

General Information for 2017 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 17-19 2017. Library of Michigan staff will be available from 6 - 8 pm on Tuesday, May 16 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 17 at 8:00 am. The event will conclude by 3:00 pm on Friday, May 19. 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 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 16, 2017

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 on the registration amount of \$140 will be accepted until May 5, 2017. Questions regarding a cancellation? Please contact [Mary Anne Smith](mailto:MaryAnneSmith@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=473652)** (<http://reserve.shantycreek.com/?g=473652>). **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 17 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 attendees may join their colleagues for Library 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

Library Game Night is Wednesday

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)

Please find the agenda on the following pages.

2017 Beginning Workshop

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|-------------------------------------|---|
| TIME | Tuesday, May 16 |
| 6:00 - 8:00 PM | Pick up Material, Lakeview Hotel Lobby |
| TIME | Wednesday, May 17 |
| 8:00 – 9:00 | REGISTRATION/BREAKFAST |
| Library of Michigan: 9:00 – 9:15 | Welcome and Introductions |
| Session 1: 9:15 – 10:00 | Children & Youth Services – Cathy Lancaster |
| Session 2a: 10:00 – 10:45 | Community Engagement – David Votta |
| 10:45-11:00 | BREAK |
| Session 2b: 11:00 – 11:45 | Community Engagement - Group Activity |
| Session 3: 11:45 – 12:30 | Intellectual Freedom – Shannon White & Clare Membiela |
| 12:30-1:30 | LUNCH |
| Session 4: 1:30 – 2:15 | Library Ethics – Shannon White & Clare Membiela |
| Session 5: 2:15-3:00 | MeL.org – Sonya Schryer Norris |
| 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 | Library Game Night! |

| TIME | Thursday, May 18 (LIBRARY WEAR DAY) |
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| 8:00 – 9:00 | BREAKFAST |
| Session 1: 9:00 – 9:45 | Extreme Customer Service – Kimberly Young |
| Session 2: 9:45 – 10:30 | Digital Literacy – Katie Dover-Taylor |
| 10:30-10:45 | BREAK |
| Session 2.5: 10:45 – 11:15 | Resources for Library Staff – Evette Atkin Library of Michigan Continuing Education Program |
| Session 3: 11:15 – 12:00 | Adult Services – Holly Hibner |
| 12:00-1:00 | LUNCH |
| Session 4: 1:00 – 1:45 | Reader's Advisory – Vanessa Walstra & Heather Wood-Gramza |
| Session 5: 1:45 – 2:15 | Social Media Techniques/Library Wear |
| Session 6 2:15-2:30 | Kristin Fontichiaro |
| 2:30 – 2:45 | BREAK |
| Session 6: 2:45 – 3:30 | Collection Development: Selection – Mary Kelly & Holly Hibner |
| Session 7: 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 19 |
|-----------------------------|---|
| 8:00 – 9:00 | BREAKFAST |
| Session 1: 9:00 – 9:30 | Library of Michigan Information |
| Session 2: 9:30 – 9:45 | Ask a Question? What do you need and where can you get it? Share your favorite resources with fellow attendees |
| Session 3: 9:45 – 10:30 | Teen Programming 101 – Katie Mitchell |
| Session 4a 10:30 - 10:45 | Clare Membiela |
| Session 4b 10:45 – 11:15 | Hannah Rodriguez |
| 11:15 – 11:30 | Break |
| Session 5: 11:30 – 12:15 | The Reference Interview – Angela Semifero |
| 12:15 – 1:30 | LUNCH & Raffle Drawing |

| TIME | Friday, May 19 |
|---------------------------|---|
| 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

Book Tasting Party: Bellaire Ballroom North