ANNUAL REPORT FY2015 – LibraryLinkNJ Continuing Education Program

Total Number of Continuing Education Sessions/Opportunities = 894 **Total Number of Registrants = 3,152**

The Strategic Objectives for Continuing Education in the LibraryLinkNJ *Strategic Plan FY2015- FY2016*

Goal Area 3: Knowledge, Skills and Professional Growth

Providing continuing education opportunities to acquire new skills, advance learning and professional growth.

Objective (1): Produce high quality, low-cost online and in-person continuing education for member libraries of all types and sizes.

Objective (2):   Provide on-site/on-demand staff development programs.

Objective (3):   Foster and sustain partnerships to achieve common professional development goals with the New Jersey State Library and multi-type library associations.

Introduction

Professional Development and Self-Care is one of the key goals in the *Statewide Strategic Plan for the Future of Libraries in New Jersey*. The LibraryLinkNJ Continuing Education Program directly supports this goal by providing libraries with the opportunity to help their staff acquire new skills and cross-train.

Through the hard work and leadership of the members of the Continuing Education Team and with the crucial support and expertise of the office staff, LibraryLinkNJ produced an effective, meaningful set of programs of practical and immediate use to our members.

The what, when, how and where of programs offered were in direct response to:

- FY15 Service Initiatives approved by the membership
- Input from program evaluation forms
- Recommendations from the membership
- Recommendations from our colleagues who are also members of other library organizations such as NJLA, NJASL, HSLANJ, VALE, SLA, etc.
- Conversations with colleagues in-person, via phone and through email
- Current trends in libraries

Continuing Education Units (CEUs):

We are not part of a professional system of granting continuing education credits. However, certificates attesting to participation in continuing education are a specific need of our school librarians. We also offer CEUs to all participants.

Program Fees:

Some of LibraryLinkNJ's continuing education opportunities are offered free of charge. The charges for others we conduct use the following Board approved schedule:

- Webinars: $0 - Free of charge.

- Half-Day Site-Based Workshop: $25.

- Full-Day Site-Based Workshop: $50.

- Series of Workshops: Priced as appropriate.

For our Onsite, On-Demand programs, we subsidized 75% for most of the membership and 100% for school libraries.

FY15 Registrants:
On-site On-Demand Staff Development Programs: 984
Webinars, face to face, online e-learning, membership meetings, partnerships/sponsorships: 1,669
lynda.com registrants: 473 (cumulative number as of June 2015)

Total: 3,152

FY15 Sessions/Opportunities

On-site On-Demand Staff Development Programs: 33
Webinars, face to face, online e-learning, membership meetings, partnerships/sponsorhships: 32
lynda.com sessions – Total Course Views: 828

Total: 894

Webinars, Partnerships, Face-to-Face Programs, Online E-Learning, Membership Meetings and On-Site, On-Demand Staff Development

We had another busy and productive year. FY2015 program listings can be found at http://librarylinknj.org/ce/past-classes

Webinars and Other Online E-Learning:

Webinars - LibraryLinkNJ:

We offered 8 real-time webinars.

Webinars are led by a presenter(s) and facilitated by the Continuing Education Team. Our presenters were a combination of out-of-state and in-state consultants, and talent from libraries within New Jersey. The webinars were all recorded and made available afterwards to the entire membership on our website.

We were able to focus on topics that were in support of the goals in the *Statewide Strategic Plan for the Future of New Jersey Libraries*, as well as LLNJ's own Strategic Plan.

List

- *FreshLit 2014! New and Forthcoming Literary Fiction for Readers and Book Groups* – Roz Reisner
- *Everyone's a Readers' Advisor* – Stephanie Anderson
- *Internet Explorers* – Amanda Brennan
- *Beyond Storytime* – Melissa Depper
- *Transparency is the New Black: New Technologies* – Gwyneth Jones
- *Open Data and Libraries: The Future is Now* – Anastasia Diamond-Ortiz
- *Security Webinar for Drupal Website* – Sam Cohen
- *MentorNJ – Library Bootcamp* - Panel

SEFLIN Virtual Conference - *User Experience Seeing Your Library through the User's Eyes***:**

Held in three locations: LLNJ Office, Cherry Hill Public Library and the Parsippany Public Library. We had a great success in host on in the office the previous year that we expanded the viewing opportunities by partnering with 2 public libraries. We were able to offer this across the State.

lynda.com:

We continue to provide our members with a valuable service of online training programs at www.lynda.com. The lynda.com Online Training Library is a massive online training resource. Using their thousands of videos, members are able to learn -- self-paced and on-demand -- topics ranging from Excel and PowerPoint to Tumblr and CSS. We have licenses for a total of 30 seats each month**.** Every month, we open registration to the membership.   Members use their lynda.com login for three weeks to learn from established trainers. The lynda.com account is free of charge to all members of LibraryLinkNJ.

Partnership Programs:

We co-sponsored 6 programs this year.

We seek partnerships to foster continuing education opportunities across the multi-type nature of our membership and to create collaboration between library organizations. These partners are provided with sponsorships through either designated funds or specific administrative support for continuing education programs.

- *VALE Users Conference* - Virtual Academic Library Environment of New Jersey

- *DANJ Annual Conference* – Documents Association of New Jersey
- *NJALA Annual Conference* – New Jersey Association of Library Assistants
- *HSLANJ CE Program* – Health Sciences Library Association of New Jersey
- *NJLA Emerging Leaders Program* – New Jersey Library Association
- *Special Library Association Program* – New Jersey Chapter & the Princeton-Trenton Chapter Joint Meeting

Face-to-Face Programs:

We held a total of 8 programs in 8 locations.

Despite the lean staffing of most libraries severely limiting the ability to travel to a continuing education program, specific types of training presentations require that everyone be in the same room. Also, in-person networking is still highly valued for its important relationship building and mentoring opportunities, which are essential to professional growth and increasing expertise.

- ***TechFest (an updated version of Tech Speed Dating)***

  http://librarylinknj.org/techfest2015

  Three programs in the north, central and south sections of the State

  The programs teach emerging technologies to library staff across the State. Using hands-on, informal table talks as well as brief presentations, we have developed a low-stress, fun program that encourages library staff in every department to familiarize themselves with current technologies. We rebooted our Tech Speed Dating programs from the last 2 years and selected six hot topics for our 20-minute Table Talks that we thought were among the most important for all libraries in 2015. This year we included a full hour of **Guerrilla Tech Hacks**, based on the lively, crowdsourced methodology (everyone has expertise and knowledge to share) pioneered by our friends at the **Storytime Underground**.

  Topics varied by location, and included:
  - The Internet of Things: redefining what we do, again
  - Chromebooks and other low-cost computing solutions
  - Mobile Device Diversity: how to manage and help our patrons
  - Makerspace Updates and STEAM Programming: something for everyone
  - Device Assistance Policies: what we can, should and shouldn't do
  - Device and Data Security: who's watching and what it means
  - Technology Accessibility Issues: helping everyone in our communities participate

- ***How to Find the Law: Introduction to Basic Legal Reference*** – with the New Jersey Law Librarians Association – 1 program

  We have been partnering the the NJLLA for many years to present this valuable program.

- ***Super Library Supervisor*** – 4 programs

  This is a home-grown New Jersey program. We offer an annual series of workshops each spring for 25 participants. This program and variations of it have

been offered to NJ library staff for more than 15 years. It is usually presented by a mix of volunteers and paid consultants. Content changes depending on need. We can offer guidance to other states on how to grow their own versions of the program.

This past spring, the topics were:

- What it Means to be a Supervisor
- Communications & Conflict Management
- Personnel Documentation & Evaluation
- Human Resources Basics That Every Supervisor Should Know

- ***Magical Makerspace Bus Tours*** – *3 tours to the north, south and central parts of the State*

We organized three bus tours of library makerspaces around the state. This promoted, showcased, shared, and demonstrated the work of some of the 15 libraries that won contract awards from our joint Makerspace project with the New Jersey State Library.

The first leg of LibraryLinkNJ's Magical Makerspace Tour went to three spaces in South Jersey on Wednesday, October 29:
- Mount Laurel Library
- Gloucester County Library System, Mullica Hill Branch
- Atlantic City Free Public Library

The second leg went to three spaces in Central Jersey on Wednesday, November 5:
- East Brunswick Public Library
- Old Bridge Public Library
- New Brunswick Free Public Library

The third leg went to three spaces in North Jersey on Thursday, May 7:
- Parsippany Public Library
- Caldwell Public Library
- Hillsdale Public Library

Membership Meetings:

We held 2 of these meetings in 6 locations.

Fall and spring membership meetings are held to keep the members informed of the services and business of the Cooperative. Each includes a formal Business Meeting, but they also contain a continuing education program.

- Fall - *The Language of Experience: Understanding and Implementing User Experience Design in Your Library* with John Blyberg
- Spring - *Everything Is Connected: Libraries and the Information Ecosystem* with Toby Greenwalt

On-Site On-Demand Staff Development Program:

In FY15, 32 libraries or library organizations hosted On-Site programs for their staff and many also included staff from neighboring libraries. Almost a thousand library staff members from all 21 counties attended these programs between July 1, 2014 and June 30, 2015.

We are providing members with staff development programs on-site, at their libraries:

1. LibraryLinkNJ has an annual budget for this program and accommodates as many requests as possible.
2. Each library may choose ***one program*** a year from the menu of options.
3. Members are provided with a menu of on-site training options they can choose from and we provide the workshop of their choice at their library. Information on the program can be found at http://librarylinknj.org/content/continuing-education

There are two parts to this program:

1. *General Membership* - We subsidize 75% of the program cost. Members need a group of 20 or more participants for non-technology skills track programs. Technology skills track programs must have a minimum of 8 participants
2. *School Libraries* – We pay 100% of the program cost. Members need a group of 12 or more participants

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