

Monday Morning Eye-Opener January 22, 2018

1 message

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Learning and More Learning

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Good Morning! January 22, 2018

Continuing Ed Ahead...

State Library Offering HR Classes

In 2018, the State Library will continue our practice of offering a “topic track” that will weave its way through our continuing education classes. This year’s topic track centers on human resource management—more commonly called HR.



Based on comments from workshop evaluations, the **State Library’s Education & Training Team** has developed a six-month series covering a range of HR subjects, from legal concerns, to hiring staff, to evaluating staff. At this point, January to June offers personnel-related classes; there will likely be more coming in the latter half of the year. For today, a summary shows below. Visit the C.E. Catalog for details and registration, although please note that not all events have been added to the catalog yet.

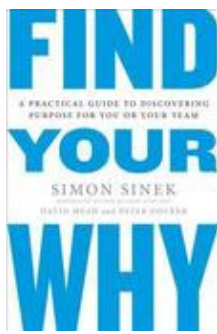
- **January 23 = Library HR & the Law** (webinar with Mandy Easter & Maryann Mori)
- **February 12 = Legal Aspects of Management** (webinar with Iowa attorney Matt Brick)
- **March** (date pending) = **Job Descriptions**
- **April** (date pending) = **10 Steps for Hiring Staff** (webinar with Maryann Mori)
- **May** (date pending) = **Performance Evaluations**

- **May** (multiple dates and locations across the state with District Consultants) = **Director Roundtables with HR Focus**
- **June** (date pending) = **Motivating Staff**

In Survey Monkey evaluations, a familiar question we pose is “**what training topics would you like to see the State Library address?**” Very frequently, the answer is “more training in personnel issues.” 2018 delivers on this training need with roundtables and webinars. The C.E. Catalog is loading in, keep checking there and be sure to register!

C.E. Catalog

Next Big Ideas Book Discussion



Find Your Why

Register in the [C.E. Catalog](#) to join us on **February 9th** for the next **Big Ideas Book Discussion: Find Your Why: A Practical Guide to Finding Purpose For You and Your Team** by Simon Sinek (c2017) This title follows Sinek’s earlier work Start With Why, which was a “**Big Ideas**” discussion in 2014.

From GoodReads “...*This easy-to-follow guide starts with the search for your personal why, and then expands to helping your colleagues find your organization’s why. Whether you’re entry level or a CEO, whether your team is run by the founder or a recent hire, these simple steps will lead you on a path to a more fulfilling life and long-term success for you and your colleagues...*”

In **Big Ideas Book Discussions**, State Library staff and guest stars facilitate discussions using books outside of library management, but with plenty of application to library management. Choosing books on leadership, civic engagement, customer service, presentation skills, etc., we’ll connect those ideas with public library service. We encourage participants to purchase books used throughout the **Big Ideas** series for your own collections.

In addition to a great assortment of non-fiction titles there are other spin-off benefits of **Big Ideas**:

- titles help with collection development for participating libraries
- titles are good choices for local book discussion groups
- this program serves as another model for how to facilitate local book discussions

Late-Breaking Additions to February C.E. Schedule

Two Webinars Added in February

We've added two additional classes to the February education line-up. On **February 12**, it's "**Legal Aspects of Management**" with Iowa attorney Matt Brick (1:00-2:00PM) This program will focus on evaluating, disciplining and terminating employees. A primary way for managers to improve employee performance, set staff expectations, and reduce legal liability is through proper documentation. Mr. Brick will provide an overview of common employee-related management issues, along with tips on documenting employee matters.



Also added to February's continuing education choices, "**Friday Tech Focus**" comes back on **February 23** (9:30-10:00AM) **Friday Tech Focus** looks at a tech or web tool, showing how it might be used in a library setting. We'll also show a "library-ish" mobile app and invite others to share their favorite app. Eunice Riesberg leads this discussion. Spend 30 minutes learning about a new tool, then stay for informal discussion if you have time.

Click the familiar button below to register for these classes and more...

[C.E. Catalog](#)

This Week...

We have two webinars scheduled this week. The first webinar in our HR series happens tomorrow **Tuesday January 23rd** with "**Library HR and the Law: An Overview**" (1:00-2:30PM) covering some of the most frequently asked HR questions from Iowa librarians.

On **Wednesday January 24**, it's the **All Iowa Reads** discussion of the 2018 title [The Boys in the Bunkhouse](#). (10:30AM-12:00PM) This program is designed to help library staff, trustees, and book club members plan their **AIR** discussion this year. Remember that the State Library has multiple copies of [The Boy in the Bunkhouse](#) available for loan. Call your District Office to reserve copies...



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