

Library Director - Cobleigh Public Library, Lyndonville, VT

The Cobleigh Library is seeking a Library Director who is enthusiastic, professional, and knowledgeable. The position is full-time, 40 hours per week, and includes benefits. The Library Director oversees a staff of seven and reports to the Library Board of Trustees.

Salary: \$50,000 - \$55,000, depending on experience

Benefits: health insurance through the Town of Lyndon, dental insurance through VLCT, VT Municipal retirement, paid holidays, sick time, personal time, and vacation leave after 1 year.

About the Library

Founded in 1906, The Cobleigh Library is a municipal public library located in Lyndonville, VT, within the beautiful Northeast Kingdom region of Vermont. The library also serves as a public library for the neighboring towns of Burke, East Haven, Kirby, Newark, Sheffield, Sutton, and Wheelock, giving it a service area population of over 10,000. It operates with an annual budget of approx. \$340,000. The library has a bookmobile, which serves area daycares and schools including the Riverside School and the Kingdom East School District.

About the Town

Founded in 1780, Lyndon has an area of 39.8 square miles and has a population of 5,491 residents (2020 census). Located right off Interstate 91, Lyndon is the "Gateway to the Northeast Kingdom", providing visitors and residents with all the amenities needed from a hub community. Lyndon is a great place to live, work, and play.

Lyndon has some of Vermont's most gorgeous natural beauty and hosts mountain bike trails on the Kingdom Trails Network, Passumpsic River paddling trails, and downhill skiing and biking at Lyndon Outing Club. It also is home to Lyndon Institute, Vermont State University-Lyndon, and five historic covered bridges.

About the Position

The Library Director is the administrator of the Library, responsible for the daily operation and development of the Library collection and services. The Library Director creates and maintains a welcoming environment with a friendly and knowledgeable staff, and offers a variety of public services for all ages. Working in conjunction with the Board of Trustees, the Library Director continually assesses the community's needs and interests and strives to achieve the goals and objectives of the long range plan, evaluates the Library's performance and represents the Library to the community. The Director implements the policies and priorities adopted by the Board of Trustees.

RESPONSIBILITIES AND DUTIES

PUBLIC SERVICE

- Creates and maintains friendly, helpful services for all ages.
- Provides reader advisory and reference services and/or instruction of use of the Library resources including computer technology and the internet.

- Develops collection and programs in response to community needs.
- Encourages the use of inter-library loan and the internet for materials unavailable in the Library's collection.
- Develops new programs and informational services in cooperation with the Vermont Department of Libraries, local schools, businesses, human services, educational, recreational, and arts agencies.
- Fosters Library use by as many as possible and encourages community groups to use the building for meetings, classes, tutoring, etc.
- Administers outreach services.

PLANNING

- Develops a 5 year service plan (including technology plan) with the Board of Trustees and Planning Committee.
- Reviews and evaluates performance in fulfilling Library mission, and meeting goals and objectives annually.
- Implements activities to support goals and objectives.

COLLECTION DEVELOPMENT

- Creates a useful and interesting collection for use by all ages in ordering materials according to Library Materials Selection Policy.
- Weeds the collection periodically.
- Responds to community suggestions, analysis of circulation statistics, and use of computer resources in determining purchases.

BUDGET AND FINANCE

- Prepares and presents the preliminary Library budget to the Board of Trustees. Participates with the Board in final budget development and presentation to the Town Selectboard.
- Submits invoices for payment to the Town Treasurer and keeps monthly accounts of expenses and income.
- Applies for appropriate grants and programs offered by the Vermont Department of Libraries and other funding sources.
- Operates Library within the annual budget.

STAFF DEVELOPMENT

- Recruits, hires, and trains staff, and volunteers
- Holds regular staff meetings and encourages full participation in planning and implementing Library services.
- Evaluates staff performance at least annually.
- Provides in-house training in all areas of service (children's services, reference, circulation procedures, programming, and computer technology).
- Encourages continuing education in library services as offered by the Department of Libraries and other library education resources.
- Attends continuing education workshops, Vermont Library Association meetings and conferences and participates in statewide public library staff development opportunities.

PUBLIC RELATIONS

- Promotes use of Library by all residents in a variety of ways:
 - Publicizes Library developments and programs in local media (newspapers, radio, TV), newsletters (school bulletins, town reports), social media, Library website, and email. Distributes posters throughout the community.
 - Makes presentations to local groups (Rotary, Chamber of Commerce, Woman's Club, etc).
 - Participates in community events to publicize the Library (parades, festivals, etc).
 - Cooperates with local organizations, town, and state government as an information center, in person and using online platforms.

OTHER DUTIES AND RESPONSIBILITIES

- Attends monthly Board of Trustee meetings and submits reports which include financial, Library use, programs, Department of Libraries news and Vermont Library Association news, opportunities for Trustee continuing education. Prepares agenda in cooperation with chairperson and posts meetings in accordance with open meeting laws.
- Prepares technical advice to the Board of Trustees as requested.
- Prepares staff work schedule and monthly calendar of Library programs, meetings, and events.
- Supervises cataloging, circulation, overdue notification, and withdrawal record-keeping, reserve book lists, inter library loan, computer training and maintenance of equipment and automated catalog.
- Submits annual report to the Town and public library and standards report to Vermont Department of Libraries.
- Supervises building use and maintenance.
- Supervises Chamber information phone line service and response to requests for information.

8. SUPERVISION

- Supervises all staff and volunteers.
- Is hired and supervised by the Library Board of Trustees.

9. QUALIFICATIONS

- MLS and experience in library services preferred -or- BA and Vermont Department of Libraries Certification with experience in library services considered.
- Good administrative and organizational skills.
- Computer literacy and knowledge of online platforms.
- Background in literature and/or public service preferred.
- Experience with fiscal management and/or grant writing experience.
- Qualities consistent with the Library mission of providing equal access given preference.
- Must be willing to travel and participate in public library development and continuing education opportunities to pursue excellent library services for the community.

Requirements

A Bachelor's Degree is required, with at least three years library or equivalent experience. A Master of Library Science from an ALA accredited institution is preferred. Current MLS candidates are encouraged to apply. Any equivalent combination of education, training, and experience that provides similar knowledge, ability, and skills may be considered.

To Apply

Please send an email including a cover letter, resume, and three references to Bryn Hoffman, Library Director, bryn@cobleighlibrary.org EOE