

**Statewide Library Resources Report to the Commission, August 7,
May 25 to July 12,**

**Library Development Program report prepared by Cook, Cooper, Jackson, Newell,
Reymer, and Staffeldt**

Attended:

- Golden Plains Federation Meeting
- Gates Summer Institute in Missoula and Bozeman
- SIRSI Training in Kalispell
- American Library Association Conference – Atlanta
- Montana Shared Catalog Users' Group meeting in Missoula
- Lake County Library Improvement Project meetings at Polson and St. Ignatius.
- Gallatin County Libraries Long Range Planning Group meeting
- Dillon City Library's 100 Year Celebration

Conducted:

- OCLC Web-based ILL Training for Fairfield Public Library, Glacier County Library (Cut Bank), and Chouteau County Library (Ft. Benton)
- Assisted with Montana Shared Catalog Sirsi Unicorn Training week in Kalispell
- Participated in weekly conference calls with Sirsi and the Montana Shared Catalog Implementation Team.
- Assisted with Montana Shared Catalog Sirsi Unicorn Training week in Kalispell
- Provided consulting to the following libraries:

Anaconda, Arlee, Belgrade,
Boulder, Bozeman, Darby,
Dillon, Hot Springs,
Kalispell, Malta, Missoula,
Montana Historical Society,
Philipsburg, Plains, Polson,
Ronan, St. Ignatius,
Stevensville, Swan Lake,
Thompson Falls, Three
Forks, West Yellowstone,
Whitehall, White Sulphur

Springs, Belt, Big Sandy,
Cascade, Choteau, Conrad,
Cut Bank, Dutton,
Fairfield, Ft. Benton,
Glasgow, Harlem, Havre-
Hill, Flathead County
Library, Malta,
Plentywood, Ronan,
Scobey, Shelby, Broadus,
Cascade, Dutton, Ekalaka,
Valier, Big Timber, Bridger,

Ekalaka, Libby, Miles City,
MSU Bozeman, Park City
School Library, Rocky
Mountain College, Sidney,
Wibaux, Winnett,
Anaconda, Baker, Broadus,
Glendive, Helena, Helena
High School, Kalispell,
Sheridan, Stevensville and
Wolf Point

- Provided consulting on the following topics:

Bar codes, board issues,
budget issues, CIPA,
computer repair, computer
software and hardware
purchasing, computer
software problem-solving,
E-rate, ILL policies,
InfoTrac, laptop lab,
LaserCat, library
construction, LIP, library
laws, Montana Shared
Catalog, NCIPA, personnel
issues, OCLC, Summer

Institutes, training issues,
trustee training, anti-virus
software, automation,
CatExpress, collection
development and
maintenance, computer
maintenance, computer
troubleshooting,
continuing education,
electronic resources,
evaluating programs,
Federation Plan of Service,
floating reference, grants,

human resource
management, Internet
policies, ILL e-course, long
range planning, marketing,
MLN, NCIPA,
programming, public
library standards, shared
catalog, software
installation, space
planning, web-based ILL,
young adult services, and
filtering

- Onsite visits to:

Big Sandy, Cascade,
Dutton, Fairfield, Ft.

Benton, Glasgow, Harlem,
Malta, Plentywood,

Scobey, Wolf Point,
Drummond, Ennis, Hot

Springs, Polson, Ronan, St.
Ignatius, West

Yellowstone, Big Timber,

Glendive, Terry, and
Wibaux

- Diane Gunderson left LDD to begin working as the Volunteer Coordinator in the Talking Book Library.

Montana Talking Book Library program report prepared by Christie Briggs, for Briggs, Christopher, Gunderson, Haley, Madison, Meier, Merrin and Staffeldt

- Diane Gunderson joined the staff as Susie Merrin left her position as volunteer coordinator to attend a Seminary.
- Books, magazines, newsletters and descriptive videos were circulated to Montana patrons: May, 12,093 June, 10,595
- New book titles and copies received: May, 219 new titles; 1,132 copies
June, 138 new titles; 675 copies
- Damaged Books Repaired: May, 270 June, 296
- Warranty Books returned for repair: May, 32 June, 18
- Interlibrary Loans (MCB's) to other Talking Book Libraries: May, 9
June, 5
- Interlibrary Loans requested of other Talking Book Libraries and/or affiliated agencies:
May, 4 June, : 15
- Machines and accessories replaced for existing patrons and machines issued to new patrons:
May, 92 June, 140
- Lee Madison received from the National Library Service (NLS) 100 new model #510 patron headphones and 24 new C1 patron playback machines.
- MTBL staff phone Activity:
April: 637 incoming patron calls; 792 outgoing staff calls to patrons
May: 734 incoming " "; 484 outgoing " " "
June: 564 incoming " "; 460 outgoing " " "
- Moriah Haley worked with two patrons on the new JAWS adaptive software in May and June.
- A special RSVP- MTBL recognition luncheon for 36 MTBL volunteers was held at Hunter's Point on May 8th. Susie Merrin and Christie Briggs also attended.
- A major mailing of MTBL applications, brochures and explanation of services was sent to 125 Montana Optometrists on May 13th.
- Christie Briggs gave an MTBL in service to 125 members of the Montana Association for the Blind's Convention in Polson on May 18th.
- Carolyn Meier organized (in coordination with LISD staff and volunteers) weeding and moving RC06010 to 10161 downstairs. This freed up space for weeding and moving MCB collection within MTBL, consolidating temporary shelving to an area with better lighting, and in preparation for moving the next phase of older RC books downstairs later this year.
- Cheryl Christopher launched the Summer Reading Program plans on June 6th. There was a 65% student enrollment increase from last year. This year's theme is "Join the Winners Circle- READ".
- Moriah Haley and Lee Madison designed a volunteer project to accurately reflect the DV's (descriptive video) movie ratings in the KLAS database as well as prepare the DV listings for download to a camera-ready catalog status.
- Christie Briggs and MTBL staff conducted an MTBL in service and tour to 18 Montana Health Care Association's Basic Activity Coordinator Course.
- MTBL services presentation given by Christie Briggs to parents of 50 blind Montana School for the Deaf and Blind students in Great Falls on June 22nd, with 165 attending.
- Lee Madison and Christie Briggs gave multiple MTBL service presentations to 16 new adult students of the Montana Association for the Blind's (MAB) Summer Orientation Program (SOP) held in Bozeman on June 25th. There were 150 audio books, 9 DV's and 16 playback machines and accessories demonstrated. There were a total of 30 attendees.

- A new DUPLO V-350 burster was installed (bursts patron book mailing cards) in June. Immediate benefits included more space in book stacks, easier, lighter, quieter portable unit. A decrease in maintenance costs of \$1100/year is projected, after warranty ends.
- There was an absence of an MTBL staff member (six week medical leave) from April 16-May 28. The Supervisor and staff members ensured consistent patron services during this time with the assistance of several "fill-in" part-time.
- New patrons: May, : 27 adults June, : 35 adults, 1 juvenile
- Findings of twenty surveys (Apr, May, Jun) returned from new MTBL patrons:
Ranking of referrals: #1-Another MTBL patron, or patron who is a friend/relative of another state: 11 #2- Public Libraries, Public Schools, Other Montana Non-profit blind organizations: 7 #3- MSDB, Blind and Low Vision Services: 2
- Recordings for June, : Forty Years a Forester by Elers Koch Magazine of Western History, Spring
- New Volunteers:
 - Coburn Johnson – MTBL/Recording Program
 - Mindy Guccioni – SLR/Clerical
 - Lisa Heppner – SLR/Clerical
 - Bettye Madison – MTBL/Cir
 - Lorna McMurray – MTBL/Recording Program
 - Kathy Scholl – MTBL/Recording Program
 - Mike Sullivan – MTBL/Recording Program
- Summer Youth – MTBL/SLR:
 - Kenzie Clark
 - Alexis Lund
 - Erin Vashro
- Susie Merrin visited the prison recording team in Dear Lodge on June 20th. In service was performed on writing annotations, as well as reviewing the prison recording program procedures and policies. Ten attended.
- Susie Merrin conducted an "Introduction to Digital Recording" in service, giving an overview of what the equipment will look like, and how it will operate. The brand new digital equipment is currently being tested at NLS and upgrades implemented prior to NLS releasing it for installation and use in Montana's recording program. Nineteen attended.

Library and Information Services Department report prepared by Suzy Holt, for Gebhardt, Heldt, Holt, Kammerer, Madison, McHugh, Pepper-Rotness, Smith, Staffeldt, and Zeck.

- Heldt updated several pages of the 48-page LISD website, including the Rresources for Montana Librarians" database which now links to 461 sites. There have been over 2500 visits to that page since the first of the year.
- State Publications Center staff received training in creating an Internet-based government information locator service, or GILS Project. Tentatively called "Find-It! Montana", it will provide subject catalog access to state agency publications on the WWW. Web developers from seven state agencies have volunteered for the pilot project.
- The number of agency liaisons providing their agency's publications to the State Publications Center has increased 93% in FY02. The number of publications received for the Center has increased 36%; the number distributed to depository libraries around the state increased 43%.
- Services used by state employees increased 487% in FY02.
- The number of employees signing up to receive monthly updates from the library has increased 49% since the first of the year.
- All new permanent employees of the State of Montana receive a personal introduction to the library and invitation to visit.
- Cross training among client services staff, and their team spirit, has enabled continued high quality service to customers during staff vacations.
- Pepper Rotness completed an online training from OCLC on using the ILLIAD software for interlibrary loan.

- Smith updated the procedures manuals for circulation and interlibrary loan procedures.
- *A visit to the library to use its resources no longer needs to be in person or in print!*
 - Statistics show an average of 1384 unique state employee visitor sessions on the LISD web pages monthly, where they access our online databases, online journals, and forms for making requests to library staff for materials or answers to questions.
 - There were a total of 16,704 visitor sessions on the LISD website since the first of the calendar year. These pages are designed for and publicized strictly to state employees and Montana librarians.

Other accomplishments:

- Hired Jim Kammerer for the State Publications Center Coordinator position and began his orientation and training.
- Met with agency web developers to introduce the GILS project and solicit participation in a small pilot project.
- Responded to administration's requests for statements of impact of budget reductions requested by the Governor.