

NORTH COUNTRY LIBRARY SYSTEM



Continuing Education

Opportunities

July - December

2007

*For NCLS Member
Libraries*

Introduction

This is a calendar of continuing education opportunities sponsored by NCLS that addresses the informational needs of librarians, library managers, support staff, trustees, and volunteers at our member libraries.

Some programs and workshops are scheduled for the NCLS Service Center, Watertown, and some will be offered at other sites throughout the system service area. Please pay particular attention to the dates and locations of each workshop.

Every effort will be made to adhere to the information presented on these pages. Each workshop or program will be advertised by emails well in advance of the scheduled date. Please refer to our web page and emails for last minute changes in date, time or location. All programs and workshops will require pre-registration which can be done through the Events link on our website, www.nclsweb.org.

Under the revised Incentive Grant, a member of your library staff or board must attend a minimum of five workshops held at NCLS or NNYLN and at least one trustee must attend the NCLS Annual Meeting to satisfy the requirements of the Continuing Education section.

As indicated in the following schedule, you will have twenty-five opportunities to attend thirteen workshops during the second half of the year.

Please note that the workshops that follow are scheduled for July through December.

Program descriptions follow on the next few pages. For more specific information on any workshop, please contact the facilitator indicated by phone (315.782.5540) or the email address listed.

July 2007

Creating Annual Reports to the Community

Audience: Library Directors, Library Managers, Staff, and Trustees

Tuesday, July 10th, 9:30 a.m. to Noon

NCLS Service Center, Senator Wright Instructional Training Lab, Watertown

Wednesday, July 11th, 10:00 a.m. to 12:30 p.m.

Northern New York Library Network, Potsdam

Every public library in NY State is required to report annually to their community according to NYS Public Library Minimum Standards. Come to this hands-on workshop and we will help you create a community report that really makes a statement using Microsoft Publisher! We will provide you with useful statistics gathered from your annual report and give you tips and ideas on creating an interesting, fact-filled, and attractive community report.

Facilitators: Amy Degnan (adegnan@ncls.org) and Regan DeFranza (rdefranza@ncls.org)

Using www.nclsweb.org for Maximum Benefit

Audience: Library Directors, Library Managers, Staff, Trustees, Friends and Volunteers

Tuesday, July 17th, 9:30 a.m. to Noon

NCLS Service Center, Senator Wright Instructional Training Lab, Watertown

Wednesday, July 18th, 10:00 a.m. to 12:30 p.m.

Northern New York Library Network, Potsdam

The NCLS web site is loaded with information, resources, and tools for member library staff, trustees, volunteers, and friends. Did you know you can update your library's trustee list yourself online? Did you know that a compilation of statistics from your annual reports for 1996 to 2006 is posted on our site? Or that you can access the handouts from one of our previous classes? The list goes on! Come find out how to navigate the site and make use of all it has to offer.

Facilitators: Amy Degnan (adegnan@ncls.org) and Stephen Gaines (sgaines@ncls.org)

August 2007

How to Raise a Reader: Storytime Applications

Audience: Youth Services Librarians, Coordinators, Library Managers, Head Start and other early literacy teachers, Library Trustees, Volunteers, other adults working with youth*

Monday, August 6th, 9:30 a.m. to 4:00 p.m. (Lunch provided)

NCLS Service Center, Meeting Room, Watertown

Early literacy information and skills should be an integral part of library storytimes. The information offered in this workshop will provide ways to help library staff articulate the early literacy information to themselves as well as to parents/caregivers. It serves as a starting point for your own ideas. Topics to be covered include: How storytimes for preschool children can incorporate current research; Examples of a storytime activity, the skills that are supported, and what a presenter can say to the parents to reinforce early literacy; Evaluating story time activities in relation to early literacy skills: and more. This workshop is an extension of the “Growing a Reader” workshop presented last year, but attendance at that workshop is not a pre-requisite.

**Space is limited. Preference will be given to NCLS Member Library staff, friends, volunteers, and trustees.*

Facilitator: Regan DeFranza (rdefranza@ncls.org)

Presenter: Sue McCleaf Nespeca

Author, Early Literacy expert and youth services coordinator for a consortium of Ohio libraries known as the NOLA Regional Library

September 2007

NCLS CATalog, ICICILL, Additions & Deletions

Audience: Library Directors, Library Managers, Staff and Volunteers

Wednesday, September 5th, 9:30 a.m. to 11:30 a.m. and 1:30 p.m. to 3:30 p.m.

NCLS Service Center, Senator Wright Instructional Training Lab, Watertown

Thursday, September 6th, 9:30 a.m. to 11:30 a.m.

Reading Room Association of Gouverneur, Gouverneur

Friday, September 7th, 9:30 a.m. to 11:30 a.m. and 1:30 p.m. to 3:30 p.m.

NCLS Service Center, Senator Wright Instructional Training Lab, Watertown

Tuesday, September 11th, 9:30 a.m. to 11:30 a.m. and 1:30 p.m. to 3:30 p.m.)*

Northern New York Library Network, Potsdam

Wednesday, September 12th, 9:30 a.m. to 11:30 a.m.

Hannibal Free Library, Hannibal

This class will cover the importance of each of these three functions. Specifically:

- How each is used by the staff and by patrons.
- How they impact the daily activity of the library.
- Why you should know how to use the NCLS CATalog.
- Why you should do ICICILL everyday the library is open.
- The benefits of sending in the Additions & Deletions on a regular basis.

All libraries need to know these functions inside & out. We highly recommend that all the people that work the circulation desk or assist patrons attend this class.

* Two sessions, one morning and one afternoon, will be held this day. The same information will be covered in each session.

Facilitator: Marcia Gray (mgray@ncls.org)

Budgeting for Non-profits

Audience: Library Directors, Library Managers, and Trustees

Saturday, September 8th, 10 a.m. to 12:30 p.m.

NCLS Service Center, Meeting Room, Watertown

This workshop will cover why to budget, budgeting terminology, budget cycles, operating budgets, capital budgets, presenting the budget to municipalities and methods of budgeting. This is a repeat of a workshop sponsored by the Northern New York Library Network and will provide valuable information for library trustees, directors, and managers.

Facilitator: Regan DeFranza (rdefranza@ncls.org)

Presenter: John J. Gray Jr., CPA, MBA

Gray & Gray Certified Public Accountants, P.C.

September 2007 continued...

Essential Policies

Audience: Library Directors, Library Managers, and Trustees

Tuesday, September 18th, 9:30 a.m. to Noon

NCLS Service Center, Meeting Room, Watertown

Wednesday, September 19th, 10:00 a.m. to 12:30 p.m.

Northern New York Library Network, Potsdam

Have you ever heard the phrase "if you don't stand for something, you'll fall for anything?" Policies are sort of like that...without them, you have nothing to base your library's procedures, practices, and decisions on and you leave the library vulnerable. This class will be a hands-on session where we look at the policies you have, decide if there are additional policies you need, and determine which need to be updated, edited, amended, etc.

Facilitators: Amy Degnan (adegnan@ncls.org) and Regan DeFranza (rdefranza@ncls.org)

NCLS Annual Meeting

Audience: Library Directors, Library Managers, Library Staff, Volunteers, Trustees, and Friends of the Library

Saturday, September 29th, Registration will begin at 9:00 a.m., Meeting starts at 10 a.m.

Jefferson Community College, Watertown

The Annual Meeting will once again be held in the Sturtz Theater at Jefferson Community College. After the lunch there will be a meeting of the Directors Organization and a Trustee workshop.

This year's keynote speaker is Margie Wood from The HUMOR Project, Inc. She will be talking about team building and organizational goal setting. Ms. Wood will also be conducting the Trustee workshop afterward and address establishing creative synergy when working with different personality styles.

More details will be made available as the event approaches.

Reminder: As part of the requirements for the Incentive Grant, at least one trustee from your library must attend the Annual Meeting to meet the requirements of the Continuing Education section.

Facilitator: Amy Degnan (adegnan@ncls.org)

Care and Repair of Books

Audience: Library Directors, Library Managers, Staff and Trustees

Monday, September 24th, 10 a.m. to 3:00 p.m. (Lunch provided.)

NCLS Service Center, Meeting Room, Watertown

This workshop will describe the basic parts of a book and how to care for and repair them with a simple list of resources and tools easily acquired on a minimal budget. A few examples of repairs will be demonstrated. Bring a book that is in need of repair and let's see what we can do with it!

Presenter: Tom Lawrence
Librarian, Ogdensburg Correctional Facility

October 2007

Universal Applications

Audience: Library Directors, Library Managers, and Staff

Tuesday, October 2nd, 9:30 a.m. to Noon

NCLS Service Center, Senator Wright Instructional Training Lab, Watertown

Friday, October 5th, 10:00 a.m. to 12:30 p.m.

Northern New York Library Network, Potsdam

Come and learn the Benefits, Procedures, and Web Application that make up the Universal Patron Card. This class will outline the benefits provided to the patron, the procedures necessary to follow, and the Web Application that allows non-automated libraries to participate.

Facilitator: Steve Gaines (sgaines@ncls.org)

Grab Them: Books with Real Guy Appeal

Audience: Library Directors, Library Managers, and Staff

Wednesday, October 3rd, 9:00 a.m. to 3:30 p.m.

Northern New York Library Network, Potsdam

Toilets, bathroom habits, gladiators, body noises, BMX, gross stuff, and forensic science. All of the above topics share one thing. Boys love them! And books about them and other popular topics make fine booktalks to grab boys and attract their interest. Join SLJ columnist Kathleen Baxter in this laughter-filled presentation of booktalks and ideas for sparking boys' interest in reading in your school or library.

* This workshop is co-sponsored with the St. Lawrence-Lewis BOCES School Library System.

Facilitators: Regan DeFranza (rdefranza@ncls.org) and Allison Wheeler*

Presenter: Kathleen Baxter

Kathy Baxter served as the Coordinator of Children's Services in the Anoka County Library, a suburban Minneapolis system, for over twenty-five years. She has written "The Non Fiction Booktalker" column for School Library Journal since 1997. She has presented at hundreds of national and state library and reading conferences all over the country.

October 2007 continued...

Don't Get the Book Thrown at You! Legal Issues for Libraries

Audience: Library Directors, Library Managers, and Trustees

Thursday, October 11th, 6:00 p.m. to 8:00 p.m.

Canton Free Library, Canton

Saturday, October 27th, 10:00 a.m. to 12:30 p.m.

NCLS Service Center, Meeting Room, Watertown

Are your policies legally binding documents, does the town board get to decide if your library director/ manager can have a raise, meeting rooms, exhibits, and displays -- how does your library define eligibility for use, if your library is sued are you personally libel, religious issues - conventional wisdom holds that limitations to access are acceptable provided that the same policies apply to everyone and that exclusion is not based on, among other things, religious issues, what does that really mean? These are the day to day questions that plague library directors and trustees. If you want to learn more about some common legal issues for libraries, this is the workshop for you.

Facilitator: Regan DeFranza (rdefranza@ncls.org)

Presenter: Joanne Novak

Labor Relations Specialist, Jefferson-Lewis BOCES

November 2007

The Automated Annual Report!

Audience: Librarians, Library Managers, Treasurers, and Trustees

Wednesday, November 7th, 9:30 a.m. to 2 p.m.*

NCLS Service Center, Senator Wright Instructional Training Lab, Watertown

Friday, November 9th, 10:00 a.m. to 2:30 p.m.*

Northern New York Library Network, Potsdam

The NYS Annual Report has attained a new level of automation by streamlining the collecting and inputting of information into the report. Since much of the information appearing on the report, such as the library manager's name, library address, trustee names, etc., is currently saved here at NCLS, this web version will reduce your time, and effort... and your frustrations at annual report time! Come and see how easy it is to enter your data and complete the report. The workshop will cover every part of the report, section by section, from Part 1 through Part 14. This workshop will prepare both librarians and treasurers well for the 2007 report. After attending this workshop, your next annual report will be partially done!

*Lunch will be provided.

Facilitator: Stephen Gaines (sgaines@ncls.org)

November 2007 continued...

Turn Computer-ese into Computer “Ease”

Audience: Library Directors, Library Managers, Staff, Trustees, and Volunteers

Wednesday, November 14th, 9:30 a.m. to Noon

NCLS Service Center, Senator Wright Instructional Training Lab, Watertown

Friday, November 16th, 10:00 a.m. to 12:30 p.m.

Northern New York Library Network, Potsdam

This class was created in response to some of the “you should teach a class on that” comments I’ve received over the last several months. The topics include a discussion of folders and file locations in Windows 2000 and XP, and some troubleshooting tips for computers and network connections. There will be a lot of technical information presented, but you will receive a handbook with step-by-step instructions for each procedure for future reference.

Facilitator: Jerry Schell (jschell@ncls.org)