

Ruth Keeler Memorial Library, North Salem, NY

Library Director Job Description and Posting – July 11, 2022

Organization

The Ruth Keeler Memorial Library is a life-long educational and cultural center for the North Salem community, serving its residents from infants to senior citizens with print and multimedia resources as well as enriching programs. The library seeks to encourage an informed and connected community by promoting the joy of learning, the love of reading, and internet literacy. And by offering art, educational, civic, and cultural events in a welcoming environment. We uphold First Amendment rights through freedom of expression, access to information, and the open exchange of ideas while respecting the confidentiality and beliefs of all patrons. The library has been fine-free since 2021 - we seek to have equitable access to all members of our community.

Position Overview

The Library Director serves as the chief administrator of the Library under the direction of the Board of Trustees and is responsible for all aspects of the Library's day-to-day operations. The Library Director has responsibility for providing leadership, implementing policy and recommending, designing, supervising, and evaluating an active program of educational, cultural and information services relevant to the North Salem community. The Library Director is also responsible for working with the Board on fundraising, policy development and longer-term financial, strategic capital and operational planning. The Library Director is responsible for all areas of work described below.

Provision of Library Services and patrons of all ages

- Acquisition and management of collections that meet the needs of the public; developing guidelines for such purposes
- Circulation of library materials along with related record keeping & procedures
- Development and provision of programs; envision and interpret community needs, developing new programs and services for all segments of it
- Actively manage PR/communications/website/social media to always be relevant and timely
- Ensures that the library environment, facilities, and services meet patron needs, are easy to use, accessible, and maintained appropriately
- Supports and participates in library special events, committees, and task forces
- Carries out any other duties within the scope, spirit, and purpose of the job
- Coordinates library services as needed to serve patrons in community group settings (may include story times; book discussions, "how-to" training about library resources, etc.)

Facilities Management

- Work closely with the Library Board to identify and define work necessary to ensure proper maintenance and safety of the library building and grounds
- Oversee such work performed by the custodial staff and contractors
- Assess and anticipate future facility needs as part of capital planning with the Board

Human Resource Management

- Develop and maintain a staffing plan
- Develop a continuity of operations plan to ensure continuation of essential library functions during unforeseen events, such as the COVID-19 pandemic
- Train, develop, supervise retain and hire qualified, motivated staff
- Perform annual reviews for all staff members
- Oversee any volunteer programs
- Ensure the personnel manual is current, and understood and complied with by staff
- Provide any necessary training, particularly any required by law or regulation (fire, active shooter, harassment, etc.)
- Encourage and provide the staff with professional training
- Participate in professional development for self; this may include general management workshops, NYLA, PLA conferences for training and networking among others.

Financial Management and Reporting

- Work closely with library treasurer to prepare the annual operating budget for approval by the Board
- Work with the bookkeeper and accountant to ensure that all needed reports are accurate and timely
- Manage the execution of the library budget and its various funds (operating, capital, investment)
- Work with the Board treasurer to provide the board with monthly financial reports
- Coordinates and works closely with the Library Board on execution of all programming and fundraising activities and maintenance of donor records
- Prepare NYS annual report
- Research and apply for grants
- Work with the Board to develop multi-year financial and capital plans

Governance

- Maintain a strong, open, and constructive relationship with the Board, enlisting its assistance as appropriate
- Ensure the Board is kept fully informed of all critical matters by maintaining open lines of communication
- Prepare the library Board monthly meeting agenda and necessary reports in coordination with the Board president
- Regularly meet with the Library Board and its committees to discuss and plan policy and priority recommendations; attends monthly Board Meetings; supervises the preparation of reports and collection of data and presents their report at each, the "Director's Report"
- Assist in the orientation and education of new Board members

- Closely work with Board president on annual appeal and Board Fundraising Committee on execution of annual events; oversee DonorPerfect database for accurate donor records
- Maintain confidentiality of Board matters
- Perform other duties as may be assigned by the Library Board

Leadership/vision

- Serving as the public face of the library; interfacing/liasing with members of the community, community organizations (including the RKML Visiting Committee and RKML Friends of the Library), municipal bodies (Town of North Salem) and other government bodies (County, State and Federal) as required
- Continually improve own skills through professional development
- Keeping the library current and innovative by continuously improving and updating services, types of media and technologies to enhance our patrons' experience in the library
- Working with the Library Board to develop a vision for the longer-term future of the library, including making recommendations as to the future direction and needs of the library
- Representing the Library in the Westchester Library System and actively represent the library at Public Library Director's Association (PLDA) for Westchester County.

Position Requirements for Library Director

- Preferred, Master's Degree in library and information science from an ALA-accredited school or program
- Professional Librarians' Certificate issued by the State of New York
- Experience in professional library management and administrative positions with a minimum of 3-5 years supervisory experience or demonstrate progressively responsible experience
- Leadership experience, ability to set a clear vision, thrive and work effectively in a team environment that includes staff, Board of Directors, Library Visiting Committee, Friends, and volunteers
- A comprehensive knowledge of public library finance, and applicable federal and state law
- Thorough knowledge and demonstrated competence in library automation and technology
- Articulate and enthusiastic communicator, with excellent written and oral communication skills, including willingness to speak publicly, as well as ability to interact with a variety of people
- Actively participate in all fundraising efforts with the Board; experience and comfortable with it.
- Expertise in writing grant proposals
- Excellent public relations/community engagement skills/relationship builder
- Proficient with necessary digital applications including GoogleDocs, and Microsoft Office Suite

Hours and place of work

- 12-month, full-time 35 hours per week;
- Occasional nights and weekends as needed for events such as monthly Board Meeting, Friends and Visiting Committee meetings, board committees, library and community events and programs

- All working hours are onsite at RKML located at 276 Titicus Road in North Salem, NY or in the North Salem vicinity (note North Salem does not have public transportation except for the MetroNorth train, which is 3+ miles from the library)
- Anticipated start date is October 15, 2022

Physical Activity Requirements

The person in this position must be able to:

- Communicate information and ideas clearly and accurately so others will understand;
- Operate a computer and other office machinery such as a copy machine, printer/scanner, calculator, video equipment, etc.;
- Move about inside the library with ability to access and move boxes of books and crates of materials that are moderate to heavy in weight;
- Load and move book carts;
- Position one's self to maintain files in file cabinets;
- Occasionally ascend/descend a ladder
- Observe details at a distance and at close range.

Pay range

\$75,000-\$90,000

Limited benefits

Any relocation expenses would not be covered

PLEASE NOTE

This job description is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. This job description will be reviewed periodically as duties and responsibilities change if necessary. Position Descriptions are subject to modification. The RKML is an equal opportunity employer and therefore encourages all genders, races, and identities to apply.

This open position posting will remain active until the role is filled.

ALL INTERESTED APPLICANTS

Please send your resume and cover letter in one PDF document to: RKMLDirectorSearch@outlook.com