The Library Network Newsletter

May 26, 2014

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Meeting called to order at 9:33 A.M. by Chair, Anita O’Brien

Round of Introductions

Approval of Agenda
Anita O’Brien requested a change to the agenda. Additions: report from Celia Morse (TLN) and proposal for a 1-year ULT-LO-GEN profile. A motion was made to approve the agenda as amended by Becky Willemsen (MDHT), seconded by Paulette Medvesky (WAYN). Motion passed unanimously.

Approval of Minutes
Motion to approve the minutes by Patty Braden (ROMS), seconded by Amy Rosen (WHLK). Motion passed unanimously.

System Update – Anne Neville
Holiday Hours: TLN is closed Friday, April 18. Shared system will be available; no staff will be in. No staff will be in on Sunday, April 20.

2014 COSUGI Conference: Customers of SirsiDynix Users Group annual conference will be held in Detroit this year.

eResource Central: SirsiDynix is currently setting up eResource Central and soon you'll see the records in Enterprise. Allows patrons to download or place a hold on electronic resources through Enterprise, rather than duplicating the search in Overdrive. eResource Central only shows patrons the records they have access to: Overdrive Advantage patrons see Advantage titles, while patrons at libraries that don’t have an Advantage collection will not.

Technology Services Update – Angie Michelini
Telecommunications: circuit upgrade requests received for 13 library buildings, authorization for the circuit upgrades have been forwarded to libraries. RFP for 3-year contract for telecommunications will be sent out in late summer; current contract expires on June 30, 2015.

Consortia discounts: TLN is partnering with several printer/copier vendors for consortia discounts: Michigan Office Solutions (Xerox products), MBM Computer System Solutions (HP & Konica products), Ricoh and Toshiba.

Bulk purchases: Angie is working with CDWG on developing a portal where libraries would be able to log in and create their own quotes (similar to Dell portal) for earbuds, flashdrives, headphones, external hard drives, etc. Email will be sent when portal has been launched and ready to use. This will allow libraries to place orders anytime throughout the year.
Report from the TLN Board – Maria McCarville
Shared praise for TLN training sessions and MAP article in the Detroit Free Press. PlanteMoran representative met with TLN Board and went over current report in detail.

Report from the Executive Committee – Paul McCann
Discussed catalog enhancements as well as the current Dearborn/ Dearborn Heights arrangement and its impact on the shared system.

Report from PLA – Paul McCann
Paul and Julie Farkas (NOVI) interacted with several ILS vendors (SirsiDynix, Polaris, Autographics, Innovative, The Library Corporation) while at PLA. All vendors seem to be focusing in making staff as mobile as possible with more approachable service points, allowing staff to do their functions away from static service points.

Report from Celia Morse, ILS Consultant
TLN will mark 10 years with SirsiDynix in May. Celia will be working with TLN and member libraries to look at current and future trends in ILS and what is available.

Marshall Breeding of Library Technology Guides will be presenting on the subject on Wednesday, May 14 at Novi.

Report from the Circulation Committee – Becky Willemsen
Circulation Committee is looking at patron profiles: the different types of patron profiles and what they're intended to do so that they're standardized across the board.

New Business:
1. Enterprise Praise & Problems
Enterprise committee has not met but has exchanged emails. Public reacting positively to Enterprise; working to train patrons to log out when they're done (automatically times out at 10 minutes). Recommended to use Enterprise with Chrome; Enterprise will not work on Internet Explorer in versions any lower than 10.

Approximately 6 months until eLibrary will be no longer available. Soon holds/my account will not be able to be accessed using eLibrary.

2. User Type Profile
Ferndale requests a 1-year user profile with a $5 threshold. To be voted on at next meeting.

Meeting Adjourned at 11:55 AM

Next Meeting: Thursday, May 22, 2014, 9:30 am, at White Lake Public Library

Respectfully submitted, A. Lobert (WALL)
Attendance:
Wendy Teagan (NOVI)
Maryann Zurmuehlen (NOVI)
Anita O’Brien (WYDT)
Connie Jo Ozinga (COMM)
John Inman (TLN)
Angie Michelini (TLN)
Patty Braden (ROMS)
Anne Neville (TLN)
Paulette Medvecky (WAYN)
Ginny Cesarz (WAYN)
Amy Rosen (WHLK)
Anne Hage (HTWD)
Jacqueline Whinihan (TAYL)
Becky Willemsen (MDHT)
Alyson Lobert (WALL)
Maria McCarville (WC)
Laura Gregory (ALPK)
Martin Smith (REDF)
Anne Mannisto (NORT)
Karen Endres (BERK)
Ed Burns (FERN)
Jude Halloran (HIGH)
Joan Rogers (WATE)
Ghada Bochenek (LVCC)
Paul McCann (DEXT)
Celia Morse (TLN)
Romulus Public Library
Part-time Library Assistant (25 hours/week)

Job duties:
- Assist patrons of all ages at the Circulation Desk on the phone and in person.
- Assist patrons with computer questions.
- Handle cash transactions for overdue fines, copying and other fees.
- Provide reference assistance and readers advisory.
- Process incoming and outgoing interlibrary loan.
- Order and keep tax forms in stock.
- Order office supplies.
- Process new library materials as needed.
- Other duties as assigned.

Job requirements:
- Bachelor’s Degree required
- Experience in a public services position in a public library or equivalent experience
- Computer literacy including use of databases and word processing required; experience with SIRSI Workflows preferred
- Strong interpersonal skills
- Ability to provide superior customer service to library users of all ages
- Ability to operate standard office equipment
- 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

Hours: Mon. 9:30-1:30, Tues. 9:30-3:30, Wed. 9:30-3:30, Thurs. 9:30-1:30, alternating Fri. and Sat. 11 a.m.-5 p.m.

Salary: $10/hr.

Benefits: none

Reports to: Library Director

HOW TO APPLY: Submit a City of Romulus application and resume to the:

City of Romulus
Human Resources Department
11111 Wayne Road
Romulus, MI  48174

The application is available on the City’s website: www.romulusgov.com

APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED
The City of Wayne is accepting applications for the following part time position:

LIBRARY CO-DIRECTOR

Salary Range: $25.00 - $30.00 per hour

Applications are being accepted for the position of Library Co-Director of the Wayne Public Library due to the retirement of our current full-time director. Candidates must have an M.L.S. degree from an ALA - accredited library program. The 20 - hour per week position requires Saturday and some evening hours.

This would be a wonderful opportunity to learn the duties of a director while sharing the responsibilities with an established leader. We are seeking a risk-taker who is innovative and willing to be creative. He or she must be dynamic and possess the willingness and ability to represent the library to both the public and city administration. The ability to work well with others is a must.

The co-director will report to the five-member Board which is appointed by the City Council. The co-director serves at the pleasure of the Library Board. The library has a dedicated mill, 16 part-time staff, and one full-time staff.

Applications can be downloaded from the city web site (www.ci.wayne.mi.us) or are available at the Personnel Department. Completed applications and resumes are to be returned to the Personnel Department by 4:00 p.m. on Thursday, June 5, 2014. Resumes without completed applications will not be accepted.

Applicants must have a valid State of Michigan drivers license and an excellent driving record with no more than three (3) points on current driving record. Applicant may be required to provide a copy of current driving record, at own expense, through the Secretary of State.

The City of Wayne does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment provision of services.

PLEASE POST
05/20/14 - 06/05/14

PLEASE POST
05/20/14 - 06/05/14
May 22, 2014

Position Available: Part Time Library Assistant
Technical Services Department

Salary: $11.45 per hour - $17.49 per hour

Part-time Position: 24 hours per week scheduled at either Library Branch, contingent on staff needs. Hours will be scheduled to include evenings, Saturdays and an occasional Sunday.

Fringe Benefits: Excellent

Please respond with a cover letter, resume and application. Application is available at www.farmlib.org/library/employment.html to:

Tina Theeke, Director
Farmington Community Library
32737 West Twelve Mile Road
Farmington Hills, MI 48334
Tina.Theeke@farmlib.org

Deadline for Applications: Monday, June 9, 2014

Interviews will be conducted on Monday, June 16, 2014

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 24 hours per week including some evenings and Saturdays in the Technical Services Department. Hours are also scheduled as needed, and occasionally on Sundays, in the Circulation Department.
**Essential Duties and Responsibilities May Include:**

- Receive, invoice, pay, and link all incoming materials received manually and electronically, as well as standing orders in Polaris.
- Process materials as required: stamp, label, and tag all various types of incoming materials.
- Responsible for bringing over and fixing all bibliographic records from OCLC and other libraries.
- Create Authority Records when needed, and modify bibliographic records according to RDA requirements.
- 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 cataloging procedures.
- Keep updated copies of all library departments schedules in Tech Services.

**Minimum Qualifications:**

- Knowledge generally obtained through a minimum of two years of college courses directed to a Library Technician’s degree or advanced study or its equivalent in experience, training or independent study.
- Knowledge of cataloging.
- 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.

**Physical Activity Requirements:**

*Degree of physical demands (strength) usually associated with the essential functions of the job*

Light Work: Exerting up to 40 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. The type of physical demands usually associated with the essential functions of this classification are: lifting, handling, stooping, kneeling, crouching, reaching overhead and horizontally, handling, fingering, feeling, talking, hearing and seeing.

**Equipment Commonly Associated with this Job:**

Computer, barcode scanner, RFID scanner pad, telephone, office machinery, conveyor belt and book trucks, among others.

**Employee Classification: Part-Time Library Assistant I**

Part-time employees are regularly scheduled to work 24-28 hours per week. Job requirements remain the same criteria as those for full-time Library Assistant I.
Cataloger

The Clarkston Independence District Library seeks a detail-oriented cataloger able to prioritize projects, be responsive to the needs of patrons and librarians, make materials available in a timely manner, and assist in the maintenance of a user-friendly library catalog.

Hours: Part-Time
Salary: $10 to $14 per hour

Primary Duties and Responsibilities:
- Copy catalog books, movies, CDs, etc using available bibliographic sources.
- Perform some original cataloging.
- Review processing by other staff and volunteers for quality and accuracy.
- Assists in library database management including holding deletions and record corrections.
- Assists in developing department procedural manuals.
- Assists in processing of library materials as needed.
- Assists in re-classification projects within the catalog.
- Attends meetings, training seminars as required.
- Performs other job-related duties as needed.

Required Qualifications:
- Library Technician Certificate or comparable cataloging experience
- Must possess knowledge of cataloging principles and procedures such as AACR2 (RDA preferred), MARC and authority controls.
- Must possess knowledge of various computer programs, bibliographic support system, and the internet.
- Must possess the ability to communicate effectively and work with others to problem solve.
- Must possess the ability to function independently, stay on task, with the ability to plan, organize and prioritize work based on demand and efficiency.
- Ability to follow established procedures and perform work requiring considerable attention to detail.
- Knowledge of alphabetical, numerical, and decimal system of arrangement (Dewey Decimal System)
- Ability to handle loaded book carts and lift objects up to 50lbs.

Desired Qualifications:
- Experience working with Polaris
- MLIS preferred

Reports to the Head of Technical Services

Send cover letter, resume, and contact information for three professional references by email, mail or fax to:
Keegan Sulecki
Head of Technical Services
Clarkston Independence District Library
6495 Clarkston Road
Clarkston, MI 48346
suleckik@indelib.org
Fax: 248.625.8852

Deadline for applications: Monday, June 2, 2014 at 5:00pm
An Equal Opportunity Employer
Allen Park Public Library

**Job title:** Youth Services Librarian/Librarian 1  
**Supervised by:** Library Director

Part-time position, including evening and Saturday hours (20-28 hours/week)

**Job description:**
- Provide reference assistance and reader’s advisory to library patrons of all ages.
- Select, develop and maintain juvenile, tween, teen, parent/teacher, and youth professional collections.
- Plan, prepare for and present programming for youth and teens, including story time, the summer reading program and other programs.
- Provide outreach to local schools and others and seek partnership opportunities with community organizations.
- Assist patrons at the circulation desk, in person and on the phone, as needed.
- Attend staff meetings, professional meetings and workshops for continuing education.
- Act as librarian in charge as needed when Director is out of the office.
- Work with volunteers as they are available to provide excellent service and programming.
- Assist patrons with emerging technologies.
- Other duties as assigned.

**Qualifications:**
- Master’s Degree in Library Science from an ALA-accredited library school. We will consider applicants who are close to receiving their MLIS degrees.
- Eligible for Michigan Public Library Certification.
- At least one year of experience in a public services position in a library.
- Knowledge of children’s and young adult literature and AV materials.
- Skill in planning and presenting programs for children and young adults.
- Ability to establish and maintain effective interpersonal relations with children, their caregivers, and other professionals who work with children.
- Computer literacy including use of databases and word processing required; experience with SIRSI preferred.
- Ability to provide superior customer service to library users of all ages.
- Enthusiastic, friendly, and approachable.
- Ability to operate standard office equipment.
- Ability to work cooperatively with library staff and volunteers in a team environment.
- Ability to produce neat, accurate and timely work within an established time frame.
- Excellent written and oral communication skills.
- Ability to lift and push up to 25 pounds.

**Pay rate:** $18 per hours, no benefits

**How to apply:**
Submit a City of Allen Park application (available at [http://cityofallenpark.org/government-city-employment.php](http://cityofallenpark.org/government-city-employment.php)) and resume to Sandi Blakney, Director, Allen Park Public Library, 8100 Allen Road, Allen Park, MI 48101-1708; or email to sblakney@allenparklibrary.org.

**Deadline:**
Applications must be received by 8:00 P.M., Monday, June 9, 2014.

There are two openings available. Candidate must be able to pass a physical with urine drug screen and a background check.

The City of Allen Park is an equal opportunity employer
Meeting was called to order at 1:32 PM. Agenda and minutes were approved as written.

Please start thinking about whether you would like to hold an office or host a meeting next year. Officer nominations and host libraries will be taken at next meeting.

**State and Local Committee Updates**

- Spring Institute will be held March 27 and 28 at the McCamly Plaza Hotel in Battle Creek. There is still time to register. Full schedule with descriptions of breakout sessions and keynote speakers can be found online at [http://www.mla.lib.mi.us/sites/default/files/14SI%20schedule%20with%20breakouts_2.pdf](http://www.mla.lib.mi.us/sites/default/files/14SI%20schedule%20with%20breakouts_2.pdf)


- The Michigan Author Award committee will be meeting in April. This award can be given to a children’s, teen, or adult author.

**Summer Reading Plans**

- **Ecorse** does not have a separate summer reading program for teens, but teens are invited to all children’s programs and programs feature activities for all ages. One activity they are planning is a farm program with a science-based square dance.

- **Milford** is advertising their summer reading program with fliers in schools and information in schools’ morning announcements.

- **Plymouth** is restructuring their program this year to use a point system tracked through Evanced. Their kickoff is planned for the last day of school and will include a stop-motion animation workshop with Alex Thomas and a scavenger hunt around town. Their final party will be a lock-in with Drummunity and a Velcro wall.

- **Highland** combines their teen and adult summer reading programs. During Olympic years, teens and adults are randomly assigned to a team the color of an Olympic ring when they sign up and each week they announce which team has read the most books. Teens and adults can fill out a slip for each book they read and be entered in weekly prize drawing. Weekly prizes will include a mug and a gift card for MJR Cinema. They have three adult grand prizes and three teen grand prizes. The grand prizes are a book bag.
filled with books and DVDs and other goodies, and they note that the digital copy codes from new DVDs can be saved and used for prizes during summer reading. They are advertising on their website, Facebook page, and newsletter. Highland will be continuing their regular monthly programs over the summer and adding a monthly science-based program. Longway Planetarium from Flint will be coming in once a month with a chemistry-based program for teens.

- **Westland** teens will count books read. They will have four prize levels, and to reach each prize level participants must read one book or three graphic novels. Level prizes will be a stylus pen for Level 1; a choice of magnetic balance toy or $1 off fine coupon for Level 2; a drawstring backpack for Level 3; and a free book for Level 4. Once the participants have completed all four levels, they will be entered into a drawing for a grand prize. Grand prizes will include some kind of electronic device as well as 4-packs of tickets to local attractions, Minecraft accounts, and other donated prizes. They will also have weekly drawings for donated prizes like free popcorn at a movie theater or a Dairy Queen gift card. Westland’s monthly programs include Minecraft, Magic: The Gathering, and Book Club. Additionally, they will have a weekly special science program. All teens who finish the summer reading program will be invited to an after-hours lock-in featuring pizza, pop, music, video games, Giant Jenga, a Candy Ball, a freebie table with leftover prizes from previous years, and a surprise 20’x20’ bounce house. The bounce house is being furnished through Vertical Edge Entertainment who will also provide an attendant to supervise two and a half hours of play.

- **Baldwin** does an eight-week program beginning with an open house for kids, teens, and adults on the last day of school. Participants count books read and they register and track online. Prizes are a paperback book for every four books read (limit two paperbacks per person). They can also fill out a slip for each book they read and enter it into a drawing for a weekly prize like a gift card for a local business. Three prizes are awarded each week. At the end, all the slips are entered into a drawing for a Grand Prize to be donated by the Friends of the Library. They also have an “avid reader” award for the person who reads the most books. Baldwin advertises in schools, Facebook, and their website, and they make use of paper advertising. Planned programs for the summer include a presentation by a forensic scientist from the Oakland County Sherriff’s Department for teens and an adult program with a forensic sketch artist. Other programs will include Pizza and Pages book club, teen movie night, and a meet-and-greet with actress Milica Govich, a Baldwin Library patron who played Augustus’ mother in The Fault in Our Stars movie. The final party for teens will be a glow-in-the-dark dance party.

- **Romulus** is planning Joel Tacey’s GameFest, a henna program, and a movie the week of July 4. Romulus Athletic Center will host their final party. Their main focus for the summer is to get teens to come to the library. They put fliers at city hall and in the library, on the website, in the newsletter, and have word-of-mouth advertising, and they are trying to establish contact with the schools. Teens will get a raffle ticket for each book that they read, and prizes will include headphones, items from Upstart, and books. They will also have weekly prize drawings.
**Wixom** notes that if there are no more missed school days for snow or any other reasons, their program will begin on June 12, which is the day after school gets out. Their kickoff party will be an open house. Teens are invited to volunteer at the open house and are fed lunch. Wixom teens count books read and have weekly prize drawings. Donated prizes include Dairy Queen coupons, Coffee Beanery coupons, and 7-11 coupons. They have one grand prize which will be an iPod Touch or a Kindle. They advertise on Facebook, Tumblr, Pinterest, Instagram, and quarter-sheet fliers in their teen space. Programs will be held on Mondays and will include the University of Michigan Quidditch Team, Dreamology Workshop, Steampunk Drawing and Steampunk Accessories workshops, a book club on *The Fault in Our Stars*, an HTML computer class, Ring of Steel, stop motion animation workshop, and the National Teen Lock-In.

**Commerce** teens count days read with prizes for 10, 20, 30, and 40 days. Teens must read 40 days to finish the program, but can also get an entry into a special prize drawing for reading an additional 10 days (total of 50). Prizes are donated and usually include coupons to local businesses like Dairy Queen and Great Harvest Bread as well as free books. Planned programs include monthly AniManga Club, a stop motion animation workshop with Alex Thomas, Joel Tacey’s GameFest, a Dr. Who Party, and AnimeCon.

**Crafts for $20 or Less**

- Cover the lid of a shoebox with white paper and make a collage. It will hang like a stretched art canvas.

- Rainbow Loom Bracelets: If you can’t afford a loom, you can use fingers, pencils, cork and tacks, or a fork to weave rubber bands.

- Bottle cap charms: Decoupage an image into a bottle cap, punch a little hole in the top, and add a jump ring. String it on to whatever piece of jewelry you like or add it to a Rainbow Loom bracelet.

- Decorate dollar store plates, mugs, or candle-holders with acrylic paint. Acrylic paint will dry-cure and become permanent if you bake it in the oven or don’t let it get wet for 21 days. Higher quality acrylic paint like Martha Stewart brand works best, and pencil erasers make the best polka dots.

- Puppets can be made out of string, fabric, and plastic cups.

- Vinyl record albums purchased at garage sales or thrift shops can be melted into bowls or upcycled into clocks using clock mechanisms available for $2 each from Amazon.

• Shrinky-dink material costs about $6, or any Number 6 plastic can be used to make shrinky-dinks. Fruit containers work well. Use sandpaper to roughen one side of the plastic. Teens can decorate with Sharpies and then the plastic can be baked in an oven or melted with a heat gun.


• You can make your own candy conversation hearts with a mixture of cornstarch, gelatin, salt, lemon-lime soda, and powdered sugar and decorate them with food coloring markers (available at craft stores). Recipe can be found at http://www.chow.com/recipes/30666-diy-conversation-heart-candy.

• Have a student come in and demonstrate tech topics like 3D printers and Raspberry Pi.

• Lip gloss can be made with a mixture of Kool-Aid powder, food coloring, and Vaseline plus a container to put it in.

• Superhero gingerbread men.

• Bracelets can be made from pop tabs. Tutorial at http://www.instructables.com/id/Pop-Tab-Bracelets/.

• String seed beads onto safety pins and then string a bunch of beaded pins together on elastic string to make a bracelet. Tutorial at http://www.simplecrafter.com/tutorial-safety-pin-bracelet/.

• Tie-dye: Color fabric with Sharpies and then spray or dab with rubbing alcohol to make the colors run. This is a good activity to do outside or in a well-ventilated room.

• Mosaics can be made with food containers and whatever supplies you have on hand.

• Bleach shirts: Have teens bring a dark colored t-shirt, and color with bleach pens or spray with bleach to leech out the color. Make sure to have the teens rinse the shirts before they leave the program to remove active bleach. Then they can wash the shirt when they get home.

• Silverware can be upcycled into an iPhone charging stand that looks like a person. Tutorial at http://www.instructables.com/community/Cutlery-iPhone-stand/

Pop Culture Quiz
Attendees took a pop culture quiz and all passed with flying colors. It was noted that good ways to keep up with teen pop culture are browsing teen magazines like J-14 or subscribing to websites like YPulse.
Fave Raves
The following books were mentioned as Fave Raves:

- *Ketchup Clouds* by Annabel Pitcher
- *Leap of Faith* by Jamie Blair
- *Roomies* by Sara Zarr and Tara Altebrando
- *Ranger’s Apprentice Series* by John Flanagan
- *House of Night Series* by P.C. Cast and Kristin Cast
- *My Sister’s Keeper* by Jodi Picoult
- *Showa: A History of Japan 1926-1939* by Ryu Murakami and Ralph McCarthy
- *Boxers and Saints* by Gene Luen Yang
- *Midwinterblood* by Marcus Sedgwick
- *Fangirl* by Rainbow Rowell
- *The Impossible Knife of Memory* by Laurie Halse Anderson
- *Blue is the Warmest Color* by Julie Maroh
- *House of the Scorpion* by Nancy Farmer
- *Legend Trilogy* by Marie Lu
- *Charlie and the Chocolate Factory* by Roald Dahl
- *Better Nate than Ever* by Tim Federle
- *Cress* by Marissa Meyer
- *Eleanor and Park* by Rainbow Rowell
- *Pushing the Limits, Dare You To, and Crash Into You* by Katie McGarry
- *The Other Typist* by Suzanne Rindell
- *Splintered* and *Unhinged* by A.G. Howard
- *The Hum and the Shiver* by Alex Bledsoe

Meeting adjourned at 4:05 PM.


In Attendance:

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<td>Jody Wolak</td>
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<td>Jocelyn Baldwin</td>
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<td>Dawn Dittmar</td>
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<td>Janna Williamson</td>
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<td>Karen Dobson</td>
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<td>Jessica Wilhoite</td>
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Respectfully Submitted,
Elizabeth Norton
Secretary
JOB DESCRIPTION
SUBSTITUTE LIBRARIAN

JOB SUMMARY: The substitute librarian works as a librarian replacement at the reference desk to provide reference and reader’s advisory services to the public.

DUTIES:
• Conduct reference interview to determine user’s needs
• Provide reference and reader’s advisory service
• Carry out reference department functions involving telephone reference and keeping daily statistics
• Work with library users in instruction about the computer online catalog, databases, E-readers etc.
• Involves some Youth Services reference work in addition to the adult reference work
• Assume responsibility for proper learning environment through enforcement of library policies and procedures

REQUIREMENTS:
MLS from an ALA accredited library school
Ability to work well with the public and library staff
Excellent customer service skills
Knowledge of library technology
Public library experience preferred
Flexibility to work at any time to provide service at various hours (library is open 62 hours per week)

WAGES: $17.00 per hour

APPLICATION: Please send cover letter and resume to
Personnel, Grosse Pointe Public Library
10 Kercheval
Grosse Pointe Farms, MI 48236

or email to apply@gp.lib.mi.us.

DEADLINE: June 6, 2014