

**STATEWIDE LIBRARY RESOURCES (SLR)
LIBRARY DEVELOPMENT (LDD)
AND MONTANA SHARED CATALOG (MSC)
ACTIVITY REPORT FOR THE FEBRUARY 8, 2012
STATE LIBRARY COMMISSION MEETING**

Activity Period: November 11, 2011-January 18, 2012

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

- Completed implementation work with EBSCO support to configure MT Shared Catalog libraries for access to the new “MT Statewide Library Resources” discovery interface.
- Revised MSC Cataloging Guidelines published to establish best practices for cataloging e-readers and to set standard policies for using call number analytics.
- Web Services 3.2 installed in the MSC’s Symphony ILS. This version includes a mobile app for MSC library patrons and students to access the catalog using their android mobile devices. The app for iOS mobile devices is also available.
- Assisted Librarians adding content to the Montana Book Club Wiki
- Recommended titles for purchase for MSL library professional development collection
- Updated and maintained Learning Library page of Montana CE Central
- Maintained content on <http://mymontanalibrary.org>
- Began work on a new public library district handbook
- Began work on a document to help libraries that are going through mill levy campaigns

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 on scanning materials for the Montana Memory Project at Darby Public Library and Lewistown Public Library, on the EBSCO databases at North Lake County District Library, on downloading MontanaLibrary2Go content to eReaders at East Helena Library, on the new statewide databases and the EBSCO Discovery Service at the State Agencies Librarian Round Table, on the EBSCO databases and HomeworkMT at the Blackfeet Community College Library and on historic preservation of library buildings at the East Glacier Park Branch Library.
- On-site trainings at Conrad Public Library, Choteau Teton Public Library, Liberty County Library, Dorothy Asbjornson Community Library, Denton Public Library on the following topics: Montana Library2Go and mobile devices, the statewide databases, Montana Memory Project, OCLC services.
- Conducted onsite MSC new library training in Miles City for Ashland School, Broadus, Ekalaka, Prairie County libraries.
- Conducted onsite training on MSC Reports and Directors Station in Billings at the Parmly Billings Library.
- Conducted online trainings on the branding and customization of the statewide EBSCO databases, the MT Talking Book Library, Montana Shared Catalog reports, statistics and cataloging.
- Provided webinar on Technology Trends for Flathead County Library staff
- Updated spreadsheet comparing various e-book readers to assist library staff
- Coordinated initial meeting to collaborate with SLR training staff on the creation of a curriculum map to identify the major topics and types of training sponsored by SLR. The Map will be a tool staff can use to coordinate training activities and to guide the development of an online portal to support training.
- Initiated planning for Summer Institute 2012, including meeting with conference planner at Carroll College as a preferred site location for the conference scheduled for June 5-8, 2012.
- 10 Libraries were added to MontanaLibrary2Go in Phase 15. Implementation is in process with a go live date of early April.
- Answered questions from librarians about the new statewide databases and the integrated discovery tool

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

- Consultation topics included certification, LSTA, grants, library education, scholarships, records management, library standards, EBSCO databases, library directory, collection management policies and honor roll, scanners, summer reading program, SWIM, Connecting to Collections, MSC, Montana Library2Go, Statewide Library Resources, Montana Memory Project, mobile devices, WebJunction, library funding, library websites, human resources, intellectual freedom, planning, policies, new director orientation, library law, library buildings, MontanaLibrary2Go, friends, and statistics.
- Meetings, conferences and training sessions attended: December State Library Commission meeting, SLR staff retreat, Federation Coordinators meeting, MSC Partners Sharing Group, EBSCO Administration training
- Montana Certification Program for Librarians, Staff and Trustees – Nine certificates were awarded during this report period; four OPI renewal unit certificates were issued to school librarians; and 35 MSL training events were added to the master CE list to help program participants track their credits. In addition, reminders were sent to 28 librarians who have certificates that expire in 2012. This included 10 public library directors; notification was also sent to the Board chairs of these libraries. Worked with MLA planners to finalize continuing education credits and categories for workshops being offered at the 2012 conference.
- PEEL Library Education Project – Continued to monitor scholarship recipients by collecting quarterly reports concerning employment, mentoring activities, and utilization of library education. The PEEL program will officially conclude in April 2012 with the final reports from scholarship recipients.
- SWIM Library Education Project – Collected quarterly reports from all 73 scholarship recipients for the SWIM Advisory Council to review. Some students will complete their MLIS or SLME classwork following the spring 2012 semester; others will be finished after summer school. UNT has scheduled a SWIM graduation ceremony in August in Billings. With graduation, students will begin to concentrate on finding professional librarian positions that meet the SWIM employment requirements. MLIS students have been notified that they can use any scholarship balance to attend a regional or national library conference during 2012. SLME students have been offered an additional \$800 scholarship for tuition costs. Dr. Yvonne Chandler from UNT was in Montana (including a visit to the State Library) recruiting for a second SWIM cohort that will begin in fall 2012.

- Announcements on the deadline and criteria for the State Library Commission's 2011 Collection Management Honor Roll were made and many libraries submitted revised/updated collection management policies in order to be eligible. The Honor Roll will be announced at the MLA award luncheon in April in Big Sky.
- Announcement made on the opening of the application period for libraries wishing to join the MSC. The application period will end on Feb 24, 2012.
- Prepared 9 cost estimates for libraries interested in joining the MSC and responded to 5 queries from libraries requesting more information about the MSC.
- Met with the library director and staff from the Missoula Public Library to discuss changes in how they would their overdue notices and lost items to be processed by the MSC system.
- Announcement made on the opening of the application period for libraries wishing to join the MontanaLibrary2Go Phase 16. The application period will end on March 16, 2012.
- On-site consultations at Conrad Public Library, Denton Public library, Dorothy Asbjornson Community Library, Glacier County Library, Havre Hill County Library, Lewistown Public Library, Liberty County Library, Moore Public Library, Judith Basin County Free Public Library, Blaine County Library, Harlem Public Library, Carnegie Public Library, Chouteau County Library.
- Telephone/email consultations with directors/staff at Corrette Library, Missoula Public Library, Baker Schools, Hearst Free Library, Livingston-Park County Library, Butte Silver Bow Public Library, Dillon Public Library, Bridger Public Library, Yellowstone Research Library, Havre High School library, Helena Schools, Bitterroot Public Library, Rosebud County Library, Toole County Library, Ronan City Library, Glasgow City-County Library.
- Made on-site visits to East Helena, Harlowton, and Roundup
- Developed a legal documents database for other consultants and MSL staff to use to assist libraries with legal questions
- Led a state aid task force meeting to discuss the state aid per capita/per square mile formula
- Taught a laptop management webinar about developing policies for circulating laptops

- Participated in Parmly Billings Public Library design committee meetings
- Worked on MLA and PNLA program proposals with librarians from around the state
- Worked with BTOP staff on E-Rate training webinars

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

- Connecting to Collections Project – MSL and the Montana Historical Society continue to collaborate on achieving the final goals of this project. The CTC brochure has been sent to the printer for final bids. Mailing lists are being compiled so the brochures can be distributed to libraries, museums, historical societies, archives, county records offices, legislators, tribal governments, and other state and local officials.
- Arranged by MSC Staff, catalogers from MSC member libraries (Power School, MT Historical Society, OPI Resource Center, the State Law Library and MSC Staff) met in Simms to help the Sun River Valley School District libraries get their collections entered into the MSC. In one day, this group added 1,061 items to the catalog to greatly speed up the MSC go-live process for Simms High School and Fort Shaw Elementary School.
- A courier service between 6 public libraries in the western half of the state that connects with the MSC Partners courier system was started on January 17, 2012. The new service uses Critelli Couriers, operating out of Butte. MSL served as a coordinator; the service is paid for by the participating libraries.
- Demonstrated/promoted MSC at Conrad Public Library, Toole County Library, Judith Basin County Free Library, Chouteau County Library. Demonstrated/promoted Montana Library2Go at Toole County Library.
- Worked with partners at MLA Intellectual Freedom Committee and Academic & Special Libraries Division.
- Led Federation Coordinators' meeting which included discussions about the future and how things are going in each federation.

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.*

- The State Program Report for the 2010 LSTA grant award was completed and submitted to IMLS for review.
- The contract for the evaluation of MSL's 5-year LSTA plan was finalized with Communication and Management Services (CMS) of Helena. MSL has developed several data collection tools to be used for the evaluation: an online survey of librarians, an online survey of public library patrons (public libraries are posting the link to the survey on their websites), and online patron surveys of specific LSTA-funded products/tools including the Montana Shared Catalog, MontanaLibrary2Go, and the Montana Memory Project's digital collection. In January, CMS will randomly select 50+ MTBL patrons for telephone interviews and will conduct face-to-face librarian and patron focus group sessions in Billings, Missoula and Helena. The draft evaluation report will be done by CMS in February. The IMLS deadline for the report is March 30, 2012.
- A Statewide Library Resources Division retreat was held on Dec 5th and was well received by staff and considered successful in building a better team atmosphere. BTOP staff joined LDD, MSC and TBL at this retreat.
- Attended BTOP WebJunction, curriculum map, Federation coordinators meetings
- Completed Le@d course on Public Library Foundations and Fundraising
- Completed Drupal 101 online course
- Several SLR staff have attended three webinars on providing technical and training support for the statewide Discovery Service (EDS) in order to assist librarians in using and customizing their library's instance of EDS
- Completed a performance appraisal for an LDD consultant
- LDD consultants discussed future and ideas for new projects
- Worked with BTOP program director and MLA representative to develop a survey for librarians