

Today's Presenters

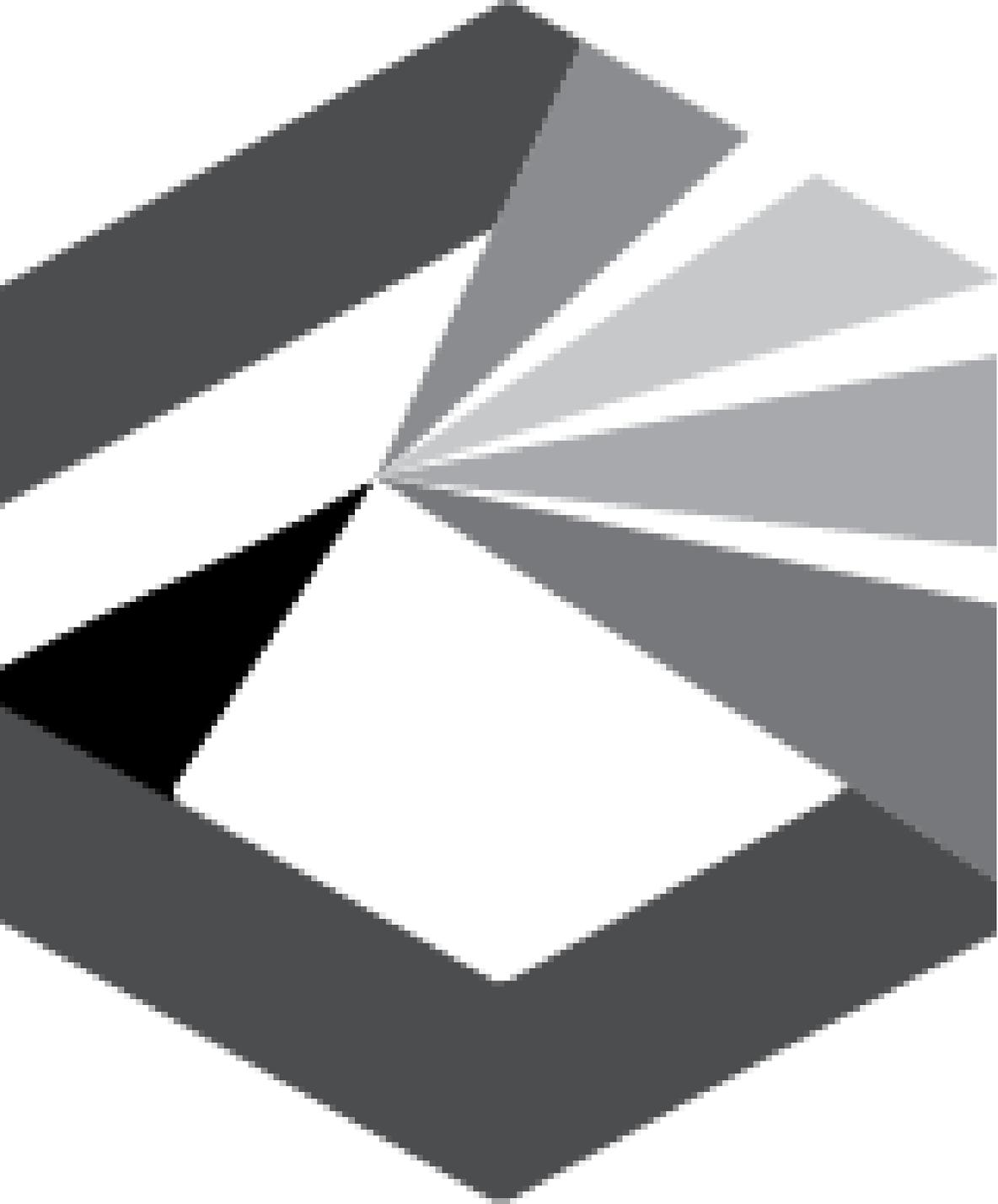
**Pam Henley and
Suzanne Reymer**



MSL Learn Webinar Series

Hot Off the Press! New Director and Trustee Handbooks

November 21, 2023



Today's Agenda

New Handbooks

Where to Find Them

How to Use Them

Resources

**Director's Manual
AKA
New Director Handbook**



What/Where/How

From the main MSL page
(<https://msl.mt.gov/>)

Services to Libraries (along the top or
scroll down to the tile)

Directors

OR

Services to Libraries page
(<https://msl.mt.gov/libraries/>)

The Lead tile

Library Directors

OR

Consulting (from either the main page or
Services to Libraries)

Library Administration

Online Publications

2023 LIBRARY DIRECTOR MANUAL



Trustee Handbooks



What/Where/How

There are several ways to find these:

From the main MSL page
(<https://msl.mt.gov/>)

- Services to Libraries (*along the top or scroll down to the tile*)
 - Trustees

OR

Services to Libraries page
(<https://msl.mt.gov/libraries/>)

- The Lead tile
 - Trustees

OR

Consulting (*from either the main page or Services to Libraries*)

- Board Development
- Library Administration
- Online Publications

2023 MSL TRUSTEE HANDBOOK VOLUME 1: GETTING STARTED



What/Where/How

Vol. 1 – introductory information for new trustees

- Job duties (a trustee and the entire board)
- Laws
- Finances
- Montana-specific information

Vol. 2 – more helpful information to know as time goes on

- Planning
- Marketing the library (advocacy)
- Hiring a director

2023 MSL TRUSTEE HANDBOOK VOLUME 2: CONTINUING ON



Resources





Information and News Sources

- [MSL Website](#)
- [MSL Newsletters](#)
- [MSL Help Desk](#)
- [ASPeN Events Calendar](#)
- [MSL Learn](#)
- [MSL YouTube Channel](#)
- [Email/call any MSL staff member](#)

MSL YouTube Channel

- Look for the MSL Learn Webinar Series Playlist
- Access new recordings
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What's Next?

MSL Learn Webinar Series

Tiny Tech Training
Montana History Portal:
Ordering
Reproductions/Tagging
and Recollections

November 28

10:00 a.m.



Library Districts
December 12
10:00 a.m.

MSL Evaluation Survey



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