

Library Director Position Posting

[Richland Community Library](#) seeks a community-centered leader to serve as Director. The director is the public face of the Library, providing strategic direction, operational management, and community engagement for a vibrant, mission-driven institution.

The director is someone who prioritizes communication, team building, and collaboration with the community. Having executed a 2022-2025 strategic plan, along with passing an additional Operating Millage in perpetuity in November 2025, the Library is searching for an ambitious director to ensure the millage proposals will be fulfilled. Our next director possesses a thorough knowledge of current trends and best practices for public libraries. 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 representative. If you are looking for a professional challenge, look no further!

The Richland Community Library is a Class 3 District Library serving a population of approximately 9,600 in the Township and Village of Richland, Michigan. The Director leads a staff of eleven employees and manages an annual operating budget of \$936,000. Richland Community Library serves as a community hub by connecting our patrons to all forms of literacy, lifelong learning and growth. Our 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 the 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 and Essential Skills

- Manage effective leadership of daily operations of the Library.
- Work with considerable independence subject to Board policies and directives, but shall show resourcefulness, initiative, creativity, and mature judgment in performance of duties.
- Manage development and evaluation of Library Services.
- Collection development and maintenance.
- Possess knowledge of public library administrative principles and practices, human resources, and library law.
- Understand financial management of the Library and preparation of the annual Library budget and audit.

- Accept responsibility for the fiscal integrity of the organization.
- Experience in sound fiscal management; and successful experience implementing services and programs.
- Oversee facilities development and management .
- Demonstrate the ability to establish and maintain effective working relationships with staff and board members, school administration, community organizations and the public.
- Demonstrate the ability to exercise independent judgment, discretion, and lead and provide direction.
- Strategic planning
 - Guide the long-term financial security with the recent passing of an additional .75 operating mills .
 - Engage in community outreach (maintaining and strengthening local community networks).
 - Nurture the vision and aspiration for the Library and its role in our community.
 - Communicate a shared vision of innovative Library services.

Qualifications

- Masters of Library Science and or 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
- Library of Michigan Level Three Certificate

Compensation

This is an at-will, salaried full-time position: range \$55,000 - \$70,000. The library contributes up to 5% to the Municipal Employees’ Retirement System (“MERS”). Additionally, the Library offers a combination of a flexible medical spending account, a 457(b) retirement saving option, the option to receive health benefits, and paid vacation, sick days, personal days, holidays, and paid parental leave.

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 February 1, 2026 will be given first consideration.

Applications to be accepted and reviewed on a rolling basis until the position is filled.

Application materials should be delivered to richlandlibrary@gmail.com