

**LIBRARY DEVELOPMENT (LDD)
AND MONTANA SHARED CATALOG (MSC)
ACTIVITY REPORT
November 13, 2008 – January 20, 2009
For February 11, 2009 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.*

- Participating MontanaLibrary2Go libraries purchased 220 MontanaLibrary2Go downloadable audio titles, added 15 additional copies of existing titles, and increased the total collection size to over 1,600 titles
- Phase Three libraries (5) began implementation of MontanaLibrary2Go; bringing the total libraries participating to 26
- Roundup Community Library, Whitehall School Libraries (K-8 and HS), Froid Branch Library and the Montana Public Service Commission Library have now gone live in MSC
- Continued update work on the AskMontana, For Librarians, and Mymontanalibrary pages of the MSL Website
- Developed spreadsheets for monitoring InfoTrac usage
- Reviewed and selected items for the professional development collection
- Reviewed items from general collection for relocation to 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: Belgrade, Billings Catholic Schools, Frenchtown High School, Butte, Havre, Lewistown, Libby, Missoula, Roundup, and Whitehall Schools

- Conducted onsite and online trainings on the following topics: Board Orientation, Databases, Director Evaluation, E-Rate Form 470, Intellectual Freedom, Microsoft Office 2007, MontanaLibrary2Go, Montana Shared Catalog, Question Point, Roving Reference, Statewide Databases, Web 2.0, and Weeding
- For Montana Library Certification Program: Approved 26 Continuing Education Programs for credit, certified 11 librarians, enrolled 9 librarians in the program, and issued 3 Office of Public Instruction (OPI) Renewal Certificates. Letters were sent to 13 librarians enrolling in the program and 22 librarians requiring certificate renewals; with notification of 2009 expiration dates. 9 letters were sent to public library boards with Notification of Expiration of Certification Enrollment or Renewal for library directors
- Assisted with selection of the Montana Library Certification Program Focus Group members and developed materials for their February 3rd meeting to develop update proposals. These materials included a chart of other state ALA programs, CE Programs, Certification Recognition Proposals, Certification Transition Plan, highlights of Western Council, etc.
- Assisted public/branch libraries with Gates Public Access Computer Hardware Upgrade Grant (PAC-HUG) projects for purchasing new equipment by the December 31, 2008 deadline
- Reviewed 20 Collection Management Policies, 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. Collected final reports from libraries receiving SLO Grants
- Continued monitoring the Professional Education and Employment for Librarians (PEEL) Scholarship Program and promoting the PEEL Stipend Program. Assisted PEEL Advisory Council with January 14th meeting to review stipend applications received by the deadline and prepare a Memo of Recommendation for the

Commission. Also prepared and submitted to IMLS the Bi-annual PEEL Narrative Report. Continued working with partner states on the SWIM Collaborative Library Education Project Grant Proposal. The proposal was finalized and submitted to IMLS by the December 15, 2008 deadline

- Completed and submitted to IMLS Montana's LSTA State Program Report for the 2007 grant award. Attended the Annual LSTA Coordinators Meeting in Washington DC and successfully completed the Cost Principles training
- Started planning for the 2009 Fall Workshop and searching for a centrally located site with appropriate facilities for the event
- MSC completed software upgrade to Symphony 3.2.1 for its 90 member libraries

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, Butte, Cascade, Darby, Deer Lodge, Drummond, Hamilton, Havre, Helena, Hot Springs, Kalispell, Lewistown, Libby, Missoula, Montana Legislative Reference Center, Montana Public Service Commission Library, Plains, Stevensville, Thompson Falls, and Winifred
- Consulting topics included: AskMontana, board development, book clubs, budgeting, cataloging, certification, Collection Management and Policies, computers, continuing education, databases, downloadable audiobooks, E-Rate, Federations, Foundations, finance, Friends, grants, HeritageQuest, ILL, InfoTrac, Internet problems, legal issues and questions, library districts, LSTA eligibility, MLA Conference, MontanaLibrary2Go, MSC, MSC Workflows installation, OCLC, OFFLINE, open source software, Overdrive, PAC-HUG, PEEL Scholarships and Stipends, Plans of Service, podcasting, policies, printers, scholarships, social networking issues and concerns, space issues, Spring Federation Meetings and CE, standards, State Aid, strategic planning, SWIM Grant Proposal, TechAtlas, technology planning, Tech Soup, trainings, Web pages, websites, Weeding, and Wired-MT
- Assisted the World Museum of Mining (Butte) in beginning migration of digital content to the Montana Memory Project

- Meetings, conferences, and training sessions attended: CE Coordinators Bi-monthly Online Meeting, Certification Update meeting, December BCR Board of Trustees meeting, December State Library Commission meeting, Digital Library 101 Webinar, E-Rate State Coordinator conference calls, Federation Coordinators meeting, Foundations for Effective Thinking, Gale Cengage Learning meeting, Heritage Quest Webinar, HeritageQuest Genealogy Webinar, Hi-Line Shared Catalog fall meeting, Library Legislative Day, Lewistown Board meeting, LSTA Coordinators meeting, Montana Memory Project training, Tribal Relations training, MSC Executive Committee, MSC Partners Group, OPAL Webinar, and WebJunction Webinar

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

- Facilitated planning between Montana State Library (MSL), Montana Historical Society Research Center, and the University of Montana Mansfield Library for proposed “Digital Summit” and Preservation Planning Meetings
- Montana Shared Catalog announced FY09 New Library Application acceptance period. Have provided 27 cost estimates to date
- Staffed Virtual Reference Desk for AskMontana Cooperative
- Continued MLA Committee work
- Developed a rough draft 2009 Plan of Action for AskMontana
- Assisted the Hi-Line Shared Catalog with making a decision on a potential new system. Spoke with Butte and Lib Lime about the possibility of Koha (an Open Source ILS solution)
- Met in Butte to learn more about Koha and Open Source software
- Attended Billings Community Library Planning Committee meetings

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.*

- Produced/co-hosted LDD Staff Meeting using OPAL software

- Attended online staff meeting with WebJunction representative
- Prepared support materials for legislative committee hearings on MSL budget and HB 061
- Participated in strategic planning for managing anticipated shortfall in MSL FY 2010 and FY 2011 budget
- Assisted with planning for Library Legislative Day Celebration at MSL