A Passport for Public Libraries

FY18 CONTINUING EDUCATION OFFERINGS

JULY 2017 – JUNE 2018

MISSISSIPPI LIBRARY COMMISSION
LEADERSHIP ADVOCACY SERVICE

Pack your bags for an exciting journey!

Continuing Education Units are given for planned learning experiences designed to bring about changes in knowledge, skills, attitudes, or behavior that contribute directly to the delivery of quality library services and competent practice of librarianship. CEUs are not given for business meetings, reports, announcements, breaks, travel time, or meals. CEUs are calculated by the number of contact (instruction) hours that participants are at a workshop or training event.

The Mississippi Library Commission is authorized, through the Mississippi Department of Education, to grant Continuing Education Units. Ten (10) contact hours equals one (1) CEU. All continuing education opportunities offered by the Mississippi Library Commission qualify for CEUs. CEUs are not issued automatically. Participants may request CEUs when signing in at workshops. Certificates are mailed after verification of attendance.

The Mississippi Library Commission may authorize CEUs for library staff through other organizations if said organizations complete the appropriate procedures for authorization of proposed programs. Requesting organizations are responsible for providing certificates to participants after MLC provides the authorization. For more information, contact Lucinda Ogden at (601) 432-4057 or logden@mlc.lib.ms.us.

Registering for an MLC workshop is easy.

The Mississippi Library Commission accepts registrations after formal announcement of a workshop is made, usually 45 days in advance. Formal announcements are made to all public libraries in the state via email. Registering for most workshops can be done conveniently by completing the online registration form linked in the workshop announcement email.

Complete and submit a separate online form for each attendee. Registration for the Librarianship 101 Institute requires a special registration process. Details about registering for these workshops will be included in the formal workshop announcements.

For additional information about a workshop, contact Lorietha Myers at lmyers@mlc.lib.ms.us or (601)432-4067 (tollfree 800-647-7542).

Calendar of Events

August 2017
EveryLibrary Advocacy Series: Building Support for your Library (Webinar)

September 2017
Patent & Trademark Workshop for Library Staff - MLC
Librarianship 101 - MLC
Tech Academy: Excel - Batesville, MS
EveryLibrary Advocacy Series: Storytelling for Library Support (Webinar)
Collection Development Series: Youth Titles You May Have Missed (Webinar)

October 2017
LSTA Workshop - MLC
Tech Academy: Excel - MLC
Statistics Opening Day (Webinar)
MS Access to Justice Commission: Sharing Free Legal Resources (Webinar)

November 2017
Letters About Literature (Webinar)
Public Library Directors' Symposium - MLC
Tech Academy: Excel - Hattiesburg, MS
E-Rate Workshop - MLC
Collection Development Series: Holiday Edition (Webinar)

December 2017
Friends of Mississippi Libraries: The Basics (Webinar)
Introduction to Talking Books Services (Webinar)
Beehive Resource Sharing Refresher (Webinar)

January 2018
Early Literacy-Summer Library Program - MLC

Summer Library Program for Children - MLC
Tech Academy-PowerPoint - Batesville, MS

February 2018
Tech Academy: PowerPoint - MLC
Summer Library Program for Children - Laurel, MS
Adult Summer Library Programs (Webinar)

March 2018
Spring Cleaning Your Library (Webinar)
Tech Academy: PowerPoint - Hattiesburg, MS
Summer Library Program for Children - Grenada, MS
Young Adult Summer Library Program - (Webinar)
Youth Services Mixer (TBD)

April 2018
American Sign Language for Librarians - MLC
Talking Books Services-Children's (Webinar)
Tech Academy: Troubleshooting - Batesville, MS

May 2018
Tech Academy: Troubleshooting - MLC
Collection Development Series: Summer Reading Edition (Webinar)
Friends, Funds, and Programming (Webinar)

June 2018
Tech Academy: Troubleshooting - Hattiesburg, MS
Universal Design: What's That? (Webinar)

See descriptions for specific dates!

Collection Development Series: Youth Titles You May Have Missed
July 2017
September 2017
November 2017—Holiday Edition
March 2018
May 2018—Summer Library Edition
Presenter: Ally Watkins, MLC
This webinar series will include book talks on a selection of current titles ranging from picture books to young adult. Watch these short webinars to hear about books that your young patrons will want to read!
Contact Hours/CEUs: N/A

EveryLibrary Advocacy Series: Building the Library Coalition One Sweet Tea at a Time
August 2017
Presenter: John Chrastka, Executive Director of EveryLibrary
EveryLibrary will present this webinar on how to break through those barriers by being neighborly and build to the coalition you need for library funding. This webinar will help you identify the organizations, agencies, and stakeholder groups you need to become aligned with, and learn how to frame the conversation with "important" individuals about the library in a new, high-impact way. Each participant will receive a digital toolkit on "Power Mapping and Coalition Building" from EveryLibrary to use with your board and staff. If you need more allies and partners to help your library succeed, this is the way to start.
Contact Hours/CEUs: .75/.075

EveryLibrary Advocacy Series: Storytelling for Library Support
September 2017
Presenter: John Chrastka, Executive Director of EveryLibrary
EveryLibrary helps public libraries around the country with voter, funder, and constituent engagement about taxes. They know very clearly that every community is different, and each have unique challenges when considering how to fund the library. But each community is also very similar because everyone wants to know the answers to the same questions: "Where is my money going, and who is spending my money?" How you tell that story makes all the difference in your success. If you need to start telling a new story about your library or want to re-engage your existing supporters or funders in a fresh way, this webinar is right for you.
Contact Hours/CEUs: .75/.075

Statistics: Opening Day
October 2017
Presenter: Joy Garretson
This webinar, a repeat from 2016, is for public library directors and staff who are responsible for submitting the annual statistical report. Participants will view the Bibliostat reporting platform. Intended audience: Library directors or staff directly involved with library statistics. (Note: there are no changes in the reporting system from 2016 to 2017)
Contact Hours/CEUs: 1/ 0.1

Letters About Literature: How to Write a Winning Letter
November 2017
Presenter: Ally Mellon, MLC
Mississippi's Letters About Literature Program Director will give those who work with students in grades 4-12 some tips on how to write a great letter for this national reading and writing contest.
Contact Hours/CEUs: N/A

Introduction to Talking Book Services
December 2017
Presenter: Shellie Zeigler, MLC
Discover our Talking Book Service, including what it is, who it's for, and how it can help your library patrons.
Contact Hours/CEUs: N/A

Friends of Mississippi Libraries: The Basics
December 2017
Presenter: Lacy Ellinwood, MLC
Thinking about starting a Friends of the Library group at your library? Check out this introductory webinar about how Friends of the Library groups operate in Mississippi. Use this webinar as a first step to see if your local community is interested in supporting the library.
Contact Hours/CEUs: .5/.05

Beehive Resource Sharing Refresher
December 2017
Presenter: Tracy Carr, MLC Library Services Director
This webinar will go over the basic settings in the Beehive Resource Sharing system and will provide tips, reminders, and information on updates.
Contact Hours/CEUs: N/A

Webinars

Summer Library Program for Adults: "Libraries Rock!"

February 2018

Learn how to host a successful summer library program for adults. Participants will have the opportunity to share information and ideas about programs and activities related to this summer's theme "Libraries Rock!"

Contact Hours/CEUs: .5/.05

Summer Library Program for Young Adults: "Libraries Rock!"

March 2018

Presenter: Jaclyn Lewis Anderson, Head Librarian, Chattanooga Public Library

Learn how to host a successful summer library program for young adults. Participants will have the opportunity to share information and ideas about programs and activities inspired by this summer's theme, "Libraries Rock!"

Contact Hours/CEUs: .75/.075

Spring Cleaning Your Library

March 2018

Presenter: Mac Buntin, MLC

Spring is a great time to take a look around your library and do some tidying up. Learn about things to look for that may be making your library look tired or cluttered.

Contact Hours/CEUs: N/A

Talking Book Service for Children and Young Adults

April 2018

Presenter: Shellie Zeigler, MLC

Discover how Talking Book Service can help meet the unique the needs of children and young adults in your library.

Contact Hours/CEUs: N/A

Friends, Funds, and Programming

May 2018

Presenter: Lacy Ellinwood, MLC

Learn how Friends of the Library groups can improve library programming as well as some effortless ways to fundraise!

Contact Hours/CEUs: N/A

Universal Design: What's That?

June 2018

Presenter: Lacy Ellinwood, MLC

This webinar covers how to improve customer service through universal design. It will also cover the basic definition of Universal Design, and how your library can be more inclusive.

Contact Hours/CEUs: .5/0.5

Patent & Trademark Workshop for Library Staff

September 11, 2017

Mississippi Library Commission

Presenters: Tiffany Mair and Daphne Joseph, Patent and Trademark Resource Center Program

This workshop will cover the difference between patents, trademarks, and copyrights to train you to be of greater assistance to your patrons who need these services.

Class Size: 40

Contact Hours/CEUs: 2/.2

Librarianship 101

September 18-20, 2017

Mississippi Library Commission

Presenters: MLC staff

The 14th annual Librarianship 101 Institute for public library staff members without a master's degree in library science will focus on Mississippi library structure and ethics, program planning, collection development, youth services, reader's advisory, reference services, grant writing, customer service, diversity, and more. Participation is through a competitive application process. Meals and shared lodging will be provided.

Maximum class size: 15

Contact Hours/CEUs: 16.5/1.65

LSTA Workshop

October 10, 2017, 9:30 a.m. - 4:00 p.m.

Mississippi Library Commission

Presenter: Stacy Ruble

This workshop will cover basic grant writing; determining the right outcomes and how to report them on your projects, inputs vs. outputs, and what the reviewer looks for when scoring applications.

Class size: 55

Contact Hours/CEUs: 6/.6

Public Library Directors' Symposium

November 2-3, 2017

Mississippi Library Commission

Presenters: MLC staff

This 1.5-day interactive workshop will include a regular public library directors' meeting with presentations on public relations, digital promotion, and digitization.

Class Size: 50

Contact Hours/CEUs: 8/.8

Workshops

E-rate Workshop
November 13th-14th, 2017
Mississippi Library Commission
Presenters: MLC Technology Services Staff
This workshop is a step-by-step walk through the E-rate filing process. E-rate beginners should attend both days (the first day begins after lunch). Those experienced with the filing process may wish to attend only the second day, which will cover changes in the E-rate filing process and expected updates for the coming year. Lunch will be provided the second day.
Class Size: First Day: 20; Second Day: 60
Contact Hours/CEUs: 3/.3 first day
Contact Hours/CEUs: 6/.6 second day

Summer Library Program: Early Literacy: "Libraries Rock!"
January 31, 2018
Mississippi Library Commission
Presenter: Victoria Penny, First Regional Library System
Learn how to host a successful summer library program for preschool aged children. Participants will also be exposed to *Every Child Ready to Read* standards and will learn how to incorporate them into story times and early literacy programs.
Class Size: 35
Contact Hours/CEUs: 3.5/.35

Summer Library Program for Children: "Libraries Rock!"
January 25, 2018, Mississippi Library Commission
February 20, 2018, Laurel-Jones Public Library, Laurel
March 7, 2018, Elizabeth Jones Public Library, Grenada
Presenters: Ally Watkins and Mac Buntin, MLC
Explore programming possibilities related to the 2018 summer library program theme, "Libraries Rock!" at one of three half-day workshops held across the state. From Mississippi's place in music history to music as a universal language, come explore how the theme "Libraries Rock!" can be highlighted through books, games, crafts, and other activities. Participants are expected to share their own information and ideas about programs and activities.
Class Size: 35
Contact Hours/CEUs: 3.5/.35

Youth Services Mixer: Summer Library Programming
March 2018
Mississippi Library Commission
Presenters: Ally Watkins and Mac Buntin, MLC

Youth Services staff are invited to gather for a mixer after the Summer Library Program for YA event. This collaborative workshop will allow youth services staff to network with their peers in the state and help them to plan for the summer months.

Class Size: 40

Contact Hours/CEUs: N/A

American Sign Language for Librarians

April 19, 2018

Mississippi Library Commission

Presenter: Carrie Leach, Jackson LifeSigns, Inc.

An American Sign Language (ASL) instructor will be presenting useful skills to librarians to improve communication between public library staff and patrons who communicate using ASL.

Class Size: 40

Contact Hours/CEUs: 3.5/.35

Workshops

We're mixing it up and taking Tech Academy on the road this year! Join us for one or all of three different topics at three different locations around the state.

Technology Academy: Introduction to Excel
September 27, 2017 1:00 PM-3:00PM, Batesville Public Library
October 26, 2017 1:00 PM-3:00PM, Mississippi Library Commission
November 15, 2017 1:00 PM-3:00PM, Hattiesburg Public Library
Presenter: Rachel Robertson, MLC
This hands-on introductory Microsoft Excel class is for individuals to learn or be refreshed on the fundamentals of using Excel worksheets (create, edit, format, and print). The training class will be in a lab environment with hands-on creation and editing of basic Excel spreadsheets.
Class Size: 20
Contact Hours/CEUs: 2/.02

Technology Academy: Introduction to PowerPoint
January 10, 2018 1:00 PM-3:00PM, Batesville Public Library
February 15, 2018 1:00 PM-3:00PM, Mississippi Library Commission
March 5th, 2018 1:00 PM-3:00PM, Hattiesburg Public Library
Presenter: Rachel Robertson, MLC
This hands-on introductory Microsoft PowerPoint class is for individuals to learn or be refreshed on the fundamentals of the PowerPoint software (presentations, graphics, and slide shows). The training class will be in a lab environment with hands-on creation and editing of a basic PowerPoint presentation.
Class Size: 20
Contact Hours/CEUs: 2/.02

Technology Academy: Computer Troubleshooting
April 4, 2018, 1:00 PM-3:00PM, Batesville Public Library
May 7th, 2018 1:00 PM-3:00PM, Mississippi Library Commission
June 4th, 2018 1:00 PM-3:00PM, Hattiesburg Public Library
Presenters: MLC Technology Services staff
This class will focus on basic personal computer problem solving techniques for a unresponsive PC (startup), monitor keyboard mouse, sound, printer, and hard drive. The training class will be presentation style with one-on-one follow-up discussion.
Class Size: 35
Contact Hours/CEUs 2/.02

WebJunction

WebJunction provides timely and relevant learning content for library workers to access anytime from any computer with an Internet connection.
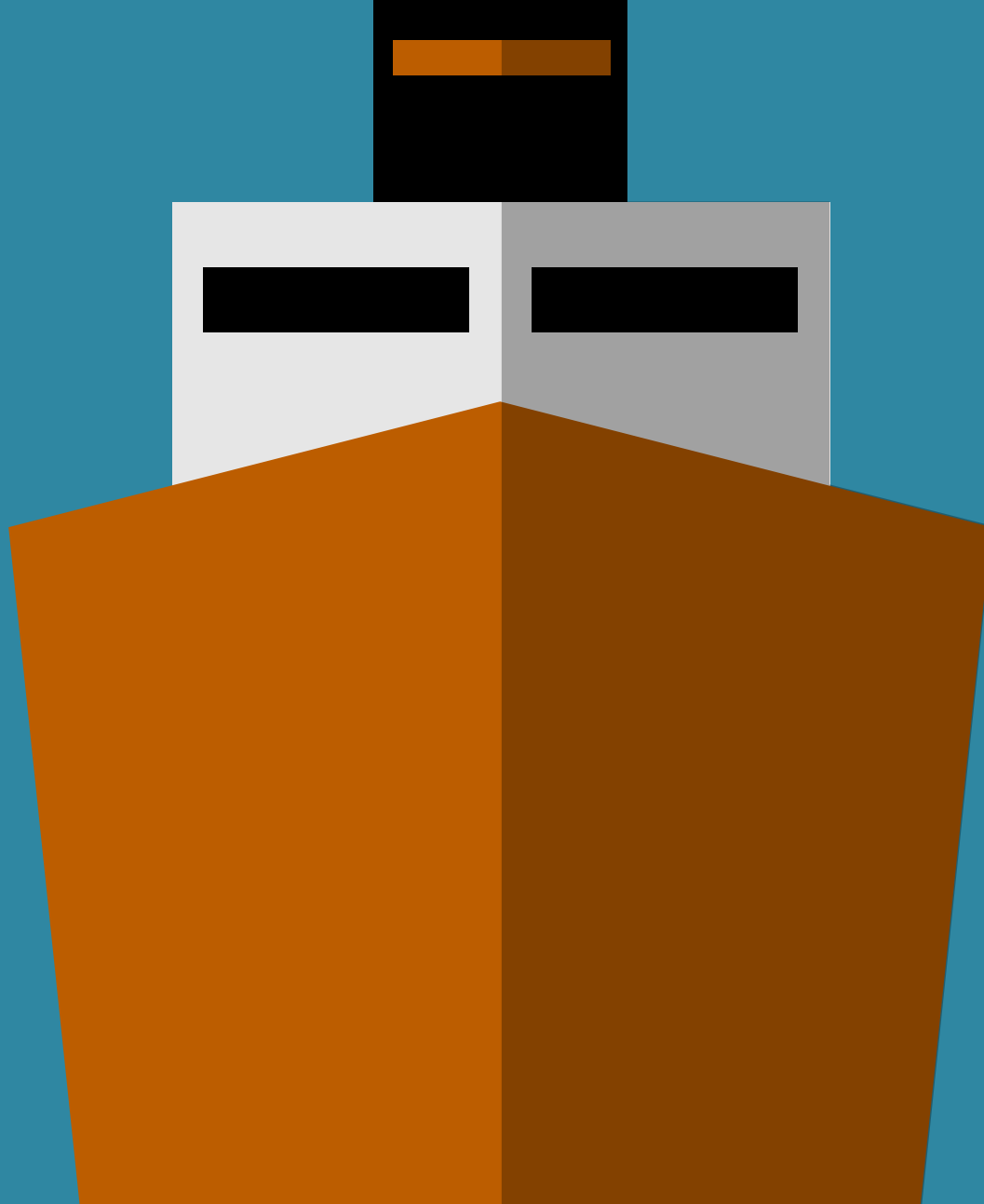
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Access courses and webinars on topics such as customer service, library services, marketing and messaging, advocacy and outreach, library technology, and many more.

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