



**Kansas City Metropolitan
Library & Information Network**

WORKSHOPS

**SPRING/SUMMER
2011**

**15624 E. US Highway 24
Independence, MO 64050
Phone: 816-521-7257
Fax: 816-461-0966**

**Mary Puhr
Professional Development
Coordinator
marypuhr@kcmlin.org**

Web Site: www.kcmlin.org

COST:

There are two rates associated with each workshop. The first rate is for KCMLIN members and the second rate is the non-membership rate. Please refer to the workshop description for cost. It will look something like \$45/\$90. \$45 would be a KCMLIN member rate and the \$90 would be the non-member rate. An annual KCMLIN Individual Membership is \$25.00 per year (for one person, non-transferable). You can register for a workshop at member rates and pay the annual membership fee at the same time if you prefer. These are the prepaid rates. Payment must be made prior to the workshop date or add \$5.00 if you prefer to be billed.

LOCATION:

Each class is located in the Kansas City Metropolitan area. Maps to each location will be sent with your workshop confirmation. Directions will also be available through a Google Map located on the calendar pages of each workshop from the KCMLIN web page at www.kcmlin.org.

PRE-REGISTRATION & PRE-PAYMENT: are required to ensure your place and workshop materials. Registration is limited so make sure to register early. Send registration to:

KCMLIN
 15624 E. US Hwy 24
 Independence, MO 64050
 Phone: (816) 521-7257
 Fax: (816) 461-0966
marypuhr@kcmlin.org

REFUNDS/CREDIT POLICY: Full refunds or credits are available for cancellations made a minimum of seven days before the workshop minus a \$5.00 administrative fee. You can transfer to another workshop a minimum of seven days before the workshop with no administrative fee. Cancellations made less than seven days before a workshop receive no refunds or credits.

Name: _____
 Library: _____
 Organization: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____
 Alternate Phone in case of workshop cancellation: _____
 E-mail: _____
 Workshop Name/Date _____
 (please duplicate this form for multiple registrations)

If a lunch is served I prefer _____ regular _____ vegetarian

FEES: Workshop fees are shown next to each workshop description. KCMLIN Member fees are the first amount and non-member fees are the second amount.

KCMLIN Member Prepaid	_____
KCMLIN Member Billed—add \$5.00	_____
Non-KCMLIN Member Prepaid	_____
Non-KCMLIN Member—add \$5.00	_____
KCMLIN Individual & MARRT Membership— add \$25.00	_____
MARRT Membership only—add \$10.00	_____
Total:	_____

Prepaid fees must be in the KCMLIN office at least seven days prior to the workshop. No refunds will be given after this date.

Check #: _____ Amount: \$ _____

Required information to process credit card:
 We accept Visa, MasterCard, Discover and American Express.

Name on Credit Card _____
 Billing Address for Credit Card _____
 City, State, Zip Code _____
 Credit Card Number: _____
 3 Digit Security Code _____ Exp. Date _____
 Signature _____

Note: Remember there is a \$5.00 service charge on any cancellation requesting a refund. You may transfer to another class with no administrative fee.

REGISTRATION

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 Library: _____
 Organization: _____
 Address: _____
 City: _____ State: _____ Zip: _____
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Introduction to Excel For Librarians

This workshop will introduce the basic components of Microsoft Excel, including data entry and output, sorting spreadsheet data, basic formulas, creating charts and graphs, and printing spreadsheet data. Participants will interact with sample applications of Excel for library use, such as budgeting, book orders, usage statistics, collection development/analysis, mailing lists, timesheets and scheduling. Working with examples of spreadsheets applicable to libraries, after this workshop participants will be able to:

- * Understand the basics of spreadsheets.
- * Create simple spreadsheets.
- * Alphabetize, sort, and manipulate spreadsheet data.
- * Write spreadsheet formulas.
- * Create charts and graphs.
- * Print spreadsheet data.

This is not a class for computer novices. Participants must have at least beginner-level computer and Microsoft Windows proficiency. Some Microsoft Excel experience is helpful but not necessary. Class size is limited.

Date: 3/8/11
Location: Johnson County Library-Central Resource Comp. Lab
Hours: 9:30 am - 3:30 pm
Instructor: Beth Willis
Cost: \$60 KCMLIN Member \$120 Non-Member
Certificate: Technology required

Maximizing Work Relationships

Watch our website for more information on this new workshop! Go to <http://www.kcmlin.org> and click on Spring/Summer calendar.

Date: 3/10/11
Location: Community of Christ Temple—Continents Room
Hours: 9:00 am - 4:00 pm
Instructor: Jeremy Hall
Cost: \$65 KCMLIN Member \$130 Non-Member
Certificate: Supervisor / Paraprofessional elective

REGISTRATION

Name: _____
Library: _____
Organization: _____
Address: _____
City: _____ **State:** _____ **Zip:** _____
Phone: _____ **Fax:** _____
Alternate Phone in case of workshop cancellation: _____
E-mail: _____
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FEES: Workshop fees are shown next to each workshop description. KCMLIN Member fees are the first amount and non-member fees are the second amount.

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Prepaid fees must be in the KCMLIN office at least seven days prior to the workshop. No refunds will be given after this date.

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Signature _____

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KCMLIN Individual Membership

The KCMLIN Individual Membership is a one person, one year, non-transferable membership. Your membership year will start the day your application and membership fee are received at the KCMLIN office. This membership is open to anyone who would like to take advantage of the programs offered by KCMLIN. You can add the \$25 annual Individual Membership fee to any workshop registration!!

Join or renew your KCMLIN Individual Membership between July 1, 2010 and June 30, 2011 and be entered into a drawing for a new Kindle!

- 50% discounts to KCMLIN / MARRT sponsored workshops
- Discounted rates to CPLA training hosted by KCMLIN in the KC Metro area
- Membership to the Metro Area Readers' Roundtable (MARRT) with access to member only resources
- Eligible to receive free books from KCMLIN (some restrictions may apply)

More exciting benefits coming in 2010-2011!!!

MARRT & United We Read

Included in your KCMLIN Individual Membership is a membership to The Metro Area Reader's Round Table (MARRT). MARRT sponsors a Reader's Advisory Certification Program, a quarterly online newsletter and member only section on our website. The MARRT committee also coordinates the annual United We Read program.

Want to be a MARRT member only? You would still have access to their members only section on our website. Add the \$10 per year membership fee to any workshop registration! NOTE: The MARRT only membership only gives the member discount for MARRT sponsored workshops, not all the KCMLIN workshops.

Pecha Kucha on Customer Service

Pecha Kucha 20x20 is a simple presentation format where you show 20 images, each for 20 seconds. The images forward automatically and you talk along to the images. This will be the first workshop of this type that KCMLIN is presenting and as a KCMLIN member you are welcome to participate at no charge. Non-members will have a nominal fee.

We will be doing 5 Pecha Kucha presentations back-to-back on the subject of Customer Service. One topic area will be covered in each Pecha Kucha talk. The subjects include:

- *First Impressions Do Matter
- *Standards of Customer Service
- *The Customer is Always Right. Right?
- *How to Manage Upset Customers
- *Poor Customer Service in the Library

This will be an online training through GoToWebinar. You will need to have a computer screen and preferably a headset although you can dial in and listen on the phone. The entire session will last for approximately 40 minutes.

- Date:** 3/15/11
Location: Online Training at your desktop computer
Cost: Free
Certificate: not applicable



Hire and Train Staff

You will learn invaluable skills which will make you a more effective Supervisor in this workshop including:

- how to identify red flags on applications and resumes
- how to write effective and legal interview questions
- how to conduct effective interviews
- how to make new employee orientations meaningful
- how to write an effective training plan
- how to address training for current staff
- confronting harassing behaviors

Date: 3/17/11
Location: Kansas City Public Library—Trails West Branch
Hours: 9:00 am - 4:30 pm
Instructors: Tiffany Hentschel
Cost: \$65 KCMLIN Member \$130 Non-Member
Certificate: Supervisor Required

Technical Services Rebirth: A New Dawn is Upon Us

Library and museum technical services and archives departments are undergoing dramatic changes as our patrons request more and more of their needed information at their fingertips instead of in person. How are libraries and museums meeting this demand, and how does one start the process? How are managers training their staff to be not only proficient, but expert users of digital repositories, open source cataloging systems, e-resource management systems, and digital preservation issues? This panel will address this re-visioning of technical services and provide concrete examples and tips on how to ensure your library or museum stays ahead of the curve. Panelists will bring diverse experiences and expert knowledge to this discussion.

Date: 3/22/11
Location: Johnson County Library—Leawood Pioneer Library
Hours: 9:30 am - 1:30 pm
Instructor: Rachel Gyore, Mariah Harvey, Buddy Pennington, Dr. Sam Rushay, Danielle Theiss-White, Adam Wathen
Cost: \$35 KCMLIN Member \$70 Non-Member
Certificate: Technology 1/2 elective

AVAILABLE ONLINE TUTORIALS:

For full descriptions of the online tutorials, please visit the KCMLIN web site at <http://www.kcmlin.org>, click on Professional Development on the left side and follow the link to Online Tutorials.

Basic Budgeting
 Become an Effective Trustee
 Capturing History—Digitization Projects
 Ethical Standards for Library Leadership
 Ethics in the Real World: Library Case Studies
 Financial Management in Tough Times
 Genealogy: An Introduction for Library Staff
 Gifts for Libraries: Be Careful What You Wish For
 Grant Writing Basics
 Improving Co-Worker Relations
 Improving Your Communication Skills: Presentation Skills for Librarians
 Influence: Even When You Don't Have Power or Authority
 Keeping Your Library Looking Good
 Leadership in Libraries: Becoming an Everyday Leader
 Library Privacy and Confidentiality: Law and Policy
 Managing Difficult Patrons with Confidence
 Meeting for Results
 Mentors and Protégés: Creating Successful Workplace Programs
 Microsoft Office 2003: Excel
 Microsoft Office 2003: PowerPoint
 Microsoft Office 2003: Word & Publisher
 Microsoft Office: Using Templates in Word and Publisher 2007
 Multicultural Literature for Children and Young Adults
 Online Research Strategies for Librarians
 Providing Excellent Customer Service in a Multicultural Environment
 Reaching Reluctant Readers
 Reaching Teenagers
 Retailing Methods and Techniques for Libraries
 RFID Technology
 Strategic Planning: Quick, Cheap and Decent
 Strategic Planning: The Five-Minute Introduction
 Supervision without Micromanagement
 Technical Services: What they do, Why they do it, How it's changing
 Trends in Children's Literature
 Using Databases
 Understanding Budgets
 Volunteers: Recruitment, Development and Supervision
 Weeding: It's Not Optional

School Libraries:
 Copyright Issues in the Classroom and School Library
 Creating and Maintaining an Engaging School Library Website
 Creating Compelling Programming in Your School Library
 Homework Help: "Your Project is Due WHEN?"

Web Site: <http://www.kcmlin.org> **E-mail:** marypuhr@kcmlin.org
 (online tutorials do not apply to KCMLIN certificate programs)

The Kansas City Metropolitan Library & Information Networks Metro Area Reader's Round Table (MARRT) has made a decision to participate in the Missouri and Kansas Community-Wide Reading programs as the United We Read selections for 2011.

ReadMOre 2011—KCMLIN's Metro Reader's Round Table supports and participates in Missouri's annual statewide reading initiative, ReadMOre 2011. The 2011 United We Read / ReadMOre selection is, **The Dispossessed**, by Ursula Le Guin. **Kansas Reads 2011**— The 2011 selection for the United We Read / Kansas Reads program is **What Kansas Means to Me**, by Thomas Fox Averill.

Visit the KCMLIN website at <http://www.kcmlin.org> for more information on the United We Read programs and for programming information for you to use in your libraries. Just click on "United We Read" in the left column and follow the links!

Date: 6/28/11
Location: TBA
Hours: TBA
Instructors: MARRT Committee
Cost: Free
Certificate: Reader's Advisory required

Online Tutorials: Training At Your Desktop, At Your Convenience

The "At Your Desktop" series of online tutorials are designed to supplement classroom training. These tutorials can be done anytime from any computer at your convenience. The tutorials range between 1.5 and 2.0 hours so you can easily complete them in one setting. These online tutorials have been designed by the University of North Texas as part of the Library Education @ Your Desktop (LE@D) series.

Enroll today for one of the following tutorials offered. You will receive a username and password to log into the tutorial and you may actually take the tutorial anytime. These are very high quality online tutorials that have been tested throughout the country and will certainly be a favorite not only for their convenience but for their content as well.

Date: At your discretion
Location: At your desktop
Time: At your convenience
Instructor: University of North Texas Developed
Cost: \$20 Member \$22.50 Non-Member
Register: email Mary Puhr - marypuhr@kcmlin.org
 See online classes available through KCMLIN on the next page.

Mark your calendars for the 26th Annual Children's Workshop! This workshop is still in it's planning stage! Check the KCMLIN website often as more information on sessions is updated. Lunch will be provided for this workshop.

<http://www.kcmlin.org>, click on Spring/Summer workshops

Date: 3/24/11
Location: Country Club Christian Church
Hours: 9:00 am - 3:30 pm
Instructor: Various presenters
Cost: \$65 KCMLIN Member \$130 Non-Member
Certificate: Paraprofessional 1/2 Elective

Virtual Reference Resources for Small, Medium and Large Libraries

How do you meet your customers when they use Internet services to connect to the library? Participants will learn about free and affordable e-resources useful in the reference interview process during this 1/2 day workshop. Some of the software to be discussed includes: Skype™, Meebo™, Library3lp™, Tutor.com™, JING™, Text a Librarian™, and any other ones you use to bring into the discussion. Participants will be asked to complete a survey prior to the workshop to gauge workshop content.

Date: 3/29/11
Location: North Kansas City Public Library
Hours: 9:00 am - 1:00 pm
Instructor: Danielle Theiss-White and Kim Cullinan
Cost: \$35 KCMLIN Member \$70 Non-Member
Certificate: not applicable



What Your Staff Needs to Know About Family History Research

Do you have customers wanting to start researching their family history but you don't know where to start? Join staff from the Midwest Genealogy Center as they give you tips and tricks on helping your customers get started on finding their family roots.

Date: 3/31/11
Location: Mid-Continent Public Library—Midwest Genealogy Center
Hours: 9:00 am - 1:00 pm
Instructor: Janice Schultz, Diana Watkins, Cheryl Lang
Cost: \$35 KCMLIN Member \$70 Non-Member
Certificate: not applicable

Getting the Most Out of Our Day - Time Management

Today's workplace requires more with less. Fewer staff people and increasing workload. How do we prioritize, plan, and execute our responsibilities, while still maintaining our sanity? This workshop addresses key tips to making our time count.

Date: 4/5/11
Location: Mid-Continent Public Library—Midwest Genealogy Center
Hours: 9:00 am—1:00pm
Instructor: Patty Hasselbring
Cost: \$40.00 Member \$80.00 Non-Member
Certificate: Supervisor / Paraprofessional 1/2 Elective

IT for Dummies—What We Didn't Learn in Library School

Check our website at <http://www.kcmlin.org> for more information on this workshop.

Date: 4/7/11
Location: Kansas City KS Public Library—West Wyandotte
Hours: 9:30—1:30
Instructor: Elise Fisher
Cost: \$35 KCMLIN Member \$70 Non-Member
Certificate: not applicable

Empower Your Library Staff

Empowerment: You don't have to be the "Decider".

Part I of this two part series will focus on managers/supervisors. Part II of the series to be held in the fall will be for front line staff.

Time is a precious commodity that only becomes more precious when we are working with less people that is needed to move towards empowering staff to answer questions and solve customer problems at the service desk.

Date: 6/14/11
Location: Linda Hall Library
Hours: 9:00am—4:00pm
Instructors: Vicky Baker
Cost: \$65 Member \$130 Non-Member
Certificate: Administrator required / Supervisor elective

Art Libraries Tour

Kansas City Art Institute library tour will begin at Jannes Library and Learning Center. The library is housed in a restored and renovated 1908 mansion, with the stacks filling a newly constructed two-story addition to the west side of the original home. The building renovation retained many original features, including working fireplaces, oak flooring, pocket doors, and light-filled sunrooms.

Spencer Art Reference Library at the Nelson-Atkins Museum of Art - at this stop we will visit the library, the museum archives and the slide/visual resources library led by Marilyn Carbonell, Head, Library Services.

Lunch will be at Rozzelle Court at the Nelson-Atkins Museum of Art. You will be responsible for paying for your own lunch.

Date: 6/22/11
Location: Kansas City Art Institute—Jannes Library
 Nelson-Atkins Museum of Art—Spencer Art Reference Library
Hours: 9:30 am - 2:00 pm
Instructors: M.J. Poehler and Marilyn Carbonell
Cost: \$15 Member \$30 Non-Member
Certificate: not applicable

Having A Senior Moment

Older adults are the fastest growing population in the world. How can we better serve these patrons? Find out through speakers and resources that address topics seniors are interested in including technology, targeted services, and programming.

Date: 6/7/11
Location: North Kansas City Public Library
Hours: 9:00 am - 4:00 pm
Instructors: Various Speakers
Cost: \$45 Member \$90 Non-Member
Certificate: Supervisor / Paraprofessional elective

We've Always Done It That Way—So What? Process Improvement

Do you ever examine the way you do your job or get your work done? For many of us, the way we do things is a product of "We've always done it that way." Maybe there is a better way. This session will provide an understanding of the steps involved in improving processes such as identifying what can be improved, how to improve a process and evaluation of the results. Participants will also apply the learning to a real situation from the work environment.

Date: 6/9/11
Location: Mid-Continent Public Library—Midwest Genealogy Center
Hours: 9:00 am - 4:00 pm
Instructors: Jeanie Lauer
Cost: \$65 Member \$130 Non-Member
Certificate: Supervisor / Paraprofessional Elective

Making Sound Decisions for Success

(morning workshop)

Decisions can be overwhelming. How do you get solid data without analysis paralysis? We review a 5-step problem solving process. Then we really focus in on various methods and processes that can be used to increase the likelihood of successful decision-making. Tools are provided that will assist in making sound decisions.

Learn::

- A 5-step problem solving process.
- When to involve your staff in the decision making process and when to go it alone.
- Consensus building techniques.
- Techniques for reaching an informed decision.

Leave confident you can make sound informed decisions.

Date: 4/12/11
Location: Mid-Continent Public Library—Administrative HQ
Hours: 8:30 am - 12:30 pm
Instructor: Jeremy Hall
Cost: \$45 Member \$90 Non-Member
 Attend both the morning and afternoon workshops and pay \$65-Member / \$130-Non-Member for the full day.
Certificate: Supervisor / Paraprofessional 1/2 elective

Maximizing Your Potential to Become a Valuable Asset to Your Library

(afternoon workshop)

Check our website at <http://www.kcmlin.org> for more information on this workshop.

Date: 4/12/11
Location: Mid-Continent Public Library—Administrative HQ
Hours: 1:00 pm - 5:00 pm
Instructor: Jeremy Hall
Cost: \$45 Member \$90 Non-Member
 Attend both the morning and afternoon workshops and pay \$65-Member / \$130-Non-Member for the full day.
Certificate: Supervisor / Paraprofessional 1/2 elective

MARRT—Explore the Genre of Edgy Inspirational Fiction

Inspirational fiction has come a long way from its origins in cozy mysteries and tales of Amish life. Let's explore new authors, sub-genres, and publishers as we look at everything from Inspirational paranormals to gentle crime fiction.

Date: 4/14/11
Location: Johnson County Library—Central Resource Library - Carmack Meeting Room
Hours: 9:30 am - 1:30 pm
Instructor: Various presenters
Cost: \$35 Member \$70 Non-Member
Certificate: Reader's Advisory—Minor Genre

Microsoft Excel 2007 for Libraries— Learning All About Charts

Learn to use Microsoft Excel to transform your spreadsheet data into graphical representations. This class will cover charting basics, embedded vs. chart sheets, choosing the correct chart type, formatting charts, creating user defined chart types, and picture charts.

At the completion of the Excel 2007 Charts workshop, participants should be able to:

- Identify the different components of a chart
- Determine which type of chart is appropriate to use
- Create pie charts, line charts, and bar charts
- Move the chart from a worksheet to a new worksheet
- Make modifications to existing charts

Class size is limited.

Date: 4/27/11
Location: Mid-Continent Public Library—Administrative HQ—Computer Lab
Hours: 9:00 am - 1:00 pm
Instructor: Beth Willis
Cost: \$35 Member \$70 Non-Member
Certificate: Technology 1/2 elective

Helping Patrons Survive and Flourish During Tough Economic Times

Libraries play a critical role in the community especially during tough economic times. The downward spiral of the economy has created a dramatic increase in the use of public libraries. Libraries are seeing large increases in the number of people using library computers for creating resumes, searching for jobs and applying for unemployment benefits. Patrons depend on library staff to help them navigate their way through problems with employment, housing and utility issues, personal finance concerns and so much more.

Providing accurate and appropriate information to the patrons is essential. There are multitudes of agencies available to assist library staff with providing these services. The agencies libraries can partner with to assist patrons will all be discussed fully and many are represented as speakers. At the end of this workshop you will have the resources you need to assist patrons in all aspects of Surviving the Economy.

Date: 5/26/11
Location: Kansas City Public Library - NorthEast Branch
Hours: 9:00 am - 3:30 pm
Instructors: Various presenters
Cost: \$45 Member \$90 Non-Member
Certificate: Supervisor / Paraprofessional elective

MARRT—Reading on Planes, Trains & Automobiles (200 words or less)

Long on travel but otherwise short on time? What to tell the patron who is looking for a "short" read to take on a trip? We will focus on quality fiction of the shorter variety, mostly under 200 pages. There's more out there than you might think.

Date: 6/2/11
Location: Kansas City Public Library - Waldo Branch
Hours: 9:00 am - 1:00 pm
Instructors: Various presenters
Cost: \$35 Member \$70 Non-Member
Certificate: Reader's Advisory—Special Topic

The Web 2.0 Connection: Tools and Strategies

What is Web 2.0? While there is a lot of disagreement on how to define the term, one thing is certain: there are so many creative, powerful tools available on the Web that it's hard to keep up. Information literacy competencies, however, require library staff to keep abreast with at least the more popular web applications and social media. Come spend an entire, undistracted day away from your normal routine to concentrate on learning the basics of some of the most popular tools and concepts associated with Web 2.0. Through hands-on exercises, class participants will gain an understanding of how wikis, blogs, RSS, social bookmarking, and the like actually work and can be used to gather and distribute information. We will also explore examples of Web 2.0 applications successfully being used in the library context.

Class size is limited.

Date: 5/19/11
Location: Johnson County Library — Central Resource Library - Computer Lab
Hours: 9:30 am - 3:30 pm
Instructor: Beth Willis
Cost: \$65 Member \$130 Non-Member
Certificate: Paraprofessional Required

Building a Stronger Community by Enhancing Library Services to Latinos and the Spanish Speaking

Librarians are strong advocates of serving the underserved and if you are ready to begin, improve, revitalize the service you currently provide to Latinos in your community, this workshop is definitely for you.

Creating connections between the Library and the Latino community takes creativity and cultural understanding as well as communication methods that speak to their needs. This workshop is designed to equip participants with the tools to work with the Latino community effectively. Learn about successful programs implemented at public libraries to work with this population.

Date: 5/24/11
Location: Mid-Continent Public Library—Administrative HQ
Hours: 9:00 am - 4:00 pm
Instructor: Magaly Vallazza, Marina Vildoso, Christine Peterson
Cost: \$45 Member \$90 Non-Member
Certificate: Supervisor / Paraprofessional elective

MARRT— Redefining RA: Introduction to Reader's Advisory

Introduction to reader's advisory tips and tricks, genre overviews, and answering the ever-present question of what to read next. Reader's advisory resources and practices will be explored providing participants with a leading edge training to help serve their patrons.

Date: 4/28/11
Location: Mid-Continent Public Library—
Midwest Genealogy Center
Hours: 9:00 am - 4:00 pm
Instructor: Kelly Fann and Susan Brown
Cost: \$45 Member \$90 Non-Member
Certificate: Reader's Advisory Required

Making the Most of Mentoring

Mentoring has often been mistaken for its close cousin, performance coaching. Learn what to do and what to avoid in the mentor/protégé relationship as described by a leader in organization development and three librarians with experience in mentoring programs.

Date: 5/3/11
Location: Mid-Continent Public Library—Administrative HQ
Hours: 9:00 am - 1:00 pm
Instructor: Vicky Baker, Stephanie DeClue, Cynthia Dudenhoffer, Dan Jensen
Cost: \$35 Member \$70 Non-Member
Certificate: Supervisor 1/2 elective

The Fun and Frantic World Of E-Books

You've heard about it. You read about it. Now come and see what all of the hype is about. This full day e-book workshop will cover everything from the early beginnings of e-books to how an e-book is made. We are honored to have Jessica Moyer as one of our featured speakers. Jessica has been giving presentations on the subject of e-books around the country. There will even be a drawing for an e-book reader. Please register early for this workshop.

Date: 5/5/11
Location: Colonial Presbyterian Church
Hours: 9:00 am - 4:00 pm
Instructor: Jessica Moyer and Ann Dreiling
Cost: \$65 Member \$130 Non-Member
Certificate: not applicable

Management of Electronic Resources

This workshop explores some of the managerial and technical issues of supporting electronic resources (e-journals and databases) in information agencies from their selection to their end use. Issues include selecting resources, resource pricing, vendor relations, some technical and organizational issues, licensing basics, Open URL basics, and statistical reporting.

Class size is limited.

Date: 5/10/11
Location: UMKC—Miller Nichols Library - Computer Lab
Hours: 9:00 am - 3:30 pm
Instructors: Chris LeBeau
Cost: \$45 Member \$90 Non-Member
Certificate: Supervisor elective

Charting Your Course for Leadership Development at All Levels in the Library

To ensure a strong and exciting future for libraries of all types, library workers must embrace effective leadership as a critical component of professional practice. Opportunities to lead are limitless, both within libraries and in the communities we serve. Leadership just requires you to take the initiative – it is not limited to managers or supervisors – there is a need for leaders at all levels in a library organization.

- Have you ever wondered what it takes to be a leader?
- Would you like to learn more about your own current areas of leadership competence? (Yes, everyone has some!)
- Could you use practical information about how to take the initiative and lead more effectively?
- Do you want to help transform libraries to meet the challenges of the future?

Maybe it's time for you to discover the leader within!

Date: 5/12/11
Location: Kansas City KS Public Library - West Wyandotte
Hours: 9:30 am - 4:00 pm
Instructors: Tiffany Hentschel
Cost: \$65 Member \$130 Non-Member
Certificate: Administrator required /
 Supervisor & Paraprofessional elective

MARRT—150th Anniversary of the Civil War On the Western Border: In Your Library

As Americans move to celebrate the 150th Anniversary of the Civil War, libraries will be challenged with providing appropriate materials and programming for patrons.

The border states of Missouri and Kansas played a significant role and this workshop will provide you not only with the background materials you will need, but also book lists, programming ideas for men, women and young adults, online resources and so much more. Fiction and non-fiction will be covered including selections on weapons, women's lit and photography of the mid-19th century.

This workshop will provide you critical tools for reader's advisory and programming for the very important Sesquicentennial of the Civil War.

Agenda:

9:00 – 10:30 Gregg Higginbotham
 Significance of the Civil War in the border states of Kansas and Missouri
 Brief history of the Civil War on the western border
 150th anniversary
 Major players in the border states
 Major battles in the border states
 Election of 1860

10:30 – 10:45 Break

10:45 – 11:15 Amy Fisher – Civil War Fiction

11:15 – 11:30 Lorie Hyten - Online Resources on the Civil War

11:30 – 11:45 Lorie Hyten - YA Resources on the Civil War

11:45 – 12:15 Gregg Higginbotham – Weapons of the Civil War
 Lunch will be provided by KCMLIN

12:15 – 1:00 Gregg Higginbotham – 1st Person Civil War Soldier

1:00 – 1:50 Break

1:50 – 2:00 Ms. Eikoff – Kansas Women and the Civil War

2:00 – 2:45 Amy Fisher – Women's Lit on the Civil War

2:45 – 3:00 Gregg Higginbotham – Non-Fiction Books on the Civil War

3:00 – 3:45 Questions and door prizes

3:45 – 4:00

Date: 5/17/11
Location: Tentatively scheduled for the newly remodeled Mid-Continent Public Library-North Independence Br
Hours: 9:00 am - 4:00 pm
Instructor: Gregg Higginbotham, Amy Fisher, Lorie Hyten, MS. Eikoff
Cost: \$65 Member \$130 Non-Member
Certificate: Reader's Advisory—Major Genre