Newsletter for the week of January 3, 2022

Page 2  Job – Library Director – Full-time – Muskegon Area District Library
Page 4  Job – Digital Services Librarian – Full-time – Novi Public Library
Page 6  Job – Librarian Assistant – Part-time – Oxford Public Library
Page 7  Job – Community Engagement Librarian – Part-time – Taylor Community Library
**Director – Muskegon Area District Library (MI)**

**Your adventure starts here!** Make a difference on the West Michigan Lakeshore as the new Library Director for the [Muskegon Area District Library](#), headquartered in Muskegon County. The Library’s Board of Trustees seeks an innovative and experienced Director to implement an exciting vision for the library and its many constituencies. MADL serves 105,852 residents in 19 municipalities and townships with its mission to connect a diverse community to resources and services that educate, inform, enrich, and entertain. Governed by an eight-member Board of Trustees appointed by the local townships, the 11 library locations provide excellent services and programs with 57 staff (42 FTEs) and a $4.5 million annual budget. MADL shares a catalog, resources, and delivery system with other members of the Lakeland Library Cooperative. Key initiatives include developing and fostering a great work environment, managing taxpayer funds to meet the needs of the community, preparing for an upcoming millage renewal, negotiating a renewal for a current union contract, and keeping the library relevant as the public’s needs change.

**The Muskegon area** is located on the shore of Lake Michigan and is a popular destination with beautiful beaches, parks, and lakes. Outdoor enthusiasts will appreciate the hiking and bike trails and other types of outdoor recreation for all seasons. Downtown Muskegon continues its exciting growth and renewal—including a thriving Farmer’s Market, the Frauenthal Center for the Performing Arts, the West Michigan Symphony Orchestra as well as the well-regarded Muskegon Museum of Art. Muskegon County is also home to the Blue Lake Fine Arts Camp, which has provided programs in the fine arts for students since 1966. Grand Rapids (MI) is only 30 minutes away while both Chicago and Detroit are only a few hours’ drives. The cost of living is moderate with many lifestyle options—from urban condos to suburban single-family homes to rural farms.

**Responsibilities:** Under the direction of the Library Board of Trustees, the Library Director oversees and directs library operations, ensures the delivery of high-quality library programs and services to the community, oversees the preparation of the annual library operating budget, abides by all Michigan Library Standards, works with regional partners and participates on committees as assigned, negotiates and resolves complex, sensitive, and/or controversial issues and complaints, stays abreast of new trends and innovations in the field of public library management, and fosters an environment that allows for creativity and a positive workplace.

**Qualifications:** Minimum qualifications include a Master’s Degree in Library Science from an ALA-accredited college or university; eight (8) years of progressively more responsible experience in professional library work, including five (5) years in an administrative position preferred; and the ability to obtain and retain [Michigan Level 1 Certification](#); previous union experience preferred. Essential attributes and skills include: previous experience reporting to a governing board; extensive knowledge and understanding of principles, methods, and practices of public library operations; knowledge of public library computer hardware and software systems; management and leadership skills to direct the Library to meet the goals that contribute to the overall success of the library; positively promotes and communicates the value of MADL to staff, patrons and communities; provides superior customer service; maintains regular and punctual attendance and works varying schedules as needed; ability to establish and maintain effective working relationships with co-workers and the public.

**Compensation.** The beginning salary range is **$85,100 – $110,000** (negotiable upon experience and qualifications) with an excellent benefits package.
For more information contact Bradbury Miller Associates. Apply via email with a meaningful cover letter and your resume as Word or pdf attachments via email to Karen Miller (karenmiller@bradburymiller.com) on or before the closing date of February 20, 2022.

View the announcement in its entirety along with accompanying links and information at https://bradburymiller.com/job/madl/.
JOB TITLE: Digital Services Librarian
REPORTS TO: Head of Information Services

PRIMARY DUTIES & RESPONSIBILITIES:
1. Oversees Library databases including their promotions and marketing, monitors usage statistics, maintains budget, and controls their organization and appearance on the website.
2. Assists in the development of policies and procedures relating to the Library’s digital services and resources.
3. Serves as liaison between the IT Department, Communications Coordinator, and the Information Services Department.
4. In conjunction with the Communications Coordinator, promotes the Library through social media outlets and ensures that the Library’s website is up-to-date.
5. Serves as a member of the iCube Makerspace Team; develops, implements, and maintains new and existing technology, services, and projects, assists guests with the use of makerspace equipment.

OTHER DUTIES & RESPONSIBILITIES:
1. Stays abreast of upcoming digital trends and resources as they pertain to libraries; prepares handouts regarding digital services and databases to be made available in-house and on the website.
2. Plans, implements, and promotes programming appropriate to the needs of the community.
3. Participates in collection development and maintenance keeping within monetary and physical space constraints.
4. Provides readers’ advisory, reference service, and computer assistance using a variety of collections, materials and formats.
5. Adapts and responds to multiple priorities, interruptions and demands, and resolves problem situations in a positive manner.
6. Engages in outreach opportunities within the community.
7. 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.
8. Works positively and collaboratively across departments to accomplish department goals.
9. Communicates effectively with guests, co-workers, and professional colleagues.
10. Enforces library policies relevant to public use; responds to emergencies and provides support, as needed; acts quickly, exercising good judgment.
11. Mentors and trains MLS Librarian intern; trains and oversees volunteers in department; scheduling of department staff.
12. Performs other duties as assigned.
**JOB REQUIREMENTS:**

1. MLS from an ALA accredited school.
2. Knowledge of current forms of digital service trends, and various forms of social media.
4. Dedicated to public service.
5. Dedicated to providing positive customer service.
7. Strong obligation to confidentiality.
8. Strong organizational skills and attention to detail.
9. Proficient in MS Office, Internet browsers, and other computer related technology.
10. Excellent verbal, written, and interpersonal communication 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:** 40 hours per week including evenings and weekends

**Salary:** $45,555.00 - $59,222.00

**Benefits:** Benefits are offered with this position

**Application:**

Resume, cover letter and application required.

Send to: Nicole Williams, HR Specialist
Novi Public Library
45255 W. Ten Mile Road
Novi, Michigan 48375

E-mail: nwilliams@novilibrary.org

Deadline: Open until Filled
EMPLOYMENT OPPORTUNITY

Position
Librarian Assistant
(Youth Services)

Education & Experience
Education: Bachelor’s Degree in Elementary / Early Childhood Development or any related subject field.
Desirable: Prior public library experience in Youth Services is desired, but is not a required requisite to qualify for this position.
Experience: One (1) year of public library experience is desired, but is not a required requisite to qualify for this position.

Nature of the Work
As a member of the Library’s Youth Services Team this individual reports to the Heads of Youth Services and is charged with the responsibility of selecting, acquiring, classifying, and maintaining library materials; planning and delivering client-centered programs; and furnishing reference, bibliographical, and readers' advisory services. May assist the Department Head in performing in-depth, strategic research, and synthesize, analyze, and edit information.

This position requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard, library policies, or accepted practices. This individual plans and prioritizes work and is expected to solve problems by adapting methods or interpreting instructions.

Hours
Part-time, no benefits.
Average 14.5 hours weekly, including evenings and weekends.
Current schedule: Monday from 5:00 p.m. to 9:00 p.m.;
Tuesday from 10:00 a.m. to 2:00 p.m.;
Thursday 5:00 p.m. to 9:00 p.m.;
(1) Saturday per month from 10:00 a.m. to 5:00 p.m.;
Occasional Sunday 1:00 p.m. to 5:00 p.m. (September - May)

Salary
$14.00 to $17.00; Paid Hourly, with placement based on experience and qualifications

Application Deadline
1 opening. Closing Date: January 7, 2022

Application Process
Send a current resume and cover letter to:
Oxford Public Library
Attn: Bryan J. Cloutier, Director
PO Box 538
Oxford, MI 48371

Or, email submissions will be accepted at: beloutier@miopl.org

29 December 2021
Community Engagement Librarian: Adult Services

Taylor Community Library seeks detail-oriented and enthusiastic candidates for a Community Engagement Librarian focusing on Adult Services.

The ideal candidate's job duties and skills will likely include, but not be limited to, the following:

- Approximately 15-25 hours weekly on the information & technology support (a.k.a. reference) desk.
- Ordering and weeding fiction, nonfiction, and movies for adults.
- Planning and facilitating weekly computer classes and monthly book discussion.
  - Other events as time and capacity permits.
  - Event offerings may change based on community needs.
- Conducting outreach with the small business community and people seeking employment in our community.
- Current content creation tools for publicity and social media are MailChimp and Canva.
- Current content management system is WordPress.
- Current schedule includes two evenings per week and biweekly Saturdays.

To learn more about our library, please review our [Annual Reports](#) and [Strategic Plan](#).

To be considered for this position, candidates must possess or be in school to obtain a master’s degree in Library or Information Science or comparable ALA-accredited graduate-level degree. Preference will be given to those with demonstrated experience in community outreach, Braille & Talking Books, education, social work, or related fields.

To apply, you must upload your resume along with a thoughtful cover letter indicating why you would be a good fit for this role using our standard application and job description for a [Community Engagement Librarian](#).

Starting Salary Range: $40,000 - $42,500 annual