

Annville Free Library Director Posting

Position: The Annville Free Library seeks a dynamic director to lead the Library in its mission to enrich the community by empowering curiosity, enhancing creativity, and fostering connections while providing equal access to all. The director will be responsible for implementing excellent library service and will engage with local communities to expand library outreach. The director will ensure that library spaces are welcoming and functional to provide for flexibility and future success. The director will encourage a culture of ongoing improvement by incorporating data into decision making and demonstrate library value to patrons and community partners in compelling and creative ways. Above all, it is expected that the director will bring to this position a commitment to our community, a passion for libraries, and a vision of future possibilities.

Essential Duties and Responsibilities:

- Collaborates with the Board to fulfill the mission and vision of the Library
- Oversees and evaluates all library operations and services including finance, fundraising, staffing, public outreach, programming, and integrated library technologies
- Leads and encourages staff efforts to develop innovative Library programming and increase community outreach
- Works with the Board, Friends of the Library, and communities in the service area to promote a positive vision of the Library
- Supports and coordinates annual and long-term fundraising activities
- Cooperates with the Lebanon County System and the District Consultant Librarian to prepare reports and develop system-wide library policies and programs
- Prepares timely monthly and annual reports for the Library Board and for the state of PA

Job Requirements and Desired Skills and Experience:

- Public Library Certification as a professional librarian from the Pennsylvania Department of Education or ability to obtain
- Progressive leadership experience in management and strategic planning
- Strong interpersonal and organizational skills
- Excellent oral and written communication skills
- Proficiency in current and emerging technologies

Background Checks Required:

FBI and PA Criminal Background Checks and PA Child Abuse History Clearance

About Us:

The Annville Free Library, <http://annville.lclibs.org/>, 216 E Main St., Annville, in south central Pennsylvania, began in 1939 as a children's summer lending library in a town gift shop and has since expanded to serve a population of more than 12,000 in Lebanon County in the

municipalities of Annville, North Annville, South Annville, East Hanover Township, and the borough of Cleona. The library is a member of the Lebanon County Library System and Lebanon County Library District.

The Library continues to enjoy close connections with and support from its communities and recently completed a seven-year planned project of building expansion by raising \$4.5 million in a capital campaign that funded new construction, the creative reuse of an acquired adjoining building, and renovations within the 1950 original building. Today the Library melds tradition and innovation within an accessible facility, and we seek a director who will nurture this valued community resource and lead the Library into further service and success.

Job Type: Full time, 40 hours per week.

Salary: Starting at \$42,000 to \$47,000. Salary commensurate with experience.

Benefits: Paid time off and flexible schedule.

Supervision: Currently supervises a staff of six.

Applications: Submit, by no later than April 2, 2024, a cover letter describing your interest in and qualifications for this position, a resume, and three professional references to Martin L. Brandt, President, Annville Free Library Board of Directors, via email to martybrandt@comcast.net

Anticipated Start Date: May/June 2024