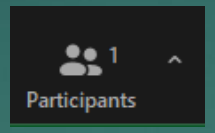
MSL Continuing Education and Certification Task Force

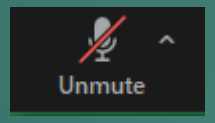
MEETING 3 – OCTOBER 17, 2022

1:30 – 3:00 P.M.

Zooming like a pro!

- Rename Yourself
  - Open “Participants”
  - Hover over your name
  - Click “Rename”
    - Include your name, library, and role

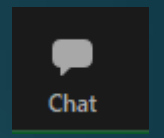




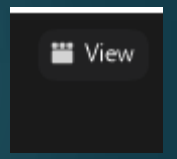
- Audio
  - Remain muted unless speaking to avoid background noise. Click “unmute” to speak up.
  - If you do not have a microphone, you can call in on a phone.

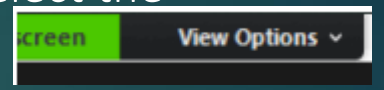
- Video
  - We love seeing your smiling faces, but if you prefer to, you can turn video off by clicking “Stop Video” in the lower left-hand corner of the Zoom screen.

- Chat
  - Click the “Chat” icon to add your comments or questions.

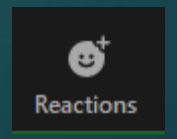


- View Options
  - Choose how you want to see the speaker and other participants. Choose gallery for the Brady Bunch effect.
  - During screen sharing, select “View Options > Zoom Ratio” to select the best setting for your screen





- Reactions
  - Click on the “Reactions” button to raise your hand, give applause, or use other emojis to express yourself



Agenda and Objectives

Today

Agenda

Review Goals and Library Administration Track Requirements

Focus on Trustee Track Requirements

Public Comment

Next Steps

Objectives

Review new data and information

Prioritize topics and changes for Trustee requirements

Identify additional data or feedback needed

Getting Started

How will we do our work?

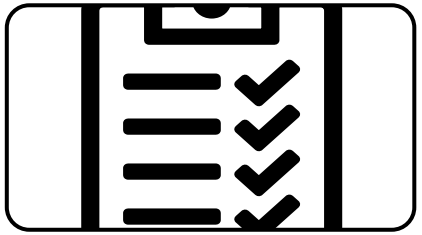
- Come to the meeting prepared
- Start and end on time.
- Take breaks as needed.
- Be in touch if you can't join a meeting, catch up with the recording.
- Raise hand and use chat to comment and ask questions.

Charge to the Task Force

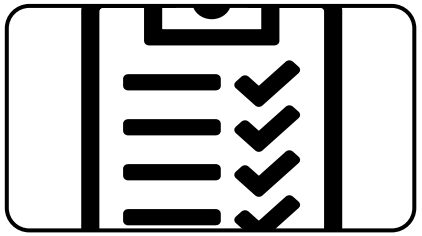
- Participate fully in the activities of the task force as a representative of library sizes, types, geographic location, and staff roles
- Review and consider continuing education needs and priorities as identified by MSL Core Services Committees and the Network Advisory Council
- Review and consider continuing education needs and priorities as identified by public library trustees, directors, and staff
- Understand the 2022 Public Library Standards and changes to CE requirements
- Evaluate the 2009 Goals for the CE Program and make recommendations for changes to the MSL Commission
- Evaluate the 2009 Continuing Education (CE) program requirements and make recommendations for changes to the MSL Commission

Review Goals Discussion

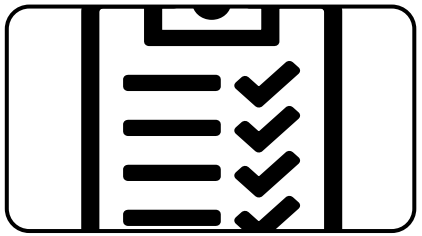
Goal Development



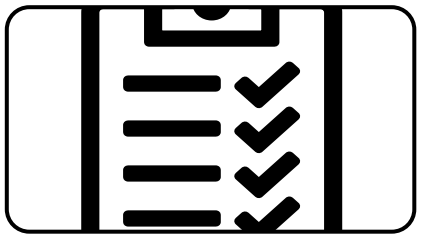
Few



Clear



Actionable



Measurable

Goals - DRAFT

Goal	Goal	Goal	Goal
• Promote continuing education and its impact for quality library services	• Promote recognition for librarians who participate and libraries that encourage staff to continue learning		

Library Administration Track Review and Discussion

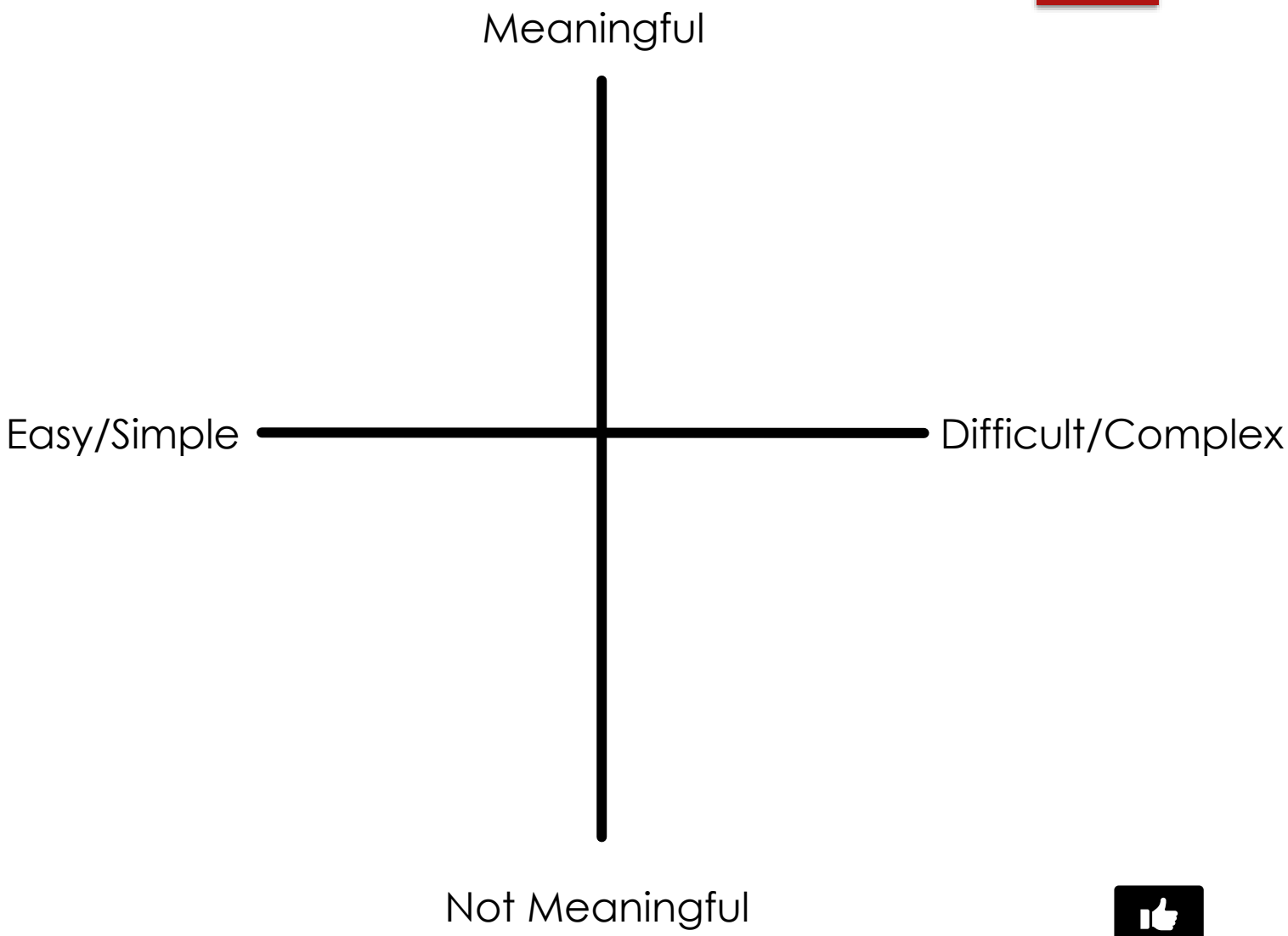
What is Continuing Education?

Library-specific training provided by library or library-related organizations that is presented in a structured learning situation is eligible for continuing education credits.

- Is training presented in a structured learning situation?
- Is it library-specific?
- Does it help you do your job better?
- Does it address one or more of the competencies you need to know to do your job?

Current Certification Manual

How will recommendations be made?



Library Administrator Track Current Requirements

*1 credit = 1 hour

Total Required Credits	Library Administration Category	Other Categories	Electives
• 60 continuing education credits earned in a 4-year period	• Minimum of 20 credits	• 10 Credits in Library Services to the Public • 10 Credits in Collection Management and Technical Services • 10 Credits in Technology	• 10 credits in any category

Library Administrator Track Draft Recommendation 1

*1 credit = 1 hour

Total Required Credits	Library Administration Category	Other Categories	Electives
• 60 continuing education credits earned in a 4-year period	• Minimum of 30 credits	• 5 Credits in Library Services to the Public • 5 Credits in Collection Management and Technical Services • 5 Credits in Technology	• 15 credits in any category

Library Administrator Track Draft Recommendation 2

*1 credit = 1 hour

Total Required Credits	Library Administration Category	Electives
• 60 continuing education credits earned in a 4-year period	• Minimum of 30 credits	• 30 additional credits in any category

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Library Administrator Track Draft Recommendation 3

*1 credit = 1 hour

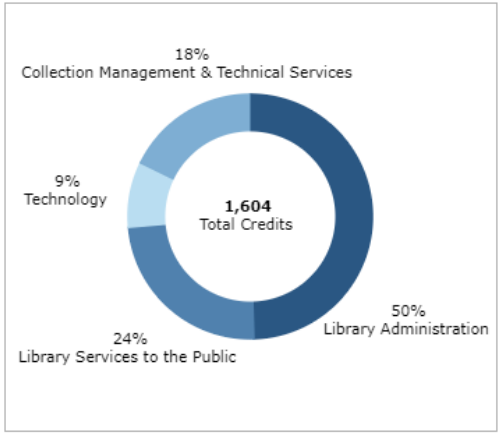
Total Required Credits	Library Administration Category	Electives
• Initial Certification: 60 continuing education credits earned in a 4-year period • Renewal – 60 elective credits in any category earned in a 4-year period	• Initial Certification: Minimum of 30 credits	• Initial Certification: 30 additional credits in any category • Renewal: all elective credits

Data

Montana State Library FY 23 - Continuing Education

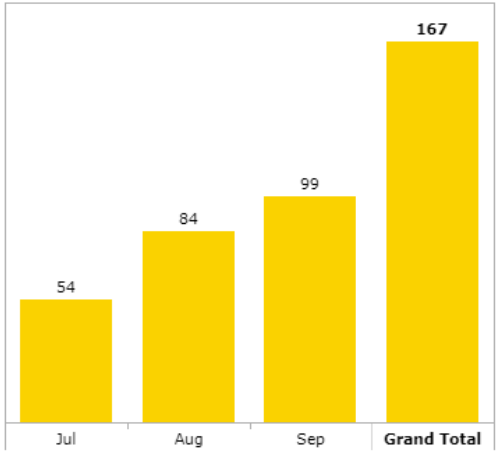
Menu

FY 23 Credits Earned by Category



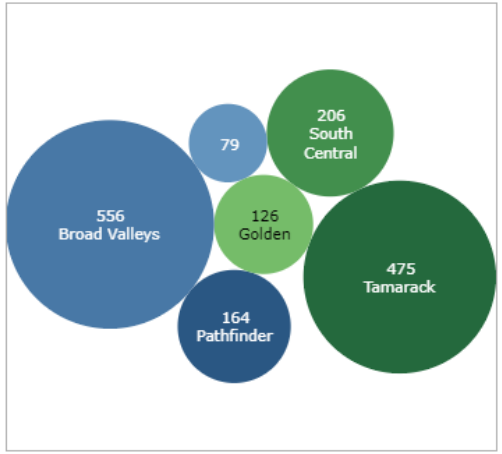
Credits by category. So far in FY 23, Montana library staff and trustees have earned a total of **1,604** continuing education credits.

FY 23 Unique Learners by Month



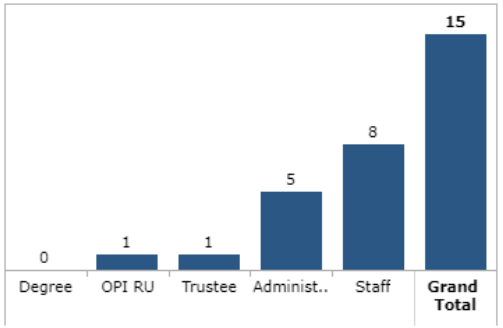
FY 23 learners for each month. So far in FY 23, **167** unique learners claimed continuing education credits.

FY 23 Credits Earned by Federation



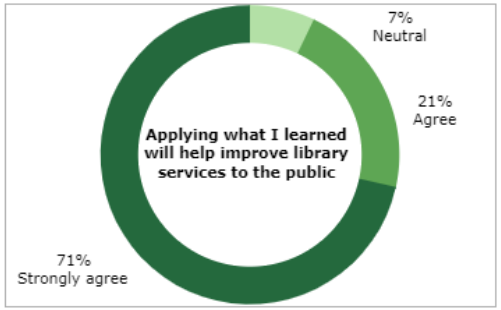
FY 23 continuing education categories sized and colored by sum of credits.

FY 23 Certifications



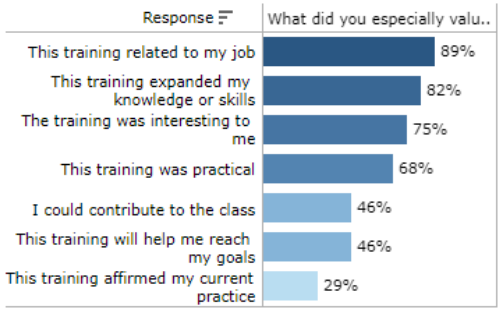
FY 23 sum of certifications awarded by type. So far in FY 23, **15** certifications have been awarded.

FY 23 Training Survey



FY 23 training survey responses to the question, "**Applying what I learned will help improve library services to the public.**"

FY 23 Training Survey



FY 23 training survey responses to the question, "**What did you especially value about this training?**" Respondents could select multiple values.

Last updated 10/07/2022. Updated monthly.

Certification Participation

Federation	# of Certification Participants
Broad Valleys	64
Golden Plains	10
Pathfinder	19
Sagebrush	12
South Central	30
Tamarack	54
Grand Total	**167**

Trustee Track Discussion

Voluntary Trustee Track

Library trustees must always be aware of the issues, opportunities and challenges facing public libraries. Providing high quality service to patrons is the way to assure Montana's public libraries remain successful. The Montana library community needs well-educated trustees to sustain this success. The skills developed through voluntary certification allow trustees to fulfill their responsibilities to their library and its patrons.

Current Certification Manual

What are the competencies for the trustee certification program?

- Knowledge of applicable laws, current library trends and services
- Conduct and contribute to effective board meetings
- Build effective relationships with the director, local government officials, and community members.
- Encourage and promote active use of the library
- Recruit, hire, and evaluate the library director
- Develop policies that will result in the effective operation of the library
- Adopt a budget that meets the current and planned operational needs of the library
- Assess library building needs and attempt to create and/or maintain a physical building that is user friendly and accessible
- Develop and evaluate short- and long-term plans for the library
- Develop and maintain partnerships with other organizations, agencies, and institutions including Friends and Foundations

Trustee Track Requirements

*1 credit = 1 hour

Total Required Credits	Library Administration Category	Electives
• 15 continuing education credits earned in a 4-year period	• 10 credits	• 5 credits in any category

Public Comment and Next Steps

Public Comment

State and Spell Your First and Last Name

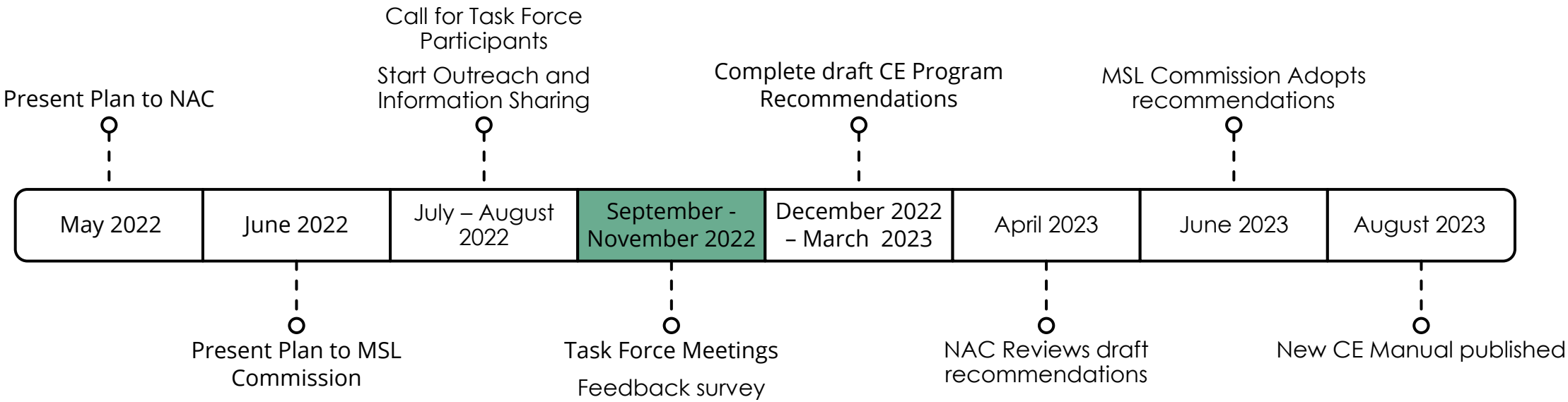
Please share your comment with the Task Force.

How did we do?

Objectives

- ❑ Reviewed Goals and Library Administration track drafts
- ❑ Prioritized topics and changes for trustee track requirements
- ❑ Identified additional data or feedback needed

CE Program Update Timeline



Task Force Meetings

Proposed Meeting Schedule (1:30 - 3:00 p.m.)	Thursday, September 29 Introductions and Goals Discussion
	Thursday, October 6 Library Administration Track Requirements
	Monday, October 17 Trustee Track Requirements
	Monday, November 7 Library Staff Requirements
	Monday, November 14 Review All Requirements
	Monday, November 21*
	Wednesday, November 30 Finalize Recommendations

* Flex agenda as needed

Next Meeting

- Monday, November 7, 2022
- 1:30 – 3:00 p.m.
- Next Time: Focus on Library Staff Track Requirements

Questions?

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MSL Continuing Education Coordinator

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