

**New York State
Library Assistants' Association
30th Annual Conference
June 4-6, 2008**



**Hosted by
The Library Assistants of Liverpool Public Library**

**Held at
Holiday Inn Syracuse/Liverpool and Liverpool Public Library**

Workshop Choices Thursday - June 5, 2008

Workshop Session I 10:15 - 12:00

Please see insert for speaker information.

- 1. Social Networking 101**
Rebecca Gilbert
Muddled about Myspace? Frazzled about Facebook? This workshop will introduce attendees to the basics of social networking.
- 2. MS Word 2007 New Features**
Steve Dresbach
Increase your productivity by learning the new features and capabilities available in the newest version of Microsoft Word.
- 3. A Love Letter to your Family**
Dennis Hebert
A financial planner's perspective on making your life less complicated while protecting you and your loved ones. Review real life situations where lack of planning cost families hundreds of thousands of dollars. Learn the 4 ½ documents that are a must.
- 4. A History of Liverpool, NY: Cartier to the "French Fort"**
Joyce Mills
Note: This will be held off-site at Liverpool Public Library. PowerPoint presentation of historic paintings, prints and photographs from the Library's Schuelke & Crawford Collections & the Onondaga Historical Assoc. Discuss the Iroquois Confederacy, settling the area, the salt & willow basket industries, ice boats, and amusement parks.
- 5. Ga-ga Over Google**
Inga H. Barnello
Kari Zhe-Heimerman
Look at the history, learn about its services, and see what's coming. The development of Google & the information industry presents challenges & opportunities. Google's *Documents*, *Custom Search*, *Gadget*, *Google Earth*, and *Google Scholar* will be demonstrated. Love it or not, here is what library employees should know about Google.
- 6. Just For The Health Of It: Creating a Healthy Lifestyle**
Michelle Stolicker
According to experts, the keys to a healthy lifestyle include: attending to your physical health, keeping yourself mentally challenged, remaining socially active and lessening life stress through stress management strategies. If you could use help in these areas, join us and learn a variety of interactive activities for a "healthy lifestyle."
- 7. Welcoming Deaf and Hard-of-Hearing Patrons**
Christine Kovar
A "hands-on" demonstration of ways to help Deaf and Hard-of-Hearing patrons feel comfortable in the library setting. Topics will include a basic understanding of Deaf Culture, offering tips and simple signs in American Sign Language.
- 8. Family Trees: Helping Patrons Find Their Roots**
Holly Sammons
A basic how-to for library assistants helping patrons with genealogy research. What's the average genealogist looking for? Whether it's getting the novice started or steering the seasoned researcher to special collections, this gives you skills and tips to share.

Workshop Session II 2:15 - 4:00

- 9. Long Distance Learning**
Doreen A. Justinger
This workshop will center on the different types of distance learning models that can be encountered by students. The Bryant & Stratton College model will be used as an example with an overview of the needs and competencies of distance learners.
- 10. Save Energy/Save Dollars**
Steve Chandler
NOTE: This will run a full 2 hours until 4:15. Learn about reducing energy bills by low-cost, no-cost energy conservation methods. Stay for the full 2 hours and receive a package with energy conservation items including rope/tube caulk and more.
- 11. Create Brochures and Newsletters Using MS Word 2007**
Steve Dresbach
Brochures and newsletters are a great way to increase one's awareness, interest and knowledge. Use them to promote your next event, advertise a product or location, or publicize a topic of interest. Learn to create these document types by using Microsoft Word's column, section and graphic features.
- 12. Safety in the Workplace**
Rich McCarron
Will cover workplace safety, personal safety traveling to and from work, common workplace crime trends, and dealing with uncooperative clients and co-workers. Learn how to verbally de-escalate a hostile person and briefly discuss sexual harassment.
- 13. All about Blogs**
Dave Fulton
Blogs are everywhere! They're used as online personal journals, as a way to keep up on current events, and to get information on topics that interest you. Learn how to: set up a free reader; find and subscribe; and start your own blog. Next stop, the Blogosphere!
- 14. Islam**
Alex Snow
An introduction and orientation to multiple Islamic worldviews -- foregrounding culturally complex histories, philosophies, and geographies from 7th century Arabia. Will highlight Muhammad's Message, the laws, and the unique individual/social "struggles" (Jihad) to continuously remember God (al'Lah) wherever one is and whatever one is doing.
- 15. The Ins and Outs of ILLiad Borrowing**
Panel to be announced
Designed for staff who are preparing to or have just implemented ILLiad Borrowing at their institution. A panel will discuss lessons they have learned while implementing ILLiad Borrowing at their own SUNY institutions, including taking advantage of the wonderful time-saving features ILLiad offers. Concludes with a Q&A session.
- 16. The ABCs of First Aid**
Ed Moser
This talk will explain what you need to do until the ambulance arrives. This includes: how to call 911 and what will happen; bleeding control; shock management; and how to recognize both a heart attack and a stroke and the differences.

Workshop Choices Friday - June 6, 2008

Workshop Session III 8:45 – 10:30 Please see insert for speaker information.

17. **Your Computer Needs a Flu Shot, Too**
Dave Fulton
Keeping your computer safe while you're on the internet is critical. Learn free and easy ways to secure & protect yourself; what to do, and not do, with dangerous email messages; and keeping your system updated against viruses, worms, hackers, and spyware.
18. **Conference Planning**
Ruth Oberg, Donna Hanna
Have you wondered how much work goes into planning a conference? Do you shy away from taking on what seems to be a monumental task? Learn the basics to get you and your group started. Take tools with you to begin your planning process.
19. **Leaders in Libraries: The Magic of Marketing your Library!**
Dave Bendekovic
Are you a whiz at marketing? Need a refresher? Are you a pro at promotions, but a novice at assessing what groups want? Explore the marketing process & insights from libraries on how marketing can position your library in the mind of the community.
20. **MSEXcel 2007: New Features**
Steve Dresbach
Basic Excel knowledge helpful. Manage your data more effectively by learning the new features and capabilities available in the newest version of Microsoft Excel.
21. **Managing Workplace Conflict**
Leslie Rose McDonald
Besides affecting productivity, conflict makes for an uncomfortable workplace and can be physically/emotionally draining. Explore the facets of workplace conflict, how to manage conflict with co-workers and learn some tools to assist in managing conflict
22. **Fishing for Fiction: Hooking Your Next Good Book**
Alan Napier
You know about bestsellers. Find out where else to look for the next good book for yourself or your discussion group. After looking at Reader's Advisory materials on reference, we'll cast our lines in the Internet to reel in the many resources available.
23. **You've Got the Power to Make Simple Choices**
Martha Ryan
You make choices to protect yourself and your family from danger. What are you doing to protect yourself and your family from diseases such as cancer, diabetes, heart disease and stroke? Every year, two out of three deaths are from these diseases and many can be prevented. Help yourself and your family to a healthier life by taking control!
24. **Rain Gardens, Rain Catchers**
Amy Samuels
Rain gardens are gaining attention for their ability to capture & absorb rain that could become polluted runoff. They are designed to soak up rain from rooftops, driveways, & patios. Onondaga has four demonstration gardens. See pictures & learn how you can design your own. Discover the beauty & environmental benefits of rain gardens.

Workshop Session IV 10:45 – 12:30

25. **Prepared for Preschoolers**
Amber Basham Robson
Learn to be prepared for preschoolers at the drop of a hat and the necessary resources to pull off storytimes that'll please the little ones AND their parents. No experience required, just a smiling face and a willingness to come out of your comfort zone.
26. **The Heat is STILL On: Solutions Stimulated by 'Truth'**
Fred Stoss
Fred returns with a follow-up talk highlighting solutions to global warming from the perspectives of energy conservation, alternative energy use, and environmental behaviors we need to take to reduce our "carbon dioxide footprints." See how we and our libraries can be part of solving what Al Gore defines as "Our Climate Crisis."
27. **Working Internally and Externally with Diverse Groups**
Evelyn Butrico
What are the challenges to customer service? What are the opportunities? What is internal customer service? How do we bridge the gap of multiple generations with patrons? How do we deal with difficult people? How do we serve special needs groups? Join in a lively discussion answering these questions and others.
28. **Creating Wellness**
Laura Harrington
This presentation covers the most serious concern for the American public: health and wellness. We will examine how the body works, and what natural ways to keep it working properly, including diet, supplements, and exercise.
29. **Advanced Formula Construction and Analysis**
Steve Dresbach
Prerequisite: General working knowledge of Excel REQUIRED.
This session focuses on advanced features in MS Excel 2007 and includes IF and LOOKUP functions, PivotTables, Outlining, Subtotals and Goal Seek.
30. **Intellectual Freedom**
Joyce Latham
Public libraries are very committed to intellectual freedom as an ethical foundation for the practices of collection development & avenues of access. Explore the roots of commitment, going back to Chicago and Des Moines in the 1930's to investigate the first intellectual freedom policies, why they were written, and how they were shaped.
31. **Certificate of Achievement**
Michele Matthews and the Review Board
Learn more about the NYSLAA Certificate of Achievement Program that has piqued the interest of library assistants and administrators in many states and regions. See how the program works, what the benefits can be, and how to get started.
32. **Welcoming Deaf and Hard-of-Hearing Patrons**
Christine Kovar
Repeat. See number 7 for description.

NYSLAA Program - June 4-6, 2008

Wednesday, June 4, 2008

Noon - 8:00 p.m. Conference Registration open - Grand Ballroom Foyer, Holiday Inn
3:00 - 11:00 p.m. Check-in - Holiday Inn
1:00 - 1:30 start times Tours: (See Insert for details)

- ♦ Salt Museum and Tram ride \$3.00
- ♦ Sainte Marie Among the Iroquois \$3.00
- ♦ Turning Stone Casino. Bus ride to the Casino \$15.00

2:00 - 5:00 p.m. Hospitality Suite Open - Check at Registration Table for Room Number
5:00 - 6:30 p.m. Certificate of Achievement Review Board available by appointment
Make an appointment with Michele Matthews (518-276-8337 or premdm@rpi.edu) for some one-on-one time with the Review Board (other time slots may become available).
6:30 - 9:00 p.m. Mixer/Dinner - Holiday Inn - Outdoor Patio (weather permitting) Barbeque Buffet
9:00 - 10:00 p.m. Hospitality Suite Open - Check at Registration Table for Room Number

Thursday, June 5, 2008

7:00 - 8:30 a.m. Conference Registration - Grand Ballroom Foyer, Holiday Inn
7:00 - 8:30 a.m. Hot Breakfast Buffet - Grand Ballroom, Holiday Inn
8:30 - 10:00 a.m. Welcoming Remarks and Town Meeting
10:15 - 12:00 noon Workshop Session I
12:00 - 2:00 p.m. Lunch - On your own
12:30 - 2:00 p.m. Hospitality Suite Open for networking and light lunch (more info at registration)
2:15 - 4:00 p.m. Workshop Session II
5:45 - 10:30 p.m. Load buses for dinner w/musical entertainment - Borio's Restaurant on Oneida Lake

Friday, June 6, 2008

7:00 - 8:00 a.m. Conference Registration - Grand Ballroom Foyer, Holiday Inn
7:00 - 8:30 a.m. Hot Breakfast Buffet - Grand Ballroom, Holiday Inn
8:00 - 8:30 a.m. Welcome
8:45 - 10:30 a.m. Workshop Session III
10:45 - 12:30 p.m. Workshop Session IV
1:00 - 3:00 p.m. Luncheon - Grand Ballroom, Holiday Inn

- ♦ Keynote - Jean Armour Polly
- ♦ Ray Murray and Craig Koste Awards presented
- ♦ Certificates of Achievement presented
- ♦ 5, 10, and 15-year members honored
- ♦ Passing of the Scroll
- ♦ Raffle

Name badges will be required for entrance to all conference activities.

Holiday Inn Syracuse
441 Electronics Pkwy
Liverpool, NY 13088

Phone: 315-457-1122
Fax: 315-451-0675

Maps & Directions:

Area Things to do:

www.holidayinn.com/syr/i-90ext37

The rooms have either 2 Double beds - OR - 1 King bed.
The rate is \$109.00 per room, per night. Cots can be reserved at \$10 per night.
There is an indoor pool.

You need to make your own hotel reservations.
Mention the NYSLAA Conference for the \$109 rate.

See nyslaa.org or www.holidayinn.com/syr/i-90ext37

Carousel Mall	Salt Museum	Turning Stone Casino
Boxing Hall of Fame	Everson Museum	Armory Square - Downtown Syracuse
Le Moyne College	Syracuse Univ Library	The Dome (where S.U. plays)
Village of Liverpool	Liverpool Public Lib.	Rosamund Gifford Zoo
The M.O.S.T. (Museum of Science & Tech.)		Skaneateles Lake
Beaver Lake Nature Center (Baldwinsville)		Chittenango Falls

June 6 and 7 - Festival of Arts and Taste of Syracuse

Conference information: See nyslaa.org/conference.html to download copies of this brochure or for updated information that may become available after this brochure is printed.
Join NYSLAA-L from nyslaa.org for questions/discussions regarding the conference.

Questions? Contact:

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