

## **General Summary**

The Schreiner Memorial Library Board seeks an energetic, experienced, community-minded, and well-organized individual to serve as the library director of the Schreiner Memorial Library and Potosi Branch Library. Lancaster (pop. 3,914) is the county seat of Grant County, located in the beautiful Driftless Area of Southwestern Wisconsin.

Schreiner Memorial Library serves more than 4,000 Lancaster residents, and combined with the Potosi Branch Library services a total population of over 11,000. The qualified library director candidate will plan, direct, and coordinate all library activities for both locations in accordance with the policies determined by the Board of Trustees. They will supervise a staff of 2 full-time and 8 part-time members, with total annual operating expenditures of more than \$450,000. The Schreiner Memorial Library building was originally constructed in 1902 with several recent remodels. The most recent renovation was completed in 2015 and resulted in a gorgeous 16,000+ square feet structure modeled after architect Frank Lloyd Wright's designs and was named the Wisconsin Library Association Library of the Year in 2016.

## **Responsibilities:**

### **1. LIBRARY OPERATIONS:**

- a. Recommend services, policies, and procedures to address the community's needs in both Lancaster and Potosi, while guided by the Library Board.
- b. Prepare and present a budget recommendation for review and approval by the Board of Trustees; present said budget to the City Administrator and City Council; administer approved budget and provide monthly reports to the Library Board.
- c. Prepare Library Board meeting agendas, necessary reports, and supporting materials in consultation with the Board President; post meetings in accordance with the State law.
- d. Hire, supervise, and conduct annual performance reviews of staff members. Participate in and encourage staff to participate in continuing education activities.
- e. Select or coordinate the selection of library materials within the budget and outside donations; coordinate weeding and development of the collection; oversee shelving and organization of library materials.
- f. Update and effectively implement the library's Strategic Plan. Document participation in the strategic plan during annual directorship evaluation. Propose annual goals in support of the plan.
- g. Prepare the annual report to the State and other reports as needed to inform the Library Board, City Council, and community of library usage and activity.
- h. Administer the Library's agreement with the Village of Potosi and the Lancaster City Council for the Potosi Branch Library. Serve as the Library's negotiator for changes and extensions to the agreement.
- i. Coordinate and collect fees from usage of the Community Room.
- j. Regularly review building needs, and advise the board for its planning for the future.
- k. Continually investigate the logistics, value, and cost of adding library services, new media, and new technologies in order to keep the library current and proactive in its service provision to the community.
- l. Prepare and oversee news releases and submissions to the media to announce new or special services and events that spotlight the library.

- m. Collaborate with other staff to create and update a positive online presence to inform the community of events as well as update the website.

## 2. LEADERSHIP:

- a. Attend and actively participate in City Department Head, City Council, Library Board, Library Foundation, and some County Board and SWLS Director's Council meetings as required.
- b. Administer contracts and agreements with SWLS as well as various maintenance contracts to janitorial, HVAC, and technology support providers such as security cameras and people counter.
- c. Write grant applications and administer successful grants.
- d. Supervise the maintenance and repair of the library building and adjacent gardens.
- e. Advocate for both Potosi and Lancaster libraries throughout the surrounding communities, and attend the annual State Library Legislative Day at the Capitol.
- f. Serve as an advisor to the Lancaster Public Library Foundation, and work collaboratively with it to identify funding sources and donors. Advise the foundation of library needs and plans.
- g. Maintain records showing all programs offered and the number of attendees at each.
- h. Guide and advise volunteer groups who wish to help with library promotion, fundraising, and enhancement of services.

## 3. CUSTOMER SERVICE:

- a. Provide friendly and direct service to patrons checking out or seeking materials, requesting directional information, or pursuing topic-specific information.
- b. Train staff and set expectations for service procedures.
- c. Maintain positive public relations locally and on a statewide level.
- d. Possess exceptional interpersonal skills.

## **Knowledge, Skills, and Abilities:**

1. Establish and maintain effective working relationships with community leaders, public officials, professional groups, subordinates, and the public.
2. Communicate ideas and information in both verbal and written form.
3. Work with governing boards, community groups, and elected officials, and make presentations to them.
4. Read and comprehend print information, including technical, statistical, and financial information.
5. Locate and retrieve library materials in a variety of formats throughout the building, as well as from remote locations through networks including the Internet.
6. Demonstrate thorough knowledge of and ability to perform computer operations and troubleshoot problems, to manage an automated circulation system, access external databases, and be able to create a library presence on social networking sites.
7. Communicate priorities to the board and staff and meet deadlines.
8. Work within a confidential environment as appropriate to achieve patron and staff privacy as laws require.
9. Curate and maintain accurate files and reports.

10. Use and manage office equipment including computers, telephone system, and copier.
11. Assist staff with jobs such as heavy lifting, acceptance of deliveries, pack and store materials for book sales, and assist patrons with emergency evacuation when necessary.
12. Work hours and projects as assigned by the Library Board of Trustees.
13. Identify and implement emerging technologies in a library setting.
14. Possess knowledge of principles, methods, and practices of public library administration.

**Experience and Education/Certification Requirements:**

1. Candidates must possess a bachelor's degree from an accredited college or university, including classes in library science. A master's degree in library science is preferred.
2. Possess or be able to obtain Grade 2 Wisconsin Public Librarian Certification within 2 years of hire date.
3. Three years of managerial and supervisory experience are preferred.
4. Experience in a public library is highly desirable.

**Reporting Relationships:**

Report to the Library Board of Trustees for general direction and review.

**Approval**

This job description has been approved by the Library Board of Trustees on the \_\_\_\_\_

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Daniel Glass, Board President