



PARCHMENT

Community Library

Library Director

Due to retirement, the Parchment Community Library Board of Trustees is seeking an enthusiastic, community-minded candidate who will bring a demonstrated passion for public libraries combined with a strong vision for moving our library and community forward.

MISSION STATEMENT

We are passionate about making a difference in our community, one person at a time, by enriching lives and empowering people through relevant, accessible, high-quality library services.

POSITION DETAILS

- Position: Library Director
- Salary: \$55,000 to \$65,000 (negotiable, dependent on experience and qualifications)
- Benefits: Compensation package: paid time off, medical, dental, vision, 403(b) plan
- Hours: 40 hours per week, on site, some weekend and evening hours
- Reports to: Library Board of Trustees
- Anticipated Start Date: September 1, 2024

PARCHMENT COMMUNITY LIBRARY at a glance

- Class 3 library with 10,052 service population
- Library Budget over \$500K
- Funded by 2 mills in perpetuity
- 10 staff members
- Our library includes all the [Parchment School District](#)
- Active Friends group & dedicated volunteers

QUALIFICATIONS

Requires proven leadership, strong communication skills, technological proficiency, and creative problem-solving. This is a full-time, on-site position with some evening and weekend hours.

- Minimum of 2 years of experience in library leadership, with a proven track record of innovation, creativity, and community engagement
- Bachelor's degree required; MLS preferred
- Excellent written and oral communication and interpersonal skills, with the ability to establish and maintain effective working relationships with the public, staff, trustees, and community leaders
- Intellectual curiosity, sense of humor, self-motivation and able to develop innovative solutions to complex challenges



Parchment Community Library

As Parchment has evolved, the library has expanded its role in sustaining community life. Today the Library District serves residents in parts of Cooper and Kalamazoo Townships as well as the City of Parchment.

[Learn more about our community here.](#)



- Knowledge of standard/emerging technologies and their application to libraries. Proficient in Microsoft Office Software. Proficiency with QuickBooks preferred.
- Strong leadership skills, with the ability to foster a culture of creativity, collaboration, and continuous improvement among staff
- Analytical ability to interpret community interests and needs, identify opportunities for improvement and problem resolution, and develop long-range plans with practical strategies
- Ability to travel to related places of business, cooperative meetings and conferences
- Successfully pass a background check and pre-employment screening

RESPONSIBILITIES

The Director plans and directs the overall operations and management of the Parchment Community Library. The Director implements the mission and goals of the Library as set by the Library Board and functions with a maximum degree of latitude for independent action within the scope of Library policy.

- Complete Library of Michigan New Directors Workshop within one year of hire
- Develop, communicate, and administer library policies, procedures, and services
- Work collaboratively with the Board of Trustees, the library staff, and the public to develop and communicate the library's mission, goals and long-range plans effectively
- Manage all library finances, including payments, banking, budgeting, payroll, audits, and reporting
- Attend monthly Board of Trustees meetings. Prepare the monthly Board of Trustees meeting agenda and present a monthly Director's report
- Provide professional expertise and guidance to the Board
- Recruit, train, and supervise all library personnel to provide excellent service
- Ensure a broad and balanced collection that represents the needs and interests of the whole community
- Ensure the library building and property are safe, comfortable, and well-maintained
- Commitment to maintaining a welcoming culture of empathy and inclusion
- Develop and implement forward-thinking strategic initiatives to enhance library services and meet the evolving needs of the community
- Maintain partnerships with local organizations, schools, and government agencies to expand our reach and relevance



www.parchmentlibrary.org/parchment-update

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the essential duties of this job, the employee is frequently required to walk, sit, speak, and hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must be able to push/pull fully loaded book carts/trucks weighing up to 150 pounds, retrieve or place materials above shoulder or below knee level, and lift/carry materials/furniture weighing up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

INSTRUCTIONS FOR SUBMISSION

Please submit your resume and a cover letter in pdf format, outlining your relevant experience and why you're interested in this role to [resumes@parchmentlibrary.org] by May 20, 2024. Interviews will be held in June and a decision is expected soon after.

The employees of the Parchment Community Library work "at will".

The Parchment Community Library is an equal opportunity employer.