

## **Library Director**

**General Description:** An individual appointed by the Library Board of Trustees who directs the day-to-day functions of Putnam District Library and promotes services to all potential users. This individual has full responsibility for administration of the Library within the framework of the Library's plan, policies, and budget. The Library Director reports directly to the President of the Library Board of Trustees.

### **Qualifications:**

- High school diploma required. Bachelor's degree preferred.
- Reads widely and objectively.
- Has knowledge of community and current events.
- Possesses traits of organization, leadership, and imagination.
- Is willing to change and adapt as necessary.
- Is progressive in attitude and actions.
- Has the ability to handle problems in difficult situations.
- Is familiar with the budget process.
- Has ability to research and apply for appropriate grants.
- Has the ability to train and supervise staff.
- Has the ability to communicate effectively with staff and public.
- Has the ability to perform in a professional, cordial manner in order to foster favorable community relations.
- Willing to go the extra mile to give excellent customer service.
- Familiar with computers, current technology, and office equipment.

### **General Duties:**

- Acts as a resource to the public by providing front desk customer service, assisting with public access computers, providing readers' advisory and reference information, and seeks to meet the ever-changing needs of Library users.
- Represents Putnam District Library in the community.
- Demonstrates proficiency in all front desk tasks.
- Collects, processes, and maintains statistical information for general information and funding sources.
- Keeps monthly statistics to be used in state aid and completes annual state aid filing form.
- Purchases office, building, programming, and other Library supplies.
- Applies for appropriate grants.
- Maintains ongoing communication with Director of Woodlands Library Cooperative and shares information with Board and staff as appropriate.
- Establishes short and long-range goals for Putnam District Library with input from the staff, community, and Library Board.
- Performs any tasks as necessary and/or directed by the President of the Library Board of Trustees.

### **Collection Development Duties:**

- Selects and procures materials for the Library's collection.

- Manages donations to the Library.
- Keeps collection current and in good condition.
- Supervises cataloging, classifying, and processing of Library materials.
- Oversees staff assignments regarding interlibrary loan (MeLCat).

#### Account Maintenance:

- Supervises circulation procedures and records.
- Makes final decisions on delinquent accounts.
- Maintains list and records of deleted patrons and amounts owed.

#### Technology

- Oversees circulation system, networks, and computer updates.
- Works with consultants and vendors on contracts and services needed.
- Works to be sure the library stays up to date on technology trends, services, and security measures.

#### Community Relations and Programming:

- Informs public of Library policies and changes in policies.
- Works with Assistant Director, staff, and volunteers to provide children/community programs.
- Directs and helps conduct programs for teens and adults.
- On a consistent basis establishes a publicity program utilizing newspaper, brochures, special displays, talks, online, and other promotional techniques.
- Assists community educational groups and organizations in programs and projects.
- Participates in community organizations and activities as appropriate.
- Represents the Library on the Friends of Putnam District Library board.
- Maximizes use of volunteers as appropriate.

#### Building & Grounds Duties:

- Oversees evaluation of Library premises and takes necessary action to ensure safety, efficiency, and usefulness of the building.
- Ensures the Library is functional and inviting for patron use.
- Supervises maintenance of a clean and safe environment.
- Directs staff and volunteers in general cleaning duties.
- Maintains inventory of cleaning/maintenance supplies and assists in purchasing.
- Acts as liaison to the library board's Building & Grounds committee and with the Village of Nashville's Department of Public Works.

#### Board Relations:

- Involves Library Board in analyzing community needs and works with Board to set Library goals.
- Informs Library Board of pending legislation and/or issues that could affect Library funding.
- Informs Library Board of significant trustee materials, including meetings.

- Makes recommendations for Board action.
- Executes Board decisions in a timely manner.
- Assists in the annual budget process and in monitoring the budget on a regular basis. Makes recommendations for adequate funding.
- Submits an annual report, May 1, to the Township and Village Boards via the Library Board.
- Provides the Board with a monthly update regarding Library use and issues.
- Assists Board Treasurer by:
  - Providing employee records for payroll;
  - Keeping record of accounts receivable and accounts payable;
  - Maintaining petty cash fund; and
  - Verifies monthly financial statement.
  - Working with auditor during annual audit process.

#### Staff Relations:

- Supervises and trains staff, including special assignments and scheduling.
- Employs and discharges staff with approval of the Library Board.
- Capitalizes on skills and initiative of all staff members.
- Involves staff in programming by utilizing individual strengths.
- Models excellent customer service and encourages a team atmosphere.
- Reviews operations manual and makes recommendations to the Board regarding changes and updates.

#### Training:

- Obtains and maintains certification as required by the Library of Michigan.
- Facilitates ongoing staff training and incoming Board of Trustee orientation.
- Attends professional development workshops/conferences when appropriate, as determined by the Library Board.

#### Meetings:

- Attends monthly Library board and special board meetings.
- Conducts staff meetings.
- Attends other Library-related meetings (EX: County and cooperative meetings).

#### Evaluation:

- The Library Board will provide an annual written evaluation, after reviewing the Director's annual goals and accomplishments. This process will also involve creating and agreeing on goals for the upcoming year.