

**LIBRARY DEVELOPMENT DIVISION (LDD) AND
MONTANA SHARED CATALOG (MSC) ACTIVITY REPORT
June 9, 2007 – July 20, 2007
For August 8, 2007 Commission Meeting**

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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.*

- Training provided at: Lincoln County Public Library, Hearst Free Library, Fallon County Library (included attendees from Glendive Public Library, Wibaux Public Library, Prairie County Library, Ekalaka Public Library) on a variety of topics including: Blogs and Wikis for Libraries, E-learning for Microsoft Office Applications, Weeding the Library Collection, Cataloging and MARC, InfoTrac PowerSearch, Natural Resources Information System (NRIS)
- Made additional onsite training visits to: Belt Public Library, Wedsworth Memorial Library, Fairfield Public Library, Dutton Public Library, Choteau/Teton County Library, Cut Bank Public Library, Valier Public Library, Glacier County Library, Toole County Library, Liberty County Library
- Conducted online E-Learning for Staff Training and Professional Development for Golden Plains Federation libraries, 30-minute learning events on WebJunction, Flickr, wikis
- Conducted 3-day new MSC library training for 6 libraries in Missoula
- Developed an MSL online course on Web 2.0 for libraries
- Contributed content to training resources and training materials wiki
- Completed yearly updated authority record load for the MSC
- Conducted an upgrade of the MSC's Oracle database to 10g; subsequently upgraded Workflows to GL3.1
- Created content for new LDD Website
- Created content for new Montanalibraries.org Webpage

- Began developing content for new Virtual Reference Webpage
- Continued working on Library 2.0 class
- Completed the statewide periodical database Request for Proposal (RFP) process resulting in a new 2-year contract with Thomson Gale for InfoTrac
- Issued a Request for Information (RFI) for downloadable E-content services to interested vendors

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, Baker, Belgrade, Belt, Big Timber, Billings, Boulder, Bozeman, Broadus, Butte, Chinook, Choteau, Circle, Colstrip, Cut Bank, Darby, Deer Lodge, Denton, Dillon, Drummond, Ennis, Fairfield, Ft. Benton, Glasgow, Hamilton, Harlowton, Havre, Helena, Hot Springs, Joliet, Kalispell, Lewistown, Libby, Livingston, Malta, Manhattan, Missoula, Moore, Plentywood, Noxon, Philipsburg, Plains, Polson, Ronan, Sheridan, Sidney, St. Ignatius, Stanford, Stevensville, Superior, Terry, Thompson Falls, Townsend, Twin Bridges, Valier, Virginia City, West Yellowstone, White Sulphur Springs, Wibaux, Winifred, Wolf Point
- Consulting topics included: American Library Association (ALA); audiobooks; Boards; book dispersal; budgets; certification; children's programming; collection management policies; computer and printer troubleshooting, computer security, computer specifications and purchases; director evaluation tools and hiring a new director; disaster plans (dPlan); E-learning; E-Rate; filtering, GASB; Gates grants; general policies; InfoTrac; Interlibrary Loan (ILL); Library Board Education Program (LBEP); library federation governance, meetings and coordination, and Plans of Service; library laws and levies; long-range planning; MLA conference; Montana Shared Catalog (MSC); MP3 players; NetLibrary; OCLC services and subscription costs; public library standards; school/public libraries; Summer Institute; technology plans; trustee training; wikis

- Made onsite consulting visits to: Belt, Chester, Choteau, Conrad, Cut Bank, Deer Lodge, Denton, Dillon, Fairfield, Great Falls, Harlowton, Moore, Philipsburg, Plains, Shelby, Sheridan, Twin Bridges, Valier, Virginia City, Winifred
- Continued planning for 2007 Fall Workshop and Trustee Workshops
- For Montana Library Certification Program certified 4 librarians, approved 5 continuing education programs for credit, issued 1 OPI renewal certificate, and completed the OPI Renewal Unit Provider Annual Report
- Reviewed 12 collection management policies
- Continued coordination of Montana's participation in the Gates Spanish Language Outreach Program. Three libraries will send staff to Seattle for a Trainer Institute in September. A minimum of nine workshops will be done in the state by May 2008
- Submitted Montana's LSTA 5-Year Plan for 2008-2012 to IMLS
- Continued monitoring PEEL I scholarship and stipend programs and PEEL II scholarship program, submitted required reports, and assisted the 2007 scholarship recipient, Mary Drew Powers
- Continued work on Gates PAC-HUG project assisting libraries with reimbursement for new public access equipment and reporting requirements
- Continued work on Gates Rural Library Sustainability project and assisted 5 library directors who attended the ALA conference in June with arrangements and reimbursement
- Led an introductory board training in Dillon
- Attended Montana Shared Catalog Training in Missoula
- Attended Federation Coordinator's Meeting in Helena
- Attended Commission Meeting in Helena
- Attended MLA Conference meeting in Great Falls
- Developed agenda and made final arrangements for meeting of combined school/public libraries

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

- Provided onsite/online training on OCLC WorldCat Resource Sharing for public libraries at Bridger, Joliet, Ekalaka, and Denton
- Facilitated creation of Montana Book Clubs wiki, training on Montana Librarians wiki and Sagebrush Federation blog
- Worked on set-up and advance materials for the Fulfillment Task Force August 2007 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.*

- Attended June Commission meeting
- Attended LDD retreat, provided training on Web 2.0 for participating staff
- Developed draft statewide training strategy document for LDD training program
- Completed hiring process for the Montana Shared Catalog Director position
- Continued work on MSL employee performance criteria and competencies associated with further implementation of the Broadband Pay Plan