The new TLN website will be launching soon! With the new website we will be discontinuing this TLN Newsletter and replacing it with a new newsletter. Stay tuned!

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Library Circulation Clerk—Part-time

The City of St. Clair Shores is accepting applications for a part-time (15-25 hours per week including nights and weekends, no benefits) Circulation Clerk. Computer experience required. Public Library experience preferred. Interested parties must apply online at www.scsmi.net/jobs. Candidates are subject to background checks and must be 18 years of age at the time of hire. The City is an Equal Opportunity Employer.
Adult Services Reference Librarian—Part-time

The St. Clair Shores Public Library is accepting applications for a part-time (20-25 hours per week including nights and weekends, no benefits) Adult Services Reference Librarian. Master’s Degree in Library Science from an ALA accredited college or university required. Public library experience strongly preferred. Interested parties must apply online at www.scsmi.net/jobs. Candidates are subject to background checks. The City is an Equal Opportunity Employer.
Youth Services Librarian—Part-time

The St. Clair Shores Public Library is accepting applications for a part-time (20-25 hours per week including nights and weekends, no benefits) Youth Services Librarian. Master’s Degree in Library Science from an ALA accredited college or university required. Public library experience strongly preferred. Interested parties must apply online at www.scsmi.net/jobs. Candidates are subject to background checks. The City is an Equal Opportunity Employer.
NOTICE OF EMPLOYMENT OPPORTUNITY

LIBRARY PAGE (PART-TIME, 15-20 Hrs/Week)

The Commerce Township Community Library has an opening for a Library Page. Rate of pay is $11.00 per hour. Some evening and weekend hours are required.

Library Pages are responsible for shelving library materials and helping to keep the Library tidy and organized. Library Pages work under the supervision of the Circulation Services Manager.

Employment applications and a job description may be obtained from the Circulation Desk at the Library or from our website at commercelibrary.info/employment.

Completed applications may be submitted by mail, in person at the Library, or via email to bwines@commercelibrary.info
Library Page Job Description

Physical Requirements:

Requires frequent lifting and carrying of library materials, pushing and pulling of book carts, and frequent stooping and reaching.

Requires visual discrimination and the ability to correctly read spine labels.

Duties:

Accurately shelving library materials.

Monitoring the shelves to see that all items are in correct order according to the library’s shelving guidelines (“shelf reading”).

Emptying the book drops on a regular basis.

Performing “shelf shifting” when shelving units become too crowded.

Loading and unloading deliveries of books to/from other libraries.

Pulling items from shelves to fill hold requests from patrons/other libraries.

Dusting shelves and other library furnishings as needed.

Cleaning library materials and computer workstations as needed.

Keeping the interior of the library in good order by pushing in chairs, straightening tables, collecting and re-shelving loose books and magazines, etc.

Assisting library staff with closing procedures if needed.

Assisting library staff with preparing and hosting library programs if needed.

Processing discarded library materials.

Assisting with the disposition of donated books.
LIBRARIAN, ADULT SERVICES
Roseville Public Library
Salary Range: $24.25 - $25.25 per hour

The Roseville Public Library is an integral part of the dynamic City of Roseville, assisting over 100,000 visitors each year.

HOURS: Part-time, year-round. Works approximately 28 hours per week including mornings, evenings and Saturdays. Below is the schedule for this position:

September – May: Monday OFF; Tuesday 9AM-5PM; Wednesday 4PM-8PM; Thursdays 12PM-8PM; Fridays 9AM-5PM; Alternate Saturdays 9:45AM-4:15PM.
June – August: Mondays OFF; Tuesdays 9AM-5PM; Wednesdays 12PM-8PM; Thursdays 12PM-8PM; Fridays 9AM-5PM.

DUTIES AND RESPONSIBILITIES

• Knowledge of current library theories and practices.
• Researches and answers reference questions, primarily but not exclusively at the adult reference desk.
• Performs reader’s advisory work to assist patrons in the selection of materials.
• Assists patrons with technology questions and downloading digital content.
• Creates, plans, implements and promotes innovative adult programs.
• Provides creative social media content to promote the library.
• Participates in selection, development, cataloging, marketing and evaluation of adult collection under the supervision of the Assistant Director.
• Develops promotional materials and methods to promote the successful use of the adult collection.
• Assists with grant writing and other fund-raising efforts.
• Participates in staff meetings, workshops, conferences and community events.
• Assists with promotional programs off-site and outside of normal library hours.
• Receives requests and concerns from patrons. Resolves issues or informs a supervisor.
• Interprets and follows library policies and procedures.
• Participates in state and local professional organizations and keeps informed about current developments and trends in public library services.
• Maintains a welcoming environment for all.
• Joins the rest of the staff in keeping our building and entrances safe and neat. May occasionally be required to lightly shovel the snow from an entrance, spread sno-melt or pick up a bag of trash from the parking lot. We have pride in our workplace.
• Performs related duties and general library work as required.

REQUIREMENTS AND QUALIFICATIONS

• Master’s Degree in Library Science from an ALA accredited college or university. Applicants must be able to present a Librarian’s Permanent Professional Certificate from the Library of Michigan.
• Dependable work habits including punctuality, reliability and flexibility.
• Enthusiasm for public service and a commitment to public service excellence.
• Ability to use library-related technology, Microsoft Office Suite, social media and mobile devices and instruct patrons of all ages in their use.
• Ability to create short films for social media and ability, create remote programs and use Publisher, Canva or other software to create promotional materials is a plus.
• Be able to communicate effectively with co-workers, patrons and other organizations.
• Work as a team to provide exceptional service and innovative programs.
• Embrace change in work environment, procedures and services.
• Good organizational skills; ability to prioritize duties and tasks, work independently and assume responsibility.
• Deliver consistently friendly, attentive, welcoming, high quality customer service to patrons of all ages
• Must possess a valid Michigan Driver’s License with a good driving record (based on City of Roseville standards).
• As a condition of employment, the successful candidate must pass a background check and pre-employment physical.
• The job requires moderate physical exertion such as sitting or standing in one position, viewing a computer screen for long periods and using hands and fingers in activities requiring good coordination and dexterity. The job also requires the physical strength and dexterity to handle up to 50 pounds in weight, transport loaded carts and bend and lift arms overhead.

APPLY
Send resume, letter of interest, City of Roseville application and official transcript including graduate coursework and proof of graduate degree to:
City of Roseville, Manager’s Office, Human Resources, 29777 Gratiot Avenue, Roseville, MI 48066 or email to vgreen@roseville-mi.gov or fax to 586-445-5402. City of Roseville applications are available online at www.roseville-mi.gov.

Posting Date: February 21, 2022. Closing Date: Until filled.

THE CITY DOES NOT DISCRIMINATE
LIBRARIAN II — FULL TIME (35 HOURS PER WEEK)
Includes evening and weekend hours (Saturday/Sunday)

QUALIFICATIONS:
MLS or equivalent from an ALA accredited library school or a master’s degree in elementary 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:
Reference and reader’s advisory; collection development; conducts programs and outreach activities; provides instruction and support for patron’s use of eMedia resources and devices; serves on library committees, heads library-wide projects and initiatives; conducts programs and outreach and activities; other duties as assigned. This is a nonsupervisory position.

See: www.westbloomfieldlibrary.org/aboutus/employment.php for additional information regarding qualifications, responsibilities, and the application form.

SALARY RANGE:
Librarian II (Full Time) $43,116 - $61,473/year

BENEFITS:
Medical with prescription, dental, optical, disability and life insurance coverage; employee assistance plan; defined contribution plan; additional voluntary deferred compensation plan; vacation; holiday; personal and sick leave.

DEADLINE:
Friday, March 11, 2022

APPLICATION:
Cover letter, resume, online application form, and three professional work-related references submitted via the Library’s website at www.wblib.org/aboutus/employment.php.
Now Taking Applications for Part-Time Page

**Hours:** 10 hours/week, hours may be a mix of afternoon, evening and weekend shifts. The library is open 7 days a week

**Pay:** $10.00/hour

**Responsibilities:** Reshelving books and media, shelf-reading and other duties as assigned

Applications accepted until the position is filled

Applicants should be 16 years of age or older

Please deliver your application to the Circulation Desk or to Kelly Bennett at kelly@fadl.org with the subject: Library Page Position - Your Last Name

Applications can be picked up from the Circulation Desk or online: https://www.fadl.org/sites/default/files/About%20Us/fadl-employment-app-fillable.pdf

**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.

The Ferndale Area District Library is an Equal Opportunity Employer.
Head of Youth Services, Full-Time

**Hours:** 40 hours/week, includes occasional evenings and weekends  
**Salary:** Starting between $50,960 - $53,040, depending on qualifications and experience  
**Benefits:** Blue Cross Blue Shield (medical, dental, vision, Rx), Life/AD&D, Short and Long Term Disability, 401(k) plan, optional 457 & Roth IRA plans, paid holidays, PTO  
**Reports to:** Library Director

The Ferndale Area District Library is seeking an experienced, highly organized, and creative librarian to lead our Youth Services department in our newly remodeled Kids Corner. The ideal candidate should be passionate about managing and mentoring staff members, excited to build relationships with public schools and community organizations, and committed to equity and inclusion while serving a diverse community.

**Responsibilities include, but are not limited to:**

- Manage and develop a Youth Services team of 3 talented full-time librarians  
- Plan and implement intensive year-round programming and outreach activities  
- Identify community and patron needs; evaluate and adapt relevant library services  
- Develop and implement operating policies and procedures for Youth Services  
- Create a staff schedule to ensure coverage of the Youth Services desk, outreach, and programming  
- Maintain book and programming budgets, track and evaluate statistics  
- Supervise patron and staff behavior; equitably enforce Library policies  
- Work directly with and maintains open communication with local schools, preschools, and daycares  
- Regular reference desk, programming, and storytime duties  
- Work closely with Library Administration and Department Heads regarding strategic planning and policy development/implementation  
- Serve as Librarian-in-Charge of the building. Must be able to make decisions in situations dealing with library security, emergency procedures, and conflict resolution  
- Participates in continuing education and regional and/or state committees. MLA membership is provided by the library
Qualifications:

- Master’s Degree in library science from an ALA-accredited institution
- Minimum 3 years experience working as a children’s librarian
- Strong public service orientation
- Demonstrated history of planning long-term, large scale projects and programming
- Strong computer skills and an understanding of the role technology plays in the everyday lives of library patrons
- A commitment to intellectual freedom and ALA Professional Ethics
- This position may require the use of a personal vehicle on library business. Must possess/provide documentation of a valid driver’s license.

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

**FLSA status:** Non-exempt

Please submit a resume, cover letter, three professional references, and a completed employment application as a single PDF document to Library Director Jenny Marr: jmarr@fadl.org by March 13th, 2022. Only electronic submissions will be accepted.

Ferndale Area District Library
222 E. 9 Mile Rd.
Ferndale, MI 48220
www.fadl.org
248-546-2504

The Ferndale Area District Library is an equal opportunity employer.
The Southfield Public Library is currently seeking enthusiastic, qualified applicants for the position of Substitute Librarian in Adult and Youth Services.

**JOB TITLE:** Substitute Librarian

**RESPONSIBILITIES**
- Provide professional reference and reader’s advisory services to library users of all ages.
- Assist patrons with using the library and locating materials.
- Instruct patrons in the use of all library resources, including databases and downloadables.

**REQUIREMENTS**
- Master’s degree from an ALA accredited library school.
- Excellent communication and customer service skills.
- Public library experience preferred.

**SALARY RANGE:** $15.00 - $22.00 per hour

**HOURS**
- Variable and flexible, up to 19 hours per week.
- Day, evening and weekend shifts available.

**APPLICATION**
- Send resume, cover letter and [City of Southfield Application for Employment](mailto:City of Southfield Application for Employment) to:

  Betsy Soderbloom  
  Adult Services Coordinator  
  Southfield Public Library  
  26300 Evergreen Road  
  Southfield, MI 48076  
  bsoderbloom@southfieldlibrary.org
MINUTES

Call to Order—9:31 AM

There were two amendments to the meeting agenda distributed via email on Monday, January 24, 2022. The amendments are as follows: removal of IV. Reports item C. Report from the TLN Board, and revise the lettering sequence of topics listed under VI. New Business to B. Card renewal current practices and expiration notice language.

Previous corrections to the December 9, 2021 meeting were reviewed, and language surrounding discussion of the juvenile language identifiers being discussed at this meeting was removed.

Approval of Agenda as amended – Motion by James Lenze, GARC / Seconded by Adrienne Breznau, ROAK
Motion approved unanimously.

Approval of October 28, 2021 Minutes as amended – Motion by Jonathan Deahl, WATE / Seconded by Colleen Tabaka, TAYL
Motion approved unanimously.

System Update

Anne Neville, TLN

The test server will be down for a period the morning of Thursday, January 27, 2022 in order to allow CARL to do a data refresh. The last data refresh was in January 2021. The update is expected to be completed by mid-afternoon.

TLN is on the list to have the next CARL upgrade added to their test server so they can begin testing immediately.

TLN hopes to go live with their new website in February 2022.

John Inman (TLN) is working with MeLCat to correct an issue with our MeLCat data extracts. Lately, extracts have taken a long time to complete and shared system libraries have reported receiving requests for materials that are not available to loan.

TLN has received numerous reports of FTP errors with canned reports. The issue is a result of the way your Windows firewall is configured. Your first step in correcting this issue should be to check your firewall settings and see that it would allow a FTP report to successfully open. Paul McCann (DEXT) reported that it is also possible to receive an error when trying to open more than one report at the same time. Colleen Tabaka (TAYL) reported sometimes an FTP error message triggers following a transfer of a report and that closing out of Staff Reports and opening it again will allow the transferred report to open. Anne Neville (TLN) confirmed that the reason for the error triggering in Colleen’s example is due to the FTP Window timing out.
Report from Ex Comm

Paul McCann, DEXT

Ex-Comm last met on Thursday, January 6, 2022.

They did not get the budget report but expect to get it in February.

They discussed holding off on submitting FRBR corrections because the top priority right now is getting TLN’s new website ready for launch. If you submit a trusted record correction, there may be a processing delay.

Redford and Southgate have stopped allowing their new books to fill holds outside of their respective libraries. Fourteen shared system libraries continue to loan new materials.

There was some discussion on the juvenile identifier topic, the Ex-Comm Group 1 representative nomination, and changes in COVID-19 protocols and procedures.

Report from Circulation Committee

Brigette Felix, TLN

The Circulation Services Committee last met on Thursday, January 13, 2022

There was a general inquiry if any libraries still charged a rental fee for DVDs and Blu-rays and if libraries recycled or threw out their receipt printer generated hold and checkout slips.

There was discussion about online card registration and whether or not any library used the TLN online card application.

There was discussion about updating the TLN Damaged and Missing policy to reflect using the new “Damaged Item” function in CARL rather than a library’s problem item card. It was decided that staff should remove the system generated damaged notes that trigger when the “Damaged Item” function is used after the problem has been addressed.

Unfinished Business:

A. Ex-Comm Group 1 representative nomination and balloting

Ed Rutkowski, BRIT

Teresa Natzke (FRAN) was nominated to serve out the remainder of Anne Hage’s (HTWD) term ending in September 2022. Today’s request for additional nominations was unanswered. A ballot will be sent to Group 1 libraries: Addison, Ecorse, Franklin, Hazel Park, Highland, Huntington Woods, Manchester, Melvindale, Oxford, Riverview, Walled Lake later today or Monday, January 31, 2022.

New Business:

A. Standard for dashes and apostrophes in patron name field

Donna Winter, LVCC

Should libraries include name punctuation when registering a patron? Brigette Felix (TLN)
reviewed TLN documentation and did not find a TLN recommendation on how names with punctuation should be entered.

**Motion to include apostrophes and hyphens in a patron’s name if they appear on their provided identification or if they are requested by the patron made by Adrienne Breznau (ROAK) / Seconded by Jessica Wilhoite (ROMS)**

The motion was voted on and approved. 
Motion passed. Yes=32, No=0, Abst=2
YES: ALPK, AUBN, BELL, BERK,BRIT, CLAW, COMM, FRAN, GARC, HART, HTWD, LVCC, LYON, MDHT, MELV, MILF, NORT, NOVI, OAPK, OXFD, PONT, REDF, RIVW, ROMS, ROAK, SLYN, TAYL, WALL, WATE, WHLK, WIXM, WYDT
ABST: DEXT, FERN

B. Card renewal current practices and expiration notice language   Paul McCann, DEXT

There was discussion about account renewals. Courtesy notices instruct patrons to contact the library about renewing their account, and there was concern that this may not be the best language. While the majority of libraries require patrons to visit their library for a full renewal of their card, some libraries: BRIT, COMM, FERN, REDF, and ROAK allow patrons to renew their accounts to some degree or fully remotely. It was determined there was no reason to revise the language of the courtesy notice.

**Quipu eCard online card renewal demo**

Quipu, a third party product that allows a library to offer online card registration and renewal, was demoed. With this product, the library would create a webpage form and Quipu would send them the HTML that displays the form and communicates with the CARL API and Quipu servers for card registration in real time. The product can be customized in a variety of ways, cost dependent upon your library’s configuration. Previously, Quipu could not check for duplicate users in CARL, but now it can. This demo was not recorded, but the product can be viewed on the following websites:

- [https://www.lapl.org/](https://www.lapl.org/)
- [https://www.metrolibrary.org/](https://www.metrolibrary.org/)
- [https://houstonlibrary.org/](https://houstonlibrary.org/)

If you missed the demo or your library is interested in learning more about Quipu, call 800-764-8018, email thefolks@auipugroup.com or visit their website [https://www.quipugroup.com](https://www.quipugroup.com).

**Adjournment**

**Motion to adjourn by James Lenze, GARC / Seconded by Jonathan Deahl, WATE**

Meeting adjourned at 11:43 AM
Shared Automation System Users’ Group (SASUG)
Virtual meeting: Thursday, January 27, 2022
9:30 AM

Next Meetings:
February 24 / 9:30 AM – Virtual

Remote Attendance:

Adrienne Breznau (ROAK)    Jeannine Warrow (MELV)
Alyson Lobert (COMM)        Jenni Gannod (CLAW)
Amy Rosen (WHLK)            Jessica Wilhoite (ROMS)
Andrea Dickson (WIXM)       Jim Flurry (TLN)
Anne Hage (HTWD)            John Inman (TLN)
Anne Neville (TLN)          Jonathan Deahl (WATE)
Azita Frattarelli (RIVW)    Judy McIntosh (NORT)
Bonnie Holzerland (MDHT)    Karen Schiller (SLYN)
Brigette Felix (TLN)        Kim Oakley (ALPK)
Carrie Ralston (WALL)       Kim Sharp (WHLK)
Celia Morse (TLN)           Kimberly Schaaf (OAPK)
Colleen Tabaka (TAYL)       Laura Gramlich (WYDT)
Donna Janke (HART)          Martin Smith (REDF)
Donna Winter (LVCC)         Maryann Zurmuehlen (NOVI)
Ed Burns (FERN)             Matt Church (BERK)
Ed Rutkowski (BRIT)         Minni Shetty (AUBN)
Edmond Richardson (PONT)    Paul McCann (DEXT)
Emily Good (OAPK)           Sandy Ruhrmann (ALPK)
Garret Hungerford (REDF)    Teneia Combs (REDF)
Hilary Savage (BELL)        Teresa Natzke (FRAN)
Holly Teasdale (LYON)       Tina Hatch (MILF)
Jackie Seimer (OXFD)        Toni LaPorte (LVCC)
James Lenze (GARC)

Minutes prepared by SASUG Secretary, Jonathan Deahl, Waterford Township Public Library
Phone: 248-618-7678 | Email: jdeahl@waterfordmi.gov
The Farmington Community Library is a District Library serving the communities of Farmington and Farmington Hills with two locations, 12 Mile Rd. and Liberty St. We are seeking a dynamic, community-minded individual to join our Children’s Services department as a Part-time Paraprofessional. The successful candidate is highly collaborative, creative, open-minded, and dedicated to providing excellent customer service and exciting programming for families of children ages 0-12.

The Farmington Community Library embraces diversity and promotes inclusion in its hiring and operations. The Library actively seeks individuals whose commitments and contributions will advance our mission to be a diverse and equitable organization. We seek applicants from all backgrounds to ensure we get the best, most creative talent on our team and reflect the families we serve.

**Position Available:** Part Time Para-Professional
12 Mile Children’s Services Department

**Salary Range:** Starting at $15.77

**Part Time Position:** 24 hours per week. This position requires some evening and weekend hours and would be ideal for a candidate who needs a flexible schedule due to family and/or school needs.

**Fringe benefits:** Paid time off, Employee Assistance Program, up to 2 professional memberships paid by Library, and paid continuing education/professional development opportunities.

**Deadline for Application:** Until filled

Send your cover letter, resume, and application (find at [http://history.farmlib.org/pdfs/Employment_Application.pdf](http://history.farmlib.org/pdfs/Employment_Application.pdf)) to:

Crystal Peterson
Crystal.Peterson@farmlib.org
Farmington Community Library
32737 West 12 Mile Road
Farmington Hills, MI 48334
Essential Duties/Responsibilities:

- Developing and providing events for children ages 0-12 years and their caregivers
- Providing quick and accurate reference and reader’s advisory services to the public
- Assisting patrons in using the online public access catalog, self-checkout stations, public computers, AWE early learning computers, and public iPads
- May participate in collection development in assigned areas, under the supervision of the Department Head

Required Qualifications:

- Excellent customer services skills, including phone, chat/email, and in-person interactions
- Effective oral and written communication skills, including excellent public speaking abilities
- Skilled at working with diverse audiences
- Associates degree (or currently enrolled in Associates program) OR 3+ years of experience working with children
- Proficient in using technology including Microsoft Office Suite, Outlook, and social media platforms
- Experience working with children
- Ability to work independently
- Ability to lift, push, and/or pull at least 20 pounds
- Ability to think critically in order to answer reference queries and troubleshoot problems

Preferred Qualifications:

- Passion for and/or experience with STEM learning for children
- Knowledge of local nonprofit and community organizations as opportunities for library partnerships
Feb. 25, 2022

Due to our current department head accepting a director’s position at one of the surrounding libraries, we are once again, hiring for the Head of Adult Services position. The ideal candidate will bring positivity, creative thinking, leadership, and an excitement to help the Farmington Community Library rebuild and grow. If this is you, please submit a cover letter outlining why you are the ideal candidate, also include a resume and application.

The Farmington Community Library is a District Library serving the communities of Farmington and Farmington Hills with two locations, 12 Mile and Liberty Street. FCL embraces diversity and promotes inclusion in its hiring and operations. The library actively seeks individuals whose commitments and contributions will advance our mission to be a diverse and equitable organization. We seek applicants from all backgrounds to ensure we get the best, most creative talent on our team and reflect the community we serve.

**Position Available:** Librarian II – Head of Adult Services

**Salary Range:** $48,500 - $53,000

**Part Time Position:** 40 hours per week. This position requires evening and weekend hours

**Fringe benefits:** vacation, holidays, medical insurance, sick time, employee assistance program, MERS retirement savings programs, and more

**Deadline for Application:** March 11, 2022, at 5:00 p.m.

Send your cover letter, resume, and [application](mailto:Crystal.Peterson@farmlib.org) to:

Crystal Peterson  
32737 W. Twelve Mile Road  
Farmington Hills, MI 48334  
[Crystal.Peterson@farmlib.org](mailto:Crystal.Peterson@farmlib.org)

**Essential Duties/Responsibilities May Include:**

- Provides quick and accurate reference and reader’s advisory services to the public, using both print and electronic resources. Serves as referral by junior staff who are also responding to patron queries.
- Demonstrates knowledge of materials and library services, with a competency sufficient to direct and train both professional and assistant staff in these areas.
• Directs workflow; develops procedures; analyzes the effectiveness of a program, service, or collection; and makes recommendations for changes or improvements.
• Develops curricula and assists patrons in learning to use the Library’s various electronic resources, including the Internet.
• Develops programming format most meaningful to a changing community.
• Participates in collection development in assigned areas with responsibility for selection, weeding and promoting use of the collection through creation of bibliographies.
• Trains other staff to effectively use the Library’s Reference Collection and special collections.
• Participates on the Management Advisory Committee (MAC) to assist the Director in the development of policies and procedures, analysis of public use of the Library services and collections and resolution of problems.
• Supervises junior staff, including mentoring, training, and evaluation of performance.
• Supervises a Library-wide service, program, or activity.
• Serves as the Librarian-in-Charge of the building, when assigned. Must be knowledgeable about and able to make decisions in situations dealing with Library security, emergency procedures and conflict resolution.
• Serves as the Library Representative for community organizations or at professional association meetings.
• Other responsibilities as needed.

Minimum Qualifications:
• Master’s Degree in Library and Information Science from a school accredited by the American Library Association.
• Professional certification as a librarian from the Library of Michigan.
• Four (4) years of progressively responsible library experience with at least 2 years of supervisory experience preferred.
• Ability to convey, for purposes of training junior staff, the basic principles, concepts, and methodology of professional librarianship in carrying out basic assignments, operations, or procedures.
• Knowledge of literature, current events, and general information found helpful in resolving reference inquiries.
• Effective oral and written communication skills.
• Professional attitude towards providing public library services to patrons.
• Familiarity with current technology, i.e., general computer literacy, knowledge of the Internet and other electronic sources of information.
• Ability to establish and maintain effective working relationships with other staff and supervisors, serving as a “model” of such behaviors for junior staff.
• Tactfulness and adaptability in dealing with other professional colleagues, the Board, staff, and the public.
• Capable of representing the Library or the Director at local or professional functions.

Physical Activity Requirements:
[Degree of physical demands (strength) usually associated with the essential functions of the job]
Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.