



MEMO

To: Montana State Library Commission
From: Robyn Scribner, Chair, Jennie Stapp, State Librarian
Subject: Commission goals
Date: October 1, 2025

Description	Responsible parties	Date due	Status
Improve relationship and communication between Commission and State Librarian	Robyn/Jennie	Ongoing	Active
▪ Review motions at the end of meetings to check for understanding of the intent of the Commission and their direction to staff		Ongoing	Active
▪ Develop minutes that are more reflective of the discussion that occurred during the Commission meeting		Ongoing	Active
▪ Update the instrument used for the State Librarian's evaluation	Personnel Committee	October 8, 2025	Active
▪ Review the State Librarian's job description for accuracy and to update percentages of time spent on various activities	Personnel Committee	December 2025	Active
Review the accreditation, certification, and award of continuing education credits for library directors, staff, and board members	Committee: Tammy, Carmen, McKenna		
▪ Training on Certification program and regular certification report. Include accreditation and certification definitions.	Colet/Tracy	March 2025	Complete
▪ Invite state agencies that also award CE credits to present about their programs to the Commission	Colet/Tracy	June 2025	Complete
▪ Define the balance for credit needs. Consider what continuing education is truly helping the libraries deliver great service to patrons. What topics are objective? What are subjective?	Subcommittee	Final rules anticipated December 2025; Handbook adopted April 2026	Active

<ul style="list-style-type: none"> Consider whether credits will only be awarded for items that fall within defined categories and whether MSL will list or award credits for items outside of that definition. 	Subcommittee	Final rules anticipated December 2025; Handbook adopted April 2026	Active
<ul style="list-style-type: none"> Create a study framework for the Commission to review and give feedback. 			N/A
Support trustee training by identifying baseline data.	Tom/Tracy	March 2025	Complete
<ul style="list-style-type: none"> How many trustees are receiving training? What percentage 			
<ul style="list-style-type: none"> How many have earned the voluntary certification? 			
<ul style="list-style-type: none"> What type of training have they taken? 			
Shorten the Trustee Manual	Carmen/Tracy	August 2025	Complete
<ul style="list-style-type: none"> Create quick start guide 	Carmen/Tracy	August 2025	Complete
<ul style="list-style-type: none"> Focus on facts 		June 2025	Complete
<ul style="list-style-type: none"> Create supplementary materials for more in-depth topics or best practices 			Ongoing
The Chair will improve communication between Commissioners by sharing information from the State Librarian	Robyn/Jennie	Ongoing	Active
The Commission will discuss the MTSRN and expectations for it to become self-sustaining		February 2025	Complete
<ul style="list-style-type: none"> Jennie will share the glide path and original goal for the project to be self-sustaining by 2029. 		February 2025	Complete
<ul style="list-style-type: none"> Action item: Jennie will add MTSRN discussion to the February commission meeting. 		February 2025	Complete
Commission members will learn about GIS, Lidar, and the mapping services of the State Library			Complete
<ul style="list-style-type: none"> Staff will provide training suggestions for the Commission 	Online trainings recommended by staff	March 2025	Complete

<ul style="list-style-type: none"> Staff will share what other states do and what private industry does. They will include information about private versus non-profit versus the government role in GIS and Lidar work 	Discussion review	August 2025	Complete
Reconsider Excellent Library Services Award discussion	Committee: Carmen, Tom, Brian/Tracy	October 2025	Complete
<ul style="list-style-type: none"> Decide on process and next steps 		March 2025	Complete
<ul style="list-style-type: none"> Discuss whether to focus on what patrons get out of library services. How could this be done? Could we have patrons nominate their library? How would that work? 			N/A
<ul style="list-style-type: none"> Discuss whether to award it periodically and base it on the public library survey and some of the measures within it. Consider giving it retroactively to libraries that show improvement in a particular area. 			N/A
<ul style="list-style-type: none"> Discuss whether participation rates in Dolly Parton Imagination library could be a way to recognize libraries 			N/A