



Circulation and Adult Services

About Us: We are a small township library in Burnips, Michigan. We serve a population of 8,000+ people and do our best to provide our patrons and community with the services they need.

Our Vision: Inspire Curiosity, Foster Community, Ignite Imaginations, and Cultivate Learning

Our Mission: Building a community of people who discover, share and belong.

Our Values: Teamwork, Respect, Access, Curiosity and Kindness.

General Summary: The Adult Services Librarian provides warm, welcoming front-line service while designing and executing library programs for adult patrons. This position balances public service and community programming. This position reports directly to the Library Director.

Circulation Responsibilities

(Shared by all front-line team members)

- **Circulation & Desk Services:** Deliver friendly, efficient service at the front desk helping patrons with their various needs. Handle phone inquiries, basic data tracking, internal team notes and emails.
- **Daily Workflow Logistics:** Process incoming and outgoing interlibrary loan deliveries, pull items for the holds list, clear expired holds from the shelf, and track overdue materials.
- **Daily Operations & Cash Handling:** Open, close, and balance the cash drawer daily. Maintain a tidy environment by shelving books and straightening all library areas. Monitor and restock all flyer displays, manage the coffee bar area, and proactively report low office or building supply inventories to the Director.
- **Collection Care and maintenance:** Perform collection care and processing, such as, covering new items, repairing and/or cleaning damaged items, and verifying parts for materials such as games and kits. Participate in annual collection maintenance projects.
- **Policy Enforcement & Patron Relations:** Actively uphold and professionally enforce all library policies with patrons to ensure a safe, fair, and welcoming environment for everyone.

Adult Programming Responsibilities

(Unique to this role)

- **Adult Programming, Book Clubs & Reading Programs:** Plan, promote, and execute all library programming for adult patrons, including the monthly AM Adult Book Club and seasonal adult reading programs (such as winter and summer), running all project ideas and estimated costs by the Director for approval regarding budget, operational goals, and community alignment. Partner with the Social Media/Marketing Specialist for graphic designs and flyers.

- **Program Prizes & Small Donations:** Reach out to local businesses to secure adult reading program prize donations (coupons, gift certificates) and Manage donor thank-yous. Collaborate with Youth Services Librarian for Summer Reading prize donations.
- **Seed Catalog:** Maintain the seed catalog with coordinated volunteers.
- **Program Volunteers:** Recruit and coordinate program-specific volunteers as needed for adult initiatives.
- **Adult Materials & Displays:** Design vibrant, themed library displays within the adult sections.
- **Fundraising Support:** Assist the Director, as requested, with brainstorming and information-gathering for facility, capital improvement, or project fundraising needs. Collaboratively support basic event logistics (setup and volunteer coordination) for chosen library-wide funding initiatives.

Teamwork & Collaboration

- **Operational Flexibility & Team Support:** Maintain a team-oriented mindset by prioritizing excellent front-desk service as a primary duty, while remaining flexible to shift task priorities, assist with library programs, or cover colleague absences and building emergencies. Collaboratively assist coworkers in maintaining a clean, safe, and welcoming library environment.
- **Project Support:** As requested, contribute expertise and research for grant applications; actively execute assigned portions of grant-funded initiatives and library-wide projects.
- **Professional Engagement:** Regularly attend local or virtual role-specific meetings and staff trainings.

Required Skills and Education

- Highly organized, creative, comfortable presenting to or leading groups, and possess excellent interpersonal skills. Proficiency in Microsoft Office; basic knowledge of Canva is preferred (willingness to learn is required).
- High school diploma or equivalent required, must obtain valid certification from the Library of Michigan.

Physical Requirements

- Ability to lift/carry up to 25 pounds; ability to stand, sit, walk, bend, and reach (including overhead) to manage books on shelving. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Schedule, Hours, and Pay

- Scheduled flexibly by the Director, capped at 100 hours per month. This includes required monthly staff meetings and occasional Saturdays, evenings, and holidays.
- Pay is \$14 per hour. (includes an 8-hour monthly stipend for book club preparation).

Note: *This description indicates the general nature of work and is not an exhaustive inventory of all duties. Team members must maintain operational flexibility and perform other duties as assigned by the Library Director. The Director retains sole discretion to add, modify, or assign functions at any time based on institutional needs, regardless of primary role or schedule. This document does not constitute an employment contract.*