

Director of the Saranac Clarksville District Library

The Saranac Clarksville District Library serves approximately 11,000 residents at two locations in Ionia County, Michigan and is only 30 miles from Grand Rapids and 40 miles from Lansing. The Library Board is searching for a new director.

Under the direction of the board, the director plans, coordinates, and manages the operations of the library, including but not limited to all human resource functions, facilities maintenance and care, fiscal management, budgeting, and oversight, and representing the Saranac Clarksville District Library in both communities, Ionia County, statewide and beyond. The director works closely with the dedicated staff and supportive board to promote the library's services, programs and collections. The director will be an effective leader, advocate and collaborative partner with all stakeholders and bring innovative ideas and creative solutions to fulfill the library's mission.

Education and Work Experience:

- Bachelor's degree with a commitment to life-long learning.
- Master's degree in library and information science from an accredited ALA school is desirable.
- At least 4 years of public library experience with at least 2 years of managing staff.
- Advanced knowledge of principles and practices of library administration, budgeting, patron services, technology, circulation, collection development and weeding, acquisitions, and processing.
- Possession of a current Level 4 and preferably a Level 2 Library Certification from the Library of Michigan or within one year of hiring.
- A valid driver's license or the ability to travel between both library locations and attend meetings in the region, state and nationally.

Desired Qualifications:

- Excellent leadership and communication skills, a visionary perspective, and innovative approaches to organizing and problem solving including completing and implementing a strategic plan.
- Develops, administers, and monitors the library budget and is responsible for all financial oversight, including monthly and annual financial reports and audit preparation.
- Conducts interviews, hires, evaluates, trains, supervises, and manages library staff and schedules their work hours to create an efficient and collaborative team environment.
- Knowledge of current library trends, technologies, and best practices associated with collections, acquisitions, public service, community outreach and other initiatives.
- Monitors and adjusts library services and materials per community needs and interests – evaluates existing services and determines program and service needs for all library users and develops new ones as needed.
- Assists and advises the library board in policy creation and review, strategic planning, governance, budgets and other topics. Keeps abreast of existing and pending local and state laws concerning libraries and shares this information with the board and staff.
- Serves as liaison to the Ionia County Library Association and Lakeland Library Cooperative and attends meetings, conferences, and seminars of national, state, and local professional organizations.
- Maintains strict confidentiality of all matters.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary and Benefits:

- This is a full-time, salaried, 40 hour per week, exempt position with the occasional weeknight and weekend hours depending on staffing and programming needs.
- The salary range is \$58,000.00 to \$62,000 depending on qualifications and experience and includes an additional \$4,000 benefits stipend. A tiered matching retirement program (beginning at 3%) is available after the first year of employment.
- Full-time salaried employees receive 8 paid holidays, one floating holiday and 15 days for PTO and accrue sick time in accordance with Michigan laws after 90 days of employment.

To apply: Please send a resume, detailed cover letter describing your experience, reasons for applying and providing examples of your vision for the library and the communities served. Please also include a writing sample from a previous position such as a policy, procedure, promotional material etc. and the name and contact information for 3 professional references. Resumes without a cover letter, writing sample and references will not be considered. Please email your packet to Carol Dawe, Lakeland Library Cooperative Director at carol@llcoop.org by noon on November 15th, 2026. The board will interview candidates in early December and hopes to have a new director in place no later than January 15th, 2027.