

Mid-America Library Alliance /
Kansas City Metropolitan Library &
Information Network
15624 E. 24 Highway
Independence, MO 64050

MALA/KCMLIN



**Mid-American Library
Alliance / Kansas City
Metropolitan Library &
Information Network**

WORKSHOPS

**FALL/WINTER
2011**

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Web Site: www.kcmlin.org

REGISTRATION & PAYMENT:

All registrations are now made through our online registration program with Constant Contact. You can register for a workshop by going through the workshop calendar on our website at www.kcmlin.org under "Mid-America Library Alliance Workshops" and clicking on the workshop name. Or, if you have received an email notification of the workshop, there is a link in the email to the registration page. Payment can be made with registration through PayPal (you don't need a PayPal account to pay with a credit/debit card.). If you prefer to send a check, payment information is also available on this page. If your library or organization needs to be billed, please click on the "pay by check" option on the registration page.

COST:

There are two rates for each workshop. The first rate is for MALA/KCMLIN & Get Connected members and the second rate is for non-members. Please refer to each workshop for cost. **These are prepaid rates.** Please refer to our billing policy below.

MALA / KCMLIN WORKSHOP BILLING/REFUND/CREDIT POLICY:

We prefer all workshops to be prepaid or paid at the door. If you prefer to be billed, please add \$5 per person. Full refunds or credits are available for cancellations made a minimum of seven (7) days prior to the workshop date less a \$5 administrative fee. You can transfer to another workshop a minimum of seven (7) days prior to the workshop date with no administrative fee. Cancellations made less than seven (7) days prior to the workshop date receive no refund or credit and you or your organization will be billed. No shows are billed to you or your organization.

LOCATION:

Each class is located in the Kansas City Metropolitan area. Links to maps are available through Google Maps located on the description page of each workshop.

INDIVIDUAL MALA/KCMLIN MEMBERSHIPS:

An annual Individual membership to MALA/KCMLIN is \$25.00 per year. You can register for a workshop at member rates and pay the annual membership fee at the same time if you prefer.

Training At Your Desktop, At Your Convenience**Courses which cost \$20.00 for MALA/KCMLIN Members or \$22.50 for Non-Members:**

Multicultural Literature for Children and Young Adults
 Providing Excellent Customer Service in a Multi-Cultural Environment
 Reaching Reluctant Readers
 Reaching Teenagers
 Retailing Methods and Techniques in 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
 Understanding Budgets
 Using Databases
 Volunteers: Recruitment, Development, and Supervision
 Weeding: It's Not Optional

Courses which cost \$30.00 for MALA/KCMLIN Members or \$35.00 for Non-Members:

Genealogy: An Introduction for Library Staff
 Grant Writing Basics
 Homework Help: 'Your Project is Due WHEN?'
 Online Research Strategies for Librarians
 Social Media 101: Business & Career Tools

MARRT & United We Read

Included in your MALA/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.

MALA/KCMLIN website:
<http://www.kcmlin.org>

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
Register: email Mary Puhr at marypuhr@kcmlin.org for registration

Courses which cost \$20.00 for MALA/KCMLIN Members or \$22.50 for Non-Members:

Basic Budgeting
 Become an Effective Trustee
 Capturing History: Digitization Projects
 Change Management and Leadership
 Copyright Issues in the Classroom and School Library
 Creating Collaborative Lessons in the Elementary School Library
 Creating and Maintaining an Engaging School Library Website
 Creating Compelling Programming in Your School Library
 Ethical Standards for Library Leadership
 Ethics in the Real World: Library Case Studies
 Financial Management in Tough Times
 Gifts for Libraries: Be Careful What You Wish For
 Improving Co-Worker Relations
 Improving Your Communications 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 Reader
 Library Privacy and Confidentiality: Law and Policy
 Managing Difficult Patrons with Confidence!
 Meetings for Results
 Mentors and Protégés: Creating Successful Workplace Programs
 Microsoft Office: Excel
 Microsoft Office: PowerPoint
 Microsoft Office: Word and Publisher

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Visit our website at <http://www.kcmlin.org>

TBA Book Repair Basics
 Time: TBA
 Location: Mid-Continent Public Library -
 Administrative HQ Meeting Room
 Instructor: Ellie Edmisten
 Cost: \$45 MALA/KCMLIN member
 \$90 non-member
 Certificate: Library Paraprofessional Elective

August 2011

8/16/2011 Social Media Pros and Cons Webinar
 Time: 10:00am-11:00am
 Location: At Your Desktop
 Instructor: Pat Wagner
 Cost: \$10 MALA/KCMLIN member
 \$20 non-member
 Certificate: na

September 2011

9/7/2011 How to Break the Rules: Offering Great Customer Service to Everyone Webinar
 Time: 10:00am-11:00am
 Location: At Your Desktop thru GoToWebinar
 Instructor: Pat Wagner
 Cost: \$10 MALA/KCMLIN member
 \$20 non-member
 Certificate: na

9/13/2011 Real Reference (Basic Reference)
 Time: 9:00am-4:00pm
 Location: North Kansas City Public Library
 Instructor: Jacqueline Reed
 Cost: \$45 MALA/KCMLIN member
 \$90 non-member
 Certificate: Library Paraprofessional required

For the most up-to-date information on the MALA/KCMLIN workshops, visit our website at <http://www.kcmlin.org> and click on "Mid-America Library Alliance Workshops".

11/29/11 Conflict Management: It's All About Relationship Building
 Time: 9:30am-4:00pm
 Location: Kansas City KS Public Library—
 West Wyandotte
 Instructor: Shawna Vece
 Cost: \$65 MALA/KCMLIN member
 \$130 non-member
 Certificate: Supervisor/Library Paraprofessional Elective

December 2011

12/1/2011 Reader's Advisory II—Genre Boot Camp
 Time: 9:30am-4:00pm
 Location: Johnson County Library—Central Resource
 Library—Carmack Room
 Instructor: Susan Brown, Kelly Fann
 Cost: \$45 MALA/KCMLIN member
 \$90 non-member
 Certificate: Reader's Advisory Required

12/19/2011 Social Media Pros and Cons Webinar
 Time: 10:00am-11:00am
 Location: At Your Desktop
 Instructor: Pat Wagner
 Cost: \$10 MALA/KCMLIN member
 \$20 non-member

MALA/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!!

- 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

Email Mary Puhr at marypuhr@kcmlin.org for an application!

11/8/2011 Whether You Call It Bullying, Harassing, Intimidation, Stalking, Threatening, Tormenting, Browbeating, Needling or Pushing Around, Make Your Workplace Safe from Bad Behavior Webinar

Time: 10:00am-12:00pm
 Location: At Your Desktop thru GoToWebinar
 Instructor: Pat Wagner
 Cost: \$15 MALA/KCMLIN member
 \$30 non-member
 Certificate: na

11/10/2011 Book Blogging 101 and Reader's Writers, Books and Blogs

Time: 9:00am-1:00pm
 Location: Community of Christ Temple - Continents Room
 Instructor: Rebecca Vnuk
 Cost: \$40 MALA/KCMLIN member
 \$80 non-member
 Certificate: Reader's Advisory Special Topic

11/15/2011 Young Adult Workshop 2011

Time: 9:00am-4:00pm
 Location: Colonial Presbyterian Church
 Instructor: Various speakers
 Cost: \$65 MALA/KCMLIN member
 \$130 non-member
 Certificate: Library Paraprofessional 1/2 Elective

11/21/2011 Social Media Pros and Cons Webinar

Time: 1:00pm-2:00pm
 Location: At Your Desktop
 Instructor: Pat Wagner
 Cost: \$10 MALA/KCMLIN member
 \$20 non-member
 Certificate: na

 ★ MALA/KCMLIN website: ★
 ★ http://www.kcmlin.org ★
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9/15/2011 Under the Covers: Erotic Fiction—MARRT

Time: 9:00am-1:00pm
 Location: Mid-Continent Public Library - Administrative HQ Meeting Room
 Instructors: John Mark Eberhart, Terri Clark
 Cost: \$35 MALA/KCMLIN member
 \$70 non-member
 Certificate: Reader's Advisory Minor Genre

9/20/2011 Grant Research Basics

Time: 9:30am-1:30pm
 Location: Johnson County Library—Leawood Branch
 Instructor: Kelly Mahon, Claudia Baker
 Cost: \$35 MALA/KCMLIN member
 \$70 non-member
 Certificate: Supervisor Elective

9/21/2011 Social Media Pros and Cons Webinar

Time: 1:00pm-2:00pm
 Location: At Your Desktop
 Instructor: Pat Wagner
 Cost: \$10 MALA/KCMLIN member
 \$20 non-member
 Certificate: na

9/22/2011 Effective Performance Evaluations

Time: 9:00am-4:00pm
 Location: North Kansas City Hospital - Health Services Pavilion—Burlington Room
 Instructor: Tiffany Hentschel
 Cost: \$65 MALA/KCMLIN member
 \$130 non-member
 Certificate: Supervisor required

9/27/2011 Protecting Children and Staff in Our Libraries

Time: 9:30am-4:00pm
 Location: Kansas City KS Public Library - West Wyandotte Branch
 Instructor: Karen McDonald
 Cost: \$65 MALA/KCMLIN member
 \$130 non-member
 Certificate: Supervisor / Library Paraprofessional elective

9/29/2011 Empowering Your Employees—Part II
 Time: 9:00am-4:00pm
 Location: Community of Christ Temple—
 Continents Room
 Instructor: Vicky Baker
 Cost: \$45 MALA/KCMLIN member
 \$90 non-member
 Certificate: Library Paraprofessional elective

October 2011

10/11/2011 Social Media Pros and Cons Webinar
 Time: 10:00am-11:00am
 Location: At Your Desktop
 Instructor: Pat Wagner
 Cost: \$10 MALA/KCMLIN member
 \$20 non-member
 Certificate: na

10/13/2011 Marketing At the Point of Contact
 Time: 9:00am-1:00pm
 Location: North Kansas City Public Library
 Instructor: Kasey Riley
 Cost: \$35 MALA/KCMLIN member
 \$70 non-member
 Certificate: Supervisor Elective

10/18/2011 Copyright Basics
 Time: 9:30am-1:30pm
 Location: Johnson County Library—Leawood Branch
 Instructor: Chris LeBeau
 Cost: \$35 MALA/KCMLIN member
 \$70 non-member
 Certificate: Library Paraprofessional Elective

10/20/2011 “A Witch, A Zombie, and a Vampire Walk Into A Book....” - Paranormal Reading for All Genres
 Time: 9:00am-4:00pm
 Location: Mid-Continent Public Library—
 North Independence Branch
 Instructor: Rachel Caine, Jenny Ellis, Susan Brown,
 Kaite Stover, Sharon Moreland, Kelly Fann
 Cost: \$65 MALA/KCMLIN member
 \$130 non-member
 Certificate: Reader’s Advisory Major Genre

10/25/2011 Leadership Skills—Be A Leader Not a Supervisor
 Time: 9:30am-4:00pm
 Location: Kansas City KS Public Library—
 West Wyandotte Branch
 Instructor: Shawna Vece
 Cost: \$65 MALA/KCMLIN member
 \$130 non-member
 Certificate: Supervisor / Library Paraprofessional elective

10/27/2011 Exploring Google Docs
 Time: 9:00am-1:00pm
 Location: Mid-Continent Public Library -
 Administrative HQ Computer Lab
 Instructor: Ann Dreiling
 Cost: \$35 MALA/KCMLIN member
 \$70 non-member
 Certificate: na

November 2011

11/1/2011 Advanced Delegation and Workplace Boundaries
 Time: 9:30am-4:00pm
 Location: Kansas City KS Public Library -
 West Wyandotte Branch
 Instructor: Jeremy Hall
 Cost: \$65 MALA/KCMLIN member
 \$130 non-member
 Certificate: Supervisor Elective

11/3/2011 Creative Eye Catching Displays in Your Library
 Time: 9:00am-4:00pm
 Location: Mid-Continent Public Library—
 North Independence Branch
 Instructor: Kathy Bigley, Brian McCann, Jim Staley,
 Kira Green, Nicole Pfaff
 Cost: \$45 MALA/KCMLIN member
 \$90 non-member
 Certificate: Library Paraprofessional Elective