



## MEMO

**To:** Montana State Library Commission  
**From:** Rebekah Kamp, Data Coordinator and Colet Bartow, Continuing Education Coordinator  
**Subject:** Fall Workshop Evaluation and Cost Analysis  
**Date:** September 29, 2023

At the request of the Commission, the following report summarizes the MSL Fall Workshop, hosted in Great Falls, September 18-19, 2023. Targeted at library directors, staff, and trustees, the Fall Workshop delivered continuing education on a variety of library-focused topics. The State Library offers the event every other year to provide an affordable training experience, accessible to Montana libraries of all sizes. Because presentations cover more Montana-specific topics and allow for networking with librarians serving nearby communities, attendees often report that the workshops are more applicable to their careers than larger national conferences.

This year, 72 people attended (54 librarians, 5 trustees, and 13 state library staff).

## Post-attendance Evaluation

Montana State Library administered a post-attendance survey which received 61 responses.

- 98% learned something by participating.
- 93% feel confident using what they learned.
- 95% plan to apply what they learned.
- 95% think applying what they learned will improve service to the public.

## Comments from participants

“I cannot say enough about the MSL staff! Every single one that I have had interactions with has been so delightful to work with. They are helpful, kind, knowledgeable, professional, patient, inclusive, understanding, welcoming, and efficient! They know their craft and they perform it well. But even more importantly, I am struck with how every single one of them is striving to build relationships with library staff across the state and to facilitate a beautiful community of librarians. I have observed groups in administrative roles in a few different areas throughout my life and I have never seen it done so well. You are just a spectacular group of people and we are so blessed to have you all in leadership. From the bottom of my heart, thank you.”



“This evaluation is specifically for the Day 1 lunch session about what to do regarding a public relations event. The evening after this training I was alerted to some press regarding my library. I was able to respond quickly and appropriately, alerting my board and staff and outlining staff response to any further press contact. This saved my staff some anguish as I wasn't there to deal with possible arising issues, and kept the Board from being blindsided. What a timely and practical training!”

“Very good workshops in a variety of topics. I thought the workshops offered were very applicable to the current issues/practices/concerns we have these days.”

“It was a great experience. I am thankful to be able to get together in person and have engaging discussions. I also think it is terrific to be able to ask questions and receive answers in a very positive atmosphere no matter what your skill level is on a particular subject. Everyone is welcoming and very willing to share their knowledge so you can learn. Can't say enough good things about this group of people!”

## Cost Analysis

The following table shows the cost to the State Library for the Fall Workshop.

<b>Fall Workshop</b>	
<b>Continuing Education Units (CEU)</b>	
CEU earned per participant	11
Total CEU earned by all attendees	792
<b>Expenses</b>	
Venue, meals, keynote speaker	\$9,984
Lodging and per diem for 12 staff	\$2,972
100 hours administrative staff time	\$3,685
33 hours of MSL presentation prep	\$1,204
260 hours of MSL staff attendance	\$9,485
<b>Total</b>	<b>\$27,330</b>
<b>Cost per CEU</b>	<b>\$35</b>