

ANNUAL REPORT FY2016 – LibraryLinkNJ Continuing Education Program

<p>Total Number of Continuing Education Sessions/Opportunities = 666 Total Number of Registrants = 3,091</p>
--

The Strategic Objectives for CE 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. We work to keep our libraries future focused.

How, what and when we offered continuing education this year was heavily influenced by the retirement of our Executive Director, Cheryl O'Connor in October and the subsequent search and hire of our new director in late December. Despite the intensive preparation for such a major change, the redirection of energy and the resulting challenges on staff time and resources, the Continuing Education Team (with the crucial support and expertise of the office staff) produced an effective, meaningful set of programs for our members.

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

- FY16 Service Initiatives approved by the membership
- FY16 Service Plan Initiatives Survey
- 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

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.

FY16 Registrants:

On-site On-Demand Staff Development Programs: 755

Webinars, face to face, CE sponsorships, membership meeting, partnership programs: 1,754

Online Training: lynda.com registered users: 582 (cumulative number as of June 2016)

Total: 3,091

FY16 Sessions/Opportunities

On-site On-Demand Staff Development Programs: 30

Webinars, face to face, CE sponsorships, membership meetings, partnership programs: 31

lynda.com sessions – Total Course Views: 605

Total: 666

Highlights of our Continuing Education Programming

We had another busy and productive year. FY2016 program listings can be found at <http://librarylinknj.org/ce/past-classes>

Webinars and Other Online Learning:

LibraryLinkNJ:

We offered 13 real-time webinar sessions.

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.

FY16 List

- *Are You In(novation) or Out?* – Kevin King
- *Internet Famous: Strategically Marketing Your Special Collections Online* – Colleen Theisen
- *How to Mentor Others* – Mary Beth Weber – 2 sessions; July 22 & Oct. 20
- *Using the New and Improved Drupal Sample Site for Libraries* – Sam Cohen – 4 session series
- *Fresh Lit 2015! New & Forthcoming Literary Fiction For Readers & Book Groups* – Roz Reisner
- *Strategies for Effective Web Writing* – Heidi Steiner Burkhardt
- *Making Makerspaces More Welcoming to Girls and People of Color* – Casey McCoy
- *Fresh Lit: Crossovers & Cross-unders in Middle Grade & YA* – Sarah Bean Thompson
- *Keep it Social, Stupid! Social Media Strategy Real Talk* – Maryann James-Daley

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.

CE Sponsorship and Partnership Programs:

We co-sponsored 9 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.

- *NJLA CE Programs (2) Virtual Keynote & Pre-Conference Program: NJLA conference program Getting to Yes*
- *NJASL CE Programs (2) Board Training* – New Jersey Association of School Librarians
- *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
- *Special Library Association CE Program* – New Jersey Chapter & the Princeton-Trenton Chapter
- *Telling Untold Histories Project* – Program sponsored by Rutgers University

Face-to-Face Programs:

We held a total of 6 programs in 3 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.

- *Super Library Supervisor – 4 programs*

This is a home-grown New Jersey program. We offer an annual series of workshops each spring. This we increased the number of participants from 25 to 30. 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 & How to Run an Effective Meeting

- *Public Libraries Directors Summit – 1 program*

With over 90 directors from public libraries across the state in attendance, [Share, Refresh, Discover: The NJ Public Library Directors Summit](#) was a notable success. The program was jointly organized by The New Jersey State Library and LibraryLinkNJ.

- *Makespace Next Steps: New Ideas and Strategies for Community Engagement – 1 program*

LibraryLinkNJ continued its efforts to build and maintain communities of practice within the New Jersey library community. We hosted a program facilitating makerspaces in libraries of all types from around the state with a day of collaboration, reflection, and idea development.

Membership Meetings:

Membership meetings are held twice a year to keep the members informed of the services and business of the Cooperative. The annual meeting held in the spring is when the membership approves our budget, service plan and the election of new Board members. Each includes a formal Business Meeting, but they also contain a continuing education program.

We held a single Membership Meeting in one location this year.

- Fall - Due to the retirement of our Executive Director, Cheryl O'Connor, Mary Chute our State Librarian gave us permission not to hold a Fall Membership Meeting in FY16.
- Spring - We did hold an extremely successful Spring Membership Meeting. For the first time, LibraryLinkNJ held a totally in-person membership meeting. It was at the Forsgate County Club and over 170 members attended. Our program was *Don't Get Mad, Get Savvy: Sustainable Thinking for the Future of Libraries* presented by Rebekkah Smith Aldrich.

On-Site On-Demand Program:

In FY16, 30 libraries or library organizations hosted On-Site programs for their staff and many also included staff from neighboring libraries. A total of 755 library staff members attended these programs between July 1, 2015 and June 30, 2016.

We provide 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. Information on the program can be found at <http://librarylinknj.org/content/continuing-education>

Key Changes in FY16

We added more choices and removed some barriers to participation. This was based on feedback we received from our members, as well as a thorough review of our internal procedures. We presented a more comprehensive, straightforward and flexible program that is also easier to administer. Additionally, we incorporated the On-Site program for School Libraries into the main On-Site program.

- Members are no longer limited to a specific menu of on-site training options.
- They may either choose a workshop from our suggested list or work with another trainer or consultant.
- There's no minimum number of staff required to hold a program – the previous minimum of 20 participants was a serious barrier to many of our smaller libraries
- LibraryLinkNJ offered a standard subsidy of up to \$750 for each approved workshop request.

Submitted by Joanne P. Roukens, Assistant Director

FY 2016 Continuing Education Team:

Joanne Roukens, Assistant Director, jroukens@librarylinknj.org

Sophie Brookover, Program Coordinator & Social Media Manager,
sbrookover@librarylinknj.org

Mi-Sun Lyu, IT/Online Project Manager & Program Coordinator, lyu@librarylinknj.org

Jessica Adler, Discount Manager, jadler@librarylinknj.org

With our grateful thanks to:

Nanette Cox, Business Administrator

Carol Fishwick, Member Services
Danielle Franov, Part-Time Clerical
Cheryl O'Connor, Executive Director – Retired
Kathy Schalk-Greene, Executive Director

LibraryLinkNJ and its services are funded by the New Jersey State Library, which is responsible for the coordination, promotion and funding of the New Jersey Library Network.