

Montana State Library Report

Brief summary prepared for Spring 2010 Meetings

By Darlene Staffeldt, State Librarian

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Montana State Library Commission (MSLC):

The next meeting of the MSLC is scheduled for Wednesday, June 9, 2010 and will be held at the Montana State Library in Helena, Mt. Agenda items will include but are not limited to:

- Federation Plans of Service and Federation updates
- Administrative rules adoption for revised public library standards;

Joyce Funda has resigned from the State Library Commission effective immediately so the Governor will be looking for and appointing a replacement. If you or someone you know would be interested in the position on the State Library Commission please see the website at: http://governor.mt.gov/boards_councils/default.asp At this website you can self apply and/or recommend someone for appointment.

Commission information can be found at:

http://www.msl.MT.gov/About_MSL/commission/default.asp

Montana State Library Staff updates:

- Steve Jeffrey, Natural Resources Librarian has resigned his position here at the State Library. The Natural Resources Librarian position will be held open at this time to help the State Library meet the vacancy savings required through the budget process.
- Mary Fouts has joined the staff as the Shared Catalog Assistant for the Montana Shared Catalog.
- Myrtle Humphreys has joined the staff as the Digital Services Technician for the Digital Library.
- Bridgett Johnson has joined the staff as an assistant for the Montana Shared Catalog.

Network Advisory Council (NAC):

The next meeting of the Network Advisory Council is scheduled for May 18, 2010 at the Montana State Library in Helena, Mt. Agenda items include but are not limited to:

- Update report on Courier/Delivery Service Pilot;
- Report on database contract renewal negotiations with Gale and EBSCO

- Determine whether to renew current database contracts or issue a new RFP
- Review drafts of new NAC governance procedural documents

Council information can be found at:

http://msl.MT.gov/About_MSL/network_advisory_council/network_tf.asp

The **Administrative rules changes for interlibrary resource sharing and federations** was formally adopted by the State Library Commission at their April 10, 2010 meeting. Starting in fiscal year 2011 the former interlibrary loan reimbursement monies will be allocated at \$98,885.50 each for Montana Shared Catalog and the statewide Montana OCLC group services contract. Also starting in fy2011 the federation distribution formula will be adjusted by pulling Coordinator's travel monies off the top before the formula is run on the monies being distributed to the public libraries via the federation plans of service.

An **Administrative rules process for a few changes to the public library standards** was authorized to begin by the State Library Commission at their April 10, 2010 meeting. The public hearing for this process will be May 20, at the State Library in Helena. Both written and oral comments may be received at the hearing. The last date by which written comments may be received is May 28th. The essential standards that are recommended for changes include:

- Monthly or at least every other month, library board meetings... Changed from "quarterly".
- Delete current standard that a library must have a written mission statement
- Every three years the board and the director review the adequacy of insurance coverage for the collection and building, and update the coverage as necessary. Changed from "annually".
- All public library directors will be certified by the state library. Changed from "libraries that serve less than 25,000 people employ a library director who is or will be within three years of hire certified by the state library".
- The board adopts a collection management policy that it reviews every three years. The policy addresses the use of electronic resources. Changed in that library does not have to submit its collection management policy to the Montana State Library.
- The library's collection is continually evaluated for additions and deletions based on the library's collection management policy. Changed from "the entire collection is evaluated within each three-year period".
- The board and the director identify and attempt to address facility shortcomings. Changed from "The board and the director address any identified facility shortcomings in a building plan".
- Every two years the library gathers feedback on library services from library users and non-users. Changed from "annual survey".

For the complete set of recommended changes including the above as well as changes to the some of the enhanced and excellent standards see the information at:

http://msl.mt.gov/About_MSL/commission/archive/2010/04/ARMchangesforpubliclibrarystandards.pdf

OCLC Costs for FY2011: All Montana Libraries are welcome and encouraged to join OCLC via Montana's group catalog contract with OCLC. The cost of the contract has not increased or decreased for Montana for FY2011 but the cost for Montana libraries has decreased because of

- The repurposing of Interlibrary Loan reimbursement monies as the result of an Administrative Rules of Montana (ARM) process and based on recommendations from the Network Advisory Council, the Montana library community and approved by the State Library Commission. The amount of Interlibrary Loan reimbursement monies applied to those OCLC Group Services shared by all enrolled libraries will be \$98,885, for FY2011
- The Network Advisory Council's recommendation and State Library Commission's decision to apply FY2009 and FY2010 LSTA monies towards the cost of those OCLC Group Services shared by all enrolled libraries. The amount of LSTA applied to the cost of these Group Services will be \$60,513, for FY2011

Please see the follow website for more details:

http://msl.state.mt.us/For_Librarians/For_All_Librarians/OCLC_Services/costs.asp

New Template Available for Public Library Websites Hosted by MSL:

Public libraries interested in having MSL host a website for the library are still welcome to contact Tom Marino about setting up this service. Nancy Silliman at the William Kohrs Memorial Library worked with the MSL webmaster to design a new template for this service. If you didn't like the old template but still need a website, you might want to check out the new design at <http://www.kohrslibrary.org/>. If you are interested in learning more about this service please contact Tom Marino at tmarino@mt.gov or your statewide consulting librarian.

2009 Collection Management Honor Roll:

Each year the Montana State Library Commission honors libraries that support sharing of resources with the Collection Management Honor Roll. The 2009 Honor Roll recognizes 86 libraries: 12 academic, 59 public, 11 school, and 4 special. These libraries have current and approved collection management policies on file at Montana State Library, have at least 50% of library holdings on the WorldCat database, and are actively adding/deleting holdings information. The Honor Roll was announced during the awards luncheon at the MLA conference in Bozeman. You can find the Honor Roll at:

http://msl.mt.gov/For_Librarians/For_All_Librarians/Collection_Management/default.asp

Montana Certification Program for Library Directors, Staff, and Trustees:

The updated certification program was launched in January featuring less paperwork and more local input on training needs for library staff. Other changes include the number of credits needed to certify (now 60 credits) and length of time to earn the credits (now 4 years). All public library directors are now required to participate in continuing education events and earn credits for certification. There is a new voluntary certification track for library trustees which requires 15 credits. The manual for the program is available at http://www.msl.mt.gov/For_Librarians/Training/certification/default.asp. For more information or to find out the status of your certificate, contact Sue Jackson at sujackson@mt.gov.

Montana State Publications Digitization Project:

The Montana State Library Library Information Services Division (LIS) is beginning our second year of our on-going project to digitize our legacy print publications collection. Our partnership with the Internet Archive has proven very successful, their mission to provide "universal access to all knowledge" pairs well with our mandate to provide "permanent public access" to Montana government information. By the end of this second year of digitization we hope to have more than 12,000 Montana state publications freely available online. For those people interested in more information about the digitization project, LIS has prepared an online "virtual tour" of the digitization project that documents our workflow, provides links to videos of the Internet Archive scanning center, answers frequently asked questions and more. Learn more at: <http://msl.mt.gov/digitization/>. Contact for more information or questions: Jim Kammerer, LIS Manager, jkammerer@mt.gov or 406-444-5432.

Montana GIS Portal:

The Montana State Library Natural Resource Information System continues to add metadata records to the [Montana GIS Portal](#) to facilitate discovery of Montana spatial information. Contact for more information or questions: Evan Hammer, NRIS Manager, ehammer@mt.gov or 406-444-5355.

Montana Geographic Literacy Campaign:

MSL staff is seeking input from you regarding your information resource needs as they relate to Montana geography and natural resources. Goals of this campaign are to:

- Educate librarians to identify geographic (spatial) inquiries
- Develop a suite of subject guides and packaged web resources to respond to geographic and natural resources inquiries (Natural Resources Kiosks)
- Develop a curriculum for web-based online trainings to educate librarians and patrons about geographic and natural resources principles and topics
- Develop a marketing campaign to promote geographic literacy as a party of the wider MSL literacy campaigns

- Increase Montanans familiarity with and use of the Montana Natural Resource Information Systems ([NRIS](#))

For more information or to provide us feed back about this campaign please visit:
http://msl.state.mt.us/For_Librarians/Statewide_Projects/default.asp.

NRIS and the Montana Historical Society launch Montana Place Names Companion:

NRIS worked with the Montana Historical Society to develop "The Montana Place Names Companion." This is an online application based on the book, Montana Place Names from Alzada to Zortman which was published by the Montana Historical Society press earlier this year. When research for the book began in 2003 the Historical Society staff sought help from NRIS staff to develop and maintain a database that would be used to compile the research collected. At that time, it was agreed that an online version of the book should be developed. Now, thoroughly researched and written by staff of the Montana Historical Society, the book details the origin of place names for over 1,200 geographic locations in Montana and is filled with history and anecdotes for places throughout the state. Web users can search the online "Companion" application to find information about the same places that are highlighted in the book. Search results are displayed in an online map and users can read descriptions of each place name as they appear in the book. Also included are all the photos in the book as well as the geographic location of each place. "The Montana Place Names Companion" is now freely available via the Internet at: <http://mtplacenames.org>.

Statewide Projects update:

Contact for more information or questions: Sarah McHugh, Statewide Projects Librarian, samchugh@MT.gov or 406-444-9816

MontanaLibrary2Go: <http://www.montanalibrary2go.org> Phase 9 deadline for joining is June 25.

Digital Archive subscription purchased: The Digital Archive provides a long term preservation solution for digital masters, ensuring that a master copy of digitized material exists and is accessible into the future. Partnering with the Montana Historical Society Research Center, the State Library now provides this digital preservation tool to accompany and support the Montana Memory Project and to offer a digital preservation to all interested institutions, both MMP and non MMP participants.

EZProxy Update: Offering your patrons the ability to authenticate by their library card number into the statewide and your individual subscription databases is available through the State Library's EZProxy server. Contact Sarah McHugh if you are interested in not having to remember or ask your patrons to remember your library's database logins and passwords.

Courier Pilot Project: The pilot is scheduled to launch in the initial pilot area on April 19, 2010, with Helena, Butte, Great Falls, Lewistown, Sidney and Havre as dropsites. Expansion to other Dropsites identified in the statewide pilot plan will begin within a few months of the launch.

SWIM Library Scholarship Program:

There has been considerable interest in the SWIM project across the four-state region (South Dakota, Wyoming, Idaho and Montana). The participating universities report that large numbers of applications have been received: 49 for the University of North Texas MLIS program and 44 for the library media endorsement programs at UM and MSU. The Montana Scholarship Committee met on April 7th in Bozeman to review applications of Montana residents who were admitted to the universities. The committee will make a recommendation to the SWIM Advisory Council for 6 MLIS scholarships, 4 endorsement scholarships, and individuals to be considered for scholarships awarded at-large. The SWIM Advisory Council is scheduled to meet on April 22nd in Bozeman to finalize the scholarship awards including the at large awards. Applicants will receive notice of their status by April 30th.

Montana Shared Catalog (MSC):

MSC Staff: Mary Fouts has joined the MSC staff and is busy getting her work area set up and training with the MSC's Symphony integrated library system. Bridgett Johnson started April 12th in the new MSC Technical Assistant (temp) position. **MSC New Libraries:** Philipsburg Public Library went live on Jan 15. The one remaining Phase X library (West Yellowstone School) will "officially" go live in March. The next scheduled Phase XI library is Joliet Public and then Red Lodge Carnegie after that. They will go-live in March. Bridger is currently adding their records manually and will go-live after they have 80% of their collection in MSC. Stone Child College, Ashland School and Ft. Belknap College are a couple of months down the road. **MSC Phase XII (FY2011):** The State Library Commission approved Library Services and Technology Act (LSTA) funding to help the following libraries join the Shared Catalog: Absarokee Schools, Darby School District, Glacier County Library (Cut Bank), Havre-Hill Consortium (includes Havre-Hill County Library, five Havre Public School Libraries, Liberty County Library, Blaine County Library, Harlem Public Library, Big Sandy Branch Library and the Galata School District Library), Libby Schools, Noxon Public School, Petroleum School Community Library (Winnett), Sheridan County, Sidney/Richland County Library, Simms Schools, Summit Preparatory School (Kalispell). **Distinguished Visitor:** Jim Wilson, Founder, Vice President and Senior Library Advisor from SirsiDynix traveled to Helena and visited with MSC staff on Monday, Feb 1. He demonstrated how the staff client "Workflows" can be less mouse-click intensive by using mapped function keys. We also discussed future product releases, including Symphony 3.4 and Enterprise 4.0. **Home Delivery by Mail:** An enhancement that came with the upgrade to Symphony 3.2.1, allows libraries to offer "Home Delivery" to their patrons by mailing requested items to their home. After several months of testing, Missoula Public Library began offering this service to their patrons on Jan 4. Whitehall Public Library has expressed an interest in becoming the next library to implement this service.

MSC information can be found at:

http://msl.MT.gov/For_Librarians/Montana_Shared_Catalog/default.asp and blog at:
http://msl.MT.gov/For_Librarians/Montana_Shared_Catalog/default.asp

Federal Stimulus Funds:

The Montana State Library (MSL), in partnership with the Bill and Melinda Gates Foundation, is applying for a federal Broadband Technology Opportunities Grant to expand the public

computing resources of many of the state's public libraries. The MSL's Public Computing Center (PCC) project, if successful, will secure federal stimulus funding to purchase computer equipment and software, to train library staff on the latest technology, and to fund minor library renovations. This funding will modernize the computing centers, ease congestion by increasing the number of workstations, and increase the accessibility of computing centers for people with disabilities.

The grant was submitted on March 14th and we hope to hear if we will be receiving funding by late Summer or early Fall.

Ready2Read Program Update:

The Montana State Library has developed an extensive early literacy outreach program called, "Ready 2 Read!" This program focuses on helping libraries to reach out to their youngest patrons in a variety of ways to promote early literacy development in their youngest patrons – children from birth to age five.

Ready 2 Read breaks down its outreach efforts to three main target audiences: babies, toddlers, and preschoolers. All material developed for the program is specific to age and developmental skills.

Web site: There is a new public Web site at <http://ready2readmontana.org>. Please consider linking to this Web site from your library's Web page and/or from your library's children's page. The What's Your Story site (<http://msl.mt.gov/whatsyourstory>) is in the process of being redesigned and will have LOTS of information for libraries to use on how to serve these young people and their families.

Bins of Books: Forty-five of Montana's public and tribal libraries received a "Ready 2 Read!" bin. Bins were distributed at MLA. Contents included:

- A large selection of librarian-approved and selected books that are perfect for your youngest patrons;
- An early literacy programming guide with lots of ways to incorporate research on early literacy into your story times and outreach;
- A huge selection of materials to give to parents and kids that highlight the value of sharing books with babies, toddlers, and preschoolers and the best ways to do it!

The eligibility requirements that are being taken into considered before any libraries were granted the bins include:

- Completed the Ready to Read survey;
- Attended at least three early literacy training programs;
- Plan to implement an early literacy ongoing program at their library.

Additional funding for more bins was approved by the Montana State Library Commission during their April meeting. If you did not receive a bin and would like to be considered for one, please keep your eyes open on Wired for future notices of availability.

Budget Reductions for Montana State Library for 2010/2011:

The Governor's Budget Office has requested proposals for an additional 5% budget reduction for the 2010/2011 biennium. Based on the formula set by the Governor's office, the 5% reduction we must plan for amounts to \$138,958 across the entire agency. The reductions must be taken from general fund monies or stimulus monies. These funds benefit the balance in the general fund while other funds such as the federal Library Services and Technology Act (LSTA) funds will not. Please remember as far as the Budget Office and Legislature are concerned the State Library is one program; Talking Books, NRIS, Library Development, Digital Library, etc. are all just pieces of one program.

The reduction proposals submitted to the Governor's Budget Office for this 5% reduction included:

- Fixed cost reduction given by Office of Budget and Program Planning, from our budget the amount is approximately \$9,000.
- Reduction in operations, including reduction of printing and telecommunication costs. This reduction is approximately \$60,000.
- Reduction in the one time only stimulus funding awarded to our Talking Book Library partners – Montana Radio Reading Service and Montana Association for the Blind Newline services. Approximately \$70,000

These reduction proposals were adopted by the Governor and they are the third request for reductions so far for the 2010/2011 biennium. We are currently required to maintain a 7% vacancy savings, which is approximately \$100,000. We will have met this reduction for 2010 by holding two positions open for most if not all year and by holding an additional two positions open for at least two months each. We will make this commitment for our 2011 budget with the same type of scenario – keeping a couple positions open all year. We will be taking a very careful look in the next couple of months at which positions to keep open as the current staffing efforts have been very difficult and may not be sustainable for 2011.

The second request for reductions came as a .5% across the board cut that we received as the legislature left town last April. This reduction, totaling approximately \$20,000, is being met by operational cuts that include a decrease in the total contract amount negotiated in June with the Montana Natural Heritage Program.

A summary of some of the impacts of these reductions are:

- Reduction of the expansion of Montana Radio Reading Service and Montana Association for the Blind Newline services to Montana citizens who are blind and physically handicapped and thus unable to read traditional print publications such as newspapers and magazines. The main target for these reductions are new equipment and additional content.

- MSL will not print out annual report, the Library Directory, Library Laws, Library Statistics, etc. Instead these publications will be available online.
- MSL will not be mailing as much as we have in previous years.
- MSL will not maintain maintenance contracts on a number of our most recently purchased information technology equipment.
- The Natural Heritage Program (NHP) will not be able to provide additional enhancements to the Heritage Tracker website specifically for public use.
- Frozen positions at the State Library means that our patrons receive services in a less timely matter and consistent outreach to those state agencies or special populations will not be happening.

Some upcoming library meeting dates:

- April 22, 2010 – Golden Plains Federation meeting, Wolf Point
- April 22, 2010 – SWIM Scholarship Program Advisory Council, Bozeman
- April 30, 2010 – Tamarack Federation Meeting, Superior
- May 6, 2010 – Pathfinder Federation Meeting, Fort Benton
- May 18, 2010 – Network Advisory Council meeting, Helena
- June 9 , 2010 – Commission meeting, Helena
- June 29, 2010 – Library Advocacy Day, Washington, D.C.
- July 27, 2010 – Network Advisory Council meeting, Helena
- August 18, 2010 – Commission meeting, Ennis
- October 13, 2010 – Commission meeting, Helena
- November 9, 2010 – Network Advisory Council meeting, Helena
- December 1, 2010 – Commission meeting, Helena