



The Kennett Library
Kennett Square, Pennsylvania
<https://kennettlibrary.org>

LIBRARY DIRECTOR

Description

The Kennett Library, a member of the Chester County Library System, is seeking a full-time library director who will be responsible for the administration and management of the Library.

This person will work collaboratively with the Library Board and staff to serve the 45,000 residents of Kennett Square and eight surrounding municipalities. The successful candidate will be responsible for the day-to-day operations of the library, including representing the Library within the communities, supervising the staff, and managing the library budget of approximately \$916,000. The library is open 59 hours per week, with an annual circulation of approximately 178,000.

The Board will select a candidate with excellent leadership and communication skills, a visionary perspective, innovative approaches to organizing and problem-solving, knowledge of library trends and technology, and the ability to foster a cohesive library team.

Our Community

Kennett Square, Pennsylvania, is considered the Mushroom Capital of the World. Located 40 miles south of Philadelphia and nestled in the heart of the Brandywine Valley, Kennett Square is a community rich in culture and increasing diversity. Chosen as one of the top ten coolest towns by Budget Travel Magazine, Kennett Square has a mild climate, abundant open space and trails, and two highly-rated school districts. The town is home to Longwood Gardens, a horticultural paradise and a must-see attraction for travelers world-wide.

At the Kennett Library, originally founded in 1896, we have embarked upon a most ambitious and exciting project by building a 21st century library that will provide a state-of-the-art learning environment for all of our patrons. Building on its role as a community resource, this modern 31,485 square foot facility will offer ample gathering spaces and new venues for outreach, partnership, and community development. The addition of a 110-seat auditorium places Kennett Library in a select group nationally, offering exciting programs that will inspire, entertain, and educate people of all ages and walks of life, drawing people to Kennett to experience and enjoy all it has to offer. Additionally, the new facility promises to promote, highlight, and advance the arts, cultural, and historical strengths of the region. Highlights of the building will include a warm and welcoming conference room, classrooms, an outdoor terrace, and Maker Spaces for both children and adults. As you can see in the video below, the new library will be a transformational project for our community.

<https://www.youtube.com/watch?v=YQxWh3catBs>

Requirements

Minimum Qualifications

- Graduation from a college or university with a Bachelor's degree in any discipline and a Master's Degree in Library Science from an ALA-accredited school.
- Possess or be able to acquire a Pennsylvania Professional Public Library Certification from the Pennsylvania Department of Education.

- Five to seven years progressive experience, with demonstrated success, in a supervisory management position. Must have strong knowledge and experience with non-profit budget administration, finances, and human resources.
- * FBI, PA Criminal Background Check and PA Child Abuse History Clearance

Essential Duties and Responsibilities

Day-to-day library operations

- Continues the library planning process
- Supervises day-to-day library operations
- Selects library materials and equipment
- Demonstrates knowledge of standard office equipment and computer software
- Attends local, state, and national conferences/workshops in accordance with State and County requirements
- Possesses the ability to communicate effectively orally and in writing

Community relations

- Builds support for the library in the community
- Creates a friendly and supportive environment that encourages frequent community use
- Cooperates with community educational and recreational groups to assist with their projects and programs
- Encourages a culture of collaboration among the library staff and community
- Seeks funding sources for special projects, including grants

Library staff oversight

- Schedules and designs duties for the library staff
- Empowers and allows employees to be both creative and effective
- Demonstrates up-to-date knowledge of best practices in personnel evaluations

Duties to the Board of Trustees

- Prepares regular reports concerning library use and library finances for the Board of Trustees and Chester County Library System, including the Annual Report and Plans for the Use of State Aid Report
- Works with the Board of Trustees to develop policies and plans for the use of state aid, and the annual budget, consistent with library goals
- Provides technical advice and recommendations to the Board of Trustees
- Additional duties as assigned in consultation with the Board of Trustees

Additional Qualifications Desired

- Experience with developing and growing staff skills to meet new challenges, programming, and service models for a diverse population
- Demonstrated ability to advocate for services and cultivate community relationships to underserved populations
- Experience leading, planning, developing, and managing collaborative team projects
- Experience developing new services to meet 21st Century service models with respect to local area needs
- Demonstrated knowledge of a public library model that includes a community and/or resource center
- Demonstrated ability to work with governing and local community organizations
- Demonstrated ability to envision and cultivate partnerships or collaborative relationships with the business community
- Member of a team that has opened a new library or adapted to a larger building.
- Elementary Spanish Proficiency

Job Information

Location: Kennett Square, Pennsylvania
Position Title: Library Director

Job Category: Administration/Management
Job Type: Full-Time

Salary: \$60K to \$75K per year, commensurate with applicant qualifications and experience

Benefits: The Kennett Library provides a competitive benefits package, consisting of medical, dental, life and disability insurance, worker's compensation, and retirement. The successful applicant will receive 10 days of vacation during years 1 to 5, 15 days years 6 to 14, increasing to 20 days of vacation after 15 years, plus 3 personal days a year.

Applicants should forward a cover letter and resume to:
Brenda Mercomes, Ed.D., Chair, Library Director Search Committee
bijou291@comcast.net

Deadline: August 20, 2021

Anticipated start date: October 2021