Regional Workshop

Friday, October 23, 10:00am – 4:30pm

Lewis & Clark Library, Helena, Montana

Schedule of Events

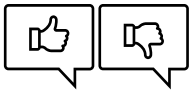
Time	Program
10:00 am – 10:10	Welcome and Introductions
10:10 am – Noon	Your Community and You: Planning and Evaluation
Noon – 1:00 pm	Lunch Break
1:00 – 2:00 pm	Planning for Growth: Connect your Strategic Plan to Continuing Education
2:00 – 2:15 pm	Break
2:15 - 3:15 pm	Montana History Portal
3:15 – 3:30 pm	Break
3:30 - 4:30 pm	Where's Your Cat Map? Update your Item Processing and Patrons Will Thank You!
4:30 pm	Closing and Farewells

This project was made possible through funding from the Institute of Museum and Library Services.

Workshop Evaluation

Please submit an evaluation for this workshop!

We appreciate your feedback. https://forms.office.com/g/ffUuzbA8gn



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Networking Bingo
Find someone who…write their name in the square(s)

Has the same number of years worked in libraries	Has worked in an academic library	Loves to do children's programming	Plays an instrument	Quilts
Has a teaching degree	Is a former or current MLA board member	Has worked in a special library	Loves original cataloging	Has traveled to the same country
Has recently read the same book	Has worked the circulation desk the day after a holiday weekend	Free Space	Plays in a band	Has a tattoo
Knits	Has an unusual pet	Likes breakfast for dinner	Knows how to drive a motorcycle	Is retiring in the next five years
Had a different profession before coming to libraries	Has never worn a cardigan	Moved to Montana from another state	Lives in their hometown	Crochets

Prizes for first column, first row, first diagonal, first blackout. See Colet Bartow to claim prize.

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MONTANA STATE LIBRARY
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Program Descriptions and Resources

Your Community and You: Strategic Planning and Evaluation

Presented by: Cara Orban and Corey Sloan

Description: Using data from your community and anecdotal evidence, time in this workshop will be spent positioning your library in your community's future. We'll assess our strengths and areas to grow, learn to recognize areas there is a community need, and brainstorm ways to close that gap as the library. Come prepared to engage!

Learning Outcomes:

- People explore the library's strengths and areas of growth
- People discuss community issues and their impact on library services
- People identify where there is alignment between library strengths and community issues
- People learn simple evaluation techniques and how to apply them
- People see value in considering community needs and learn about simple tools for collecting community information

Resources:

Strategic Planning for Public Libraries

- MSL Strategic Planning Resources

Videos

- Strategic Planning Video

Reflections:

- ☐ How recent is your strategic plan?
- ☐ Is the plan posted and accessible to trustees, staff, and the public?
- ☐ Are there gaps in funding, training, or policy that should be addressed?
- ☐ What additional information or feedback do you need?

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Planning for Growth: Connect Your Strategic Plan to Continuing Education
Presented by: Colet Bartow

Description: Bring your learning from the Planning Workshop and take the next steps to add continuing education for yourself, staff, and trustees in an intentional and measurable way. Continuing education requires an investment of time and budget in order to provide the best library services your community deserves.

Learning Outcomes:

- Identify gaps and goals for continuing education
- Identify resources to meet continuing education goals
- Understand policy, processes and resources for MSL Certification

Resource

MSL Certification Webpage

Planning Focus	Details
Strategic Priorities for Continuing Education	1. 2. 3.
Who Needs to Know?	☐ Trustees ☐ Staff ☐ Patrons
How Will They Learn?	☐ Staff training day ☐ Workshop ☐ Conference ☐ Online course ☐ Newsletter
How long will it take?	☐ Week ☐ Month ☐ 6 months ☐ 1 year ☐ Other
What resources are needed?	☐ Funding ☐ Policy ☐ Time ☐ Expertise (internal or external) ☐ Materials ☐ Space ☐ Other

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Montana History Portal
Presented by: Jennifer Birnel

Description: The Montana History Portal is a robust database and like all databases it takes some effort to learn to use. The Portal staff has prepared easy-to-use guides to support patrons who are new to using the Portal and we want you to know how to point patrons to the help they need. We also want library staff to know the Portal staff has worked with teachers and interns to create engaging exhibits of content hosted in the Portal to tell specific stories that are great for all types of learners. Finally, learn more about our virtual trunk to support library staff in creating engaging community programs using portal content.

Learning Outcomes:

- Understand how to support patrons using the portal
- Explore our exhibits and the entry point to learning about Montana History that can be discovered
- Learn how the Portal can be used for local programming

Resources

Montana History Portal

- https://www.mtmemory.org/
- Montana History Portal Navigation

Guides

- Montana History Portal Guides

Exhibits

- Montana History Portal Exhibits

Virtual Trunk

- Montana History Portal Virtual Trunks

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MSC: Where's Your Cat Map? Update Your Item Processing and Patrons Will Thank You!
Presented by: Lora Poser-Brown

Description: Every library benefits from a standardized process for adding new items to its Library Management System (LMS). The Montana Shared Catalog (MSC) team will introduce you to cataloging maps and give you a clear look at how your library's current collection appears from this perspective. The WorkFlows cataloging module contains descriptive and statistical fields for adding items to the system. Together we will review the logic and steps to marking item fields for BLUECloud Analytics reports and for Enterprise OPAC searches. Attendees will have the opportunity to evaluate and plan updates for their own library's cataloging map.

Learning Outcomes:

- Learners will understand that consistent item field completion affects both staff and patron interactions with the catalog.
- Learners will be able to update their item fields for improved multi-system functionality.

Reflections:

- ☐ Who at your library needs a better understanding of item fields for cataloging?
- ☐ Does your library have a succession plan for how to complete item records?
- ☐ How much time do you or your library have for catalog maintenance?
- ☐ After today's workshop, what do you need more information about to help you with item records?

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Connections with Colleagues

Name	Library	Email/Phone

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Reflection Notes

New Knowledge	Building on Prior Knowledge	Next Steps
I learned this . . .	I have a new understanding about this . . .	I'm going to do these things when I get home . . .