



NEO-RLS

Northeast Ohio Regional Library System

Continuing Education



**Summer
&
Fall
2007**

*Please place in staff room.
For additional copies, contact Elaine Casterline
at casterle@neo-rls.org*

July 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11 Excel Charts & Graphs	12	13	14
15	16	17	18	19 Training LG	20	21
22	23	24 ← Access	25 Ad- vanced →	26 Photoshop Elements	27	28
29	30	31				

Getting the Most Out of Google

Google is arguably the most successful and innovative company of the internet age. Rarely a week goes by without Google announcing an exciting new feature, product or service. No longer just a "search engine" Google offers a wealth of productivity tools. Deciding which of these tools are most useful for your needs, can be a daunting task. In this class we will help you make sense of which features you may wish to use. In addition to providing easy access to billions of web pages, we will explore Google's many specialized and advanced features. Utilizing these features will help you quickly find exactly what you and your patrons are looking for.

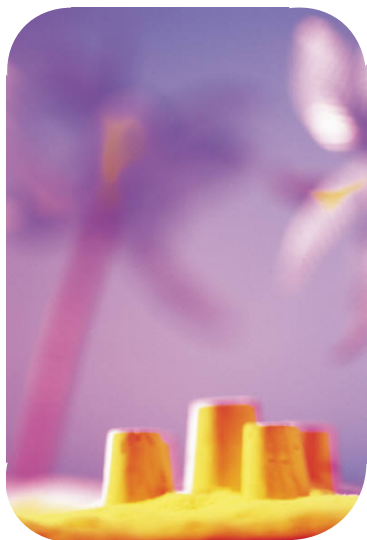
The Beginner's Guide to 2.0 in Libraries

There's currently a great deal of professional library buzz around "Web 2.0," "Library 2.0" and the virtual world Second Life. What are some of these tools, and what can they do (or not do) for your library? Is your library missing the boat or avoiding the hype? Get the low-down on these new ideas in terms that don't require a techie translator. We'll spend the morning exploring 2.0 concepts (including making our own podcast!) and the afternoon investigating Second Life and how libraries have adapted to this new environment.

Visit the website of the Northeast Ohio Regional Library System at www.neo-rls.org for further details, up-to-date information and registration.

Workshop dates, presenters, and locations subject to change.





Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Advanced Power Point	2 Google	3	4
5	6	7 Beginner's 2.0	8 Publisher HR Learning Group	9 Beginner's 2.0	10	11
12	13	14 ← SLS →	15	16 Beginner's 2.0	17	18
19	20 Outreach LG	21 Technology LG / Pines	22 Google	23 Teen LG	24 CT-LG Children's LG	25
26	27	28	29	30 Ready to Read Basic Training	31	

August 2007

School Library Symposium

Tuesday, August 14

Keynote: **Harry Bliss**

Harry Bliss is a cartoonist and cover artist for The New Yorker magazine. Bliss's first children's book, *A Fine, Fine School* by Newbery-award winning author, Sharon Creech, was a New York Times bestseller. Bliss went on to illustrate *Which Would You Rather Be?* by William Steig, *Countdown To Kindergarten* by Alison McGhee, a winner of the Minnesota Book Award, and *Diary of a Worm* by Doreen Cronin, a #1 New York Times bestseller as well as *Don't Forget To Come Back* by Robie H. Harris (featured in the 24th Annual Exhibition of "The Original Art Show" at the Society of Illustrators). Bliss's current book *Mrs. Watson Wants Your Teeth* by Alison McGhee was published in the Fall of 2004, followed by *Diary of a Spider* by Doreen Cronin.

Wednesday, August 15

Keynote: **Dr. Linda J. Rice, Professor at Ohio University**

The 4 E's of Excellence in the K-12 Library

Library media specialists (LMS) are the experts when it comes to providing Ohio's K-12 students with high-quality programs that foster information, technology, and media literacy skills. Imparting this expertise through collaboration with teachers and other stakeholders in education is crucial to attaining excellence in the K-12 library. Keys of excellence in this collaboration include: Establishing the LMS as a resource whom teachers can consult when developing instructional units; Equipping the LMS with pro-active communication strategies; Embedding the K-12 Library Guidelines with interdisciplinary learning, and Encouraging the love of reading and the responsible use of library-based sources, particularly those involving technology. Collectively, the exploration of these elements will empower library media specialists not only to meet, but to exceed the Information Literacy Standards for Student Learning (established by the AASL and the AECT) by envisioning themselves as curricular leaders who embrace instructional collaboration and support. Other Breakout Sessions Include: Children's Literature Update, Young Adult Literature Update, INFOHIO Databases, Emerging Technologies, Beginning at the End: Under the Standards and Beyond, INFOHIO Hidden Treasurers, Bringing the Outside In: Working with Reluctant Readers, Teacher Collaboration, Getting to Know the Ohio Treasure Chest.

September 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5 Emotional Intelligence Advantage	6 Emotional Intelligence Advantage	7 Emotional Intelligence Advantage	8
9	10	11	12 Beginning PHP Installing PHP	13 Google	14	15
16	17	18	19 Photoshop CS2	20 Book Discussion LG Reader's Adv LG	21 Ready to Read Storytime Training	22 Early Childhood Literature Conference
23	24 Leadership Skills Read to Read	25 Leadership Skills	26 PC Troubleshooting	27 Leadership Skills	28 Leadership Skills	29
30						

Beginning PHP Programming

PHP is a freely available, popular programming language used for creating dynamic web sites; PHP can be used to link your website with database storage, manipulate images, and process dynamic information. But in order to do all this, you need to start with the basics. In this workshop you will learn how to program basic PHP.

The Emotional Intelligence Advantage:

***Reading Patrons to Anticipate How to Serve Them Better**

***Managing Emotionally Challenged People and Patrons**

Lauren Burnett is a certified facilitator for emotional intelligence change and behavioral model, president of the Center for Inner Quality and nationally respected teacher and speaker. **Program Description:** The contemporary library environment is changing. Along with an increased sophistication of library patron and 'Cultural Creatives' who will seek socialization and a broader range of offerings, we will also be serving emotionally challenged patrons. Their profile may include yellors, manipulators, hostile and volatile folk who need special care and test our comfort and safety levels.

Management and Leadership Skills for Managers, Supervisory and Team Leaders

Whether you want a refresher of the basics or are looking for new and different ways to manage and lead others in your organization, this interactive one day workshop helps supervisors, managers and team leaders to grow their management and leadership skills fast. Get the "Knowledge Before the Need" by learning ways to help you better manage yourself and others. You will leave this workshop with techniques and phraseology that you'll begin using the very next day at work! Whether you have been managing others for 10 years or 10 days, you'll benefit from attending this seminar!

13 Annual Early Childhood Literature Conference

Keynote: Eileen Christelow sold her first book in 1981, *Henry and the Red Stripes*. Many years and many books later, picture books are still an exciting challenge. She has file folders filled with ideas for new stories: clippings from newspapers, stories heard on the radio, family stories, childhood memories, conversations overheard, nursery rhymes, all waiting for her to find their beginnings, middles, and ends and to bring them alive in the space of a thirty-two page picture book.

Join Sue McCleaf Nespeca who is serving on the Caldecott committee for the second time for a lively discussion about this year's award. Sue will also be on hand to give her most requested Literature Update.

Back to the Book VIII

Back to the Book is in its eighth year. This year focuses on Readers Advisory Service trends including reading maps, marketing readers' advisory services, book displays and library 2.0 and how it affects readers' advisory. You will also hear from first time author Tim Maleeny who wrote one of this year's killer books, *Stealing the Dragon*.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 Keeping Your Balance	3 Keeping Your Balance	4 New Book Look Install PHP	5	6
7	8	9 Ready to Read Basic	10	11	12 New Book Look	13
14	15 New Book Look	16	17 Reference LG	18 PHP Advanced	19 New Book Look	20
21 ← Unacceptable	22 Behavior →	23 PC Troubleshooting	24 PC Troubleshooting	25	26	27
28	29	30 Back to the Book VIII	31 Unacceptable Behavior			

October 2007

Keeping Your Balance in the Midst of Change

When is the last time you experienced a change? Last week? Yesterday? Five minutes ago?? Change, of course, is inevitable. We have changes in automation systems, technology changes, changes in work schedules, even our patrons change. The stress of change is compounded by our tendency to rush - rush to do this, hurry to get somewhere. It seems as if every single minute of every single day is packed full with a list of "have-tos," "should-dos" and "musts." And the list keeps changing!

In *Keeping Your Balance in the Midst of Change*, we will not only discuss the reasons for change, but why most of us resist it. We'll learn how to deal with that resistance - in ourselves and others. Along the way, we'll also discover how to deal with the changes we all face every day.

Dealing with Unacceptable Behavior

Here's your opportunity to have a day of fun as you learn how to handle difficult situations and patrons. "Fun?" Yes, fun! Officers Ferimer and Wood present this difficult subject matter with humor and understanding. This workshop will cover things like law enforcement procedures, observation and perception, legal issues from the Ohio Revised Code and common state and local violations in libraries, and safety. They will also discuss the Concealed Weapons Law. There will be time for Q&A at the end of the program.



NEO-RLS can provide the necessary training from basic Microsoft classes to specialized programs designed to meet your individual needs.

We're sure you'll find something to inspire, motivate, and energize your staff.

November 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Day for Small Libraries Using Group Policy	2 Day for Small Libraries	3
4	5	6 Advanced Publisher	7	8	9	10
11	12 Ready to Read Story- time Training	13 Ready to Read Story- time Training	14 Mentoring	15	16 Office 2007	17
18	19	20	21	22	23	24
25	26	27 New Library Innovations	28 New Library Innovations	29 New Library Innovations	30	

A Day for Small Libraries: Make Your Library the Best it can Be!

Speakers:

Kristie Kirkpatrick is the director of Whitman County Rural Library System (WCL) in south-eastern Washington State.

Susan Hill Pieper, Director of the Paulding County Carnegie Library, has been the editor of the *Rural Library Services Newsletter* since 1991.

Program Description:

In the morning learn about the Little Library that Could. Join your colleagues for a networking lunch and after lunch gain valuable information about dynamic partnerships. Finish off the day with a brainstorming session on future continuing education for small libraries.

Mentoring Programs: Are they all that they're cracked up to be?

The workshop reviews the components of a formal mentoring program, guides participants in determining if a formal program is appropriate for a particular environment and identifies the purposes and outcomes of such a program. It reviews the differences on the continuum between a formal program and an informal one, and allows participants to determine where along that continuum their organization may fall. The workshop also guides attendees to recognize and define the structure, expectations, skills and support mechanisms critical to a successful mentoring program; and to be very clear on the etiquette, tools, knowledge and skills that participants must practice for a successful mentor-protégé relationship.

New Library Innovations

Join NEO-RLS IT Department for an exciting program designed to examine the newest technologies impacting libraries and schools! Attendees will explore and discuss not only new technologies, but look "over the horizon" to see what educational organizations should expect on the technical front in the next 18-24 months.



Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		COMING SOON...				1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31	Keep an eye on the website. Programs are added throughout the year.					

December 2007

CO-OP Continuing Education

CO-OP CE is a new NEO Continuing Education initiative designed to meet the special continuing education needs of NEO-RLS member libraries of all sizes.

This partnership allows NEO and member libraries to partner to provide CE for large, medium and smaller member libraries, thus increasing the number of CE opportunities for your library's staff, while providing cost savings to everyone!

Here's how the program works:

The NEO CE staff will work with a contact at your library to coordinate speakers and other identified programming. This will include "high end" speakers, along with other specific tailor made training identified by you.

1. Identified/requested programs will be presented at your facility or close proximity to your library, thus reducing the cost of travel and loss of staff time.
2. The requesting library will identify the number of participants they will guarantee to send to the workshop.

NEO staff will work with you to determine the share cost to the lead library, which should be significantly lower than the per person cost, thus providing a cost savings.

It's a win-win solution for NEO member libraries that works! Call us today if your library has an interest in participating in this great new CE CO-OP experience!

Video Conferencing

NEO-RLS has available to its members a portable videoconferencing unit.

Libraries may use this equipment to cooperate with other libraries within their area to participate in a continuing education program when they are unable to travel. This equipment can also be used for programming within a member's library.

Call the NEO-RLS office for more information.



**To register for
NEO-RLS
Workshops,
Learning Groups
or for more
information:
www.neo-rls.org
or call
330-847-7744.**

Workshop Cancellation Policy

The Northeast Ohio Regional Library System assumes a financial liability in the presentation of its programs and events. This cancellation policy assumes that workshop space may be limited, and/or special arrangements may have been made, including the ordering of meals, the set-up of computers, the provision of handouts, and/or the ordering of special workshop materials.

Cancellation requests must be submitted in writing (via, email, fax or mail) to the NEO-RLS office fourteen (14) days prior to the event in order to receive a full refund. The day of the workshop does not count as one (1) of the fourteen (14) days. The refund will be given in the form of CE vouchers.

If notice of less than fourteen (14) days is given, the enrollee's library/individual attendee will not receive a refund and if the workshop is not paid for in advance the library/individual attendee will be billed for the workshop.

If an enrollee cannot attend a workshop, an employee from the same or another library may attend instead.

In the case of a waiting list for a workshop, a refund in the form of CE vouchers will be issued to any library canceling an enrollee's registration if the vacancy can be filled.

This policy applies to all workshops that are presented by a paid presenter, and not NEO-RLS staff.

NEO-RLS reserves the right to cancel a workshop at the discretion of the Senior Continuing Education Specialist or the Executive Director.

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