

## **Minerva Job Announcement**

The Minerva Public Library Board of Trustees seeks a Library Director who is a creative and innovative thinker ready to lead the library into the future. The ideal candidate will be a collaborative leader who can bring out the best in a dedicated staff, and effectively represent and promote the library in the community with energy and enthusiasm.

In a campus-like setting adjacent to Minerva Elementary School and the YMCA, the 24,000 square foot building was completely renovated in 2003, with a new roof in 2024. The building provides ample space for programs and meetings as well as a 98,000-item collection. The library's service area includes portions of three counties with just under 12,000 residents. A staff of thirteen (9.5 FTE) serves 6,800 local cardholders. Ohio's Public Library Fund supplies almost all the current operating budget of \$850,000, and thoughtful planning has built a strong capital projects fund. The Director will have the opportunity to set a new course for the library using strategic and facilities planning to develop new programs and services to meet changing community needs and expectations. The Director will also work to develop new partnerships with local agencies and community groups.

The Village of Minerva, with a population of 3,680, lies in a corner of rural Stark County within an easy drive of the cities of Canton, Louisville, and Alliance. A friendly, close-knit community, village residents are proud of the local schools, the revived business district, and the completely renovated historic Roxy Theater. Community institutions have strong local support with Village Government, local schools, the Chamber of Commerce, and the Historical Society all viewing the library as an important community asset.

**Responsibilities:** Under the general direction of the Library Board of Trustees, the Library Director ensures the efficient and effective overall operation of the library; oversees the development and implementation of strategic and operational goals and objectives; develops policies and plans for Board approval and implements practices and procedures to carry them out; works with the Fiscal Officer to develop and manage the library budget; represents the library in the community and collaborates effectively with other community agencies and organizations; assures adequate staffing levels and appropriate training and development of staff; acts as Adult Services Manager and manages and develops the adult materials collection; provides service desk support as needed.

**Qualifications:** A master's degree in library science (M.L.S. or M.L.I.S.) from an American Library Association accredited institution or a bachelor's degree and significant job-related coursework or training, with preference given to candidates with the master's degree. Previous management/supervisory experience in a public library is required. The ideal candidate will have a demonstrated ability to work independently, taking initiative and making sound decisions, while working successfully with others and participating effectively as part of a team; the ability to communicate effectively in both written and oral form; experience in collaboration or partnerships with non-library groups or agencies; and adult collection development and programming experience.

**Compensation:** The hiring salary range is **\$55,000 - \$70,000** (with placement negotiable dependent on experience and qualifications) and an excellent fringe benefits package.

For further information, email [mpldirectorsearchcommittee@gmail.com](mailto:mpldirectorsearchcommittee@gmail.com). Apply via email with a meaningful cover letter and your resume as Word or PDF attachments to [mpldirectorsearchcommittee@gmail.com](mailto:mpldirectorsearchcommittee@gmail.com). This position closes on **Friday, August 30th, 2024**.

#### Library and Community Links

#### Documents:

2023 Budget.xlsx

Benefit List--Library Director--2024.doc

Minerva Library Director 2023.docx

Minerva Public Library Organizational Chart January 2023.docx

MPL Annual Report 2024.pdf

<https://www.minervalibrary.info/>

<https://minerva.oh.us/>

<https://www.minervachamber.org/>

<https://www.visitcanton.com/things-to-do/neighborhoods/east-canton-minerva/>

<https://www.mlsd.sparcc.org/>

<https://www.visitcanton.com/>

<https://www.starkcountyohio.gov/>

<https://www.bestplaces.net/cost-of-living/>