



**NORTHBOROUGH**  
FREE LIBRARY  
— YOUR PLACE TO CONNECT —

## Northborough Free Library Director

### The Community

Northborough, MA (14,500 pop.), is a suburban community which offers classic New England charm along with a variety of housing options, a mix of retail establishments and restaurants, and access to educational opportunities. Its many attributes make Northborough a highly attractive community in which to live, shop, and



work. It is centrally located in Worcester County, approximately 37 miles west of Boston. The Town has an Aa1 rating, strong finances, and healthy reserves. Northborough is led by a five-member Board of Selectmen, has an open town meeting form of government, and a total FY21 budget of approximately \$71.74 million. Northborough residents care deeply about the education of the Town's children, and the health and wellbeing of families and elders.

### Position Brief

The Northborough Free Library Director is responsible for managing the Library's collections, operations, facility, and staff under the jurisdiction of the Library's Board of Trustees. The Director currently oversees a department of about 10.5 FTE personnel as well as numerous volunteers.

**Annual salary: \$78,971-\$102,633.** The successful candidate will receive an attractive compensation package including health and retirement plans, commensurate with qualifications and experience. The Town of Northborough is an EOE/AA employer.

# Expectations and Opportunities

## The Northborough Free Library

The Northborough Free Library, established in 1868, has a long and proud history of serving the educational, informational, and recreational needs of local residents. The newly expanded and renovated library building, which opened in March 2009, is a warm and inviting building. The library is a hub of activity and serves as a community center as well as a resource for the educational, vocational, and recreational needs of all its citizens. Northborough belongs to the Central and Western Massachusetts Resource Sharing (CW MARS) library network, a consortium of 147 member libraries and 175 branch locations.

## Services

The library provides a welcoming and inclusive environment along with myriad services for its patrons. It offers meeting space for community groups, program space, and study rooms; public computer stations; training in the use of online resources, databases, and digital materials; reference and learning resources; programs and events for patrons of all ages; museum passes, books, periodicals, DVDs, audiobooks, and digital books; and streaming services. It also houses a Library of Things with such non-traditional materials as hiking kits, ukuleles, keyboards, telescopes, and games and puzzles for adults and children. The next Library Director will be expected 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.

### **Mission Statement**

*The Northborough Free Library provides materials, space, access, and opportunities for members of the community to learn and discover; to enrich their lives and further their personal goals; and to engage with others in a comfortable environment.*

### **Vision Statement**

*The Library is a key partner in a welcoming and safe community that values learning, participation, cooperation among organizations, and the pursuit of both individual and group interests.*

## Finances

The Northborough Free Library has a budget of approximately \$862,233 for FY21. The Director develops, manages, and monitors the annual operating budget and capital improvement plan. The Director also administers financial gifts and trusts in conjunction with the Board of Trustees; applies for state aid and grants; and expends money as awarded. The Library Board of Trustees is composed of nine engaged and interested members whose collective role is to oversee the library, establish policy and plans, determine the final budget, and act as advocates for the library. The active Friends of the Northborough Library is a non-profit educational organization dedicated to providing assistance both financial and volunteer to the Northborough Free Library.

## Staffing

The Library Director currently supervises a staff of 10.5 full-time equivalent employees as well as numerous volunteers. Staffing includes the following positions: librarians, circulation supervisor, library assistant, financial assistant, and library pages. The next Library Director will be expected to coach and inspire staff members 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. The Director will need to work with staff to develop and implement approaches and programs to heighten community awareness of the capabilities, program offerings, and services offered by the library.



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### Strategic Goals

- ❖ Provide materials for patrons to enjoy either at home or in the library, as well as provide access to digital resources for in-house or remote use.
  - ❖ Create and support opportunities for life-long learning.
  - ❖ Engage the community in outreach and partnership with the library.
  - ❖ Expand access to library services.
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### The Ideal Candidate

- Requires Master of Library and Information Science degree with 5 to 7 years of relevant experience (2 to 3 years in a supervisory role) or any equivalent combination of education and experience.
- Certification by the Massachusetts Board of Library Commissioners is preferred.
- Thorough knowledge of principles and practices of professional library management.
- Knowledge of municipal finances in order to prepare and manage budgets.
- Excellent oral and written communication skills; computer skills in word processing, spreadsheets, databases, and library system computer applications.
- Exhibit courtesy, tact, diplomacy, and the confidential handling of a variety of issues.
- Ability to build a positive team environment, manage and motivate staff.
- Excellent planning, time management, and organization skills.
- Excellent interpersonal and public relations skills; strong listening skills.
- Should enjoy working with the public.
- Requires valid Class D motor vehicle license.

### Important Links

- [Town of Northborough](#)
- [Northborough Free Library](#)
- [Staff & Board of Library Trustees](#)
- [Northborough Free Library Strategic Plan FY16-FY21](#)
- [Action Plan 2020-2021](#)
- [Friends of the Northborough Free Library](#)
- [History of the Library](#)
- [Library Policies](#)





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## How To Apply

The position is open until filled with a first review of applicants on August 5, 2020. Send cover letter and résumé via email, in a single PDF, to:

**[Apply@communityparadigm.com](mailto:Apply@communityparadigm.com)**

**Subject: Northborough  
Free Library Director**

Questions regarding the position should be directed to:

Bernard Lynch, Principal  
Community Paradigm Associates  
[Blynch@communityparadigm.com](mailto:Blynch@communityparadigm.com)  
978-621-6733

The Town of Northborough, Mass., is an EOE/AA employer.