

**LIBRARY DEVELOPMENT DIVISION (LDD) AND
MONTANA SHARED CATALOG (MSC) ACTIVITY REPORT**
March 24, 2007 – June 8, 2007
For June 27, 2007 Commission Meeting

Report written by Cooper, 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.*

- Worked on collection maintenance/development of Professional Collection at MSL; announced new additions to the collection and the availability of an RSS feed librarians can use to be notified of materials as acquired
- Completed the yearly OCLC scan delete and upload of holdings for MSC
- Completed the yearly load of new and changed authority records (headings) and changed bibliographic records to the MSC
- Developed prototype for training resources Wiki, contributed content to training materials Wiki (LDD prototype) and Montana Libraries Wiki

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.*

- Created and delivered RSS feeds for all MSC libraries, linking their patrons with the latest additions to their collections
- OCLC/Montana NCIP/Home Delivery pilot launched by 10 MSC libraries and 2 HiLine libraries
- Consulted with LDD staff and web developer on revised LDD web page design
- Created content for Web pages for new LDD website

- Training provided at the Sagebrush Federation Meeting, Pathfinder Federation Meeting, South Central Federation Meeting, Plains Public Library District, Belgrade Community Library, Glendive Public Library, Bozeman High School Berg Library, Lincoln County Public Library on a variety of topics including E-learning for Staff Training and Professional Development, InfoTrac PowerSearch, Natural Resources Information System (NRIS), Testing and Education Reference Center, What Do I Read Next?, NetLibrary, Flickr, blogs, and E-learning for office applications
- Made additional onsite training visits to Bicentennial Library of Colstrip, Blaine County Library, Choteau County Library, Denton Public Library, Ekalaka Public Library, Fallon County Library, Harlem Public Library, Harlowton Public Library, Havre-Hill County Library, Henry A. Malley Library, Judith Basin County Free Library, Miles City Public Library, Parmly Billings Library, Prairie County Library, Ronan City Library, Wibaux Public Library

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, Ashland, Baker, Belgrade, Belt, Big Timber, Billings, Boulder, Bozeman, Browning High School, Butte, Cascade, Chinook, Chester, Choteau, Circle, Conrad, Cut Bank, Darby, Deer Lodge, Denton, Dillon, Drummond, Dutton, Ekalaka, Eureka, Fairfield, Forsyth, Fort Benton, Frenchtown, Glasgow, Glendive, Great Falls, Hamilton, Hardin, Helena, Hot Springs, Harlowton, Havre, Harlem, Helena, Jordan, Kalispell (public library and community college), Laurel, Libby, Livingston, Malta, Manhattan, Missoula, Noxon schools, Philipsburg, Plains, Plentywood, Polson, Ronan, Roundup, Saint Ignatius, Saint Regis, Shelby, Sheridan, Sidney, Stanford, Stevensville, Sunburst, Superior, Thompson Falls, Townsend, Twin Bridges, Valier, West Yellowstone, White Sulphur Springs, Wibaux, Winifred, Winnett, Wolf Point

- Consulting topics included ALA conference, boards, budgets, collection management policies, computer security and troubleshooting, computer specifications and purchases, director evaluation tools, disaster plans (dPlans), downloadable audio books, E-Rate, federation meetings and coordination, federation plans of service, fulfillment task force, Gates grants, Gates Public Access Computing Hardware Upgrade Grants (PAC-HUG), hiring a new director, InfoTrac, Interlibrary Loan (ILL), Internet use policies, Library Board Education Program, library certification, library districts, library hours, library laws and levies, library stipends, long-range planning, MLA conference, MSC, new director orientation, MP3 players, NCES address updates, OCLC, OCLC subscription costs, policies, public library standards, salaries, scholarships, schools/public library combos, standards, statistics, summer institute, Tech Atlas, technology plans, training, trustees, trustee training, website assessment tools, weeding
- Made onsite consulting visits to Anaconda, Belgrade, Big Timber, Bozeman, Bridger, Broadus, Conrad, Culbertson, Cut Bank, Dutton, Froid, Glasgow, Great Falls, Harlem, Havre, Miles City, Joliet, Kalispell, Libby, Manhattan, Missoula, Philipsburg, Polson, Poplar, Red Lodge, Sidney, Superior, Thompson Falls, Valier, Winifred, and Wolf Point
- Attended Teen Scene grand opening at Great Falls Public Library
- Attended 50th Anniversary Celebration at Glacier County Library, Webjunction Webinar on e-learning, BCR Webinar on Netlibrary, MSL Summer Institute session on disaster planning, Montana Library Association annual conference
- Conducted recruitment process and hired a statewide projects librarian
- Attended Spring Federation meetings, MSC Spring Full Membership meeting, MSC Birds of a Feather library group gatherings
- Visited new MSC libraries: Roosevelt County Library and Darby Community Library
- Provided MSC new library training
- Facilitated MSC training in the MSC Director's Station tool
- Submitted MSL's LSTA evaluation report to IMLS

- Organized and attended 2007 Summer Institute for Library Leadership; the event was attended by 34 library directors, 13 trustees, 2 branch managers, 3 library staff members, MLA's executive director, and 5 MSL staff members
- Continued planning for 2007 Fall Workshop and Trustee Workshops
- For Montana Library Certification Program certified 10 librarians, enrolled 2 librarians, approved 30 continuing education programs for credit, and issued 76 OPI renewal certificates
- Compiled and submitted required reports for Gates Rural Library Sustainability Grant, Gates Public Access Computer Hardware Upgrade Grant (PAC-HUG), and IMLS Professional Education and Employment for Librarians I Grant (PEEL)
- Reviewed 8 collection management policies, 2 disaster plans, and 1 technology plan
- Submitted proposal for Montana's participation in the Gates Spanish Language Outreach Program
- Prepared draft of Montana's LSTA 5-Year Plan for 2008-2012
- Assisted PEEL II Advisory Committee with meeting and preparation of scholarship recommendation
- Worked on expanding MSL's programming for children's services
- Led a board training in Manhattan
- Taught an ILL session in Manhattan
- Assisted Jim Connor at the Summer Institute during the final day of training
- Began developing an online Library 2.0 class

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

- Facilitated Network Advisory Council's review of Request For Proposal process to obtain new contract for statewide periodical databases
- Attended monthly MSC Partner meetings

- Attended MSC 4 Rivers user sharing group meeting, facilitating group's move to same circulation periods
- Served on MLA conference committees and attended the annual conference in Helena
- Conducted online poll of Montana libraries interested in Web 2.0 training to look for potential partners
- Worked with Karen Gonzales from Missoula Public Library on Intellectual Freedom workshop from MLA
- Conducted training on Montana Libraries Wiki
- Arranged meeting for school/public library personnel
- Worked with Sara Groves and Betsy Garlish on developing a marketing program for virtual reference cooperative

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.*

- Worked with MSL managers on competency based evaluation as part of changeover to broad band pay plan