

**LIBRARY DEVELOPMENT DIVISION (LDD) AND  
MONTANA SHARED CATALOG (MSC) ACTIVITY REPORT  
September 11, 2007 – November 25, 2007  
For December 12, 2007 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.*

- Answered questions about statewide database contract and Online Computer Library Center (OCLC)
- Worked with Gale staff to offer a customized Montana Gale (InfoTrac) portal
- Uploaded local catalog holdings to Gale to create links from online titles within the InfoTrac databases to the Montana Shared Catalog (MSC)
- Received vendor responses to the “Statewide Periodical and Reference Beyond the Core Database Subscriptions” Request for Proposal (RFP)
- Added e-book collection for North Valley Public Library to MSC
- MSC web pages streamlined and updated

**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.*

- A draft LSTA proposal and draft RFP for a shared, statewide downloadable E-content service was composed and was approved by the Network Advisory Council’s (NAC) ad-hoc Downloadable E-content Committee
- Continued working on new LDD website
- Continued working on online Library 2.0 class
- Taught Library 2.0 class at Fall Workshop, session for Flathead County Library Board, two trustee workshops - Billings and Missoula
- Gave an introductory ILL Training to Manhattan libraries

- MSC training visits to Mineral County Public Library, Missoula International College Library, and North Valley Public Library
- MSC Director continues Unicorn System Administration training
- Upgraded Sirsi Unicorn Workflows client used by MSC to GL 3.1.3.462.8
- MSC Assistant attended advanced OCLC cataloging training
- Finalized plans and hosted 2007 Fall Workshop. The event was attended by 106 librarians and trustees: 3 from academic libraries, 63 from public libraries, 14 from school libraries, 4 from combined school/public libraries, 12 from special libraries (including MSL staff), and 10 public library trustees
- Finalized plans and hosted two 2007 Trustee Workshops on library laws. The Billings workshop was attended by 32 people: 8 library directors, 22 trustees, and 2 others. The Missoula workshop was attended by 41 people: 12 library directors, 25 trustees, and 4 others
- For Montana Library Certification Program: Certified 5 librarians, enrolled 6 librarians in the program, approved 35 continuing education programs for credit, issued 13 OPI renewal certificate, and sent notices to 2 new library directors about certification requirements
- Reviewed 22 Collection Management Policies
- Continued coordination of Montana's participation in the Gates Spanish Language Outreach Program; promotion of workshops and distributing online pre-assessments and evaluations to participants of the first workshop in Bozeman, which was attended by 26 public library staff
- Continued monitoring PEEL I scholarship, stipend programs, and PEEL II scholarship program. Gathered data and solicited partnerships for a possible PEEL III proposal in conjunction with the University of North Texas library school
- Finalized schedule for children's and young adult books author Todd Strasser's visit to Montana in April; contacted school and public libraries that will host his programs for students grades 3-10

- Made onsite training visits to: Alberton, Belgrade Community Library, Bitterroot Public Library, Bridger Public Library, Darby Public Library, MEA-MFT Educator's Conference, MSL Fall Workshops, MLA Chico Retreat, North Valley Public Library, and Skyview High School
- Provided links to MSL professional development collection titles on MLA Intellectual Freedom Committee (IFC) committee webpage
- Worked with OPI Library Media Specialist, MSL Statewide Library Resources and Gale/Cengage to develop portals for customized InfoTrac access
- Coordinated with OPI and OCLC Western on Montana school library training needs
- Testing and development of self-paced online tutorials for downloadable e-audio content using screen casting software

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

- Consulted with libraries in: Baker, Belgrade, Belt, Big Timber, Billings, Billings (Billings Public Schools), Boulder, Bozeman, Bridger, Broadus, Butte, Cascade, Chester, Chinook, Choteau, Circle, Clancy, Conrad, Cut Bank, Darby, Deer Lodge, Denton, Dillon, Drummond, Dutton, Ekalaka, Fairfield, Ft Benton, Glasgow, Glendive, Great Falls, Great Falls (UGF), Hamilton, Harlem, Harlowton, Havre, Helena, Helena (OPI), Hot Springs, Jordan, Kalispell, Kalispell (Cayuse Elementary), Libby, Livingston, Malta, Manhattan, Miles City, Missoula, Moore, Moore Public Schools, Pablo (SKC), Philipsburg, Plains, Plentywood, Polson, Ronan, Shelby, Sidney, Stevensville, St. Ignatius, St. Regis, Stevensville, Superior, Three Forms, Townsend, Twin Bridges, Valier, Virginia City, West Yellowstone, White Sulphur Springs, Whitehall, Winifred, Winnett, and Wolf Point

- Consulting topics included: audits, boards, book club wiki, budgets, building information, cataloging, children's services, collection management policies and honor roll, computer security and troubleshooting, computer specifications and purchases, director evaluation tools, Disaster Plans (dPlans), E-rate, fall workshop, federation CE, federation funding, federation meetings and coordination, federation plans of service, federation reports and expenditures, FirstSearch, funding, Governmental Accounting Standards Board (GASB) , grants, hiring a new director, ILL classes, Interlibrary Loan (ILL), InfoTrac, InfoTrac training, library certification, library laws and levies, long-range planning, MLA conference, MSC, OCLC, OCLC subscription lists, policies, public library standards, scholarships, schools/public library combos, Spanish Language Outreach Program, standards, staff hiring procedures, state document/repository information, statewide library card, statistics, summer institute, technology (tech) plans, tech plan approvals, training, trustee certification, trustee training, virtual reference, weeding, and wireless networks
- Made onsite library development consulting visits to: Alberton, Anaconda, Baker, Belgrade, Cascade, Circle, Condon, Dutton, Ekalaka, Ft. Benton, Great Falls, Hamilton, Havre, Hot Springs, Jordan, Kalispell, Lewistown, Malta, Missoula, Polson, Ronan, Seeley Lake, Shelby, Sidney, Stanford, St. Regis, Terry, Valier, and Whitehall
- Made onsite MSC consulting visits to: Butte Public Library, Twin Bridges Library, Dillon Public Library and Lima School Library
- Attended LSTA Coordinators' meeting in Washington, DC., Montana Library Association Board Meeting in Livingston, Montana Library Association Conference Planning meeting in Lewistown, MSC Full Membership meeting and MSC Birds of a Feather library group meetings in Kalispell, October State Library Commission meeting and library tour in Sidney, and participated in Universal Service Administrative Company and American Library Association-sponsored E-rate trainings
- Conducted Board training in Moore and provided information about long-range planning

- Provided training on assessing online and print reference sources for Sagebrush Federation fall meeting

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

- The OCLC/Montana NCIP (National Information Standards Organization Circulation Interchange Protocol) and Home Delivery pilots continue to test the passing of circulation and user information between libraries and the success of offering home delivery of library materials to patrons
- Attended: Fulfillment Task Force Meeting (FTF), Montana Library Association's (MLA) combined Academic and Special Library Division and Public Library Division retreat at Chico, Montana Shared Catalog Meeting in Kalispell (MSC), Pathfinder Federation Meeting, Tamarack Federation Meeting in Kalispell, Trustee Workshop in Missoula, and Virtual Reference meeting in Livingston
- Continued receiving inquiries and applications from libraries considering joining Montana Shared Catalog
- Weeded/researched new items for professional development collection
- Talked to prospective library school attendees
- Staffed the MSL and Ask Montana exhibit booths during MEA-MFT
- Presented MSC Partners collaboration details to the Fulfillment Task Force
- MSC agreed to fund guest speaker for Spring 2008 MLA convention
- Continued testing and development of MSL Library 2.0 challenge (online class)
- Provided photos for use in online Montana Library Directory and LDD website
- Introduced use of social software (Blog, Wiki) for MLA committee work
- Worked with OPI Library Media Specialist, MSL Statewide Library Resources, and Gale/Cengage to develop InfoTrac training for Montana libraries

**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
- Attended public meetings/public records training
- Initiated planning for 2008 Continuing Education Coordinator's Forum
- Conducted online meeting software demonstration for Digital Library Division staff
- Coordinated Online Programming for All Libraries (OPAL) demonstration for MSL staff. (OPAL: a collaborative project involving over three dozen libraries on three continents. Participating OPAL libraries develop and deliver live online programs, events, and meetings using web conferencing software from Talking Communities. They focus both on public programs and on professional development programs for librarians and information professionals).