# PD/Training Committee

# Report on MSL training 7/2021 DRAFT

## Overview

The primary audiences for MSL training are public library staff and board members. MSL seeks to augment training available from other providers either free or at a reasonable cost. MSL’s mission for training addresses the support needed for MSL programs and services and for libraries to meet the public library standards and other operational mandates such as the Fair Access Resolution 2019, or Montana’s Sunshine Laws. Montana-specific training is prioritized.

Most staff working in the support of public libraries at MSL conduct training activities either by planning, assisting with, or implementing training. Evaluation of training is coordinated across staff, with a standard evaluation form used for webinars, a more extended evaluation form for face-to-face training events, and project-based evidence gathered for institutes or long-term training activities. A formal analysis of evaluation data is planned for Fall 2021.

MSL staff have introduced project-based extensive institutes (2016) learning cohorts (2019) and self-paced online learning – Moodle – 2021. The purpose of these decisions is to do fewer one-off webinars or short presentations toward more deeper learning experiences where needed. 2020 with COVID called for a pause in that strategy as there was an immediate need for online training when libraries closed and staff had time and need to seek out a lot of different training opportunities all at once.

## Face-to-face events regularly scheduled:

***Fall Workshops*** – last one was September 2018, Billings: 2-day seminar style, longer sessions, hands-on; used to be every year, 150-200 attendees, 4-5 concurrent sessions with 16-20 sessions total; budget cuts and other priorities have pushed back plans to return to this format until at least 2022.

***Federation meetings***: CIT training, strategic planning, disaster preparedness, ASPeN training, succession planning, Montana library law

***MSL Workshops*** July 2019: Bozeman, September 2019: Sidney, April 2017: Havre May 2017: Red Lodge September 2017: Bozeman September 2016: Polson This model was conceived to bring training out to smaller towns and underserved librarians – shorter, less concurrent sessions for a smaller audience.

***Summer Leadership Institute*** – June 2019, July 2017, July 2015 – 3.5 days with 15 or so emerging library leaders – follow-up monthly meetings and trainings for 8-9 months; participants each create a project to implement their learning and prepare a presentation/report for the MSL Commission; presented by a peer library leaders in collaboration with MSL Staff. In 2015, we hired Cheryl Gould, but budget cuts forced us to try the peer-training model and it has worked well.

***Summer Directors Institute*** – July 2013 (Maureen Sullivan: Carroll College, Helena) June 2012 (Pat Wagner, Carroll College, Helena) and planned for Aug-Sep 2021 Andrew Sanderbeck, Ursuline Center, Great Falls)

***Trustee Training Workshops*** – ½ or full day sessions targeted to library administration topics for directors and trustees. Planned and presented by the MSL Consultants. 1 or 2 every year usually in one of the big towns with a paid presenter.

**2020:** *Essentials for Effective Library Leadership*  (Terry Profota, Sage Solutions) *–* 3/5/20 Missoula

**2019:** Planning for Libraries (Stu Wilson, Library Strategies) 4/24/19 Butte

**2018:** *Working It Out Together*: *Libraries and Local Government*- (Dan Clark) – presented 3 times: Bozeman, Wolf Point, Big Fork

***Ready2Read Rendezvous*** – hosted every other year (mostly). Directed at pre-K children’s librarians in public libraries. About 50 attend each year; usually a paid presenter is featured with a specific curriculum rather than concurrent sessions.

***MSC Go Live Trainings –*** Scheduled on site with libraries that are joining the MSC conducted by a team of MSC staff

***MSC Annual Meeting Training*** – Often focused on updates and new features or procedures but also includes training that is frequently requested by MSC members. Mostly conducted by MSC staff

***Montana Memory Project new contributors training –*** Scheduled and presented one-on-one either online or in person with the MSC director.

## Other training offered on site:

**2019**

September

*Census 2020 in MT Libraries* – Box Elder

*CIT Mental Health Intervention Training –* Wolf Point

October

*Getting2KnowU – orientation to MSL* - Helena

*Census 2020 in MT Libraries* – Belgrade

*CIT Mental Health Intervention Training* – Sage Brush Federation, Miles City

*Regional RIPL* – Billings

November - *GIS Cadastral* – Billings

**2018**

April - *Mind in the Making* – 3 days, Bozeman

June

Financial Literacy – Bozeman

Getting2Know You: orientation to MSL - Helena

## Webinars:

**2021**

Webside Chats (scheduled most months) – Montana State Librarian provides news and information of interest to librarians in Montana; often recounts actions of NAC and Commission

May: New Strategic Track to Certification: what librarians need to know (Jo)

April-May: ASPeN Basics Course (MSL consultants, Amelea, Jo, Chuck) bi-weekly

Jan- Feb: We’re All in this Together: Serving the Whole Community (several sessions for MT, ND, SD, ID, WY and AZ) – related work to a grant on how a lens of diversity, equity and inclusion can improve strategic planning for libraries

COVID-19 Meet-ups (Amelea)

Feb- Unpacking Racial Literacy – 2 parts

March - U of MT Rural Institute: What Librarians Need to Know

Feb-March - The Democracy Project with Humanities MT – 5 parts

**2020**

Webside Chats (most months)

COVID Meet-ups (weekly beginning in March 2020, moved to monthly and then as needed, ended March 2021)

April-June MLA Webinar Series (MSL staff facilitated/presented several webinars that were meant to replace the canceled MLA conference)

May-July - PCI Webinars: weekly; feature a variety of presenters and topics ($800 per month)

ASPeN Basics (May – Dec monthly)

Virtual Fall Workshops ($5,000 budget) November

January –

Celebrate Earth Day

2020 Summer Reading Brainstorm

Transforming Teen Services Connected Learning

February –

Transforming Teen Services Connected Learning

Imagine Your Story: Museum of the Rockies Summer Reading Kit

Media Relations for MT Libraries

Missing Persons in Montana: What Librarians Need to Know

Early Literacy: Ready2Read Overview

March –

Census 2020 – Essential Brief

Public Assistance Programs in Montana: What librarians Need to Know

Ready2Read: 1000 Books Before Kindergarten

The Best Gift: Montana’s Carnegie Librareis

Online Law Resources

April – Little Hands Signing Storytime

May –

Little Hands Signing Storytime

Summer Reading Brainstorm

Inclusivity & Diversity in Children’s Books

June – Summer Reading Brainstorm

August – Facilitating STEM Programming in Libraries

September –

All About Mobile HotSpots

2020 Summer Reading Reflection

October – Ready2Read 1000 Books Before Kindergarten

December –

Making Your Mark: 145 years of recording MT brands & Marks – MT Historical Society

READ Squared Overview and Office Hours

**2019**

Webside Chats (most months)

January –

MSC Unicode Consulting Workshop

Grant-writing workshop – MLIAC

February –NASA @ My Library

March – Children’s Special Health Resources

April – Summer Meals at the Library

May – Summer Reading Brainstorm

August – Volunteering Programs in Libraries

September – The E’s of Libraries ®: Demonstrating Your Library’s Value to Everyone, Everywhere

October – Census 2020 in MT Libraries

November – Census 2020 in MT Libraries

December –

Census 2020 in MT Libraries

Gigabit Toolkit Next Steps

**2018**

Webside Chats (most months)

Surveys and Questionnaires Course (Feb-Mar)

January –

The Librarian as Candidate

Summer Reading: Museum of the Rockies Kit

Networking Basics: subnetworks

February –

So Why Haven’t You Gone to the Ballot in 20 years

What’s all the Buzz about Genefication?

Board best Practices

Ethics of Government and Libraries

March –

Montana Tax Info for Libraries

Summer Food Program in the Library

May –

MSC Intro to Blue Cloud Analytics

MSC Meaningful Statistics

Summer Reading Share-A-Thon

Legal Self Help Landing Page

October – KEPRO Medicare Training

December –

National Geographic Giant Map of Montana programming ideas

Be a Health Champion: Health Literacy at the Library

To Fine or Not to Fine

## Cohorts & Champions

A cohort is a group of learners that sign up to take self-paced learning on their own and then meet-up for facilitated discussion. We often use WebJunction Courses as the basis of cohort learning. This model could be expanded with librarians facilitating more courses (you do not need to be subject matter expert to facilitate). This model works really well for Montana where a small group of learners around a particular topic forms easily. There is already some familiarity in our groups. Champions is a model for a larger group that assembles around a specific topic. Census 2020 Champions is an example. Libraries appointed a champion to attend monthly meetings (sometimes more frequently) to share information and get training presenting a well-coordinated statewide campaign.

2021 Cataloging for Non-Catalogers Cohort

2020

Supercharged Storytimes Cohort

Census Champions

2019

Surveys, Questionnaires and Focus Groups

Extreme Customer Service Every Time

Media Smart Libraries

Supercharged Storytimes

## Self-paced learning (courses) created by MSL staff:

Moodle – to be launched August 2021

Fundamentals of Librarianship – 8 modules with a quiz option to gain automatic credit for each module – designed for new staff, new to librarianship

MSC modules – just-in-time basics training

Various support activities for other training is planned: Moodle has a forum activity where learners can have asynchronous discussion, the learning management system can help guide learners to training in Vimeo or at other online providers, and there can be shared information, tracked activities, resource lists all arranged around a topic.