

**STATEWIDE LIBRARY RESOURCES (SLR/LD)
ACTIVITY REPORT FOR THE FEBRUARY 12, 2014
STATE LIBRARY COMMISSION MEETING**

Activity Period: November 21, 2013-January 21, 2014

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

- Working with MSL IT staff, completed the infrastructure for “MontanaLibrary2Go Local” e-content pilot (<http://books.msl.mt.gov>) and began work on website authentication for library patron authentication and adding content. The purpose of this pilot, funded by FY2012 and FY2013 LSTA, is to provide a pilot collection of e-books purchased or acquired from local content creators and small or medium-sized publishers to complement our existing consortium subscription to licensed e-content (MontanaLibrary2Go). With the infrastructure completed, MSL joins a small handful of state libraries around the country that are directly providing downloadable e-content to libraries in their states.
- Shared information about [Entitle Books](#) with the Statewide Projects Librarian in the context of the MontanaLibrary2Go project. These and other purchasing options are part of the second phase of the MontanaLibrary2Go Local pilot, as the consortium expands to additional opportunities for content beyond OverDrive.
- Added the Fort Peck Tribal Library and the University of Montana Mansfield Library to MontanaLibrary2Go.
- Began a special project to evaluate the statewide DiscoverIT search tool to ensure libraries are able to provide the best database access for patrons and achieve optimum search results.
- New Montana Memory Project (MMP) collections include the Boone and Crockett Club Records, Early Edgerton County and Lewis and Clark County Records, Historical Neighborhoods of Missoula, and the Rocky Mountain Laboratories Historical Collection. The addition of these collections broadens the scope of the MMP by introducing the topics of wildlife management and conservation, voting records, architecture, and research science.
- MMP LSTA Grant applications closed January 15, 2014. Six grants of up to \$2000 will be awarded to eligible applicants in early February.

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.*

- Worked with Montana Natural Heritage Program staff to create a suitable template that allows us to successfully map the MT Field Guide metadata to the Dublin Core cataloging schema. This will enable us to upload the Field Guide records to the statewide EBSCO Discovery Service (Discover It) search tool, expanding the number of local resources available statewide to all library patrons.
- The Mountain West Digital Library will conduct a metadata audit and a test ingestion of Montana Memory Project collections in late January and early February. Provided the audit and test go smoothly, our collections will be harvested by the MWDL in the coming months. This will provide a wider audience reach for our collections and will eventually result in the collections being added to the [Digital Public Library of America](#).
- Provided Affordable Care Act updates and resources for librarians, coordinating MSL support in the areas of training, national level information and partnership opportunities and with a focus on statewide applicability.

Goal Three – Training- *MSL provides libraries, agencies, its partners and Montanans with appropriate trainings and training resources so that they can make the best use of the resources offered.*

- Opened the application process for an LSTA-funded scholarship to attend the 2014 American Library Association's annual conference. This funding will provide registration and travel funds for a public library staff member to attend the conference. Preference will be given to library staff who are first-time attendees and who can identify specific expected outcomes as a result of attending the national conference.
- Planned WorldShare Interlibrary Loan training for the Montana Library Association conference with an OCLC trainer. As Montana libraries move to OCLC's new Interlibrary Loan platform, requests for trainings are expected. Navigating the new interface and ensuring a smooth transition for Montana libraries is part of this effort.
- The Monthly Webside Chat with MT State Librarian in December provided an update from the December Commission Meeting with a focus on the draft report from the Public Library District Task Force. In January, the Webside Chat was replaced with an online meeting between library directors and several members of the Public Library District Task Force. This gave librarians the opportunity to visit directly with their colleagues about the proposed changes to the Montana

Code regarding districts and to give feedback to and hear from Task Force members.

- DiscoverIt!, statewide databases basic training online took a brief hiatus in December and was resumed in January. Basic training includes a “Just the Basics” session and a “More Practice Searching” session – both held at least once every month. These sessions are not recorded, rather they are designed for small groups of learners to interact with the DiscoverIt! search tool with the instructor acting as a guide. All sessions help to increase the comfort level of library staff using this integrated, statewide search tool.
- End-of-the calendar year 2013 marked the completion of the Montana State Library certification transition from the old 5 year program to the new 4 year renewal requirement. All current certifications now fall under the new rules of a minimum of 60 credit hours every four years.
- The Training and Development Specialist and a Statewide Consulting Librarian are serving on the planning committee for the Pacific Northwest Library Association Conference which will be held in Helena August 13-15. MSL staff will submit several proposals for presentations at PNLA and will assist the program planning committee with volunteer responsibilities at the conference.
- The Training and Development Specialist is also serving on the planning committee for the Association for Rural and Small Libraries conference which will be held in Tacoma, WA the first week of September. Several Montana library directors have attended the ARSL conference in the last few years with LSTA funding assistance, bringing back reports to share with other small libraries through coordinated webinars.
- The Training and Development Specialist is also providing technical assistance to the Montana Library Association conference committee by designating CE categories for training activities at MLA’s April 2014 conference in Billings.
- Provided a training for the Missoula Public Library’s board of trustees. Trustees were enthusiastic about the certification process and plan to focus on all becoming certified through the Trustee certification track.
- Montana Memory Project Client ongoing training is offered on an as-needed basis, allowing contributors to receive training at the point of need and on demand. Sixteen collections are in various stages of creation and addition to the MMP.
- Continued E-Rate training with the second webinar on E-Rate Form 470. This Description of Services Requested and Certification Form is filed by schools and

libraries annually to request services and establish eligibility. Potential bidders review the forms posted to the USAC website, opening the competitive bidding process for services eligible for discounts.

- Participated in staff discussions about a series on succession planning in libraries. Succession planning has been frequently requested as a training topic in recent years and FY2013 LSTA has been allocated to this need.
- Several Library Development staff met with the MSL CE Coordinator to plan for trustee webinar trainings this spring. Trustee training provides the opportunity for public library trustees to learn how to maximize their roles as local library leaders.

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

- Led the MontanaLibrary2Go Executive Committee's online December meeting and made preparations for in-person February meetings of the Executive and Selection Committees. The Executive Committee is considering additions to the consortium's bylaws to ensure that prospective members understand the basic requirements of joining and being part of this statewide project and that reinforce the membership's ability to remove a library for non-payment of membership fees. These additions to the bylaws will need to be approved by the full membership.
- Consulted with the courier project's central contacts regarding the formation of an interim advisory board and an annual statistics collection and assisted in planning a February meeting of the courier group. In doing so, MSL has assisted the current courier effort by facilitating communication and working toward the collection of standardized statistics.
- Revised outdated MSL recommendations for Interlibrary Loan protocols and shared a first draft with the three Statewide Consulting Librarians for their review. This task is in response to the changed nature of interlibrary loan protocols that are no longer connected to financial reimbursement from state funds.
- Several Library Development staff assisted the Meagher County City Library trustees to complete the public library statistics after the deadline, through individual visits with a trustee, running reports for e-content and compiling statistics within the Shared Catalog. This assistance was necessary because the library director was asked to resign following a dispute about air quality in the library.

- Updated the criteria for the annual Excellence in Library Services Award to better align the award with the Excellent criteria within the Public Library Standards. The Montana State Library Commission annually recognizes libraries for achieving excellence in serving their communities, through this award. Each year, academic, public, school, and special libraries have an opportunity to apply for the award using a checklist of the “Excellent” level of library standard recommendations. The checklist for the award is adapted from Montana’s current Public Library Standards which serves as a measuring tool for libraries in the state. The updated list was tested on several smaller libraries and it was determined that even small libraries would continue to be competitive for this award under the new criteria. The increase in State Aid funding should also increase a library’s chances to meet many of the Excellent criteria and the 2014 awards will highlight ways in which libraries have benefitted from this increased funding. The award is presented by the Commission at the annual MLA Conference.
- The MMP director is beginning to schedule on-site consultation meetings with library directors in areas of the state that are currently not represented in the MMP, in an effort to add content that is of particular historical interest statewide. The first consultations will take place in Great Falls and Fort Benton with the goal of creating interest in adding new, notable collections to the MMP.
- Promoted materials in the MSL Professional Development Collection in order to further inform librarians about the resources available to them from the State Library’s Library and Information Services program within the Digital Library Division.
- Promoted the [ALA Pat Carterette Professional Development Scholarship](#) to Montana librarians. This ALA grant is awarded annually and provides financial support to librarians wishing to participate in continuing educational events. Grant funds may be used to attend national, regional or state professional development events.
- Checked in and updated Public Library Standards deferrals at libraries in Ronan, Saint Ignatius, Winifred and Dillon, communicating with these libraries about their current status regarding their meeting of the Public Library Standards Essential level of criteria within the State funding deadlines.
- Attended several webinars on digital literacy programs, consulted with colleagues on Montana technology needs and priorities and started working on a statewide digital literacy plan. The proposed plan will guide MSL in statewide efforts related to digital literacy by identifying MSL’s role in what is fast becoming a national effort. The plan will inform the services, trainings and projects Library

Development staff will engage in as MSL becomes more involved in the digital literacy area.

- Provided information to the American Library Association Office for Information Technology and Policy on Montana public libraries with fiber and wifi, for inclusion with national data. Since fiber will be essential for increased broadband speeds in the future, it is important that information from Montana is represented in the national data.
- Initiated negotiations with OCLC for Group Services contract under the new cost share formula as recommended by the OCLC Cost Share Task Force and approved by the Network Advisory Council.
- Working with the Offline 2014 conference planning committee, continued to carry out tasks to bring about a successful conference that will focus on a statewide discussions of future projects and services dedicated to resource sharing and library development. Offline 2014 takes place at Carroll College in Helena, February 7-8. Lorcan Dempsey, OCLC VP of OCLC Research, will be the keynote speaker.

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

- Working with a team of three other MSL staff, drafted expected outcomes, timeline, budget, and designated assignments for the Lifelong Learning & Community Outreach project that will circulate interview and programming kits to Montana libraries beginning Spring 2014, modeled after StoryCorps project. This is a new LSTA funded statewide project focusing on the library's outreach to its local communities and building on partnerships to expand public programming in libraries across the state.
- Solicited recommendations for maker space tools and materials from Montana maker space coordinators, young adult librarians, and school librarians, and from library development staff at the Idaho Commission for Libraries, prior to developing a budget and order list for kits that will circulate to Montana libraries beginning Spring 2014. Maker spaces are collaborative learning and creative spaces that provide tools and materials for STEAM (Science, Technology, Engineering, Arts, and Mathematics) based programming and experimentation.
- Represented MSL at the 50th Anniversary of Wilderness planning session as part of investigating how Montana libraries can play a role in anniversary events.

Goal Six – 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.*

- Working with the Statewide Library Resources Director, the Talking Book Library program manager, Central Services manager, and the State Librarian, completed and submitted the LSTA FY12 State Program Report for the Institute of Museum & Library Services. This annual report describes the ways in which LSTA funding was expended and the benefits to libraries and library patrons of this funding.
- Created a consulting calendar for the Statewide Library Resources Division website so that library directors can easily find information on important deadlines such as public library statistics reporting, Federation Plans of Service and Annual Reports, E-rate filings, OCLC annual enrollment and application periods for statewide projects.
- Created the ability for library directors to add board meeting information to their Montana Library Directory information, increasing the communication opportunities within the Directory in this area of library development.

Maps and Detail Reports of Statewide Library Resources activity for this report time period can be viewed at http://msl.mt.gov/For_Librarians/Activity_Tracking/
SLR activity is organized by six general categories:

- Continuing Education
- Federations
- Library Development
- Statewide Databases and Online Resources
- Statewide Downloadable E-Content
- Statewide Resource Sharing