

Library Director

Job Summary

The Library Director is a visionary, strategic leader responsible for the administration, management, and advocacy of the public library. The Director ensures that the library remains a vibrant, inclusive, and innovative public resource for the community—balancing traditional library values with evolving technologies, services, and patron needs.

Supervision

The Library Director shall provide direct supervision, support, and evaluation for all library staff, fostering a collaborative work environment and ensuring alignment with the library's mission, policies, and strategic goals.

Essential Functions

Leadership & Administration

- Implement the Mission Statement and Policies set by the Library Board of Trustees.
- Oversee daily operations, staff supervision, budgeting, and strategic planning.
- Foster a culture of innovation, collaboration, and inclusivity among staff.
- Assist with development, implementation, and evaluation of library policies in partnership with the Board of Trustees.
- Hire, train, schedule, supervise, and evaluate all library staff, ensuring a collaborative and service-oriented work environment.
- Prepare monthly reports for the Board of Trustees, summarizing library usage, finances, programming, and operations.
- Remain informed about library-related issues, including changes in Federal and State laws, local legislative updates, and best practices shared through Selectboard and Budget Committee meetings.
- Prepare the library's contributions to the town's annual report and audit, and actively participate in long-range planning efforts, including the town's Capital Improvement Plan (CIP), to ensure the library's future needs and priorities are represented.

Budgeting & Financial Management

- Lead the annual budgeting process, including needs assessment, data analysis, and forecasting.
- Prepare and present proposed budgets to the Library Board of Trustees and town officials, clearly communicating funding priorities and justifications using a combination of statistical data and patron feedback.
- Manage and monitor the approved budget throughout the fiscal year, ensuring responsible stewardship of funds and adherence to financial policies.
- Track expenditures, oversee purchasing, and authorize spending within established limits.
- Identify opportunities for cost savings and supplemental funding through grants, donations, and support from the Friends of the Library via a wish list process.
- Ensure timely reporting and compliance with all local, state, and grant-related financial requirements.

Facilities Management

- Oversee building maintenance and repairs, coordinating with vendors and town officials as needed to ensure a safe, functional facility.
- Consult with the Board of Trustees for guidance and approval on major repairs or capital expenses.
- Monitor and address facility needs, including but not limited to electrical, plumbing, HVAC, cleaning, safety systems, and general upkeep.
- Plan and implement seasonal and preventative maintenance to extend the life of equipment and infrastructure, reduce unexpected repairs, and maintain a welcoming environment for patrons and staff.

Community Engagement & Advocacy

- Serve as the public face of the library, building strong relationships with community groups, town officials, educators, and cultural organizations.
- Advocate to the library's value and needs at the local, regional, and state level.
- Promote the library as a welcoming, inclusive space through public speaking, outreach events, and engagement with local media by answering public inquiries and preparing press releases.
- Maintain active membership in professional library organizations and participate in professional development opportunities, trainings, and conferences to remain current on best practices and innovations in the field.

Collection & Program Development

- Oversee the development of dynamic and diverse collections in multiple formats, including digital media.
- Support robust programming for all ages, ensuring offerings reflect community interests and promote lifelong learning and the library's mission statement.
- Encourage staff-led innovation in programming, outreach, and service delivery by fostering a workplace culture that supports creativity, experimentation, and continuous improvement; promote an atmosphere where new ideas are welcomed, successes are celebrated, and areas for change are thoughtfully evaluated.

Technology & Innovation

- Maintain the library's website, ensuring user-friendly access to information, resources, and services.
- Oversee social media strategy and content, with support from appropriate staff, ensuring timely promotion of programs and thoughtful public engagement.
- Prepare and distribute monthly email and print newsletters, informing the public about upcoming programs, initiatives, and important library updates; delegate content contributions as appropriate.
- Lead the integration of emerging technologies that enhance access, efficiency, and the user experience.
- Oversee digital literacy initiatives and ensure equitable access to digital resources.
- Maintain awareness of trends in library automation, data privacy, and AI developments.

Access & Service Excellence

- Champion service for all by ensuring that library resources, programs, and spaces are accessible and responsive to a wide variety of needs and circumstances in the community.
- Ensure ADA compliance and pursue initiatives that remove barriers to library access.
- Maintain welcoming and user-friendly services, policies, and environments that encourage all patrons to feel comfortable, valued, and supported in their library experience.

Qualifications

- Master's degree in Library and Information Science (MLIS/MLS) from an ALA-accredited program **or** a combination of equivalent education and experience
- At least 5 years of management experience; public library experience preferred
- Strong leadership, communication, and organizational skills
- Proven success in budget development, personnel management, and strategic planning
- Experience with public relations, grant writing, and fundraising is desirable
- Commitment to intellectual freedom, confidentiality, and the evolving role of libraries in society
- Demonstrated ability to manage multiple tasks and shifting priorities in a dynamic public environment, including the ability to work effectively amid frequent interruptions

Work Environment

This role requires regular and on-call evening and weekend hours and involves a combination of office work, public engagement, and physical oversight of library spaces. The Director should be comfortable working in both traditional library settings and technology-based environments, including online platforms, digital resources, and automated systems, and be able to adapt to new challenges as they arise.