



The Library Network

Libraries Working Together

41365 Vincent Court, Novi, MI 48375
Phone: (248) 536-3100 Fax: (248) 536-3098
Online: <http://tln.lib.mi.us>

Newsletter for the week of January 21, 2019

Minutes - Teen Services Committee Meeting - October 2018
(Performer's Showcase)

Circulation Statistics - December 2018

Job - Maintenance Assistant - Part-time - William P. Faust Library of
Westland

Job - Substitute Professional Librarian - Brighton District Library

TLN Teen Services Committee Meeting

Friday, October 12th, 2018

Novi Public Library 45255 West 10 Mile Road Novi, MI 48375

In Attendance:

Elisabeth Phou, Birmingham

Jody Wolak, Chelsea

Ashley Finkbeiner, Southfield

Lauren Baker, Plymouth

Lynne Bustin, Wyandotte

Karen Clinton, Redford Township

Zaileon Moore, Auburn Hills

Jasmine Ibe, Auburn Hills

Brandi Swinehart, Allen Park

Lauren Vileo, Allen Park

Leah Kenney, White Lake Township

Lindsay Fricke, Novi

Lisa Murawa, Springfield Township

Nichole Welz, Canton

Amalia Ash, Trenton

Amanda Gehrke, Madison Heights

Jen Ryan, Howell

Craig Egner, Howell

Julie Porreca, Taylor

Becky Price, Taylor

Allison Sartwell, Rochester Hills

Rachel Cleer, Howell

Emily Dobbs, Wixom

Rebecca Stout, Berkley

Janna VanHouten, TLN

Jocelyn Levin, Lyon Township

Melissa Shank, Lyon Township

Barb Dinan, Plymouth

Barb Szatkowski, Royal Oak

Jennifer Ricken, Royal Oak

Trista Reno, Commerce

Sara Hodgson, Wixom

Kim Poma, Garden City

Elissa Zimmer, Ferndale

Ashley Lehman, Orion Township

Erin Look, Auburn Hills

Candie Carnahan, Auburn Hills

Alayna Jones, Clarkston

Jamie Klos, Clarkston

Emily Ellison, Orion Township

Mike DiMuzio, Southgate

Shira Pilarski, Farmington

Jennie Willard, Farmington

Julie Ramsden, Northville

Laura Curtsinger, Northville

Angela Warsinske, Rochester Hills

1:30 PM Call to Order

- Introductions (and new officer introductions)
 - Chair: Jody Wolack
 - Chair-Elect: Allison Sartwell
 - Secretary: Elisabeth Phou
- Approval of Agenda: Nichole (Canton) and Lauren (Plymouth)
- Approval of Minutes: Amalia (Trenton) and Lauren (Plymouth)
- State and Local Committee Updates: None
- TLN Updates: None

1:35 PM Performers Showcase! Afternoon performers include:

Science Stories and Sonnets, Dr. Nitro, Marimba Music, Glamour to Gore, YoYo Tricks, Genot Picor, Paleo Joe, Melissa Behring, Madcap Puppets, Phoenix Free Running, Michigan Science Center, Face Flair, 4th Wall Theatre, Ring of Steel, REPCO

4:27 PM Adjournment

4:30 PM Shop and talk with performers

Our next meeting:

Friday, January 11, 2019, 1:30 pm Bloomfield Township Public Library 1099 Lone Pine Rd,
Bloomfield Twp, MI 48302 Phone: 248-642-5800 Website: <https://btpl.org/>

Name of Act	Contact Info	Description	Fees	Notes
Science Stories and Sonnets	Jasmine Ibe jasminegibe27@gmail.com 248-785-8254	Storytelling- Puppetry- Music- Live Animals Ages 3-6 No travel, space, or audience size restrictions.	\$250 per hour plus 75 cents per mile for distances more than 5 miles from our location. Any additional hours after the first hour will be discounted \$50	
Dr Nitro's Mad Science Show and Nitrogen Ice Cream Social	Ramsey Saab Ramsey@drnitro.org 313-327-2773 Drnitro.org	Science show. Ice cream social. All ages. Travel in Metro Detroit area. Needs three tables and access to power. Max 250 people per show.	5 per serving. Min \$500	
marimba music	Julie Demick juliedemick@wowway.com 586-553-3199 marimbamusic.net	classical with stories of composers in between the songs Ages middle school to adult. No travel or space restrictions.	\$300 negotiable. mileage after 100 miles. Discount if more than one and close by each other.	
Glamour to Gore!	Francie Paull Fruitman francie213@aol.com 213-200-0190 www.facebook.com/FrancieMUA	Customizable programs such as.... -Halloween (characters, zombies, face painting, & more) -Design your own character-- from your favorite story or your imagination! -Demo/Tutorial/How-To: beauty at any age, trends, avant-garde, theatre... -Lectures All Ages. No travel, space, or audience size restrictions.	\$300 + travel (usually \$50)	

Name of Act	Contact Info	Description	Fees	Notes
YoYoTricks.com	Steven Konet steven@yotricks.com 312-351-2232 https://yoyotricks.com/newspin/	library shows and workshops (we provide yoyos for people to use and learn on), school assemblies, after school yoyo classes Ages elementary school through adult. No travel or audience size restrictions. No space restrictions unless ceiling is abnormally low.	\$400. Discounts are available when a library helps book additional shows the same day.	
Genot Picor	Genot Picor evoyageur@aol.com 586-558-8065 genotpikor.com	Stories, songs and creative movement for children Ages 4-12 No travel or audience size restrictions	\$390-\$420.00. Discounts will be given for more than one location per day	
PaleoJoe	Joseph Kchodl paleojoe@charter.net 989-430-3980 paleojoe.com	Dinosaur School Age No travel, space, or audience size restrictions	\$ 350.00 for 1 \$ 500.00 for two	
Melissa Behring	Melissa Behring melissabehring@gmail.com 248-798-2080 www.melissabehring.com	My "Fairy Godmother of Music", edu-tainment, sing-a-long, and storytelling works well for children under the age of 10. I also have a family friendly band that performs multi-genre, multi-generational music from the 1940's-today. Ages: under 10 for solo act and multit-generational for the band. No travel restrictions solo act fits into many sized spaces and can be done without amplification. 4 piece band requires a bit more room and a public address system.	Solo \$200. Band fees to be discussed at time of booking due to additional requirements beyond featured entertainer.	

Name of Act	Contact Info	Description	Fees	Notes
Madcap Puppets	Sean Mette booking@madcappuppets.com 513-921-5965 www.madcappuppets.com	Large Puppet Shows for Families. Puppet Workshops also available Ages: families (ages 5-12) No travel restriction. 600 max audience size. Space needed: We ask for a 20'x20'x10'. However, we don't always need the 10 foot ceilings. We can perform in normal meeting rooms.	School Year: \$765 (includes travel expenses), Summer: \$705 (includes travel expenses), \$400 for each additional performance of the same show on the same day at the same location	
Phoenix Freerunning Academy	Eric Zimmerman eric@phoenixfreerunning.com 734-744-6220 phoenixfreerunning.com	parkour workshop Ages 7 and up Travel within 50 miles of Livonia The more space the better. Consider ceiling height if indoors. 40 people max.	\$100-\$700. Discount for booking more than one workshop	
Michigan Science Center	Anna Sterner anna.sterner@mi-sci.org 313-577-8400 x474 http://www.mi-sci.org/educators/traveling-science/	Group Presentations, Hands-on Workshops, Science Festivals Ages: K-Adult Space needed: Group presentations require 1-2 six foot tables. Certain programs require access to power. Max audience size 250	\$300-325 Hands-on workshops: \$150 each Science festivals: \$550 for 3 hours, \$850 for 7 hours	
An Art Service Company	Kim Torres kim@faceflair.com 734-626-9001 www.faceflair.com	Face Painting, Henna Tattoos, Balloon twisting, Murals, Canvas paint classes, commissioned drawings or caricatures of pets or people... All Ages No travel restrictions (fees over 30 miles). Max audience size depends on the selected service.	Face painting & balloon twisting: \$100 for 1st hr, \$50 for each additional hour. Henna tattoos & Canvas painting classes \$100 an hr (Paint classes also have a material fee charge). We offer discounts if hired for 4+ hours	

Name of Act	Contact Info	Description	Fees	Notes
4th Wall Theatre Company	Katie Mann katie@4thwallkids.com 313.212.8864 4thwallkids.com	Mobile theatre programs -- the students write the show! We teach people with special needs, so there is no age limit. But for typically developing students we have a 6-12 class and a high school improv workshop. No travel or space limitations. 250 max audience size.	To hire us for a one day workshop it is \$210 an hour. We do have discounts for multiple classes in one day.	
Ring of Steel Action Theatre	Christopher Barbeau info@ringofsteel.org 734-320-1147 www.ringofsteel.org	Educational, Entertainment, Historical, Traveling Museum, Circus Arts, Super Heroes, CSI, Team Building, SciFi & Fantasy, Game of Thrones, Hands-On, Jedi Academy, King Arthur and the Grail legends, Knight School, Pirate School and more! Customized programming is our specialty! Ages 8+ No travel restrictions. Max audience size ~450. Space needed: minimum 12'x24' with 8' ceilings	\$375 base fee for up to 2 hours. \$50 per appearance discount for multiple locations in one day within 15 miles of one another.	
REPCO Wildlife Encounters	Crystal Poyfair repcowildlife@gmail.com 585-356-3312 repcowildlife.com	We offer wildlife educational programs that are both fun and informative! Ages: preschool to adult No travel restrictions (fees may apply) or audience size restrictions. Space needed: 10'x10'	Our programs are \$250 for an hour program which includes ten animals. We can provide discounts for more than one location per day or several shows at one library.	

The Library Network
 Monthly Circulation
 December 2018

Shared System Libraries		Non-Shared System Libraries	
Addison Township Public Library	1,695	Birmingham Baldwin Public Library	39,845
Allen Park Public Library	4,718	Bloomfield Township Public Library	NR
Auburn Hills Public Library	8,741	Brandon Township Public Library	NR
Belleville Area District Library	8,557	Canton Public Library	97,374
Berkley Public Library	NR	Clarkston Independence District Library	NR
Brighton District Library	17,649	Dearborn Henry Ford Centennial Library	NR
Chelsea District Library	17,053	Farmington Community Library	NR
Clawson Blair Memorial Library	5,399	Fowlerville District Library	NR
Commerce Township Community Library	16,240	Grosse Pointe Public Libraries	NR
Dearborn Heights North Library	8,783	Hamburg Township Library	NR
Dearborn Heights South Library	3,130	Howell Carnegie District Library	NR
Dexter District Library	20,316	Livonia Public Library-Vest Pocket	NR
Ecorse Public Library	194	Northfield Township Area Library	NR
Ferndale Area District Library	10,894	Oakland County Library	NR
Flat Rock Public Library	2,702	Orion Township Public Library	NR
Franklin Public Library	1,110	Pinckney Community Public Library	NR
Garden City Public Library	4,574	Plymouth District Library	NR
Hamtramck Public Library	995	Rochester Hills Public Library	NR
Hartland Cromaïne District Library	12,070	Saline District Library	NR
Hazel Park District Library	3,106	Southfield Public Library	22,599
Highland Township Public Library	9,526	West Bloomfield Township Public Library	NR
Huntington Woods Public Library	4,565	Westland William P. Faust Public Library	NR
Inkster Public Library	232	Ypsilanti District Library	NR
Lincoln Park Public Library	2,109		
Livonia Public Library- Alfred Noble	1,536		
Livonia Public Library-Carl Sandburg	2,080		
Livonia Public Library-Civic Center	23,430		
Lyon Township Public Library	7,726		
Madison Heights Public Library	NR		
Manchester District Library	3,252		
Melvindale Public Library	844		
Milford Public Library	8,646		
Northville District Library	26,947		
Novi Public Library	50,411		
Oak Park Public Library	6,309		
Oxford Public Library	10,241		
Pontiac Public Library	2,111		
Redford Township District Library	12,602		
River Rouge Public Library	279		
Riverview Public Library	1,369		
Romulus Public Library	4,062		
Royal Oak Public Library	17,329		
Salem-South Lyon District Library	14,753		
Southgate Veterans Memorial Library	7,063		
Springfield Township Library	4,807		
Taylor Community Library	7,436		
Trenton Veterans Memorial Library	9,468		
Walled Lake City Library	NR		
Waterford Township Public Library	15,562		
Wayne Public Library	2,350		
White Lake Township Library	9,243		
Wixom Public Library	7,129		
Wyandotte Bacon Memorial District Library	10,753		

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Note: SLS totals do not include non-circulating items (NC)

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WILLIAM P. FAUST

Public Library of Westland

6123 Central City Parkway • Westland, Michigan 48185-9118
(734) 326-6123 • FAX (734) 595-4612 • www.westlandlibrary.org

POSITION ANNOUNCEMENT TWO MAINTENANCE ASSISTANTS (Part time)

Date: January 16, 2019
Reports to: Head of Maintenance

Closing Date: Until position is filled
Position Available Immediately

Summary: Under supervision performs cleanup and maintenance of the library building and grounds to ensure the comfortable, clean, convenient, and safe operation of the library for both its patrons and staff.

Performs year round upkeep of library grounds through picking up trash, cutting grass, raking, pickup of litter, shoveling of snow, salting of walks, and care of shrubbery and plantings.

Experience:

This position requires a high school diploma or GED equivalent.
Three years of facilities/maintenance experience in a related building.
Possession of a Michigan motor vehicle operator's license.

Schedule: 25 hours per week including days, nights and weekends
Union Position: Yes
Salary: \$9.25-\$24.00 per hour depending on qualifications and experience
Benefits: Vacation, Personal time and paid holidays. Employer contribution toward retirement benefits.

Applications will be found at our web-site @ www.westlandlibrary.org

Mail or e-mail resumes attention:
Diane Mehl
Maintenance Department Head
6123 Central City Parkway
Westland MI 48185
diane.mehl@westlandlibrary.org
Fax: 734-595-4612

WILLIAM P. FAUST
Public Library of Westland

MAINTENANCE ASSISTANT
Job Description

RESPONSIBILITIES OF POSITION:

Under supervision, performs cleanup and maintenance of the library building and grounds to ensure the comfortable, clean, convenient, and safe operation of the library for both its patrons and staff. Cross-training and working in other departments is a requirement. This position requires complete confidentiality.

ESSENTIAL FUNCTIONS:

1. Performs regular inspection and preventative maintenance on the library's physical plant systems and promptly notifies the Maintenance Department Head or the Library Director when major repairs or maintenance work are needed.
2. Performs routine maintenance and cleaning of the library building's halls, public areas, staff work areas, restrooms, storage areas, and offices in a clean, orderly, safe and sanitary condition.
3. Performs year-round upkeep of library grounds through picking up trash, cutting grass, raking, pickup of litter, shoveling of snow, sanding of walks, and care of shrubbery and plantings.
4. Empties trash and recycling receptacles and readies trash for regular waste pickup. Keeps up-to-date on recycling procedures.
5. Maintains an orderly and sufficient supply of cleaning materials and promptly notifies the Library Director or Maintenance Department Head of re-ordering requirements.
6. Performs routine upkeep of library furnishings, furniture repair, and arrangement as necessary.
7. Performs upkeep of the library's physical appearance through the performance of minor tasks of painting, carpentry, electrical work and plumbing.
8. Cleans carpets and strips and waxes floors.
9. Cleans all windows.
10. Cleans computer carrels and computer keyboards.
11. Unloads dishwasher and cleans refrigerators.
12. Cleans and buffs CDs and DVDs.
13. Live plant maintenance indoors.
16. Meeting room setup, takedown, and exit report
17. Comes in for building security and maintenance calls after hours.
18. Uses own vehicle for deliveries and working with vendors.
19. This position requires complete confidentiality.
20. Must adhere to all policies, procedures, rules and the hierarchy of the Library.
21. Performs other related work as required.

KNOWLEDGE AND ABILITIES:

1. Ability to quickly and efficiently carry out custodial tasks according to a regular schedule with a minimum of supervision.
2. Working knowledge of lawn and shrub care.
3. Ability to do minor plumbing and electrical repairs, carpentry, and painting projects.
4. Physical ability to move furniture and equipment, boxes and containers of library materials, shovel snow and ice, operate floor cleaning and maintenance equipment, and do other tasks as assigned.
5. Ability to deal harmoniously with patrons, vendors, and library staff.
6. Ability to work within all occupational working guidelines and to keep informed as to changes in them.

PHYSICAL DEMANDS OF POSITION:

1. Standing, walking, stooping, climbing using legs and feet.
2. Bending, twisting, and reaching.
3. Grappling, climbing using legs and arms, and balancing.
4. Sitting, kneeling, crouching, and crawling.
5. Talking and hearing; use of the telephone.
6. Far vision at 20 feet or further; near vision at 20 inches or less.
7. Lifting and carrying: 80 pounds or less.
8. Handling: hoeing a garden/flower plot, sweeping, mopping, dusting.
9. Fingering: using hand tools, painting, hammering, operating switches and valves.
10. Pushing and pulling: objects weighing up to 150 pounds.
11. Mobility: travel to locations outside the library building.

SKILL REQUIREMENTS:

Communication Skills: effectively communicate ideas and information both in written and oral form.

1. Reading Ability: effectively read and understand information contained in memoranda, reports, and bulletins, etc.
2. Ability to Comprehend and Follow Instruction: effectively follow instructions from supervisor, verbally and in written form.
3. Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, and division) without the aid of a calculator.
4. Time Management: set priorities in order to meet assignment deadlines.
5. Planning and Organizational Skills: develop required plans to solve problems; take advantage of opportunities to accomplish goals; establish systematic methods for accomplishing goals.

ENVIRONMENTAL WORKING CONDITIONS:

1. Inside work environment.
2. Outside working environment: winter snow shoveling and sidewalks maintenance. Spring through fall grounds maintenance, grass and shrubs and building exterior upkeep.
3. Use of commercial/industrial cleaning chemicals.
4. Some climbing involved in upkeep of lighting fixtures and maintenance of interior and exterior walls and ceilings.
5. Flexible work hours including evening, weekend, holiday, and on-call hours.

EQUIPMENT USED:

Basic office equipment including minor repairs, standard hand tools, shovels, brooms, floor buffer; carpet cleaner, lawn equipment, snow blower, and other equipment as required.

EDUCATION AND EXPERIENCE:

1. High school diploma or GED and post secondary technical training in building Maintenance.
2. Three years of experience in a related building.
3. Possession of a Michigan motor vehicle operator's license.

*Adopted Library Board, March 14, 2012; revised and Board approved January 25, 2017
Revised by DM 8/22/18.*



Brighton District Library

Job Posting

Job title: Substitute Professional Librarian

Supervised by: Head of Adult Services and/or Head of Youth Services

Supervises: No regular supervisory responsibility

Part time substitute position, morning, afternoon, evening and weekend hours available. Librarians will be trained in both the youth and adult departments, but are not required to work in both departments equally.

Job summary:

- Assists library patrons with research in print and electronic formats
- Assists library patrons in general reader materials selection
- Acquaints patrons with the resources of the Library. Gives instructions and assistance in the use of on-line catalog systems, reference materials, library technology, and other services. Occasionally leads library tours for family and/or school groups
- Assists in minor troubleshooting and maintenance of equipment, including printers, copiers, and computers
- Communicates with, and assists, circulation and technical services staff as needed
- Enforces library public policies
- Assists with special projects as assigned
- May serve as Person-in-Charge during the absence of senior staff

Summary of Requirements:

- MIS or MLIS from an ALA-accredited program or enrollment in an accredited Library or Information Science program (Completion of Reference class required)
- Must be able to work at least one shift per quarter to remain on library payroll
- Able to work with library patrons of all ages – Adult, Teen, and Youth
- Experience in assisting library patrons with reference questions, reader's advisory, and general collection issues
- Ability to instruct library patrons on proper use of library equipment
- Strong oral and written communications skills, including the ability to explain technology concepts to users with a variety of skill levels

Compensation: MLIS - \$18 per hour
Enrollment in MLIS program, with completion of Reference class - \$15 per hour

Send resume and cover letter by February 1 to:
Jennifer Osborne at josborne@brightonlibrary.info.
Subject line should include: Substitute Librarian Search {Your Last Name}