

## **Calhoun Memorial Library Director: Job Description Chetek, Wisconsin**

The Calhoun Memorial Library Board of Trustees shall select, appoint, and when necessary for valid reasons, dismiss the director of the library. The Library Board will select a candidate for the position of director who is eligible to become temporarily certified as a public librarian at the correct grade level for the size of the community within three months of employment.

### **Job Summary:**

The person so appointed shall be charged with the sole administration of the overall program of library services offered to the community in accordance with the policies established by the Library Board. 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: (A) assisting with long-range planning and policy development, and managing all the library resources, including human resources; (B) organizing the acquisitions, access, storage, and control of collections; (C) designing and implementing services and programs for users of all ages; (D) overseeing the maintenance and safety of the physical building. The director supervises all assistants, substitutes, and volunteers who work in the library.

### **Library Director job duties may include:**

#### **Administrative Services:**

- Serving as the library's executive officer
- Serving as the technical advisor to the library and city boards
- Working up to 40 hours a week; will include occasional evening and weekend hours
- Implementing policies and goals of the library as established by the library board
- Receiving and expending library funds within established guidelines
- Maintaining financial records in an efficient and accurate, up-to-date manner
- Maintaining a working understanding of current and developing technologies as they relate to public library operations and services
- Preparing the library board meeting agendas and necessary reports in cooperation with the library board president, and notifying board members of scheduled meetings
- Presenting a monthly written report to the city council and being present at city council meetings as necessary
- Ability to interpret statistical data, analyze information, evaluate programs and prepare clear and concise reports and recommendations
- If it becomes necessary, preparing and participating in the presentation of an adopted library budget to local officials
- Preparing the state annual report for review by the Library Board
- Training, supervising, and evaluating work performance for yearly review and maintaining high standards of library service

- Planning and conducting staff meetings for training and interpreting board policy
- Attending in-service training and workshops
- Establishing and maintaining effective working relationships with library trustees and staff, volunteer groups, city, county, and state officials, the general public and community groups
- Handling patron complaints in a professional manner
- Informing and advising the Library Board as to local, regional, state and national developments in the library field
- Working to maintain communication with other county and area libraries
- Representing the library at the IFLS Library System (IFLS) and Barron County level
- Performing other duties as required by the Library Board
- Implementing and administering Barron County Library Service policies and plans

**Collection Management:**

- Familiarity with an automated circulation system and/or a shared automation system
- Overseeing the library's ongoing collection development plan and supervising the selection, purchase, processing, and withdrawal of library materials in accordance with that plan
- Selecting or directing the selection of materials for all media and all age groups, based on the library's approved collection development policy
- Classifying library materials according to accepted standards.
- Adding and deleting materials from WISCAT to keep an accurate record of holdings
- Processing materials to provide appeal, protection, and control
- Developing and maintaining a regular library materials weeding schedule
- Periodically reviewing the collection development policy and making recommendations to the library board for revisions
- Overseeing the shelving and organization of materials
- Preparing and distributing overdue notices to users with overdue and lost or damaged materials
- Maintaining an accurate and up-to-date database of user registrations and activities, including information adequate to support reimbursement requests for nonresident borrowing
- Organizing storage room of books, magazines, videos, audios and supplies
- Performing other duties as required by the Library Board

**Service and Service Promotion:**

- Guiding and directing the growth and development of the library

- Developing and executing an array of service programs to address the various needs of users and making the library more accessible to all. These might include: preparation and dissemination of bibliographies of popular topics and genre collections, tours of the library for school, daycare, care center and homeschooling groups; inclusion of interesting displays of an educational, historical, or cultural nature; presentations to local organizations or groups on the benefits offered by the library; provision of storytime
- sessions for small children, teen and adult book discussion sessions; support of a summer reading program; acquisition of special materials and provision of accommodations; to encourage use of the library by individuals with special needs
- Providing friendly and efficient direct assistance to users checking out materials, requesting directional or community information, or seeking materials or information on specific topics
- Preparing news releases and submissions to the media to announce new or special services and events that spotlight the library
- Assisting and guiding local volunteer groups who wish to help with library promotion, fundraising, and enhancement of services
- Preparing grant applications, when grant opportunities are offered, in order to supplement local funding of library operations and development
- Maintaining records showing all programs offered and number of attendees at each program
- Continually investigating 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
- Conducting ongoing evaluations of existing library programs, services, policies, and procedures, and submit recommendations for improvements to the library board
- Performing other duties as required by the Library Board

**Facilities Management:**

- Overseeing care and maintenance of the library building and grounds, including the flower pots, gardens, and landscaping
- Overseeing the work of custodial staff
- Regularly reviewing building needs and advising the board in its planning for future expansion or development
- Assessing the adequacy of existing facilities in regard to the provision of automated services
- Performing other duties as required by the Library Board

**Essential Functions and Knowledge:**

- Excellent interpersonal skills
- Ability to effectively communicate ideas and information in both verbal and written form
- Ability to work with governing boards, community groups and elected officials, and make presentations to them
- Knowledge of public library philosophy, principles, and procedures which will allow effective recommendations to the board and sound decision making when faced with a wide range of circumstances
- Ability to supervise and manage 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 troubleshoot problems, and to manage an automated circulation system and access external databases
- 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 fire and security systems
- Ability to lift up to 40 pounds on a frequent basis (e.g. to retrieve books from an outside drop box, unload bins of interlibrary loan materials, accept delivery shipments of new library materials and supplies, pack and store materials for book sales, shovel snow, weed and trim landscaping, and assist patrons with building evacuation in case of an emergency)
- Knowledge and ability to type, sort and file
- Ability to work hours and assignments as required by the Library Board

**Essential Training and Experience:**

- Bachelor's degree from an accredited college or university; OR 54 semester credits, ½ in Liberal Arts from an accredited college, university or technical college
- Basic public library administration course required within one year of employment, level three certification.
- Highly motivated and customer service oriented
- Additional library courses and continuing education required to maintain

- certification
- Library experience preferred
- Basic computer and internet experience required

**Employment requisites for obtaining and holding employment:**

COURTEOUS, FRIENDLY AND EFFICIENT SERVICE TO THE PUBLIC IS THE MAIN GOAL OF THE CALHOUN MEMORIAL LIBRARY.

- Friendly, courteous and professional behavior toward fellow employees
- Pride and professional care in personal appearance and actions
- Cooperative relations with other staff members
- Promptness and efficiency in performing assigned duties
- Maintenance of confidentiality between the library and patrons
- Honesty and fairness in dealings with the public and staff
- Avoidance of any possibility of personal gain at the expense of this institution
- Honest management of library funds

**Work Schedule:**

- The Library Board shall forward any recommendations for change to the City Council

Adopted June 7, 2022