

# Magnolia Springs Public Library: MSPL

## Magnolia Springs Public Library Director

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### **About the Magnolia Springs Public Library**

Occupying a small cottage in a quaint historic town, the Magnolia Springs Public Library works with other Baldwin County, AL, libraries to offer its community broad exposure to diverse media offerings. Neighborhood patrons—who favor accessing their books locally—infuse our library with a lively, conversational vibe, as our rooms offer quiet spaces for study and perusing children's/YA literature, adult fiction/non-fiction, online databases, and audio, VHSs, DVDs. We are a welcoming, intellectual hub for young and old.

### **Library-Director Position Summary**

Because of its modest size, MSPL offers its Library Director the opportunity to oversee all aspects of library administration. Part-time hours of operation make time-management skills essential, as does a facility working with our enthusiastic volunteers. Any applicant must be able to multitask, prioritize, and delegate work, as they simultaneously showcase experience with library cataloging and circulation; budgeting, purchasing, and record-keeping; and interlibrary-loan and hold procedures. Program development, grant writing, and growing our library collection should be amplified by a love of precision, robust research and reference skills, and a passion for recruiting, training, and collaborating with a strong corps of volunteers.

### **Volunteer + Library-Director Maxim**

Our team ardently (and necessarily) abides by the 14<sup>th</sup>-century British proverb: “Many hands make light work.” We categorically reject the saying, “Too many cooks spoil the broth.” There is always a way to recognize, cultivate, and value our volunteer contributions. If broth is on your brain, think [Stone Soup](#).

### **Starting Salary, Hours, Start Date**

\$20 to \$23 per hour. The Library Director currently works 19 hours weekly. Wages and hours of operation are determined by the Town of Magnolia Springs. The position is currently open.

### **Major Duties & Responsibilities**

*Many duties listed below can be assigned by the Director to the library's experienced volunteers, volunteers who bring diverse talents and preferences to the table. Some specialize, preferring to simply shelve, while others work everywhere, from cataloging and circulation to welcoming patrons and covering books.*

- The Library Director should feel comfortable greeting, interacting with, and fulfilling requests of our patrons; and seek to grow our patron list and familiarize him- or herself with patron choices.
- The Director develops the library holdings, oversees purchase protocols, records financial transactions, and inputs new inventory into our electronic library catalog system.
- He or she checks in returned books and other library media, allocating items to inter-library loan courier bags or placing returns on library shelving or patron-hold carts.
- Daily, the Director checks the “On-Hold” list in the online catalog to review status of books/DVDs, etc...and their location in the Baldwin County library system.
- Tracks data for annual State Aid statistical reporting: number of daily visitors, computer use, and volunteer hours. Tracks library expenses and delivers any monies/records weekly to the Friends or the Town Hall.

- Collaborates with the MSPL Friends and Board to manage the Library Volunteers program;
- Manages donations to the library, placing these on to-be-cataloged shelves or the Book Sale cart; writes thank you notes for book donations; thank you notes for monetary donations are written by the Friends of the Magnolia Springs Public Library;
- Cultivates collection development: online databases, children’s and adult media; generates and monitors a Wishlist, periodically updated for potential donors, grants, and any financial windfalls;
- Updates and fine-tunes the MSPL website;
- Works with Baldwin County libraries and Baldwin Literacy Council on summer reading programs;
- Attends to the library’s physical space (bathroom, technology and equipment, Saturday trash schedule, parking lot book drop, and any other maintenance needs);
- Continually fosters constructive, respectful, appreciative dialog between the MSPL Volunteers, Friends, Library Board, and Town Council; they are there to support your work in different ways.

### **Education & Work Experience**

- High School Diploma or GED, College Degree preferred
- 2+ years of library experience or a Masters of Library Science
- Membership/participation in professional organizations such as the American Library Association, Alabama Library Association, Association for Rural & Small Libraries, and others, as needed

### **Physical Demands & Work Environment**

There is much physical work overseeing a library. All applicants need to be able to climb a 4-foot ladder, have the flexibility and stamina to shelve books, attend to general housekeeping, and lift up to 25 pounds.

### **Meeting Attendance**

- The Library Director organizes monthly “check-in” meetings with library volunteers, and likely will benefit from more meetings at the beginning, as he or she eases into this new position.
- Also appoints a Board Member to deliver the MSPL monthly report at Town Hall Meetings (fourth Tuesday 5:00 pm); or a report can be written and delivered a day in advance to the Council.
- She or he attends monthly Magnolia Springs Public Library Board gatherings and also meets quarterly with the Friends of the Magnolia Springs Library.
- The Director sits in on the four Baldwin County Library Directors meetings held each year.
- And attends at least two State Library Administrator meetings annually.

### **Oversight**

The Library Director reports to the Magnolia Springs Library Board and The Town of Magnolia Springs, with an emphasis on any matters related to budget and staffing. There are also a Library Bill of Rights and Library Code of Ethics. Weekly meetings with various members will occur the first three probationary months to answer questions and ensure a smooth transition for all.

*Employment at the Magnolia Springs Public Library is contingent on the verification of information submitted by the applicant. A background check and drug test will be required, as will references.*

*The Town of Magnolia Springs is an equal opportunity employer.*

**To apply, please fill out the following form.**

Employment Application Form

PLEASE PRINT ALL  
INFORMATION REQUESTED  
EXCEPT SIGNATURE

Town of  
Magnolia Springs

APPLICATION FOR EMPLOYMENT  
APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

PLEASE COMPLETE ALL PAGES DATE \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Maiden

Present address \_\_\_\_\_  
Number Street City State Zip

How long \_\_\_\_\_ Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Telephone ( ) \_\_\_\_\_

If under 18, please list age \_\_\_\_\_

Position applied for (1) \_\_\_\_\_  
 and salary desired (2) \_\_\_\_\_  
 (Be specific)

Days/hours available to work  
 No Pref. \_\_\_\_\_ Thur \_\_\_\_\_  
 Mon \_\_\_\_\_ Fri \_\_\_\_\_  
 Tue \_\_\_\_\_ Sat \_\_\_\_\_  
 Wed \_\_\_\_\_ Sun \_\_\_\_\_

How many hours can you work weekly? \_\_\_\_\_ Can you work nights? \_\_\_\_\_

Employment desired  FULL-TIME ONLY  PART-TIME ONLY  FULL- OR PART-TIME

When available for work? \_\_\_\_\_

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME?  No  Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. \_\_\_\_\_



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APPLICATION FOR EMPLOYMENT

MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES?  Yes  No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD?  Yes  No

Specialty \_\_\_\_\_ Date Entered \_\_\_\_\_ Discharge Date \_\_\_\_\_

**Work Experience** Please list your work experience for the **past five years** beginning with your most recent job held.  
If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates From To	Pay or salary Start Final
Your last job title			

Reason for leaving (be specific) \_\_\_\_\_ May we contact this employer \_\_\_\_\_

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates From To	Pay or salary Start Final
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Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		

Reason for leaving (be specific) May we contact this employer \_\_\_\_\_

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

May we contact your present employer?  Yes  No

Did you complete this application yourself  Yes  No

If not, who did? \_\_\_\_\_

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**POST EMPLOYMENT INFORMATION FORM**

Full name of spouse \_\_\_\_\_ Occupation \_\_\_\_\_  
 Name of company \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

**PERSON TO BE NOTIFIED IN CASE OF EMERGENCY**

Name \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
 Address \_\_\_\_\_ Relationship \_\_\_\_\_

**FOR INSURANCE PURPOSES, ONLY: LIST ALL DEPENDENTS**

NAME	RELATIONSHIP	BIRTH DATE	SSN

TO BE COMPLETED  
BY EMPLOYER

Date of employment \_\_\_\_\_ Job title \_\_\_\_\_ Dept. \_\_\_\_\_  
 Location \_\_\_\_\_ Rate of pay \_\_\_\_\_  Full-time  Part-time  Salaried  
 Applicant's signature acknowledging above information \_\_\_\_\_  
 Drug test confirmation number \_\_\_\_\_  
 Name of person verifying information \_\_\_\_\_  
 Name of person authorizing employment \_\_\_\_\_

**The Town of Magnolia Springs is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with the town depends solely on your qualifications.**