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# CURTIS TOWNSHIP LIBRARY

[www.curtistownship.org](http://www.curtistownship.org)

## FRIENDS OF THE LIBRARY NEWSLETTER



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**FREE HOT SPOT!**  
24/7/365

**MARCH  
2015**



### LIBRARY BOARD

James Szymaszek \_\_\_\_\_ President  
Maira Maus \_\_\_\_\_ Vice-President  
Mary Ellen Morrison-Lovelace \_\_\_\_\_ Secretary  
Carol McDougall \_\_\_\_\_ Treasurer  
John Maus \_\_\_\_\_ Trustee  
Joanne Noe \_\_\_\_\_ Trustee

## LIBRARY DIRECTOR WANTED

### Library Director Job Description

#### Overview

Under the direction of the Library Board, the Library Director is responsible for identifying, planning, organizing, executing and evaluating an effective program of library service to the community.

#### Specific Responsibilities

- Ensures that library services are appropriately and effectively provided in accordance with the goals of the Library Board of Trustees
- Develops and maintains the collection through initiating orders and supervising the ordering, cataloguing, classification and maintenance of the library collection
- Ensures that a high quality of community programming is provided, based on assessed needs as opportunities arise, staff and financial resources permitting
- Develops the library's ability to provide excellent quality reference service through staff training, reference collection development and customer training
- Maintains an effective public relations program, represents the library's interests to appropriate community groups, the media, etc.
- Maintains contact and oversees sharing of resources with the community of libraries on a regional and state level
- Ensures proper liaison and support is provided to the Friends of the Library and other volunteers

•Manages the library facility through ensuring effective maintenance, security and use of the building

•Provides support and expertise to the Board in preparing a strategic plans and an annual budget

•Develops and executes plans for automation of library routines and services

•Provides reference enquiry and reader's advisory service

•Acts as ex officio member of the board and serves as a liaison to the staff

•Ensures the effective use of library employees through effective hiring, assignment of duties, discipline and dismissal. Maintains appropriate staff records, conducts regular performance appraisals, and determines training needs

•Plans and executes staffing requirements including selection, orientation, training, development and scheduling

•Applies for and administers grants to supplement and extend the library's services. Ensures accurate and timely reporting.

•Develops policies for approval by the Library Board

•Is the Library's ambassador to the community

#### Required knowledge, ability and skills

•Experience in staff management, budget administration and working in a non-profit, community based environment

Curtis Township Library  
4884 ( F-30 ) Bamfield Road  
Glennie, Michigan 48737  
Maira Maus-Director  
Phone: 989-735-2601  
Fax: 989-735-2601

### Library Winter Hours

Monday \_\_\_\_\_ Closed  
Tuesday \_\_\_\_\_ 11AM-5PM  
Wednesday \_\_\_\_\_ 11AM-5PM  
Thursday \_\_\_\_\_ 1PM-5PM  
Friday \_\_\_\_\_ Closed  
Saturday \_\_\_\_\_ 11AM-3PM  
Sunday \_\_\_\_\_ Closed

Join the  
Friends of the  
Curtis Township  
Library!  
Single - \$ 12.00/yr  
Family - \$ 25.00/yr

**FRIENDS OF THE CTL**  
Emily Kemnitz - President  
Joanne Noe - Vice President  
Nancy James - Secretary  
Elaine Sink - Treasurer

Ann & Tom Burton  
Candice Carter  
Ken & Marilyn DeVita  
Tauna Estep  
Vicki Good  
Bill Heatherwicz  
Linda Howell  
Tom Kauffman  
Margo Landers  
Maira & John Maus  
Pam McDonald  
Judy & Chick Nygren  
Marie Schelley  
Marie Schneider  
Dorothy Smith  
James Szymaszek

# CURTIS TOWNSHIP LIBRARY

FRIENDS OF THE LIBRARY  
NEWSLETTER

www.curtistownship.org



I read recipes the same way  
I read science fiction.  
I get to the end and I think  
"Well, that's not going to happen"

## CALENDAR OF LIBRARY EVENTS IN MARCH

3/4 Curtis Township Library Board Meeting - 6PM

3/11 Book Club - 7PM at Chat-N-Chew

3/25 Book Club - 7PM at Chat-N-Chew

———— Library Winter Hours are in effect until May, 2015 ————

## LIBRARY DIRECTOR cont.

- Maintain excellent public relations skills with the Library patrons, the general public and the media
- Ability to develop and maintain effective working relationships with the board and staff
- Extremely well developed organizational skills.
- Excellent knowledge of and ability with computerized library methods and services
- Ability to communicate effectively both orally and in writing
- Knowledge of budgeting and accounting practices
- Willingness to work outside normal working hours and travel on occasion
- Some evening and weekend regular hours are required

Desirable training and experience  
See the State Aid to Public Libraries Rules for educational requirements

Library director must attend the two required Library of Michigan workshops in Lansing within one year of hire.

## COMPUTER CLASSES

Computer classes at the library have resumed and will continue until the end of May for the 2014-2015 winter season. Whether you have questions about your own computer or are a complete beginner, there are lessons to be learned. There is no hard fast curriculum. We answer your personal needs. Classes are one or two students at a time only so there's plenty of personal attention for your questions. Classes are Mondays and Tuesdays. Drop by for more information.

## CTLBOOK CLUB

It's time again for the  
Curtis Township  
Glennie Book Club  
January thru March 2015  
Second and Fourth  
Wednesday Nights  
At 7PM  
At the  
Chat-n-Chew Restaurant  
In Glennie

## NEW BOOKS

**Crash & Burn**  
by Lisa Gardner

**Death Comes To London**  
by Catherine Lloyd

**Cold Cold Heart**  
by Tami Hopag

**Obsession In Death**  
by J.D. Robb

**Grace Interrupted**  
A Manor House Mystery by Julie Hyzy

**Fall of Giants**  
Book 1 of the Century Trilogy by Ken Follett

**Winter of the World**  
Book 2 of the Century Trilogy by Ken Follett

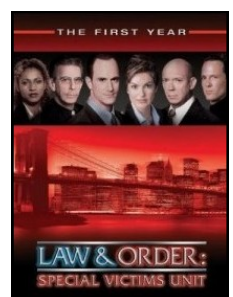
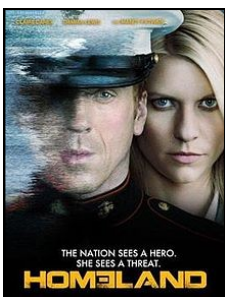
**The Edge of Eternity**  
Book 3 of the Century Trilogy by Ken Follett

**The Tropic of Serpents**  
A Memoir of Lady Trent by Marie Brennan

**A Natural History of Dragons**  
A Memoir of Lady Trent by Marie Brennan

**WE HAVE  
NEW MOVIES TOO!**

## CURTIS TOWNSHIP LIBRARY NOW HAS NEW TV SERIES !!



Curtis Township Library - The World At Your Fingertips