

The Library Network
 Monthly Circulation
 January 2020

Shared System Libraries		Non-Shared System Libraries	
Addison Township Public Library	1,973	Birmingham Baldwin Public Library	NR
Allen Park Public Library	6,011	Bloomfield Township Public Library	NR
Auburn Hills Public Library	10,114	Brandon Township Public Library	NR
Belleville Area District Library	3,563	Canton Public Library	121,976
Belleville Area District Library-Sumpter Branch	1,014	Clarkston Independence District Library	NR
Berkley Public Library	14,569	Dearborn Henry Ford Centennial Library	NR
Brighton District Library	21,733	Farmington Community Library	NR
Chelsea District Library	18,831	Fowlerville District Library	NR
Clawson Blair Memorial Library	6,359	Grosse Pointe Public Libraries	NR
Commerce Township Community Library	19,004	Hamburg Township Library	NR
Dearborn Heights North Library	9,948	Howell Carnegie District Library	NR
Dearborn Heights South Library	3,933	Livonia Public Library-Vest Pocket	NR
Dexter District Library	23,154	Northfield Township Area Library	NR
Ecorse Public Library	215	Oakland County Library	NR
Ferndale Area District Library	14,074	Orion Township Public Library	NR
Flat Rock Public Library	3,789	Pinckney Community Public Library	NR
Franklin Public Library	1,440	Plymouth District Library	NR
Garden City Public Library	4,980	Rochester Hills Public Library	NR
Hamtramck Public Library	1,887	Saline District Library	NR
Hartland Cromaine District Library	14,931	Southfield Public Library	27,017
Hazel Park District Library	3,446	West Bloomfield Township Public Library	NR
Highland Township Public Library	9,954	Westland William P. Faust Public Library	NR
Huntington Woods Public Library	4,970	Ypsilanti District Library	54,413
Inkster Public Library	NR		
Lincoln Park Public Library	2,583		
Livonia Public Library- Alfred Noble	NR		
Livonia Public Library-Carl Sandburg	3,604		
Livonia Public Library-Civic Center	31,820		
Lyon Township Public Library	9,238		
Madison Heights Public Library	6,724		
Manchester District Library	4,014		
Melvindale Public Library	1,221		
Milford Public Library	10,538		
Northville District Library	28,467		
Novi Public Library	51,379		
Oak Park Public Library	6,760		
Oxford Public Library	11,923		
Pontiac Public Library	2,937		
Redford Township District Library	15,738		
River Rouge Public Library	548		
Riverview Public Library	2,951		
Romulus Public Library	4,272		
Royal Oak Public Library	24,148		
Salem-South Lyon District Library	15,933		
Southgate Veterans Memorial Library	7,768		
Springfield Township Library	6,826		
Taylor Community Library	8,682		
Trenton Veterans Memorial Library	12,718		
Walled Lake City Library	NR		
Waterford Township Public Library	16,779		
Wayne Public Library	3,299		
White Lake Township Library	14,240		
Wixom Public Library	8,996		
Wyandotte Bacon Memorial District Library	12,105		

NR=Not Received

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

**Job Announcement
Rochester Hills Public Library
Teen Librarian I**

Position: Teen Librarian I (37.5 hours per week, including evening and weekend hours)

Supervisor: Adult Services Manager

Salary: \$42,048

Benefits: Insurance (health, dental, vision, short-term disability, long-term disability, long-term care), pension contribution, vacation and sick days.
Optional: deferred compensation plan, flexible medical reimbursement plan, life insurance, critical care insurance, dependant care, and additional long term care insurance.

Dates: Deadline for applications: Sunday, March 1, 2020
Interview anticipated: Week of March 9, 2020
Starting date: ASAP

Application: Please fill out an employment application at <http://www.rhpl.org/jobs> and attach a cover letter, resume, and responses to questions at the end of this posting.

Primary Job Duties:

- Plan, implement, supervise and evaluate services to teen patrons
- Select, order and maintain collections of fiction, non-fiction, and graphic novels for teens
- Select, order and maintain collections of anime and video games for teens
- Plan, publicize and conduct programs for teens, ages 13-18, such as Video Game Days, GAME Night, summer reading activities, or teen writing programs.
- Provide reference assistance to teens and adults
- Supervise teen volunteers
- Assist in the supervision of the Adult & Teen Services Programming Intern
- Contribute to the development and maintenance of the RHPL website

Required Qualifications:

- ALA-accredited MLS, or MLS completion by December 2020
- Ability to understand and interact with teens; knowledge of current teen trends; strong interest in working with teens
- Knowledge of graphic novels for teens
- Interest in and ability to conduct teen programming
- Knowledge of teen literature and other resources of interest to teens
- Strong skills and interest in technology; ability to participate in YALSA listservs; ability to produce teen-related web and print resources; ability to develop and maintain library web resources
- Desire to use reference skills to assist teen and adult patrons
- Willingness to maintain a flexible schedule in order to implement teen programming
- High level of energy and commitment to a demanding schedule
- Desire to meet the public and serve patrons of all ages
- Ability to establish and maintain effective working relationships at all levels
- Knowledge of the philosophy and techniques of public library service

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 the responses with your resume and RHPL application:

1. Why do you want to work with teens?
2. The teen collections include graphic novels, anime, and video games. What interest do you have in each of those collections, either personally or professionally?
3. We have several ongoing programs for teens, as well as regular one-time programs. What kinds of programs would you suggest we add to enhance our teen offerings?
4. Tell us about a time where you made an exception to an established rule or guideline. Why did you decide this was necessary, and how did you communicate it?



Technology Librarian

The Charter Township of Shelby is accepting applications to establish an eligibility list for the position of Technology Librarian working at the Shelby Township Library. Duties include performing a variety of complex and highly responsible tasks related to the implementation and maintenance of the Library's technological products, development, and instruction of technology classes for the public, website development and maintenance, collection development and reference service at the public service desk.

Qualified candidates must provide proof of a Master's Degree in Library or Information Science from an American Library Association accredited university and have 1 year of professional library work experience. A Library of Michigan Public Library Certificate must be obtained within 90 days of hire. Technology Instruction is preferred.

Salary: \$54,261 - \$62,396. The application with an uploaded copy of education and proof of experience must be submitted to our website no later than 11:59 p.m. on March 5, 2020. <http://shelbytwp.applicantpro.com/jobs/1341353.html> EOE.

Shelby Township, Macomb County, Michigan

Chartered 1978

The Brighton District Library is seeking an experienced Administrative Assistant who will assist the Library Director in performing a wide range of clerical, secretarial, and general office duties, including those of a confidential nature. The ideal candidate will be energetic, enthusiastic, and detail oriented. Additionally, the ideal candidate thrives in an environment where there are continuous changes in work priorities.

POSITION: Administrative Assistant

HOURS: 20 hours per week; Monday-Thursday (1st and 3rd Tuesday evenings required for meetings)

RATE OF PAY: \$15.40-\$19, Negotiable Based on Experience

BENEFITS: Prorated Vacation, Holiday and Sick Leave; Flexible Spending Account (FSA) and Deferred Compensation (Retirement)

RESPONSIBILITIES:

This position is responsible for providing and coordinating office, staff, and administrative support for the Library Board of Trustees and Library Director. Tasks include, but are not limited to the following: assembles Library Board meeting packets; records Board meeting minutes; organizes and files Board minutes and resolutions; publishes Board meeting postings and public notices. Coordinates use of facilities, including scheduling public usage of meeting rooms. Assists the Library's Accountant with payroll and accounts payable as needed, including preparing bank deposits. Sets up and maintains accurate, detailed, and well-organized filing systems (both manual and electronic). Assists with a wide variety of personnel related tasks. Updates the Policies and Procedures Manual and maintains the Emergency Manual. Orders and maintains an inventory of office supplies. Performs special projects; assists in special events and related work as required.

QUALIFICATIONS:

An Associate's degree or equivalent experience in general business administration, office management, or related field is required. Knowledge of general office procedures, secretarial procedures, records management, word processing, and personnel practices essential. Ability to use basic office equipment and various computer software programs, including Microsoft Office. This position requires one to have the capability to communicate effectively with others, both orally and in writing, and the ability to establish and maintain effective working relationships with employees, supervisors, and the general public.

APPLY TO: Cindy Mack, Library Director
Brighton District Library
100 Library Drive
Brighton, MI 48116
cindy@brightonlibrary.info

Please email cover letter, resume, and three references by March 3, 2020.



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 SERVICES LIBRARIAN (Full time)

Internal and External Applicants

Date: February 21, 2020
Reports to: Head of Youth Services

Position open until filled
Position Available Immediately

We are currently accepting applications for a full-time Youth Services Librarian committed to providing high quality library service to children.

Summary:

Under the direction of the Head of Youth Services, the Youth Services Librarian develops programs, services and collections 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 and their caregivers, teachers and adults who work with them. Provides reference and readers' advisory services utilizing print, A/V and electronic resources. Provides back up support to other departments as needed. Works 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 library youth services or equivalent experience.
- Knowledge of children's literature and media-both current and classic.
- Successful experience presenting developmentally appropriate programs for young people
- Eligibility for Michigan Librarian Professional Certificate.

Schedule: Full time, 40 hours per week, including days, nights and weekends.
Union Position: Westland Library Union SEIU Local 517M (Non-Supervisory)
Salary: Starting at \$20.00 per hour
Benefits: Health, Dental, Optical and Life insurance, 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:

Sherri West
HR Assistant
6123 Central City Parkway
Westland MI 48185
sherri.west@westlandlibrary.org



WILLIAM P. FAUST

Public Library of Westland

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LIBRARIAN I (YOUTH SERVICES) Position Description

Reports to:	Head of Youth Services
Schedule:	Full time, 40 hours per week. Flexible schedule to include days, nights and weekends.
Union Position:	Westland Library Union SEIU Local 517M (Non-Supervisory)
Salary:	Starting at \$20.00 per hour
Benefits:	Vacation leave, Personal leave and paid holidays. Employer provided contribution to retirement (401a) after meeting service requirements. Health, Dental, and Life insurance. Reimbursement for vision expenses.

SUMMARY:

Under the direction of the Head of Youth Services, the Youth Services Librarian develops programs, services and collections for children and youth 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 and children along with their caregivers, teachers and adults who work with them. Provides reference and readers' advisory services utilizing print, A/V and electronic resources. Provides back up support to other departments as needed. 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. Develops and conducts developmentally appropriate programs for young people and their families or caregivers.
2. Develops and delivers story times to young library users.
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. Participates in grant writing and other fundraising activities for library projects.

DUTIES AND RESPONSIBILITIES (continued...):

7. Creates bibliographies, user guides, displays, and promotional materials to spotlight collections, services, and programs.
8. Selects, evaluates and maintains materials for assigned collection areas.
9. Assists and trains patrons in using the library's online services and other equipment.
10. Contribute to newsletter, web site, social media and other forums to promote the library.
11. Serves on workgroups/committees and participates in initiatives as assigned.
12. May serve as Supervisor in Charge of the library as needed.
13. Performs other duties as assigned by the Department Head.

EDUCATION AND EXPERIENCE:

- Master's Degree in Library or Information Science from an ALA-accredited program.
- 1-2 years of library youth services or equivalent experience.
- Successful experience presenting appropriate programs for young people.
- Professional certification from the Library of Michigan required within one year of hire.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong knowledge of children's literature and media – both current and classic.
- Ability to select appropriate reading materials for the assigned collections.
- Ability to develop and present innovative and traditional programs for children and their families.
- Demonstrated ability to work successfully with children.
- Excellent customer service attitude.
- Familiarity with social, pop cultural and technological trends that impact young people's lives.
- Enthusiasm for learning and adapting to new ideas and technologies.
- Excellent communications and interpersonal skills with staff and the public.
- Good knowledge of library operations, policies and services, including an understanding and adherence to fundamental principles of open access to library materials and the privacy rights of patrons.
- Ability to work under stress, frequent interruptions, and changes in work priorities.
- 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.
- Strong online searching and information evaluation skills.
- Be sensitive to and responsive to evolving community needs and aspirations.
- Ability to work cooperatively with library staff in a team environment.
- Maintain regular and punctual attendance.
- Ability to operate a variety of standard office equipment including a computer, fax machine, cash register and copy machine.
- Stays current with new trends and developments in library services.
- Valid Michigan driver's license.

PHYSICAL REQUIREMENTS:

- Physical ability to push/pull fully loaded book carts weighing up to 200 lbs., retrieve or place materials above shoulder or below knee level, and lift/carry materials and delivery bags weighing up to 40 pounds.
- Ability to sit, stand, and walk for long periods, and the ability to bend, reach, stoop, or crouch.
- 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.

The physical demands described above 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.

As a condition of employment, the successful candidate must pass a background check and pre-employment physical. The library will consider a combination of the candidate's education, training and work experience in making its hiring decision.

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. The library reserves the right to revise this job description at its discretion.

IL – October 20, 2019