Newsletter for the week of March 14, 2022

The new TLN website will be launching March 17th! This is the last issue of this version of the newsletter. A new newsletter is coming next week.

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Substitute Clerk:

The Addison Township Public Library, a fun, busy Class 2 library in northern Oakland County is seeking 2 substitute clerks.

These positions will work on an on-call basis with one position becoming part-time permanent on a 20-24 hour schedule in June.

Pay is $12/hour but is somewhat negotiable based on experience.

Selected applicants will be placed in an on-call list to be called to fill in for employees on leave.

Qualifications:
Library Circulation Desk experience or equivalent
Knowledge of or ability to quickly train on TLC Library System.
Customer Service experience
Flexible schedule
High School Diploma, --ability to speak, read, and write English at that level.
Positive attitude toward working with the public
Ability to lift 30 pounds on occasion, and materials overhead.

Preferred qualifications:
Library Circulation Desk in-depth experience (1 year plus)
Customer Service in-depth experience (1 year plus)
Associate's Degree in Library Technical Skills or Library Science Student

These positions are great opportunities for students to begin getting experience, or Seniors to bring their experience to work on a flexible schedule.

ATPL welcomes and encourages human diversity of all kinds.

Apply with a resume and cover letter to the Director, Dennis Hillers:
dhillers@tln.lib.mi.us
or
addisontwplibrary@gmail.com
JOB POSTING
CLINTON-MACOMB PUBLIC LIBRARY
FULL-TIME CHILDREN’S SERVICES LIBRARIAN

Position: Children’s Services Librarian, 37.5 hours a week, including some evenings and weekends

This person provides professional library services to customers of all ages, with a focus on children and their caregivers. Such services include reader’s advisory, reference, programming, digital services troubleshooting and outreach. Although typically based at one location, this person is expected to be able to provide service anywhere in the district as needed. This person will report to the Head of Children’s and Teen Services.

Salary: $45,005 per year ($59,051 current maximum based on a 12-step scale)

Benefits: Medical, dental, vision, short-term disability, long-term disability, and life insurance; sick leave, 3 weeks’ vacation, standard holidays; 401A pension after one year.
Optional: 457B retirement plan and flexible spending account.

Primary Job Duties:
• Provides professional reader’s advisory and reference services to customers of all ages with a focus on those under the age of 20 and their caregivers
• Assists customers in use of the library and its print, digital and other technology resources
• Develops and maintains a portion of the library’s collection as assigned including selection, ordering, weeding and spending within an allocated budget
• Prepares bibliographies or information resource guides and keeps them current
• Provides library programs such as book talks, discussion groups, storytelling, lectures, crafts and other related programs
• Actively considers equity, diversity and inclusion in decision-making
• Provides timely information for program publicity
• Actively considers equity, diversity and inclusion in decision-making
• Motivates, establishes and maintains effective working relationships with coworkers, supervisors, volunteers, other community agencies and the public
• Maintains awareness of new developments and trends in the field through professional journals, workshops, conferences, etc.
• Prepares for emergencies and helps maintain a safe work environment
• Serves as Sunday staff member in charge on a rotating basis (typically once a year)
• Performs related duties as required

Required Qualifications:
• Master’s degree in library science from an ALA-accredited library school
• Knowledge of the philosophy and techniques of public library services
• Demonstrated knowledge of library materials and resources for children
• Knowledge of digital resources, computers, Microsoft Office applications, and integrated library systems (Polaris preferred)
• Desire to meet and serve the public
• Positive attitude toward library users of all backgrounds including those with special needs
• Creativity to develop and implement new library programs and services
• Delivers consistently high quality external and internal customer service
• Able to adapt to changing procedures and situations
• Able to understand and carry out oral and written instructions
• Able to prioritize duties and tasks; work independently and assume responsibility
• Strong oral and written communication skills
• High energy, self-motivated to create and embrace new services
• Good typing skills
• Good organizational skills
• Knowledge of English language, spelling and arithmetic

Mental Requirements:
• Is accurate
• Able to maintain confidentiality of library records and administrative matters
• Is flexible, works under short time constraints, and meets deadlines
• Able to interact and work effectively with customers, supervisors, co-workers, contractors and volunteers
• Able to interpret and follow policies and guidelines

Physical Requirements:
• Seeing; keyboarding; using the telephone; lifting or carrying objects weighing up to 50 pounds; pushing or pulling carts weighing up to 300 pounds; walking; bending; stooping; crouching; reaching; picking up litter; spreading ice melt
• Standing or sitting for periods of time
• Writing or typing to complete work forms

Process:
Deadline for applications: Wednesday, March 30, 2022, 5 p.m.
Interviews anticipated: April 4-8, 2022
Decision anticipated by: April 11, 2022
Target starting date: April 25, 2022

Items to submit (in a single PDF file with an email subject line of “Children’s Services Librarian application”):
• Cover letter
• Resume
• If not a current employee, a CMPL Employment Application (available: https://cmpl.org/employment/)
• Answer to the following two pre-interview questions:
1. Describe one trend that is impacting library services to children.

2. Assume you have recently attended a conference for children's librarians and wish to implement a new districtwide service at CMPL. How would you go about making the case and obtaining buy-in from your co-workers and supervisor?

Apply to: Lisa Mulvenna, Head of Children’s and Teen Services
Clinton-Macomb Public Library
40900 Romeo Plank Road
Clinton Township, MI 48038
lmulvenna@cmpl.org

The above is intended to describe the major responsibilities and requirements for this position. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. This is an at-will position.

The Clinton-Macomb Public Library is an equal opportunity employer. All decisions affecting employment shall be made without regard to an individual's race, color, religion, marital status, familial status, family responsibilities, veteran status, age, sex, sexual orientation, gender identity, height, weight, national origin, disability or other classification protected under federal, state or local law.
Executive Director, St Joseph County Public Library (South Bend, Indiana)

Whitewater rafting and kayaking in an urban setting, just steps away from a library?

This is one of the many rewards of serving as Executive Director of the St Joe County Public Library in South Bend, Indiana. You will have an opportunity to lead a very talented staff, work with a supportive board, and enjoy the strong support of a diverse community that embraces its library.

The library, with 10 locations, a budget of about $16.6 million, and a staff of 128 FTE, serves more than 168,000 residents of South Bend and portions of St Joseph County.

South Bend, home of the University of Notre Dame, is a community on the move. It boasts world class museums, a range of festivals, vibrant arts scene, eclectic dining and nightlife, and a reasonable cost of living. The city is situated about 90 miles east of downtown Chicago, linked by major highways, Amtrak, and South Shore commuter rail.

Salary $96,000 to $144,000/year, negotiable based on experience. Excellent benefits.

Please visit johnkeister.com/stjoe/ for details and to apply.

We welcome inquiries. Please apply by April 5 for first consideration.

John Keister & Associates
Executive Search for Libraries
johnkeister.com
stjoe@johnkeister.com
847-955-0541
Due to our current Adult Services Librarian accepting the Director’s position, we are hiring for the Adult Services position. The ideal candidate will be a reliable, innovative, service oriented, team leader and a passionate advocate for public library services.

If this is you, please submit a cover letter outlining why you are the ideal candidate, also include a resume and application. Applications can be found here: https://www.trentonmi.org/DocumentCenter/View/122/Full-Time-Application-PDF

The Trenton Veterans Memorial Library is a Class VI public library in the downriver area in South East Michigan. We serve a population of over 75 thousand over four communities: Brownstown, Grosse Ile, Trenton and Woodhaven.

Position Available: Adult Services Librarian

Salary Range: $42,672.55 - $49,920.85 D.O.E.

FULL TIME Position: 40 hours per week. This position requires evening and weekend hours.

Benefits: vacation, holidays, sick time, medical insurance, and retirement savings programs.

Deadline for Application: Until Filled.

Send your cover letter, resume, and application to: Donna Jensen djensen@trenton-mi.com or 2790 Westfield Rd. Trenton, MI 48183

Essential Duties/Responsibilities Include:

- Provide quick and accurate reference and reader’s advisory services to the public, using both print and electronic resources.
- Demonstrate knowledge of materials and library services.
- Create and produce meaningful programming for adults both online and in person.
- Assists patrons in learning to use the Library’s various electronic resources, including the internet and MEL databases.
- Purchase and curate collection development in adult fiction. With responsibility for selection, weeding and promoting use of the collection, both physical and electronic, in the community and in the library.
- Shifts at both Reference Desk and Circulation Desk
- 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, outreach events or at TLN/library 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 level 1 or 2 or the ability to procure one.
- Two years of progressively responsible library experience with some librarian experience preferred.
- Knowledge of literature, current events, and general information found helpful in resolving reference inquiries.
- Effective oral and written communication skills.
- Professional and compassionate 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 and strong team member.
- Tactfulness and adaptability in dealing with other professional colleagues, the Board, staff, city and the public.
- Physical Activity Requirements: physical demands usually associated with the essential functions of the job. Light Work: keyboarding, writing, reading, communicating with staff and patrons, stretching, bending, lifting, moving up to 20 pounds, walking and sitting.

*The City of Trenton is an Equal Opportunity Employer.*
Are you skilled at working with public library patrons? Have a great track record of working with K-12 schools? We have an exciting new job opening for a Reference Librarian at the Elkhart Public Library (Elkhart, IN).

Interested applicants must submit a resume with a cover letter to be considered for the position. Apply via our website: Full job posting

Position Description:
A Librarian in the Reference department of the Elkhart Public Library (EPL) provides exceptional customer service to patrons of all ages by working daily desk hours and responding to email inquiries. Additional duties include nonfiction collection development with minimal oversight, working one-on-one with patrons to develop their technology skills, onsite and offsite programming, promoting current and future programs and databases, and serves as Professional in Charge (PIC) on a rotating basis.

Each Reference Librarian has an additional specialized area of oversight. For this position, the Librarian will serve as the Reference Department’s EPL Liaison for the Elkhart area schools and related organizations. This includes but is not limited to: coordinating the eCard program; answering students and teacher questions by email, phone, or in person; coordinating efforts with the Teen Specialist in our Young People Services Department; and strengthening EPL’s educational connection to area schools, students, and teachers through sustaining and improving existing partnerships and exploring new avenues for collaboration.

Interested applicants must submit a resume with a cover letter to be considered for the position.

Application Deadline: Position open until filled.

Requirements
- Master’s degree from an ALA-accredited school required, as well as the appropriate Indiana certification or ability to obtain within six (6) months of hire
- Public library experience preferred
- Professional experience with K-12 schools preferred
- Desire to work daily with patrons with varying degrees of technological-savviness
- Microsoft suite (Outlook, Word, Excel) knowledge
- General knowledge of tablets and smart phones
- Previous experience with a variety of databases and online resources, familiarity with Overdrive and Hoopla on various personal devices a plus
- Conversational Spanish highly desirable

Job Details
- Level: Experienced
- Job Location: Downtown - Elkhart, IN
- Position Type: Full Time
- Education Level: MLS
- Salary Range: $44,158.00 - $61,797.00 Salary/year
Committee Members in Attendance: Carrie Ralston (Walled Lake), Matt Church (Berkley), Holly Ward Lamb (Howell), Michael Cummings (Flat Rock), Jessica Keyser (Grosse Pointe), Steve Bowers (TLN), and Cindy Mack (Brighton).

Guests in Attendance: None

1. Call to Order: The meeting was called to order by Chair Mack at 9:03 a.m.
2. Approval of the December 3, 2021 Minutes: Ralston moved to approve the minutes. Keyser seconded. Motion passed.
3. Approval of the Agenda: Keyser moved to approve the agenda. Ralston seconded. Motion passed.
4. TLN Director’s Report: Delivery is especially busy after the holidays. Hoping for strong attendance at the TLN directors meeting.
5. Chairperson’s Report: Mack indicated she had no report.
6. Old Business:
   a. TLN Plan of Service: Bowers was in touch with Library of Michigan on proposed changes to TLN’s Plan of Service. Bowers is discussing proposed changes with legal counsel specializing in libraries. Mack brought up the use of “local” and what it means. Bowers cited benefits to core membership as a driving force for TLN’s efforts. Bowers is evaluating if TLN can provide service beyond public libraries. Some elements in Governance were touched upon for consensus. TLN’s board is the ultimate authority in terms of TLN decisions. Legal counsel will be able to provide some clarity on decision making for the consortium. The structure of TLN groups and committees will be updated for greater clarity of role and function.
   b. Future Programs & Events for Consideration: TLN has contracted with a group for DEI training as a three-part series that’s open to all library staff. Sessions will take place on January 26, February 23, and March 16 from 10:30 am to 12:00 pm. Notes and slides from the sessions will be available but it will not be recorded. Kristin Fontichiaro’s Misinformation & the Role of Libraries Combating It presentation will take place on April 27 at 10:30 am. This will be expanded from what she presented to DSLRT. Everyone from TLN will be invited.
   c. A session on dealing with stress will be offered soon. Stay tuned for details.
   d. Ward Lamb is in the process of creating a survey to solicit feedback from TLN membership on training interests.
7. Adjournment: Cummings moved to adjourn the meeting. Ward Lamb seconded. The meeting adjourned at 9:42 a.m.

Minutes submitted by Matt Church
Call to Order: Judy McIntosh (NORT) at 9:30 a.m.

Approval of Agenda: Diana Pierce (BRIT) and Jonathan Deahl (WATE)

Approval of September 2021 minutes: Terri Lancaster (CHEL) and Jonathan Deahl (WATE)

New Business:

- **DVD/Blu-Ray Rentals** (Kristen Tait BALD)
  It was asked whether any libraries charge a rental fee for DVDs and/or Blu-rays. Most libraries do not charge a rental fee, although a few do charge. Livonia charges $1 for new rentals. Trenton charges $1 each for all DVDs.

- **Receipt Printer Slips** (Terri Lancaster CHEL)
  The question was raised as to whether libraries recycle or trash their printer receipt paper. Many libraries use recyclable receipt paper. Others reported that they use the type of thermal paper that contains BPA, which should be thrown away and not placed in recycling.

- **Online Card Registration Using TLN Form** (Colleen Tabaka TAYL)
  The question was asked if any libraries use the TLN online library card registration form. The libraries that reported using an online form had created their own through an independent application, such as Jotform.

  This brought up the topic as to how card numbers are provided to patrons once they register online. Many libraries mail a physical card to the patron’s residence. Other libraries provide a temporary barcode. For these libraries, the patron must visit the library with their ID to receive a physical card.

- **Juvenile Identifier Language for CARL Locations** (Colleen Tabaka TAYL)
  The question was posed whether libraries consider the term “juvenile” to be antiquated or outdated, and if they are considering discontinuing or have discontinued its use in favor of a more contemporary term such as “kids” or “youth.”

  Many libraries still use the term Juvenile or “J” to designate materials in these collections. A few use a “Y” or “Youth” designation for these materials and for the department, overall.
• **Damaged Item Function in CARL During Check-In vs TLN Circulation Committee Damaged Materials policy. Which to Use?** (Colleen Tabaka TAYL) (Leslie Herber WAYN)

It was asked whether libraries should be following the current *TLN Damaged Materials Policy & Procedures* which includes the use of the Problem Item User accounts rather than using the newer Damaged Item function in CARL.

The Damaged Item function is intended to replace the Problem Item User accounts, and use of the Problem Item User accounts should be discontinued for their original purpose.

This section in the *TLN Damaged Materials Policy & Procedures* will be rewritten to reflect this change, then reviewed by the Circulation Committee in March. The updated policy will then be presented to SASUG for approval.

The circulation committee page cannot have CARL screenshots/documentation on its page because it is not exclusively comprised of shared system libraries/staff. CARL screenshots/documentation can/are posted on the shared automation page, but are password protected so only those that have the username & password can access them.

**Removing Damaged Note from Item Record in CARL When A Using the Damage Button** (Terri Lancaster CHEL)

The Damaged Item function automatically places the item into a damaged status and generates a damaged item note that remains a part of the item record until it is manually removed by staff in the item record.

Libraries agreed that these notes should be removed once the note is no longer applicable. For libraries wanting to manage the removal of old damaged notes, TLN can create a report to identify them.

**SASUG Update:**

- CARL had two scheduled releases. The first release was loaded on the TLN server and tested. Once the second release has been tested for any problems, TLN will upgrade CARL with both releases at the same time.

- 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"

- CARL has begun working on its self-check module, and many libraries have expressed interest in using it. CARL self-check is offered at no additional cost. A
demo is available on TLN’s website on the CARL Documentation page. A username and password is required to access this page. Contact TLN for this information.

- Beginning January 4, 2022, BDBS will no longer send notifications when SkyRiver requests have been completed.

Discussion:

- Waterford will remain fine free.
- Some libraries that have gone fine free still charge for overdue hotspots. As an alternative, other fine free libraries don’t fine, but have opted to shut off a lost hotspot to prompt the patron to return them.
- Redford’s drive-up service window is now open.
- Libraries are reminded that MelCat materials should only be checked in at the owning library. Libraries are asked to remind patrons that MeLCat materials must be returned to the library from which they were borrowed.
- Libraries generally do not put their hours on their library cards but opt rather to put hours on bookmarks or other library handouts. WATE has their hours printed on a sleeve for their library cards.

Approval to Adjourn: Terri Lancaster (CHEL) and Teneia Combs (REDF).
Meeting adjourned at 10:30 a.m.

Next meeting will be held remotely on March 10, 2022 at 9:30 a.m.

Attendance (all remote):

Brigette Felix TLN
Judy McIntosh NORT
Emily Good OAPK
Dawn Chlebo MILF
Jonathan Deahl WATE
Linda Tingley AUBN
Kim Oakley ALPK
Kristin Tait BALD
Diana Pierce BRIT
Terri Lancaster CHEL
Kim Sharp WHLK

Attendance (cont.)
Bill Wines COMM
Donna Winter LVCC
Pam Quackenbush LYON
Amy Viergutz CANT
Colleen Tabaka TAYL
Teneia Combs REDF
Sandy Ruhmann ALPK
Carrie Ralston WALL
Minni Shetty AUBN
Mary Graulich DEXT
Alta Moore LYON
Tina Fleischmann BRIT
Lynda Wiltse TREN
Sara Ault BRND
Christine Marion OXFD
Kelly Bennett FERN
Ben Acha ROAK
Carolyn Countegan ROMS
Edmond Richardson PONT
Kathleen Dimond MANC
Leslie Herber WAYN

Respectfully submitted by Emily Good OAPK