

Library Development Division

Activity Report

June 3 – July 28, 2006

LDD Goal 1: Montana public librarians and trustees have easy access to the training that they need to provide quality library services to their communities.

Visited libraries in Belt, Cascade, Chester, Chinook, Choteau, Cut Bank, Dillon, Drummond, Dutton, Ennis, Fairfield, Glasgow, Great Falls, Harlem, Havre, Malta, Miles City, Shelby, Sheridan, Three Forks, Twin Bridges, and Virginia City.

Consulted with library staff and trustees on topics including collection management, Montana Library Association, Wired-Mt, grants, certification, scholarships, state aid, Summer Institute, Gates Public Access Computing-Hardware Upgrade Grant program (PAC-HUG), library statistics, budgeting, OCLC, E-Rate, Montana Library Directory, online database issues, use of donated computers, library districts, tax levy structure, library laws, personnel issues, Montana Shared Catalog (MSC) costs, Web page development, computer specifications, board trainings, trustees, ILL reimbursement, Fall Workshop, security, Plans of Service/federation agreements, weeding, Athena software problems, Interlocal Agreements, and library service contracts.

Provided training to library staff at Dillon, Twin Bridges, Miles City, and Glasgow on several topics including OCLC FirstSearch & FirstSearch ILL, InfoTrac PowerSearch and the Testing & Education Reference Center.

Coordinated on-site trainings for three school districts in western Montana with Thomson Gale trainers and also scheduled InfoTrac Webinar trainings for August for all interested libraries.

Presented orientation session for ten new directors as part of the Summer Institute. Presented "Keeping Patrons Well Connected" workshop (based on the Gates Foundation's Rural Library Sustainability initiative) at the institute and continue to work with participants to complete activities from the session. The institute was attended by a total of 52 people: 30 library directors, 18 trustees, and 4 library management staff. A summary of the participant evaluations has been provided to the Commission.

Reviewed 11 collection management policies and worked with libraries to revise policies to meet MSL criteria.

Recruited, screened and selected new volunteer trainers for the Library Board Education Program (LBEP). Arranged for the LBEP Trainer Institute (August 4-5) for the volunteer trustee trainers.

Continued monitoring 2004 and 2005 scholarship awards available through the Professional Education and Employment for Librarians (PEEL I) project. Two of the original five scholarship recipients have now graduated with a Masters of Library and Information Science degree. Prepared quarterly report for the PEEL Advisory Committee. This report has been provided to the Commission.

Prepared PEEL II interim report and submitted it to the Institute of Museum and Libraries Services (IMLS). Continued to work with the ten PEEL II scholarship recipients collecting agreements, arranging for tuition payments, and updating the greatcareer@yourlibrary web site.

Met with Judy Meadows of the State Law Library to investigate possibilities of sharing a WEB-X license to conduct online training sessions.

Attended American Library Association summer conference in New Orleans.

Continued work on preparation for the Fall Workshop in Lewistown (September 22-23) and Trustee Workshops in Missoula and Billings (October 28 & November 11).

For Montana Library Certification Program approved 25 training events for continuing education credit, certified 3 individuals, enrolled 4 individuals, and issued 7 Office of Public Instruction renewal certificates. Prepared and submitted required annual report to Office of Public Instruction listing all OPI Renewal Units issued by MSL as an approved provider for FY 2006.

Continued coordinating College of DuPage library teleconference series for Montana.

Continued promotion and monitoring of the Montana Library Event Calendar.

Continued monitoring Library Services and Technology Act (LSTA) grant projects and provided all required data for the grant program.

Continued work on revising the *Montana Public Library Trustee Handbook* and the *Handbook for New Library Directors* for printing in August.

Began work on writing a new proposed policy for the management and use of MSL's desktop and laptop training labs.

LDD Goal 2: To improve library services to citizens by establishing an adequate and stable taxing district.

LDD Goal 3: To ensure that all Montana citizens have access to quality library services.

Facilitated Library Planning Workshop in Drummond and continued work with Parmly Billings Library Director and facilitators to conduct planning process to meet their needs.

Participated in two-day Library Development Division retreat to prepare LDD work plan based on MSL's new draft strategic plan.

Attended ARM hearing on proposed Interlibrary Loan rules changes.

Participated in a meeting of the Federation Coordinators to discuss Plans of Service and Final Report requirements.

Attended the June meeting of the Montana State Library Commission.

Participated in strategic planning sessions with other MSL staff and the Commission.

Met with the Jefferson County Commissioners at their request to discuss library laws and library board authority and responsibilities.

LDD Goal 4: Montana citizens will understand, value, and use the services of Montana's libraries.

Participated in the selection process to contract an advertising firm to help conduct the second phase of MSL's "What's Your Story?" statewide marketing campaign.

Participated in a meeting of the Statewide Marketing Committee with contracted advertising firm Q Communications to determine the direction of the next "What's Your Story?" campaign.

LDD Goal 5: Montana citizens have easy and complete access to the information that they need at their libraries.

Assisted libraries with updating their data in the online Montana Library Directory.

Attended Useful installation at Choteau/Teton County Library, Dutton and Fairfield. Installed system at Toole County Library.

Participated in OCLC NCIP planning session in Great Falls to launch trial project designed to test interoperability among different library automation systems.

LDD Goal 6: Citizens and students have easy access to and use multiple electronic information resources through their libraries.

Agreements for the Gates Foundation's Public Access Computer Hardware Upgrade Grant (PAC-HUG) program were mailed to 109 public and branch libraries that will receive grant funds. Thirty-seven signed agreements have been returned and these projects can begin.

Participated in follow up/ongoing facilitation of Gates Rural Library Sustainability project.

LDD Goal 7: Montana citizens can easily access the holdings of all Montana and OCLC libraries and online electronic resources through their libraries.

Traveled with MSC staff to Toole County Library and Glacier County Library to discuss Shared Catalog participation.