



The Library Network

Libraries Working Together

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Newsletter for the week of January 11, 2021

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 Township District Library

Director

Southeast Kansas Library System and Iola Public Library

Public Library/Regional System Director

Lead a dynamic and thriving public library and regional library system in Southeast Kansas. Capable and experienced librarians are invited to pursue this unusual opportunity to serve as the new director of both the [Iola Public Library](#) and the fifteen-county multitype [Southeast Kansas Library System](#). The director will continue and enhance existing services, and partner with the community and with member libraries to explore new and innovative directions. The successful candidate will develop relationships, foster strong service oriented teams, and demonstrate effective management and interpersonal skills at the local and regional levels. A strong commitment to service and the ability to build strong relationships in forming a vision for the future are essential. Active legislative advocacy and participation in statewide library programs and organizations are required.

The Library and Regional System: The Iola Public Library is a thriving and progressive community library with a budget of \$300,000 offering strong collections, excellent Internet access, a commitment to customer service and strong community partnerships. The Southeast Kansas Library System (SEKLS), with headquarters in the Iola Public Library, is one of the seven Kansas regional library systems. Serving over 100 member libraries with a budget of \$1.9 million (primarily from local property taxes), SEKLS provides a broad range of innovative services to its member libraries, including financial grant programs, a shared open source library catalog with 47 participating libraries, participation in the statewide materials delivery service, and consulting and training support.

The Community and Region: Iola is a community of 5,300 providing quality rural living just 95 miles south of Kansas City, and within two hours of five metropolitan areas and the Ozark Mountain scenic region. Iola has well developed recreation, education, arts and health resources, including a community college, an excellent school system, a community theater and a fine arts center, a new regional hospital, parks and extensive trail systems. Southeast Kansas is a rural fifteen-county area with a state university, six community colleges, and a diverse range of small and medium size public libraries.

Responsibilities: The Director will serve as chief executive of both the Iola Public Library and the Southeast Kansas Library System (SEKLS), reporting to the Iola Public Library Board and the SEKLS System Board and a nine member executive board. In addition the Director is responsible to the State Library of Kansas Board for approval of annual budgets and service plans. The Director will develop and manage annual budgets, lead planning and implementation of programs and services to meet goals, supervise and motivate library

and system staff to deliver services that meet the needs of library users and member libraries.

Qualifications: Minimum requirements include a Masters Degree in Library Science from an ALA accredited program, and a minimum of five years relevant experience, including at least two years experience in an administrative position. Essential personal qualities are leadership initiative, ability to work in a constructive and cooperative manner with a diverse range of personnel, governing bodies, colleagues and member institutions and government officials. The Library Director, through responsiveness, understanding, and energy will motivate an outstanding team of board, staff and member libraries to position the library and system at the forefront of library service. Experience with both public libraries and library cooperatives, and working with a board or boards, is preferred.

Equal Opportunity Employer

Compensation: \$80,000 – 85,000 annually, dependent upon qualifications, with an attractive benefits package.

Further Information: contact Jim Minges at Minges & Associates. Apply via email with a cover letter and resume as Word or PDF attachments to sekls.search@gmail.com. **This Position will close February 21, 2021.**

Minges & Associates
(913) 948-0615
sekls.search@gmail.com

Come and join our dynamic team!

Job Duties

- Greet and assist patrons of all ages at the Circulation Desk, on the phone, and in person
- Handle cash transactions for overdue fines, copying and other fees
- Provide computer and other technology assistance
- Process incoming and outgoing interlibrary loan items
- Assist with One-on-One computer tutoring
- Process withdrawn materials
- Process MeLCat
- Assist with projects
- Other duties as assigned

Requirements

- Associates Degree or some college course work
- Minimum of six months of library experience, preferably in a public services position
- Ability to provide superior customer service to library users of all ages
- Strong computer skills; experience with Excel, Publisher, Google Docs preferred
- Experience with TLC CARL or other library computer software preferred
- Excellent communication and interpersonal skills
- Ability to operate standard office equipment such as a copy machine and fax machine
- Ability to work cooperatively with library staff in a team environment
- Ability to produce neat, accurate and timely work within an established timeframe
- Excellent written and oral communication skills
- Must be able to lift and push a minimum of 25 pounds

Hours

Due to COVID, the library is operating at limited hours. This schedule is subject to change

- Mondays 1 p.m. - 6 p.m.
- Tuesdays 1 p.m. - 6 p.m.
- Wednesdays 1 p.m. – 6 p.m.
- Thursdays 9:30 a.m. – 2:30 p.m.
- Alternating Fridays and Saturdays 1 p.m. – 6 p.m.; 9:30 a.m. – 2:30 p.m.

Salary: \$11.25/hr.

Benefits: none

Reports to: Assistant Director/Youth Services Librarian

HOW TO APPLY: Submit a City of Romulus application and resume to the:

City of Romulus, ATTN: Human Resources Department
11111 Wayne Road
Romulus, MI 48174

The application is available on the City's website: www.romulusgov.com

APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED

The **Sterling Heights Public Library** is looking for a PT Children's Services Librarian to join our team!

Apply online: <https://MI-SterlingHeights.civicplushrms.com/CareerPortal/JobDetail.aspx?RequisitionId=70941&SourceId=967>

Job Description

POSITION SUMMARY:

Under supervision of the Public Services Area Coordinator, this position is responsible for reference and reader's advisory services, collection development activities, instruction in the use of the library and its resources, and creating and delivering programs. This is a 21 - 32 hour part time position with no benefits with the following schedule:

Monday: 9:30 a.m. - 5:00 p.m.

Tuesday: 1:30 p.m.- 9:00 p.m.

Thursday: 1:30 p.m. - 9:00 p.m.

Every other **Saturday:** 9:30 a.m. - 5:00 p.m.

Every **fifth Sunday** (during school year): 1:00 p.m. - 5:00 p.m.

Please see full job description attached below.

POSITION PAY:

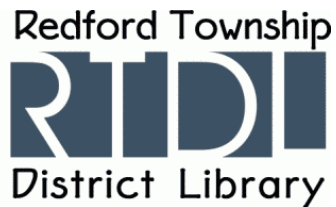
\$24.7982/hour

POSITION REQUIREMENTS:

- Master's Degree in Library Science from an accredited ALA college or university.
- Excellent oral and written communication skills.
- Physical strength and dexterity to handle materials and boxes up to 25 pounds in weight and to transport loaded book carts.
- Ability to work evening and weekend work schedule.
- Knowledge of online databases, reference resources, and public computer applications to assist the general public.
- Experience with the SirsiDynix automation system.
- Knowledge of popular reading trends in children's literature.
- Knowledge of tablet and/or mobile devices used for accessing Overdrive, RBDigital, Hoopla, and other digital services.
- Ability to establish and maintain effective working relationships with colleagues, supervisors, and the general public.

Applications must be submitted online by 5:00 p.m. Thursday, January 21, 2021

EOE/M/F/D



Redford Township District Library invites applications for the position of **Customer Service Specialist**

At Redford Township District Library (Redford, MI) we believe in inspiring ideas, enriching lives, and creating community. With over a quarter-million check-outs annually, RTDL is currently welcoming applications for a part-time Customer Service Specialist. We are looking for someone to join our team who can help us serve the community through great customer service at the most visited desk in the library.

Here's what you'll need to be:

- A team player
- Proficient in working with computers
- Energetic with a passion for providing excellent customer service

This is a 15 – 20 hour-per-week position with evening and weekend hours.

May be required to work other times as needed.

If you are interested, please read the job description attached and **submit your resume and application at:**

<https://www.rtdl.org/about/employment/>

Job Title: Customer Service Specialist**Status: Non-Exempt****Starting Wage: \$12.00 / hour****Hours: 15 – 20 per week, evenings and weekends****Supervisor: Circulation Supervisor****Job Summary**

The primary responsibility of this position is to assist the general public with checking out of items, paying fines and obtaining a library card.

Examples of Work

- Staff desk to help patrons with circulation needs.
- Answer phone, take messages and route calls.
- Prepare materials for shelving.
- Assist in opening and closing procedures.
- Perform off-desk clerical duties.
- Carry out goals that align with RTDL's strategic plan.
- Create a positive customer experience.
- Participates in RTDL staff functions and training.
- Other duties as assigned.

Minimum Training and Experience

- High school diploma or equivalent
- Basic computer skills, including Windows environment
- Ability to count money and give accurate change
- Preferred: public library experience, familiarity with circulation process and TLC Carl X ILS.

Other Requirements:

This position requires:

- The ability to analyze and resolve problems, organize tasks, set priorities, achieve goals, maintain records, and facilitate positive relationships with staff and patrons.
- The ability to communicate effectively verbally and in writing with a diverse population, both within and outside of the library.
- Ability to be outdoors in increments of 5 – 10 minutes throughout the day to assist patrons for curbside service and retrieve library materials in all possible weather conditions.
- The ability to sit or stand for extended periods of time in the performance of the duties associated with this position. Lifting objects weighing up to 50 pounds without assistance is also required. The ability to access, input, and retrieve information from a computer is essential to this position.

This is not intended to be a contract or an all-inclusive list of duties. Employees may be required to perform other duties necessary to meet the on-going needs of the Redford Township District Library.