

July - August Continuing Education Newsletter

FREE Passwords to WebJunction

The state of Florida is promoting free classes through WebJunction. This online product works the same way as ElementK, offering self-paced software programs that are library specific for you to access. There are only 1,000 free classes available from the state. To sign up, go to this link <http://fl.webjunction.org/1>

July - August Continuing Education Workshops

July Workshops

<u>Workshop</u>	<u>Date</u>	<u>Time</u>
Excel 2007 Skill Building Series #3	7-1-10	9:00 am-4:00 pm
Using Social Services Techniques with Challenging Library Customers	7-8-10	9:00 am-12:00 noon
Coach: A New Role for the 21st Century Information Provider	7-8-10	1:00 pm-4:00 pm
Fun with Origami	7-13-10	9:00am-12:00 noon
More Fun with Origami	7-13-10	1:15 pm-4:15 pm
Genealogy for Librarians: How to Best Serve Your Patrons	7-14-10	9:00 am-4:00 pm
Lyrasis Management 101: What is Management?	7-15-10	9:00 am-4:00 pm
Libraries Gone Mobile (ONLINE)	7-19 & 20-10	12:00 noon-2:00 pm
Crafts with Books for Children & Teens	7-21 & 22-10	9:00 am-4:00 pm
Adobe Dreamweaver Skill Building Series #2	7-22-10	9:00 am-4:00 pm
MARC 21 in Your Library: An Introduction	7-28-10	9:00 am-4:00 pm
Just for Copy Cats	7-29 & 30-10	9:00 am-4:00 pm

August Workshops

Get Google With It! (Repeat from April)	8-2-10	8:30 am-1:00 pm
Social Media and Libraries	8-3-10	12:30 pm-4:00 pm
Sharpening Your Organizational Skills	8-4-10	9:00 am-4:00 pm
Wordpress Basics (Key West)	8-12-10	9:00 am-12:00 noon
Social Media and Libraries (Key West)	8-12-10	1:30 pm-4:30 pm
Leaders in Libraries: Discover the Leader Within! (Key West)	8-13-10	8:00 am-12:00 noon
Word 2007 Skill Building Series #3	8-19-10	9:00 am-4:00 pm
Introduction to Drupal With Q&A	8-23-10	9:00 am-4:00 pm

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 comments, email at
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 239-745-3722

Paraprofessional Day a Huge Success!

I am so pleased to announce that Paraprofessional Day held Wednesday May 12, 2010 was a rousing success. The food was good, the workshops were all well-attended, and our keynote speaker Jackie Ferguson inspired us to lower our stress level. Jackie writes a weekly column in the Fort Myers News Press on various aspects of stress. Those who spent the day with us were able to choose 5 sessions they wanted to attend. Sessions were marked as 1) technology based, 2) of interest to people working with children, 3) of interest to those working with teens, and 4) of general interest. Everyone went home with a goodie bag of thank-you treats. If you were unable to attend, please consider joining us next year.

Workshops in Key West—August 12 & 13

SWFLN will be providing three face-to-face workshops for our Florida Keys members at the Florida Keys Community College in Key West. They are listed here instead of in the regular group of workshops. Of course, you are welcome to attend, if you would like a learning get-away!

August 12—9:00 AM - 12:00 Noon

WordPress Basics by Carol Bean

What is a blog and how does it work?

Sign up for Wordpress.

Write a post.

Add extras to posts (categories, keywords). Backend stuff (customization); comments, search engines, spam, profile.

Write an About page.

Administrative tasks (approve comments, remove spam)

August 12—1:30 - 4:30 PM

Social Media and Libraries by Chad Marin, St. Petersburg College

Social Media is not new; however, it is literally everywhere today and it is connecting people, places, things, and ideas. And libraries, for centuries, have acted as conduits to help their communities obtain high-quality information while providing a social space for their users to consume, repurpose, and share content. In this interactive session learn how to enhance library resources and services that exist both online and in physical library spaces by using a variety of social media tools including blogging, mobile technologies (QR codes),

microblogging, gaming, social networking, and more. This session will continue on after today so that we can see firsthand some of the new and innovative techniques that others have used to help make their library and its resources more visible while subsequently providing fresh and lasting connections with library users.

August 13—9:00 AM - 1:00 PM

Leaders in Libraries: Discover the Leader Within! By David Bendekovic

For ALL STAFF MEMBERS

This workshop offers the tools and techniques to help you become an effective leader, such as reaching a better understanding of your most significant values, identifying your leadership orientation, and formulating a personal leadership initiative for your library. PLUS – You will explore current, real-world examples of how leading libraries are transforming communities, re-engineering services, and adapting to changes without losing sight of their core mission and values. Participants can expect to acquire new ideas, fresh thinking, and new perspectives from some of the best library leaders in North America!

To register, click on Visit the CE Calendar after clicking on this link www.swfln.org/calendar.html

Date: **Thursday & Friday, August 12 & 13, 2010**

Place: Florida Keys Community College

Free Webinars

Florida Electronic Library has free self-paced and live webinars that you can take.

To register click on this link. <http://www.flelibrary.org/training/>

Infopeople Project has free online webinars for the library community. Click on the link below to sign up for a login, then note the upcoming webinar dates and times.

<http://infopeople.org/training/webcasts/list>

Booklist hosts free library webinars. Just sign up with them at the following link.

http://www.booklistonline.com/default.aspx?page=general_info&id=63

Excel 2007 Skill Building Series #1

Microsoft Excel is a spreadsheet software program. Continue towards building your Microsoft Office skill sets and learn the features of the Excel Spreadsheet application of the Microsoft Office Suite.

This basic level is a repeat and was offered during the winter months.

Who should attend?

Anyone who already knows something about Microsoft Excel and wants to learn more about this program.

About the presenter

This workshop is presented by Training Options in Fort Myers.

To register, click on Visit the CE Calendar after clicking on this link www.swfln.org/calendar.html

Date: **Thursday, July 1, 2010**
 Time: 9:00 AM to 4:00 PM
 Place: Training Options-Fort Myers

Using Social Services Techniques with Challenging Library Customers

Your busy library is visited every day by people who present service delivery challenges and stretch your ability to help them with their information needs, particularly those seeking help with job seeking and E-government forms and web sites. This workshop will help you assess their needs and information seeking/using limitations and give you strategies and approaches to help them. As a former social services provider, Ruth O'Donnell can help you learn to combine some of the skills of the social services field with your own information services skills.

Who should attend?

This workshop is appropriate for anyone.

About the presenter

Ruth O'Donnell is an independent consultant who assists public libraries with planning of

facilities and services, staffing and organizational structure, and staff development. Her classes are highly interactive, based on a philosophy that adult learners have much to share with and teach others and that participants come to get their specific questions and issues discussed in an open forum as well as to learn new information. She is a past president of the Florida Library Association.

To register, click on Visit the CE Calendar after clicking on this link www.swfln.org/calendar.html

Date: **Thursday, July 8, 2010**
 Time: 9:00 AM to 12:00 PM
 Place: East County Regional Library (Lehigh Acres)

Coach: A New Role for the 21st Century Information Provider

The changing role of information provider in libraries calls for new skills and techniques. Assisting customers as they seek and use digital information, access E-government services, and communicate online is a new and sometimes challenging role for library information services staff. This workshop introduces coaching as a teaching and communication technique that can be successfully used to improve your interactions with customers and result in improved customer service. Ruth O'Donnell has presented library service related workshops throughout the country and developed this coaching session to meet the specific needs of information service providers.

Who should attend?

This workshop is appropriate for anyone.

The presenter

Ruth O'Donnell (see description above)

To register, click on Visit the CE Calendar after clicking on this link www.swfln.org/calendar.html

Date: **Thursday, July 8, 2010**
 Time: 1:00 AM to 4:00 PM
 Place: East County Regional Library (Lehigh Acres)

Fun With Origami

Katherine Kan is back with another fun and informative event.

This 3 hour session focuses on beginner-level folds and doing kid-friendly designs, such as origami toys. If you have ever wished you could do this, take this class from the well-known graphic novels expert, Kat Kan.

Who should attend?

Anyone who wants to learn some basic paper

folding as well as those who work with children and teens.

To register, click on Visit the CE Calendar after clicking on this link www.swfln.org/calendar.html

Date: **Tuesday, July 13, 2010**
 Time: 9:30 AM to 12:30 noon
 Place: Mid-County Regional Library
 (Charlotte County)

More Fun with Origami

Katherine Kan is back with another fun and informative event.

This 3 hour session focuses on more advanced paper folding and doing some designs teens and adults might enjoy. If you have ever wished you could do this, take this class from the well-known graphic novels expert, Kat Kan.

Who should attend?

Anyone who wants to learn some more

challenging paper folding as well as those who work with adults.

To register, click on Visit the CE Calendar after clicking on this link www.swfln.org/calendar.html

Date: **Tuesday, July 13, 2010**
 Time: 1:30 PM to 4:30 PM
 Place: Mid-County Regional Library
 (Charlotte County)

Genealogy for Librarians: How to Best Serve Your Patrons

This full-day workshop covers the following topics:

- What are Genealogy and Family History, and How Do They Differ?
- Genealogy - Yesterday, Today, and Tomorrow
- Types of Genealogists and What Motivates Them?
- Basic Genealogy Research Steps
- Understanding Genealogy Forms and Documents
- Types of Records Available to Genealogists
- Collection Development Issues and Policies
- Other Library Policies Related to Genealogy
- Patron Expectations
- What Other Resources/Referrals Can You Provide?
- How Can You Best Serve Your Patrons?

Who should attend?

This full-day session is geared toward

reference librarians and other library professionals who interface with genealogy patrons of all levels.

The presenter

George G. Morgan is the president of Aha! Seminars, Inc., an outspoken advocate for libraries and librarians' issues, and a self-described —rabid genealogist. He is an internationally recognized genealogy expert who presents at local, state, national, and international genealogical conferences.

To register, click on Visit the CE Calendar after clicking on this link www.swfln.org/calendar.html

Date: **Wednesday, July 14, 2010**
 Time: 9:00 AM to 4:00 PM
 Place: South County Regional Library

Happy July 4th!

Lyrasis Management 101: What is Management? #5

The Management 101 Track is a series of five courses designed as a unit to give a comprehensive overview of what is required in managing a library. No matter what the size or type of institution, all libraries have to grapple with the same administrative issues. Management 101 will help attendees learn how to deal with those issues.

If you've never been a manager before, you may not realize exactly what the role entails. What are the actual functions of a manager? What is your personal role and management style? This class will help you answer these questions, and also explore the basics of

strategic planning.

Who should attend?

New managers, administrators or anyone needing a refresher.

The presenter

Jenny Liberatore from Lyrasis

To register, click on Visit the CE Calendar after clicking on this link www.swfln.org/calendar.html

Date: **Thursday, July 15, 2010**
 Time: 9:00 AM to 4:00 PM
 Place: South County Regional Library

Libraries Gone Mobile (Online)

From an article on CNN, analysts say mobile phones in U.S. may act like wallets in 5 years and serve as ID. Libraries are already starting to incorporate mobile devices into their workflow from texting a patron an answer to a reference question to sending overdue text messages. Topics discussed during class will be a general overview of mobile trends in libraries, accessing catalogs and performing reference services via mobile devices. We'll discuss the technology and privacy concerns as well.

Who should attend?

Anyone thinking about assisting library patrons using digital mobile devices.

The presenter

Lyrasis

To register, click on Visit the CE Calendar after clicking on this link www.swfln.org/calendar.html

Date: **Monday & Tuesday, July 19-20, 2010**
 Time: 12:00 noon to 2:00 PM

Make & Take Crafts to use With Books - Children & Teens

Get ready to roll up your sleeves, put on a smock and create some art! This two day, hands-on workshop will focus on crafts for children and teens, as well as storytelling props, puppetry and masks.

For the past four years, storyteller and artist, Riley Roam has developed and presented Summer Reading Program Workshops throughout Florida and Louisiana. During that time, she's collected, created and designed hundreds of literacy based crafts. Now it's your chance to Make-And-Take your own original project!

You'll also learn some new tales and ways to incorporate your creations in to a storytelling/story time program, as well as simple crafts for young children and more complicated projects for teens and tweens.

The workshop will include hand-outs and all the craft supplies. **All you need to bring is your imagination!**

NOTE: Both days will be crafts and books for Children and Teens.

Who should attend?

This level is intended for novice web designers who would like to make information available on the internet.

The presenter

A Training Options instructor will provide the workshop.

To register, click on Visit the CE Calendar after clicking on this link www.swfln.org/calendar.html

Date: **Wednesday & Thursday, July 21-22, 2010**
 Time: 9:00 AM to 4:00 PM
 Place: East County Regional Library (Lehigh Acres)

Adobe Dreamweaver Skill Building Series #2

Adobe Dreamweaver is one of the most popular **web site development** applications today. **Level 2:** In this course, you will use the advanced features of Adobe® Dreamweaver® CS4 to design and develop professional-looking websites.

Upon successful completion of this course, students will be able to:

- *work in Code view and use coding tools and features available in Dreamweaver.
- *format web pages using advanced CSS techniques.
- *work with AP and Spry elements.
- *create and validate forms.
- *integrate external files with Dreamweaver.

Who should attend?

To ensure your success in this course, it is recommended that Adobe® Dreamweaver® CS4: Level 1 has been completed and Cascading Style Sheets (Second Edition): Level 1 or have equivalent knowledge.

The presenter

Training Options– Fort Myers

To register, click on Visit the CE Calendar after clicking on this link www.swfln.org/calendar.html

Date: **Thursday, July 22, 2010**
 Time: 9:00 AM to 4:00 PM
 Place: Training Options—Fort Myers

MARC 21 in Your Library: An Introduction

What is MARC and how does it tie in with cataloging to work effectively in a library catalog? Please join your fellow catalogers in learning how to read a MARC record, and how to tell if some of the most important elements of the record are present and correct. At the conclusion of your day, you should be able to read a MARC record, talk MARC and understand how errors in MARC coding affect an OPAC. This workshop is for directors, reference staff, acquisitions staff, copy catalogers, beginning catalogers and experienced but untrained catalogers.

cataloger or librarian or paraprofessional who wants to begin acquiring an understand of Machine Readable Cataloging (MARC)

The presenter

Karen Anspach

To register, click on Visit the CE Calendar after clicking on this link www.swfln.org/calendar.html

Date: **Wednesday, July 28, 2010**
 Time: 9:00 AM to 4:00 PM
 Place: Florida Gulf Coast University
 Library Building, Room 224

Who should attend?

This workshop is for the beginning level

Just for Copy Cats

This two-day workshop presented by The MARC of Quality will step through the process used to properly copy catalog library books. What is copy cataloging? It is not the same as original cataloging; it has its own special procedures and guidelines to be followed. This workshop provides an introduction to finding cataloging records that you can copy, explaining some of the more obvious challenges and some neglected database issues, with a brief look at essential editing. This workshop will get you started in the basic principles of copy cataloging. Topics covered:

Who should attend?

For a beginning cataloger, this workshop is the second step in your long journey to excellence in cataloging. (Your first step should be: ‘MARC21 in Your Library’) For an experienced cataloger, you may learn a few things you didn’t realize that you didn’t know. A detailed handout will be provided. Attendees should, if possible, bring a printout of a MARC record from their local automated system.

The presenter

Karen Anspach

To register, click on Visit the CE Calendar after clicking on this link www.swfln.org/calendar.html

- **How to read a MARC Record for searching, matching and editing
- **Search terms and their sources
- **Matching books and records
- **Special matching problems--Dates & CIP
- **How to recognize what is wrong with a record, so that you can either fix it yourself or report it to someone else who can.

Date: **Thursday & Friday, July 29-30, 2010**
 Time: 9:00 AM to 4:00 PM
 Place: Florida Gulf Coast University
 Library Building, Room 224

Get Google With It!

This fun hands-on workshop presented by a Google Certified Teacher, introduces Google's latest tools for educators. This is a high-energy professional development experience that will introduce participants to innovative ways free Google tools can be used in education and in the library. A full-day of fast-paced presentations and hands-on activities includes experience with advanced search techniques, collaborative web-based applications, and inspirational instructional strategies. Additionally, examples of implementation of tools such as Google Docs, Google Sites, Google Forms, and more in the library media center will be shared.

Who should attend?

Anyone interested in learning LOTS MORE about what Google has to offer.

The presenter

Karen Kliegman is a certified trainer for Google who brings first hand knowledge about using Google with students.

To register, click on Visit the CE Calendar after clicking on this link www.swfln.org/calendar.html

Date: **Monday, August 2, 2010**

Time: 8:15 AM to 3:00 PM

Place: South County Regional Library

Social Media and Libraries

Social Media is not new; however, it is literally everywhere today and it is connecting people, places, things, and ideas. And libraries, for centuries, have acted as conduits to help their communities obtain high-quality information while providing a social space for their users to consume, repurpose, and share content. In this interactive session learn how to enhance library resources and services that exist both online and in physical library spaces by using a variety of social media tools including blogging, mobile technologies (QR codes), microblogging, gaming, social networking, and more. This session will continue on after today so that we can see firsthand some of the new and innovative techniques that others have used to help make their library and its resources more visible while subsequently

providing fresh and lasting connections with library users.

Who should attend?

Anyone wanting to learn how to enhance library services to patron

The presenter

Chad Marin from St. Petersburg College Library

To register, click on Visit the CE Calendar after clicking on this link www.swfln.org/calendar.html

Date: **Tuesday, August 3, 2010**

Time: 12:30 PM to 4:00 PM

Place: South County Regional Library

Sharpening Your Organizational Skills

Are you tired of the "one-size-fits-all" rules of being organized? Learn how your "organizational personality" can determine what tools – and what rules – you should use to stay organized. Do you like everything out in the open? You can still be organized! Do you like to have a place for everything and everything in its place - but sometimes lose track of things? The benefits of knowing how YOU like to be organized will surprise you!

And now it's official – there is simply too much to do to ever get it all done! But as much as we'd like it to be, surrender is NOT an option. Instead, it's time we manage our priorities rather than letting our priorities manage us.

During the workshop, we will take an in-depth look at a day in your life. What do your days consist of? Are you productive or just "busy"? Is there any structure? Should there be? How

are you planning your work – or do you? We'll discuss how to make your to-do list work FOR you and how to plan for results.

Don't miss this focused workshop that will allow you to be you and STILL be in control!

Who should attend?

Anyone wanting to be better organized and more productive.

The presenter

Linda Bruno

To register, click on Visit the CE Calendar after clicking on this link www.swfln.org/calendar.html

Date: **Wednesday, August 4, 2010**

Time: 9:00 AM to 4:00 PM

Place: South County Regional Library

Microsoft Excel 2007 Level 1

Back by popular demand, Microsoft Excel 2007 level 1 provides the basics for understanding and using a spreadsheet. You will learn how to navigate the “ribbon” which is at the top of all the 2007 Microsoft products. Tips will be provided on when a spreadsheet would be useful.

Who should attend?

Anyone who would like to learn how to create and use a spreadsheet.

The presenter

Training Options

To register, click on Visit the CE Calendar after clicking on this link www.swfln.org/calendar.html

Date: **Thursday, August 5, 2010**

Time: 9:00 AM to 4:00 PM

Place: Training Options - Fort Myers

Introduction to Drupal With Q&A

The presentation will include an introduction to the core concepts of Drupal as well as speaking with the participants to gauge their competency level and potential future training topics.

Participants are encouraged to bring a laptop with Drupal already installed (or they can help with installation at the workshop).

Who should attend?

Anyone currently using or considering using this Open Source software.

The presenters

Michael Anello and Ryan Price

To register, click on Visit the CE Calendar after clicking on this link www.swfln.org/calendar.html

Date: **Monday, August 23, 2010**

Time: 9:00 AM to 4:00 PM

Place: South County Regional Library

College of DuPage Online Webinars on DVD

During this past year 2009-2010, the state of Florida has paid for 5 live webinars from the College of DuPage to be available to library personnel. If you missed any of these webinars, we have a DVD of each to borrow. Just contact Sandy Nelson to request any of the ones listed below. They may be checked out for up to 4 weeks.

1. Millennials in the Library
2. Cataloging: Where are we now? Where are we going?
3. Making the Best of a shrinking budget: Creative practices in a new economy
4. Information Literacy Education: A National Overview
- *5. Technology Trends in Libraries

* will be available on DVD by end of May.

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