

Library Director Position Posting

The [Richland Community Library](#) seeks a leader who prioritizes communication, innovative team building, and collaboration with the community to create a lasting vision for the future. The Richland Community Library (“Library”) is a Class 3 District Library serving a population of approximately 7,500 in the Township and Village of Richland, Michigan. The Library Director leads a staff of eight (8) and manages an annual operating budget of \$450,000. The Library prides itself on being a gateway to all forms of literacy and lifelong learning. The vibrant local community enjoys regular Library programming, including the Meet Michigan Author series, local history and genealogy projects, a Teen Advisory Board, many children’s programs, and events focused on visual and literary arts. The Friends of the Library organization also provides support in pursuit of fundraising and special events/projects.

Richland is located in southwest Michigan, approximately nine miles northeast of Kalamazoo (home of Western Michigan University and Kalamazoo College), and is known for its abundant natural beauty, including rivers, lakes and natural forests. The Village of Richland features an historic town square, which serves as a popular gathering space for all seasons, and is home to Gull Lake Community Schools, an excellent public school district.

Responsibilities

- Leadership of daily operations of the Library
- Development and evaluation of Library services
- Financial management of the Library and preparation of the annual Library budget
- Facilities development and management
- Community outreach – establishment and maintenance of local community network
- Collection development and maintenance
- Strategic planning with regard to:
 - Long-term financial security (including leadership of potential millage increase campaign within the next three to five years)
 - Community outreach (maintaining and strengthening local community network)
 - Evolving the vision and aspiration for the Library and its role in our community

Qualifications

- Bachelor’s degree with a minimum of five (5) years of experience in roles of progressively increasing responsibility; public library or non-profit experience will be helpful
- Advanced degrees will be given appropriate consideration; MLIS, from an ALA-accredited library school, is highly preferred
- Outstanding interpersonal skills, including oral and written communication skills
- Demonstrated ability to lead and manage a staff
- Ability to work collaboratively with Board of Trustees, staff and the community in furthering our mission
- Strong planning, organizational and financial management skills
- Thorough knowledge of current trends and best practices for public libraries is a plus
- The successful candidate will be a community-oriented leader who values the opportunity to interact with the public as a hands-on, customer-service-focused director

Compensation

- This is an at-will, salaried full-time position: \$48,000 to \$60,000 annual salary
- The Library contributes up to 5% to the Municipal Employees’ Retirement System (“MERS”)
- The Library offers a combination of medical insurance, a flexible medical spending account and a 457(b) retirement saving option
- Paid vacation, sick days, personal days and holidays

The Richland Community Library is an equal opportunities employer and welcomes applications from all suitably qualified individuals, regardless of ethnicity, race, gender identity, sexual orientation, disability, religion/belief or age.

Application Procedure

Please send a cover letter, resume and names and contact information for three professional references. **Please include a one-page written statement expressing your view on the primary challenge(s) facing public libraries today, and share your vision on how best to address these challenges. Applications received prior to March 1, 2018 will be given first consideration. Application materials should be delivered to board@richlandlibrary.org.**