

Access Free Supervisor Skills Reference Guide Maine

Supervisor Skills Reference Guide Maine

This book will help Library Support Staff (LSS) understand, support, and apply the basic

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principles of library supervision and management in their work on the topics of regulations and bylaws hiring, staff performance expectations, leadership and professional learning.

Presents a collection of

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bibliographic essays that describe the history, culture, and impact of the automobile and automobile industry in the United States.

Books in Series, 1985-89

Department of Defense Supply
Management Reference Book

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Child Protective Services
Labor Relations Reference
Manual The Law of Labor
Relations Including Court
Opinions, and Descisions of the
National Labor Relations Board
Labor Relations Reference

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Manual

On (Not) Getting By in America

Born in 1934, Tony Book spent his childhood in India playing barefoot soccer in the streets with the local kids. From there he

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returned as a young man to Bath, where he played for a local miner's side before following his father into the Army. After a short period in service, Book became a bricklayer and played for

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various local sides before joining his home-town team of Bath City. It was there that he first met manager Malcolm Allison—a figure who was to play an influential part in Book's

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later career. In 1964, Book was transferred to league club Plymouth Argyle, where he played for two years before former boss Allison, by then co-manager at Manchester City, convinced

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his partner Joe Mercer to take a chance on the full-back. The risk paid off as Book went on to captain the team throughout their most successful period, during which they won every

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domestic trophy, as well as the European Cup-Winners' Cup.

Vols. 9-17 include decisions of the War Labor Board.

An Introduction for Support Staff

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Financial Analysis

Down East

Essential Circuits Reference
Guide

The Rise and Fall of Maine's
Mighty Paper Industry

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"The latest edition goes beyond ho-hum analysis techniques and provides concrete problem solving. The text is sprinkled with real-world problems (and the analytical tools to solve them) that will be familiar to accounting professionals everywhere. A must-have for anyone looking to improve

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their company's decision making . . . and their own role in it." —George R. MacEachern President, Grosvenor Financial Services "Steve Bragg has presented yet another comprehensive reference tool for the finance professional. Financial Analysis: A Controller's Guide is the perfect

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reference guide for today's controller, presenting not only traditional financial analysis information, but also various types of analyses that will benefit any type of organization. This book is a must-have for any financial professional desiring to make a relevant contribution to his/her

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organization." —Jodi Nefzger, CPP
Director of Finance, Masonic Home of
Missouri Today's proactive controllers
can soar past their mundane
responsibilities and become active
participants in their corporation's
success with the visionary tools found
in Steven Bragg's Financial Analysis:

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A Controller's Guide, Second Edition. Now updated to include analyses of intangible asset measurement and performance improvement as well as evaluation methods to determine which products and services should be eliminated, Financial Analysis: A Controller's Guide, Second Edition

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helps financial managers upgrade their skills so they can answer their organization's call for company operations reviews, investment evaluations, problem reporting, and special investigation requests. Controllers prepared to address this growing need for more innovative

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financial analysis will open doors to a variety of promotions and high-level interactions with other departments. Become a highly valued member of your company's infrastructure with the indispensable tools found in *Financial Analysis: A Controller's Guide, Second Edition*.

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Supervision and Management
An Introduction for Support Staff
Rowman & Littlefield

Master Guide Handbook to Outdoor
Adventure Trips

A Practical Guide for Communicating
Effectively with All People in All
Situations

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Abstracts of Instructional Materials in
Vocational and Technical Education
LTAP Resources Directory
24 Hours, 7 Days : Extraordinary
Images of One American Week
Cumulative 1985-88

***Does your group need help
making good decisions?***

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Whether your organization is large or small, public or private, simple or complex, making good group decisions is critical. Bad meetings and fumbled processes waste time and cost money. With practical tips, timeless

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principles, and pitch-perfect stories in this definitive book, Craig Freshley shares the essentials that groups of all sizes need to make good decisions with lasting benefits. This friendly,

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practical, and authoritative guide from a veteran facilitator is a must-have for groups or individuals who want to work on consensus and collaborative decision-making skills. Non-profit leaders, board

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members, and senior staff--where there's often a high expectation of collaboration--and corporate leaders with an inclusive mindset, will find this hook especially valuable. Topics include: Efficient and

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productive meetings
Attitudes that help and hinder group productivity
Group decision making steps, from idea to decision to action
The role of group culture
How to listen well and speak with purpose

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*Conflict prevention,
management, and resolution
Facilitative leadership When
to apply which type of
decision-making method
Meeting facilitation theory
and techniques Freshley's
message is especially*

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pertinent to today's world. It's through collaboration, not competition, that groups of the future will create, innovate, and thrive. Group collaboration is a skill that can be successfully learned and

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practiced--Freshley shows groups how. A good read from cover to cover. A great reference, fully indexed. A perfect gift for any collaborative leader.

The purpose of this book is to provide practicing and

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aspiring managers and students of management a practical and comprehensive reference source for communicating on the job with all people in all situations. This "how-to" book provides readers with

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the essential knowledge, attitudes, and skills to perform the communicating aspects of their routine and special duties. The information is presented in two volumes and each topic is divided into "Things to

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*Know" and "Things to Do."
Catalog of Copyright
Entries. Third Series
Opportunity Bulletins
Oakes' Ventilator Management
Together We Decide
Expert Advice on Camping,
Canoeing, Hunting, Fishing,*

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*Hiking & Other Adventures in
the Woods*

*Speaking Frankly - Revised
Edition*

For more than 40 years,
Computerworld has been the
leading source of technology

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news and information for IT influencers worldwide.

Computerworld's award-winning Web site

(Computerworld.com), twice-monthly publication, focused conference series and custom

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research form the hub of the world's largest global IT media network.

A guide to research, this volume includes 925 studies of Chaucer written between 1900 and 1984. Each entry is listed

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once, alphabetically, under an appropriate topic heading or under the title of the work it treats most directly. The annotations provide bibliographic information, identify the primary focus of

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the item annotated, and summarize its content. See entry PR1868. These classic circuits were chosen from Markus' Sourcebook of electronic circuits (1968), Electronics circuits manual

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(1971), and Guidebook of electronics circuits (1974). With circuit integration onto chips, many older circuits have become obsolete. This guide is a distillation of those circuits still in use today for which

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parts are still available.

Annotation copyrighted by
Book News, Inc., Portland, OR
Speaking Frankly
U.S.

1975: January-June

Essential Communications

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Skills for Managers, Volume I
Money Management and
Personal Mathematics
Resources in Education

From the Preface: This manual, Child Protective Services: A Guide for Caseworkers, examines the roles and

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responsibilities of child protective services (CPS) workers, who are at the forefront of every community's child protection efforts. The manual describes the basic stages of the CPS process and the steps necessary to accomplish each stage: intake, initial

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assessment or investigation, family assessment, case planning, service provision, evaluation of family progress, and case closure. Best practices and critical issues in casework practice are underscored throughout. The primary audience for this manual

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includes CPS caseworkers, supervisors, and administrators. State and local CPS agency trainers may use the manual for preservice or inservice training of CPS caseworkers, while schools of social work may add it to class reading lists to orient students to

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the field of child protection. In addition, other professionals and concerned community members may consult the manual for a greater understanding of the child protection process. This manual builds on the information presented in A

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Coordinated Response to Child Abuse and Neglect: The Foundation for Practice. Readers are encouraged to begin with that manual as it addresses important information on which CPS practice is based-including definitions of child maltreatment, risk factors,

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consequences, and the Federal and State basis for intervention. Some manuals in the series also may be of interest in understanding the roles of other professional groups in responding to child abuse and neglect, including: Substance abuse treatment providers;

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Domestic violence victim advocates; Educators; Law enforcement personnel. Other manuals address special issues, such as building partnerships and working with the courts on CPS cases.

Filled with pragmatic insights,

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proactive strategies, and best practices, The New CFO Financial Leadership Manual, Second Edition is destined to become your essential desktop companion. This thorough guidebook is essential reading for the CFO requiring an overview of strategies,

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measurement and control systems, financial analysis tools, funding sources, and management improvement tips.

Monthly Catalog of United States

Government Publications

Resources in Vocational Education

Twelve Thousand Years

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Maine Man

A Reference Guide

User's Guide to Social Work Abstracts

*If you've ever been to
Maine, you'll love this
book. If you've never
been to Maine, you'll*

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start scheduling your first visit to Maine before you finish the book. The "Frank" in the title Speaking Frankly, is Frank Connors, a true born Mainer who's lived

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his life, other than serving time in Viet Nam, in Mid-Coast Maine as a reporter, photographer, travel guide, lobster bake chef, town sexton. At

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this point Frank would say, "Know what a town sextion is? Well, ya better look it up because if I tell you, you'll forget it.

Frank's stories are

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*stories of that life.
His words carry a scent
of salt sprayed air, a
fragrance of fresh cut
pine timber, and the
taste sweet taste of
fresh brewed amber maple*

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syrup. His words reflect the expanse of Maine, from its densely pine-forested mountains to the crashing waves of the Atlantic on its granite storm walls. His

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view reflect the hard working, honest people of Maine who for generations have fought the elements to scratch out a living, helping each other whenever

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necessary: People whose word is as solid as any written contract. Most of all, his words give us a remembrance of times past in our own lives...times we know

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*are gone forever...times
we miss...times when
kids could go out the
back door and be gone
all day playing without
their parents worrying
about their*

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safety...times when you remembered at 3AM that you left the car unlocked, and just rolled over and went back to sleep...times when people stopped to

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help a stranger in trouble beside the road...times when every town held Memorial Day and Veterans Day parades to honor their veterans...times that

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still live in Maine. As if the stories are not enough, Frank writes the way he speaks. Four of five pages into Speaking Frankly you'll feel you're not reading,

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you're part of a fire side chat with an old friend remembering old times. And, if you look over the top quickly enough, you just might see Frank's rosy red

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check, his mop of gray hair swept back to the right, his penetrating bright blue eyes looking back at you, saying "How ya doin'?" So buy your copy, start reading,

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then call your travel agent to book your next Maine trip to have Frank sign your copy. He's waiting for you now. ENJOY Oh, one last thing. All the proceeds

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from Speaking Frankly go to the People Plus of Brunswick, which is a non-profit organization dedicated to helping and serving senior citizens and teen youth in the

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greater Brunswick, ME area. People Plus...The Center That Builds Community. As the editor of the People Plus News, the monthly newspaper published by Frank

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Connors and other staff, Connors has written over 130 columns called "Speaking Frankly." 101 of these have been compiled into a wonderful book of local

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stories and anecdotes. The artwork for this book has been generously crafted and donated by Jack Gable. There are two new original acrylic paintings as

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*well as several original
black and white pen and
ink sketches scattered
throughout the book.
These images are
available for purchase
through People Plus.*

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Former Maine Governor (and current Maine Senator), Angus King wrote the foreword, adding his own particular style of charm and setting the

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stage for a lovely ride. A Maine native and a life-long resident of the Bowdoinham-Brunswick area, Frank Connors likes to describe himself as a "pointman"

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*for the baby-boomer
generation. A former
newspaper reporter-
photographer, town
manager, home designer
and truck driver;
Connors still busies*

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himself as a cemetery sexton, local historian, gardener and canoe paddler when he is not managing the membership registration and logistics at People

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Plus. He loves to talk and tell stories, and continues to work on his listening skills.

From the early twentieth century until the 1960s, Maine led the nation in

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paper production. The state could have earned a reputation as the Detroit of paper production, however, the industry eventually slid toward failure. What

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*happened? Shredding
Paper unwraps the
changing US political
economy since 1960,
uncovers how the paper
industry defined and
interacted with labor*

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relations, and peels away the layers of history that encompassed the rise and fall of Maine's mighty paper industry. Michael G. Hillard deconstructs the

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paper industry's unusual technological and economic histories. For a century, the story of the nation's most widely read glossy magazines and card stock was one

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of capitalism, work, accommodation, and struggle. Local paper companies in Maine dominated the political landscape, controlling economic, workplace,

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land use, and water use policies. Hillard examines the many contributing factors surrounding how Maine became a paper powerhouse and then

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shows how it lost that position to changing times and foreign interests. Through a retelling of labor relations and worker experiences from the

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late nineteenth century up until the late 1990s, Hillard highlights how national conglomerates began absorbing family-owned companies over time, which were subject

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to Wall Street demands for greater short-term profits after 1980. This new political economy impacted the economy of the entire state and destroyed Maine's once-

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vaunted paper industry. Shredding Paper truthfully and transparently tells the great and grim story of blue-collar workers and their families and

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analyzes how paper workers formulated a "folk" version of capitalism's history in their industry. Ultimately, Hillard offers a telling example

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*of the demise of big
industry in the United
States.*

*The Tony Book Story
A Controller's Guide
Supervision and
Management*

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*An Essential Guide for
Making Good Group
Decisions*

America 24/7

Nickel and Dimed

The Master Guide Handbook to
Outdoor Adventure Trips is an

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indispensable guide for any outdoors person, but it is especially written for people who have already accumulated a degree of out-of-doors experience and knowledge, and are now faced with the prospect of leading others afield.

Legendary Maine Guide Award winner

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Gil Gilpatrick has been a Master Maine Guide for over 40 years, and has guided commercially for much of that time. In this book readers will gain the benefit of his experience, as well as that of several other respected guides and outdoor professionals who have contributed their

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expertise. This is a book that helps leaders to help others, with field-tested advice for successfully leading any camping, hiking, canoeing or hunting trip. The reader is taken through each step in the planning and conduct of a successful outdoor expedition. Special

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emphasis is placed on preparations to ensure the safety and well being of those people for whom the leader is responsible. Covering a wide range of important topics in one short, easy to understand volume, Gil's useful checklist system provides guidance on what to

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pack and how to pack it, supplemented by his best trail recipes. Special chapters focus on dealing with cold or wet weather, while other chapters provide essential advice on how to prevent injuries or losing people, and what to do if either of those should happen. A

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chapter on navigation includes both compass and GPS technology. Clear writing and a fresh approach makes this book a classic among outdoor guides, and the textbook of choice for professional guides as well as for those who aspire to guide professionally.

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Documents the generations of Native peoples who for twelve millennia have moved through and eventually settled along the rocky coast, rivers, lakes, valleys, and mountains of a region now known as Maine.

Shredding Paper

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A Bedside Reference Guide

The Automobile in American History
and Culture

IPA Projects for Improved State and
Local Management

Computerworld

The Maine Entry

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A collection of digital photographs provides a visual time capsule of American life from May 12-18, 2003, capturing a diversity of people, cultures, and accomplishments across the United States.

If you've ever been to Maine, you'll love this book. If you've never been to

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Maine, you'll start scheduling your first visit to Maine before you finish the book. The "Frank" in the title Speaking Frankly, is Frank Connors, a true born Mainer who's lived his life, other than serving time in Viet Nam, in Mid-Coast Maine as a reporter, photographer, travel guide, lobster bake chef, town

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sexton. At this point Frank would say, "Know what a town sexton is? Well, ya better look it up because if I tell you, you'll forget it. Frank's stories are stories of that life. His words carry a scent of salt sprayed air, a fragrance of fresh cut pine timber, and the taste sweet taste of fresh brewed amber

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maple syrup. His words reflect the expanse of Maine, from its densely pine-forested mountains to the crashing waves of the Atlantic on its granite storm walls. His view reflect the hard working, honest people of Maine who for generations have fought the elements to scratch out a

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living, helping each other whenever necessary: People whose word is as solid as any written contract. Most of all, his words give us a remembrance of times past in our own lives...times we know are gone forever...times we miss...times when kids could go out the back door and be gone all day

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playing without their parents worrying about their safety...times when you remembered at 3AM that you left the car unlocked, and just rolled over and went back to sleep...times when people stopped to help a stranger in trouble beside the road...times when every town held Memorial Day and

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Veterans Day parades to honor their veterans...times that still live in Maine. As if the stories are not enough, Frank writes the way he speaks. Four of five pages into Speaking Frankly you'll feel you're not reading, you're part of a fire side chat with an old friend remembering old times. And, if you

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look over the top quickly enough, you just might see Frank's rosy red check, his mop of gray hair swept back to the right, his penetrating bright blue eyes looking back at you, saying "How ya doin'?" So buy your copy, start reading, then call your travel agent to book your next Maine trip to have

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Frank sign your copy. He's waiting for you now. ENJOY Oh, one last thing. All the proceeds from Speaking Frankly go to the People Plus of Brunswick, which is a non-profit organization dedicated to helping and serving senior citizens and teen youth in the greater Brunswick, ME area.

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People Plus...The Center That Builds Community. As the editor of the People Plus News, the monthly newspaper published by Frank Connors and other staff, Connors has written over 130 columns called "Speaking Frankly". 101 of these have been compiled into a wonderful book

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of local stories and anecdotes. The artwork for this book has been generously crafted and donated by Jack Gable. There are two new original acrylic paintings as well as several original black and white pen and ink sketches scattered throughout the book. These images are available

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for purchase through People Plus. Former Maine Governor (and current Maine Senator), Angus King wrote the foreword, adding his own particular style of charm and setting the stage for a lovely ride. A Maine native and a life-long resident of the Bowdoinham-Brunswick area, Frank Connors likes

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to describe himself as a "pointman" for the baby-boomer generation. A former newspaper reporter-photographer, town manager, home designer and truck driver; Connors still busies himself as a cemetery sexton, local historian, gardener and canoe paddler when he is not managing the

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membership registration and logistics at People Plus. He loves to talk and tell stories, and continues to work on his listening skills.

Downeast Libraries

Federal Aid in Wildlife Restoration

Home Journal

The New CFO Financial Leadership

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Manual

State and Local Highway Training and
Technology Resources

A Guide for Caseworkers

The New York Times bestselling
work of undercover reportage from
our sharpest and most original

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social critic, with a new foreword by Matthew Desmond, author of *Evicted*. Millions of Americans work full time, year round, for poverty-level wages. In 1998, Barbara Ehrenreich decided to join them. She was inspired in part by the

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rhetoric surrounding welfare reform, which promised that a job—any job—can be the ticket to a better life. But how does anyone survive, let alone prosper, on \$6 an hour? To find out, Ehrenreich left her home, took the cheapest lodgings

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she could find, and accepted whatever jobs she was offered. Moving from Florida to Maine to Minnesota, she worked as a waitress, a hotel maid, a cleaning woman, a nursing-home aide, and a Wal-Mart sales clerk. She lived in

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trailer parks and crumbling residential motels. Very quickly, she discovered that no job is truly "unskilled," that even the lowliest occupations require exhausting mental and muscular effort. She also learned that one job is not

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enough; you need at least two if you int to live indoors. Nickel and Dimed reveals low-rent America in all its tenacity, anxiety, and surprising generosity—a land of Big Boxes, fast food, and a thousand desperate stratagems for survival.

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Read it for the smoldering clarity of Ehrenreich's perspective and for a rare view of how "prosperity" looks from the bottom. And now, in a new foreword, Matthew Desmond, author of *Evicted: Poverty and Profit in the American City*, explains

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why, twenty years on in America,
Nickel and Dimed is more relevant
than ever.

Bibliographic Guide to Government
Publications

American Indians in Maine

The Law of Labor Relations

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Including Statutes, Opinions of the
Courts and Decisions of the
National Labor Relations Board