

Official Record of Earned Continuing Education Activities

Public Librarian/Library Associate

The Maryland State Library Agency monitors the certification of Maryland public librarians and public library associates.

Each public librarian and library associate are required to earn **90 contact hours** to renew their certification every five (5) years. To renew their certification, each public librarian/public library associate must submit a record of their earned contact hours.

This form serves as a record for a training activity when no formal documentation is available, such as a Certificate of Completion. The Staff Development Coordinator is required to sign to verify the validity of the learning activity.

Information Requested	User Input Details
Name of Participant:	
Name of Activity:	Reports to Data: Helping Libraries Get the Information They Need
Description of Activity:	Libraries rely on reports, spreadsheets, and web portals to understand collections, circulation, visits, and community impact, yet many still face challenges with data quality, reporting burden, and limited capacity to adopt new tools. This session shares lessons learned from Western Maryland Regional Library's efforts to provide trusted, governed data through Polaris reporting, automation, and regional data services. We'll explore how regional organizations can serve as providers of trusted datasets while empowering individual libraries to use the reporting and presentation tools that best fit their local needs.
Learning Objectives:	1. Understand the difference between reporting tools and trusted data sources Participants will identify why successful data initiatives often depend more on data quality, governance, and accessibility than on a specific reporting platform. 2. Explore practical strategies for reducing reporting burden Participants will learn how automation, shared datasets, and standardized definitions can reduce manual spreadsheet work and repeated data requests. 3. Evaluate approaches for delivering data to library staff Participants will compare dashboards, spreadsheets, reports, and self-service access methods to determine which approaches best fit their organization's capacity and culture.
Date(s) of Activity:	October 12, 2026
Sponsoring Agency:	Washington County Free Library
Number of Contact Hours:	1.0

Signature of Staff Development Coordinator

I HEREBY CERTIFY that the information provided is true and correct to the best of my knowledge.

Name:	Date:
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