



Pat Wagner has been a library consultant and trainer since 1978, and is a frequent speaker at state and national library conferences, as well as a presenter for district library programs throughout Pennsylvania. She is an educator, trainer, writer and consultant, focusing on personnel, management, leadership, marketing, career and strategic planning issues. She has special interests in conflict management, project management, community outreach and future studies. She also works for the University of North Texas LE@D Program, which provides online CE classes for libraries. She is known for her good-humored and practical programs.

Pat learned time management during her checkered past in theater, publishing, printing and AM radio, where deadlines are measured in 100ths of a second. She knows what it is like to run a sales counter at Gimbels in New York City in the Christmas season and the housing office for a college during registration week, all by herself. Before computers.

Pat lives in Denver with her husband, whose family has its roots in Pennsylvania and with a very large, pushy cat named Churchill.

WORKSHOP SCHEDULE

Friday, June 4, 2010

9:30—10:00 am

Registration & Refreshments

10:00—10:45 am

Program

10:45—11:00 am

Morning Break

11:00—Noon

Program

Noon—1:00 pm

Lunch

1:00—2:15 pm

Program

2:15—2:30 pm

Afternoon Break

2:30—3:30 pm

Program

Directions - From **Route 22** – Eastbound and from **Route 33** – Northbound from Route 78 and Southbound from the Poconos/Route 80

Take the exit onto US-22 E toward Easton
Take the 25th St Exit toward PA Route 248/Wilson
At end of the exit proceed straight through traffic signal

Bear right onto Northampton St -- Wendy's and Taco Bell will be on the right

Proceed 19 blocks on Northampton Street
Turn left at North 6th Street -- The Easton Fire Station will be at the corner Proceed one block. Take a slight right onto Church Street and an immediate left into the driveway of the Library.



A Day Late, A Dollar Short & No One Left to Call?

Managing Time, Money, and Resources in the Public Library

**A workshop for public library staff:
supervisors, managers, directors,
frontline staff, tech staff,
and support staff.**



**Friday
June 4, 2010**

**Easton Area Public Library
Catherine Drake Meeting Room
515 Church Street
Easton, Pa 18042**



**A MULTI-DISTRICT WORKSHOP SPONSORED BY THE
DISTRICT CENTERS OF
ALLENTOWN, BETHLEHEM & EASTON
SUPPORTED BY AN LSTA GRANT FROM
COMMONWEALTH LIBRARIES**

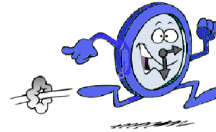


A Day Late, A Dollar Short & No One Left to Call?



Managing Time, Money, and Resources in the Public Library with Pat Wagner

WORKSHOP OBJECTIVES



- ~Being more realistic about what you can accomplish in the time you have
- ~Thinking like a manager, not just a task person
- ~Being willing to stop doing some things and learning to do some things differently.

YOU WILL LEARN ABOUT:

The Four Principles of Time Management

- ◆ A lack of time and money is a symptom of choices we have made.
- ◆ You start first by figuring out how much time you have.
- ◆ You can manage your activities because you make choices.
- ◆ Quality/Resources/Time = Good/Cheap/Fast

The Management Cheat Sheet for Libraries

Tricks of the Trade

Mistakes We All Make

Learning time management principles will help YOU become more realistic about what you can accomplish in a given amount of time.

Multi-District Workshop Registration Form

Name _____

Library _____

Address _____

City _____

State _____ Zip _____

Phone _____

E-mail _____

_____ Check here if you require special accommodations to make this program accessible.

Lunch will be provided. If you have special dietary needs, contact Susan Gardner.

Make your check for \$20.00 per person payable to *Easton Area Public Library*.

**Registration deadline is
Wednesday, May 26**

Send your payment to:
Susan Gardner, District Consultant
Easton Area Public Library
515 Church Street, Easton, PA 18042-3587

Contact Susan Gardner at dlc@eastonpl.org or 610-258-2917 x311 if you have questions or would like additional information.

This workshop is worth 4.0 CE-continuing education credits. You will receive a certificate of completion at the end of the workshop.