

Statewide Library Resources contributions to
the State Librarian's Report
Compiled by Darlene Staffeldt
May 22, 2002

LISD Accomplishments

(Report submitted by Holt and McHugh for Gebhardt, Heldt, Holt, Madison, McHugh, Pepper-Rotness, Smith, Staffeldt, and Zeeck)
March 2002 – May 2002

Goal: State employees have the information that they need to made good public policy recommendations and decisions.

- Weeded items are being offered to libraries through Wired and there have been several responses. Lists of the available weeded materials are on the LISD website.
- Lena is continuing to weed from federal documents, general collection and journals. Lena and our volunteer, Beth, are deleting titles from Horizon and OCLC as weeding progresses.
- Deselection of out-of-scope and outdated materials in the reference and general collections continues on a weekly basis.
- The number of patrons registered to receive monthly updates on library services increased to 498.
- One hundred sixty new state employees have been sent welcoming emails describing services and providing links to library resources.
- One hundred sixty-five attendees, representing 112 individuals from 20 agencies, have attended workshops since the first of the year. Workshops on using the Library, Google, InfoTrac, and State Capital Universe were presented this period.
- Heldt promoted best reference books and web sites for government information to librarians on WIRED-MT.
- Gebhardt promoted notable new print and web-based state agency publications to librarians on WIRED-MT.
- Heldt created and/or significantly revised two MSL bibliographies, which were distributed at the MLA conference. The bibliographies covered library safety and web design.
- A standard, comprehensive set of components with which to measure services provided to our various patron populations from one FY to the next was established and is included with this report.
- Goals, objectives, output measures, activities and outcomes were developed for the next five-year long range plan and submitted to administration.
- Consequences resulting from a 29% to 42% reduction in the materials budget for the next fiscal year were identified by request of administration.
- Heldt met with librarians at the Montana Library Association conference and attended the Better Business@ Your Library workshop on Friday.
- Gebhardt attended the SIRSI training held in Missoula May 15-17.

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

- Holt and Gebhardt attended the Western State Libraries State Documents Conference and the 4th Annual GILS Conference in Scottsdale, AZ the week of May 22. This provided a rare opportunity to network with other state document librarians and compare programs, policies, procedures, methodologies, and future directions. Most emphasis was given to issues of capturing and preserving agency "born digital" publications. Holt was one of four program coordinators and was responsible for collecting and compiling data profiling 23 state document programs which is available on the web at <http://www.sdstatelibrary.com/WestCoDocs/profiles/WestCoDocsProfileSummary.xls>
- National recruiting for the State Publications Center Coordinator was conducted; 3 candidates are scheduled for interviews the week of May 20.

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

- Several new journal subscriptions are set up for full text access online, including Public Health Nursing, Technology Review and the American Journal of Public Health.
 - Kathy Madison is creating full catalog records for items from the “fast add” shelves. Kathy is continuing to update journal URL information for full text access.
 - Loading of bibliographic and patron records onto the server located at ITSD is nearly completed. Following a quality check of the data and policies, the libraries will have a period of time to look at their data and report any problems or changes.
 - The first of three scheduled weeks of training in Sirsi’s Unicorn system took place in Missoula the week of May 13. The training covered basic searching, circulation and cataloging.
 - The list of journal subscriptions and online databases posted on our website received 3,122 views from state employees since the first of the year.
 - LISD website statistics for April alone documents 766 page views of the pages describing agency libraries. The Historical Society Library and the Law Library pages were the most frequently viewed.
 - Fifty-four state employees have attended the workshop “Overview of Library Resources, Services and Web Pages” since the first of the year.
- Objective 2. Increase the use of these services.

Library Development Department

(Report submitted by Gunderson for Cook, Cooper, Gunderson, Jackson, Reymer, and Staffeldt)

Issue 1: Montana library staff and public library trustees have ongoing and continuous needs for training.

- Attended: April Federation Coordinators’ meeting in Helena.
April Commission meeting in Helena.
April Sagebrush Federation Meeting in Miles City.
April Tamarack Federation Meeting in St. Ignatius.
April South Central Federation Meeting in Billings.
MLA Annual Conference in Great Falls.
Montana Shared Catalog training in Missoula and provided technical & instructional support.
Lake County LIP meetings in Arlee and Polson.
Ronan Library Board meeting to address LIP issues.
Drummond City Council meeting to assist Drummond Public Library with an Interlocal Agreement to form school/public library.
Sheridan Public Library’s 100-year anniversary celebration.
Outcome-based evaluation training presented by LSTA in Washington, D.C.
Meeting with MSU library faculty about development of extension program for libraries.
Virtual Reference workshop at St. Vincent’s Hospital in Billings.
- Participated in: Weekly conference calls of the MSC Implementation Team and the SIRSI Corporation.
April LDD conference call.
May LDD Planning Meeting.
May bus tour to Wyoming.
LTAI grant planning meeting.
- Met with: Representative from INFORMATA regarding Bibliostat Connect Services.
- Conducted: Trustee training session for Belt Public Library Board.
OCLC Web-based ILL training for HCT library staff.
- Provided consulting to the following libraries:

Alberton Public Schools,
Anaconda, Anaconda High
School, Arlee, Belgrade, Belt,
Big Sandy, Billings, Boulder,
Bozeman, Bridger, Broadus,
Browning Public Schools,
Carroll College, Cascade,
Charlo, Chinook, Choteau,
Circle, Colstrip, Columbus,
Columbus High School, Conrad,
Custer Co. High School(Miles
City), Cut Bank, Darby, Deer
Lodge, Denton, Dillon,
Drummond, Dutton, Fairfield,
Fairfield Public Schools, Fort
Benton, Fort Benton High
School, Gardiner Schools,
Gilford Elementary School,
Glendive, Glasgow, Glendive,
Great Falls, Hamilton, Hardin,
Harlem, Harrison Public
Schools, Havre, Havre Public
Schools, Helena School District
IMS, Hot Springs, John
Woodenlegs College (Lame
Dear), Joliet, Jordan, Judith
Gap School, Kalispell, Malta,
Miles City, Missoula, MT
Historical Society(Helena),
MSU, Noxon Public School,
Philipsburg, Plains, Plentywood,
Polson, Powell Co. High School
(Deer Lodge), Roberts School,
Ronan, Ryegate Public
School,Saco Schools, St.
Ignatius, Scobey, Shelby,
Sheridan, Sidney, Sidney Public
Schools, Stanford, Stevensville,
Superior, Swan Lake, Terry,
Thompson Falls, Thompson
Falls High School, Three Forks,
Townsend, Valier, Virginia City,
West Yellowstone, Whitehall,
White Sulphur Springs, Wibaux,
Winnett, Wolf Point and Wolf
Point Public Schools.

- Provide consulting on the following topics: ADA assessment, automation, barcodes, bookmobiles, big bill funding questions, BCR, board issues, bus trip, cataloging, CatExpress, CIPA, collection management policies and honor roll, continuing education, continuing education courses, electronic resource purchase, equipment, Fall Workshop, federations, Fortress, funding, Gates Institutes, grants, InfoTrac, ILL, installing software, internet connections, Internet Use Policies, interlocal agreements, laptop lab, LaserCat, Let's Talk About It grants, library directory, LIP, library laws, LSTA, long range plans, MLA, MLN Gateway, MSL archives, Montana Shared Catalog, Montanaiana Regrant Program, networking (computers), OCLC enrollment, OCLC training, personnel issues, shared catalog projects, SIRSI, space planning, statistics, storytime, summer institutes, summer reading programs, technology planning, teleconference series, trustees, Ultracard MARC, web-based ILL and young adult services.
- Onsite visits: Belt, Big Sandy, Big Timber, Chinook, Choteau, Circle, Cut Bank, Drummond, Dutton, Fairfield, Forsyth, Fort Benton, Glendive, Hardin, Harlem, Havre, Jordan, Lewistown Miles City, Missoula, Polson, Roundup, Ronan, St. Ignatius, Sheridan, Shelby, Terry, Wibaux, and Winnett.
- Continued planning and arrangements for three Gates Summer Institutes. Registration materials were mailed to all public libraries and branches. Arrangements for the June Institute in Bozeman were finalized; 27 people have registered for the first Institute.
- Continued working with 2002 MLA conference planning committee and provided assistance during the conference.
- Continued planning and arrangements for the 2002 Fall Workshop. Developed an outcome-based evaluation logic model for the Fall Workshop to be submitted to IMLS as part of the annual report.
- Began planning for Trustee Workshops scheduled for October.
- Coordinated the College of DuPage's Soaring to Excellence 2002 teleconference and two additional series offered by DuPage: "Virtual Reference" and the ALA National Town Hall Meeting on "Recruitment @ your library".
- Offered Internet Safety Workshop at MLA conference.
- Developed an online Interlibrary Loan class.
- Completed Oregon State Library questionnaire on Montana's Summer Reading Program. • Completed Oregon State Library questionnaire on Montana's Summer Reading Program.
- Consulted with the librarians in Baker, Bozeman, Chester, Choteau, Drummond, Dutton, Fairfield, Great Falls, Helena, St. Ignatius, and Townsend on certification questions.
- Approved twenty programs for continuing education.
- Approved one applicant into the enrollment level, three applicants into the certification level, and four applicants into the certification renewal level of the Montana Certification Program.
- Approved one application for a public library trustee recognition.
- Promoted and encouraged use of the MSL professional collection when consulting with public libraries.
- Posted monthly announcements on the statewide library electronic list describing new library development materials added to the MSL collection.
- Completed planning for the LSTA bus tour to Wyoming. The May 17-18 trip took 13 librarians, trustees and Friends to see countywide library systems in Sheridan and Park counties. The group visited public libraries in Ranchester, Sheridan, Story, Cody and Powell, Wyoming, and the college library at Northwest College in Powell. Planning continues for the September bus trip to visit district library systems in Idaho.
- Monitored the progress and expenditures of MLN's two FY 2001 Montanaiana Regrant Program projects.
- Prepared materials for LTAI applications for a second round of grants for book discussion groups at public libraries.
- Compiled 2001 Collection Management Honor Roll and prepared CMHR certificate awards for presentation at the MLA conference.
- Monitored the progress and expenditures of the LSTA Lake County Library Improvement Project.

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

- Consulted on E-Rate, filtering and CIPA queries from libraries in: Baker, Belt, Broadus, Cascade, Choteau, Conrad, Cut Bank, Harlem, Hot Springs, Missoula, Polson, and Virginia City.

Montana Talking Book Library Report

(March & April, 2002 statistics, report submitted by Briggs for Briggs, Christopher, Haley, Madison, Meier, Merrin and Staffeldt)

Goal: 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.

- Books, magazines, newsletters and descriptive videos were circulated to Montana patrons:
March, 2002: 12,738 April, 2002: 11,798
- New book titles and copies received: March, 2002: 197 new titles; 960 copies
April, 2002: 112 new titles; 555 copies
- Damaged Books Repaired: March, 2002: 385 April, 2002: 295
- Warranty Books returned for repair: March, 2002: 51 April, 2002: 40
- Interlibrary Loans (MCB's) to other Talking Book Libraries: March, 2002: 15 April, 2002: 6
- Interlibrary Loans requested of other Talking Book Libraries and/or affiliated agencies:
March, 2002: 17 April, 2002: 12
- Machines and accessories replaced for existing patrons and machines issued to new patrons:
March, 2002: 108 April, 2002: 114
- Semi-annual (October, 2001-March 31, 2002) readership and circulation statistics were compiled for the National Library Service: Readership: 2,137 (does not include patrons only receiving magazines or Braille materials) Circulation: 71,290
- Moriah Haley worked with two patrons on the new JAWS adaptive software in March.
- Moriah Haley represented MTBL at the KLAS User Conference March 12-15 in Raleigh, North Carolina. She brought back plans for implementation of new WebOpac features. Keystone plans to release KLAS version 7 in October, with expectation to adopt this version by all KLAS User Libraries by October, 2004.
- Lea Blunn, accompanied by her daughter, received an all expense paid trip to the KLAS User Conference to receive the first annual KLAS "Volunteer of the Year" award, given to an outstanding volunteer who has mastered the KLAS system.
- MTBL staff received 474 incoming and made 676 outgoing patron calls in January; 729 incoming and 517 outgoing patron calls in February; 677 incoming and 383 outgoing patron calls, for a quarterly total of: 1,880 incoming and 1,576 outgoing patron calls.
- Christie Briggs & Moriah Haley met to perform quarterly KLAS re-indexing of subject codes and collection.
- Cheryl Christopher completed pre-preparation of Summer Reading Program plans.
- Lee Madison completed the semi-annual BPHICS equipment report for National Library Service.
- Keystone implemented a major upgrade to KLAS version 5 on April 19. This was finalized and bugs worked out by May 3.
- Moriah Haley represented MTBL at the annual MLA conference 4-27 and gave a presentation on MTBL services.
- New patrons:
March, 2002: 36 adults, 2 Youths, 2 Juvenile
April, 2002: 30 adults, 2 Youths, 1 public school, 1 nursing home
- Christie Briggs attended the Montana Association for the Blind meeting on 3/25/02.
- New patrons were surveyed to find out who referred them to MTBL. The findings for January-March, 2002 indicate the majority of referrals were made by: #1-Another MTBL patron, #2-Health Care Provider or Blind and Low Vision Services (or other state agency), #3-Friend or relative (non-MTBL patron), #4-Public Library, #5-School or church.
- New Volunteers:
March, 2002: Will McBride- MTBL/CIR

April, 2002: Kelley Kroll- MTBL/CLERICAL; Quentin Schroeter- SLR/CLERICAL

- Susie Merrin attended and helped host the annual RSVP Volunteer Luncheon on April 11.

Goal: 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.

- Christie Briggs and Susie Merrin attended the annual NLS conference in Richmond, Virginia from April 26-May 3, and reviewed the LCM Digital system at the NLS recording studios in Washington, D.C., noting the need for more testing of the system prior to releasing it to Montana.

- Recordings of the following books and magazines were completed:

Helena Recording Studio:

March, 2002:

The Diary of Mattie Spenser by Sandra Dallas

Speaking Ill of the Dead ed. By Dave Walter

April, 2002:

The Glittering Hill by Clyde F. Murphy

Prison Recording Studio:

April, 2002:

Wolf, No Wolf by Peter Bowen

- Susie Merrin visited the prison recording team in Dear Lodge on March 5.

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

- Carolyn Meier & Christie Briggs met on 4-2 to evaluate space for moving part of the collection downstairs.

- Carolyn Meier sent the MTBL Xcess file of 4,541 titles and 5,747 copies to the National Library Service on March 27.