

**LIBRARY DEVELOPMENT DIVISION (LDD) AND  
MONTANA SHARED CATALOG (MSC) ACTIVITY REPORT  
July 21, 2007 – September 10, 2007  
For October 10, 2007 Commission Meeting**

Report written by Cooper, for Adams, Caban, Cook, Cooper, Jackson, McHugh, McMullen,  
Meredith, Price, Reymer, and Tobin.

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

- Contracted with Thomson Gale Publishing to provide a core collection of subscription magazine databases (InfoTrac) for all Montana libraries for 2007-2009
- Renewed the Ebsco Auto Repair Reference Center database for 2007-2009. The cost of both of these statewide subscriptions is covered by a legislative allocation, making these services available to libraries free of charge for the next two years
- Contributed content to training resources and training materials Wiki
- Answered questions about statewide database contract and OCLC

**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.*

- Planning continues for a proposed statewide downloadable E-content (audiobook) service. An adhoc committee of the Network Advisory Council and MSL staff are currently working on a Library Services and Technology Act (LSTA) proposal for this project
- Continued planning for 2007 Fall Workshop, registration is currently at 90 librarians and trustees; Trustee Workshops registration will begin at the end of September

- For Montana Library Certification Program: Certified 2 librarians, enrolled 2 librarians in the program, approved 6 continuing education programs for credit, issued 1 OPI renewal certificate, and sent notices to 3 new library directors about certification requirements
- Reviewed 3 collection management policies
- Continued coordination of Montana's participation in the Gates Spanish Language Outreach Program; assisting trainers with workshop planning and promotional materials
- Continued monitoring Professional Education and Employment for Librarians (PEEL) I scholarship, stipend programs, and PEEL II scholarship program. Submitted required reports to Institute of Museum and Library Services and updated the Great Careers website
- Submitted final report to the Gates Foundation for the Rural Library Sustainability Project
- Prepared proposals for 2008 Montana Library Association conference
- Continued work on draft policies and procedures for use of MSL's Desktop Lab, Laptop Labs, and other portable electronic equipment
- Continued work on library 2.0 class, helping libraries with OCLC and Gale InfoTrac re-enrollment; and new LDD website
- Created content for new montanalibraries.org site. Contacted Library and Information Services (LIS) department to discuss joint effort in developing a patron website
- Finished developing content for new Virtual Reference Website
- Assisted with development of a Fall Workshop finance session and trustee workshops
- Gave an introductory Interlibrary loan (ILL) Training to Office of Public Instruction (OPI) librarian

- Upgraded Workflows to GL 3.1.3.462.3 which fixed a serious Montana Shared Catalog (MSC) issue with receipt printers along with minor enhancements to the system
- MSC director began Unicorn system administration training
- Made onsite training visits to Circle, Glasgow, Jordan, Malta, Moore, Plentywood, Roundup, Scobey, Sidney, West Yellowstone, Winifred, and Wolf Point
- Conducted online training on Wiki software and E-learning

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

- Consulted with libraries in: Alder, Belgrade, Belgrade, Belt, Belt (School), Bigfork, Big Timber, Billings, Bozeman, Broadus, Bridger, Butte, Cascade, Chester, Chinook, Choteau, Circle, Clancy, Columbia Falls, Columbus, Conrad, Cut Bank, Darby, Deer Lodge, Dillon, Drummond, Dutton, East Helena, Ennis, Eureka, Fairfield, Ft. Belknap, Ft. Benton, Glasgow, Great Falls, Hamilton, Havre, Helena (Central Elementary School), Helena (OPI), Hot Springs, Joliet, Jordan, Kalispell, Lewistown, Libby, Livingston, Malta, Manhattan, Marion, Missoula, Moore, Plains(School), Plentywood, Pryor, Roundup, Scobey, Shelby, Sidney, Stevensville, St. Ignatius, Superior, Terry, Three Forks, Troy, Valier, West Yellowstone, Whitefish, Whitehall, White Sulphur Springs, Winifred, Winnett, and Wolf Point

- Consulting topics included: Boards, board training, book club Wiki, broadband speeds, budgets, certification, collection management, collection management policies, computer security and troubleshooting, computer specifications and purchases, director evaluation tools, disaster plans (dPlans), E-Rate, Fall Workshop, facilities, federation fund expenditures, federation meetings and coordination, federation plans of service, foundations, friends groups, Government Accounting Standards Board (GASB), Gates grants, hiring a new director, InfoTrac, Interlibrary Loan (ILL), Library Board Education Program, library certification, library laws and levies, library planning, long-range planning, library policies, LSTA, material selection, Montana Library Association (MLA), MLA conference, Montana Library Directory, Montana Memory Project, Montana Shared Catalog (MSC), MSC cataloging needs, OCLC, OCLC subscription costs, pc maintenance, PEEL stipends, policies, portable hard drives, public library standards, scholarships, schools/public library combos, staffing, summer institute, surveys, trustees, trustee training, Trustee Workshop, technology plans, training, Webpages, Web 2.0 class, and wireless networking
- Made onsite consulting visits to: Augusta, Belgrade, Bigfork, Big Timber, Butte, Chinook, Columbia Falls, Darby, Denton, Drummond, East Helena, Ekalaka, Ennis, Eureka, Glasgow, Glendive, Hamilton, Hardin, Harlem, Havre, Helena (OPI), Kalispell, Libby, Lincoln, Livingston, Malta, Manhattan, Marion, Missoula, Moore, Plentywood, Scobey, Stevensville, St. Ignatius, Troy, West Yellowstone, White Sulphur Springs, Wibaux, Winifred, Winnett, and Wolf Point
- Worked with South Central federation coordinator to facilitate transition to new coordinator and expenditures of federation funds
- Facilitated Long Range Planning process at Dorothy Asbjornson Library in Winifred and board evaluation session in Manhattan
- Taught introductory board session in Belgrade
- New MSC director and MSC assistant visited Drummond School Community Library and Missoula Public Library
- Attended August Commission meeting and Montana Library Association Board Retreat

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

- The OCLC/ NISO (National Information Standards Organization) Circulation Interchange Protocol (NCIP) Montana and Home Delivery pilots continue to test the passing of circulation and user information between libraries and the success of offering home delivery of library materials to patrons
- Weeded professional development collection, selected/searched for replacement items as necessary
- Attended Golden Plains Federation meeting, Fulfillment Task Force Meeting, and Leading Cooperative Efforts workshop
- Scheduled and planned Library Board Education Program trainings
- Worked with Joint Planning Committee for proposed Billings West End Public/Academic Library at MSU College of Technology
- Hosted meeting of Montana's school/public libraries
- Directed and monitored MSC network consultant, resulting in significant improvement in network reliability
- Began receiving inquiries and applications from libraries considering joining MSC
- Assisted UM–Western and the MT Small Schools Alliance with InfoTrac training for librarians from small, rural schools

**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.*

- Hired new director for MSC
- Attended employee training sessions on the Competency Evaluation Model, which is a component of MSL's new pay plan
- Assisted with development of MSL's digital library transition strategy
- Attended the Continuing Education Coordinators Forum