

**LIBRARY DEVELOPMENT DIVISION (LDD) AND
MONTANA SHARED CATALOG (MSC) ACTIVITY REPORT
July 29 – September 19, 2006
For October 11, 2006 Commission Meeting**

Goal One – Content - *MSL acquires and manages relevant quality content that meets the needs of Montana library partners and patrons.*

- Recommended for inclusion in the MSL Professional Development Collection purchases of materials of interest to Montana librarians and trustees.

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.*

- Served as the contact for the development of the MSL/OCLC Content Cooperative Pilot Project. This OCLC pilot is testing the use of the OCLC Connexion interface as a digital collection management tool. Coordinated OCLC-led training on the Connexion Browser and the Digital Archives for the 13 Montana libraries selected to participate in this pilot.
- Created an ongoing method to more successfully match WorldCat records with MSC records.
- Continued to recruit and enroll libraries as participants in the Statewide OCLC and Gale InfoTrac group purchase contracts.
- Continued process of upgrading the MSC servers to the appropriate AIX platform in preparation for the next Sirsi Unicorn software upgrade.

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

- Consulted with libraries in Anaconda, Belt, Billings, Bozeman, Cascade, Chester, Chinook, Choteau, Circle, Columbus, Conrad, Cut Bank, Denton, Dillon, Dodson, Drummond, Dutton, Fairfield, Fort Benton, Glasgow, Glendive, Great Falls, Harlem, Havre, Helena, Hot Springs, Jordan, Lewistown, Libby, Malta, Miles City,

Missoula, Moore, Philipsburg, Plentywood, Polson, Ronan, St. Ignatius, Scobey, Shelby, Stanford, Twin Bridges, Valier, White Sulphur Springs, Wibaux, Winifred, Winnett and Wolf Point on topics including E-Rrate, Useful DiscoverStation, federation administration and meetings, Library Board Education Program, ASLD/PLD retreat, budgets, OCLC, Infotrac, personnel, boards, Webjunction, weeding, library levies, library districts, Wireless connectivity, collection management, Montana Library Association, Wired-Mt, grants, certification, scholarships, Gates Public Access Computing-Hardware Upgrade Grant program (PAC-HUG), library statistics, Montana Library Directory, online database issues, library laws, MSC, computer specifications, board trainings, ILL reimbursement, Fall Workshop, friends and foundations.

- Conducted onsite visits at Circle, Columbus, Deer Lodge, Glendive, Hot Springs, Jordan, Moore, Polson, Ronan, Stanford, Stevensville and Wibaux. Continued monitoring 2004 and 2005 scholarship awards available through the Professional Education and Employment for Librarians (PEEL I) project. All five of the original scholarship recipients have now graduated with a Masters of Library and Information Science degree. A request for a one-year extension for the PEEL I grant has been submitted to IMLS.
- Continued work on preparation for the Fall Workshop in Lewistown (September 22-23). 107 librarians and trustees are registered for the two-day event.
- Continued planning for Trustee Workshops in Missoula and Billings (October 28 & November 11). Registration materials will be mailed September 25th and are posted on the MSL Web page.
- For Montana Library Certification Program approved 25 training events for continuing education credit, certified 2 individuals, enrolled 2 individuals, and issued 5 Office of Public Instruction renewal certificates.
- Prepared a limited solicitation RFP for the required LSTA 5-Year Evaluation. The RFP will be sent out and bids will be accepted until November 1st. The evaluation process will include collection and interpretation of data and preparation of a written evaluation report describing MSL's success at meeting goals/objectives/targets in the 2002-2007 long-range plan. The report will be submitted to IMLS by the March 31, 2007 deadline.
- 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*. The handbook will be reprinted October and distributed to all public libraries.
- Continued to collect agreements from libraries for the Gates Foundation's Public Access Computer Hardware Upgrade Grant (PAC-HUG) and to assist libraries that have begun purchasing equipment with grant funds.
- Coordinated Webinars (online training sessions) on InfoTrac PowerSearch, and readers' advisory database What Do I Read Next?
- Conducted onsite InfoTrac PowerSearch training – Skyview High School and Riverside Middle School, Billings.
- Coordinated full-day onsite InfoTrac trainings for three Montana school districts: Helena Public Schools, Missoula Public Schools, Kalispell School District 5.
- Conducted group training session at Twin Bridges Public Library covering eBooks, NetLibrary, Gale Virtual Reference Library, and the Gale Testing and Education Reference Center. Also provided one-on-one instruction at Twin Bridges Public

Library on using Director's Station and at Whitehall Community Library on use of eBooks and Director's Station.

- Attended Outcome Based Education (OBE) training in Washington DC.
- Developed public library standards evaluation form.
- Began work on guidelines for libraries writing disaster response plans.
- Reviewed collection management policies.
- Coordinated the planning and implementation for and attended the Library Board Education Program training institute for volunteer public library trustee trainers.
- Assisted new library members joining the Montana Shared Catalog (MSC). MSC added 12 new libraries between July and September. MSC Phase 6 libraries (Frenchtown High School and the Bigfork Schools) went live during this period. Conducted MSC New Library training in Missoula for these libraries during the first week of August. Conducted new library visits to these libraries on Sept. 11 and 12.
- MSC Phase 7 libraries came on as retro-cataloging libraries during this time. Conducted retro-cataloging training for the staff of the Montana Office of Public Instruction Research Center and coordinated training for the staff of Lima School.
- MSC Phase 8 libraries also joined the catalog in August. Coordinated retro-cataloging training for five retro-cataloging libraries: Alberton Schools, the Missoula International School and the branches of the Roosevelt County Library, Poplar City Library, Froid Branch Library and Culbertson Public Library. Coordinated the migration of bibliographic and patron data for the Roosevelt County Library in Wolf Point. This library is scheduled to go live in mid-October.
- Conducted refresher workshops for MSC librarians.
- Facilitated Parmly Billings Community Library planning meetings.
- Presented training on Coping with Challenges for Billings District 2 librarians.
- Prepared "Keeping Patrons Well Connected" and "Web Page Development" sessions for Fall Workshop.
- Updated the MSL public library statistical collection tools for FY 2006 and began testing them for quality assurance prior to their use by Montana public libraries.
- Met with network technology specialists to explore methods by which libraries can securely provide wireless public access to the Internet.
- Attended State Library Commission August meeting in Polson.

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

- Attended Continuing Education forum in Little Rock AK. CE coordinators from 20 state libraries attended.
- Visited libraries in Wolf Point, Sidney, Glendive, Miles City and Billings to assist those that are already MSC members and consult with potential MSC members.
- Attended the Moving Mountains conference in Denver, a symposium which explored library courier services nationwide.

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.*

- Set up a Wiki to facilitate collaborative staff work on the MSL Library Development Division work plan objectives.
- Worked with other LDD staff to develop work plan objectives.
- Attended MSL staff competencies identification session.
- Continued work on policy and procedures development for MSL portable electronic equipment use.
- Participated in planning session for MSL's Library Day reception for Montana legislators.