

## Spring 2012 CE

### Excelling @ Email

Wednesday, January 11: 1 pm

Presented by: Jean Anderson, Continuing Education & Multitype Coordinator, South Central Library System

Did you know that roughly 150 billion emails are sent on a daily basis? How many of these emails are in your in-box? Do you find yourself checking email often throughout the day? Is your workday governed by what comes in your email?

This webinar will help you excel at email by covering:

- Using filters, tags, labels, and other tools in your email program
- Five steps to process your email
- Tips to organize the email you save or archive

Join us for this fun webinar where you will learn how to conquer your email inbox!

Register here:

<https://www1.gotomeeting.com/register/392325512>

*Jean Anderson is the Continuing Education & Multitype Coordinator for the South Central Library System. Her email experience includes three personal email accounts and one work email account. She strives to achieve "inbox visible on one page" for each account.*

### 20 Things You Can Do To Make Your Library Website Better Right Now (webinar)

Tuesday, January 17: 10 am

Presented by: Laura Solomon, Library Services Manager, Ohio Public Library Information Network

Co-sponsored with the South Central Library System

Let's face it--we can't always overhaul our library's entire website. Sometimes, we just need ways to improve on what we have, due to cost, expertise or political barriers. There are lots of things you can do with very little to improve your library's site. Some are small, some are bigger, but all can make your site better for your visitors. Get some quick and practical ideas about potential ways to polish your site without busting your library's budget or eating up tons of staff time.

Register here:

<https://www1.gotomeeting.com/register/420628017>

*Laura Solomon, MCIW, MLS is the Library Services Manager for the Ohio Public Library Information Network and the former Web Applications Manager for the Cleveland Public Library. She has been doing web development and design for over twelve years, in both public libraries and as an independent consultant. She also authored a statewide website usability study in 2004 that evaluated the site of every public library in Ohio. She specializes in developing with Drupal, as well as in web code and accessibility standards. She is a 2010 Library Journal Mover & Shaker. Her book Doing Social Media So It Matters: A Librarian's Guide was published in late 2010. As a former children's librarian, she enjoys bringing the "fun of technology" to audiences and in giving libraries the tools they need to better serve the virtual customer.*

### **Perfecting Your Presentations (webinar)**

Thursday, January 26: 1 pm

Presented by: Jamie Matczak, Continuing Education Coordinator, NFLS

We are all called on to “present” at some point in our jobs. Whether you are communicating information in front of your library board or training a group of patrons, solid presentation skills are essential. Are you unsure how to organize what you want to say? Are you debating what information should be included? When should handouts be “handed out?” Learn tips and tricks on presenting like a pro!

This webinar will cover:

- 8 Steps to Powerful, Oral Presentations
- 9 Techniques for Maintaining Audience Attention
- 10 Ways to Organize Presentations
- Building Audience Rapport
- Polishing your Delivery
- Planning Visual Aids and Handouts

Register here:

<https://www2.gotomeeting.com/register/124137658>

*Jamie Matczak is the continuing education, youth, public information and NEWIL coordinator for the Nicolet Federated Library System in Green Bay, as well as an adjunct instructor for Lakeland College. Her “presentation” experience includes K-12 substitute teaching, fitness instructing, library trainings, reading at church and the ability to entertain her nieces and nephews for hours at a time.*

### **Project Compass Training**

Wednesday, February 8: 1-4 pm

NFLS Meeting Room

Presented by: Marie Boleman, Director, Westfield Public Library

Jamie Matczak, Continuing Education Coordinator, NFLS

Libraries have all been providing workforce recovery services for several years, and this need will continue. What services is your library already providing to current job seekers? What else could your library offer? Is your community aware of the services available? Who are natural partners in your community to assist you? What does it mean to be a 21st Century job seeker?

As part of a nation-wide initiative, this workshop will answer these questions and more as you take this opportunity to reevaluate and repackage your library services for job seekers. You will gain new ideas from workshop colleagues, as well as librarians across the nation. You will go back to your library with new perspectives and energy for providing workforce recovery services for your library patrons!

Register here:

<https://docs.google.com/spreadsheet/viewform?formkey=dDBCAlhiZFdJbWIDN0ZTSGNEQk5vVWc6MQ>

### **Summer Library Program Planning Workshop: Dream Big!**

Thursday, February 16 8:30 – 3 pm

Green Bay Botanical Garden

We're going to "Dream Big" this year at the beautiful Green Bay Botanical Garden! Former children's librarian and the editor who brings creative energy to the Consortium's SLP manual, Patti Sinclair will introduce workshop participants to craft and program ideas that will encourage kids to take time next summer to create and read at your library! Ideas, fun, door prizes and laughter will be in abundance!

Register with Denise!

### **Library Signage: What Message Are We Sending Our Patrons? (workshop)**

Tuesday, February 21: 9:30 am – 11:30 am

NFLS Meeting Room

Presented by: Gail Santy, Central Kansas Library System, Reference & Outreach Services

Merely adequate signage identifies the resources in your library and tells people what they can and can't do. Great signage communicates your competence, understanding and care for the people using your library.

Gail will lead you through deciphering what constitutes a good sign and how to send the right message to your patrons. She will show practical, affordable ideas for do-it-yourself signs on a very low budget.

*Gail Santy is a consultant and department head of Outreach Services with the Central Kansas Library System. Like most librarians, she wears many hats: reference, collection management, marketing, outreach, advocacy, and cheerleading. At age three, she knew she wanted to be a "library lady." Gail worked as a German and Russian translator in Military Intelligence for nine years and raised three sons prior to attending and graduating from San Jose State University with her MLIS in 2007. She has lived on five continents and is now very happy to call Kansas her home.*

Register here:

<https://docs.google.com/spreadsheets/viewform?formkey=dHBnUnRWSV80ZnJjZnhubldhTkZnd0E6MQ>

### **DIY Advocacy (workshop)**

Tuesday, February 21: 1 -4 pm

NFLS Meeting Room

Presented by: Gail Santy, Central Kansas Library System, Reference & Outreach Services

Do It Yourself Advocacy is a continual, grassroots advocacy campaign concentrating on establishing relationships, creating a standard of excellence, working with an acute focus, and using a combination of methods, technology and social networking tools. A well-planned DIY Advocacy campaign will be unexpected, unconventional, and interactive.

This workshop will focus on putting theory into practice. Using the ALA Library Advocate's Handbook as a guideline, participants will leave the session with a toolkit and practical, do-able, inexpensive ideas they can put into practice immediately and sustain throughout the year.

You will gain practical tools for beginning an advocacy campaign or take your current practices to the next level!

Register here:

<https://docs.google.com/spreadsheet/viewform?formkey=dDZiQmhtblVCQXd6YmFhWEZTT0drdUE6MQ>

### **Future of Libraries (webinar)**

Tuesday, February 28: 2 pm

Presented by: Sarah Houghton, Assistant Director, San Rafael Public Library, San Rafael, CA

After two decades of continuous library technology increases and a budget crisis that has affected nearly every library in the world, we are left with the question: what will the library of the future look like? We have seen huge cuts in expensive brick and mortar spaces and collections, in-person services and programming, and other face-to-face library services. At the same time, we are finally realizing the high return on investment for library web, mobile, hardware, and software services. The budget crisis may force us to face our inefficiencies and drastically re-engineer our services and the way we provide those services to our customers. The legacy system is burning down all around us. What will emerge from the ashes?

Co-sponsored with OWLS

Register here:

<https://www1.gotomeeting.com/register/162085849>

*Sarah Houghton is the Acting Director at the San Rafael Public Library and is best known for her blog: Librarian in Black. She was named a 2009 Library Journal Mover & Shaker as a Trendspotter. She speaks internationally at online and realspace events for libraries and other institutions. Sarah received her MLIS from the University of Illinois-Urbana Champaign and an MA in Irish Literature from Washington State University.*

### **Ins and Outs on Chapter 43 (Workshop)**

Wednesday, March 7: 1- 4 pm

NFLS Meeting Room

Presented by: Paul Nelson

In 2012, the Division for Libraries Technology and Community plans to convene a task force to review statutory requirements for library systems, specifically with an eye toward making them contemporary with the issues facing libraries and their patrons. The task force will develop recommendations by early fall.

This workshop will help you to identify and understand the current statutory requirements of Chapter 43 as they relate not just to library systems but to library development and governance in general.

Register here:

<https://docs.google.com/spreadsheets/viewform?formkey=dDNpd3o0anVBMVhicWtVRml1WGFZMmc6MQ>

*Paul Nelson is currently an Adjunct Assistant Professor at the UW-Madison School of Library and Information Studies. He served as Director of the Middleton Public Library for 22 years and has been active in library legislative activities for the past 20 years.*

### **CCBC Presentation**

Wednesday, April 18:

9-9:30 am: Book browsing

9:30-11:45: Choices presentation, Books Birth- Grade 12

11:45-1: Break/Browsing

1-2:30 pm: Discussion

2:30-3 Browsing

Kress Family Branch Library: De Pere, WI

Presented by: CCBC Staff

The Children's Cooperative Book Center will talk about birth-grade 12 books from the "Choices 2012" publication in the morning. The afternoon session will consist of a discussion on book selection and evaluation.

Register here:

<https://docs.google.com/spreadsheets/viewform?formkey=dEg3MHAyemJWSINUN2pmYy04M1k4MFE6MQ>

### **The Low-Down on Libraries "Down Under" (webinar)**

Tuesday, April 24: 2 pm

Presented by: Ryan Siriwardene, Library Officer, RMIT University

Curious about what kinds of library services are offered halfway around the globe? Are they offering eBooks? Facing budget cuts? Performing storytimes? Ryan Siriwardene, Library Officer at RMIT University in Melbourne, will present a live webinar on academic and public library differences and similarities in the land "Down Under." (Yes, he will be presenting at 5 am HIS time). ☺

Register here:

<https://www1.gotomeeting.com/register/121719160>

### **Taking and Posting Digital Photos @ Your Library (Workshop)**

Tuesday, May 1: 9:30 am – 12 pm

NFLS Meeting Room

Presented by: Jeff Dawson, Director, Lester Public Library

Jeff Dawson is not a professional photographer. He is a library director with a photographic eye. Join Jeff for a hands-on learning experience; shooting interesting digital photos of your library and community. Explore what makes a successful photograph. Connect with your community by

sharing photos via online social media. Discover ways to incorporate your photos into posters, books and other marketing materials. Bring your digital camera for an interactive session of point and shoot.

Register here:

<https://docs.google.com/spreadsheet/viewform?formkey=dFJ6aVYxNi1yN05wY3lTbkRHZTVMc0E6MQ>

*Jeff Dawson has over 23 years of library experience in a variety of libraries and levels of responsibility. Jeff worked in academic libraries in Ohio, Illinois, Iowa and Arizona. From 2000 to 2007 Jeff served at the Topeka and Shawnee County Public Library, Topeka, Kansas, in several capacities, including Reference Librarian, Business Librarian, Adult Services Supervisor and finally Manager of Youth Services and Bookmobile. Jeff's exploration into digital photography, social software and Internet marketing began in Two Rivers, Wisconsin as Lester Public Library Director in March 2007.*

### **Grant Writing 101: Developing Winning Proposals (webinar)**

Thursday, May 17: 1 pm

Presented by: Erica Reynolds, Partnership Development, BiblioCommons

Learn tips for finding the right funding opportunities, tricks of professional grant writers, and the secrets to successful grant writing that will garner your organization the funds to help you attain your goals and improve your communities.

Register here:

<https://www1.gotomeeting.com/register/953408737>

*As a librarian and research administrator, Erica Reynolds is the former Director of PreAward Services at University of Missouri-Kansas City and spent over 10 years working in academic, special and public libraries. Along with serving as the project director for a major federal grant encouraging partnerships among public libraries, museums and public broadcasting, Erica specializes in user experience, community partnerships, and Web development. Erica has recently joined the team at BiblioCommons, a software company providing integrated online discovery and web software solutions for public libraries including a next generation web catalog, Mobile suite, and CMS options.*