



Board of County Commissioners Agenda Request

3A
Agenda Item #

Requested Meeting Date: September 12, 2017

Title of Item: East Central Regional Library Presentation

<input checked="" type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested
<input type="checkbox"/> CONSENT AGENDA	<input type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input checked="" type="checkbox"/> INFORMATION ONLY	<input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing*

**provide copy of hearing notice that was published*

Submitted by: Jessica Seibert	Department: Administration
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Presenter (Name and Title): Sarah Hawkins, ECRL Resource Librarian	Estimated Time Needed: 20 minutes
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Summary of Issue:

Sarah Hawkins, Resource Librarian from East Central Regional Library will provide an overview of the resources available.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request? Yes No

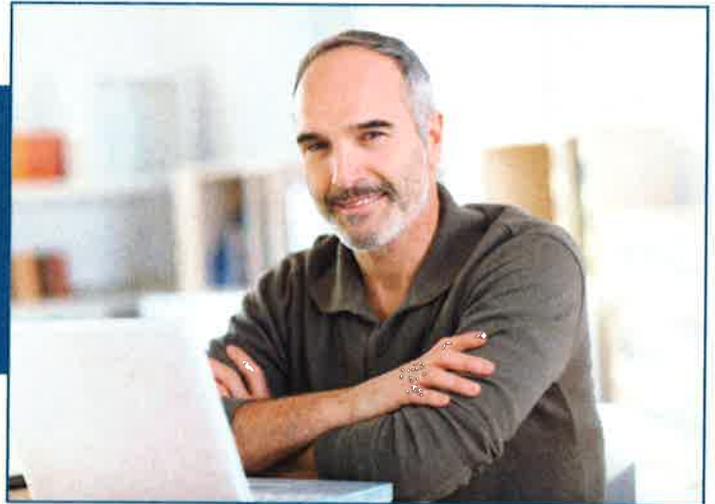
What is the total cost, with tax and shipping? \$

Is this budgeted? Yes No *Please Explain:*



Learn Something New **Today!**

Over 500
Online Continuing
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Available subjects include:

- Computer Training
- Finance
- History
- Art
- Business
- Career Training
- Health/Nutrition
- Crafts and Hobbies
- Basic Writing and Mathematical Skills
- Pet and Animal Care
- How To/Do It Yourself

Program Features:

- 24/7 access through your library's website
- Feedback from certified instructors
- Courses in over 30 subject areas
- Self-paced classes
- Connect with other students
- Continuing Education Units on select courses

See reverse side for a sample course listing.

Universal Class Continuing Education Unit Courses*

- Accounting & Bookkeeping 101 for Everyone
- Accounts Payable Management
- Accounts Receivable Management
- Administrative Assistant 101
- Anatomy and Physiology 101
- Autism 101
- Autism Spectrum Disorders for Teachers
- Bartending and Mixology 101
- Behavior Management 101
- Biology 101
- Business Management 101
- Business Math 101
- Business Writing Basics
- Caring for Seniors
- Child Abuse Recognition, Investigation, and Protection
- Cooking and Baking 101
- Customer Relationship Management 101
- Customer Service 101
- Dealing with Difficult People
- Digital Photography 101
- Diversity Training 101
- Early Childhood Development 101
- Effective Communication 101
- Emotional and Behavioral Disorders 101
- ESL Basic Grammar and Writing
- Etiquette 101
- Event Planning 101
- Excel 2013
- Genealogy 101
- How to Write a Grant Proposal
- ICD-9-CM Coding Workshop
- Interview Skills 101
- Introduction to Medical Billing
- Introduction to Medical Coding
- Introduction to QuickBooks 2013
- Kinesics 101—Learn to Read Body Language
- Knitting 101
- Landlord 101: Managing Rental Properties
- Leadership and Supervision 101
- Learning Disabilities: What You Need to Know
- Legal Secretary 101
- Legal Terminology 101
- Life Coaching 101
- Meditation 101: Learn How to Meditate
- Medical Terminology 101
- Medical Terminology 201
- Medical Transcription 101
- Microbiology 101
- Microsoft Project 2013
- Microsoft Publisher 2013
- Motivational and Public Speaking 101
- MS Office 2007: Word, Excel, PowerPoint and Outlook
- MS Word 2013
- Negotiation Skills
- Nursing Assistant Career Overview
- Nutrition 101
- Outlook 2010
- Payroll Management 101
- Photography 101: Beginner to Intermediate
- Professional Organizer Training
- Project Management 101
- Proofreading and Copyediting 101
- Psychology 101
- Public Relations 101
- Punctuation and Grammar 101
- Quicken 101
- Paranormal Investigation 101
- Resume Writing 101
- Sociology 101
- Special Events Planning 101
- Speed Reading 101
- Spelling 101
- Statistics 101
- Stress Management 101
- Team Management 101
- Telephone Skills and Quality Customer Service
- Time Management 101
- Virtual Assistant 101
- Vocabulary Building
- Waiter and Waitress Training 101
- Wedding Planning 101
- Wellness Coaching 101
- Writing Basics 101: Spelling, Grammar, Punctuation, Writing Structures
- Writing Effective Persuasion 101
- Writing Improvement 101



* This is a partial listing of the courses. Course availability subject to instructor availability and market conditions.

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ecrlib.org



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Save time and learn at your own pace.
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Choose specific software-training tutorials to fit your needs.
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Become more proficient in basic computer applications through easy-to-understand tutorials for all ages.
- **Mobile device training:**
Get more out of your mobile devices, including smartphones and tablets.

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and Dreamweaver,
Final Cut Pro and
GarageBand,
Aperture 3 and iPhoto,
iTunes and iPad*,
HTML5 and CSS3,
Social Media and WordPress,
Google Docs
and Picasa

