

**LIBRARY DEVELOPMENT DIVISION (LDD) AND  
MONTANA SHARED CATALOG (MSC) ACTIVITY REPORT  
September 20 – November 16, 2006  
For December 13, 2006 Commission Meeting**

Report for Caban, Cooper, Jackson, McHugh, McMullen, Meredith, Price, Reyrmer.  
Report compiled by Jackson.

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

- Recommended for inclusion in the MSL Professional Development Collection purchases of materials of interest to Montana librarians and trustees.

**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.*

- Continued to recruit and enroll libraries as participants in the Statewide OCLC and Gale InfoTrac group purchase contracts.
- Continued process of upgrading the MSC servers to the appropriate AIX platform in preparation for the next Sirsi Unicorn software upgrade.
- Provided an exhibit booth at the MEA-MFT annual conference in Billings to demonstrate and provide information about MSL resources to conference participants.
- Attended E-Rate workshop in Washington, D.C.
- Set up E-Rate blog for Montana public libraries.
- Update the Montana Library Event Calendar daily.
- Assisted libraries of all types with updating entries in the online Montana Library Directory. The directory will be printed in 2007 for distribution.

**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, Billings, Bozeman, Cascade, Chester, Chinook, Choteau, Circle, Columbus, Conrad, Cut Bank, Dillon, Drummond, Dutton, Fairfield, Fort Benton, Geraldine, Glasgow, Glendive, Great Falls, Hamilton, Harlem, Havre, Helena, Hot Springs, Joliet, Jordan, Lewistown, Libby, Malta, Miles City, Missoula, Philipsburg, Plains, Polson, Ronan, St. Ignatius, Sidney, Thompson Falls, Twin Bridges, Valier, White Sulphur Springs, Wibaux, Winifred, Winnett on topics including E-Rate, federation administration and meetings, Library Board Education Program, Webjunction, computer updates/problems, Wired-Mt, personnel, boards, collection management policies, summer reading program, trustee manuals, Tech Atlas, public library statistics, Friends of the Library groups, board trainings, budgets, OCLC, Infotrac, library laws and levies, library districts, Montana Library Association, grants, training, certification, scholarships, Gates Public Access Computing-Hardware Upgrade Grant

program (PAC-HUG), library statistics, Montana Library Directory, online database issues, library laws, MSC, computer specifications, ILL reimbursement, Fall Workshop, friends and foundations.

- Made onsite visits to Belt, Boulder, Cascade, Conrad, Drummond, Dutton, Fairfield, Fort Benton, Geraldine, Hot Springs, Lewistown, Manhattan, Polson, Thompson Falls, and Valier.
- Attended the new Bozeman Public Library open house event.
- Continued monitoring 2004 and 2005 scholarship awards available through the Professional Education and Employment for Librarians (PEEL I) project. A request for a one-year extension for the PEEL I grant has been approved by IMLS. A portion of the remaining grant funds will be used to continue the recruiting librarians marketing campaign.
- Finalized preparation for the Fall Workshop in Lewistown in September. 107 people attended: 67 public library staff; 18 trustees; 8 school librarians; 5 combined school/public librarians; 4 academic librarians; 3 special librarians; 1 school librarian and public library trustee; and 1 other. 40 public library directors and trustees attended the Keeping Patrons Well Connected workshop that was funded by the Gates Foundation's Rural Library Sustainability grant. The 2007 Fall Workshop will be in Lewistown on September 28-29.
- Conducted collection development/weeding workshop (32 participants) and web page workshop (16 participants) at the Fall Workshop in Lewistown.
- Finalized preparation for Trustee Workshops in Missoula and Billings. A total of 65 people from 27 different libraries attended: 18 public library directors; 40 trustees; 3 foundation members; 2 Friends members; and 2 other. The topic was fundraising essentials.
- For Montana Library Certification Program approved 17 training events for continuing education credit, certified 5 individuals, enrolled 3 individuals, and issued 8 Office of Public Instruction renewal certificates.
- Coordinated the College of DuPage teleconference series for the state. Libraries can access the programs by satellite or webcast.
- Conducted workshop on using NetLibrary and NRIS resources at Tamarack Federation meeting in Polson. There were 24 participants.
- Attended the National Book Festival and worked at the Montana booth.
- Distributed the 2007 summer reading program manuals to public libraries and branches. The theme is "Get a Clue @ Your Library."
- Screened 2 bids received for the LSTA 5-year evaluation. Checked references and collected additional information from the selected bidder.
- Continued monitoring Library Services and Technology Act (LSTA) grant projects and provided all required data for the grant program. Began preparation for the LSTA State Program Report that is due December 31, 2006.
- Finalized revision of the *Montana Public Library Trustee Handbook*. 600 copies have been printed and are currently being distributed to all public libraries.
- Continued to work with libraries on the Gates Foundation's Public Access Computer Hardware Upgrade Grant (PAC-HUG) program, targeting those that have a December 2006 deadline.
- Provided training for new MSL staff on the public library statistics program. Assisted with collection of statistics from the libraries.
- Attended State of Montana's Distracted Driving workshop.

- Conducted collection development/weeding workshop at Hot Springs library for two participants.
- Attended Dutton Public Library LIBRI grant celebration.
- Attended Belt Public Library Board meeting.
- Presented web page workshop at Sagebrush Federation meeting.
- Attended Library Board Education Program (LBEP) training at Wedsworth Memorial Library in Cascade.
- Conducted InfoTrac PowerSearch workshop at Thompson Falls Public Library for 6 participants.
- Made presentation on CIPA and First Amendment issues for public libraries at the Manhattan Community Library board meeting.
- Attended Academic and Special Library Division/Public Library Division retreat at Chico.
- Attended Friends of Library open house at Conrad Public Library.
- Continued work on guidelines for libraries writing disaster response plans.
- Reviewed 10 collection management policies and began work on updating policy guidelines.
- Provided one-on-one instruction on creating reports in MSC's Director's Station for Drummond School-Community Library.
- Attended the October State Library Commission meeting in Helena.
- Met with North Lake County Library District Steering Committee.
- Attended Manhattan Library Board meeting.
- Conducted New Library Director orientation at Belgrade.
- Conducted workshop on using NetLibrary at Boulder Community Library for 2 participants.

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

- Met with Karen Strege for an update on the Western Council's regional certification program and e-learning opportunities for librarians.
  - Attended MSC Partner's meeting in October in Helena. The membership discussed an alternative ongoing cost formula and will vote in December to either retain the existing formula or adopt the alternative formula.
  - Attended Tamarack Federation Fall meeting.
  - Attended Pathfinder Federation Fall meeting.
  - Attended Sagebrush Federation Fall meeting.
  - Attended Montana Shared Catalog Fall Membership meeting.
  - Participated in Networking Taskforce meeting.
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- Added six libraries to MSC: Roosevelt County Library, Poplar Branch Library, Froid Branch Library, Culbertson Branch Library, Missoula International School Library, and Alberton School Library. This brings the MSC to 78 libraries from 56 communities.
  - Created new MSC user sharing group. The new group, MSC 4 Rivers, is composed of the public libraries in Ennis, Sheridan, Three Forks, Twin Bridges, Virginia City, and Whitehall. These libraries allow users to checkout and return material at any library in the group. Users directly request items via a place hold option. Three Forks also

participates in the BridgerNet MSC group and Whitehall participates in the Jefferson County library group within the MSC.

- Added two more libraries to the MSC Partner user sharing group: Miles City Public Library and Miles Community College Library. The new members use the bus to move materials.
- Solicited and reviewed applications for libraries to join MSC. Libraries that will begin implementation once they have confirmed their acceptance include Montana Public Service Commission Library, State Genealogical Society Library, Mineral County Library, and Pine Hills Youth Correctional Facility Library.

**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.*

- Continued work on policy and procedures development for MSL portable electronic equipment use.
- Participated in planning sessions for MSL's Library Day reception for Montana legislators.