Newsletter for the week of April 9, 2018

Job - Public Services Librarian - Part-time - White Lake Township Library

Job - Library Services Specialist - Zondervan Library - Kuyper College - Grand Rapids, MI

Job - Public Services Clerk - Algansee Branch, Branch District Library, Quincy, MI

Job - Public Services Clerk - Sherwood Branch, Branch District Library, Sherwood, MI

Job - Library Director - Sherwood Branch, Henika District Library, Wayland, MI

Job - Technical Library Assistant II - Full-time - Kettering University, Flint, MI

Job - University Librarian - Full-time - Kettering University, Flint, MI

Job - Adult Librarian - Part-time - Royal Oak Public Library

Job - Collection Development Specialist - Muskegon Area District Library

Job - Library Director - Bridgeport Public Library, Saginaw, MI

Job - Youth Services Librarian - Part-time - Auburn Hills Public Library

Minutes - Adult Services Committee Meeting - February 5, 2018
Position: Public Services Librarian
Part Time, professional position

Pay rate: MLIS degree - $17.50 - $20.00 an hour based on experience and education
Student in MLIS program - $16.00 an hour with significant progress towards degree

Hours: 24 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 library 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
Collection development. Select and order materials for adult collection based on reviews, catalogs, recommendations, and patron requests
Follow and enforce all library rules, policies, procedures and patron privacy laws
Assist with maintenance of Library online resources including webpage development
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: April 18, 2018. Anticipated start date mid May 2018

Application: Resume and completed application form. The application form is available at: Employment Application

Send or email: 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.
KUYPER COLLEGE
POSITION DESCRIPTION

Job Title: Library Services Specialist
Department: Library Services
Reports To: Director of Library Services
Receiving Applications Until: May 18, 2018
Start Date: August 1, 2018

Summary: Supports the academic objectives, programs and curriculum of the College by providing appropriate resources and services and assists in the management and administration of a library services program by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Assists in all circulation and reference responsibilities

Works collaboratively with faculty to design and deliver information literacy programs, provide instruction in various research strategies and introduce/orient students to various library resources

Leads the development and production of user guides and other reference aids, including LibGuides as well as develops and presents workshops, tutorials and orientations for all students.

Implements and administers library/information services to online learning faculty and students to assure equivalent services to those provided to on-campus students, coordinating with the Director of Online Learning.

Administers the Library’s integrated library system and e-resources and maintains library web oriented web applications, mobile library services and other supporting digital initiatives in collaboration with IT Services.

Assists in development and management of the library website including creation of learning resources, website content and general maintenance

Develops and implements assessment instruments to evaluate the library’s contribution to student learning

Maintains a current knowledge of instructional trends and research

Stays up-to-date on professional developments through participation in professional organizations, workshops, and continuing education opportunities at the local, regional and national levels as funding is available.
Researches implementing a “Personal Librarian” program

Assists in the training and supervising of student workers.

Serves on the Information Technology Committee as well as other campus committees as requested.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

Master’s degree in library and/or information science (M.L.S. or M.L.I.S.) from an accredited ALA institution; 3-5 years experience or equivalent combination of education and experience; academic library experience preferred; Background in teaching and instructional design with experience in producing content within learning management systems; demonstrated effective communication abilities; proven ability to work with a minimum of supervision; experience in reference, instruction and relevant computer technologies.

**Language Skills**

Ability to read, analyze and interpret professional literature, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of patrons, staff, faculty, students, and the general public.

**Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability**

Ability to define problems, collect data, establish facts, draw valid conclusions, and develop solutions. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills**
To perform this job successfully, an individual should have a high degree of computer literacy and experience with relevant computer technologies, such as: integrated library automation system software, learning management systems, database software, spreadsheet software and word processing software.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and sit. The employee is occasionally required to walk, sit, use hands, and reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The level of interruptions through the day is usually quite high.

(Rev. 2/27/18, DZ/MN)
POSITION OPENING
Public Services Clerk
Algansee Branch, Branch District Library

WORK SCHEDULE
Part-time, 12-15 hours per week, including some evenings and Saturdays. Must have a flexible schedule.

PAY RATE
$11.24 - $14.37 per hour

JOB SUMMARY
Public Services Clerks have a broad range of duties and responsibilities. Their primary responsibility is to provide required service to the public at the Public Services Desk. The ideal candidate will be proficient in performing clerical work, assisting with programming and displays, and enjoy providing friendly service to all library customers. The clerk will work under the supervision of the Branch Manager.

REQUIREMENTS
High School Diploma. Commitment to customer service excellence. Excellent oral and written communication skills. Must be comfortable with computer technology and have an understanding of its potential in providing high quality library services. Ability to organize multiple assignments and work independently.

Additionally, to perform the essential functions of the position, an individual may be required to maintain a physical condition necessary for sitting, walking, and/or standing for long periods of time; lifting or carrying light to moderately heavy objects; operating assigned equipment, including computers.

PREFERRED QUALIFICATIONS
Some college is preferred. Experience working with children, teens, and adults. Experience working in a public library setting.

APPLY
Submit application at http://www.branchdistrictlibrary.org/employment AND send resume with cover letter and contact information for three professional references to: Gina Horn, Administrative Assistant, at HornG@BranchDistrictLibrary.org.

DEADLINE
Applications will be accepted until the position is filled. Preference will be given to application received prior to 5:00 PM on Thursday, March 29, 2017.

PLEASE NOTE
All candidates will be notified of our decision by mail or phone within 3-4 weeks after the deadline date. We ask that no inquiries be made about the status of your application during this period.
WORK SCHEDULE
Part-time, 21-25 hours per week, including some evenings and Saturdays. Must have a flexible schedule.

PAY RATE
$11.24 - $14.37 per hour, DOE

JOB SUMMARY
Public Services Clerks have a broad range of duties and responsibilities. Their primary responsibility is to provide service to the public at the Public Services Desk. The ideal candidate will be proficient in performing clerical work, assisting with programming and displays, and enjoy providing friendly service to all library patrons. The clerk will work under the supervision of the Branch Manager.

REQUIREMENTS
High School Diploma. Committed to excellence in service to library patrons. Possess excellent oral and written communication skills. Comfortable with computer technology, with an understanding of its potential in helping to provide high quality library services. Possess the ability to organize multiple assignments and to work independently and as part of a team.

Additionally, to perform the essential functions of the position, an individual may be required to maintain a physical condition necessary for sitting, walking, and/or standing for long time periods; lifting or carrying light to moderately heavy objects; operating assigned equipment, including computers.

PREFERRED QUALIFICATIONS
Some college is preferred. Experience working with children, teens, and adults. Experience working in a public library setting.

APPLY
Submit application at http://www.branchdistrictlibrary.org/employment AND send resume, cover letter, and contact information for three professional references to: Gina Horn, Administrative Assistant, at HornG@BranchDistrictLibrary.org.

DEADLINE
Applications will be accepted until the position is filled. Preference will be given to application received prior to 5:00 PM on Tuesday, April 17 2018.

PLEASE NOTE
All candidates will be notified of our decision by mail or phone within 3-4 weeks after the deadline date. We ask that no inquiries be made about the status of your application during this period.
Employment Opportunity: Director of Henika District Library, Wayland, MI

Henika District Library seeks an innovative and forward-thinking Library Director with superior leadership skills; thorough knowledge of library principles, practices, techniques, materials and technology; and the ability to exercise initiative and independent judgement.

Henika District Library is a Class III library with an annual budget of $315,000 and is a member of the Lakeland Library Cooperative.

**Qualifications:** Candidates must have a Bachelor’s degree from an accredited college or university and possess or qualify to possess Level III certification or higher as issued by the Library of Michigan. Two years library employment experience required with at least one year of library management experience preferred. Valid Michigan Driver’s License required. Master’s Degree in Library Science from an ALA accredited university preferred.

**Duties:** Minimum of 40 hours per week which may include some evening and weekend hours. Normal office environment with occasional sitting/standing position for extended periods of time. Travel for meetings and conferences required.

**Salary:** $38,000-$46,000 based on experience and level of education. Benefit package also available.

**Application Procedure:** For complete job description, see library website at www.henikalibrary.org. Applications will be accepted until the position is filled, but those received by Friday, April 12th, 2018 will receive first consideration. Electronic submission required. Interested candidates should forward a cover letter addressing the position requirements, a resume, and three references with contact information.

Electronic submissions and requests for additional information should be directed to: HDL Director Search Committee henikalibraryboard@gmail.com

Henika District Library is an Equal Opportunity Employer.
Job Posting - FT Technical Library Assistant II

Posting Date: 03/30/2018
Closing Date: Open Until Filled
Apply Here: https://jobs.kettering.edu/postings/4020

Kettering University is a national leader in experiential STEM and business education, integrating an intense academic curriculum with applied professional experience.

BENEFITS include health, dental and vision coverage; retirement benefits with up to a 9% Kettering matching contribution; life and accident insurance; tuition assistance and waiver programs; vacation and holiday pay; sick and disability pay; home purchase assistance program; recreation center membership; and many other benefits.

Preferred Qualifications: Knowledge of cataloging and maintenance of online database. Knowledge of MARC cataloging standards, including new RDA rules. Knowledge of Integrated Library Systems (ILS). Ability to work efficiently with attention to detail and to meet deadlines. Knowledge of Microsoft Office and MS Publisher. Ability to work independently and as part of a team. Effective interpersonal verbal and written communication skills. Ability to supervise student workers.

Job Specific Required Qualifications:

- College Education. Prior work experience in an academic library with knowledge of library procedures. Knowledge of library technical services work.
- Understanding and commitment to Kettering University Values:
  a. RESPECT: for teamwork, honesty, encouragement, diversity, partnerships with students.
  b. INTEGRITY: including accountability, transparency and ethics.
  c. CREATIVITY: fostering flexibility and innovation.
  d. COLLABORATION: across disciplines and with all partners.
  e. EXCELLENCE: in all we do.
Job Duties:

Percent of Time 50% - Search OCLC database for items to be cataloged and entered into online catalog. Work on production of copy cataloging and descriptive cataloging of library materials using OCLC Connexion. Prepare original bibliographic catalog records for technical papers, media, and electronic resources. Verify authority records and use knowledge of MARC records, using NACO and other library standards, to enter data into Kettering Library Koha database.

Percent of Time 20% - Maintain and update Koha database, the Kettering University Library’s online catalog, and reclassify materials.

Percent of Time 10% - Prioritize and assign work to student assistants; monitor performances; train them on work methods and procedures; make hiring and termination recommendations.

Percent of Time 5% - Input original cataloging under direction of Technical Services Librarian.

Percent of Time 5% - Process library materials (cover, stamp and sticker) and repair damaged items.

Percent of Time 5% - Performs other duties as assigned or requested.

Percent of Time 5% - Assist at Circulation Desk as needed.
Job Posting - FT University Librarian

Posting Date: 03/28/2018  
Closing Date: Open Until Filled  
Apply Here: https://jobs.kettering.edu/postings/4015

Kettering University is a national leader in experiential STEM and business education, integrating an intense academic curriculum with applied professional experience.

BENEFITS include health, dental and vision coverage; retirement benefits with up to a 9% Kettering matching contribution; life and accident insurance; tuition assistance and waiver programs; vacation and holiday pay; sick and disability pay; home purchase assistance program; recreation center membership; and many other benefits.

Preferred Qualifications: Ph.D in library/information science from an ALA-accredited program or a related field or second Master’s degree

Job Specific Required Qualifications:

- Progressively responsible higher education leadership experience in academic libraries, with substantial management skills in planning, finance, team building, and faculty and staff development;
- Clear understanding of both information technology and information literacy and their changing roles in higher education;
- Experience with university and library assessment;
- Understanding and commitment to Kettering University Values

a. RESPECT: for teamwork, honesty, encouragement, diversity partnerships with students.
b. INTEGRITY: including accountability, transparency and ethics.
c. CREATIVITY: fostering flexibility and innovation.
d. COLLABORATION: across disciplines and with all partners.
e. EXCELLENCE: in all we do.
Job Duties:

Percent of Time 50% - Transform library services to a modern concept that will support project-based learning while moving into a learning commons concept in a newly-constructed space.

Percent of Time 20% - Continuously seek avenues to optimize customer service through the application of innovative technologies, policies, and services by working with library staff to create meaningful learning opportunities for students, including those relating to digital projects and collaborative learning opportunities.

Percent of Time 5% - Commit to continuously developing an organizational culture that advances diversity skills among Library staff and advocates for cross-cultural leadership.

Percent of Time 10% - Articulate a positive image of the Library across campus and establish and promote library involvement in teaching and learning by collaborating with University Deans in the development and implementation of strategic plans and programs for STEM research and academic curriculum.

Percent of Time 5% - Participate in scholarship to advance the profession.

Percent of Time 5% - Continuously foster Library development efforts, including grant seeking and fundraising.

Percent of Time 5% - Participate in appropriate state, regional and/or national professional associations.
JOB OPPORTUNITY
Part-Time Adult Librarian

Location: Public Library - City of Royal Oak, MI

Open Until: April 19, 2018 at 4:00 PM EST
Part-Time - Must be able to work both day and evening shifts Monday - Thursday, and rotating Fridays, Saturdays and Sundays (Sundays only during school year). Approximately 20 hours a week

Job Status: Part-Time

Rate of Pay: Pay ranges from $20.00 - $26.00

Job Description

Serving the Adult Services department of the Royal Oak Public Library, the part time librarian serves at the public reference information desk and assists with the preparation of tools to guide users to library resources or promote aspects of library services and collections.

A Part-Time Adult Librarian may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

- Provide reference and readers’ advisory services
- Provide advice in use of the library systems and resources, including print and online materials
- Participate in collection development, evaluation and weeding
- Assist with web content updates
- Prepare library displays and bibliographies
- Develop and implement innovative and exciting public programs

A Part-Time Adult Librarian, upon application, shall have the following training and experience:

Required:
- Master’s Degree in Library Science or equivalent from ALA Accredited School
- Experience in a facility with online reference information and database tools

Preferred:
- Two years professional public library experience

FOR MORE DETAILS AND TO APPLY FOR THIS POSITION PLEASE VISIT: http://www.romi.gov/jobs/ -or- inquire with Human Resources

Part-Time The City of Royal Oak is an Equal Opportunity Employer

Posted: 03/29/18
Deadline to apply: April 13, 2018
Position: Collection Development Specialist  Location: MADL Administration
Salary: Non-Exempt - Full time - $21.00/hour. Excellent benefit package.

The Muskegon Area District Library has 10 locations throughout Muskegon County, including a Library for the Visually and Physically Disabled. Muskegon County is located along the beautiful Lake Michigan shoreline with waterfront, rivers, woods and dunes. You’ll enjoy a lifestyle that is Pure Michigan.

JOB SUMMARY
Responsible for the administration of collection services operations directly supporting branch operations. Ensures the efficient and effective coordination of physical and electronic resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES
1. Assists in the preparation of the Collection Budget and Planning.
2. Ensures staff performance in collection services meets organizational goals.
3. Works under the direction of the Branch Operations Manager to ensure collection services and delivery staff are equipped with the tools and resources necessary to fulfill the requirements of the collection services department.
4. Provides supervision, leadership, direction and guidance in Collection Services, ILS, delivery, Collection Development, acquisitions, patron and staff databases, and ensuring the collection is accessible and representative of patron and organizational needs.
5. Assesses and evaluates collection services staff performance through analysis of a variety of statistical data, patron feedback, and any other relevant source of information available.
6. Participates on MADL committees, consulting with other management staff on all phases of the Library’s administrative policies and procedures, activities and programs. Provides leadership and direction to committees and task forces.
7. Participates on professional committees at the local, state or national level.
8. Identifies new/emerging trends through periodicals, conferences, professional organization, or other relevant medium. Communicates pertinent information to MADL for possible consideration.
9. Attends meetings deemed necessary by MADL. May include meetings with local Library Advisory Boards, Friend of the Library organizations and the Lakeland Library Cooperative.
10. Assesses, evaluates, and plans for MADL collection growth, delivery logistics, and collection management through regular meetings with branch staff.
11. Plans and coordinates staff meetings for Collections Services Staff.
12. Assesses and evaluates circulation services through regular meetings with branch staff, branch visits, and LLC Circulation Forum.
13. Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES
1. Master’s Degree in Library Science from an ALA accredited college or university with one-year library experience OR Bachelor’s Degree with 3-4 years of library or readers advisory experience. Some course work in management or business preferred.
2. Ability to travel between work locations and related places of business as needed.
3. Comprehensive knowledge and understanding of the principles, methods and practices of public library operations.
4. Demonstrated management and leadership skills necessary to plan and administer the services, which meet the goals contributing to the overall success of the Library.
5. Ability to work under general administrative direction with considerable latitude, and exercise independent judgement, subject to policies formulated by the Library Board.

6. Interpersonal and communication skills necessary to work with a variety of individuals and establish effective working relationships with Library patrons and personnel, civic leaders, community group leaders. Must be able to demonstrate effective oral and written communication skills.

7. Analytical ability to interpret community interests and needs, identify opportunities for improvement and problem resolution, and develop long-range plans including goals, objectives and strategies.

8. Visual acuity necessary to view a computer screen and written materials.

9. Hearing ability to answer phones and patron inquiries.

10. Computer skills necessary to utilize word processing, spreadsheet computer software applications and Internet services.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will frequently, sit, stand and walk. The employee is occasionally required to stoop, kneel, and reach forward and above the head. The employee will occasionally lift and/or move up to thirty (30) pounds such as boxes of books and equipment. Specific vision abilities required by this job include close vision.

**WORK ENVIRONMENT**

1. Generally will work within a normal office environment.
2. The noise level in the work environment is usually quiet and work is performed indoors.
3. Will require frequent travel between MADL locations, and may include out of county travel for meetings and conferences.
4. Work hours may be varied, including evenings and weekend hours.

**SPECIAL REQUIREMENTS**

Possession of a valid driver’s license and must have insured vehicle for use on Library business.

*The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this classification. They are not to be construed as an exhaustive list of all duties performed by personnel so classified.

To apply for this position send a completed application (applications can be found at [www.madl.org](http://www.madl.org)), resume and cover letter to:

Muskegon Area District Library
Attn: HR
4845 Airline Road
Muskegon, MI 49444
Fax: 231-737-6307
Or email to jwonders@madl.org
The Bridgeport Public Library is a Class IV library serving a diverse population of over 12,600 residents in Bridgeport and Spaulding Townships. The library is open 60 hours, six days a week with a staff of 7 and an approximate annual budget of $360,000. The Bridgeport Public Library is a member of the White Pine Library Cooperative and Valley Library Consortium. Due to the retirement of the current director, the Board is seeking a dynamic, positive individual to lead the library. The successful candidate will be a “hands-on” administrator, be visible in the library and in the community, have a vision for library service, and have the ability to articulate that vision to the Board, the staff, and the public. Candidates will have strong technology skills and a vision for the use of technology in providing library services, be an excellent communicator, and have experience in managing and directing employees. Candidates should also be able to demonstrate customer service focus, financial management expertise, and strong Board relations. A complete job description is available at www.bridgeportlibrary.org.

Qualifications:

Required:
- Master’s Degree in Library Science from an accredited program
- Ability to obtain a Level 2 certification from Library of Michigan within 1 year of hire date.

Preferred:
- A minimum of 2 years of progressively responsible public library experience.
- Extensive knowledge of current public library principles, methods and practices.
- Strong commitment to customer service, community engagement and team building.
- A working knowledge of budget preparation, grant writing, and fundraising.

Salary Range: $45,000-50,000 depending on experience and qualifications.

Application Procedure
Please send a cover letter, resume and names and contact information for three professional references. Please include a one-page written statement expressing your view on the primary challenges facing public libraries today, and share your vision on how best to address these challenges.

Mail to:
Director Search Committee
Bridgeport Public Library
3399 Williamson Road
Saginaw, MI 48601

Submit Electronically to:
r.rice@bridgeportlibrary.org
Subject line: Director Search

Application deadline: April 20, 2018
Auburn Hills Public Library
Job Announcement

Position: Youth Services Librarian, Part-Time
Salary: $19.98-22.00/hour
Hours: 20-28 hours per week, including evenings and Saturdays. Must be flexible.
Date Available: Immediately

PRINCIPLE FUNCTION
Develop library services for youth and their families, and assist with teen services. Duties include, but are not limited to: collection development in various formats, perform outreach and liaison work, reference and reader’s advisory, and development and delivery of programs for infant to teen users.

Qualifications:
- Master of Library and Information Science degree from an ALA-accredited library school.
- Supervisory skills in a public library setting. Provide leadership, direction and coaching to youth/teen staff. Ability to promote and maintain effective relationships with other staff and work in a team environment.
- Strong organizational and time management skills.
- Knowledge of library materials, reference services, youth and teen literature, and reader’s advisory.
- Ability to develop creative programs for infants, youth and teens.
- Willingness to participate in meaningful professional development opportunities and effectively share information and ideas with staff.
- Expertise with early literacy, youth and teen trends, and pop culture.
- Skilled in working with community agencies serving youth and teens, including outreach to local schools.
- Emphasis in public service, with strong ability to speak and write effectively.
- Ability to effectively use reference materials, operate computers, conduct telephone reference, bend and reach for materials on the shelves.
- Ability to work independently and take initiative in developing services and programs.
- Proficiency in utilizing web-based catalog, databases, search engines, social media, and other information sharing platforms.
- Proficiency with Microsoft Office applications.
- Ability to investigate and apply emergent technologies as they become relevant.

Primary Job Duties:
- Participate in youth services team planning of youth library services, the budget process, and other activities through cooperation with management team.
- Maintain the level of excellence within the department through teamwork and cooperation among staff.
• Responsible for ordering, updating, and maintaining youth collections.
• Assumes Library facility in-charge responsibilities, as required.
• Attend meetings as representative of Auburn Hills Public Library.
• Shares the responsibility of providing innovative programs, as well as develop creative school visits.
• Shares the responsibility for displays and bulletin boards.
• Know and effectively interpret Library policies and expectations for staff and patrons.
• Work with youth services team and web development staff to market and promote youth programs, services and collections.
• Perform other duties as assigned.

**Physical Demands:**

• Specific vision abilities required by this job include: close vision, ability to adjust focus, and see keyboards. Must be able to sit, bend, and/or walk for extended periods of time. Must be able to reach, and carry books or boxes of books, push book carts, use the telephone, lift, push, pull objects weighing up to 40 pounds.

Submit cover letter, resume, and application to:
Auburn Hills Public Library, 3400 East Seyburn Drive, Auburn Hills MI 48326
Attn: Jan Waun, jwaun@auburn-hills.lib.mi.us

The application is available at: [http://auburn-hills.lib.mi.us](http://auburn-hills.lib.mi.us)
Application Deadline: May 4, 2018
Call to order: 10:07 am by J. Parij

Approval of the minutes: December 2017 minutes approved
Motion to approve:  A. Brougher
Seconded:  K. Kramp

Presentation: Navigating Michigan’s Social Safety Net
Powerpoint presented by Maria Williams, Head of Adult Services, Baldwin Public Library, Birmingham. Formerly employed at United Way.

Phone 211 or go to 211.org for a database of Health and Human Resources.
The Social Safety Net is a collection of services which prevent people from falling into poverty beyond a certain level. Each community’s safety net is different, and will include both public and private resources.
MI has approx 15% poverty rate, about average.
MI Population 9,702,321  Number in poverty 1,451,936

Two important programs are:
Social Insurance Programs: benefits and eligibility defined by statute. Explicit provision to account for income and expenses. Funded by taxes. Serves a defined population.
Means-tested Programs: eligibility based on need. No prior financial contributions are required.

Primary service categories:
Food:  food stamps, WIC, food pantries, meals
Housing and shelter:  homeless shelters, warming centers, domestic violence shelters, subsidized housing, housing expense assistance
Utilities:  MiDHS is the State Emergency Relief fund, which provides utility expense existence
Health care:  Physical health care: Federally Qualified Health Center “FQHC” available through some community health centers and more. Dental care not readily available, try dental schools. Mental Health & Substance Abuse Treatment: every county has a designated provider. Government health insurance programs refers to medicare which is provided if you work and paid into. Medicaid is a program that doesn’t require having paid in to. CHIP is children’s health insurance program.
Income Support and Assistance: Unemployment Insurance, Tax Assistance, Cash assistance, disability benefits, Veterans benefits, Job assistance through MiWorks, Social Security Insurance is available at a certain age.
Child and family services: Child care www.greatstarttoquality.org is a useful directory of MI child care providers. Elder care: every county in MI has an AAA-Area Agency on Aging. Many other family services.
Information and Referral Programs “INR”. Good example is TIP program at Detroit P.L. Airs.org is “Alliance of Information and Referral Systems” is a private non-profit covers USA and Canada. They accredit programs and manage taxonomy for useful searches.
Info center.info
TIC - theinfocenter.info is good.

Old Business
Presenter’s Showcase feedback: Suggestion for TLN host a form for presenters to register.

Special Equipment List: The TLN list is 10 years old and needs updating. An email survey was sent out to the coop with a poor response, and will be re-sent through the TLN listserve. Please respond!

New Business
Spring Workshop: We had a great workshop last spring at PLYM with presentations from Literati bookstore about marketing, and patron relations, and weeding. This year we are skipping a Spring Workshop and will revisit the topic in October.

June Field Trip: K. Gibson will contact Gerald R. Ford library in Ann Arbor, and J. Malnar will contact Skillman Center. Please contact J. Parij with other field trip suggestions.

Announcements: Around the Coop

DHTN - Sing-a-long, six week nutrition class, and amateur radio class

HAMB - Two new programs: Valentines for Veterans - made cards to deliver to VA Hospital patients, and, Chili Cook-off

COMM - The Great Foodini was a huge success, and next up is a jazz band
ALPK - Hot Reads for Cold Nights bingo sheet with weekly drawing. Microfilm machine is repaired and working. Bat conservation program coming up.

SOGT - Science fiction/fantasy book club

CNTN- under construction so limited programming. Something new “Electrify your Winter” an online program where patrons can participate from home.

WTLD - Director search started. Senior Expo successful

WIXM - Cooking with Mary Spencer: Valentine’s Day, upcoming Great Michigan Read book club, and new this year Winter Reading Challenge

ROCH - New is a series of “Life skills for young adults” programs: Trader Joe’s will present cooking, a dry cleaner will talk about laundering, and a realtor will talk about buying a home. The bar based book clubs have full attendance. “Everyone’s Reading” 2018 author scheduled.

WHLK - Annual jigsaw puzzle challenge is popular. 6 teams of 4 people register. Groundbreaking for new library this spring.

WYDT - After hours tech program for families very popular. Activities included Tech Take-apart, robotics, snap circuits, and cupcake decorating. New room in library opened for group to run Fundamentals of Electronics group for kids. Winter Reading Challenge for February.

DEXT - Reading “Homegoing” and Ethiopian Cooking program planned. Ray Camali’s music program - performance and lecture - is great. Preparing to launch the 2nd year of seed program.


REDF - 55 people came to watch movie Victoria and Abdul. They serve Gordon’s popcorn. Monthly craft program is popular. Upcoming is Michael Hauser Hudson’s program.
PMTH - Upcoming Skilled Trades program, registration full, and streamed live. New graphic book club. AARP tax help offered annually, popular, handled by volunteers.

BELL - solarypsi.org is a nonprofit group that presents “how to” programs and was well attended. Searching for mushroom hunting presenter - any recommendations?

BALD - New: Trying a Chili Cook-off, and the “Human Library” in April - it’s easy to get volunteers. MI Notable Author Michael Smith upcoming.

Motion to adjourn 12:05 pm: J. Malnar
Seconded: K. Kramp.

Next Meeting: April 2, 2018 at 10 am at Rochester Hills Public Library

Attendance
ALPK - Anna Brougher
BALD - Maria Williams
BELL - Amy Greschaw
CANT - Amy Lee
COMM - Cherie Edmonds
DEXT - Lisa Ryan
DHTN - Rob Butler
HAMB - Amy Crockett
MDHT - Krista Ghazar
PMTH - Katy Kramp
REDF - Linda Pride
ROHL - Jessica Parij
SOGT - Don Priest
WHLK - Denise Harris-Fiems
WIXM - Karla Gibson
WTLD - Danielle Hansard
WYDT - Jakki Malnar and Kelly Ray

Respectfully submitted,

Karla Gibson, ASC Secretary