

Library Director – Richmond Free Library (Richmond, Vermont)

Richmond Free Library is a vital and valued institution in our community and we are looking for an experienced and passionate Library Director who will continue to build strong relationships, create vibrant programs and curate a collection that meet the needs of a diverse group of patrons. The Library Director will work closely with the Trustees to keep the library financially sound, develop and implement Strategic Plans, and foster a welcoming environment for all.

Our Library: Richmond Free Library is a public, municipal library, funded by the voters as part of the Town budget and governed by an elected Board of Trustees. Our library serves the 4,167 citizens of Richmond and the 1,301 residents of Bolton and is part of Vermont's Home Card system. The library is housed in a circa 1879 repurposed church owned by the Town of Richmond in the heart of our walkable downtown. The Library also houses a community meeting space which is used for programming, town government and nonprofit organizations and is rented to the public.

Key Responsibilities:

- Oversees all library operations and activities.
- Hires and manages staff, including training, scheduling and evaluation.
- Develops and manages the collection to serve all members of our diverse community.
- Explores and interprets community needs to inform programming for all ages.
- Oversees and updates library communications to the community, including through the website and social media.
- Develops an annual budget, in collaboration with the Board of Trustees, and tracks and administers Library finances.
- Maintains the integrity of library databases and generates reports using that data.
- Attends monthly meetings and communicates regularly with the Board of Trustees on operational, fiscal, staffing, and facilities issues and carries out policies as adopted by the Board.
- Works with municipal administration as a department head and adheres to Town policies (including personnel and purchasing), unless excepted by Library Trustees.
- Oversees building maintenance, security and space rentals.
- Collaborates with the Friends of Richmond Free Library, peer libraries and other organizations to develop and fund programming and to follow best practices .
- Works with the Town of Richmond and Vermont Department of Libraries for contracted services, grant funding and to data reporting.

Supervisory Responsibilities: The Library Director currently supervises a staff of 5 full- and part-time employees.

Knowledge, Skills, and Abilities:

- A strong commitment to meeting the needs of all citizens in our diverse community.
- Experience in public library administration, including staff supervision.
- Well organized and able to multi-task and provide quality customer service.
- Positive and effective communications skills with staff, patrons, Town officials, Board of Trustees, and other constituencies.
- Understanding of state and federal statutes regulating public libraries.
- Strong proficiency in library technology and information systems.
- Ability to understand and analyze new technologies to enhance library services.

Educational/Professional Requirements:

A Masters in Library Science from an ALA-accredited program and 3+ years of relevant library experience is strongly recommended. A BA or BS degree in a related field plus a Vermont Certificate of Public Librarianship and 3+ years of relevant experience is a minimum requirement.

Hours and Compensation: This is a 32 hour/week position and the annual salary range is \$54,900-\$59,900, commensurate with experience and qualifications. Competitive benefits include health insurance, paid vacation, VMERS retirement plan and disability.

For more information, go to <https://www.richmondfreelibraryvt.org> and click on “We’re Hiring”

To apply: Please submit a cover letter and resume to RichmondVTLibrarySearch@gmail.com
Application deadline is August 15, 2024.

Updated 7/24/24