

Job Title	Outreach Librarian	
Reports to	Director of Library Services	Grade 2

Job Purpose

The Outreach Librarian plans and executes all library outreach, frequently collaborating with colleagues and community partners. They maintain existing successful outreach services, with an eye to new ideas and best practices. They work most of their hours on a circulation desk but are scheduled for specific times off the desk for dedicated outreach work. As part of their regular responsibilities, they may open and close the Library, perform daily duties of the circulation desks, offer reference and readers advisory and are expected to have a thorough knowledge of all Library services. They must work well under pressure, performing multiple tasks efficiently.

Qualifications

Bachelor's Degree and relevant experience preferred, or an equivalent combination of education and experience. Proficient technology skills, including Microsoft Office programs. Excellent organizational and communication skills. Ability to work independently or as part of a team. All Library staff must remain professional, fair and respectful in all their interactions at the Library. Mission focus and a collaborative nature are also crucial at the KHL. All Library employees must follow Library policies, including strictly adhering to patron and donor privacy and confidentiality.

Duties and Responsibilities

- Plans, organizes, and implements outreach initiatives for all ages.
- Develops and maintains relationships with community organizations, schools, and other partners.
- Represents the library at community events, meetings, and public gatherings, including occasional events outside regular library hours.
- Develops outreach strategies that increase awareness and use of library resources and services.
- Identifies community needs and opportunities for collaboration that extend the library's reach and resources.
- Serves as a primary library contact for community outreach partners and coordinates collaborative efforts.

- Conducts outreach visits to schools and other community locations.
- Collaborates with all library staff Operations and Communications Coordinator for marketing and communications, Development Manager for grant writing and fundraising support, Programs Librarian for community initiatives, and Director of Library Services.
- Evaluates outreach activities and maintains monthly outreach statistics.
- Recruits, trains, and supports volunteers for outreach activities.
- Works regularly at the circulation desk, performs all circulation duties, and provides emergency desk coverage during scheduled hours.
- Performs other duties as assigned by Library administrators.

Outreach Librarian – Benefits Summary

Schedule: This is a 30-hour per week position. This position will include evening and weekend hours.

Library staff are expected to read weekly staff email updates and attend monthly staff meetings (first Wednesday of the month at 9:00).

Pay grade: Grade 2, New Hire rate: current \$27/hr. Staff are paid bi-weekly on Thursdays.

Position is a bargaining unit position. At time of hire, monthly union dues are \$51.65/month or \$23.84/pay period.

Sub shifts: Bargaining Unit employees have first opportunity (based on seniority) to pick up open circulation desk sub shifts, up to 40 hours/wk (cannot go into overtime).

Benefits available (this position is eligible for some benefits, but most of them are pro-rated according to the position's part-time schedule):

- **Retirement:** KHL contributes 5.5% of pay, after earning \$600, to a SEP-IRA.
- **Health:** KHL offers a health plan through BCBS of VT through December 2026 and will switch to MVP effective January 1, 2027. The health benefit is pro-rated for employees working less than 30 hours per week. A health bonus is offered to eligible employees who have health insurance elsewhere.
- **Excepted Benefit Health Reimbursement Account (EBHRA):** The Library shall contribute \$1,600 per year to the EBHRA. Contributions shall be made throughout the year, effective January 1, 2027.
- **Dental:** KHL offers dental coverage through Delta Dental. KHL pays 100% of the monthly cost for a single plan.
- **Vision:** KHL offers vision insurance through VSP. KHL pays 100% of the cost for eligible employees, including family members.
- **Disability:** KHL pays 100% of the cost for short-term and long-term disability coverage.
- **Sick leave:** This position accrues six hours of sick leave per month. Sick leave can be used immediately upon accrual (no probation wait).
- **Paid Time Off (PTO):** This position receives 7.75 hours of PTO a month to start, accrued each pay period. PTO cannot be used during the initial 3-month probationary period.
- **Holidays:** The library is closed for 13 holidays each year. Employees are paid for these holidays; the amount of holiday pay varies based on your work schedule.

About the Library: The Kellogg-Hubbard Library is a 501c3 nonprofit that serves as the public library for six towns in central Vermont. We have operated continuously as a library since 1895. We have the highest circulation of any library in the state and offer hundreds of programs annually. Our historic building serves as the community's second living room, and recent and upcoming facility improvements ensure that it serves the needs of our community. Our staff is the heart of our

organization, and we work together to create a culture of growth, excellence, and joy! Our dedicated staff of 12 (plus lots of amazing Substitutes, Pages, and Volunteers!) oversees a collection of 70,000 physical items, annual circulation of nearly 400,000, and an annual budget of \$1.3 million.