

Library Director Position Posting  
(Bridgman Public Library, Bridgman,  
Michigan)

Bridgman Public Library (<http://bridgmanlibrary.org>) is seeking to fill the position of Library Director. BPL is a Class 2 Library serving a population of thousands of individuals in the City of Bridgman, Michigan as well as patrons in Lake Charter and Chikaming Townships, in Berrien County, Michigan. The City of Bridgman, Lake Charter, and Chikaming Townships are located in southwestern Michigan's beach, dune, and wine region, 16 miles north of the Indiana-Michigan border, along the Lake Michigan shore.

The Library Director leads a Staff of 1 full-time (40 hours/week) and 12 part-time employees, managing an annual budget of over \$434,000, in service of our Mission Statement: *The Bridgman Public Library enriches our community with resources that educate, inform and inspire.* The Library is an important part of a vibrant local community network including the outstanding Bridgman Public Schools and many local businesses. It has an active Friends group, which manages a used book sales program benefiting the Library. The Library is the local community center, hosting meetings and a rich variety of programs.

#### Responsibilities

- Leadership of daily operations of the Library
- Development and evaluation of Library services
- Financial management of the Library, and preparation of annual Library budget
- Facilities development and management
- Community outreach – establishment and maintenance of local community network.
- Collection development and maintenance
- Strategic planning with regard to:
  - Technologies within the Library as well as for the active use of the community
  - Community outreach (maintaining and strengthening local community network)
  - Keeping the Library relevant to its community

#### Qualifications

- Bachelor's degree, with a minimum of 5 years of public library or non-profit experience, in roles of progressively increasing responsibility
- MLS from an ALA-accredited library school, strongly preferred
- Outstanding interpersonal skills, including oral and written communication skills
- Ability to work collaboratively with the Joint Board of Directors (Trustees), Staff and the Community in service of the Library's Mission
- Strong planning, organizational and management skills
- Thorough knowledge of current trends and best practices for public libraries is a plus
- The successful candidate will be a community-oriented leader who values the opportunity to interact with the public as a hands-on, customer-service focused Director

#### Compensation

- This is an at-will, salaried, full-time exempt position: \$60,000 annual salary, negotiable
- The library contributes additional funds towards the Director's health care or retirement
- Paid vacation, sick days, personal days, and holidays

#### Application Procedure

Please send a cover letter, resume and names and contact information for three professional references. Please include a one-page written statement expressing your view on the primary challenge(s) facing public libraries today and share your vision on how best to address these challenges. Applications received prior to July 15, 2022 will be given first consideration. Application materials should be sent to [ev@bridgmanlibrary.com](mailto:ev@bridgmanlibrary.com).