



**TO:** Plymouth District Library Board      **DATE:** May 11, 2022  
**RE:** Internship Program, Approval      **FROM:** Shauna Anderson,  
 Director

As we gain a better sense of the course of the COVID pandemic, and all public services are available at the library once more, we are at a place where I feel comfortable supporting an internship program at PDL again.

In the past, we supported two graduate-level Library Science students for the duration of their studies at 12 hours per week. I propose lowering that threshold to include college students. This will allow us to work with young people who might not necessarily consider librarianship as a career.

We have funding available for 12 hours per week at this time to hire one position. There is also a bank of hours set aside for substitute coverage in the reference department that can be used to support a secondary intern position, if our Adult and Youth Services Coordinators want to add another. We will likely look at adding the second position in the fall.

I have attached a potential job description to this memo along with the proposed organizational chart that includes all of my recommendations at this time.

Resolved by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_, to approve hiring one person for a 12 hour per week internship at the Plymouth District Library.

AYES \_\_\_\_\_

NAYS \_\_\_\_\_

# JOB POSTING

## INTERN

**HOURS:** Temporary, June-August 2022 with opportunity to extend into the school year  
Non-Exempt, 12 hours/week  
Schedule includes days, evenings, and weekends

**STARTING WAGE:** \$16.35/hour

## WHAT WE ARE LOOKING FOR:

We are looking for an enthusiastic and creative candidate who wants to explore librarianship as a career while supporting the Plymouth community. The ideal candidate will have previous experience working with children and will be currently enrolled in an undergraduate or graduate program.

## OUR LIBRARY & COMMUNITY:

Plymouth District Library is located in busy downtown Plymouth, MI, midway between Detroit and Ann Arbor. We serve the Plymouth Community which is comprised of 36,650 residents living in the City of Plymouth and the Charter Township of Plymouth, as well as the patrons of 75 Detroit-area libraries through a reciprocal borrowing agreement facilitated by The Library Network.

The library serves as a significant community hub and maintains strong partnerships with local and regional community groups, governments, schools, businesses, and cultural organizations. Plymouth's rich history has included the library for nearly 100 years. Strong community support has resulted in a dedicated perpetual millage, a robust Friends organization, and more than 100 adult volunteers. Pre- pandemic, over a 1,000 visitors a

day used the library to participate in programs, use our meeting and study rooms, borrow materials, use technology, and connect with others.

The library contributes significantly to the high quality of life available in the Plymouth community. Our sense of community is created by beautiful neighborhoods, spacious parks, robust sport, education system, cultural and arts organizations, and dedicated community service organizations. Our vibrant, walkable downtown is full of unique shops, restaurants, entertainment and recreational options, all surrounding Kellogg Park as the centerpiece and host of year-round events. The library is just steps from all of this in our central downtown location and plays an active role in community events.

Plymouth District Library is an equal opportunity employer. We seek to represent and reflect our community in all that we do. Plymouth District Library does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, disability, religion, height, weight, or veteran status.

## TO APPLY:

Email a thoughtful cover letter and resume to Kwamsia Seals, HR & Business Administrator at [humanresources@plymouthlibrary.org](mailto:humanresources@plymouthlibrary.org). Applications due \_\_\_\_\_ at 4pm.

# JOB DESCRIPTION

## INTERN

### JOB SUMMARY:

Under the direction of the Youth Services Coordinator, the Intern will support public services to children while learning about various aspects of library careers. They will present storytimes, support outreach activities in the community, facilitate events, help maintain collections, and serve at information desks. This position requires an understanding of education/learning, web searching, and data entry. Clear and friendly communication to staff and patrons of all ages is expected.

### JOB DUTIES:

An employee in this position may be called upon to do any or all of the following duties. These examples do not include all of the duties which the employee may be expected to perform.

- Work with librarians to maintain various library collections
- Set up supplies and facilitate public events
- Answer questions at public service information desks
- Help members of the public find items in the collection
- Staff outdoor outreach activities across the community
- Collect and enter data to support library operations

### REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND MINIMUM QUALIFICATIONS:

The recommendations below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Currently enrolled in an undergraduate or graduate degree program
- Technology skills on a variety of information delivery platforms, such as chat, text, email, phone, fax, mobile devices, social media, content management systems, audio, and video
- Strong online searching and information evaluation skills
- Ability to communicate effectively by phone, computer, and in person
- Enthusiasm for learning and adapting to new ideas and technologies
- Ability to effectively present information and respond to questions from patrons, managers, and coworkers
- Flexibility in scheduling required; this position requires evenings and weekends throughout the employment term, including some Sundays.
- Familiarity with library services and resources preferred
- Experience working with children preferred

