<table>
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| 9:00 – 9:45 | SIGN-IN  
BREAKFAST  
TAKING HEADSHOTS                                                  |
| 9:45 – 10:00 | REVIEW OF AGENDA  
INTRODUCTION                                                    |
| 10:00 – 12:00 | KEYNOTE ADDRESS  
LIBRARIES AND LITERACY  
Dinah O’Brien  
Director of Community Resources  
Town of Plymouth, MA |
| 12:00 – 12:30 | ISSUES IN LIBRARY ADULT LITERACY  
EAST BRUNSWICK PUBLIC LIBRARY  
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  
- Administrative matters  
- Advertising  
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 |
| 3:15 – 3:30 | WRAP-UP  
Q&A |