

General Information for 2018 Beginning Workshop Attendees

Who Should Attend

This event is geared for library staff members that have not had the opportunity for formal library coursework and have little experience working in libraries. Its aim is to introduce staff to a variety of topics and offer them practical skills that they can use in their organization. Anyone new to the profession or just hired at a library, no matter what their academic credentials, is welcome but please be aware that the content is geared towards those with limited library experience.

Attendance at the entire event is obligatory for those seeking an initial Level 3 or Level 4 certificate. (For information on certification levels visit the [Library of Michigan Certification](http://www.michigan.gov/librarycertification) page: www.michigan.gov/librarycertification)

Time and Location

The event will be held at [Shanty Creek Resorts](http://www.shantycreek.com) (<http://www.shantycreek.com>) in Bellaire, Michigan, May 16-18 2018. Library of Michigan staff will be available from 6 - 8 pm on Tuesday, May 15 to hand out packets to attendees arriving on that evening.

The conference will begin with a packet pick-up opportunity during breakfast on Wednesday, May 16 at 8:00 am. The event will conclude by 3:00 pm on Friday, May 18. Attendees must attend the full conference for the event to be considered completed for Library of Michigan certification requirements.

Directions to [Shanty Creek Resorts](http://www.shantycreek.com/directions.php) are available on their website (<http://www.shantycreek.com/directions.php>).

Agenda

A preliminary agenda is available on the Library of Michigan [Beginning Workshop web page](http://www.michigan.gov/beginningworkshop) (<http://www.michigan.gov/beginningworkshop>) and is also at the end of this document. Please check the web page for updates.

Registration

[Registration is available online](#). You will need to create an account to register for the event. If you cannot remember your password, please do not create a new account. Please contact Mary Anne Smith at smithm99@michigan.gov or 517.373.1580. If multiple staff members from a library plan to register for the event each person must create their own account to register. You may pay for attendees with one check but **each individual** must register using a profile they created in the registration system.

Registration deadline: Wednesday, April 15, 2018

The conference registration cost is **\$140** and includes meals, snacks and materials. This does **not** include lodging at Shanty Creek Resorts. More information about lodging can be found in this document.

After registering online with the Library of Michigan you may [pay online by credit card](https://www.thepayplace.com/mi/education/libofmich) (<https://www.thepayplace.com/mi/education/libofmich>). The name you have registered online must match the name of the attendee you list with your online payment information. If you are paying by check or money order, please make it payable to: State of Michigan/Department of Education. You may pay for multiple attendees with one check. You should include their names with your check. To pay by check, print out your registration confirmation and send with a check/money order to:

Workshop Registration – State of Michigan-Department of Education
Attn: Chief Cashier
P.O. Box 30106
Lansing, MI 48909

Cancellations with a full refund of the registration amount of \$140 will be accepted until May 4, 2018. Questions regarding a cancellation? Please contact [Mary Anne Smith](mailto:smithm99@michigan.gov) at smithm99@michigan.gov or 517-373-1580.

Lodging

Lodging reservations **must be made online directly with [Shanty Creek Resorts](http://reserve.shantycreek.com/?g=498014)** (<http://reserve.shantycreek.com/?g=498014>). **You must use the link provided.**

Attendees are offered the state negotiated rate of \$75 per night single, \$95 per night double, Studio Parlor rooms are available at a rate of \$95 per night based on single/double occupancy. These rates do not include taxes.

Reservations must be made by April 15 to qualify for state rates.

Currently, a 6% state tax, a 9% resort fee and a 5% CVB assessment are applicable to the room rate. Such tax and assessment fees are subject to change without notice. If you are tax exempt your organization must have a copy of a completed exemption form on file at the resort prior to your arrival. Please contact the resort directly with questions regarding tax-exempt status of your organization.

The charge for an extra person is \$15.00 per person, per night. Children under 17 years of age may stay free in their parent's room using existing bedding. Subject to availability, the rates above are also available to attendees two days prior and two days after the peak room block dates.

A deposit equal to one night's stay is required to hold each individual's reservation. Such deposit serves to confirm the reservation for the date(s) indicated, and upon check in, will be applied to the last night of the reserved stay. A personal check, money order or a valid American Express, Visa, Master Card, Diner's Club or Carte Blanche card number and expiration date are acceptable. Should a guest cancel a reservation, the deposit is refundable less a \$10.00 handling fee if notice is received at least five days prior to arrival and a cancellation number is obtained.

Check-in & Check-out

Check-in time is 5:00pm. Check-out time is 12:00pm. Individuals must present a valid credit card upon check-in for incidentals.

Meals

The event registration covers the following meals: breakfast and lunch on Wednesday, Thursday and Friday; and dinner on Wednesday and Thursday. Refreshments will be provided to all registrants during scheduled breaks. If you have any dietary restrictions, please note this on the online registration form and we will do our best to work with the hotel staff to accommodate your request.

Certification

This event is geared to those seeking an initial Level 3 or Level 4 certificate from the Library of Michigan. Attendance at the entire Beginning Workshop, Wednesday through Friday, is obligatory to fulfill this requirement. For more information on Library of Michigan's certification program visit the Library of Michigan [certification page](http://www.michigan.gov/librarycertification) (www.michigan.gov/librarycertification).

Library of Michigan staff will not accept certification applications on-site at this event.

Please use the instructions provided on the website and application to submit your certification application directly to the Library of Michigan. For certification questions, please contact Joe Hamlin at the Library of Michigan, (517) 373-1580. Please remember you must apply for certification. Attendance at the event does not automatically certify you.

Optional Evening Activities

This year, two optional evening activities are scheduled. On Wednesday evening we will hold a Book Tasting event, and Thursday evening is game night!

On Thursday, **Bellaire Public Library** Director, Jane Gyulveszi, has invited attendees to visit her library located in downtown Bellaire. Join your colleagues for a trip downtown to visit their lovely library and stop by for a networking opportunity at Short's Brewery afterwards.

Transportation to the public library will be on your own. Maps will be provided at the event.

Fun and Games

Book Tasting is Wednesday Night

Library Game Night is Thursday

Bring your favorite library games to play and network with your colleagues!

Library Wear Day is Thursday

We know you've got some and we're going to give you a chance to flaunt it. So search the back of your closets, your t-shirt drawer, your jewels collection, and haul out your LIBRARY STUFF - we're talking earrings, ties, socks, vests, hats, shirts - you name it. Bring it and plan to wear it on Wednesday as we have a little fun with our own version of Spring Fashion Week. Prizes may be awarded.

Basket Raffle

A gift basket raffle will be available to all attendees. Everyone will have one raffle ticket in your registration envelope. Place your ticket in the container in front of the basket you want to take home. Friday during lunch we will draw lucky winners. Gift baskets are courtesy of the Library of Michigan Foundation.

Attendees will receive reminders to the email used during registration prior to the event.

Questions? Call us toll-free at **(877) 479-0021**.

Registration: [Mary Anne Smith](mailto:smithm99@michigan.gov) (smithm99@michigan.gov)

Certification: [Joe Hamlin](mailto:hamlinj2@michigan.gov) (hamlinj2@michigan.gov)

Billing & Payment: [Linda Isaacson](mailto:IsaacsonL@michigan.gov) (IsaacsonL@michigan.gov)

Please find the preliminary agenda on the following pages.

2018 Beginning Workshop

TIME	Tuesday, May 15
6:00 - 8:00 PM	Pick up Material, Lakeview Hotel Lobby
TIME	Wednesday, May 16
8:00 – 9:00	REGISTRATION/BREAKFAST
Library of Michigan: 9:00 – 9:15	Welcome and Introductions
Session 2a: 9:15 – 10:00	Community Engagement – David Votta
Session 2b: 10:00 – 10:45	Community Engagement - Group Activity
10:45-11:00	BREAK
Session tbd: 11:00 – 11:45	
Session 3: 11:45 – 12:30	Intellectual Freedom
12:30-1:30	LUNCH
Session 4: 1:30 – 2:15	Library Ethics
Session 5: 2:15-3:00	Reader's Advisory – Vanessa Walstra & Heather Wood-Gramza
3:00 – 3:15	BREAK
Session 6: 3:15 – 4:00	Patron Management – Eva Davis
Session 7: 4:00 – 4:45	Library Security – Eva Davis
4:45 – 5:30	Networking in Resort Lobby – optional
5:30 – 6:30	DINNER
7:00 – 8:00	Book Tasting!

TIME	Thursday, May 17 (LIBRARY WEAR DAY)
8:00 – 9:00	BREAKFAST
Session 1: 9:00 – 9:45	Library Certification & State Aid
Session 2: 9:45 – 10:30	Children & Youth Services – Cathy Lancaster
10:15-10:30	BREAK
Session 3: 10:30 – 11:15	Resources for Library Staff – Evette Atkin Library of Michigan Continuing Education Program
Session 4: 11:15 – 12:00	Adult Services – Holly Hibner
12:00-1:00	LUNCH
Session 5: 1:00 – 1:45	Social Media Techniques – Joe Hamlin
Session 6: 1:45 – 2:15	Reader's Advisory – Vanessa Walstra & Heather Wood-Gramza
Session 2:15-2:30	Library Wear – LM Staff
2:30 – 2:45	BREAK
Session 7: 2:45 – 3:30	Collection Development: Selection – Mary Kelly & Holly Hibner
Session 8: 3:30 – 4:15	Collection Development: Weeding – Mary Kelly & Holly Hibner
4:15 – 5:15	Networking Time in Resort Lobby – optional
5:15 - 6:15	DINNER
6:30 - 7:30	Bellaire Public Library Visit – optional

TIME	Friday, May 18
8:00 – 9:00	BREAKFAST
Session 1: 9:00 – 9:45	Teen Programming 101 – Katie Mitchell
Session 2: 9:45 – 10:30	Digital Literacy – Katie Dover-Taylor
Session 3: 9:45 – 10:30	Extreme Customer Service – Kimberly Young
Session tbd 10:30 - 10:45	
Session tbd 10:45 – 11:15	
11:15 – 11:30	Break
Session 5: 11:30 – 12:15	The Reference Interview – Angela Semifero
12:15 – 1:30	LUNCH & Raffle Drawing
Session 6: 1:30 – 2:15	Library Programs on a Shoestring – Shauna Swantek
2:15 – 2:30	Wrap up: Evaluation

Meals: Parlor B

Sessions: Parlor A