CONTINUING EDUCATION CATALOG

Mississippi Library Commission
July-December 2025

MISSISSIPPI LIBRARY COMMISSION
LEADERSHIP   ADVOCACY   SERVICE

INSTITUTE *of* **Museum** and **Library** SERVICES

Registering for Events

- Only in-person events require registration. An email will be sent with a link to a registration form before the event. Once registered, you'll receive an email with the event information.

- For all other events, an email will be sent with the link to the Zoom session prior to the event.

- Librarianship 101 is a competitive application process. An email announcement will be sent out when the application opens.

Certificates of Attendance and Continuing Education Units

Certificates of attendance to Mississippi Library Commission events are available for library staff and continuing education units are available for licensed educators for qualifying events. These must be requested when registering for an in-person event or during a live Zoom training provided the attendee's camera remains on during the training.

For more information, contact Sharon Zala at szala@mlc.lib.ms.us or 601.432.4005

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Public Relations Happy Hour

When: July 1, 9:00am – 10:00am

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: The New Novelist Interface

When: July 8, 10:00am – 11:00am

Format: Live via Zoom

Intended Audience: Frontline & Reference Staff

Presenter: Billy Don Loper

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: July 11, 10:00am – 11:00am

Format: Live Discussion via Zoom

Intended Audience: Youth Services Staff

Facilitator: Mary Mackin

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.

Policy Workshop

When: July 15, 2:00pm – 3:30pm

Format: Live via Zoom

Intended Audience: Directors or their Designees

Facilitator: Joe Goff

Description: This workshop will address some common pitfalls of creating and maintaining clear, effective, & enforceable policies. Topics will include staff-related policies and why state government and library system policies sometimes differ.

Reference Quarterly Training: Remote Reference

When: July 16, 10:00am – 11:00am

Format: Live via Zoom

Intended Audience: Reference and Frontline Staff

Facilitator: Alex Brower

Description: As library services increasingly move beyond physical spaces, the ability to provide effective virtual reference support has become essential. This training will equip library staff with the tools, techniques, and best practices needed to deliver high-quality reference services in a remote environment.

LSTA Grants Workshop

When: July 17, 9:00am – 12:00pm

Format: Live via Zoom

Intended Audience: Directors or their Designees

Facilitator: Caleb Stephens

Description: This workshop will cover the basics of MLC's federal subgrant program, the subgrant reimbursement process, and updates to the federal regulations. Information that is essential for understanding the impact of recently implemented regulations will be discussed, as well as new limitations on the types of projects that qualify.

MLC's Information Services

When: July 22
Format: Recorded Webinar
Intended Audience: Reference and Frontline Staff
Facilitator: Alex Brower
Description: MLC offers a wide range of information services for public library staff. From how to get a library card with us to in-depth research assistance, learn about all the ways we can help you serve your community better.

Virtual Frontline Training: Serving Kids with Confidence

When: July 23, 2:00pm - 3:00pm
Format: Live via Zoom
Intended Audience: Frontline Staff
Presenter: Mary Mackin
Description: Whether you're a seasoned staff member or new to working with young patrons, serving children can be both rewarding and challenging. This practical training is designed to equip frontline staff with the tools, strategies, and confidence they need to create positive, welcoming experiences for children and their caregivers.

Weeding Part 1

When: July 29
Format: Recorded Webinar
Intended Audience: Frontline Staff
Presenter: Shellie Zeigler
Description: Weeding is a vital part of maintaining a healthy, relevant, and user-focused collection. This practical two-part webinar series provides library staff with the knowledge and confidence to evaluate and remove materials responsibly, using established weeding criteria and best practices. Part 2 releases in August.

Human Resources Happy Hour

When: July 30, 9:00am – 10:00 am
Format: Live Discussion via Zoom
Intended Audience: Directors & Human Resources Staff
Facilitator: Sharon Zala
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: Starting a Disability Support Group for Your Community

When: July 30, 3:30pm – 4:30pm
Format: Live Discussion via Zoom
Intended Audience: Managers & Supervisors
Presenter: Natalie Dunaway
Description: This training will cover the basics of how to start a support group for those with disabilities and their caregivers. We'll discuss logistics and variables to keep in mind for running an effective support group, the invaluable impact and support it provides to participants, and how MLC can assist and support your group's development and growth.

Cataloging & Processing Quarterly Training: Documentation & SOPs

When: July 31, 2:00pm – 3:00pm
Format: Live via Zoom
Intended Audience: Technical Processing Staff
Facilitator: Alex Brower & Charlie Simpkins
Description: Clear, consistent documentation is essential for maintaining cataloging workflows, supporting staff training, and ensuring long-term operational continuity. This hands-on training will guide catalogers through the process of creating and maintaining effective documentation tailored to their local practices.

Public Relations Happy Hour

When: August 5, 9:00am – 10:00am

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: August 8, 10:00am – 11:00am

Format: Live Discussion via Zoom

Intended Audience: Youth Services Staff

Facilitator: Mary Mackin

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.

Pinterest for Social Marketing

When: August 11

Format: Recorded Webinar

Intended Audience: Public Relations & Marketing Staff

Presenter: Kristina Kelly

Description: Over the past year, MLC successfully revitalized our Pinterest presence, growing to nearly 300,000 views and 21,000 engagements. In this recorded webinar, we'll walk you through the strategies that fueled this growth, as well as how to effectively use Pinterest to promote your library. We'll also cover key setup steps and how to interpret analytics.

Magnolia Hour: Britannica Fundamentals & PreK Library Programming

When: August 12, 10:00am – 11:00am
Format: Live via Zoom
Intended Audience: Frontline & Reference Staff
Presenter: Billy Don Loper
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.

Storytime 101

When: August 13
Format: Recorded Webinar
Intended Audience: Youth Services Staff
Facilitator: Mary Mackin
Description: Well planned storytimes support early literacy, enhance language development and communication skills, and promote community connection. We'll cover the key components of successful storytimes, including book selection, music and movement, early literacy-building strategies, and methods of audience engagement.

Special Collections Quarterly: Holiday Highlights

When: August 14, 2:00pm – 3:00pm
Format: Live via Zoom
Intended Audience: Programming & Youth Services Staff
Facilitator: Charlie Simpkins
Description: Let us help you bring holiday magic to your library programming—with less stress and more joy. We'll highlight a variety of holiday-themed kits and costumes designed to support your seasonal events and help you engage your community. Whether you're planning storytimes, displays, or special programs, this is your opportunity to explore available resources and gather fresh ideas to make your celebrations truly memorable.

ILL Quarterly Training

When: August 19, 2:00pm – 3:00pm

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: Quarterly Networking Session

When: August 20, 2:00pm – 3:00pm

Format: Live Discussion via Zoom

Intended Audience: Frontline Staff

Facilitator: Sharon Zala

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.

Public Library Directors' Meeting

When: August 21–22

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.

Weeding Part 2

When: August 26

Format: Recorded Webinar

Intended Audience: Frontline Staff

Presenter: Shellie Zeigler

Description: Weeding is a vital part of maintaining a healthy, relevant, and user-focused collection. This practical two-part webinar series provides library staff with the knowledge and confidence to evaluate and remove materials responsibly, using established weeding criteria and best practices.

Human Resources Happy Hour

When: August 27, 9:00am – 10:00am

Format: Live Discussion via Zoom

Intended Audience: Directors & Human Resources Staff

Facilitator: Sharon Zala

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: August 27, 3:30pm – 4:30pm

Format: Live Discussion via Zoom

Intended Audience: Managers & Supervisors

Facilitator: Sharon Zala

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.

Public Relations Happy Hour

When: September 2, 9:00am – 10:00am

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: Collection Development Resources

When: September 9, 10:00am – 11:00am

Format: Live via Zoom

Intended Audience: Frontline & Reference Staff

Presenter: Billy Don Loper

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.

Librarianship 101

When: September 10–12

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.

Programming Quarterly Training: Pop-Up Programs

When: September 16, 2:00pm – 3:00pm

Format: Live via Zoom

Intended Audience: Programming Staff

Facilitator: Sharon Zala

Description: Pop-up programs are a dynamic way to bring library services directly to the community and promote library services by meeting people where they are. We'll discuss identifying outreach opportunities, creating community partnerships, and practical tips for creating portable, flexible programs.

Virtual Frontline Training: FOL Basics for Library Staff

When: September 17, 2:00pm – 3:00pm

Format: Live via Zoom

Intended Audience: Frontline Staff

Presenter: Sharon Zala

Description: Friends of the Library groups can be powerful allies in supporting and advancing public library services. This introductory training is designed to help public librarians understand the role, structure, and potential of Friends organizations.

Technology Quarterly Training: MLC's IT Services for Libraries

When: September 18, 2:00pm – 3:00pm

Format: Live via Zoom

Intended Audience: All Staff

Presenter: Matt Smith

Description: This training provides an overview of the support and resources offered by our IT team to help take the hassle out of tech. Whether you're troubleshooting public computers, making purchasing decisions, or updating your website, MLC can help. We'll walk you through what's available, how to access it, and who to contact when you need help.

Youth Services Happy Hour

When: September 19, 10:00am – 11:00am

Format: Live Discussion via Zoom

Intended Audience: Youth Services Staff

Facilitator: Mary Mackin

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.

FY25 Statistics Training

When: September 23, 10:00am – 11:00am

Format: Live via Zoom

Intended Audience: Directors & Administrators

Presenter: Natalie Dunaway

Description: This year's statistics training includes a refresher on data element definitions, edit checks & their annotations, and a review of common questions.

Human Resources Happy Hour

When: September 24, 9:00am – 10:00am

Format: Live Discussion via Zoom

Intended Audience: Directors & Human Resources Staff

Facilitator: Sharon Zala

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: Book Drives

When: September 24, 3:30pm – 4:30pm

Format: Live Discussion via Zoom

Intended Audience: Managers & Supervisors

Facilitator: Sharon Zala

Description: Whether you're collecting items for your shelves or for special initiatives, planning and organization are key to ensuring your drive runs smoothly and you receive quality items that meet your needs. This training will cover everything from creating donation guidelines and handling logistics to strategies for developing local partnerships.

Public Relations Happy Hour

When: October 7, 9:00am – 10:00am

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.

E-Rate Workshop

When: October 8, 9:00am – 4:00pm

Format: Live via Zoom

Intended Audience: Directors & Administrators

Presenter: Sharmaine Frazier

Description: This workshop will assist those who are new to E-rate and 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.

Youth Services Happy Hour

When: October 10, 10:00am – 11:00am

Format: Live Discussion via Zoom

Intended Audience: Youth Services Staff

Facilitator: Mary Mackin

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: Professional Development Resources

When: October 14, 10:00am – 11:00am

Format: Live via Zoom

Intended Audience: Frontline & Reference Staff

Presenter: Billy Don Loper

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.

Reference Quarterly Training: Mississippi WPA Digital Historical Files

When: October 15, 10:00am – 11:00am

Format: Live via Zoom

Intended Audience: Reference and Frontline Staff

Facilitator: Alex Brower

Description: During the Depression, the Works Progress Administration created tourism guides for each state. To do so, field workers collected data on every county on a variety of topics. These raw files, both typed and handwritten, have been digitized by MLC for public use. Learn how, why, and when to utilize these historical records.

Virtual Frontline Training: Conflict Resolution in the Workplace

When: October 22, 2:00pm – 3:00pm

Format: Live via Zoom

Intended Audience: Frontline staff

Presenter: Michael Jordan, Bellhaven University

Description: Conflicts in libraries can arise in all kinds of ways—between staff, with patrons, or even between departments or branches. Knowing how to approach and address difficult situations is essential for creating a positive work environment and maintaining strong community service. This training will provide practical advice and insight to address conflict constructively and professionally.

Cataloging & Processing Quarterly Training: Subject Headings

When: October 23, 2:00pm – 3:00pm

Format: Live via Zoom

Intended Audience: Technical Processing Staff

Facilitator: Alex Brower & Charlie Simpkins

Description: Subject headings are key to helping users discover and access the materials they need. This training provides a straightforward introduction to the purpose, structure, and practical application of subject headings in cataloging.

Human Resources Happy Hour

When: October 29, 9:00am – 10:00am

Format: Live Discussion via Zoom

Intended Audience: Directors & Human Resources Staff

Facilitator: Sharon Zala

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: Documentation

When: October 29, 3:30pm – 4:30pm

Format: Live via Zoom

Intended Audience: Managers & Supervisors

Presenter: Joe Goff

Description: Clear, consistent, and timely documentation of staff performance, workplace incidents, and day-to-day operations is necessary for both accountability and transparency. We'll cover what to document, how to write clear and objective notes, and why consistent documentation protects you, your staff, and your library system.

Wanted: TBS Ambassadors!

When: October 30, 1:00 pm – 4:00pm

Format: In Person at MLC + Hybrid via Zoom

Intended Audience: Frontline Staff

Presenters: Miranda Loper & Talking Books Staff

Description: Not sure how to tell your patrons about Talking Book Services? We're 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.

November 2025

Public Relations Happy Hour

When: November 4, 9:00am – 10:00am

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' Symposium

When: November 5-7

Format: In Person at MLC

Intended Audience: Directors or their Designees

Description: PLD Symposium offers an in-depth exploration of critical human resources and leadership topics. Designed as an in person event, it provides a valuable opportunity for open conversation and encourages the exchange of ideas and experiences among directors.

Magnolia Hour: Magnolia for Local Community Organizations

When: November 12, 10:00am - 11:00am

Format: Live via Zoom

Intended Audience: Frontline & Reference Staff

Presenter: Billy Don Loper

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.

Procurement Procedures & Best Practices

When: November 13, 10:00am - 12:00pm

Format: Live Discussion via Zoom

Intended Audience: Directors or their Designees

Presenter: Lynn Burris

Description: MLC's Deputy Director of Administrative Services will discuss common questions about the procurement process, including topics & specific questions submitted in advance from directors.

Youth Services Happy Hour

When: November 14, 10:00am – 11:00am

Format: Live Discussion via Zoom

Intended Audience: Youth Services Staff

Facilitator: Mary Mackin

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.

Facebook Group Management

When: November 17

Format: Recorded Webinar

Intended Audience: Public Relations & Marketing Staff

Presenter: Kristina Kelly

Description: Do you know the difference between a Facebook Page and Facebook Group? It can be confusing, so let us break it down for you. We'll cover what groups are, how to set up and moderate them, ways to use them, and how to use their analytics tools to get data.

ILL Quarterly Training

When: November 18, 2:00pm – 3:00pm

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.

Human Resources Happy Hour

When: November 19, 9:00am – 10:00am

Format: Live Discussion via Zoom

Intended Audience: Directors & Human Resources Staff

Facilitator: Sharon Zala

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: November 19, 2:00pm – 3:00pm

Format: Live Discussion via Zoom

Intended Audience: Frontline staff

Facilitator: Sharon Zala

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.

Virtual Manager Training: Quarterly Networking Session

When: November 19, 3:30pm – 4:30pm

Format: Live Discussion via Zoom

Intended Audience: Managers & Supervisors

Facilitator: Sharon Zala

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.

Special Collections Quarterly: Spring into Programming

When: November 20, 2:00pm – 3:00pm

Format: Live via Zoom

Intended Audience: Programming & Youth Services Staff

Facilitator: Charlie Simpkins

Description: Plan to celebrate the season of renewal in your community by using MLC's special collections to create new programs. Charlie will showcase items and kits you can check out that can help you design engaging programming that will bring families and nature lovers to your library.

Public Relations Happy Hour

When: December 2, 9:00am – 10:00am

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.

SLP Performer Showcase

When: December 4, 9:00am – 4:00pm

Format: In Person at MLC + Hybrid via Zoom

Intended Audience: Youth Services

Description: Looking for dynamic performers to dazzle your community this summer? Join us for the Summer Reading Presenter Showcase, where you'll get a front-row seat to a variety of talented presenters ready to bring energy, education, and entertainment to your library. This showcase is your one-stop opportunity to preview programs, ask questions, and gather contact info.

Magnolia Hour: Using NoveList for Readers' Advisory

When: December 9, 10:00am – 11:00am

Format: Live via Zoom

Intended Audience: Frontline & Reference Staff

Presenter: Billy Don Loper

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.

Creating Age-Appropriate Storytimes

When: December 11

Format: Recorded Webinar Series

Intended Audience: Youth Services

Presenter: Mary Mackin

Description: This four part series provides a basic overview of stages of child development, and how they apply to designing effective storytimes that both engage and educate children. Age groups discussed are infants (0–12 mos), toddler (1–3 yrs), and pre-K (3–5 yrs). The final webinar in the series covers how to plan and adapt storytimes for mixed age groups.

Youth Services Happy Hour

When: December 12, 10:00am – 11:00am

Format: Live Discussion via Zoom

Intended Audience: Youth Services Staff

Facilitator: Mary Mackin

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.

Programming Quarterly Training: Passive Program Round-up

When: December 16, 2:00pm - 3:00pm

Format: Live via Zoom

Intended Audience: Programming Staff

Facilitator: Sharon Zala

Description: We're rustlin' up a herd of creative, low-cost, low-maintenance passive programs for all ages. This session we'll gallup through a wide range of passive programming ideas for all ages, from tried-and-true favorites to fresh ideas from other librarians out there on the range. Whether it's your first rodeo or you're an old hand, you'll leave with a saddlebag full of inspiration.

Human Resources Happy Hour

When: December 17, 9:00am - 10:00am

Format: Live Discussion via Zoom

Intended Audience: Directors & Human Resources Staff

Facilitator: Sharon Zala

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: MLC's Information Services

When: December 17, 2:00pm - 3:00pm

Format: Live via Zoom

Intended Audience: Frontline staff

Presenter: Alex Brower

Description: MLC offers a wide range of information services for public library staff. From how to get a library card with us to in-depth research assistance, learn about all the ways we can help you serve your community better.

Virtual Manager Training: Promoting the Library as a Community Space

When: December 17, 3:30pm – 4:30pm

Format: Live via Zoom

Intended Audience: Managers & Supervisors

Presenter: Natalie Dunaway

Description: Community Outreach Coordinator Natalie Dunaway will discuss how to champion your library as a vibrant and vital community space. She'll provide tips and strategies for creating effective messaging that shows stakeholders how library spaces build stronger, more connected communities.

Technology Quarterly Training: Microsoft Office 365

When: December 18, 2:00pm – 3:00pm

Format: Live via Zoom

Intended Audience: All Staff

Presenter: Matt Smith

Description: This overview introduces all the core features of Microsoft 365, including essential apps. You'll learn how to navigate the Microsoft 365 interface and utilize its integrated tools to streamline daily tasks and improve communication and file sharing among staff.

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PR & Marketing

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October

	Monday	Tuesday	Wednesday	Thursday	Friday
			1	2	3
	6	7 Public Relations Happy Hour	8 E-Rate Workshop	9	10 Youth Services Happy Hour
	13	14 Magnolia Hour	15 Reference Quarterly Training: WPA Files	16	17
	20	21	22 Virtual Frontline Training: Conflict Resolution	23 Cataloging & Processing Quarterly Training: Subject Headings	24
	27	28	29 Human Resources Happy Hour Virtual Manager Training: Documentation	30 Talking Books Ambassadors	31

November

	Monday	Tuesday	Wednesday	Thursday	Friday
	3	4 Public Relations Happy Hour	5	6	7
			Public Library Directors' Symposium		
	10	11	12 Magnolia Hour	13 Procurement	14 Youth Services Happy Hour
	17 Facebook Group Management	18 ILL Quarterly	HR Happy Hour 19 / VFT: Networking / VMT: Networking	20 Special Collections Quarterly: Spring Into Programming	21
	24	25	26	27	28

December

	Monday	Tuesday	Wednesday	Thursday	Friday
	1	2 Public Relations Happy Hour	3	4 SLP Performer Showcase	5
	8	9 Magnolia Hour	10	11 Age Appropriate Storytimes	12 Youth Services Happy Hour
	15	16 Programming Quarterly: Passive Program Round-up	HR Happy Hour 17 / VFT: MLC's Info Services / VMT: Community Space	18 Technology Quarterly Training: Microsoft Office 365	19
	22	23	24	25	26
	29	30	31		