

Job Opportunity: Director of the Katonah Village Library

Katonah, New York

Katonah is a picturesque hamlet known for its cultural life, creative community, and strong spirit of engagement. The Katonah Village Library serves as a cornerstone of village life—a welcoming hub for learning, inspiration and connection. Our library is known for its exceptional programming, dedicated staff, and active board of trustees. As a 501(c)(3) nonprofit association library, the Katonah Village Library is deeply rooted in its community, with programs and services shaped by the needs and interests of those it serves.

We are seeking an innovative, supportive leader with strong planning skills—experienced in strategic implementation, capital fundraising, and community engagement—who brings vision, energy, and a visible presence throughout the library. The ideal candidate will have an approachable style that encourages connection, fosters creativity, and brings positivity to daily operations and long-term development. The Library has recently completed a Strategic Plan and is now engaged in a long-range Master Planning process, offering the next Director an exciting opportunity to guide these initiatives from vision to reality.

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.
- **Staff Management:** Supervise a committed team of two full-time librarians 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:** Manage the efforts of a part-time development manager, taking a hands-on role in fundraising, including donor relations, campaign strategy, grant writing/reporting, and the cultivation of major gifts.
- **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:** The Director should have experience with or willingness to learn the following platforms and systems:
 - Google for Nonprofits (onboarding and managing staff accounts).
 - WordPress (website maintenance).
 - ADP (biweekly payroll administration).
 - New York State pension system (NYSLRS).
 - NYS Annual Report for Public Libraries (annual data collection and reporting).
 - Evergreen ILS.
 - Canva or similar (flyers, reports, and marketing materials).
 - DonorPerfect or similar relationship management software.

Qualifications

- 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.
- Demonstrated growth in library roles with increasing levels of responsibility, for people, programs, and budget.
- Proven strength in organizational leadership, team management, and public service.
- Experience in budgeting, fundraising, community outreach, and strategic implementation.
- A genuine passion for libraries and the ability to inspire and collaborate with staff, trustees, and community members.
- Technological competence and a willingness to learn new platforms quickly, as above.

Compensation & Benefits

- Salary Range: \$100,000 – \$120,000, commensurate with experience
- 100% employer-paid health and dental insurance for the employee
- Participation in the New York State and Local Retirement System (NYSLRS)
- Generous vacation, sick leave, and holiday schedule
- Support for continuing education and professional development

To Apply:

Applications will be reviewed on a rolling basis. For full consideration, please submit a resume, cover letter, and three professional references no later than September 15 to kvlboardoftrustees@gmail.com.