



The Library Network

Libraries Working Together

41365 Vincent Court, Novi, MI 48375
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Online: <http://tln.lib.mi.us>

Newsletter for the week of March 4, 2019

Job - Page 1 and On-Call Page - Canton Public Library

Job - Network Services Administrator - Southfield Public Library

Job - Youth Services Page - Bloomfield Township Public Library

Job - Children's Bookmobile Librarian - Rochester Hills Public Library

Job - Youth & Teen Services Librarian - Full-time - William P. Faust
Library of Westland

Agenda - SAS Executive Committee Meeting - March 7, 2019

Bits and Pieces - March 2019



Job Posting Page I and On-Call Page

Job Title: Page I
Starting Wage: \$10.05 to \$10.62 per hour
Scheduled Hours: Twenty (20) hours per week
Schedule: Tuesday, Wednesday & Thursday: 4 pm to 9 pm; Sunday: 1 pm- 6 pm
Benefits: Prorated: Vacation time, Sick time and Holidays

Job Title: On -Call Page
Starting Wage: \$10.05 to \$10.62 per hour
Scheduled Hours: As needed

Apply to: Marian Nicholson, Department Head – Business Services
Email: nicholsonm@cantonpl.org

Application Deadline: 6:00 pm on Sunday, March 10, 2019

Only complete application packets (which include a current CPL [application form](#), resume and cover letter) received or postmarked by 6:00 pm on Sunday, March 10, 2019 will be considered. Incomplete application packets will not be reviewed.

PAGE 1

POSITION SUMMARY

Under the direct supervision of the Page Supervisor, the Page provides indirect services to library patrons; primarily the check-in, re-shelving and retrieval of library materials. Due to the varied responsibilities, this position is differentiated by grade, based on job functions. This position is classified as a regular part-time position and is non-exempt from overtime. **The nature of the work requires evening and weekend hours.**

ON-CALL PAGE

POSITION SUMMARY

Under the direct supervision of the Page Supervisor, the on call Page provides indirect services to library patrons; primarily the check-in, re-shelving and retrieval of library materials. This position is classified as a provisional position with no benefits, and is non-exempt from overtime. **The nature of the work requires evening and weekend hours.**

PRIMARY DUTIES AND RESPONSIBILITIES - PAGE I AND ON-CALL PAGE

- Regularly empties book drops and bins according to established schedule, or more frequently as directed.
- Examines materials for completeness and condition and follows established procedures for processing.
- Accurately checks in items using the library's automated system.
- Places items in correct location on library shelves, carts, or other appropriate areas.
- Maintains correct order on library shelves by periodically performing shelf reading, correcting shelving errors as they are discovered.

- Maintains established shelving quota.
- Performs shelf checks and retrieval of items requested by patrons according to established procedures.
- Assists patrons who ask for help in public areas, referring them to other staff or departments as needed.
- Assists in opening or closing of library.
- Maintains neat and orderly library appearance throughout each shift.
- Stays informed of library news and events via review of all forms of library communication: website, email, SharePoint, library newsletter and blog. Contribute content as appropriate.
- Enforces library policies using a polite and professional approach.
- Accepts special assignments or duties in support of the library's goals and objectives.

REQUIRED QUALIFICATIONS AND SKILLS

- Basic knowledge typically associated with the completion of a high school diploma.
- Ability to accurately sort and shelve alphabetically and numerically.
- Familiarity with Microsoft Office applications and common office equipment.
- Ability to understand and follow detailed written and verbal instructions.
- Ability to work independently without close supervision.
- Punctuality and dependability.
- Consistent display of public service attitude that reflects the library's values.
- Ability to maintain discretion in handling confidential library matters.

PREFERRED QUALIFICATIONS

- Prior experience in a public library or comparable customer service experience.

ESSENTIAL PHYSICAL FUNCTIONS

- Sufficient physical agility to stand, walk, bend, stoop, reach, sit, lift up to 25 lbs., and push carts weighing up to 200 lbs.
- Manual dexterity and visual acuity sufficient to grab, hold, and shelve materials and read small print on labels.
- 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. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. The library reserves the right to revise this job description at its discretion.

The Canton Public Library is an EEO employer.

CITY OF SOUTHFIELD
JOB OPPORTUNITY ANNOUNCEMENT

The City of Southfield is currently seeking qualified candidates for the following full-time career position:

CLASSIFICATION: Network Services Administrator – Library

SALARY RANGE: TPOAM Grade L Salary Range: \$54,331 - \$66,874; Excellent benefit package, including medical, dental, vision, life insurance; defined benefit pension; holidays, vacation, and more.

JOB DUTIES:

The Network Services Administrator - Library is responsible for the daily administration, monitoring and security of all **Library** computer networks, (wired and wireless) and associated supporting network design and infrastructure, and to ensure the proper daily operations of the Library's technological services.

JOB REQUIREMENTS:

- Bachelor's Degree or equivalent experience in Computer Science or related field with the following certifications:
 - Novell Netware 5 or 6 CNE
 - Microsoft MCSE Cert.
 - Micro Focus GroupWise 2014 R2
 - VMWare VCA or VCAP Cert.
 - Micro Focus Messenger 3.0 Admin.
 - Cisco CCNP or CCNA Cert.
 - Cisco Firewall Specialist Cert.
- 3+ years of experience actively administering VMware Virtual networks; VLANs, and ACLs.
- 3+ years of experience actively administering VMware vSphere Virtual Data Center resources.
- 3+ years of experience actively administering MS Windows 2000 Server networks and LINUX servers.
- 3+ years of experience in the design, operation and maintenance of a multiple platform - multiple protocol network and multiple servers in a mixed MS Windows NT/20xx Server, VMWare 6.5, Netware, and LINUX environment.
- 2+ years of experience actively administering an enterprise system and software, preferably an Integrated Library System.
- Thorough understanding of Microsoft Active Directory with a direct focus on integration with and migration from a complex tree design Novell Directory Service system.
- 2+ years experience in migrating network computers from Novell Netware to MS Windows 2000 Server with LDAP and Active Directory; experience designing and 2+ years experience actively administering GroupWise systems.
- 2+ years of providing security protection through a multi-layered approach while providing access for patrons and staff.
- Experience implementing and integrating emerging technologies into legacy systems.
- Ability to guide and direct the work of other Technology Division staff in an effective and supportive manner; to set work priorities and collect job status information on a regular basis, reporting to Coordinator of Division.
- Thorough understanding and direct experience in the installation of servers, NOSs and software upgrades.
- Effective written communication skills, documentation skills, and ability to keep detailed records.
- Requires a proactive, public service attitude with excellent interpersonal skills.
- Problem solving and organizational skills to prioritize and coordinate diverse, simultaneous projects; work under pressure of deadlines and changing priorities; work varied shifts and times to meet the needs of users as needed.

Applicants will be invited to further participate in the selection process based on the nature and extent of their related experience. The selection process will include a review of the applicant's experience for minimum requirements, criminal history check and an oral board interview. Each step of the process must be passed before the applicant will be moved to the next step.

APPLY AT: City of Southfield Human Resources Department, 26000 Evergreen, Southfield MI 48076

Applications may be downloaded from the City's website at www.cityofsouthfield.com

City of Southfield Application Packets Must be Received in the Human Resources Dept. by 5:00 P.M.,

Friday, March 22, 2019

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, or disability. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

DATED: February 19, 2019



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at hrrsupport@cityofsouthfield.com if auxiliary aids or services are needed. Reasonable advance notice is required.



EMPLOYMENT OPPORTUNITY AVAILABLE

The Bloomfield Township Public Library is seeking a professional and resourceful Library Page to support the Library's circulation needs. The Bloomfield Township Public Library is a Class 5 Library, with a service population of 41,070 people. There is strong community support for the Library and its collections, services and programs offered. Technology is integrated into Library services. The successful candidate will have a strong commitment to provide quality service to the staff and the public and the desire to work in a collaborative, team environment.

POSITION TITLE: Youth Services Page

DEPARTMENT: Youth Services, reporting to Assistant Department Head

RESPONSIBILITIES:

Direct public service:

- provides positive, pleasant professional services to staff and public
- directs patrons to appropriate staff for assistance
- retrieves materials for patrons and staff

Indirect public service:

- sorts and shelves materials,
- reads shelves to ensure accurate order so that materials can be found by patrons
- follows direction of supervisor
- assists department staff before and after programs when needed

REQUIREMENTS:

Minimum:

- Able to lift, bend, and stoop to shelve materials
- Able to push or pull carts weighing at least 20 pounds
- Desire to serve the public in a positive manner
- able to visually review materials and discern voice and audible tones
- Computer/keyboard experience

Desirable:

- Public library work experience

HOURS: Part-time, approximately 10 weekly, including some evenings and weekends.

WAGE & BENEFITS: \$9.90, per hour with increase possible upon successful completion of three month orientation.

APPLICATION:

Due March 20, 2019. A resume, cover letter, and a clerical skills test must accompany your application. The application and the test are available at the Library's Welcome Desk. The

application is also available on the Library's website at btpl.org/about-us/employment-volunteer/

Mail to: Careers
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302

OR email to careers@btpl.org

*Bloomfield Township Public Library champions the power of words to spark discovery and imagination.
For more information about the Library, visit our website: www.btpl.org*

YOUTH SERVICES PAGE TYPICAL WORK WEEK'S TASKS

A typical work week for the Youth Services Page may include:

- shelve books in fiction section or alphabetically by author's last name
- shelve non-fiction books by Dewey number and Cutter (author) letters
- shelve media materials and Special Needs Collection materials in bags and boxes
- shelve Youth Services magazines
- push heavily loaded cart of materials from Circulation into work area
- straighten all of Reference section of materials
- refill public work stations with note paper and pencils
- cut recycled paper into notepaper size
- shift several ranges of shelving to make room for more books
- direct patron to appropriate desk for librarian's assistance
- return educational games and toys to storage shelves and bins
- read shelves to put materials back in order
- assist with checking returned materials for damage or missing parts
- load materials on to book carts
- assist patrons with self-check equipment
- assist Youth staff at program

Job Announcement
Rochester Hills Public Library
Children's Bookmobile Librarian

Position: Children's Bookmobile Librarian

Supervisor: Outreach and Bookmobile Services Manager

Salary/Hours: \$21.31/hour, 30 hours/week

Benefits: Short-term disability, and long-term disability insurance; pension contribution; vacation, sick, optional health insurance, deferred compensation, and flexible medical reimbursement plan.

Dates: Deadline for applications: Thursday, March 7, 2019
Interview anticipated: Week of March 11, 2019
Decision anticipated by: March 18, 2018
Starting date: ASAP after March 18, 2018

Application: Please apply online by submitting a resume, responding to questions at the end of this posting, and a completing an employment application.

Primary Job Duties:

- Utilizes the Early Literacy Practices as prescribed by PLA and followed by our Youth Department, plans and presents story times for the Big Blue
- Assists in materials selection and acquisition, collection development, and weeding for both the Big Blue Bus and the Community Bookmobile
- Interacts and keeps good relationships with the directors of the programs for which services are provided
- Completes and re-evaluates the Big Blue Bus schedule each year
- Informs directors of changes in the Blue Bus schedule and elicits information about school closings and schedule changes
- Plans and provides additional training in the form of a newsletter for teachers, care providers and parents to augment their knowledge of early childhood literature and programming
- Provides readers' advisory service to children zero to five on the Blue Bus and to patrons of all ages on the Community Bookmobile
- Supports literacy development through the creation of bibliographies and RHPL web resources

Required Qualifications:

- Master's degree in library science from an ALA-accredited library school
- Knowledge of the philosophy and techniques of public library service
- Skill in planning and presenting developmentally appropriate story times for young children
- Ability to establish and maintain effective working relationships at all levels
- Familiarity with children's reading materials and genre collections
- Positive attitude toward library users with special needs
- Strong oral and written communication skills

This is not an exhaustive list of all duties, responsibilities and qualifications; it is intended to describe the major responsibilities and requirements of this position.

Please respond to the following questions and include those responses with your resume and RHPL application.

1. Why do you want to work with young children?

2. What kind of classes or experiences have you had that would contribute to your success as a Bookmobile Services Librarian?

3. Please share your three favorite books to use in a pre-school story time and why you chose them.

4. In a field of strong candidates, what makes you stand out?



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

YOUTH & TEEN SERVICES LIBRARIAN (Full time)

External Applicants

Date: February 27, 2019
Reports to: Head of Youth Services

Position open until filled
Position Available Immediately

We are currently accepting applications for a full-time Youth & Teen Services Librarian committed to providing high quality library service to children, tweens and teens. The successful candidate will divide their time equally between the Youth and Teen Services desks.

Summary:

Under the direction of the Head of Youth Services, the Youth & Teen Services Librarian develops programs, services and collections for young people including babies, children, tweens, teens, their caregivers, teachers and adults who work with them. Provides reference and readers' advisory services utilizing print, A/V and electronic resources. Collaborates with staff throughout the library to develop and implement programming, partnerships and other projects that enhance the library's image in the community.

Education and Experience:

- Master's Degree in Library or Information Science from an ALA-accredited program.
- 1-2 years of professional library youth/teen services or equivalent experience.
- Successful experience presenting developmentally appropriate programs for young people
- Good working knowledge of Windows-based computers, the Internet, database searching, automated library systems, downloadable/streaming resources and social media.

Schedule: Full time, 40 hours per week, including days, nights and weekends.
Union Position: Yes
Salary: Starting at \$19.23 per hour (**revised range coming soon!**)
Benefits: Vacation, Personal time and paid holidays. Employer contribution toward retirement benefits.

Applications are available at our web-site @ www.westlandlibrary.org
Please submit a completed application, along with a cover letter, resume and three references to:

Caryn Bartone
Head of Youth Services
6123 Central City Parkway
Westland MI 48185
Caryn.bartone@westlandlibrary.org
Fax: 734-595-4612

This library is an EEO Employer.



WILLIAM P. FAUST

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YOUTH & TEEN SERVICES LIBRARIAN (Full time) Position Description

Reports to:	Head of Youth Services
Schedule:	Full time, 40 hours per week, including days, nights and weekends.
Union Position:	Yes
Salary:	Starting at \$19.23 per hour (revised range coming soon!)
Benefits:	Vacation, Personal time and paid holidays. Employer contribution toward Retirement.

SUMMARY:

Under the direction of the Head of Youth Services, the Youth & Teen Services Librarian develops programs, services and collections for children, tweens, and teens focusing on the importance of reading, storytelling, and the library as a learning resource. Presents and leads a variety of programs, services and activities for young people including babies, children, tweens, teens, along with their caregivers, teachers and adults who work with them. Incumbent will divide their time equally between Youth and Teen Services desks. Provides reference and readers' advisory services utilizing print, A/V and electronic resources. Works with staff throughout the library to develop and implement programming, partnerships and other projects that enhance the library's image in the community.

DUTIES AND RESPONSIBILITIES:

1. Plans and conducts developmentally appropriate programs for young people and their families or caregivers.
2. Plans and delivers a wide variety of innovative and exciting programs for tweens and teens.
3. Promotes the use of the library through on-site and off-site programs for schools, daycare facilities, and other community groups.
4. Collaborates with school librarians and teachers to provide services for homework and research assignments.
5. Instructs patrons in the use of print and electronic materials.
6. Seeks and secures grant/funding opportunities.
7. Creates bibliographies, user guides, displays, and promotional materials to spotlight collections, services, and programs.
8. Maintains collections in one or more areas.
9. Assists with newsletter, web site, social media and other forms of communication to the community.
10. Provides back-up support for other departments as needed.
11. Performs other related work as assigned by the Department Head.
12. May serve as Supervisor in Charge of the library on a rotating basis.

EDUCATION AND EXPERIENCE:

- Master's Degree in Library or Information Science from an ALA-accredited program.
- 1-2 years of library youth/teen services or equivalent experience.
- Knowledge of children's/teen literature and media – both current and classic.
- Successful experience presenting appropriate programs for young people.
- Library of Michigan Level 2 certification.

JOB REQUIREMENTS:

- Ability to select appropriate reading materials for the assigned collections.
- Ability to present innovative and traditional programs for young people and their families.
- Demonstrated ability to work successfully with diverse audiences.
- Excellent customer service attitude.
- Familiarity with social, pop cultural and technological trends which impact young people's lives.
- Excellent oral and written communications skills.
- Works independently and takes initiative to successfully complete duties.
- Good working knowledge of Windows-based computers, the Internet, database searching, automated library systems, downloadable/streaming resources and social media.
- Stays current with changes in library services through continuing education, professional journals and networking through associations and colleagues.

WORKING CONDITIONS:

- Work a varied schedule including evenings, weekends and some holidays.
- Ability to lift, push, and/or pull up to 20 pounds.
- Travel to meetings and vendor visits outside the library building.
- Ability to stand for long periods of time.
- Sitting, standing, walking, climbing, stooping, bending and reaching.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. The details herein are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

**Shared Automation System Users Group
Executive Committee Agenda
March 7, 2019 – 1:30 pm
Livonia Civic Center Library**

- I. Call to Order
- II. Approval of Agenda**
- III. Approval of February 7, 2019 meeting minutes**
- IV. Reports
 - A. Budget A. Neville
 - B. TLN Board Meeting P. McCann/L. Coryell
 - C. CARL Update (ongoing performance) C. Morse
 - D. Technology Services Update A. Michelini
- V. Unfinished Business
 - A. TLC/CARL post-migration C. Morse
 - *FRBR
 - *CARLconnect circulation
 - B. Fines/Blocks P. Braden
 - C. SAS By-Laws Committee/remote voting L. Coryell
- VI. New Business
 - A. Extremely delinquent patrons P. McCann
 - B. Loss Ratio / Collections / Fine free discussions P. McCann
- VII. Other items from Committee members
- VIII. Adjourn**

Bits and Pieces

Vol. 10 Number 1

March 2019

TLN BIDS SIRSI GOODBYE AND HELLO TO TLC

After more than a decade of partnership, TLN bid a fond farewell to ILS vendor SIRSI in late May. After three years of review and vendor demonstrations a contract for ILS (Integrated Library System) was awarded to The Library Corporation (TLC). The migration was not without a few bumps as staff learned new terms and procedures. A projected migration schedule of six months was right on schedule. Help desk inquiries are back to pre-migration levels. There still is work left to do in serials and acquisitions. The new catalog is liked and has been accepted by our patrons. The full Shared Automation Team (SAS) has given at least one new training class per month. Classes in Acquisitions, Administrative Reports, Circulation and Cataloging are filling up quickly. Special THANKS to ExCom Chair, **Paul McCann**, and **Amy Rosen**, Chair of the review Team, for their leadership.

TLN Delivery – More Peaks than Valleys

There has been a noticeable upturn in circulation, cooperative wide. The increase has put a burden on the TLN delivery fleet, drivers and sorters. Monday, Wednesday and Friday are producing much higher volume than previous years. Add to that, the volume of MeL sorting and the results are pushing staff to the limits. TLN delivers, despite the weather conditions, with the exception of ice storms. We will not risk injury to staff or the public we serve when an ice storm warning is issued. By contract, TLN must honor approved leave time. With driver call offs, delivery management must scramble to get the trucks staffed and on the road. Often that means everyone eligible to drive – DRIVES. Unless an inquiry about delivery is critical, please give Vince and his crew some extra time to respond. THANKS!

It's Your Choice – Selecting Avenues for Networking

I'm often asked, "What do you do for your libraries that aren't part of the TLN Integrated Library System?" Four times a year, TLN convenes a membership meeting. This is an ideal, stress free environment to network with your fellow directors. Annually, TLN identifies an issue or topic which is perfect for a day long issue exploration. Valerie Gross was the featured expert for the May 2018 Michael Tyler Lecture, "Choose Civility." In years past, TLN has provided skill enhancements for staff seeking skill development in areas such as budget basics, human resource development and reader services. What are your reasons for never using TLN services or skill development programs? The Steering Committee charge, over the next two years is to assess the state of the cooperative, and, to incorporate new ways to encourage participation. If you won't come to us, we're coming direct to you. The beta testing of community engagement models has produced a campaign to add value to the TLN member library card. Use your card to secure reduced price tickets for the Red Wings, Fox Theater and Little Caesars Arena tours.