Collection Development & Community Engagement Librarian

About Us
Since the opening of our new space in 2014, the Manchester Community Library (MCL) has established itself as a hub of civic and community life. A citadel of democracy, the MCL is a place that not only connects patrons with information and ideas but with one another. At the Library we are committed to creating spaces where individuals from across all walks of life can come together, virtually and physically, to access knowledge freely. Our Mission: Manchester Community Library is open to all as an inspiring gathering place for the community, providing opportunities and resources for personal enrichment and growth.

The Position
We are seeking a mission-driven, self-directed, warm, curious, flexible, creative, and engaging individual who believes in the power of libraries in transforming both communities and individuals. An ambassador for the Library and a lifelong learner, the right person will embrace our community and will possess the interpersonal, organizational, and critical thinking skills along with the knowledge necessary for maintaining the integrity of the Library’s resources and collection through researching, selecting, ordering, processing, cataloging, and monitoring the availability, relevance, repair, and care of materials. The incumbent will also lead creative and innovative ways to build awareness of, and engagement with, the myriad of physical and e-resources in the collection. For the right individual, this is a multifaceted dream job in a beautiful library with a strong sense of community and a committed Board, Executive Director, and staff. Key responsibilities include:

- Evaluate existing collection, research current trends, review contemporary trade literature; research reviews of books, audiobooks, and films to inform procurement of physical and e-materials. Formalize collection development policies and procedures.
- Manage collections budget including ordering, purchase order creation, oversight of receiving and invoice approval, vendor discounts, and terms of service negotiation. Assist in development of annual budget.
- Accept, process, designate, and catalog all new materials. Work in collaboration with staff and volunteers to evaluate donations for potential addition to the collection.
- Manage Koha ILS; complete copy cataloging of print materials and media for the adult and youth collections (Z39.50, OCLC CatExpress), bibliographic record enrichment, and batch record maintenance. Maintain integrity of the online catalogue (OPAC) to ensure members can accurately search holdings. Keep library staff apprised of ILS updates.
- Utilize Koha ILS and SQL reporting to analyze circulation, cataloging, and patron activity. Leverage findings to inform strategic planning and ensure collection relevance and quality; apply weeding principles to de-selection process.
- Measure and grow patrons’ awareness of, and access to, physical and digital collections. Collaborate with Adult and Youth Services Librarians to create monthly themes highlighting the collection and building interest and participation in related programming.
- Develop and lead Reader’s Advisory Group to engage community members in collection development processes.
- Create materials to market and brand library collections for member newsletters, curbside pick up, and social media. Build awareness of collections utilization via creative communication strategies (e.g., “most wanted” lists).
- Lead innovative initiatives to cultivate new and enrich existing relationships with community members, patrons, and organizational partners, strengthening awareness of, and engagement with, the collection (e.g., develop and steward book group/s, run virtual and physical info sessions to build comfort and familiarity with resources).
- Provide friendly and personalized customer service, reader’s advisory assistance, and ready reference service via phone, email, Zoom, and in-person as needed.
- Research and apply for grants in support of collection development.
- Participate in ongoing professional development; attend Vermont Library Association and other regional conferences.
- Actively participate in weekly staff meetings and engage in problem-solving discussions.
- Serve on, or advise, Board committees as deemed necessary by the Board of Trustees and Executive Director.
- Bachelor’s Degree required; a master’s degree in Library and Information Science and current Vermont Certificate of Public Librarianship, preferred.

About You
- Self-motivated; enthusiastic, engaged, collaborative, and warm disposition; communicative, open-minded, humble, and welcoming of feedback.
- Resourceful, proactive, and adept at anticipating organizational needs. Strong knowledge of best practices in public
library collections development.

- Successful in cultivating positive, collaborative working relationships with supervisors, subordinates, colleagues, Board members, patrons, and volunteers as part of a coordinated team.
- Excellent verbal and written communication skills, including the ability to speak compellingly about the Library.
- Technologically savvy; data and outcomes driven.
  - Proficient in Microsoft Office Suite, G-suite; in-depth knowledge of library ILS (Koha preferred)
  - Familiarity with complex copy cataloging workflows and bibliographic standards (MARC21, DDC, LCSH)
  - Experience with creating SQL reports to capture circulation and patron statistics in an ILS
  - Experience with Canva or similar graphic design software
  - Familiarity with Zoom meeting platform
- Flexibility and patience with managing uncertainty. Capacity to multi-task and prioritize competing demands while remaining calm, kind, positive, and detail oriented.
- Rigorous standards for personal and professional integrity.

Physical Requirements

- Frequent need to see, walk, sit, stand, talk, and hear.
- Ability to complete onsite work while safely wearing a surgical grade mask.
- Occasional need to bend, stoop, kneel, and crouch.
- Ability to read, write and communicate fluently in English.
- Dexterity to perform data entry on a computer, laptop, iPad, or other electronic device.
- Visual acuity sufficient to read print in 8-point font.
- Physical dexterity to reach shelves of various heights, push full carts. Ability to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Valid driver’s license and transportation required.

Hours & Compensation

This is a 40-hour per week salaried exempt position which reports to the Associate Director. Evening and occasional weekend hours required. This is a competitive paying, fully benefited position with paid vacation and personal/sick leave and generous parental leave.

To Apply

Please send an email including a cover letter, resume, and three references to Kellie Morrison, Associate Director, (kmorrison@mclvt.org). A criminal background check is required.

Please note, the above job description describes the general nature, tasks, responsibilities, and level of work to be performed; it is not meant to be an all-inclusive list of every responsibility, duty, and skill required for the position. Depending on organizational need, other duties may be assigned.