The Library Network Newsletter
March 03, 2014

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EMPLOYMENT OPPORTUNITY

The Roseville Public Library (MI) is seeking qualified applicants for the following position in the Roseville Public Library:

POSITION: Librarian - Part-time

JOB DUTIES: Works in Youth and Adult Services assisting the general public with reference requests and assists with various projects as assigned.

HOURS: 28 hours per week – includes evenings and Saturdays (the library is currently closed on Saturdays but may reopen Saturdays in the future).

JOB REQUIREMENTS: Master's Degree in Library Science from an ALA accredited college or university. Transcripts and certificate from the Library of Michigan will be required upon request. Enthusiasm for public service required. Ability to use HTML code, Expression Web and Adobe Photoshop in conjunction with creating and maintaining the library’s website and ability to use Microsoft Office are required. The individual should have the skills and ability to supervise staff. The individual must feel comfortable using eReaders, tablets and other handheld devices and be able to instruct patrons on how to download digital content. See the job description for more detail.

SALARY: $19.00 per hour – NO BENEFITS

RESUME TO: City of Roseville
Human Resources Department
29777 Gratiot
Roseville, MI 48066
Or via email: lmhuck@roseville-mi.gov
Or via fax: 586-445-5402

TIMELINE: Deadline for resumes and cover letters is March 7, 2014.

THE CITY DOES NOT DISCRIMINATE.
Position: Support Services Supervisor, Part-time

Job Duties:
- Reports to Head of Support Services
- Assists in supervising the Support Services Department and staff in the absence of the Department Head; assists with staff training, staff scheduling and timecards.
- Performs duties related to all holds and requests.
- Responsible for the overall orderliness of the Library’s collections and display areas; coordinates the shelving of all items; assists with hiring, training and supervising of Support Services Clerks and Library Shelvers.
- Assists in developing policies and procedures; assists staff with problem solving.
- Performs acquisitions duties, cataloging, MARC record maintenance and materials processing as assigned.

Job Requirements:
- High school diploma or equivalent; Associates Degree preferred.
- Previous library experience, minimum two years; one year supervisory experience preferred.
- Knowledge of alphabetical, numerical, and decimal systems of arrangement.
- Supervises the opening and closing procedures for the Support Services Department.
- Performs workroom duties and other tasks as assigned, including shelf reading, processing holds, returns and other materials from delivery, materials processing and maintenance.
- Adapts and responds to multiple priorities, interruptions and demands, and resolves problem situations in a positive manner.
- Works positively and collaboratively across departments to accomplish department goals.
- Strong verbal, written, and interpersonal communication skills in English.
- Enthusiastic, self-motivated, energetic, flexible, friendly and approachable.
- Physical mobility, vision, hearing and manual dexterity essential.
- Maintain physical condition necessary for sitting, standing, bending, and /or walking for extended periods of time; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; push or pull with wheeled cart up to 500 pounds; operating assigned equipment; picking up litter; spreading ice melt.

Hours: 17 hours per week
- Sunday, 11 a.m. – 6 p.m.
- Wednesday, 9 a.m. – 2 p.m.
- Thursday, 9 a.m. – 2 p.m.

Salary: $12.73 per hour

Benefits: None

Application:
- Resume, cover letter and application required
- Available at: http://www.novlibrary.org/AboutUs/Employment.asp
- Send to: Marcia Dominick, Administrative Assistant
  Novi Public Library
  45255 W. Ten Mile Rd.
  Novi, MI 48375
- E-mail: mdominick@novlibrary.org

Deadline: Tuesday, March 11, 2014 at 5 p.m.
Job Announcement
Rochester Hills Public Library
Youth Services Salaried Librarian

For full application instructions go to http://www.rhpl.org/about/jobs/351-current-job-openings

Position: Youth Services Librarian

Supervisor: Youth Services Manager

Salary: $23,535.00 per year

Schedule: 22.5 hours per week, regularly (includes evening and weekend hours)

Dates: Deadline for applications: March 15, 2014
Interviews anticipated: March 19-20, 2014
Decision anticipated by: March 21, 2014
Starting date: April 6, 2014 or ASAP

Application: Please submit a resume, responses to questions at the end of this posting and a completed employment application found at http://www.rhpl.org/about/jobs/351-current-job-openings.

Primary Job Duties:
- Provide comprehensive library service to individuals and groups, both inside and outside the library.
- Provide reference assistance and reader’s advisory to patrons of all ages and abilities.
- Evaluate and select print and electronic resources for children through grade 8
- Program planning and implementation for children, birth through grade 8.
- Instruction in use of the library and the resources offered
- Webpage development and maintenance
- Work with other Youth Services staff in the creation of new programs, projects and materials

Required Qualifications:
- Master’s degree in Library Science or Early Childhood Development
- Skill in planning and presenting developmentally appropriate programs for children
- Ability to prioritize tasks and duties and work independently
- High level of energy and self-motivation to create new services
- Strong familiarity with juvenile reading materials and genre collections
- Full range of internet skills and experience, as well as MSOffice and other Windows software
- Strong oral and written communication skills
• Willingness to maintain a flexible schedule in order to implement programming
• Willingness to seek out and complete appropriate grant applications
• Willingness to participate in professional associations

Desirable Qualifications:
• Experience with Polaris
• Experience in a public library setting
• Experience with grant writing

This is not an exhaustive list of all duties, responsibilities and qualifications; it is intended to describe the major responsibilities and requirements of this position.

Please respond to the following questions and include those responses with your resume and RHPL application.

1. Why do you want to work with young children?

2. We offer many program for young children and their adult caregiver. What kinds of programs would you suggest we add to enhance our youth offerings?

3. If I were to duplicate a typical week of your reading choices, what would I be reading? (By choices, I mean just about everything short of cereal boxes.)

4. In a field of strong candidates, what makes you stand out?
Meeting called to order at 1:03 pm

Introductions

Scope of committee- the look, customization and user friendliness of Enterprise

**Overview- Anne Neville and John Inman**

Enterprise was purchased June 2013, TLN waited for the version we are using so we could customize to our specifications

-Several processes had to be verified to work in Enterprise that we currently use in eLibrary including: text messaging, online user registration and online payment. We did not want to lose any of the functionality that is currently offered.

At the last SASUG meeting (January 2014) it was decided to go forward with a Beta version with notations that Enterprise was under construction once a few last items were “fixed”

**Items that the Committee looked at and discussed included**

-Verbiage on “text this to me”
-Green highlighting indicating ownership
- Relevancy in searching
- The possibility of adding a Library’s logo to its environment
- Book rivers
  -possibility of adding new juvenile and where to add teen and tween new items
  -book rivers look at catalog records that have been added within the last 3 months
  -book rivers do not look at individual items so if a library adds a new copy of an older item (example Gone with the Wind) it will not show up in the book river

-Bolding the Library name in the hit list
-Facets
-Facebook thumbs up and like count
-Marc View button.
-My Account features
  -fines, holds, items checked out
  -text messages

**Attendance**

Amy Rosen WHLK          Wendy Teagan NOVI
Barb Rutkowski NOVI     Mary Ellen Mulcrone NOVI
Cathy Buehner HIGH      Jean Hansen WATE
Ed Rutkowski BRIT       Wendy Mutch NORT
Michael McEvoy NORT     Markika Zemke COMM
Toni LaPorte LVCC       Evan Smale NOVI
Kimberly Schaaf SPRI    Renee Holden AUBN
John Inman TLN          Anne Neville TLN
I. Call to Order

II. Approval of Agenda

III. Approval of February 13, 2014 meeting minutes

IV. Reports
   A. Budget / Investments       A. Neville / R. Rosekrans
   B. TLN Board Meeting          M. McCarville
   C. Symphony Update            A. Neville
   D. Technology Services Update A. Michelini

V. Unfinished Business
   A. Catalog enhancements – On hold text messaging implementation, Enterprise, E-Resource Central, online user registration, Library Anywhere
      A. Survey/Policy to regulate SAS library agreements with non-SAS libraries

VI. New Business
   B. ILS review kick-off meeting with Celia Morse

VII. Other

VIII. Adjournment
TLN Teen Services Committee
Meeting Agenda
Friday, March 14, 2014
Highland Township Public Library
444 Beach Farm Circle
Highland, MI 48357
248-887-2218
http://highland.lib.mi.us/

1:30 Call to order
Introductions
Approval of Agenda and Minutes
State and Local Committee Updates
TLN Update
Thinking ahead – hosting and officer nominations

1:45 Summer Reading Plans
How do you structure your program?
How do you promote it?
What are your prizes?
What programs have you planned?

2:45 Break and Library Tour

3:15 $20 Craft Ideas
Please share one (or more!) of your successful crafts that cost less
than $20 total. If possible, bring samples to share.

3:45 Trivia
How well do you know your teen pop culture?

4:15 Fave Raves

4:30 Adjournment

Lunch (beginning at noon) will be catered by Highland House (pizza, salad and
breadsticks). Please bring $5 cash to cover the cost of your lunch. If you plan on
attending lunch please RSVP to Brenda Dunseth, Head of Youth Services
(bdunseth@highland.lib.mi.us) at Highland Township Public Library, or Dawn Dittmar,
Teen Librarian (ddittmar@hgihland.lib.mi.us) by Wednesday, March 12th.

Our next meeting is Friday, May 9 @ Auburn Hills.
9:30  Call to order
      Introductions
      Approval of Agenda and Minutes
      State and Local Committee Updates
      TLN Update

10:00 Backyard Science – Danelle Watts, Oakland County Child Care Council
      Science experiments for the preschool crowd!

11:00 Break, tour library

11:15 Science Program Ideas
      Exchange of science program ideas for summer reading.

12:00 Lunch
      Lunch will be catered by Highland House (pizza, salad and breadsticks) – please bring $5 cash to cover the cost of your lunch. If you plan on attending lunch please RSVP to Brenda Dunseth, Head of Youth Services (bdunseth@highland.lib.mi.us) at Highland Township Public Library, or Dawn Dittmar, Teen Librarian (ddittmar@highland.lib.mi.us) by Wednesday, March 12th.

Our next meeting is Friday, May 9th @ Auburn Hills Public Library.
TLN Steering Committee Meeting

December 16, 2013, 11am.

Approved, February 10, 2014

Belleville Area District Library, 167 Fourth St., Belleville, MI 48111

Present:

Maria McCarville, Wayne County, Stephanie McCoy, Auburn Hills Public Library, Nancy B. Johnson, Brighton Public Library, Debra Green, Belleville Area District Library, Kirk Borger, Riverview Public Library, Jaema Berman, Addison Twp Public Library, Joan Rogers, Waterford Twp Public Library, Jim Pletz, Director, The Library Network.

1. Call to Order
   11:02 by Maria McCarville

2. Introductions
   Deb Green presented the new building plans for Belleville which includes a second place fireplace, and increased space for all services and programming as well as a separate area for the Friends book sale area.

3. Approval of the Agenda
   Moved by Joan Rogers and seconded by Nancy Johnson

4. Approval of the Minutes
   Moved by Deb Green and Joan Rogers

5. Director’s Report
   • The TLN Continuing Education Program is sponsoring a Leaders Book Discussion Club. The first meeting was held at Southfield Public Library on Oct. 30th. The early 2014 schedule, with a 1 PM start time, includes Berkley Public Library on January 22, Romulus Public Library on March 26 and concludes at the Salem-South Lyon District Library on May 28. Jim is about to start the 5 year visit to every library in the cooperative.

6. Chair’s Report
   No news at this time.

7. Old Business
   • We still are in need of a Chair Elect at this time. Kirk Borger has considered it.
   • Approval of the Basic and Advanced Computer Competencies
   • A motion to approve the Basic Computer Competencies was made by Deb Green and seconded by Joan Rogers. Approved by committee vote.
   • A motion to approve the Advanced Computer Competencies was made by Nancy B. Johnson and was seconded by Kirk Borger. Approved by committee vote.

8. New Business:
   a. Continuing Education Opportunities
      Leaders Book Discussion Club
January 22, 2014 Berkley Public Library
March 26, 2014 Romulus Public Library
May 28, 2014 Salem-South Lyon District Library
September 24, 2014 Melvindale Public Library

Common Core State Standards
Presenter, Kristen Remenar Children’s Librarian at Orion Township
2 venues with dates and times TBD

Ask an Attorney
Presenter TBD
St. Clair County plus one other venue with dates and times TBD

Facility Management – Developing Life Cycle Schedules
Presenter, venues, dates and times TBD

Beyond Millages – Fund Raising Strategies
Presenter, Christine Hage Director of the Rochester Hills Public Library
Venues, dates and times TBD

Facility Management
Continuing into Spring and Fall...more to come...such as Library Boards, Bedbug and other critter problems...Transiting your programming to the older generation.

b. Five Year Review TLN 2009-14
   - Jim expressed concern that Ann Arbor, Troy and Harper Wood are not participating.

c. MILibrary Card
   - Until finances in Detroit level out DPL will consider Melcat.
   - Have libraries considered offering services for a fee or a guest option?

9. Other
   - Nancy B. Johnson offered kind words of condolence to Jim Pletz regarding the recent passing of his mother, Fran Pletz who did so much to foster new programs and the careers of librarians in Michigan.

10. Motion to adjourn by Joan Rogers. Seconded by Deb Green.

11. Next Meeting
    February 10, 2014 Riverview Public Library, 1:30pm
Position Title: Substitute Librarian
Reports to: Youth and Adult Services Department Heads

The Ferndale Public Library believes each employee makes a significant contribution that should not be limited by the assigned responsibilities. This position description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor the library to just the work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of the services we provide to library patrons.

General Statement of Duties:
Under general supervision of the Department Head, the Substitute Librarian provides professional library work in support of the Youth and Adult services departments as needed. Duties may include providing reference and readers advisory services to library patrons of all ages, collection management, and assistance with public computers.

Job Responsibilities and Examples of Services Performed:

1. Creates a welcoming environment by providing the highest level of customer service to patrons of all ages.
2. Demonstrates professional library science knowledge, public reference service skills, and an understanding of public library operations.
3. Assists patrons in using special reference tools, conducting in-depth searches, preparing bibliographies, and locating materials. Utilizes knowledge of library collection and reference sources. Demonstrates command of numerous subject areas to assist patrons and staff with their inquiries.
4. Demonstrates ability to conduct successful reference interviews to determine specific informational requirements of patrons. Skilled in interpersonal communications and in the ability to understand, interpret, and paraphrase patron questions in order to negotiate successful outcomes.
5. Successfully represents the library with tact and courtesy, showing the ability to think and act appropriately under pressure. Exhibits sound professional judgment and demeanor in all public and staff transactions.
7. Works with a variety of technology-based reference resources.
8. Cooperates as a team member with all library staff in performing any professional or nonprofessional duty essential to the achievement of efficient library operations

9. Actively participates in continuing education opportunities

**Essential Knowledge, Skills, and Abilities:**

- Knowledge of current trends in library service to patrons served by the department

- Ability to work with library patrons of varied backgrounds to maintain effective interpersonal relationships; deal tactfully with the public; ability to speak and write effectively

- Self-motivated and able to exercise initiative and independent judgment

- Possess appropriate computer skills and have an awareness of the role of technology in the everyday lives of library patrons

- Demonstrate skills necessary to analyze and interpret information, establish facts, draw valid conclusions, and develop and implement effective strategies

**Education and Experience Requirements:**

- Master’s Degree in Library and Information Science from an ALA accredited institution

- Some experience in a public library, or any equivalent combination of experience and/or training that provides the required knowledge, skills, and abilities

- Librarian’s Level 1 Permanent Professional Certificate or Level 2 Professional Certificate from the Library of Michigan, or eligibility to obtain certification

*To apply for this position:* Email resume and cover letter to Library Director Jessica Keyser at jkeyser@ferndalepubliclibrary.org.

**FLSA status:** Non-exempt
Position: Shelver, Permanent Part-time

Job Duties:
- Sorts and loads carts for shelving.
- Shelves and shifts materials in the public areas; shelf reads; reports problems with shelf organization.
- Directs patrons to Reference staff for assistance.
- Assists with opening and closing procedures.
- Assists Librarians with special projects with the approval of the Support Services Supervisor.

Job Requirements:
- Some high school experience required; work permit if required.
- Ability to adapt to changing procedures and situations; problem solving skills.
- Knowledge of alphabetical, numerical and decimal system of arrangement.
- Enthusiastic, friendly and approachable.
- Strong organizational skills and attention to detail.
- Knowledge of internet and computer related technology.
- Strong verbal, written, and interpersonal communication skills.
- Physical mobility, vision, hearing and manual dexterity essential.
- Maintain physical condition necessary for sitting, standing, bending, and /or walking for extended periods of time; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; push or pull with wheeled cart up to 500 pounds; operating assigned equipment; picking up litter; spreading ice melt.

Hours:
- 8 hours per week:
  - Saturday, 10 a.m. – 2 p.m.
  - Sunday, 12 – 4 p.m.

Salary: $7.40 per hour

Benefits: None

Application:
- Available at http://www.novilibrary.org/AboutUs/Employment.asp
- Resume, cover letter and application required.
- Send to: Marcia Dominick, Administrative Assistant
  Novi Public Library
  45255 W. Ten Mile Rd.
  Novi, MI  48375
- E-mail: mdominick@novilibrary.org

Deadline: Friday, March 7, 2014 at 5p.m.
POSITION POSTING

POSITION:  REGULAR PART-TIME CIRCULATION CLERK

REPORTS TO:  Circulation Supervisor

QUALIFICATIONS:
Minimum: High school diploma or equivalent
Basic computer skills, including Windows environment
Ability to count money and give accurate change
Enthusiasm and commitment to public services excellence
Strong attention to detail; dependable and flexible work habits
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
Preferred: Public library work experience; familiarity with circulation processes and functions; familiarity with SirsiDynix Unicorn/Workflows

TYPICAL RESPONSIBILITIES:
Assists general public with check in and check out of materials, paying fines
Assists general public with obtaining library cards
Answers phone, takes accurate messages and routes calls
Prepares materials for shelving
Shelves materials, straightens and organizes materials on shelves
Assists in closing procedures for Circulation Desk
Performs off-desk clerical duties
Other duties, as assigned.

HOURS:  Regular part-time, 19 hours per week, includes some evenings and Saturdays.

DEADLINE:  Friday, March 14, 2014

REQUIREMENTS:
Brief clerical test
Physical (including drug screen) and background check
Resume, references and completed Redford Township District Library application
(application is available on website:  http://www.redfordlibrary.org/employment.htm)

PAY:  $9.25 per hour

TO APPLY:
Resume and application to:  Michael Gazzarari, Circulation Supervisor
Redford Township District Library
25320 W. Six Mile Rd.
Redford MI  48240
FAX:  313-531-1721

2/25/2014  EEO