

Gays Mills Public Library
Library Director Job Description

The Gays Mills Public Library employs one Library Director. The Director must have or obtain the statutorily required certification and fulfill all needed education requirements to keep the employee's certification up to date. The Director is responsible to the Library Board which oversees the employee's work as outlined in the Wisconsin Library Trustee Reference Manual. The duties and responsibilities of the Director are to:

Circulation and Acquisition

- Develop a quality collection that meets the needs of the public
- Understand and use the circulation software to generate reports on circulation and acquisition
- Send out notices to Library patrons for overdue materials
- Select and purchase all media
- Submit and track incoming and outgoing interlibrary loans
- Write articles for submission to the local paper regarding new acquisitions

Processing & Maintenance of Materials

- Add new items to on-line catalog and process new and donated materials when deemed appropriate to add to the collection
- Repair and recondition viable Library materials
- Maintain equipment owned by the Library and all equipment on loan to the Library
- Weed the collection as needed, and thoroughly once every five years

Financial Matters

- Keep accurate records of purchases made for the Library
- Voucher the bills for monthly payment
- Collect fines and fees owed to the Library
- Develop an annual budget and present the budget to the Library and municipal boards
- Maintain accurate financial records of Library operations
- Provide a report of budget status and expenditures at each Library board meeting
- Supply facts and figures to the Board to aid in interpreting the Library's financial needs
- Manage petty cash and make bank deposits as appropriate

Technology

- Train new computer and Internet users on use of the Library computers and software
- Develop a technology plan for the Library
- Keep current on software and hardware that is used by patrons at the Library

Programming

- Coordinate preschool, summer reading and other programs
- Assist with Library special events
- Submit announcements to the local paper on upcoming Library programs

Administrative Duties

- Act as administrative officer to the Library Board
- Train and supervise volunteers, staff, and substitutes
- Do short term planning for the library
- Assist the Board with formulating policies, goals, and objectives as they relate to Library needs
- Report on library operations to the Library Board including such areas as Library usage, collection development, and programming in addition to any other information
- Recommend needed policies to the Board and supply samples and sources of information
- Advise the Board on operational, facilities, and fiscal matters
- Carry out the policies as adopted by the Board
- Prepare and distribute agendas for Library Board meetings and post meeting notices
- Prepare and submit all needed Library reports to the Village government, Southwest Wisconsin Library System, Wisconsin Department of Public Instruction, and the Library Board by required due dates
- Attend all Board and committee meetings except those meetings or parts of meetings in which the Library Director's salary and tenure are discussed
- Negotiate contracts with vendors

Staff

- Hire, evaluate, and terminate staff
- Train staff and volunteers in Library procedures and policies
- Assure there is an effective and fair yearly evaluation of all staff
- Recommend wage increases to the Board

Physical Requirements

- Able to carry and shelve books as well as the occasional larger item
- Able to operate a keyboard at efficient speed
- Able to stand, walk, bend, reach and climb when required

Conduct

- Maintain patron confidentiality
- Foster and maintain positive public relations for the Library within the community
- Demonstrate a commitment to service excellence
- Interact with customers and staff in a courteous and professional manner
- Sustain the dignity of patrons of all ages by giving them correct, non-judgmental, and complete responses to their inquiries
- Demonstrate a commitment to lifelong learning
- Uphold the rights contained in the Freedom to Read and Freedom to View policies adopted by the Library Board
- Work independently, organize and prioritize work

Performance Evaluation of Library Director

- Performance evaluations of the Library Director are conducted by the Library Board which may consider information from volunteers, substitutes, trustees, and patrons.
- Performance reviews of the staff and Director are part of the permanent record of the employee in the Library's personnel records. Performance reviews will be considered when deciding wage increases, promotions, disciplinary action, and dismissal.
- Evaluations are conducted for all new Directors within their initial ninety days of employment. Thereafter, performance reviews are conducted annually to be completed by September 15th.

Training

On some occasions, job related courses may be required of an employee. The Library Board will pay for required classes upon proof of satisfactory completion of the course. Approval must be obtained before the course begins. The Director will maintain the required certification for employment.

Grievance

Employees having a grievance arising out of their employment by the Library shall have the right to appeal to the Library Board.

Adopted by the Library Board 2/20/01.

Revised and adopted by the Library Board on 10/15/2008.

Revised and adopted by the Library Board on 12/01/2017.