

Library Director, Full-Time

The Board of Trustees of The Field Library is seeking a full-time Library Director for The Field Library. The Library is currently led by an Interim Director.

About The Field Library

The Field Library has served as Peekskill's library for over 135 years. As an association library, we are governed by a volunteer Board of Trustees, and funded by a tax levy subject to an annual ballot proposition with public vote. We serve the 10th largest population in Westchester County. In 2023, we had over 140,000 visits, and offered 657 programs drawing 7,673 attendees. The Field Library's service area also includes a portion of the neighboring Town of Cortlandt. As an anchor institution, our mission is to encourage discovery, advance knowledge, and strengthen the communities served.

Job Description

The Library Director works to support the vision, mission, and objectives of the library's Strategic Plan. The Director, like the library, acts as a beacon of welcome and support, inspiring lifelong learning by providing free and open access to a culture of creativity for Peekskill's diverse and unique population.

The Library Director is responsible for the management, strategic planning, and direction of all library operations and services. This role involves overseeing staff, collections, facilities, and programs to ensure the library meets the evolving needs of the community. The Library Director is an advocate for the library within the community, securing resources to support its mission and objectives. The Library Director collaborates with and reports to the Library Board of Trustees.

Job Duties

The duties of the Library Director stem directly from the library's [Strategic Plan](#), in the following areas:

- **Community Engagement, Advocacy, and Outreach:** Build strategic relationships with community organizations, schools, and individuals supportive of the library's mission to ensure the library is a primary resource hub for the community. Act as a liaison between the library and the City of Peekskill administration and Common Council, Town of Cortlandt Supervisor and Board, Westchester Library System, and Friends of The Field Library to foster library initiatives.
- **Strategic Management:** Manage according to the library's Strategic Plan and

work with the Board of Trustees to guide the library's growth and development in alignment with community needs and goals.

- **Staffing and Staff Development:** Recruit, train, supervise, mentor, evaluate, and inspire library staff, fostering a positive work environment and ensuring that employees have the necessary support and resources to carry out their duties effectively.
- **Financial Management and Annual Reporting:** Develop and manage the library's budget, including allocating funds for staffing, collections, programs, and facilities, and ensure financial sustainability through effective resource allocation. Manage the annual library budget vote, including informing the public about the vote and financial plan. Prepare and submit reports to the Board of Trustees, local and state organizations, and the community.
- **Facilities Management:** Ensure that library facilities are well-maintained, welcoming, safe, and accessible to patrons and staff. Develop short and long term plans for renovations and expansions, and work with the Board of Trustees to implement those plans. Given the library's location in a City-owned building, the Director will need to collaborate with the City administration on renovations, repairs, and construction grants.
- **Program Development:** Work with the library staff to develop library programs and services for the diverse needs of the community. Write grants to support new and existing programs.
- **Technology Management:** Stay abreast of technological advancements in library services and implement appropriate technologies to enhance access to information and the user experience, and ensure security of library operations.
- **Collection Development:** Oversee the selection, acquisition, cataloging, and maintenance of library materials, including books, periodicals, digital resources, historic archives, and other materials, ensuring that the collection reflects the interests and needs of the community.

Qualifications

The Field Library's Boards of Trustees seeks a Library Director with the following qualifications:

- A Master's Degree in Information and Library Science from an institution accredited by the American Library Association and a current New York State Professional Librarian's Certificate.
- A minimum of five years of professional library experience, at least three of which must have been in a supervisory role (library management or administration),

including staff supervision, budget management, grant writing, and strategic planning.

- The ability to effectively lead, collaborate with, and inspire a diverse staff, supporting their development.
- A track record of successful community outreach, clear communication with patrons, city and state government organizations, community organizations, and other stakeholders in the community. Knowledge of current best practices, trends, and issues in library services, technology, and information management.
- Familiarity with relevant laws, regulations, and ethical standards governing library operations.
- Proficiency in Spanish is a plus.

Annual Salary range offered: \$105,000 - \$120,000, based on experience. Benefits include: health insurance, retirement benefits through the New York State Retirement System, optional enrollment in a 401k retirement plan, paid holidays, and 4 weeks of vacation.

Interested candidates should submit a cover letter and resume, via email preferred, attention:

President, Board of Trustees
The Field Library
4 Nelson Ave.
Peekskill, NY 10566

Or:

Email to: trustees@thefieldlibrary.org
Subject: Field Library Director posting

The deadline to apply for this post is August 15, 2024.

The Field Library is an Equal Opportunity Employer and is fully committed to maintaining a workplace free of discrimination and harassment based on race, gender, religion, age, color, national origin, disability, sexual orientation, and other non-merit factors. All persons applying for employment and employed by The Field Library shall be afforded equal employment opportunity in initial employment and consideration for advancement.