Library Director

Castleton Public Library, Castleton-on-Hudson, NY

Position Overview:

The Castleton Public Library seeks a creative and team-oriented leader who can step into the role of Director with confidence, building on the Library's strong reputation, services and partnerships. The ideal candidate will be energized by the hands-on aspects of the role and by the impact that the director of a small public library can have in a welcoming space, with an excellent collection and incredible community programming.

Key responsibilities: The Library Director is responsible for the overall operation and management of the Library, within Board-established strategic priorities and policies. Regular responsibilities include:

- Overseeing the planning, implementation and ongoing evaluation of library programs and services;
- Hiring, training, and supervising all employees and volunteers;
- Working closely with the Programming and Outreach Coordinator and multiple part-time staff;
- Managing collection development across print, digital, and specialty formats;
- Collaborating with library staff and the Board to continually improve and adapt library services to changing community needs;
- Developing and managing the library's annual budget and financial reporting;
- Working with the Board in strategic planning, policy creation, fiscal oversight, and long-term sustainability;
- Developing new and existing partnerships to advance the Library's program and fiscal strength;
- Coordinating with the Village of Castleton on payroll, benefits and in-kind service arrangements;
- Ensuring that all technology (computers, ILS, accessibility tools, WiFi) remains current and functional;
- Maintaining an active and accurate public presence across channels, such as social media, newsletters, calendars, and press outreach;
- Representing the mission, vision and values of the Library in communication with staff, partners and the public.

Compensation and Benefits:

The Library Director position is a full-time (37.5 hrs per week), salaried Civil Service position (Library Director I) that involves scheduled evening and occasional weekend

hours. The successful applicant will have provisional Civil Service status until an examination is given.

Starting Salary: $65,000 annually

Benefits:

- Competitive health insurance package including dental and vision coverage;
- Generous paid time off, including 14 paid holidays, 15 vacation days, 3 personal days, and paid sick leave;
- Participation in the New York State Retirement System;
- Support for professional development opportunities.

Minimum Qualifications:

- A Master's Degree in Library or Information Science from an ALA-accredited institution, plus two (2) years of management experience in a library of recognized standing;
- Eligibility for a NYS public librarians' professional certificate at the time of application, and possession of this certificate when appointed.

Preferred Qualifications:

- Prior experience as a library director or sole-professional in a public library setting;
- Experience working in a civil service environment;
- Familiarity with Sierra ILS and regional library system operations;
- Demonstrated success in grant writing and fund development, including familiarity with NYS Education Law 259/414 public funding propositions;
- Experience with community programming across all age groups in a small staff environment;
- Comfortable with, and excited by, the scope of a small library director role, including direct patron service and hands-on program facilitation.

About Us:

We are a small, dynamic municipal library with an annual operating budget of $300,000, a collection of more than 9,000 items, and a robust programming calendar that attracts children, teens and adults seven days a week, both onsite and in partnership with community organizations. Chartered to serve the Village of Castleton, we also extend services to residents of the Town of Schodack. The Library is located in Castleton's historic Village Hall, currently occupying two main collection and service rooms, and a Community Room that is used creatively for programming and community events.

The Library and the Village Hall together serve as a primary civic and community gathering space in the Village and surrounding area. The incoming director will find a supportive and mission-driven staff, Board, and Friends group, and a library that is well-run, well-regarded and well-loved by its community.

To apply for this position, please submit a resume, cover letter and the names and contact information for three professional references to: Library Director Search Committee at directorsearch@castletonpubliclibrary.org

Applications will be accepted through the closing date of September 1, 2026