

**LIBRARY DEVELOPMENT DIVISION (LDD) AND  
MONTANA SHARED CATALOG (MSC) ACTIVITY REPORT  
November 26, 2007 – January 18, 2008  
For February 13, 2008 Commission Meeting**

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

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

- Based on the Network Advisory Council's recommendations and the Commission's approval, purchased subscriptions to EBSCO Publishing's CINAHL Full Text, Environment Complete and Small Engine Repair databases, using remaining 2007-09 legislative allocation
- Enrolled all libraries in the MT Library Directory in the three new databases
- Assessed existing statewide projects to determine future directions
- Recommended professional development titles for acquisition by MSL; announced availability of new materials on Wired-Mt
- Assisted Tom Marino in developing a patron portal that will replace <http://montanalibraries.org>

**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.*

- Issued a Request for Proposal (RFP) for a shared, statewide downloadable E-content service
- Provided online training on MSC Workflows to: Big Timber Schools, Big Timber elementary school library, Plains K-12 school library, and Laurel Public Library
- Launched Montana Library 2.0 Challenge (online learning program)
- Developed instructional materials for training on cataloging, InfoTrac, and social software
- Secured toll free 800# telephone conferencing service for use in online trainings and meetings

- Updated Workflows software on MSL Laptop Lab
- Added Net Library access through MSC for Sheridan Public Library and Big Timber Elementary School Library
- Provided links to MSL professional development materials on Montana Library Association (MLA) website
- For Montana Library Certification Program: certified 2 librarians, enrolled 3 librarians in the program, approved 14 continuing education programs for credit, and issued 4 OPI renewal certificates
- Reviewed 17 collection management policies
- Continued coordination of Montana's participation in the Gates Spanish Language Outreach Program including promotion of workshops, distributing online pre-assessments and evaluations to participants, participating in coordinators' meeting, and submitting data to OCLC. Attended the workshop presented in Helena
- Continued monitoring the PEEL I Scholarship and Stipend Programs and the PEEL II Scholarship Program
- Compiled and submitted to the Institute of Museum and Library Services the State Program Report for the 2006 Library Services and Technology Act Grant Award
- Finalized arrangements for author Todd Strasser to visit Montana in conjunction with the April MLA annual conference; Todd will do programs at 8 schools and 6 public libraries as well as make 2 presentations at the conference
- Continued serving on the Continuing Education Committee for Broad Valleys Federation meeting
- Continued working with Betsy Garlish, Sara Groves, and Sarah McHugh on a Plan of Action and Marketing for AskMontana virtual reference service
- Made a presentation on long range planning to the Jefferson County Library Board

**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, Belgrade, Belt, Big Timber, Billings, Billings (RMC), Belgrade, Boulder, Bridger, Broadus, Butte, Cascade, Chester, Chinook, Choteau, Clancy, Columbus, Colstrip, Conrad, Cut Bank, Darby, Deer Lodge, Denton, Dillon, Dillon (UM-Western), Drummond, Dutton, Ekalaka, Fairfield, Forsyth, Ft Benton, Glasgow, Glendive, Great Falls, Great Falls (UGF and MSUGF), Hamilton, Harlem, Harlowton, Havre, Helena, Hot Springs, Joliet, Kalispell, Lewistown, Libby, Malta, Manhattan, Miles City, Missoula, Missoula (UM), Moore, Phillipsburg, Plains, Plentywood, Polson, Poplar (Ft. Peck), Scobey, Shelby, Sidney, Stanford, Stevensville, Superior, Terry, Thompson Falls, Three Forks, Townsend, Valier, West Yellowstone, Whitehall, and Wolf Point
- Consulting topics included: American Library Association, boards, budgets, building issues, cataloging, certification and continuing education, collection management policies and Honor Roll, computer security and troubleshooting, computer specifications and purchases, Deep Freeze, director evaluation tools, disaster plans, E-rate, Federation topics (meetings, continuing education, coordination, and Plans of Service), grants, Interlibrary Loan (ILL), InfoTrac, library laws and levies, long-range planning, MLA standards, OCLC, programming, reading guides, school/public library combos, staffing, public library standards, statistics, Summer Institute, technology, technology plans, Tech Soup, training, trustee eligibility, trustee training, virtual reference, web page options, Web 2.0 class, and Wired-mt
- Made onsite consulting visits to: Columbus, Conrad, Laurel, and Shelby
- Made onsite MSC training visits to: Clancy and Phillipsburg
- Made onsite MSC system admin visits to: North Valley Public Library (Stevensville) and the Missoula International School Library
- Meetings, Conferences, Training Sessions Attended: Butte Board Meeting, Commission Meeting, Federation Coordinators' Meeting, Jefferson County Board Meeting, Marketing for Virtual Reference, Phillipsburg Board Meeting, and USAC Tech Plan Approver training

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

- Collaborative Meetings Attended: Fulfillment Task Force, MSU Billings/Parmly Billings Joint Library Committee, MLA Planning Committee; Network Advisory Council
- Researched statewide resource sharing and transportation of materials in Wyoming, Connecticut, Maryland, Illinois and Oregon
- Researched new items for Professional Development Collection
- Provided photos for use in online Montana Library Directory and MSL website; added them to Montana Library group in Flickr
- Designed new Library Board Education Program training form
- Continued receiving inquiries and applications from libraries considering joining the Montana Shared Catalog (MSC). Application deadline was January 15, 2008.
- Frenchtown High School library became a combined school/community library; is now a branch of Missoula Public Library; and began participating in the MSC Partners resource sharing group
- Clancy Community Library began participating in the MSC 4-Rivers resource sharing group
- Continued involvement with MLA committee work and conference planning
- **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.*
- Assisted with development of MSL's Digital Library transition strategy
- Continued planning for 2008 National Continuing Education Coordinators' Forum to be held in Bozeman in August 2008
- Began search to fill vacant MSC Tech Assistant position
- Submitted training and consulting data for the annual LSTA report

- Attended CE Coordinators' bi-monthly meeting
- MSC Director completed Unicorn System Admin and Director's Station training