



MEMO

**To:** Montana State Library Commission  
**From:** Tracy Cook, Lead Consulting and Learning Librarian  
**Subject:** Certification Course Catalog Proposals – Requested Action to Approve Proposals as Presented  
**Date:** May 28, 2026

Meeting materials include 125 course proposals that would comprise the first Course Catalog approved under the Certification policy adopted on May 6, 2026.

This is a large “batch” of proposals that include courses from MSL Staff, WebJunction, and several other providers. In the future, we will have much smaller batches of proposals to bring for approval.

Topic	Number of Proposals
Basic Laws	14
Financial Management	5
Board, Government, and Community Relations	14
Facility Management	10
Policy	2
Planning	5
Library Services	51
Personnel Management	16
Data and Reporting	8

Your meeting materials include nine (9) proposal documents. The proposals are separated by topic. Each document includes a cover sheet that lists the course title for each proposal. You will see 1- to 2-page course proposals that include:

- Course Title
- Course Description
- Topic
- Presenter Name
- Presenter Credentials
- Presenter Association
- Cost

All of these proposals have been reviewed for completeness and adherence to the criteria in the policy.