

Director's Retreat

Thursday, September 26, 2019

8:30 AM - 3:30 PM

Bunkers at Tribute Golf Course

1001 Golf Club Road, Wausau, WI 54403

6.5 Contact Hours



Objectives: *Library directors will...*

- *learn methods for time management and identify ways to accomplish work more efficiently.*
- *learn trends in library administration, services and spaces.*
- *develop a deeper understanding of library service barriers and how to remove them.*

Agenda

8:30 – 9:00 AM	Coffee and Conversation
9:00 – 9:15 AM	Welcome and Introductions
9:15 – 10:15 AM	Session 1 Discussions

10:15 – 11:15 AM	Maintaining Your Library
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There is a lot of foot traffic in public libraries, and it can be difficult to keep furniture, shelves and flooring looking in tip-top shape. What simple, cost-effective things can you do to keep your space looking nice? Curt Beyler, Facilities Manager for the Brown County Library (9 branches), will share tips and tricks that any library of any size can use to maintain their library.

11:15 – 11:30 AM	Break
11:30 – 12:30 PM	Session II Discussions

12:30 – 1:45 PM	Lunch and “Managing Your Time: Eat That Frog!”
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Learn how to maximize your performance by optimizing your time and goals. Discover the best tools to keep you and your library staff focused on the task at hand, while avoiding pitfalls that waste time and energy. Motivate, prioritize, hold yourself and others accountable to achieve more. Develop some of the great ways to stop procrastinating and get more done in less time. Most people are trapped in the process of Perfection + Procrastination= Paralyzed! This does not have to happen if we just learn how to “Eat that Frog!” Dr. Brenda Frazier is a professor of Leadership/Management at several colleges, including Northcentral Technical College. Brenda holds a PhD in Organizational Development Management from Cappella University, and an MBA from American Intercontinental University in Business Administration.

1:45 – 2:45 PM	Session III Discussions
2:45 – 3:00 PM	Break
3:00 – 3:30 PM	Wrap-Up and Giveaways