

**LIBRARY DEVELOPMENT (LDD)
AND MONTANA SHARED CATALOG (MSC)
ACTIVITY REPORT FOR THE DECEMBER 1, 2010
STATE LIBRARY COMMISSION MEETING**

Activity Period: September 18 to November 9, 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.*

- Added two new libraries to MontanaLibrary2Go
- Number of items in the MSC collection surpassed the 3 million mark.
- Maintained Montana Continuing Education (CE) Central website (wiki)
- Produced informational podcasts on Montana Hunting Companion and Safari Online Books
- Updated “For Librarians” and “MyMontanaLibrary” sections of the MSL Website
- Updated CE Central Web page and handouts Wiki
- Researched possible Wiki products which could support MSL communication needs

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.*

- Coordinated Gale online training in new Books & Authors database
- Demonstrated and answered questions about new CE Tracking System for library staff and trustees
- Conducted onsite trainings at: Big Sandy, Billings, Chester, Chinook, Darby Great Falls, Harlem, Havre, Helena, Missoula, MEA-MFT Educators’ Conference, MLA Chico Retreat, and MSL Fall Workshop

- Conducted onsite and online trainings on the following topics: Behavioral Policies, Cataloging, Communication Skills, Customer-Focused Library, Early Literacy Programs, Evaluating Directors and Staff, Montana Certification Program for Library Directors, Future of Libraries, GIS Data for Library Projects, Intellectual Freedom, Learning Resources, New Gale Databases, MSC Basic Circulation and Cataloging Training, MSC Cataloging, MSC Circulation, OCLC Digital Archive, Reference Skills, Reports and Directors Station for new MSC Libraries, Statewide Databases, Stress Management, Technology Changes, Trustee Duties, Web-based Tools, and WebJunction
- Coordinated OverDrive trainings for new MontanaLibrary2Go libraries and E-book format
- Assisted MontanaLibrary2 Go libraries in going live with downloadable E-books collection
- 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: Continued assisting SWIM scholarship recipients with tuition payments and monitoring student progress through the Master of Library and Information Science (MLIS) and School Library Media Endorsement (SLME) programs. Justin Mason, the SWIM intern, provides information and tools for the University of North Texas (UNT) cohort, including a new Wiki for sharing comments and suggestions. Two UNT students have withdrawn from the program and these scholarships have been awarded to applicants on the alternate list. All of the SWIM scholars submitted their first quarterly report on experiences with enrolling and taking online instruction

- 2010 Leadership Workshops: The two Trustee Clinics were attended by a total of 73: 54 Trustees, 13 Directors, 4 MSL staff, and 2 others. The evaluations for the training were excellent
- For the Montana Certification Program for Library Directors, Staff, and Trustees: Continued to promote the new program and to announce updates in the online tracking form. To date, 38 librarians and 3 trustees have received certificates in the new program
- Coordinated the 2010 Fall Workshop in Great Falls. The two-day event was attended by 131 individuals from across the state and included 88 from public libraries, 7 from combined school/public Libraries, 6 from school libraries, 8 from academic libraries, 10 from special libraries, 11 trustees, and 1 other. Evaluations and comments from this year's Fall Workshop were very positive
- Organized and presented MSC Reports Training in Great Falls
- New MSC libraries that went "live" during this reporting period: Big Sandy Branch Library, Blaine County Library, Galata School Library, Harlem Public Library, Havre High School Library, Havre-Hill County Library, Havre Middle School Library, Highland Park Primary School Library, Liberty County Library, Lincoln-McKinley Primary School Library, and Sunnyside Intermediate School Library
- Upgraded the MSC Production Server's Operating System to AIX 5.3

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: Baker, Big Sandy, Bridger, Cascade, Chester, Chinook, Circle, Forsyth, Glendive, Harlem, Havre, Joliet, Jordan, Miles City, Moore, and Red Lodge

- Consulting topics included: administrative rules changes, board development, board/foundation relations, book challenges, BTOP, budgeting, bylaws, CE, certification, collection management, computer problems, Connecting to Collections grant, Courier Pilot Project, statewide databases, E-rate, Fall Workshop, federations, foundations, friends, grants, ILL, Internet problems, legal questions, library education, MontanaLibrary2Go, MSC, new director orientation, OCLC, online surveys, Federation plans of service and annual reports, policies, preservation, scholarships, standards, state aid, SWIM, training opportunities, trustee issues, and weeding
- Meetings, conferences, and training sessions attended: BTOP Launch Event, Connected Nation Meeting; Connecting to Collections Workshop; COSUGI Consortia Special Interest Group conference in Jackson, WY; Fall Workshop; Historical Preservation Class, MEA-MFT Educators' Conference; MLA Chico Retreat; MLA Conference Planning Committee Meeting and the MEA-MFT Conference Working the MSL Information Booth; MSC Executive Committee; MSC Membership Meeting; MSC Partners; Network Advisory Council meeting; Organized and participated in a presentation on OCLC Web-scale Management Services at the Fall Montana Shared Catalog Membership Meeting; Federation meetings for the Pathfinder, Sagebrush, and South Central Federations; Stillwater County Long Range Planning meeting; Trustee Clinics in Billings and Missoula; USAC E-rate training; and virtually attended the OCLC Web-scale Management Services Advisory Council meeting

- Continued Partnership with Montana Historical Society on Connecting to Collections (CTC) Grant Project. Five CTC Preservation Workshops were presented by the project contractors; attended by 91 individuals from libraries, historical societies, local governments, archives, and museums. The Statewide Survey of Cultural Institutions has been officially launched and all cultural organizations in the state are being encouraged to provide data. The First Interim CTC Project Report was prepared and submitted to the Institute of Museum and Library Services (IMLS)
- Worked on a management plan for a technology petting zoo involving the acquisition, display, and demonstration of a variety of mobile computing and communication devices; met with MSL colleagues to discuss strategies for providing library services via mobile devices
- Assisted federation coordinators with their annual reports

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

- Added three new second tier “served” libraries to the Courier Pilot
- Prepared cost estimates for 17 libraries inquiring about joining the MSC
- Manhattan Community School Library joining the MSC BridgerNet sharing group
- Attended Billings Community library grand opening

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.*

- MSC Membership approved funding for MSC Staff Technical Assistant position salary increase pending approval of a modified job profile and pay band change by the Montana Department of Administration
- Assisted with preparation, interview, and hiring process for the Statewide Consulting Librarian position

- Hired a BTOP Project Director (Donci Bardash) and a BTOP Compliance Officer (Sarah Elkins) to manage and implement the three year \$2.7 million “Enhancing Computing Centers at Montana Public Libraries” grant project MSL was awarded in July 2010
- Hired a Lead Statewide Consulting Librarian (Tracy Cook) and also hired an open Statewide Consulting Librarian position (Lauren McMullen). This resulted in the Statewide Training Specialist position being open which will be advertised as soon as possible.
- Assisted with the planning for the Base Map Service Center staff move to MSL