

**LIBRARY DEVELOPMENT (LDD)  
AND MONTANA SHARED CATALOG (MSC)  
ACTIVITY REPORT  
September 25, 2008 – November 12, 2008  
For December 3, 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.*

- HeritageQuest Online subscription for all Montana public libraries implemented
- 1,066 titles selected by statewide Selection Team and purchased for MontanaLibrary2Go
- Phase Two of MontanaLibrary2Go (6 libraries) added to project
- Montana Genealogical Society Library goes live in MSC
- Acquired enriched content (cover art, summaries) for latest round of new MSC libraries.
- Updated AskMontana, For Librarians, and My Montana Library segments of MSL Website
- Reviewed and selected items for the 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 onsite trainings at: Bicentennial Library of Colstrip (Sagebrush Federation Meeting), Billings West High School, Bozeman, Kalispell, MEA-MFT conference, Missoula Public Library, and South Central federation fall meeting
- Conducted onsite training consultation at Stillwater County Library
- Conducted onsite and online trainings on the following topics: AskMontana, Cataloging and Technical Services, InfoTrac databases, MSC Workflows, OCLC services, presentation skills, MSC reports, technology training, and Web 2.0

- Conducted “Privacy” workshop at Pathfinder Federation meeting and Reconsideration of Materials” workshop at Tamarack Federation meeting
- Conducted new director orientation at Fall Workshop
- Completed data migration process into MSC for Roundup Community Library and Whitehall School libraries.
- For Montana Library Certification Program: Approved 29 continuing education programs for credit, certified 17 librarians, enrolled 1 librarian in the program, and issued 7 Office of Public Instruction (OPI) renewal certificates.
- For Montana Library Certification Program update: announced update goals and process; requested volunteers, screened applications, and selected members for the update focus group
- Assisted public/branch libraries with Gates Public Access Computer Hardware Upgrade Grant (PAC-HUG) projects to purchase new equipment by the December 31<sup>st</sup> deadline for expending grant funds
- Reviewed 8 collection management policies and sent email notices to libraries with policies to be updated in 2008; announced requirements for 2008 Collection Management Honor Roll and worked with libraries interested in this award
- Continued posting to the MT Spanish Language Outreach (SLO) blog and requested project reports from libraries receiving SLO grants
- Continued monitoring the Professional Education and Employment for Librarians (PEEL) Scholarship Program and promoting the PEEL Stipend Program; prepared bi-annual PEEL narrative and financial reports for submission to IMLS; continued working with partner states on the SWIM Collaborative Library Education Project grant proposal
- Fall Workshop and Trustee Blitz projects completed. Fall Workshop attendance was 144 and included 85 public librarians, 1 school/public librarian, 12 school librarians, 8 academic librarians, 12 special librarians, 22 trustees, and 4 others. Trustee Blitz attendance for the final week was 38 at 7 workshop locations and included 9 public library directors, 27 trustees, 1 Friends, and 1 other

- 2009 Summer Reading Collaborative Program manuals were purchased and distributed to all public and branch libraries. The theme is “Be Creative @ Your Library”
- DVD copies of Wyoming State Library’s “Trustee Trouble: The Misadventures of a New Library Board Member” were distributed to all public libraries to use as a board training tool
- Finalized arrangements for Montana’s statewide license (through BCR) for the 2009 season of the College of DuPage’s two teleconference series, “Soaring to Excellence” and “Library Challenges and Opportunities.” Promoted library registrations and announced the first program

**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, Belgrade, Butte, Cascade, Chinook, Choteau, Dillon, Drummond, Ennis, Fairfield, Glendive, Havre, Harlowton, Helena, Jordan, Malta, Manhattan, Miles City, Polson, Ronan, Roundup, Shelby, Sheridan, Townsend, Twin Bridges, Virginia City, Whitehall, White Sulphur Springs, and Winnett
- Consulting topics included: AskMontana, board development and issues, budgeting, facility management, Continuing Education (CE), certification, collection management, construction, databases, E-Rate, federation CE and meeting planning, library foundations and friends groups, fundraising, grants, HeritageQuest, ILL, Internet filtering and problems, legal questions, levies, montanalibrary2go (MTlib2go), MSC, MSC Workflows installation, NetLibrary, OCLC, OFFLINE, open source software, PAC-HUG, Federation Plans of Service, policies, records management, staffing, standards, state aid, statistics, summer reading, tech plans, and weeding

- Meetings, conferences, and training sessions attended: American Library Association Office for Information Technology Policy E-Rate training, Association for Rural and Small Libraries webinar on goals and strategic planning, arrangements made for second Montana NACO (Name Authority Cataloging) training in 2009, Broad Valleys conference call, CR MARC Basics Cataloging Training presented by BCR Trainer for 22 attendees, Heritage Quest webinar on genealogy resources, MaintainIT train-the-trainer webinar, MaintainIT cookbook webinar, MLA Chico Retreat, MEA-MFT (gave presentations on MSC and InfoTrac), MSC Fall Membership Meeting, MSC Executive Committee and MSC Partners Meeting, OCLC digitization webinar; Pathfinder, Sagebrush, South Central, and Tamarack fall federation meetings

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

- Attended State Library Continuing Education Coordinators bi-monthly meeting
- Montana Shared Catalog Fall Meeting to discuss current and future statewide projects
- Staffed AskMontana virtual reference desk

**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.*

- Staffed MSL Booth at MEA/MFT educator's conference – promotion of AskMontana and statewide resources
- Represented MSL at the National Book Festival