

Norwood, MA Library Director



Community & Position Profile



COMMUNITY PARADIGM ASSOCIATES, LLC



Morrill Memorial Library Director

The Community

Norwood, MA (30,000 pop.), is an inclusive community that benefits from an excellent location, large business tax base, and excellent school system. Its many attributes make Norwood a highly attractive community in which to live, shop, and work. It enjoys close proximity to Boston and Providence and has access to public transportation through rail and bus routes. The Town has an AA+ rating, strong economy, and good financial policies and practices. [Norwood](#) is led by a five-member Board of Selectmen, has a representative town meeting form of government, and a total FY21 [budget](#) of approximately \$84 million. Norwood is a proudly diverse community, with approximately 66 different languages spoken in its schools. Norwood residents care deeply about their community, including the education of the Town's children, the health and wellbeing of its residents, and the vibrancy of its popular library.



Position Brief

The [Morrill Memorial Library](#) Director is responsible for providing leadership for the library system by directing and managing all operations of the library and overseeing all library services and resources. The library has 21 benefited and permanent employees who are key staff and 38 part-time employees. The Director should be an ambassador for the library, highlighting its successes and clearly communicating its needs.

Annual salary: \$108,000 – \$125,600. The successful candidate will receive an attractive compensation package including health and retirement plans, commensurate with qualifications and experience. The Town of Norwood is an EEO/AA employer.

Expectations and Opportunities

The Morrill Memorial Library

The Morrill Memorial Library building was gifted to the town in 1898 by Mr. and Mrs. George H. Morrill in memory of their daughter, Sarah. A rear wing was added in 1928 funded by Sarah's sister and, in 1965, a modern front addition doubled the building's size and allowed for the expansion of the library's collection and services. The latest library renovation, which cost approximately \$3 million with \$1 million from grant funding, took place about 20 years ago. The library is a hub of activity and serves as a community and activity center as well as a resource for the educational, vocational, and recreational needs of all its patrons. Norwood belongs to the [Minuteman Library Network](#), a consortium of 42 member libraries.

The current [Long Range Plan](#) is effective through 2021, so the successful Library Director candidate will have the opportunity to lead the charge in developing the next five-year plan and set the course for the library's future. One of the challenges the Morrill Memorial Library faces is a lack of study space. The literacy program, which is one of the largest in the Commonwealth and is widely hailed, makes great use of individual study rooms, leaving little time for other usage. Additionally, staff office space is tight, particularly given social distancing requirements, and the library's website and software are in need of upgrades.

Mission Statement

The Morrill Memorial Library is a vital community center which provides innovative and effective services to all users to enrich their lives with cultural, educational, and recreational programs and materials.

Vision Statement

The Morrill Memorial Library will be a welcoming, inclusive hub accessible to all. Through strategic partnership with local organizations, the library will anticipate and fulfill community members' aspirations.

Services

The library provides a welcoming and inclusive environment along with myriad services for its patrons. It offers public computer stations; reference and learning resources; programs and events for patrons of all ages; meeting space; museum passes, books, periodicals, DVDs, audiobooks, and digital books; streaming services; and a literacy program. It also houses an extensive [Library of Things](#) with such non-traditional materials as ukuleles, battery testers, telescope, birdwatching kits, food dehydrator, and stud finder. The library subscribes to the streaming services Hoopla and Kanopy, and patrons can use Flipster and OverDrive to borrow digital magazines. Additionally, patrons can schedule one-on-one sessions with technology librarians for assistance in navigating the use of various types of technology, including computers, tablets, eBooks, etc. Library Director candidates should understand the importance of both tangible and technologically based media.

The library provides a tremendous diversity of programming for patrons of all ages and partners with other departments and outside organizations to offer innovative services. For example, the library is a U.S. Passport Application Acceptance Facility, processing hundreds of applications annually and bringing in revenue for programs as well as providing proctoring and notary public services. Additionally, following the library's closure to the public due to the ongoing COVID-19 pandemic, staff members were quick to offer numerous [virtual programs](#), curbside pickup, and pop-up libraries for children as a way to provide a sense of normalcy and some much-needed (online) social interaction for patrons.

The next Library Director will be expected to have strong communication skills and to ensure the public is informed as to all the library has to offer and to strive to expand services in accordance with patrons' needs.

Finances

The Morrill Memorial Library has a budget of nearly \$1.9 million for FY21. The Director develops, manages, and monitors the annual operating budget and capital improvement plan. The Director is responsible for administering financial gifts and trusts in conjunction with the Board of Trustees; applying for state aid and grants; and expending money as awarded. The Director also oversees revenue received by the library such as via its Passport program. At present, state aid is projected at approximately \$36,000, grants are projected at nearly \$30,000 (but can only be spent for grant project expenses), new gifts, fines, fees, and interest are projected at approximately \$20,000, and existing funds and trusts provide additional funds but typically specify the purposes for which such funds can be spent. Debt carried from a \$3 million library renovation in 2000 will be paid in full later this year. The next Library Director needs strong financial management skills and the ability to fully communicate the library's financial needs to Norwood officials and the community.

Board of Trustees

The Library [Board of Trustees](#) is composed of six engaged and interested members whose collective role is:

- *to support the achievement of the library's mission by supporting and advocating for the library and its programs and activities;*
- *to set appropriate policies and oversee their implementation;*
- *to represent the diversity of the community; and*
- *to contribute their own special competencies as appropriate to the work of the Board and the library.*

The Friends of the Morrill Memorial Library is a 501(c) charity, run by volunteers, that raises funds that go toward supplies and programming at the library.



Staffing

The library has 21 benefited and permanent employees who are key staff and 38 part-time employees. Staff positions include librarians, circulation chief, reference librarians, technical services librarian, children's librarian, library assistants, literacy coordinator, library pages, administrative assistant, and custodians. Approximately 20 staff members hold master's degrees in library science. Due to the pandemic, one-year union contracts were settled earlier this year and thus the new Director will need to begin scheduling collective bargaining sessions in the near future.

Staff members are creative, enthusiastic, and energetic, and there is high morale at the Morrill Memorial Library. Professional development is considered important and staff members regularly attend workshops and conferences provided by state, regional, network, and professional library organizations in addition to webinars and trainings held at the library. The Library Director is expected to be involved with state, regional, network, and professional library organizations to remain informed of new regulations, best practices, trends, and innovations.

The next Library Director should be a collaborative and experienced leader and manager of people who eschews micromanagement. He or she should strive to assist staff members in vetting, organizing, and professionally presenting ideas, and then allow staff to move forward with implementation. The Library Director will be expected to coach and inspire staff members to continue to provide patrons with the best services possible, to collaborate with other Town departments and organizations, and to reach out beyond the library's walls to engage with the community.

2016-2021 Strategic Goals

- ❖ *All ages of the Norwood community will have enrichment and cultural experiences at the library through library events and programs.*
 - ❖ *The Norwood community and library staff will enjoy a well-maintained facility and welcoming community space.*
 - ❖ *The Norwood community will have a well-trained and educated library staff.*
 - ❖ *Our users will have access to informative, educational, entertaining or enlightening materials in all formats through visits to the library or from remote locations.*
 - ❖ *Our library users will have guided and/or self-guided access to information in the library and from remote locations.*
 - ❖ *The Morrill Memorial Library will have adequate funding from both town appropriations and alternate sources to provide its residents and community members and partners with excellent library services, programs, and materials.*
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The Ideal Candidate

- Requires Master of Library Science degree from an A.L.A. accredited institution, with 7 years of administrative and supervisory experience at a progressively responsible level, with at least 3 years as a director or equivalent; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job.
- Certification by the Massachusetts Board of Library Commissioners is required upon appointment.
- Extensive knowledge of professional library principles, practices, and services.
- Considerable knowledge of library administration and management as applied to automation, personnel, collection development, planning, and budgeting.
- Experience and knowledge in handling diverse types of revenue sources.
- Familiarity with requirements for participation in the Minuteman system inter-library loan program and eligibility for state grants.
- Ability to write and administer grants.
- Ability to interpret community interests and needs; become involved with the community.
- Ability to build a positive team environment; able to manage, mentor, and motivate staff.
- Ability to manage a complex, technologically innovative modern library organization.
- Excellent interpersonal and public relations skills; strong listening and speaking skills.
- Friendly and approachable; a problem solver.
- Requires valid Massachusetts' driver's license.

Important Links

- [Town of Norwood](#)
- [Morrill Memorial Library](#)
- [Board of Library Trustees](#)
- [Morrill Memorial Library Long Range and Action Plans](#)
- [Town of Norwood FY21 Budget](#)
- [Annual Reports](#)
- [Library Policies](#)
- [Friends of the Morrill Memorial Library](#)





Morrill Memorial Library

33 Walpole Street, Norwood, MA 02062

Monday - Thursday: 9:00 am - 9:00 pm

Friday: 10:00 am - 5:00 pm

Saturday: 9:00 am - 5:00 pm

Sunday: 2:00 pm - 5:00 pm

Closed Saturdays, July 1 through Labor Day

Closed Sundays, Memorial Day through

Columbus Day Weekends

How To Apply

The position is open until filled. Application materials must be submitted by October 20, 2020, 5:00 p.m. EST, for a guaranteed review. Send cover letter and résumé via email, in a single PDF, to:

Apply@communityparadigm.com

Subject: Norwood Library Director

Questions regarding the position should be directed to:

Bernard Lynch, Principal
Community Paradigm Associates
Blynch@communityparadigm.com
978-621-6733

The Town of Norwood, Mass., is an EEO/AA employer.

