



**TOWN OF THORNTON**  
**PUBLIC/SCHOOL LIBRARY DIRECTOR**  
**REPORTS TO: BOARD OF TRUSTEES**

Send applications to:  
**trusteesthorntonpubliclibrary@gmail.com**

**LIBRARY MISSION STATEMENT: To enrich lives, build and support community, and inspire professional and personal success by bringing people, information, and ideas together.**

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**EXEMPT/NON-EXEMPT: EXEMPT**

**POSITION SUMMARY:** Thornton Public Library is a unique entity in that it is both the Town's Public Library and serves as the library for the Thornton Central School (grades K-8). The Library Director is responsible for managing all aspects of the mission of the Thornton Public Library as well as delivering library services to the students of Thornton Central School. The Director manages the operation of the library according to policy established by the Board of Trustees [hereinafter Board]. The Director attends all meetings of the Board, reports to the Board regularly, and oversees library staff.

**LIBRARY SERVICES**

The regular assessment and development of library services is important to fulfilling the mission of being a public and school library for the Town of Thornton.

- A. Implements acquisitions and expenditures as defined by established policy, annual budget, and goals.
- B. Complete and accurate record keeping of library collection via automated library software.
- C. Provides reference and technology assistance to patrons.

**FINANCIAL OPERATIONS**

Overseeing the sound financial operation of the library is vital and encompasses not only financial transactions but also grant acquisitions and fundraising activities.

- A. Financial Accounting responsibilities, in coordination with the Board Treasurer, including entering transactions in Quicken and preparing monthly reports.
- B. Annual Budget
  - 1) Assists the Board in the preparation of the annual budget.
  - 2) Monitors expenditures of library funds to stay within the approved budget.
- C. Grant and Fundraising Opportunities
  - 1) Identifies, pursues and writes grants and grant reports, consulting when necessary with other sources.
  - 2) Provide support and assistance to Friends of Library in their fundraising.

**PUBLIC RELATIONS**

The Library Director is the interface between the Library and the community. Identifies and pursues public relations opportunities that engender good will toward and promotion of the Library.

- A. Evaluates the effectiveness of library services in relation to the needs of the community.

- 1) Develops and recommends changes and improvements in services.
- 2) Plans and implements regular programs for adults and children
- 3) Plans and implements the Summer Reading Program.

B. Works with Friends of the Library in all of their endeavors.

### **SCHOOL PROGRAMMING**

The Town of Thornton Library is unique in that it is located on school property and operates as both the official school library as well as being the Town's public library.

- A. Maintains a functional school library program for the school presenting reading and library skills programs.
- B. Keeps current on all types of educational materials in electronic as well as print media, and remains up-to-date on trends and practices regarding their use.

### **MANAGEMENT**

The Library Director is the immediate supervisor of all library personnel and volunteers, as well as overseeing the day-to-day operations of the library.

- A. Supervises all library staff including annual evaluations, assignments, and training.
- B. Oversees all aspects of the physical plant, grounds and equipment.
- C. Assists Board in defining and implementing short-term (1 year) and long-term (2-5 year) goals.
- D. Collection and analysis of library usage statistics as required by NH State Library. Also an important part of the Annual Report for the Town of Thornton.
- E. Coordinate closing of library when necessitated in consultation with Trustees

### **PROFESSIONAL DEVELOPMENT**

It is important to stay aware of new trends in library management and technology, legal issues facing libraries, and new ideas for programming.

- A. Keeps informed of developments in the library profession through membership in professional organizations, such as NHLA, NELA, NHSLMA, and Assoc. for Rural & Small Libraries
- B. Keeps informed of changes in technology and maintains current knowledge of computer use and application.

### **COGNITIVE, SENSORY, PHYSICAL REQUIREMENTS**

Cognitive and sensory requirements include talking (necessary for communicating with others), hearing (necessary for communication and receiving information) and sight (necessary to perform majority requirements of position). These requirements are also necessary in ensuring the safety of patrons and staff while in the library.

Physically the Library Director is involved in handling the collection, which is stored on high and low shelves as well as handling deliveries that can be up to 50 pounds. Occupational exposure can be to cleaning agents, copy machine toner, adhesives, or other elements necessary for repairs.

The Library Director works indoors, but on occasion, may be required to make sure the access to areas of the library are clear and accessible to patrons. Mobility to get to all areas in the building, including storage areas outside, is necessary.

## **EDUCATIONAL/PROFESSIONAL REQUIREMENTS**

- A. Bachelor's degree or equivalent library experience.
- B. Experience and comprehensive knowledge of library services, principles, practices, and procedures.
- C. Demonstrated skills in effective oral and written communications, staff supervision, and organizational management and administration.
- D. Understanding of basic accounting principles.
- E. Must have excellent computer skills including knowledge of the Microsoft Office and Google Docs suite of programs and associated collaborative online programs, as well as operational knowledge of office machines, A/V equipment, etc.