The Library Network Newsletter

July 06, 2015

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Employment Opportunity

Position: Public Services Librarian
Part-time, professional position

Pay rate: MLIS degree - $16.50 - $18.00 an hour based on experience and education
Student in MLIS program - $15.00 an hour

Hours: 16 hours per week including evening and Saturday hours, with possibility of additional substitute hours

Benefits: Hourly position, including pro-rated vacation, sick and personal business leave

Responsibilities:

- Offer excellent customer service while providing reference and reader’s advisory services for adults, teens and children
- Locate materials throughout the library building and cooperative (TLN) using the Enterprise catalog or within the MelCat system
- Assist library patrons in materials selection
- Assist library patrons with downloadable digital resources such as eBooks and audio eBooks on various devices
- Follow and enforce all library rules, policies, procedures and patron privacy laws
- Perform other duties as assigned

Qualifications:

- ALA-accredited MLIS degree or significant progress in MLIS program
- Ability to provide professional reference and reader’s advisory assistance for adults, teens and children
- Computer literacy including use of databases and Microsoft Office applications; ability to teach others these same skills preferred
- Enthusiasm and commitment to public service excellence
- Ability to work effectively with public and other library employees
- Strong interpersonal, communication and technology skills
- Public library experience preferred

Deadline: July 20, 2015 or until position is filled

Application: Resume and completed application form.

Send or email to: Amy Rosen
Head of Adult and Reference Services
White Lake Township Library
7527 E Highland Road
White Lake MI 48383
arosen@whitelakelibrary.org

The White Lake Township Library is an equal opportunity employer.
Part-time IT Assistant

The Clarkston Independence District Library is seeking a friendly, skilled, detail oriented individual who is able to work independently and as part of an IT services team. Applicants may also be asked to work with the Circulation Department as needs arise.

**Salary:** $12.00-$20.00 per hour depending on qualifications and experience

**Hours:** 5–27.5 per week, may include some evenings and weekends

**Primary job duties:**
- Assist IT coordinator with technology projects, upgrades and updates
- Support Library computers, internet access, servers and cabling
- Assist staff and the public with technology
- Troubleshoot computer issues
- Assist in developing the library’s social media presence
- Update Library’s website
- Other duties as assigned

**Qualifications:**
- Degree or experience in computer technology
- Experience with networking, servers and cabling
- Knowledge of web design in a variety of platforms
- Ability to use social media
- Excellent organization and planning skills with the ability to work independently and as part of a team
- Ability to translate technical information, both verbally and in writing, to a non-technical audience
- Desire and ability to provide excellent customer service

**Reports to:** Head of Circulation / IT Coordinator

Send cover letter, resume, and contact information for three references by email, mail or fax to:

Bill Bowman, Head of Circulation / IT Coordinator
Clarkston Independence District Library
6495 Clarkston Road
Clarkston, MI 48346
bowmanb@indelib.org
Fax: 248.625.8852

**Deadline for applications:** July 13, 2015 at 5:00pm

An Equal Opportunity Employer
I. Call to Order

II. Approval of Agenda

III. Approval of June 11, 2015 meeting minutes

IV. Reports
   A. Budget A. Neville
   B. TLN Board Meeting J. Farkas/P. McCann
   C. Symphony Update A. Neville
      Enterprise downtime
   D. Technology Services Update A. Michelini
      AT&T circuit cut and review of redundancy

V. Unfinished Business
   A. Update on catalog enhancements – Enterprise, E-Resource Central, Odilo, Social Library, online user registration, group cards, MeLcat NCIP, etc.
   B. SAS – recommended billing formula J. Pletz/C. Morse
   C. Additional rollback of Capital Reserve charges C. Morse
      Recommending collecting $10,000 total for 2015/16
   D. SAS annual ‘per user’ change window
   E. PC Time/Print Management A. Michelini
   F. TLN budgeting process, fiscal year 2015-16
   G. Next steps in ILS decision
   H. Fall committee elections, expiring terms

VI. New Business

VII. Other items from Committee members

VIII. Adjourn
EMPLOYMENT OPPORTUNITY

Position

Youth Services Librarian
(Youth Services)

Education & Experience

Education: Masters Degree in Library/Information Science from an ALA-accredited college or university.

Desirable: Bachelors Degree in Elementary Education / Early Childhood Development or any related subject field, with prior public library experience in children's / youth services is desired, but is not a required requisite to qualify for this position.

Experience: A minimum of one (1) year of professional public library experience.

Certification: Librarian's Permanent Professional Certificate [level II] or higher issued by Library of Michigan, or ability to obtain one within six (6) months of hire.

Nature of the Work

As a member of the Library's Youth Services Team, this individual reports to the Head of Youth Services and is charged with the responsibility of selecting, acquiring, classifying, and maintaining library materials; and furnishing reference, bibliographical, and readers' advisory services. May assist the Head of Youth Services in performing in-depth, strategic research, and synthesize, analyze, and edit information.

This position requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the within the limits of standard, library policies, or accepted practices. This individual plans and prioritizes work and is expected to solve problems by adapting methods or interpreting instructions.

Hours

Part-time; Average 26 hours weekly, including evenings and weekends.

Salary

$16.50; Paid hourly.

Vacation benefits package includes: retirement, paid vacation, sick, and holidays.

Application Deadline

Applications received on, or before 08 July 2015 will be given first consideration.

Application Process

Send a current resume, cover letter and three professional references to:

Oxford Public Library
Attn: Bryan J. Cloutier, Director
PO Box 538
Oxford, MI 48371

Or, email submissions will be accepted at: bcloutier@oxford.lib.mi.us

Questions: 248 628-3034

Posted: 01 July 2015
APPENDIX L

Youth Services Librarian

General Summary

As a member of the Library’s Youth Services Team, this individual reports to the Head of Youth Services and is charged with the responsibility of selecting, acquiring, classifying, and maintaining library materials; and furnishing reference, bibliographical, and readers' advisory services. May assist the Head of Youth Services in performing in-depth, strategic research, and synthesize, analyze, and edit information.

This position requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard, library policies, or accepted practices. This individual plans and prioritizes work and is expected to solve problems by adapting methods or interpreting instructions.

Essential Functions

1. Cooperate as a team member to help fulfill the Library’s mission with friendliness, tact and diplomacy;
2. Establish and maintain effective working relationships with colleagues, members of the community, political leaders, Library Board, and the general public, some of whom may be upset, irate or unreasonable;
3. Analyze patrons' requests to determine needed information, and assist in furnishing or locating that information;
4. Search standard reference materials, including online sources and the Internet, to answer patrons' reference questions;
5. Teach library patrons basic computer skills, such as searching computerized databases;
6. Plan and teach classes on topics such as information literacy, library instruction, and technology use;
7. Review and evaluate materials, using book reviews, catalogs, staff recommendations, and current holdings, to select and order print, audiovisual, and electronic resources;
8. Locate unusual or unique information in response to specific requests;
9. Explain use of library facilities, resources, equipment, and services, and provide information about library policies;
10. Plan and deliver client-centered programs and services such as special services for parents, teachers, homeschoolers, preschoolers or programs for special groups;
11. Conduct research and prepare bibliographies on subjects of interest or pertaining to age appropriateness which could involve communicating with other agencies to fulfill the request;
12. Participate in committees concerned with library systems operations, cooperative programs and services, and community projects.
Employment Qualifications

Education: Masters Degree in Library/Information Science from an ALA-accredited college or university.

Desirable: Bachelors Degree in Elementary Education / Early Childhood Development or any related subject field, with prior public library experience in children’s / youth services is desired, but is not a required requisite to qualify for this position.

Experience: A minimum of one (1) year of professional public library experience.

Certification: Librarian’s Permanent Professional Certificate [level II] or higher issued by Library of Michigan, or ability to obtain one within six (6) months of hire.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualification should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements

1. Stooping, bending and kneeling to package and pack books and materials;
2. Prolonged periods of standing to assist patrons, search shelves and retrieve materials;
3. Ability to lift and carry books and other materials;
4. Ability to access office files;
5. Ability to enter and access information using a computer;
6. Ability to operate library and related equipment;
7. Ability to access all areas of the Library;
8. Ability to effectively communicate with others;
9. Ability to sit for long periods of time entering data.

Other Requirements:

1. Thorough knowledge of philosophy and techniques of all facets of library science;
2. Knowledge of computers and appropriate software;
3. Ability to make sound and reasonable decisions;
4. Ability to motivate, establish and maintain effective working relationships with staff and peers, volunteers, Friends of the Library, and the general public;
5. Flexibility to assist in the Adult or Teen Services Department at the request of the Library Director.

This job requires the ability to perform the essential functions contained in this job description. These include, but are not limited to, the provided requirements and working conditions. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.
APPLICATION FOR EMPLOYMENT
(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

PERSONAL INFORMATION

NAME  LAST  FIRST  MIDDLE

DATE

SOCIAL SECURITY  NUMBER

PRESENT ADDRESS  STREET  CITY  STATE  ZIP

PERMANENT ADDRESS  STREET  CITY  STATE  ZIP

PHONE NO.

ARE YOU 18 YEARS OR OLDER?  Yes □  No □

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS?  Yes □  No □

EMPLOYMENT DESIRED

POSITION

DATE YOU CAN START

SALARY DESIRED

ARE YOU EMPLOYED NOW?  IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?

EVER APPLIED TO THIS COMPANY BEFORE?  WHERE?  WHEN?

REFERRED BY

EDUCATION

NAME AND LOCATION OF SCHOOL  *NO OF YEARS ATTENDED  *DID YOU GRADUATE?  SUBJECTS STUDIED

GRAMMAR SCHOOL

HIGH SCHOOL

COLLEGE

TRADE, BUSINESS OR CORRESPONDENCE SCHOOL

GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK

SPECIAL SKILLS

ACTIVITIES: (CIVIC, ATHLETIC, ETC.)

EXCLUDE ORGANIZATIONS, THE NAME OF WHICH INDICATES THE RACE, CREED, SEX, AGE, MARITAL STATUS, COLOR OR NATION OF ORIGIN OF ITS MEMBERS.

U.S. MILITARY OR NAVAL SERVICE  RANK  PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES

*This form has been revised to comply with the provisions of the Americans with Disabilities Act and the final regulations and interpretive guidance promulgated by the EEOC on July 26, 1991.

(CONTINUED ON OTHER SIDE)
FORMER EMPLOYERS (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH LAST ONE FIRST).

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WHICH OF THESE JOBS DID YOU LIKE BEST?

WHAT DID YOU LIKE MOST ABOUT THIS JOB?

REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

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THE FOLLOWING STATEMENT APPLIES IN: MARYLAND & MASSACHUSETTS. (Fill in name of state)

IT IS UNLAWFUL IN THE STATE OF _______ TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A
CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW SHALL BE
SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITY.

Signature of Applicant

IN CASE OF EMERGENCY NOTIFY

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"I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN IT'S PRESIDENT, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING."

DATE

SIGNATURE

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY

REMARKS:

NEATNESS

ABILITY

HIRED: ☐ Yes ☐ No

POSITION

DEPT.

SALARY/WAGE

DATE REPORTING TO WORK

APPROVED: 1. EMPLOYMENT MANAGER 2. DEPT. HEAD 3. GENERAL MANAGER

This form has been designed to strictly comply with State and Federal fair employment practice laws prohibiting employment discrimination. This Application for Employment Form is sold for general use throughout the United States. TIPS assumes no responsibility for the inclusion in said form of any questions which, when asked by the Employer of the Job Applicant, may violate State and/or Federal Law.
The Clarkston Independence District Library seeks a creative, enthusiastic librarian to join a positive, team-oriented work environment to help meet the needs of the young people in the Clarkston community.

Hours: 40 hours per week, includes some weekends and evenings
Salary: $37,000 to $48,000 depending on qualifications and experience
Benefits: Health, dental, optical insurance; disability and life insurance; vacation, sick and personal days; retirement plan.

Primary Duties and Responsibilities

- Develop collections for tweens and teens
- Collaborate with community organizations to promote library services
- Design a variety of activities to promote the use of the library by tweens and teens
- Maintain and cultivate relationships with the public schools, private schools and local teachers
- Work with Head of Children’s and Teens services to update the Teen Services portion of the website
- Provide library outreach services to the local public and private schools
- Assist with Youth Services Department programs for younger patrons as needed
- Assist patrons of all ages in obtaining information in a variety of formats
- Provide readers’ advisory services to patrons of all ages
- Instruct patrons individually and in small groups in the use of library resources and equipment

Required Qualifications

- MLIS from an ALA accredited institution
- Experience working with children and teens and enthusiastic commitment to children’s and teen services
- Desire and ability to provide excellent customer service inside and outside of the library
- Strong organizational and planning skills with the ability to work independently or as a team leader
- Public library/information desk experience
- Experience working with ILS, Polaris preferred
Clarkston Independence District Library
6495 Clarkston Road
Clarkston, Michigan 48346

- Collection development experience
- Knowledge of popular print and audio-visual materials for tweens and teens

Reports to:   Head of Children’s and Teen Services

The deadline to apply for this position is July 15, 2015. Please send resume and cover letter via post or email to:

Tracy Bedford
Head of Children’s and Teen Services
6495 Clarkston Rd
Clarkston MI 48346
bedfordt@indelib.org
July 1, 2015

The Farmington Community Library is seeking a creative, energetic, ambitious and dedicated Full Time Adult Services Librarian. The successful candidate will be service oriented and excited to grow, learn and share knowledge with both peers and patrons. This candidate should have knowledge of best library practices, familiarity of reference materials for adults and students, an awareness of current reading, viewing and listening interests, and possess excellent technology skills.

Position Available: Full Time Librarian I Position
Adult Services Department

Salary: $38,639 – $55,405

Part-time Position 40 hours per week

Fringe Benefits: Excellent

Deadline for applications is July 12, 2015. Please include your resume, application, (http://farmlib.org/application) and response to the following question:

1. What ideas do you have for services/resources that we could realistically implement, that would make The Farmington Community Library stand out amidst other libraries?

Interviews: Interviews will be held on Monday, July 20, 2015 at the Main Library.

Please send your resume, application and your response to the question to:
Employee Classification: Librarian I

Job Summary:
Under the supervision of Senior Librarians and the Branch Head, Librarians beginning their career focus on the Library’s philosophy, policies and procedures as they apply the knowledge gained in library school. New librarians provide public services to children, young adults or adults. Such services include reader’s advisory, reference in print and electronic and programming. Continued experience and proven ability provide the opportunity for advancement to Librarian II.

Essential Duties/Responsibilities May Include:
• Provides quick and accurate reference and reader’s advisory services to the public, using both print and electronic resources.
• Assists patrons in learning to use the automated circulation system, electronic resources, and the Internet.
• Provides Children’s and/or Adult programming, under the supervision of the Department Head. Children’s staff must become aware of the developmental ages of the child and the activities appropriate for each developmental stage.
• Participates in collection development in assigned areas with responsibility for selection, weeding and promoting use of the collection through creation of bibliographies.
• Becomes familiar with the Library’s Reference Collection and all special collections, thereby serving as a resource for other Information Desk staff.
• May receive a secondary assignment to demonstrate employee’s understanding and mastery of the Library’s approach to a special collection or service.
• Serves as the Librarian-In-Charge of the building, when assigned. Must be knowledgeable about and able to make decisions in situations dealing with Library security, emergency procedures and conflict resolution.

Minimum Qualifications:
• Master’s Degree in Library and Information Science from a school accredited by the American Library Association.
• Professional certification as a Librarian from the Library of Michigan.
• Application of the basic principles, concepts and methodology of professional librarianship in carrying out basic assignments, operations or procedures.
• Critical thinking skills, as applied to successfully answering reference inquiries.
• Knowledge of literature, current events, and general information found helpful in resolving reference inquiries.
• Effective oral and written communication skills.
• Professional attitude towards providing public library services to patrons.
• Familiarity with current technology, i.e., general computer literacy, knowledge of the Internet and other electronic sources of information.
• Ability to establish and maintain effective working relationships with other staff and supervisors.
• Excellent understanding of Library policies, procedures, philosophy and Public Service Values.

Physical Activity Requirements:
[Degree of physical demands (strength) usually associated with the essential functions of the job]
Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 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: stooping, kneeling, crouching, reaching overhead and horizontally, handling, fingerling, feeling, talking, hearing and seeing.

Equipment Commonly Associated with this Job:
Computer equipment plus peripherals, scanner, computer projector, telephone reception system, microform reader printers and office machinery, among others.

Promotes to: Librarian II, based upon better than satisfactory performance as a Librarian I. Generally, the mastery of skills required for promotion to Librarian II are achieved within the first three (3) years in the Librarian I classification.
**Position Title:** Reference Librarian  
**Reports To:** Head of Adult Services  
**Hours:** 20 hours/week, including weekdays, evenings and weekends  
**Classification:** Part-time, hourly, non-exempt  
**Wage Range:** $17.53 - $23.18

**Purpose and Scope:**  
Librarians provide reference, instructional, and reader’s advisory services to Chelsea District Library patrons of all ages, as well as handle collection development responsibilities.

**Specific Duties:**  
1. Assist patrons on site, by telephone, or via the Internet finding the information they request, utilizing all formats of information, including print, video, digital and Internet based resources.  
2. Prepare displays, bibliographies, and handouts to aid the public.  
3. Participate in collection development as assigned.  
4. Participate in continuing education opportunities.  
5. Attend and participate in staff meetings.  
6. May oversee library operations in absence of supervisory staff.  
7. Other duties as assigned.

**Qualifications Required:**  
1. Masters degree in library or information science from an ALA-Accredited school.  
2. Demonstrated proficiency with PC and Internet applications, and mobile devices.  
3. Knowledge of collection development and reference resources.  
4. Enthusiastic customer service skills and positive, proactive public service orientation.  
5. Experience providing reference services in a public library setting.  
6. Strong interpersonal communication skills and a demonstrated ability to work with colleagues, library users, and vendors in a professional and courteous manner.  
7. Ability to handle confidential and sensitive information in an appropriate and secure manner.  
8. Ability to organize work under minimal supervision.

**Qualifications Preferred:**  
1. Experience using SIRSI automation system.  
2. Library experience at the professional level.
Located in historic downtown Chelsea, the Chelsea District Library was named the Best Small Library in America in 2008 by the Bill & Melinda Gates Foundation. The key to our success is our commitment to the community we serve. We do much more than provide books and materials – we are an integral part of the Chelsea community. Now our nationally recognized library has a part-time opportunity for an adult reference librarian.

As a Reference Librarian at the Chelsea District Library, you will find opportunities to share and learn in a team environment. In this position, you will follow our customer service standards to provide positive experience for all patrons, manage assigned collections, and assist with programming both inside the library and the Chelsea Community. We are focused on our relevance to our community and developing sustainable practices so our services will have a lasting impact.

We are looking for a dynamic, energetic, organized and engaging individual to add to our team. This person will bring innovative ideas and understand that the Library visit should offer more than information transactions- it is an opportunity to touch and connect with lives. The perfect candidate will support our team in initiating and expanding partnerships and collaborations that help us connect with our citizens and bridge differences in our community.

We look forward to hearing how you can further our organization’s goals with your professional skills and customer service philosophy.

Please send resume with cover letter to:

Chelsea District Library
221 S. Main St.
Chelsea, MI 48118
Attn: Terri Lancaster
Phone: 734-475-8732 x 207
Fax: 734-475-6190
Email: tlancaster@chelseadistrictlibrary.org

Closing Date: Friday, July 24th, 2015 by 5 PM
POSITION AVAILABLE

Department Head, Adult Services Librarian

Pay Range: $43,685 - $57,034
Benefits: Contribution toward health care premium or tax sheltered annuity; pension contribution; paid holidays/vacation/sick/personal days
Hours: Full-time. Includes some evening and Saturday hours
Reports to: Library Director

The Salem-South Lyon District Library is seeking a full-time Head of Adult Services. The position requires the ability to work hard, have fun, and provide amazing service.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversees and participates in the development and enhancement of services, programs and collections of the Adult Department within the library and the community at large
- Maintains current knowledge of books, authors, and trends in library services, programs, collections, and technology resulting in excellent reference, technology, and reader’s advisory assistance to all customers
- Oversees Adult Department personnel, including scheduling and evaluation
- Ensures proper management and development of all Adult Department collections, through the creation of status reports, deselection of materials and management of linking protocols
- Oversees recruitment, scheduling and training of Adult Department volunteers
- Actively seeks and applies for grants, awards, and alternative funding
- Works courteously and effectively with library customers and co-workers
- Participates in professional organizations and continuing education opportunities

MINIMUM QUALIFICATIONS include:

- Master’s Degree in Library and Information Science from an ALA accredited program
- Five years of progressive professional library experience with at least three years serving in a supervisory capacity
- Proven leadership abilities and experience developing community partnerships
- Enthusiastic customer service philosophy and commitment to serving adult customers
- Proficient in the use of current technology, including, but not limited to, Microsoft Office Suites, social media and Google applications
- Excellent written and oral communication skills, including public speaking
- Must be willing to work variable hours including some evenings and weekends
- Physical ability and stamina to perform typical job duties
PREFERRED QUALIFICATIONS include:

- Winning attitude: positive, upbeat, focused
- Initiative: seeks opportunities, uses good judgment, takes intelligent risks
- Accountability: recognizes responsibilities and lives up to commitments

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

APPLY TO:
Qualified applicants should submit a completed employment application form, a resume, three references, and responses to the questions below.

1. What do you feel are the most important trends in libraries today?
2. What is the library’s role in the community?
3. Please describe your philosophy of library customer service.

Deadline for submissions is Friday, July 10, 2015
Interviews anticipated: July 13 – 17, 2015
Decision anticipated by: July 17, 2015
Starting date: ASAP

Salem-South Lyon District Library
9800 Pontiac Trail
South Lyon, MI 48178
Attention: Doreen Hannon, Library Director
dhannon@ssldl.info Phone: (248) 437-6431 ext 206 FAX: (248) 437-6593

THE SALEM-SOUTH LYON DISTRICT LIBRARY IS AN “AT WILL,” EQUAL OPPORTUNITY EMPLOYER.
Shared Automation System Users’ Group (SASUG)

May 28

Meeting called to order by Rebecca Willemsen

Approval of Agenda
Changes to agenda: add revised billing and circ committee report. Agenda approval motion by Toni LaPorte, second by Wendy Teague. Motion passed.

Approval of Minutes

System update
Anne Neville presented the system update

Technology
Angie Michelini presented the Technology Services Update

Report from TLN Board
Celia Morse discussed the TLN Board report. Two new truck leases have been arranged.

Report from the Executive Committee
Rebecca Willemsen reported for Paul McCann. She emphasized that the end of e-library is imminent and all members need to be switched to the Enterprise version. Also, Celia Morse’s contract has been extended to the end of the year.

Circulation Committee Report
Judy McIntosh reported that the circulation committee met May 14 at the Novi Library.

Celia Morse
Celia discussed the results of the Sirsi-Dynix enhancement ballot.

A member asked if it is possible TLN to “push” the new client install instead of member locations doing a manual install on each PC. With our increased bandwidth is this doable?

Revised Billing formula
This is under discussion. The current formula is prohibitive to the entry of new member libraries, and libraries with more than one building.

New Business
Anne Neville presented regarding the Sirsi-Dynix upgrade. See handout for specific details.

Motion to adjourn was made by Wendy Teagan who is attending her last SAS meeting prior to retirement. Seconded by Connie Jo Ozinga. Motion passed.

Next meeting is June 25 at the Livonia Public Library
Members present:
Rebecca Willemsen  MDHT
Karen Endres    Berk
Anne Neville    TLN
Brigitte Felix    TLN
Martin Smith    Redf
Jonathon Deahl    Wate
Jacqueline Whinihan    Tayl
Wendy Teagan    Novi
Paulette Medvecky    Wayne
Suzanne Street    Tren
Mike Gazzarari    Redf
Denis Janus    Aubn
Alyson Lobert    Wall
Linda Ballard    Chel
Angie Michelini    TLN
Anne Hage    Htwd
Toni LaPorte    LVCC
Jude Halloran    High
Tina Hatch    Milford
Garrett Hungerford    Slyn
Julie Farkas    Novi
Bill Wines    Comm
Connie Jo Ozinga    Comm
Andrea Dickson    Wixm
Patty Braden    Roms
Alyssa Hanson    Roms
Michelle Wloch    Bell
Celia Morse    TLN
Judy McIntosh    Nort
Teresa Natzke    Fran