



A Greater State of
| Continuing Education
| April 13, 2023

Today's Presenter

Colet Bartow



Continuing Education Coordinator

(Colet rhymes with Olay)

MONTANA **STATE LIBRARY**

Hello!

My name is _____.

I work at the _____ Library.

I'm here because _____.





Agenda

1. Your Questions
2. Certification Updates
3. CE Program Overview
4. CE Planning

What Questions Do You Have?

Continuing
Education



Certification

Certification



Certification Update Timeline



Program Goals Recommendation



Promote continuing education and demonstrate its impact for quality library services



Promote recognition for librarians who participate and libraries that encourage staff to continue learning



Provide continuing education opportunities that benefit library directors, staff, and trustees

Goals Discussion

Promote CE

- How is CE promoted within your library?

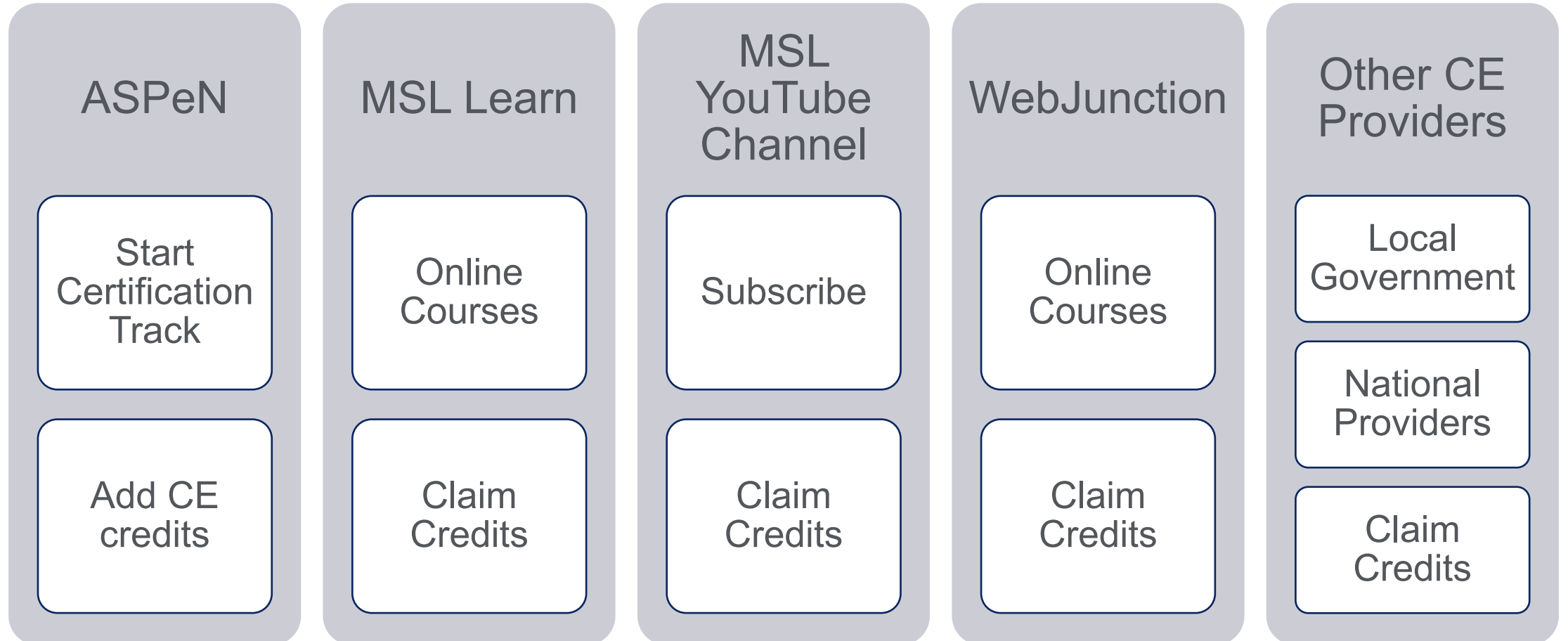
Promote Recognition

- What does your library do to recognize CE or Certification?

Provide CE Opportunities

- How do you learn about CE opportunities?

Certification



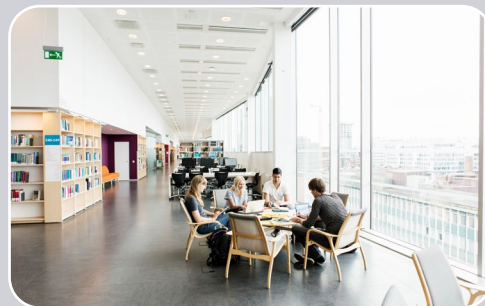
CE Planning Goals



4 Categories = Professional Standards



Library
Administration



Library
Services to
the Public



Collection
Management
and Technical
Services



Technology

Create a Track!



CE Plan

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

Library Continuing Education Plan

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.

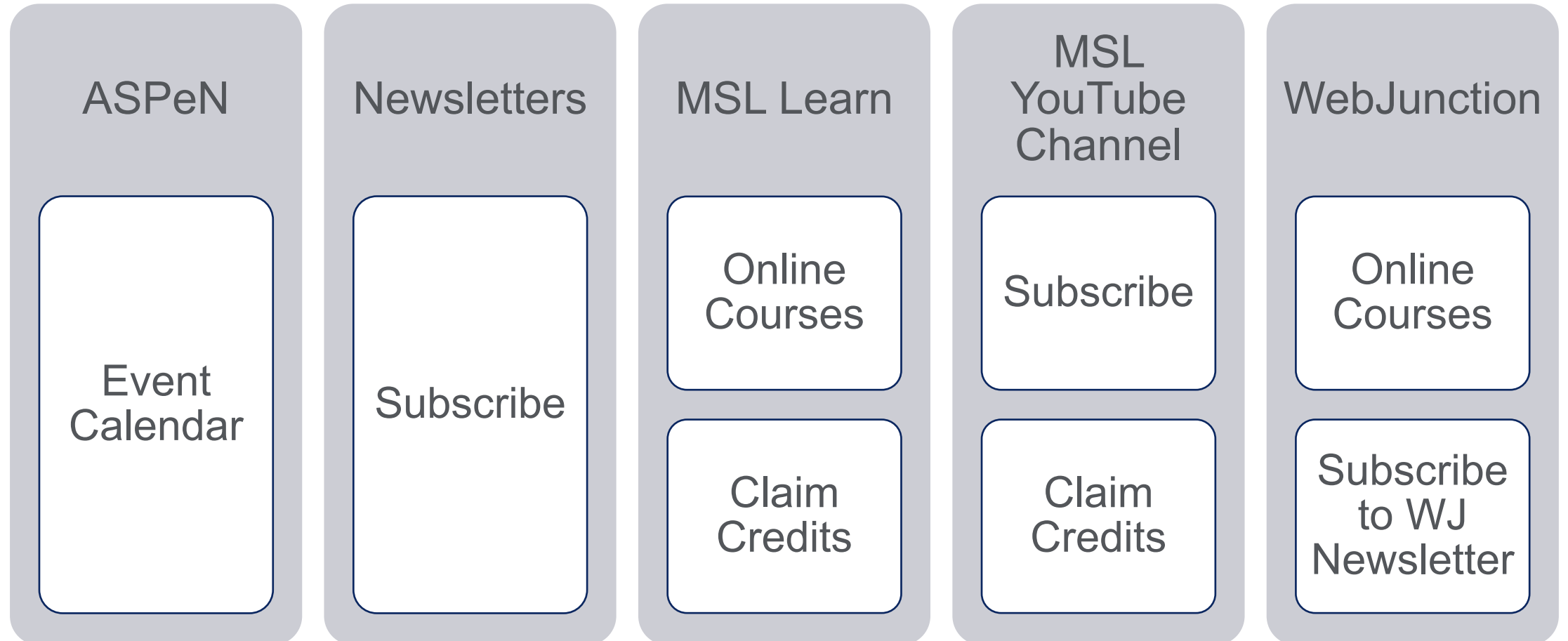
Job Description	Job Skills –
[SAMPLE job description - The customer service librarian provides friendly customer service at the main desk of the library, is proactive in doing circulation duties, and contributes actively to a	<ul style="list-style-type: none"><input type="checkbox"/> [SAMPLE Assists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

CE Planning



Using the MSL Continuing
Education Plan Template

CE Program



Where to Look

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



MSL YouTube Channel

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

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MSL Evaluation Survey



Colet Bartow

Continuing Education Coordinator

Colet.Bartow@mt.gov

406-444-3365

