

## *Katonah, New York*

Katonah is a picturesque, historic hamlet celebrated for its cultural vitality, creative spirit, and deep sense of community. Just an hour from New York City on the Metro-North Line, Katonah blends small-town charm with big-city access, attracting commuters, weekenders, and multi-generational families alike.

At the heart of this vibrant community stands the Katonah Village Library (KVL)—a vibrant gathering space for all to explore ideas, engage with culture, and discover new possibilities. Supported by an engaged board of trustees and a passionate staff, the library draws patrons from near and far, enriching lives and strengthening community bonds. As one of three libraries in the Town of Bedford and a 501(c)(3) nonprofit association library, KVL enjoys extraordinary community support—underscored by last November’s overwhelming passage of a 414 vote, affirming the library’s role as the beating heart of Katonah.

### Why This Role Matters

The Katonah Village Library is entering a pivotal chapter in its history. With a recently completed Strategic Plan and an ambitious Master Plan underway, the next Director will be the driving force behind initiatives that will shape the library’s future for decades to come. This includes leading a transformative **capital campaign** to fund critical improvements, expand services, and strengthen the library’s role as a cultural and educational hub.

As Director, you will not only manage day-to-day operations but also serve as a visionary leader—building partnerships, inspiring community engagement, and ensuring that the library remains a vibrant, inclusive space for learning and connection. Your leadership will directly impact how the library grows, innovates, and thrives in response to the evolving needs of our patrons.

### Key Responsibilities

The Director oversees the entire operations of the library and is responsible for ensuring it meets the educational, cultural, and informational needs of the community. Responsibilities include:

- **Leadership & Administration:** Provide day-to-day leadership for library operations, services, and policies. Foster a collaborative and mission-driven workplace culture. Serve as the executive liaison to the Board of Trustees. Attend all board and committee meetings; provide regular updates on operations, finances, and strategic initiatives; and support the board’s role in oversight and advocacy. Reports to: Board of Trustees.

- **Staff Management:** Supported by a seasoned assistant director (who also serves as the adult/teen librarian), the Director will supervise a committed team of one full-time children's librarian, one full-time programming staffer, and twenty part-time staff members. Lead hiring, training, evaluation, and staff development efforts.
- **Financial Oversight:** Develop and manage the library's operating and programming budgets, ensure financial sustainability, and oversee fiscal planning, reporting, and compliance.
- **Development & Fundraising:** Lead and actively participate in a major capital campaign aligned with the Master Plan. Responsibilities include donor relations, campaign strategy, grant writing and reporting, and cultivation of major gifts. The Director will serve as a visible ambassador for the campaign, inspiring community investment in the library's future
- **Programs & Community Engagement:** Collaborate with staff and community partners to maintain and expand a robust calendar of programs and events for all ages. Represent the library publicly and build strong relationships with local organizations and stakeholders.
- **Marketing & Communications:** Lead outreach efforts to promote library resources, initiatives, and programs across print and digital platforms. Strengthen the library's presence and profile in the community.
- **Strategic & Master Planning:** Work closely with the Board of Trustees and the Master Planning Committee to align, implement, and bring to life the recently adopted Strategic Plan and the evolving Master Plan.
- **Collection Oversight:** Guide collection development and management, ensuring offerings reflect the needs and interests of the Katonah and Bedford community.
- **Facility Oversight:** Ensure the library building and grounds are maintained, safe, and ready to support evolving programmatic needs.
- **Technology & Administration:** Comfort with or willingness to learn tools such as Google for Nonprofits, WordPress, ADP, Evergreen ILS, Canva, and donor management software.

## Qualifications

- Proven strength in organizational leadership, team management, and public service.
- Experience in budgeting, fundraising, community outreach, and strategic implementation.
- Demonstrated growth in library roles with increasing levels of responsibility for people, programs, and budget.
- Technological competence and a willingness to learn new platforms quickly.
- A minimum of five years of public library experience, including three years of supervisory or management experience.
- MLS/MLIS from an ALA-accredited program and either possession of or eligibility to obtain New York State Public Librarian certification within one year of hire.
- A genuine passion for libraries and the ability to inspire and collaborate with staff, trustees, and community members.

## Compensation & Benefits

- Salary Range: \$130,000 – \$140,000, commensurate with experience
- Health and dental insurance
- Generous paid time off (vacation, sick leave, and holidays)
- Participation in the New York State and Local Retirement System (NYSLRS)
- Support for continuing education and professional development

*Katonah Village Library is an equal opportunity employer.*

