

**LIBRARY DEVELOPMENT DIVISION (LDD) AND
MONTANA SHARED CATALOG (MSC) ACTIVITY REPORT
January 19, 2008 – March 21, 2008
For April 12, 2008 Commission Meeting**

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

- Participated in the evaluation of two vendor responses to a Request for Proposal (RFP) for a statewide downloadable E-content service
- Launched a new RFP process under a revised RFP for a statewide downloadable E-content service, to take place March 26-June 1; proposed contract to begin June 1
- Continued assessment of existing statewide projects to determine future directions
- Recommended professional development titles for acquisition by MSL; announced availability of new materials on Wired-Mt
- Continued work with Tom Marino in developing a patron portal that will replace <http://montanalibraries.org>
- Attended a meeting to discuss marketing databases
- Coordinated and attended a Gale ITConfig workshop to learn more about customizing InfoTrac databases
- Updated the AskMontana Website
- Promoted MSL Professional Collection on Montana Library Association (MLA) Intellectual Freedom Committee Wiki and on workshop handouts

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.*

- For Montana Library Certification Program: Certified 6 librarians, enrolled 1 librarian in the program, approved 17 Continuing Education Programs for credit, issued 8 OPI renewal certificates, sent 8 letters concerning enrollment expiration, sent 43 letters concerning certification renewal deadlines, and sent 12 letters notifying board chairs of certification deadlines for library directors
- Sent notices to 43 public/branch libraries about Gates PAC-HUG balances and the December 31, 2008 deadline to expend these grant funds
- Reviewed 5 Collection Management policies and collected OCLC data to be used in determining libraries eligible for the 2007 Collection Management Honor Roll
- Continued coordination of Montana's participation in the Gates Spanish Language Outreach Program including promotion of workshops, distributing online pre-assessments and evaluations to participants, participating in coordinators' meeting, and submitting data to OCLC.
- Continued monitoring the PEEL Scholarship Programs: submitted the final PEEL I Report to IMLS and successfully appealed for a one-year extension for PEEL II so that all scholarship and stipend funds can be expended
- Continued with arrangements for author Todd Strasser's visit to Montana to present programs at school and public libraries before the MLA Conference
- Served on Continuing Education Committee for Broad Valleys Federation Meeting
- Attended Newspaper Indexing/Digitization meetings
- Attended meetings of the Montana County History Initiative Project, in which the MSL Montana Memory digitization project is a partner
- Continued to partner with the Historical Society, UM and MSU libraries in the grant writing process to obtain an NEH grant under the National Newspaper Digitization Program which makes an award to each state to digitize selected historical Montana newspapers

- Provided training on library laws, becoming a more effective board member, and evaluating library services and the director
- Arranged facilitation training for LDD staff
- Worked with other LDD staff to create a method for online submittal of Federation data and reports
- Conducted onsite training at: Belgrade Community Library, Broadwater School and Community Library, Offline, Choteau/Teton Public Library, and South Central Federation meeting. Topics included: Cataloging, eBooks on InfoTrac, InfoTrac PowerSearch, Natural Resource Information System, Social Software in Libraries, Testing and Education Reference Center, and Weeding the Library Collection
- Conducted online trainings on: InfoTrac, PowerSearch, and eBooks
- Worked with Gale staff to establish administrative ITConfig accounts for all public, academic and special libraries so that librarians can customize their InfoTrac interface and run usage reports
- Sent a customized list of school libraries to Gale, which will be set up with ITConfig accounts
- Developed online registration form for MSL online trainings.
- Continued facilitation of Montana Library 2.0 Challenge (online learning program)
- Developed instructional materials for training on NRIS, InfoTrac eBooks, InfoTrac health information
- Met with OCLC and OCLC Western staff to discuss the next Montana Group Services contract
- Informed and requested input from the Network Advisory Council on the next OCLC contract

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, Billings (RMC), Boulder, Bozeman, Bozeman (MSU), Bridger, Broadus, Butte, Butte (Montana Tech), Butte (St. James Healthcare), Cascade, Chester, Chinook, Choteau, Clancy, Columbus, Colstrip, Conrad, Cut Bank, Darby, Deer Lodge, Denton, Dillon, Dillon (UM-Western), Drummond, Dutton, Ekalaka, Ennis, Fairfield, Forsyth, Frenchtown High School, Ft Benton, Glasgow, Glendive, Great Falls, Great Falls (UGF and MSUGF), Hamilton, Harlem, Harlowton, Havre, Helena, Hot Springs, Joliet, Jordan, Jordan (school), Judith Gap Schools, Kalispell, Laurel, Lewistown, Libby, Livingston, Malta, Manhattan, Miles City, Missoula, Missoula (UM), Moore, Philipsburg, Plains, Plentywood, Polson, Poplar (Ft. Peck), Rocky Boy, Ronan, Scobey, Shelby, Sheridan, Sidney, Stanford, Stevensville, St. Ignatius, Superior, Terry, Thompson Falls, Three Forks, Townsend, Twin Bridges, Valier, Virginia City, West Yellowstone, Whitehall, White Sulphur Springs, Winifred, Winnett, and Wolf Point
- Consulting topics included: American Library Association, board member tenure and appointments, budgets, building issues, by-laws, cataloging, CCTV monitoring and privacy issues/policies, certification and continuing education (CE), collection development, Collection Management Policies and Honor Roll, computer maintenance and updates, computer security and troubleshooting, computer specifications and purchases, county history initiative, Deep Freeze, director evaluation tools, Disaster Plans (dPlans), e audiobooks, EBSCO, E-rate, Fall Workshop, Federation topics (meetings, continuing education, and Plans of Service), friends/foundation groups, fund-raising, grants, HeritageQuest, Interlibrary Loan (ILL), InfoTrac, Internet filtering, ITConfig, library laws and levies, long-range planning, MLA, MSC, OCLC, Offline, PAC-HUG grants, PEEL projects, policies, programming, Public Library Standards and deferrals, public participation policies, reading guides, school/public library combos, Spanish Outreach Workshops, staffing, statistics, Summer Institute, technology, technology plans, Tech Soup, training opportunities, Trustee Blitz, trustee eligibility, AskMontana virtual reference, Web page options, Web 2.0 class, and Wired-MT

- Made onsite consulting visits to: Belgrade, Bozeman, Butte, Chester, Colstrip, Ennis, Fairfield, Great Falls, Havre, Helena, Hot Springs, , Libby, Livingston, Plains, Polson, Ronan, Sheridan, Three Forks, Townsend, Twin Bridges, and Whitehall
- Made onsite MSC system admin visits to: Belgrade, Boulder, Bozeman, and Ennis
- Organized MSC Workflows staff refresher training held in Belgrade and attended by librarians from Laurel, Big Timber, Bozeman, Belgrade and West Yellowstone
- Meetings, Conferences, and Training Sessions Attended: ALA/USAC E-Rate conference calls, Broad Valleys Federation meeting, Downloadable E-content Committee, Fulfillment Task Force, NetLibrary demo, Facilitation Training Planning meeting, Network Advisory Council, OCLC Membership Meeting, OFFLINE, Polson Board meeting, South Central Federation meeting, State Library Commission, and Three Forks Board meeting
- Training consultations with: Big Timber Grade School Library, Bitterroot Public Library (Hamilton), Boulder Community Library, Butte-Silver Bow Public Library, Fallon County Library (Baker), Hearst Free Library (Anaconda), Henry O Malley Memorial Library (Broadus), Laurel Public Library, Mineral County Public Library (Superior), Plains Public Library District, Richland County Public Library (Sidney), and William H Kohrs Memorial Library (Deer Lodge)
- 9 public libraries created Web pages with links to AskMontana and statewide online resources during the March 15 South Central Federation Web page class

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

- Collaborative Meetings Attended: BridgerNet, Fulfillment Task Force, MLA Conference Planning Meetings, MSC Catalog Committee, MSC 4-Rivers, MSU Billings/Parmly Billings Joint Library Committee, MLA Planning Committee, and Network Advisory Council

- Researched new items for Professional Development Collection and reviewed statewide resource sharing and transportation of materials in Wyoming, Connecticut, Maryland, Illinois and Oregon
- Participated in MLA Awards and Nominations Committee and continued involvement with other MLA Committee work and conference planning, including coordinating two Pre-conferences being offered
- Continued development of Federation Handbook
- Continued planning for region-wide grant project in partnership with the University of North Texas that would make an MLIS degree program available to Montanans and residents of neighboring states
- Collected outcomes-based input from participants of MSL's Trustee Workshops on Library Laws
- Contacted LBEP Trainers regarding LSTA Program changes
- Worked with the Network Advisory Council on its recommendation for 6 new libraries to join MSC
- Began promotion of LSTA-funded Trustee Blitz that will bring leadership training to local library boards during May and September
- Continued receiving inquiries from libraries considering joining MSC
- Initiated planning for Health Information training in collaboration with medical librarians. Submitted ITPR for OPAL room to conduct trainings
- Developed Wiki for State Library CE Coordinators' Forum
- Provided nominations for Historical Society County History Initiative

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.*

- Assisted with development of MSL's Digital Library Transition Strategy

- Continued planning for: 2008 National Continuing Education Coordinators' Forum to be held in Bozeman in August 2008
- Attended CE Coordinators' Bi-monthly meeting and MSC Workflows Circulation training
- Conducted search and filled vacant MSC Tech Assistant position
- MSC Director and Tech Assistant attended New Employee Orientation