



# **Adult Programming Guide**

**A Resource Manual for Montana Libraries**

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Compiled by Sara J. Groves

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# Table of Contents

Finances and Well-Being	Page 3
All About Nest Eggs	
Back to Work After Retirement	
Best Places to Retire	
Cooking Healthy for One or Two	
Don't Get Taken: Avoiding Frauds, Scams, and Con Artists	
Good Health for Baby Boomers	
Long-Term Care	
Parenting Your Parent	
Pre-Retirement Seminar	
Protect your Estate with a Will or Trust	
Spice Up Your Marriage	
Taking Care of Your Heart	
To Your Health! Finding Health and Medical Information Online	
When Your Kids Move Home Again	
Hobbies	Page 22
Ballroom Dancing	
What Kind of Bird Is That? Birds in [your town]	
Designing Your Own Web Site	
Digging Up Roots – Genealogy	
Flower Arranging	
Keeping Up With Family and Friends Using Technology	
Sage Gardening	
Your Montana Heritage	Page 34
Explore Montana Through Film	
A River Runs Through It: A History of Montana's Waters	
Montana Writers	
Our Montana Constitution	
There's No Place Like Home: Travel in Montana	
Pure Entertainment	Page 43
The Lasting Legacy of the King	
Talkin' 'Bout My Generation	
Tell Me a Story: Grandparents' Workshop on Reading to Children	
Trash or Treasure: Antiques and Collectibles	
Writing Your Memoirs	
Program Evaluation Forms	Page 50

# **FINANCES AND WELL- BEING**

## **Program Title: *All About Nest Eggs***

### **Program Description**

Financial security will allow baby boomers to look forward to their later years and to enjoy them to their fullest. Many people do not know about stocks, bonds, and annuities. This program can help them plan for a comfortable future.

### **Topics**

- Stocks, bonds, annuities, IRAs, mutual funds, savings accounts, insurance.
- What vehicles yield the best returns, market trends, and how to assess risks.
- When and how to hatch your nest egg with information given about the various investment opportunities.

### **Speakers**

- Representative of AARP.
- Stockbroker, investment banker, or financial advisor.

### **Basics**

Length – 1½ hours or two 1-hour programs.

Classroom-style seating, possible Internet connection, flipchart.

Preparation time – 2 hours.

### **Learn More About It**

AARP Investment Program: <http://aarp.scudder.com>

AARP Money & Work – Financial Planning: <http://aarp.org/money>

Holzer, Bambi. *Set for Life: Financial Peace for People Over 50*. New York: John Wiley, 2000.

### **Make It Special**

Let the group pick some stocks and make “fantasy” purchases at the first session. Issue them a fantasy stock purchase certificate. At the second session, they can check how they did and receive a fantasy dividend or loss statement.

### **Market It**

Distribute flyers and announcements to banks, savings and loans, credit unions.

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## **Program Title: *Back to Work After Retirement***

### **Program Description**

Some baby boomers may grow restless with retirement and seek to return to the workforce. Others may need to return to the workforce to stretch pensions. This is a program that offers insight into employment and career information that is useful for this group of adults.

### **Topics**

- Tips on job hunting.
- Resume preparation.
- Job possibilities.
- Information on how one might qualify for jobs through government and private sector programs.

### **Speakers**

- Department of Health and Senior Services representative.
- Equal Employment Opportunity Commission representative.
- AARP representative.

### **Basics**

Length – One 1½ hour session or four 1-hour sessions.

Classroom-style seating.

Preparation time – 2 hours.

### **Learn More About It**

AARP Money and Work: <http://aarp.org/money>

Equal Employment Opportunity Council: <http://eeoc.gov>

Parmley, Mary T. *New Work Styles for Your Retirement Career*. Washington, DC: The National Council on Aging, 1997. Eighteen page pamphlet with useful tips on developing a second career—searching, rebuilding a resume, job-hunting, and interviewing.

### **Make It Special**

- In collaboration with your partners, host a mini job fair for older adults.
- Photocopy participants' resumes.

### **Market It**

Distribute flyers and information to downtown businesses, shopping centers, and financial institutions.

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## **Program Title: *Best Places to Retire***

### **Program Description**

As retirement looms on the horizon, baby boomers may be considering where to retire. Whether they want to be closer to grandchildren or live in a more hospitable climate, this program can help baby boomers look at the many different options available to them.

### **Topics**

- What you want from your new home.
- What to look for in a retirement community.
- Where your retirement funds will go the furthest.

### **Speakers**

- Representative from AARP.
- Financial services consultant.

### **Basics**

Length – One or two 1½ hour sessions.

Auditorium-style seating.

Preparation time – 2 hours for each session.

### **Learn More About It**

AARP did an exhaustive search for the five best places to live in the United States:

[http://www.aarpmagazine.org/lifestyle/dream\\_towns.html](http://www.aarpmagazine.org/lifestyle/dream_towns.html)

CNN/Money also lists their top places to retire:

<http://money.cnn.com/best/bpretire/index.html>

AARP presents another article on 15 best places to retire with different considerations

<http://www.aarpmagazine.org/travel/Articles/a2003-03-27-mag-bestplaces.html/page=1>

### **Make It Special**

Provide a list of “Best Places to Retire” resources for attendees. Highlight aspects of your collection that may provide additional information, such as travel guides, maps, etc.

### **Market It**

Distribute flyers in banks, shopping centers, downtown businesses, and places of employment.

## **Program Title: *Cooking Healthy for One or Two***

### **Program Description**

Many baby boomers may need to rethink the amount of food they prepare after their families have left home, as well as change the way they prepare meals in order to meet their changing health needs. This program will offer ideas on “how to do it.”

### **Topics**

- How to shop for one or two.
- Safely storing leftover food to avoid waste.
- Foods to prepare that store well.
- Ways to trim personal recipes to produce lesser amounts of food.
- Ways to trim fat, salt, and cholesterol from personal recipes.

### **Speakers**

- Nutritionist from the County Extension Service.
- Hospital or school nutritionist.
- Home economics teacher from your local school district.
- Staff nutritionist employed by grocery store chains to deliver programs such as this.

### **Basics**

Length – 1½ hours

Classroom-style seating. Note: A professional nutritionist will usually bring his or her own cooking equipment. Be sure there are appropriate electrical outlets, tables, and other required items available. Be sure electrical cords are secure.

Preparation time – 2½ hours.

### **Make It Special**

- Each participant can be encouraged to submit a favorite “trimmed down” recipe to the library for inclusion in a booklet compiled by the library. These booklets may be offered for sale to the general public to recover costs.
- Distribute samples of the food prepared.

### **Market It**

Distribute flyers and information to grocery stores, and appliance stores. Ask utilities to promote this program when they send out monthly bills.

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## **Program Title: *Don't Get Taken: Avoiding Frauds, Scams, and Con Artists***

### **Program Description**

It never hurts to err on the side of caution. Usually if something sounds too good to be true, chances are that it is. Patrons who may have lived a majority of their lives in more trusting times will be advised of the tricks criminals use to steal from unsuspecting prey.

### **Topics**

- How to spot a con artist.
- Avoiding various scams, including those involving telemarketing, health, home improvements, the securities industry, crooked lawyers, nursing homes, mail fraud, home equity, as well as fraud and abuse by friends and family.
- What to do if you think you are being scammed.

### **Speakers**

- Office of the Montana Attorney General. Contact this office at [www.doj.mt.gov](http://www.doj.mt.gov).
- Representative of the Better Business Bureau: [www.lookup.bbb.org](http://www.lookup.bbb.org). Entering your zip code will connect you with the office nearest your library.
- A representative from the local law enforcement department.
- Consumer protection specialist of the Federal Trade Commission. Contact them at (877) 382-4357 to locate a speaker.
- Representative from AARP.

### **Basics**

Length – 1 hour.

Auditorium-style seating.

Preparation time – 2 hours. Add 30 minutes if you decide to “Make It Special.”

### **Learn More About It**

Camille, Pamela. *Getting Older, Getting Fleeced...and How to Avoid It*. Santa Barbara: Fithian Press, 1996.

Cohen, William S. *Easy Prey: The Fleecing of America's Senior Citizens...and How to Stop It*. New York: Marlowe, 1997.

*Crime: Senior Alert*. 2nd ed. 20½ min. Chicago: Terra Nova Films. Videorecording.

The Federal Trade Commission, Consumer Affairs Division: (<http://ftc.gov>)

Quackwatch, a Guide to Health Fraud, Quackery, and Intelligent Decisions: (<http://www.quackwatch.com>).

### **Make It Special**

The Securities Division of the Secretary of State's Office offers a number of free publications of interest to older adults.

The Federal Trade Commission (<http://ftc.gov>) produces many topical brochures on consumer affairs. They will give up to 500 copies, free of charge, to organizations such as libraries. The topics are varied, and many are of interest to older adults. Download the order sheet or compile a list of topics of interest to participants. A list of available titles and directions for ordering (click on “Instructions for ordering printed copies of our publications”) is available from the Commission.

## **Market It**

Distribute flyers and information to senior centers, banks, shopping centers, health care facilities, and local places of employment.

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## **Program Title: *Good Health for Baby Boomers***

### **Program Description**

People are living longer than ever. As the first of the baby boomers hit 60 this year, they need to start thinking about growing older successfully, which requires the maintenance of body and mind. This series of programs will offer tips on how to take care of both the physical and psychological changes of aging.

### **Topics**

- Lifestyle and health.
- Growing old successfully.
- Exercise and relaxation.
- Keeping your brain active.
- Nutrition.
- Other topics of interest in your surrounding community.

### **Speakers**

- Staff of the local health department, Academy of Medicine, or hospital.
- Visiting Nurses Association.

### **Basics**

Length – Four to five 1-hour sessions.

Auditorium-style seating.

Preparation time – 2 hours, plus 30 minutes for each session.

### **Learn More About It**

Best Doctors: <http://bestdoctors.com> Offers advice from the experts on a variety of ailments.

Dollemore, Doug, and the editors of *Prevention. Seniors Guide to Pain-Free Living, All Natural Drug-Free Relief for Everything that Hurts*. Emmaus, PA: Rodale, 2000.

Inlander, Charles B. and Christine Kuehn Kelly. *100 Ways to Live to 100*. New York: Walker, 1999.

### **Make It Special**

- Healthy snacks as refreshments.
- Blood pressure checks, diabetes, and glaucoma screenings hosted by the library.

### **Market It**

Distribute flyers and information to supermarkets, doctors' offices, clinics, and places of employment.

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## **Program Title: *Long-Term Care***

### **Program Description**

While no one likes to think about placing a loved one in a long-term care facility, sometimes it is unavoidable. A presentation on what to expect and things to be aware of will help ease this transition. It also helps individuals to know that there are others in attendance facing similar decisions.

### **Topics**

- Problems associated with long-term health care.
- Objective solutions that work.
- Long-term care financing.
- Long-term care insurance.

### **Speakers**

- Representative of AARP.
- Representative of the Area Agency on Aging (AAA).
- State of Montana Long-Term Care Ombudsman. Find one in your area at: <http://www.dphhs.mt.gov/sltc/services/aging/lcombudsman.shtml>

### **Basics**

Length – 1 hour.

Auditorium-style seating.

Preparation time – 2 hours.

### **Learn More About It**

Davis, Ruth. *The Nursing Home Handbook: A Guide to Living Well*. Holbrook, MA: Adams Media, 1999.

Shelton, Phyllis R. *Long-Term Care Planning Guide: The Consumer Resource for Long-Term Care Financing*. Nashville, TN: Shelton Marketing Services, 1998.

### **Make It Special**

Library representative can distribute a list of the long-term care facilities with which they partner by providing programming or reading materials for residents. This will assure patrons library service will not have to end.

### **Market It**

Distribute information to assisted living facilities, doctors' offices, clinics, senior centers, places of employment.

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## **Program Title: *Parenting Your Parent***

### **Program Description**

As people live longer, “younger” older adults are caring for “older” older adults. Very often, they are still taking care of their children or grandchildren. This program is designed to help the “Sandwich Generation” cope. It gives participants the opportunity to share their concerns and possibly find kindred spirits among the group.

### **Topics**

- Characteristics and problems of older people including the emotional and psychological aspects of parenting.
- The legal aspects of parenting, guardianship, etc.
- Information on nutrition sites, assisted living, nursing homes.
- Long-term care insurance.
- Medicare regulations, i.e., what Medicare will and will not pay for.

### **Speakers**

- Staff from the Area Agency on Aging (AAA).
- Local Department of Health and Senior Services representatives.
- Mental health care professionals from the local hospitals.

### **Basics**

Length – Two 1½ hour sessions.

Auditorium-style seating.

Preparation time – 2 hours, plus half hour for second session.

### **Learn More About It**

Department of Public Health and Human Services Office on Aging Services at

<http://www.dphhs.mt.gov/sltc/index.shtml>.

Contact your local AARP representative. AARP has numerous pamphlets and resources on this subject.

### **Make It Special**

Offer participants lists of Web sites and books that will help them learn more about their parents. The agencies above offer several resources.

Order and distribute the Federal Trade Commission’s “Aging Parents and Adult Children Together.” Available free at <http://ftc.gov> or (202) 326-2572.

### **Market It**

Distribute flyers to shopping centers, pharmacies, clinics, doctors’ offices, as many places of employment as possible, and schools.

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## **Program Title: *Pre-Retirement Seminar***

### **Program Description**

Planning for retirement is an important action, which many people put off until they are actually ready for retirement. This program will explain why one should examine his or her financial future while there still is a future.

### **Topics**

- Social Security and Medicare, state retirement expectations.
- Available community resources for senior citizens.
- Volunteer opportunities.
- Continuing education opportunities.

### **Speakers**

- Financial services consultant or representative.
- Representatives from the Social Security Administration, state retirement organization.
- Representative of RSVP to speak about volunteer work.
- Diverse group of retired people who could speak about their retirement.
- Representative from the Montana Department of Health and Senior Services.
- Local university representative.

### **Basics**

Since this program is geared toward working people, it is best held as a 3-hour session on a Saturday or over a series of two 1½ hour evening programs.

Classroom-style seating.

Preparation time – 3 hours.

### **Learn More About It**

Administration on Aging.

[http://www.aoa.gov/press/oam/may\\_2005/articles/financialplanning.pdf](http://www.aoa.gov/press/oam/may_2005/articles/financialplanning.pdf)

Hoffman, Ellen. *The Retirement Catch-Up Guide: 54 Real-Life Lessons to Boost Your Retirement Resources Now!* New York: Newmarket Press, 2000.

Schrader, Constance. *1001 Things Everyone Over 55 Should Know*. New York: Doubleday, 1999.

Smith, Mary Helen and Shuford Smith. *The Retirement Sourcebook*. Lincolnwood, IL: Lowell House, 1999.

### **Make It Special**

Distribute travel brochures, college catalogs, hobby guides.

Highlight aspects of your collection that complement the program, such as magazines or books that focus on investing.

## **Market It**

Send flyers to banks, savings and loan agencies, office complexes, factories, and other businesses.

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## **Program Title: *Protect Your Estate With a Will or Trust***

### **Program Description:**

Many people live easier knowing their passing will not place a financial burden upon their survivors. This program can explain to people how to proceed in executing a will or trust.

### **Topics:**

- Wills, trusts, living wills, and living trusts.
- Laws affecting wills and trusts.
- Recommendations for when to use a will and when to use a trust.

### **Speakers:**

- Attorney who specializes in estate planning or end of life issues. Contact the National Academy of Elder Law Attorneys (NAELA): <http://www.naela.com>
- Representative of the Montana Bar: <http://www.montanabar.org/>

### **Basics:**

Length – 1½ hours.

Classroom-style seating.

Preparation time – 2 hours.

### **Learn More About It:**

Bove, Alexander. *Complete Book of Wills, Estates & Trusts*. New York: Holt, 2000.

### **Make It Special:**

Distribute copies of the “Probate Law Resource Guide,” available online at:  
<http://www.montana.edu/wwwpb/pubs/mt9006.html>

### **Market It:**

Distribute flyers at banks, shopping centers, churches, law offices.

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## **Program Title: *Spice Up Your Marriage***

### **Program Description**

At this point in their lives, many baby boomers have enjoyed marriage with the same person for decades. With kids who may have moved out and retirement ahead, baby boomers may also have more time to spend with their spouses than ever before. This program will help identify ways to keep marriage interesting after many years and how to best utilize the extra time together that is now available.

### **Topics**

- Great dates to keep your marriage going.
- Everyday things you can do to remind your partner you care.
- How to communicate your wants and needs better.

### **Speakers**

Local marriage counselors, pastors, therapists, or counselors.

### **Basics**

Length – One 1½ hour session.

Auditorium-style seating.

Preparation time – 2 hours.

### **Learn More About It**

*Lovin' for a Lifetime: 365 Ways to Keep Romance in Your Marriage* (Paperback) by Lisa J. Peck Horizon Pub & Dist Inc (October 1, 1998).

*Enrich Your Marriage* by Swami Sangeeth Trafford Publishing.

*Ten Great Dates to Energize Your Marriage* by David and Claudia Arp Zondervan.

### **Make It Special**

Highlight aspects of your collection that complement the program, such as famous romance novels or romantic movies or CDs.

### **Market It**

Distribute flyers to your city's marriage counselors, churches, downtown stores, and shopping centers.

## **Program Title: *Taking Care of Your Heart***

### **Program Description**

Heart disease is America's number one killer, claiming the lives of millions each year. But even more alarming is the number of Americans walking around with diagnosed heart disease: more than 71 million. Taking care of your heart and doing what you can to prevent the onset of heart disease or cardiac arrest is an important part of growing older. Baby boomers will want to attend this informative and possibly life-saving program.

### **Topics**

- Diet, nutrition and your heart.
- Health tools – take advantage of what's available.
- The lowdown on cholesterol, high blood pressure, and other causes of heart disease.
- Women and heart disease.
- Exercise and fitness.
- Smoking and cardiovascular disease.

### **Speakers**

- Local cardiologists, nurses, healthcare professionals.
- Representative from the American Heart Association.
- Local nutritionists and dieticians.
- Local personal trainers.

### **Basics**

Length – One 2 hour session.  
Auditorium-style seating.  
Preparation time – 2 hours.

### **Learn More About It**

The American Heart Association's Web site has a wide range of information at:

<http://www.americanheart.org>.

The Department of Health and Human Services' Center for Disease Control lists the facts at: <http://www.cdc.gov/doc.do/id/0900f3ec802720b8>.

Medline Plus' articles provide a great overview of many facets of heart disease:

<http://www.nlm.nih.gov/medlineplus/heartdiseases.html>.

### **Make It Special**

Ask your local hospital to come and do blood pressure checks and cholesterol screenings.

## **Market It**

Distribute flyers to local doctors' offices, hospitals, health clinics, and local workout facilities. Ask nutritionists, local gyms, and cardiologists to distribute flyers to their patients or to market the program in their newsletter.

## **Program Title: *To Your Health! Finding Health and Medical Information Online***

### **Program Description**

As people age and healthcare becomes more complicated, questions about procedures, diseases, and treatment options become more frequent. Yet doctors have less time to spend with patients answering questions and helping with decisions. The Internet is readily available, but finding the answers can be tricky—which sites are reliable? What does good information look like? Where can you go for unbiased information? This program helps participants sort out the options and find what they need.

### **Topics**

- Where to begin research.
- How to assess a health or medical information Web site.
- When and how to use online communities for information and support.
- What kinds of information are and aren't appropriate for Web research.

### **Speakers**

- Hospital librarian.
- Local public or academic librarian.
- Local medical practitioner (in tandem with one of the above).

### **Basics**

This program can be a 2-hour program but can last much longer if participants want to do research afterwards.

Preparation time: 1 – 1½ hours.

### **Learn More About It**

MedlinePlus and the U.S. National Library of Medicine. *Evaluating Health Information*. Bethesda, MD.: U.S. National Library of Medicine, 2006.

<http://www.nlm.nih.gov/medlineplus/evaluatinghealthinformation.html>. The best and most comprehensive guide to finding and evaluating medical information online. Includes information on specific conditions, for seniors, and information in Spanish.

Medical Library Association. *A User's Guide to Finding and Evaluating Health Information on the Web*. Chicago, IL: Medical Library Association, 2005. [www.mlanet.org/resources/userguide.html](http://www.mlanet.org/resources/userguide.html). A friendly, user-oriented guide to finding information, including links to the MLA's "Top 10" resources.

Winker, Margaret, et al. *Guidelines for Medical and Health Information Sites on the Internet*. Chicago, IL: American Medical Association, 2000. <http://www.ama-assn.org/ama/pub/category/1905.html>. Describes the history of online health information as well as the AMA's guidelines for health Web sites.

University of California—Berkeley Libraries. Evaluating Web Pages: Techniques to Apply and Questions to Ask. Berkeley, CA: UC—Berkeley Libraries, 2005. <http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Evaluate.html>. Criteria and information to effectively evaluate any kind of Web site.

U.S. Food and Drug Administration. Buying Medicines and Medical Products Online. Washington, D.C.: U.S. Food and Drug Administration; U.S. Department of Health and Human Services, 2006. <http://www.fda.gov/oc/buyonline/default.htm>. Great Web site linking to FDA information and guidance for buying medical supplies online.

## **Make It Special**

- Prepare and distribute short guides to books in your collection and good Web sites on specific conditions or topics (i.e. dietary supplements, diabetes, travel medicine).
- Team up with a local practitioner to offer free blood pressure checks or other screening.

## **Market It**

Fitness centers/gyms/YMCA, local hospitals, doctors' offices, churches, health food stores, grocery or drugstores.

## **Program Title: *When Your Kids Move Home Again***

### **Program Description**

Baby boomers may have thought that their kids were gone for good, but that's not always the case. In fact, the latest census figures indicate that more than 80 million empty nesters have at least one of their adult children living with them. Kids move home for a variety of reasons – a tough economy, soaring housing prices, to attend school – but the transition can be tough on everyone. This program explores realistic expectations for the baby boomers, and will help them to establish ground rules that will make living together easier. It will also introduce families to others in similar situations.

### **Topics**

- How to set ground rules.
- Why kids move back in.
- The importance of communication.

### **Speakers**

- Local family and marriage counselors.
- Pastors, ministers, or priests.
- Local social workers.

### **Basics**

Length – One 1½ hour session.

Auditorium-style seating.

Preparation time – 2 hours.

### **Learn More About It**

Linda Perlman and Susan Morris Shaffer. *Mom, Can I Move Back In With You?* Tarcher.  
Elina Furman, *Boomerang Nation*. Fireside.

### **Make It Special**

Work with a counselor before the program to develop a one-page “How-To” guide that will remind attendees how to address the bigger issues.

### **Market It**

Distribute flyers to grocery stores, shopping centers, places of employment, and local workout facilities.

# HOBBIES

## **Program Title: *Ballroom Dancing***

### **Program Description**

Ballroom dancing is increasing in popularity across the country. Baby boomers will be interested to learn a new hobby that they can do with their spouses. It's also great exercise, a new way to socialize, and is something baby boomers will be able to do for the rest of their lives.

### **Topics**

- The basics of ballroom dancing.
- The history of ballroom dancing.
- Tango.
- Waltz.
- Foxtrot.
- Rumba.
- American Cha-Cha.

### **Speakers**

Local dance instructors or experienced ballroom dancers.

### **Basics**

Length – One 2 hour session per dance.

Chairs along outside of room to allow for maximum movement.

Preparation time – 2 hours per class.

### **Learn More About It**

Visit the Web site for USA Dance, which has extensive information on ballroom dancing, at: <http://www.usabda.org/>.

The Ballroom Dancers Web site comes complete with video clips to demonstrate a wide range of dancing styles: <http://www.ballroomdancers.com/>.

The Web site, <http://www.dancetv.com/>, features video clips plus dance steps to help novices learn the basics.

### **Make It Special**

Highlight aspects of your collection that attendees may want to check out, such as CDs of ballroom dancing music, DVDs of ballroom dancing instruction, books on ballroom dancing, or biographies of famous dancers.

### **Market It**

Distribute flyers at local workout facilities, places of dance instruction, churches, places of employment, and downtown businesses.

## **Program Title: *What Kind of Bird Is That? Birds In [your town]***

**Program Description:** Birds are part of our everyday life. They live in our town. We see them flying, feeding, and raising their young. We hear them singing and calling. Maybe you'd like to learn who they are and give them a name? You probably recognize a robin, but what other birds share your neighborhood? Come learn about the feathered creatures who live right here in [your town].

### **Topics**

- Introduction to bird watching including binoculars, field guides.
- Common birds in the area: what they look like (slides of local species), where to find them.
- What birds do: food sources, songs and calls, nesting habits/raising young, migration.
- How to attract birds to your yard: flowering plants/shrubs, trees, feeders, birdbaths.
- Threats to birds: pesticides/herbicides, cats, window glass.

### **Speakers**

- Members of a local Audubon chapter or local bird enthusiasts (every town has some and they love to talk birds).
- Local nursery owner to talk about plants that attract birds.
- Owner of a local bird/feed store to talk about feeding birds.
- Local science teacher or ornithology professor.

### **Basics**

Length – Two 1½ hour sessions (+ optional half-day field trip; see below)

Auditorium-style seating

Preparation time – 2 hours to identify and contact speakers.

### **Learn More About It**

Local area birding map if available (most local Audubon chapters have done maps) or create a simple handout of 25-30 of the birds (pictures/descriptions) that are in your town.

Montana Bird Distribution Database: <http://nhp.nris.mt.gov/mbd/>.

Natural Resource Information System (NRIS)/ Montana Natural Heritage Program online bird field guide: <http://nhp.nris.state.mt.us/animalguide/relatedOrders.aspx?hlt=B>.

Montana Audubon: <http://mtaudubon.org/>.

National Audubon Society: <http://www.audubon.org/>.

### **Make It Special**

Organize a field trip that would go to special areas (local park, lake/stream, hummingbird feeders, etc.) to actually see the birds in your town. Different habitats will have different species. Also, birds change from season to season so having a field trip in both spring and fall would find species in different plumage. Different seasons can also bring different species to the area – some birds migrate out and others migrate in.

## **Market It**

Notices in the local paper and library newsletter; flyers mailed out with bank statements/electric bills; flyers posted at shopping centers, nurseries, feed stores, the library, offices, and schools; announcements at civic, garden, and outdoor group meetings; etc.

## **Program Title: *Designing Your Own Web Site***

### **Program Description**

Limited only by your imagination, plunge into the world of Web design. Starting from scratch, learn the basics that you need to design and create a Web page/site that is all your own (personal, informational, professional, creative, retail or marketing).

### **Topics**

- Type of Web sites, audiences, and design basics.
- Free hosting, plug-in-view/templates vs. do-it-yourself, web domains, and providers.
- HTML coding and editors.
- Images.
- File structure and file transfer.
- Other fandangle glitz and glamour (flash, css, java).

### **Speakers**

- Local Web designers.
- Local high school students who have prowess.
- Patrons who have created and maintained their own sites.

### **Basics**

Idea sheet to distribute to participants before the class (What type of site do you want to make? What do you want to include - pictures, text? Who is the intended audience?).

Three 1-hour sessions.

Computer lab with one computer per person.

Preparation time: 3 hours.

### **Learn More About It**

Read books on Web design and explore Web sites such as: *Blogger* (<http://blogger.com>), *Webmonkey* (<http://webmonkey.com>), and *About 100 Best Free Web Space Providers* (<http://100best-free-web-space.com/aboutUs.html>)

### **Make It Special**

Create a list of Web sites with different purposes for participants (personal, retail or marketing, informational, professional, creative).

Distribute a list of books and library materials that are related to web creation.

Cull a list of sites that offer free Web hosting and Web development.

### **Market It**

Distribute flyers to local businesses - coffee places, bookstores, cafes, shopping centers, and pet stores.

## **Program Title: *Digging Up Roots - Genealogy***

### **Program Description**

During transitions in people's lives, they often start asking themselves who they are and where they came from. Finding family origins is a start in determining your genetic base. Finding your roots also may help to find long-lost kin. This program helps start participants on their way.

### **Topics**

- Where to begin research.
- What to look for and questions to ask.
- Identifying good leads and when to follow them.
- How to organize and document the resources.

### **Speakers**

- Member of the local historical society or museum, which can be located at the Montana Historical Society Web site at: [www.his.mt.gov](http://www.his.mt.gov).
- A local genealogist.

### **Basics**

This program should be a continuing series of two to three sessions of 1 to 1½ hours each.

Classroom-style seating.

Preparation time – 2 hours. Add one hour if you “Make It Special.”

### **Learn More About It**

Allen, Desmond Walls. *First Steps in Genealogy: A Beginner's Guide to Researching Your Family History*. White Hall, VA: Betterway Books, 1998.

Ancestry.Com (<http://ancestry.com>) provides links to Social Security death index and census records.

Croom, Emily Anne. *Unpuzzling Your Past: A Basic Guide to Genealogy*. White Hall, VA: Betterway Books, 1995.

Genealogy Gateway (<http://gengateway.com>) is a good place for persons beginning to dig as well as those who are entrenched.

RootsWeb: (<http://rootsweb.com/~bwo/montana.html>) RootsWeb sponsors an electronic discussion list (ROOTS-L) and an additional resource, Books We Own (BWO). BWO is a list of resources owned or accessible to members of ROOTS-L.

### **Make It Special**

Offer to start persons on their way by looking up a few family names at one of the previously mentioned Web sites. Then show them how to do it themselves at another session.

## **Market It**

Distribute flyers to shopping centers, places of employment, downtown businesses, workout centers, and churches.

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## **Program Title: *Flower Arranging***

### **Program Description**

Flowers can make a gray day bright. An artfully arranged bouquet can become a focal point of a room. Many patrons would like to know how to create their own gems. This program will give them the tools to get started.

### **Topics**

- Demonstration of flower arranging step-by-step, with advice on what to do and what not to do.
- Suggested flowers and where to purchase them.
- Elements of color and design.
- How to incorporate silk and fresh flowers.

### **Speakers**

- Florist.
- County fair award winner.
- Member of garden club.
- Hobby/craft store teacher.

### **Basics**

Length – 1½ hours.

Classroom-style seating.

Preparation time – 2 hours. Internet connection and one hour will need to be added if you choose to “Make It Special.”

Note: presenter may donate the materials, but the library may have to pay for them.

### **Learn More About It**

California Cut Flower Commission: [www.cffc.org](http://www.cffc.org).

Society of American Flower Arranging: [www.aboutflowers.com/](http://www.aboutflowers.com/).

### **Make It Special**

The Society of American Flower Arrangers has a fun quiz that is supposed to help identify people’s personalities, and, in turn, the best flower arrangement to suit their natures. Offer to check out participants’ flower personalities at:

[http://www.aboutflowers.com/quiz/quiz\\_intro.html](http://www.aboutflowers.com/quiz/quiz_intro.html).

### **Market It**

Distribute flyers to craft and hobby centers, home improvement stores, florists, gardening centers, and anyplace where fresh or artificial flowers are sold.

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## **Program Title: *Keeping Up With family and Friends Using Technology***

### **Program Description**

As people have become more mobile, families are often stretched across large geographical areas that act as a barrier to their personal communication. Multiple technologies exist, which allow one to communicate with their loved-ones frequently and in many different ways.

### **Topics**

- Letter writing is not dead: Getting started and going with e-mail or cyber letters.
- Chat over tea and your computer: An introduction to sending text messages and chat.
- Photos worth a thousand words: The basics of sharing photos and images online.
- Memoirs: Your own online journal, opinion column, or blank slate (blogging).

### **Speakers**

- Library staff, college-age student, or other who is familiar with using e-mail and can demonstrate, as well as discuss, how they use e-mail and chat or text-messaging.
- Local photo journalist or amateur photographers who are familiar with online transmission.
- Local authors, memoirists, or college writing professors.

### **Basics**

Length - Three 1 hour sessions (with follow-up sessions, as interest indicates).

Location - Computer lab with one computer per individual and volunteers to answer questions.

Preparation time – 3 hours.

### **Learn More About It**

The site, <http://www.blogger.com>, allows you to create your own blog on which you can post diary-like entries and photos.

The site, <http://www.youtube.com>, allows users to share video clips.

The site, <http://flickr.com>, allows users to share photos easily, and the photos can also be printed or purchased right online by those who view them.

## **Make It Special**

Invite participants back to share their accomplishments and have coffee.

Send photos to their loved ones during class.

Maintain a list of volunteers who can help participants as they learn.

Create display of books that discuss technologies available or stories of individuals who use these technologies successfully.

Create list of Web sites available that offer help on e-mail, photos, and blogging.

## **Market It**

Ask city to publicize program in monthly water bills. Handout flyer at similar programs, so participants can either attend or pass it on. Distribute flyers to shopping centers, pharmacies, clinics, doctor's offices, as well as place flyer near checkout desk of library.

## **Program Title: *Sage Gardening***

### **Program Description**

Gardening is one of the top leisure activities for Americans. Gardens and garden equipment can be easily adapted to suit one's physical needs as people age. This program is useful for all persons who would like easier access to gardening.

### **Topics**

- Medicinal and psychological benefits of gardening.
- Garden design, including raised beds, vertical structures and trellises, and other structures.
- Container gardening.
- Plants and tools to use for persons who may have arthritis or other impairments, including ways to make homemade special tools or adapting existing tools.
- Common sense tips for any gardener who wants to make his or her work easier.
- Planting gardens that appeal to all the senses.
- Planting to attract birds and butterflies.

### **Speakers**

- Montana State University Master Gardener program. Master gardeners are required to volunteer services in exchange for the training they receive. To locate a Master Gardener in your area, consult: <http://gardenguide.montana.edu/mastergardener/>.
- County extension agent.
- American Horticultural Therapy Association (800) 634-1603.
- Montana Federated Garden Clubs: <http://www.mtfgc.org/>.
- Local garden center and nursery owners.

### **Basics**

Length – 1 hour

Classroom-style seating, reimbursement for any supplies.

Preparation time – 2 hours.

### **Learn More About It**

Montana Garden Guide: <http://gardenguide.montana.edu/>.

Montana State University's Master Gardener Program:

<http://gardenguide.montana.edu/mastergardener/>.

Horticulture For All: <http://www.horticultureforall.org/>.

### **Make It Special**

Ask the presenter to make a container garden that can be donated to the library.

## **Market It**

Distribute flyers to garden centers and home improvement centers; hang flyers around town. Ask the newspaper for donated space to run an ad.

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**YOUR  
MONTANA  
HERITAGE**

## **Program Title: *Explore Montana Through Film***

### **Program Description**

This program series highlights Montana on film, by featuring a wide range of popular movies and documentaries that were filmed here. This film series will provide a chance for attendees to revisit some old classics and also see some newer films that they may be surprised were shot here.

### **Topics**

- *Chronicles of Narnia.*
- *Hidalgo.*
- *The Horse Whisperer.*
- *What Dreams May Come.*
- *Forrest Gump.*
- *A River Runs Through It.*
- *The Shining.*
- *Little Big Man.*

### **Speakers**

There is no need for speakers, except for someone to introduce the film. If you wish to host a discussion of the film after its showing, develop a series of discussion questions and have the individual who introduces the film lead the discussion.

### **Basics**

Your library will want to obtain a license to show movies legally. Find out more at: <http://www.movlic.com/library/library.html>

The length of each program will be determined by the length of the movie.

Auditorium-style seating.

Preparation-time: Two hours for publicity purposes. Add an hour if you plan to lead a discussion after the movie.

### **Learn More About It**

Movie Licensing USA has information on how to obtain a public performance license. Find out more at: <http://www.movlic.com/library/library.html>

The Montana Film Office's Web site has a lengthy list of feature films and documentaries. Read more at: <http://montanafilm.com/>.

### **Make It Special**

Provide popcorn and drinks or allow patrons to bring in snacks and drinks to consume during the movie.

## **Market It**

Distribute flyers to local video stores, businesses, places of employment, and workout facilities.

## **Program Title: *A River Runs Through It: A History of Montana's Waters***

### **Program Description**

Water abounds in Montana, and much of it is legendary. This program analyzes the history of our famous rivers and lakes, through the eyes of explorers and our state's American Indian tribes.

### **Topics**

- Montana's two largest waterways: the Yellowstone and the Missouri.
- Montana's largest lake: Flathead.
- American Indian legends about Montana's rivers and lakes.
- The geological formation of Montana's lakes and rivers.

### **Speakers**

- A local river guide.
- A representative from your local chamber of commerce.
- A representative from the Montana Historical Society.
- A representative from Montana Fish, Wildlife & Parks.

### **Basics**

One 1 ½ hour session

Auditorium-style seating

Preparation time: 2 hours for planning

### **Learn More About It**

The Missouri River Country's Web site has some interesting history lessons on it:

<http://missouririver.visitmt.com/history.html>

The Flathead Convention and Visitor Bureau offers a brief history on their Web site:

<http://www.fcvb.org/historyoftheflathead.php>

The Flathead Lakers explore the formation of Flathead Lake on their Web site with an article that originally appeared in Montana magazine:

[http://www.flatheadlakers.org/flathead\\_lake\\_basin/history\\_geology/index.html](http://www.flatheadlakers.org/flathead_lake_basin/history_geology/index.html).

### **Make It Special**

Display your library's map collection that highlights Montana's rivers and lakes.

### **Market It**

Distribute flyers to local fishing guides and at local outdoor stores. Also, distribute flyers in local businesses, places of employment, workout facilities, and on college campuses.

## **Program Title: *Montana Writers***

### **Program Description**

With more time on their hands in which to indulge themselves, baby boomers may wish to explore the literature of their home state. This program could be set up as a book club that meets to discuss a new Montana book every month, or could be one evening program that would provide an overview of several of Montana's most famous authors.

### **Topics**

- Montana's most famous authors.
- Montana genres: landscapes, coming-of-age, etc.
- Montana's poets.
- Montana's living writers.

### **Speakers**

- Local English professors or teachers.
- Local creative writing professors or teachers.
- Local famous authors.

### **Basics**

For the book club, follow regular book club guidelines.

For a regular adult program, consider doing one 3 hour program or two 1 ½ hour programs.

Auditorium-style seating.

Prep-time – for book club, 1 hour for each meeting after initial publicity is done. For adult program, 2 hours.

### **Learn More About It**

Montana Committee for the Humanities and Montana Center of the Book's Web site is a great resource on Montana writers: <http://www.montanabook.org/>.

Mac Swain's *Montana: Let There Be Lit: A Resource Guide for Teachers* is available online at: <http://www.montanabook.org/let%20there%20be%20lit%20book%20pdf.pdf>.

The Montana Book Award is an annual award that recognizes literary and/or artistic excellence in a book published during the award year.

<http://www.montanabookaward.org/>

New West, which bills itself as "The Voice of the Rockies" has an in-depth section called Books and Writers, with author interviews and book reviews.

<http://www.newwest.net/index.php/topic/main/C39/L39/>

## **Make It Special**

Ask a local bookstore to donate a book by a Montana author to be given as a door prize. Highlight components of your collection that complement the night's theme, from books to books-on-tape to movies.

## **Market It**

Distribute flyers in bookstores, at college campuses, in places of employment, doctor's offices, and local businesses.

## **Program Title: *Our Montana Constitution***

### **Program Description**

Commemorate annually the ratification of the Montana Constitution, (June 6, 1972) through exhibits, lectures, and discussion. Participants will learn more about a remarkable, progressive document that protects them and provides opportunity for participation in their government.

### **Topics**

- The social, economic, and environmental values expressed in the Preamble.
- The individual rights and liberties enjoyed by Montana citizens.
- The source and limits of governmental power.
- The relationship between people and their government.
- The composition, organization, and activity of the three branches of government.
- The nature and role of local government, i.e., municipal and county.

### **Speakers**

- Delegates to the 1972 Constitutional Convention.
- Staff from Secretary of State's office.
- Local history teachers or history professors.

### **The Basics**

Length – One 1½ hour session.  
Auditorium-style seating.  
Preparation time – 2 hours.

### **Learn More About It**

Montana Constitution text:

[http://leg.state.mt.us/css/mtcode\\_const/const.asp](http://leg.state.mt.us/css/mtcode_const/const.asp).

Historical background to Montana Constitution:

<http://www.his.state.mt.us/research/library/exhibits/constitution.html>.

Constitution exhibit in Capitol Building

[http://www.his.state.mt.us/research/library/exhibits/constitution\\_5.htm](http://www.his.state.mt.us/research/library/exhibits/constitution_5.htm).

### **Make It Special**

Provide copies of the Montana Constitution for attendees.

### **Market It**

Distribute flyers to shopping centers, downtown businesses, places of employment, cultural centers and historical societies. Ask the local historical society to publicize the event to their members.

## **Program Title: *There's No Place Like Home: Travel in Montana***

### **Program Description**

Many baby boomers have newfound time on their hands with which to explore the far-reaches of Montana. Additionally, many other baby boomers are retiring here and are looking for ways to connect with their new home. This program will provide an overview of exciting and interesting travel opportunities within our state's boundaries.

### **Topics**

- Follow the Lewis & Clark Trail.
- Montana hot springs.
- Montana's National Parks.
- Montana's State Parks.
- Montana ghost towns.
- Montana's cultural treasures.
- Montana pow wows.
- Montana's top historic sites.
- Montana's scenic highways and byways.
- Montana's historic lodges.

### **Speakers**

- Representative from Montana's state travel office, Travel Montana.
- Representative from local Chambers of Commerce.
- Representative from Montana Fish, Wildlife & Parks.
- Representative from Montana Historical Society.
- Representative from Montana Arts Council or from the Montana Committee for the Humanities.
- Owner of any of Montana's hot springs.

### **Basics**

This could be a weekly year-long series offered at your library, with each topic becoming a 1 ½ hour session on the best and most seasonal offerings.

Auditorium-style seating.

Preparation time – 1 ½ hours for each session.

### **Learn More About It**

Travel Montana's Web site: <http://visitmt.com>.

Montana Fish, Wildlife & Parks Web site: <http://fwp.mt.gov>.

Montana Historical Society Web site: <http://www.his.state.mt.us>.

Montana Arts Council Web site: <http://www.art.state.mt.us>.

Montana's cultural treasures guide: <http://www.missoulian.com/artsguide/>.

"Touring Montana and Wyoming Hot Springs" by Jeff Birkby. Falcon Publishing.

Falcon Publishing has an excellent series of guidebooks that offer up a range of interesting topics from hiking Montana winter trails to Montana's most scenic drives. Check out their Web site at: <http://falcon.trails.com/>.

### **Make It Special**

- Highlight aspects of your collection that especially relate to the topic of that evening's seminar.
- Host a judged photo competition of "Best Montana Photos" and invite participants to submit their travel photos. Get a local business to donate a prize.
- Serve up some Montana grub – local coffees and candies are inexpensive.

### **Market It**

This is a program that will delight any age group so do mass marketing. Distribute flyers to local businesses, travel agents, places of employment, restaurants, etc. Ask your local newspaper to run a small ad for you for free. If your newspaper has a travel section, ask them to run an additional ad on the travel page.

# **PURE ENTERTAINMENT**

## **Program Title: *The Lasting Legacy of the King***

### **Program Description**

Although Elvis Presley died in 1977, his influence can still be felt today. His records and CDs continue to sell, his face has appeared on a stamp, and you can find Elvis memorabilia everywhere—even in Montana! A million fans make an annual pilgrimage to his Memphis home, Graceland. He has sold over one billion records. Elvis was “it” in the 1950s and 1960s. More than any other single person, Elvis was responsible for the new, indigenous American art form: rock and roll music. Between 1970 and 1977, Elvis performed more than a thousand times in “sold-out” arenas and was watched by more than 6.5 million people. In addition, hundreds of millions more saw him on television and film. Use this program at significant Elvis times (anniversary of his death—August 16, 1977 and his birthday January 8, 1935) or if you need a rock and roll theme, or see topics below.

### **Topics**

- Fascinating insights into Elvis’ musical roots.
- Tips on finding, understanding, and appreciating Elvis’ music.
- Quotes and anecdotes from Elvis.
- Valuable advice on touring Graceland.
- Books, fan clubs, discography, and more.
- Elvis’ philanthropic efforts.
- Elvis was one of the first 10 inductees into the Rock and Roll Hall of Fame in Cleveland, Ohio. Talk about history of rock and roll.
- By embodying rock—a musical and social revolution—Elvis was perceived as a threat to mainstream America, and became by far the most controversial entertainer of his time. Tie into book banning and library issues.
- Elvis was a twin—his identical twin brother was stillborn. Investigate the phenomenon behind identical twins and how this might have shaped Elvis’ life.

### **Speakers**

- Music teachers from local school/college.
- Area musicians.
- Elvis fans.
- Radio DJs.
- Local film critic.

### **Basics:**

Length – two to three 1-hour sessions.

Auditorium-style seating--informal.

Preparation time – 2 hours, plus 30 minutes for each session.

## **Learn More About It**

Elvis Presley's Graceland: <http://www.elvis.com/>. The official authorized site of Elvis Presley and Graceland.

The Unofficial Elvis Home Page: <http://www.ibiblio.org/elvis/elvishom.html>.

Frank Coffey. *The Complete Idiot's Guide to Elvis*. New York: Alpha Books, 1997.

Peter Guralnick. *Last Train to Memphis: The Rise and Fall of Elvis Presley*. Boston: Little, Brown and Company, 1994.

*Elvis: Walk a Mile in my Shoes*. The Essential 70's Masters. RCA, 1995 (5 compact discs).

## **Make It Special**

- Elvis snacks (for example, peanut butter/banana sandwiches) as refreshments.
- Play Elvis's music.
- Show an Elvis movie.
- Have an Elvis impersonator.
- Have an Elvis coloring contest.
- Invite attendees to come dressed as Elvis.

## **Market It**

Distribute flyers and information to schools, universities, bars, restaurants. Get radio and TV stations to do a PSA. Put up flyers everywhere in town—you never know where you're going to find an Elvis fan!

## **Program Title: *Talkin' 'Bout My Generation***

### **Program Description**

When Roger Daltry sang “I hope they all fade away” in reference to the older people born before the then twenty-something baby boomers, he probably never considered someday he’d have grey hair, kids of his own, and adult responsibilities. This program looks at the baby boomer generation, what has been called the largest, richest, most influential generation of all time, and highlights characteristics, leaders, life expectancies, and the times that are behind this behemoth group.

### **Topics**

- Characteristics of the baby boomer generation.
- The events that shaped the baby boomer generation.
- Greatest baby boomer leaders.
- How baby boomers changed the world.

### **Speakers**

Local history or social studies teachers or professors.

### **Basics**

Length – One 1½ hour session.

Auditorium-style seating.

Preparation time – 2 hours.

### **Learn More About It**

Steve Gillon. *Boomer Nation: The Largest and Richest Generation Ever and How It Transformed America*, Free Press.

Neil Howe and William Strauss. *Generations: The History of America’s Future from 1584 – 2069*, Harper Perennial.

M. Joanna Mellor and Helen Rehr. *Baby Boomers: Can My Eighties Be Like My Fifties?* Springer Publishing Company.

### **Make It Special**

Play age-appropriate music that baby boomers grew up with at the beginning and end of the program.

### **Market It**

Distribute flyers to places of employment, downtown businesses, restaurants, workout facilities. Place notices in the local newspaper and library newsletter.

## **Program Title: *Tell Me a Story: Grandparents' Workshop on Reading to Children***

### **Program Description**

We live in a highly technical society; it is important to be sure the simple pleasure of generations bonding through books is preserved. This program encourages the process.

### **Topics**

- Basic training in storytelling and story reading.
- Easy fingerplays for grandparents to use with their grandchildren.
- Guidelines for choosing age-appropriate materials with recommendations of suitable books from the collection.

### **Speakers**

- Children's librarian.
- Family learning center specialist.

### **Basics**

Length – 1½ hours.

Circle seating.

Preparation time – 1 hour.

### **Learn More About It**

*Best Books for Children: Preschool through Grade 6*. 6th ed. New Providence, NJ: Bowker, 1998.

Cooper, Kay. *Too Many Rabbits and Other Fingerplays about Animals, Nature, Weather, and the Universe*. New York: Scholastic, 1995.

Freeman, Judy. *Books Kids Will Sit Still For*. New York: Bowker, 1990.

### **Make It Special**

- Include a tour of the children's department.
- Make sure participants know when storytime programs are held at your library.
- Choose an audience member in advance to participate in the reading of a story.
- Prepare and distribute an annotated bibliography of books from the collection.
- Compile and distribute a small booklet of copyright-free fingerplays and piggyback songs.

### **Market It**

Churches, day care centers, workout facilities, and places of employment.

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## **Program Title: *Trash or Treasure? Antiques and Collectibles***

### **Program Description**

Now that baby boomers are faced with an empty nest, they may start sorting through their garages, kids' rooms, and attics and finding things they forgot they had! It is always fun to dream that any of this stuff could be worth a fortune. Learning what is trash and what is a treasure makes for an educational and fun program.

### **Topics**

- Features to look for, such as marks or signatures, in various fields of collecting.
- Spotting fakes.
- How antiques are valued.
- What makes something a “collectible.”
- Learning history through antique objects.

### **Speakers**

- Antiques dealer; see <http://www.antiqueshopsa2z.com/montana.htm>.
- Other experts knowledgeable about specific collectibles speaking on subjects such as doll collecting, coins and stamps, phonograph records, glass, and ceramics.
- Spokespersons from local historical societies and/or museums.

### **Basics**

Length – 1.5 hours.

Classroom-style seating.

Preparation time – 2 hours. Add one hour if you decide to “Make It Special.”

### **Learn More About It**

Kovels Online: <http://www.kovels.com>. Antique and collectible experts Ralph and Terry Kovel offer videos, pamphlets, and books on collecting. Apply for a free account, which will allow you to look through 200,000 appraiser-approved actual prices of antiques or collectibles.

Read the book: *Kovels' American Antiques: 1750 – 1900* by Ralph and Terry Kovel.

### **Make It Special**

Ask presenter if he or she would appraise one item per person in attendance at the program.

Log on to the Kovel Web site and look up the value of one item for each participant.

### **Market It**

Flea markets, rummage sales, resale shops, and auctions.

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## **Program Title: *Writing Your Memoirs***

### **Program Description**

As baby boomers ease towards retirement and find that they have time on their hands, they may be interested in tackling a longer-term project that will create a legacy for their children and grandchildren. Boomers have lived through amazing changes and times and a chronicle of their lives and experiences would be fascinating – either for publication or just for the benefit of their families.

### **Topics**

- Relating your life to world events.
- Developing a chronicle of events.
- Deciding what's important to keep and what can be tossed.

### **Speakers**

Local freelance writers, journalists, creative writing teachers, or professors.

### **Basics**

Length – One 3 hour session.

Auditorium-style seating.

Preparation time – 2 hours.

### **Learn More About It**

The Soleil Lifestory Network provides lots of information on their Web site about writing memoirs both for people who are writing their own memoirs and for people who are teaching people to write their memoirs. <http://www.turningmemories.com/>

*Turning Memories into Memoirs: A Handbook for Writing Lifestories* by Dennis Ledoux. Soleil Press

*The Lifewriter's Memory Binder*, 85+ pages, exercise instructions and forms, pockets and photo holders.

*Writing the Memoir: From Truth to Art* by Judith Barrington, Eighth Mountain Press, 1996.

### **Make It Special**

- Highlight aspects of your collection that may include books and/or guides about memoir writing and certain autobiographies.
- Develop a resource list for attendees of books and Web sites that will be helpful to them.

### **Market It**

Distribute flyers in bookstores, grocery stores, downtown stores, and places of employment.

## Program Evaluation Form

At Anytown Public Library, we continually strive to improve our programs.  
Your input into the program you recently attended will assist us with this process.

Program Location:

Branch XXX     Branch XXX     Branch XXX

Program Attended: \_\_\_\_\_

Presenter's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Your Name (optional): \_\_\_\_\_ Phone or email: -  
\_\_\_\_\_

Please indicate your level of satisfaction with each of the following:

Program met my expectations	<i>poor</i>	<i>fair</i>	<i>satisfactory</i>	<i>good</i>	<i>excellent</i>
Program content	<i>poor</i>	<i>fair</i>	<i>satisfactory</i>	<i>good</i>	<i>excellent</i>
Ability of presenter to communicate content	<i>poor</i>	<i>fair</i>	<i>satisfactory</i>	<i>good</i>	<i>excellent</i>
Content and usefulness of handouts	<i>poor</i>	<i>fair</i>	<i>satisfactory</i>	<i>good</i>	<i>excellent</i>
Area in which program was held	<i>poor</i>	<i>fair</i>	<i>satisfactory</i>	<i>good</i>	<i>excellent</i>
Convenience of program day and time	<i>poor</i>	<i>fair</i>	<i>satisfactory</i>	<i>good</i>	<i>excellent</i>
Overall, how would you rate this program	<i>poor</i>	<i>fair</i>	<i>satisfactory</i>	<i>good</i>	<i>excellent</i>

If you answered "poor" or "fair" to any of the above please indicate your reasons:

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Did you use library resources or check out material as a result of this program?	<i>Yes</i>	<i>No</i>
Would you recommend this program to friends or family?	<i>Yes</i>	<i>No</i>

How did you hear about this program?  
\_\_\_\_\_

What changes, if any, would you recommend for this program?  
\_\_\_\_\_

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Do you have any suggestions for future programs?

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Additional Comments:

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Thanks for providing your feedback!

# Please take a few minutes to evaluate this program.

Leave your evaluation sheet at the library. Thanks!

*Staff: Please send completed forms to Name of Program Organizer Here*

1. Title of program you attended \_\_\_\_\_
2. Location where you attended the program \_\_\_\_\_
3. Do you have an Anytown Public Library card?  
 yes     no
4. Have you ever attended a program at APL before?  
 never     once     more than 3
5. How did you hear about this program (check all that apply)?  
 library newsletter                       postcard mailing  
 newspaper advertisement or article     poster or bookmark  
 radio advertisement
6. Overall, how would you rate today's program?  
 poor     fair     good     excellent
7. How would you rate the program's usefulness or enjoyment value?  
 poor     fair     good     excellent
8. Would you come to another program at the library?     yes     no
9. What is the best day of the week and time of day for you to attend library programs? \_\_\_\_\_  
\_\_\_\_\_
10. Suggestions for future program topics: \_\_\_\_\_  
\_\_\_\_\_

If you would like to be informed of upcoming events, please give us your name and address.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_



Through its statewide programs, the Montana State Library empowers Montanans; enhances learning in families and communities; builds 21st Century skills; and provides opportunities for civic participation.



The Institute of Museum and Library Services, an independent federal agency that grows and sustains a “Nation of Learners,” because lifelong learning is critical to success.