

Library Director Job Description



Revised by the Argyle Public Library Board of Trustees

February 20th 2023

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

GENERAL PURPOSE: 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 mission and services.

SUPERVISION EXERCISED: The library director is responsible for the recruitment, hiring, supervision, evaluation, and termination (if necessary) of all library staff in conformity with library policy and state and federal laws.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duty does not exclude them from the position if the work is similar, related, or a logical assignment for the position.

A. Working with the Library Board

1. Provide administrative support to the Board
2. Assist the Board President in preparing agendas for monthly and special meetings
3. Posting agendas as necessary
4. Compile and distribute background materials for item agendas in advance of meetings

5. Assist and encourage continuing education of Board members
6. Keep the Board informed about new programs and services to be considered
7. Provide orientation to new board members
8. Develop a draft version of the annual budget to be reviewed and approved by the Board
9. Present the approved annual budget to the City for their approval
10. Keep the Board informed of the budget approval progress and any issues that may arise
11. Assist the Board in developing and updating policies. Act as a technical advisor.
12. Bring issues facing the library to the Board with potential recommendations or solutions for solving them
13. Conduct ongoing evaluation of existing programs, services, policies, and procedures and submit recommendations for improvement to the Board
14. Inform the Library Board of any changes on the system level that may affect operations or the library or infringe on the Library Board's right to local control.
15. Seek approval from the library board prior to any votes on the system level that influence the library's budget
16. Ability to understand and interpret Chapter 43 of the Wisconsin State Statutes

B. Public Service Activities

1. Operate library with a philosophy of service which puts the needs of patrons first. Respond to patrons' needs in a positive, helpful, friendly, and creative manner.
2. Develop and oversee a variety of service programs designed to meet the needs of a diverse public.

3. Ensure that a wide variety of materials is available to patrons of all ages and provide reference and information services, public programming, and access to electronic information
4. Ensure that all library services are designed to be accessible to everyone in the community, including those with disabilities
5. Maintain records showing all programs offered and the number of attendees at each program
6. Investigate value, cost, and logistics of adding new services, media, and technologies
7. Assist patrons in reader's advisory and reference services
8. Participate in circulation services, including checking items in and out, receiving and recording fees, assisting patrons with library card applications, answering phones, and assisting patrons with technology

C. Collection Management

1. Select or direct selection of materials based upon a collection management policy which has been approved by the Board.
2. Review the collection management policy regularly to ensure it is consistent and up-to-date
3. Oversee the acquisition, cataloging, and processing of new materials
4. Oversee the circulation of materials with others libraries in the system and in the state through interlibrary loan
5. Oversee maintenance of the library's item records within the shared integrated library system
6. Maintain a regular weeding schedule
7. Oversee shelving and organization of materials
8. Requisition supplies and select materials for purchase
9. Report circulation and usage statistics to the Library Board monthly
10. Report circulation and usage statistics to the Wisconsin Department of Public Instruction annually

D. Staff Supervision

1. Hire employees and enforce personnel policies
2. Evaluate all employees annually, keeping a record in each employee's personnel file
3. Discipline employees as necessary, keeping any records in each employee's personnel file
4. Conduct staff meetings as needed
5. Develop a training schedule for all new staff
6. Facilitate continuing education opportunities for all staff
7. Recommend improvements in staffing, organization, position descriptions, and wages to the Board
8. Maintain a safe working environment for all staff
9. Maintain open communication with staff
10. Maintain confidential personnel records
11. Monitor, approve, and submit payroll hours biweekly to the City Clerk / City Treasurer
12. Maintain a positive work environment showing respect for all staff and City employees

E. Develop Budget, Manage Finances, and Maintain Records

1. Develop first draft of the annual budget and present it to the Library Board for approval with respect to the City's budget timeframe
2. Present the Board-approved budget to the City
3. Negotiate any potential decreases to the budget with City representatives while keeping the Library Board informed of progress
4. Submit bills to the City Clerk for payment on a monthly basis
5. Manage and expend funds within established guidelines and accurately maintain financial records.

6. Provide monthly financial reports to the Library Board
7. Account for donations and memorials; thank donors on behalf of the Library Board
8. Report financial information annually to the Wisconsin Department of Public Instruction
9. Prepare grant applications and administer those awarded
10. Work with Southwest Library staff to ensure annual circulation reimbursement from Lafayette and neighboring counties.

F. Develop and Review Policies and Procedures

1. Ensure policies and their implementation are provided in a consistent and fair manner
2. Develop new policies or update current policies as needed and present to the Library Board for their approval
3. Develop procedures based on Board-approved policies
4. Enforce library rules to protect library property and maintain patron and staff safety

G. Plan for the Future

1. Work with the Library Board to implement and evaluate the current Strategic Plan
2. With appropriate input from the Library Board and community stakeholders, draft future strategic plans as needed.
3. Be familiar with and regularly evaluate the library's progress towards the Wisconsin Public Library Standards, issued by the Wisconsin Department of Public Instruction's Division for Libraries and Technology
4. Research and obtain new technology and equipment to best serve staff and patrons
5. Anticipate funding needed to achieve goals.

H. Advocate for and Promote the Library

1. Plan and direct a public relations program promoting special events and new services at the library
2. Assist and guide volunteer groups (e.g., Friends of the Library) wishing to help with promotions, programming, fundraising, etc.
3. Represent the library at the system level and actively participate in professional library organizations.
4. Attend monthly City Council meetings and report on library activities periodically
5. Promote interlibrary cooperation between the library and school district
6. Make presentations on library services to local civic groups
7. With Board approval, represent the library on community boards and committees

I. Manage the Library Facility

1. Oversee the care and maintenance of the library facility and grounds
2. Keep the facility clean and clutter free
3. Ensure that the building and grounds are safe for patrons at all times
4. Communicate with village about infrastructure issues within the facility

WORKING CONDITIONS

A. Educational Requirements and Experience

1. A bachelor's degree from a college or university
2. Grade 3 Wisconsin Public Library Certification (or ability to obtain)
3. Maintain required certification through necessary coursework and/or qualifying continuing education

4. Proficiency in use of automated databases, word processing functions, the Internet, and devices that can access the Internet
5. Strong written and oral communication skills
6. Current driver's license and reliable transportation required

B. Physical Demands

1. Ability to bend / twist / reach / grab
2. Finger work: keyboarding, writing, filing, sorting, shelving, and processing
3. Handling: processing picking up, and shelving materials
4. Lifting and carrying: up to 50 pounds
5. Pushing and pulling objects weighing up to 400 pounds on wheels
6. Sitting, standing, walking, climbing, stooping, kneeling, and crouching
7. Talking and hearing; use of telephone

C. Environment / Working Conditions

1. Majority of work is indoors
2. Some work may be performed outdoors, exposed to the elements
3. Flexible working hours; some evening and/or weekend hours may be required for meetings or other special events
4. In an effort to provide for continuity of local government and to cope with an emergency, you may be required to work during a proclaimed state of emergency, consistent with Wisconsin §323.14 and local ordinances. Some of this work may be outside the scope or regular duties.

D. Equipment / Software Used

1. Adobe Acrobat / Photoshop

2. Audio-visual equipment
3. Calculator
4. Camera
5. Canva
6. Copy machine/printer/scanner
7. Computer (windows-based)
8. Google Suite
9. Integrated library system
10. Laminator
11. Microsoft Office Suite
12. Social Media
13. Tablets and other mobile devices
14. Telephone