

**LIBRARY DEVELOPMENT (LDD)  
AND MONTANA SHARED CATALOG (MSC)  
ACTIVITY REPORT  
July 11, 2009 – September 11, 2009  
For October 7, 2009 State Library Commission Meeting**

Report written by: Cooper, for Adams, Caban, Cook, Cooper, Hazen,  
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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 Genealogy database subscription renewed through September 2010; all Montana public libraries have access to this database and 37 libraries contributed to the cost of this renewal
- Updated AskMontana, For Librarians, and MyMontanaLibrary websites
- Consulted with MSL staff on Professional Development Collection; reviewed and selected items for that 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: Anaconda, Darby, Libby, and Wibaux
- Conducted onsite and online trainings on the following topics: Board Orientation, EBSCO Reference Databases, HeritageQuest, Hiring an Interim/Acting Director, InfoTrac, Intellectual Freedom, MSL Statistics Center, OCLC, Reference Service, WebJunction, Website Development, and WorldCat.org
- For current Montana Library Certification Program: Approved 27 Continuing Education Programs for credit; certified 7 librarians; enrolled 1 librarian in the program; and issued 7 Office of Public Instruction (OPI) Renewal Certificates
- For the Montana Library Certification Program Update: Continued posting update information on Wired-MT to collect input for Commission; worked with other MSL staff to develop Trustee track and fine tune requirements for main update

- For the Professional Education and Employment for Librarians (PEEL) Grant: Continued monitoring the Scholarship and Stipend Programs; worked to resolve employment issues for scholarship recipients; and prepared Final Project Report for the Institute of Museum and Library Services (IMLS)
- For the SWIM (South Dakota, Wyoming, Idaho, Montana) Regional Scholarship Grant Project: Planned and attended first SWIM Advisory Council meeting; monitored budget and approved project expenses; worked with Partners on application form, application deadlines, and hiring project staff
- Prepared final draft of Courier Services/Delivery Pilot Request for Proposal (RFP) for release by State Procurement
- Coordinated Montana WebJunction Course Program
- Conducted Montana Librarian Training Needs Assessment (survey)
- Coordinated EBSCO trainings for Eastern Montana
- Reviewed and updated the “Handbook for New Library Directors” and “Public Library District Handbook”
- Continued posting to the MT Spanish Language Outreach (SLO) Blog about materials and resources for serving this population
- Finalized planning for and hosted the 2009 Fall Workshop in Great Falls; 123 were in attendance, including 84 public librarians, 8 trustees, 7 school librarians, 5 combination school/public librarians, 7 academic librarians, 8 special librarians, 3 State Library Commissioners, and 1 other

**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, Big Timber, Boulder, Butte, Circle, Conrad, Darby, Deer Lodge, Dillon, Ennis, Glasgow, Glendive, Great Falls, Hot Springs, Jordan, Kalispell, Libby, Malta, Missoula, Philipsburg, Plains, Plentywood, Polson, Ronan, Saint Ignatius, Scobey, Sheridan, Sidney, Stevensville, Superior, Terry, Thompson Falls, Twin Bridges, Virginia City, Whitehall, White Sulphur Springs, and Wolf Point

- Consulting topics included: AskMontana, ASLD/PLD Retreat, bandwidth concerns, board development, budgeting, building projects, broadband stimulus programs, MT Certification Program, collection management and policies, computer specifications, Courier Service/Delivery Pilot Project, databases and database subscriptions, digitization projects, downloadable audio books, E-books, E-Rate, Fall Workshop, Federation plans of service and annual reports, Federation continuing education, Federation online reporting tool, Federation administration, friends groups, foundations, grants, Interlibrary Loans (ILL) and ILL reimbursement concerns, Internet problems and filtering, legal questions, levies, library districts, marketing, MontanaLibrary2Go, MSC and MSC Partners, Netlibrary, OCLC, online classes and databases, Open Source software, planning, policies, Professional Education and Employment for Librarians (PEEL), Public Library Standards, scholarships, staffing, State Aid, Summer Reading Program, SWIM, technology plans, Web 2.0 tools and weeding
- Meetings, conferences, and training sessions attended: ALA (American Library Association) Summer Conference, Broadband Stimulus Workshop in Billings as well as numerous conference calls/webinars on federal application process, Connecting to Collections Grant planning meeting, MSL Consultants Meeting on Public Library Standards and proposed changes to the Administrative Rules of Montana (ARM), Fall Workshop, Handheld Librarians Online Conference, Meeting with AskColorado Coordinator, Montana Web-based Trainers Webinar, Montana Shared Catalog (MSC) Cataloging training, OPALescence Online Conference, Pacific Northwest Library Association (PNLA) Conference, Qwidget Meeting, SWIM Advisory Council, and Text-a-Librarian Meeting

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

- Continued work with Montana Historical Society staff on preparation of proposal for Statewide Connecting to Collections Grant Project to collect data on status of historical materials in museum and library collections and provide training on preservation of these documents and artifacts
- Staffed Virtual Reference Desk for AskMontana Cooperative

- Continued Montana Library Association (MLA) Committee work
- Worked with Betsy Garlish and other MSL staff on improving AskMontana, assisted librarians with AskMontana, discussed marketing strategies with Betsy Garlish and Sara Groves
- Assisted Federation Coordinators and librarians in using Federation online reporting tool
- Attended MLA Board Retreat, planned for ASLD/PLD Retreat, planned for Offline, and attended Billings Community Library presentation

**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.*

- Initiated recruitment process to rehire the MSC Systems Technician Position left open when Jemma Hazen resigned
- Continued contract development work on the HB 645 stimulus funding awards made by the 2009 Montana Legislature to the Montana Radio Reading Service and the Montana Association for the Blind Newsline Service