WAY PUBLIC LIBRARY

Director Leadership Opportunity

Perrysburg, Ohio

About Way Public Library

For nearly 150 years, Way Public Library has been an important part of the Perrysburg community. Established through a bequest from Willard V. Way in 1875 and opened in 1881, Way was the first public library in Wood County. From its beginnings in the home of its first librarian to its longtime location in the heart of Perrysburg, the Library has continued to grow and evolve alongside the community it serves.

Today, Way Public Library serves a legal service population of approximately 25,000 residents in one of Northwest Ohio's growing communities. With annual operating revenue of approximately $3.6 million and annual circulation exceeding 800,000 items, Way is a highly utilized community institution. Beyond its collections, the Library provides educational and cultural programming, technology and digital resources, meeting and gathering spaces, local history resources, and opportunities for lifelong learning. Way benefits from strong community support and an experienced staff committed to providing excellent public service.

As Way prepares for its next chapter, the Board of Trustees is seeking its next Director to provide strategic, organizational, and community leadership. The next Director will have the opportunity to build upon a strong foundation while helping the Library respond to a community that continues to grow and evolve. The Board seeks a leader who values people, understands the changing role of public libraries, builds strong relationships with staff and community partners, responsibly stewards public resources, and can help position Way Public Library for continued relevance and impact in the years ahead.

The Opportunity

The Director serves as Way Public Library's chief executive and administrative officer and works in partnership with the Board of Trustees to lead the organization. This is an opportunity for an experienced library professional to lead a respected public institution, support and develop a strong staff, deepen the Library's connection to the community, and help shape the next chapter of library service in Perrysburg.

DIRECTOR POSITION DESCRIPTION

Job Title:	Director
Department:	Administration
Pay Range:	$115,000.00 to $135,000.00
Immediate Supervisor:	Board of Trustees

Position Summary

The Library Director serves as the chief executive and administrative officer of the library and is responsible for the overall leadership, management, and operation of the library. The Director provides visionary leadership while ensuring that the library fulfills its mission, serves the needs of the community, operates responsibly and efficiently, and remains a valued community institution.

The Director is responsible for the administration of library services, personnel, finances, facilities, collections, technology, community relations, development, and strategic planning. The Director serves as the primary representative of the library to the community and builds effective relationships with local government, community organizations, schools, businesses, donors, library partners and the public.

Compensation

The anticipated annual salary range for this position is $115,000–$135,000, commensurate with the selected candidate's qualifications, experience, and demonstrated leadership capabilities. Final compensation will be determined by the Way Public Library Board of Trustees.

Job Responsibilities

Leadership and Administration

- Provide overall leadership and direction for the library and its programs, services and operations.
- Translate the mission, policies, and goals into effective programs and services.
- Establish administrative procedures and operational priorities consistent with Board policies.
- Lead organizational development efforts that position the library to respond to community growth, changing needs, emerging opportunities, and the evolving role of public libraries.
- Build organizational capacity and lead change thoughtfully while preserving the strengths, culture, and service standards that are important to the library and community.
- Lead and complete special projects as assigned by the Board of Trustees.
- Perform other related duties as assigned by the Board of Trustees to support the effective and efficient operation of the Library.

Board of Trustees

- Prepare agendas, reports, recommendations, and supporting information for Board meetings.
- Keep the Board informed regarding library operations, finances, personnel matters, community issues, opportunities, and challenges.
- Recommend policies and policy revisions to the Board of Trustees as appropriate.
- Implement Board policies and directives.
- Maintain a productive and respectful relationship with individual Trustees while recognizing the Board's role as a governing body.

Personnel and Human Resources

- Recruit, select, train, supervise, and evaluate library employees.
- Establish clear expectations for employee performance and professional conduct.
- Ensure compliance with employment laws, regulations, and library policies.
- Encourage professional development and continuing education.
- Build and maintain a positive, respectful and productive workplace environment.
- Develop and support managers and staff leaders, strengthen organizational communication, and foster a workplace culture in which employees can contribute, grow, and provide excellent service.

Financial Management

- Develop and administer the annual operating budget in cooperation with the Fiscal Officer.
- Monitor expenditures and revenues.
- Develop and maintain a good working relationship with the library's Fiscal Officer.
- Ensure responsible stewardship of public funds and library assets.

Community Relations and Advocacy

- Serve as the principal public representative and spokesperson for the library.
- Develop and maintain strong relationships with community leaders, elected officials, schools, civic organizations, businesses, foundations, donors, and other community partners.
- Advocate for the value and importance of public library services.
- Represent the library at community meetings, events, professional organizations, and civic activities.
- Identify opportunities for collaboration that strengthen the library's role in the community.
- Respond appropriately and professionally to public concerns, questions and complaints.
- Maintain an active presence in the community and create ongoing opportunities to listen to residents, patrons, partners, and other stakeholders so that library services remain responsive to a growing and evolving Perrysburg community.

Library Services and Collections

- Oversee the development and evaluation of collections, services, resources and programs and ensure they reflect the needs and interests of the community.
- Encourage innovation and thoughtful use of technology.
- Ensure that the library remains responsive to changing community demographics, interests and expectations.
- Promote equitable access to library resources and services.

Facilities, Technology, and Operations

- Oversee the effective operation, maintenance, security, and improvement of library facilities.
- Plan for capital improvements, major repairs, renovations, and long-term facility needs.
- Oversee the library's technology infrastructure and identify opportunities for modernization and improvement.

Development

- Work collaboratively with the Development Director.
- Cultivate relationships with donors, community organizations, and other potential supporters.
- Support and participate in fundraising and development activities.
- Identify grant opportunities and other sources of supplemental funding.
- Serve as an ambassador for the library and communicate its community impact to potential supporters.

Legal and Risk Management

- Consult with legal counsel and appropriate governmental officials when necessary.
- Maintain appropriate confidentiality regarding personnel, patrons, and other sensitive matters.
- Ensure compliance with applicable workplace safety requirements and OSHA standards.

Professional Development

- Remain current on developments, trends, legislation, technology, and best practices affecting public libraries.
- Participate in professional organizations and continuing education opportunities.
- Maintain appropriate professional relationships with other library directors and community organizations.
- Bring relevant knowledge and innovative ideas back to the library.

Knowledge, Skills and Abilities

- Knowledge of library principles, practices and emerging trends.
- Knowledge of concepts of freedom of speech, copyright, collection development, patron confidentiality, censorship and other library ethical issues.
- Strong leadership and organizational skills.
- Excellent written and verbal communication skills.
- Sound judgment and decision-making ability.
- Ability to effectively supervise and develop employees.
- Ability to establish and maintain positive community relationships.
- Ability to work effectively with a governing board.
- Ability to manage competing priorities and complex situations while successfully managing day-to-day duties.
- Strong interpersonal and conflict resolution skills.
- Knowledge of strategic planning and public administration.
- Commitment to excellent public service.
- Ability to lead organizational change, develop people, and translate community needs and strategic priorities into action.
- Proficiency with standard office technology, library management systems, and software necessary to oversee library operations.

Qualifications

- Master's degree from a program in library and information studies accredited by the American Library Association (ALA), including degrees such as an MLS, MLIS, or other equivalent ALA-accredited master's degree.
- Minimum of seven years of professional library experience in positions with progressive levels of responsibility.
- Experience working with a Board of Trustees.
- Experience with fundraising, grants, and donor relations.
- Experience with capital projects and/or facility management.
- Experience working with local government and community organizations.
- Demonstrated success in developing partnerships and advocating for public library services.
- Demonstrated experience with budgeting, personnel management, and strategic planning.
- Ability to travel locally and regionally as required to fulfill the responsibilities of the position.

Working Conditions

The Director works in a dynamic public-service environment that requires regular interaction with library employees, Board members, patrons, community members, government officials, vendors, and other stakeholders. The position requires the ability to manage competing priorities, respond effectively to interruptions and unexpected situations, and exercise sound judgment in addressing operational challenges and emergencies.

The Director is expected to maintain regular and predictable attendance and participate in occasional evening and weekend meetings, programs, and community events. The position may also require availability outside normal business hours to address urgent operational matters or emergencies.

The Director must be able to perform the essential functions of the position, including working in an office and public library environment, using computers and standard office equipment, moving throughout library facilities, and attending meetings and community events. Way Public Library will provide reasonable accommodations to qualified individuals with disabilities in accordance with applicable law.

Application Process

Interested candidates must submit the following materials to **waylibrarydirectorsearch@gmail.com**:

1. **Cover Letter** – A letter outlining the candidate's interest in serving as Director of Way Public Library, relevant leadership experience, professional qualifications, and how their background and experience prepare them to lead the Library into its next chapter.

2. **Résumé** – A current résumé demonstrating how the candidate meets the required professional experience and qualifications outlined in the position description, including relevant employment history, education, and leadership responsibilities.

3. **Professional References** – Names and contact information for three professional references.

Application Submission and Inquiries

Applications must be submitted exclusively through the email address provided above. Applications submitted through other channels will not be considered. To ensure a consistent and equitable process, the Search Committee will not accommodate telephone inquiries or individual meetings regarding the position. Requests for reasonable accommodations during the application process may be directed to the designated email address.

Applications will be accepted until the position is filled. The Board of Trustees reserves the right to review applications and begin interviewing qualified candidates as applications are received.

Selection Process

Selected candidates may be invited to participate in a structured interview process. Finalists may be asked to provide additional information relevant to the selection process. Professional references and prior employment may be verified during the selection process.

Employment Conditions

Any offer of employment will be contingent upon the successful completion of applicable pre-employment requirements established by Way Public Library and permitted by law, including but not limited to: criminal background check, professional reference checks, education verification.

Benefits

This position participates in the Ohio Public Employees Retirement System (OPERS) and includes a competitive benefits package. Additional information regarding health insurance, paid leave, and other employee benefits will be provided during the selection process.

Equal Employment Opportunity

Way Public Library is an equal opportunity employer. The Library provides equal employment opportunities to all applicants and employees without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, pregnancy, genetic information, military or veteran status, or any other status protected by applicable federal, state, or local law.

In accordance with the Americans with Disabilities Act, the Library will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Library.