



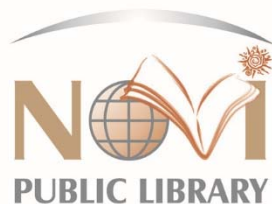
The Library Network

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 August 31, 2020

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 Illinois
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 Bloomfield Township Public Library



Please join our excellent team at the Novi Public Library. We are only one of two libraries in Michigan who has achieved the QSAC Excellence Award through the State of Michigan. Our team is dedicated to connecting with our diverse community with excellent resources and services through our motto of *Inform. Inspire. Include.*

Position: Support Services Outreach Driver, Permanent Part-Time

Primary Duties & Responsibilities:

1. Delivers materials to the Lending Library Kiosk at Lakeshore Park utilizing the Library vehicle. Loads and unloads materials from and to the vehicle, bins, and carts.
2. Responsible for the operation, maintenance, and collections of the Lending Library Kiosk. Loads and unloads, shelves and shifts materials from, to, and inside the kiosk and maintains general order. Configures and troubleshoots the kiosk software on-site.
3. Assists, as assigned, with preparation of Lending Library Kiosk materials at the Novi Public Library, including circulation, and loading and unloading of materials from and to the vehicle, bins, and carts. Configures and troubleshoots the kiosk software by remote log-in.
4. Assists, as assigned, with Lending Library and Outreach events, including issuing and renewal of library cards.
5. Assists, as assigned, to perform Outreach Services duties. Prepares and delivers materials to various facilities utilizing the Library vehicle and may be accompanied by other Outreach staff; loads and unloads materials from carts.

Customer Service:

1. Performs all duties assigned in the ILS Module accurately and efficiently; problem solves guest and catalog issues.
2. Performs workroom duties and other tasks as assigned, including sorting and loading carts for shelving; shelving of materials; shelf reading; processing holds, returns, and other materials from delivery; troubleshooting and maintenance operations of the AST System; answering main phone, directing calls, and making public address announcements as needed; and registering cash, check, and credit card transactions.
3. Adapts and responds to multiple priorities, interruptions, and demands; retains knowledge and stays up-to-date on current Library policies and procedures; communicates effectively with guests, co-workers, and professional colleagues.
4. Assists with opening and closing procedures for the Support Services Department.
5. Assists with the overall maintenance and orderliness of the Library's collections, display areas, and department areas.

Other Duties & Responsibilities:

1. Assists in accomplishing the Library's and the Support Service Department's goals.
2. Seeks professional continuing education, both organized and casual, with an air toward keeping services current and appropriate for the guests.
3. Enforces library policies relevant to public use; responds to emergencies and provides support, as needed; acts quickly, exercising good judgment.
4. Works positively and collaboratively across departments to accomplish department goals.
5. Performs other duties as assigned.

Job Requirements:

1. Dependable and flexible work habits with a schedule that meets the needs of the Lending Library Kiosk.
2. High school diploma or equivalent required; Bachelor's Degree preferred.
3. Knowledge of alphabetical, numerical, and decimal systems of arrangement.
4. Proficient in MS Office, Internet browsers, and other computer related technology.
5. Enthusiastic, positive, friendly, self-motivated, creative and approachable.
6. Dedicated to providing positive customer service.
7. Dedicated to public service.
8. Strong obligation to confidentiality.
9. Strong organizational skills and attention to detail.
10. Excellent verbal, written, and interpersonal communications skills.
11. Values diversity in the workplace and in the community.
12. Ability to speak multiple languages helpful.
13. Possession of valid Michigan driver's license.

Working Environment:

1. Physical mobility, vision, hearing, and manual dexterity essential.
2. Maintain physical condition necessary for sitting, standing, bending, and/or walking for extended periods of time; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; push or pull with wheeled cart up to 500 pounds; operating assigned equipment; picking up litter; spreading ice melt.
3. Evening, weekend, and some holiday hours are required.

Hours: 19 hours per week

- Dependable and flexible work habits with a schedule that meets the needs of the Lending Library Kiosk
- Saturdays **and** as needed, will not exceed 19 hours/week

Salary: \$14.45 per hour

Benefits: None

Application:

- Resume, cover letter, and application required.
- Available at <https://novilibrary.org/About-Us/Employment-Volunteering.aspx>
- Send to: Marcia Dominick, Administrative Assistant
Novi Public Library
45255 W. Ten Mile Rd.
Novi, MI 48375
- E-mail: mdominick@novilibrary.org
Posting closes, Monday, August 31, 2020, 5 p.m.

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The **Highland Park Public Library** seeks a forward-thinking and energetic leader to serve as Executive Director. Highland Park is located in the northern suburbs of Chicago, an area known for its excellent schools, scenic Lake Michigan shoreline, vibrant downtown and plentiful suburban amenities. Residents also enjoy easy access to all the cultural, historic, and entertainment opportunities in Chicago.

Serving approximately 29,800 residents of the City of Highland Park, the library provides a welcoming environment in a freshly updated facility. The library recently completed a large remodeling project that resulted in the creation of new spaces (including study rooms, a Middle School room and a Youth Activity Room) and significant improvements to existing spaces. These renovations also enabled the library to expand its already robust slate of programs and services. This is an exciting time for the library and its next director!

Salary \$120,000 to \$170,000/year, negotiable based on experience and qualifications.

Please visit www.johnkeister.com/hppl/ for details and to apply.

John Keister & Associates
Executive Search
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847-955-0541

**WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
POSITION OPENING
YOUTH SERVICES – MAIN LIBRARY**

- POSITION:** Librarian II — Full Time (35 hours per week)
Includes of evening and weekend hours (Saturday/Sunday)
- QUALIFICATIONS:** MLS or equivalent from an ALA accredited library school; relevant public library experience in youth services; strong interpersonal/communication skills; demonstrated competency with information technology including eMedia, electronic resources, online catalogs, the Internet, social media sites, mobile devices; demonstrated ability to implement projects, programs and/or services; commitment to public service; experienced in programming for children; regularly reads and monitors mainstream and professional media.
- RESPONSIBILITIES:** Reference and reader's advisory; collection development; marketing of assigned collection areas; conducts programs and outreach activities; provides instruction and support for patron's use of eMedia resources and devices; heads library-wide projects and initiatives; conducts programs and outreach and activities; other duties as assigned. This position has an emphasis on programming for school-age children. This is a nonsupervisory position.
- See: <http://www.westbloomfieldlibrary.org/aboutus/employment.php> for additional information regarding qualifications, responsibilities, and the application form.
- SALARY RANGE:** \$39,923 - \$56,921 per year
- BENEFITS:** Medical with prescription, dental, optical, disability and life insurance coverage; pension plan; voluntary deferred compensation plan; vacation; holiday; personal and sick leave; paid memberships in professional associations.
- DEADLINE:** Friday, September 18, 2020
- APPLICATION:** Cover letter, resume, online application form, and three professional work-related references. Submit online at <http://www.westbloomfieldlibrary.org/aboutus/employment.php>