



## PROGRAM & SCHEDULE

TUESDAY, NOVEMBER 17, 2015  
PLAINFIELD PUBLIC LIBRARY

9:00 – 9:45	SIGN-IN BREAKFAST TAKING HEADSHOTS
9:45 – 10:00	REVIEW OF AGENDA INTRODUCTION
10:00 – 12:00	KEYNOTE ADDRESS <b>LIBRARIES AND LITERACY</b> Dinah O'Brien Director of Community Resources Town of Plymouth, MA
12:00 – 12:30	ISSUES IN LIBRARY ADULT LITERACY <b>EAST BRUNSWICK PUBLIC LIBRARY</b> MaryEllen Firestone Executive Director (retired), East Brunswick Public Library Board Member, Literacy New Jersey
12:30 – 1:30	LUNCH Please use this time to meet up with other participants you don't know.
1:30 – 3:15	HANDS-ON LEARNING <ul style="list-style-type: none"> <li>• <b>Administrative matters</b></li> <li>• <b>Advertising</b></li> </ul> <p>The third training session deals with the day-to-day operations of a literacy program. Various administrative roles and functions will be explained with particular attention paid to data protocols and record keeping. We will also spend some time on public relations matters focusing on community engagement and tutor/student recruitment. Scott Kuchinsky, Coordinator of Literacy Services, Plainfield Public Library</p>
3:15 – 3:30	WRAP-UP Q&A