Montana State Library Fall Workshops 2018

Program

Monday, September 17th
7:30 am - 8:30 am

Hello, My Name Is... (or, Get the Most Out of a Conference!)
Pam Henley

Think you're the only one uncomfortable walking into a room full of strangers? *(Hint: you're not).* Hesitant to attend a conference or meeting on your own? *(It can be scary!)* So many of us are introverts, more comfortable sticking with the cohort we know. Be brave, come to this early session and get tips and tricks to make your time at a conference more enjoyable and productive. We'll also share ideas on how to better manage your time away from the office.

Outcomes:
- Improve confidence in ability to socialize at gatherings
- Develop strategy for future conference attendance
- Increase networking opportunities in order to become more involved in library organizations and pursue possible collaborations

CE category: library administration

8:30 am - 11:45 am

Digital Preparedness: What You Need to Know
Melody Condron

As librarians we are often expected to know everything (or at least quite a lot) about the tools and technologies that we encounter. In order to build that knowledge, we need a strong understanding of how those technologies work and fit together. In this session we will discuss digital preparedness and will cover the basics of what you need to know to help your users on a day-to-day basis. This includes: how to name, organize, and manage files; how to create and manage computer backups and storage; how to manage email; how to handle social media and **privacy; and what happens to all of your digital "stuff" after death. This session will show** examples, step-by-step instructions, and tools for participants to explore more on their own.

Outcomes:
- Explore critical tools and concepts related to digital literacy
- Apply what is learned on the job in Montana libraries to better manage our digital life and help patrons to manage their digital lives, too

CE category: technology

Montana Shared Catalog - Smarter Ways to Do Stuff: Get the Most out of Your ILS and Save Staff Time
MSC staff

Staff time is precious and there is rarely any to spare. This session will focus on using the system like a wizard so that you can build efficiency and even automate some of your tasks. You can expect to level-up your knowledge about inventory, collection maintenance, notices, and reports, and you will walk away with practical tips to implement in your daily work.

Outcome:
- Learn about and test tools and procedures within Symphony and BLUEcloud Analytics.

CE category: collection management and technical services

National Geographic Society – Phase I Certified Educator Program in Your Library
Chris Hines

The Phase 1 workshop is your first step toward completing the National Geographic Educator Certification Program, which is a free professional learning opportunity for formal and informal Pre-K through 12 educators working to inspire the next generation of explorers, conservationists, and global citizens
Outcomes:
- Librarians will improve their geographic literacy
- Libraries will initiate geography-based activities using the NGS Montana Giant Map

CE category: library services to the public

Collaboration Works! Lessons from the Rapid City Public Library
Terri Davis

Collaborations take work, but are necessary for libraries to remain (or become) vital community hubs: passive libraries can quickly become irrelevant. This session will look at community partnerships and identify how they can bring value to both the library and the partner, and **enhance the library's perceived value. Your active participation is required for this session; please bring your library's strategic plan or long**-range goals, if you have them.
Outcomes:
- Identify collaborative relationships in your community, how to identify the value in those relationships for both the library and the partner, and what to do when the relationships **don't work.**
- Participants will depart with a plan and strategies for engaging collaborative partners in their own communities

CE category: library administration

1:15 pm - 4:30 pm

Dynamic Leadership
Gavin Woltjer

This program explores five areas of dynamic library leadership: accountability and expectations; failure; initiative and creativity; library narrative; and communication. Through the combination of these five areas, participants will begin to better understand the type of leadership their library needs in order to best serve their patrons. As libraries continue to evolve, leadership needs to evolve in order to meet the needs of patrons and staff.
Outcomes:

CE category: library administration

Montana Shared Catalog – Statistics: The Why, the How, and the What
MSC staff

Many libraries receive daily, monthly, yearly reports, but without context, data can simply be desk clutter. This session will focus on identifying meaningful data, how to collect it, and what to do with it. Participants will have the opportunity to explore report options in BLUEcloud Analytics and to audit their existing reports and data collection practices. This is a hands-on learning experience.

Outcomes:
- Develop a list of existing data and reports to evaluate.
- Identify the best data to collect about your collection, users, and transactions.
- Learn how to navigate BLUEcloud Analytics for on demand reporting.

CE category: collection management and technical services

Be the Community Information Hub - Let's Get Started!
Jennifer Birnel & Pam Henley

Sometimes it is easy to overlook what is right in front of us. This session will focus on creating partnerships within your community to meet your patrons needs. These might include new partnerships with agencies, clubs, organizations, or businesses. You will be asked to help brainstorm some ideas and start making some plans on getting started.

Outcomes:
- Create a list of potential community partnerships and assets
- Identify community needs and match potential partners and the library's assets to plan to address that need
- Identify stakeholders and contacts related to needs and partners
- Create a potential script for that initial conversation

CE category: technology

Citizen's Café at the Library
Lauren McMullen & Sonia Gavin

As community conveners, libraries are perfectly positioned to bring Montana state legislators together with citizens to listen, learn, and make democracy flourish. What better way to bring citizen voice and participation than through face-to-face conversation and relationships? Please join us to meet Billings area legislators and learn how your library can engage elected officials with the citizens they represent.

Outcome:
- Develop civil engagement programs at the library

CE category: library services to the public

7:00-8:30 pm – Billings Public Library

National Geographic Society – an overview of programs for educators, students, and communities OPEN TO THE PUBLIC
Chris Hines

CE category: library services to the public

Tuesday, September 18th

8:30 am - 4:30 pm ALL DAY

Mindful & Heartful Library Work/shop
Beck Tench

In this workshop, participants will explore mindfulness and compassion in library work from several points of view: as individuals, as a community of staff, and as a public-serving institution. We will consider how library culture, programming, and space can facilitate self-awareness and connection for both library workers and the public. Participants will be guided through several contemplative practices, ranging from individual explorations to pair and group-based experiences. We will end our time together with a group exploration of how community-oriented frameworks and theories might fruitfully guide our contemplative efforts.

Outcomes:
- Become familiar with a variety of practices that center us, help us listen, and build our capacity to hold compassion for self and others.
- Foster self-awareness, friendship, and high quality connections among participants. Build community across MT libraries.
- Brainstorm ways to authentically engage community around these issues.

CE category: library administration

8:30 am -11:45 am

Safety and Security in the Library
Officer Keightley, Billings Police Department

From the location and structure of your library facilities, the interior arrangements and sight lines, to placement of staff, security begins with reviewing your space and reconsidering your options and continues with building staff awareness and being prepared. Bring photos and maps of your library for specific advice in this session from the professionals. The session will move on to discuss policies and procedures for maintaining a secure facility without impinging on personal rights, strategies for de-escalation when a tense situation occurs, and how to get and maintain a productive relationship with your local law enforcement. Montana is changing, and Officer Keightley will share some information about lawless trends in the Treasure State as well. This session is intended to be audience-driven and you will be asked for questions in advance, Q & A most welcome.

Outcomes:

- Evaluate your library space and identify structural changes that will improve safety and security for people in the library
- Implement appropriate changes in policies or procedures at your library to enhance safety

- Implement training of library staff and volunteers on how to identify, respond and de-escalate a threat

CE category: library administration

Cyberarians: Web/Internet Safety for IN and OUT of the Library
Hannah Nash

In depth course on providing realistic guidance for web/internet activity and use in your library (for adult, teen, and youth), as well as tips on providing tech classes and knowledge programming for patrons to empower them in the digital world.
Outcome:
- Libraries will practice and promote safe web/internet practices.

CE category: technology

Facilitation
Jane Rhodes, Montana State Professional Development Center

Facilitation means to "make easy," and the facilitator's role is to help groups reach agreement. The facilitator is usually a neutral party in the process. This hands-on class will teach tools and techniques to facilitate groups. Participants will practice those skills in class.
Outcomes:
- Understand the principles of consensus
- Develop techniques to task achievement
- Practice skills of identifying solutions

CE category: library services to the public

1:15 pm - 4:30 pm

Getting Started with Libby
Cara Orban

This hands-on session is for library staff who would like to become more familiar with MontanaLibrary2Go and with Libby, the new app from OverDrive. By the end of this session you will be comfortable using Libby on a tablet, and you will understand how Libby is different from the original OverDrive app. We will also walk through some common problems in order to learn how you can offer your patrons help using MontanaLibrary2Go on their preferred device.

Outcomes:
- Understand the difference between the OverDrive and Libby apps

- Increase skills and confidence in using the Libby app
- Increase knowledge about resources and options that can help you assist patrons with MontanaLibrary2Go

CE category: library services to the public

Create a Story Map
Jo Flick

Story maps integrate spatial information, photos, and text to create interactive stories to inform and delight the reader. Story maps turn reports into an exploration and give a sense of space and time and relevance to data. In this session, participants will create their own story map using the free online apps available from ESRI: a primary supplier of geographic information system (GIS) software and web services. Designed for the beginner, this workshop is an introduction to story maps using the ESRI apps and focuses on a single app and a very simple story with all the content prepped. Attendees with some experience are encouraged to bring their own content to work with, contact jflick@mt.gov for tips on prepping your content.

Outcome:
- Build a story map using an ESRI online app

CE category: technology

Renew: An Experiential Workshop for the Prevention and Treatment of Compassion Fatigue - *for Mind in the Making participants*
Lynette Rodi

This experiential workshop supports participants in understanding what compassion fatigue is, its signs and symptoms, and how to prevent and treat it. Attendees will learn about and **experience the five "antibodies" for compassion fatigue and will create a**n individualized action **plan to build resilience to this condition that impacts so many "on the front lines" of helping** others.

Outcomes:
- Understand the definition and impact of compassion fatigue and the cost of caring
- Learn signs and symptoms of compassion fatigue
- **Experientially understand the five "antibodies" for compassion fatigue:**
  - Connection and Support
  - Self-Validation and Perceptual Maturation
  - Self Regulation
  - Self Care
  - Intentionality
- Create an individualized action plan to build resilience to compassion fatigue symptoms

CE category: library administration