



CE Event Alert



FY 2010 Continuing Education Calendar

Let's Get Visual: Web Tools to Add Color and Images to Your Website

Let's face it, plain text is boring to look at. True, having great content that is relevant to your audience is critical, but to make sure your prose gets read, your website needs attractive colors and images. Join Joe Sciacca, in this fast-paced workshop that will discuss and demonstrate a wide range of free and inexpensive tools to help you add visual interest, color and images to your blog or web pages. Some of the tools that will be covered include: online image generators, online embeddable documents, embeddable slide show tools, capturing and printing from web pages, clip art collections, image rotator scripts, online logo, button and banner generators, color scheme pickers, color code identifiers, word cloud generators, converting spreadsheet data to charts and graphs, fundraising progress bar thermometer widgets and lots more.

Date: November 13, 2009

Time: 9:00 a.m. - 12:00 p.m.

CPDU: 3

Non-Subscriber Fee: \$40.00

Got Pictures? Enhance them Now!

Join Michelle Ralston for a hands-on class on enhancing your digital pictures. Michelle will talk about the different software options for digital imaging, as well as show you some basic tips and tricks in Photoshop that will help your pictures stand out. She will also talk about Flickr, Picasa and other online photo galleries you can use to share and store your pictures.

Date: November 13, 2009

Time: 1:00 p.m. - 4:00 p.m.

CPDU: 3

Non-Subscriber Fee: \$40.00

H1N1 in Public Spaces

Join Daniel Bronson-Lowe, Infection Preventionist from Carle Foundation Hospital in a discussion of the H1N1 virus, its ramifications in this area, and how to protect your library's patrons and your work environment. Bring your questions!

Date: November 17, 2009

Time: 3:00 p.m. - 4:30 p.m.

CPDUs: 1

Non-Subscriber Fee: \$25.00

Repairing and Maintaining Print Materials

Collection Development Series

Join local experts in the field of collection development for a brown bag lunch at your desk! LTLS will be offering an online collection development series during the months of January and February. Each Friday from 11:30 a.m. - 12:15 p.m. we will feature a different genre. The speaker will discuss best resources and helpful suggestions on selecting works for the featured genre. The following genres will be covered:

- Westerns and Readable Non-Fiction
- Romance
- Mystery
- Urban Fiction / African American Fiction
- Emerging Technologies - MyMediaMall, Playaways and Talking Books
- Manga / Anime / Graphic Novels
- Science Fiction / Fantasy
- Inspirational Fiction

Speakers will include Mary Wilkes Towner (Urbana Free Library), Susan McKinney (St. Joseph Township Swearingen Memorial Library), Jennie Cisna Mills (Fountaindale

Repairing and Maintaining Fine Materials

John Ison, from DEMCO, presents a practical, hands-on seminar where participants learn and practice basic repairs for both hard and softbound books. Emphasis is placed on becoming familiar with techniques and materials for economical in-house repair of materials that must be available for frequent use. Additionally, protective measures that extend the life of new materials will be demonstrated and discussed. Long-term preservation of archival materials is not addressed. **Participants should bring one or two discarded hardback books to practice on.**

Date: December 3, 2009
Time: 1:00 p.m. - 3:30 p.m.
CPDU: 2
Non-Subscriber Fee: \$40.00

iRead - Scare Up a Good Book!

Join Barb Lintner (Urbana Free Library) and Kristen Lawson (Allerton Public Library) for a fun-filled workshop discussing 2010's iREAD theme, "Scare Up a Good Book!" There will be a show and tell of exciting promotional materials and activities for this year's theme, followed by a brainstorming session with LTLS Consultant, Donna Schaal.

Date: February 25, 2010
Time: 9:30 a.m. - 12:30 p.m.
CPDUs: 3
Non-Subscriber Fee: \$40.00

Teens Are Patrons Too!

Join Betsy Su (Champaign Public Library), Carol Inskeep (Urbana Free Library) and Michael Boedicker (Danville Public Library) in a panel discussion of outreach to the teen populations - what works, what doesn't, programming ideas and suggestions on how to reach out to teens.

Date: February 25, 2010
Time: 1:00 p.m. - 2:30 p.m.
CPDUs: 1
Non-Subscriber Fee: \$25.00

Bilingual Storytime

Join Shih-Mei Carmody (Urbana Free Library) for a discussion on how to start a bilingual storytime - what works, what doesn't, with suggestions on how to reach out to special populations in your area.

Date: February 25, 2010
Time: 2:45 p.m. - 3:45 p.m.
CPDUs: 1
Non-Subscriber Fee: \$25.00

Attend all three workshops on February 25th and save \$30.00!

Non-Subscriber Fee for all three: \$60.00

Human Resources is Everyone's Responsibility

Join Juliette Douglas from Lewis & Clark Library System to gain a better understanding of human resource roles and responsibilities; have an

Public Library), and others. Sessions start on Friday, January 8, 2010 and runs through February 26, 2010.

Practical Web Tools for Library Websites and Marketing

Has Web 2.0 passed you by? Are you feeling overwhelmed by the proliferation of web tools for blogs, wikis, widgets, and other hot new web technologies? Join LTLS staff Joe Sciacca, Donna Schaal, Michelle Ralston and David Lottes to explore a wide assortment of free and low-cost tools to help you communicate and market your library's services. We'll divide each session into half-hour blocks with one topic per block. We'll schedule a 1 hour break between the sessions at noon, so bring your lunch if you plan to attend the full day. Here's what we plan to cover:

Part 1

- 9:30 a.m. - Blogs
- 10:00 a.m. - Plinkit
- 10:30 a.m. - Wikis
- 11:00 a.m. - RSS Feeds
- 11:30 a.m. - Online Surveys & Polls

Part 2

- 1:00 p.m. - Facebook & Twitter
- 1:30 p.m. - Instant Messaging
- 2:00 p.m. - Audio Recording
- 2:30 p.m. - Video Recording
- 3:00 p.m. - Personal Productivity Tools

LINC Training

LINC - Getting Started
The Sirsi/Dynix Horizon system at the core of LINC

opportunity to discuss individual pressing human resource issues and potential options for resolution; learn strategies regarding hiring, supervising, dealing with difficult employees, mentoring and evaluating; gain a better understanding of federal and state human resource laws; and obtain information on valuable on-line resources. Juliette has an MS in Human Resources and an MS in Library Science and Information Technology. She has over 20 years experience as a director and human resource consultant.

Have a pressing issue? Bring your detailed question to the expert!

Date: March 18, 2010
Time: 1:00 p.m. - 4:00 p.m.
CPDUs: 3
Non-Subscriber Fee: \$40.00

Advanced Reference

Join Kathleen Kern (University of Illinois Reference Librarian) to learn about the latest in referencing online and print resources. What are the best print resources to have for the general public? What are the best teen or children's resources? What should you trust on the internet?

Date: April 6, 2010
Time: 9:00 a.m. - 12:00 p.m.
CPDUs: 3
Non-Subscriber Fee: \$40.00

Sustainability for Libraries (Public Per Capita Requirement)

Wondering how to develop a sustainability plan to fulfill the requirements of the 2011 Public Library Per Capita Grant Application? Laura Barnes, Librarian at the Illinois Sustainable Technology Center, will show you how to build an effective green team, develop a sustainability plan, set goals and benchmarks, and make progress toward going green at your library.

Date: May 3, 2010
Time: 9:00 a.m. - 10:30 a.m.
CPDUs: 1
Non-Subscriber Fee: \$25.00

Cleaning Out the Closets

Have you looked into your library's closets lately? Would it surprise you to find old equipment or non-usable paper or chemical supplies? Laura Barnes and Donna Schaal will lead a brainstorming discussion about ways to dispose of non-needed equipment and supplies. Bring your questions!

Date: May 3, 2010
Time: 10:45 a.m. - 11:30 a.m.
CPDUs: 1
Non-Subscriber Fee: \$25.00

School Library Day!

This full-day session will focus on issues relevant to elementary, middle and high school librarians. Potential topics range from collaboration, educational mandates, intellectual property, literacy, management, and technology.

Date: June 7, 2010

is a complex system of functional and database components. To work effectively on LINC, a basic understanding of how these components operate and interact is essential. This session will define these integral parts of the system, such as modules, agency records, accounts, security records, item types, and other codes. Knowledge of these components will be assumed in all other training sessions. The session will continue with an introduction to the Horizon interface and basic searching techniques.

Date: [March 9](#), 2010 or [April 27](#), 2010
Time: 9:00 a.m. - 12:30 p.m.
CPDU: 3
Non-Subscriber Fee: \$40.00

LINC - Basic Circulation

This session will cover all essential functions, such as Check Out and renewal, Check In, adding and editing borrower records, adding requests for borrowers, Fast Adds, and processing the various blocks on a borrower's record. Also there will be a discussion of the policies and procedures for sharing materials between agencies, reviewing procedures for filling transit holds, and integrating the flow of items between automated and non-automated libraries.

Date: [March 10](#), 2010 or [April 28](#), 2010
Time: 9:00 a.m. - 12:30 p.m.
CPDU: 3
Non-Subscriber Fee: \$40.00

LINC - Advanced Circulation

This session will cover advanced techniques in circulation, create item report, reviewing the hold queues, reports & notices, and the group editor menu, the Web Catalog

Time: 9:00 a.m. - 3:00 p.m.
CPDUs: 6
Non-Subscriber Fee: \$40.00

OCLC Training

Searching with FirstSearch

This course will cover selecting databases to search and searching them effectively. Hands-on practice will involve several databases, but WorldCat will be a primary focus. Some familiarity with using FirstSearch will be expected. Configuring the user interface will be referred to but will not be covered in the workshop. The Statewide Illinois Library Catalog (SILC), a subset of WorldCat, will also be discussed.

Date: March 30, 2010
Time: 9:00 a.m. - 11:30 a.m.
CPDUs: 2
Non-Subscriber Fee: \$40.00

FirstSearch Administration

This workshop explains how the settings in the FirstSearch Administration module affect the FirstSearch Public module; it covers configurable functionality such as scoping in WorldCat to library-specified holdings, linking to library-specified resources outside of FirstSearch, and many other useful settings. Workshop participants will have the opportunity to actually configure their library's FirstSearch account.

Date: April 14, 2010
Time: 9:00 a.m. - 12:00 p.m.
CPDUs: 3
Non-Subscriber Fee: \$40.00

OCLC ILL

Hands-on training will focus on the ability of staff and patrons to place interlibrary loan requests through the same FirstSearch interface. Participants will learn how to place requests, fill requests from other libraries, and how to complete the request process. Other information will be provided on Constant Data and routing of requests.

Date: April 14, 2010
Time: 1:00 a.m. - 4:00 p.m.
CPDUs: 3
Non-Subscriber Fee: \$40.00

and MyMediaMall.

Date: [March 11](#), 2010 or [April 29](#), 2010
Time: 9:00 a.m. - 12:30 p.m.
CPDU: 3
Non-Subscriber Fee: \$40.00

LINC - Adding Items

Bibliographic records form the core of LINC. The accurate and thorough addition of new items ensures the long-term usefulness of the system. This session will teach fundamental details about bibliographic records and item records. Activities will focus on the correct methods for adding items to the system, including strategies for complete item searching, and identifying records accurately.

Date: [March 11](#), 2010 or [April 29](#), 2010
Time: 1:30 p.m. - 3:30 p.m.
CPDU: 2
Non-Subscriber Fee: \$40.00

Note: Individual classes are \$40 a piece. Take all 4 LINC Training classes in the series for \$120. Saturday training will be arranged as needed.

CLaSS and
CLaSS+ now
available!

The Continuous Learning Subscription Service (CLaSS) provides continuing professional development to LTLS members more effectively and with a variety of improvements. CLaSS makes all of the continuing education programs available to LTLS members for an annual fee. CLaSS+ provides all continuing education and LINC training to our automated libraries for one annual fee.

Register at:

<http://madhatter.lincolntrail.info/CLASS/index.php>

Email questions to: ce@lincolntrail.info

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