



Montana State Library Certification for public library trustees is optional.

Trustee Certification 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.

Program Overview

Fifteen continuing education credits earned in a 4-year period which includes:

- Minimum of ten credits in the Library Administration continuing education category
- Balance of credits are electives

Verification of continuing education credits by the Board chair (NOTE: The Board chair's continuing education credits can be verified by another member of the library Board.)

Trustees can earn a specialization in Collection Management and Technical Services, Library Services to the Public, or Technology by accumulating a minimum of ten credits in that category.

One credit is equal to one hour. Only .5 is accepted for partial credits earned; no other partial credits are accepted.

Frequently Asked Questions

How much does it cost?

- There is no fee for certification; however, there may be costs in terms of time and possible travel expenses.

Why should I get certified?

- Increase board member effectiveness
- Increase board involvement
- Contribute to a professional team atmosphere for the board
- Grow your leadership skills
- Improve your library

Montana Public Library Trustee Certification



What will I learn through 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

Where can I find CE?

- [ASPeN event calendar](#)
- [MSL Learn](#) – Montana State Library’s online learning platform.
- [MSL YouTube Channel](#) – find recorded sessions to watch at your convenience and then claim CE credits in ASPeN.
- [Federation meetings](#)
- [Montana Library Association](#) (MLA) – MLA sponsors workshops, conferences, and other continuing education opportunities.
- [WebJunction](#) – MSL sponsors access to a large collection of live webinars and online courses across all CE categories and jobs
- Trainings offered through your municipal or county government are a very good source for continuing education
- Staff training days offered at your library

What do I need to do to get started on certification?

- Login to ASPeN with your OKTA account.
 - If you need to create an Okta account, please follow these instructions.
 - [Create an Okta account](#)
- Login to ASPeN and register for CE in the events calendar
- Claim CE credits when you complete CE activities
- If you run into any roadblocks, [submit a help ticket](#).