

Secretary of State Robin Carnahan & the Missouri State Library present

Adult Services Direct Videoconference Series

ONLINE REGISTRATION GUIDELINES

IMPORTANT INSTRUCTIONS BELOW. PLEASE READ THOROUGHLY.

- To access registration page, find the site location of your choice and then click on the **time slot**.
- Registrations are handled on a first-come, first-served basis. Enrollment limitations vary for each site.
- Each session lasts approximately three (3) hours, and workshop materials will be provided on-site.
- All participants should register WITH A UNIQUE EMAIL ADDRESS. The same email address SHOULD NOT be used to register multiple staff members from the same library district, as confirmations will be sent directly to registrants.
- A confirmation e-mail will be generated following online registration and may be sent up to three (3) days AFTER the original date of registration. This will be your only confirmation, so please retain it for your records.
- The presentation will begin at **9:15 and end at 12:15**. Participants may arrive and sign in at the site 15 minutes before the starting time.

Please direct questions to:

Ann Roberts, Adult Services Consultant
800-325-0131, ext. 5, or ann.roberts@sos.mo.gov

**Continue scrolling to review
the site schedule below**

Adult Services Direct

REGISTRATION PAGE

Helping your Local Economy Grow: Business Reference Services at Your Library
Tuesday, March 20, 2012, at 9:15 a.m.

Description:

Join Pam Jenkins, Manager, H & R Block Business and Career Center, Kansas City Public Library, to learn about basic business reference services in the library. Topics will include resources for starting a business, doing market research, and creating a business plan. Attendees will also learn why a business plan is essential for the business entrepreneur, the basic contents of a good business plan, and about the resources available to assist patrons with their business information needs.

Kelly Miller, Branch Manager, Park Central Branch / Business Librarian at Springfield-Greene County Library District, will cover topics that include: ideas for outreach to the business community, strategies for developing contacts, networking and partnership ideas, and how to create business programs.

REGISTRATION WILL LAUNCH FEBRUARY 1, 2012

REGISTRATION DEADLINE: FEBRUARY 29, 2012

Carrollton Public Library	<u>9:15 a.m.</u>
Little Dixie Regional Libraries, Moberly Branch	<u>9:15 a.m.</u>
West Plains Public Library	<u>9:15 a.m.</u>
Northeast Missouri Library Service	<u>9:15 a.m.</u>
Daniel Boone Regional Library, Admin. Building	<u>9:15 a.m.</u>
Kansas City Public Library	<u>9:15 a.m.</u>
Kirkwood Public Library	<u>9:15 a.m.</u>
Springfield-Greene Co. Library, Library Center	<u>9:15 a.m.</u>
St. Charles City-County Library, Admin. Building	<u>9:15 a.m.</u>
St. Louis County Library, Main Library	<u>9:15 a.m.</u>

Please direct questions to:
Ann Roberts, Adult Services Consultant
800-325-0131, ext. 5, or ann.roberts@sos.mo.gov