

Fife Lake Public Library  
77 Lakecrest Lane, Fife Lake, MI 49633  
231.879.4101  
Tadl.org/flpl

**Employment Opportunity: Library Director**  
**Posting Date: November 20, 2023 - January 8, 2024**  
**Extended to February 9, 2024**

Position Title: Library Director  
Hours: 40 hours per week  
Salary and benefits: Salaried position, \$40,000 to \$50,000 commensurate with experience including 4% contribution to MERS annually, 80% Board contribution to BC/BS, 160 hours PTO (paid time off) annually and 6 Paid holidays

**Introduction**

The Fife Lake Public Library (FLPL) is a member of the Traverse Area District Library (TADL) and Northland Library Cooperative. Within the TADL district there are six public library facilities supported by the district millage. Three of these facilities (Fife Lake, Interlochen, Peninsula) are Member libraries that receive most of their support through a contractual agreement with the district. Although Member libraries have independent elected boards, hire their own library directors, and operate autonomously, they are full partners with TADL in that their collections are shared throughout the district, and they participate in the online public catalog as well as TADL provided public computing and wireless access systems.

**A general description of the Library Director Position**

The Director serves as administrator for the Fife Lake Public Library (FLPL) in accordance with policies, procedures, strategic plans, and budgetary constraints as set forth by the FLPL Board of Trustees and reports to the Board. The Director is responsible for performing the following duties either directly, or through delegation. Note: The FLPL is in the beginning phases of a building expansion project and the Director will work with the project steering committee.

**Library Director Duties**

**Library Operations:**

- Directs overall FLPL operations, including maintenance and repair of building and grounds.
- Assists the FLPL Board in the development and implementation of policies and procedures.

**Oversees all Staff and Volunteers:**

- Determines staffing requirements and hires the personnel necessary to meet those needs.

- Supervises the selection, training, and evaluation of FLPL staff, assigns duties, and conducts regular staff reviews. Administer wages and performance compensations for all staff.
- Manages the VISTA program – selects, trains, and supervises all VISTA staff for FLPL.

**Collection Development, Acquisition, Cataloging, Classifying and Processing:**

- Selects Library materials according to the FLPL Collections Policy.
- Oversees cataloging and processing of materials, keeping collection current and in good condition.

**Budget and Finance:**

- Prepares annual Library budget with the Board Treasurer and H&R Block and presents to the FLPL Board.
- Ensures that plans and operations are carried out within budgetary constraints.

**Programs, Special Events, Marketing and Publicity:**

- Oversees marketing and publicity of Library services, resources, and programs.
- Facilitates the continued development of community and school outreach programs.
- Maintains relationship and negotiates the contract with Forest Area Public Schools for the management of the two school libraries by FLPL staff and Americorps Vista workers.

**Monthly Board Meetings:**

- Attends monthly FLPL Board of Trustees meetings, provides a monthly Director's report of library activities, and completes tasks assigned by the Board.
- Attends TADL Board meetings and library-related workshops and conferences, as appropriate.
- Attends monthly Friends of the Library Board meetings and presents the Director's Report.
- Collaborates with Friends Board and members.

**Professional/Personal Responsibilities:**

- Continues professional education and stays aware of current trends and new professional techniques.
- Collaborates with other library directors, agencies, and community groups in the delivery of library services.
- Presents and promotes a professional atmosphere in the library and community.

**Preferred Credentials for Position**

- Bachelor's Degree or higher from an accredited college or university.
- Minimum of Level 4 Certification from the Library of Michigan or agreement to obtain this certification.
- Experience in professional library management and/or administration.
- Knowledge of budgeting, public library finance, and applicable federal and state law.
- Possess excellent communication skills and competency in office related computer software.

**To apply:**

Please submit a letter of interest, application from our website, and resume to: Search Committee, Fife Lake Public Library, 77 Lakecrest Lane, Fife Lake, MI 49633, or to [flpl-director-search@tadl.org](mailto:flpl-director-search@tadl.org)