



| MSL Learn Webinar Series  
| February 14, 2023

# Today's Hosts

**Colet Bartow**



MSL Continuing  
Education Coordinator  
(Colet rhymes with Olay)

**Bobbi DeMontigny**



Montana Library  
Network Technical  
Support

**Amelea Kim**



Lifelong Learning  
Librarian



## Today's Agenda

Purpose

Plan

Resources

# MSL Learn Webinar Schedule

Join us each month!

Second  
Tuesday  
MSL Programs  
and Topics



Last Tuesday  
Tiny Tech  
Training

# Planning Your Continuing Education Track



# Goals



# Library Continuing Education Plan

## CE Plan

- Access the template
- Use the template
- Let me know how it works

### Instructions

#### For the Director/Supervisor

This sample continuing education (CE) document can be used in conjunction with job descriptions and performance evaluations to plan for individual employee growth in the skills and competencies needed to perform their job. It can serve as a roadmap to plan the budget and time needed to support the employee in meeting expectations for service.

A good CE plan is informed by the Library's goals and is integrated by the Director into the performance evaluation for each employee.

A CE plan that is kept current and regularly reviewed with the employee can help keep everyone accountable and on track with the goals identified in the plan.

If MSL Certification is a goal for all employees, the certification program requirements will help determine what the employee should focus on in their plan.

#### Before You Start

You should gather these items:

- Library Strategic Plan and CE Goals
- Job Profile
- Latest Performance Evaluation

#### Fill in Library Goals for Continuing Education

Goal 1 [SAMPLE: All Library employees will complete MSL Certification within 4 years of hire.]

Goal 2 [SAMPLE: All Library employees will attend 2 workshops each year.]

Goal 3 [SAMPLE: All Library employees will complete at least 3 hours of CE each year in at least 2 categories.]

[add, modify, or subtract goals as needed]

#### Add Job Specific Information

The job description can help serve as a reminder of the purpose of the position.

Include job skills to focus on in the CE Plan. Skill gaps that are identified in a performance evaluation are a good place to start.

Job Description	Job Skills --
[SAMPLE job description - The customer service librarian provides friendly customer service at the main desk of the library, is proactive in doing circulation duties, and contributes actively to a	<ul style="list-style-type: none"> <li><input type="checkbox"/> [SAMPLE Assists patrons who want to print from their own devices to the library's wireless-enabled printers]</li> <li><input type="checkbox"/> [SAMPLE Provides quality customer service to virtual users as well as to users in the building, ensuring that customer service principles are applied to online interactions]</li> <li><input type="checkbox"/> [SAMPLE Acts as a goodwill ambassador for the library, promoting the library's values and services in all user interactions]</li> </ul>

## Colet Bartow



MSL Continuing Education Coordinator  
(Colet rhymes with Olay)

# Lifelong Learning Training

- Monthly Children and Youth Services (CYS) Meet-Ups: Last Wednesday of the month, 10 – 11 am
- Virtual Trainings:
  - Monthly Summer Reading Brainstorms
  - Ready 2 Read Overview
  - Reimagining School Readiness
- Annual Small Cohort Trainings:
  - Jan – Mar: Supercharged Storytime
  - Fall: Transforming Teen Services
- In-Person:
  - MLA Sessions
  - Ready 2 Read Rendezvous
- Other Trainings:
  - Check ASPeN!

## Amelea Kim



Lifelong Learning Librarian



Bobbi  
DeMontigny



Montana Library  
Network Technical  
Support

# Technology CE

## This is the tentative schedule for future Tiny Tech Training:

- February 28, 2023 - ASPeN- Logging in / Searching
- March 28, 2023 - Overdrive Help / Kindles and eReaders
- April 25, 2023 - How do I know my ASPeN account is working? / ASPeN and Employee Turnover
- May 30, 2023 - Reporting with Overdrive Marketplace / Recommending a Title in MontanaLibrary2Go
- June 27, 2023 - MontanaLibrary2Go Invoices / Overdrive Marketing Materials
- July 25, 2023 - Updating Organization Information in ASPeN / Selecting a CE Track in ASPeN
- August 29, 2023 - Federation information / MSL Services to Libraries on the Web
- September 26, 2023 - Getting Started with the Montana History Portal / Searching in the Portal
- October 31, 2023 - Montana History Portal: Citing Sources / Adding Personal Collections
- November 28, 2023 - Montana History Portal: Ordering Reproductions / Tagging and Recollections
- December 26, 2023 - Where to find Courier Reporting in ASPeN / What is a Hotspot?

# I Want to Take a Class in...



**Accounting**  
Over 30 online courses



**Alternative Medicine**  
Over 40 online courses



**Crafts & Hobbies**  
Over 70 online courses



**Business**  
Over 100 online courses



**Career Training**  
Over 100 online courses



**Computer Training**  
Over 40 online courses



**Entrepreneurship**  
Over 100 online courses



**Finance**  
Over 70 online courses



**General Education**  
Over 95 online courses



**Health & Medicine**  
Over 45 online courses



**History**  
Over 30 online courses



**Homeschooling**  
Over 45 online courses



**How To / Do It Yourself**  
Over 55 online courses



**Language Arts**  
Over 35 online courses



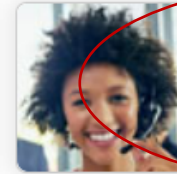
**Law/Legal/Criminal**  
Over 45 online courses



**Mathematics**  
Over 10 online courses



**Medical Billing**  
Over 20 online courses



**Office Skills**  
Over 100 online courses

**That's right!  
The Library CE  
Program accepts  
CE credits from  
Universal Class!**

# Log into ASPeN

<https://mslservices.mt.gov/ASPeN/>

Questions?

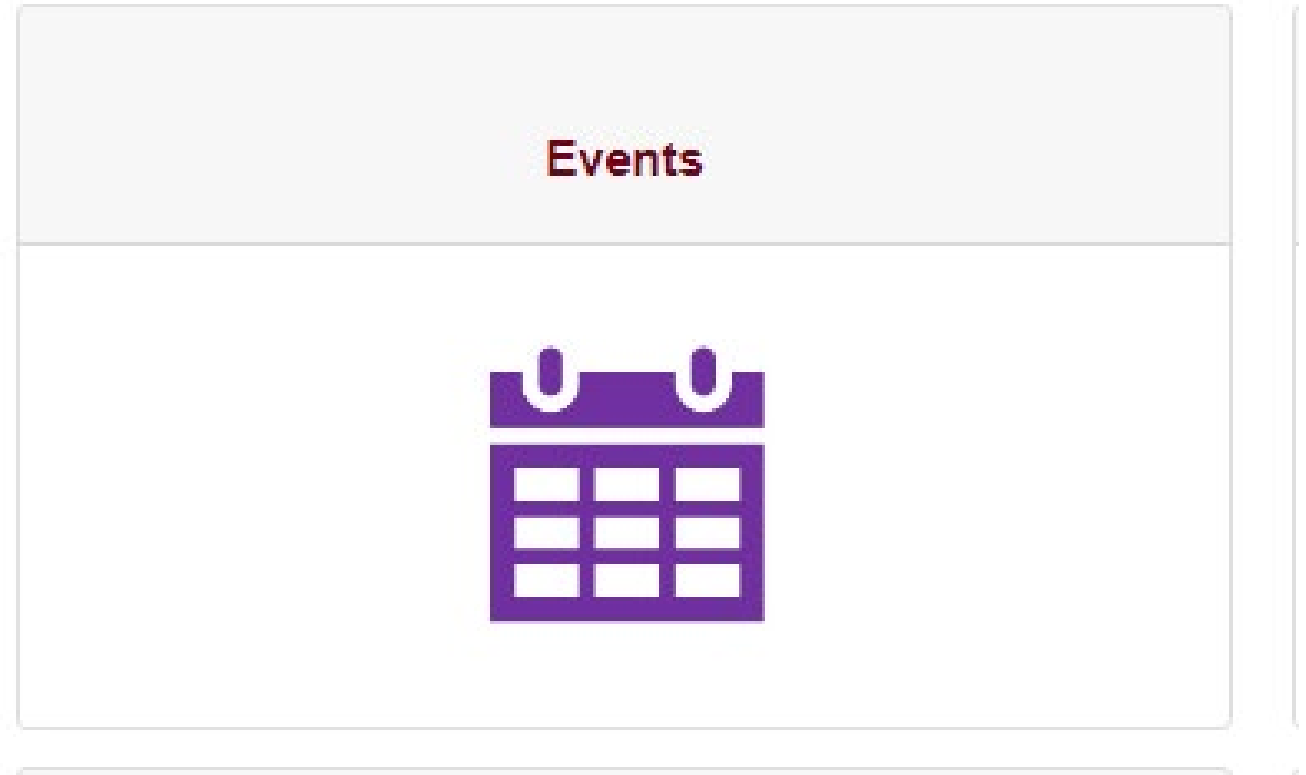


Contact me by:

Opening a helpdesk ticket

Phone: 406-444-4103

Email: [bdemontigny@mt.gov](mailto:bdemontigny@mt.gov)

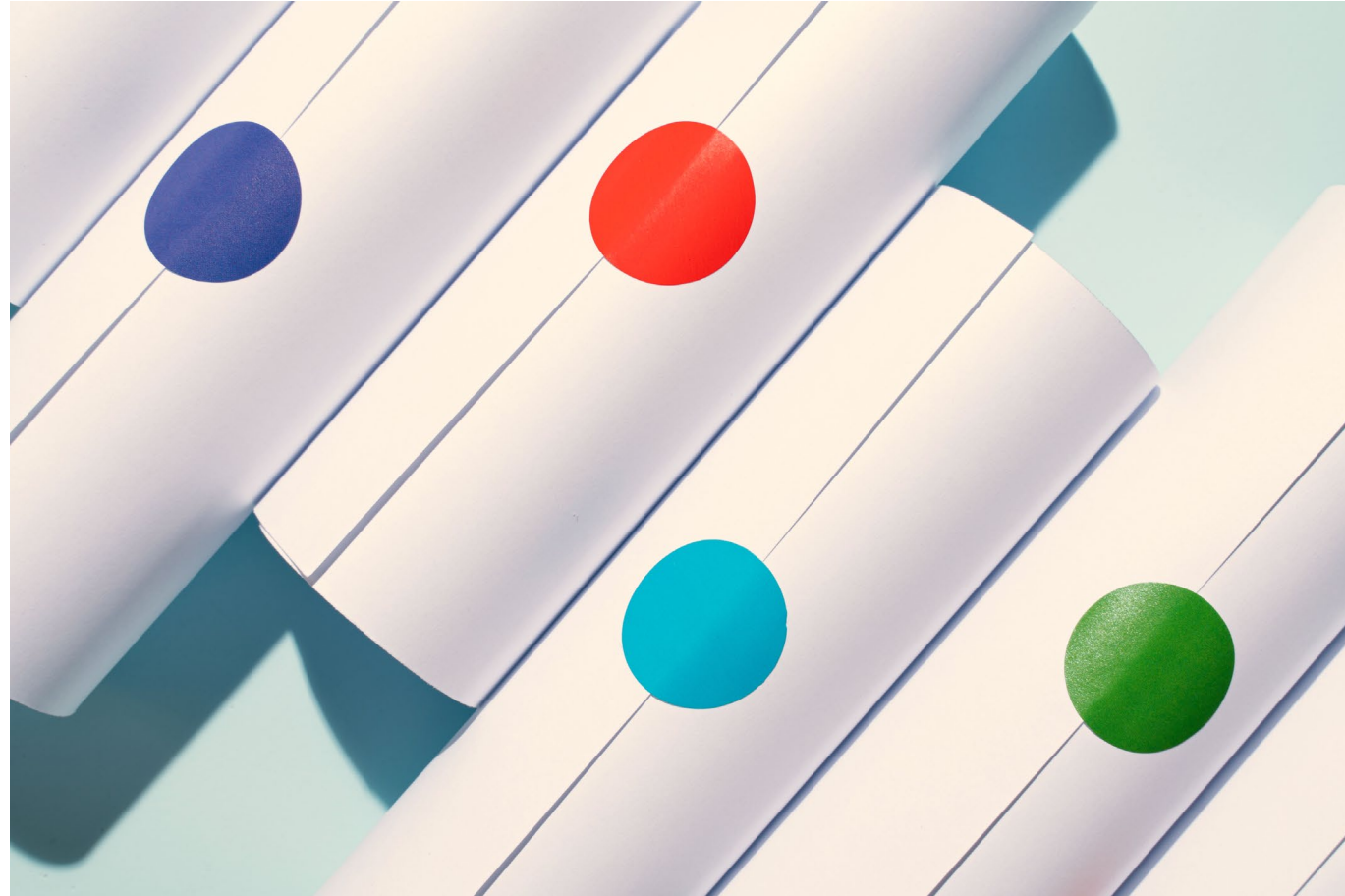


# Where to Look

- ASPeN Event Calendar
- MSL Learn
- MSL YouTube Channel
- Subscribe to MSL Newsletters
- Montana Library Association
- WebJunction
- Universal Class
- Other



# Getting Credit and Certification



Questions?





## Information and News Sources

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

# MSL YouTube Channel

- Look for the MSL Learn Webinar Series Playlist
- Access new recordings
- **Subscribe!**

Search

Montana State Library  
@montanastatelibrary  
36 subscribers

HOME VIDEOS **PLAYLISTS** COMMUNITY CHANNELS ABOUT

Videos ▶ Play all

- Stronger Together: Building Coalitions  
21 views • 3 weeks ago  
CC
- 2022, December 7: Montana State Library Commission...  
15 views • 3 weeks ago  
CC
- Webisode Chat December 9, 2022  
27 views • 4 weeks ago  
CC
- Continuing Education and Certification Task Force...  
8 views • 1 month ago  
CC
- Montana CYS Community Pe...  
20 views • 1 month ago

MSL Commission Meetings ▶ Play all  
Public meetings of the Montana State Library Commission.

- 2022, December 7: Montana State Library Commission...  
Montana State Library  
15 views • 3 weeks ago  
CC
- 2022, November 28: Montana State Library Commission...  
Montana State Library  
16 views • 1 month ago  
CC
- 2022, October 12: Montana State Library Commission...  
Montana State Library - Recordin...  
36 views • 2 months ago  
CC
- 2022, August 3: Montana State Library Commission...  
Montana State Library - Recordin...  
24 views • 5 months ago  
CC
- 2022, July 5: Montana State Library Commission...  
Montana State LI  
33 views • 6 months ago  
CC

Webisode Chats ▶ Play all



# MSL Evaluation Survey



Colet Bartow  
colet.bartow@mt.gov

Bobbi DeMontigny  
bdemontigny@mt.gov

Amelea Kim  
akim@mt.gov

