**Village of Franklin, Michigan
Position Announcement: Library Director**

**Position Title:** Library Director
 **Department:** Franklin Public Library
 **Reports To:** Library Board of Trustees
 **FLSA Status:** Exempt
 **Position Type:** Full-Time
 **Salary Range:** 65,000-75,000; Commensurate with Experience

**Posting Date:** August 15, 2025

**Start Date**: November 3, 2025

**Application Deadline:** The board of trustees will be reviewing applications and candidates until a director is selected. Resumes received by September 10, 2025, will receive first consideration.

**About the Village of Franklin:**

The Village of Franklin is a historic and vibrant community nestled in Oakland County, Michigan. Known for its picturesque charm and engaged residents, Franklin takes pride in preserving its heritage while fostering lifelong learning and community connection. The Franklin Public Library serves as a central hub for information, education, and enrichment for all ages.

### **Position Summary:**

The Village of Franklin seeks a dynamic, innovative, and community-focused **Library Director** to lead the Franklin Public Library. The Director is responsible for the administration, planning, and operation of all library services, facilities, personnel, and programs. The Director is expected to provide a leadership role within the library, the community, and the library profession. The Director serves as the official representative of the library. The ideal candidate will be a visionary leader who values collaboration, fiscal responsibility, and inclusive access to information.

### **Key Responsibilities:**

* Provide strategic leadership and oversight of daily library operations.
* Develop and implement library policies and procedures in accordance with board directives.
* Prepare and manage the annual budget; oversee all fiscal and administrative functions and physical plant.
* Supervise, evaluate, and support library staff; promote professional development.
* Plan, develop, and evaluate library services, programs, and community outreach.
* Maintain the library's collections in accordance with professional standards and community needs.
* Act as the primary liaison between the library, the Library Board, the Village Council, and the broader community.
* Pursue grants and alternative funding sources to support library initiatives.
* Stay informed about trends in library services, technology, and public administration.
* Other duties as required.

### **Required Qualifications:**

* Master’s Degree in Library and Information Science (MLIS) from an ALA-accredited institution.
* Minimum of three (3) years of progressively responsible library experience, including supervisory duties.
* Strong leadership, communication, and organizational skills.
* Demonstrated ability to work effectively with boards, municipal leaders, staff, and the public.
* Proficiency in budgeting, planning, and managing library technology and automated systems.

### **Preferred Qualifications:**

* Experience working in a small or mid-sized, Class I, public library.
* Knowledge of Michigan public library law and library governance.
* Background in community engagement and development.

### **Work Environment:**

* This position requires some evening and weekend hours.
* Duties are performed in an office and library setting with frequent interaction with the public.

### **How to Apply:**

Interested applicants should submit a cover letter, resume, and contact information for three professional references to:

**Franklin Public Library – Library Director Search
℅ Susan Stevens, President of the Library Board @** **Fplibrarian2025@gmail.com**

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*The mission of the Franklin Public Library is to connect the community through materials, services, and information in order to further the education, recreation, and lifelong learning for all residents in the heart of the historic Village of Franklin.*