Newsletter for the week of January 10, 2022

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Title: Library Director

Salary/Compensation: $84,400-$104,600 (depending on qualifications); vacation, sick, and holiday time; medical, dental, vision; life insurance; short-term and long-term disability; MERS 401(a) defined contribution plan with employer match; optional MERS deferred compensation; employer provided FSA

Status: Full time, 40 hours per week

Reports to: Saline District Library (SDL) Board of Trustees

Essential Duties and Responsibilities

• Provide adaptable, forward-thinking leadership to the Library Team and Board
• Responsible for managing all aspects of library operations, including budget development and presentation to SDL Board of Trustees
• Develop and implement Library programs, policies, and staffing plans that support the SDL strategic plan to broaden community outreach, creatively use Library spaces to engage the public, and advance diversity, equity, and inclusion initiatives
• Implement the goals and objectives of SDL’s new strategic plan
• Develop programs and services to meet the needs of the community, continuously evaluating program effectiveness and community engagement
• Hire, train, and supervise the work of professional library staff and clerical assistants
• Establish effective working relationships and use appropriate judgment, initiative, and resourcefulness when interacting with employees, Library Board members, professional contacts, other administrators
• Employ effective interpersonal, communication, and leadership skills to engage staff in Library program planning and development and encourage staff professional development
• Establish and maintain effective, positive working relationships with other governmental agencies, civic and community groups, and the general public
• Maintain records and prepare comprehensive reports on Library operations, including programs offered, collection changes, funding options, and other related issues
• Allocate and deploy appropriate resources to maintain a safe, clean and welcoming Library facility
• Work effectively with the Friends of the Saline District Library

Required Qualifications:

• A graduate degree in Library/Information Science from a graduate program accredited by the American Library Association
• A minimum of five (5) years of public library experience post-degree, of which at least four (4) years have been in a supervisory or administrative capacity
• Possession of or the ability to obtain upon hire a Michigan Level I Professional Library Certification
• Comprehensive knowledge of the principles and practices of library science and administration
• Demonstrated ability to administer and manage library services
• Demonstrated record of sound fiscal management and budgetary planning
• Ability to motivate and inspire library staff – emphasizing diversity, team building, and collaboration
• Significant knowledge of current and emerging trends and best practices in public libraries
• Significant knowledge of the application and use of technology in libraries
• Significant knowledge of the basic principles of building maintenance
• Significant knowledge of marketing, fundraising, grants administration, and contract negotiation
• Demonstrated strong verbal and written communication skills

To Apply: Submit a completed Saline District Library employment application, available at Employment Opportunities – Saline District Library (salinelibrary.org), along with a cover letter, resume and three references to directorsearch@salinelibrary.org.

Applications must be received by Friday, January 28, 2022

Additional Information:
Library Director Job Description
SDL Strategic Plan

Saline District Library is an Equal Opportunity Employer
with a commitment to diversity, equity and inclusion.

About the Saline District Library:
The Saline District Library is a Class 5 district library, serving approximately 26,000 residents of the Saline Area Schools District, comprised of the City of Saline, Saline Township, and portions of Bridgewater, Freedom, Lodi, Pittsfield, and York Townships. The Library is governed by a seven-member board, with four trustees appointed by the City of Saline and three appointed by Saline Area Schools.

The Library is well funded, with a millage in perpetuity and another supplemental millage that expires in 2026. The annual operating budget is just under $2.5 million. There are 10 full-time staff members and 32 part-time staff members.

A 33,000 square foot building set on 14 wooded acres in the heart of Saline, SDL received one of the community’s first SalineBeGreen awards from the Saline Environmental Commission in 2016. This award was in recognition of a variety of environmental efforts, including installing a solar array, maintaining a rain garden, and hosting educational events on environmentally conscious topics.

The Library has an active Friends group, which runs the Corner Book Shop. The Saline district is an active community with a thriving downtown area and excellent schools.
JOB POSTING
YPISILANTI DISTRICT LIBRARY
Part-Time Para-Professional -- YDL-Whittaker Youth Department/TALK Project

DATE: January 4, 2022
POSITION: YDL - Youth Department/TALK Project Para-Professional (.5 FTE, 20 hours per week)

ABOUT OUR EARLY LITERACY PROJECT
Singing, reading, talking, and playing with young children every day from birth has a proven impact on brain development and school readiness. To empower parents and caregivers, the Ypsilanti District Library (YDL) worked in partnership with other libraries and organizations in Washtenaw County to develop TALK: Text and Learn for Kindergarten, a service that sends families with children ages five and under easy, age-appropriate activities via text message they can use in everyday routines such as grocery shopping to build their children’s early learning skills.

After successfully piloting the service in Washtenaw County, YDL received an Institute of Museum and Library Services National Leadership Grant to expand the service statewide and into Indiana. We are working in partnership with the Library of Michigan, Midwest Collaborative for Library Services, and High Scope to promote the service to public libraries and to share toolkits and best practices with libraries to help them use TALK effectively in their communities to improve school readiness.

ABOUT THE YDL-WHITTAKER YOUTH DEPARTMENT
Our department is a small team of 6 who strive to engage youth and their families at the library and beyond, by inspiring a love of learning and providing easy access to information and diverse ideas through our collections, technology, programs, and community connections.

ABOUT THE POSITION
The ideal candidate for this job will be passionate about serving the community and empowering parents with tools to help their children succeed academically. Para-professional duties will be assigned by the YDL-Whittaker Youth Department Manager and include providing support for the TALK project and working in the Youth Department to provide reference and program support to library users and staff. Duties will include, but are not limited to:

• Delivering TALK presentations and training sessions to promote the opportunity to use TALK to libraries and to offer support to help them successfully launch the program.
• Communicating with other Michigan libraries requesting assistance with TALK resources, local partners about promotional materials, and TALK users experiencing technical difficulties.
• Promoting TALK in YDL’s service district through outreach and social media.
• Creating monthly newsletters and reports to update staff and community partners about the progress of the project.
• Attending partner meetings to help develop and implement plans to ensure project success.
• Helping kids and parents find books and information in the Youth Department.
• Assisting families in the use of computers, iPads, and other library technology.
• Supporting Youth Department staff in the preparation of library events and with collection development.

QUALIFICATIONS

• Associate’s Degree or equivalent. Formal training in a child-related field or experience working with youth desired.
• Excellent oral and written communication skills and interpersonal skills.
Proficiency with technology, including WordPress, Microsoft Office, and social media tools.
Attention to detail and ability to proofread.
Demonstrated ability to work with families and youth from diverse populations.
Strong commitment to providing quality customer service.
Ability to function in a professional manner, work independently, and use good judgment.
Flexible and dependable.
Enthusiastic, positive team player.
Strong desire to engage children birth-18, their parents, caregivers and teachers.
Ability to organize, prioritize, and coordinate multiple tasks.
Knowledge of Spanish is useful but not required.

HOURS
Part-time, 20 hours per week (including regularly scheduled evenings and weekends).

SALARY/BENEFITS
Hourly wage starting at $15.23. Pro-rated paid time off and holidays. This position is a temporary, grant-funded position without benefits. The grant and position run through August 31, 2023.

TO APPLY
Send resume, cover letter, & application form (available at www.ypsilibrary.org) by January 18, 2022 to:

Human Resources or lisa@ypsilibrary.org
Ypsilanti District Library
5577 Whittaker Road
Ypsilanti, Michigan 48197

The Ypsilanti District Library is committed to creating and sustaining a diverse workforce, and we are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, gender, gender identity or expression, sexual orientation, national origin, or age. YDL has an internal workgroup dedicated to equity, diversity, and inclusion, and applicants are encouraged to have experience and/or interest in these issues and how they support a more equitable future for all.
The Novi Public Library's motto is Inform. Inspire. Include.

Are you our next great Youth Librarian? Here is your opportunity to work at a great library with a fun staff. Join our team and work collaboratively to provide STEAM programs for children and families both in the library and through outreach. Support the Library’s goals of providing quality programs for Kindergarten through Teens.

**JOB TITLE:** Librarian - Youth  
**REPORTS TO:** Head of Information Services

**PRIMARY DUTIES & RESPONSIBILITIES:**
1. Provides readers’ advisory and reference services and provides computer assistance using a variety of collections, materials and formats.
2. Participates in collection development and maintenance, keeping within monetary and physical space constraints.
3. Promotes programming services appropriate to the needs of the community.
4. Trains and assists guests with day-to-day computer questions and learning new technology and software.
5. Engage in outreach opportunities within the community.

**OTHER DUTIES & RESPONSIBILITIES:**
1. Plan and present programs with an emphasis on Science, Technology, Engineering, Art, and Math.
2. Adapts and responds to multiple priorities, interruptions and demands, and resolves problem situations in a positive manner.
3. Seeks professional continuing education, both organized and casual, with an air toward keeping services current and appropriate; member of professional development; member of internal and external committees.
4. Communicates effectively with guests, co-workers, and professional colleagues.
5. Enforces library policies relevant to public use; responds to emergencies and provides support, as needed; acts quickly, exercising good judgment.
6. Mentors and trains MLS Librarian Intern; trains and oversees department volunteers; scheduling of department staff.
7. Works positively and collaboratively across departments to accomplish department goals.
8. Performs other duties as assigned.

**JOB QUALIFICATIONS:**
1. MLS from an ALA accredited school.
2. Knowledge of adult and youth literature.
3. Dedicated to public service.
4. Dedicated to providing positive customer service.
5. Enthusiastic, positive, friendly, self-motivated, creative and approachable.
6. Strong obligation to confidentiality.
7. Strong organizational skills and attention to detail.
8. Proficient in MS Office, Internet browsers, and other computer related technology.
9. Excellent verbal, written, and interpersonal communication skills.
10. Values diversity in the workplace and in the community.
11. Ability to speak multiple languages helpful.
12. May require a valid Michigan driver’s license based on assignment.

**WORKING ENVIRONMENT:**
1. Physical mobility, vision, hearing, and manual dexterity essential.
2. Maintain physical condition necessary for sitting, standing, bending, and /or walking for extended periods of time; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; push or pull with wheeled cart up to 500 pounds; operating assigned equipment; picking up litter; spreading ice melt.
3. Evening, weekend, and some holiday hours are required.

**Salary:** $21.90 per hour

**Hours:** 24 hours,
Mondays: 12:30-9
Wednesdays: 9:30-6
Friday/every third Saturday rotation: C-Team, 9:30-6

**Benefits:** Time benefits (vacation, holiday, personal business and sick) based on a part-time employee formula.

**Application:**
- Resume, cover letter and application required.
- Available at: [https://novilibrary.org/about-us/employment-volunteering](https://novilibrary.org/about-us/employment-volunteering)
- Send to: Nicole Williams, Human Resources Specialist
  Novi Public Library
  45255 W. Ten Mile Road
  Novi, Michigan 48375
  E-mail: nwilliams@novilibrary.org
- Deadline: Until filled
Wayne Public Library

Employment Opportunity

Position: Circulation Clerk

Hours: approximately 21-27 hours per week, including some evenings and weekends

Location: Wayne Public Library, 3737 S. Wayne Rd., Wayne, MI 48184

Responsibilities:
- Check materials in and out to patrons
- Handle fines, payments, and receipts
- Process returned materials, holds, and other materials from the TLN delivery
- Follow procedures for dealing with missing and damaged books
- Search and maintain patron records, ensuring accuracy and privacy
- Issue library cards
- Welcome patrons and provide directions
- Answer the main phone and direct calls as needed
- Sort library materials and help shelve as needed
- Open and close library building
- Assist with special projects
- Other duties as assigned

Requirements:
- High school diploma
- Experience working in a customer service role
- Experience working with computers
- Strong organizational skills and attention to detail
- Strong interpersonal, communication, and technology skills
- Enthusiasm and commitment to excellent public service
- Ability to lift and/or carry objects weighing up to 20 pounds

Wage: $12 - $15/hr

To apply: Email a resume, application, and three professional references to: jobs@cityofwayne.com. Alternatively, you may submit paper copies to:
    City of Wayne Personnel Department
    3355 S. Wayne Rd.
    Wayne, MI 48184

Applications are available at http://www.ci.wayne.mi.us/pdfs/employapp.pdf

Applications received by January 26, 2022 will receive first consideration.

The City of Wayne is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.
Wayne Public Library

Employment Opportunity

Position: Substitute Librarian

Hours: On call (no set schedule)

Location: Wayne Public Library, 3737 S. Wayne Rd., Wayne, MI 48184

Responsibilities:
- Provide reference and readers’ advisory service for adults, teens, and children
- Assist patrons with computers and other technology
- Assist with the general operation of the library, including helping to open and close the building
- Assist with special projects
- Other duties as assigned

Requirements:
- Master’s degree in Library Science from an ALA-accredited program, or significant progress in an MLS program
- Available for a flexible and varying work schedule
- Enthusiasm and commitment to excellent public service
- Strong interpersonal, communication, and technology skills
- Strong organizational skills and attention to detail
- Ability to work independently
- Ability to lift and/or carry objects weighing up to 20 pounds

Wage: $18 - $22/hr

To apply: Email a cover letter, resume, application, and three professional references to: jobs@cityofwayne.com. Alternatively, you may submit paper copies to:
City of Wayne Personnel Department
3355 S. Wayne Rd.
Wayne, MI 48184
Applications are available at http://www.ci.wayne.mi.us/pdfs/employapp.pdf

The City of Wayne is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.
Responsible for shelving items, keeping shelves in order and other duties as assigned.

$10.00 per hour to start

10 authorized hours per week afternoons and evenings, weekends
This is a year-round position.

Work at Hartland's Cromaine Library

Completed application, including cover letter, and resume to be submitted by January 21st, 2022

See position description for more details of requirements.
REPORTS TO: Assistant Circulation Manager

JOB SUMMARY: To assist in the efficient operation of the Library so that it can play its effective role in the community.

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

DUTIES AND RESPONSIBILITIES

Essential Job Functions

- Sort, shelve, and file books, periodicals, CDs, DVDs, and other library materials.
- Read shelves to assure order of materials on shelves.
- Assist in keeping library property, shelves, and items clean and in working order.
- Provide assistance to library visitors when asked for directional help or to direct inquiries to appropriate staff.
- Assist with check-in and -out of library materials in accordance with established procedures.
- Keep up-to-date on library policies, practices and guidelines for the best community service.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position.

Education, certification and training

- Completion of at least 8th grade.
- Attained age 14—this is due to the limitations placed by law on work by minors. (NOTE: There are also limitations on the number and timing of hours which may be worked by minors.)

Skills and abilities

- Ability to arrange items in alphabetical and numerical order.
- Knowledge of Dewey Decimal Classification system preferred.
- Knowledge of arithmetic including decimals.
- Knowledge of basic computer skills, especially a familiarity with Windows operating system.
Ability to follow oral and written directions.
Ability to work effectively with the public and other employees.

**Physical abilities**
Able to safely lift and carry 25 lbs.
Able to push a cart weighing up to 100 pounds on level floor.
Able to stand and walk for up to four hours at a time.
Able to reach, bend, grasp, push, and pull.
Able to move throughout the library.
Able to discern audible tones and visually scan materials.

**Other**
Flexibility in scheduling to meet the library’s needs.

_The qualifications listed above are intended to represent the minimum skill and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as an expression of absolute employment or promotional standards but as general guidelines and should be considered along with other job related selection or promotional criteria._

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**
While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit, stand, walk; reach with hands and arms; use hands to finger, handle, or feel; and stoop, kneel, or crouch. The employee regularly must lift and/or move moderately heavy objects. Specific vision requirements of the job include near vision, distance vision, color vision, and peripheral vision.

_The physical demands and work environment characteristics described above are representative of those an employee encounters while performing the essential function of the job._

Adopted 8/98; rev. 12/01, 10/02, 2/09, 3/09, 5/10, 7/11; 8/13; 7/15; 4/19, 1/22
I. Call to Order
Chair McCann called the meeting to order at 1:01 pm.

Members Present: Andrea Dickson (WIXM), Anne Hage (HTWD), Alyson Lobert (COMM), Paul McCann (DEXT), Carrie Ralston (WALL), Ed Rutkowski (BRIT), Hilary Savage (BELL) (arrived at 1:19 p.m.), Martin Smith (REDF).
Members Absent: Toni LaPorte (LVCC)

Others Present:
Guests: John Inman, Angie Michelini, Celia Morse, Anne Neville, Rita VanBrandeghen

II. Approval of Agenda
Motion to approve the agenda was made by Rutkowski, and seconded by Lobert. The motion passed unanimously (Yeas: 7; Nays: 0; Absent: 2).

III. The committee congratulated Anne Hage on her impending retirement and thanked her for her eight years of service to the Committee.

IV. Approval of Previous Meeting Minutes
McCann called for any changes to the previous meeting minutes. The motion to approve the minutes as amended was made by Lobert and seconded by Smith. The motion passed unanimously (Yeas: 7; Nays: 0; Absent: 2).

V. Reports
A. Budget
Neville presented the budget expenditures report through September. TLN is completing fiscal year end adjustments. The budget is by section and the overall budget is underbudget. The printing line item was over budget due to a large batch of mailer sent at the end of the fiscal year. McCann asked if next year’s budget is similar to the previous fiscal year. Neville stated it is pretty similar with no major changes.

B. TLN Board Meeting
The TLN Board met at Novi Public Library on October 28 and there was no November meeting. The Board appointed Ebony Duff as the Class IV representative. Michelle Cantor, who is providing diversity training for TLN, also attended. The Board re-nominated officers, discussed the cafeteria plan and approved the attendance bonus policy.

C. CARL Update
Neville reported that TLN is waiting to do a CARL update until the next release rather than doing two updates close together. As soon as CARL provides the next release, TLN
will install it on the test server. TLN staff hope to do the next update in early 2022. After
the TLCU Conference, TLN staff is reviewing our priority improvements to give to CARL.
One priority is preventing one library from editing another library’s serials records. TLN
staff are still deciding our additional two priorities. Morse reported that CARL expects to
start the self-check connect project in December for the libraries that signed up.

D. Technology Services Update
Michelini reported she is working on the Envisionware renewals. Michelini and
Rosekrans are also working to resolve AT&T billing issues for circuits. McCann inquired
about any upcoming projects and Michelini stated they are looking to replace internal
TLN servers.

VI. Unfinished Business
A. TLC/ CARL Development
Neville stated CARL staff have been focused on launching their new Frederick County
site. It is expected that CARL activities will return to normal now that they are live.

B. FRBR
Morse reported that the next release will allow TLN to turn series information on or off
in the online catalog. Morse was concerned nonfiction series would confuse patrons as
they cannot click on the series to view additional titles. Andrea Polsgrove is conducting a
large database cleanup project of trusted records that are incorrectly connected.
Libraries should open help desk ticket to report items that should not be linked
together.

C. Go Lost Question from jude halloran
McCann spoke to new Highland Director Brenda Dunseth regarding their Go Lost
concern. Dunseth was satisfied that a solution would be available in the next CARL
release to block patrons based on the number of days an item is overdue. Neville stated
that this option would be turned on or off based on patron type. Blocking all patron
types institution wide would negatively affect patron types like MeLCat and Technical
Services. If the feature is turned on, it is turned on for all libraries that use that patron
type. Blocking follows the item library so all libraries would be effected through holds.
Once the new release is out it can be discussed by SASUG.

D. Database Security
Neville reported there are not any new updates and that the project is continuing.

VII. New Business
A. ‘Juvenile’ identifier language change
An email was sent to the Youth Services listserv regarding moving away from the
juvenile location term based on negative connotations. Neville can add a youth and/or
kids location and can make global changes for any library that requests the change.
McCann stated he would like to see CARL development to limit location options by
library to make linking materials easier. Rutkowski asked if all locations are in use. The
committee discussed the current number of locations, linking consistency, and
encouraging libraries to look at what locations they use. It was suggested it may be
better to see if SASUG is interested in changing juvenile to youth with the current sub locations to avoid adding more locations. Rutkowski will add to the SASUG agenda.

B. Group 1 representative election
   The committee will need an election to fill Hage’s seat after the January meeting. McCann will reach out to Group 1 spending libraries for candidates and Rutkowski will announce the opening at SASUG.

VIII. Future Planning
   A. Current COVID Situations Overview
       Dexter seeing patrons turn more to virtual events again. No one has changed services at this time.

IX. Other Items from Committee Members
   Morse said that TLN staff are regularly encountering SAS libraries who reach out to third party vendors without contacting TLN to verify if the product works on CARL and the shared patron database. CARL cannot separate patron databases and TLN needs API improvements from CARL to support some vendors and products. Morse asked for suggestions on encouraging libraries to involve TLN from the start. Suggestions included adding information to the SASUG page on the TLN website, adding it to the SASUG agenda, sending a reminder to the shared system directors listserv, and asking Steve Bowers to include it in a monthly director’s meeting. Smith asked what kind of vendors and services libraries are wanting right now.

X. Adjourn
   Motion to adjourn the meeting made by Lobert, seconded by Rutkowski. The motion passed unanimously (Yeas: 8, Nays: 0, Absent: 1).

   The meeting adjourned at 2:07 pm.
The Southgate Veterans Memorial Library has an opening for a Children’s & Youth Services Librarian. This is a full time (40 hour/week) position, with evening and Saturday availability required. Compensation $31,600 - $41,900, based on experience and qualifications, with medical, dental, and optical insurance, paid vacation and sick time, as well as matching contributions to retirement savings.

The Children's & Youth Services librarian applies professional library principles and broad knowledge in a community public library setting. Work is performed under the general supervision of the Library Director or other designated professional staff, with some latitude for judgment. They are also responsible for supervising the operations of the library in the absence of the Director, or other senior librarian. Applications will be accepted until the position is filled.

Principal Duties and Responsibilities:

- Performs collection development activities, following the dictates of the Collection Development Policy, through the selection of materials in a variety of formats.
- Responsibility for Youth/Young Adult program development, including story times and Summer Reading activities.
- Provides information on library materials, facilities, rules, and services to library patrons, in person or electronically.
- Assist library users in the areas of reader's advisory, reference, internet use or other electronic resources.
- May supervise paraprofessional employees such as student assistants or clerks.
- Serves as library liaison to the local school district.
- Performs other related duties as assigned.

Desired Knowledge, Skills, and Abilities:

- Knowledge of professional library principles, methods, materials, and practices.
- Ability to organize assignments and work independently.
- Knowledge of reader interest levels, and of books and authors.
- Knowledge of library reference materials, aids, and procedures.
- Ability to establish and maintain effective working relationships with other employees.
- Ability to communicate effectively with staff and public.
- Ability to understand and perform routine library procedures.
- Ability to work with tact, courtesy and a friendly attitude.
- Ability to maintain a regular work schedule, including some nights and Saturdays.
- Ability to follow detailed written and oral instructions.
- Basic knowledge of computer hardware and software as they relate to library applications (i.e., the Internet, e-mail, search engines, and word processing).

Physical Demands

- Frequent standing and walking; occasional balancing, bending, twisting, and stooping.
- Handling, processing, picking up and shelving materials, including kneeling to reach bottom floor-level shelf and reaching overhead to shelve books weighing several pounds.
- Sitting and computer keyboarding.
- Speaking and hearing; ability to use the telephone.
• Lifting and carrying up to 20 pounds.
• Pushing and pulling objects up to 60-80 pounds on a wheeled cart.

Mental Requirements

• Ability to comprehend and follow oral and written directions.
• Ability to effectively communicate questions, ideas and information.
• Time management skills sufficient to set priorities in order to meet assignment deadlines.
• Ability to recognize confidential data and keep it confidential.

Equipment Used

• Computer, printer, barcode scanner, copy machine, fax, telephone.

Work Environment

• Intermittent interruptions can be frequent. However, work is mostly performed in a relatively quiet library environment.

Desired Education and Experience:

• Masters of Information & Library Science degree preferred; Bachelor’s degree required.
• Work experience in a public library setting is preferred.

Applications are available at

https://www.southgatemi.org/residents/employment.php

Please send the completed application, along with cover letter and resume, to

Southgate Veterans Memorial Library
14680 Dix-Toledo Rd.
Southgate, MI 48195
ATTN: Director
Position: Support Services Supervisor (Customer Service), Permanent Part-Time

Reports To: Head of Support Services

Primary Duties & Responsibilities:

1. Assists Head of Support Services in supervising the department and staff and in developing policies, procedures and department goals; assists with hiring, training, and supervising Clerks and Shelvers, including staff evaluations, scheduling, and timecards. Schedules and maintains appropriate staffing levels within the Support Services Department.
2. Performs all duties assigned in the ILS Module accurately and efficiently; problem solves guest and catalog issues.
3. Performs workroom duties and other tasks as assigned, including sorting and loading carts for shelving; shelving of materials; shelf reading; processing holds, returns, and other materials from delivery; troubleshooting and maintenance operations of the AST System; answering main phone, directing calls, and making public address announcements as needed; and registering cash, check, and credit card transactions.
4. Adapts and responds to multiple priorities, interruptions, and demands; retains knowledge and stays up-to-date on current Library policies and procedures; communicates effectively with guests, co-workers, and professional colleagues.
5. Responsible for the overall maintenance and orderliness of the Library’s collections, display areas, and department areas. Supervises the opening and closing procedures for the Support Services Department.

Other Duties & Responsibilities:

1. Enforces library policies relevant to public use; responds to emergencies and provides support, as needed; acts quickly, exercising good judgment.
2. Seeks professional continuing education, both organized and casual, with an air toward keeping services current and appropriate for the guests.
3. Works positively and collaboratively across departments to accomplish department goals.
4. Assists in accomplishing the Library’s and the Support Service Department’s goals.
5. Performs other duties as assigned.

Customer Service:

1. Assists, as assigned, with scheduling for the department; and with general front line department supervision.
2. Assists, as assigned, with department volunteers; with compilation of the Support Services Department’s monthly statistics for entry into the Board Packet; and with guest account database maintenance.
3. Assists, as assigned, with ordering and maintenance of circulation supplies inventory; with printing and maintenance of circulation public documentation supplies; and with the supervision of the automation technology software configuration and maintenance.
Job Requirements:
1. High school diploma or equivalent required; Bachelor’s Degree preferred.
2. Supervisory experience required.
3. Prior library experience preferred.
4. Knowledge of alphabetical, numerical and decimal systems of arrangement.
5. Proficient in MS Office, Internet browsers, and other computer related technology.
7. Dedicated to providing positive customer service.
8. Dedicated to public service.
9. Strong obligation to confidentiality.
10. Strong organizational skills and attention to detail.
11. Excellent verbal, written, and interpersonal communications skills.
12. Values diversity in the workplace and in the community.
13. Ability to speak multiple languages helpful.
14. May require a valid Michigan driver’s license based on assignment.

Working Environment:
1. Physical mobility, vision, hearing, and manual dexterity essential.
2. Maintain physical condition necessary for sitting, standing, bending, and /or walking for extended periods of time; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; push or pull with wheeled cart up to 500 pounds; operating assigned equipment; picking up litter; spreading ice melt.
3. Evening, weekend, and some holiday hours are required.

Hours: 25 hours per week
- Sunday, 11 a.m. – 6 p.m.
- Tuesday, 3 p.m. – 9 p.m.
- Wednesday, 3 p.m. – 9 p.m.
- Friday, 12 p.m. – 6 p.m.

Salary: $14.31 per hour

Benefits: Time benefits (vacation, personal business, and sick) based on a part-time employee formula.

Application:
- Only complete application packets (which include a current Novi Public Library application, resume, and cover letter) will be considered. Incomplete application packets will not be reviewed.
- NPL applications available at https://novilibraryapplicantpro.com/jobs/
- Employment offer dependent on results of a physical, background check, and in-person job skills testing.
- Send to: Nicole Williams, HR Specialist
  Novi Public Library
  45255 W. Ten Mile Rd.
  Novi, MI 48375
  nwilliams@novilibrary.org

Deadline: Open Until Filled
Position: Support Services Shelver, Permanent Part-Time
Reports To: Support Services Supervisor

Primary Duties & Responsibilities:
1. Sorts and loads carts for shelving; shelves and shifts materials in the public areas; shelf reads; reports problems with shelf organization to the Support Services Supervisor.
2. Assists with opening and closing procedures for the Support Services Department.
3. Assists with the overall maintenance and orderliness of the Library’s collections, display areas, and department areas.
4. Assists other Support Services staff with operations of the ILS module and the AST system.
5. Directs guests to Reference staff for assistance.

Other Duties & Responsibilities:
1. Assists Librarians with special projects with the approval of the Support Services Supervisor.
2. Adapts and responds to multiple priorities, interruptions, and demands and resolves problem situations in a positive manner.
3. Assists in accomplishing the Library’s and the Support Service Department’s goals.
4. Enforces library policies relevant to public use; responds to emergencies and provides support, as needed; acts quickly, exercising good judgment.
5. Works positively and collaboratively across departments to accomplish department goals.
6. Performs other duties as assigned.

Job Requirements:
1. High school diploma or equivalent required.
2. Knowledge of alphabetical, numerical and decimal systems of arrangement.
3. Proficient in MS Office, Internet browsers, and other computer related technology.
4. Enthusiastic, positive, friendly, self-motivated, creative and approachable.
5. Dedicated to providing positive customer service.
6. Dedicated to public service.
7. Strong obligation to confidentiality.
8. Strong organizational skills and attention to detail.
9. Excellent verbal, written, and interpersonal communications skills.
10. Values diversity in the workplace and in the community.
11. Ability to speak multiple languages helpful.
12. May require a valid Michigan driver’s license based on assignment.

Working Environment:
1. Physical mobility, vision, hearing, and manual dexterity essential.
2. Maintain physical condition necessary for sitting, standing, bending, and /or walking for extended periods of time; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; push or pull with wheeled cart up to 500 pounds; operating assigned equipment; picking up litter; spreading ice melt.
3. Evening, weekend, and some holiday hours are required.
Hours:  
- 12 hours per week:  
  - Monday, 9 a.m. – 1 p.m.  
  - Tuesday, 9 a.m. – 1 p.m.  
  - Wednesday, 9 a.m. – 1 p.m.

Salary: $9.87 per hour

Benefits: None

Application:  
- Resume and application required. Cover letter optional but appreciated.  
- NPL applications available at [https://novilibrary.applicantpro.com/jobs/](https://novilibrary.applicantpro.com/jobs/)  
- Employment offer dependent on results of a physical, background check, and in-person job skills testing.  
- Send to: Nicole Williams, HR Specialist  
  Novi Public Library  
  45255 Ten Mile Rd.  
  Novi, MI 48375  
  nwil@novilibrary.org

Deadline: Open Until Filled
Position: Support Services Clerk (Technical Services), Permanent Part-Time
Reports To: Support Services Supervisor

Primary Duties & Responsibilities:
1. Performs all duties assigned in the ILS Module accurately and efficiently; problem solves guest and catalog issues.
2. Performs workroom duties and other tasks as assigned, including sorting and loading carts for shelving; shelving of materials; shelf reading; processing holds, returns, and other materials from delivery; troubleshooting and maintenance operations of the AST System; answering main phone, directing calls, and making public address announcements as needed; and registering cash, check, and credit card transactions.
3. Adapts and responds to multiple priorities, interruptions, and demands; retains knowledge and stays up-to-date on current Library policies and procedures; communicates effectively with guests, co-workers, and professional colleagues.
4. Assists with opening and closing procedures for the Support Services Department.
5. Assists with the overall maintenance and orderliness of the Library’s collections, display areas, and department areas.

Other Duties & Responsibilities:
1. Assists in accomplishing the Library’s and the Support Service Department’s goals.
2. Seeks professional continuing education, both organized and casual, with an air toward keeping services current and appropriate for the guests.
3. Enforces library policies relevant to public use; responds to emergencies and provides support, as needed; acts quickly, exercising good judgment.
4. Works positively and collaboratively across departments to accomplish department goals.
5. Performs other duties as assigned.

Technical Services:
1. Assists, as assigned, to perform Technical Services duties. Performs acquisitions duties, cataloging, MARC record maintenance, materials processing and maintenance, and processing of ILL and MeLCat materials.

Job Requirements:
1. High school diploma or equivalent required; Bachelor’s Degree preferred.
2. One year of library experience preferred.
3. Knowledge of alphabetical, numerical, and decimal systems of arrangement.
4. Proficient in MS Office, Internet browsers, and other computer related technology.
5. Enthusiastic, positive, friendly, self-motivated, creative and approachable.
6. Dedicated to providing positive customer service.
7. Dedicated to public service.
8. Strong obligation to confidentiality.
9. Strong organizational skills and attention to detail.
10. Excellent verbal, written, and interpersonal communications skills.
11. Values diversity in the workplace and in the community.
12. Ability to speak multiple languages helpful.
13. May require a valid Michigan driver’s license based on assignment.
Working Environment:
1. Physical mobility, vision, hearing, and manual dexterity essential.
2. Maintain physical condition necessary for sitting, standing, bending, and/or walking for extended periods of time; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; push or pull with wheeled cart up to 500 pounds; operating assigned equipment; picking up litter; spreading ice melt.
3. Evening, weekend, and some holiday hours are required.

Hours: 27 hours per week
- Monday, 8:30 a.m. – 3:30 p.m.
- Wednesday, 8:30 a.m. – 3:30 p.m.
- Thursday, 8:30 a.m. – 3:30 p.m.
- Friday, 9:30 a.m. – 3:30 p.m.

Salary: $11.56 per hour

Benefits: Time benefits (vacation, personal business, and sick) based on a part-time employee formula.

Application:
- Only complete application packets (which include a current Novi Public Library application, resume, and cover letter) will be considered. Incomplete application packets will not be reviewed.
- NPL applications available at https://novilibraryapplicantpro.com/jobs/
- Employment offer dependent on results of a physical, background check, and in-person job skills testing.
- Send to:

  Nicole Williams, HR Specialist
  Novi Public Library
  45255 W. Ten Mile Rd.
  Novi, MI 48375
  nwilliams@novilibrary.org

Deadline: Open Until Filled
POSITION: Information Technology Technician

GENERAL PURPOSE:
Provides support to the Head of I.T. and organization by installing, configuring, and maintaining the computers, servers, network, and various applications.

QUALIFICATIONS:
• Proficiency with Windows based operating systems and applications.
• Knowledge of TCP/IP, DHCP, DNS, VLANs, NATs, and other networking best practices and protocols.
• Familiarity with Active Directory, Group Policy, and security groups.
• Understanding of server stability, log tracking, and general server maintenance.
• Familiarity with computer imaging.
• Knowledge of virtualization and VM infrastructure using Hyper-V.
• Dependable and flexible when scheduling hours and responding to problems.
• Ability to critically evaluate problems, and prioritize duties and tasks.
• Ability to communicate effectively and follow oral and written instructions.
• Ability to work effectively alone as well as with others.
• Physical ability and stamina to perform typical duties.

DUTIES AND RESPONSIBILITIES:
• Helps patrons and library staff with computer hardware/software needs
• Maintains and installs new equipment
• Manages network controlled print services
• Configures network infrastructure
• Manages Windows server infrastructure
• Creates and maintains Group Policies and Security Policies
• Controls and creates Active Directory organizational units and objects
• Learns and discovers latest technologies and trends
• Other duties as assigned by supervisor

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not as an exhaustive list of all job duties performed by personnel so classified. Job duties are subject to change without notice.
REPORTS TO: Reports to Head of IT

ANNUAL SALARY: $40,000

BENEFITS:
• Group Health Insurance including dental and vision (begins 1st day of month following hire): 80% paid for employee and their dependents under age 19.
• FSA: employee funded
• 457 Deferred Compensation: 6.5% of gross wages
• PTO: after 90 days – 11 days available
• Paid holidays

WORK ENVIRONMENT:
Work is performed primarily in the Library’s public area and the Server Room. Tools necessary to carry out job duties will be provided.

TERMS OF EMPLOYMENT:
Full-time employment. This position requires a flexible work schedule, based on 40 hours per week. Salary, benefits and termination of employment in accordance with Board policy. The Salem- South Lyon District Library is an “at will” employer.

Please complete our application, and submit a resume and cover letter by Friday, February 4, 2022 to be considered for an interview. Email your application materials to Luke Ervin, Head of Information Technology at lervin@sslidl.info. Thank you.
Date: January 7, 2022  Closing Date: Open until filled
Reports to: Head of Technology  Position Available: Immediately

Summary:
Responsible for routine maintenance and cleaning of the library building’s halls, public areas, staff work areas, restrooms, storage areas, and offices in a clean, orderly, safe and sanitary manner. Performs year round upkeep of library grounds through picking up trash, cutting grass, care of shrubbery and plantings, raking leaves, shoveling of snow and treating parking lots and sidewalks. Performs minor repairs inside/outside the library.

Experience:
This position requires a high school diploma or GED equivalent.
One year of facilities/maintenance experience in a related building.

Schedule: 40 hours per week, primarily on nights, mornings and weekends. Occasionally will be required to work a day shift during the week.
Union: Westland Library Union SEIU Local 517M (Non-Supervisory)
Salary: Starts at $17.50 per hour
Benefits: Vacation leave, personal leave and paid holidays. Employer provided contribution to retirement (401A) after meeting service requirements. Health, Dental and Life Insurance. Reimbursement for vision expenses.

Applications are available at www.westlandlibrary.org. Please submit a completed application, along with a cover letter and resume to:

Sherri West
Administrative Assistant
6123 Central City Parkway
Westland MI 48185
sherri.west@westlandlibrary.org
Fax: 734-326-3634
MAINTENANCE ASSISTANT I
Position Description

Reports to:   Head of IT
Schedule:   Full time, 40 hours per week. Flexible schedule to include days, nights and weekends.
Union Position:   Westland Library Union SEIU Local 517M (Non-Supervisory)
Salary:   Starts at $17.50 per hour
Benefits:   Vacation leave, personal leave and paid holidays. Employer provided contribution to retirement (401a) after meeting service requirements. Health, Dental and Life Insurance. Reimbursement for vision expenses.

SUMMARY:
Responsible for routine maintenance and cleaning of the library building’s halls, public areas, staff work areas, restrooms, storage areas, and offices in a clean, orderly, safe and sanitary manner. Performs year round upkeep of library grounds through picking up trash, cutting grass, care of shrubbery and plantings, raking leaves, shoveling of snow and treating parking lots and sidewalks. Performs minor repairs inside/outside the library.

DUTIES AND RESPONSIBILITIES:

1. Cleans bathrooms, offices, hallways, and any other assigned areas by sweeping, mopping, scrubbing and polishing.
2. Moves, rearranges, and dusts furniture and fixtures.
3. Independently opens and closes library building in a secure and safe manner.
4. Operates wet/dry vacuum for cleaning and shampooing carpeted areas.
5. Cuts grass, trims shrubs, rakes leaves, waters plants, and performs other related duties.
6. Shovels snow and treats parking lots and sidewalks.
7. Empties trash and recycling receptacles and readies trash for regular waste pickup.
DUTIES AND RESPONSIBILITIES (continued):

8. Performs minor repairs inside/outside the library.
9. Cleans staff lounge, unloads dishwasher and cleans refrigerators.
10. Sets up and takes down meeting rooms for library and public programs.
11. Moves heavy objects and operates machinery such as lawnmowers, hedge-trimmers, etc.
12. Reports any maintenance concerns or unsafe conditions to the Supervisor.
13. Performs other duties as assigned by the Supervisor.

EDUCATION AND EXPERIENCE:

- High school diploma, GED, or equivalent.
- One year of facilities/maintenance experience in a related building.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to quickly and efficiently carry out custodial and janitorial tasks according to a regular schedule with minimum supervision.
- Working knowledge of lawn and shrub care.
- Ability to perform minor repairs and use standard hand tools, shovels, brooms, floor buffer, carpet cleaner, lawn equipment, snow blower, and other equipment.
- Physical ability to move furniture and equipment, boxes and containers of library materials, shovel snow and ice, operate floor cleaning and maintenance equipment, and do other tasks.
- Ability to work within all occupational working guidelines and to keep informed as to changes in them.
- Ability to work under stress, frequent interruptions, and changes in work priorities.
- Works independently and takes initiative to successfully complete duties.
- Maintain regular and punctual attendance.
- Ability to work cooperatively with library staff in a team environment.
- Valid Michigan driver’s license.

PHYSICAL REQUIREMENTS:

1. Ability to work indoors and outdoors for prolonged amounts of time in all weather conditions and in noisy and potentially hazardous environments with electricity, dust, debris and chemicals.
2. Maintains physical condition necessary for standing, sitting, walking, bending, stooping, climbing, crouching and reaching.
3. Ability to push, pull or carry boxes or other objects weighing up to 50 pounds.
4. Ability to push or pull with wheeled cart up to 200 pounds.
5. Ability to climb ladder heights up to 35 feet and use power tools and machinery.
6. Sufficient clarity of speech and hearing which permits the employee to communicate in writing and verbally.
7. Sufficient vision which permits the employee to produce and review a wide variety of materials in both electronic and hard copy form.
The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

As a condition of employment, the successful candidate must pass a background check, pre-employment physical and drug screen.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. The details herein are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. The library reserves the right to revise this job description at its discretion.