

Mississippi Library Commission

Growing Mississippi's Libraries



Continuing Education Opportunities

July 2011–June 2012

Calendar of Events

AUGUST 2011

Librarianship 101 Institute (see page 5)

Basic Financial Management for Public Library Systems – *Tracy Arner* (see page 5)

SEPTEMBER 2011

Public Library Statistics – *Lynn Shurden* (see page 3)

OCTOBER 2011

MLA Pre-Conference: The Big, Hairy, Audacious Goal – *James LaRue* (see page 3)

Librarianship 101 & 201 Alumni Meeting at MLA (see page 3)

NOVEMBER 2011

Public Library Directors' Symposium – *Gus Sison* & *Joan Frye Williams* (see page 6)

DECEMBER 2011 / JANUARY 2012

E-Rate Workshops – *Kay Slater* (see page 3)



JANUARY 2012

Writing LSTA Subgrant Applications for Public Libraries – *Christy Williams* (see page 3)

FEBRUARY 2012

CIPA: 10 Years Later (Webinar) – *Mary Minow* (see page 3)

MARCH 2012

Youth Services Spring Training: Using Puppets in the Library – *Peter Zapletal* (see page 4)

Summer Library Program for Teens (see page 4)

Summer Library Program for Adults (see page 4)

APRIL 2012

Public Library Services Confab (see page 6)

MAY 2012

Customer Service for the 21st Century Library (see page 4)

Focused Workshops

Focused workshops concentrate on a specific subject area and provide participants 2-10 hours of training.

Public Library Statistics

When: September 29, 2011

Where: Jackson, Mississippi Library Commission; Will also be offered as a Webinar

Lynn Shurden, State Data Coordinator, presents an informational workshop for public library directors and staff who are responsible for submitting the annual statistical report.

MLA Pre-Conference: The Big, Hairy, Audacious Goal

When: October 18, 2011

Where: Jackson, Mississippi Library Commission

In this interactive workshop based on the successful Colorado Public Library Advocacy Initiative, James LaRue walks public, school, and academic librarians through a fundamentally different approach to advocacy focusing on keeping the message simple.

Librarianship 101 & 201 Alumni Meeting

When: October 20, 2011

Where: Jackson, Marriott Jackson

An alumni meeting for past participants of the Mississippi Library Commission's Librarianship 101 & 201 Institutes. Alumni will share successful library projects that were implemented as a result of attendance at the Librarianship 101 or 201 Institutes.

E-Rate Workshops

When: December 2011 or January 2012 (depending on federal filing windows)

Where: Jackson, Mississippi Library Commission

Kay Slater, E-Rate Consultant for Mississippi public libraries, walks public library staff members through the E-Rate filing process.

Writing LSTA Subgrant Applications for Public Libraries

When: TBA

Where: Jackson, Mississippi Library Commission; Will also be offered as a Webinar

Prepare for the FY13 LSTA grant application process with Christy Williams, Mississippi's LSTA Grant Coordinator.

CIPA: 10 Years Later

When: February 16, 2012

Where: Webinar

Mary Minow, attorney and former librarian, leads a discussion on the implications and requirements of filtering public library Internet access under the Children's Internet Protection Act.

Youth Services Spring Training: Using Puppets in the Library

When & Where: *March 7, 2012, Biloxi, St. Martin Public Library*
March 8, 2012, Brookhaven, Brookhaven Public Library
March 9, 2012, Jackson, Mississippi Library Commission
March 21, 2012, Greenwood, Jody Wilson Public Library
March 22, 2012, New Albany, Union County Public Library
March 23, 2012, Columbus, Columbus Public Library

Peter Zapletal trains youth services staff on creative puppetry activities that will delight and captivate children at preschool storytime, Summer Library Program, and other library programs.

Summer Library Program for Teens

When & Where: *March 6, 2012, Forest, Forest Public Library*
March 20, 2012, Grenada, Elizabeth Jones Library

Learn the ins and outs of hosting a successful Summer Library Program for teens

Summer Library Program for Adults

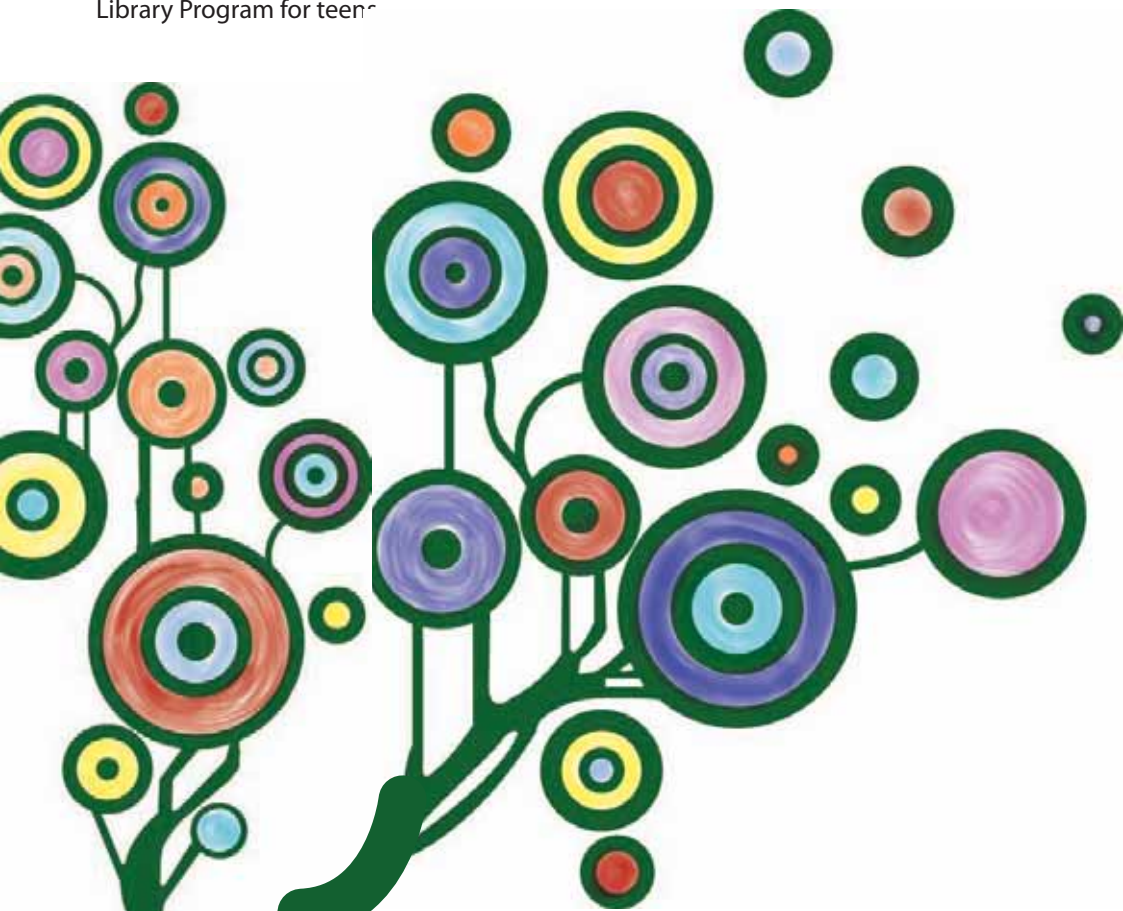
When: *March 28, 2012*
Where: *Jackson, Mississippi Library Commission*

Why should kids have all the fun? Adult Summer Library Programs can be simple and fun for public libraries of all sizes.

Customer Service in the 21st Century Library

When: *May 2012*
Where: *4 workshops throughout the state*

With engaged staff and the implementation of 21st Century technology, every public library, no matter its size or budget, can provide outstanding library service to the community.



*The Mississippi
Library
Commission
is committed -
through leadership,
advocacy, and
service - to
strengthening and
enhancing libraries
and library
services for all
Mississippians.*

Immersive Workshops

Immersive workshops provide the opportunity for public library staff members to engage in an intensive knowledge and skill building experience with their peers.

Librarianship 101 Institute

When: August 15-18, 2011

Where: Jackson, Cabot Lodge Millsaps

The eighth annual Librarianship 101 Institute for public library staff members without a master's degree in library science will focus on collection development, readers' advisory, emerging technology, Mississippi library history, customer service, and more. Participation is through a competitive application process. Meals and shared lodging will be provided.

The Continuing Education Program of the Mississippi Library Commission provides opportunities for library staff to increase their knowledge and abilities in management, emerging technology, programming, reference, and other areas necessary to the provision of quality library service. Varied opportunities, including focused workshops, immersive institutes, online courses, and more are provided throughout the year. All programs are free of charge to library staff in Mississippi.

Basic Financial Management for Public Library Systems

When: August 24-26, 2011

Where: Jackson, Embassy Suites Jackson – North / Ridgeland

Tracy Arner, CPA and former public library business manager, presents an easy to understand overview of financial management for public library directors and business managers. This workshop will cover the financial policies all public library systems need, how to track funding from the budget request through appropriation, expenditure, and reporting process, and how to hire an auditor and read the audit report. Lodging will be provided August 23-25; breakfast and lunch will be provided August 24-26.



Public Library Directors' Symposium

When: November 1-4, 2011

Where: Jackson, Embassy Suites Jackson – North / Ridgeland

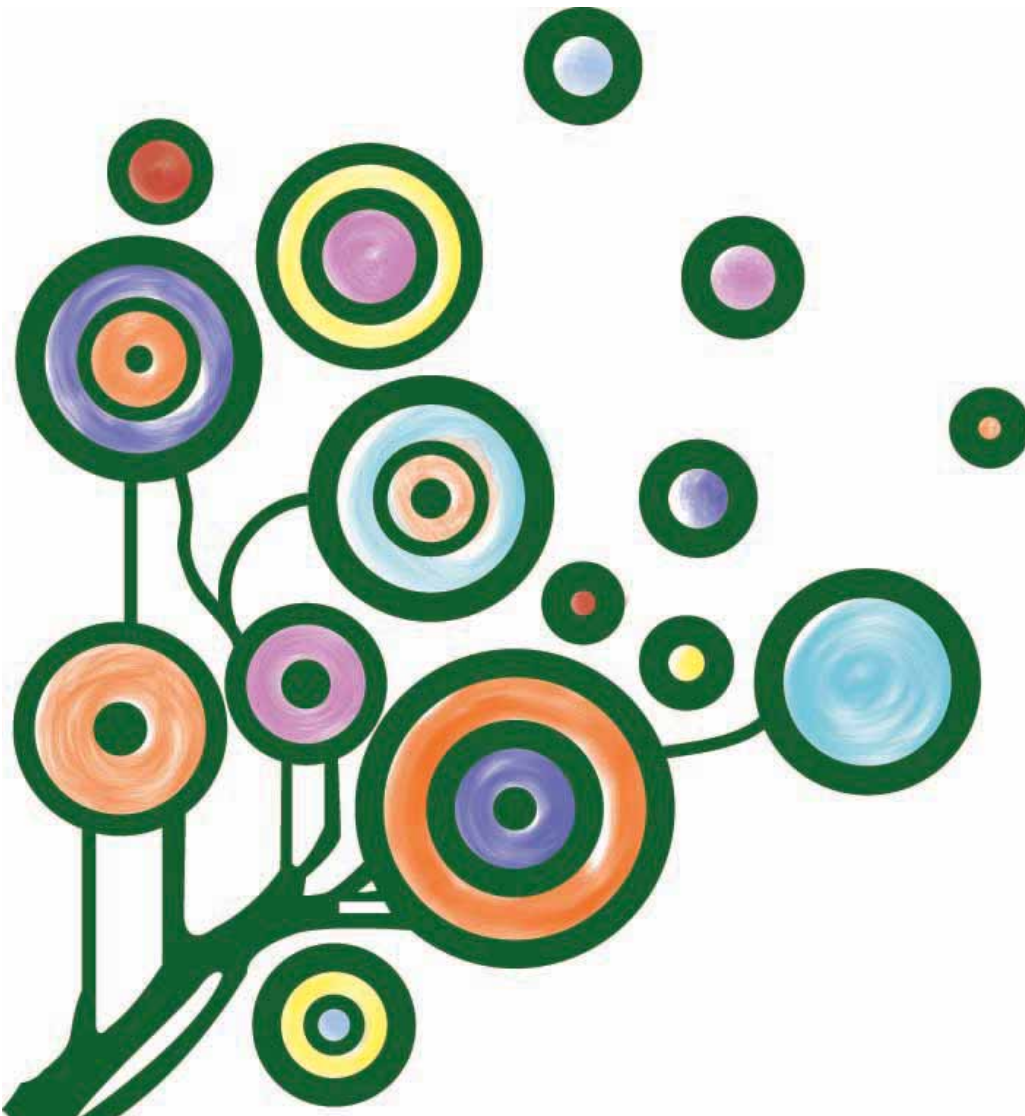
Gus Sison, a clinical psychologist and organizational management specialist, has worked with public libraries for over twenty years. In this workshop, Dr. Sison assists public library directors develop and improve supervision skills. Joan Frye Williams, a library futurist, concludes the Symposium with a thought provoking discussion on the changing landscape of the public library. Lodging and meals are provided.

Public Library Services Confab

When: April 23-25, 2012

Where: Jackson, Cabot Lodge Millsaps

A three-day, two-night experience for up to 60 public library staff focusing on developing innovative and engaging public library services on the local level. Lodging and meals will be provided.



Independent Learning Opportunities

Independent Learning Opportunities provide public library staff members with the opportunity to acquire specialized and technical library skills.

LE@D – Lifelong Education at Desktop

Online professional development classes for libraries developed by the University of North Texas. The Mississippi Library Commission has purchased a number of “seats” for relevant courses and provides access codes to library staff to complete courses individually or in groups. The self-paced courses are accessed through the Internet and are available year round. A course list is available online at <http://www.mlc.lib.ms.us/pdf/ce-leadcourses.pdf>.

LYRASIS Online Classes

LYRASIS courses are offered both “live online” and pre-recorded. Live online courses utilize a presenter and provide the opportunity for participants to inter-

act with the trainer and other participants. Live online courses are offered at a specific time only. Pre-recorded courses are not interactive and may be accessed anytime of the participants' choosing. All classes available through LYRASIS may be viewed at <http://www.lyrasis.org/Classes-and-Events.aspx>.

ITS Institute

The Mississippi Department of Information Technology Services (ITS) provides technical training in software, hardware, security, and maintenance. To support technical training needs and to ensure technical integrity of local networks and the MissIn3 network, the Mississippi Library Commission provides access to training opportunities conducted by ITS for public library staff members in Mississippi. A list of training opportunities can be found on the ITS website <http://www.its.ms.gov/>.



To obtain enrollment authorization for LE@D, LYRASIS, or ITS courses, the public library system director should submit an MLC workshop registration form by email (lmyers@mlc.lib.ms.us) or fax (601.432.4479). Workshop registration forms are included on the last page of this catalog.

Continuing Education Units (CEUs)

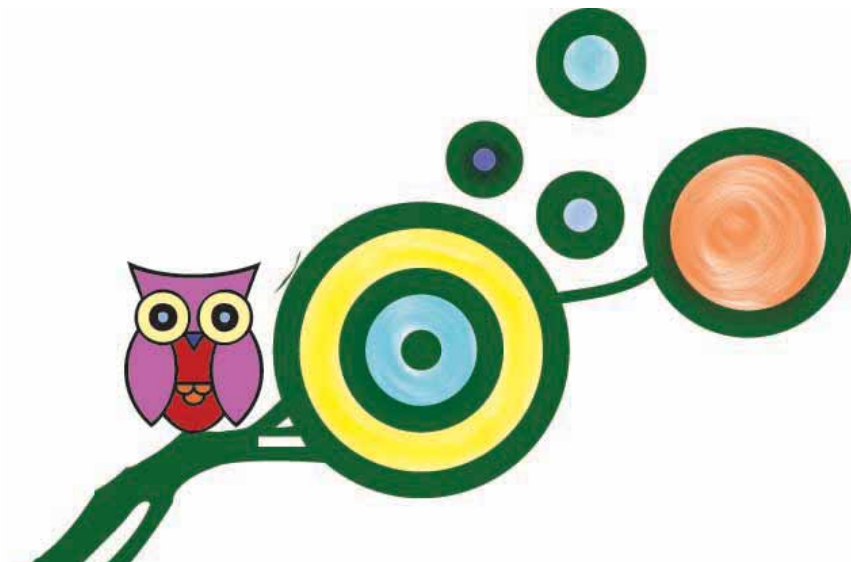
Continuing Education Units demonstrate and document a public library staff member's commitment to lifelong learning.

Continuing Education Units are given for planned learning experiences designed to bring about changes in knowledge, skills, attitudes, or behavior which 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.

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.

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.

CEUs are not issued automatically. Participants may request CEUs when signing in at workshops. Certificates are mailed after veri-



How to Register for a Workshop

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 of the workshop. Formal announcements are made to all public libraries in the state via email. Registering for most workshops can be done conveniently by emailing or faxing a completed registration form (located on the last page of this catalog) to the Mississippi Library Commission.

The Librarianship 101 Institute and the Library Services Confab require a special registration process. Details about registering for these workshops will be included in the formal workshop announcements.

Complete and submit a separate form for each attendee. Duplicate form as needed.

Email (lmyers@mlc.lib.ms.us) or fax (601.432.4479) completed forms to Lorietha Myers.

For additional information about a workshop, contact Lorietha Myers (601.432.4067 or 1.800.647.7542).



Mississippi Library Commission Workshop Registration

Select a workshop	Participant Information
<input type="checkbox"/> Basic Financial Management for Public Library Systems – August 24-26, 2011 <input type="checkbox"/> Public Library Statistics – September 29, 2011 <input type="checkbox"/> MLA Pre-Conference: The Big, Hairy, Audacious Goal – October 18, 2011 <input type="checkbox"/> Librarianship 101 & 201 Alumni Meeting at MLA – October 20, 2011 <input type="checkbox"/> Public Library Directors' Symposium – November 1-4, 2011 <input type="checkbox"/> E-Rate workshops – December 2011 or January 2012 <input type="checkbox"/> Writing LSTA Subgrant Applications for Public Libraries – TBA <input type="checkbox"/> CIPA: 10 Years Later (webinar) – February 16, 2012 <input checked="" type="checkbox"/> Youth Services Spring Training: Using Puppets in the Library <input type="checkbox"/> March 7, 2012, Biloxi, St. Martin Public Library <input type="checkbox"/> March 8, 2012, Brookhaven, Brookhaven Public Library <input type="checkbox"/> March 9, 2012, Jackson, Mississippi Library Commission <input type="checkbox"/> March 21, 2012, Greenwood, Jody Wilson Public Library <input type="checkbox"/> March 22, 2012, New Albany, Union County Public Library <input type="checkbox"/> March 23, 2012, Columbus, Columbus Public Library <input checked="" type="checkbox"/> Summer Library Program for Teens <input type="checkbox"/> March 6, 2012, Forest, Forest Public Library <input type="checkbox"/> March 20, 2012, Grenada, Elizabeth Jones Library <input type="checkbox"/> Summer Library Program for Adults – March 28, 2012 <input type="checkbox"/> Customer Service for the 21st Century Library – May 2012 <input type="checkbox"/> Other <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>	<div style="border-bottom: 1px solid black; padding: 2px;">Name</div> <div style="border-bottom: 1px solid black; padding: 2px;">email address</div> <div style="border-bottom: 1px solid black; padding: 2px;">Phone</div> <div style="border-bottom: 1px solid black; padding: 2px;">Fax</div> <div style="background-color: #800000; color: white; padding: 2px; margin-top: 10px;">Library Information</div> <div style="border-bottom: 1px solid black; padding: 2px;">Name of Library</div> <div style="border-bottom: 1px solid black; padding: 2px;">Library System</div> <div style="border-bottom: 1px solid black; padding: 2px;">Library System Director's email address</div> <div style="background-color: #800000; color: white; padding: 2px; margin-top: 10px;">Special Accomodations</div> <div style="border-bottom: 1px solid black; padding: 2px;">ADA Accommodation request</div> <div style="border-bottom: 1px solid black; padding: 2px;">Dietary request</div> <div style="border-bottom: 1px solid black; padding: 2px;">Other requests</div> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>

Only one participant per form, please. Duplicate form as needed.

Register by email or fax:

Email completed registration forms to Lorietha Myers at lm Myers@mlc.lib.ms.us.

Fax (601.432.4479) complete forms to

MISSISSIPPI LIBRARY COMMISSION
 Attn: Lorietha Myers, Administrative Assistant
 Library Development Division





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