The Library Network Newsletter

November 07, 2011

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Shared Automation System Users Group
Executive Committee
Agenda

November 10, 2011 1:30 p.m.
Redford District Library

1. Call to Order

2. Approval of Agenda

3. Approval of October 13 Minutes

4. Reports
   A. Budget
   B. TLN Board Meeting
   C. Symphony Update
      a. Online payments through My Account
      b. Adding delivery number to library policy name
   D. TLN Network Update

5. Unfinished Business
   A. St. Clair County Library update
   B. Customized drop-down lists for patron and item types

6. New Business
   A. Automated mechanism for patrons to retrieve pin

7. Other Matters

Next Meeting December 8 at 2:00 p.m. at Livonia Civic Center
Pontiac Public Library Job Opportunity

Adult Public Services Librarian
Full-time professional position
Hours: 40 hours per week including some evening and Saturday hours
Pay rate: Based upon experience
Benefits: Board-approved comprehensive benefit package.
Deadline: December 12 at 5:00 pm

Qualifications:

- ALA-accredited MLIS degree or equivalent
- Outstanding people skills and customer service
- Knowledge of the philosophy and techniques of public library services
- Ability to provide professional reference and readers advisory assistance for library users of all ages
- Computer literacy including use of databases and word processing required; ability to teach others these same skills preferred
- Knowledge of selection of materials for library users; experience with selection and maintenance of such materials preferred
- Knowledge of and interest in library programming
- Ability to work cooperatively with library staff in a team environment
- Ability to produce neat, accurate and timely work within an established timeframe
- Excellent written and oral communication skills
- Library experience

Responsibilities:

- Provide reference and readers advisory services for all ages
- Lead with collection development in
- Lead or assist in library programming
- Lead or assist with library outreach activities
- Perform other duties and responsibilities as assigned

Application:

- Cover letter, resume and application required
- Application available at
- Send application to:
  Michael Lamb
  Interim Director
  Pontiac Public Library
  60 East Pike Street
  Pontiac, MI 48342

- Or email to: mlamb@tln.lib.mi.us
Circulation Services
Substitute Circulation Clerk
Clerk I or Clerk II

Hours: Assigned hours per week including evening and Saturday hours

Pay rate:
- High School degree – 8.00-12.50 hour based upon experience and education
- College degree – 8.00-15.00 hour based upon experience and education

Classified as a Clerical position

Benefits: Hourly position

Not eligible for Board-approved benefits
Not eligible for holiday pay but all hourly employees are offered an opportunity to make up hours lost to holidays or other building closures

Qualifications:
- High school diploma required; college coursework preferred
- Clerk II requires experience in a public services position in a public library or equivalent experience
- Ability to provide superior customer service to library users of all ages
- Ability to operate a standard cash register and other standard office equipment
- Computer literacy including use of databases and word processing required
- Ability to work cooperatively with library staff in a team environment
- Ability to produce neat, accurate and timely work within an established timeframe
- Excellent written and oral communication skills
- Must be able to lift and push 25 pounds

Responsibilities:
- Provide circulation desk services for library users of all ages
- Handle cash transactions for overdue fines, copying, and other fees
- Provide general information to all library users, as requested, and actively promote library services and programs
- Lead or assist with circulation tasks in assigned areas
- Assist with reshelving of materials, as needed
- Perform other duties and responsibilities as assigned

Reports to the Circulation Supervisor

Application: Application required
Application available at http://whitelakelibrary.org/whitelake/staff.asp
Send application to: Kim Sharp, Circulation Supervisor
White Lake Township Library
7527 E. Highland Road
White Lake, MI 48383

Or email to: ksharp@whitelakelibrary.org
Deadline: November 19, 2011

White Lake Township Library is an equal opportunity employer.
POSITION POSTING

POSITION:  REGULAR PART-TIME LIBRARY AIDE – Adult Services

REPORTS TO:  Head of Adult Services

QUALIFICATIONS:
Bachelor’s Degree from four-year accredited college or university.
Public library experience preferred with demonstrated knowledge of library materials and resources,
including electronic databases, the Internet, and other software applications.
Enthusiasm and commitment to public service excellence.
Strong interpersonal, communication and technology skills.
Excellent reading skills and ability to locate materials throughout the library.
Ability to view and utilize library computer records.
Ability to listen and interact with all library patrons.
Ability to stand for extended periods of time as well as climb, stoop, bend, reach, lift, push and/or pull at least 20 pounds.

TYPICAL RESPONSIBILITIES:
Professional/paraprofessional duties as assigned by the Head of Adult Services.
Typical duties may include, but are not limited to:
Delivery of reference, information and reader’s advisory services for library patrons of all ages.
Delivery of computer assistance for library patrons of all ages.
Assist with collection development duties, including processing some materials.
Other duties as might be assigned.

HOURS: Regular part-time – 15 - 20 hours per week, includes some evenings and Saturdays.

WAGES & BENEFITS: $12.00 per hour; pro-rated annual leave and holidays.

DEADLINE: November 18th or until filled.

REQUIREMENTS:
Physical (including drug screen) and background check.

Resume, references and completed Redford Township District Library Application
(application available on website: www.redfordlibrary.org under employment)

TO APPLY:

Resume and application to: Carol Deckert, Head of Adult Services
Redford Township District Library
25320 W. Six Mile Rd.
Redford MI 48240
FAX: 313-531-1721
THE LIBRARY NETWORK
JOB POSTING
Full-Time
System Administrator

Revised 10/31/2011

PRINCIPAL FUNCTION

Under the direction of the Network Services Manager, the System Administrator is primarily responsible for:

- Providing Microsoft and Linux server support
- Managing Library computer projects
- Providing helpdesk support as needed by The Library Network (TLN) staff or library members
- Providing support of the PC time and print management software
- Website development and maintenance
- Providing secondary support to the Network Technician responsibilities including support of network equipment.

RESPONSIBILITIES

1. Provide server installation, support and maintenance of all TLN servers
2. Manage library computer projects
3. Provide end user help desk support for both TLN staff and library members.
4. Provide support of the PC time and print management software used by member libraries.
5. Perform web site development and web site maintenance tasks
6. Install and support wireless networks at the member libraries.
7. Assist with network and PC technology services provided to library members.
8. Perform daily, weekly, and monthly routine tasks including daily tape backup, maintaining the backup log, and daily checking of successful backups.
9. Provide secondary support to Network Technician to provide network support including network equipment and monitoring the WAN for TLN and all member libraries.
10. Perform other duties as assigned by Network Services Manager and/or the Network Technician.

QUALIFICATIONS and NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:
(applicants without required qualifications need not apply)

1. Bachelor’s degree in Computer Science, Computer Information Systems, or Information Technology, preferred or equivalent work experience
2. Minimum of one network-based certification preferred (such as CCENT, MCSA, MCITP, Network+)
3. Minimum of one PC-based certification preferred (such as A+, MCITP, MCTS)
4. Microsoft Server support experience required, minimum 2 years
5. Experience with local and wide area networks required, minimum 2 years
6. Experience managing Cisco firewalls and routers required minimum 1 year
7. Experience with content management systems such as Joomla, Drupal and Wiki’s preferred
8. Experience with web programming tools such as PHP, HTML and/or Java required, minimum 1 year
9. Ability to work flexible hours including some evenings and weekends
10. Works cooperatively with a team
11. Ability to travel to libraries located in Southeast Michigan
12. Problem solving ability and detail oriented
13. Excellent communication skills including customer service skills – verbal and written
14. Excellent organizational skills and detail oriented

Salary & Benefits
Salary is commensurate with experience.
Competitive benefits package, which includes: Michigan Employees’ Retirement System (MERS) Defined Benefit Plan, Health, Dental, Optical, Life Insurance, Short-term and Long-term Disability. AFSCME Union

Resume, cover letter and application due no later than, December 2, 2011 to:
The Library Network, 41365 Vincenti Court, Novi, MI 48375
Angie Michelini, Network Services Manager, amichelini@tln.lib.mi.us

The Library Network is an Equal Opportunity Employer