

**LIBRARY DEVELOPMENT (LDD)  
AND MONTANA SHARED CATALOG (MSC)  
ACTIVITY REPORT  
September 12, 2009 to November 10, 2009  
For December 2, 2009 State Library Commission Meeting**

Report written by: Meredith for Adams, Caban, Cook, Cooper,  
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.*

- Three new libraries added to MontanaLibrary2Go: Havre-Hill County, Sheridan County, and Harlowton Public
- Provided LSTA funding for new titles in the MontanaLibrary2Go Shared Collection; in addition to the consortium's regular monthly purchases
- Butte Public, Park County High School and Rocky Mountain Laboratories became new contributors to the Montana Memory Project
- Updated For Librarians and Mymontanalibrary website

**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 Elementary School, Big Timber Grade School, Billings Catholic Schools, Bitterroot Public Library, Broadus, Glasgow City-County Library, Great Falls (Fall Workshop), MEA-MFT Educators' Conference, MSL Fall Workshops, Parmly Billings Library, Plains Public Library District, South Central Federation Meeting, Thompson Falls Public Library, and Wolf Point
- Conducted onsite and online trainings on the following topics: Cataloging and Directors Station, Circulation, EBSCO, Information Literacy, InfoTrac, Intellectual Freedom, Montana Shared Catalog, Montana Shared Catalog operations, Policy Development, Serving People in Hard Times, Statistics, Virtual Reference, and Web 2.0
- For current Montana Library Certification Program: Approved 57 Continuing Education Programs for credit; certified 5 librarians; and issued 11 Office of Public Instruction (OPI) Renewal Certificates

- For the Montana Library Certification Program Update: Posted update requirements approved by the Commission and continued work on the updated manual and forms for the program
- For the Professional Education and Employment for Librarians (PEEL) Grant: Continued monitoring the scholarship and stipend programs and working on resolution of employment issues for scholarship recipients
- For the SWIM (South Dakota, Wyoming, Idaho, Montana) Regional Scholarship Grant Project: Monitored budget and approved project expenses; worked with partner states on application form, hiring project staff, promoting the program; and assisted University of North Texas faculty with recruitment events in Montana
- Continued posting to the MT Spanish Language Outreach (SLO) Blog about materials and resources for serving this population
- With OCLC, moved all Montana “copy level” cataloging libraries to “full level” cataloging status to give all Montana libraries enrolled in OCLC Group Services the tools to catalog their local unique materials
- Configured the Montana Shared Catalog libraries to use the centralized EZProxy authentication option, for one-stop authentication into the statewide Gale and EBSCO databases, and for public libraries into HeritageQuest
- Reviewed two collection management policies; announced 2009 Collection Management Honor Roll; emailed libraries about deadline for revising/updating policies for Honor Roll eligibility
- Power School Library, Billings Catholic Schools, Glasgow City-County Library and Parmly Billings 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: Anaconda, Belt, Billings Central Catholic High School, Billings St. Francis Upper School, Bozeman Public Library, Broadus, Butte, Carnegie Public Library (Big Timber), Cascade, Chester, Choteau, Clancy, Conrad, Culbertson, Cut Bank, Deer Lodge, Drummond, Ennis, Forsyth, Glasgow City-County Library, Glendive Public Library, Great Falls, Hamilton, Helena, Malta, Miles City Public Library, Parmly Billings Library, Philipsburg, Plains, Plentywood, Roosevelt County Library, PLUK library (Billings), Shelby, Sheridan, Sidney, Stanford, Stevensville, Thompson Falls, Townsend, Twin Bridges, Valier, Virginia City, and Wolf Point
- Consulting topics included: AskMontana, becoming a legal public library, Board development, branches, Broadband Stimulus Program, budgeting, building plans and building projects, Certification, Collection Management Policies and Honor Roll, continuing education (CE), Courier Project, databases, districts, early literacy, Ebook readers, E-rate, federations and expenses, federation topics, foundations, Friends groups, grants, ILL, Internet problems, LSTA, legal questions, levies, library education and employment, library security, movie nights, MLA conference, MSC, MSC operations and policies, OCLC, Plans of Service, Open Source software, policies, Records Management, staffing, Standards, State Aid, statistics, Summer Reading Programs, SWIM grant, technology, training, MontanalLibrary2Go, websites, and weeding
- Meetings, conferences, and training sessions attended: ASLD/PLD Retreat, Certification Update meeting, Commission meeting, Created survey and assessed results of public library broadband needs in Montana, E-Rate training, Fall Workshop, Gates Opportunity Online conference calls, Golden Plains Federation meeting, MLA board meeting, MSC Executive Committee, MSC meeting, MSC Membership meeting, MSC Partners, MSC 4-Rivers, NAC meeting, National Book Festival, Pathfinder Federation meeting, Sagebrush Federation meeting, Sirsi Dynix training, South Central Federation meeting, MSL table at MT Festival of the Book, SWIM Planning and Recruiting meetings, and Tamarack Federation meeting

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

- Staffed AskMT Virtual Reference Desk
- Worked w/Betsy Garlish and other MSL staff on AskMontana. Assisted librarians with AskMontana
- Continued work with Montana Historical Society staff on preparation of proposal for Statewide Connecting to Collections Grant Project to be submitted to IMLS in December
- MSC Membership agreed to significant changes in their By-laws and to begin moving toward simplification and standardization of Circulation Policies during their Semi-Annual meeting held in Helena on Oct 2<sup>nd</sup>
- Continued to work with Billings Community Library Planning Project
- Planned and carried out MLA ASLD/PLD retreat

**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.*

- Served on MSC Interview Committee
- Screening and interview process completed for hiring 2 MSC staff positions