



LILRC

Continuing
Education Program



July-December 2011

LILRC would like to recognize the following libraries and organizations for providing facilities to host our Continuing Education Programs:

Brentwood Public Library

Dowling College

Farmingdale Public Library

Farmingdale State College, Greenley Library

Harborfields Public Library

Merrick Library

New York Institute of Technology

Plainview-Old Bethpage Public Library

The Village Club of Sands Point

PROGRAMS @ A GLANCE

- **Advanced WordPress**
- **Intermediate Microsoft Publisher 2007**
- **Intermediate Microsoft Excel 2007**
- **Advanced Microsoft Publisher 2007**
- **Advanced Microsoft Excel 2007**
- **How to Get What You Need From the NY State Library**
- **Introduction to Adobe InDesign**
- **Intermediate Adobe InDesign**
- **Design/Think/Do: Strategies for Success**
- **Suffolk County Legislative Breakfast**
- **Documentation Basics: How to Plan and Manage a Documentation Project**
- **Nassau County Legislative Breakfast**
- **Online Security: Tips & Tricks**
- **Compare The Big Three Open Source Content Management Systems**
- **How to Create an Exhibit**
- **16th Annual Archives Month Conference: Long Island and the Sea**
- **Measuring the Soft Stuff**
- **Digital Efficiency: 21 Tips, Tricks, and Tools for Organizing Your Digital Info**
- **LILRC 20th Annual Conference on Libraries and the Future**
- **Long Island Reception @ NYLA Annual Conference**
- **Grant Writing Program**
- **LILRC Annual Membership Meeting**
- **HLSP Annual Meeting**



Friday, July 15th

Advanced WordPress

Farmingdale State College, Greenley Library

9:30AM-12:30PM

Installing WordPress and creating a blog is simple, but what about creating your entire library site using WordPress? There is much more to WordPress than picking a pretty theme and adding a few posts. This workshop, geared toward librarians who have a basic understanding of WordPress, will walk librarians through customizing their library websites with this tool. Attendees will get hands on experience that they can take back to their libraries to help redesign their websites. Workshop participants will also receive flash drives with their own WordPress installation, so they may continue working with the content management system after the workshop.

By the end of this program, participants will:

Know how to find and install Plugins; Have a list of Plugins to help turn WordPress into a powerful CMS; Make minor edits to template files; Configure custom themes to meet their library's needs; Use WordPress Menus to organize pages and posts.

Presenter: Nicole Engard, Director of Open Source Education at ByWater Solutions

FEE: \$35 Member; \$75 Nonmember; \$30 Retired Member; \$5 CEU Certificate (additional)

Hands-On

Friday, July 22nd

Intermediate Microsoft Publisher 2007

Farmingdale Public Library

10:00AM-12:30PM

Publisher 2007 is a desktop publishing and marketing materials program designed to help you efficiently create communications materials with rich page layouts—brochures, datasheets, booklets—and marketing materials in-house for print, Web, and e-mail. In this class, you will learn how to apply intermediate editing techniques.

Presenter: Sharper Training Solutions, Inc.

FEE: \$25 Member; \$55 Nonmember; \$20 Retired Member

Hands-On

Friday, July 22nd

Intermediate Microsoft Excel 2007

Farmingdale Public Library

1:30PM-4:00PM

The Microsoft Excel Spreadsheet program features calculations, graphing tools, pivot tables and a microprogramming language called VBA (Visual Basic for Applications). This workshop will cover the use of formulas, functions, and working with ranges, columns and rows, and much more.

Presenter: Sharper Training Solutions, Inc.

FEE: \$25 Member; \$55 Nonmember; \$20 Retired Member

Hands-On

Tuesday, July 26th

How to Get What You Need From the NY State Library

Plainview-Old Bethpage Public Library

1:00 p.m.-3:00 p.m.

This session will explore how to get what you need from the New York State Library Interlibrary Loan service with focus on collections that are not included in OCLC and how to request items directly from the State Library (for free!).

Guest speaker: Cindy Stark, Associate Librarian, New York State Library

FEE: \$15 Member; \$35 Nonmember; \$10 Retired Member; \$5 CEU Certificate (additional)

Friday, August 5th

Advanced Microsoft Publisher 2007

Farmingdale Public Library

10:00AM-12:30PM

This class is a continuation of the Intermediate level course, and will cover advanced editing for layout and formatting techniques, use of color, font schemes, designs, and much more.

Prerequisite: Intermediate Microsoft Publisher or equivalent knowledge

Presenter: Sharper Training Solutions, Inc.

FEE: \$25 Member; \$55 Nonmember; \$20 Retired Member

Hands-On

AUGUST

Friday, August 5th

Advanced Microsoft Excel 2007

Hands-On

Farmingdale Public Library

1:30PM-4:00PM

Using Microsoft Excel, the world's most popular spreadsheet program, learn the advanced features of the software including: PMT Function, Subtotals, VLOOKUP function, Conditional Formatting, Hyperlinks, Data Verification, Linking Worksheets with Formulas, Absolute Cell Reference and more.

Prerequisite: Intermediate Microsoft Excel or equivalent knowledge

Presenter: Sharper Training Solutions, Inc.

FEE: \$25 Member; \$55 Nonmember; \$20 Retired Member

Friday, August 19th

Introduction to Adobe InDesign

Hands-On

Farmingdale Public Library

10:00AM-12:30PM

Learn how to create professional looking desktop publishing documents such as flyers, newsletters and brochures. Topics covered will include layout, formatting, tools, working with graphics and text, transparencies, and much more.

Prerequisites: For intermediate computer users

Presenter: Sharper Training Solutions, Inc.

FEE: \$25 Member; \$55 Nonmember; \$20 Retired Member

Friday, August 19th

Intermediate Adobe InDesign

Hands-On

Farmingdale Public Library

1:30PM-4:00PM

This session is a continuation of the Introduction course and will expand on topics including layout, formatting, tools and much more for your desktop publishing projects.

Prerequisites: Introduction to Adobe InDesign or equivalent knowledge.

Presenter: Sharper Training Solutions, Inc.

FEE: \$25 Member; \$55 Nonmember; \$20 Retired Member

SEPTEMBER

Monday, September 12th

Design/Think/Do: Strategies for Success

Plainview-Old Bethpage Public Library

10:00AM-12:00PM

Presenter: Lisa Carlucci Thomas, Digital Services Librarian, Southern Connecticut State University

FEE: \$35 Member; \$75 Nonmember; \$30 Retired Member; \$5 CEU Certificate (additional)

Thursday, September 22nd

Documentation Basics: How to Plan and Manage Documentation Projects

Harborfields Public Library

9:30AM-3:00PM

This workshop will provide information on documentation; what it is, who does it, and why. Other topics of discussion will include elements of the document process, how to carry out a documentation project, and the outcomes of improved documentation. How to apply for DHP grants will also be discussed.

Presenter: Antonia Mattheou, Archivist, Huntington Town Clerk's Archives

FEE: \$25 Member; \$50 Nonmember; \$20 Retired Member; \$5 CEU Certificate (additional)

Monday, September 26th

Online Security: Tips & Tricks

Merrick Library

10:00AM-12:00PM

Take an in depth look at the world of online security at your library, at home and on your web server. Share tools and ideas that work to keep you, your computer, and your website safe. We will look at how to stay safe on public wifi networks, keep your data safe, and discuss best practices to stay safe on the Internet.

Presenter: Blake Carver, Owner, LISHost.org

FEE: \$25 Member; \$55 Nonmember; \$20 Retired Member; \$5 CEU Certificate (additional)

JULY-DECEMBER 2011

JULY

Monday	Tuesday	Wednesday	Thursday	Friday
11	12	13	14	15 Advanced WordPress 9:30AM-12:30PM
18	19	20	21	22 Intermediate Publisher 2007 10AM-12:30PM Intermediate Excel 2007 1:30PM-4PM
25	26 How to Get What You Need From the NY State Library 1:00PM-3:00PM	27	28	29

AUGUST

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5 Advanced Publisher 2007 10AM-12:30PM Advanced Excel 2007 1:30PM-4PM
15	16	17	18	19 Intro to Adobe InDesign 10AM-12:30PM Intermediate Adobe InDesign 1:30PM-4PM

September

Monday	Tuesday	Wednesday	Thursday	Friday
12 Design/Think/Do: Strategies for Success 10AM-12PM	13	14	15	16 Suffolk County Legislative Breakfast 8:30AM
19	20	21	22 Documentation Basics 9:30AM-3PM	23 Nassau County Legislative Breakfast 8:30AM
26 Online Security: Tips & Tricks 10AM-12PM Compare the Big Three Open Source CMS 1PM-3PM	27 How to Create an Exhibit 9:30AM-12:30PM	28	29	30

JULY-DECEMBER 2011

OCTOBER

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7 16th Annual Archives Month Conference 9:30AM-1PM
10	11	12 Measuring the Soft Stuff 10AM-12PM	13	14
24	25	26	27 LILRC 20th Annual Conference on Libraries and the Future 5:30PM	28 LILRC 20th Annual Conference on Libraries and the Future 8:30AM

NOVEMBER

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3 Long Island Reception @ NYLA 6PM-8PM	4
7	8	9	10 Grant Writing Program 9:30PM-1PM	11
14	15	16	17 LILRC Annual Meeting 9:30AM	18

2011 Legislative Breakfasts

Friday, September 16th

Suffolk County Legislative Breakfast

Middle Country Public Library

8:30AM

FEE: NO FEE

Friday, September 23rd

Nassau County Legislative Breakfast

Merrick Library

8:30AM

FEE: NO FEE

SEPTEMBER/OCTOBER

Monday, September 26th

Compare the Big Three Open Source Content Management Systems

Merrick Library

1:00PM-3:00PM

Joomla, Drupal, and WordPress are powerful, free, open source web content management systems that continue to gain interest in the library world. All three systems employ a flexible modular configuration that allows website creators to incorporate functionality such as content description, blogs, forums, tagging, groups, and more! Learn the strengths and weaknesses of all three tools and take a look behind the scenes.

Presenter: Blake Carver, Owner, LISHost.org

FEE: \$25 Member; \$55 Nonmember; \$20 Retired Member; \$5 CEU Certificate (additional)

Tuesday, September 27th

How to Create an Exhibit

Farmingdale Public Library

9:30AM-12:30PM

This workshop will explore how to plan a historical materials exhibit, including knowing the materials and how to use them to implement them into the theme you have created. It will discuss the steps involved to install an exhibit.

Presenter: Harrison Hunt, Retired, Senior Curator of History for the Nassau County Department of Parks, Recreation & Museums

FEE: \$15 Member; \$30 Nonmember; \$10 Retired Member; \$5 CEU Certificate (additional)

Friday, October 7th

16th Annual Archives Month Conference:

Long Island and the Sea

The Village Club of Sands Point

9:30AM-1:00PM

OCTOBER

Wednesday, October 12th

Measuring the Soft Stuff

Brentwood Public Library

10:00AM-12:00PM

Social media, like everything, requires resources. It takes people, time, and technology to make it happen. This program focuses on how one library is meshing together their social media strategies with web and marketing plans to effectively communicate and connect with customers and how to show ROI—Return on Investment. Cynthia Hart will discuss how social media goals link directly to organizational communication strategies, strategic plan, and managing the library brand. What are social metrics? How do social metrics fit within a social media plan? How can we use cross disciplinary approaches and ideas to quantify and measure “soft stuff” such as buzz, engagement, reach, influence and sentiment? Hear the answers at this program.

Presenter: Cynthia Hart, Virtual Librarian, Virginia Beach Public Library

FEE: \$25 Member; \$55 Nonmember; \$20 Retired Member; \$5 CEU

Certificate (additional)

COMING THIS FALL

Digital Efficiency: 21 tips, Tricks, and Tools for Organizing Your Digital Info

Librarians, archivists, and information professionals are experts at organizing, describing, and making accessible tremendous amounts of information. Still, our personal and professional information workflows often leave something to be desired. This session will provide attendees with 21+ tips, tricks, and tools for managing the ever-increasing body of digital information we’re expected to process and access.

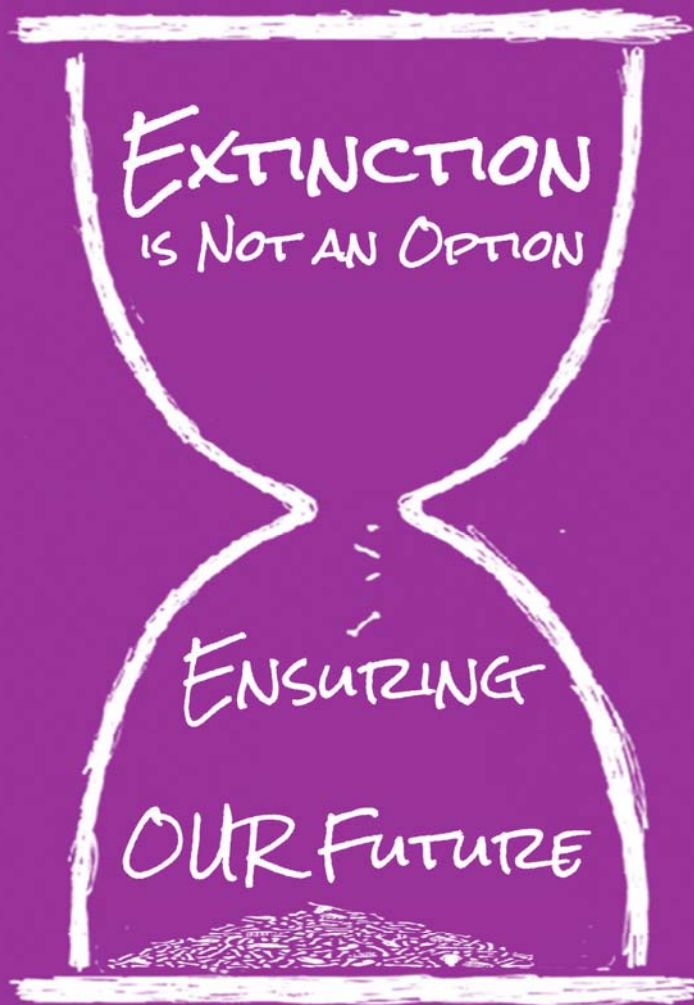
This presentation will provide information professionals with the essential skills needed to be more efficient and pro-active professionals on top of the latest technologies in their respective fields.

Presenter: Jeremy Caplan, Visiting Professor of Interactive and Entrepreneurial Journalism, City University of New York, Graduate School of Journalism

FEE: \$25 Member; \$55 Nonmember; \$20 Retired Member; \$5 CEU

Certificate (additional)

OCTOBER



**LILRC 20th Annual Conference on
Libraries and the Future**

October 27th & October 28th
Dowling College, Fortunoff Hall

NOVEMBER

Long Island Reception @ NYLA Annual Conference

Thursday, November 3rd
6:00p.m.-8:00p.m.

All Are Welcome...

408 Broadway
Saratoga Springs, NY



Feel free to stop in to eat, drink, and have a chance to chat with your colleagues. We look forward to seeing you there!

Thursday, November 10th

Grant Writing Program

Harborfields Public Library

9:30AM-1PM

This grant writing session is for a non-government audience and introduces participants to the basic components of writing a successful grant under the Documentary Heritage Program of the New York State Archives. The session would be of interest to those working in a not-for-profit archives, civic association, historical society, library, museum, and similar institution within the State of New York.

Presenter: Antonia Mattheou, Archivist, Huntington Town Clerk's Archives

FEE: \$15 Member; \$30 Nonmember; \$10 Retired Member; \$5 CEU Certificate (additional)

Thursday, November 17th

LILRC Annual Membership Meeting

New York Institute of Technology, de Seversky Center

9:30AM

FEE: \$45 Member/Nonmember; \$35 Retired Member; No Charge—Meeting Only

DECEMBER

Friday, December 2nd

Hospital Library Services Program (HLSP) Annual Meeting

Location: TBA

Presenter: Marie A. Badalamente, Ph.D., Department of Orthopaedics, Stony Brook University Medical Center

Find LILRC Where You Already Are Online

Now connecting with LILRC people and resources is easier than ever. Find us online at your favorite social and professional networks.

The Flickr logo, featuring the word "flickr" in a lowercase, bold, sans-serif font with a trademark symbol.

www.flickr.com/photos/lilrc

The Facebook logo, consisting of the word "facebook" in a lowercase, bold, sans-serif font inside a dark grey rounded rectangle.

www.facebook.com/LILRCouncil

The WordPress logo, featuring a circular icon with a stylized 'W' and the word "WORDPRESS" in a bold, uppercase, sans-serif font.

www.lilrc.wordpress.com

The Twitter logo, featuring the word "twitter" in a lowercase, bold, sans-serif font inside a light grey rounded rectangle.

www.twitter.com/lilrc

Please note that program dates, times, and locations listed in this brochure are subject to change. Please refer to the LILRC Continuing Education Calendar online for the most up-to-date information at:

http://www.lilrc.org/calendars/cont_edcalendar.php

REGISTRATION FORM

REGISTRANT INFORMATION

NAME: _____

INSTITUTION: _____

ADDRESS: _____

PHONE: _____ FAX: _____

EMAIL: _____

WORKSHOP INFORMATION

WORKSHOP(S) NAME: _____

DATE(S): _____

PAYMENT: Check Money Order **TOTAL: \$** _____

PLEASE CHECK ALL BOXES THAT APPLY:

LILRC Member

Nonmember

Student

Retired Member

All registrations and payments are due one week before the event.

Return completed form to:

LILRC/CE

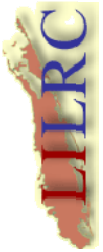
**627 N. Sunrise Service Rd.
Bellport, NY 11713**

(P) 631-675-1570 Ext.206

(F) 631-675-1573

Email: training@lilrc.org

Cancellation Policy: Please notify LILRC at least two (2) full business days prior to a scheduled workshop to be eligible for a full refund. No refunds or credits can be given after this deadline. If you are unable to attend a workshop, you may choose to send another person in your place without penalty. Refunds cannot be made for no shows. Please contact LILRC at (631) 675-1570 Ext.206 with questions/concerns.



Long Island Library Resources Council
627 N. Sunrise Service Rd.
Bellport, NY 11713

Visit us on the web at www.lilrc.org