

**LIBRARY DEVELOPMENT (LDD)  
AND MONTANA SHARED CATALOG (MSC)  
ACTIVITY REPORT  
November 11, 2010 to January 22, 2010  
For February 17, 2010 State Library Commission Meeting**

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

- Updated “For Librarians” and “MyMontanaLibrary” websites
- Updated Trustee Handbook
- Started a Continuing Education (CE) central website that will be updated and modified
- Reviewed and selected items for addition and removal from the MSL Professional Development Collection
- Two new libraries added to MontanaLibrary2Go: Manhattan Community Library and University of Montana-Western (Carson Library)
- OCLC’s Digital Archive selected as statewide long term preservation tool
- Updated the MSC home page to announce and make available the “MSC New Library Application for 2010”
- Missoula Public Library began using the “Home Delivery” option available in the MSC system that allows requested items to be mailed to the patron’s home.

**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.*

- Conducted onsite trainings at: Big Timber, Billings, Bridger, Great Falls, Laurel, Manhattan, Philipsburg, and West Yellowstone School Library

- Conducted onsite and online trainings on the following topics: AskMontana Orientation; EBSCO; InfoTrac; and Montana Shared Catalog (cataloging, circulation, reports, Directors Station)
- Worked with the Bill and Melinda Gates Foundation and CSMG Consulting on planning and writing a federal Broadband Technology Grant Program Public Computing Center application designed to benefit approximately 40 of Montana's public libraries
- For former Montana Library Certification Program: Approved 30 Continuing Education Programs for credit; certified 33 librarians; and issued 1 Office of Public Instruction (OPI) renewal certificate
- For the Montana Certification Program for Library Directors, Staff, and Trustees: Attended Certification Update Meetings; wrote new program manual, created application, and tracking forms; posted manual and forms on MSL website; announced January 1 launch of updated program; designed new Certificate Award; notified all public library directors by email of current certification status; began working on certification sessions for MLA and Federation Meetings; worked with MLA on providing OPI renewal units to school librarians; and continued planning for MSL's role in promoting Continuing Education and Certification
- For the Professional Education and Employment for Librarians (PEEL) Grant: Continued monitoring the Scholarship and Stipend Programs; working on resolution of employment issues for Scholarship recipients, Scholarship; and Stipend Reports were sent to the PEEL Advisory Committee

- For the SWIM (South Dakota, Wyoming, Idaho, Montana) Regional Scholarship Grant Project: Monitored budget and approved project expenses; worked with partner states on promoting the program; assisted University of North Texas faculty with recruitment events in Montana; promoted and attended two live chats for prospective applicants to learn more about UNT and SWIM; wrote the first Interim Narrative Project Report required by Institute of Museum and Library Services (IMLS); continued to assist Montanans interested in applying for the SWIM Scholarships; finalized meeting arrangements for the Montana Scholarship Committee and the SWIM Advisory Council to screen application; and make Scholarship Awards
- For the Collection Management Honor Roll: Promoted the Honor Roll and reviewed 22 policies for libraries interested in being eligible for the 2009 Honor Roll; requested WorldCat holdings from OCLC to be used to finalize the Honor Roll
- Courier vendor selected for Montana Courier Pilot and pilot planning commenced
- 2010 Fall Workshop location and dates were set: Great Falls, September 24-25
- Parmly Billings Library, Manhattan Community School Library and Philipsburg Public Library went “live” in MSC

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

- Made onsite consulting visits to: Butte, Chinook, Columbus, Darby, Denton, Dillon, Ennis, Great Falls, Harlem, Havre, Helena, Joliet, Laurel, Lewistown, Livingston, Malta, Missoula, Moore, Shelby, Red Lodge, Sheridan, Three Forks, Twin Bridges, Virginia City, and Winifred
- Consulting topics included: AskMontana; becoming a legal public library; Board development; Broadband Technology Opportunities Program (BTOP); budgeting; buildings; Certification Program; collection management policies and Honor Roll; Commission presentation on Montana OCLC Group Services; Continuing Education (CE); Courier Project; database access and content; Director’s Station; E-rate; Fall Workshop; Federation expenses, plans of service, meetings, and online reporting tool; Friends

groups; foundations; grants; Interlibrary Loan (ILL); Interlocal Agreements; Internet problems; legal questions; LSTA; Montana Library Association (MLA); MontanalLibrary2Go; movie nights; Montana Shared Catalog (MSC); OCLC; open source software; Overdrive; PEEL; policies; Public Library Standards; recycling; social media policies; State Aid; statistics; SWIM; technology and technology planning; time management software; volunteers; Web development; and weeding

- Meetings, conferences, and training sessions attended: BTOP; Census Counts Committee Meetings Certification; Certification; Collection Management Policy Guidelines Meeting; December Commission Meeting; Federation Annual Report Meeting; Federation Coordinator's Meeting; Future of Libraries Webinar; Meeting to discuss Floating Mill issues; Network Advisory Council Meeting (NAC); Scavenger Hunt Meeting; Meetings for Results class; Web 2.0 Policy Meeting; 3 Courier Project Teleconference Meetings; ALA Midwinter, BCR Board of Trustees Meeting, MSC Executive Committee, MSC Partners; and Montana Independent Telecommunication Systems (MITS) Symposium in Helena

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

- Met with Administration to discuss future of AskMontana, especially developing mobile services
- Began researching other Statewide Virtual Reference (VR) Cooperatives
- Hosted CE Coordinators' Bi-monthly Online Meeting
- Staffed virtual reference desk for AskMt Cooperative
- Continued collaboration with Montana Historical Society staff on Statewide Connecting to Collections Grant Project; the grant proposal was submitted to IMLS in December and awards will be made in March
- Responded to inquiries from 14 libraries for cost estimates to join the Montana Shared Catalog
- Assisted with Laurel Public Library Foundation planning and organization
- MLA OFFLINE 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 MSC interviews
- Assisted with MSL application screening
- Prepared and submitted to IMLS the State Program Report for the 2008 LSTA Grant Award describing 8 statewide projects funded with LSTA funds; the report has been approved by IMLS
- Hired new MSC Systems Technician and received more than 40 applications to fill the currently vacant MSC Tech Assistant position
- Assisted with development of the proposed 5% MSL budget reduction plan as requested by the Governor's Office