

Haverford Township Free Library
Position Announcement

Position Title: Library Director
Classification: Full-time Exempt, including evening and weekend hours
Reports to: Library Board of Trustees

Position Overview

The Haverford Township Free Library (HTFL) seeks an energetic, personable, and innovative individual to lead at an exciting moment in the library's history with a brand new state-of-the-art facility; seasoned, dedicated employees; and a demonstrated record of high community engagement.

Reporting to the Board of Trustees, the successful candidate will be able to lead the library, its programs, its collections, and its staff into the future based on a carefully developed strategic plan and operational goals.

Located in the heart of Haverford Township, HTFL is prepared to use an expanded and revitalized facility as a springboard for outstanding programming and partnerships. Among the highest circulation rates of any library in the Delaware County Library System, HTFL serves a population of 50,431 residents from Havertown, Ardmore, Wynnewood, Drexel Hill, and Bryn Mawr.

The Director will be fully responsible for handling the day-to-day operations of the library including supervision of staff; collection development; overseeing the facility and contracts; budget preparation and management; and maintaining positive relationships with patrons, Township officials, County system colleagues, business partners, donors, and civic leaders. The Director will work in conjunction with the Township Manager and Construction Managers to finalize the construction of and the move to the renovated and expanded library, with a planned opening in spring 2025.

Duties and Responsibilities

General Administration

- Oversees and provides for outstanding library services, collections and access for a diverse community of all ages, abilities, and backgrounds through the effective use of library resources.
- Manages and directs the day-to-day operations of the Library, including all aspects of the physical plant to ensure safe, secure and user-friendly facilities.
- Evaluates financial needs and makes recommendations to the Board; prepares and submits an annual budget in consultation with Board Treasurer; monitors all revenue and expenditures within budget parameters; reviews all financial transactions and required local, state and federal reporting, including an annual audit report.
- In collaboration with the Board, seeks new revenue sources and provides active leadership to fundraising efforts; identifies and engages with major donor prospects; supports and facilitates the work of Friends of the HTFL; identifies and oversees opportunities available through grants and contracts.

Planning and Evaluation

- In collaboration with the Board, develops and implements short- and long-range strategic planning; offers professional advice on items requiring Board action, with recommendations based on thorough study and analysis; executes library policies in accordance with applicable laws and best practices.
- In collaboration with professional staff, provides for critical periodic reviews and evaluation of current services, collection development and maintenance, technological innovations, and space utilization; adjusts for improvement as needed.

Personnel Management

- Recommends, develops, and administers sound personnel policies and practices, including reviewing/updating employee policies and the handbook.
- Provides leadership and oversight for professional librarians and staff, including hiring, training, and performance assessment.
- Ensures that staff performance appraisal is completed on an annual basis.
- Demonstrates leadership by taking initiative and serves as a model and mentor by demonstrating strong professional ethics and commitment to service.
- Models consistent collegial and respectful professional behavior for all staff.

Community Outreach and Public Relations

- Serves as the official representative of the Library and the Library's chief advocate.
- Represents the Library and speaks before official, civic, and community groups.
- Develops and sustains strong cooperative working relationships with government officials, civic, and community groups, including the School District of Haverford Township and other educational institutions and business organizations.
- Collaborates with other Library Directors and System Administrators to improve county-wide services; represents HTFL at Delaware County Libraries (DCL) meetings, pertinent Township meetings, community events, and other venues important for Library advancement and outreach.

Professional Development

- Participates in professional development opportunities to enhance skills and maintain an awareness of new trends and developments in the library field.
- Ensures professional development and continuing education opportunities for staff.

Role Requirements

Visionary Leadership

The successful candidate will be a strategic thinker, capable of articulating and implementing plans that build on the library's strong foundation to advance innovation.

Exceptional Communication Skills

The successful candidate will be able to inspire and connect with patrons, staff, Township officials, donors, civic leaders, and community partners.

A Personable Presence

The successful candidate will possess high emotional intelligence. They will be skilled at building strong relationships and collaborating and engaging with others authentically.

Additional Qualifications

- Master's in Library Science or Master's in Library and Information Science from an ALA-accredited program.
- Five years of administrative experience in a public library setting.
- Ability to manage effectively budget and resources in a public library setting.
- Thorough knowledge and understanding of principles, practices, and current trends in public libraries.
- Strong service and community outreach orientation with evidence of active involvement with community organizations.
- Interest and participation in local, regional, and national professional library activities.
- Professional librarian certification from the Commonwealth of Pennsylvania.
- Clearance from all required background checks.
- The ability to work some evenings and weekends in order to represent the Library at meetings and functions.

Salary and Benefits

Salary is currently slated within the \$85,000 - \$95,000 range and will be commensurate with qualifications and experience. Benefits include vacation and sick leave, health, dental, eye, and prescription insurance, and TIAA-CREF participation.

About the Library

The Haverford Township Free Library has been the Township's official public library since 1934, providing continuing service to the community for more than 80 years. The Library is an independent non-profit 501(c)(3) organization governed by a seven-member Board of Trustees, four of whom are appointed by the Township of Haverford Commissioners and three who are elected by members of the Haverford Township Free Library Association. It is one of 28 libraries in the Delaware County Library System (DCLS) and follows the laws and regulations of the Pennsylvania Library Code.

The Library's mission is "to provide the residents of Haverford Township, as well as the public at large, with exemplary access to the broadest range of resources, programs, and services that enhance and enrich their lives." The HTFL is committed to lifelong education and learning, and to serving patrons of all ages, abilities and backgrounds. The Library's total collection use of more than 151,500 items (2024) is among the highest of the 28 libraries in Delaware County.

To Apply

Submit a cover letter, resume, and names of three references to Margaret Fox-Tully, President, Board of Trustees, Haverford Township Free Library via email to Search Committee at jobs@haverfordlibrary.org. The position will remain open until filled, with a potential starting date at the earliest opportunity.

The Haverford Township Free Library supports workplace diversity and is an Equal Opportunity Employer (EOE). All employees are required to obtain a PA Child Abuse History Clearance, PA Criminal Recordcheck, and Federal Criminal Background Check.