

# CONTINUING EDUCATION CATALOG

---

**Mississippi Library Commission  
January-June 2025**



# Registering for Workshops

- Happy Hours do not require registration. An email will be sent to the every library listserv with the zoom link prior to each session.
- For all other events, an email will be sent to the every library listserv prior to each event with registration information, including a link to an online registration form.
- 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 Sharon Davis at [sdavis@mlc.lib.ms.us](mailto:sdavis@mlc.lib.ms.us) or 601.432.4005

# Certificates of Attendance and Continuing Education Units (CEUs)

Certificates of attendance to MLC events are available for library staff. Requests for certificates of attendance must be made when registering for an event.

The Mississippi Library Commission is authorized through the Mississippi Department of Education to grant Continuing Education Units to licensed educators. Requests for CEUs must be made when registering for an event.

The Mississippi Library Commission may authorize CEUs for library staff through other organizations. For more information, contact Sharon Davis at [sdavis@mlc.lib.ms.us](mailto:sdavis@mlc.lib.ms.us) or 601.432.4005.

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

# Table of Contents

All Events .....	Pg. 1
Directors & Administrators.....	Pg. 21
Frontline Staff.....	Pg. 22
Managers & Supervisors.....	Pg. 24
PR & Marketing.....	Pg. 25
Youth Services.....	Pg. 26
Calendar.....	Pg. 28

## **Public Relations Happy Hour**

**When:** January 7, 9:00am - 10:00 am

**Format:** Live Discussion via Zoom

**Intended Audience:** Public Relations & Marketing Staff

**Facilitator:** Kristina Kelly

**Description:** MLC's Happy Hours are informal virtual meetings designed to bring librarians together to foster connection and conversation. These forums allow colleagues to share experiences and ideas, and to create and strengthen professional relationships.

## **Youth Services Happy Hour**

**When:** January 10, 10:00am - 11:00 am

**Format:** Live Discussion via Zoom

**Intended Audience:** Youth Services Staff

**Facilitator:** Sharon Davis

**Description:** MLC's Happy Hours are informal virtual meetings designed to bring librarians together to foster connection and conversation. These forums allow colleagues to share experiences and ideas, and to create and strengthen professional relationships.

## **Magnolia Hour: NoveList & Core Collections**

**When:** January 14, 10:00am - 11:00am

**Format:** Live via Zoom

**Intended Audience:** Frontline & Reference Staff

**Presenter:** Mikayla Johnson

**Description:** Learn how to effectively search, navigate, and utilize the wide range of databases available through Magnolia. Each month we'll explore a different set of databases, highlighting their content and special features.



## **Virtual Frontline Training: Weeding**

**When:** January 22, 2:00pm – 3:00pm

**Format:** Live via Zoom

**Intended Audience:** Frontline staff

**Presenter:** Shellie Zeigler

**Description:** Weeding is essential to keeping library collections current. We'll provide an introduction to the how and why of this often neglected task. This training series is designed to offer virtual sessions tailored to the needs of frontline staff, aimed at enhancing communication and promoting experience sharing.

## **Human Resources Happy Hour**

**When:** January 29, 9:00am – 10:00 am

**Format:** Live Discussion via Zoom

**Intended Audience:** Directors & Human Resources Staff

**Facilitator:** Sharon Davis

**Description:** MLC's Happy Hours are informal virtual meetings designed to bring librarians together to foster connection and conversation. These forums allow colleagues to share experiences and ideas, and to create and strengthen professional relationships.

## **Virtual Manager Training: Handling Materials Donations**

**When:** January 29, 3:30pm – 4:30pm

**Format:** Live via Zoom

**Intended Audience:** Managers & Supervisors

**Presenter:** Sharon Davis

**Description:** Donations of items such as books, magazines, and other materials can sometimes be overwhelming. We'll provide strategies, tips, and options for deciding what to keep, and what to rehome. This training series is designed to offer virtual sessions tailored to the needs of managers, aimed at enhancing communication and promoting experience sharing.

## January 2025

### **Cataloging & Processing Happy Hour**

**When:** January 30, 2:00pm – 3:00pm

**Format:** Live Discussion via Zoom

**Intended Audience:** Technical Processing Staff

**Facilitators:** Alex Brower & Charlie Simpkins

**Description:** MLC's Happy Hours are informal virtual meetings designed to bring librarians together to foster connection and conversation. These forums allow colleagues to share experiences and ideas, and to create and strengthen professional relationships.

## February 2025

### **Public Relations Happy Hour**

**When:** February 4, 9:00am – 10:00 am

**Format:** Live Discussion via Zoom

**Intended Audience:** Public Relations & Marketing Staff

**Facilitator:** Kristina Kelly

**Description:** MLC's Happy Hours are informal virtual meetings designed to bring librarians together to foster connection and conversation. These forums allow colleagues to share experiences and ideas, and to create and strengthen professional relationships.

### **Color Our World: Children K-5th**

**When:** February 5

**Format:** Recorded Webinar

**Intended Audience:** Youth Services Staff

**Presenter:** Brooke Bourgeois

**Description:** Brooke shares ideas and insights for creating summer library programming for children K-5, including books and crafts that complement the 2025 art-centered theme of "Color Our World."

## **Public Library Directors' Meeting**

**When:** February 6-7

**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.

## **Magnolia Hour: Library & Information Science Databases**

**When:** February 11, 10:00am - 11:00am

**Format:** Live via Zoom

**Intended Audience:** Frontline & Reference Staff

**Presenter:** Mikayla Johnson

**Description:** Learn how to effectively search, navigate, and utilize the wide range of databases available through Magnolia. Each month we'll explore a different set of databases, highlighting their content and special features.

## **ILL Quarterly Training**

**When:** February 11, 2:00pm - 3:00 pm

**Format:** Live via Zoom

**Intended Audience:** Staff who work with Beehive Resource Sharing

**Facilitator:** Betty Moore

**Description:** MLC's Technical Services Librarian will discuss recent Beehive updates & changes, provide tips for using Beehive effectively, and answer any questions you may have on utilizing this resource.

## **Youth Services Happy Hour**

**When:** February 14, 10:00am - 11:00 am

**Format:** Live Discussion via Zoom

**Intended Audience:** Youth Services Staff

**Facilitator:** Sharon Davis

**Description:** MLC's Happy Hours are informal virtual meetings designed to bring librarians together to foster connection and conversation. These forums allow colleagues to share experiences and ideas, and to create and strengthen professional relationships.

## **Virtual Frontline Training: Quarterly Networking Session**

**When:** February 19, 2:00pm - 3:00pm

**Format:** Live Discussion via Zoom

**Intended Audience:** Frontline staff

**Facilitator:** Sharon Davis

**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. Our quarterly networking sessions are for frontline staff to connect with their colleagues around the state and to gain input from each other on current questions and issues.

## **Color Our World: Adults**

**When:** February 20

**Format:** Recorded Webinar

**Intended Audience:** Programming Staff

**Presenter:** Shellie Zeigler

**Description:** This year's summer library program theme of "Color Our World" opens up a wide variety of possibilities for adult programming. We'll explore different options for structuring programs and look at several types of art projects sure to be a hit with your patrons.

## **Human Resources Happy Hour**

**When:** February 26, 9:00am - 10:00 am

**Format:** Live Discussion via Zoom

**Intended Audience:** Directors & Human Resources Staff

**Facilitator:** Sharon Davis

**Description:** MLC's Happy Hours are informal virtual meetings designed to bring librarians together to foster connection and conversation. These forums allow colleagues to share experiences and ideas, and to create and strengthen professional relationships.

## **Virtual Manager Training: Quarterly Networking Session**

**When:** February 26, 3:30pm - 4:30pm

**Format:** Live Discussion via Zoom

**Intended Audience:** Managers & Supervisors

**Facilitator:** Sharon Davis

**Description:** This training series is designed to offer virtual sessions tailored to the needs of managers, aimed at enhancing communication and promoting experience sharing. Our quarterly networking sessions are for frontline staff to connect with their colleagues around the state and to gain input from each other on current questions and issues.

## **Color Our World: Early Literacy**

**When:** February 27

**Format:** Recorded Webinar

**Intended Audience:** Youth Services Staff

**Presenter:** Selena Swink

**Description:** Join Selena as she shares ideas and inspiration for planning and creating this year's "Color Our World" summer library programs for young children.

## February 2025

### **Cataloging & Processing Happy Hour**

**When:** February 27, 2:00pm - 3:00pm

**Format:** Live Discussion via Zoom

**Intended Audience:** Technical Processing Staff

**Facilitators:** Alex Brower & Charlie Simpkins

**Description:** MLC's Happy Hours are informal virtual meetings designed to bring librarians together to foster connection and conversation. These forums allow colleagues to share experiences and ideas, and to create and strengthen professional relationships.

## March 2025

### **Public Relations Happy Hour**

**When:** March 4, 9:00am - 10:00 am

**Format:** Live Discussion via Zoom

**Intended Audience:** Public Relations & Marketing Staff

**Facilitator:** Kristina Kelly

**Description:** MLC's Happy Hours are informal virtual meetings designed to bring librarians together to foster connection and conversation. These forums allow colleagues to share experiences and ideas, and to create and strengthen professional relationships.

### **Color Our World: Teens**

**When:** March 6

**Format:** Recorded Webinar

**Intended Audience:** Youth Services

**Presenter:** Brianna Newsome

**Description:** Brianna shares program ideas for 2025's summer library theme "Color Our World," as well as strategies for engaging teens and middle-graders.



## **Magnolia Hour: Business Source Complete & Professional Development Collection**

**When:** March 11, 10:00am - 11:00am

**Format:** Live via Zoom

**Intended Audience:** Frontline & Reference Staff

**Presenter:** Mikayla Johnson

**Description:** Learn how to effectively search, navigate, and utilize the wide range of databases available through Magnolia. Each month we'll explore a different set of databases, highlighting their content and special features.

## **Programming Quarterly Training: Book Club Basics**

**When:** March 11, 2:00pm - 3:00 pm

**Format:** Live via Zoom

**Intended Audience:** Programming Staff

**Facilitator:** Sharon Davis

**Description:** Thinking of starting a book club? This training will cover all the basics, including creating a welcoming environment, facilitating engaging discussions, and tips for handling some common issues that might arise.

## **Reference Quarterly Training: The Reference Interview**

**When:** March 13, 2:00pm - 3:00 pm

**Format:** Live via Zoom

**Intended Audience:** Reference and Frontline Staff

**Facilitator:** Alex Brower

**Description:** It's not always easy figuring out exactly what information patrons are looking for. Building a rapport with patrons and asking the right questions is key to making sure we're providing great service. This session will cover ways to conduct a successful reference interview so that patrons leave with the information they need.

## **Youth Services Happy Hour**

**When:** March 14, 10:00am - 11:00 am

**Format:** Live Discussion via Zoom

**Intended Audience:** Youth Services Staff

**Facilitator:** Sharon Davis

**Description:** MLC's Happy Hours are informal virtual meetings designed to bring librarians together to foster connection and conversation. These forums allow colleagues to share experiences and ideas, and to create and strengthen professional relationships.

## **Virtual Frontline Training: Patron Privacy Best Practices**

**When:** March 19, 2:00pm - 3:00pm

**Format:** Live via Zoom

**Intended Audience:** Frontline staff

**Presenter:** Shellie Zeigler

**Description:** Protecting patron privacy is one of the core values of librarianship. We'll provide recommended procedures and habits that can help ensure you're protecting patrons' personal information. This training series is designed to offer virtual sessions tailored to the needs of frontline staff, aimed at enhancing communication and promoting experience sharing.

## **Special Collections Quarterly: MLC Kits for CSLP 2025 "Color Our World"**

**When:** March 20, 2:00pm - 3:00 pm

**Format:** Live via Zoom

**Intended Audience:** Programming & Youth Services Staff

**Facilitator:** Charlie Simpkins

**Description:** Looking for Summer Library Program Ideas? Charlie will highlight the many kits MLC has for check-out that can be applied to this year's theme.

## **Human Resources Happy Hour**

**When:** March 26, 9:00am - 10:00 am

**Format:** Live Discussion via Zoom

**Intended Audience:** Directors & Human Resources Staff

**Facilitator:** Sharon Davis

**Description:** MLC's Happy Hours are informal virtual meetings designed to bring librarians together to foster connection and conversation. These forums allow colleagues to share experiences and ideas, and to create and strengthen professional relationships.

## **Virtual Manager Training: Telehealth Services in Public Libraries**

**When:** March 26, 3:30pm - 4:30pm

**Format:** Live via Zoom

**Intended Audience:** Managers & Supervisors

**Facilitator:** Sharon Davis

**Description:** Patrons in rural areas or with limited home internet access face challenges accessing much needed healthcare. Public libraries can help by offering the private space and basic computer equipment needed for patrons to connect with their healthcare providers.

## **Cataloging & Processing Happy Hour**

**When:** March 27, 2:00pm - 3:00pm

**Format:** Live Discussion via Zoom

**Intended Audience:** Technical Processing Staff

**Facilitators:** Alex Brower & Charlie Simpkins

**Description:** MLC's Happy Hours are informal virtual meetings designed to bring librarians together to foster connection and conversation. These forums allow colleagues to share experiences and ideas, and to create and strengthen professional relationships.

## **Public Relations Happy Hour**

**When:** April 1, 9:00am - 10:00 am

**Format:** Live Discussion via Zoom

**Intended Audience:** Public Relations & Marketing Staff

**Facilitator:** Kristina Kelly

**Description:** MLC's Happy Hours are informal virtual meetings designed to bring librarians together to foster connection and conversation. These forums allow colleagues to share experiences and ideas, and to create and strengthen professional relationships.

## **Magnolia Hour: Britannica Elementary & Middle Schools**

**When:** April 8, 10:00am - 11:00am

**Format:** Live via Zoom

**Intended Audience:** Frontline, Reference, & Youth Services Staff

**Presenter:** Kristy Vincent, Britannica Education Head of Customer Success

**Description:** Learn how to effectively search, navigate, and utilize the wide range of databases available through Magnolia. Each month we'll explore a different set of databases, highlighting their content and special features.

## **Youth Services Happy Hour**

**When:** April 11, 10:00am - 11:00 am

**Format:** Live Discussion via Zoom

**Intended Audience:** Youth Services Staff

**Facilitator:** Sharon Davis

**Description:** MLC's Happy Hours are informal virtual meetings designed to bring librarians together to foster connection and conversation. These forums allow colleagues to share experiences and ideas, and to create and strengthen professional relationships.

## **Creating with Cardboard: The Basics**

**When:** April 16, 10:00am - 4:00 pm

**Format:** In Person at MLC

**Intended Audience:** Youth Services

**Facilitator:** Sharon Davis

**Description:** This hands-on workshop will cover everything you need to know to turn a pile of old boxes into impressive items. We'll talk about basic tools and techniques you can use to create displays, storytime and photo props, and crafts for different age groups.

## **49 Marketing Ideas for Your Next Event**

**When:** April 22

**Format:** Recorded Webinar

**Intended Audience:** Public Relations & Marketing Staff

**Presenter:** Kristina Kelly

**Description:** In this webinar, Kristina will provide practical strategies to help increase visibility, attract patrons, and boost program attendance. We'll cover multiple facets of marketing, including tips & tools that can be implemented quickly to enhance your marketing efforts.

## **Virtual Frontline Training: Identifying Misinformation**

**When:** April 23, 2:00pm - 3:00pm

**Format:** Live via Zoom

**Intended Audience:** Frontline staff

**Presenter:** Sharon Davis

**Description:** Identifying misinformation can be challenging, especially in today's digital world. This training will provide strategies for recognizing misinformation to ensure you provide patrons with accurate and credible information, as well as suggestions for sharing those strategies with patrons.

## **Cataloging & Processing Happy Hour**

**When:** April 24, 2:00pm - 3:00pm

**Format:** Live Discussion via Zoom

**Intended Audience:** Technical Processing Staff

**Facilitators:** Alex Brower & Charlie Simpkins

**Description:** MLC's Happy Hours are informal virtual meetings designed to bring librarians together to foster connection and conversation. These forums allow colleagues to share experiences and ideas, and to create and strengthen professional relationships.

## **Human Resources Happy Hour**

**When:** April 30, 9:00am - 10:00 am

**Format:** Live Discussion via Zoom

**Intended Audience:** Directors & Human Resources Staff

**Facilitator:** Sharon Davis

**Description:** MLC's Happy Hours are informal virtual meetings designed to bring librarians together to foster connection and conversation. These forums allow colleagues to share experiences and ideas, and to create and strengthen professional relationships.

## **Virtual Manager Training: Managing Volunteers**

**When:** April 30, 3:30pm - 4:30pm

**Format:** Live via Zoom

**Intended Audience:** Managers & Supervisors

**Facilitator:** Sharon Davis

**Description:** Each library volunteer comes with their own set of knowledge and skills. This session will offer tips for utilizing volunteers to their full potential, and provide recommended activities for volunteers of all ages. This training series is designed to offer virtual sessions tailored to the needs of managers, aimed at enhancing communication and promoting experience sharing.



## **Youth Services Happy Hour**

**When:** May 2, 10:00am - 11:00 am

**Format:** Live Discussion via Zoom

**Intended Audience:** Youth Services Staff

**Facilitator:** Sharon Davis

**Description:** MLC's Happy Hours are informal virtual meetings designed to bring librarians together to foster connection and conversation. These forums allow colleagues to share experiences and ideas, and to create and strengthen professional relationships.

## **Public Relations Happy Hour**

**When:** May 6, 9:00am - 10:00 am

**Format:** Live Discussion via Zoom

**Intended Audience:** Public Relations & Marketing Staff

**Facilitator:** Kristina Kelly

**Description:** MLC's Happy Hours are informal virtual meetings designed to bring librarians together to foster connection and conversation. These forums allow colleagues to share experiences and ideas, and to create and strengthen professional relationships.

## **Public Library Directors' Meeting**

**When:** May 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.

## **Magnolia Hour: Britannica Fundamentals PreK-2nd Grade**

**When:** May 13, 10:00am – 11:00am

**Format:** Live via Zoom

**Intended Audience:** Frontline, Reference, & Youth Services Staff

**Presenter:** Kristy Vincent, Britannica Education Head of Customer Success

**Description:** Learn how to effectively search, navigate, and utilize the wide range of databases available through Magnolia. Each month we'll explore a different set of databases, highlighting their content and special features.

## **Collaborative Art**

**When:** May 14

**Format:** Recorded Webinar

**Intended Audience:** Programming & Youth Services Staff

**Description:** Collaborative art projects are a creative way to engage patrons of all ages. We'll provide ideas for the individual age groups of PreK, K-5, teens, and adults, as well as how to adapt those ideas to create an intergenerational work of art that allows your whole community to participate.

## **ILL Quarterly Training**

**When:** May 20, 2:00pm – 3:00 pm

**Format:** Live via Zoom

**Intended Audience:** Staff who work with Beehive Resource Sharing

**Facilitator:** Betty Moore

**Description:** MLC's Technical Services Librarian will discuss recent Beehive updates & changes, provide tips for using Beehive effectively, and answer any questions you may have on utilizing this resource.

## **Virtual Frontline Training: Networking Session**

**When:** May 21, 2:00pm - 3:00pm

**Format:** Live Discussion via Zoom

**Intended Audience:** Frontline staff

**Facilitator:** Sharon Davis

**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. Our quarterly networking sessions are for frontline staff to connect with their colleagues around the state and to gain input from each other on current questions and issues.

## **Special Collections Quarterly: New Additions**

**When:** May 22, 2:00pm - 3:00 pm

**Format:** Live via Zoom

**Intended Audience:** Programming & Youth Services Staff

**Facilitator:** Charlie Simpkins

**Description:** MLC is continuously adding to our special collections. Charlie will give you first look at our new additions, and take your recommendations for items that will help with your programming needs.

## **Human Resources Happy Hour**

**When:** May 28, 9:00am - 10:00 am

**Format:** Live Discussion via Zoom

**Intended Audience:** Directors & Human Resources Staff

**Facilitator:** Sharon Davis

**Description:** MLC's Happy Hours are informal virtual meetings designed to bring librarians together to foster connection and conversation. These forums allow colleagues to share experiences and ideas, and to create and strengthen professional relationships.

## **Virtual Manager Training: Networking Session**

**When:** May 28, 3:30pm - 4:30pm

**Format:** Live Discussion via Zoom

**Intended Audience:** Managers & Supervisors

**Facilitator:** Sharon Davis

**Description:** This training series is designed to offer virtual sessions tailored to the needs of managers, aimed at enhancing communication and promoting experience sharing. Our quarterly networking sessions are for frontline staff to connect with their colleagues around the state and to gain input from each other on current questions and issues.

## **Cataloging & Processing Happy Hour**

**When:** May 29, 2:00pm - 3:00pm

**Format:** Live Discussion via Zoom

**Intended Audience:** Technical Processing Staff

**Facilitators:** Alex Brower & Charlie Simpkins

**Description:** MLC's Happy Hours are informal virtual meetings designed to bring librarians together to foster connection and conversation. These forums allow colleagues to share experiences and ideas, and to create and strengthen professional relationships.

## **Public Relations Happy Hour**

**When:** June 3, 9:00am - 10:00 am

**Format:** Live Discussion via Zoom

**Intended Audience:** Public Relations & Marketing Staff

**Facilitator:** Kristina Kelly

**Description:** MLC's Happy Hours are informal virtual meetings designed to bring librarians together to foster connection and conversation. These forums allow colleagues to share experiences and ideas, and to create and strengthen professional relationships.

## **Magnolia Hour: Literary Reference Source & History Reference Source**

**When:** June 10, 10:00am - 11:00am

**Format:** Live via Zoom

**Intended Audience:** Frontline & Reference Staff

**Presenter:** Mikayla Johnson

**Description:** Learn how to effectively search, navigate, and utilize the wide range of databases available through Magnolia. Each month we'll explore a different set of databases, highlighting their content and special features.

## **Programming Quarterly Training: Programming for Older Adults**

**When:** June 10, 2:00pm - 3:00 pm

**Format:** Live via Zoom

**Intended Audience:** Programming Staff

**Facilitator:** Shellie Zeigler

**Description:** According to the US Census, 24% of Mississippi Residents are aged 60 or over. This training focuses on developing enjoyable, accessible library programs that engage older adults and foster a sense of community and lifelong learning.

## **Reference Quarterly Training: Genealogy Resources**

**When:** June 12, 2:00pm - 3:00 pm

**Format:** Live Discussion via Zoom

**Intended Audience:** Frontline & Reference Staff

**Facilitator:** Alex Brower

**Description:** Genealogical research can enhance patrons' sense of identity, preserve important family narratives, connect individuals with their heritage. This session will provide an introduction & overview of basic genealogical resources available both digitally and through MLC, so you can help patrons get started on their journey.

## **Youth Services Happy Hour**

**When:** June 13, 10:00am - 11:00 am

**Format:** Live Discussion via Zoom

**Intended Audience:** Youth Services Staff

**Facilitator:** Sharon Davis

**Description:** MLC's Happy Hours are informal virtual meetings designed to bring librarians together to foster connection and conversation. These forums allow colleagues to share experiences and ideas, and to create and strengthen professional relationships.

## **Virtual Frontline Training: Introduction to AI**

**When:** June 18, 2:00pm - 3:00pm

**Format:** Live via Zoom

**Intended Audience:** Frontline staff

**Presenter:** Sharon Davis

**Description:** AI is part of our daily lives, even though we don't always recognize it. Fortunately, you don't need a computer science degree to understand it. In this session we'll introduce frontline staff to the basic concepts of AI in layman's terms. This series is designed to offer virtual sessions tailored to the needs of frontline staff, aimed at enhancing communication and promoting experience sharing.

## **Human Resources Happy Hour**

**When:** June 25, 9:00am - 10:00 am

**Format:** Live Discussion via Zoom

**Intended Audience:** Directors & Human Resources Staff

**Facilitator:** Sharon Davis

**Description:** MLC's Happy Hours are informal virtual meetings designed to bring librarians together to foster connection and conversation. These forums allow colleagues to share experiences and ideas, and to create and strengthen professional relationships.



## **Virtual Manager Training: Providing Employee Feedback**

**When:** June 25, 3:30pm - 4:30pm

**Format:** Live via Zoom

**Intended Audience:** Managers & Supervisors

**Facilitator:** Shellie Zeigler

**Description:** This session is designed to help managers develop the skills needed to provide constructive, meaningful, and actionable feedback to their employees. We'll discuss the importance of feedback in employee development and learn best practices for effectively delivering feedback both formally and informally. This training series is designed to offer virtual sessions tailored to the needs of managers, aimed at enhancing communication and promoting experience sharing.

## **Cataloging & Processing Happy Hour**

**When:** June 26, 2:00pm - 3:00pm

**Format:** Live Discussion via Zoom

**Intended Audience:** Technical Processing Staff

**Facilitators:** Alex Brower & Charlie Simpkins

**Description:** MLC's Happy Hours are informal virtual meetings designed to bring librarians together to foster connection and conversation. These forums allow colleagues to share experiences and ideas, and to create and strengthen professional relationships.

## Directors & Administrators

Human Resources Happy Hour, Live via Zoom, Jan. 29, 9:00am - 10:00am, pg. 2

Public Library Directors' Meeting, In Person at MLC + Hybrid via Zoom, Feb. 6-7, pg. 4

Human Resources Happy Hour, Live via Zoom, Feb. 26, 9:00am - 10:00am, pg. 6

Human Resources Happy Hour, Live via Zoom, Mar. 26, 9:00am - 10:00am, pg. 10

Human Resources Happy Hour, Live via Zoom, Apr. 30, 9:00am - 10:00am, pg. 13

Public Library Directors' Meeting, In Person at MLC + Hybrid via Zoom, May 8-9, pg. 14

Human Resources Happy Hour, May 28, 9:00am - 10:00am, pg. 16

Human Resources Happy Hour, Jun. 25, 9:00am - 10:00am, pg. 19

# Frontline Staff

Magnolia Hour: NoveList & Core Collections, Live via Zoom, Jan. 14, 10:00am - 11:00am, pg. 1

Virtual Frontline Training: Weeding, Live via Zoom, Jan. 22, 2:00pm - 3:00pm, pg. 2

Magnolia Hour: Library & Information Science Databases, Live via Zoom, Feb. 11, 10:00am - 11:00am, pg. 4

Virtual Frontline Training: Quarterly Networking Session, Live Discussion via Zoom, Feb. 19, 2:00pm - 3:00pm, pg. 5

Magnolia Hour: Business Source Complete & Professional Development Collection, Live via Zoom, Mar. 11, 10:00am - 11:00am, pg. 8

Reference Quarterly Training: The Reference Interview, Live via Zoom, Mar. 13, 2:00pm - 3:00pm, pg. 8

Virtual Frontline Training: Patron Privacy Best Practices, Live via Zoom, Mar. 19, 2:00pm - 3:00pm, pg. 9

Magnolia Hour: Britannica Elementary & Middle School, Live via Zoom, Apr. 8, 10:00am - 11:00am, pg. 11

Virtual Frontline Training: Identifying Misinformation, Live via Zoom, Apr. 23, 2:00pm - 3:00pm, pg. 12

Magnolia Hour: Britannica Fundamentals PreK - 2nd Grade, Live via Zoom, May 13, 10:00am - 11:00am, pg. 15

# Frontline Staff

Virtual Frontline Training: Networking Session, Live Discussion via Zoom, May 21, 2:00pm – 3:00pm, pg. 16

Magnolia Hour: Literary Reference Source & History Reference Source, Live via Zoom, Jun. 10, 10:00am – 11:00am, pg. 18

Reference Quarterly Training: Genealogy Resources, Live via Zoom, Jun. 12, 2:00pm – 3:00pm, pg. 18

Virtual Frontline Training: Introduction to AI, Live via Zoom, Jun. 18, 2:00pm – 3:00pm, pg. 19

# Managers & Supervisors

Virtual Manager Training: Handling Materials Donations, Live via Zoom, Jan. 29, 3:30pm - 4:30pm, pg. 2

Virtual Manager Training: Quarterly Networking Session, Live Discussion via Zoom, Feb. 26, 2:30pm - 4:30pm, pg. 6

Virtual Manager Training: Telehealth Services in Public Libraries, Live via Zoom, Mar. 26, 3:30pm - 4:30pm, pg. 10

Virtual Manager Training: Managing Volunteers, Live via Zoom, Apr. 30, 3:30pm - 4:30pm, pg. 13

Virtual Manager Training: Networking Session, Live Discussion via Zoom, May. 28, 3:30pm - 4:30pm, pg. 17

Virtual Manager Training: Providing Employee Feedback, Live via Zoom, Jun. 25, 3:30pm - 4:30pm, pg. 20

# PR & Marketing

Public Relations Happy Hour, Live Discussion via Zoom, Jan. 7, 9:00am – 10:00am,  
pg. 1

Public Relations Happy Hour, Live Discussion via Zoom, Feb. 4, 9:00am – 10:00am,  
pg. 3

Public Relations Happy Hour, Live Discussion via Zoom, Mar. 4, 9:00am – 10:00am,  
pg. 7

Public Relations Happy Hour, Live Discussion via Zoom, Apr. 1, 9:00am – 10:00am,  
pg. 11

49 Marketing Ideas for Your Next Event, Recorded Webinar, Apr. 22, pg. 12

Public Relations Happy Hour, Live Discussion via Zoom, May 6, 9:00am – 10:00am,  
pg. 14

Public Relations Happy Hour, Live Discussion via Zoom, Jun. 3, 9:00am – 10:00am,  
pg. 17



# Youth Services

Youth Services Happy Hour, Live Discussion via Zoom, Jan. 10, 10:00am – 11:00am, pg. 1

Color Our World: Children K-5th, Recorded Webinar, Feb. 5, pg. 3

Youth Services Happy Hour, Live Discussion via Zoom, Feb. 14, 10:00am – 11:00am, pg. 5

Color Our World: Early Literacy, Recorded Webinar, Feb. 27, pg. 6

Color Our World: Teens, Recorded Webinar, Mar. 6, pg. 7

Youth Services Happy Hour, Live Discussion via Zoom, Mar. 14, 10:00am – 11:00am, pg. 9

Special Collections Quarterly: MLC Kits for CSLP 2025 “Color Our World”, Live via Zoom, Mar.20, 2:00pm – 3:00pm, pg. 9

Magnolia Hour: Britannica Elementary & Middle School, Live via Zoom, Apr. 8, 10:00am – 11:00am, pg. 11

Creating with Cardboard: The Basics, In Person at MLC, Apr. 16, 10:00am – 4:00pm, pg. 12

Youth Services Happy Hour, Live Discussion via Zoom, May 2, 10:00am – 11:00am, pg. 14

Magnolia Hour: Britannica Fundamentals Prek – 2nd Grade, Live via Zoom, May 13, 10:00am – 11:00am, pg. 15

# Youth Services

Special Collections Quarterly: New Additions, Live via Zoom, May 22, 2:00pm - 3:00pm, pg. 16

Youth Services Happy Hour, Live Discussion via Zoom, Jun. 13, 10:00am - 11:00am, pg. 19

# JANUARY-FEBRUARY 2025 AT A GLANCE

<b>January</b>	Monday	Tuesday	Wednesday	Thursday	Friday
			1	2	3
	6	7 Public Relations Happy Hour	8	9	10 Youth Services Happy Hour
	13	14 Magnolia Hour	15	16	17
	20	21	22 Virtual Frontline Training: Weeding	23	24
	27	28	29 Human Resources Happy Hour Virtual Manager Training: Donations	30 Cataloging & Processing Happy Hour	31

<b>February</b>	Monday	Tuesday	Wednesday	Thursday	Friday
	3	4 Public Relations Happy Hour	5 Color Our World K-5	6 Public Library Directors' Meeting	7
	10	11 Magnolia Hour ILL Quarterly	12	13	14 Youth Services Happy Hour
	17	18	19 Virtual Frontline Training: Networking	20 Color Our World Adults	21
	24	25	26 Human Resources Happy Hour Virtual Manager Training: Networking	27 Color Our World Early Literacy Cataloging & Processing Happy Hour	28

# MARCH-APRIL 2025 AT A GLANCE

<b>March</b>	Monday	Tuesday	Wednesday	Thursday	Friday
	3	4 Public Relations Happy Hour	5	6 Color Our World Teens	7
	10	11 Magnolia Hour Programming Quarterly: Book Club Basics	12	13 Reference Quarterly: Reference Interview	14 Youth Services Happy Hour
	17	18	19 Virtual Frontline Training: Patron Privacy	20 Special Collections: Color Our World	21
	24	25	26 Human Resources Happy Hour Virtual Manager Training: Telehealth	27 Cataloging & Processing Happy Hour	28
	31				

<b>April</b>	Monday	Tuesday	Wednesday	Thursday	Friday
		1 Public Relations Happy Hour	2	3	4
	7	8 Magnolia Hour	9	10	11 Youth Services Happy Hour
	14	15	16 Creating With Cardboard	17	18
	21	22 49 Marketing Ideas	23 Virtual Frontline Training: Identifying Misinformation	24 Cataloging & Processing Happy Hour	25
28	29	30 Human Resources Happy Hour Virtual Manager Training: Volunteers			

# MAY-JUNE 2025 AT A GLANCE

<b>May</b>	Monday	Tuesday	Wednesday	Thursday	Friday
				1	2 Youth Services Happy Hour
	5	6 Public Relations Happy Hour	7	8 Public Library Directors' Meeting	9
	12	13 Magnolia Hour	14 Collaborative Art	15	16
	19	20 ILL Quarterly	21 Virtual Frontline Training: Networking	22 Special Collections: New Additions	23
	26	27	28 Human Resources Happy Hour Virtual Manager Training: Networking	29 Cataloging & Processing Happy Hour	30

<b>June</b>	Monday	Tuesday	Wednesday	Thursday	Friday
	2	3 Public Relations Happy Hour	4	5	6
	9	10 Magnolia Hour Programming Quarterly: Older Adults	11	12 Reference Quarterly: Genealogy	13 Youth Services Happy Hour
	16	17	18 Virtual Frontline Training: Intro to AI	19	20
	23	24	25 Human Resources Happy Hour Virtual Manager Training: Employee Feedback	26 Cataloging & Processing Happy Hour	27
	30				