

**DIRECTOR  
BUCHANAN (MI) DISTRICT LIBRARY**

The Board of Trustees of the Buchanan (MI) District Library is inviting applications for the position of Director. Located close to the southwestern shores of beautiful Lake Michigan, Buchanan is a quiet community within easy driving distance of Chicago and is situated just 20 minutes north of the University of Notre Dame campus in South Bend (IN).

The Library serves a population of nearly 11,000, with a budget of \$500,000. The 11 member library staff takes pride in providing excellent customer service in a busy and friendly environment. The Library enjoys strong community support and is in the midst of a renovation and fundraising project.

For additional information about the Library, visit [www.buchananlibrary.org](http://www.buchananlibrary.org); to learn more about Buchanan visit [www.cityofbuchanan.com](http://www.cityofbuchanan.com) and [www.buchanan.mi.us](http://www.buchanan.mi.us).

**The successful candidate** will be a community-oriented individual who values the opportunity to interact with the public as a hands-on director; has proven leadership skills; has a comprehensive understanding of library finances and budgeting and excellent overall financial management ability; is flexible and energetic; has strong communication skills and is comfortable with representing the library in the community; is knowledgeable regarding current technology and its use in public libraries; and has an overall understanding of current public library operations and services. Experience in millage or levy elections is desirable; successful fundraising experience and experience in building renovation would be a plus.

**Position requirements:** The position requires a bachelor's degree from an accredited college or university; a **Master's degree in library science or library and information science from a program accredited by the American Library Association is highly preferred.** In addition, the position **requires** a minimum of three (3) years of increasingly responsible experience in a library position, of which at least two (2) years have been in a position with management and supervisory responsibilities in a public library.

**Salary:** \$40,000 with the MLIS degree dependent on experience; from the mid \$30s with a bachelor's degree with library experience and work toward a master's degree; benefit package includes health insurance, life insurance, MERS participation, and paid leave time.

**Applications** will be accepted until the position is filled, but those received by January 15, 2019 will receive first consideration. **Electronic submissions required. Interested individuals should forward a cover letter, which specifically addresses the position requirements, a resume, and the names of three professional references, including complete contact information.**

Electronic submissions and requests for additional information should be directed to: Pamela Salo, Assistant Director, Buchanan District Library at [p.salo@buchananlibrary.com](mailto:p.salo@buchananlibrary.com).