

State Librarian's Report May 28, 2005 to July 27, 2005

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

Worked with Management staff to make final decisions on the office placements.

Worked daily with Doug Olson, Department of Administration and contractor on carpeting choices, inspection visits and delays, electrical and computer wiring, timelines for conference room availability, as well as overall project timelines.

Walk through daily when in office to check on noise levels and other disruptions by/for staff, safety concerns, etc.

Worked with agency attorney on a couple of personnel/agency security issues.

MSL Goal 2: Users have reliable and easy access to MSL's electronic services.

Worked with Program Managers to upgrade some of the information technology infrastructure, including lab computers.

MSL Goal 3: MSL employees are fully committed to fulfilling the agency's mission.

Provided more limited but appropriate updates to the State Library staff via stand up or "virtual" stand up meetings.

Continue to work with State Library management, Jim Kerins from Communications and Management Services, and Department of Administration to move forward on the alternative pay plan proposal. Alternative pay plan proposal phase one completed and all employees received appropriate raises and back pay. All employees received at least a 3% raise, no raises were greater than 10%.

Some work on vision/mission statement accomplished.

Worked with various staff members to assure we have coverage at critical regional and national conferences coming up. Bob Cooper, Tracy Cook and Suzanne Reymer will be attending outcome based evaluation workshop in Sheridan, WY on July 26 and 27th. We hope that Institute of Museums and Libraries will accept our application to send Cindy Christin, Cindy Patterson, and Nancy Bostrom to the summer reading program outcome based evaluation training in Washington DC on September 8th and 9th. I will be attending the COSLA meeting in Salem, OR on September 11th through 14th. Sara Groves and Sue Jackson will be staffing the Montana booth at the National Book Festival in Washington, DC on September 24, 2005. Bob Cooper and Sue Jackson will be attending the **Preparing for the Five-Year Evaluation: 2005 LSTA (library services technology act) State Conference** in Washington, DC on November 15th to 17th.

MSL Goal 4: All of MSL essential services are funded through state funds.

Attended a Chief Officer of State Library Agencies (COSLA) meeting in Chicago, ILL, agenda included but not limited to discussions on additional Gate Foundation funding for libraries,

Library Services and Technology Act funding for libraries, state librarian retirements, and various committee update reports.

Attended the American Library Association (ALA) conference in Chicago, Ill. I attended numerous sessions on a variety of topics including but not limited to fundraising for libraries, planned giving, marketing for libraries, salary advocacy, OCLC environmental scan updates, communication with staff, and working with media. I also visited with a number of library vendors who were "pitching" their services at the conference exhibit areas.

Montana Talking Books Library

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

Provided administrative support for staff and volunteer as they made it through a serious health issue with volunteer while at State Library. Volunteer taken to St. Peters by ambulance but has since fully recovered.

Met with Christie and MTBL staff as appropriate to follow up on issues, answer questions, and/or provide guidance.

Library Development Department/Montana Library Network

LDD Goal 1: To improve library services to citizens by establishing an adequate and stable taxing district.

Met weekly with Director of Library Development to follow up on issues, answer questions, and/or provide guidance, as well as continue to try to transition tasks from my former position.

Consulted on state aid, local library board bylaws, public library director evaluations and selection procedures, federation plan of service development, and other public library funding issues with local trustees and public library directors.

LDD Goal 2: To ensure that all Montana citizens have access to quality library services.

Received letter of official approval of our State Program report submitted for the Library Services and Technology Act (LSTA) monies FY2003 allotment on June 2, 1005 from the Institute of Museum and Library Services(IMLS).

LDD Goal 3: Montana citizens will understand, value, and use the services of Montana's libraries.

Reviewed and approved five collection management policies for Montana libraries.

Montana State digital Library (MSdL) which includes Library and Information Services (LISD) and Natural Resources Information System (NRIS) and the Natural Heritage Program (NHP)

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

Reviewed policies and procedures with LISD Manager.

Screened applications for two key positions still open in LISD.

NRIS Goal 1: To fulfill its mandate to be the source for natural resource information in Montana, NRIS must acquire, integrate, maintain, and document natural resource data and information needed for understanding, managing and utilizing Montana's natural resources, and environment.

Met with management regarding the possible future changes for governance of the Natural Heritage Program.