

**Lyon Township Public Library**  
**Job posting: Part-time Library Clerk (Multiple)**  
April 14, 2026

**Hours:** Day, evening and weekend shifts. Approximately 20-29 hours a week  
Rotating weekends (Saturday & Sunday)

**Pay:** \$17/hour

**Benefits:** Paid holidays, pro-rated paid time off, amazing co-workers

**Applications accepted:** Until May 5, 2026

**Starting date:** Late May 2026

The Lyon Township Public Library is searching for two new Library Clerk to join our team! With the opening of our brand new library on June 1, 2026, we are in a position to grow our team to serve the needs of our community in a larger facility. Library Clerks are our front line staff, working primarily at our front information desk serving our library patrons during open hours.

Essential Job Functions

Performs variety of library duties including but not limited to:

- Works at circulation desk, checking materials in and out, processing financial transactions, and registering library borrowers using an automated library system.
- Answers library telephone, assisting borrowers with circulation related needs.
- May be assigned to interlibrary loan, cataloging requests or technical service area as needed.
- May be assigned to the library pick up window as needed.
- Assisting patrons signing up for use of study and meeting rooms.
- Assisting patrons with computers, printers, photocopies and faxing.

Job Requirements

Required knowledge, skills, abilities and minimum qualifications:

- Excellent customer service.
- High school diploma or equivalent.
- Ability to take direction willingly and easily adaptable to change.
- Be positive, friendly and have a sense of humor.
- Ability to serve library patrons efficiently and effectively.
- Proficient with computers, internet browsers, and MS Office.
- Ability to communicate accurately, clearly and concisely in written and verbal formats.
- Ability to lift materials up to 50 pounds; sit and/or stand for extended periods of time, push or pull wheeled carts, use a telephone.
- Enjoy working with the public.

Please send a cover letter, resume and references to [hteasdale@ltpl.org](mailto:hteasdale@ltpl.org)