

**State Librarian's Report
December 1, 2005 to January 20, 2006**

Agency Goals

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

Worked with staff to assure all areas were picked up, cleaned up, polished up for the Celebration Open House sponsored by library vendor Gale on December 13, 2005. It was a good event, with several important visitors and approximately sixty total attendees.

Continue to work with Department of Administration to get their cooperation and/or scheduling of time to finish certain building projects such as repair/replacement of back door stair railings, patching and painting sports throughout the building.

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

Participated in a couple of meeting regarding the new State Library website look that will comply with the Governor's required templates.

Interviewed for system's network administrator's position.

Wrote welcome piece for website.

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

Participated in screening, interviewing, hiring and/or orientation process for the Statewide Technology Librarian position, the Reader's Advisor position, the Trainer position, and the system's network administrator's position.

Provided with Program Manager's a holiday breakfast for all staff.

In recognition and thanks to the Staff, Commissioners, and the Federation Coordinators provided a lasagna dinner at the Staffeldt's.

I took some time off over the Christmas holidays...almost two full weeks.

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

Worked with staff to prepare a recommended FY06 Library Service and Technology Act budget.

Worked with staff to prepare initial presentation of the executive planning process (EPP) budget to the Governor's office.

MSL Goal 5: MSL provides clearinghouse for all geo-spatial data.

Participated in the Governor's called Disaster and Emergency services exercise on Wednesday, January 18th.

Montana Talking Books Library

TBL Goal 1: 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.

Met with Christie Briggs and Talking Book Library (TBL) staff as appropriate to follow up on issues, answer questions, and/or provide guidance.

Library Development Department

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

Met with Director of Library Development to follow up on issues, answer questions, and/or provide guidance.

Consulted on interlibrary loan program, funding issues for local libraries, public library standards, federation planning, long range planning, local library board bylaws, public library director evaluations and selection procedures, and other public library issues with local trustees and public library directors.

Reviewed and approved 9 collection management policies.

Prepared for and attended the Bibliographic Center for Research (BCR) board meeting in Denver CO.

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

Met with Federation Coordinator's to work on guidelines for federation coordinator's job description, federation bylaws, federation timelines and reports.

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

Conducted the public hearing for the new revised public library standards.

Montana State Digital Library - Library and Information Services Department (LISD)

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

Prepared for and participated in meeting of the Permanent Public Access Committee.

Montana State Digital Library - Natural Resource Information System (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 Dan Dwyer, University of Montana to visit regarding movement of the Natural Conservancy's Heritage Program administrative functions to the University of Montana.

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

Prepared for and attended the Resource Indemnity Trust interim subcommittee meeting.