from the budget office.
- Closed out the fiscal year, completed a number of contracts, and received no cost extensions for a number of other contracts. We also are starting work on a number of new contracts. We did not receive the \$20,000 core funding from DEQ, which basically zeroed out our hardware budget for the entire year. With our current staffing and contract levels, it appears that we will have no major financial problems in FY 2001.

Goal. 1. Objective. 1. 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:

- Received federal grant award to create a new Water Quality Monitoring Tracking

system. This system will allow users to quickly locate integrated water quality monitoring activities and data over the web. Work on the grant will start this fall.

- Received small grant from DNRC to provide USGS quad maps in a new format for the web.
- Completed work on the Army Corps of Engineers 404 stream and wetland permit database contract.
- Completed work on the DEQ's source water protection contract which assimilated a variety of data that will be used for the DEQ's public water supply protection program.
- Completed work on a historic building database for Anaconda.
- Heritage staff began a cooperative project with MT-FWP to assemble and standardize information on prairie dog observations statewide, and create ongoing database and mapping.
- Heritage staff began conducting field survey work in the CMR National Wildlife Refuge, Bittercreek area of Valley County, Arod Lake, the Upper Yellowstone watershed, the Thompson River watershed, and Powder River County, and Wildhorse Lake in Hill County.
- Heritage staff completed a report on the rare plants of BigHorn National Recreation Area.
- Heritage staff completed updating of distribution and status information on all federally listed and proposed species through a project with USFWS-Helena Field Office.

Objective 2. 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 water and GIS web sites were very busy as usual during the period. The interactive Montana Rivers Information System (MRIS) provided 2,753 reports, 3,652 maps, and answered over 14,500 queries from May 17 through July 24.
- The Topofinder application answered 7,159 map requests (more than double the previous period) and produced over 30,500 maps in the same time period.
- Deployed a new application that provides access to the State's Draft, year 2000, 303d Impaired Stream List. Since May 17, this system has answered nearly 2,600 queries and produced 342 reports.
- Total web site hits are averaging over 250,000 per month.
- The combined programs continued work on a new map application that will be deployed for many purposes and enable true GIS functionality over the web. Various 'versions' of this application will be deployed in early August.
- Added new georeferenced shaded relief coverages to the web site.
- Continued to enhance and add content to the new Montana Drought 2000 web page. Staff created this page for the statewide Drought Monitoring Committee. The page has been well received and heavily used.
- Answered numerous mediated data requests.

Goal 2. Objective 1. 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:

- Attended and made presentations at the quarterly Montana Geographic Information Council, the Montana Interagency GIS Technical Working Group, and the Montana Local Government GIS Coalition meetings during the period.
- Gave a presentation on the prototype Corps of Engineers 404 permit database application at the Wetland Council meeting.
- Gave a presentation on the prototype mapping application at the Montana Watershed Council's Water Quality Subgroup meeting.
- Attended the Groundwater Steering Committee meeting.
- Heritage Program Managers participated in organizational meetings for Montana Wetland Legacy Initiative, led by DEQ, FWP, and including USFWS, and Ducks Unlimited, and MDT.
- Heritage Program Information Manager presented proposal for statewide "stewardship" mapping program to meeting of land trusts, foundations, and state/federal agencies with easement programs; received approval for support and for submitting formal funding requests to Kendall & Wilburforce Foundations.
- Heritage Program established a MOU with NRCS for cooperative data collection and information exchange.
- MT-FWP agreed to formally cooperate with the Heritage Program to annually issue a joint list of Montana Animal Species of Special Concern, using standardized criteria.
- MT-FWP and the Heritage Program reached tentative agreement to cooperate in web site development and to share expertise through a jointly funded HP-FWP web developer position.
- MT-FWP agreed to provide 25% support for filling the Heritage Managing Zoologist position, with a mutual goal of improving information contributions and access by FWP field staff, and building a more complete and accurate database on Montana species of priority concern.

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

Activities:

- Ongoing technical GIS assistance work continued with DEQ, Historic Society, FWP, DOJ, and NRCS.

Metadata Coordination Activities

Activities:

- Provided support and training to the recipients of the “Don’t Duck Metadata” Mini Grant – Department of Environmental Quality, Lake County, Gallatin County, Butte Silver Bow County, and the Wildlife Spatial Analysis Lab at the University of Montana.
- Reviewed and commented on the third draft of the International Organization for Standardization (ISO) Metadata Standards, expected to be released and implemented by Summer 2001.
- Provided metadata training materials and the portable computer lab (awarded to the Montana State Library under the auspices of the Federal Geographic Data Committee [FGDC]’s “Don’t Duck Metadata” grant) to Fred Gifford, of Maxim Engineering. Gifford taught several students about metadata in an introductory GIS course.
- Provided metadata training for the Department of Natural Resources.
- Provided technical support to many organizations including the University of Montana (UM), School of Forestry, the US Forest Service, and Department of Environmental Quality.
- Discussed a contract with the US Geological Survey, which would provide funding for the Metadata Program beginning with the Federal Fiscal Year in October 2000.
- Worked with Mike Sweet to collect and organize all Interagency Technical Working Group (ITWG) minutes and papers, which were housed in several locations throughout Helena and Missoula. The materials are currently housed at UM, with the possibility of moving to the ITWG Chair, when elections are held each year.
- Made a presentation on the FGDC Content Standards for Digital Geospatial Metadata to the Streamnet Group.
- Presented metadata program updates and the NRIS Mapper to the Montana Local Government GIS Coalition (MLGGC).
- Presented metadata program updates to the ITWG.
- As a result of presentations made by Montana State Library representatives (Karen Strege, Jim Stimson, Larson) at the Montana Geographic Information Council (MGIC), the Information Technology Advisory Council (ITAC), and the Information Technology Management Council (ITMC), the FGDC Content Standards for Digital Geospatial Metadata have been formally adopted as a State Standard.

Statewide Library Resources

Library Development Department (LDD):

(Report submitted by Finn for Cooper, Finn, Gunderson, Jackson, Newell, 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 June 14 Montana State Library Commission teleconference meeting and provided updates on LDD activities and LSTA projects.
- Attended June LDD meeting in Billings.
- Attended Endowment and Foundation Development Training.
- Assisted with MLN's Montanaiana Regrant Program sending proposals to the review committee, scoring proposal evaluations, and notifying applicants of projects that were selected for funding by the Networking Task Force.
- Monitored LSTA Library Improvement Project for Madison County grant funds and provided information to the county library board and librarian about expenditures to date for the project.
- Participated in process of performance appraisals and revisions of work plans for LDD staff.
- Attended Cates Scholarship Committee meeting in Helena in June.
- Attended Gates Foundation Open House at Lewis and Clark Library

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

Activities:

- Attended E-Rate Task Force meeting and State Library Coordinators Forum at ALA Chicago.
- Produced report for OITP on Montana's E-rate over the past 3 years.

Goal 1. Objective 1.4 Increase librarians' and trustees' understanding of the use of technological resources in libraries.

Activities:

- Consulted with The Choteau County Library System Liberty County Library, Blaine County Library and Harlem Public Library on the feasibility of joining the OPAC at Havre-Hill Public Library.

Goal 1. Objective 1.5. By July 1998, 25% of school libraries, 70% of public libraries and all academic, college, and special libraries will offer full-text, electronic periodical databases.

Activities:

- Arranged and provided InfoTrac training during site visits to Belt, Cascade, Fairfield, Valier, and West Yellowstone.
- Assisted subscribing libraries with questions about the InfoTrac databases and set up procedures.
- Attended Bill & Melinda Gates Foundation Training Strategies Workshop and American Library Association Conference.

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

Activities:

- Provided consulting to libraries at Belgrade, Belt, Big Timber, Billings, Bridger, Cascade, Chester, Chinook, Choteau, Conrad, Cut Bank, Deer Lodge, Fairfield, Forsyth, Fort Benton, Glasgow, Great Falls, Hamilton, Hardin, Helena, Jordan, Kalispell, Lewistown, Malta, Missoula, Philipsburg, Plains, Plentywood, Polson, Red Lodge, Scobey, Shelby, Sidney, Superior, West Yellowstone, Whitehall, Wibaux, Wolf Point on topics including, but not limited to, budgeting, collection management honor roll, directory, 2000 Fall Workshop, Gates Foundation grants and workshops, grant funds, interlibrary loan competency and reimbursement program, laptop lab, library information, LSCA regulations, LSTA projects, MLA, MLN Regrant Program, staff information, statistics, Summer Institute 2000, trustee manual, LaserCat, OCLC Membership, InfoTrac Project, database use statistics, etc.
- Made site visit to Thompson Falls to discuss construction project.
- Met Big Sky School/Community Library Development project on June 28.
- Madison County LIP meeting in Twin Bridges on June 2.
- Madison County LIP meeting in Sheridan on June 23.
- Lake County LIP in Polson on July 18.
- Met with contractor to arrange writing and layout for a new Trustee Manual. Began arranging for a review committee composed of trustees and public library directors to provide input on the manual draft.

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:

- Completed planning for the Summer Institute 2000 and preparing workshop notebooks. The event took place on the MSU-Billings Campus during the week of June 4th with four LDD staff members present for the entire week. Forty-four public library staff, including thirty-nine library directors, attended the Institute. Evaluations from the Institute were very positive for both the training program and the campus accommodations.

- Planning continued for the second annual 2000 Fall Workshop scheduled to be held at the Yogo Inn in Lewistown on September 22nd and 23rd. Topics were selected and presenters located. Registration forms will be sent out in August with issues of Focus and Big Sky Libraries.

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 Billings, Bozeman, Ekalaka, Forsyth, Glasgow, Great Falls, Helena, Kalispell, and Malta on certification questions.
- Approved eighteen programs for continuing education.
- Approved three applicants into the enrollment level and four applicants into the certification level of the Montana Certification Program.
- Met with a marketing representative to have "purple" certification ribbons made to identify "CE Signers" at conferences and workshops.

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.

Talking Book Library (TBL):
(Report submitted by Briggs)

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

Activities:

- Reader Advisors' (RA's) Gebhardt, Madison, and Christopher have worked diligently to meet a July urgent notice from the National Library Service to recall fifty three C-2 machines from patrons. Meier has also concentrated her resources to support the RA's in boxing up and mailing replacement C-1 machines for patrons. The recall was implemented due to potential fire and shock hazards for patrons.
- Gebhardt has accepted a promotion to LISD. Her last day in TBL is 7/28/2000, and temporary coverage is being arranged during the hiring process.
- Summer Reading Program is in full swing, thanks to the efforts of Cheryl Christopher.
- Descriptive video purchases: *Wizard of Oz*, *Driving Miss Daisy*, *Sophie's Choice*, *Mulan*, *Gone with the Wind*, and *Titanic*.

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

Activities:

- New patrons: May: 41. June: 33.
- TBL staff members (Briggs, Madison, Gebhardt, and Christopher as well as Staffeldt) attended and made presentations at the Montana Association of the Blind summer orientation workshops.

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

Activities:

- Gebhardt and Meier completed Blind and Physically Handicapped Inventory Control System (BPHICS) reconciliation for patron playback machines.

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

Activities:

- Books completed in recording program in Helena: *Spotted Bear* by Hanneke Ippisch, *Wilderness Survival* by Suzanne Swedo, *Moose Bruce and the Goose* by Robert Scott McKinnon, *Letters from Yellowstone* by Diane Smith, *The Truth about Sacajawea* by Kenneth Thomasma, *Crafts and Hobbies* by Mabel Badgett, and *Fun with Stories and Pictures* by Mabel Badgett.
- Books completed in recording program in Deer Lodge at MSP: *Edge of the Crazies* by Jamie Harrison, *The Conrey Placer Mining Company* by Clark Spence.
- Special projects completed: *Writing Montana* edited by Rick Newby and Suzanne Hunger, *At the Foot of the Bearfoot Mountains* by Leona Lampi Hassen
- Montana Cassette Book Catalog 2000 (MCB 2000) has been completed in large print and is being recorded at the Deer Lodge Prison recording program.
- Book selection for FY00-01 is completed with 42 new books purchased for the recording program.

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

Activities:

- New volunteers for June and July: Recording program review committee consisting of Gwen Woods, Flo Nelson, Stan Howard, Mary Olson, Vijaya Gooch and Guthrie Lewis.

Library and Information Services Department (LISD):

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

Goal 1. Objective 1.1. Increase utilization by state government employees.

Activities:

- Joined the National Network of Libraries of Medicine in order to better serve Department of Health & Human Services employees who need medical and health sciences information, especially in the areas of maternal and child health, epidemiology, communicable disease, environmental and occupational health, and other public health issues. Participation in this network provides access to rapid resource sharing among U.S. and Canadian health sciences libraries through Docline, a National Library of Medicine system available to us at no charge. It allows us to offer Loansome Doc services, which enables registered end users to electronically request articles from their PubMed (Medline database) search screen. An additional benefit is easier access to our public health resources and state health department publications by Montana health sciences librarians, all of whom use the Docline system.

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:

- Cornish trained and supervised two temporary employees who worked with the documents collections. 19,574 federal documents were weeded from the collection. In addition, the federal documents collection was shifted to better utilize the available space.
- The state documents collection is in the process of being shifted to make the collection more usable. For example, items are taken off the top shelves, tight areas are opened up, etc.
- Holt, Heldt and Cornish initiated a process of using online book review resources to identify highly recommended reference books and monographs in selected topic areas pertinent to state government and library development.
- Holt initiated a subscription to online specialty bibliographic databases through OCLC Firstsearch that will enable more extensive mediated and direct user literature searches for state employees.
- Holt reviewed options and selected a specialized subject-based collection evaluation tool that reflects more closely the nature of state library clientele areas of interest to use in more targeted collection development activities for FY2001.

Objective 1.3. Each year, library users and staff have access to easy-to-use, current information technology.

Activities:

- Email accounts were established on the State's email network for "MSL Reference," "MSL Interlibrary Loan," and "MSL Circulation" to make it easier for state employees to contact the library for services without knowing which

individual to contact; it also allows for other staff to easily monitor communications in the absence of primary staff responsible for a function.

- Volunteer Paul Dunham completed a format and structure for LISD web pages. Developing additional content for the pages is on hold until training of new personnel is complete and new services and resources are developed and ready to be described.
- Cornish received basic training in our new Arc Serve backup software.
- Cornish participated in the Horizon upgrade through teleconferencing and answering questions from the systems administrator.
- Three computers in LISD were purchased to provide staff with workstations that meet current minimum standards established by the Department of Administration of the State of Montana.

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

Activities:

- Attending training covering new resources (First Search) or new areas of responsibility (e.g. Interlibrary Loan) as they become available in local areas.
- Prepared a systematic approach and calendar to provide the new Government Information Services Specialist, John Heldt, with orientation to the State Library and its departments, library collection resources and operations, other agency libraries, governmental issues, and the state's other important library resources.
- Developing FY 2001 work plans for LISD staff with objectives based directly on attaining priority goals established in the Preferred Future statement approved by the Commission. Accomplishments will be reported in the format of those goals beginning in October 2000.
- Conducting the performance review process for all staff.
- Smith and Pepper-Rotness attended basic training in using the Docline system through which they will be able to provide "Loansome Doc" document delivery services to state employees in the Department of Health and Human Services.

Objective 2.3. All SLR staff will continuously work to improve their performance and help other staff with improvements.

Activities:

- Completed the transition of staff members to new positions and required cross-training. All staff continue to help others with new details of changed positions.

Goal 4. Objective 4.2. All state agency libraries cooperate to improve services to their clients.

Activities:

- Heldt, Pepper-Rotness, and Holt met with Beth Furbush, Legislative Services Librarian, in her new facility in the Capitol to discuss the nature of her collection, its relationship to the State Library's collection, the nature of her services and clientele, and the ways in which our libraries can be mutually supportive.
- Holt reported to the Agency Librarians Roundtable on the 2nd State GILS Conference she attended in Santa Fe last March. She described the Government Information Locator Services (GILS) being developed in a number of other states and solicited ideas and support for a similar project in Montana.
- Holt also held discussions with Peter Blouke and his committee developing a new portal for the State of Montana with an emphasis on providing e-government transactions for businesses and citizens.
- Holt developed a proposal to partner with the State of Montana Internet Technology Services Bureau (ITSB), agency webmasters, content providers, and librarians to develop a GILS. GILS provides a "one-stop" Internet directory to state government information and enables a citizen to locate governmental information without knowing governmental organization or responsibilities. The searcher always achieves a result, including the option to send their question to a librarian so their search is not dead-ended. The proposal has been discussed with various staff of Information Services Division, the Chief of the newly-established ITSB, and the Montana Internet Information Servers Group.

Objective 5.1. To increase the cataloging, distribution, and use of State publications.

Activities:

- Cornish has provided training and supervision to a temporary employee in order to continue the processing and distribution of state publications to depository libraries while the Publications Assistant position is vacant.
- Montana Talking Books Library employee, Roberta Gebhardt, was promoted to the position of Publications Assistant after undergoing the recruitment process. Her start date in the new position is July 31.