

Montana State Library
Training Needs Analysis 2011

Target Audience for

Training Issue	training	Details - info
accessibility	Library staff, vol, trustees	ADA compliance, assistive technologies
activity-based online resources for science teachers & science librarians	middle-hs students	include assessments , standards-based
advocacy for the library	trustees	
authors	Library Staff, vols, patrons	MT authors programs - best practices, shared resources
Big Read	Library Staff, vols, patrons	Ideas, programs, shared resources,
bookmobile	Library staff	Updated, connected, mobile; possibilities and pitfalls
brain development	Library staff vol	early childhood, pre-literacy
cataloging	Library staff, vol	digital weeding, automation, best practices, metadata tagging, trends, RDA, dealing w/ non-text objects
certificate program of MSL	library staff, trustees	Fall Workshop, Webinars, consultant training
community services: serving professional organizations	Library staff	Law, medical, real estate - building partnerships and providing resource support
courier service	library staff	reqs'd funding from legislature
data and stats from MSL.mt.gov	Library staff, trustees	How to access data for annual reports, grant applications, information
databases provided by MSL	library staff	How to use these resources, how to help patrons use them
digital Archive -training on how to access	library staff, vol, patrons	regular updates on project progress, train librarians to assist patrons
digital Atlas and GIS Portal	library staff, vol, patrons	Setting up a Digital Atlas/GIS Portal Kiosk in libraries
districting	Library staff, trustees	How to set up a district - pitfalls to avoid, planning, implementation, benefits
E-book readers, mobile devices	library staff, vol, patrons	Assist patrons on downloading, planning activities w/ devices; how to download state pubs
evaluating Staff	trustees	Tools for collecting data, outcomes-based evaluation
evaluating the library	trustees	template forms, standard practices
Federations	trustees	Trustee expectations, responsibilities in Federation activities, funding, organization
Feed info from patrons through librarians back to GIS staff at MSL	library staff	promote user feedback, but include libraries in the loop

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Field Guide and Tracker	library staff, vol, patrons	How to: finding/using data and posting observations; update help videos on Tracker (add audio narration); new videos
forms/reports/stats/Plans of Service	Library staff	Assistance to new staff, review for existing staff - timed close to due date - a sit and go thru it w MSL staff online meeting?
Friends of the Library	Libray staff, vol, trustees	Organizing, maintaining, revitalizing
fundraising	Library staff, vol, trustees	Share ideas, collaborate, capital campaigns, managing a "wish list"
future of libraries	library staff, trustees	how to stay relevant
geodata helpdesk	library staff	How to help patrons get the geodata they need
GeoMapps		Information, how to use
GIS data for library building planning	library staff, trustees, architects	When planning building projects, how libraries can use state library resources to assist in planning
grantsmanship	Library staff, trustees	How to find grants, basic writing, budgets
green initiatives	library staff, vol, trustees	Energy audit, energy saving tips and funding opportunities
Hunting & Fishing Companion	library staff, vol, patrons	online tutorials needed/ promote local library kiosks
insurance	library staff, trustees	
inter-library loan	library staff, vol	A basic how-to primer
library Law	trustees	Understanding responsibilities and limitations
marketing	Library staff	Marketing made easy - marketing on a budget; resources from MSL
Montana Memory Project (MMP)	library staff	work with Tina at MHS; include selection, scanning, metadata & CDM Project Client
Montana Memory Project: Content DM	library staff, vol & patrons	How to find resources, improve cataloging inputs; train consultants on how to use scanner (July); Content Reserve Admin - module: reports, cataloging compound objects

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Montana Shared Catalog	New MSC library staff, patrons, trustees	mentoring? Assessments/ evaluation; separate Website just for training MSC; Captivate videos; online manual -customizable for members; introduction/basic information; ODS (Overdrive Download Station)
MSL state publications collection	MT State employees, library staff	Environmental pubs, journals, digital library orientation, PD pubs for librarians
MSL Web site usability/familiarity	MSL staff	related: easy to find training, archiving/linking CE
MT Library2Go	library staff, patrons	Evaluate vendor-originated training
networking	library staff, trustees	Formal mentoring program for new staff; plenty of opportunity for ntwkg at Fall Wkshp
outcomes data for NHP trainings	MSL staff	learner assessments, program evals
Outcomes/Benefits statements	Library directors	Specifically - completing the Federation Annual Reports; online tools and well-timed Webinars
policy development	trustees	Best practices, legal issues
privacy issues	Library staff, trustees, vol	Advocacy, policy
Professional Dev resources for librarians	library staff	promoting resources
programs	Library Staff, vols, patrons	Program ideas, organization tips, interlibrary collaboration; small libraries; no-cost programs
Public Library Standards	Library staff	Purpose for them, why reports and progress are important
Ready2Read: library programs	Library staff, vol	Books 'n Babies programs, Pre-schooler programs
Ready2Read: resources available	Library staff, vol	Pamphlets on family literacy, Walk thru Ready2Read website; meets rqrmt 4 rec'vg bins
school-community Libraries	Library staff, vol, trustees	Best practices, legal issues, pitfalls and triumphs
Talking Book Library: how to make referrals	Eye Drs & staff, Special Ed teachers, librarians	Friendly online resource that could be linked to email
training trainers	MSL staff, library staff	PLC, TQM, training team, standardize assessments/eval, training development manual
trustees 101 - Le@d training at UNT	trustees	waiting for UNT to finalize this program

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trustees 101 - Library Board Orientation	trustees	Resources from MSL
trustees -brief introduction to roles and responsibilities	trustees	A tool that library directors could use annually as new trustees enter (slides or video?)
Web 2.0 apps	MSL staff, library staff	Help library staff differentiate different tools: FB, Twitter, Second Life, Blogs and decide which ones are useful tools for their library and how to use them
Web sites for Libraries	library staff, vol, trustees	Mentoring for libraries, easy inputs, easy updates, MSL services offered
workforce support	library staff, vol, trustees	Job hunts, training activities
youth programs		NASA summer program, Project Wild

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