



The Library Network

Libraries Working Together

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Phone: (248) 536-3100 Fax: (248) 536-3098
Online: <http://tln.lib.mi.us>

Newsletter for the week of August 17, 2020

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MOUNT CLEMENS PUBLIC LIBRARY
Job Description

JOB TITLE: CIRCULATION CLERK
HOURS: Part time, 12-25 hours per week, including evenings and weekends
REPORTS TO: Assistant Director
SALARY: \$13-\$14.83 DOQ

NATURE AND SCOPE OF POSITION:

The Circulation Clerk provides prompt and courteous assistance to library patrons at the circulation desk and seeks to maintain good public relations with all customers.

SPECIFIC DUTIES:

- Circulate library materials using library's automated library system
- Greet patrons and establishes a welcoming environment
- Assist patrons with use of library technology
- Maintain confidentiality of records
- Evaluate items for damage
- Process hold requests
- Resolve patron issues and complaints
- Perform opening and closing procedures
- Issue library cards and maintain records
- Communicate library policies and procedures to patrons
- Collect fines and fees
- Serve as initial contact person, provide general library information and directions, and answer and direct incoming telephone calls
- Repair library materials
- Enforce the library Code of Conduct
- Other duties as assigned

JOB REQUIREMENTS:

High school diploma or G.E.D. certificate

Desire to serve the public

Personal computing skills including word processing, spreadsheets, email, Microsoft Office and Google Applications

Knowledge of library practices

Ability to follow oral and written instructions

Ability to work effectively with other employees

Ability to communicate effectively with library patrons and staff

Ability to work independently with minimal supervision

Ability to bend and lift books and other materials, push/pull carts, and stand or sit for extended periods of time.

Desire to serve the public

DESIRED CAPABILITIES:

Experience with Sirsi integrated library systems highly desirable

TO APPLY:

Send resume, cover letter, and 3 references to:

Heather McCallister
hmccallister@mtclib.org

POSITION: MeLCat Support Specialist & Statewide Delivery Coordinator

Primary Responsibilities:

Participate as active, effective member of the Shared Library Systems team with primary responsibility for coordination of RIDES, the statewide delivery service. Assist with planning, implementing, and supporting the resource sharing services provided by MeLCat.

Characteristic Duties:

1. Provide support for MeLCat and statewide delivery (RIDES) users through the helpdesk and associated resources
2. Primary liaison with contracted delivery courier service
3. Administer statewide delivery contract and subscriptions
4. Assist with training MeLCat libraries

Related Duties:

1. Attend Shared Library Systems team meetings
2. Attend MCLS staff meetings
3. Present updates at conferences, meetings, etc
4. Attend seminars and workshops related to general professional growth
5. Maintain thorough knowledge of trends and products in the library and technology marketplace
6. Other duties as assigned

Required Qualifications:

1. Bachelor's degree, or equivalent combination of education and experience
2. Excellent project management skills
3. Excellent verbal and written communication skills
4. Excellent problem-solving skills
5. Basic accounting and Excel skills
6. Experience with technology training and support
7. Demonstrated aptitude for learning new technologies
8. Demonstrated ability to work independently as well as collaboratively

Desired Qualifications

1. 3 or more years library or consortial experience
2. Familiarity with MeLCat and/or RIDES

Salary Range:

\$45,000 minimum

Supervision Received:

Supervision received from the Manager of Shared Library Systems

Supervision Exercised:

None

For consideration, please submit a cover letter and your resume by email to jobs@mcls.org. Review of resumes will begin August 17 with initial virtual interviews to be held during the week of August 24. Position open until filled. For more information about MCLS, visit the website at <http://mcls.org>



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 MAINTENANCE ASSISTANT I (Part time)

Date: August 12, 2020
Reports to: Library Director

Closing Date: Until position is filled
Position Available: Immediately

Summary:

Under supervision, performs cleanup and routine 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 parking lots/sidewalks, 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, primarily on nights, mornings and weekends. Occasionally will be required to work a day shift during the week.
Union: Westland Library Union SEIU Local 517M (Non-Supervisory)
Salary: Starts at \$17.50 per hour
Benefits: Prorated vacation leave, personal leave and paid holidays for employees working 20 or more hours per week. Employer provided contribution to retirement (401a) after meeting service requirements.

Applications are available at www.westlandlibrary.org. Please submit a completed application, along with a cover letter and resume to:

Sherri West
Administrative Assistant
6123 Central City Parkway
Westland MI 48185
sherri.west@westlandlibrary.org
Fax: 734-595-4612



W I L L I A M P. F A U S T PUBLIC LIBRARY OF WESTLAND
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MAINTENANCE ASSISTANT I

Position Description

| | |
|-----------------|--|
| Reports to: | Library Director |
| Schedule: | Part time, 25 hours per week, primarily on mornings, nights and weekends. Occasionally will be required to work a day shift during the week. |
| Union Position: | Westland Library Union SEIU Local 517M (Non-Supervisory) |
| Salary: | Starts at \$17.50 per hour |
| Benefits: | Prorated vacation leave, personal leave and paid holidays for employees working 20 or more hours per week. Employer provided contribution to retirement (401a) after meeting service requirements. |

SUMMARY:

Responsible for 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 manner. Performs year round upkeep of library grounds through picking up trash, cutting grass, care of shrubbery and plantings, raking leaves, shoveling of snow and treating parking lots and sidewalks.

DUTIES AND RESPONSIBILITIES:

1. Cleans bathrooms, offices, hallways, and any other assigned areas by sweeping, mopping, scrubbing and polishing.
2. Moves, rearranges, and dusts furniture and fixtures.
3. Independently opens and closes library building in a secure and safe manner.
4. Operates wet/dry vacuum for cleaning and shampooing carpeted areas.
5. Cuts grass, trims shrubs, rakes leaves, waters plants, and performs other related duties.
6. Shovels snow and treats parking lots and sidewalks.
7. Empties trash and recycling receptacles and readies trash for regular waste pickup.

Maintenance I Part Time Job Description

DUTIES AND RESPONSIBILITIES (continued):

8. Performs minor repairs inside/outside the library.
9. Cleans staff lounge, unloads dishwasher and cleans refrigerators.
10. Sets up and takes down meeting rooms for library and public programs.
11. Moves heavy objects and operates machinery such as lawnmowers, hedge-trimmers, etc.
12. Reports any maintenance concerns or unsafe conditions to the Supervisor.
13. Performs other duties as assigned by the Supervisor.

EDUCATION AND EXPERIENCE:

- High school diploma, GED, or equivalent.
- Three years of facilities/maintenance experience in a related building.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to quickly and efficiently carry out custodial and janitorial tasks according to a regular schedule with minimum supervision.
- Working knowledge of lawn and shrub care.
- Ability to perform minor repairs and use standard hand tools, shovels, brooms, floor buffer, carpet cleaner, lawn equipment, snow blower, and other equipment.
- 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.
- Ability to work within all occupational working guidelines and to keep informed as to changes in them.
- Ability to work under stress, frequent interruptions, and changes in work priorities.
- Works independently and takes initiative to successfully complete duties.
- Punctuality and dependability.
- Ability to work cooperatively with library staff in a team environment
- Valid Michigan driver's license.

PHYSICAL REQUIREMENTS:

1. Ability to work indoors and outdoors for prolonged amounts of time in all weather conditions and in noisy and potentially hazardous environments with electricity, dust, debris and chemicals.
2. Maintains physical condition necessary for standing, sitting, walking, bending, stooping, climbing, crouching and reaching.
3. Ability to push, pull or carry boxes or other objects weighing up to 50 pounds.
4. Ability to push or pull with wheeled cart up to 500 pounds.
5. Ability to climb ladder heights up to 35 feet and use power tools and machinery.

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.

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 – August 12, 2020

The Library Network
 Monthly Circulation
 July 2020

| Shared System Libraries | | Non-Shared System Libraries | |
|---|--------|--|-------|
| Addison Township Public Library | 1,620 | Birmingham Baldwin Public Library | NR |
| Allen Park Public Library | 3,106 | Bloomfield Township Public Library | NR |
| Auburn Hills Public Library | 5,033 | Brandon Township Public Library | NR |
| Belleville Area District Library | 4,824 | Canton Public Library | NR |
| Belleville Area District Library-Sumpter Branch | 19 | Clarkston Independence District Library | NR |
| Berkley Public Library | NR | Dearborn Henry Ford Centennial Library | NR |
| Brighton District Library | 13,365 | Farmington Community Library | NR |
| Chelsea District Library | 6,966 | Fowlerville District Library | NR |
| Clawson Blair Memorial Library | 3,087 | Grosse Pointe Public Libraries | NR |
| Commerce Township Community Library | 12,247 | Hamburg Township Library | NR |
| Dearborn Heights North Library | 8,493 | Howell Carnegie District Library | NR |
| Dearborn Heights South Library | 1,042 | Livonia Public Library-Vest Pocket | NR |
| Dexter District Library | 11,348 | Northfield Township Area Library | NR |
| Ecorse Public Library | NR | Oakland County Library | NR |
| Ferndale Area District Library | 5,044 | Orion Township Public Library | NR |
| Flat Rock Public Library | 1,550 | Pinckney Community Public Library | NR |
| Franklin Public Library | 644 | Plymouth District Library | NR |
| Garden City Public Library | 2,394 | Rochester Hills Public Library | NR |
| Hamtramck Public Library | 627 | Saline District Library | NR |
| Hartland Cromaine District Library | 8,988 | Southfield Public Library | 6,836 |
| Hazel Park District Library | 1,329 | West Bloomfield Township Public Library | NR |
| Highland Township Public Library | 5,572 | Westland William P. Faust Public Library | NR |
| Huntington Woods Public Library | 2,934 | Ypsilanti District Library | NR |
| Inkster Public Library | NR | | |
| Lincoln Park Public Library | 775 | | |
| Livonia Public Library- Alfred Noble | NR | | |
| Livonia Public Library-Carl Sandburg | 1,548 | | |
| Livonia Public Library-Civic Center | 9,536 | | |
| Lyon Township Public Library | 6,793 | | |
| Madison Heights Public Library | 2,168 | | |
| Manchester District Library | 1,949 | | |
| Melvindale Public Library | NR | | |
| Milford Public Library | 4,274 | | |
| Northville District Library | 16,200 | | |
| Novi Public Library | 35,683 | | |
| Oak Park Public Library | 1,653 | | |
| Oxford Public Library | 8,614 | | |
| Pontiac Public Library | 491 | | |
| Redford Township District Library | 4,823 | | |
| River Rouge Public Library | NR | | |
| Riverview Public Library | 1,054 | | |
| Romulus Public Library | 1,243 | | |
| Royal Oak Public Library | 6,562 | | |
| Salem-South Lyon District Library | 11,545 | | |
| Southgate Veterans Memorial Library | 1,558 | | |
| Springfield Township Library | 4,116 | | |
| Taylor Community Library | 2,574 | | |
| Trenton Veterans Memorial Library | 9,570 | | |
| Walled Lake City Library | NR | | |
| Waterford Township Public Library | 5,400 | | |
| Wayne Public Library | 1,748 | | |
| White Lake Township Library | 6,532 | | |
| Wixom Public Library | 4,922 | | |
| Wyandotte Bacon Memorial District Library | NR | | |

NR=Not Received

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