

# **State Librarian's Report**

May 27 to July 23, 2003

## **Agency Goals**

**MSL Goal 1: MSL employees have pleasant, efficient, and sufficient office and work areas.**

Reviewed proposal and cost estimates regarding space remodeling. Decide that funds were not available at this time.

**MSL Goal 2: MSL must support a robust and reliable information technology infrastructure.**

Help plan for the purchase of a Storage Area Network (SAN) for the agency.

## **Library Development Department**

**LDD Goal 1: Montana library staff and public library trustees have ongoing and continues need for training.**

Received revised guidelines from the Gates Foundation regarding the next round of grants. Worked with LDD staff to assign tasks and establish deadlines.

**LDD Goal 5: Citizens can easily access the holdings of all Montana and OCLC libraries and online electronic resources through their libraries.**

Jointly developed a business plan process for the Montana Shared Catalog System.

**LDD Goal 4: Citizens and students have easy access to and use multiple electronic information resources through their libraries.**

**LDD Goal 6: Montana citizens and students will have dependable access to electronic information services at their libraries by the end of 2007.**

Jointly managed the Request for Proposal (RFP) process for statewide license for periodical database.

**LDD Goal 7: Montana citizens will understand value and use the services of Montana's libraries.**

Worked with Communications and Marketing Coordinator to plan a meeting of the advisory group. Approved developed on web-site contents and tool-kit materials.

## **Montana State digital Library**

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

Met with LISD staff to review MSL's federal document deselection process.

Met with program managers to plan transition meetings for MSdL

# Library Development Department

May 28 to July 15, 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.**

Consulting on:

Anti-virus software	Computer troubleshooting	Long range planning
Automation	Connexion	LSTA Projects
Automation upgrades	Databases	MLA
Bar Codes	Deselection	MLN Gateway
Bibliostat Connect	E-rate	Montana Shared Catalog
Board Issues	Federation issues	Networking (computer)
Budget Issues	Firewalls	OCLC
Cataloging	Friends and foundations	Personnel Issues
Cat Express	Gates computers	Reference Training
Certification	Gates summer institutes	Software troubleshooting
Challenges and censorship	grants	Software upgrade
CIPA	ILL reimbursement	Space planning
City/county agreements	InfoTrac	Staff training
Collection Assessment	Interlibrary loans (ILL)	Standards
Collection development and management	ILL reimbursement	Statistics
Computer maintenance and repair	Internet safety	Technology training
Computer software and hardware purchasing	Laptop lab	Trustee training/issues
	LaserCat	Young Adult Services
	Library laws	Web-based ILL
	Library policies	Wired Mt

Consulted with:

Anaconda	Cut Bank	Hot Springs
Baker	Darby	Joliet
Belgrade	Deer Lodge	Jordan
Belt	Dillon	Kalispell
Big Timber	Drummond	Kalispell Regional
Billings	Dutton	Medical
Boulder	Ekalaka	Laurel
Boyd elementary school	Ennis	Lewistown
Bozeman	Fairfield	Libby
Bridger	Ft. Benton	Malta
Butte	Glasgow	Miles City
Cascade	Glendive	Missoula
Chester	Great Falls	Montana Historical Society
Chinook	Hamilton	Phillipsburg
Choteau	Hardin	Plains
Colstrip	Harlem	Plentywood
Conrad	Havre	Polson
	Helena	

Red Lodge  
Scobey  
Shelby  
Sheridan  
Sidney  
St. Ignatius  
Stevensville  
Superior

Swan Lake  
Thompson Falls  
Three Forks  
Townsend  
Troy High School  
Twin Bridges  
Valier  
Virginia City

West Yellowstone  
White Sulphur Springs  
Whitehall  
Winnett  
Wolf Point

Made onsite visits to:

Belgrade  
Big Sandy  
Big Timber  
Cascade  
Chester  
Conrad  
Cut Bank  
Drummond  
Dutton  
Ennis

Ft. Benton  
Glasgow  
Glendive  
Hardin  
Havre  
Malta  
Miles City  
Missoula  
Polson

Shelby  
Sheridan  
Superior  
Three Forks  
Twin Bridges  
Virginia City  
White Sulphur Springs  
Whitehall  
Wolf Point

Conducted trustee-training workshop for Glacier County Library Board, Toole County Library Board, Mineral County Library Board, and Havre-Hill County Library Board.

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

Developed a rough draft of Library Districting Handbook.

Presented information on library district law to Lake County citizen's group.

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

Provided public library standards consulting.

Demonstrated the Shared Catalog to interested trustees in Eastern Montana.

Attended and presented SIRSI catalog trainings in Billings.

Presentation to Madison County libraries on benefits of library resources sharing and shared catalog participation.

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

Attended Joliet and Carbon County library board meetings.

Attended ALA Annual Conference in Toronto.

Attended Gates Transition Seminars in Missoula and Billings.

Participated in Marketing/PR Committee meeting in Helena.

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

Assisted Cascade in automation process.

Worked with Belt on starting the automation process.

Assisted Phillips County Library with automation upgrade.

Attended a shared catalog meeting and answered questions about process for Roosevelt County Library.

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

Participated in the Networking Task Force review of the Gale, ProQuest, and Ebsco statewide periodical database responses to MSL's request for proposal.

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

Conducted MLN training for Conrad.

Conducted InfoTrac Training for Valier.

Add six additional libraries (Lewistown, Glendive, Miles City, Hardin and Big Timber public libraries as well as Sweet Grass County High School) to the Montana Shared Catalog.

Conducted SIRSI shared catalog training in Billings.

Developed self-guided series of how-to handouts on the SIRSI Unicorn standalone utility to assist Montana Shared Catalog participating libraries.

Attended Networking TaskForce meeting.

**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 and CIPA consulting.

Facilitated Bill and Melinda Gates Foundation Transition Seminars in Missoula and Billings.

### **Montana Talking Books Library**

**TBL Goal 6: 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.**

Multiple tours were conducted in May (26) and June (16).

Outreach presentations on MTBL services, equipment and materials were given in May and June to individuals at various blind support groups, organizations and assisted living facilities located in Laurel, Billings, Hardin and Crow Agency. MTBL staff conducted nine classes to 24 students on MTBL services and equipment at the Montana Association for the Blind's Summer Orientation Program for the newly blind at MSU, Bozeman in June.

In-house presentation and tour was given to Montana Health Care Association's Nursing Home and Assisted Living facilities Activity Directors in June.

June was the kick off for the Summer Reading Program. Statewide theme is "Laugh It Up at Your Library". MTBL's sub-theme is "What Tickles Your Funny Bone- Find Hidden Treasures of Humor at Your Library". Eighteen students enrolled.

**TBL Goal 7: 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.**

First MCB Book completed with the Digital System in June.

Continued LCM Training for TBL staff and Recording Program Teams.

In May and June, seven titles and a special project were completed at both studios:

"Valley of the Thousand Smokes" by Dan Cushman; "Tall Timber Pilots" by Dale White & Larry Florek; "The Six-Gun Syndicate" by Norman A. Fox; "Montana Mirage" by J.T. Flynn; "Montana-The Gold Frontier" by Dan Cushman; "Prickley Pear or Bust" by Robert A. Lapeyre; "Grass Women Stories" by Mary Ground; and Help America Vote Act of 2002 (HAVA) by the Secretary of State's Office.

Colorado Regional Librarian visited the LCM Digital studios in May.

Idaho Regional Library's Recording Program Director visited the LCM Digital studios in June.

MTBL Staff trained MSP Recording program teams in June.

**TBL Goal 8: Allow service to the patrons to be provided more efficiently and effectively by providing enough space for the collection.**

The next step in the on-going Xess process was completed. This included preparation of 4,000 book copies to return to NLS and another shipment of over 1,260 book copies to ship to other regional libraries in the U.S. Preparation of 4,000 more book copies are already completed for next year's Xess process.

Shifting of the collection has been completed to 39,000.

**TBL Goal 9: Increase productivity and satisfaction of staff members and volunteers.**

Volunteer phone coverage was increased to cover temporary staff vacancy and assist staff with their workload.

Montana Public Television personnel videotaped MTBL staff, volunteers and Joan Wolf, author of "Black Diamond". This book is currently being digitally recorded in the MCB Studios. This will be included on MT PBS TV's "Montana Profiles" show featuring Summer Reading. This will be aired July 10<sup>th</sup> and 13<sup>th</sup>.

## **Library and Information Services Department (LISD)**

mid-May through mid-July 2003

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

Educated more than 60 state government workers and representatives of Montana non-profit associations who attended a July 15 LISD workshop presented by Erika Wittlieb, Coordinator of Foundation Center Cooperating Collections. Attendees came from as far away as Anaconda, Baker, Billings, Bismarck, Bozeman, Great Falls, Livingston, and Missoula.

Created a brochure promoting the use of the five Montana Foundation Center Cooperating Collection (FCCC) libraries and distributed it to workshop attendees.

Created a customized workshop upon request of Court Services in the Judicial Branch and presented it in May to district court coordinators. Presented regular workshops on Google and InfoTrac periodical databases in May and then suspended the schedule for the summer months.

Created two new annotated web/bibliographies; one on Lewis and Clark in Montana, and one on Montana Arts.

Evaluated and licensed a new resource, BioOne, that provides online access to the full-text of a number of professional society journals of high interest to this patron population.

Trained 122 first-time attendees at user education workshops this fiscal year.

Continued the process of evaluating the collection of federal documents, deselecting, listing and shipping the withdrawn materials in accordance with Federal Depository Library Program requirements. Hired temporary help to assist with the project for the month of June.

Began discussions with the research center director for the Montana Department of Transportation to determine which, if any, federal materials relating to transportation need to continue to be maintained at the State Library, which can be transferred to that center, and which may be withdrawn from the collection.

Consulted with directors of the Montana Law Library and UM-Western Library to review past memorandums of understanding regarding certain federal documents to determine whether the agreements were still relevant, need revision, or can be discontinued.

### **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.**

Client Services Staff developed and presented three training sessions customized for librarians attending the Gates Summer Institute. Topics taught included locating and using information resources for business, natural products, and grant-seeking.

Hosted the first Midwestern Regional Foundation Center Cooperating Collections Meeting. Supervising librarians from all five Montana FCCC libraries (MSU-Billings; Bozeman Public, UM Mansfield, and Lincoln County) and from three neighboring states (ID, ND, WY) attended the advanced training workshop and problem-solving session.

Prepared and posted to Wired-MT (Montana librarian's mail forum) several guides to Internet-based reference resources including, for example, topics in science, online calculators, etc.

Provided backup reference support to staff in the following libraries:

Lewis & Clark Public

Lincoln County

St. Ignatius

Western Montana College

Park High School

Miles City

Havre-Hill County

Kalispell Regional Medical Center

North Valley Public (Stevensville)

Stone Child College

University of Great Falls

Fallon County

Great Falls Public

Lewistown Public

Sheridan Public

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

Prioritized the backlog of donated state publications that staff had selected for addition to the collection. Sent all of the highest priority documents to be cataloged with available funds. Suspended the cataloging backlog project until mid-year review of the FY04 budget indicates that funds can again be made available.

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

The State Publications Center assistant attended a 4-day advanced training seminar, "Book Blitz", to learn new core cataloging skills using MARC, other standards, and best practices relating to automated library catalogs.

The Technical Services Assistant attended a one-day online training session on using the Sirsi Acquisitions module.

**Other:**

Continued to participate in planning sessions for the Montana State digital Library program.

Hosted 28 participants in the Foundation Center workshops and network meeting for a chartered boat tour of the Gates of the Mountain, including a catered dinner and readings by local writer and historian Stephanie Ambrose Tubbs.

The SPC Coordinator attended a week-long InterAgency Seminar sponsored by the United States Government Printing Office Federal Depository Library Program in Washington D.C.

The Client Services Supervisor attended the Special Libraries Association conference, including sessions on evaluating outcomes in special libraries, a model architecture for building a digital library, and managing electronic subscriptions and licenses.

# **Natural Resource Information System (NRIS)**

May 28 – July 23, 2003

**NRIS Goal 1: To fulfill its mandate to be the source for natural resource information in Montana, NRIS acquires, integrates, maintains, and documents natural resource data and information needed for understanding, managing and utilizing Montana's natural resources, and environment.**

Continued to play an active role to encourage and support the development and refinement of priority datasets, serving on most of the Montana Geographic Information Council (MGIC) Implementation Teams (I-Teams) and chairing four.

NRIS staff continued working with USGS representatives from Denver to discuss, plan, and begin implementing the USGS "National Map" application from the State Library.

NRIS-Natural Heritage Program staff compiled and integrated extensive new information on over 50 Plant Species of Concern. The new information covered identification, habitat, ecology, management, and a summary of reasons for the status rank. This effort was funded in part by the BLM, and focused on species known to occur on BLM lands.

Added significant new ecological information and tools to NRIS-Heritage web resources, including utility for searches by ecoregion and a key to identifying natural communities in southwest Montana, to assist in ecological assessment and interpretation.

NRIS-Heritage staff completed a report on the Status and Conservation Management of Mollusk species of concern in Montana, with support from the US Forest Service. This resulted in many locational records added to the databases, and the information on biology, ecology and management will be integrated into our on-line resources over the coming months.

**NRIS Goal 2: A broad range of user groups can easily locate data in effective formats. Users find that this information is augmented with related datasets to increase its value. Potential NRIS users are well informed of information available through the clearinghouse and trained in the use of NRIS tools. Staff assistance is available when needed to assist users in locating and utilizing data.**

## **Use and Requests:**

Web site use continues to remain heavy. The NRIS web site is now routinely averaging over 1,000,000 hits per month.

Requests for staff-assistance in locating and obtaining data have remained steady, even as web-site usage grows, averaging approximately 1700 requests per year.

## **New Services:**

Continued updates and maintenance of the MT drought monitoring page. NRIS maintains this comprehensive source of drought information as a service to the Montana Drought Advisory Committee.

NRIS posted a new NSDI data portal page for watershed delineation in Montana. This page (<http://nris.state.mt.us/nsdi/watershed/>) also includes links to a new public review portal system that NRIS has developed for NRCS and USFS.

Design of the Web-based Rare Plant Field Guide was updated, and the entire "Plants" portion of the NRIS-Natural Heritage website was restructured and updated for ease of access. A prototype "predictive search tool" has been developed for rare plants and is being readied for



testing with BLM (which funded its development), to help managers identify sensitive species that could *potentially* occur in a project area or management unit.

NRIS-Heritage staff provided training to DEQ Open Cut Mine Permitting program in using and testing a prototype of the new Element Occurrence Portal application for web access to the Natural Heritage databases. The response was very enthusiastic with much positive feedback.

The NRIS-Heritage Program worked with a professional web-design consultant to develop a prototype for a new website design to increase visual appeal and ease of access for users. Its construction is consistent with MSL's agency standards, so that successful elements can be considered for improving the design and unity of the agency's web presence.

Data collection and submission forms for natural heritage observations were consolidated on a single page of the website, to increase access and encourage data submission by agency biologists and other cooperators. Several of the forms were updated to improve the accuracy and quality of data collected from biologists.

#### **Outreach:**

NRIS staff presented a four hour training session on web resources and GIS at the Gates Summer Institute library training in Helena.

NRIS staff presented two sessions for a group of high school agriculture teachers in Bozeman.

NRIS staff made two presentations at the ESRI international conference in San Diego. They also presented to the Urban and Regional Information System Association's (URISA) Public Participation in GIS conference in Portland, OR.

NRIS-Heritage staff made a training presentation to staff of the DNRC Water Rights Division.

NRIS continued offering its monthly seminar series. In June, Lynda Saul, wetland coordinator at the Montana Department of Environmental Quality, was the guest speaker at a presentation entitled, "*Wetlands Management and West Nile Virus.*" In July, Jon Nehring, MSL web manager, was the guest speaker at a seminar entitled, "*Topofinder II: A New Breed of Web Mapping.*" Both presentations were well attended by a mix of our public and private sector partners. Helena's *Independent Record* continued to offer good promotion of the events by running our press releases.

A seminar section was created on the NRIS website in order to promote upcoming seminars and provide interested individuals with information in advance.

#### **NRIS Goal 3: In order to fulfill its mandate as described under Issues 1 and 2, NRIS secures adequate and stable funding.**

NRIS completed FY 2003 in good fiscal condition, and the outlook for FY 2004 is looking positive as well, with sufficient contracts in place to carry us through the year. We hope to hear about two additional contract proposals (one with the USGS and a new grant application with IMLS) during the next reporting period.