

**LIBRARY DEVELOPMENT (LDD)  
AND MONTANA SHARED CATALOG (MSC)  
ACTIVITY REPORT FOR THE OCTOBER 13, 2010  
STATE LIBRARY COMMISSION MEETING**

**Activity Period: July 24, 2010 to September 17, 2010**

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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.*

- Facilitated purchase and implementation of new E-book (“E-pub”) Collection in MontanaLibrary2Go, a new format for the consortium
- Working with the Missoula Public Library, coordinated renewal of the Heritage Quest subscription for public libraries
- Added content, maintained CE Central website
- Updated Mymontanalibrary website and “For Librarians” tab on MSL website

**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, Box Elder (Stone Child College Library), Bridger, Deer Lodge, and Billings
- Conducted onsite and online trainings on the following topics: Cataloging, Geographic Information Systems, Montana Digital History Resources, MSC Circulation, Readers Advisory, Reports and Directors Station for new MSC libraries, Statewide Resources, and Teaching Patrons to use Microsoft Office Applications

- For the Professional Education and Employment for Librarians (PEEL) Grant: Continued monitoring the Scholarship and Stipend Programs, and working on resolution of employment issues for scholarship recipients
- For the SWIM (South Dakota, Wyoming, Idaho, Montana) Regional Scholarship Grant Project: All of the SWIM scholarship recipients have started classes. For the MLIS program with UNT, the cohort is 68 students (34 with SWIM scholarships) and they met in Missoula for the first 4-day Institute over Labor Day weekend. Idaho and Montana SWIM Team Members made a presentation to the group about libraries and library associations in the SWIM region. Justin Mason from Great Falls was hired as the SWIM Graduate Intern and he'll assist the SWIM Scholarship recipients with reports, technical issues, tracking scholarships, etc.
- 2010 Fall Workshop: Registration is currently at 138 librarians and trustees. Arrangements for facilities, speakers, presentations, and meals were finalized. One session is being hosted jointly by AARP Montana and Montana State Library
- 2010 Leadership Workshops: Assisted with development of outline for workshops. Met with the trainer, Pat Wagner, to finalize the clinic agenda. Registration for two trustee clinics has started with a postcard mailing to all trustees in the library directory. Arrangements for facilities were finalized: Billings, October 9 and Missoula, November 6
- For the Montana Certification Program for Library Directors, Staff, and Trustees: Assisted librarians with new online CE Tracking System. The new Password-Protected online CE Tracking form (developed by Mike Price) was launched and promoted. It's an easy way for participants to track and submit CE Credits for Certification.
- Met with Serials Solutions representative to preview the Summons product

- Added the final 2 drop sites to the Montana Courier Pilot
- Continued to fine-tune the WorldCat Local Pilot by improving Missoula Public Library's WorldCat presence
- Stone Child College Library went "live" in MSC
- Upgraded the MSC Development Server's Operating System (AIX 5.3), Web Server software (Apache 2), and then installed Symphony 3.3.1 (latest version of MSC's Integrated Library System) for testing purposes.
- Conducted 5 new public library director orientations
- Assisted with development of Montana Library Day materials, website, and promotional materials

**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, Boulder, Butte, Cascade, Chester, Chinook, Clancy, Cut Bank, Darby, Denton, Dodson, Dutton, Fairfield, Fort Benton, Glasgow, Great Falls, Harlem, Havre, Hot Springs, Lewistown, Malta, Missoula, Plains, Plentywood, Saco, Scobey, Shelby, Stanford, Stevensville, Superior, Thompson Falls, Whitehall, Winifred, and Wolf Point
- Consulting topics included: Administrative Rules changes, board development, BTOP (Broadband Technology Opportunities Program) grant project ,budgeting, continuing education and certification, collection management policies, computer problems, Connecting to Collections Project, ContentDM (Montana Memory Project), Courier Pilot structure, databases, new public library director orientation, Fall Workshop, federations, friends groups, foundations, grants, ILL, Internet problems, legal questions, library education, MontanaLibrary2Go, MSC, OCLC, OCLC Web-scale Management Services, policies, Plans of Service,

scholarships, public library standards, state aid, SWIM, trustee clinics, weeding, and WorldCat Local

- Meetings, conferences, and training sessions attended: Golden Plains Federation Meeting, CE Coordinators Forum, MSC Executive Committee, E-Rate conference calls (August and September), “Mentor” manager training, MSC Partners, SirsiDynix, SWIM Institute, and Network Advisory Council meeting
- Finalized agenda and logistics for the MSC Fall Members meeting in Great Falls October 7-8

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

- Provided information and prepared cost estimates for 10 libraries considering joining MSC
- Continued partnership with Montana Historical Society on Connecting to Collections (CTC) Grant Project. The Statewide Survey of Cultural Institutions has been finalized and will launch very soon. Registration for and promotion of 5 project workshops in October have begun
- Conducted Digital History Resources webinars with Montana Historical Society

**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.*

- Began paperwork to modify job profile and increase salary for MSC Staff Technical Assistant position to align written description of duties and rate of pay with actual demands of the position