

Cadott Community Library

Library Director Job Description

Job Title: Library Director

Job Summary: Under the direct supervision of the library board of trustees, the library director is responsible for the operations of the library and the development and implementation of its service program, including:

- Assisting the board with long-range planning and policy development and managing all library resources, including human resources
- Organizing the acquisitions, access, storage and control of collections
- Designing and implementing services and programs for users of all ages
- Overseeing the maintenance and safety of the library building and grounds
- Hiring and supervising all assistants, substitutes and volunteers who work in the library.

Specific Responsibilities

1. Administrative Services

- a. Serve as the library's executive officer.
- b. Serve as the technical adviser to the board.
- c. Implement the policies of the library as established by the board.
- d. Prepare the draft of the annual budget for board discussion and approval.
- e. Receive and expend library funds according to established guidelines and maintain accurate and up-to-date records showing the status of library finances.
- f. Recruit, select, hire, supervise, evaluate and terminate if necessary library staff in conformity with library policy and state and federal law. Prepare a written evaluation of all library staff for presentation to the board at the regular October meeting.
- g. Prepare library board meeting agendas of items to be discussed and acted upon. Prepare monthly income and expense report including budget status. Include the agenda and report with notification of scheduled meetings to board members.
- h. Prepare state annual report for review and approval by the library board.
- i. Maintain accurate cash income and expense records. Deposit cash with the Village Treasurer and maintain a balance not to exceed \$50.
- j. Inform and advise the library board as to local, regional, state and national developments in the library field and work to maintain communication with other area libraries and the library system.
- k. Serve on the MORE Director's Council and represent Cadott's stake in the consortium.
- l. Regularly review policies and make recommendations to the library board for revisions.

2. Collection Management

- a. Select or direct the selecting of materials for all media and all age groups, based on the library's approved collection development policy.
- b. Catalog and classify library materials according to accepted MORE standards and maintain the public catalog.
- c. Develop and maintain a regular weeding schedule.

- d. Periodically review the collection development policies and make recommendations to the library board for revisions.
- e. Oversee the organization of the collection.
- f. Prepare and distribute overdue notices to users with holds, overdue or lost materials.
- g. Maintain an accurate and up-to-date database of user registrations and activities, including information adequate to support reimbursement requests for nonresident borrowing.

3. Youth Services and Programming

- a. Conducts regular community needs assessments to identify youth and adult programming needs, in order to create tailored services and programs to address identified needs.
- b. Plans, implements and evaluates library programs and services which fulfill the diverse educational, recreational and personal needs of local youth and adults.
- c. Instructs youth and caregivers in information gathering, research skills and digital literacy skills.
- d. Develops and maintains effective relationships with schools, community groups, agencies and non-profits that target youth in order to plan and deliver programs and services that meet local youth needs and interests.
- e. As opportunities arise, educate the public about the value of public libraries and the profession. Creatively promote library services and the profession.

4. Service and Service Promotion

- a. Develop and execute an array of service programs to address the various needs of the users and to make the library more accessible to all.
- b. Provide friendly and efficient direct assistance to users checking out materials, requesting directional or community information or seeking materials or information on specific topics.
- c. Prepare news releases and submissions to the media to announce new or special services and events that spotlight the library.
- d. Maintain a social media presence to inform users of upcoming events and to promote the library to the community.
- e. Oversee the development of the library website to ensure current information is available.
- f. Assist and guide local volunteer groups (e.g., Friends of the Library) who wish to help with library promotion, fundraising and enhancement of services.
- g. Prepare grant applications, when grant opportunities are offered, in order to supplement local funding of library operations and development.
- h. Maintain records showing all programs offered and number of attendees at each program.
- i. Continually investigate the value, costs and logistics of adding library services, new media and new technologies in order to keep the library current and proactive in its service provision to the public
- j. Conduct ongoing evaluations of existing library programs, services, policies and procedures and submit recommendations for improvement to the library board.

5. Facilities Management

- a. Oversee care and maintenance of the library building and grounds.
- b. Regularly review building needs and advise the board in its planning for future expansion or development.

- c. Assess the adequacy of existing facilities in regard to the provision of automated services.

Essential Skills and Knowledge

- Excellent interpersonal skills
- Ability to effectively communicate ideas and information in both verbal and written form
- Ability to work with governing board, community groups elected officials and make presentations to them
- Knowledge of public library philosophy, principles procedures which will allow effective recommendations to the board and sound decision making when faced with a wide range of circumstances
- Ability to supervise staff and volunteers and delegate responsibility in an effective manner
- Ability to read and comprehend print information, including technical, statistical and financial information
- Ability to locate and retrieve library materials in a variety of formats throughout the building, as well as from remote locations through networks including the internet
- Ability to assist patrons with location and retrieval of materials or information by title, subject and interest of library patrons
- Knowledge and ability to perform basic computer operations and trouble shoot problems and to manage an automated circulation system and access external data bases
- Ability to understand and implement instructions and directions
- Ability to establish and maintain proper priorities and meet deadlines
- Ability to work within a confidential environment
- Ability to produce and maintain accurate files and reports
- Ability to use and manage office equipment including a telephone system, fax machine, copier and security systems
- Ability to lift up to 40 pounds on a frequent basis (e.g., to retrieve books from outside book drop box, unload crates of interlibrary loan materials, accept delivery shipments of new library materials and supplies, pack and store materials for book sales, shovel snow and assist patrons with building evacuation in an emergency)
- Knowledge and ability to type, sort and file
- Ability to work hours and assignments as required by the library board

Required Education and Certification as per state statute

- 54 credits from an accredited college or university or a bachelor's degree
- The completion of 4 state required library courses to be completed prior to or in the first four years of employment
- 100 hours of continuing education every five years including at least 10 hours of technology continuing education