Newsletter for the week of January 31, 2022

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Library Intern, Youth Services – Part-Time
Melvindale Public Library is a small library in a very diverse community with English, Arabic and Spanish speaking patrons.

Job Duties
- Assists patrons of all ages with instruction on the use of the library
- Processes, withdraws, repairs and shelves library materials
- Assists with, and eventually plan and implement, programming for the Youth Dept.
- Assists patrons with library technology
- Performs circulation desk procedures: checking in/out materials, registering patrons, collecting fees and answering the telephone
- Process incoming and outgoing interlibrary loan materials
- Assists patrons with ready-reference questions and reader advisory
- Assist with Youth collection development and management
- Performs other library work duties as required

Job Requirements
- Enrollment in Master degree program in Library and/or Information Science with at least 12 credits completed or equivalent experience
- Strong customer service orientation
- Excellent written and oral communication skills
- Working knowledge of common computer applications, including Microsoft Office
- Ability to work independently and take initiative
- Strong problem-solving skills
- Ability to operate office equipment properly
- Ability to communicate effectively and courteously with the public and library staff
- Able to calculate basic math problems, make change without a cash register

Physical Requirements
- Must be able to occasionally move/lift up to 20 pounds.
- Frequent standing, walking, stooping, bending, twisting and reaching.
- Talking and hearing; use of telephone.
- Use of hands to finger, grasp, handle, feel or operate objects, tools or controls.

Benefits: none
Salary: $14.00-15.00/hr. depending on experience
20-25 Hours per week – varied day, evening and weekends
Reports to: Library Director

Send cover letter, resume and 3 references to: Jeannine Warrow
Melvindale Public Library
18650 Allen Road
Melvindale, MI 48122
jwarrow@melvindale.lib.mi.us
WALLED LAKE CITY LIBRARY
EMPLOYMENT OPPORTUNITY

POSITION: Adult Librarian, Part Time

PAY RATE: $16.00-$18.00 per hour, based upon experience and education.

BENEFITS: Employee Assistance Program; vacation; holiday; personal and sick leave.

SCHEDULE: Part time, average 12-16 hours per week, weekdays, minimum of one evening per week and one Saturday per month

RESPONSIBILITIES:
- Provide excellent service to patrons of all ages
- Provide reference and information service assistance to patrons using both printed and electronic resources
- Offer excellent customer service while providing reference and reader’s advisory services for adults and occasionally teens and children
- Develops and manages assigned print and electronic collections
- Assist with planning and implementation of traditional and innovative adult programming
- Assist library patrons with electronic and downloadable digital resources on various devices
- Collaborate with staff throughout the library on projects and services that improve the patron library experience
- Demonstrate, teach, assist and troubleshoot the use of public-access office equipment including computers and related software as needed
- Perform circulation desk duties including charging and discharging materials, placing patron holds and handling cash transactions for fines and fees
- Perform workroom duties including shelving materials, shelf reading, processing holds, returns and other materials from delivery
- Perform related duties and general Library work as necessary

QUALIFICATIONS:
- ALA-accredited MLIS degree or 18 credit hours toward the degree, from an ALA accredited school
- Enthusiasm for youth and commitment to public service excellence
- Broad knowledge of adult literature, media, and trends
- Computer literacy and an ability to provide technology instruction
- Embraces change in work environment, procedures and services
- Good organizational skills; able to prioritize duties and tasks, work independently and assume responsibility
- Delivers consistently friendly, attentive, welcoming, high quality customer service to patrons of all ages
- Ability to work effectively with the public and other library employees

PHYSICAL DEMANDS AND WORKING CONDITIONS:
The physical demands herein 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 these essential job functions.
Environmental Protection: Library environment; extensive public contact.

Mobility: Sufficient mobility to work in a library setting; operate office equipment

Vision: Vision sufficient to read small print, computer screens and other printed documents

CLOSING DATE: Applications will be accepted until position is filled.

APPLICATION: Cover letter, resume and contact information for three professional work-related references

EMAIL/SEND TO: Carrie Ralston
Library Director
Walled Lake City Library
1499 E. West Maple Rd.
Walled Lake, MI 48390

carrie@walledlakelibrary.org

The Walled Lake City Library is an equal opportunity employer
WALLED LAKE CITY LIBRARY
EMPLOYMENT OPPORTUNITY

POSITION: Library Assistant, Part Time

The Walled Lake City Library is seeking an enthusiastic, organized individual to join a positive, team-oriented work environment.

PAY RATE: $14 per hour

BENEFITS: Employee Assistance Program; personal leave.

SCHEDULE: Part time, average 18-24 hours per week, includes mornings, afternoons, evenings and weekends: minimum of one evening per week and one Saturday per month.

RESPONSIBILITIES:
- Perform circulation desk duties including charging and discharging materials, placing patron holds and handling cash transactions for fines and fees
- Perform workroom duties including shelving materials, shelf reading, processing holds, returns and other materials from delivery
- Assist library patrons with electronic and downloadable digital resources on various devices
- Assist patrons in use of computers and other library technology
- Demonstrate, teach, assist and troubleshoot the use of public-access office equipment including computers and related software as needed
- Collaborate with staff throughout the library on projects and services that improve the patron library experience
- Open and close library building
- Perform related duties and general Library work as necessary

QUALIFICATIONS:
- Possession of a high school diploma or its equivalent required, some college preferred
- Experience in libraries or training in a library program is preferred
- Experience working in a customer service role
- Computer literacy and an ability to provide technology instruction
- Embraces change in work environment, procedures and services
- Good organizational skills; able to prioritize duties and tasks, work independently and assume responsibility
- Delivers consistently friendly, attentive, welcoming, high quality customer service to patrons of all ages
- Ability to work effectively with the public and other library employees
- Ability to push/pull fully loaded book carts and lift/carry materials weighing up to 40 pounds
PHYSICAL DEMANDS AND WORKING CONDITIONS:
The physical demands herein 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 these essential job functions.

- Environment: Library environment; extensive public contact.
- Mobility: Sufficient mobility to work in a library setting; operate office equipment
- Vision: Vision sufficient to read small print, computer screens and other printed documents

CLOSING DATE: Applications received on or before Friday, February 25th 2022 will be given first consideration.

APPLICATION: Resume and completed application form that is available on our website; www.walledlakelibrary.org

EMAIL/SEND TO: Carrie Ralston
Library Director
Walled Lake City Library
1499 E. West Maple Rd.
Walled Lake, MI 48390
carrie@walledlakelibrary.org

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MINUTES

Call to Order—9:30 AM

Approval of Agenda – Motion by Adrienne Breznau, ROAK / Seconded by Lori Coryell, CHEL

Approval of October 28, 2021 Minutes – Motion by James Lenze, GARC / Seconded by Adrienne Breznau, ROAK

System Update
Anne Neville, TLN

TLN has been testing the summer CARL release. A second release is expected by the end of the year. Rather than doing two updates in quick succession, TLN will review and test the end of the year release and schedule an upgrade in January or early February 2022.

On December 8, CARL started work setting up Self Check Connect on the test server. Four libraries were interested in this product following a demo from the vendor. If you were not able to attend the demo and are interested in learning more about the product, the demo is on the CARL documentation page of TLN’s website. If your library is interested in Self Check Connect, please open a helpdesk ticket. There are no extra costs associated with it.

Reminder: a Router or Fill List will not generate for your library on the days you indicated via the SAS closure calendar that your library is closed. Charged materials will not come up as due on these days and overdue fees will not generate for these days.

Open a helpdesk ticket if you find multiple records for material that belong on the same trusted record or if you find items on a trusted record that need separating. The Department is “Cataloging” and the category is “FRBR – Title Grouping Errors.”

Beginning Tuesday, January 4, 2022 TLN will no longer send a message to you when SkyRiver requests are complete. As SkyRiver requests are a top priority, please anticipate their completion by the close of business the day after submission. If there is a problem or question you will be contacted. Also starting Tuesday, January 4, 2022 TLN will stop sending receipt email messages in response to original cataloging requests. If you would like to have a record of the request, they suggest sending a copy to your email or sending the request through the helpdesk.

Report from Ex Comm
Ed Rutkowski, BRIT

Ex-Comm last met on Thursday, October 28, 2021.

Anne Hage (HTWD) is retiring at the end of January 2022. Her position as Ex-Comm Group 1 representative will need to be filled.

Angie Michelini is working on Envisionware renewals.
There was discussion on the timing of items going lost.

There was discussion about adding a different location for juvenile materials. Colleen Tabaka (TAYL) was not able to make today’s SASUG meeting.

Report from TLN Board  Celia Morse, TLN
The TLN Board last met at noon on Thursday, October 28, 2021 at the Novi Public Library.

Ebony Duff was elected to the TLN Board and represents Class 4 libraries. Ebony’s term runs through September 2024.

There was no meeting in November 2021 and the December 2021 meeting has been cancelled. The board will resume meeting in January 2022, location to be determined.

Unfinished Business:
   None.

New Business:
A. Call for Nominations for Ex-Comm Group 1 Representative  Ed Rutkowski, BRIT
   With Anne Hage’s (HTWD) January 2022 retirement, a new Group 1 representative is needed for Ex-Comm, to serve the remainder of her term through September 2022. Group 1 includes Addison, Ecorse, Franklin, Hazel Park, Highland, Huntington Woods, Manchester, Melvindale, Oxford, Riverview, and Walled Lake. Representatives must be library directors or staff nominated by their director. A nomination form will be sent out soon to the Group 1 directors. If you are interested in serving, please contact Ed Rutkowski (BRIT) or Paul McCann (DEXT).

B. Call for interest in upgraded Quipu eCARD product  Ed Rutkowski, BRIT
eCARD is an online library card registration product offered through the Quipu (pronounced képoo) Group. The product allows for 24/7 patron registration and assigns patrons an instant barcode that can be used immediately. The product can be customized to fit the needs of your library. TLN will contact the vendor about setting up a demonstration of their product in 2022.

Adjournment
Motion to adjourn by Jessica Wilhoite, ROMS / Seconded by Don Priest, SOGT
Meeting adjourned at 9:55 AM

Next Meetings:
   January 27 / 9:30 AM – Virtual
Remote Attendance:

Adrienne Breznau (ROAK)                James Lenze (GARC)
Amy Rosen (WHLK)                      Jaema Berman (ADDI)
Anne Hage (HTWD)                      Jeannine Warrow (MELV)
Anne Neville (TLN)                    Jessica Wilhoite (ROMS)
Azita Frattarelli (RIVW)              John Inman (TLN)
Bonnie Holzerland (MDHT)              Jonathan Deahl (WATE)
Brigette Felix (TLN)                  Judy McIntosh (NORT)
Carrie Ralston (WALL)                 Kim Oakley (ALPK)
Celia Morse (TLN)                     Kimberly Schaaf (OAPK)
Don Priest (SOGT)                     Laura Gramlich (WYDT)
Donna Janke (HART)                    Lori Coryell (CHEL)
Donna Winter (LVCC)                   Martin Smith (REDF)
Ed Burns (FERN)                       Matt Church (BERK)
Ed Rutkowski (BRIT)                   Pam Quakenbush (LYON)
Edmond Richardson (PONT)              Sandy Ruhmann (ALPK)
Emily Good (OAPK)                     Teneia Combs (REDF)
Erin Chapman (TREN)                   Tina Hatch (MILF)
Garret Hungerford (REDF)              
Hilary Savage (BELL)
EMPLOYMENT OPPORTUNITY

The Bloomfield Township Public Library is seeking a professional and resourceful Circulation Clerk to support the Library’s circulation needs. The Bloomfield Township Public Library is a Class 5 Library, with a service population of 42,000+ people. There is strong community support for the Library and its collections, services and programs offered. Technology is integrated into Library services. The successful candidate will have a strong commitment to provide quality service to the staff and the public and the desire to work in a collaborative, team environment.

POSITION TITLE: Circulation Clerk
DEPARTMENT: Circulation, reporting to Department Head

HOURS:
Full-time, 37.5 hours weekly, including some evenings and weekends.

WAGE & BENEFITS:
$19.26 to $25.45. Benefits include health, dental, and optical insurance (each single or family). Optional retirement plan, term life insurance, disability income insurance and paid time off, including sick, emergency, personal, and holiday time.

REQUIREMENTS:
MINIMUM:

- High school diploma
- Circulation experience (2 year minimum)
- Experience working with Windows-based computers and POS systems
- Excellent interpersonal verbal and written communication skills
- Work independently
- Strong attention to detail
- Dependable and flexible work habits
- Desire to serve the public in a positive manner
- Able to lift, push, and/or pull at least 20 pounds
- Able to visually review materials and discern voice and audible tones

DESIREABLE

- Sierra/Innovative knowledge
- Interlibrary Loan experience (MeLCat preferred)

RESPONSIBILITIES:

DIRECT PUBLIC SERVICE:

- Provides positive, pleasant professional services to public at the Circulation desk
- Handles money transactions
- Directs library visitors to appropriate public service desks

INDIRECT PUBLIC SERVICE:

- Keeps statistics for reporting
- Uses current technologies for communication
- Performs closing procedures for Circulation desk
- Oversees department in absence of supervisors
- Assists in the development and implementation of library policies and procedures

PROFESSIONAL DEVELOPMENT:

- Maintains knowledge of state-of-the art technologies and directions
- Participates in professional organizations; seeks opportunities for professional growth and development
- Maintains knowledge of MeLCat processing through MCLS workshops
DUTIES MAY INCLUDE:

- Answer department telephone and check voicemail
- Process incoming and outgoing MeLCat items
- Maintains Interloan/MeLCat Policies and Procedures portion of the Circulation Policies and Procedures manual
- Run MeLCat Reports and reports returned to long items to MCLS for tracing
- Completes monthly and annual MeLCat statistics
- Invoices Libraries for long overdue
- Works with MCLS for items returned and/or received too long and maintain document correspondence with borrowing libraries for reimbursement
- Check out and in materials from the Library collection and (Michigan eLibrary)
- Renew items over the telephone and at desk, resolve patron problems regarding renewals
- Check contents of cases used to hold CDs, books on tape, DVD to verify all associated items returned
- Process items returned damaged as well as items going to repair
- Explain and collect overdue fines and fees for lost or damaged items
- Discuss notes on patron record with patron, explaining and resolving any problems
- Explain residency requirements to obtain library card
- Process patron registration information verify accuracy of patron database
- Collect fees for lost library cards
- Run hold pickup notices periodically throughout the day
- Retrieve tills from safe and count cash tills in morning to check accuracy
- Balance cash tills at closing and take tills to safe
- Complete assigned off desk duties
- Assist Clerical Assistants with procedures in the absence of supervisors
- Resolve patron problems in the absence of supervisors
- Direct patron to appropriate department or desk for assistance
- Check gate alarms on RFID (Radio-frequency identification) system
- Show patrons how to use self-check machines
- Assist with curbside delivery

APPLICATION: Due Friday, February 18.

Your application must include:

- resume
- cover letter
- completed library application form
- clerical skills test

The clerical skills test must be taken at the Library. The application and the test are available at the Library’s Welcome Desk. The application is also available on the Library’s website at btpl.org/about-us/employment-volunteer/

TO:

Careers
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302
248-642-5800
Fax: 248-642-4175
Email: careers@btpl.org

Applications can also be delivered to the Library in person.

_Bloomfield Township Public Library champions the power of words to spark discovery and imagination._

_For more information about the Library, visit our website: www.btpl.org_
Shared Automation System Users Group
Executive Committee Agenda
February 3, 2022 – 1:00 pm - Virtual Meeting

The Committee will meet via Zoom at the following link:

https://us02web.zoom.us/j/82138000860?pwd=ZFltVFVPank1ZUljSFFsMHJmVlBmQT09

I. Call to Order and attendance

II. Approval of Agenda

III. Approval of previous meeting minutes

IV. Reports
   A. Budget Neville
   B. TLN Board Meeting Morse/McCann
   C. CARL Update (ongoing performance) Neville/Morse
   D. Technology Services Update Michelini

V. Unfinished Business
   A. TLC/CARL development Neville/Morse
   B. FRBR Morse
   C. Database security McCann/Neville
   D. ‘Juvenile’ identifier language change Rutkowski/Dickson
   E. Group 1 representative election McCann/Rutkowski
   F. Libraries sharing new books P. McCann

VI. New Business
   A. Quipu – from SASUG Rutkowski/McCann

VII. Future Planning
   A. Current COVID situations overview

VIII. Other items from Committee members

IX. Adjourn
WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
POSITION OPENING
YOUTH SERVICES – WESTACRES BRANCH

POSITIONS: Youth Services Librarian I at the Westacres Branch. Part Time (20 hours per week)

Includes evening and weekend hours (Saturday/Sunday)

QUALIFICATIONS: MLS or equivalent from an ALA accredited library school or master's degree in education; experience working with children in a professional setting; interpersonal/communication skills; demonstrated competency with information technology including digital resources, electronic resources, online catalogs, social media sites, mobile devices; demonstrated ability to implement projects, programs and/or services; commitment to public service; experienced in working with children; regularly reads youth literature.

RESPONSIBILITIES: Provide reference assistance and reader’s advisory to patrons of all ages at a central service desk; collection development; conducts programs and outreach activities; develops and maintains in-house learning activities available to families using the youth services area; provides instruction and support for patron’s use of eMedia resources and devices; participates in library committees; collaborates with youth librarians at the Main Library: other duties as assigned. This position has a focus on providing services for children ages 0-10 and their caregivers.


SALARY RANGE: Librarian I (Part Time) $21.00 - $24.34 per hour depending on qualifications

BENEFITS: Deferred compensation plan, additional voluntary deferred compensation plan; Employee Assistance Plan; vacation; holiday; personal and sick leave; paid memberships in professional associations.

DEADLINE: Monday, February 21, 2022

APPLICATION: Cover letter, resume, online application form, and three professional work-related references to be submitted online at https://www.wblib.org/aboutus/permanent_application.php