



Title: Director
Department: Library
Pay Grade: 10-11 DOQ

Position Description

Created / Updated: June 2025
Reports To: Library Board
Pay Range: \$60,482.18-\$74,936.08 DOQ

GENERAL PURPOSE: The Library Director serves as the chief administrator of the Kewaskum Public Library and is responsible for all aspects of library operations as defined under Wis. Stat. § 43.58. This includes management of personnel, budgeting, programming, collections, and physical infrastructure. The Director leads with a commitment to fostering a collaborative and inclusive internal culture, and plays a critical role in fundraising, strategic planning, and community outreach. The Director serves as a liaison to the Monarch Library System and works in close partnership with the Village of Kewaskum and other regional stakeholders to promote and enhance library services.

The position will remain open until filled, with priority given to applications received by August 1, 2025.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Leadership and Strategic Planning

- Plan and implement long-range goals and objectives in collaboration with the Library Board.
- Serve as chief policy advisor to the Board; prepare and present recommendations for policy development.
- Supervise daily operations of the library and serve as the primary contact for public inquiries and organizational issues.
- Maintain a positive workplace culture through inclusive leadership, staff recognition, and professional development opportunities.

Personnel and Staff Management

- Recruit, hire, train, supervise, evaluate, and, if necessary, dismiss library staff and volunteers.
- Assign responsibilities effectively and provide clear performance expectations.
- Maintain compliance with all relevant labor laws, Village policies, and personnel procedures.

Fundraising and Development

- Design and lead fundraising strategies including individual donor cultivation, major gifts, grant applications, and special events.
- Build relationships with philanthropic partners, foundations, and local businesses.
- Pursue capital campaign opportunities for future library enhancements.

Community Engagement and Partnerships

- Serve as the library's ambassador to the public, Village of Kewaskum, civic groups, and the Monarch Library System.
- Attend Village Board meetings and coordinate with other department heads.
- Foster collaborative programs and services with local schools, nonprofits, and other community entities.

Programming and User Services

- Develop and implement engaging programs for youth, teens, and adults, including the summer reading program.
- Design promotional materials including posters, flyers, bookmarks, pamphlets, and newsletters.
- Assist users with electronic resources and tools, including integrated library systems (ILS), eBook platforms, and internet searches.
- Respond to reference and research inquiries in a timely and professional manner.

Collections and Technology

- Select, order, catalog, weed, and discard materials in all formats (fiction, non-fiction, AV, digital).
- Oversee and maintain the shared Integrated Library System (ILS).
- Manage the library website and social media platforms.
- Evaluate, purchase, and maintain library computer hardware and software; provide troubleshooting support and updates.

Financial and Operational Oversight

- Prepare the annual budget; track expenditures and revenues throughout the year.
- Submit timely reports to the Library Board, Village of Kewaskum, County, Monarch System, and Wisconsin Department of Public Instruction.
- Ensure that library operations comply with local and state laws and regulations.

Facilities and Safety

- Ensure the cleanliness, safety, and maintenance of the library building and grounds.

- Coordinate with Village staff or external contractors on repairs, improvements, or equipment upgrades.

QUALIFICATIONS:

- Bachelor's degree required; Master of Library and Information Science (MLIS) preferred.
- Eligible for **Grade II Wisconsin Public Library Certification** as required by DPI (<https://dpi.wi.gov/pld/certification>).
- Minimum of 3 years of progressively responsible library experience, including supervisory and budgetary duties.
- Strong communication, decision-making, and problem-solving skills.
- Proficient in use and maintenance of library-related technologies and public service tools.
- Demonstrated leadership in fundraising, strategic planning, and collaborative initiatives.
- Valid Wisconsin driver's license and access to reliable transportation.

WORKING CONDITIONS:

- Must be able to lift and handle library materials and equipment weighing up to 25 lbs.
- Prolonged periods of computer use and reading printed or digital materials are common.
- Ability to communicate effectively in writing and in person with patrons, staff, and public officials is essential.

Compensation and Benefits

This full-time position includes a competitive salary, **with a salary range of \$60,482.18 to \$74,936.08 based on qualifications**, and the following benefits as outlined in the Village of Kewaskum's PTO and benefits policy:

- **Paid Time Off (PTO)** begins accruing on the first full payroll after hire, increasing based on years of service up to 35 days/year.
- PTO may be taken in 30-minute increments, with annual usage expectations for employees with large balances.
- **PTO payout** available upon resignation or retirement per the graduated scale (0–100% based on tenure).
- **Extended Leave Bank (ELB)** available for legacy sick leave use.
- Holidays are not charged against PTO time.
- Participation in the **Wisconsin Retirement System (WRS)**.
- **Health insurance, flexible spending account, and Village paid basic life insurance equal to 1X the annual salary are provided, with additional voluntary coverage options available.**

How to Apply

To apply, please submit:

- A cover letter detailing relevant qualifications
- A current résumé
- Three professional references

Submit your application to Adam Gitter at agitter@village.kewaskum.wi.us or hand deliver to Village Hall, 204 First St Kewaskum, WI 53040.