

**Statewide Library Resources (SLR)
Library Development (LDD)
Montana Shared Catalog (MSC)
January 19 – March 20, 2012**

Prepared for April 11, 2012 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.*

- Ordered materials and promoted MSL Professional Development Collection.
- Updated and maintained Learning Library pages on Montana CE Central.
- Planned for the MSL 2012 Summer Institute for Library Directors. A site has been contracted: Carroll College, and the dates set: June 5-8, 2012 .
- Planned for the MSL 2012 Fall Workshop. A site has been set: the Holiday Inn Grand Montana in Billings, and the dates set: September 16-17.
- The statewide EBSCO Discovery Service (EDS) customizable “Discover It” search box was added to every MSC member library OPAC.
- The “Librarily” Facebook app was installed in MSC Web Services and was made available to those MSC libraries with Facebook accounts. This new MSC feature has been implemented in seven libraries so far.
- MSC Inventory Guidelines were updated and made available to the membership. The new guidelines clarify and simplify the procedural steps and incorporate the use of Directors Station for generating related reports.
- Continued updating scrolling item bar on <http://mymontanalibrary.org> in order to add changing content and connect patrons with items in Montana libraries.

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.*

- New library applications to join the MSC were screened and approved by MSC staff and recommended to the Commission by the Network Advisory Council. The libraries are Jefferson High School in Boulder, George McCone Memorial County Library in Circle, Missoula County Public Schools (18 school libraries), Target Range School in Missoula, Valier Public Library and Wibaux Public Library.

- MSC RFP Evaluation Committee met on March 5 and jointly scored the 5 qualifying vendor responses to the MSC RFP for a Consortial Library Management Service, identifying 4 finalists to move to the product demonstration stage of the process on March 26.
- Demonstrated the statewide discovery system (EDS) to library directors, encouraging them to try the one stop search and promote it to their patrons
- Conducted a Webinar training on EDS, focusing on the “Discover It” search box theme
- Presented staff and patron trainings on how to use Montana Library2Go with mobile devices at the Choteau Teton Public Library and the Rosebud County Library. Specific training on E-readers was presented at the Madison County Public Library and the Glacier County Public Library.
- Answered questions about circulating e-readers to assist library directors with providing this service to their patrons
- Presented a “mobile libraries” session at the Offline conference with a focus on mobile applications for statewide resources such as the statewide databases
- Facilitated webinar sessions on budgeting for libraries featuring Harold Blattie of the MT Association of Counties, cataloging within in the MSC, and using the MSC online help desk
- New devices have been added to the MSL “Technology Petting Zoos” including a Kindle Touch and a Kindle Fire
- Presented onsite training on the statewide EBSCO databases and HomeworkMT at Blackfeet Community College and on HomeworkMT and EDS at the Broad Valley’s Federation Spring meeting.
- Developed a prototype for a Statewide Library Resources Training Portal
- Provided onsite trainings at the Flathead County Library in Kalispell and the Belgrade Community Library for MSC library staff in those regions. Three days of training covered cataloging, circulation, reports and Directors Station.
- Ashland School Library went live in the MSC on January 31.
- MontanaLibrary2Go Phase 15 libraries went live on February 28th: Daniels County Library, Judith Basin County Library, Hobson Community Library, Belgrade Community Library, Laurel Public Library, Meagher County City Library, Whitefish Community Library, Twin Bridges Public Library, Toole County Library, University of Great Falls Library

- Five Montana institutions submitted and had Project Planning Documents accepted by the Montana Memory Project executive committee and are ready to begin training on the project's CONTENTdm software. Those institutions are the Butte Silver Bow Archives, Museum of the Rockies, University of Montana Western – Carson Library, the Havre Hill County Library and the Carnegie Public Library in Big Timber.

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

- Three statewide consulting librarians visited 26 libraries, provided 15 trainings that reached approximately 250 people, and traveled approximately 6500 miles
- Taught an introductory law workshop to assist Ravalli County library board members and directors with meeting room policy development, understanding the open meeting law, and the powers and duties of the board.
- Assisted a public library with their efforts to obtain a county wide levy and then explore a public library district option in order for library to obtain stable funding and offer services to other areas of the county.
- Facilitated two meetings with State Aid Task Force to discuss state aid per capita/per square mile formula and how it is formulated for all public libraries.
- Provided New Library Director orientation at Lincoln County Public Libraries
- Assisted librarians at Big Timber, Bridger, Polson and Havre with project planning for the Montana Memory Project
- Provided information and input to librarians and trustees on by-laws revision process
- Provided support for libraries applying for E-Rate
- Developed and presented Technology Trends session at Offline
- Presented session on federation spending and outcomes reporting at Broad Valleys Federation
- Made on-site visits to Flathead County Main Library, Columbia Falls, Whitefish, Flathead Valley Community College and the Kalispell Regional Medical Center Library, Belgrade Community Library, Darby Public Library
- Met with vendors at the American Library Association conference in Dallas, including OverDrive (MontanaLibrary2Go), OCLC, EBSCO (DiscoverIt!), Recorded Books, Mango Languages and 3M.

- Montana Memory Project hired a ¾ time Technical Assistant. Katie Beall started work on February 20. She will be providing technical support and training for CONTENTdm onsite and online to MMP participants.
- Montana Certification Program for Librarians, Staff and Trustees – Seventeen certificates were awarded during this report period and 42 MSL/MLA/Federation training events were added to the master CE list to help program participants track their credits.
- PEEL Library Education Project – Continued to monitor scholarship recipients by collecting quarterly reports concerning employment, mentoring activities, and utilization of library education. The PEEL program will officially conclude in April 2012 with the final reports from scholarship recipients.
- SWIM Library Education Project – Most of the 73 SWIM scholarship students will complete their MLIS or SLME this summer. SWIM partners have been working with two students who need an extension to complete their program. Assistance is also being provided as students look to meet the SWIM employment requirements. MSL has reviewed three positions currently held by SWIM students or offered to them to determine if these jobs meet the requirements. Some achievements by SWIM students were submitted to IMLS for a “toot your own horn” blog.
- The State Library Commission’s 2011 Collection Management Honor Roll has been determined and 88 libraries will be announced at the MLA award luncheon in April in Big Sky. Honor Roll certificates will be distributed at the conference and the conference booklet will include a list of all libraries receiving the award.
- Planning continued for six trustee clinics on library finances scheduled between April 26th and June 2nd. Information about the training was mailed out with other trustee materials in February. Online registration is now open.
- Served on the MLA Awards Committee and screened nominations and letters of support for library workers and supporters nominated for various awards.
- Several MSL staff participated in the evaluation of responses to the MSC RFP for a consortial management service/integrated library system, including individually reviewing each vendor’s response and meeting with other MSC RFP committee members to jointly score the responses.
- Continued working with LIS staff on evaluation of the non-fiction collection.

- Meetings, Conferences and training sessions attended: ALA Mid-Winter, Offline, State Library Commission meeting, Network Advisory Council meeting, MSC RFI-RFP Committee, MSC Executive Committee meeting, MSC Partners Sharing Group, Broad Valleys Federation Spring meeting, LSTA Coordinators' Conference, Public Library Association Conference.

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

- Worked with federation coordinators to develop trainings and agendas for spring meetings and prepare the online reporting tool for plans of service.
- Participated in activities with MLA Intellectual Freedom Committee and ASLD
- Provided information and support for libraries joining statewide collaborative projects such as Montana Library2Go, MMP and MSC during visits to Toole County Library, Daniels County Library, Judith Basin County Library, Whitefish Community Library, Valier Public Library
- Worked with BTOP staff on developing and presenting webinar on CIPA compliant filtering options for public libraries
- Arranged by MSC Staff, catalogers from MSC staff and member libraries (Missoula Public Library, Bitterroot Public Library, OPI Resource Center and North Valley Public Library) met in Darby to help the Darby School District libraries get their collections entered into the MSC. In one day, this group added 1,127 items to the catalog to greatly speed up the MSC go-live process for the Darby Schools.
- Provided assistance when needed to five libraries from around the state that have formed a courier service using Critelli Couriers to transport materials. The libraries are Butte Silver Bow Public Library, Great Falls Public Library, Lewis and Clark Public Library, the Hearst Free Library and Missoula Public Library. In addition, these libraries will have access to the MSC Partners Libraries courier network through Missoula Public Library bringing the total number of libraries served to over 35 accessing libraries.
- MSL and the Montana Historical Society continue to collaborate on achieving the final goals of the Connecting to Collections Project which concludes on March 31st. Printing of the CTC preservation brochure was completed and distribution began to legislators, state officials, county records offices, public/academic/special libraries, museums, historical societies, and archives. A final Basic Paper Preservation workshop will be done on March 26 at the Historical Society offering hands on training to 14 individuals who work to preserve important historical materials.

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.*

- Work continued with Communication and Management Services (CMS) to finalize data collection for the evaluation report of Montana's current LSTA five year plan. The first report draft was shared with NAC members and discussed at the group's March 6th meeting. MSL staff met with CMS following the NAC meeting to discuss questions and concerns. The report was revised and shared with the Commission on March 16th. The final report is due to IMLS on March 30th.
- Conducted training in assisting Montana librarians with questions regarding library law for staff who work closely with libraries in order to provide better service for directors and trustees.
- Participated in planning meetings for new MSL Statewide Library Resources training portal
- Participated in the BTOP Feasibility Study RFP process