

Seeking qualified candidate for full-time Library Director at Alanson Area Public Library in Alanson, Michigan.

### **Job Description**

The Library Director is responsible for planning, organizing, directing, and coordinating all library functions, including carrying out library policy as determined by the Board of Directors. The Alanson Area Public Library is a Class 3 library located in northern Michigan, serving a rural population. The Library District consists of the Village of Alanson and Littlefield Township. Littlefield Township has approved a four year millage to support AAPL through November 2026. The Library also serves 5 outlying townships on a contractual basis, for a total service population of approximately 12,000. Annual budget of \$150,000.

Alanson is a cozy community situated on the Inland Waterway in beautiful Emmet County, MI. Alanson Public Schools, k-12 community school, is located within walking distance of our building. Find adventure nearby, with abundant woods and water. The perfect place for hiking, biking, fishing, hunting, foraging, boating, skiing and golfing. Accessible for traveling, conveniently located on US 31.

### **Job Requirements**

#### **Management:**

- Discharge the policies of the library and report to the Board, recommend needed policies, inform Board of library legislation at State and Federal level, assist with long-range planning, and provide technical assistance.
- Assume all administrative functions; oversee general operation of adult, young adult, genealogy and children's services.
- Maintain circulation system
- Compile statistics for program attendance and circulation
- Maintain local contracts
- Purchase equipment and supplies
- Respond to mail

- Accept, acknowledge, and track donations and gifts
- Create and arrange materials for displays
- Oversee building security and facility maintenance

**Supervisory:**

- Recruit, recommend, supervise and evaluate library staff
- Schedule staff and volunteers
- Arrange for training and staff development
- Expect and maintain a high quality of work and harmonious relations among staff, patrons, and Board
- Implement personnel policies
- Maintain payroll information

**Collection:**

- Facilitate collection development
- Evaluate and maintain library collections based on the AAPL Collection Development Policy
- Read reviews, select and purchase materials
- Catalog, create records, and process new materials
- Remove and withdraw materials as necessary, due to condition or lack of use

**Community:**

- Develop and maintain an active program of services and events
- Recommend and direct library programs
- Schedule library programs and outside group use of facility
- Evaluate changing community needs

**Communication:**

- Work with the Friends of the Library to raise funds to augment library services
- Promote the library

- Partner with Alanson Public Schools
- Represent the library and speak to local organizations
- Maintain an active program of public relations using local news media, newsletters, brochures, and the Internet

**Fiscal:**

- Maintain Library finances
- Work with the Board Treasurer to prepare the State Aid form
- Prepare bills, petty cash, and receipt reports
- Oversee grants

**Professional Development:**

- Maintain local, state, district and professional affiliations
- Prepare regular reports for the Board of Directors
- Attend library conferences, meetings, and workshops
- Read professional journals
- Make use of services and consultants of Superiorland Cooperative
- All other related work as required
- Maintain a professional appearance and demeanor

**Standards of Performance:**

Yearly evaluation by the Board of Directors

**Position Requirements:**

Candidate must possess at least a Level 3 Certificate from the Library of Michigan (or qualify to complete one); which entails holding at least a Bachelor's degree from an accredited college or university, and the completion of Beginning Workshop and New Director Workshop ([michigan.gov/libraryce](http://michigan.gov/libraryce)) within 1 year of appointment as director.

**Salary and Benefits:**

\$40,000-\$45,000/year, plus medical stipend, paid vacation, holidays, and sick days

Interested applicants may submit a letter of interest, current resume, and references to Sue Warner, AAPL Board Secretary, at [mooselodge98@aol.com](mailto:mooselodge98@aol.com) by Sunday, October 29, 2023.