



# Library Director

## *Millinocket Memorial Library*

### OVERVIEW

The mission of the [Millinocket Memorial Library](#) (MML) is to enrich lives by building community, inspiring imaginations, and empowering individuals through lifelong learning. As a key partner in the Katahdin Region of Maine, the library brings organizations together to create new programs and services that support a thriving community for all. This is not your traditional library; from [circulating free outdoor gear](#), to [coordinating mutual aid and transportation](#), we are continually innovating to meet the unique needs of our community. Library employees are stewards of an essential community space and resource hub. As a workplace, we value respectful and transparent communication, partnership, and engagement.

MML is a 501c3 nonprofit corporation with a current annual operating budget of \$130,000. It is supported by four staff and a dedicated team of volunteers. Phase I of a \$1.5M renovation was completed in 2020, and a second capital campaign is anticipated. The library is governed by a Board of Directors and funded through a combination of operating revenue, grants and donations, and support from the [Town of Millinocket](#).

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### JOB RESPONSIBILITIES AND DUTIES

The Library Director is responsible for developing and supporting a library that is responsive to the needs of the community. Reporting to the Board of Directors, the Director manages the strategic direction, operations, budget, services, technology, facilities, staff, and collections of the library. Duties include:

#### *Library Services*

- Coordinate services that support the library's mission and reflect the needs of the community
- Maintain library collections and materials including books, media, computer programs, and outdoor gear
- Supervise the purchase, utilization, and maintenance of technology to deliver, monitor, and enhance library services

#### *Financial Operations*

- Manage library finances to insure the long term financial stability of the library
- Identify, pursue, and support all fundraising efforts through grant-writing, planned giving, an anticipated Phase II Capital Campaign, and an annual appeal

#### *Personnel Management*

- Recruit, train, supervise, and evaluate staff and volunteers
- Assign duties, define staff responsibilities, and administer wages
- Establish productive and inclusive culture among library personnel

#### *Facilities Management*

- Oversee all aspects of the library facility, grounds, and equipment
- Supervise contract services and maintenance personnel
- Provide leadership and direction for major development projects including construction and renovation of facilities

### *Planning and Policy-Making*

- Develop long and short term plans and implement processes to support the library's mission
- Ensure that policies and practices are in place for program operations, personnel and fiscal management

### *Board of Directors*

- Provide detailed reports on library operations and development to the Board of Directors and the Millinocket Town Council
- Serve as ex officio member on Board committees
- Provide professional expertise and guidance to the Board
- Formulate and recommend policies to the Board and implement approved procedures

The position will also include other duties requested by the Board of Directors or that are essential to ensuring that the library provides the best possible library service to the community. The Library Director will be evaluated by the Board annually.

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## **QUALIFICATIONS**

The Library Director should value community and staff engagement, collaboration and library innovation, and have a passion for the current and future role of libraries. The ideal candidate will exhibit and model transparency, fiscal responsibility, collaborative leadership skills, and public engagement as critical values.

### **Skills, Qualities, and Experience**

- 3-5+ years of library or nonprofit experience, some at the administrative level, including staff supervision
  - Ambitious leader with a relentless desire to improve the community
  - Flexible, comfortable learning while doing
  - Self-motivated; excellent independent judgment and ability to problem-solve
  - Able to manage a wide variety and great number of demands in a short timeframe
  - Current knowledge of innovative programs, services, and resources in libraries
  - Grant-writing and fundraising experience
  - Experience making strategic, data-driven decisions, keeping accurate financial records, and managing a budget
  - Strong digital skills
  - Demonstrated ability to partner with other organizations and creatively leverage resources
  - Excellent written and verbal communication skills; ability to give public presentations, facilitate meetings, and advocate for the library in a variety of settings
  - MLS or MLIS preferred; will consider equivalent combination of education and experience
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## **TERMS**

Compensation for the position will be based on qualifications, and range from \$43,000 - \$60,000 per year. The position is full time, salaried and includes a generous benefits package.

To apply, please send a resume, cover letter, and contact information for three professional references to Interim Library Director, Diana Furukawa ([diana@millinocketmemoriallibrary.org](mailto:diana@millinocketmemoriallibrary.org)). The deadline to apply is November 5, 2021.