



Whitingham Free Public Library
P.O. Box 500
Jacksonville, VT 05342

Library Director Job Description

Summary: The Library Director provides leadership and serves as the library's primary public representative. The library director is expected to positively represent the library within the community, develop programs, develop/manage collections, provide budgeting information, and manage staff, volunteers, library facilities and daily operations.

Responsibilities:

Collection Development:

1. Develop and maintain library's collection by selecting and ordering books, other media and realia (i.e.: snow shoes, puzzles) in response to community's needs following WFPL's Collection Development Policy.
2. Prepare and Process books and other media for library circulation.

Daily Operations:

1. Oversee the general circulation and daily operations of the library.
2. Assist patrons in accessing print materials, equipment and technologies, inter-library loan, and all other library resources by answering questions, offering basic technical assistance, troubleshooting computer problems, assisting in navigating the Internet, and referring patrons to outside resources and collections when appropriate.
3. Maintain good public relations by assisting patrons in the use of library resources, serving as a liaison between patrons and the Board of Trustees and the Whitingham Select-board, partner with local organizations and promoting the Library in general.
4. Overseeing the general appearance, cleaning and sanitation of all areas of the library.
5. Plan and maintain an efficient use of space for display, storage, and retrieval of library materials.

6. Provide regular maintenance of the automated catalog system, staff and public access computers and other equipment as necessary.
7. Update and replace equipment when necessary.

Programming & Events:

1. Initiate, implement and promote library programs and services, such as summer reading programs, book discussions, community events, etc.
2. Work with Twin Valley and Halifax Schools, Pettee Memorial Library and other area libraries and local organizations to share resources and to expand the availability of services.

Board of Trustees:

1. Work with Board Chair to prepare and post monthly agenda
2. Attend monthly Board of Trustees meetings.
3. Recommend needed policies to the Board of Trustees.
4. Regularly provide the Board of Trustees with monthly staff and event calendars, current budget updates, and circulation statistics for both the current and preceding years.
5. Oversee and maintain the library's needs in order to advise the board in its planning for future development.
6. Implement library policies and the strategic plan approved by the Board of Trustees.
7. Work with Board of Trustees to prepare the Annual Appeal and other fundraising efforts.
8. Oversee Annual Appeal Process:
 - a. acquire Whitingham & Halifax Grand List and prepare them for mail merge labels
 - b. oversee folding and stuffing and mailing appeal
9. Prepare and submit the annual town report to the Board of Trustees for approval and forward to the towns of Whitingham and Halifax by the required deadline.
10. Prepare and submit annual budget to Board of Trustees for approval and forward to the Town of Whitingham by the required deadline.
11. Prepare petitions for town warnings and collect necessary signatures required for submission to the Towns of Whitingham and Halifax by the required deadline.

12. Provide new Trustees with Trustee Packets to include: Training Manual, Law of Public Libraries, WFPL By-laws, WFPL Policies, and other Trustee resources.
13. Schedule annual Trustee trainings with VTLib
14. Assist Board of Trustees with Strategic Planning.

Accounts Payable, Receivable & Payroll:

1. Prepare accounts payable invoices and payroll time sheets for library personnel and submit to the town book keeper. (every other week)
2. Process, track and prepare donations, fundraising and grant monies for deposit to Town Treasurer.
3. Work with Town book keeper and Town Treasurer for timely payment of all bills, tracking grant expenditures, and tracking the annual budget.

Marketing & Promotion:

1. Create monthly e-newsletter.
2. Maintain and update library website pages monthly or as needed.
3. Maintain and update library's social media accounts - Facebook / Front Porch Forum.
4. Update Google presence as needed.
5. Write and submit press releases to area newspapers.

Statistics:

1. Track and record circulation, wifi, program, patron and other statistics as needed for annual reports, grants etc.

Professional Development:

1. Attend courses and workshops offered or approved by the Vermont Department of Libraries. (Note: If the Director neither possesses an MLS degree nor is certified by the state of Vermont, the Director will attend courses and workshops in order to obtain certification within five years.)

Staff & Volunteers:

1. Hire and train staff and volunteers
2. Supervise staff and volunteers, delegating responsibilities as appropriate.
3. Track and manage staff hours, vacation, sick/personal leave and holidays as laid out in the Personnel Policy.
4. Oversee and manage staff professional development as needed.
5. Scheduled and facilitate regular staff meetings or as needed.

Pandemic & Other Emergency Needs:

1. Stay up to date with VTLIB information and resources.
2. Check-in with other area libraries and VTLIB consultants.
3. Provide up to date info to the public through email, social media and on the website.
4. Keep in contact with and update staff, Board of Trustee's, Town Clerk and Select-board regularly.
5. Delegate remote duties to staff when appropriate.
6. Check on library when it is safe to do so.
7. Pick-up and sort mail.
8. Check-in with regular patrons and at risk community members. Offer assistance when appropriate.
9. Offer pick-up and delivery services when applicable.
10. Provide virtual and digital resources and information.
11. Follow State and Federal guidelines and recommendations.
12. Perform any and all duties remotely as necessary.

Perform any other duties the Board of Trustees deems necessary for the efficient operation of the library.

Director's Job Description will be used a review tool for Trustee's annual Directors Evaluation.
Approved 9-3-20