



NEW JERSEY
Association of Library Assistants

1986-2016
Celebrating 30 Years

AUTHOR Jenkins, Lorraine

TITLE 30th Annual Conference

Let's Take It to the Next Level... Together

DATE DUE	BORROWER'S NAME
06/07/2016	The Conference Center Mercer County Community College
DEC 3 '71	
APR 27 '72	Pamela Kirby
AUG 22 '73	John Guido
APR 16 '74	Vince Stewart
MAY 24 '74	Barbara Barbano
AUG 7 '78	Suzanne Ridzy
	Jamie Iannuzzelli
AUG 20 '78	
FEB 12 1979	Sabrina Sermons
	Cathy Lynch
SEP 4 1979	Ginger Cairns
OCT 7 1983	Katherine Givens
MAR. 19 1984	Heather Kristian
MAY 2 1987	Ele Paolino
	Connie Reese
OCT 13 1995	Christine Casatelli
AUG 26 1997	Teresa Nash
AUG 12 1998	Gordon Thomas Ward

KEYNOTE SPEAKER

Gordon Thomas Ward



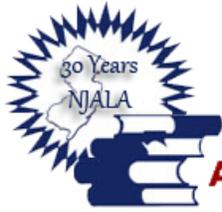
Welcome to the Past

Gordon Thomas Ward is an author, singer-songwriter, and presenter. Both of his parents were talented artists and enjoyed the outdoors, and his family divided their time between the family's home in Bernardsville, NJ, and a summer cottage in Maine. After high school, Mr. Ward went on to major in fine arts and psychology at Fairleigh Dickinson University in Madison, NJ, where his father was a professor.

Gordon currently divides his professional time between writing, lecturing, songwriting, and performing. He has worked as a ministry programs director for a church, a history teacher in the classroom, and as a group transformation facilitator in the experiential education field where he has designed and facilitated team building programs for twenty-two years. Clients have ranged from education groups in international conference settings to major corporations, government groups, athletic teams, community groups, and individuals.

A lifelong artist, Mr. Ward's works have included songs, books, speeches, essays, articles, interpretive displays, and poetry, and he's no stranger to newspapers, magazines, radio, and television. His CD *Welcome to the Past* contains thirteen original acoustic songs in a folk rock style. Gordon is the author of *Life on the Shoulder: Rediscovery and Inspiration along the Lewis and Clark Trail*, a book of original poetry entitled *Windows*, a timeless meditation on the meaning of childhood's link to history entitled *A Bit of Earth*, which brings the author back to the place where he spent his childhood with echoes of Wordsworth and Thoreau. Mr. Ward's many years of experience with the collection of forensic-based evidence to both dismiss and support claims of hauntings, especially in historic locations, led to his book *Ghosts of Central New Jersey*. His most recently published book *Tracing Infinity: Bridging the Gap between Earth and Heaven*, is more spiritual in nature and deals with sensing and experiencing the divine in the world around us.

The author and musician currently resides in northern NJ where he continually pursues his other passions for photography, hiking, and running.



NEW JERSEY

Association of Library Assistants

GREETINGS!

It is our pleasure to welcome you to the 30th Annual conference of the New Jersey Association of Library Assistants. The Planning Committee has worked very hard to create a conference that will teach new skills, promote networking, and enhance your experiences. Our goal is to offer a variety of programs that will be of interest to everyone in the library profession.

The theme this year is "Let's Take it to the Next Level...Together."

This year's keynote speaker is Gordon Thomas Ward. Mr. Ward will immerse his audience with an entertaining and informative presentation of tales, songs, poetry, and ghost stories regarding the local history of Somerset/Morris/Hunterdon Counties in New Jersey.

There are many interesting programs this year, including "Future Trends in Libraries," "Dewey to Library of Congress: Bridging the Classification Gap", and "Lighting the Fire! Finding Motivation and Improving Morale in the Workplace" to name a few. We hope everyone enjoys the programs!

Please don't forget to fill out your 2016 Conference Surveys because this helps us prepare for next year! Also, please consider joining the Committee! There is a form in your packet. We welcome new ideas!

In closing, we would like to thank you all for attending our conference.

Enjoy the conference and thanks for your continued support!

Sincerely,

Christine Casatelli and Theresa Nash
Ocean County Library

NJALA 2016 Conference Co-Chairs

2016 Presenters

Lisa Alderfer

Cape May County Library

Lisa Alderfer has a BA in English from Temple University and a MLIS from the University of Pittsburgh. Lisa taught English Composition at Atlantic Community College and also served as an interim reference librarian for the school. She has been a librarian at the Cape May County Library since 2008. In that time, she has worked in multiple departments including library IT as well as patron technology education. She works part-time as an Archivist for Congress Hall in Cape May City where she is processing the historic hotel's rich collection of photos and artifacts. Also, Lisa is currently a Project Manager for Advanced Computer Solutions Group, an IT consulting and support company, where she provides training, technical support, and product and service development.

Susan Busardo

Ocean County Library

Susan Busardo is just hitting her 25th year with the Ocean County Library and is the co-chair of the Ocean County Library training team. She has worked at the Toms River, Manchester, Beachwood and Lakewood branches. Sue is currently a Principal Library Assistant at the Berkeley Branch. She is a mother of two children and when she's not working, enjoys being with family and friends, reading, hiking, playing Bunco and drinking craft beers.

Jill D'Amico

South Brunswick Public Library

Jill D'Amico is Head of Information Services at the South Brunswick Public Library, where she fosters community connections through library services and engagement. Prior to becoming a librarian, Jill worked in media and public affairs in New York City. She is the incoming president of the NJLA Diversity & Outreach Section, and active in the Public Relations Committee.

Rita Johnson-Harvey

State of NJ, Civil Service Commission, Division of Agency Services

Rita Johnson-Harvey is presently employed with the State of NJ, Civil Service Commission, Division of Agency Services as a Human Resource Consultant. She assists local and state appointing authorities, employees, and the general public. Specifically, she provides personnel guidance and responds to complex inquiries, including but not limited to personnel transactions, grievances, disciplinary actions, classification audits, and processes layoffs. After a thorough review, she recommends corrective action, if needed, and ensures that all parties are in compliance with Civil Service regulations.

Givane Hayes

Ocean County Library, Barnegat Branch

Givane Hayes is a veteran librarian with 19 years' experience in public libraries. She currently serves as a branch manager and co-chairs for Ocean County Library's Readers Services committee. Ms. Hayes was exposed early and often to the value of living with and learning about multiple cultures as a military brat; something that continues to influence her reading today. Ms. Hayes is a multi-genre and format reader.

Heather Kristian

Rowan University's Campbell Library

Heather is currently pursuing an M.L.I.S. through Kent State University, she holds an M.F.A. in Creative Writing from Arcadia University-poetry concentration- where she co-founded *Marathon Literary Review*. She remains active in the Delaware Valley literary scene, including editing Philadelphia Stories, Jr., a literary magazine showcasing the writing and art of eastern PA, NJ, and DE residents, aged 12 or younger, and also sits on the board of the Vegetarian Society of South Jersey, a nonprofit organization whose mission is to educate the public on the benefits of a plant-based diet, provide social opportunities for people to meet, and offer support to those in transition to a vegetarian diet. Heather sees her future in academic librarianship, and wants to help students transition from the Dewey Decimal-based system of high school and public libraries to the Library of Congress classification system generally used in higher education.

Mi-Sun Lyu

LibraryLinkNJ

Mi-Sun is IT/Online Project Manager and Program Coordinator at LibraryLinkNJ, The New Jersey Library Cooperative. Since she joined the cooperative in 2005, Mi-Sun coordinated hundreds of continuing education workshops and programs on a variety of subjects and managed cooperative's projects and services. She implemented the cooperative website and continuously worked on improving the cooperative's online service. Mi-Sun also successfully managed various statewide initiatives and conferences focusing on technology and diversity. She currently serves as Project Manager for MentorNJ, a joint initiative funded by the State Library and LibraryLinkNJ, The New Jersey Library Cooperative. Prior to LibraryLinkNJ, Mi-Sun worked at the Ocean County Library System as Web Coordinator/Senior Librarian after receiving MLIS from Rutgers. Mi-Sun is a certified Project Management Professional since 2005.

Irene Langlois

Maplewood Memorial Library

Irene Langlois is the Head of Teen Services at the Maplewood Memorial Library. Her responsibilities include programming, collection development, reader advisory and reference for tweens and teens.

Phyllis Meredith

Rowan University

Phyllis Meredith is a Reference and Instructional Librarian at Rowan University, and has worked as an academic librarian for thirty-two years. She was an instructor for many years in Rowan University's Master of Arts degree in Library and Information Science, geared towards training School Media Librarians, and also taught, as an adjunct for Rowan's Department of Reading, a mandatory course for all Education undergraduate students, entitled "Literacies in Today's World." Meredith currently works at the reference desk an average of ten hours per week, and teaches College Composition II, some online graduate courses, and subject-specific library instruction classes. Library instruction classes are typically one time only, at the Instructor's request.

Carol L. Nurse

Montclair State University

Carol has worked in the library field for over 20 years, after a brief career in the social services. During that time, she worked in public and academic libraries, for a library vendor as a trainer/marketer, and for a library consortium where she trained members in medical libraries. In 2003-2004, she was a fellow in the Association of Research Libraries Career Development & Leadership program, which was probably the most rewarding of her career experiences. She currently serves as a Reference/Instruction Librarian at Montclair State University. She also enjoys liaison work with other departments at Montclair State University.

Rita Oakes

Ocean County Library

Rita Oakes is a Chief Librarian of Branch Services at the Ocean County Library. At various times she has been a Bookmobile Driver, Children's Librarian and Branch Manager. A former resident of the Show Me State, she received her MLIS at the University of Oklahoma and has worked in urban and rural libraries. Clocking over 20 years in the Ocean County Library System, she served as Branch Manager at the Tuckerton, Waretown, and Upper Shores Branches before moving into Branch Services, first as a Supervising Librarian, and then as Chief Librarian. From its inception, she has been involved with Ocean County Library's PASS Committee, which trains staff on library safety and security issues and maintains the emergency manual. She also serves as coordinator for the library guards. When Rita is not at the library, she may be found traipsing around battlefields and/or cemeteries. Her interests include history, travel, fine food, and writing historical fiction, dark fantasy, and horror. She has published numerous short stories in print and electronic genre magazines and in print anthologies, including three anthologies: *The Many Faces of Van Helsing*, Penguin; *Time Well Bent*, Lethe Press; and *Zombies: Shambling Through the Ages*, Prime Books. A collection of her short stories, *Comrades-in Arms*, was released by Lethe Press last fall. She is a graduate of Jeanne Cavelos' Odyssey Workshop, an intense, 6-week course for writers of fantasy, science fiction, and horror, which featured Harlan Ellison as writer-in-residence. She is also a past attendee of Donald Maas' Writing the Breakout Novel intensive and Lee Lofland's Writers' Police Academy.

Joanne P. Roukens

LibraryLinkNJ

Joanne P. Roukens is the Assistant Director for LibraryLinkNJ - The New Jersey Library Cooperative and manages the statewide continuing education program. Before coming to LibraryLinkNJ, she was the Executive Director of the Highlands Regional Library Cooperative (HRLC). She has over 20 years of experience working in public libraries and was with the Morris County Library for 14 years. Joanne was the New Jersey Library Association's 2007 Librarian of the Year. She also conducts workshops on customer service, presentation skills, library trends and other library subjects.

Emma Shelby

Mental Health Association in NJ

Emma Shelby, MA, LAC is the Assistant Director of Wellness and Recovery Services for the Mental Health Association in NJ. She develops and delivers customized presentations and trainings to a wide range of audiences including mental health providers, social service agencies, state and local agencies, non-profit organizations and mental health consumers. Training topics center on recognizing, understanding and responding to mental health issues, promoting and achieving mental wellness, and vocational needs in mental health consumers. She has over 12 years educational and professional experience in the mental health field, including formerly working as a service provider for adults with serious mental illness. She holds a Master's degree in clinical mental health counseling and is a licensed associate counselor in NJ.

Jeffrey Trout

Cape May Library

Jeffrey Trout is Head of the Technology Learning Center at Cape May County Library, Cape May, NJ. His love of technology began when he was introduced to the TRS-80 in 1977. He grew up with video games, computers, and every technological gadget he could get his hands on. Now he wants to share his love and experience with the community.

Nancy Bonta Voitko

Ocean County Library, Lacey Branch

Nancy has been a librarian for almost 10 years. Graduating from Rutgers, she began her library career as a children's librarian. She has been the branch manager of the Lacey Branch of the Ocean County Library for 3 years now, and was the branch manager of the Beachwood branch for 3 years prior. Nancy is also a trained artist and art teacher, a vegan cooking instructor, and is about to become a certified yoga instructor. With her co-presenter Susan Busardo, Nancy is also the co-chair of the Ocean County Library's Training Team committee, charged with developing a comprehensive and cohesive training program for the Organization. This team works to arrange and host guest speakers and trainers as well as presenting trainings themselves.

2016 Program Description

"Let's Take it to the Next Level...Together"

- **8:00-9:00 am: Registration**
- **9:00-9:15 am: Welcome**
- **9:15-10:00 am: Keynote Speaker: Gordon Thomas Ward**

Program Description

Morning Sessions: 10:15 am - 12:15 pm

A. "Library Safety and Security: Practical Tips to Improve Workplace Safety without Turning into Fort Knox" ~ Rita Oakes-Ocean County Library. Through anecdotes, discussion, and role play the speaker will share tips for de-escalating difficult encounters enforcing library codes of conduct and managing crisis.

B. "The Civil Service Commission-What a Library Assistant Should Know!" ~ Rita Johnson-Harvey- Division of Agency Services. This is an interactive workshop in which participants will learn how to apply for promotional opportunities; the purpose and function of desk audits; where to locate training opportunities; and where to locate job postings for Civil Service positions within a municipality, county and/or the state.

C. "Lighting the Fire! Finding Motivation and Improving Morale in Your Workplace" ~ Nancy Voitko and Susan Busardo-Ocean County Library. Do you want to be a supervisor or manager? Then Let's Light the Fire! If you ask yourself "How can I make a difference in morale at my branch?" then this workshop will provide the tools to motivate yourself, motivate others and create a positive work environment. We will explore and brainstorm such topics as: what motivates us, how we can deal with and change a negative attitude, as well as offer actual ideas to bring back to your branches.

D. "Making Connections: Programs and Services to Engage Diverse Communities" ~ Jill D'Amico-South Brunswick Public Library. This presentation will show you how to plan and promote library programs and services that resonate with your communities. Local connections and outreach are vital to making your library a welcoming place for all, so learn how to identify the needs of underserved populations, and discover ideas that will provide opportunities for diverse audiences to make connections with the library. Learn information on programming, collections, services and partnerships.

E. "Reference for Library Assistants" ~ Phyllis Meredith-Rowan University. This program will break down the essence of the "reference interview" and help library assistants gain confidence when answering reference questions. We will go over examples of basic "go to" reference tools when working with the library users of all types, including public patrons, academic community users, and those patrons who utilize specialized libraries.

F. "Tech Security for Staff and Patrons" ~ Lisa Alderfer-Cape May County Library. How to work with IT to develop services and best practices that need to be implemented from preventing hacks, viruses, identity theft, and overall network security while maintaining access to information. This applies to staff computers and networks as well as public computers and networks.

G. "Program Planning in Libraries" ~ Carol Nurse-Montclair State University. Discussion on the steps involved in planning programs/events in your library. Topics covered include collaboration with other organizations, site selection, speaker selection, etc. We will discuss how the program planning worked with the "Money Smart Week" program at Montclair State University, Sprague Library.

Lunch: 12:15 pm -1:30 pm

- **NJALA General Meeting: 1:30- 2:00 pm**

Afternoon Sessions: 2:15- 3:45 pm

H. “Understanding and Responding to Mental Health Needs in Library Patrons” ~ Emma Shelby-Mental Health Association. Learn signs and symptoms of common mental health issues and strategies to assist someone who may be experiencing distress. Learn verbal de-escalation skills to address disruptive behaviors.

I. “Patrons & Technology: Adapting to the 21st Century Library” ~ Jeff Trout-Cape May County Library. From databases to e-books, libraries offer so much content on-line. When patrons have trouble with electronic devices they use to access the data, they often turn to us. Is your library equipped with the tools and staff that can assist them? This presentation will cover how to assist patrons on a one-on one basis. What tools and training is available for staff and how we can give our patrons the help they deserve.

J. “Future Trends in Libraries” ~ Joanne Roukens- LibraryLinkNJ. Discover the newest trends, directions, and innovations that are shaping our world; learn how libraries are transforming to meet the ongoing challenge of helping our customers succeed. We are taking our services, spaces, and communities to the next level ... together!

K. “Mentor NJ: Linking Library Staff Statewide” ~ Mi-Sun Lyu-LibraryLink NJ and Irene Langlois- Maplewood Memorial Library. Mentor NJ Project is a unique statewide initiative funded by the State Library and LibraryLinkNJ, and it is dedicated to networking among library staff in NJ and celebrating professionalism everywhere. The Mentor NJ project team will talk about MentorNJ services and their plans for 2016.

L. “Getting Comfortable with Being Uncomfortable: Readers Advisory Outside Your Comfort Zone” ~ Givane Hayes-Ocean County Library. This presentation will answer questions of why it’s important for library staff to read outside of their comfort zone from time to time. Attendees will be provided with an introduction to techniques, read-a-likes, and resources that can easily be utilized to discover and recommend new authors and titles to library customers.

M. “Dewey to Library of Congress: Bridging the Classification Gap for Library Assistants” ~ Heather Kristian-Rowan University Campbell Library. Comparison of Dewey Decimal (DDC) and Library of Congress (LCC) systems, focusing on library assistants working in Dewey-based environment looking to become familiar with LCC. Also useful to those working with high school students to help them transition to a college library setting.

N. “Signs in Your Library” ~ Lisa Alderfer-Cape May County. Making brochures and flyers for your library? Want more practice making library signs using Microsoft Word or Publisher? Bring some content and a flash drive for this hands on class and instruction session.

Throughout the day there will be a chair masseuse in the lobby area. Be sure to sign up for your 5-minute session!

2015-2016 NJALA Conference Planning Committee

Special Thanks to all the directors who encourage the Conference Planning Committee members to participate in the educational experience of creating our annual conference.

The New Jersey Association of Library Assistants would like to thank the following people and their libraries for their support and all the resources put at our disposal. The conference could not have grown to its present size and stature without such support.

Christine Casatelli - Ocean County Library, Co-Chair

Teresa Nash - Ocean County Library, Co-Chair

Executive Council 2016:

Lorraine Jenkins - NJ State Library, **President**

Pamela Kirby - Montclair State University, **Vice President/President Elect**

John Guido - East Orange Public Library, **Second Vice President**

Vince Stewart - Cape May County Library, **Immediate Past President**

Barbara Barbano - Somerset County Library Bridgewater Branch, **Recording Secretary**

Suzanne Ridzy - Somerset County Library Mary Jacobs Branch, **Corresponding Secretary**

Jamie Iannuzzelli - Ocean County Library, **Treasurer**

Sabrina Sermons - East Orange Public Library, **Membership & Registration**

Cathy Lynch - Ocean County Library, **Liaison**

Conference Committee

Lisa Alderfer - Advanced Computer Solutions Group, Web Design

Ginger Cairns - Ocean County Library, Conference Committee

Katherine Givens - Cape May County, News Letter Editor

Heather Kristian - Rowan University, Newsletter/Conference Committee

Ele Paolino - Cape May County, Conference Committee

Connie Reese - Ocean County Library, Conference Committee

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The 2016 annual conference is made possible with their generous support and contributions.

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