

**LIBRARY DEVELOPMENT (LDD)
AND MONTANA SHARED CATALOG (MSC)
ACTIVITY REPORT
July 24, 2008 – September 24, 2008
For October 15, 2008 State Library Commission Meeting**

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

- Lincoln County Public Libraries in Libby, Eureka and Troy go live in MSC
- Boulder Community Library goes live in MSC 4-Rivers resource sharing group
- Updated AskMontana and Mymontanalibrary website
- Assisted public libraries with website development
- Continued work on Federation Handbook
- Reviewed and selected items for Professional Development Collection

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.*

- Conducted MSC new library training for Lincoln County Libraries in Libby, Eureka, and Troy
- Conducted onsite trainings at: Anaconda, Baker, Flathead Valley Community College Library, Havre High School, Hays Lodgepole Public Schools, Kalispell, Superior, Stevensville, and Sidney
- Conducted onsite training consultations at: Butte, Deer Lodge, Drummond, Fort Benton, Plains, Power School Library, Ronan, Stanford, St Ignatius, Thompson Falls, Three Forks, and Whitehall
- Conducted onsite and online trainings on the following topics: Advanced iBistro, Ask Montana, InfoTrac Databases, Montana Library 2.0 Challenge - Summer Round, Reference Service, and Web Development
- Conducted an AskMontana training in Anaconda and Kalispell

- Provided training referrals for Plentywood
- Worked with Betsy Garlish and Sara Groves on the AskMontana project
- Worked with Stacy Bruhn on public library statistics elements of the MSL website
- Updated "For Librarians" page on MSL Website
- Enrolled and monitored 4 students in online collection development class
- Began data migration process into MSC for Roundup Community Library and Whitehall School libraries
- Arranged for the purchase and completed implementation of a year's subscription to the HeritageQuest database from ProQuest for all Montana public libraries
- Finalized September Trustee Blitz workshop schedule that will have Jim Connor and Suzanne Reymer training in 7 communities: Denton, Glendive, Jordan, Lewistown, Miles City, Roundup, and Winnett
- For Montana Library Certification Program: Approved 23 Continuing Education (CE) programs for credit, certified 4 librarians, enrolled 2 librarians in the program, and issued 3 Office of Public Instruction (OPI) renewal certificates. MSL has received approval from OPI to be a renewal unit provider for the coming year
- Assisted public/branch libraries with Gates Public Access Computer Hardware Upgrade Grant (PAC-HUG) projects to purchase new equipment by the December 31st deadline for expending grant funds
- Reviewed 3 Collection Management Policies
- Continued to post to the MT Spanish Language Outreach (SLO) blog (<http://mtslo.blogspot.com/>) and to monitor SLO grants to public libraries in Belgrade, Bozeman, Dillon, Helena, Kalispell, Missoula, and Stevensville
- Continued monitoring the Professional Education and Employment for Librarians (PEEL) Scholarship Program and promoting the PEEL Stipend Program; continued working with partner states on the South Dakota, Wyoming, Idaho and Montana (SWIM) Collaborative Library Education Project grant proposal

- Completed the 2008 Fall Workshop Project; 143 people attended the Livingston event including 84 from public libraries, 12 from school libraries, 1 from a combined school/public library, 8 from academic libraries, 12 from special libraries (including MSL), 22 trustees, and 4 others (including a county commissioner); MSL staff presented at several Fall Workshop Sessions
- Attended Montana Library Association (MLA) conference planning meeting to select workshop sessions for the 2009 Conference
- Began working with children's author Robert San Souci to schedule school and public library programs in conjunction with his presentations at the MLA Annual Conference in April 2009
- Screened, duplicated and started distribution of *Trustee Trouble*, a DVD produced by the Wyoming State Library; all Montana public libraries will receive a copy to use as a board training tool
- Began distribution of the 2009 Collaborative Summer Library Program Manual to all public and branch libraries; the theme is Be Creative @ Your Library
- Statewide consulting librarians and Statewide Projects Librarian initiated regular meeting structure to discuss and plan statewide projects
- Produced informational materials for proposed changes to Information Access Montana legislation

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

- *Made onsite consulting visits to:* Anaconda, Belt, Cascade, Clancy, Conrad, Cut Bank, Darby, Dillon, Drummond, Dutton, Ft. Benton, Hamilton, Harlowton, Helena, Hot Springs, Kalispell, Malta, Missoula, Plains, Plentywood, Polson, Poplar (Ft. Peck Tribal College), Ronan, Scobey, Sheridan, Sidney, Stevensville, St. Ignatius, Superior, Thompson Falls, Townsend, Twin Bridges, Valier, Virginia City, Whitehall, and Wolf Point

- Consulting topics included: Archives and records management, AskMT, board development, Book Club Wiki, budgeting, building projects, CE grants, Certification Program, Collection Management, computer specifications, districts, Downloadable E-content Pilot, E-Rate, Fall Workshop, federations, Friends of Libraries, funding, Gates Foundation and other grants, legal questions, HeritageQuest, InfoTrac, Library Services and Technology Act (LSTA) regulations, MSC, OCLC, open meetings, PAC-HUG, personnel, policies, programming, scholarships, Spanish Language Outreach Project, staffing, standards, statistics, Summer Reading Program, TechAtlas, technology plans, training, volunteers, wages, Web 2.0, and weeding
- Meetings, conferences, and training sessions attended: CE Forum in Bozeman; Certification Meeting; MSC Director attended the IFLA satellite meeting on Rethinking Resource Sharing in Boston; MA and gave a presentation on the Montana Home Delivery Project; 6 LDD staff attended the National CE Coordinators' Forum held in Bozeman and co-hosted by MSL; Overdrive training session; and Statewide Library Resources Meeting
- Received and responded to 16 inquiries from libraries considering joining MSC
- Began arrangements for a second Montana NACO (Name Authority Cooperative) Funnel training for Montana Funnel catalogers
- Began work on the Montana Library Certification Program update identifying goals and focus group membership

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: MSC Executive Committee, MSC Partners, Billings Community Library Committee, Benevon Fundraising seminar
- MSL and the Montana Historical Society Research Center made available a "Guide to Best Practices" and a project planning document for libraries, archives, schools and institutions interested in participating in the Montana Memory Project

- Two purchases were made of Downloadable Audiobook titles from OverDrive in preparation for the launch of Phase One of MyMontanaLibrary2Go
- Worked with OPI staff to implement a new joint customer service strategy for assisting schools with Montana Library Directory, OCLC, and InfoTrac participation

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.*

- MSC Director attended Defensive Driving Class
- Continued monitoring of 2007 LSTA grant award to ensure all funds are expended by the September 30th deadline
- Hosted CONTED Forum in Bozeman (national conference for state level continuing education coordinators)
- Attended Fraud Prevention Workshop
- Attended training on compliance with open meeting and public right to know laws
- Participated in orientation session for new State Library Commissioner Joyce Funda