Newsletter for the week of March 7, 2022

The new TLN website will be launching 1003! With the new website we will be discontinuing this TLN Newsletter and replacing it with a new newsletter.

Page 2  Job – Youth Services Assistant Department Head – Full-time – Bloomfield Township Public Library
Page 8  Job – Adult Services Librarian – Full-time – Southfield Public Library
Page 10 Job – Youth Services Librarian – Full-time – Southfield Public Library
Page 12 Job – Library Director – Nappanee Public Library (Indiana)
Page 13 Job – Adult Services Librarian – Part-time – Saline District Library
Page 14 Job – Division Manager – Lincoln Library, Springfield, Illinois
Page 16 Job – Director – Full-time – Suburban Library Cooperative
Page 19 Minutes – TLN Board Meeting – January 27, 2022
Page 23 Job – Substitute Librarian – Ypsilanti District Library
Page 24 Job – Business Librarian – Full-time – U of M - Dearborn
Page 26 Job – Head of Adult Services – Full-time – Northville District Library
EMPLOYMENT OPPORTUNITY AVAILABLE

Bloomfield Township Public Library is seeking an enthusiastic, forward thinking, and experienced individual to serve as our Youth Services Assistant Department Head. The successful candidate will have a strong commitment to provide quality public service and the desire to work in a collaborative, team environment. Bloomfield Township Public Library is a Class 5 library serving a community of 41,070 residents. There is strong community support for the Library and the collections, programs and services offered. The Library is a member of The Library Network cooperative.

POSITION TITLE: Assistant Department Head, Youth Services

DEPARTMENT: Youth Services, Reporting to the Department Head

HOURS: Full-time, 37.50 hours per week including nights and weekends on a flexible basis.

WAGE & BENEFITS: $56,855.55 to $78,008.43 or $29.16 to $40.00 per hour. Benefits include paid leave time such as vacation, sick, holiday and emergency time. Health Insurance, Dental and Optical Insurance, Term Life and Disability Income Insurance provided. Defined contribution retirement plan and retiree health savings plan offered. Eligible for Deferred Compensation and other Voluntary Benefits. Employee Assistance Program. Opportunity to participate in Professional Development.

RESPONSIBILITIES:
- Provides positive, pleasant professional service to the public.
- Assists Department Head in the supervision of all aspects of the Youth Services Department.
- Responsible for the supervision of one Clerical Assistant and five Pages.
- Works with Department Head to coordinate Youth Services programming and cultivate relationships with community partners.
- Participates in the selection, development and evaluation of collections in the Library.
- Other duties as assigned.

REQUIREMENTS:
MINIMUM:
- ALA accredited Master’s degree in Library and Information Science.
- A minimum of 3 years professional Library experience as a youth librarian on a service desk in a public library.
- Strong computer skills, including familiarity with Windows-based computer software and design platform Canva.
- Knowledge of internet and database searching and experience with downloadable resources.
- Strong commitment to public services through an EDI lens, Reader’s Advisory skills, organizational, communication and writing skills.
- Excellent interpersonal and public relations skills to work effectively with Library patrons, staff, and the community in a team environment.
- Ability to lift, push, and/or pull at least 20 pounds.
• Ability to review materials and discern voice and audible tones.

DESIRED:
• Considerable knowledge and experience in Youth Services, including social-emotional and childhood development for birth through 8th grade
• Experience creating and presenting in person and virtual programs
• Supervisory experience
• Public speaking experience
• Experience working with community organizations

DUTIES MAY INCLUDE:
• Record a short craft or science activity video for Youth Services On-Demand channel
• Prepare book talks for outreach visit to 5th graders
• Resolve staff or patron questions in the Library as the Senior Librarian for the day
• Write the Youth Services programming material for the quarterly newsletter
• Oversee the shifting of a part of the Youth Services collection
• Training a new Clerical Assistant or Page
• Assist parent and child looking for report resources on the Library’s databases for youth
• Suggest titles and/or series for emerging readers
• Plan an outreach story time at local community organization
• Assist patron with low vision with finding assistive technologies in the Accessibility Support Collection
• Gather resource materials for a classroom teacher working on a particular theme
• Lead youth, Youth staff, and patrons in event of emergency to safety
• Visit elementary schools to promote summer reading program
• Work with Youth Interns to develop handouts introducing a new collection
• Work with Department Head to draft the upcoming season of programs
• Work with Teen librarian to develop an after-hours event for tweens and teens
• Assist a patron with downloadable materials
• Working with clerical assistant to keep department programming statistics

APPLICATION, RESUME, COVER LETTER: Sunday, March 27. Application is at the Welcome Desk and online at www.btpl.org/employment-volunteer/
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_
February 28, 2022

Library Assistant I – Technical Services Department

The Farmington Community Library is seeking an energetic, ambitious, and detail-oriented person to fill the Tech Services Library Assistant I position. Under the supervision of the Technical Services Department Head employees in this classification assist the public by ordering, cataloging, and processing materials.

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:        PT Library Assistant I – Technical Services Department
Salary:                        $13.40 per hour
Full Time Position              24 hours per week, including some evening and weekends
Fringe Benefits:               Excellent – including vacation, paid holidays, personal and sick leave, and defined contribution plan

Please include your cover letter, resume, and application. Application is available at:
http://history.farmlib.org/pdfs/Employment_Application.pdf

Send to:

Crystal Peterson, Executive Assistant
Crystal.Peterson@farmlib.org
Farmington Community Library
32737 West 12 Mile Road
Farmington Hills, MI 48334
Job Summary:
Under the supervision of the Technical Services Department Head, employees in this classification assist the public by ordering, cataloging, and processing materials.

Essential Duties/Responsibilities:
- Responsible for ordering materials through Acquisition Module
- Prepares and oversees purchase orders in ILS
- Responsible for creation of on-order bibliographic and item records
- Orders memorials and miscellaneous vendor orders
- Prints out Electronic Invoice Acknowledgements
- Receives, invoices, pay and link incoming materials in ILS
- Removes cancelled orders from ILS
- Trains/Assists librarians in ordering from various vendors
- Process and link all materials as required

Minimum Qualifications:
- Extremely detail and task oriented
- Accuracy and skill in keyboarding, spelling, English, grammar, and arithmetic
- Ability to communicate effectively, orally, and in writing
- Ability to promote and maintain effective relationships
- Positive service attitude
- Ability to understand and correctly interpret library policies and procedures

Preferred Qualifications:
- Knowledge of ordering through Baker & Taylor, Midwest Tape, Ingram, Amazon, etc.
- Knowledge of Polaris ILS

Physical Activity Requirements:
The ability to lift, push, and/or pull up to 40 lbs., and to push carts weighing up to 300 lbs. The ability to sit, stand, and walk for extended periods.
February 28, 2022

Part Time Library Page - Technical Services Department

The Farmington Community Library is seeking a detail-oriented person to fill the Technical Services Page position. Under the supervision of the Technical Services Department Head, employees in this classification perform clerical and operational functions to ensure the orderly flow of materials and services in the Technical Services Department.

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: PT Library Page  
Technical Services Department

Salary: $10.69 per hour

Part-time Position: 16-19 hours per week. Hours will be scheduled to include evenings, Saturdays and are also scheduled on regular rotation on Sundays, in the Circulation Services Department.

Please include a cover letter, resume and application. Application is available at http://history.farmlib.org/pdfs/Employment_Application.pdf

Send to:

Crystal Peterson, Executive Assistant  
Crystal.Peterson@farmlib.org  
Farmington Community Library  
32737 West Twelve Mile Road  
Farmington Hills, MI 48334
**Job Summary:**
Under the supervision of Technical Services Department Head, employees in this classification perform clerical and operational functions to ensure the orderly flow of materials and services in the Technical Services Department. Part-time employees are scheduled to work 16-19 hours per week including evenings and Saturdays in the Technical Services Department. Hours are also scheduled as needed, and occasionally on Sundays, in the Circulation Department, or help curbside when needed.

**Essential Duties and Responsibilities May Include:**
- Receive, invoice, pay, and link all incoming materials received electronically, in Polaris.
- Process materials as required: stamp, label, and tag all various types of incoming materials.
- Responsible for bringing over bibliographic records from OCLC and other libraries.
- Perform RFID duties, check new materials in, and process holds.
- Link and process donation materials as needed.
- Assist at Tech Logic automated material handling system when necessary.
- Continued learning of current and future changes to the Polaris system, and processing procedures.

**Minimum Qualifications:**
- Extremely detail and task oriented.
- Accuracy and skill in keyboarding, spelling, English, grammar, and arithmetic.
- Ability to communicate effectively, orally and in writing.
- Ability to promote and maintain effective relationships with the public and other staff.
- Positive service attitude.
- Ability to understand and correctly interpret Library Policies and Procedures.
- Willingness to learn cataloging.

**Physical requirements:**
- The ability to lift, push, and or pull up to 40 lbs., and to push carts weighing up to 300 lbs. The ability to sit, stand and walk for extended periods.
CITY OF SOUTHFIELD
JOB OPPORTUNITY ANNOUNCEMENT

The City of Southfield is currently seeking qualified candidates for the following full-time career position:

JOEY CLASSIFICATION: Librarian I - Adult Services

SALARY RANGE: TPOAM Grade I Pay Range: $47,104- $57,979

Benefit package, including medical, dental, vision, life insurance; retirement; holidays, vacation, and more.

REPRESENTATIVE JOB DUTIES
- Delivers reference and reader’s advisory services in person and by phone to library patrons.
- Assists/teach patrons in the use of the library and its print collections and electronic resources.
- Coordinates and manages specific library collections as assigned.
- Plans and organizes programs and presentations for library patrons.
- Assists patrons with personal, business, and school research and projects.
- Performs related duties as assigned.

JOB REQUIREMENTS – AS DETERMINED BY THE CITY OF SOUTHFIELD
- Master's degree in Library Science from an A.L.A. accredited university.
- Desirable candidates will have a proactive, public service attitude along with the ability to interact and work effectively with patrons and staff.
- Familiarity with technology, especially tablets, e-readers, smartphones and other devices used with the library’s digital services. Possess knowledge of online information resources, downloadable media, computers and software programs.
- Strong oral and written communication skills.
- Demonstrated knowledge of library materials and resources, and an awareness of new developments and trends in public libraries.
- Coursework or experience in collection management desired.
- Public library experience preferred.

The selection process will include a review of the applicant's experience for posted requirements, a criminal history check, and an oral board interview. Each step of the process must be passed before the applicant will be moved to the next step. Applicants will be invited to further participate in the selection process based on the nature and extent of their related experience.

APPLY AT: City of Southfield, Human Resources Department, 26000 Evergreen Road, Southfield, MI 48076

A Completed City of Southfield application packet is required to be considered for this position.

Applications may be downloaded from the City’s website at www.cityofsouthfield.com
Completed applications can be emailed to: sfdjobs@cityofsouthfield.com

City of Southfield application packets must be received in the Human Resources Dept. no later than 5:00 p.m. March 23, 2022

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

JS DATED: February 24, 2022

Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at hrsupport@cityofsouthfield.com if auxiliary aids or services are needed. Reasonable advance notice is required.
CITY OF SOUTHFIELD

JOB OPPORTUNITY ANNOUNCEMENT

The City of Southfield is currently seeking qualified candidates for the following full-time career position:

JOB CLASSIFICATION: Librarian I - Youth Services

SALARY RANGE: TPOAM Grade I Pay Range: $47,104 - $57,979

Benefit package, including medical, dental, vision, life insurance; retirement; holidays, vacation, and more.

REPRESENTATIVE JOB DUTIES

- Assist patrons of all ages with reader guidance and reference.
- Collection development responsibilities for youth.
- Assist in the development and implementation of library programs for youth and teens.
- Instruct patrons on the fundamentals of library procedures and the use of computer programs.
- Promote, publicize and represent youth services and the library to the community, schools and other local agencies.
- Work with teachers and homeschooling parents to provide the best service for homework and research assignments.
- Conduct tours and makes presentations.
- Contribute to the development and content of the library’s website.
- Perform related duties as required.

JOB REQUIREMENTS

- Master's degree in Library Science from an A.L.A. accredited University; course work or relevant experience in youth services is required.
- Demonstrated experience in planning and assisting with programs for youth and teens.
- Desirable candidates will have a proactive, public service attitude along with excellent communication skills; public speaking experience is a plus.
- Course work/experience in collection management for youth and teens.
- Demonstrated proficiency with electronic databases, Microsoft Office applications, social networking sites, and mobile technology, as it relates to eBooks and other digital resources.
- Some experience working in a Public Library desirable.

Applicants will be invited to further participate in the selection process based on the nature and extent of their related experience. The selection process will include a review of the applicant's experience, criminal history check, and an oral board interview. Each step of the selection process must be passed before the applicant will be considered for advancement to the next step.

APPLY AT:

City of Southfield, Human Resources Department,
26000 Evergreen Road, Southfield, MI 48076

A Completed City of Southfield application packet is required to be considered for this position.

Applications may be downloaded from the City’s website at www.cityofsouthfield.com
Completed applications can be emailed to: sfdjobs@cityofsouthfield.com

City of Southfield application packets must be received in the Human Resources Dept. no later than 5:00 p.m.

March 23, 2022

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

JS Dated: February 24, 2022

Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at hrsupport@cityofsouthfield.com if auxiliary aids or services are needed. Reasonable advance notice is required.
**Director, Nappanee Public Library (Indiana)**

Don’t miss this terrific opportunity located in Northern Indiana! The [Nappanee Public Library](#) is looking for its next great Director.

Nappanee is located in north central Indiana within a short drive of Elkhart and South Bend. The region is at the heart of Amish country, an area of Indiana known for its genial hospitality, talented artisan communities, rich cultural heritage, and family-friendly living options.

The library, with a budget of about $1.5 million and a staff of 26 people, serves more than 10,000 residents of the Nappanee area.

Salary $78,000/year or higher, negotiable based on experience. Excellent benefits.

Please visit [johnkeister.com/nappanee](http://johnkeister.com/nappanee) for details and to apply.

We welcome inquiries. Please apply by March 18 for first consideration.

John Keister & Associates  
Executive Search for Libraries  
[johnkeister.com](http://johnkeister.com)  
nappanee@johnkeister.com  
847-955-0541
POSITION OPENING

TITLE: Librarian I
WAGES & BENEFITS: $20.34 to $22.16 per hour to start (depending on qualifications);
                    pro-rated vacation, sick, and holiday time
STATUS: Part-time, 20 hours per week; work schedule includes some evenings and weekends
REPORTS TO: Head of Adult Services

ESSENTIAL DUTIES and RESPONSIBILITIES:

• Staff the Adult Reference Desk.
• Provide readers advisory and reference services to all patrons.
• Instruct patrons in the use of library resources.
• Provide assistance in the use of library computer equipment and assist with troubleshooting.
• Participate in collection development and maintenance as assigned.
• Assist with planning and presenting programs virtually and in-person, on or off site.
• Assist with publicizing the library and its programs.
• Assist in representing the library on social media.
• Assist with website content and updating.
• Assist with reports and compiling statistics.
• Maintain interest and awareness of library developments appropriate to the position.
• Some additional tasks in support of programs, training, and collection development may be assigned.

REQUIRED QUALIFICATIONS:

• Master’s Degree in Library Science/Information Technology from an American Library Association
  accredited graduate school, or equivalent experience
• Coursework and/or experience in computers and electronic sources
• Knowledge of library collection development tools, reference materials, and bibliographic sources
• Expertise in using information technology and troubleshooting computers, printers, and software
• Demonstrated ability to:
  o Communicate effectively orally and in writing
  o Stimulate interest in the use of library sources and programs
  o Project an enthusiastic and positive image of the library
  o Set priorities in a changing environment and make decisions in a timely manner
  o Achieve and maintain cooperative and effective relations with staff and public
  o Work comfortably with all age groups

TO APPLY: Submit in a single document: completed Saline District Library employment application
(available at salinelibrary.org/about/employment), letter of application, and resume to: Jessica Lash,
Head of Adult Services at jess@salinelibrary.org.

Applications received by Friday, March 18, 2022 will receive first consideration.
CITY OF SPRINGFIELD
is seeking applicants for
DIVISION MANAGER

The Lincoln Library is seeking an individual to coordinate and manage the Library’s image and relationship with the community. Develop connections with individuals and local organizations to promote library expertise and resources. Assume responsibility for external and internal public relations and marketing of library services and programs. Work with donors and the Friends of Lincoln Library. Research and identify grant opportunities for the library, write grant proposals, ensure all terms of the grants are fulfilled, and handle grant reporting requirements. Assist in fundraising activities and research additional funding opportunities. Help plan and prepare for special library projects and strategic initiatives. This position requires knowledge, skill and mental development equivalent to a Bachelor’s degree in a relevant field, plus three years professional library or nonprofit experience with one year team-leading experience and one year experience in informal writing, research and dissemination. Experience with grants and/or fundraising is desired. Project management experience is preferred.

Current employees (where applicable) and persons hired or rehired after 1-1-17 shall maintain their bona fide residence within the corporate limits of the city during all periods of service. Newly hired or rehired employees have 12 months from date of hire to establish city residency.

MINIMUM STARTING SALARY: $4,233.75 MONTHLY
Salary commensurate with qualifications and experience

Apply to:
http://www.springfield.il.us

FINAL DATE TO APPLY: MARCH 15, 2022 AT 11:00 PM CST
APPLICATIONS OPEN TO THE PUBLIC
IF ASSISTANCE IN APPLYING IS REQUIRED,
PLEASE NOTIFY THE OFFICE OF HUMAN RESOURCES
AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER M-F-D-V 3/1/22
CITY OF SPRINGFIELD
is seeking applicants for
LIBRARIAN I

Lincoln Library is seeking an individual to assist customers in making the most effective use of materials and information available in the library through a variety of ways, including assisting customers with electronic searches, handling difficult reference questions using specialized tools and providing readers’ advisory services. Conduct programs for the public on topics of interest and prepare informational displays. Requires professional judgment in choice of methods and tools used. This position requires a Master’s degree in Library Science. Evening and weekend hours required. Current employees (where applicable) and persons hired or rehired after 1-1-17 shall maintain their bona fide residence within the corporate limits of the city during all periods of service. Newly hired or rehired employees have 12 months from date of hire to establish city residency. This position is covered by AFSCME Local #3738

BASE RATE: $27.5574 HOURLY
Apply to: http://www.springfield.il.us
FINAL DATE TO APPLY: MARCH 15, 2022 AT 11:00 PM CST
APPLICATIONS OPEN TO THE PUBLIC CURRENT AFSCME 3738 EMPLOYEES WILL BE GIVEN PREFERENCE
IF ASSISTANCE IN APPLYING IS REQUIRED, PLEASE NOTIFY THE OFFICE OF HUMAN RESOURCES
AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER
JOB POSTING
DIRECTOR

The Suburban Library Cooperative (SLC) is one of eleven cooperatives in the state of Michigan and serves 21 member libraries in the Macomb County area, northeast of Detroit, in a collegial atmosphere. The Suburban Library Cooperative's funding is 45% from the state, 50% from member libraries, and 5% from other sources. SLC has a healthy fund balance and is eager to continue the high level of service it provides to its members with a new Director.

GENERAL RESPONSIBILITIES

The SLC Director reports to the nine-member Cooperative Board. The Director is responsible for the administrational operation and direction of the programs and services provided by the Library Cooperative; submits recommendations concerning policies and services to the Cooperative Board and implements policy decisions; provides supervision over all Cooperative staff (currently 8 FTE); supervises and coordinates all Cooperative activities; manages the Cooperative's business office, automation projects, and other related cooperative activities; performs other duties as needed or assigned.

ESSENTIAL FUNCTIONS

- Serves as Director of the Suburban Library Cooperative.
- Serves as Chair of the Suburban Library Cooperative Council, which is comprised of the directors of the member libraries.
- Works with SLC Council and Cooperative staff to plan and coordinate Cooperative services such as the shared automation system, interlibrary delivery service, and group purchases of digital resources.
- Reviews progress towards Strategic Plan goals annually.
- Completes the annual state aid report and assists member libraries as necessary.
- Submits recommendations on policies and services to the SLC Council and SLC Board regarding organization, personnel utilization, budget and other management areas.
- Works with the SLC Council and SLC Board to establish program priorities, procedures and practices for the Cooperative regarding organization, personnel utilization, budget and other management areas.
- Analyzes and coordinates the Cooperative general and automation system budgets while estimating and controlling expenditures to administer approved budgets.

Member Libraries:
Armada • Center Line • Chesterfield • Clinton-Macomb • Eastpointe • Fraser • Harper Woods • Harrison Twp Lenox • Lois Wagner (Richmond) • MacDonald (New Baltimore) • Mount Clemens • Ray Romeo • Roseville • St. Clair Shores • Shelby • Sterling Heights • Troy • Utica • Warren
- Manages Cooperative investments.
- Administers established personnel policies.
- Hires, trains, supervises, and evaluates staff.
- Assists and advises member libraries as needed on topics such as human resources, board development, policies and procedures.
- Writes, administers, and reports on grants for Cooperative-wide projects.
- Attends meetings and actively participates in the Cooperative Directors Association.
- Acts as liaison between participating member libraries and automation system vendor. Oversees automation system contract and the maintenance of equipment and software. Participates in regional and national user groups.
- Coordinates the MiLibraryCard program.
- Coordinates the Virtual Library Card program.
- Provides administrative support services for the Book and Author Society and serves on its Board.
- Represents the Cooperative at community and professional meetings to discuss library issues and act on library operations.
- Communicates regularly with all member libraries, including site visits.
- Advocates for libraries at the local and state level.
- Establishes positive relationships with local elected officials, school representatives, non-profits, and businesses that partner with the Cooperative and its member libraries.
- Maintains knowledge of new developments in the library profession through professional development opportunities.

The statements contained in this position description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all job duties performed.

EDUCATION, TRAINING, AND EXPERIENCE

- Master’s degree in Library Science from ALA accredited institution.
- Possession of a Librarian’s Permanent Professional Certificate issued by the Library of Michigan, or ability to obtain.
- Minimum of four years of administrative experience in a library cooperative or library serving a population of 26,000+.
- Experience with library automation systems, digital resources, and other forms of library technology.
- Experience working with libraries, schools, and other organizations on community-wide projects.
The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills and abilities to perform the job, may be considered.

ADDITIONAL SPECIFICATIONS

- Demonstrated leadership, written and oral communication, fiscal, analytical, and administrative skills.
- Ability to initiate, articulate and implement ideas for the improvement of Cooperative functions and services.
- Ability to establish and maintain effective working relationships with the Cooperative Board, Cooperative staff, staff of member libraries, legislators, vendors, outside agencies and the public.
- Ability to work with member libraries of all sizes, to be aware of the challenges that they face, and actively assist them whenever possible.
- Ability to conduct oneself with tact and courtesy.
- Knowledge of library law and library legislation.

SALARY AND BENEFITS:
Salary range $80,000 - $100,000. 37.5 hours/week. Benefits include Blue Care Network individual health, dental and vision insurance, employer paid Simplified Employee Pension plan, life insurance, short and long term disability insurance, paid vacation, sick, holiday and personal business days.

TO APPLY:
Send resume and three references by April 1, 2022 to Diane Barr, Chair, Suburban Library Cooperative Board, 44750 Delco Boulevard, Sterling Heights, MI 48313.
Email: slcooffice@libcoop.net
The regular meeting of The Library Network (TLN) Board was held on Thursday, January 27, at the Novi Public Library. Board Members present: Mark Wollenweber, Chair; Lois VanStipdonk, Vice-Chair; Rita VanBrandeghen, Secretary; Debra Green, Arthur M. Woodford, Charles Hanson, and Joyce Parker. A quorum.

Board Members Absent & Excused: Victor Cardenas and Ebony Duff.

Additional attendees: Paul McCann, Executive Committee Representative; Cindy Mack, Steering Committee Representative; Steven Bowers, TLN Executive Director; Celia Morse, Rick Rosekrans, and Judith Kozakowski, TLN.

The Chair called the meeting to order at 12:09 p.m.

1. **Call to audience**
   - Introduction of Guest – None
   - Public Comment – None

2. **The Agenda.** Motion by VanStipdonk, supported by VanBrandeghen, to approve the Board Agenda, as presented, with the addition of the updated Board meeting calendar. Motion carried unanimously.

3. **Approval of the Minutes.** Motion by VanStipdonk, supported by Green, to approve the minutes of the October 28, 2021 meeting of the Board, as presented. Motion carried unanimously.

4. **Communications & Announcements** - None

5. **New Business**

   Motion by Hanson, supported by Parker, to approve updated 2022 Board Meeting Calendar. Motion carried unanimously.

   Motion by VanBrandeghen, supported by Woodford, to approve the ARPA (American Rescue Plan Act) Grant Budget Proposal, as presented. Motion carried unanimously.
Motion by VanBrandegehen, supported by Hanson, to authorize the Executive Director to purchase Covid-19 protection products related to combatting the spread of Covid-19 (i.e. masks, hand sanitizer, Covid testing kits) for TLN member libraries for pass-thru, up to $50,000. without prior Board authorization. The Executive Director will report any such purchases at the following month’s Board meeting. Motion carried unanimously.

6. Reports

Steering Committee – Mack, Chair of the Steering Committee, reported that the Committee is continuing to review TLN’s 2015 Plan of Service document. Once the updating is completed, the Committee will have it reviewed by an attorney and the State, as well as present it to the Membership, with final approval from the TLN Board. There is no timetable yet, but hoping to complete the entire process this current fiscal year.

On January 25, the Steering Committee held part 1 of 3 in a series of webinars on DEI. It was well attended. Mack thanked Holly Teasdale for her work in developing this series. The next two sessions will be held on Feb. 23, and March 16. All within TLN are invited to participate.

The Steering Committee is planning a training session on misinformation and how libraries can combat it. This will be held in the spring of 2022.

Executive Committee – McCann reported that the Committee met on January 6. There are no major issues to address at this time. CARL has a new release. The TLN Shared System is the only system utilizing CARL that has their own hardware on-site.

There have been a lot of helpdesk tickets related to FRBR and its update. TLN employee Andrea Polsgrove is responsible to fielding these tickets. She asked that they be paused for the moment as she is working closely with Bowers to launch TLN’s new website.

The Committee is also looking at a more universal word to describe Juvenile materials. The word juvenile can be construed as derogatory.

Anne Hage, the Director of the Huntington Woods library is retiring after 31 years. She has served on the Executive Committee for the past nine years. The Committee is currently seeking a replacement for her on the Committee.

Some libraries have opted out of book sharing. This was very active during the height of the pandemic, but is now returning back to normal.

The next meeting of the Committee is Feb. 3.
Finance/Real Estate Committee – None

Human Resources Committee – None

7. Executive Director’s Report – In addition to his monthly report, Bowers reported that he has been visiting member libraries. He has an open invitation to all libraries for him to visit.

He is planning a Downriver tour in the future.

Bowers reported that he has been working to launch the new TLN website with a tentative release date at the end February. TLN employee Andrea Polsgrove has been working diligently on the new website.

Metro Parks renewed the Hotspot program for 2022. Bowers is reaching out to more libraries to insure they have access to hot spots.

Materials related to the ARPA grant (American Rescue Plan Act) that TLN is administering, have begun shipping out to libraries. The process is moving along well. Computers for the on-line library programming is underway. Two hundred fifty nine (259) libraries throughout the state will be receiving these packages.

TLN’s grant allows for $200,000.00 worth of equipment for TLN libraries.

The Lakeland Library Cooperative is also administering a portion of the grant, which will see an additional $200,000 of OverDrive services for TLN libraries.

The ARPA grant is four million dollars throughout the state for libraries. Of this, TLN libraries will benefit from approximately five hundred and sixty thousand dollars.

Three new libraries are coming to OverDrive. Ecorse is one of the new libraries on board.

TLN launched a three part series on DEI training, approximately 40 people attended the first session.

8. Financial Reports – Motion by VanStipdonk, supported by Parker, to receive and file the following reports. Motion carried unanimously.

- Executive Summary
- Aged Payables Open Items as of 12/31/2021
- Check Register Detail from 10/01/2021 – 10/31/2021
- Check Register Detail from 11/01/2021 – 11/30/2021
- Check Register Detail from 12/01/2021 – 12/31/2021
- Aged Receivables Detail as of 12/31/2021
- Summary of Revenue & Expenditures Compared to Budget: October 1, 2021 – December 31, 2021
- October 2021 – December 2021 – Income Statement
- Unaudited Balance Sheet as of 12/31/2021

9. **Old Business** – Motion by Green, supported by Hanson, to approve the Library Access Fund policy, as presented. Motion carried unanimously.

10. **Board Member Comment** – Wollenweber thanked the TLN Board members for attending the DEI training on January 25.

Wollenweber reported that Anne Hage is retiring at the end of January from the Huntington Woods library. She has worked at the library for over 31 years. A get-together for her may occur in the spring.

VanBrandeghen reported that the Berkley library is now receiving TLN delivery 5 days a week.

11. Motion by Woodford, supported by Green, to adjourn the meeting at 1:20 p.m. Motion carried unanimously.

12. The next meeting of the Board will on:

   **Thursday, February 24, 2022 – noon**
   **Inkster Public Library**

   Respectfully submitted,

   Mark Wollenweber               Rita VanBrandeghen
   CHAIR                          SECRETARY

Minutes taken by J. Kozakowski
Position: Substitute Librarian

Nature of Work:
Under the direction of the Adult Services, Youth Services, Outreach Services, or Branch Head, performs professional reference work, helping patrons of all ages use the library.

- Provides quick, accurate and friendly reference and reader’s advisory services to the public, using print as well as electronic resources.
- Assists patrons with library technology such as the library catalog, databases, streaming content services, eBooks, photocopiers and printers, self-service checkout, public computer stations and the Internet.
- Provides community information and referral services.
- Follows and enforces all library rules, policies, procedures, and patron privacy laws.

Qualifications:
- Public library experience required (2+years); Master’s Degree in Library/Information Science from an ALA-accredited school preferred.
- Experience in public library reference work.
- Familiarity with print and electronic reference sources, Internet sites, and office software.
- Excellent communication and interpersonal skills.
- Strong commitment to public service excellence.
- Ability to function in a professional manner, work independently, and use good judgment.
- Flexible, dependable, and willing to work at a variety of locations on call.
- Enthusiastic, positive team player.
- Proficiency in using computers and high-level Internet searching skills.
- Ability to return to tasks after frequent interruptions.
- Ability to handle multiple tasks simultaneously.
- Ability to work with diverse populations at all levels of learning.

Time/Hours:
Hours of employment and departmental assignments will vary. May include daytime, evening, or weekend hours, including some Sundays. No permanent hours or schedule are implied.

Salary/Benefits:
$17.00/hour. No benefits.

Position open until filled.

To Apply: Send resume, cover letter, & application form (available at www.ypsilibrary.org) to:

Human Resources
Ypsilanti District Library
5577 Whittaker Road
Ypsilanti, Michigan 48197

or lisa@ypsilibrary.org

YDL is an Equal Opportunity Employer
Job Title: Assistant Librarian  
Working Title: Business Librarian
Salary Range: $50,000 - $55,000
Closing date: March 23, 2022
Apply at https://careers.umich.edu/job_detail/212095/business-librarian
Job Opening ID: 212095

The University of Michigan-Dearborn (UM-Dearborn) is one of the three campuses of the University of Michigan. UM-Dearborn is a comprehensive university offering high-quality undergraduate, graduate, professional, and continuing education to residents of southeastern Michigan, and currently enrolls just over 9,000 students. Faculty and students have the opportunity to collaborate across all three campuses in research and scholarly activity. UM-Dearborn is located 10 miles west of downtown Detroit and 35 miles east of Ann Arbor. The campus is strategically located on 200 suburban acres of the original Henry Ford Estate in the Greater Detroit Metropolitan Region.

Description:
This is an exciting opportunity to join our team of instructional librarians as Assistant Librarian faculty in the Mardigian Library on the UM-Dearborn campus. As a member of the library faculty within the Library Research Center, the chosen candidate will serve as a Business subject specialist and liaison between the library and several departments within the College of Business (COB).

We invite applications from energetic, flexible, and innovative candidates who will be receptive to and foster new ideas, work collaboratively with team members, and possess strong interpersonal, verbal and written communication, and planning and organization skills. Additional key attributes are the abilities to foster successful partnerships within the library and across university departments, to provide excellent services, and to demonstrate initiative and flexibility by adapting programs and services to support research, teaching and learning.

The Business Librarian primarily supports teaching and research by providing library instruction, research assistance, collection development, and academic outreach, including research data support and grant-writing assistance. The ideal candidate will possess a broad academic background and specific experience or interest in business. This position reports to the Head of the Library Research Center.

Responsibilities

Specific duties:

- Develop and deliver online and in-person library instruction and research support services to the College of Business (COB) students and faculty (some evening and weekend assignments).
- Partner with instructional faculty within the College to help students achieve learning outcomes such as information literacy, written communication, problem solving, creative thinking and integrative learning.
- Participate in collection development activities in all areas of the College and related collection areas with the collection development team of the Mardigian Library.
- Provide support to graduate and undergraduate students, learning communities, and co-curricular initiatives
- Support scholarly publishing and research initiatives of faculty and students of the College of Business.
- Active participation in professional organizations/scholarship, university and library committees as required for promotion.
- Responsible for general reference, including walk-ins, virtual appointments, and reference chat shifts.
- Develop instructional resources for physical and remote delivery of library instruction.
- Provide outreach for library services, programming, and events.

This position is open to early-career librarians. We welcome applications from candidates that meet our minimum requirements, and we encourage you to speak to your experience and knowledge, including in positions outside of libraries and tell us how it may connect to some of the preferred qualifications for this position.

Required Qualifications

- Master’s Degree in Library Science from an ALA accredited program.
- Experience delivering in-person and online reference service.
- Ability to work within a consultative team environment where collaboration and cooperation within the library and among teaching faculty are essential.
- Commitment to working in a multicultural environment with students of diverse backgrounds and learning styles.
- Strong computer skills, including the ability to learn and use new tools as needed.
- Excellent oral and written communication skills.

Desired Qualifications

- Demonstrated experience in teaching and experience as an embedded librarian highly desired.
- Knowledge and understanding of business information resources in an academic, special or public library setting.
- Experience developing instructional materials for use online.
- Experience with online course management systems and other technology resources to teach, promote, and distribute resources.
- Demonstrated knowledge and application of assessment techniques to student learning outcomes in instruction.
- Grant writing experience.

A cover letter is required for consideration for this position and should be attached as the first page of your resume. The cover letter should address your specific interest in the position and outline skills and experience that directly relate to this position. Please apply with a single document that includes a cover letter and resume and three professional references.

Currently this classification is considered exempt in compliance with the Fair Labor Standards Act (FLSA).
JOB POSTING

The Northville District Library seeks an enthusiastic, experienced and innovative Librarian for a full-time position to oversee the Library’s Adult Services Department.

Position:    Head of Adult Services

40 Hours per week, including some weekends and evenings
This is a Union Position

Salary Range:  $57,449.60-$66,206.40 based upon prior work experience

Benefits:    Health Insurance (medical, dental and vision), disability insurance, and MERS retirement. Paid time off includes sick, vacation, holiday, and personal business time.

Essential Duties Include:

- Supervises the Departmental staff which includes the training, mentoring, and motivating of team members and evaluates their performance
- Coordinates, oversees, and participates in departmental programs and services
- Serves as the Adult Services Department Representative at internal and external meetings and events
- Manages the Adult Services Department’s assigned budget
- Directs workflows and develops procedures for the department
- Provides reference, readers’ advisory, and library services support for users of all ages at the public Information and Reference Desks
- Evaluates the scope and effectiveness of current programs and services and compiles statistical and analytical reports
- Recommends changes in programs, services, and collections based upon new developments in the library field and directs their implementation
- Effectively develops and maintains assigned collection areas
- Develops and promotes the library’s local history collection
- Creates, oversees, and participates in Adult Services’ outreach activities
- Communicates effectively with staff and patrons
• Serves on the library’s management team, assists the Director with operational activities and contributes to development and implementation of strategic initiatives
• Acts as a library representative to community organizations
• Serves as the Librarian-in-Charge of the building when assigned
• Participates in Continuing Education opportunities
• Performs related duties as assigned

Required Qualifications:

• Master’s Degree in library science from an ALA-accredited college or university
• Possess a Level I Permanent Professional Certificate from the Library of Michigan
• Three to five years’ experience working in an Adult Services department
• Ability to adapt to change in the work environment
• Ability to create new services and procedures incorporating new theories and technologies as applicable
• Ability to prioritize duties and tasks
• Critical thinking skills
• Excellent interpersonal and communication skills
• Experience in working independently and as part of a team
• Ability to work collaboratively across library departments
• Knowledge and proficiency in MS Office, online resources, social media and emerging library technologies
• Knowledge of adult literature and library usage habits in order to manage collections and programs, as well as address reference queries
• Knowledge of library functions, rules, policies, and procedures
• Strong public service orientation

Deadline for application: March 18, 2022

Please submit a resume, cover letter and application to:

Carla Eggert, Administrative Assistant
Northville District Library
212 West Cady Street
Northville, MI 48167-1560

Email: ceggert@northvillelibrary.org

Applications can be accessed at: https://northvillelibrary.org/?page_id=22288