



## Lincoln Township Public Library

## Job Description

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**Job Title:** Director  
**Reports to:** Library Board of Trustees (primary: President)  
**Supervises:** Administrative and Management Team  
**Pay Range:** \$70,000 - \$80,000  
**Status:** Exempt; full-time. Includes benefits package.

## Organization

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The Lincoln Township Public Library (LTPL) serves residents of Lincoln, Royalton, and Baroda townships and the Village of Stevensville in fulfilling our mission: to be the leading source of information and a focal point for our community, providing access to resources and programs that educate, entertain, and inspire.

The LTPL is a gateway to a world of information and knowledge with stimulating programs and events for children, teens and adults. Annually, patrons make nearly 125,000 visits to the library to access about 75,000 books and print materials, nearly 12,000 digital materials, over 150 magazine and newspaper subscriptions and almost unlimited resources made available online and through interlibrary loan. About 72% of residents in the LTPL service area have a library card. The LTPL is a cultural center serving the needs of the community with unique and ever-evolving programming ranging from the children's annual Teddy Bear picnics to teens' movie marathons to adults' job seeker workshops.

## Job Summary

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The Library Director serves as the Chief Executive Officer of the library and is responsible for the administration of all library functions subject to the policies, goals, and objectives of the Lincoln Township Public Library Board of Trustees.

## Duties & Responsibilities

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### **Board Relationship**

1. Responsible for the development and implementation of plans and policies for the operation and improvement of Library operations and ensures compliance.
2. Responsible for recommending policies and procedures according to law or the regulations of the Board.
3. Prepares the Library Board agenda with the Library Board President. Writes a monthly report of all Library activities for each regular Board meeting and is present for all regular Board meetings.
4. In cooperation with the Library Board Treasurer, develops an annual budget proposal for the Library for approval by the Library Board. Maintains the annual budget and manages the expenditures of Library funds according to the budget.

### **Planning and Organization**

1. Executes strategic plan. Coordinates annual strategic planning process. Makes recommendations for improvement.
2. Establishes and maintains appropriate operational and patron-focused metrics with the intent of maintaining excellence in operations.
3. Prepares the annual report for Lincoln Township Public Library to ensure continual support of state aid.

### **Personnel Management**

1. Directly oversees managers to ensure annual goals are established, biennial performance evaluations are executed, and annual reviews of team members are completed.
2. Conducts regular library-wide staff meetings and fosters excellent communication with the managers and staff.

### **Community Relations**

1. Attends the Township (Lincoln, Baroda, and Royalton) and Stevensville Village Board meetings of our service area and reports on value of the Library to area residents.
2. Represents the Library as a speaker before community, civic, and other groups regarding the objectives and activities of the Library.
3. Works closely with the Friends of the Library to ensure common goals.
4. Maintains productive relationships and partnerships with consortia, networks, and other area libraries.

## **Education and Experience**

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1. Master's Degree in Library Science from an American Library Association accredited institution.
2. A Level 1 permanent professional certificate from Library of Michigan or be eligible for certification prior to appointment.
3. At least three years' administrative experience in a public library, ideally at the director level.
4. Experience working in conjunction with a union within a library setting.
5. Residence in Lincoln, Baroda, or Royalton Township or the Village of Stevensville is preferred.
6. Excellent public speaking skills and ability to give cohesive, articulate presentations.
7. Demonstrated ability to evaluate and implement new information technology.
8. Experience in successful grant-writing and fundraising.
9. Knowledge of Michigan library law highly desired.

## **Environmental/Working Conditions**

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1. Work hours will vary and include evenings and weekends.
2. Interactions with the public may include the ability to facilitate conversations with members of the public and/or private representatives when interpreting and enforcing library policies and procedures.
3. Occasional travel required to attend meetings, workshops, conferences as needed.