

**LIBRARY DEVELOPMENT (LDD)  
AND MONTANA SHARED CATALOG (MSC)  
ACTIVITY REPORT  
May 19, 2008 – July 23, 2008  
For August 13, 2008 State Library Commission Meeting**

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

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

- MSC successfully completed test upgrade to Symphony 3.2.1 which will soon replace the current Unicorn integrated library system
- Implementation underway for 15 Phase One libraries participating in the statewide downloadable e-content pilot. Name: MyMontanaLibrary2Go
- Updated AskMontana and mymontanalibrary websites
- Assisted public libraries with website development

**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.*

- MSC began process of adding 13 new libraries and branches into the catalog; this brings the total number of libraries participating in the MSC to 91 libraries
- Montana OCLC Statewide Group Services contract finalized for FY09-FY11, 217 libraries enrolled, several Montana libraries elect to have their WorldCat Collection Analysis and ILLiad services included in this contract.
- Announced September Trustee Blitz for libraries in Sagebrush and Golden Plains Federations and started scheduling local trustee workshops in these areas
- For Montana Library Certification Program: Approved 13 continuing education programs for credit, certified 4 librarians, enrolled 1 librarian in the program, and issued 4 Office of Public Instruction (OPI) renewal certificates. Compiled and submitted renewal unit provider annual report to OPI and requested renewal provider status be approved for the following year

- Assisted public/branch libraries with Gates Public Access Computer Hardware Upgrade Grant (PAC-HUG) projects to purchase new equipment by the December 31<sup>st</sup> deadline for expending grant funds
- Reviewed 4 Collection Management Policies and determined which libraries need policy updates to meet the Public Library Standards
- Started the MT Spanish Language Outreach (SLO) blog (<http://mtslo.blogspot.com/>)  
and finalized small grants to public libraries in Belgrade, Bozeman, Dillon, Helena, Kalispell, Missoula, and Stevensville for SLO activities and materials
- Continued monitoring the Professional Education and Employment for Librarians (PEEL) Scholarship Program and promoting the PEEL Stipend Program; prepared bi-annual PEEL narrative and financial reports for submission to Institute for Museum and Library Services (IMLS); continued working with partner states on the South Dakota, Wyoming, Idaho and Montana (SWIM) Collaborative Library Education Project grant proposal
- Finalized the schedule for the annual 2008 Fall Workshop and prepared registration materials to be posted on the MSL website
- Worked with Sarah McHugh and Gale to develop a quick icon grabbing feature for linking databases
- Updated "For Librarians" tab of MSL website
- Worked with Betsy Garlish and Sarah McHugh on AskMontana project
- Taught a half day workshop on QuestionPoint software to AskMontana librarians
- Conducted onsite trainings at: Bozeman Public Library, Fallon County Library, Livingston-Park County Public Library, and Twin Bridges Public Library. Topics included: AskMontana, InfoTrac, Providing Reference Service, and Weeding the Library Collection
- Conducted onsite training consultations at: Dillon Public Library, Miles City Public Library, and Thompson-Hickman Public Library. Topics included: Archives and Digitization, Cataloging, and Director's Station.

- Conducted online trainings on the following topics: Readers Advisory, InfoTrac RSS, Web Development, and WebJunction.
- Provided training referrals for Ekalaka Public Library and Lincoln County Libraries.
- Attended digitization training at Whitehall Community Library
- Scheduled Library Board Education Program (LBEP) trainings
- Recommended purchase of new items for the professional development collection

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

- Consulting topics included: Archives and records management, Book Club Wiki, board development, budgeting, CE grants, building projects, Certification program, collection management, computer specifications, copyright law, databases, dPlans, downloadable E-content, E-Rate, facilities, Fall Workshop, federation activities and Plans of Service, Friends groups, foundations, Gates grants, HeritageQuest, Inter-Library Loan (ILL), Integrated Library Systems (ILS), Internet problems and security, Internet Protocol (IP) addresses, legal questions, library response to law enforcement inquiries, library levies, LSTA regulations, MP3 players, MSC, OCLC, online trainings, PAC-HUG, personnel, phone surveys, policies, scholarships, Spanish Language Outreach Project, standards, state aid, Summer Reading Program, TechAtlas, technology plans, website creation using Google Page Creator, Web 2.0, and weeding collections
- Made onsite consulting visits to: Boulder, Butte, Butte (Montana Tech), Chester, Choteau, Clancy, Conrad, Colstrip, Culbertson, Darby, Deer Lodge, Denton, Dillon, Dillon (UM-Western), Drummond, Dutton, Glasgow, Harlem, Harlowton, Havre, Hot Springs, Lewistown, Libby, Livingston, Miles City, Philipsburg, Plentywood, Polson, Poplar (Fort Peck Tribal College), Scobey, Stanford, Superior, Three Forks, White Sulphur Springs, Whitehall, and Wolf Point

- Meetings, conferences, and training sessions attended: American Library Association (ALA) Annual Conference, AskMontana, Federations Coordinators', Heritage Quest, Next Generation ILS Symposium, Downloadable E-content Implementation, information session with International Librarians tour
- Facilitated long range planning session in Boulder
- Taught "Privacy and Customer Service" workshop in Bozeman

**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: Community Library Planning, MyMontanaLibrary2go Phase One libraries implementation, and Fulfillment Task Force
- Hosted CE Coordinators bi-monthly online meeting
- Attended grand opening of new library at Little Big Horn College

**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.*

- Completed changes to MSL statewide outreach consultants' Federation support and individual library support assignments (see "2008-2009 MSL OUTREACH SUPPORT" map at [http://msl.mt.gov/For\\_Librarians/For\\_Public\\_Librarians/MSLOutreachSupport.pdf](http://msl.mt.gov/For_Librarians/For_Public_Librarians/MSLOutreachSupport.pdf))
- MSC Tech Jemma Hackbarth continues Unicorn/Symphony system admin training
- Consulted with IMLS on new regulations and started implementing changes for MSL's LSTA program
- Continued Planning for CE Coordinators Forum
- Attended ALA Conference
- Continued work with staff on creation of individual employee job performance evaluation objectives and measurements