

POSITION: Mendon Township Library Director

REPORTS TO: Library Board of Trustees

STARTING DATE: 5/1/2026-6/15/2026

DESCRIPTION:

Mendon Township Library is a rural Class 2 library located in Southwestern Lower Michigan in the middle of St. Joseph County in Mendon. The current library services the patrons of Mendon, Leonidas and Park townships as well as other surrounding communities and schools. The current library building holds a collection of 28,000+ items including MEL, Overdrive, and Hoopla. The library is staffed with three dedicated team members. The Board of Trustees is looking for a qualified and experienced leader to guide the library as it continues to provide excellent and friendly library services to our communities.

NECESSARY QUALIFICATIONS:

*Must meet and maintain requirements set by the Library of Michigan for a Level 4 certificate for a Class 2 library. A Level 4 certificate qualifications:

- (a) A high school diploma or equivalent.
- (b) Completion of the Beginning Workshop offered by the Library of Michigan
- (c) One year of full-time employment or its equivalent consisting of library work experience following the completion of educational requirements.

*Must have prior work experience that utilized written and oral communication, including proficiency in Word

*Must have prior work experience with the development and implementation of goals and objectives

*Must have prior work experience supervising others and delegating responsibilities,

*Must have prior experience in developing and managing a budget, including proficiency in QuickBooks and Excel

*Must have prior experience in public relations.

Additional beneficial qualifications: General understanding of facility maintenance

NATURE OF WORK: *Develops, administers, supervises, and coordinates the work of the library and staff. Performs managerial duties related to personnel, budget, collection development, building and facility maintenance, and library operation in conformity of*

the policies established by the Library Board and the regulations of the Library of Michigan. Depending on library needs, the director may be responsible for planning, coordinating, publicizing and executing programs that will serve preschool through adults.

RESPONSIBILITIES AND EXPECTATIONS:

- Maintain effective working relationships with the Library Board, other employees, associates, officials of other agencies, and the general public.
- Maintain the library budget. Keep all records in optimum condition for auditing; prepare all reports required by the state and federal government. Work with the accountant to prepare monthly financial reports for the Library and Mendon Township Boards. Prepare bills twice monthly and as necessary, prepare monthly deposits, monthly payroll. Maintain confidentiality of staff information.
- Maintain knowledge of standard library principles and practices, concepts of freedom of speech, copyrights, collection development, patron confidentiality, censorship, and other library ethical issues.
- Prepare all reports required by the State of Michigan including the state aid report. Seek out and apply for other grant opportunities.

HOURS: Full Time, 32+ hours per week. Must be able to work some evenings and weekends.

SALARY: Set by the Library Board based upon education, previous experience, and work performance. \$33,000-\$42,000.

BENEFITS: Leave and sick days are set forth in the Personnel Policy and are based on years of service. No health insurance is offered.

APPLICATION: Candidates may apply by submitting their resume and cover letter, along with three professional references.

Mail to Mendon Township Library, Attn: Library Board, 314 W. Main St. PO Box 39 Mendon, MI 49072.

Deadline for applicants will be May 5- May 31, 2026,