The Library Network Newsletter
October 17, 2016

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REPORTS TO: Circulation Manager

JOB SUMMARY: Welcomes patrons and serves them with courteous efficiency. Performs a broad range of tasks in support of circulation.

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

DUTIES AND RESPONSIBILITIES

Essential Job Functions

Circulation Desk Duties

Carry out tasks related to circulating materials to library users: check out, check in, demonstrate/teach self-check, demonstrate/teach electronic devices which hold materials (e.g., MP3 players, ereaders, and others as implemented), accurately complete library card applications and enter into database, correctly label and file holds for patrons at this library and for patrons at other TLN libraries in the shared catalog, search for lost or damaged items, contact patrons for retrieval and notification of items, shelving, and other related tasks.

Promote events and services of Cromaine during each patron transaction.

Assist patrons in the use of the online catalog and its services, including placing holds, changing PINs, using PayPal, and updating contact information.

Welcome incoming patrons, in the absence of librarians at the Village location.

Accounting and Administrative Support

Enter new patrons into database, following policies and procedures for locating patrons accurately, with accurate patron type, and placing information into correct fields in the database, assuring confidentiality of patron records at all times.

Enter fees for copies, book sales, faxes, and other transactions accurately in cash register.

Prepare daily cash register reconciliation as required.

Answer phone, direct calls to appropriate person, transfer to voice mail, take messages, review messages left on Circulation phone extension.

In the absence of librarians, assist patrons with registration for classes and events.

Assist with packaging and processing of interlibrary loan materials.

Send faxes for patrons.

Sell tickets and other items for Friends of Cromaine District Library and other local non-profit organizations, accurately accounting for funds received.

Manage bounced emails, following up with letter or phone call for new email.
Instruction, Orientation, or Training

Explain library procedures, policies, and basic services to library users and answer questions about library events and facilities.

Instruct and assist patrons in use of public computers, copy machines, and, in the absence of librarians, with databases and other technologies.

Public Services

Organize and maintain public information materials.

Technical Services Support

Process new magazines and newspapers; discard or transfer old issues to storage.

Process new materials, including audiovisual materials of all types.

Assist with the transfer of materials among collections as appropriate and directed.

Identify materials for repairs and route appropriately.

Assist librarians with weeding collections.

Supplemental Job Functions

Assist in public desk coverage of other departments as needed.

Prepare department for opening and conduct closing procedures; assist other departments with opening and closing procedures as needed.

Other duties as assigned.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position.

Education, certification and training

High School diploma or equivalent; some college preferred.

Public library experience desirable.

Skills and abilities

Genuine interest in providing superior public service.

Ability to organize work and set priorities.

Ability to establish and maintain effective working relationships with associates, supervisors, vendors and the public.

Ability to use current technologies, including Windows, Word, Excel, the integrated library system, and technology tools. Experience with Sirsi-Dynix Symphony and Workflows preferred.

Ability to give, understand and follow oral and written instructions accurately.

Excellent oral and written communication skills in English.

Physical abilities

Physically able to operate a variety of machinery and equipment, including office equipment such as computers, calculators, copiers, facsimile machines, CD/DVD players.
Ability to stand or sit for extended periods of time to use computer workstations, including keyboard and visual display terminal.

Strength to push or pull a loaded book cart which can weigh in excess of 100 pounds on level floor and up ramp, to lift or maneuver onto cart loads of up to 50 pounds, and to carry cartons of books of reasonable weight (25 pounds or less)

Must be able to pay close attention to details and concentrate on work

Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data or things

Time management ability to set priorities in order to meet assignment deadlines

Sufficient clarity of speech and hearing or other communication capabilities which permit effective communication

Sufficient vision or other powers of observation to permit employee to read books and patron requests

Sufficient manual dexterity which permits the employee to type and record library files

Sufficient personal mobility and physical reflexes which permits the employee to re-shelve library materials and work at public service desks

Other

Flexibility in scheduling, including the ability to work evenings and weekends. Proposed schedule includes two evenings per week and participation in Saturday rotation.

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

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to talk or hear, and occasionally required to travel to other locations. The employee is frequently required to sit, stand, walk, reach with hands and arms, use hands to finger, handle, or feel, and stoop, kneel, crouch or crawl. The employee regularly must lift and/or move moderate to heavy objects. Specific vision requirement of the job include near vision, distance vision, color vision, and peripheral vision.

The physical demands and work environment characteristics described above are representative of those an employee encounters while performing the essential function of the job.
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<th>Shared System Libraries</th>
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TITLE: Circulation Clerk - Part-time (8hrs/wk plus some Sundays)  
Schedule includes: day, evening and weekend hours.

SALARY: $12.55/ per hour  
Pro-rated vacation and sick time.

REPORTS TO: Circulation/Clerk Supervisor

DESCRIPTION:  
This position performs direct service to patrons at the circulation desk. Performs a wide variety of routine and occasionally complex clerical and computer work.

DUTIES:  
Work at the front circulation desk providing patron services. This includes charge, discharge, renewal of library materials and receiving fines and fees.  
Ability to maintain confidentiality and patron privacy.

REQUIREMENTS:  
High School diploma or equivalent.  
Computer experience, attention to detail and strong public service attitude.

COVER LETTER AND RESUME TO:  
Robyn Lowenstein  
humanresources@plymouthlibrary.org  
Plymouth District Library  
223 S. Main Street  
Plymouth, MI 48170-1687

DEADLINE: 10/28/2016 by 4:00pm

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the library. The Plymouth District Library does not discriminate in its employment on the basis of race, color, religion, national origin, citizenship, sex, age, height, weight, marital status, veteran status or disability. We provide reasonable accommodation for qualified individuals with a disability if requested.
JOB POSTING
CLINTON-MACOMB PUBLIC LIBRARY
FULL-TIME ADULT SERVICES LIBRARIAN

Position: Full-time Adult Services Librarian, 37.5 hours a week, including some evening and weekend hours

This person will be based at the Main Library, but be expected to work at all three library locations as well as out in the community. This person will report to the Head of Adult Non-Fiction.

Salary: $43,000 per year ($53,701 current maximum based on a 10-step scale)

Benefits: Medical, dental, vision, short-term disability, long-term disability, and life insurance; sick leave, 3 weeks’ vacation, standard holidays; 401A pension after one year.
Optional: 457B retirement plan and flexible spending account.

Primary Job Duties:
- Provides professional reader’s advisory and reference services
- Assists customers in use of the library and its print and electronic resources including helping customers with personal electronic devices
- Prepares bibliographies or information resource guides and keeps them current
- Participates in collection development as assigned
- Plans, promotes and runs programs targeted towards adults and seniors
- Develops and implements outreach opportunities outside of the library
- Promotes and markets the library’s collections, programs, and initiatives in coordination with the Head of Community Relations, Marketing and Development
- Works independently within the broad guidelines set by library policies and the Library Director
- Participates in planning library objectives and services
- Motivates, establishes and maintains effective working relationships with coworkers, supervisors, volunteers, other community agencies and the public
- Assumes responsibilities for supervision of personnel and facilities in the absence of senior staff
- Serves as staff member in charge one Sunday per year
- Maintains awareness of new developments and trends in the field through professional journals, workshops, conferences, etc.
- Prepares for emergencies and helps maintain a safe work environment
- Responds to calls from alarm system monitoring firm as necessary
- Performs related duties as required

Required Qualifications:
- Master’s degree in library science from an ALA-accredited library school
- Delivers consistently friendly, attentive, welcoming, high quality customer service
- Knowledgeable about the philosophy and techniques of public library services
- Demonstrated knowledge of library materials and resources of interest to adults
- Embraces change in work environment, procedures and services
- Able to understand and carry out oral and written instructions
- Able to prioritize duties and tasks; work independently and assume responsibility
- Is highly responsive and has clear oral and written communication skills
JOB POSTING
CLINTON-MACOMB PUBLIC LIBRARY
FULL-TIME ADULT SERVICES LIBRARIAN

- High energy, self-motivation to create and embrace new services
- Awareness of new developments and trends in public libraries, the community and society
- Full range of Internet skills and experience
- Able to troubleshoot library technology in coordination with the Head of IT
- Good typing skills
- Good organizational skills
- Knowledge of English language, spelling and arithmetic

Mental Requirements:
- Is accurate
- Able to maintain confidentiality of library records and administrative matters
- Is flexible, works under short time constraints, and meets deadlines
- Able to interact and work effectively with customers, supervisors, co-workers, contractors and volunteers
- Able to interpret and follow policies and guidelines

Physical Requirements:
- Seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; walking; bending; stooping; crouching; reaching; carrying books or boxes of books; climbing ladders; pushing book carts; spreading ice melt
- Standing or sitting for periods of time
- Writing or typing to complete work forms

Process:
Deadline for applications: November 1, 2016, 5 p.m.
Interviews anticipated: November 7-17, 2016
Decision anticipated by: November 18, 2016
Target starting date: December 5, 2016

Apply to: Kathy Champieux, Head of Adult Non-Fiction
kchampieux@cmpl.org

Items to submit (in a single PDF file):
1. Cover letter
2. Resume
3. Answers to the following questions on the following page of this posting
4. CMPL Job application (attached to this posting; not required for current employees)
JOB POSTING
CLINTON-MACOMB PUBLIC LIBRARY
FULL-TIME ADULT SERVICES LIBRARIAN

- Describe three programs targeted at adults that you would propose to complement what is already being offered at CMPL.

- Imagine you are about to retire. What professional accomplishments or attributes would you hope to be recognized for at your retirement party?

- Provide two examples of when you were a participant in workplace change – one when the change was managed well and one when it was not and your thoughts about both experiences.

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. This is an at-will position.

The Clinton-Macomb Public Library is an equal opportunity employer. All decisions affecting employment shall be made without regard to an individual’s race, color, religion, marital status, familial status, family responsibilities, veteran status, age, sex, sexual orientation, gender identity, height, weight, national origin, disability or other classification protected under federal, state or local law.
APPLICATION FOR EMPLOYMENT
Clinton-Macomb Public Library
AN EQUAL OPPORTUNITY EMPLOYER

INSTRUCTIONS: Please type the requested information in the spaces provided below.

Date of Application: __________ Date available to begin work: __________

PERSONAL INFORMATION

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Are you legally eligible for employment in the U.S.?* Yes No Are you 18 years or older? Yes No

If related to anyone in our employ or current trustee, state name and relationship to you.

__________________________________________________

Have you ever been convicted of a crime? A criminal conviction record will not necessarily prohibit you from being employed. If YES, please list date, place and nature of offense.

____________________________________________________________________________________

Are there any felony charges presently pending against you? _________________________________

____________________________________________________________________________________

□ YES (explain) □ NO
□ YES (explain) □ NO

Can you perform the essential duties of the job in which you wish to be employed, with or without accommodation? YES NO

* The Clinton-Macomb Public Library conforms to the Immigration Reform and Control Act of 1986 which requires you to furnish documentation showing your identity and legal authorization to work in the United States once you have been offered employment.

EMPLOYMENT DESIRED

POSITION(S) APPLIED FOR: PAY/SALARY DESIRED:

____________________________________________________________________________________

Will you accept part-time work? ________________________________

____________________________________________________________________________________

Have you ever worked for another organization similar to the Clinton-Macomb Public Library?

□ YES □ NO

If YES, Position: ________________________________

Reason for Leaving: ____________________________________________

____________________________________________________________________________________

Do you have any special training skills, qualifications, licenses, certifications or other experiences that relate to the position(s) applied for?

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## EDUCATION

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## PHYSICAL RECORD

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Medical Examination. In accordance with applicable legal requirements, the Clinton-Macomb Public Library may require job applicants to undergo a medical examination after an offer of employment has been made and prior to the commencement of employment duties, and may condition the offer of employment on the results of such examination.

I HEREBY CERTIFY THAT I AM NOT CURRENTLY ENGAGED IN THE ILLEGAL USE OF DRUGS. I understand that as a condition of employment, I may be required to take a pre-employment drug test for the illegal use of drugs which may include the collection of urine samples from my person, or the use of other testing methods. I agree that the results of this test may be submitted to the Clinton-Macomb Public Library or its authorized representative, and I expressly release the collection agency and the testing laboratory from any and all liability for performing the requested test, and for communicating the results to the Library. I understand that if the results of any pre-employment drug test are positive, it will be cause for rejection of my application or, if I am hired, that my employment with the Library may be immediately terminated.

Applicant's Signature

## EMPLOYMENT INFORMATION

Have you ever been discharged or requested to resign any job?  □ YES  □ NO

If YES, please explain circumstances

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Are you presently employed?  □ YES  □ NO

## REFERENCES

Please give the names of 3 persons, not related to you, whom you have known for over a year.

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<th>NAME</th>
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FORMER EMPLOYERS

Please give an accurate, complete, full-time and part-time employment record for the past ten years. Start with present or most recent employer. Use additional sheet(s) if necessary.

Please Print All Information

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List Your Job Title and Responsibilities

Please indicate if you would prefer that we not contact any of the listed employers, and briefly explain your reason:

____________________________________________________________________________

Do you have any commitment to another employer that might affect your employment with us?

____________________________________________________________________________

____________________________________________________________________________
I certify that the answers and information given by me in this application are true, correct and complete without qualification. I understand that the Library has the right to refuse to hire or immediately discharge me, at any time, if it discovers that I have provided incomplete, untrue, or misleading answers or information in this application or on any other documents or forms submitted at any time during my employment.

I hereby authorize the Library to verify the answers and information given by me in this application and to make any investigation of my background deemed necessary. I authorize former employers, law enforcement organizations, educational institutions, and any other third party contacted by the Library to release to the Library any information they have regarding me without providing written notice to me.

I authorize the Library to use any information in its possession concerning me for any purpose it deems appropriate, including disclosure of information to any third party, future employer or prospective future employer without notification to me of such disclosure, and I release the Library from any liability in connection with such use or disclosure.

If I am hired by the Library, I understand and agree that I will be bound by the rules, regulations, policies, procedures, and other terms and conditions of employment of the Library, as they are from time-to-time changed, with or without notice.

If I am hired by the Library, I understand that I have the right to terminate my employment at any time and for any reason, with or without notice. I further understand that the Library can terminate the employment relationship at any time for any lawful reason, with or without cause, with or without notice. This at-will employment relationship exists regardless of any other written statements or policies or any other Library document or any verbal statements to the contrary. No one except the Library’s director can enter into any kind of employment relationship or agreement which is contrary to the above. To be enforceable, any employment relationship or agreement which is contrary to the above must be in writing and personally signed by the Library’s director and myself.

Except when there is a shorter filing period, I agree not to file any action or claim relating to my application for or employment with Clinton-Macomb Public Library more than six (6) months after the date of the challenged action, and to waive any longer statute of limitations period.

Applicant’s Signature ______________________________ Date __________________

Please return completed application to Clinton-Macomb Public Library
40900 Romeo Plank Road
Clinton Township, MI 48038

Updated: August 21, 2013
**Part time Librarian**

**SALARY:** $23.0232/hr to $25.8584/hr  (No benefits) This is a 20-30 hours per week position that includes two daytime shifts, two evening shifts, every other Saturday, and every fifth Sunday (during the school year).

**HOW TO APPLY:**
Application must be made on an official City application form which may be obtained at the Human Resources Office or complete an online application at www.sterling-heights.net. **Official City application must be completed in full.** Official college transcripts required upon hire. Applicants will be notified by email as to their status in the process. **Deadline to apply is Wednesday, October 26, 2016, at 5:00 p.m.** The Human Resources phone number is: 586-446-2315.

**JOB DESCRIPTION:**
Under supervision of the Public Services Area Coordinator, this position is responsible for reference and readers advisory services, collection development activities for various adult collections, instruction in the use of the library and its resources, and programming for adults.

**ESSENTIAL FUNCTIONS:**
Provides information, reference, and referral services in Adult Services.
Selects, evaluates, and weeds materials for specific areas of collection.
Provides instruction in the use of print and digital resources.
Develops and/or presents programs for adults, including a monthly book group and adult crafts.

**REQUIREMENTS:**
Masters Degree in Library Science from an accredited ALA college or university.
Excellent oral and written communication skills.
Physical strength and dexterity to handle materials and boxes up to 25 pounds in weight and to transport loaded book carts.
Ability to work evening and weekend work schedule.
Knowledge of online databases, reference resources, and public computer applications to assist the general public.
Experience with the SirsiDynix automation system.
Knowledge of tablet and/or mobile devices used for accessing Overdrive, Zinio, Freegal, and other digital services.
Ability to establish and maintain effective working relationships with colleagues, supervisors, and the general public.

**PARTS & WEIGHTS OF EXAMINATION:**
Oral ............. 100%

**NOTE:** Applicants are required to pass a post-offer, pre-employment drug screen to be conducted by a physician authorized by the City of Sterling Heights prior to start date.

**PURPOSE:** The purpose of this exam is to fill one position.

**LAST DATE FOR FILING APPLICATIONS:** October 26, 2016 by 5:00 p.m.

**Disability Accommodation:** Disabled persons needing accommodations for employment must notify the employer in writing within 182 days after the need is known.

**EQUAL OPPORTUNITY EMPLOYER MALE\FEMALE\DISABILITY**
Job Title:  Building Monitor  
Supervisor:  Marian Nicholson, Department Head – Business Services  
Starting Wage:  $13.23-$14.51 per hour  
Scheduled Hours:  20 hours per week  

Apply to:  Marian Nicholson, Department Head – Business Services  

Application Deadline:  6:00 pm on Sunday, October 30, 2016  

Only complete application packets (which include a current CPL application form, resume and cover letter) received or postmarked by 6:00 pm Sunday, October 30, 2016 will be considered. Incomplete application packets will not be reviewed.  

POSITION SUMMARY  
Under the management of the Business Services Department Head, the Building Monitor is responsible for ensuring a safe and secure environment for patrons and staff; enforcing library rules and policies in the library building and on library property. The nature of the work requires evening and weekend hours. This position is classified as a regular part-time position and is non-exempt from overtime under FLSA guidelines.  

ESSENTIAL DUTIES AND RESPONSIBILITIES  
• Monitors all areas of the library building and grounds for security and potential safety issues and/or damage. Recommends effective safety enhancements and/or corrective actions to the Department Head. Repairs or reports damage to Building Supervisor.  
• Assists library staff with maintaining order and appropriate library behavior throughout the property.  
• Possesses a complete understanding of and ability to enforce library policies using a polite and professional approach. Includes removing unruly or disruptive patrons from the library, and when necessary, seeking police intervention for refusal to comply, or for violations of the law.  
• Composes detailed, clear and concise incident reports; obtains case numbers in the event of police involvement. Accurately logs, uploads and/or updates incident reports according to established procedures.  
• Possesses a complete understanding of security hardware/software and has the ability to capture images in accordance with established policies and procedures.  
• Compiles, maintains, reviews and/or interprets statistical data; prepares reports as requested by the Director or Department Head.  
• Facilitates effective building access/key control including annual audit of staff access levels.  
• Provides an overview of security procedures to newly hired staff and occasional reviews to existing staff.
• Ensures final building security after library closing (checks doors, clears the building and sets alarm).
• Liaison to evening janitorial service. Performs spot checks of premises to ensure cleanliness and reports/resolves deficiencies with crew leader. Reports unresolved concerns to Department Head.
• Maintains an inventory of janitorial supplies within assigned budget.
• Stays informed of library news and events via review of all forms of library communication: website, email, SharePoint, library newsletter and blog. Contributes content as appropriate.
• Accepts special assignments or duties in support of the library’s goals and objectives.

OTHER DUTIES AND RESPONSIBILITIES
• Facilitates set-up/take-down of meeting rooms for various in-house and public programs; maintains flexibility in work schedule to accommodate events held outside of normal library hours.
• Monitors public restrooms; refills paper products as needed.
• Empties trash from exterior of building and picks up trash on the grounds as necessary.
• Shovels light snow and spreads salt to eliminate unsafe sidewalk conditions; contacts snow contractor when needed.

REQUIRED QUALIFICATIONS AND SKILLS
• High School diploma or equivalent.
• Working knowledge of the most widely-used features of Microsoft Office applications, the internet and common office equipment.
• Ability to perform light building maintenance.
• Previous public service experience.
• Working knowledge of library operations and services, including an understanding of and adherence to fundamental principles of open access to library materials and the privacy rights of patrons.
• Ability to maintain confidentiality of private and/or sensitive information. Uses discretion in handling confidential library matters.
• Excellent interpersonal skills, including the ability to deliver tactful and decisive communications regarding policies, procedures and guidelines to an audience not always receptive to the information being communicated.
• Ability to work effectively with a diverse public; including children and teenagers.
• Ability to work under stressful conditions, exercise good judgment, and act quickly in emergencies.
• Ability to multi-task, establish priorities, and remain organized in a changing environment.
• Punctuality and dependability.
• Consistent display of public service attitude that reflects the library’s values.

PREFERRED QUALIFICATIONS
• One year of public service experience.
• Prior public library experience.
• Prior experience with youth and teens.
• Familiarity with SharePoint and Avigilon Security Software.
• Current CPR certification.

ESSENTIAL PHYSICAL FUNCTIONS
• Sufficient physical agility to stand, walk, bend, stoop, reach, sit, lift up to 40 lbs., and push carts weighing up to 200 lbs.
• Ability to work outdoors for prolonged periods of time in all weather conditions as well as in noisy and potentially hazardous environments with electricity, dust, debris and chemicals.
• Sufficient clarity of speech and hearing which permits the employee to communicate in writing and verbally.
• Sufficient vision which permits the employee to produce and review a wide variety of materials in both electronic and hard copy form.
• Ability to work effectively under stressful conditions in a fast-paced environment.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This job description is not a contract between the library and the employee. The library reserves the right to revise this job description at its discretion.
The Flat Rock Public Library is a smoke-free facility that currently serves approximately 9,878 residents of the City of Flat Rock and approximately 3,289 residents of the City of Rockwood (2010 U.S. Census). We are a busy place with many youth and family programs and are fortunate to have such wonderful community support in all areas. We are nicely situated in front of the Flat Rock Historical Area Buildings, next to a beautiful city park, and just across the park from the Municipal Building, which houses all City of Flat Rock services.

**JOB TITLE:** Library Clerk  
**JOB CLASSIFICATION:** Part-Time; No Benefits  
**SALARY RANGE:** $8.50/hour (will increase to $8.90/hour on 1/1/17)  
**HOURS:** 4 – 17 hours/week —including nights and Saturdays; occasional substitute hours as needed

**JOB DUTIES:**
The library clerk is under the general supervision of the Head of Circulation and Library Director and is responsible for providing professional service, particularly at the front desk, by performing advanced clerical, public service, technical service, and interlibrary loan works, to best service library patrons directly and indirectly. This includes:

- Performing circulation desk procedures, such as checking-in and checking-out materials, registering patrons, collecting fines, and answering the telephone
- Answering directional questions and referring patrons to appropriate personnel
- Checking in deliveries of interlibrary loan and request materials
- Using discretion when handling inquiries that are confidential or sensitive in nature
- Following and enforcing all library rules, policies and procedures, and patron privacy laws.
- Other duties as assigned

**QUALIFICATIONS:**

Flat Rock Public Library provides “reasonable accommodations” to qualified individuals with disabilities, in accordance with the Americans With Disabilities Act and applicable state and local laws.
Candidates should be passionate and energetic with a desire to provide excellent service to patrons of all ages. Candidates should be flexible, approachable, and comfortable with a broad range of technologies. Applicants must have:

- High School Diploma or GED
- Flexible schedule with evening and weekend availability
- Ability to effectively communicate ideas and information both in written and oral form
- Ability to work independently as well as on a team
- Ability to understand library policies and procedures and apply them to library operations
- Ability to use computer software and manage computerized files including library automation system (WorkFlows)
- Ability to meet, communicate with, and deal with staff and public effectively and in a professional manner at all times
- Proficient computer literacy skills
- Ability to alphabetize, shelf-read, and shelf materials
- Maintain a working knowledge of English grammar and spelling
- Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator, and advanced calculations with a calculator
- (preferred) Minimum of a year of relevant library experience
- (preferred) Familiarity with WorkFlows

TO APPLY:

Email a cover letter, resume, the attached application, and two (2) references to:
Rachel Lee, Library Director
Flat Rock Public Library
director@frlib.org

APPLICATION DEADLINE: Ongoing
The regular meeting of The Library Network (TLN) Board was held on Thursday, July 21, at the William Faust Public Library of Westland.

Board Members present: Mark Wollenweber, Chair; Lois VanStipdonk, Vice-Chair; Stephen Harper, Treasurer; Kim Potter, Rita VanBrandeghen, Victor Cardenas, and Ryan Clark. A quorum.

Board Members Absent & Excused: Reginald Williams

Additional attendees: Jim Pletz; TLN Director; Celia Morse, SASUG Representative; Rick Rosekrans, Judith Kozakowski, and Angie Michelini, TLN.

The Chair called the meeting to order at 10:40 a.m.

1. Call to audience

   Introduction of Guests – None
   Public Comment – None

2. The Agenda. Motion by VanStipdonk, supported by VanBrandeghen, to approve the Agenda as amended, with Old Business item taken off the Agenda. Motion carried unanimously.

3. Approval of the Minutes. Motion by Cardenas, supported by Potter, to approve the minutes of the June 16, 2016 meeting of the Board as presented. Motion carried unanimously.

4. Communications & Announcements – Wollenweber reported that former TLN Director Tammy Turgeon has been named the 2016 MLA Librarian of the Year. Congratulations to Tammy on a well-deserved award.
5. **New Business** –

Motion by VanStipdonk, supported by VanBrandeghen to approve the Security Assessment contract to RSM US LLP, 2000 Town Center, Suite 1900, Southfield, MI 48075, in the amount not to exceed $11,500.00. Funds to come from SAS Capital Reserve Fund ($10,000.) and TLN Capital Reserve Fund will cover the remaining amount (up to $1,500.). Motion carried unanimously.

Motion by Harper, supported by Potter to approve the updated Board By-laws, as presented. Motion carried unanimously.

6. **Reports**

**Shared Automation System Users' Group** – Morse reported the results of the ballots that were sent out to Shared System Libraries regarding the ILS system. Forty-seven ballots, out of fifty-one, were returned, with forty-one libraries voted yes to proceed with the issuing of an RFP; six libraries voted no; four libraries abstained from voting.

Pletz reported that he and Morse met with ILS vendors while attending ALA in Florida in June. The vendors that they met with were, SirsiDynix, Polaris (Triple I), and TLC – CARL.

**Finance/Real Estate Committee** – Next meeting of the TLN Board Finance Committee will Wednesday, August 3 at 11 am, at TLN.

**Human Resources Committee** – The next meeting of the TLN Board Human Resources Committee will be Thursday, August 18, following the TLN Board meeting.

**Director's Report** – Pletz reported that he and Morse met with a Library Director from Florida who is currently switching their ILS from Triple I to Sirsi. The reason for the switch was internal and not related to problems within the Triple I system.

7. **Financial Reports** – Motion by VanStipdonk, supported by Cardinas, to receive and file the following reports. Motion carried unanimously.

- Executive Summary
- Aged Payables Open Items as of 6/30/16
- Check Register Detail from 6/01/16 – 6/30/16
- Aged Receivables Detail as of 6/30/16
- Summary of Revenue & Expenditures Compared to Budget: October 1, 2015 – June 30, 2016
- October 2015 – June 2016– Income Statement
- Unaudited Balance Sheet as of 6/30/16
8. **Old Business** – None

9. **Board Member Comments** – None

10. There being no further business to consider, without objection, the Chair adjourned the meeting at 12:00 p.m.

11. The next meeting of the Board will be held on:

   **Thursday, August 18, 2016 – 10:30 am at**
   Hartland Cromaine – Library in the Village, Hartland

Respectfully submitted,

Mark Wollenweber  
CHAIR

Reginald Williams  
SECRETARY
The regular meeting of The Library Network (TLN) Board was held on Thursday, August 18, at the Hartland Cromaine Library in the Village, Hartland.

Board Members present:  Mark Wollenweber, Chair; Lois VanStipdonk, Vice-Chair; Stephen Harper, Treasurer; Reginald Williams, Secretary; Kim Potter, Rita VanBrandeghen, Victor Cardenas, and Ryan Clark.  A quorum.

Board Members Absent & Excused:  None

Additional attendees:  Arthur Woodford, Ceci Marlow, Director of the Hartland Cromaine Library, Jim Pletz; TLN Director; Celia Morse, SASUG Representative; Rick Rosekrans, and Judith Kozakowski, TLN.

The Chair called the meeting to order at 10:41 a.m.

Marlow welcomed the Board to the library and gave an oral history of the libraries in Hartland, and the city of Harland.  The library is currently expanding and will celebrate its 90th anniversary in 2017.  Wollenwber thanked Marlow for hosting the Board Meeting.

1. Call to audience

   Introduction of Guests – None
   Public Comment – None

2. The Agenda. Motion by Cardinas, supported by Potter, to approve the Agenda as amended, with Old Business being moved to after approval of the agenda.  Motion carried unanimously.

3. Old Business -  Mr. Woodford introduced himself to the Board.  He is a candidate for the At-Large vacancy on the TLN Board.  He is a retired librarian with 30 years of service at the St. Clair Shores Library.  He has also worked as the Director of the Suburban Library Cooperative.  He has been retired for five years.  Motion by VanBrandeghen, supported by VanStipdonk to appoint Arthur Woodford to the At-Large seat on the TLN Board.  Motion carried unanimously.  Woodford was appointed to the Board’s Human Resources Committee.
4 **Approval of the Minutes.** Motion by VanStipdonk, supported by Harper, to approve the minutes of the July 21, 2016 meeting of the Board as presented. Motion carried unanimously.

5 **Communications & Announcements** – None

6. **New Business** – None

7. **Reports**

   **Shared Automation System Users’ Group** – Morse reported that Shared System Libraries are moving forward with the RFP (Request for Proposal) for the Shared Automation System. A draft RFP is currently under review and should be presented to the Board for consideration at the September Board meeting.

   **Finance/Real Estate Committee** – Harper reported that the Finance Committee met on August 3 to discuss the 2016/17 fiscal year proposed budget, as well as the 2015/16 fiscal year budget amendments. These issues, as well as a public hearing on the 2016/17 fiscal year budget, will be on the September Board Agenda.

   **Human Resources Committee** – Wollenweber reported that the HR Committee has a scheduled meeting directly following this Board meeting.

   **Director’s Report** – In addition to the Director’s written report, Pletz reported that the Wixom Library is hosting the Michigan Cooperative Directors Association on August 19. Pletz will be hosting lunch for this group at his home.

8. **Financial Reports** – Motion by VanStipdonk, supported by Williams, to receive and file the following reports. Motion carried unanimously.
   - Executive Summary
   - Aged Payables Open Items as of 7/31/16
   - Check Register Detail from 7/01/16 – 7/31/16
   - Aged Receivables Detail as of 7/31/16
   - Summary of Revenue & Expenditures Compared to Budget:
     - October 1, 2015 – July 31, 2016
     - October 2015 – July 2016 – Income Statement
   - Unaudited Balance Sheet as of 7/31/16
9. **Board Member Comments** – None

10. There being no further business to consider, without objection, the Chair adjourned the meeting at 11:40 a.m.

11. The next meeting of the Board will be held on:
   
   Thursday, September 15, 2016 – 10:30 am at
   
   The Library Network Office - Novi

Respectfully submitted,

Mark Wollenweber  
CHAIR

Reginald Williams  
SECRETARY
Library Applications Developer
Grand Valley State University, University Libraries

Grand Valley State University Libraries seeks an upbeat, creative, and self-motivated web developer to join the Systems and Technology team. We help create and maintain the websites and technologies that support our more than 25,000 students and faculty in their research. We're looking for someone who combines technical ability with empathy and a genuine interest in helping our students and faculty.

You will build custom web applications and modify existing systems to better meet user needs. Your code will be open source, and your projects will be collaborative with colleagues throughout the library. You'll also help us test our projects with users and write and maintain documentation.

Primary Responsibilities:

- Develop, modify, and maintain custom web applications that interact with relational databases and/or APIs.
- Maintain previously completed projects by troubleshooting issues as they arise and adding new functionality when requested.
- Collaborate with Web Services Librarian and Digital Initiatives Librarian to customize and enhance functionality of the library systems and web sites.
- Meet project deadlines as assigned; contribute towards multiple projects when necessary.
- Follow coding standards and contribute to standards documentation.
- Create and maintain project documentation.
- Test projects to ensure application quality prior to client validation.

Required Qualifications and Education:

- Bachelor's degree (Candidates graduating in Fall 2016 considered)
- Knowledge of current trends in computer software programming.
- Demonstrated proficiency in one programming language.
- Knowledge of SQL, relational databases, and database design.
- Experience designing, developing, and supporting database driven applications.

Preferred Qualifications and Education:

- Bachelor’s degree in Computer Science, Information Science, or related field
- Experience with object oriented programming.
- Experience with MySQL, PHP, jQuery, JavaScript, HTML, and/or CSS.
- Knowledge of a UNIX environment

Salary, Rank, and Benefits:
$44,000 - $49,000 plus competitive benefits (You can learn more about GVSU's benefits at http://www.gvsu.edu/healthwellness/benefit-information-center-40.htm).

Application:

Please apply online at https://www.jobs.gvsu.edu (select Administrative/Professional). Include cover letter, resume, and link(s) to sample work. Applicants with diverse background are encouraged to apply. We are an affirmative action, equal opportunity institution. If you need assistance, call Human Resources at 616-331-2215.

Grand Valley State University is an affirmative action, equal opportunity institution. Minorities, individuals with disabilities, and veterans are encouraged to apply. We are interested in qualified candidates who can contribute, through their research, teaching, and/or service, to the diversity and excellence of the campus community.
Chair Paul McCann called the meeting to order at 1:42.

Members Present: Paul McCann (DEXT), Patty Braden (ROMS), Martin Smith (REDF), Amy Rosen (WHLK), Holly Teasdle (LYON), Toni LaPorte (LVCC), Matt Church (BERK)

Members Absent: Ed Rutkowski (BRIT), Anne Hage (HTWD)
Others Present: None
Guests: Anne Neville (TLN), Celia Morse (TLN - Consultant), Rita VanBrandeghen (TLN Board)

McCann called for additions to the agenda. Motion to approve agenda by LaPorte, seconded by Teasdle, with 3 additions (Brandon Library, The ideal patron catalog, and Sirsi). Agenda approved (Yes 7, No 0, Absent 2)

McCann called for approval of the July 7, 2016 minutes. Motion to approve minutes with Hungerford added to item H by Braden, seconded by Rosen. Minutes approved (Yes 7, No 0, Absent 2)

Reports
Budget:

TLN Board Meeting:
Morse reported the board approved the security audit as recommended by Ex-Comm last month. The Board bylaws were updated to reflect changes made by the Steering Committee that already took place. There is still 1 board vacancy.

Symphony Update:
Neville stated there was nothing to report.

Technology Services Update:
Michelini was not present – no report

Unfinished Business
A. Update on catalog enhancements – Enterprise, EResource Central, Odilo, Social Library, online user registration, group cards, etc. – A. Neville
In the near future Morse, Neville, and John Inman will see the new Enterprise theme for mobile devices. The theme is to be released this quarter.

B. MelCat/NCIP update
A. Neville
30 libraries will proceed with AV lending, 19 will not.

C. Ex-Comm ballot report
P. Braden/P. McCann
1 nomination for each available position on Ex-Comm was received. As a formality ballots will be sent to directors.

D. ILS-RFP Committee report
P. McCann/A. Rosen/C. Morse
The first meeting was held after the July SASUG meeting. About 20 to 25 people will be participating. Rosen will chair the committee. Morse is surveying members to rank the importance of features. Future meetings are set through December at Redford.

New Business

A. Brandon Library
Pletz and Neville were contacted by Brandon Township Public Library about the possibility of leaving the Shared System. Neville stated that per the member agreement if notice is given prior to the end of this calendar year Brandon can pull out no earlier than the end of September 2017.

B. Sirsi
An offer was made by Sirsi to negotiate a long term contract at potentially significant savings. After discussion the general consensus was that we are committed to the RFP process, we don’t want attention diverted to actively negotiate with Sirsi, but if Sirsi desires to make an offer we would certainly consider it. Smith moved to “Advise TLN to let SirsiDynix know we will review any offer submitted in writing, but our focus is the RFP process.” Motion seconded by Church. Motion approved (Yes 7, No 0, Absent 2)

C. ideal patron catalog
Morse distributed a document describing the ideal patron catalog that will become part of the RFP and asked for feedback. Some suggestions were made. The document will now go to the ILS-RFP committee for further feedback.
Other Items from Committee members

Braden motioned to adjourn meeting at 3:34. Seconded by Church. Meeting adjourned (Yes 7, No 0, Absent 2).

Respectfully submitted,
Martin Smith

Next meeting: September 1, 2016 at 1:30 pm, Livonia Civic Center Library
Position: Support Services Clerk, Permanent Part-Time

Job Duties:
- Performs all duties assigned in the ILS Module accurately and efficiently; problem solves patron and catalog issues; assists Library patrons while employing the Library’s and City of Novi’s customer service principles.
- Performs workroom duties and other tasks as assigned, including sorting and loading carts for shelving; shelving of materials; shelf reading; processing holds, returns, and other materials from delivery; troubleshooting and maintenance operations of the AST System; answering main phone, directing calls, and making public address announcements as needed; and registering cash, check, and credit card transactions.
- Adapts and responds to multiple priorities, interruptions, and demands; retains knowledge and stays up-to-date on current Library policies and procedures; communicates effectively with patrons, co-workers, and professional colleagues; resolves problem situations and collaborates across departments in a positive manner.
- Assists with opening and closing procedures for the Support Services Department.
- Assists with the overall maintenance and orderliness of the Library’s collections, display areas, and department areas.
- Assists in accomplishing the Library’s and the Support Service Department’s goals.
- Assists, as assigned, to perform Outreach Services duties. Prepares and delivers materials to various senior and homebound facilities utilizing the Library vehicle; loads and unloads materials from carts.
- Assists, as assigned, to perform Technical Services duties. Performs acquisitions duties, cataloging, MARC record maintenance, materials processing and maintenance, and processing of ILL and MelCat materials.
- Seeks professional continuing education, both organized and casual, with an air toward keeping services current and appropriate for the patrons.
- Performs other duties as assigned.

Job Requirements:
- High school diploma or equivalent required; Bachelor’s Degree preferred.
- Knowledge of alphabetical, numerical, and decimal systems of arrangement.
- Proficient in MS Office, Internet browsers, and other computer related technology.
- Ability to take direction willingly and easily adaptable to change.
- Enthusiastic, positive, friendly and approachable.
- Strong attention to customer service.
- Strong obligation to confidentiality.
- Strong organizational skills and attention to detail.
- 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: 15 hours per week
- Tuesday, 1-4 p.m.
- Thursday, 9 a.m. - 3 p.m.
- Friday, 1-6 p.m.

Salary: $10.52 per hour

Benefits: None

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

Deadline: Friday, October 21, 2016, 6 p.m.