

**LIBRARY DEVELOPMENT DIVISION (LDD) AND
MONTANA SHARED CATALOG (MSC) ACTIVITY REPORT
November 17, 2006 – January 23, 2007
For February 14, 2007 Commission Meeting**

Report for Caban, Cook, Cooper, Jackson, McHugh, McMullen, Meredith, Price, Reymer, Tobin.

Goal One – Content - *MSL acquires and manages relevant quality content that meets the needs of Montana library partners and patrons.*

- Began investigating downloadable audio collections, working with MSC and non-MSC libraries to determine and evaluate options.

Goal Two—Access – *MSL provides libraries, agencies, and its partners and patrons with convenient, high quality, and cost-effective access to library content and services.*

- Upgraded the MSC servers to the appropriate AIX platform.
- Upgraded the MSC to the new software platform and new Java, C and Mac clients.
- Began providing a Mac client and MSC support to MSC libraries using Mac computers.
- Took part in WebJunction Rural Watch Committee conference call.
- Worked on readers' advisory resources using online tools.
- Developed and tracked responses to online survey for OBE for Web page class.
- Calculated E-Rate discounts for public libraries.
- Posted OCLC Western quarterly training information on MSL event calendar.
- Submitted evaluation, recommendations for improved LDD website, training resources page.
- Completed troubleshooting and resolution of SIP connections at MSC libraries in Bozeman, Hamilton, and Hardin.
- Completed upgrade of Sirsi Unicorn server product from 2003.1.4.5 to GL3.0.
- Completed upgrade of all staff workstation clients in MSC to latest staff client.
- Assisted with the compilation of the 2007 Montana Library Directory publication.

Goal Three—Consultation and Leadership - *MSL provides consultation and leadership to enable its patrons and partners to reach their goals.*

- Consulted with libraries in Anaconda, Belgrade, Belt, Boulder, Bozeman, Bridger, Butte, Cascade, Chester, Chinook, Clancy, Conrad, Cut Bank, Deer Lodge, Denton, Dillon, Drummond, Dutton, Ekalaka, Ennis, Eureka, Fairfield, Glasgow, Glendive, Great Falls, Hamilton, Harlem, Havre, Helena, Hot Springs, Joliet, Jordan, Kalispell, Laurel, Lewistown, Libby, Livingston, Miles City, Malta, Opheim, Polson, Philipsburg, Ronan, Shelby, Sheridan, Sidney, Stevensville, St. Ignatius, Townsend, Twin Bridges, Valier, Virginia City, West Yellowstone, Whitehall, Winifred, Winnett, White Sulphur Springs, Wibaux, and Wolf Point.
- Consulting topics included technology plans, federation meetings and coordination, Montana Library Association, collection management policies, computer security, training, computer troubleshooting, OCLC, InfoTrac, Gates Public Access Computing Hardware Upgrade Grants (PAC-HUG), Interlibrary loan, certification program, grants, state aid, PEEL stipends and scholarships, library directory, , E-Rate, boards, long range planning, Tech Atlas, budgets, library laws and levies, library districts, online database issues, MSC, computer specifications and purchases, foundations, statistics, building maintenance, MSC Partner groups.
- Made onsite visits to Anaconda, Belgrade, Boulder, Bozeman, Butte, Clancy, Deer Lodge, Dillon, Drummond, Ennis, Harlem, Havre, Helena, Livingston, Philipsburg, Shelby, Sheridan, Townsend, Twin Bridges, Valier, Virginia City, West Yellowstone, Whitehall and White Sulphur Springs.
- Attended Harlem new addition open house.
- Attended Havre-Hill Library board meeting.
- Attended Legislative Day in Helena.
- Worked with libraries, trustees and trainers to set up LBEP workshops on laws and new board orientations.

- Continued monitoring 2005 and 2006 scholarship awards available through the Professional Education and Employment for Librarians (PEEL I and II) projects. Initiated application process for one additional scholarship to be awarded in May 2007. Prepared and submitted required interim project reports to IMLS.
- Worked with Eureka Public Schools to receive a PEEL I stipend award to add a professional librarian to the staff.
- For Montana Library Certification Program approved 4 training events for continuing education credit, certified 3 individuals, enrolled 2 individuals, and issued 6 Office of Public Instruction renewal certificates.
- Worked with LSTA evaluator in preparation of survey on LDD training program and TBL patron services. Provided additional information to the evaluator as requested. The evaluation surveys were launched on January 24th.
- Continued monitoring the LSTA grant program. Completed and submitted MSL State Program Report to IMLS by the December 31, 2006 deadline.
- Finalized revision of the *Handbook for New Library Directors*. 100 copies will be printed and distributed to public libraries in early February.
- Continued to work with libraries on the Gates Foundation's Public Access Computer Hardware Upgrade Grant (PAC-HUG) program allowing public libraries to purchase new computers.
- Reviewed 18 collection management policies and completed work on updating policy guidelines.
- Submitted application to the Gates Foundation for expending funds remaining in the Rural Library Sustainability grant. The application was approved which makes it possible for two Montana librarians to attend OFFLINE (Bozeman) in February and five Montana librarians to attend ALA (Washington, DC) in June.
- Worked with MLA 2007 conference planning committees on arrangements and special activities for the event.
- Prepared and distributed assessment surveys for computer troubleshooting and web page training that was presented at the Fall Workshop.

- Attended the December State Library Commission Meeting in Bozeman.
- Organized and attended the December Federation Coordinators meeting in Bozeman.
- Facilitated a Long Range Planning Session in West Yellowstone.
- Provided troubleshooting for Joliet blog incident.
- Responded to press inquiry about Internet situation in Manhattan.
- Provided training information and referral on Thomson Gale databases for Preston Town County Library (Hot Springs), Plains School Library, and Red Rock School Library. Also provided information and referral on OCLC WorldCat for Park City School Library.
- Developed instructional materials for Web Page workshop held at Sagebrush Federation fall meeting.
- Developed disaster planning outline and sample plan materials to assist libraries in meeting Montana Public Library Standards for disaster planning.
- Compiled information on meeting software for comparative evaluation. Using software trials, conducted six online meetings with LDD staff. Demonstrated use and features of GoToMeeting and Microsoft Live Meeting, while reviewing web-based training and CE resources from other state libraries and organizations. These included: Thomson-Gale technical and training resources and training calendar; State Library of Ohio 30 minute eClassroom, Librarian's Toolkit, and eLearning center; Webjunction, LE@D; Library U (Illinois State Library); Idaho State Library ABLE and SABLE; State Library of Iowa CE program; State Library of Maryland MERLIN; California Rural Library Initiative – clearinghouse; Infopeople; others.
- Updated MSL Red Laptop Lab workflows client to GL3.0 and performed battery checks and replacements.
- Conducted E-mail survey of public library construction needs.
- Made presentation on library districts and strategic planning to Belgrade Community Library Board.

Goal Four—Collaboration - *MSL promotes partnerships and encourages collaboration among its partners and patrons so that their information needs can be met.*

- Began implementation and migration to the catalog for 4 new MSC libraries: Montana Public Service Commission Library, State Genealogical Society Library, Mineral County Library (Superior), and Pine Hills Youth Correctional Facility Library.
- Consulted with Michael Hall at OPI on E-Rate tech plan requirements and approval.
- Attended MSC Partner's meeting in January in Helena.
- Worked with 4 Rivers Partner group.
- Worked with Betsy Garlish to develop a virtual reference proposal for 24/7 virtual reference cooperative.
- Coordinated telephone conference on OverDrive online media resource.
- Coordinated and attended January Networking Taskforce meeting.

Goal Five— Sustainable Success - *MSL is a well-run organization and a sought-after employer; it is efficient and effective (measured against partner and patron outcomes), and successfully engaged in its ongoing mission.*

- Participated in screening/interviewing of new TBL reader's advisor.
- Attended electronic records management workshop at the Montana Government Information Technology Conference.
- Submitted activity report for LSTA evaluation.
- Updated contact information for LDD/MLN website.
- Began work to update LDD components of MSL Website.
- Participated in interview process for Assistant State Librarian position.
- Assisted State Librarian with preparation of MSL budget presentation to legislative committee.