**Fruitport Library Director Responsibilities and Duties**

1. MEMBERSHIPS

Patron Membership:

Use of a computer program to register new patrons and provide Fruitport Library cards.

Other Memberships:

The Director will recommend all other memberships based on the needs of the library patrons.

1. MEETINGS

The Library Director shall attend official meetings the Fruitport Library Board on a monthly basis. Minutes from the meetings shall be presented to Fruitport Village and Township to be posted on their websites if available. Meetings will be open to the general public.

1. RESPONSIBILITIES

The Director provides professional counsel to the Board and has sole responsibility for the administration of the Library within the framework of policies adopted by the Board.  The Director recommends policies for Board action as occasion demands.

The Director shall be responsible for the selection and purchase of all books and other materials as set forth in the policy statement on Selection of Books and Other Materials.

The Director will work with the Board to make staff recommendations and participate in the staff training. The Director acts as representative of the Staff in matters pertaining to salaries, working conditions or other areas concerned with the welfare of the Staff.  The Director is the spokesman for suggestions from the Staff which may lead to the improvement of Library service.

 The Director shall know local and state laws concerning libraries and shall keep abreast of current changes and developments in Library legislation.  The Board acknowledges the right of the Director in his or her official capacity to take a position on legislation directly affecting the Library or the Staff. The Director shall keep the Board informed of any such position taken.  The Director shall be encouraged to affiliate with local, state and national library associations

The Director shall be successful with grant writing, administration and reporting.

The Director shall provide Programs – Summer Reading; Storytime; New reader roundup

1. Policies and Procedures

The Director shall work with the Board to establish policies and procedures. The Director shall maintain files of minutes, policies, statistical reports, and other material useful to the Board, the Director and the Staff.

1. Technology – monitor public computer workstations. Monitor librarian computers that include internet, word and excel software, periodical databases, catalogs, and CD-rom reference files, online circulation systems, overdue books and billing. Implement virus protection programs and proper information filters.

Hours of service – currently, the library is open 40 hours a week. The first days of open operation may be limited, with returning to the regular 40 hours per week after inventory and other operational programs are set in place. The Director will work to help assure the day to day operation of the library is in place before returning to a 40 hour week. The desire is to increase that number in the future with the Library Director continuing to work a 40 hour week.

1. Community - Ensure that the library is a tool for community to have the type of atmosphere where growth is an ongoing possibility, whether it is providing resources and materials for securing employment, creating a business, for study purposes or for leisure reading. The Library Director will work to meet and exceed the needs of the Fruitport Library users.