

LIBRARY DIRECTOR

**GRAFTON-MIDVIEW
PUBLIC LIBRARY**
OPENING YOUR WINDOW TO THE WORLD.



**Organizational
Architecture**

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THE OPPORTUNITY

The **Grafton-Midview Public Library** [GMPL] is seeking a community-focused leader to serve as its next **Library Director**.

GMPL has retained Organizational Architecture, Inc. to assist with this search.

ABOUT GMPL

The Grafton-Midview Public Library was established in 1944 as a school district library through the efforts of Harriet Spitzer, who led the push to create a free public library for the Grafton community. Originally housed inside Grafton School on Elm Street, the library later moved in 1971 to a former bank building on Main Street that was purchased for just \$1.00.

Today, the library operates as one of seven independent public libraries in Lorain County and serves approximately 24,000 residents located in Grafton Village, Grafton Township, Eaton Township, and parts of Carlisle Township, and Elyria.

Learn more [here](#).

THE GRAFTON AND MIDVIEW COMMUNITIES

Located in southeastern Lorain County, Grafton is a close-knit and growing community that blends small-town charm with convenient access to larger metropolitan amenities.

Home to a quaint, historic downtown district, established residential neighborhoods, and surrounding rural landscapes, the area offers a welcoming atmosphere with a strong sense of community pride and local identity. Residents benefit from a quieter and more affordable lifestyle while still having access to shopping, dining, healthcare, and entertainment options.

The community is also well positioned geographically with convenient access to major transportation corridors, allowing residents to easily commute to both Cleveland and Akron. Outdoor recreation and natural amenities are abundant in the region, with nearby parks, trails, and golf courses.

Combined with well-regarded schools, a family-friendly environment, abundant regional attractions, and a balance of rural character and suburban convenience, the Grafton area provides an appealing place to live, work, and build long-term community connections.

GMPL AT-A-GLANCE

<p>Mission</p>	<p>The mission of the Grafton-Midview Public Library is to provide free and equal access to information, knowledge, and ideas; promote personal enrichment and life-long learning; encourage literacy and love of reading and foster cultural and educational programs and partnerships in a welcoming community environment.</p>
<p>Strategic Plan</p>	<p>The current strategic plan was approved in May 2024 and runs through the end of 2026. The goals of the plan are:</p> <ol style="list-style-type: none"> 1. Solidify a plan for Library expansion that supports community aspirations 2. Extend the Library's reach within the community 3. Celebrate the value and impact of the Library
<p>Staff</p>	<p>The staff is comprised of 23 employees and an FTE count of 16.66.</p>
<p>Board</p>	<p>A seven member Board of Trustees provides oversight, guidance, and support to the Library and its Director.</p>
<p>Budget</p>	<p>The annual budget is \$1,800,000. Funding sources include the State of Ohio Public Library Fund, property taxes, gifts, and donations.</p>
<p>Friends</p>	<p>Friends of the Grafton-Midview Public Library serves as strong advocates for the Library by providing both financial support and hands-on volunteer assistance.</p> <p>They actively participate in library functions, organize semi-annual book sales, maintain the Little Free Pantry, and help fund programs and services that benefit the community.</p>
<p>Impact</p>	<p>As of December 2025:</p> <ul style="list-style-type: none"> • Total circulation: 143,904 • Total door count: 50,336 • Total programs: 421 • Total program attendance: 8,706

THE ROLE

Library Director



SUMMARY

The Library Director engages and collaborates with the library's patrons, staff, Board members, business leaders, community partners, and other stakeholders to advance the library's mission and goals.

In addition to organizing, directing, and evaluating all library operations and activities, the Library Director will:

- Prioritize the development of a new strategic plan to guide the library's future direction and priorities
- Oversee budget planning, resource management, and fundraising efforts
- Expand and strengthen community partnerships with local organizations, businesses, and stakeholders
- Champion staff training, professional development, and a positive, high-performing work culture

Most importantly, the next Library Director at Grafton-Midview Public Library will balance respect for the library's established strengths, community identity, and positive work culture with a forward-thinking approach to new service models and technology, evolving community needs, and organizational improvement.

RESPONSIBILITIES AND EXPECTATIONS

- **Building Management:** Holds full responsibility for the care and maintenance of all library buildings, grounds, and equipment.
- **Community Engagement:** Interprets community interests and needs and translates them into appropriate library services and programs.
- **Contracts and Negotiation:** Negotiates and manages contracts for library products, services, vendors, and professional agreements to secure favorable terms, ensure compliance, and maximize value for the library and its users.
- **Emergency Preparedness:** Develops, implements, and maintains comprehensive emergency preparedness policies and procedures, including disaster response, staff training, and continuity of operations to protect patrons, staff, and library assets.
- **Essential Technology Skills:** Oversees the library's technology infrastructure, ensures staff and patrons have access to current tools and systems, and provides strategic direction for technology planning, upgrades, and digital service delivery.
- **Fiscal Operations:** Manages and operates the library within the annual appropriations adopted by the Board. Provides sound recommendations on the expenditure of library funds and ensures responsible financial stewardship.
- **Fundraising:** Identifies, initiates, and manages fundraising opportunities including grants, levies, donations, foundations, and community campaigns to supplement library funding and support strategic initiatives.

RESPONSIBILITIES AND EXPECTATIONS

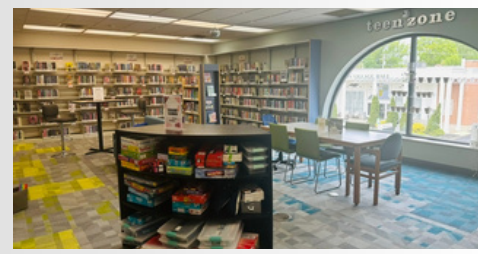
- **Laws:** Ensures full compliance with all applicable federal, state, and local laws, including copyright, privacy, intellectual freedom, public records, ethics, and employment regulations; advises the Board on legal implications of library operations and policies.
- **Marketing:** Directs public relations efforts on behalf of the library to build community support and enhance the library's image.
- **Organizational Partnerships:** Builds and formalizes strategic partnerships with community organizations, government agencies, schools, and other entities to enhance library services, expand reach, and create collaborative programs.
- **Personnel Management:** Has full charge of the employment, direction, supervision, and evaluation of all library staff. Delegates tasks appropriately and fosters a high-performing team environment.
- **Policies and Procedures:** Administers and operates the library in accordance with the policies and objectives adopted by the Board of Trustees. Develops, recommends, and implements library policies and procedures as needed.
- **Project Management:** Anticipates future system needs, interprets community interests and aspirations, and translates them into appropriate library services and programs. Keeps the Board informed of program needs, facility needs, technology needs, desirable expenditures, and any special achievements or problems requiring Board action or approval.
- **Records Management:** Establishes and maintains a systematic records management program in accordance with Ohio's record retention schedules, ensuring accurate documentation, efficient retrieval, and proper disposition of all library records and reports.



EDUCATION AND EXPERIENCE

- Five or more years of relevant organizational or departmental leadership experience in a mission-based organization is required.
- Experience in leading, hiring, training, developing, supervising, and evaluating staff is required.
- Experience in community engagement, collaboration, and advocacy [i.e., working and partnering closely with civic/community partners, local businesses, government officials, and other key stakeholders] is required.
- Experience providing strategic financial oversight and managing budgets in alignment with organizational goals is required.
- Experience with strategic plan development is required.
- Strong communication and interpersonal skills, with the ability to effectively engage diverse internal and external audiences, are required.
- Experience with facilities improvement and/or capital project management is preferred.
- A Master of Library and Information Science [MLIS] is preferred.





THE SUCCESSFUL CANDIDATE WILL DEMONSTRATE THESE QUALITIES AND BEHAVIORS

- Adaptability
- Advocacy
- Communication
- Community Engagement
- Customer Service
- Delegation
- Equity, Diversity, Inclusion
- Ethics
- Facilitation
- Innovation
- Intellectual Freedom
- Leadership
- Organizational Awareness
- Patron Awareness
- Personal Organization
- Problem-Solving
- Safety and Security
- Staff Development
- Strategic Planning
- Teamwork



COMPENSATION AND BENEFITS

A generous compensation package includes a starting pay range of **\$95,000 to \$105,000**; earned time-off allowances; medical, dental, vision insurance, and life insurance. Retirement benefits include participation in the Ohio Public Employees Retirement System [OPERS] public pension plan.



BENEFITS INCLUDE

- Paid vacation
- Paid holidays
- Sick leave
- Ohio Deferred Compensation plan
- Ohio Public Employees Retirement System [OPERS]
- A solid commitment to continued professional development

INTERESTED? GET IN TOUCH

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