MISSISSIPPI LIBRARY COMMISSION

JULY-DECEMBER 2024

FY25 CONTINUING EDUCATION OFFERINGS

Registering for Workshops

- An email will be sent 4 weeks prior to each event with registration information, including a link to an online registration form
- A separate form must be completed for each attendee
- Once registered, you'll receive an email with all the necessary information, including zoom links if applicable
- Librarianship 101 is a competitive application process that is detailed separately in an email announcement
- If you have questions or need assistance, contact Lorietha Myers at lmyers@mlc.lib.ms.us or 601.432.4067

Continuing Education Units (CEUs)

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.

The Mississippi Library Commission is authorized through the Mississippi Department of Education to grant Continuing Education Units. Ten (10) contact hours are equal to one (1) CEU. CEUs are not issued automatically. Requests for CEUs can be sent Beth Samson at bsamson@mlc.lib.ms.us or 601.432.4057.

CEUs are not given for business meetings, reports, announcements, breaks, travel time, or meals. They are calculated by the number of contact (instruction) hours that participants are at a workshop or training event.

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, visit our CEU page at http://mlc.lib.ms.us/CEUs or contact Beth Samson at bsamson@mlc.lib.ms.us or 601.432.4057.

MLC's CE program is made possible in part by funds from the Institute of Museum and Library Services.

Programming Basics

When: July 10

Format: Recorded Webinar

Intended Audience: Staff who are new to programming or want to brush up on the basics

Description: In this introduction to library programming, you'll learn the building blocks needed to create successful programs for any age group. From the first planning stages to the final report and everything in between, you'll become familiar with the nuts and bolts of creating a successful program.

LSTA/State Grants Workshop

When: July 18, 10:00am – 4:00pm

Format: In Person at MLC + Hybrid via Zoom

Intended Audience: Staff responsible for filing and reporting MLC subgrants

Description: This workshop will cover the basics of MLC's federal subgrant program, the subgrant reimbursement process, and tips on how to develop a comprehensive narrative when completing an application.

Basic Flyer Creation Using Canva

When: July 23

Format: Recorded Webinar

Intended Audience: Staff who create flyers or signage

Description: This webinar will be a quick overview of how to customize Canva templates for your library and how to create original flyers and library signage using Canva elements. Suggested prerequisite: Happy Library: Signage to Welcome Your Patrons, available on our YouTube channel.

Virtual Frontline Training: Focus Group

When: July 24, 2:00pm – 3:00pm

Format: Live Discussion via Zoom

Intended Audience: Frontline staff

Description: This training series is designed to offer virtual sessions tailored to the needs of frontline staff, aimed at enhancing communication and promoting experience sharing. Join our group discussion to help us identify the essential skills and strategies most pertinent to frontline staff. Your input will shape our monthly sessions, ensuring they effectively address your needs.

Virtual Manager Training: Focus Group

When: July 31, 3:30pm – 4:30pm

Format: Live Discussion via Zoom

Intended Audience: Branch managers, circulation managers, and department heads

Description: This training series is designed to offer virtual sessions tailored to the needs of managers, aimed at enhancing communication and promoting experience sharing. Join our group discussion to help us identify the essential skills and strategies most pertinent to managers. Your input will shape our monthly sessions, ensuring they effectively address your needs.

AUGUST 2024

Hosting a Swap

When: August 6

Format: Recorded Webinar

Intended Audience: Staff who create or are interested in programming

Description: Looking for a low-cost, interactive program that'll draw people in to your library? Hosting a community swap is a great way to reach new patrons and make a big impact with a tiny budget. We'll cover the basics of how they work and provide some ideas to get you started.

Public Library Directors' Meeting

When: August 8-9

Format: In Person at MLC + Hybrid via Zoom

Intended Audience: Directors or their designees

Description: PLD meetings offer public library directors valuable opportunities for information sharing, education, and networking. These sessions cover a range of topics and provide updates on the latest developments at MLC.

STEM/STEAM Test Lab

When: August 14, 9:00am – 4:00pm

Format: In Person at MLC

Intended Audience: Youth Services

Description: Come and learn firsthand how educational & fun our STEAM kits are! This hands-on workshop will let you try out some of the kits and start planning your programs with MLC's large collection of programming accessories.

Emerging Trends in Librarianship

When: August 20

Format: Recorded Webinar

Intended Audience: Administrators, managers, and anyone passionate about the future of libraries

Description: The methods and strategies we employ to meet our communities' needs are constantly evolving. Join us as we explore the latest trends shaping modern libraries and their services.

Virtual Frontline Training

When: August 21, 2:00pm – 3:00pm

Format: Live via Zoom

Intended Audience: Frontline staff

Description: This training series is designed to offer virtual sessions tailored to the needs of frontline staff, aimed at enhancing communication and promoting experience sharing. Monthly topics will be determined based on suggestions and requests from our July virtual focus group.

Virtual Manager Training

When: August 28, 3:30pm – 4:30pm

Format: Live via Zoom

Intended Audience: Branch managers, circulation managers, and department heads

Description: This training series is designed to offer virtual sessions tailored to the needs of managers, aimed at enhancing communication and promoting experience sharing. Monthly topics will be determined based on suggestions and requests from our July virtual focus group.

Fast and Furious Facebook Management: An Introduction to Meta Business Suite

When: August 29

Format: Recorded Webinar

Intended Audience: Staff who are new to Facebook management or want a review of the basics

Description: Learn how to remodel your clunker Facebook page into your social media dream ride with our latest webinar. Whether you're just starting out as an admin or you want to rehaul your whole system, they have the tips and tricks you need to make your Facebook page a Grand Prix winner.

Short Form Video Using Canva

When: September 10

Format: Recorded Webinar

Intended Audience: This intermediate level class is for staff who are familiar with Canva

Description: Learn how to create vertical, short form videos for Facebook stories, Instagram Stories, YouTube Shorts and other social media in Canva. We'll also cover customizing templates to fit your library's brand and creating your own templates, and repurposing the content you've used to make flyers to video.

Virtual Frontline Training

When: September 18, 2:00pm – 3:00pm

Format: Live via Zoom

Intended Audience: Frontline staff

Description: This training series is designed to offer virtual sessions tailored to the needs of frontline staff, aimed at enhancing communication and promoting experience sharing. Monthly topics will be determined based on suggestions and requests from our July virtual focus group.

Virtual Manager Training

When: September 18, 3:30pm – 4:30pm

Format: Live via Zoom

Intended Audience: Branch managers, circulation managers, and department heads

Description: This training series is designed to offer virtual sessions tailored to the needs of managers, aimed at enhancing communication and promoting experience sharing. Monthly topics will be determined based on suggestions and requests from our July virtual focus group.

Happy Library: Signage to Welcome Your Patrons, Part II

When: September 19

Format: Recorded Webinar

Intended Audience: Staff who create public signage, no specific software experience needed

Description: Following up to our earlier webinar on signage, we'll be going more in-depth into the do's and dont's of creating effective, attractive signage your patrons will notice. Suggested pre-requisite: Happy Library: Signage to Welcome Your Patrons, available on our YouTube channel.

Librarianship 101

When: September 25-27

Format: In Person at MLC

Description: Librarianship 101 Institute is for public library staff without a master's degree in library science. It focuses on Mississippi library structure and ethics, programming, collections, readers' advisory, reference, customer service, and more. Participation is through an application process.

OCTOBER 2024

FY24 Statistics Training

When: October 1, 1:00 pm – 4:00 pm

Format: In Person at MLC + Hybrid via Zoom

Intended Audience: Staff responsible for completing the MLC Annual Statistical Report

Description: We'll go over each question on the annual statistical survey, address common concerns, and provide an opportunity for questions. New features in CollectConnect will be discussed and explored. We'll also cover how to turn the data you report into a compelling story about your community.

E-Rate Workshop

When: October 16, 10:00am – 4:00pm

Format: In Person at MLC + Hybrid via Zoom

Intended Audience: Staff responsible for handling E-rate filing

Description: This workshop will assist those who are new to E-rate and will refresh those experienced with the E-rate filing process. Discussions will include defining terms, timelines, deadlines, procurements, forms, and the entire process with upcoming changes.

Program Planning

When: October 22

Format: Recorded Webinar

Intended Audience: Staff who create or are interested in programming

Description: Planning is key to producing programs that run smoothly and efficiently. This webinar will provide strategies and tips for covering all the bases before the program happens.

Virtual Frontline Training

When: October 23, 2:00pm – 3:00pm

Format: Live via Zoom

Intended Audience: Frontline staff

Description: This training series is designed to offer virtual sessions tailored to the needs of frontline staff, aimed at enhancing communication and promoting experience sharing. Monthly topics will be determined based on suggestions and requests from our July virtual focus group.

Virtual Manager Training

When: October 30, 3:30pm – 4:30pm

Format: Live via Zoom

Intended Audience: Branch managers, circulation managers, and department heads

Description: This training series is designed to offer virtual sessions tailored to the needs of managers, aimed at enhancing communication and promoting experience sharing. Monthly topics will be determined based on suggestions and requests from our July virtual focus group.

Essentials of Cybersecurity

When: October 31

Format: Recorded Webinar

Intended Audience: Staff who want to discover basic tips and tricks for using the internet safely

Description: This webinar will present an overview of cybersecurity fundamentals including password security, strengthening your online accounts, adopting good email habits to work safely, and understanding ransomware. We'll provide practical tips and knowledge to keep you safe online.

NOVEMBER 2024

Wanted: TBS Ambassadors!

When: November 7, 1:00 pm – 4:00 pm

Format: In Person at MLC + Hybrid via Zoom

Intended Audience: Staff who work with the public

Description: Not sure how to tell your patrons about Talking Book Services? We are here to help! Learn all about this wonderful service that we provide to patrons who are visually impaired in this train-the-trainer style workshop so you can spread the word in your own library and community.

Public Library Directors' Symposium

When: November 13-15

Format: In Person at MLC + Hybrid via Zoom

Presenter: Jay Caputo, 4D Associates International

Intended Audience: Directors or their designees

Description: This intensive, multiday professional leadership workshop will strengthen library directors' skills and confidence in communication, management, and decision-making.

Using Apps in Canva

When: November 19

Format: Recorded Webinar

Intended Audience: Those with CANVA experience who want to expand their knowledge and explore the different resources available

Description: There is a lot that can be done in Canva once you know the basics. Follow us down this rabbit hole to explore useful apps that are available through Canva, like Giphy, Pixabay, QR Code, and YouTube. The class will cover how to use the apps and how to apply them in your graphics and videos.

Virtual Frontline Training

When: November 20, 2:00pm - 3:00pm

Format: Live via Zoom

Intended Audience: Frontline staff

Description: This training series is designed to offer virtual sessions tailored to the needs of frontline staff, aimed at enhancing communication and promoting experience sharing. Monthly topics will be determined based on suggestions and requests from our July virtual focus group.

Virtual Manager Training

When: November 20, 3:30pm – 4:30pm

Format: Live via Zoom

Intended Audience: Branch managers, circulation managers, and department heads

Description: This training series is designed to offer virtual sessions tailored to the needs of managers, aimed at enhancing communication and promoting experience sharing. Monthly topics will be determined based on suggestions and requests from our July virtual focus group.

DECEMBER

Serving the Underserved: Library Services for the Incarcerated and Newly Released Individuals

When: December 4

Format: Recorded Webinar

Intended Audience: Directors, managers, and outreach staff

Description: This webinar will provide tools and methods to assist librarians in offering library services to Mississippians who are incarcerated and newly released from a correctional facility.

SLP Performer Showcase

When: December 12, 9:00am – 4:00 pm

Format: In Person at MLC + Hybrid via Zoom

Intended Audience: Youth Services

Description: Jugglers, magicians, animals, and more! Join us to see librarian-recommended Summer Library Program performers all in one place. Performers will be available to answer questions and get booked up for 2025 SLP.

Using Mississippi Digital Library & LOC Digital Collections

When: December 17

Format: Recorded Webinar

Intended Audience: Local History and Genealogy staff, and staff who field questions from the public

Description: This tour through the holdings of the Mississippi Digital Library and the Library of Congress's Digital Collections will enhance and expand your ability to locate historical information about Mississippi and beyond. We'll explore digital photos, maps, posters, and audiovisual recordings.

Virtual Frontline Training

When: December 18, 2:00pm – 3:00pm

Format: Live via Zoom

Intended Audience: Frontline staff

Description: This training series is designed to offer virtual sessions tailored to the needs of frontline staff, aimed at enhancing communication and promoting experience sharing. Monthly topics will be determined based on suggestions and requests from our July virtual focus group.

Virtual Manager Training

When: December 18, 3:30pm p 4:30pm

Format: Live via Zoom

Intended Audience: Branch managers, circulation managers, and department heads

Description: This training series is designed to offer virtual sessions tailored to the needs of managers, aimed at enhancing communication and promoting experience sharing. Monthly topics will be determined based on suggestions and requests from our July virtual focus group.

JULY-AUGUST 2024 AT A GLANCE

July

	Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4	5
	8	9	10 Programing Basics (Recorded Webinar)	11	12
	15	16	17	18 LSTA/State Grants Workshop	19
	22	23 Basic Flyer Creation Using Canva (Recorded Webinar)	24 Virtual FrontlineTraining Focus Group	25	26
	29	30	31 Virtual Manager Training Focus Group		

August

	Monday	Tuesday	Wednesday	Thursday	Friday
				1	2
	5	6 Hosting a Swap (Recorded Webinar)	7	8 Public Library Directors' Meeting	9
	12	13	14 STEM/STEAM Test Lab	15	16
	19	20 Emerging Trends in Librarianship (Recorded Webinar)	21 Virtual Frontline Training	22	23
	26	27	28 Virtual Manager Training	29 Facebook Page Management (Recorded Webinar)	30

September

	Monday	Tuesday	Wednesday	Thursday	Friday
	2	3	4	5	6
	9	10 Short Form Video Using Canva (Recorded Webinar)	11	12	13
	16	17	18 Virtual Frontline Training / Virtual Manager Training	19 Library Signage Pt. 2 (Recorded Webinar)	20
	23	24	25 Librarianship 101	26 Librarianship 101	27 Librarianship 101
	30				

October

	Monday	Tuesday	Wednesday	Thursday	Friday
		1 FY24 Statistics Workshop	2	3	4
	7	8	9	10	11
	14	15	16 E-rate Workshop	17	18
	21	22 Program Planning (Recorded Webinar)	23 Virtual Frontline Training	24	25
	28	29	30 Virtual Manager Training	31 Essentials of Cybersecurity (Recorded Webinar)	

November

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5	6	7 TBS Ambassadors Workshop	8
11	12	13	14	15
		Public Library Directors' Symposium		
18	19 Using Apps in Canva (Recorded Webinar)	Virtual Frontline Training 20 / Virtual Manager Training	21	22
25	26	27	28	29

December

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	Services for 4 Incarcerated & Newly Released (Recorded Webinar)	5	6
9	10	11	12 SLP Performer Showcase	13
16	Using MS Digital 17 Library & LOC Digital Collections (Recorded Webinar)	Virtual Frontline Training 18 / Virtual Manager Training	19	20
23	24	25	26	27
30	31			